

SHIRE OF SHARK BAY NOTICE OF MEETING

27 May 2026

ORDINARY COUNCIL MEETING AGENDA



27 MAY 2026



DISCLAIMER

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

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

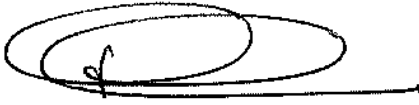
In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by a member or officer of the Shire of Shark Bay during the course of any meeting is not intended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

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

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

The next Ordinary meeting of the Shark Bay Shire Council will be held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 24 June 2026 commencing at 1.00 pm.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Dale Chapman
Chief Executive Officer
19 May 2026

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

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1 DECLARATION OF OPENING

The President will declare the meeting open.

2 ACKNOWLEDGEMENT OF COUNTRY

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

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

3 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr P Stubberfield	President
Cr M Smith	Deputy President
Cr A Johns	
Cr G Ridgley	
Cr L Bellottie	
Cr C Cowell	

Mr D Chapman	Chief Executive Officer
Ms M Fanali	Executive Manager Community Development / Minute Taker
Mr B Galvin	Works Manager

APOLOGIES

Cr E Fenny	
Ms J Green	Manager Finance and Administration

VISITORS

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

5 PUBLIC QUESTION TIME

27 MAY 2026

6 APPLICATIONS FOR LEAVE OF ABSENCE

6.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR FENNY
GV00020

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr

Seconded Cr

Officers Recommendation

Councillor Fenny is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on Wednesday 27 May 2025.

Background

Councillor Fenny has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 27 May 2026. The Council in accordance with Section 2.25 of the ***Local Government Act 1995*** as amended may by resolution grant leave of absence to a member.

Comment

Councillor Fenny has advised the Chief Executive Officer, that he will be unable to attend the Ordinary meeting of Council scheduled to be held on Wednesday 27 May 2026 and has requested leave of absence be granted by Council for this meeting.

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

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

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Legal Implications

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

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

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no financial implications relative to this report.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer	D Chapman
Date of Report	20 May 2026

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7 PETITIONS

8 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF THE MINUTES OCM HELD ON 29 APRIL 2026

Moved Cr
Seconded Cr

Officer Recommendation

That the minutes of the Ordinary Council meeting held on 29 April 2026, as circulated to all Councillors, be confirmed as a true and accurate record.

9 ANNOUNCEMENTS BY THE CHAIR

27 MAY 2026

10 FINANCE REPORT

10.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author

Manager Finance & Administration

Disclosure Of Any Interest

Declaration of Interest:

Nature of Interest:

Moved Cr

Seconded Cr

Officer Recommendation

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$709,691.68 be accepted.

Comment

The schedules of accounts for payment covering -

Municipal fund BPay payment for the month of April 2025 totalling \$1,134.18

There are no Municipal fund credit card direct debits for the month of April 2026

Municipal fund direct debits to Council for the month of April 2026 totalling \$36,599.44

Municipal fund account electronic payment numbers MUNI 347498 to 34868 totalling \$542,666.82 and

Municipal fund account for April 2026 payroll totalling \$129,291.24

The schedule of accounts submitted to each member of Council on 21 May 2026 has been checked and are fully supported by vouchers and invoices. All vouchers and invoices have been duly certified as to the receipt of goods and services and the cost of goods and services received.

Legal Implications

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

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Policy Implications

There are no policy implications associated with this item.

Financial Implications

The payments listed have been disbursed throughout the month.

Strategic Implications

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

Risk Management

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

Voting Requirements

Simple Majority Required

Signature

Manager Finance & Administration
Date of Report

J Green
20 May 2026

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FINANCIALS – PAYMENT SUMMARY APRIL 2026

BPAY PAYMENTS	TOTAL	\$ 1,134.18
CREDIT CARD PAYMENTS		
NO CREDIT CARD PAYMENTS PAID THIS MONTH, AS LAST ONE'S PAID ON 30 MARCH AND THIS MONTH'S PAID ON 01 MAY 2026		
DIRECT DEBIT PAYMENTS #DD18840.1 - #DD18868.14	TOTAL	\$ 36,599.44
EFTPOS PAYMENTS #34749 - #34868	TOTAL	\$ 542,666.82
PAYROLL PAYMENTS	TOTAL	\$ 129,291.24
TOTAL PAYMENTS APRIL 2026	TOTAL	\$ 709,691.68

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10.2 FINANCIAL REPORTS TO 30 APRIL 2026

CM00017

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr

Seconded Cr

Officer Recommendation

That the monthly financial report to 30 April 2026 as attached be received.

Comment

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **30 April 2026** are attached.

VARIANCE ANALYSIS

Revenue from operating activities - Actual operating revenue as of 30 April 2026 was \$42,186 greater than year to date budget.

Revenue from Fees and Charges was \$152,725 greater than year to date budget, primarily driven by refuse site fees, SBDC merchandise, caravan park fees, and Main Roads WA Shark Bay Road and Monkey Mia Road income higher than year to date budget.

Revenue from Grants, Subsidies and Contributions was \$122,349 less than year to date budget.

Expenditure from operating activities - Actual operating expenditure as of 30 April 2026 is less than year to date budget by \$1,622,827.

The operating expenditure variance is primarily due to less than year to date expenditure in Materials and Contracts (\$810,576) and is predominantly timing related, year to date profiled as 10/12 of the annual budget.

Employee costs are \$504,147 less than year to date budget due to staff vacancies giving rise to salaries and wages and employment oncosts being lower than year to date budget.

Materials and Contracts expenditure is \$810,576 less than year to date budget, profiled at 9/112th of the annual budget. The year to date actuals of several expenditure areas within Materials and Contracts are tracking at less than year to date budget, the

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specifics are detailed within the Explanation of Material Variances within the financial statements attached (page 6).

Revenue from capital activities – Actual capital income as of 30 April 2026 is \$994,960 less than year to date budget due to major grants being held as capital liabilities until obligations are met.

Expenditure from capital activities – Actual expenditure from capital activities as of 30 April 2026 is \$4,366,401 less than year to date budget due to building projects not yet significantly commenced or aligned to year to date budget.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

Strategy 7.2 – Provide appropriate services to the community in a professional and efficient manner.

Action 7.2.2 – Maintain accountability and financial responsibility in accordance with Long Term Financial Plan.

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Chief Executive Officer

Date of Report

D Chapman

20 May 2026

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SHIRE OF SHARK BAY
MONTHLY FINANCIAL REPORT
(Containing the required statement of financial activity and statement of financial position)
For the period ended 30 April 2026

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

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Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

**SHIRE OF SHARK BAY
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026**

Note	Amended Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	2,093,692	2,093,692	2,097,067	3,375	0.16%	
Grants, subsidies and contributions	2,330,398	1,695,721	1,573,372	(122,349)	(7.22%)	
Fees and charges	2,019,955	1,645,550	1,798,275	152,725	9.28%	
Interest revenue	281,514	234,580	247,706	13,126	5.60%	
Other revenue	240,138	209,140	205,072	(4,068)	(1.95%)	
Profit on asset disposals	54,377	42,000	41,377	(623)	(1.48%)	
	7,020,074	5,920,683	5,962,869	42,186	0.71%	
Expenditure from operating activities						
Employee costs	(3,189,413)	(2,662,798)	(2,158,651)	504,147	18.93%	▲
Materials and contracts	(3,426,639)	(2,673,789)	(1,863,213)	810,576	30.32%	▲
Utility charges	(220,068)	(183,140)	(184,935)	(1,795)	(0.98%)	
Depreciation	(5,539,881)	(4,616,170)	(4,375,876)	240,294	5.21%	
Finance costs	(100,848)	(84,030)	(97,820)	(3,218)	(3.11%)	
Insurance	(257,560)	(257,560)	(241,147)	16,413	6.37%	
Other expenditure	(246,123)	(206,569)	(139,587)	66,982	32.43%	▲
Loss on asset disposals	(20,275)	(2,727)	(2,727)	0	0.00%	
	(13,000,607)	(10,686,783)	(9,063,956)	1,622,827	15.19%	
Non cash amounts excluded from operating activities	2(c) 5,505,579	4,576,897	4,337,226	(239,671)	(5.24%)	
Amount attributable to operating activities	(474,954)	(189,203)	1,236,139	1,425,342	753.34%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	1,563,424	1,227,150	232,190	(994,960)	(81.08%)	▼
Proceeds from disposal of assets	170,455	105,455	105,455	0	0.00%	
	1,733,879	1,332,605	337,645	(994,960)	(74.66%)	
Outflows from investing activities						
Payments for property, plant and equipment	(5,312,706)	(4,416,696)	(1,124,662)	3,292,034	74.54%	▲
Payments for construction of infrastructure	(1,512,368)	(1,258,717)	(184,350)	1,074,367	85.35%	▲
	(6,825,074)	(5,675,413)	(1,309,012)	4,366,401	76.94%	
Amount attributable to investing activities	(5,091,195)	(4,342,808)	(971,367)	3,371,441	77.63%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	1,560,000	0	0	0	0.00%	
	1,560,000	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(200,500)	(158,627)	(158,627)	0	0.00%	
Transfer to reserves	(664,457)	(104,651)	(104,651)	0	0.00%	
	(864,957)	(263,278)	(263,278)	0	0.00%	
Non-cash amounts excluded from financing activities	2(d) 2,000,000	0	0	0	0.00%	
Amount attributable to financing activities	2,695,043	(263,278)	(263,278)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 2,871,106	2,871,106	2,871,106	0	0.00%	
Amount attributable to operating activities	(474,954)	(189,203)	1,236,139	1,425,342	753.34%	▲
Amount attributable to investing activities	(5,091,195)	(4,342,808)	(971,367)	3,371,441	77.63%	▲
Amount attributable to financing activities	2,695,043	(263,278)	(263,278)	0	0.00%	
Surplus or deficit after imposition of general rates	0	(1,924,183)	2,872,600	4,796,783	249.29%	▲

KEY INFORMATION

- ▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
 - ▲ Indicates a variance with a positive impact on the financial position.
 - ▼ Indicates a variance with a negative impact on the financial position.
- Refer to Note 3 for an explanation of the reasons for the variance.

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

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

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**SHIRE OF SHARK BAY
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 APRIL 2026**

	Actual 30 June 2025	Actual as at 30 April 2026
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	10,595,904	11,198,053
Trade and other receivables	486,883	291,491
Inventories	135,734	135,734
Contract assets	405,331	194,629
TOTAL CURRENT ASSETS	11,623,852	11,819,907
NON-CURRENT ASSETS		
Trade and other receivables	11,720	11,720
Other financial assets	39,810	39,810
Property, plant and equipment	31,702,790	31,454,993
Infrastructure	69,741,338	66,855,466
TOTAL NON-CURRENT ASSETS	101,495,658	98,361,989
TOTAL ASSETS	113,119,510	110,181,896
CURRENT LIABILITIES		
Trade and other payables	756,687	316,310
Other liabilities	474,137	1,004,424
Borrowings	200,500	41,873
Employee related provisions	181,312	181,312
TOTAL CURRENT LIABILITIES	1,612,636	1,543,919
NON-CURRENT LIABILITIES		
Borrowings	2,352,095	2,352,095
Employee related provisions	36,862	36,862
TOTAL NON-CURRENT LIABILITIES	2,388,957	2,388,957
TOTAL LIABILITIES	4,001,593	3,932,876
NET ASSETS	109,117,917	106,249,020
EQUITY		
Retained surplus	40,822,326	37,848,778
Reserve accounts	5,340,610	5,445,261
Revaluation surplus	62,954,981	62,954,981
TOTAL EQUITY	109,117,917	106,249,020

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

**SHIRE OF SHARK BAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026**

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supplementary information does not form part of the financial report.

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 May 2026

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

MATERIAL ACCOUNTING POLICIES

Material accounting policies utilised in the preparation of these statements are as described within the 2025-26 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:

- Fair value measurement of assets carried at reportable value including:
 - Property, plant and equipment
 - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits

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SHIRE OF SHARK BAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026

2 NET CURRENT ASSETS INFORMATION

	Amended Budget Opening 1 July 2025	Actual as at 30 June 2025	Actual as at 30 April 2026
(a) Net current assets used in the Statement of Financial Activity			
Current assets	\$	\$	\$
Cash and cash equivalents	10,595,904	10,595,904	11,198,053
Trade and other receivables	558,931	486,883	291,491
Inventories	135,734	135,734	135,734
Contract assets	405,331	405,331	194,629
	<u>11,695,900</u>	<u>11,623,852</u>	<u>11,819,907</u>
Less: current liabilities			
Trade and other payables	(828,735)	(756,687)	(316,310)
Other liabilities	(474,137)	(474,137)	(1,004,424)
Borrowings	(200,500)	(200,500)	(41,873)
Employee related provisions	(181,312)	(181,312)	(181,312)
	<u>(1,684,684)</u>	<u>(1,612,636)</u>	<u>(1,543,919)</u>
Net current assets	10,011,216	10,011,216	10,275,988
Less: Total adjustments to net current assets	2(b) (7,140,110)	(7,140,110)	(7,403,388)
Closing funding surplus / (deficit)	2,871,106	2,871,106	2,872,600
(b) Current assets and liabilities excluded from budgeted deficiency			
Adjustments to net current assets			
Less: Reserve accounts	(5,340,610)	(5,340,610)	(5,445,261)
Less: Unspent loans	(2,000,000)	(2,000,000)	(2,000,000)
Add: Current liabilities not expected to be cleared at the end of the year - Current portion of borrowings	200,500	200,500	41,873
Total adjustments to net current assets	2(a) (7,140,110)	(7,140,110)	(7,403,388)
(c) Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(54,377)	(42,000)	(41,377)
Add: Loss on asset disposals	20,275	2,727	2,727
Add: Depreciation	5,539,681	4,616,170	4,375,876
Total non-cash amounts excluded from operating activities	5,505,579	4,576,897	4,337,226
(d) Non-cash amounts excluded from financing activities			
Adjustments to financing activities			
Unspent loans	2,000,000	0	0
Total non-cash amounts excluded from financing activities	2,000,000	0	0

CURRENT AND NON-CURRENT CLASSIFICATION

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

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

**SHIRE OF SHARK BAY
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 APRIL 2026**

3 EXPLANATION OF MATERIAL VARIANCES

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

The material variance adopted by Council for the 2025-26 year is \$20,000 and 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Expenditure from operating activities			
Employee costs	504,147	18.93%	▲
Staff vacancies, giving rise to salaries and wages and employment oncosts actual costs lower than YTD budget		Timing	
Materials and contracts	810,576	30.32%	▲
YTD expenditure profiled as 10/12th of the annual budget.		Timing	
YTD actuals lower than YTD budget for audit fees, reg 17 review, computer licence fees, community events and festivals, independent living units maintenance, domestic refuse collection, refuse site operations and maintenance, recycling expenses, regional arts venues, valuations, emergency management consultant, planning and strategy for Regional North Local Government, maintenance town streets, OHS reviews, tourism promotions and plant operating costs.		Timing	
Private works, Useless Loop road maintenance YTD actuals higher than budget.		Timing	
Other expenditure	66,982	32.43%	▲
Council assistance program, refund expenditures YTD actual lower than budget.		Timing	
Emergency Management Consultant and meetings attendance fees YTD actual higher than budget.		Permanent	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(994,960)	(81.08%)	▼
Major grants held as capital grant liabilities until obligations are met.		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	3,292,034	74.54%	▲
Equipment not purchased, capital building projects not commenced or aligned to YTD budget.		Timing	
Payments for construction of infrastructure	1,074,367	85.35%	▲
Infrastructure projects not commenced. YTD budgets profiled as 10/12th of the annual budget.		Timing	
Surplus or deficit after imposition of general rates	4,796,783	249.29%	▲
Due to variances described above.			

Please refer to the compilation report

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SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.87 M	\$2.87 M	\$2.87 M	\$0.00 M
Closing	\$0.00 M	(\$1.92 M)	\$2.87 M	\$4.80 M

Refer to Statement of Financial Activity

Cash and cash equivalents			Payables			Receivables		
	\$	% of total		\$	% Outstanding		\$	% Collected
Unrestricted Cash	\$5.75 M	51.4%	Trade Payables	\$0.03 M		Rates Receivable	\$0.11 M	87.7%
Reserve Accounts	\$5.45 M	48.6%	0 to 30 Days		100.0%	Trade Receivable	\$0.19 M	% Outstanding
			Over 30 Days		0.0%	Over 30 Days		78.1%
			Over 90 Days		0.0%	Over 90 Days		40.1%

Refer to 3 - Cash and Financial Assets Refer to 9 - Payables Refer to 7 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.47 M)	(\$0.19 M)	\$1.24 M	\$1.43 M

Refer to Statement of Financial Activity

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	YTD Budget	% Variance	YTD Actual	YTD Budget	% Variance	YTD Actual	YTD Budget	% Variance
\$2.10 M	\$2.06 M	0.2%	\$1.57 M	\$1.70 M	(7.2%)	\$1.80 M	\$1.65 M	9.3%

Refer to 12 - Grants and Contributions Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$5.09 M)	(\$4.34 M)	(\$0.97 M)	\$3.37 M

Refer to Statement of Financial Activity

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	Amended Budget	%	YTD Actual	Amended Budget	% Spent	YTD Actual	Amended Budget	% Received
\$0.11 M	\$0.17 M	(38.1%)	\$0.18 M	\$1.51 M	(87.8%)	\$0.23 M	\$1.66 M	(85.1%)

Refer to 8 - Disposal of Assets Refer to 5 - Capital Acquisitions Refer to 5 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$2.70 M	(\$0.26 M)	(\$0.26 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings		Reserves	
Principal repayments	(\$0.16 M)	Reserves balance	\$5.45 M
Interest expense	(\$0.08 M)	Net Movement	\$0.10 M
Principal due	\$2.39 M		

Refer to 10 - Borrowings Refer to 4 - Cash Reserves

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

Please refer to the compilation report

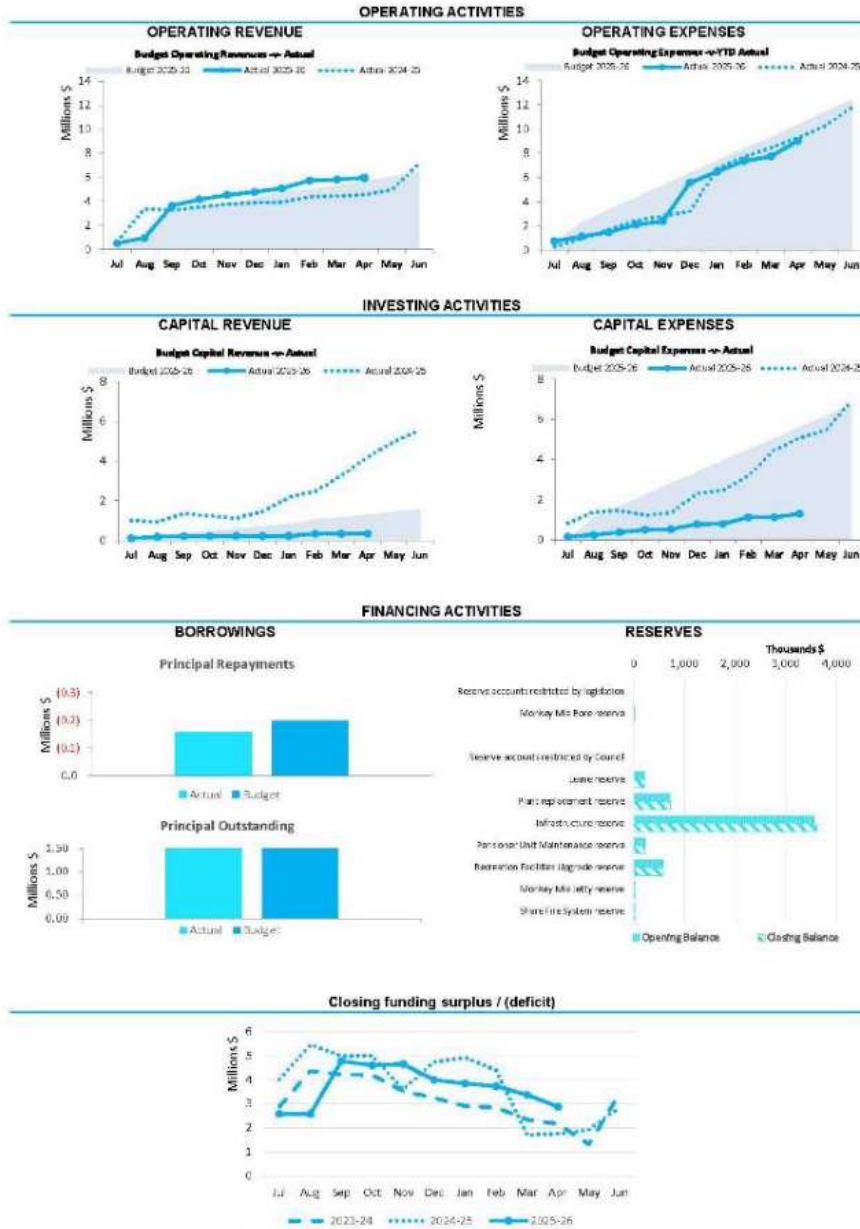
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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

2 KEY INFORMATION - GRAPHICAL



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

Please refer to the compilation report

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

3 CASH AND FINANCIAL ASSETS AT AMORTISED COST

Description	Classification	Reserve		Total	Institution	Interest Rate	Maturity Date
		Unrestricted	Accounts				
		\$	\$	\$			
Office Till Float		200	0	200			
SBDC Till Float		500	0	500			
Refuse Site Float		200	0	200			
Municipal Fund Bank	Cash and cash equivalents	1,567,250	0	1,567,250	CBA	Variable	Not applicable
Municipal Telenet Saver - 6555	Cash and cash equivalents	1,305,766	0	1,305,766	CBA	Variable	Not applicable
SHERP Telenet Saver - 6571	Cash and cash equivalents	88,222	0	88,222	CBA	Variable	Not applicable
Municipal Term Deposit - 6547	Cash and cash equivalents	24,952	0	24,952	CBA	Variable	Not applicable
Reserve Telenet Saver - 6555	Cash and cash equivalents	6,006	2,307,055	2,313,061	CBA	Variable	Not applicable
Reserve Bank Account - 6520	Cash and cash equivalents	164	0	164	CBA	Variable	Not applicable
Reserve Bank Account - 6547	Cash and cash equivalents	0	83,636	83,636	CBA	Variable	Not applicable
Reserve Bank Account - 6547	Cash and cash equivalents	0	1,054,570	1,054,570	CBA	Variable	Not applicable
CBA Term Deposit - 7106	Cash and cash equivalents	2,067,535	2,000,000	4,067,535	CBA	Variable	Not available
Muni Bank Deposit - 6566	Cash and cash equivalents	691,997	0	691,997	CBA	Variable	Not applicable
Total		5,752,792	5,445,261	11,198,053			
Comprising							
Cash and cash equivalents		5,752,792	5,445,261	11,198,053			
		5,752,792	5,445,261	11,198,053			

KEY INFORMATION

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

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 8 - Other assets.



Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

4 RESERVE ACCOUNTS

Reserve account name	Budget				Actual			
	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$
Reserve accounts restricted by legislation								
Monkey Mia Bore reserve	14,999	15,000	0	29,999	14,999	0	0	14,999
Reserve accounts restricted by Council								
Leave reserve	211,638	6,772	0	218,410	211,638	4,162	0	215,800
Plant replacement reserve	713,619	22,838	0	736,455	713,619	14,023	0	727,642
Infrastructure reserve	3,546,044	592,516	(1,500,000)	2,638,560	3,546,044	69,879	0	3,615,723
Pensioner Unit Maintenance reserve	220,947	7,070	(60,000)	168,017	220,947	4,342	0	225,289
Recreation Facilities Upgrade reserve	577,289	18,473	0	595,762	577,289	11,344	0	588,633
Monkey Mia Jetty reserve	23,980	767	0	24,747	23,980	471	0	24,451
Share Fire System reserve	32,094	1,023	0	33,117	32,094	630	0	32,724
	5,340,610	664,457	(1,560,000)	4,445,067	5,340,610	104,851	0	5,445,261

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended		YTD Actual	YTD Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	4,417,272	3,707,772	630,838	(3,076,934)
Furniture & Office Equip.	76,000	51,330	0	(51,330)
Plant, Equip. & Vehicles	789,434	632,594	493,824	(138,770)
Heritage Assets	30,000	25,000	0	(25,000)
Acquisition of property, plant and equipment	5,312,706	4,416,696	1,124,662	(3,292,034)
Roads (Non Town)	636,309	530,260	0	(530,260)
Footpaths	60,000	50,000	0	(50,000)
Drainage/Culverts	58,000	58,000	58,000	0
Town Streets	475,582	396,320	0	(396,320)
Public Facilities	282,477	224,137	126,350	(97,787)
Acquisition of infrastructure	1,512,368	1,258,717	184,350	(1,074,367)
Total capital acquisitions	6,825,074	5,675,413	1,309,012	(4,366,401)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,563,424	1,227,150	232,190	(994,960)
Other (disposals & C/Fwd)	170,455	105,455	105,455	0
Reserve accounts				
Infrastructure reserve	1,500,000	0	0	0
Pensioner Unit Maintenance reserve	60,000	0	0	0
Contribution - operations	3,531,195	4,342,808	971,367	(3,371,441)
Capital funding total	6,825,074	5,675,413	1,309,012	(4,366,401)

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2)*. Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2)*, the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value is for the purpose of *Local Government (Financial Management) Regulation 17A(4)* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

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SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED



		Amended			
		Current	Year to Date	Year to Date	Variance
		Budget	Budget	Actual	(Under)/Over
Account Description					
Capital Expenditure					
Buildings					
█	25104775		110,272	112,722	2,500
█	25304730		267,000	222,500	(103,082)
█	09126000		50,000	50,000	0
█	05204750		100,000	83,330	(83,330)
█	00102810		3,735,000	3,112,500	(2,772,000)
█	10302891		40,000	33,330	(33,330)
█	25104785		30,000	25,000	(25,000)
█	30105503		15,000	12,500	(12,500)
█	30004947		50,000	41,570	(41,570)
█	30035002		20,000	16,970	(16,670)
█	Buildings Total		4,417,272	3,707,772	(3,076,934)
Furniture & Office Equip.					
█	05304975		30,000	25,000	(25,000)
█	25305506		10,000	8,330	(8,330)
█	35504903		35,000	18,000	(18,000)
█	Furniture & Office Equip. Total		75,000	51,330	(61,330)
Plant, Equip. & Vehicles					
█	05305338		51,500	51,500	58,295
█	30403700		7,000	5,830	(5,830)
█	35405250		100,000	63,330	(63,330)
█	30004968		15,000	6,500	(6,500)
█	30035003		15,000	12,500	(12,500)
█	45158790		30,000	25,000	(25,000)
█	16205476		20,000	16,970	(12,265)
█	45205484		180,000	133,330	(18,994)
█	45205516		65,500	63,500	(6,119)
█	16205516		63,500	58,295	(5,205)
█	45205620		67,000	67,000	38,485
█	40205519		40,434	40,434	0
█	45205348		83,500	83,500	58,295
█	05305335		95,000	0	0
█	Plant, Equip. & Vehicles Total		788,434	632,584	(138,771)
Heritage Assets					
█	30035182		30,000	25,000	(25,000)
█	Heritage Assets Total		30,000	25,000	(25,000)
Roads (Non Town)					
█	45195870		636,309	530,260	(530,260)
█	Roads (Non Town) Total		636,309	530,260	(530,260)
Footpaths					
█	45145250		60,000	50,000	(50,000)
█	Footpaths Total		60,000	50,000	(50,000)
Town Streets					
█	45158990		475,582	396,320	(396,320)
█	Town Streets Total		475,582	396,320	(396,320)
Public Facilities					
█	30205511		72,477	72,477	0
█	05204740		20,000	18,370	(18,370)
█	30105581		15,000	12,500	(12,500)
█	30405593		10,000	8,330	(8,330)
█	35305625		15,000	12,500	(12,500)
█	30305511		30,000	25,000	(25,000)
█	35305506		20,000	18,870	(18,870)
█	45104775		10,000	8,330	(8,330)
█	45158789		10,000	8,330	(8,330)
█	45205319		10,000	6,330	(6,330)
█	35305334		40,000	20,000	(20,000)
█	30104061		30,000	15,000	(15,000)
█	Public Facilities Total		282,477	224,137	(97,787)
Drainage/Culverts					
█	45105875		58,000	58,000	0
█	Drainage/Culverts Total		58,000	58,000	0
█	Grand Total		6,825,074	6,675,413	(1,309,012)

Please refer to the compilation report

ORDINARY COUNCIL MEETING AGENDA

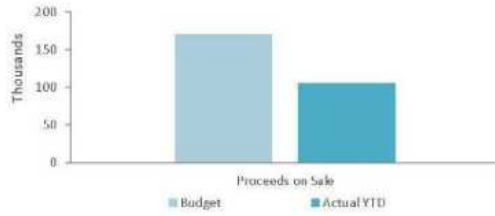
27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Water Tanker	32,548	20,000	0	(12,548)	0	0	0	0
MV211	Admin Vehicle	30,000	27,273	0	(2,727)	30,000	27,273	0	(2,727)
MV220	Dual Cab Ute- Ranger	20,468	40,000	19,532	0	20,468	40,000	19,532	0
MV218	Dual Cab Ute - Country	16,337	38,182	21,845	0	16,337	38,182	21,845	0
	Community Bus	10,000	5,000	0	(5,000)	0	0	0	0
	Admin Ford	27,000	40,000	13,000	0	0	0	0	0
		136,353	170,455	54,377	(20,275)	66,805	105,455	41,377	(2,727)



Please refer to the compilation report

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SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 June 2025	30 Apr 2026
Opening arrears previous year	\$ 39,466	\$ 161,185
Levied this year	1,779,510	2,097,067
Less - collections to date	(1,485,481)	(1,980,684)
Gross rates collectable	333,495	277,568
Allowance for impairment of rates receivable	(172,310)	(172,310)
Net rates collectable	161,185	105,258
% Collected	81.7%	87.7%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(4,963)	33,764	7,001	36,442	48,437	120,681
Percentage	(4.1%)	28.0%	5.8%	30.2%	40.1%	
Balance per trial balance						
Trade receivables						120,681
Other receivables						65,552
Total receivables general outstanding						186,233

Amounts shown above include GST (where applicable)

KEY INFORMATION

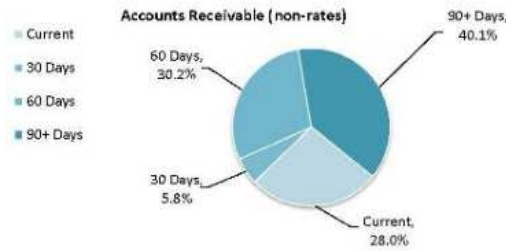
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2025	Asset Increase	Asset Reduction	Closing Balance 30 April 2026
	\$	\$	\$	\$
Inventory				
Stock on hand	135,734	0	0	135,734
Contract assets				
Contract assets	405,331	0	(210,702)	194,629
Total other current assets	541,065	0	(210,702)	330,363

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

Contract assets

A contract asset is the right to consideration in exchange for goods or services the entity has transferred to a customer when that right is conditioned on something other than the passage of time.

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

9 PAYABLES

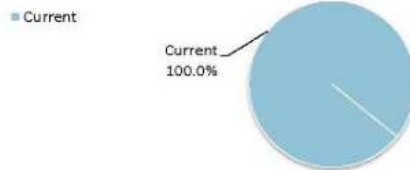
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	(683)	31,188	0	0	0	30,505
Percentage	(2.2%)	102.2%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors						30,505
ATO liabilities						2,762
Other payables						90,021
Esl Liability						418
Bond Liability						76,744
Prepaid Rates						14,054
Contract retentions held						101,806
Total payables general outstanding						316,310

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

Aged Payables



Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

FINANCING ACTIVITIES

10 BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2025	New Loans		Principal Repayments		Principal Outstanding		Finance costs Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	
Town Oval Bore	58	832,077	0	0	(35,888)	(35,888)	596,189	596,189	(13,959)	(13,959)
Essential Worker Accommodation	59	1,920,518	0	0	(122,739)	(164,612)	1,797,779	1,755,906	(65,886)	(86,889)
Total		2,552,595	0	0	(158,627)	(200,500)	2,393,968	2,352,095	(79,845)	(100,848)
Current borrowings		200,500					41,873			
Non-current borrowings		2,352,095					2,352,095			
		<u>2,552,595</u>					<u>2,393,968</u>			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

**SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

OPERATING ACTIVITIES

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening Balance 1 July 2025	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 30 April 2026
		\$	\$	\$	\$	\$
Other liabilities						
Contract liabilities		74,537	0	373,820	(196,150)	252,207
Capital grant/contributions liabilities		399,600	0	504,807	(152,190)	752,217
Total other liabilities		474,137	0	878,627	(348,340)	1,004,424
Employee Related Provisions						
Provision for annual leave		99,323	0	0	0	99,323
Provision for long service leave		81,989	0	0	0	81,989
Total Provisions		181,312	0	0	0	181,312
Total other current liabilities		655,449	0	878,627	(348,340)	1,185,736

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

OPERATING ACTIVITIES

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Amended	YTD	YTD
	1 July 2025	Liability	Liability	30 Apr 2026	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Grants and subsidies								
Grants Commission - General	0	0	0	0	0	1,100,880	825,680	825,680
Grants Commission - Roads	0	0	0	0	0	306,821	230,116	230,116
FESA Grant - Operating Bush Fire Brigade	0	9,635	(7,704)	1,931	1,931	10,796	8,980	8,473
Grant FESA - SES	0	35,400	(23,600)	11,800	11,800	47,200	39,330	40,838
Planning & Strategy - Regional North LG	42,149	0	(937)	41,212	41,212	42,149	35,120	938
DLGSC - Regional Arts Venues Support	4,412	55,240	(14,482)	45,170	45,170	59,651	49,700	14,481
Road Preservation Grant	0	0	0	0	0	171,485	171,485	171,485
Useless Loop Road - Mite	0	132,000	(132,000)	0	0	330,000	275,000	264,000
Grants - Community Development	0	1,000	(1,000)	0	0	1,000	830	1,000
Every Club - Gaming & Wagering Com	2,966	0	(1,546)	1,420	1,420	10,166	8,470	1,545
Gaming & Wagering Com - Out of School Programs	0	0	0	0	0	30,000	25,000	0
Grant - Youth Life Skills Program -INC	10,000	0	(326)	9,674	9,674	10,000	8,330	326
Useless Loop Road - Extra Grades	0	136,000	0	136,000	136,000	170,000	0	0
DIGITAL LIBRARY BOARD - GRANT	0	4,545	(4,545)	0	0	5,000	5,000	4,545
Building condition assessments - DoH grant	0	0	0	0	0	20,000	0	0
	59,527	373,820	(186,140)	247,207	247,207	2,315,148	1,683,031	1,583,207
Contributions								
Donations - HMAS Sydney Exhibit	0	0	0	0	0	250	200	155
Coburn Resources Education Contribution	5,000	0	0	5,000	5,000	5,000	4,160	0
Contribution to Road Maintenance - Pipeline	10,010	0	(10,010)	0	0	10,000	8,330	10,010
	15,010	0	(10,010)	5,000	5,000	15,250	12,690	10,165
TOTALS	74,537	373,820	(196,150)	252,207	252,207	2,330,398	1,695,721	1,573,372

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026

INVESTING ACTIVITIES

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2025	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Apr 2026	Current Liability 30 Apr 2026	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	
Capital grants and subsidies								
Grant - Cyclone Seroja Resilience - Income	301,879	0	(119,418)	182,461	182,461	301,879	251,560	119,418
Grant - Essential Worker Accommodation - GDC	50,000	0	0	50,000	50,000	50,000	41,660	0
Roads To Recovery Grant - Cap	0	300,000	0	300,000	300,000	475,582	396,310	0
RRG Grants - Capital Projects	0	169,683	0	169,683	169,683	424,206	353,500	0
Local Road and Community Infrastructure Program	0	0	0	0	0	30,000	25,000	0
Grant - Seawall Revetment Capital Projects	0	0	0	0	0	20,036	16,690	0
Grant - SHERP Community Housing Project	47,721	0	(32,772)	14,949	14,949	127,721	106,430	112,772
Lotterywest Library Upgrade Grant	0	35,124	0	35,124	35,124	36,000	36,000	0
Fish Cleaning Facility - Rec Fish West Grant	0	0	0	0	0	40,000	0	0
Drainage/Sump Construction - DBCA grant	0	0	0	0	0	58,000	0	0
	399,600	504,807	(152,190)	752,217	752,217	1,563,424	1,227,150	232,190

Please refer to the compilation report

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ORDINARY COUNCIL MEETING AGENDA

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**SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 APRIL 2026**

14 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non Cash	Increase In	Decrease In	Amended
			Adjustment	Avaliable	Avaliable	Budget Running
			\$	\$	\$	\$
Budget adoption						0
Opening surplus	Res. OCM 25/03/26	Opening surplus/(deficit)	0	2,658	0	2,658
Grants, subsidies and contributions	Res. OCM 25/03/26	Operating revenue	0	293,602	0	296,260
Fees and charges	Res. OCM 25/03/26	Operating revenue	0	147,180	0	443,420
Interest revenue	Res. OCM 25/03/26	Operating revenue	0	16,100	0	459,520
Other revenue	Res. OCM 25/03/26	Operating revenue	0	68,500	0	529,020
Profit on asset disposals	Res. OCM 25/03/26	Operating revenue	0	30,804	0	559,824
Employee costs	Res. OCM 25/03/26	Operating expenses	0	0	(196,303)	363,521
Materials and contracts	Res. OCM 25/03/26	Operating expenses	0	0	(317,388)	46,133
Other expenditure	Res. OCM 25/03/26	Operating expenses	0	0	(9,159)	36,974
Loss on asset disposals	Res. OCM 25/03/26	Operating expenses	0	8,177	0	45,151
Non-cash amounts excluded from operating activities	Res. OCM 25/03/26	Non cash item	(38,981)	0	0	6,170
Capital grants, subsidies and contributions	Res. OCM 25/03/26	Capital revenue	0	134,000	0	140,170
Proceeds from disposal of assets	Res. OCM 25/03/26	Capital revenue	0	50,455	0	190,625
Purchase of land and buildings	Res. OCM 25/03/26	Capital expenses	0	0	(18,551)	172,074
Purchase of plant and equipment	Res. OCM 25/03/26	Capital expenses	0	0	(113,434)	58,640
Purchase and construction of infrastructure-roads	Res. OCM 25/03/26	Capital expenses	0	0	(8,000)	50,640
Purchase and construction of infrastructure-other	Res. OCM 25/03/26	Capital expenses	0	52,559	0	103,199
Transfers to reserve accounts	Res. OCM 25/03/26	Capital expenses	0	0	(103,199)	0
				805,015	(766,034)	38,981

Please refer to the compilation report

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27 MAY 2026

10.3 PROPOSED DIFFERENTIAL RATES FOR 2026/2027
CM00017

Author

Chief Executive Officer

Disclosure of Any Interest

Declaration of Interest:

Nature of Interest:

Moved Cr

Seconded Cr

Officer Recommendation

That Council, with regard to its proposed differential rates for the 2026/27 financial year:

1. Resolves to impose the following differential general rates and minimum payments;
 - GRV Rateable Property \$0.12305 (minimum payment \$1,100)
 - GRV Rateable Other \$0.14766 (minimum payment \$1,100)
 - UV Rateable Property \$0.21750 (minimum payment \$1,100)
 - UV Rateable Property Pastoral \$0.14500 (minimum payment \$1,100)
 - UV Rateable Property Mining / Exploration \$0.29000 (minimum payment \$1,100)
2. Resolves to publish the prepared Statement of Objects and Reasons explaining the proposed rates intended to be imposed in Attachment 1.
3. Directs the Chief Executive Officer to seek submissions in relation to the proposed imposition of 2026/27 differential rates and minimum payments as required by legislation, noting any submissions received (up to the close of the advertised notice period) will be presented to Council for consideration and inclusion in the budget adoption process.

Absolute Majority Required

27 MAY 2026

Background

Following a draft budget workshop with Council members for the 2026/27 financial year and having regard to the long-term financial plan for the district and initial estimates of the projected budget deficiency, Council seeks to give local public notice and invite submissions from ratepayers and electors on the proposed differential rates for 2026/27, as required by legislation.

Comment

A workshop was held with Council members on the 13th May 2026 to review the Shire's rating structure and undertake rate-modelling in preparation for the 2026/27 draft budget. Consideration was given to the long-term financial plan for the district, projected budget deficiency for 2026/27, and potential efficiency measures.

Councillors also considered the proposed rating structure and rate levies for 2026/27 having regard to the principles of objectivity, fairness and equity, consistency, transparency, and administrative efficiency.

It is proposed to impose differential rates for the 2026/27 financial year as follows:

- GRV Rateable Property: \$0.12305 (minimum payment \$1,100)
- GRV Rateable Other: \$0.14766 (minimum payment \$1,100)
- UV Rateable Property: \$0.21750 (minimum payment \$1,100)
- UV Rateable Property Pastoral: \$0.14500 (minimum payment \$1,100)
- UV Rateable Property Mining / Exploration: \$0.29000 (minimum payment \$1,100)

The proposed differential rates and minimum payments comply with statutory requirements, with no rate exceeding twice the lowest rate. All proposed minimum payments comply with *section 6.35 of the Local Government Act 1995*, with minimum payments applying to fewer than 50 per cent of properties in any category. Ministerial approval is therefore not required.

ORDINARY COUNCIL MEETING AGENDA

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The proposed differential rates reflect variations in land use, capacity to pay, and service demand, while maintaining compliance with statutory limits and minimising rating shock.

RATE TYPE	Cents in the Dollar	Number of Properties	Rateable Value \$	Rate Revenue \$
Differential General Rate				
GRV RATEABLE PROPERTY	12.30500	355	5,018,024	617,468
GRV OTHER	14.76600	148	5,591,906	825,701
Sub -Total		503	10,609,930	1,443,169
UV RATEABLE PROPERTY	21.75000	11	1,213,031	263,834
UV PASTORAL PROPERTY	14.50000	11	537,740	77,972
UV MINING/EXPLORATION	29.00000	12	1,314,611	381,237
Sub-Total		34	3,065,382	723,044
Total		537	13,675,312	2,166,212
Minimum Payment				
GRV RATEABLE PROPERTY	1,100.00	88	285,295	96,800
GRV OTHER	1,100.00	20	109,770	22,000
Sub -Total		108	395,065	118,800
NON-RATEABLE		270	466,937	0
Sub-Total		270	466,937	0
UV RATEABLE PROPERTY	1,100.00	2	7,300	2,200
UV PASTORAL PROPERTY	1,100.00	0	0	0
UV MINING/EXPLORATION	1,100.00	1	1,001	1,100
Sub-Total		3	8,301	3,300
Total		111	403,366	122,100
Total Rates Levied		648	14,078,678	2,288,312

Local public notice inviting submissions from ratepayers and electors in relation to proposed differential rates for the 2026/27 financial year notice is required to be given, along with publication of a statement of objects and reasons for proposed differential rates.

A statement of objects and reasons has been prepared explaining the proposed rates intended to be imposed and is attached as **Attachment 1** for information.

An advertisement has been prepared providing information on:

- The time and place where the statement of objects and reasons for proposed 2026/27 differential general rates can be inspected;
- Availability of the statement of objects and reasons for proposed 2026/27 differential general rates to be published on the Shire's official website;
- Details of each rate intended to be imposed; and
- Invitation for submissions to be made and the closing time and date where submissions will be accepted for consideration.

27 MAY 2026

Advertising may only occur from 1 May each year, and advertising must be for a minimum period of 21 days. Intended advertising methods to comply with legislative local public notice requirements are:

- Publishing on the Shire's social media (Facebook) account;
- Published on local government notice boards;
- Advertisement in the West Australian;
- Publication on the official local government website.

A copy of the proposed advertisement is attached as **Attachment 2**. To comply with notice period for advertising, submissions have been invited up to 19 June 2026. Any delays in placement of the advertisement will amend the closing date for submissions to be received.

Following the close of the local public notice advertising period, a report will be prepared for Council to consider any submissions received and any modifications which may be proposed, as required by legislation, before consideration by council to impose rates during the 2026/27 draft budget process.

LEGAL IMPLICATIONS

Local Government Act 1995

Section 1.7 sets out the requirements for local public notice.

Section 6.33 sets out the characteristics and requirements for a local government to impose differential general rates.

Section 6.35 sets out minimum payments are not to apply to more than 50% of the total number of separately rated properties, or more than 50% of the number of properties for each category.

Section 6.36(1-3) requires a local government to give at least 21 days local public notice of its intention to impose differential general rates. The notice may be published within the two (2) month period preceding the commencement of the financial year to which the proposed rates are to apply. The notice is to contain details of each rate and minimum payment intended to be imposed, invitation for submissions to be made by an elector or ratepayer and refer to the inspection options for the objects and reasons for proposed rates and minimum payments.

Section 6.36(3A) requires the document explaining objects and reasons for proposed rates and minimum payments to be published on the local government's official website.

Section 6.36(4-5) provides for a local government to consider any submissions received before imposing proposed rates and minimum payments.

Local Government (Administration) Regulations 1996

Regulation 3A(2) includes detail for the purposes of section 1.7 of the Act, outlining the requirements for publication of local public notice. This includes the official local government website plus three other prescribed methods.

27 MAY 2026

POLICY IMPLICATIONS

Policy 2.1 – Budget Consideration Processes.

FINANCIAL IMPLICATIONS

The rates revenue for 2026/27 will be considered in the draft 2026/27 annual budget.

STRATEGIC IMPLICATIONS

Community Plan 2023 - 2033

- Outcome 7: A transparent, resilient organisation demonstrating leadership and governance.
 - Strategy 7.2 Provide appropriate services to the community in a professional manner.
 - 7.2.2 – Maintain accountability and financial responsibility in accordance with Long Term Financial Plan.

RISK MANAGEMENT

There is a risk that failure to comply with statutory notice requirements could result in a challenge to the validity of the rates. This risk is assessed as **High** prior to treatment. Implementation of the officer recommendation will ensure compliance with legislative requirements and reduce the risk to **Low**.

Voting Requirements

Absolute Majority Required

Signature

Author

Date of Report

D Chapman

18 May 2026

27 MAY 2026

Attachment 1

SHIRE OF SHARK BAY
2026/2027 DIFFERENTIAL RATES
STATEMENT OF OBJECTS AND REASONS



Objects and Reasons

Council, in adopting the intention to implement differential rates, is required to develop a statement describing the objects of, and reasons for, each proposed rate and minimum payment. In the notice of intention to levy differential rates, Council is to advise electors and ratepayers of the time and place where this document can be inspected. Below is the objects and reasons for Council's consideration.

Description	Characteristics	Objects	Reasons
GRV	All properties where the basis of rate is the Gross Rental Value (GRV) and the land use is solely residential as defined by Local Planning Policy No 1.	This rate is to contribute to services desired by the community	This is considered the base rate above which all other GRV rated properties are assessed.
GRV Other	Residential properties where the basis of rate is the Gross Rental Value (GRV) and the land uses is anything other than residential as defined by Local Planning Policy No 1. This includes commercial, industrial, tourism accommodation, holiday houses etc.	Obtain an appropriate contribution from non-residential properties toward the budgeted deficiency	Recognise the impact of non-residential activities within the district.
UV Rural	All properties where the basis of rate is the Unimproved Value (UV) and not within any other rating category.	Obtain an appropriate contribution from rural activities toward the budgeted deficiency	Recognise the impact of non-pastoral activities within the district.
UV Pastoral	All properties where the basis of rate is the Unimproved Value (UV) and the predominant land use is pastoral activities.	Obtain an appropriate contribution from Pastoral activities toward the budgeted deficiency	This is considered the base rate above which all other UV rated properties are assessed.
UV Mining	Properties where the basis of rate is the Unimproved Value (UV) and a land use associated with exploration/prospecting or mining leases/tenements.	Obtain an appropriate contribution from mining and exploration activities toward the budgeted deficiency	Due to the difference in valuation methodology and recognise the impact of mining related activities on the Shire

Submissions are invited from any Elector or Ratepayer with respect to the proposed differential rate within 21 days of the date of the notice of intention.

All submissions in writing should be forwarded to the Shire of Shark Bay no later than 4.00pm on 19 June 2026.

Dale Chapman
Chief Executive Officer

27 MAY 2026

Attachment 2



**SHIRE OF SHARK BAY
NOTICE OF INTENTION TO IMPOSE
DIFFERENTIAL RATES**

In accordance with section 6.36 of the *Local Government Act 1995*, the Shire of Shark Bay hereby gives notice of its intention to impose differential rates in the 2026/2027 financial year.

Details of the proposed Minimum rates and Rate in the Dollar for each rating category are as follows:

Category	Proposed rate in the Dollar \$	Proposed Minimum Payment \$
GRV Rateable Property	0.1230	1,100.00
GRV Other	0.1476	1,100.00
UV Rateable Property	0.2175	1,100.00
UV Rateable Property Pastoral	0.1450	1,100.00
UV Rateable Property Mining / Exploration	0.2900	1,100.00

A statement of the Objects and Reasons for the proposed rates and minimum payment is available for inspection at the Shire of Shark Bay’s administration office during normal office hours or can be found on Council’s website at www.sharkbay.wa.gov.au .

Submissions by electors or ratepayers, in respect of the proposed rate or minimum payment should be addressed to:

Chief Executive Officer
Shire of Shark Bay
65 Knight Terrace
DENHAM WA 6537

Submissions need to be made to Council within twenty-one (21) days of this notice and close at 4pm on Friday 19 June 2026.

Dale Chapman
Chief Executive Officer

27 MAY 2026

10.4 COUNCILLOR FEES, ALLOWANCES AND EXPENSES
FM52324

Author

Manager Finance & Administration

Disclosure of Any Interest

Nil

Moved Cr
Seconded Cr

Officer Recommendation

That Council:

- 1. Adopt, in accordance with sections 5.98, 5.99 and 5.99A of the *Local Government Act 1995* and the Salaries and Allowances Tribunal Determination No. 1 of 2026, annual attendance fees to be paid to all Councillors in lieu of individual meeting attendance fees, and annual allowances in lieu of reimbursement of applicable expenses.**
- 2. Approve for inclusion in the 2026-2027 budget, the following entitlements for the 2026-2027 financial year payable three months in advance from 1 July 2026 and represents an approximate 4% increase on the Shire's 2025–2026 adopted payments and remain within the applicable Band 4 minimum and maximum amounts.**
 - a. An annual attendance fee for the Shire President of \$13,650 in accordance with section 5.99 of the *Local Government Act 1995*;**
 - b. An annual attendance fee for Council Members of \$6,642 in accordance with section 5.99 of the *Local Government Act 1995*;**
 - c. An annual allowance for the Shire President of \$14,021 in accordance with section 5.98(5) of the *Local Government Act 1995*;**
 - d. An annual allowance for the Deputy Shire President of \$3,505 in accordance with section 5.98A of the *Local Government Act 1995*;**
 - e. An annual Information, Communication and Technology allowance for all Council Members of \$2,352 in accordance with section 5.99A of the *Local Government Act 1995*;**
- 3. Approve the reimbursement of expenses incurred by a Council Member in accordance with section 5.98(2)(b) and (3) of the Act and regulation 32 of the Local Government (Administration) Regulations 1996;**
- 4. Approve the reimbursement of travel costs incurred by a Council Member in accordance with regulation 31(1)(b) of the Local Government (Administration) Regulations 1996;**
- 5. Approve the reimbursement of childcare costs incurred by a Council Member in accordance with regulation 31(1)(b) and regulation 32(1) of the Local Government (Administration) Regulations 1996; and**
- 6. Include the proposed expenses in the 2026-2027 Draft budget.**

Absolute Majority Required

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Background

Section 7A and 7B of the *Salaries and Allowances Act 1975* require the Salaries and Allowances Tribunal to undertake a review of the fees and allowances for local government elected council members on an annual basis

The Salaries and Allowances Tribunal Determination No. 1 of 2026 was finalised on 7 April 2026 and comes into operation on 1 July 2026. The Determination provides a 3.5% increase to the relevant elected member remuneration, fees, expenses and allowance ranges.

Council retains discretion to determine the actual amounts payable within the applicable Band 4 parameters, provided the amounts remain within the minimum and maximum ranges set by the Tribunal and can be justified having regard to the Shire's budget, local circumstances and the current economic environment.

The proposed Shire of Shark Bay payments represent an approximate 4% increase on the Shire's 2025–2026 adopted payments and remain within the applicable Band 4 minimum and maximum amounts.

Council has previously determined the fees to be paid as follows:

	2023/2024	2024/2025	2025/2026
Annual Attendance Fees	<i>Actual</i>	<i>Actual</i>	<i>Actual</i>
 President	\$12,135	\$12,620	\$13,125
 Councillors	\$5,905	\$6,141	\$6,387
Annual Allowances			
 President	\$12,465	\$12,963	\$13,482
 Deputy President (25% of President)	\$3,120	\$3,245	\$3,370
Other Allowances			
 Information Technology	\$2,175	\$2,175	\$2,262

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Comment

The Tribunal Determination sets a range of fees and allowances for the Shire as a Band 4 Local Government, and this allows the Council the flexibility to amend the fees and allowances annually in order to maintain some relativity with the actual costs of being a Council Member.

The Council has previously set its Councillor fees and allowances at a mid-range of Band 4 of the Tribunals Determination.

The chart below indicates the minimum Fees and Allowances applicable to a Band 4 Local Government and suggests that Council adopt the payment below for 2026-2027.

Councillor Fees and Allowances 2026-2027			
Band 4 Local Government	Shark Bay		
	<i>Min</i>	<i>Max</i>	Proposed Payment 2026-2027 (4% increase from 2025-2026)
Annual Attendance Fees			
President	\$4,161	\$22,646	\$13,650
Councillors	\$4,161	\$11,023	\$6,642
Annual Allowances			
President	\$596	\$23,257	\$14,021
Deputy President (25% of President)	\$149	\$5,814	\$3,505
Other Allowances			
Information Technology	\$500	\$3,500	\$2,352

Further to determining the level of fees and allowances, Council is required to approve the reimbursement of expenses to Council Members while on Council business such as meal and accommodation costs or taxi costs; the payment of travel costs such as mileage for the attendance at Council meetings; and the reimbursement of childcare costs to a maximum of \$35 per hour.

Legal Implications

Section 7B of the *Salaries and Allowances Act 1975* requires the Salaries and Allowances Tribunal to inquire into and determine the fees, expenses and allowances payable to elected council members.

Section 5.98 of the *Local Government Act 1995* provides for the payment of fees, allowances and reimbursement of expenses to Council Members, including expenses incurred while performing Council functions.

Section 5.98(5) provides for the payment of an annual local government allowance to the Shire President.

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Section 5.98A provides for the payment of an annual allowance to the Deputy Shire President, being no greater than 25% of the annual allowance payable to the Shire President.

Section 5.99 provides that Council may decide, by absolute majority, to pay annual attendance fees to Council Members in lieu of individual meeting attendance fees.

Section 5.99A provides that Council may decide, by absolute majority, to pay an annual allowance in lieu of reimbursement for a particular type of expense, including the Information, Communication and Technology allowance.

Regulations 31 and 32 of the *Local Government (Administration) Regulations 1996* provide for the reimbursement of eligible travel, childcare and other prescribed expenses incurred by Council Members.

The Salaries and Allowances Tribunal, *Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2026*, sets the applicable Band 4 minimum and maximum amounts for elected member fees, expenses and allowances for the 2026–2027 financial year.

Accordingly, an absolute majority decision of Council is required for this item.

Policy Implications

There are no policy implications associated with this item.

Financial Implications

Any increase in Councillor Fees would need to be included in the 2026-2027 draft budget considerations.

Strategic Implications

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

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

Risk Management

This is a low risk item

Voting Requirements

Absolute Majority Required

Signatures

Manager Finance & Administration
Chief Executive Officer
Date of Report

J Green
D Chapman
18 May 2026

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

TRIBUNAL DETERMINATION 2026 – 032

SALARIES AND ALLOWANCES ACT 1975 DETERMINATION OF THE SALARIES AND ALLOWANCES TRIBUNAL FOR LOCAL GOVERNMENT CHIEF EXECUTIVE OFFICERS AND ELECTED COUNCIL MEMBERS

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PREAMBLE

STATUTORY CONTEXT

1. Section 7A of the *Salaries and Allowances Act 1975* (SA Act) requires the Salaries and Allowances Tribunal (Tribunal) to 'inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments'.
2. Under Section 7B(2) of the SA Act, the Tribunal must inquire into and determine the amount of:
 - fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* (LG Act) to elected council members for attendance at meetings;
 - expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and
 - allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.
3. By issuing this determination, the Tribunal discharges its obligations under Section 8 of the SA Act, which requires determinations under Sections 7A and 7B to be issued at intervals of not more than 12 months.
4. The Tribunal has also considered Sections 2.7 to 2.10 and Section 5.41 of the LG Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, and the functions of local government Chief Executive Officers.

Christmas and Cocos (Keeling) Islands

5. In 2016, the Commonwealth and WA Governments entered an agreement under the *Christmas Island Act 1958* (Cth), the *Cocos (Keeling) Islands Act 1995* (Cth) and the *Indian Oceans Territories (Administration of Laws) Act 1992* (WA), by which the Tribunal has the power to determine the remuneration of local government CEOs and the fees, expenses and allowances for local government elected council members of the Shires of Christmas Island and Cocos (Keeling) Islands. This inquiry reviewed the remuneration and fees, expenses and allowances for the Shires of Christmas and Cocos (Keeling) Islands.

CURRENT INQUIRY

Local Government Survey

6. In August and September 2025, the Tribunal conducted a survey of local governments in order to inform a comprehensive review of all aspects of the determination.

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7. The survey was undertaken to assess sector views on the determination. Feedback highlighted a range of operational challenges and contextual differences across local governments. However, these issues did not demonstrate a systemic or sector-wide shift that would warrant fundamental changes to the current framework.
8. Every local government had the opportunity to complete the survey and comment on all aspects of the determination. 64 responses were received. A broad overview of the results follows:
 - 25 or 39% of local governments stated that they have experienced attraction and retention issues and some requested the Tribunal increase remuneration rates for CEOs
 - 5 non-metropolitan local governments requested eligibility to provide a Regional/Isolation Allowance to their CEO
 - 12 or 20% of local governments requested an increase to the annual allowance for Mayors/Presidents/Chairs; and 11 or 19% requested an increase to the annual allowance percentage rate for Deputy Mayors/Presidents/Chairs
 - 10 or 17% of local governments requested an increase to the ICT allowance range.

Submissions and consultation

9. Separate to the survey, submissions were also received from local governments and individual Councillors.
10. The Tribunal has also liaised with the Statutory Adviser, the Department of Local Government, Industry Regulation and Safety, the Western Australian Local Government Association and the Local Government Professionals WA regarding the current inquiry.

CONCLUSIONS

11. The Tribunal has completed its inquiry and review of the determination, including consideration of the outcomes of the Local Government Survey, submissions and liaison with key stakeholders. The evidence gathered through this process indicates that the existing arrangements remain appropriate and continue to operate as intended, however, some changes to the determination have been made.

Attraction and retention

12. In determining appropriate remuneration, the Tribunal considers comparative remuneration levels, broader labour-market trends, and the relative work value of roles across our jurisdiction, and others, to ensure competitiveness.

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13. While some local governments reported difficulties attracting and retaining CEOs and senior executives, including movement to other local governments or the private sector and instances of CEOs shifting to deputy or executive roles in larger Band 1 or 2 local governments for comparable or higher pay, the Tribunal notes that such mobility is a longstanding and normal feature of public sector labour markets. Similar patterns occur across the Western Australian public sector, where executives in smaller agencies commonly progress to senior or deputy roles in larger organisations to gain experience with greater organisational complexity as part of their leadership pathway.
14. The Tribunal also notes that remuneration practices vary significantly, and while some local governments remunerating CEOs at or near the maximum of the band may experience attraction and retention challenges, others are remunerating CEOs at varying points within the existing band ranges without difficulty. A uniform increase to remuneration bands would therefore risk addressing isolated or localised issues through a blanket adjustment that is neither proportionate nor justified across the sector.
15. The Tribunal acknowledges the challenges faced by smaller local governments, however, these issues do not indicate a systemic problem in the current banding structure or remuneration framework. The Tribunal will continue to monitor workforce dynamics but finds no evidence at this time that adjustments to the determination would materially or sustainably influence these established mobility patterns.
16. The Tribunal also notes, that for non-metropolitan local governments eligible for the Regional/Isolation Allowance, that this allowance is intended to assist with attraction and retention issues in regional and remote areas.

Band allocation model

17. The Tribunal continues to apply the four band allocation model. The model allows a number of measurable and non-measurable factors to be considered when assessing appropriate levels of remuneration. The model is adjusted annually to accommodate incremental increases experienced by all organisations.
18. The Tribunal notes that the remuneration ranges provide flexibility to local governments to set remuneration within the allocated band. The Tribunal will only adjust a band classification when a local government or regional local government council can demonstrate a substantial and sustained increase in functions, roles, or scope of the organisation.
19. In reviewing the band allocation model, the Tribunal has examined local governments with potential to change band classification and considers no change is warranted for any local government at this time.
20. Further, the Tribunal has explored the option of providing an allowance to the largest Band 1 local governments. Some local governments and councillors advocated for the maximum range of Band 1 to be increased or an allowance to be provided to acknowledge the additional work required of large local governments.

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21. In considering this option, it is noted that there are variations in size, scale and complexity across all local governments within all 4 bands, not just within Band 1.
22. These variances in size, scale and complexity are already captured within the current banding framework, which relies on the following features to determine band allocation:
 - expenditure (operating and capital)
 - population
 - staffing levels (FTE)
 - major growth and development, including risk management
 - significant social/economic issues
 - significant demand to service and support non-resident needs
 - high impact environmental management issues and responsibilities
 - greater diversity of services delivered than normally provided by similar sized local governments
 - services delivered
 - focus of the CEO role and Council profile.
23. In reviewing the largest local governments within Band 1, the Tribunal noted the differences in organisational size, service breadth and operational demands. While these differences are recognised, they did not clearly demonstrate higher leadership, governance, legal or operational responsibilities or requirements that would justify an additional allowance. Accordingly, the Tribunal is not proposing changes to CEO remuneration bands or Council member fees at this time.

Regional/Isolation Allowance

24. The Regional/Isolation Allowance (RIA) is provided to some non-metropolitan local governments in recognition of regional and isolation factors which may affect the attraction and retention of CEOs. Essentially, the RIA calculation comprises two elements – a district allowance component and an attraction and retention component. Factors considered by the Tribunal when determining these amounts are detailed in Part 3.2 (3) of the determination.

District Allowance component

25. The fixed district allowance component of the RIA is an acknowledgement of the additional expenses associated with living in a particular location and is based on the *District Allowance (Government Officers) General Agreement 2010* (the Agreement).
26. The Agreement was originally calculated based on 3 components:
 - Cost of Living – Regional Price Index (RPI) scores calculated with the Public Service General Agreement Level 1.1 salary rate

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- Isolation – Australian Bureau of Statistics Accessibility/Remoteness Index of Australia (ARIA+) classifications calculated with March quarter Consumer Price Index (CPI) figures
 - Climate – Bureau of Meteorology’s Relative Strain Index (RSI) scores calculated by CPI.
27. The Agreement provided for annual adjustments based on movements to the above components, but this did not occur.
28. The district allowance component of the RIA has only been increased by the Tribunal once since the RIA was introduced, which was in 2023 when a general increase was applied.
- Attraction and Retention component*
29. A flexible and discretionary CEO attraction and retention component, set by the Tribunal, is designed to support local governments in securing and retaining suitably qualified CEOs in areas where the geographic location limits the available talent pool.
30. Based on a variety of reasons, the attraction and retention component has been changed (both increased and reduced) since the RIA was first introduced.
- Eligibility*
31. Eligibility for the RIA is based on the exclusion zone documented in the Agreement. Any local government whose boundaries fall within the inclusion zone received the allowance, and any local government whose boundaries fall within the exclusion zone was not eligible.
- Review of the RIA*
32. The Tribunal examined a range of alternative models for the RIA, however, it concluded that none were able to adequately replicate the underlying purpose and intent of the RIA.
33. Instead, the Tribunal has opted to update and recalculate the two RIA components, and to revise the eligibility criteria governing access to the allowance.
34. The district allowance component of the RIA has been recalculated based on the original stated methodology, with some modifications:
- Cost of Living – RPI with Public Service General Agreement Level 1.1 salary rates
 - Isolation – ARIA++ (instead of ARIA+) scores with March quarter CPI adjustments (to 2025)
 - Climate – Air Conditioning Rebate entitlements for relevant towns (replacing the now redundant BOM RSI scores).
35. The attraction and retention component of the RIA has been adjusted based on survey results and submissions which addressed the previously stated factors considered by the Tribunal in Part 3.2(3) of the determination and based on ARIA++ and Australian Bureau of Statistics Socio-Economic Indexes for Areas (SEIFA) scores.

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36. ARIA++ is the national standard for measuring a community's access to services. It assesses remoteness using detailed modelling of road distances to population centres and essential services. An ARIA++ score above 5 indicates a high level of geographic isolation and limited access to fundamental services such as health, education, government support and retail.
37. SEIFA provides a comprehensive assessment of socio-economic conditions using Census data, including income, employment, education, occupation and access to material resources. A SEIFA score below 1000 indicates communities experiencing relative socio-economic disadvantage compared with the national average.
38. With respect to eligibility, although the RIA is a combination of a district allowance and attraction and retention component, as the eligibility was only based on the Allowance exclusion zone, this meant the Tribunal has been unable to assist non-eligible local governments to attract and retain CEOs, and by way of flow-on, attract and retain deputies and other executives.
39. By adopting eligibility thresholds of an ARIA++ score above 5 and a SEIFA score below 1000, the Tribunal is strengthening the transparency, fairness and contemporary relevance of the RIA. These measures reflect the latest Australian Bureau of Statistics classifications and provide a robust, evidence-based method for identifying local governments most affected by isolation and disadvantage.
40. These updated boundaries will allow the RIA to better achieve its purpose in recognising the genuine additional costs and challenges associated with life and leadership in regional Western Australia, while supporting the attraction and retention of skilled CEOs who are vital to the long-term sustainability and prosperity of regional communities.
41. Therefore, in addition to the current Allowance boundary, using a combination of ARIA++ and SEIFA scores, eligibility has now been expanded to include 17 local governments in the Wheatbelt and Great Southern.
42. The no disadvantage principle has been applied so that all currently eligible local governments will continue to be eligible to provide an RIA to their CEO, and no amounts have been reduced. Some RIA amounts remain the same, and some have increased.
43. It is important to note that although a component of the RIA is *based* on the Agreement methodology, any possible future replacement Agreements and consequential changes in methodology and/or eligibility will not impact the current RIA, instead they may inform future reviews of the RIA.
44. The Tribunal would like to re-iterate that there is no requirement for local governments to provide the RIA to their CEO. It is to be used at the discretion of the local government and justified and provided in a transparent manner considering all factors outlined in the determination. It is also noted that local governments employees situated above the 26th parallel may also be eligible for several Commonwealth taxation concessions; these local governments are encouraged to examine and, where feasible, incorporate such concessions when determining CEO remuneration.

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Elected Council Members

45. Some submissions from elected council members proposed that their fees should reflect a full-time role and be comparable to that of Members of Parliament.
46. The Tribunal acknowledges that both local and state government representatives are elected by their communities, however, the nature, scope and complexity of these roles differ significantly. The Tribunal does not consider the work value of elected council members to be equivalent to that of Members of Parliament, nor that such equivalence would justify similar levels of remuneration.
47. For clarity, the legislative framework governing this determination provides for meeting attendance fees, annual allowances (for Mayors/Presidents/Chairs) and reimbursement of expenses. These mechanisms are expressly designed to compensate elected council members for time, effort and out-of-pocket expenses associated with duties that are part-time and voluntary in nature, and not to provide income commensurate with full-time employment.
48. Should elected council members wish to pursue changes to this legislative framework, they may raise these matters with the Department of Local Government, Industry Regulation and Safety and the Minister for Local Government for further consideration.

DECISIONS

49. The Tribunal has determined a general economic increase of **3.5%** for local government CEOs and Elected Council Members.
50. In reaching this decision, the Tribunal has relied on the most up-to-date economic information available, including WA data on CPI and WPI, and the wider public sector framework. The Tribunal recognises that broader economic conditions and current global uncertainties may place additional upward pressure on costs of living, but the scale and duration of any potential flow-on effects remain uncertain and difficult to quantify at the time of making this determination. Given this uncertainty, the Tribunal considers it appropriate to avoid making speculative adjustments.
51. As the Tribunal is statutorily required to issue the Local Government Determination at intervals of not more than 12 months, this determination must be issued prior to 4 April 2026, although it does not take effect until 1 July 2026. Accordingly, the Tribunal will continue to monitor economic indicators and developments, and will revisit this matter and make adjustments if necessary.
52. **CEO remuneration** – the Tribunal has determined a **3.5%** increase to CEO remuneration bands. The Tribunal notes that each local government must set remuneration within the band to which it is allocated. Any increase within the bands must be determined by each local government through its own assessment of whether changes are justified.

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53. **Elected council members attendance fees** – the Tribunal has determined a **3.5%** increase to elected council member attendance (annual and sitting) fees. The Tribunal emphasizes that the fees for elected council members should be set to compensate costs for the prescribed role of an elected council member, which has been specifically described as not being a full-time occupation in parliamentary debates of the *Local Government Amendment Act 2011* and re-iterated again in the Parliament through the passing of the *Local Government Amendment Bill 2024*.
54. **Committee meeting fees** – the Tribunal has determined a **3.5%** increase to the sitting and annual fees for elected council members to attend committee meeting and prescribed meetings.
55. **Independent Committee Member fees** – the Tribunal has determined a **3.5%** increase to the fees for independent committee members.
56. **Independent Audit, Risk and Improvement Committee Member fees** – the Tribunal has determined that the **minimum range** of fees be increased by **3.5%** for independent ARIC members. It is the intention of the Tribunal to consider annual increases going forward, however, as these rates were only just considered and determined effective from 1 January 2026, the maximum amount remains unchanged.
57. **Mayor/President/Chair Annual allowances** – the Tribunal has determined a **3.5%** increase to the annual allowance ranges for Mayors/Presidents/Chairs.
58. **Deputy Mayor/President/Chair Annual allowances** – the Tribunal has determined that the percentage rate of **25%** is appropriate and should remain unchanged for the deputy annual allowance.
59. **Regional/Isolation Allowance** – the Tribunal has determined an increase to most local governments of varying amounts, and determined that 17 additional local governments be eligible for the allowance which are now included in Table 3 of the determination.
60. **Annual Allowance in lieu of reimbursement of expenses** – to avoid misuse of the ICT expense allowance and embed good practice, the Tribunal has determined that the wording for this allowance be amended to indicate that if ICT equipment is supplied to elected council members by the local government, the allowance is to be reduced by the cost of the supplied ICT equipment.
61. **Regional Local Government Councils** – the Tribunal has determined that the Resource Recovery Group be removed from the determination as it has been wound up.
62. **Housing and motor vehicle allowances** – the Tribunal has determined that these allowances remain unchanged.
63. Some percentage increases provided have been rounded.

The Determination will now issue.

DETERMINATION

PART 1 INTRODUCTORY MATTERS

This Part deals with some matters that are relevant to the determination generally.

1.1 Short Title

This determination may be cited as the Local Government Chief Executive Officers and Elected Council Members Determination No. 1 of 2026.

1.2 Commencement

This determination comes into operation on **1 July 2026**.

1.3 Content and intent

- (1) The remuneration listed in this determination comprises all remuneration as defined under the *Salaries and Allowances Act 1975* as including salary, allowances, fees, emoluments and benefits.
- (2) The determination applies to:
 - (a) Chief Executive Officers (CEOs)
 - (b) Acting Chief Executive Officers
 - (c) Elected Council Members.
- (3) The remuneration specified in this determination for CEOs is based on a person being appointed to one local government CEO position only. In the case of a person appointed to undertake the duties of more than one CEO position simultaneously, the relevant local governments must seek a determination from the Tribunal for the multiple CEO positions held by that person.
- (4) If a local government undergoes an amalgamation or a rezoning of local government boundaries, the local government is required to seek a new determination from the Tribunal.
- (5) This determination provides for the amount of fees, expenses and allowances to be paid or reimbursed to elected council members under the *Local Government Act 1995* ('the LG Act') Part 5 Division 8. The determination applies to elected council members who are members of the council of a local government, and under Section 3.66 of the LG Act.
- (6) Where the Tribunal has determined a specific amount for a fee, expense or allowance for elected council members of a local government or regional local government council, the amount determined by the Tribunal will be payable to an eligible elected council member.

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- (7) Where the Tribunal has determined a minimum and maximum amount for a fee, expense or allowance for elected council members of a local government or regional local government council, each local government or regional local government council will set an amount within the relevant range determined and the amount set will be payable to an eligible elected council member.
- (8) The fees, expenses and allowances determined are intended to recognise the responsibilities of elected council members, mayors and presidents of local governments and chairs of regional local government councils and to remunerate them for the performance of the duties associated with their office.
- (9) Nothing in this determination shall be interpreted and/or applied in such a manner as to circumvent the intention of the Tribunal to ensure transparency and accountability in the remuneration of Local Government CEOs and the provision of fees, expenses and allowances to elected council members.

1.4 Terms used

- (1) In this determination, unless the contrary intention appears:

Chair means a person who is elected or appointed from among the members of a council of a regional local government as its chair;

Committee meeting means a meeting of a committee of a council where the committee comprises:

- (a) council members only; or
- (b) council members and/or employees of the local government or regional local government council and/or independent members.

Council, in relation to:

- (a) a local government, means the council of the local government;
- (b) a regional local government, means the council of the regional local government;

Elected Council Member, in relation to:

- (a) a local government –
 - i means a person elected under the LG Act as a member of the council of the local government; and
 - ii includes the mayor or president of the local government;

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- (b) a regional local government council –
- i means a person elected under the LG Act as a member of the council of a local government and who is a member of the council of the regional local government; and
 - ii includes the chair of the regional local government council;

Independent committee member means a person who is a committee member but who is neither a council member nor an employee.

LG Regulations means the *Local Government (Administration) Regulations 1996*;

Mayor means a council member holding the office of mayor, whether elected by the council from amongst its members or elected by the electors;

Non-Metropolitan region means a local government defined in Schedule 4 of the *Planning and Development Act 2005*.

President means a council member holding the office of president, whether elected by the council from amongst its members or elected by the electors.

1.5 Pro rata payments

- (1) The Total Reward Package specified in this determination for CEOs is based on a person serving in the office on a full-time basis. The relevant range shall be payable on a pro rata basis if the position is undertaken on a part time basis.
- (2) The amount of a person's entitlement to remuneration, annual attendance fee or annual allowance specified in this determination shall be apportioned on a pro rata basis according to the portion of a year that the person holds office.

1.6 Local government band allocations

Unless the contrary intention appears, this determination allocates local governments to the bands set out in Schedule 1. Regional local government councils (as constituted under Part 3 Division 4 of the LG Act) are allocated to a Band only with respect to CEOs.

PART 2 TOTAL REWARD PACKAGE

This Part deals with the remuneration payable to Chief Executive Officers.

2.1 General

- (1) Offices listed in this Part have been assigned by the Tribunal to one of four classifications designated Band 1 to Band 4.
- (2) Each classification (Band 1 to Band 4) has a commensurate Total Reward Package (TRP) range.
- (3) For the purposes of this determination, the TRP must capture the full value of all monetary and non-monetary items of remuneration provided to a CEO as a reward or benefit provided for the performance of their duties as a CEO. Without limiting the generality of this, some examples of items that qualify for inclusion in a TRP are:
 - (a) Base salary
 - (b) Annual leave loading
 - (c) Associated FBT accrued (total annual amount of fringe benefits tax paid by the local government for all fringe benefits provided to a CEO; FBT for a motor vehicle, even if tool of trade, is to be included in the TRP)
 - (d) Association membership fees
 - (e) Attraction/retention allowance, not being provided under Part 3
 - (f) Personal benefit value of the provision of a motor vehicle for private use (if applicable) as defined under Part 5 of this determination
 - (g) Cash bonus and performance incentives
 - (h) Cash in lieu of a motor vehicle
 - (i) Fitness club fees
 - (j) Grooming/clothing allowance
 - (k) Health insurance
 - (l) School fees and/or child's uniform
 - (m) Superannuation (all mandatory and non-mandatory employer superannuation contributions)
 - (n) Travel or any other benefit taken in lieu of salary
 - (o) Travel for spouse or any other member of family
 - (p) Unrestricted entertainment allowance
 - (q) Utilities allowance (any water, power or other utility subsidy provided to the CEO).

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- (4) The only exclusions from the TRP are:
- (a) items listed in Parts 3, 4 and 5 of this determination (however, any superannuation guarantee associated with the payment of a Regional/Isolation Allowance and any associated FBT accrued from the provision of a motor vehicle or accommodation are to be included as part of the TRP);
 - (b) employer obligations such as professional development (restricted to the CEO), reimbursement for genuine work expenses or the cost of recruitment and relocation expenses; and
 - (c) items considered by the local government to be a tool of trade (i.e. equipment needed to undertake the duties of a CEO, such as a laptop or mobile phone), and which are not a direct or indirect reward or benefit for the performance of duties as a CEO.

2.2 Local Government Classification

- (1) The TRP ranges in Table 1 apply where a local government or regional local government council has been classified into the relevant band.

Table 1: Local government band – CEO TRP ranges

CEO Total Reward Package		
Band	Minimum	Maximum
1	\$298,832	\$455,071
2	\$246,467	\$383,393
3	\$188,483	\$310,883
4	\$168,758	\$258,762

- (2) Local governments have been classified in Schedule 1.
- (3) Regional local government councils have been classified in Table 2.

Table 2: Regional local government council band classification

Regional LG Council Classification	
Regional LG Council	Band
Bunbury-Harvey Regional Council	4
Catalina Regional Council	2
Eastern Metropolitan Regional Council	2
Mindarie Regional Council	3
Murchison Regional Vermin Council	4
Western Metropolitan Regional Council	4

PART 3 REGIONAL/ISOLATION ALLOWANCE

This Part deals with the Regional/Isolation Allowance that may be payable to CEOs from local governments identified in this Part.

3.1 General

- (1) Local governments listed in Table 3 in this Part may provide an annual Regional/Isolation Allowance to a CEO, in addition to the CEO's TRP, in recognition of the regional and isolation factors, such as higher costs of living, which may affect the attraction and retention of the CEOs of those local governments.
- (2) There is no requirement to provide a Regional/Isolation Allowance to a CEO. Payment of this allowance is at the discretion of the local government, within the parameters set by the Tribunal.
- (3) When a local government chooses to use any or all of this allowance, the payment of the allowance should be properly justified and applied in a transparent manner considering the issues outlined in 3.2.
- (4) When a local government chooses to pay all or any of this allowance, it is to be paid to the CEO as salary.

3.2 Determining appropriateness and rate of allowance

- (1) When assessing the appropriateness of providing a Regional/Isolation Allowance, an eligible local government must consider the impact of factors outlined in 3.2(3) on attraction and retention of a CEO. In the event these factors have little or no impact, the local government should not provide this Allowance.
- (2) In the event a Regional/Isolation Allowance is considered appropriate, the amount of the Allowance should be proportionate to the circumstances faced by the local government.
- (3) The following factors should be considered when determining whether to apply the Regional/Isolation Allowance:
 - (a) Remoteness - issues associated with the vast distances separating communities within a local government or the distance of the Local Government from Perth or a Regional Centre.
 - (b) Cost of living - the increased cost of living highlighted specifically in the Regional Price Index.

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- (c) Social disadvantage - reduced specialist health services, schooling opportunities for children, employment opportunities for spouse, reduced lifestyle commodities when compared to Perth and regional centres, and access to professional and personal support networks.
- (d) Dominant industry - the impact that a dominant industry such a mining or agriculture has on an area and the ability to attract and retain people in the face of a dominant industry.
- (e) Attraction/retention - the ability to recruit suitably qualified candidates and being able to retain them in light of the above concerns in competition with positions in Perth, regional centres and private industry.
- (f) Community expectations - the pressures on a CEO to meet expectations when professional or operational expertise is not readily available.

3.3 Regional/Isolation Allowance

- (1) Local governments eligible for the Regional/Isolation Allowance are listed in Table 3.

Table 3: Regional/Isolation Allowance – per annum maximum

Regional/Isolation Allowance	
Local Government	Maximum
Ashburton Shire	\$70,000
Broome Shire	\$55,000
Broomehill-Tambellup Shire	\$10,000
Bruce Rock Shire	\$10,000
Carnamah Shire	\$40,000
Carnarvon Shire	\$45,000
Chapman Valley Shire	\$38,600
Christmas Island Shire	\$90,000
Cocos (Keeling) Islands Shire	\$90,000
Coolgardie Shire	\$38,600
Coorow Shire	\$40,000
Cue Shire	\$60,000
Dalwallinu Shire	\$15,000
Dandaragan Shire	\$10,000
Derby-West Kimberley Shire	\$60,000

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Regional/Isolation Allowance	
Local Government	Maximum
Dundas Shire	\$50,000
East Pilbara Shire	\$70,000
Esperance Shire	\$40,000
Exmouth Shire	\$55,000
Gnowangerup Shire	\$15,000
Greater Geraldton City	\$32,200
Halls Creek Shire	\$80,000
Irwin Shire	\$38,600
Jerramungup Shire	\$45,000
Kalgoorlie-Boulder City	\$38,600
Karratha City	\$80,000
Katanning Shire	\$10,000
Kellerberrin Shire	\$10,000
Kent Shire	\$20,000
Kondinin Shire	\$25,000
Koorda Shire	\$15,000
Kulin Shire	\$20,000
Lake Grace Shire	\$20,000
Laverton Shire	\$55,000
Leonora Shire	\$55,000
Meekatharra Shire	\$65,000
Menzies Shire	\$55,000
Merredin Shire	\$15,000
Mingenew Shire	\$38,600
Morawa Shire	\$40,000
Mount Magnet Shire	\$50,000
Mount Marshall Shire	\$25,000
Mukinbudin Shire	\$40,000
Murchison Shire	\$55,000
Narembeen Shire	\$20,000
Ngaanyatjarraku Shire	\$80,000

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Regional/Isolation Allowance	
Local Government	Maximum
Northampton Shire	\$38,600
Nungarin Shire	\$20,000
Perenjori Shire	\$45,000
Port Hedland Town	\$80,000
Ravensthorpe Shire	\$50,000
Sandstone Shire	\$60,000
Shark Bay Shire	\$60,000
Tammin Shire	\$15,000
Three Springs Shire	\$38,600
Trayning Shire	\$15,000
Upper Gascoyne Shire	\$65,000
Victoria Plains Shire	\$15,000
Westonia Shire	\$40,000
Wickepin Shire	\$10,000
Wiluna Shire	\$55,000
Wongan-Ballidu Shire	\$10,000
Woodanilling Shire	\$15,000
Wyalkatchem Shire	\$15,000
Wyndham-East Kimberley Shire	\$55,000
Yalgoo Shire	\$50,000
Yilgarn Shire	\$40,000

PART 4 HOUSING ALLOWANCE

This Part deals with the Housing Allowance that may be payable to Chief Executive Officers.

4.1 General

- (1) In recognition of the need for local governments to provide accommodation as a result of a lack of suitable housing or recruitment issues, on either a permanent or temporary basis, local governments are able to utilise this allowance as required.
- (2) When a local government utilises this allowance, the payment of the allowance should be properly justified and applied in a transparent manner.
- (3) Any accommodation provided under this Part must be located within or adjacent to the local government area in which the CEO is employed.
- (4) Local governments should tailor the provision of any housing allowance to suit their particular circumstances. This may include the CEO making contributions towards the cost of the accommodation.

4.2 Applicable housing allowance

- (1) Where a local government owns a property and provides that property to the CEO for accommodation, the value of this accommodation will not be included in the Total Reward Package.
- (2) For reporting purposes, the value of the local government owned property shall be valued at the annual Gross Rental Value of the property as determined by the Valuer General.
- (3) Where a local government leases accommodation for the use of the CEO, the lease costs will not be included in the Total Reward Package.
- (4) For reporting purposes, the value of the local government leased property shall be the annual actual costs of the accommodation lease.
- (5) Where a local government provides a Home Ownership Subsidy to the CEO, this will not be included in the Total Reward Package.
- (6) For reporting purposes, the value of the Home Ownership Subsidy shall be the annual actual costs of the Home Ownership Subsidy.

PART 5 MOTOR VEHICLES

This Part deals with the provision of motor vehicles to Chief Executive Officers.

5.1 General

- (1) For local governments generally, except those outlined in (2) below, the private benefit value of any motor vehicle provided to the CEO by the local government is to be included in the Total Reward Package.
- (2) For local governments listed in Table 3 under Part 3 of this determination and/or local governments classified as Band 3 or Band 4 located in a non-metropolitan region, any motor vehicle provided to the CEO or an allowance provided to a CEO for use of a private motor vehicle for work-related purposes, is to be considered a tool of trade (i.e. equipment needed to undertake the duties of a CEO in these local governments) and any private benefit will not be considered as part of the Total Reward Package.

5.2 Private benefit value

- (1) The private benefit value of the motor vehicle will be dependent on the type of motor vehicle provided, method of ownership (i.e. local government owned or leased), maintenance and running costs, insurance, any applicable luxury car tax and the amount of private use of the vehicle (i.e. non-business use).
- (2) As a general rule, the private benefit value will be based upon the annual costs multiplied by the percentage of private use.
- (3) Local governments and CEOs will need to agree on the most appropriate way to record the amount of private use in order to calculate the private benefit value.

PART 6 MEETING ATTENDANCE FEES

This Part deals with fees payable to council members for attendance at council and other meetings

6.1 General

- (1) Pursuant to Section 5.98(1)(b) of the LG Act, an elected council member who attends a council meeting is entitled to be paid the fee set by the local government or the regional local government council within the range determined in Section 6.2 of this Part for council meeting attendance fees.
- (2) Pursuant to Section 5.98(1)(b) and (2A)(b) of the LG Act, an elected council member who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (3) Pursuant to Section 5.100(2)(b) and (3)(b) of the LG Act, a committee member who is not an elected council member or employee of the local government, who attends a committee meeting or (at the request of the local government or regional local government council) a meeting of a type prescribed in regulation 30(3A) of the LG Regulations is entitled to be paid the fee set by the local government or regional local government council within the range determined in Section 6.3 of this Part for attending committee meetings or, as the case requires, meetings of that type.
- (4) Each of the following meetings is a type of meeting prescribed in regulation 30(3A) of the LG Regulations:
 - (a) meeting of a WALGA Zone, where the council member is representing a local government as a delegate elected or appointed by the local government
 - (b) meeting of a Regional Road Group established by Main Roads Western Australia, where the council member is representing a local government as a delegate elected or appointed by the local government
 - (c) council meeting of a regional local government council where the council member is the deputy of a member of the regional local government council and is attending in the place of the member of the regional local government council

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- (d) meeting other than a council or committee meeting where the council member is attending at the request of a Minister of the Crown who is attending the meeting
 - (e) meeting other than a council meeting or committee meeting where the council member is representing a local government as a delegate elected or appointed by the local government.
- (5) Pursuant to Section 5.99 of the LG Act, a local government or regional local government council may decide by an absolute majority that instead of paying council members an attendance fee referred to in Section 5.98(1) of the LG Act, it will pay all council members who attend council or committee meetings a fee set within the range for annual fees determined in Section 6.4 of this Part.
- (6) Regulation 30(3C) of the LG Regulations prevents the payment of a fee to a council member for attending a meeting of a type prescribed in regulation 30(3A) of those regulations if the:
- (a) person who organises the meeting pays the council member a fee for attending the meeting; or
 - (b) council member is paid an annual fee in accordance with Section 5.99 of the LG Act; or
 - (c) council member is deputising for a council member at a meeting of a regional local government council and the member of the regional local government council is paid an annual fee in accordance with Section 5.99 of the LG Act.
- (7) In determining the fees set out in this Part, the Tribunal has taken into account a range of factors including the:
- (a) time required to prepare adequately for the meetings including consideration of agenda papers, site visits related to agenda items and consultation with council staff and community members
 - (b) role of the council member, mayor, president or chair including, but not limited to, representation, advocacy, and oversight and determination of policy and local legislation
 - (c) particular responsibilities associated with the types of meetings attended;
 - (d) responsibilities of a mayor, president or chair to preside over meetings
 - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model.
- (8) The Tribunal has not determined a specific meeting attendance fee for the purposes of Section 5.98(1)(a) or (2A)(a) of the LG Act.

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- (9) The entitlement of an elected council member to a fee, allowance or reimbursement of an expense established under the LG Act, the LG Regulations and this determination, cannot be proscribed, limited or waived by a local government. Any eligible claim against those entitlements is to be paid in accordance with the applicable financial procedures of the local government.

6.2 Council meeting attendance fees – per meeting

- (1) The ranges of fees in Table 4 apply where a local government or regional local government council decides by an absolute majority to pay an elected council member a fee referred to in Section 5.98(1)(b) of the LG Act for attendance at a council meeting.

Table 4: Council meeting attendance fees – per meeting

Council meeting attendance fees				
	Elected council member		Mayor, President or Chair	
Band	Minimum	Maximum	Minimum	Maximum
1	\$725	\$922	\$725	\$1,258
2	\$435	\$684	\$435	\$911
3	\$233	\$482	\$233	\$735
4	\$109	\$280	\$109	\$570
Regional LG Council	\$109	\$280	\$109	\$570

6.3 Committee meeting and prescribed meeting attendance fees – per meeting

- (1) The ranges of fees in Table 5 apply where a local government or regional local government council decides to pay an elected council member a fee referred to in Sections:
- (a) 5.98(1)(b) of the LG Act for attendance at a committee meeting; or
 - (b) 5.98(2A)(b) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.

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Table 5: Committee and prescribed per meeting fees

Committee meeting attendance fees		
Band	Minimum	Maximum
1	\$363	\$466
2	\$218	\$342
3	\$114	\$244
4	\$57	\$140
Regional LG Council	\$57	\$140

6.4 Meeting attendance fees for independent committee members – per meeting

- (1) The range of fees in Table 6 apply where a local government or regional local government council decides to pay an **independent committee member** a fee referred to in:
 - (a) Section 5.100(2)(b) of the LG Act for attendance at a committee meeting; or
 - (b) Section 5.100(3)(a) of the LG Act for attendance at a meeting of a type prescribed in regulation 30(3A) of the LG Regulations.
- (2) The range is provided to enable local governments to appropriately compensate independent committee members depending on the skills and expertise they bring to the committee.

Table 6: Committee and prescribed per meeting fees for independent committee members

Independent Committee Member		
Bands	Minimum	Maximum
1 – 4	\$0	\$466
Regional LG Council	\$0	\$466

- (3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent committee member can be reimbursed for attending committee meetings referred to in 6.4(1) above.
- (4) The extent to which an independent committee member can be reimbursed for attending committee meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

6.5 Meeting attendance fees for Independent Audit, Risk and Improvement Committee members – per meeting

- (1) In accordance with Section 5.100(2)(b) of the LG Act, the fee payable by a local government or a regional local government council to an **Independent Audit, Risk and Improvement Committee (ARIC) Member** (whether Presiding Member, Deputy Presiding Member, Deputy Member or Member) for attendance at an ARIC meeting must be set within the range provided in Table 7. The fees provided in Table 7 are exclusive of superannuation. Local government bodies should seek their own professional advice in regard to whether or not independent committee members are to be paid superannuation.
- (2) The range in Table 7 is provided to enable local governments to appropriately compensate independent ARIC members depending on the skills and expertise required to undertake the roles. The local government must resolve that the fee represents value for money. The State Government’s Audit and Financial Advisory Services Common Use Agreement ([CUAAFA2024](#)) may be used as guide.

Table 7: Independent ARIC members – per meeting fees

Independent Audit, Risk and Improvement Committee Member		
Bands	Minimum	Maximum
1 – 4	\$110	\$1,215
Regional LG Council	\$110	\$1,215

- (3) In accordance with Sections 5.100(4), (5) and (6) of the LG Act, an independent ARIC member can be reimbursed for attending ARIC meetings.
- (4) The extent to which an independent committee member can be reimbursed for expenses attending ARIC meetings is the actual travel and associated costs incurred by the independent member demonstrated to the satisfaction of the local government.

6.6 Annual attendance fees in lieu of council meeting, committee meeting and prescribed meeting attendance fees

- (1) The ranges of fees in Table 8 apply where a local government or regional local government council decides by an absolute majority that, instead of paying council members a per meeting attendance fee referred to in Section 5.98 of the LG Act, it will pay an annual fee to all council members who attend council, committee or prescribed meetings.

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Table 8: Annual attendance fees in lieu of council, committee and prescribed per meeting fees

Annual attendance fees				
	Elected council member		Mayor, President or Chair	
Band	Minimum	Maximum	Minimum	Maximum
1	\$28,525	\$36,722	\$28,525	\$55,078
2	\$17,238	\$26,931	\$17,238	\$36,112
3	\$8,917	\$18,977	\$8,917	\$29,379
4	\$4,161	\$11,023	\$4,161	\$22,646
Regional LG Council	\$2,086	\$12,245	\$2,293	\$18,361

**PART 7 ANNUAL ALLOWANCE FOR A MAYOR, PRESIDENT, CHAIR, DEPUTY
MAYOR, DEPUTY PRESIDENT AND DEPUTY CHAIR**

This Part deals with annual allowances payable to mayors, presidents, chairs and their deputies, in addition to any entitlement to meeting attendance fees or the reimbursement of expenses.

7.1 General

- (1) Pursuant to Section 5.98(5) of the LG Act, the mayor or president of a local government and the chair of a regional local government council are entitled, in addition to any fees or reimbursement of expenses payable under Section 5.98(1) or (2), to be paid the annual allowance set by the local government or regional local government council within the range determined in Section 7.2 of this Part.
- (2) Pursuant to Section 5.98A(1) of the LG Act, a local government or regional local government council may decide, by an absolute majority, to pay the deputy mayor or deputy president of the local government, or the deputy chair of the regional local government council, an allowance of up to the percentage that is determined by the Tribunal of the annual allowance to which the mayor or president of the local government, or the chair of the regional local government council, is entitled under Section 5.98(5) of the LG Act. That percentage is determined in Section 7.3 of this Part. This allowance is in addition to any fees or reimbursement of expenses payable to the deputy mayor, deputy president or deputy chair under Section 5.98 of the LG Act.
- (3) In determining the allowances set out in this Part, the Tribunal has taken into account a range of factors including the:
 - (a) leadership role of the mayor, president or chair
 - (b) statutory functions for which the mayor, president or chair is accountable
 - (c) ceremonial and civic duties required of the mayor, president or chair, including local government business related entertainment
 - (d) responsibilities of the deputy mayor, deputy president or deputy chair when deputising
 - (e) relative “size” of the local government as reflected in the Tribunal’s local government banding model
 - (f) civic, ceremonial and representation duties particular to the Lord Mayor of Western Australia’s capital city.

7.2 Annual allowance for a Mayor, President or Chair

- (1) The ranges of allowances in Table 9 apply where a local government or a regional local government council sets the amount of the annual local government allowance to which a mayor, president or chair is entitled under Section 5.98(5) of the LG Act.

Table 9: Annual allowance for a Mayor, President or Chair

Mayor, President or Chair Annual Allowance		
Band	Minimum	Maximum
1	\$59,414	\$104,032
2	\$17,825	\$73,435
3	\$1,193	\$42,837
4	\$596	\$23,257
Regional LG Council	\$596	\$23,257

- (2) Despite the provisions of subsection (1), the **City of Perth** is to set the amount of the annual local government allowance to which the Lord Mayor is entitled within the range of **\$69,554 to \$155,220**.

7.3 Annual allowance for a Deputy Mayor, Deputy President or Deputy Chair

- (1) The percentage determined for the purposes of Section 5.98A(1) of the LG Act is **25%**.
- (2) If the deputy performs the functions of mayor, president or chair for a continuous period of no less than four months, the deputy will be entitled to receive the mayor, president or chair allowance according to the applicable local government band in 7.2 of the Determination. This can be applied retrospectively, in instances where an initial short-term period of acting becomes a continuous period of acting for four months or more.

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PART 8 EXPENSES TO BE REIMBURSED

This Part deals with expenses for which council members are entitled to be reimbursed.

8.1 General

- (1) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 31(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in section 8.2(1) to (5) of this Part.
- (2) Regulation 31(1) of the LG Regulations prescribes the following kinds of expenses that are to be reimbursed:
 - (a) rental charges incurred by a council member in relation to one telephone and one facsimile machine; and
 - (b) child care and travel costs incurred by a council member because of the member's attendance at a council meeting or a meeting of a committee of which he or she is also a member.
- (3) Pursuant to Section 5.98(2)(a) and (3) of the LG Act, an elected council member who incurs an expense of a kind prescribed in regulation 32(1) of the LG Regulations is entitled to be reimbursed for the expense to the extent determined in Section 8.2(6) to (8) of this Part.
- (4) Regulation 32(1) of the LG Regulations prescribes the following kinds of expenses that may be approved by a local government for reimbursement:
 - (a) an expense incurred by an elected council member in performing a function under the express authority of the local government;
 - (b) an expense incurred by an elected council member to whom paragraph (a) applies by reason of the elected council member being accompanied by not more than one other person while performing the function if, having regard to the nature of the function, the local government considers that it is appropriate for the elected council member to be accompanied by that other person; and
 - (c) an expense incurred by an elected council member in performing a function in his or her capacity as an elected council member.

8.2 Extent of expenses to be reimbursed

- (1) The extent to which an elected council member can be reimbursed for rental charges in relation to one telephone and one facsimile machine is the actual expense incurred by the elected council member.

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- (2) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 31(1)(b) of the LG Regulations is the actual cost per hour up to **\$35 per hour**. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the elected council member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (3) The extent to which an elected council member of a local government can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is:
 - (a) if the person lives or works in the local government district or an adjoining local government district, the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or
 - (b) if the person does not live or work in the local government district or an adjoining local government district, the actual cost, in relation to a journey from the person's place of residence or work and back:
 - i for the person to travel from the person's place of residence or work to the meeting and back; or
 - ii if the distance travelled referred to in subparagraph (i) is more than 100 kilometres, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.
- (4) The extent to which an elected council member of a regional local government council can be reimbursed for reasonable travel costs referred to in regulation 31(1)(b) of the LG Regulations is the actual cost for the person to travel from the person's place of residence or work to the meeting and back.
- (5) For the purposes of subsections (3) and (4), travel costs incurred while driving a privately owned or leased vehicle (rather than a commercially hired vehicle) are to be calculated at the same rate contained in Section 30.6 of the *Local Government Officers' (Western Australia) Award 2021* as at the date of this determination. For elected council members with Electric Vehicles, the 1600cc Motor Vehicle Allowance rate should be applied.

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- (6) The extent to which an elected council member can be reimbursed for childcare costs incurred because of attendance at a meeting referred to in regulation 32(1) of the LG Regulations is the actual cost per hour up to \$35 per hour. If an elected council member incurs costs greater than \$35 per hour due to having multiple children, children with special needs, lack of adequate childcare facilities or services or another extenuating circumstance, a local government may reimburse the member for the actual costs upon the provision of sufficient receipts/evidence to satisfy the local government that the expense has been legitimately incurred.
- (7) The extent to which an elected council member can be reimbursed for intrastate or interstate travel and accommodation costs incurred in any of the circumstances referred to in regulation 32(1) of the LG Regulations is at the same rate applicable to the reimbursement of travel and accommodation costs in the same or similar circumstances under the *Public Service Award 1992* issued by the Western Australian Industrial Relations Commission as at the date of this determination.
- (8) The extent to which an elected council member can be reimbursed for any other cost incurred under regulation 32(1) of the LG Regulations is the actual cost upon presentation of sufficient evidence of the cost incurred.

PART 9 ANNUAL ALLOWANCES IN LIEU OF REIMBURSEMENT OF EXPENSES

This Part deals with annual allowances that a local government or regional local government council may decide to pay.

9.1 General

- (1) Pursuant to Section 5.99A of the LG Act, a local government or regional local government council may decide by absolute majority that instead of reimbursing elected council members under the LG Act Section 5.98(2) for all of a particular type of expense, it will pay all elected council members, for that type of expense, the annual allowance determined in Section 9.2 of this Part or, as the case requires, an annual allowance within the range determined in that section.
- (2) Where a local government or regional local government council has decided to pay elected council members an annual allowance for an expense of a particular type instead of reimbursing expenses of that type under Section 5.98(2) of the LG Act, Section 5.99A of the LG Act provides for reimbursement of expenses of that type in excess of the amount of the allowance.
- (3) In determining the maximum annual allowance for expenses of a particular type, the Tribunal has taken into account a range of factors including the:
 - (a) intent of the allowance to reflect the extent and nature of the expenses incurred and not to result in a windfall gain for council members
 - (b) capacity of local governments to set allowances appropriate to their varying operational needs
 - (c) particular practices of local governments in the provision and use by elected council members of information and communication technology (e.g. laptops/computers)
 - (d) varying travel requirements of elected council members in local governments associated with geography, isolation and other factors.
- (4) With respect to ICT expenses, the annual allowance is provided to cover expenses incurred by an elected council member if they purchase ICT equipment and for related expenses. If ICT equipment is supplied to elected council members by a local government, the allowance is to be reduced by the cost of the supplied ICT equipment.

9.2 Annual allowances determined instead of reimbursement for particular types of expenses for Elected Council Members

(1) In this Part,

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations;
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations; or
- (c) any expenses related to ICT equipment that is incurred in the course of an elected council member undertaking their duties.

Travel and accommodation expenses means:

- (a) travel costs, as prescribed by regulation 31(1)(b) of the LG Regulations; or
- (b) any other expenses that relate to travel or accommodation and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations.

- (2) For the purposes of Section 5.99A(b) of the LG Act, the minimum annual allowance for ICT expenses is **\$500** and the maximum is **\$3,500**.
- (3) For the purposes of Section 5.99A(a) of the LG Act, the annual allowance for travel and accommodation expenses is **\$100**.

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SCHEDULE 1: LOCAL GOVERNMENT BAND CLASSIFICATIONS

Local Government Band Classifications	
Local Government	Band
Albany City	1
Armadale City	1
Ashburton Shire	2
Augusta-Margaret River Shire	2
Bassendean Town	3
Bayswater City	1
Belmont City	1
Beverley Shire	4
Boddington Shire	4
Boyup Brook Shire	4
Bridgetown-Greenbushes Shire	3
Brookton Shire	4
Broome Shire	2
Broomehill-Tambellup Shire	4
Bruce Rock Shire	4
Bunbury City	1
Busselton City	1
Cambridge Town	2
Canning City	1
Capel Shire	3
Carnamah Shire	4
Carnarvon Shire	2
Chapman Valley Shire	4
Chittering Shire	3
Christmas Island Shire	3
Claremont Town	3
Cocos (Keeling) Islands Shire	4
Cockburn City	1
Collie Shire	3
Coolgardie Shire	3
Coorow Shire	4
Corrigin Shire	4
Cottesloe Town	3
Cranbrook Shire	4

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Local Government	Band
Cuballing Shire	4
Cue Shire	4
Cunderdin Shire	4
Dalwallinu Shire	3
Dandaragan Shire	3
Dardanup Shire	3
Denmark Shire	3
Derby-West Kimberley Shire	2
Donnybrook Balingup Shire	3
Dowerin Shire	4
Dumbleyung Shire	4
Dundas Shire	4
East Fremantle Town	3
East Pilbara Shire	2
Esperance Shire	2
Exmouth Shire	3
Fremantle City	1
Gingin Shire	3
Gnowangerup Shire	4
Goomalling Shire	4
Gosnells City	1
Greater Geraldton City	1
Halls Creek Shire	3
Harvey Shire	2
Irwin Shire	3
Jerramungup Shire	4
Joondalup City	1
Kalamunda Shire	2
Kalgoorlie-Boulder City	1
Karratha City	1
Katanning Shire	3
Kellerberrin Shire	4
Kent Shire	4
Kojonup Shire	3
Kondinin Shire	4

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Local Government Band Classifications	
Local Government	Band
Koorda Shire	4
Kulin Shire	4
Kwinana City	1
Lake Grace Shire	4
Laverton Shire	3
Leonora Shire	3
Mandurah City	1
Manjimup Shire	2
Meekatharra Shire	3
Melville City	1
Menzies Shire	4
Merredin Shire	3
Mingenew Shire	4
Moora Shire	3
Morawa Shire	4
Mosman Park Town	3
Mount Magnet Shire	4
Mount Marshall Shire	4
Mukinbudin Shire	4
Mundaring Shire	2
Murchison Shire	4
Murray Shire	2
Nannup Shire	4
Narembeen Shire	4
Narrogin Shire	3
Nedlands City	2
Ngaanyatjarraku Shire	4
Northam Shire	2
Northampton Shire	3
Nungarin Shire	4
Peppermint Grove Shire	4
Perenjori Shire	4
Perth City	1
Pingelly Shire	4
Plantagenet Shire	3

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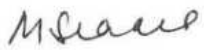
Local Government Band Classifications	
Local Government	Band
Port Hedland Town	1
Quairading Shire	4
Ravensthorpe Shire	3
Rockingham City	1
Sandstone Shire	4
Serpentine-Jarrahdale Shire	2
Shark Bay Shire	4
South Perth City	2
Stirling City	1
Subiaco City	2
Swan City	1
Tammin Shire	4
Three Springs Shire	4
Toodyay Shire	3
Traying Shire	4
Upper Gascoyne Shire	4
Victoria Park Town	2
Victoria Plains Shire	4
Vincent City	2
Wagin Shire	4
Wandering Shire	4
Wanneroo City	1
Waroona Shire	3
West Arthur Shire	4
Westonia Shire	4
Wickepin Shire	4
Williams Shire	4
Wiluna Shire	4
Wongan-Ballidu Shire	4
Woodanilling Shire	4
Wyalkatchem Shire	4
Wyndham-East Kimberley Shire	2
Yalgoo Shire	4
Yilgarn Shire	3
York Shire	3

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

2026 LOCAL GOVERNMENT DETERMINATION

Signed on 2 April 2026



E Prof M Seares AO
CHAIRPERSON



Dr M Schaper
MEMBER



Mr O Whittle
MEMBER

SALARIES AND ALLOWANCES TRIBUNAL

27 MAY 2026

10.5 LEASES – ANNUAL PAYMENT REQUEST

RES 40344, RES 40771, RES29363

Author

Manager Finance & Administration

Disclosure of Any Interest

Disclosure of Interest:

Nature of Interest:

Moved Cr

Seconded Cr

Officer Recommendation

That Council: -

- 1. Charge the Shark Bay Bowling Club an amount of \$200 plus GST for the 2026/2027 financial year.**
- 2. Charge the Shark Bay Speedway Club an amount of \$200 plus GST for the 2026/2027 financial year.**
- 3. Charge the Shark Bay Pistol Club and amount of \$200 plus GST for the 2026/2027 financial year.**
- 4. Charge the St Johns Ambulance Western Australia Ltd an amount of \$1 plus GST for the 2026/2027 financial year in accordance with its lease agreement.**

Background

Council has in place lease agreements with the Shark Bay Bowling Club, Shark Bay Speedway Club, Shark Bay Pistol Club, and St Johns Ambulance Western Australia Ltd which provides for Council to impose lease payments for the use of the land on an “on demand” basis.

The 2021/2022 financial year was the first year that a rent was recommended to be charged to St John Ambulance Western Australia Ltd. Previously the use of the building was governed under a Memorandum of Understanding where outgoings were on charged to the tenant and no lease payment charged and is the reason for the \$1 lease payment per annum.

The other occupant of the Emergency Services Building is Shark Bay State Emergency Service and operate under a Memorandum of Understanding where outgoings such as insurance and utility costs are on charged to the tenant and do not pay rent.

Therefore, each year Council needs to determine whether the lease amounts for the reserves should be demanded. Over the last 10 years charges have been applied as follows:

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Year	Shark Bay Speedway	Shark Bay Bowling Club	Shark Bay Pistol Club	St John Ambulance
2025/2026	Paid	Paid	Paid	Paid
2024/2025	Paid	Paid	Paid	Paid
2023/2024	Paid	Paid	Paid	Paid
2022/2023	Paid	Paid	Paid	Paid
2021/2022	Paid	Paid	Paid	Paid
2020/2021	Paid	Paid	Paid	N/A
2019/2020	Paid	Paid	Paid	N/A
2018/2019	Paid	Paid	Paid	N/A
2017/2018	Paid	Paid	Paid	N/A
2016/2017	Paid	Paid	N/A	N/A
2015/2016	Paid	Paid	N/A	N/A
2014/2015	Paid	Paid	N/A	N/A
2013/2014	Waived	Waived	N/A	N/A

The Boolbardi Country Club Golf Course rental lease is on a per annum basis and not an “on demand basis” and will automatically be invoiced at \$200 plus GST at the commencement of the financial year.

Legal Implications

There are no legal implications associated with this item. Leases are in place with these organisations.

Policy Implications

There are no policy implications associated with this item.

Financial Implications

The imposition of these charges will generate an increase in other revenue which will be included in the 2026/2027 budget.

Strategic Implications

There are no strategic implications associated with this report.

Risk Management

This item is low risk as the lessees have existing leases in place.

Voting Requirements

Simple Majority Required

Signatures

Author
Chief Executive Officer
Date of Report

J Green
D Chapman
18 May 2026

27 MAY 2026

10.6 DISCRETIONARY FEES AND CHARGES
FM52526

Author
Manager Finance & Administration

DISCLOSURE OF ANY INTEREST
Nil

Moved Cr
Seconded Cr

Council Resolution

That Council:

Endorse the attached Schedule of Discretionary Fees and Charges effective from 1 July 2026; and Incorporate these fees and charges into the 2026/2027 budget document.

BACKGROUND

In accordance with Section 6.16 of the *Local Government Act 1995*, a Local Government may impose and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed. Fees and charges are to be imposed (generally) when adopting the annual budget and must be resolved by an absolute majority.

In determining the amount of a fee or charge for a service or goods a Local Government is required to consider the following factors (s 6.17) -

- (a) the cost to the Local Government of providing the goods or service;
- (b) the importance of the service or goods to the community; and
- (c) the price at which the service or goods could be provided by an alternative provider.

COMMENT

The attached fees and charges document reflect the proposed fees to be charged in 2026/2027. This agenda item discusses the discretionary fees and charges only, as the Council does not have any control over legislative fees and charges. If any changes to legislative fees occur after the 2026/2027 Fees and Charges have been adopted by Council, they will be incorporated and will be presented to Council in July/August as part of the Annual Budget documents.

Over the 12 months to December 2025 the Australian CPI was 3.8%, however, Council has modelled its long-term financial plan on a minimum rate increase of 4% for the 2026/2027 financial year, a minimum 5% increase has been applied across the entirety of Fees and Charges for 2026/2027. Notable exceptions to this include Fees and Charges where a significantly greater than 5% increase has been applied for 2026/2027, items of note that are applicable are listed below:

27 MAY 2026

Shark Bay World Heritage Discovery and Visitor Centre

Rose de Freycinet Gallery

Art Exhibit - Commission on Sales

In 2026/2027 two (2) new options relative to Artist Fees and Commissions have been recommended.

Art Exhibit – Option 1 – Local Artists		No Fee	Per week
Art Exhibit – Option 1 – Commission on Sale		40%	Per sale
Art Exhibit – Option 2 – Local Artists		\$160	Per Week
Art Exhibit – Option 2 – Commission on Sale		20%	Per Sale
Art Exhibit - Other Artists		300	Per Week
Art Exhibit – Commission on Sale		20%	Per Sale

Shark Bay Discovery Centre

No changes to the admission pricing for the museum have been recommended.

Changes to the charges for museum admission outside of normal opening times have been recommended.

Brochure racking fees have been removed and replaced with a recommended three (3) tier membership package.

Membership Package - Premium	New	475	Per Annum
Membership Package – Small Business	New	250	Per Annum
Membership Package – Essential	New	100	Per Annum

Refuse Site

An increase from \$180 to \$200 to open the refuse site outside of normal operating hours has been recommended to more accurately reflect the actual cost of providing this service.

New charges to Builders Waste (clean and contaminated) accepted at the builders' pit, have been recommended.

27 MAY 2026

Marquee Hire

An increase to the hire fee from \$1,400 to \$4,000 and a Mobe / Demobe fee of At Cost +10%, to better reflect the cost of setting up and taking down of the marquee has been recommended.

Venue Hire

It has been recommended that fees and charges relative to the hire of the Recreation Centre Meeting Room be removed to ensure the room is solely for the exclusive use of Council related meetings.

Gym Membership

It has been recommended that monthly memberships for all membership categories be removed.

Jinker Fees

It has been recommended that the set cost for providing this service be removed and replaced with a charge out at "At Cost + 10%" to better reflect the actual cost of providing this service.

Equipment Hire

A fee for the setup of the Speed Alert Mobile (SAM) trailer of \$100 per setup has been recommended.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

Fees and charges revenue will account for approximately 28 percent of the Shires operating revenue in 2026/2027 and provides a means for the Shire to recover the costs of providing services on a user pay basis.

STRATEGIC IMPLICATIONS

Outcome 6 and 7

Shark Bay Council is a strategically focused, unified Council, functioning efficiently. It is a transparent, resilient organisation demonstrating leadership and governance whilst engaging actively with the community and providing appropriate services to the community.

RISK MANAGEMENT

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

ORDINARY COUNCIL MEETING AGENDA

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VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Manager Finance and Administration

J Green

Chief Executive Officer

D Chapman

Date of Report

12 May 2026

2025/26 Inc GST where									
Particulars	Charge Type	GST	Applicable	ADD 5%	Column2	2026/2027	Frequency	GL	
Building						0			
Search Fees - Property Enquiries	Council	Y	23	1.15	24.15	25	Per Property	50303703	
Application for copies of building permits and certificates	Council	Y	62	3.1	65.1	66	Per Permit/Application	50303703	
Application for residential design code compliance certification - Private Certification	Council	Y	119	5.95	124.95	125	Per Hour	50303703	
Single copies at photocopy rates - See Sundry Expenses (to a maximum of 4 A4 pages)									
Occupancy Permits and Building Approval Certificates									
Application for an occupancy permit for a completed building (s. 46)	Statutory	N	110		110	110	Per Application	50303853	
Application for a temporary occupancy permit for an incomplete building (s. 47)	Statutory	N	110		110	110	Per Application	50303853	
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	Statutory	N	110		110	110	Per Application	50303853	
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	Statutory	N	110		110	110	Per Application	50303853	
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of subdivision (s. 50(1) and (2))	Statutory	N	Min. \$115.00			Min. \$115.00	The fee is \$11.60 for each strata unit covered by each application, but not less than \$115.00	50303853	
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51 (2))	Statutory	N	Min 110.00			Min 110.00	The fee is 0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority but not less than \$110.00	50303853	
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	Statutory	N	Min 110.00			Min 110.00	The fee is 0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority but not less than \$110.00	50303853	
Application to replace an occupancy permit for an existing building (s.52(1))	Statutory	N	110			110	Per Application	50303853	
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	Statutory	N	110			110	Per Application	50303853	

ORDINARY COUNCIL MEETING AGENDA

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Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	Statutory	N	110			110	Per Application	50303853
Building Permits and Demolition Permits								
Certified application for a building permit for building work for a Class 1 or Class 10 (s. 16(1))	Statutory	N	Min \$110.00			Min \$110.00	The fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00	50303853
Certified application for a building permit for building work for a Class 2 to Class 9 building or incidental structure (S.16(1))	Statutory	N	Min \$110.00			Min \$110.00	The fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00	50303853
Uncertified application for a building permit (s.16(1))	Statutory	N	Min \$110.00			Min \$110.00	The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$110.00	50303853
Application for a demolition permit for demolition work in respect of a Class 1 or Class 10 building or incidental structure (s. 16(1))	Statutory	N	110			110	Per Application	50303853
Application for a demolition permit for demolition work in respect of a Class 2 to Class 9 building or incidental structure (s. 16(1))	Statutory	N	110			110	For each storey of the building	50303853
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	Statutory	N					Per Application	50303853
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	Statutory	N	2160.15			2160.15	Per Application	50303853
Application for approval of battery powered smoke alarms (regulation 61)	Statutory	N	179.40			179.40	Per Application	50303853
Materials on Street	Statutory	N	1				per meter per month	50303853
Roads, Kerb and Footpath damage deposit: Residential	Statutory	N	1000			1000	Per Lot for \$100,000 and over (Trust)	Create New Trust
Roads, Kerb and Footpath damage deposit: Larger Projects (up to)	Statutory	N	2000			2000	Per Lot (Trust)	Create New Trust

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where			2026/2027	Frequency	GL
			Applicable	ADD 5%	Column2			
Initial Inspection of Pool Enclosures (regulation 53)	Statutory	N	58.45			60	Per Application	50303793
Swimming Pool Annual Inspection – Public and Private Facilities, added to the rates notice	Statutory	N	55			55	Per Year for 4 yearly inspection	Rates Notice
BCITF (CTF) Levy								
Building Act Fee	Statutory	N	0.002			0.002	Levied on the Total Value of Construction, for all works valued at more than \$100,000	Create New Trust
BSL < \$45,000 (Minimum Fee) BSL > \$45,000.00 0.137% value of application	Statutory	N	Min \$61.65			61.65		Create New Trust
Town Planning Services								
Determining an application for advice for a single house or additions to a single house	Statutory	N	295			295	Per application	New
Determining an application to amend or cancel development approval	Statutory	N	295			295	Per Application	30303761
Search Fee - Planning Approvals	Council	Y	23	1.15	24.15	25	Per Property	30303761
Applications for copies of Planning Approvals	Council	Y	62	3.1	65.1	66	Per Approval	30303761
Single page copy of Planning Approval - See Sundry Expenses								
Home Business Occupation Licence								
Application Fee	Statutory	N	222			222	Per Application	30303865
If the home occupation has commenced, an additional amount by way of penalty will apply	Statutory	N	666			666	Per Application	30303865
Annual Renewal Fee	Statutory	N	73			73	Per Financial Year	30303865
If the approval to be renewed has expired, an additional amount by way of penalty	Statutory	N	219			219	Per Application	30303865
Providing a zoning certificate	Statutory	N	73			73	Per Application	30303759
Issue of written planning advice	Statutory	N	73			73	Per Advice	30303759
Development Application Approval								
Change of use where no building work is proposed or a change to a non-conforming use is proposed	Statutory	N	295			295	Per Application	30303716
If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount by way of penalty	Statutory	N	885			885	Per Application	30303716
Determination of Development Application where the estimated cost of the development is -								
(a) Value of Project not more than \$50,000	Statutory	N	147			147		30303716
(b) Value of Project \$50,000 but no more than \$500,000	Statutory	N	0.0032			0.0032	Of Project Value	30303716
(c) Value of Project \$500,000 but not more than \$2,500,000	Statutory	N	1700			1700		30303716
Plus 0.257% for every dollar in excess of \$500,000	Statutory	N	0.00257			0.00257	Of Project Value	30303716

ORDINARY COUNCIL MEETING AGENDA

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Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
(d) Value of Project \$2,500,000 but not more than \$5,000,000	Statutory	N	7161			7161		30303716
Plus 0.206% for every dollar in excess of \$2,500,000	Statutory	N	0.00206			0.00206	Of Project Value	30303716
(e) Value of Project \$5,000,000 but not more than \$21,500,000	Statutory	N	12633			12633		30303716
Plus 0.123% for every dollar in excess of \$5,000,000	Statutory	N	0.00123			0.00123	Of Project Value	30303716
(f) Value of Project more than \$21,500,000	Statutory	N	34196			34196		30303716
And, if the development for an extractive industry has been commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under paragraph (a), (b), (c), (d), (e) or (f), PLUS the initial maximum application fee.	Statutory	N						30303716
Determination of Development Application for an Extractive Industry	Statutory	N	739			739		30303716
And, if the development has been commenced or been carried out, an additional amount by way of penalty	Statutory	N	2217			2217		30303716
Subdivision Clearance - Including Strata Title								
Not more than 5 Lots	Statutory	N	73			73	Per Lot	30303716
More than 5 Lots but not more than 195 Lots	Statutory	N	73			73	Per lot for the first five lots, then \$35.00 per lot	30303716
Plus 35 per Lot as per item above	Statutory	N	35			35	\$35 per lot as per above	30303716
More than 195 Lots	Statutory	N	7393			7393		30303716
Residential buildings of 2 or more dwelling units								
Rate to be charged on value of development	Statutory	N						30303716
Advertising Charges for SA & AA uses								
Advertisement cost plus 15% administration fee	Statutory	N						30303716
Scheme Amendments, Structure Plans and Local Development Plans								
Total fee to be calculated in accordance with Schedule 2 of the Planning and Development Regulations 2009. Costs of staff time will be as per the Schedule of Charge out rates for officers (see below)	Statutory	Y	To be Calculated				Plus Advertising (including newspaper publications)	30303781
Scheme Amendments / Structure Plans / Re-Zoning/ Local Development Plans								
CEO/Shire Planner	Statutory	Y	88			88	Per Hour	30303781
Manager/Senior Planner	Statutory	Y	66			66	Per Hour	30303781
Planning Officer	Statutory	Y	36.86			36.86	Per Hour	30303781
Other staff eg environmental health officer	Statutory	Y	36.86			36.86	Per Hour	30303781
Secretary/administration clerk	Statutory	Y	30.2			30.2	Per Hour	30303781

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Refund any monies not spent of fee paid if unsuccessful prior to advertising period	Statutory	N						30303781
Liquor Licence								
Section 40 Liquor Act Certification Local Authority	Statutory	N	73			73	Per Application	30303867
Section 39 Liquor Act Certification Local Authority	Statutory	N	73			73	Per Application	30303868
Health								
Offensive Trade Licence - Fish Processing	Statutory	N	298			298	Per Financial Year	15103875
Septic Tanks								
Search Fee	Council	Y	23	1.15	24.15	25	Per Request	15103884
Copies of Septic Applications	Council	Y	63	3.15	66.15	67	Per Copy of Plan	15103884
Health Department Septic Tank Installation Application and Inspection Fee	Statutory	N	236			236	Per Application	15103884
Health Department Installation of Onsite Waste Water Disposal System Application	Statutory	N	85			110	Per Application	Paid Directly to Health Department
Septic Tank Plans See Sundry Expenses								
Food Act 2008								
Permit to Trade								
Food Premises Registrations (Fixed or Mobile)	Statutory	N	240			255	Per Application	15103871
				1.15	1.15	0		
Health Act Public Buildings								
Public Building Permit (Meeting Place)	Statutory	N	110			110	Per Application	15103871
Housing								
(Aligned with Centrelinks Rental Assistance Eligibility Requirements)								
Pensioner Units Units 1 - 13								
Rental - Single	Council	N	135	6.75	141.75	145	Per Week based on lease	various
Rental - Couple	Council	N	200	10	210	215	Per Week based on lease	various
Pensioner Units Units 14-25								
Rental - Single	Council	N	165	8.25	173.25	175	Per Week based on lease	various
Rental - Couple	Council	N	250	12.5	262.5	265	Per Week based on lease	various
Garage Rental - per space	Council	N	10	0.5	10.5	11	Per week based on lease	various

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27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Cemetery Charges								
Burial Fees								
Plot Reservation	Council	Y	62	3.1	65.1	66	Per Application	30403706
Application Fee	Council	Y	62	3.1	65.1	66	Per Application	30403706
Burials - Weekday Excavation	Council	Y	1400	70	1470	1500	Per Occurrence	30403706
Backfill Weekdays (if required)	Council	Y	700	35	735	750	Per Occurrence	30403706
Backfill Weekends (if required)	Council	Y				At Cost +10%	Per Occurrence	30403706
Niche Wall Internments								
Plot Reservation	Council	Y	62	3.1	65.1	66	Per Reservation	30403706
Application Fee	Council	Y	62	3.1	65.1	66	Per Reservation	30403706
First Internment	Council	Y	62	3.1	65.1	66	Per Occurrence	30403706
Second Internment	Council	Y	62	3.1	65.1	66	Per Occurrence	30403706
Other Cemetery Charges								
Application Fee - Permit to Construct Tombstone	Council	N	62	3.1	65.1	66	Per Occurrence	30403706
Application for placement of Monumental Plaques along Cemetery fence	Council	N	78	3.9	81.9	82	Per Application	30403706
Internment of Ashes into Existing Grave	Council	Y	Cost + 10%			Cost + 10%	Per Occurrence	30403706
Exhumation	Council	Y	Cost + 10%			Cost + 10%	Per Occurrence	30403706
Funeral Directors Licence	Council	N	Free				Yearly Permit	30403860
Sanitation								
MGB – Green 240 litre	Council	Y	160	8	168	170	Per Bin	30203775
MGB Lids	Council	Y	65	3.25	68.25	70	Each	30203775
MGB Bin Wheels	Council	Y	35	1.75	36.75	38	Each	30203775
MGB Axles	Council	Y	31	1.55	32.55	33	Each	30203775
MGB Lid Pins	Council	Y	5	0.25	5.25	6	Each	30203775
MGB Delivery Fee (within townsite)	Council	Y	50	2.5	52.5	60	Per Delivery	30203775
Waste Disposal								
Refuse removal (Charged via Rates Notice)								
120 or 240 litre Rubbish Bins collected Twice Weekly								30103769
Domestic	Council	N	496	24.8	520.8	530	Per Bin Per Annum	30103769
Commercial & Industrial Properties	Council	N	496	24.8	520.8	530	Per Bin Per Annum	30103769
Non Rateable Property	Council	N	800	40	840	850	Per Bin Per Annum	30103769
Domestic Charges (General Waste) At Refuse Site								
Domestic utes, vans, wagons or trailers per M3 (Minimum charge \$8.00)	Council	Y	6	0.3	6.3	8	Per Cubic Metre or part thereof	30203720

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Domestic clean green waste including grass clippings and sawdust	Council	Y	No Charge			No Charge	Per Cubic Metre or part thereof	
Domestic contaminated green waste (Green waste mixed with other waste) (Minimum charge \$16.00)	Council	Y	6	0.3	6.3	16	Per Cubic Metre or part thereof	30203720
Commercial Charges (General Waste) At Refuse Site								
Builders Waste Pit - only to be used for Demolition Works, Block CleanUps, (Must be Clean Waste)	Council	Y			NEW	20	Per Cubic Metre or part thereof	30203720
Builders Waste Pit - Unsorted Contaminated Waste					NEW	40	Per Cubic Metre or part thereof	30203720
Commercial utes, vans, wagons or trailers per M3 (Minimum charge \$20.00)	Council	Y	16	0.8	16.8	20	Per Cubic Metre or part thereof	30203720
Commercial clean green waste including grass clippings and sawdust (Minimum charge \$8.00)	Council	Y	6	0.3	6.3	8	Per Cubic Metre or part thereof	30203720
Commercial contaminated Green Waste (Green waste mixed with other waste) (Minimum Charge \$20.00)	Council	Y	16	0.8	16.8	20	Per Cubic Metre or part thereof	30203720
Commercial cardboard (Minimum Charge \$6.00)	Council	Y	6	0.3	6.3	8	Per Cubic Metre or part thereof	30203720
Liquid Waste Including grease trap, sewage and offal	Council	Y	57	2.85	59.85	60	Per Kilolitre or part thereof	30203720
Used Oil Per 20L Container or part thereof	Council	Y	6	0.3	6.3	7	20 Litres or part thereof (20L Container)	30203720
Used Oil Per 200L Container or part thereof	Council	Y	57	2.85	59.85	60	200 Litres or part thereof (200L Container)	30203720
Oil and Fuel Filters	Council	Y	3	0.15	3.15	4	Per Filter	30203720
Small Items (bikes, prams, chairs,)	Council	Y			NEW	5	Per Item	30203720
Car / light truck tyres	Council	Y	11.5	0.575	12.075	13	Per Tyre	30203720
Truck / tractor tyres	Council	Y	22	1.1	23.1	25	Per Tyre	30203720
Car batteries	Council	Y	Free			Free	Per Item	30203720
Gas bottles	Council	Y	Free			Free	Per Item	30203720
Gassed refrigeration unit (<i>De-gassing of refrigeration units are regulated and is a specialised service</i>) inclusive of airconditioning units	Council	Y	55	2.75	57.75	60	Per item	30203720
De-gassed refrigeration unit (<i>Certification of Degassing by a Licenced Provider required</i>) inclusive of airconditioning units	Council	Y	9	0.45	9.45	10	Per Item	30203720
White Goods (Not Fridges or Freezers or Air Conditioners)	Council	Y	7	0.35	7.35	10	Per Item	30203720
Car bodies, trailers, small boats, caravans	Council	Y	44	2.2	46.2	50	Per Item	30203720
Truck bodies, large equipment	Council	Y	65	3.25	68.25	70	Per Item	30203720

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where			2026/2027	Frequency	GL
			Applicable	ADD 5%	Column2			
MGB 240L - Domestic	Council	Y	6	0.3	6.3	8	Per Bin	30203720
MGB 240L - Commercial	Council	Y	16	0.8	16.8	20	Per Bin	30203720
Mattress	Council	Y	6	0.3	6.3	8	Set or Part Thereof	30203720
Couch/Lounge Suite	Council	Y	15	0.75	15.75	18	Per Item	30203720
Pallet	Council	Y	3	0.15	3.15	4	Per item	30203720
200L Drums (Empty)	Council	Y	2.5	0.125	2.625	3	Per Item	30203720
Hot Water System	Council	Y	6	0.3	6.3	8	Per Item	30203720
Special Burials - (Asbestos waste, animal remains, etc) At Refuse Site								
Asbestos per kg up to 20Kg	Council	Y	0.3	0.015	0.315	0.5	Per KG	30203720
Asbestos per sheet	Council	Y	3	0.15	3.15	5	Per sheet or part thereof	30203720
Flat fee: Inclusive of tipping, plant and labour fees	Council	Y	95	4.75	99.75	100	Per Cubic Metre	30203720
Animal remains inclusive of Offal (Not liquid)	Council	Y	6	0.3	6.3	8	Per Cubic Metre or part thereof	30203720
Closed Fee At Refuse Site								
Refuse Site closed additional fee	Council	Y	150	7.5	157.5	200	Per Visit	30203720
Animal Control								
Cats								
a) Annual registration of a cat	Statutory	N	20			20	Per Annum	10203859
Pensioners	Statutory	N	10			10	Per Annum	10203859
b) Three year registration period	Statutory	N	42.5			42.5	Per 3 Year	10203859
Pensioners	Statutory	N	21.25			21.25	Per 3 Year	10203859
c) Lifetime registration period	Statutory	N	100			100	Per Lifetime	10203859
Pensioners	Statutory	N	50			50	Per Lifetime	10203859
d) Registration after 31 May in any year for registration until next 31 October	Statutory	N	10			10	Per Occurrence	10203859
Pensioners	Statutory	N	5			5	Per Occurrence	10203859
Annual application for approval or renewal of approval to breed cats (per cat)	Statutory	N	100			100	Per breeding cat (male or female)	10203859
Pensioners	Statutory	N	50			50	Per breeding cat (male or female)	10203859
Dogs								
Registration Fees (3 Years) - Not in Concessional Category								
(a) Unsterilised Dog or Bitch	Statutory	N	120			120	Per 3 Year Period	10203858
Pensioners	Statutory	N	60			60	Per 3 Year Period	10203858
(b) Sterilised Dog or Bitch	Statutory	N	42.5			42.5	Per 3 Year Period	10203858

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Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Pensioners	Statutory	N	21.25			21.25	Per 3 Year Period	10203858
Registration Fees (1 Year) - Not in Concessional Category								
(a) Unsterilised Dog or Bitch	Statutory	N	50			50	Per Annum	10203858
Pensioners	Statutory	N	25			25	Per Annum	10203858
(b) Sterilised Dog or Bitch	Statutory	N	20			20	Per Annum	10203858
Pensioners	Statutory	N	10			10	Per Annum	10203858
(c) Dangerous Dog	Statutory	N	50			50	Per Annum	10203858
Concessions								
					1.15	1.15	0	
Assistance Dog	Statutory	N	Nil			Nil	Per Annum	
Working Farm Dog (Dogs used for droving or tending stock)	Statutory	N	25% of Fee			25% of Fee	Per Annum	10203858
Registration after the 31st of May for the first year of registration	Statutory	N	50% of Fee			50% of Fee	Per Annum	10203858
Sterilisation of Dogs after Initial Registration - Refunds applicable as per regulations			Per Regulations			Per Regulations		
Lifetime Registration period								
(a) Sterilised Dog or Bitch	Statutory	N	100			100	Per Lifetime	10203858
Pensioner	Statutory	N	50			50	Per Lifetime	10203858
(b) Unsterilised Dog or Bitch (Unless a concessional rate applies)	Statutory	N	250			250	Per Lifetime	10203858
Pensioner	Statutory	N	125			125	Per Lifetime	10203858
Sterilisation papers must be produced to claim discount								
Infringement Notices								
As prescribed by Regulations							Per Infringement	
Release Fees	Council	N	57	2.85	59.85	60	Per Animal	10203810
Sustenance Fees	Council	N	6	0.3	6.3	10	Per Day	10203719
Other Law, Order and Public Safety								
Impounding Fees - Vehicles								
Administration Fee	Council	N	160	8	168	170	Per Infringement	10303820
Daily Storage Fee	Council	N	22	1.1	23.1	25	Per Day	10303820
Towing Charge	Council	N	At Cost			AT COST +10%	As per Invoice from Towing Company	10303820
Advertising Signs on Thoroughfares								
Signs - Permits								
Policy Assessable Signs	Council	N	171	8.55	179.55	180	Per Sign	50303887
Impact Assessable Signs	Council	N			NEW	175	Per Sign	50303887

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Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Footpath Signs - Permits								
Application Fee	Council	N	171	8.55	179.55	180	Per Sign	50303887
Per annum per sign	Council	N	83	4.15	87.15	90	Per Sign	50303887
Portable Signs - Permits								
Application Fee	Council	N	171	8.55	179.55	180	Per Sign	50303887
Per annum per sign	Council	N	83	4.15	87.15	90	Per Sign	50303887
Impounding Fees - Illegal Signs								
Administration Fee	Council	N	46	2.3	48.3	50	Per Infringement	10303823
Local Government Property Local Law								
1. Low risk impact -Readily assessable - No advertising	Council	N	267	13.35	280.35	281	Per Year or prorata part thereof	30303716
2. Medium risk impact/moderate time assessable/With advertising/No objections received	Council	N	800	40	840	850	Per Year or prorata part thereof	30303716
3. High risk impact/Difficult assessment/Community objection/With advertising/Monitoring Required	Council	N	1600	80	1680	1700	Per Year or prorata part thereof	30303716
4. Other, as determined by Council	Council	N						30303716
Application fee for Permit to Trade for Mobile Vendors, Street Traders and Temporary Businesses (Includes Food Permit where applicable)								
				1.15	1.15	0		
Application fee for Mobile Vendors and Street Traders 1 Day	Council	Y	30	1.5	31.5	40	Per Day	15103870
Application fee for Mobile Vendors and Street Traders 1 Week	Council	Y	100	5	105	110	Per Week or part thereof	15103870
Application fee for Mobile Vendors and Street Traders 1 Month	Council	Y	250	12.5	262.5	265	Per Month or part thereof	15103870
Application fee for Mobile Vendors and Street Traders 1 Year	Council	Y	2000	100	2100	2150	Per Year or part thereof	15103870
Application Fee for Permit to Trade for Marketstall holders (organised events, festivals). Registered charitable organisations exempt as per S6.7(2)(b) Activities in Thoroughfares and Public Places and Trading Local Law 2014	Council	Y	12	0.6	12.6	13	Per Application/Per event	50103120
Food Permit	Council	Y	-			40	Per Event	50103120
Venue hire - Short term/one-off bookings								
Denham Town Hall Room Hire								

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Particulars	Charge Type	GST	2025/26 Inc GST where			2026/2027	Frequency	GL
			Applicable	ADD 5%	Column2			
Daily Hire (includes Ablution Block Clean)	Council	Y	156	7.8	163.8	200	Per Day	35103911
Weekly Hire	Council	Y	520	26	546	550	Per Week	35103911
Funeral Service Hire (not available for wakes)	Council	Y	260	13	273	275	Per Event	35103911
Venue Bond (Without Alcohol)	Council	N	300	15	315	320	Per Function	Create New Trust
Venue Bond (With Alcohol) Liquor Licence rules apply and obtain Shire Permission	Council	N	1000	50	1050	1100	Per Function	Create New Trust
Key/Tag Bond	Council	N	100	5	105	110	Per Key/Tag	Create New Trust
Surcharge for Additional Cleaning and / or Rubbish Removal	Council	Y	110	5.5	115.5	120	Per Hour	35103911
Shark Bay Recreation Centre Indoor Court Hire								
Daily Hire	Council	Y	156	7.8	163.8	200	Per Day	35303820
Weekly Hire	Council	Y	520	26	546	550	Per Week	35303820
Venue Bond (Without Alcohol)	Council	N	300	15	315	320	Per Function	Create New Trust
Venue Bond (With Alcohol) Liquor Licence rules apply and obtain Shire Permission	Council	N	1000	50	1050	1100	Per Function	Create New Trust
Key/Tag Bond	Council	N	100	5	105	100	Per Key/Tag	Create New Trust
Surcharge for Additional Cleaning and / or Rubbish Removal	Council	Y	110	5.5	115.5	120	Per Hour	35303820
Denham Oval Hire (exclusive use of area)								
Daily Hire	Council	Y	93	4.65	97.65	200	Per Day	35303913
Weekly Hire	Council	Y	208	10.4	218.4	520	Per Week	35303913
Travelling Carnivals	Council	Y	300	15	315	320	Per Event	35303913
Venue Bond (Without Alcohol)	Council	N	1000	50	1050	1100	Per Function	Create New Trust
Venue Bond (With Alcohol) Liquor Licence rules apply and obtain Shire Permission	Council	N	100	5	105	110	Per Function	Create New Trust
Surcharge for Additional Cleaning and / or Rubbish Removal	Council	Y	110	5.5	115.5	120	Per Hour	35303913
George Wear Park Hire (exclusive use of area)								
Hourly Hire	Council	Y	16	0.8	16.8	17	Per Hour	35303740
Daily Hire	Council	Y	93	4.65	97.65	200	Per Day	35303740
Weekly Hire	Council	Y	208	10.4	218.4	520	Per Week	35303740
Venue Bond (Without Alcohol)	Council	N	300	15	315	320	Per Function	Create New Trust
Venue Bond (With Alcohol) Liquor Licence rules apply and obtain Shire Permission	Council	N	1000	50	1050	1100	Per Function	Create New Trust
Surcharge for Additional Cleaning	Council	Y	110	5.5	115.5	120	Per Hour	35303740
Venue hire - Long term/regular bookings								
All facilities - \$5.00 or less per participant (<i>Venues must be booked through reception and booking may be cancelled for a paid hire</i>)	Council	N	No Charge			No Charge		

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Particulars	Charge Type	GST	2025/26 Inc GST where			2026/2027	Frequency	GL
			Applicable	ADD 5%	Column2			
Denham Town Hall - \$5.01 - \$20.00 per participant								
1 x weekly booking	Council	Y	62	3.1	65.1	66	Per Month	35103911
1 x weekly booking	Council	Y	124	6.2	130.2	135	Per Term	35103911
2 x weekly booking	Council	Y	83	4.15	87.15	90	Per Month	35103911
2 x weekly booking	Council	Y	166	8.3	174.3	180	Per Term	35103911
3 or more x weekly booking	Council	Y	104	5.2	109.2	110	Per Month	35103911
3 or more x weekly booking	Council	Y	208	10.4	218.4	220	Per Term	35103911
Key/Tag Bond	Council	N	100	5	105	110	Per Key/Tag	Trust A/C
Surcharge for Additional Cleaning and / or Rubbish Removal	Council	Y	110	5.5	115.5	120	Per Hour	35103911
Shark Bay Recreation Centre Indoor Courts - \$5.01 - \$20.00 per participant								
1 x weekly booking	Council	Y	62	3.1	65.1	66	Per Month	35303820
1 x weekly booking	Council	Y	124	6.2	130.2	135	Per Term	35303820
2 x weekly booking	Council	Y	83	4.15	87.15	90	Per Month	35303820
2 x weekly booking	Council	Y	166	8.3	174.3	180	Per Term	35303820
3 or more x weekly booking	Council	Y	104	5.2	109.2	110	Per Month	35303820
3 or more x weekly booking	Council	Y	208	10.4	218.4	220	Per Term	35303820
Key/Tag Bond	Council	N	100	5	105	110	Per Key/Tag	Trust A/C
Surcharge for Additional Cleaning and / or Rubbish Removal	Council	Y	110	5.5	115.5	120	Per Hour	35303820
Town Oval - \$5.01 - \$20.00 per participant (exclusive use of area)								
1 x weekly booking	Council	Y	31	1.55	32.55	66	Per Month	35303913
1 x weekly booking	Council	Y	62	3.1	65.1	135	Per Term	35303913
2 x weekly booking	Council	Y	41.5	2.075	43.575	90	Per Month	35303913
2 x weekly booking	Council	Y	83	4.15	87.15	180	Per Term	35303913
3 or more x weekly booking	Council	Y	62	3.1	65.1	110	Per Month	35303913
3 or more x weekly booking	Council	Y	124	6.2	130.2	220	Per Term	35303913
Surcharge for Additional Cleaning and / or Rubbish Removal	Council	Y	110	5.5	115.5	120	Per Hour	35303913
George Wear Park - \$5.01 - \$20.00 per participant (exclusive use of area)								
1 x weekly booking	Council	Y	31	1.55	32.55	66	Per Month	35303740
1 x weekly booking	Council	Y	62	3.1	65.1	135	Per Term	35303740
2 x weekly booking	Council	Y	41.5	2.075	43.575	90	Per Month	35303740
2 x weekly booking	Council	Y	83	4.15	87.15	180	Per Term	35303740
3 or more x weekly booking	Council	Y	62	3.1	65.1	110	Per Month	35303740
3 or more x weekly booking	Council	Y	124	6.2	130.2	220	Per Term	35303740

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Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Surcharge for Additional Cleaning and / or Rubbish Removal	Council	Y	110	5.5	115.5	120	Per Hour	35303740
Rose de Freycinet Gallery (Functions)								
Facility Hire - function/meeting (<i>exclusive use of room - theatre not in use</i>)	Council	Y	26	1.3	27.3	200	Per Day	35103911
Facility Hire - function/meeting (<i>exclusive use of room - theatre not in use</i>)	Council	Y	156	7.8	163.8	520	Per Week	35103911
Event equipment set up and pack away (includes staff cleaning of crockery items)- 1 to 20 pax	Council	Y	104	5.2	109.2	200	Per Function	35103911
Event equipment set up and pack away (includes staff cleaning of crockery items)- 21 to 70 pax	Council	Y			NEW	300	Per Function	35103911
Staff surcharge for all events held outside of Centre operating hours - Minimum of 2 staff members	Council	Y	83	4.15	87.15	90	Per staff member / per hour.	35103911
Venue Bond (Without Alcohol) no wakes permitted	Council	N	300	15	315	350	Per function	Trust A/C
Venue Bond (With Alcohol) Liquor Licence rules apply and obtain Shire Permission - No wakes permitted	Council	N	1000	50	1050	1100	Per function	Trust A/C
SBDC - Rose de Freycinet Gallery Hire (Art exhibit) install / remove of art work is required to be completed by and/or supervised by Centre staff within Centre operating hours								
Art Exhibit - Option 1 - Local Artists	Council	N	150	150	156	No Fee	Per Week	35103911
Art Exhibit - Option 1 - Commission on sales	Council	N	0.1	0.1	0.2	40%	Per Sale	35103911
Art Exhibit - Option 2 - Local Artists	Council	N	150	150	156	160	Per Week	35103911
Art Exhibit - Option 2 - Commission on sales	Council	N	0.1	0.1	0.2	20%	Per Sale	35103911
Art Exhibit - Other Artists	Council	N	250	250	260	300	Per Week	
Art Exhibit - Commission on sales	Council	N	0.1	0.1	0.2	20%	Per Sale	
Reserve 49809 (Denham Common - Approved designated areas only)								
Licence to Occupy - Annual Renewal	Council	Y	525	26.25	551.25	600	Per annum	35303946
Licence to Occupy -New Application and or Extension to Existing Licence	Council	Y	570	28.5	598.5	1000	Per annum	35303946
Equipment Hire								
A-Frame Power Box	Council	Y	20	1	21	80	Per Day	35103912
Air Balloons (per balloon)	Council	Y	15	0.75	15.75	20	Per Day	35103912
Bin (240L)	Council	Y	10	0.5	10.5	15	Per Day	35103912
Chairs (Used) Per 50 or Part Thereof	Council	Y			NEW	80	Per Day	35103912
Trestle Tables (Used) (per Table)	Council	Y	5	0.25	5.25	6	Per Day	35103912
Electronic Street Signage (Speed Awareness Monitor)	Council	Y	20	1	21	30	Per Day	35103912
SAM setup	Council	Y			NEW	100	Per Setup	35103912

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Particulars	Charge Type	GST	2025/26 Inc GST where			2026/2027	Frequency	GL
			Applicable	ADD 5%	Column2			
Lectern with inbuilt Microphone	Council	Y	30	1.5	31.5	35	Per Day	35103912
Portable Stage	Council	Y	80	4	84	85	Per Day	35103912
Cordless speaker	Council	Y	50	2.5	52.5	55	Per Day	35103912
Inflatable screen			50	2.5	52.5	55	Per Day	35103912
Full wired sound system (see bond below)			100	5	105	110	Per Day	35103912
Temporary Fence Panels (per panel - miminim 5 day hire)	Council	Y	2	0.1	2.1	3	Per Panel Per Day	35103912
Fence Panel Set Up Fee	Council	N				At Cost + 10%		35103912
Equipment Hire Bond Less than \$100	Council	N	100	5	105	110	Per Hire	Create New Trust
Equipment Hire Bond Less more than \$101	Council	N	200	10	210	210	Per Hire	Create New Trust
Equipment Hire Bond Full Wired Sound System	Council	N	1000	50	1050	1100	Per Hire	Create New Trust
Equipment Delivery Fee	Council	Y	175	8.75	183.75	185	Per Event	35103912
Equipment Return Fee (Equipment to neatly sacked prior to collection)	Council	Y	175	8.75	183.75	185	Per Event	35103912
Pentaly Fee if Equipment not Pre-Stacked prior to collection	Council	Y	110	5.5	115.5	116	Per Event	35103912
Marquee (minimum 5 day hire fee)								
5 day hire	Council	Y	1400	70	1470	4000	Per Event	35303738
Marquee Mobe and Demobe	Council	N			NEW	At Cost + 10%		35303738
Additional Days	Council	Y	155	7.75	162.75	165	Per Day	35303738
Marquee Bond	Council	N	1000	50	1050	1100	Per Event	Create New Trust
Gymnasium Membership	Council	Y						
Adult								
3 Months	Council	Y	80	4	84	90		35303810
6 Months	Council	Y	125	6.25	131.25	150		
12 Months	Council	Y	230	11.5	241.5	275		
Family - 2 Adults and 2 Children 15-17 Years of age	Council	Y						35303810
3 Months	Council	Y	125	6.25	131.25	150		
6 Months	Council	Y	230	11.5	241.5	275		
12 Months	Council	Y	425	21.25	446.25	495		
Student (15 to 17) Must be accompanied with Adults	Council	Y						35303810
3 Months	Council	Y	50	2.5	52.5	55		
6 Months	Council	Y	65	3.25	68.25	75		
12 Months	Council	Y	95	4.75	99.75	105		
Pensioner / Concession Card Holder	Council	Y						35303810
3 Months	Council	Y	65	3.25	68.25	75		
6 Months	Council	Y	95	4.75	99.75	105		
12 Months	Council	Y	155	7.75	162.75	175		
Access Key/Tag Bond	Council	N	100	5	105	100	Per Key/Tag Trust	

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Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Accommodation, Caravan Parks and Camping Charges								
Bed and Breakfast Accommodation (Lodging or Boarding of six (6) or less persons, for not more than 14 consecutive days. More than 6 guests in a deemed to be a lodging house								
Registration	Council	Y	205	10.25	215.25	220	Per Application	50203863
Annual Renewal	Council	Y	140	7	147	150	Per Annum	50203863
Caravan Parks								
Application for grant or renewal of licence \$200 or the amount calculated by multiplying the relevant amount set out in column 2 by the maximum number of sites (including any sites that may be used in an overflow area) of the particular type specified in the application	Statutory	N	Min 200.00			Min 200.00	Per Financial Year	50203855
Licence Transfer Fee	Statutory	N	100			100	Per Application	50203855
Licence under 15 residents	Statutory	N	90			90	Per Annum	50203863
Licence over 15 residents	Statutory	N	170			170	Per Annum	50203863
Overflow Camping (overnight only)								
Unpowered Tent (up to 2 persons)	Council	Y	47	2.35	49.35	50	Per Day	50203850
Caravan (up to 2 persons)	Council	Y	47	2.35	49.35	50	Per Day	50203850
Additional persons (per person)	Council	Y	8	0.4	8.4	10	Per Day	50203850
Library								
Library Card Replacement Fee	Council	Y	6	0.3	6.3	10	Per Replacement	35503705
Library Book Withdrawal Deposit non Shire residents	Council	N	57	2.85	59.85	60	Trust	Create New Trust
Library Book Damage/Replacement Fee as per LISWA Catalogue	Council	N	At Cost			At Cost + 10%	Per Item	35503813
Shark Bay Discovery Centre								
Museum Entrance Fee - Adult	Council	Y	13	0.65	13.65	14	Per Person	36003722
Museum Entrance Fee - Child over 6 (Must be accompanied by adult)	Council	Y	7	0.35	7.35	7	Per Person	36003722
Museum Entrance Fee - Concession (Seniors, Students, Veterans, Health Care Card)	Council	Y	9	0.45	9.45	10	Per Person	36003722
Museum Entrance Fee - Companion Card (Must be with person with disability)	Council	Y	No Charge			No Charge	Per Person	36003722
Museum Entrance Fee - Group	Council	Y	7	0.35	7.35	7	Per Person	36003722
Museum Entrance Fee - Coach	Council	Y	7	0.35	7.35	7	Per Person	36003722

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Particulars	Charge Type	GST	2025/26 Inc GST where			2026/2027	Frequency	GL
			Applicable	ADD 5%	Column2			
Museum Entrance Fee - Family (2 Adults & 2 Children over 6)	Council	Y	32	1.6	33.6	32	Per Person	36003722
Museum Entrance Fee - Locals (Refer Council Policy for Eligibility)	Council	Y	No Charge			No Charge	Per Person	36003722
Special Tours - Opening outside of opening hours (Min. 1 hour prior to guest arrival)	Council	Y				90	Per staff member / per hour (minimum 2 staff)	36003722
Special Tours - Outside of opening hours (Min. 1 hour Tour duration)	Council	Y				90	Per staff member / per hour (minimum 2 staff)	36003722
Special Tours - Closing outside of opening hours (Min. 1 hour post guest departure)	Council	Y				90	Per staff member / per hour (minimum 2 staff)	36003722
Merchandise	Council	Y	Retail Prices			Retail Prices		36003770
Visitor Centre Fees and Commission								
Commission Rates - Locals (Bookeasy Gold / Others)	Council	Y	0.125	0.00625	0.13125	12.50%	Per Booking	36003791
Commission Rates - (Bookeasy 24hrs)	Council	Y	0.15	0.0075	0.1575	15.00%	Per Booking	36003791
Membership Package - Premium	Council	Y			NEW	475	Per Annum	36003790
Membership Package - Small Business	Council	Y			NEW	250	Per Annum	36003790
Membership Package - Essential	Council	Y			NEW	100	Per Annum	36003790
Marine Facility Charges								
Monkey Mia Jetty Fees								
Annual Fee	Council	Y	102	5.1	107.1	110	Per Metre of Vessel Length, No pro rata	45403708
Daily Casual Berthing Fee	Council	Y	10	0.5	10.5	11	Per Day Per Metre of Vessel Length	45403708
Jinker Fees - Haulage Fees - Monday to Friday (Excl. Public Holidays)								
Slipway Lift Out	Council	Y	353	17.65	370.65	400	Per Lift	45503785
Slipway Lift In	Council	Y	353	17.65	370.65	400	Per Lift	45503785
Slipway Lift Out with bow beam	Council	Y	514	25.7	539.7	550	Per Lift	45503785
Slipway Lift In with bow beam	Council	Y	514	25.7	539.7	550	Per Lift	45503785
Use of Jinker for Survey of Vessel Only (No Work)	Council	Y	83	4.15	87.15	90	Per hour or part thereof	45503785
Jinker Fees - Haulage Fees - Outside of Normal Working Hours								
Slipway Lift Out	Council	N	700	35	735	At Cost + 10%	Per Lift	45503785
Slipway Lift In	Council	N	700	35	735	At Cost + 10%	Per Lift	45503785
Slipway Lift Out with bow beam	Council	N	850	42.5	892.5	At Cost + 10%	Per Lift	45503785
Slipway Lift In with bow beam	Council	N	850	42.5	892.5	At Cost + 10%	Per Lift	45503785

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Jinker Travel								
Travel Fee (Includes Tow Vehicle, Jinker, Lead Vehicle with Operators)	Council	Y	317	15.85	332.85	350	Per hour or part thereof	45503785
Sundry Income and Enquiry Charges								
Printing/Scanning/Photocopying								
A4 black and white	Council	Y	2	0.1	2.1	2.1	Per Sheet	00403755
A4 black and white double-sided	Council	Y	3	0.15	3.15	3.15	Per Sheet	00403755
A4 colour	Council	Y	4.5	0.225	4.725	4.75	Per Sheet	00403755
A4 colour double-sided	Council	Y	5.5	0.275	5.775	5.75	Per Sheet	00403755
A4 laminate	Council	Y	5.5	0.275	5.775	5.75	Per Sheet	00403755
A3 black and white	Council	Y	3	0.15	3.15	3.15	Per Sheet	00403755
A3 black and white double-sided	Council	Y	4	0.2	4.2	4.2	Per Sheet	00403755
A3 colour	Council	Y	8	0.4	8.4	8.5	Per Sheet	00403755
A3 colour double-sided	Council	Y	9.5	0.475	9.975	10	Per Sheet	00403755
Rates and Property								
Account Enquiry & Advice of Sale (EAS Enquiry)	Council	N	80	80	80	120	Per Enquiry	00103765
Rate Book Enquiry (Non Ratepayer)	Council	N	70	70	70	110	Per Enquiry	00103765
Rate Instalment Fee	Council	N	15	0.75	15.75	20	Per Instalment	00103767
Reply to Property Settlement Questionnaire (Orders & Requisitions)	Council	N	120	6	126	130	Per Enquiry	00103765
Search Fee (Electronic)	Council	N	6	0.3	6.3	6.5	Per Search	00103765
Search Fee (Physical Records)	Council	N	55	2.75	57.75	60	Per Search	00103765
Freedom of Information								
Application fee for other application (non personal)	Statutory	N	30			30	Per Application	5203727
Time taken by staff dealing with the application (per hour or pro rata or part thereof)	Statutory	N	30			30	Per Application	5203727
Access time supervised by staff.	Statutory	N	30			30	Per Hour	5203727
Photocopying - per hour or pro rata or part thereof for staff time	Statutory	N	30			30	Per Hour	5203727
Plus	Statutory	N	0.2			0.2	Per Copy	5203727
Time taken by staff transcribing information from a tape or other device (per hour or pro rata or part thereof)	Statutory	N	30			30	Per Hour	5203727
Charge for duplicating tape, film or computer information	Council	N	Actual Cost			Cost + 10%		5203727
Charge for delivery, packaging and postage	Council	N	Actual Cost			Cost + 10%		5203727
Building Supplies Charges								

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Materials								
Brickies Sand	Council	Y	18.5	0.925	19.425	20	Per Cubic Metre or part thereof	50403902
Gravel	Council	Y	18.5	0.925	19.425	20	Per Cubic Metre or part thereof	50403902
Pindan Sand	Council	Y	10.5	0.525	11.025	12	Per Cubic Metre or part thereof	50403902
Crushed Concrete	Council	Y	31	1.55	32.55	35	Per Cubic Metre or part thereof	50403902
Wood Chips	Council	Y	8.5	0.425	8.925	10	Per Cubic Metre or part thereof	50403902
Loading Fee	Council	Y	57	2.85	59.85	75	Per Load	50403902
Engineering and Works Services								
Private Works / Reinstatement / Reimbursement								
All Private Works	Council	N	Cost Plus 30%			Cost Plus 30%		50504010
Reinstatement of road reserves	Council	N	Cost Plus 30%			Cost Plus 30%		50504010
CrossOver Reimbursement	Council	N	Not to exceed 50% of Cost			Not to exceed 50% of Cost	Minimum 3m wide and distance from boundary to kerb line (as per policy)	45101941
CrossOver - Two Coat Seal	Council	Y	87	4.35	91.35	90	per square metre	50504010
CrossOver - Pavers	Council	Y	98	4.9	102.9	105	per square metre	50504010
CrossOver - Concrete	Council	Y	135	6.75	141.75	145	per square metre	50504010
				0	0			
Subdivision Related Fees				0	0			
Supervision Fee - % of total value of all road and drainage works other than future lots.	Council	Y		0	0			30303716
Consulting Engineer and Clerk of Works fully supervises.	Council	Y	0.015	0.00075	0.01575	0.020		30303716
Consulting Engineer with no Clerk of Works	Council	Y	0.03	0.0015	0.0315	0.05		30303716
Subdivision Works – Maintenance Bonds								
% Of total value of all works – held for 12 months from practical completion and until all items are satisfactorily completed.	Council	N						
\$0 - \$100,000	Council	N	0.05	0.0025	0.0525	0.05		50303788
\$100,000 - \$200,000	Council	N	0.04	0.002	0.042	0.04		50303788
\$200,000 - \$400,000	Council	N	0.035	0.00175	0.03675	0.035		50303788
\$400,000 - \$600,000	Council	N	0.03	0.0015	0.0315	0.03		50303788
Over \$600,000	Council	N	0.025	0.00125	0.02625	0.025		50303788

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Particulars	Charge Type	GST	2025/26 Inc GST where		Column2	2026/2027	Frequency	GL
			Applicable	ADD 5%				
Engineering and Works Services								
Local Authority Plates								
Plate Fee - Payable to DOT	Council	N	225	11.25	236.25	240		1555044600
Plate Fee - Administration Process Fee	Council	N	75	3.75	78.75	80		1052007730

27 MAY 2026

10.7 REVIEW OF COUNCIL PLAN 2023-2033
CM00017Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr

Seconded Cr

Officer Recommendation

That Council adopts the minor review of the Shire of Shark Bay Council Plan 2023–2033 (2026 Review), as set out in Attachment 1, in accordance with section 5.56 of the Local Government Act 1995.

Background

Section 5.56 of the *Local Government Act 1995* requires local governments to plan for the future of the district. As part of this planning, Regulations 19C and 19DA of the *Local Government (Administration) Regulations 1996* require local governments to develop a strategic community plan for a period of at least 10 financial years and a corporate business plan for at least 4 financial years.

All Western Australian local governments are required by current legislation to plan for the future, comprising a strategic community plan and corporate business plan. With the current local government reform process underway, foreshadowed changes to the legislation include the plan for the future being amended to a requirement to prepare a council plan. The Shire took this integrated approach and adopted the Shire of Shark Bay Council Plan 2023-2033 at its Ordinary Council Meeting held on 28 June 2023, comprising the legislative requirements for the corporate business plan and strategic community plan. Minor reviews of the Council Plan were adopted 16 August 2024 and 27 August 2025.

CommentCouncil Plan 2023-2033 (2026 Review)

In accordance with statutory requirements, the strategic community plan is reviewed and updated on a 4-year cycle including community consultation, with a desktop review to be undertaken every 2 years.

Statutory requirements also require the corporate business plan to be reviewed and updated annually to assess the progress of projects and realign the plan's actions and priorities based on current information and available funding. The annual review has been undertaken, facilitating alignment with current priorities and resources. The updated Shire of Shark Bay Council Plan 2023-2033 (2026 Review) is provided in Attachment 1 of this report.

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

The following amendments have been made:

1. Reorder of the following actions to more accurately reflect priority sequence of actions to be undertaken:

2025 Action		2026 Action	
2.3.1	Encourage existing and new industries in Shark Bay (reordered to 2.3.2)	2.3.1	Continue advocacy to seek further release of land for development
2.3.2	Review and update economic prospectus (reordered to 2.3.3)	2.3.2	Encourage existing and new industries in Shark Bay
2.3.3	Advocate for additional key worker accommodation (reordered to 2.3.4)	2.3.3	Review and update economic prospectus
2.3.4	Continue advocacy to seek further release of land for development (reordered to 2.3.1)	2.3.4	Advocate for additional key worker accommodation

2. New actions:

Actions	
4.1.5	Renew community amenities as required as part of asset management
4.1.6	Investigate opportunities for construction of a community precinct
4.1.7	Renew community (aged) housing

3. Completed actions:

Actions	
4.1.2	Deliver community (aged) housing development project (completed 2024/25)
4.1.3	Investigate and seek funding for increased childcare facilities (completed 2025/26)

4. The following information was updated in the Plan:

- Page 16: Forecast Statement of Financial Activity
- Page 17: Capital Projects
- Page 19: Resources

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Capital Projects

Several capital projects are forecast to be undertaken during the life of the Corporate Business Plan 2026/27 – 2029/30, resulting in additional capital expenditure. These projects are funded by general revenue, reserves and external grant funding. The projects include new, expansion, upgrade and renewal of assets and are detailed in the Council Plan on page 17.

SUMMARY

For council to consider and adopt the review of the Shire of Shark Bay Council Plan 2023-2033 (2026 Review), as attached, as required by Section 5.56 of the *Local Government Act 1995*.

STATUTORY ENVIRONMENT

Local Government Act 1995

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulations 1996

19BA. Terms used

19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.

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(7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

**Absolute majority required.*

(8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

(9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.

(10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

19DA. Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

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POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The corporate business plan sets out the actions for the next 4 years to achieve the objectives in the council plan. The major projects over this time are expected to be funded by a combination of grant and/or reserve funds, with the balance of actions will be funded from operations. All project expenditure and income will be included in the relevant budget for consideration and adoption by council.

STRATEGIC IMPLICATIONS

Council Plan 2023-2033

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

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

RISK MANAGEMENT

This is a high-risk item for the Shire. Should this recommendation not be adopted it will be in breach of the *Local Government Act 1995* and associated regulations. Changes can be made to the documents once adopted, however council consideration is required and public notice of changes must be given.

Consultation

Shire of Shark Bay Council Members and Senior Staff

Attachments

Attachment 1: Shire of Shark Bay Council Plan 2023-2033 (2026 Review)

Voting Requirements

Absolute Majority Required

Signature

Chief Executive Officer

Date of Report

D Chapman

20 May 2026

27 MAY 2026



SHARK BAY COUNCIL PLAN

2023 – 2033

Incorporating the Strategic Community Plan
and Corporate Business Plan

2026 Review

Shire of Shark Bay Council Plan 2023-2033



President's Introduction

We are pleased to present the **Shire of Shark Bay Council Plan 2023-2033**, incorporating the Strategic Community Plan and Corporate Business Plan.

This Plan is part of our continued commitment and focus to ensure the Shire of Shark Bay will strive to work with the community to fulfil their needs and support their aspirations, while leading with fairness.

This Plan shares our vision and objectives, aligned to the community's expressed visions and aspirations for the future, outlining how we will work towards achieving these over the next decade.

This Plan has been developed after consideration of the valued input of the local community. We are grateful to the community for their response and input into the strategic community planning process and the valuable insight into the desired vision for the future of the Shire of Shark Bay.

Our community and Council recognise that, although we cover a large, exceptionally precious area, attracting a large number of visitors, we have a small resident population with limited resources. There is a strong sense of community and local residents are highly invested in seeing our district succeed and develop for future generations.

We have endeavoured to continue to capture the community's aspirations and reflect these in our Council Plan vision and desired outcomes. As a local government we will work in partnership with the community, and other key stakeholders, to deliver these outcomes.

During the development of this Plan, we looked back and recognised our progress and also identified the need to ensure the Shire has the resource capacity to maintain our infrastructure and continue current levels of services to the community.

As a Council we look forward to continuing our progress and supporting our community.

Cheryl Cowell, Shire President
Dale Chapman, Chief Executive Officer

Our Vision

Shark Bay is a proud, unified community, respecting and sharing our pristine environment and great lifestyle



Shire of Shark Bay Council Plan 2023-2033



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Shire of Shark Bay
65 Knight Terrace
Denham WA 6537
08 9948 1218
admin@sharkbay.wa.gov.au
www.sharkbay.wa.gov.au

The Shire of Shark would like to acknowledge the Malgana Peoples as the traditional custodians of the land and sea in and around the Shire of Shark Bay. They pay their respects to their Elders past, present and emerging.

Shire of Shark Bay

Council Plan 2023-2033



Integrated Planning and Reporting Framework

All Western Australian local governments are required by current legislation to prepare a Plan for the Future for their district, comprising of two key strategic documents, a Strategic Community Plan and Corporate Business Plan. With the current Local Government Act reform process currently underway, foreshadowed changes to the legislation include a Plan for the Future being amended to a Council Plan. The Shire of Shark Bay have taken this integrated approach early, aligning to the anticipated amendments.

Council Plan

The Shire of Shark Bay's Council Plan 2023-2033 is the integrated approach to combining the Strategic Community Plan and Corporate Business Plan into one document, reflecting their strategic alignment and integration.

Strategic Community Planning

The Strategic Community Plan is Council's principal 10-year strategy and planning tool. Guiding the remainder of the Shire's strategic planning, the Strategic Community Plan is underpinned by community engagement to provide the community's vision and aspirations.

An essential element of the development process is to enable community members and stakeholders to participate in shaping the future of the community, identifying issues and solutions.

The Shire of Shark Bay intends to use the Council Plan in several ways, including:

- Guide Council's priority setting and decision making;
- Be a mechanism for the ongoing integration of local planning initiatives;
- Inform the decision making of other agencies and organisations, including community and State Government;
- Provide a rationale to pursue grants and other resources by demonstrating how specific projects align with the aspirations of our community, within the strategic direction of the Shire;
- Inform potential investors and developers of our community's key priorities, and the way we intend to grow and develop;
- Engage local businesses, community groups and residents in various ways to contribute to the Shire's future; and
- Provide a framework for monitoring progress against our vision.

Importantly, plans are only effective if adequate resources are dedicated to ensuring objectives can be delivered. The informing plans detailed on the following page provide this more detailed level of service and resource planning.

The Integrated Planning Structure



Shire of Shark Bay

Council Plan 2023-2033



Integrated Planning and Reporting Framework

Corporate Business Planning

Achieving the community's vision and the Shire's strategic objectives requires development of actions to address each key strategy.

A core component of Corporate Business Planning includes a 4-year service delivery program, aligned to the strategic direction identified during the Strategic Community Planning, and accompanied by financial projections.

Review of the Council Plan

In accordance with statutory requirements, the Strategic Community Plan is reviewed and updated on a 4-year review cycle including community consultation, with a desktop review being undertaken every 2 years.

In accordance with statutory requirements, the Corporate Business Plan component of this Council Plan will be reviewed and updated annually to assess the progress of projects and realign the Plan's actions and priorities based on current information and available funding.

Strategic Resource Plan

The Shire took a combined approach to asset management, long term financial planning and workforce planning processes to produce an overarching Strategic Resource Plan. A key objective of the Strategic Resource Plan is to highlight and define key long term strategies to maintain financial and asset services to the community over the long term.

Asset Management Planning

The Shire has undertaken asset management planning for the major asset classes. The asset management plan, as part of the integrated Strategic Resource Plan, forms a component of an overall Asset Management Strategy which addresses the Shire's current processes and sets out the steps required to continuously improve the management of Shire controlled assets. Capital renewal requirements are contained within the asset management planning component and has been planned to the extent the financial and workforce resources are available to enable the renewals to occur.

Long Term Financial Planning

The Shire of Shark Bay is planning for a positive future. The Shire seeks to maintain, and where possible, improve service levels into the future while maintaining a healthy financial position.

During the development of this Council Plan, the Long Term Financial Plan was considered. A review of the long term financial planning, a component of the Strategic Resource Plan, is planned to be updated annually, where detailed results of capital works program updates will be prepared for future reporting and planning.

Workforce Planning

The Workforce Plan provides the workforce management and resource strategies necessary to deliver the objectives, outcomes and strategies of the Shire's Strategic Community Plan. Workforce requirements have been considered during the development of this Council Plan.

Shire of Shark Bay Council Plan 2023-2033



About Shark Bay

The distinctive Edel Land and Peron peninsulas form the two bays of Shark Bay, enclosing a truly unique World Heritage listed area covering 2.2 million hectares. Stretching from the western most point of Western Australia at Steep Point to approximately 200 km inland, the Shire covers 24,170 km² of land with a coastline of over 1,500 km.

Shark Bay was inscribed on the World Heritage list in 1991. From the ancient Stromatolites at Hamelin Pool to the world's largest sea grass meadows and spectacular annual whale migrations, the marine environment in the Shire of Shark Bay is truly deserving of World Heritage listing.

Situated 129 km from the North West Coastal Highway on the Peron Peninsula, the fishing and tourist town of Denham is the centre of administration and community services in the Shire. The district has 547 km of unsealed road which services the pastoral community and the closed salt mining town of Useless Loop. Monkey Mia, located 24 km from Denham by sealed road, is the largest tourist resort in the Shire. The airport is situated midway between the tourist resort and Denham. Jetty and boat launching facilities are provided at Denham and Monkey Mia to accommodate the commercial and recreational fishing industries.

The Shire of Shark Bay has within its boundaries the traditional country of three Aboriginal language groups: Malgana, Nhanda and Yingkarta. On 4 December 2018 the Malgana people were formally recognised as the native title holders of a significant area of the lands within the Shire.

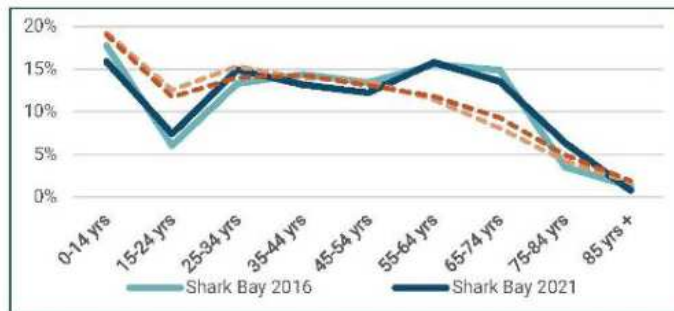
The first recorded European landing in Western Australia was by Dutch skipper Dirk Hartog in 1616, on what is now known as Dirk Hartog Island.

Workers came from Asia and the Pacific to share in the natural resources of the region with guano mining, pearling, pastoralism, sandalwood cutting and fishing all featuring in the rich cultural and economic heritage of the Shire.

The community is serviced by ancillary medical services, a local school offering distance education for years 7-12, a community hall and recreational facilities. Vital tourist accommodation across all levels is provided by caravan parks, apartments, holiday homes, hotels, motels and serviced apartments. Shark Bay is a world class location for wind sports and water activities, with tour companies offer fishing charters, diving, snorkelling, scenic 4WD and quad bike tours, scenic flights and sailing trips to view the spectacular marine life of the area.

The Shire's population increases dramatically during the tourist season to around 5,000 people. This large influx heavily impacts service levels during these periods.

In 2021, the Shire of Shark Bay's population on the night of the census was 1,040, with no significant variation forecast.



Shire of Shark Bay Council Plan 2023-2033



Our Community's Voice

As part of the ongoing development and review of the Strategic Community Plan, extensive community consultation was again undertaken in early 2023. The feedback received has been taken into consideration during the major review in early 2023 and subsequent development of the Shire of Shark Bay Council Plan 2023-2033, a combined Strategic Community Plan and Corporate Business Plan.

This process included a key focus on seeking the community's aspirations, vision and objectives for the future and feedback in relation to services and facilities provided by the Shire of Shark Bay.



We asked:	We heard the most:
<p><i>"What is your greatest desire for the future of the Shire of Shark Bay over the next 10 years?"</i></p>	<ul style="list-style-type: none"> ➤ retain our precious natural environment ➤ maintain community ➤ adequate health services ➤ permanent accommodation availability
<p><i>"What do you like about living in the Shire of Shark Bay?"</i></p>	<ul style="list-style-type: none"> ➤ community ➤ environment ➤ nature

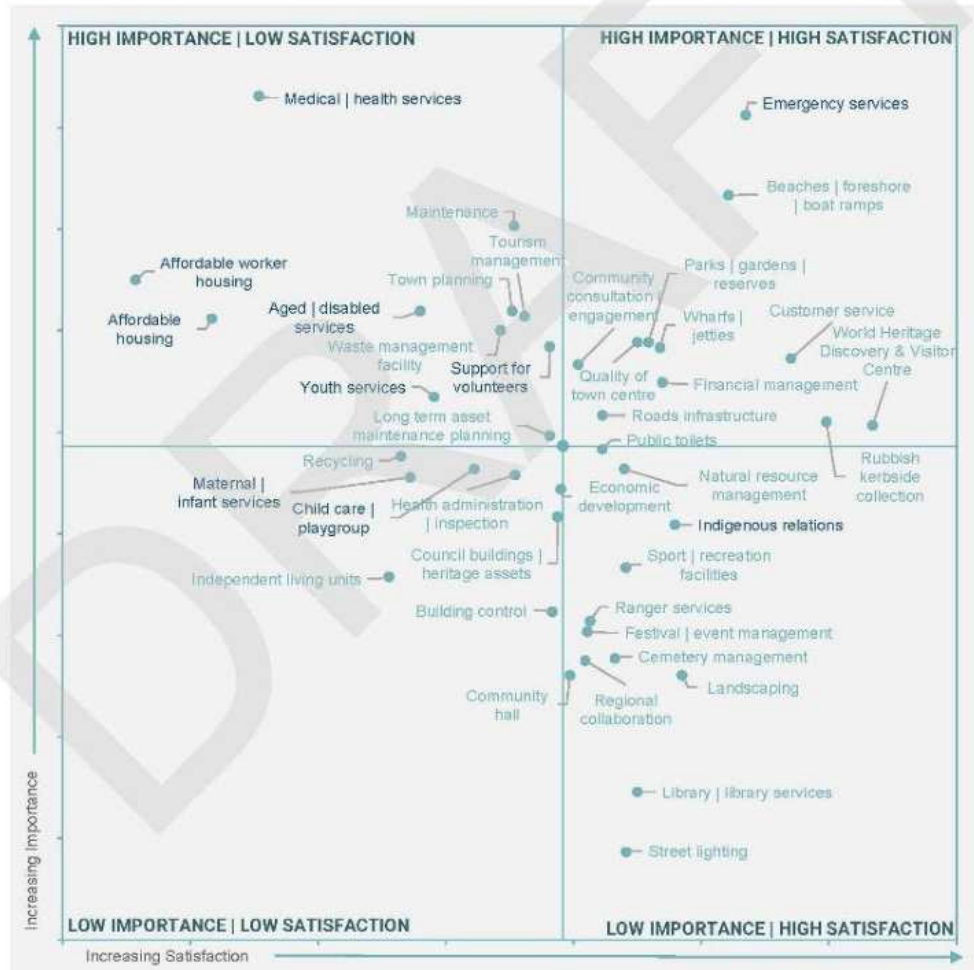
Shire of Shark Bay Council Plan 2023-2033



Our Community's Voice

Rating our services and facilities – importance and satisfaction

Survey respondents rated their perspective of the importance and their level of satisfaction with current and anticipated Shire services, facilities and support. Based on the survey results, the relative importance and satisfaction of various Shire services, community facilities and infrastructure were determined, relative to each other. The items in blue are not services within the Shire's responsibility, however as they are important to our community, the Shire may play a vital advocacy role.



Shire of Shark Bay Council Plan 2023-2033



Our Aspirations and Values

The feedback received during this engagement process, generally continues to align with the engagement responses received during previous iterations of the Strategic Community Plan, although there are a few significant shifts. Our community identified the following aspirations and values.

The Shire of Shark Bay has a lot to offer, an amazing environment, an abundance of land, an attractive climate, a friendly community and a relaxed lifestyle. Protecting and retaining the natural environs for future generations is priority for the community and Council.

The unique natural environment presents many opportunities to unlock a range of alternative new industries and businesses. There is great opportunity to maintain and enhance this attractive, desirable and welcoming place, to attract and retain families, visitors and investment.

To ensure there is adequate consideration of the social and environmental impacts of future development, continued planning is required to achieve balanced growth for the community, whilst protecting and enhancing the natural environment and community lifestyle.

Opportunities to improve the built environment exist, increasing amenities and accommodation for more small businesses.

The Denham foreshore redevelopment and Knight Terrace improvements provide significant opportunity for sustainable business growth.

Community events, activities and opportunities for engagement and involvement are desired, however there is recognition of the small volunteer base and risk of volunteer fatigue. Community volunteers are key to these events, with support and an increase of volunteer opportunity awareness required.

With an increasing older resident population, there is a growing desire to provide an ageing in place friendly town. Ongoing planning and advocating for appropriate infrastructure and services is key to enabling older residents to remain in Denham.

Denham also has a growing number of pre school age children with an increasing demand for childcare facilities and services. These are key to attracting and retaining families to Shark Bay.

Shire of Shark Bay

Council Plan 2023-2033



Strategic Direction

The Shire of Shark Bay delivers services to its community in line with the vision, values and the four key themes and strategic objectives set out below. While all are important and interrelated, Council's role may vary from being the doer, collaborating, to advocating on behalf of the community.

Our Vision
Shark Bay is a proud, unified community, respecting and sharing our pristine environment and great lifestyle

Our Values

Sustainable growth and progress	▶ Protecting our precious natural environment and retaining our lifestyle values and community spirit
Respect for the rights of citizens	▶ Provide appropriate service delivery and providing the opportunity to participate in the governance of the Shire
Integrity	▶ Commitment to openness, transparency, honesty and fairness
Lifestyle	▶ Safe and welcoming community where everyone is valued and has the opportunity to contribute and belong

Key Strategic Objectives

Economic	▶ A progressive, resilient and diverse economy
Environment	▶ Maintain our community infrastructure and support protection of the unique natural environment
Social	▶ A safe, welcoming and inclusive community
Leadership	▶ A transparent, resilient organisation demonstrating leadership and good governance

Shire of Shark Bay Council Plan 2023-2033



Service Delivery

The four key strategic objectives have several outcomes the Shire will seek to achieve over the 10+ years of the Strategic Community Plan.

Strategies and Actions

Strategies and detailed actions to achieve these have been developed as part of the Corporate Business Planning process and are detailed on the following pages.

When these actions will be undertaken is indicated by the planned timing, some actions may be completed in one year, others will take longer, and some are ongoing and subject to funding.

The strategic actions may refer to other adopted plans and strategies of Council and will be implemented in accordance with further detailed planning, and will be subject to the annual budget process and resource availability.

As the Shire strives to achieve these outcomes, our community will be kept informed of the progress by means of the Shire's Annual Report.

Identified Key Priority Service Gaps

Residential accommodation is in short supply, attracting and retaining residents is severely restricted due to the lack of appropriate housing within the townsite. This is a significant issue for key service providers and commercial operators within the Shire.

Medical and health services are also an increasing area of demand, with limited access to adequate health professionals and services. During peak visitor periods, emergency services are often overreached with volunteers under high pressure. First response and essential medical service provision require increased support and funding.

Measuring our Progress

Key performance measures have been identified in line with our strategic objectives, the Shire will monitor and report our progress using these measures.

Shire of Shark Bay

Council Plan 2023-2033



Strategic Objectives

Economic Objective

A progressive, resilient and diverse economy



Outcome 1 Appropriately integrated transport network

Strategy 1.1 Appropriate transport infrastructure and services

Actions	Planned Timing	
	2026/27 - 2029/30	2030 →
1.1.1 Implement road program in accordance with Council's adopted plans and annual budget process	✓	✓
1.1.2 Implement dual-use and accessible paths in accordance with Council's adopted plans and annual budget process	✓	✓
1.1.3 Advocate for affordable and reliable air transport services, meeting the needs of our community and visitor demand	✓	✓
1.1.4 Identify opportunities to seek funding and partnerships for strategic transport infrastructure maintenance and improvements	✓	✓

Outcome 2 Support local business and encourage further investment in the district

Strategy 2.1 Maintain relationships with educational organisations

Actions	Planned Timing	
	2026/27 - 2029/30	2030 →
2.1.1 Encourage research and educational organisations to enhance their community engagement processes when undertaking projects within and regarding the district	✓	✓
2.1.2 Express support for the exploration and development of a research facility within the local area	✓	✓

Strategy 2.2 Promote and support our tourism industry

2.2.1 Maintain involvement with tourism strategies relevant to the Shire of Shark Bay	✓	✓
2.2.2 Participate in targeted marketing events and initiatives	✓	✓
2.2.3 Build awareness of the Shark Bay identity, promoting local tourism and explore partnership opportunities	✓	✓
2.2.4 Express support for the development of commercial strategic tourism projects that align with the Shire's vision and strategic objectives	✓	✓
2.2.5 Identify opportunities to develop interpretive trails	✓	✓
2.2.6 Promote, support and advocate for regional arts development	✓	✓

Strategy 2.3 Advocate to support new industries and local business

2.3.1 Continue advocacy to seek further release of land for development	✓	✓
2.3.2 Encourage existing and new industries in Shark Bay	✓	✓
2.3.3 Review and update economic prospectus	✓	
2.3.4 Advocate for additional key worker accommodation	✓	✓

Shire of Shark Bay

Council Plan 2023-2033



Strategic Objectives

Environment Objective

Maintain our community infrastructure and support protection of the unique natural environment



Outcome 3 A natural environment for the benefit and enjoyment of current and future generations

Strategy 3.1 Promote reduced environmental impact within the Shire

Actions	Planned Timing	
	2026/27 - 2029/30	2030 →
3.1.1 Continue to develop and implement waste and recycling solutions	✓	✓
3.1.2 Advocate for increased clean and renewable energy options	✓	✓
3.1.3 Continue to investigate and support appropriate streetscape improvements	✓	✓
3.1.4 Continue to seek funding to implement strategies in the Coastal Hazard Risk Management and Adaptation Plan	✓	✓
3.1.5 Advocate and improve relationships with relevant bodies in supporting sustainable management of the natural environment	✓	✓

Outcome 4 A well planned built environment and infrastructure supporting our community

Strategy 4.1 Ongoing development, maintenance and upgrade of infrastructure

Actions	Planned Timing	
	2026/27 - 2029/30	2030 →
4.1.1 Continue development of new assets and improvement of asset maintenance in accordance with Council's adopted budgets	✓	✓
4.1.2 Deliver community (aged) housing development project (completed 2024/25)	Completed	
4.1.3 Investigate and seek funding for increased childcare facilities (completed 2025/26)	Completed	
4.1.4 Investigate and deliver key worker accommodation solutions	✓	
4.1.5 Renew community amenities as required as part of asset management	✓	
4.1.6 Investigate opportunities for construction of a community precinct	✓	
4.1.7 Renew community (aged) housing	✓	

Shire of Shark Bay Council Plan 2023-2033



Strategic Objectives

Social Objective
A safe, welcoming and inclusive community



Outcome 5 Strong sense of spirit and pride in an inclusive community			
Strategy 5.1 Support provision of essential community services and facilities			
Actions	Planned Timing		
	2026/27 - 2029/30	2030 →	
5.1.1 Support local authorities to retain low crime levels and safe environment	✓	✓	
5.1.2 Support provision of emergency services and support and encourage community volunteers	✓	✓	
5.1.3 Advocate for and support provision of externally provided/ funded community services and facilities	✓	✓	
5.1.4 Advocate for increased medical and ancillary health services to meet community needs	✓	✓	
Strategy 5.2 Encourage inclusion, involvement and wellbeing			
5.2.1 Identify and support opportunities for community participation	✓	✓	
5.2.2 Seek funding for community events and initiatives	✓	✓	
5.2.3 Advocate for increased medical and ancillary health services to meet community needs	✓	✓	
5.2.4 Encourage health and wellbeing through recreation initiatives in line with Council's adopted budget process	✓	✓	
5.2.5 Communication and collaboration with traditional custodians in the region	✓	✓	
5.2.6 Investigate opportunities to renew, expand and enhance showcasing of our local history and facilities	✓		

Shire of Shark Bay

Council Plan 2023-2033



Strategic Objectives

Leadership Objective

A transparent, resilient organisation demonstrating leadership and governance



Outcome 6 A strategically focused, unified Council, functioning efficiently

Strategy 6.1 Effectively represent and promote the Shire of Shark Bay

Actions	Planned Timing	
	2026/27 - 2029/30	2030 →
6.1.1 Support and facilitate relevant training and development for Council Members	✓	✓
6.1.2 Participation in regional and state tourism and economic development initiatives	✓	✓
6.1.3 Participation in Regional, State and Council boards / bodies	✓	✓
6.1.4 Collaborate with key stakeholders	✓	✓
6.1.5 Ensure a safe, healthy, inclusive and respectful local government	✓	✓

Outcome 7 A transparent, resilient organisation demonstrating leadership and governance

Strategy 7.1 Encourage and support community engagement

Actions	Planned Timing	
	2026/27 - 2029/30	2030 →
7.1.1 Continue to actively engage with the community	✓	✓

Strategy 7.2 Provide appropriate services to the community in a professional and efficient manner

7.2.1 Review, update and maintain operational plans	✓	✓
7.2.2 Maintain accountability and financial responsibility in accordance with Long Term Financial Plan	✓	✓
7.2.3 Aspire to a high level of legislative compliance throughout the organisation	✓	✓
7.2.4 Aspire to an inclusive workforce, with a high standard of workplace health and safety	✓	✓
7.2.5 Support and facilitate ongoing relevant training and development for employees	✓	✓

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Shire of Shark Bay

Council Plan 2023-2033



Funding

The following Forecast Statement of Financial Activity is extracted from the Draft Strategic Resource Plan 2026 - 2041 (integrated Long Term Financial Plan, Asset Management Plan and Workforce Plan) to provide an indication of the resources available to deliver services to the community.

	2026-27	2027-28	2028-29	2029-30
	\$	\$	\$	\$
FUNDING FROM OPERATIONAL ACTIVITIES				
Revenues				
Rates	2,146,036	2,199,685	2,254,678	2,311,044
Grants, subsidies and contributions	4,169,621	4,273,862	4,380,710	4,490,230
Fees and charges	1,919,628	1,967,621	2,016,803	2,067,222
Interest revenue	109,681	98,654	92,807	92,941
Other revenue	174,905	179,277	183,760	188,353
	<u>8,519,871</u>	<u>8,719,099</u>	<u>8,928,758</u>	<u>9,149,790</u>
Expenses				
Employee costs	(3,067,940)	(3,144,642)	(3,223,264)	(3,303,850)
Materials and contracts	(3,187,012)	(3,266,704)	(3,348,370)	(3,432,091)
Utility charges (electricity, gas, water etc.)	(225,577)	(231,217)	(236,998)	(242,920)
Depreciation	(6,962,417)	(7,180,962)	(7,360,744)	(7,517,728)
Finance costs	(93,680)	(187,821)	(170,040)	(151,388)
Insurance	(264,001)	(270,601)	(277,366)	(284,302)
Other expenditure	(242,888)	(248,960)	(255,184)	(261,565)
	<u>(14,043,515)</u>	<u>(14,530,907)</u>	<u>(14,871,966)</u>	<u>(15,193,844)</u>
	<u>(5,523,644)</u>	<u>(5,811,808)</u>	<u>(5,943,208)</u>	<u>(6,044,054)</u>
Funding position adjustments				
Depreciation	6,962,417	7,180,962	7,360,744	7,517,728
Net funding from operational activities	<u>1,438,773</u>	<u>1,369,154</u>	<u>1,417,536</u>	<u>1,473,674</u>
FUNDING FROM CAPITAL ACTIVITIES				
Inflows				
Proceeds on disposal	251,125	165,999	323,068	182,128
Capital grants, subsidies and contributions	888,811	2,611,032	656,898	673,320
Outflows				
Purchase of property plant and equipment	(3,569,000)	(2,732,650)	(897,234)	(792,592)
Purchase of infrastructure	(1,241,647)	(1,272,689)	(1,102,364)	(1,129,922)
Net funding from capital activities	<u>(3,670,711)</u>	<u>(1,228,308)</u>	<u>(1,019,632)</u>	<u>(1,067,066)</u>
FUNDING FROM FINANCING ACTIVITIES				
Inflows				
Transfer from reserves	557,875	690,901	710,747	750,460
New borrowings	2,000,000	0	0	0
Outflows				
Transfer to reserves	(116,800)	(457,002)	(716,124)	(745,890)
Repayment of past borrowings	(209,137)	(374,745)	(392,527)	(411,178)
Net funding from financing activities	<u>2,231,938</u>	<u>(140,846)</u>	<u>(397,904)</u>	<u>(406,608)</u>
Estimated surplus/deficit July 1 B/Fwd	0	0	0	0
Estimated surplus/deficit June 30 C/Fwd	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Shire of Shark Bay Council Plan 2023-2033



Capital Projects

A number of capital projects are forecast to be undertaken during the life of the Corporate Business Plan 2026/27 – 2029/30, resulting in additional capital expenditure.

The projects include new, expansion, upgrade and renewal of assets and are detailed in the forecast capital expenditure provided in the long-term financial planning section of the Shire's Draft Strategic Resource Plan (SRP) 2026 – 2041 and other projects identified through the annual strategic planning review process with Council and senior staff.

2026/27 – 2029/30 Planned Projects	2026/27 – 2029/30
<ul style="list-style-type: none"> ➤ Furniture and equipment renewal ➤ Plant replacement program ➤ Dual use footpaths plan ➤ Essential worker housing ➤ Community precinct ➤ Regional road group projects ➤ Roads to recovery projects ➤ Road renewals ➤ Streetscape renewals ➤ Trails program ➤ Monkey Mia Jetty ➤ Building and public facilities renewals 	<ul style="list-style-type: none"> ➤ Indicative Value \$17.4m ➤ External Funding \$5.6m

A number of the projects listed are reliant on external contributions, should these not be received the project may be deferred until adequate funding is available.

The Shire will require additional funding to adequately renew and maintain its road network. The capital projects to be undertaken will require further detailed planning with the Strategic Resource Plan.

Shire of Shark Bay

Council Plan 2023-2033



Services and Facilities

Services and facilities provided by the Shire have been linked with the relevant strategies identified in this Plan, providing a connection with the desired outcomes and community vision.

The average rating of importance and satisfaction from survey respondents in 2023 is also included, with a scale of 1 being not important/satisfied, 2 being important/satisfied and 3 being very important/satisfied.

Services / Facilities	Responding Strategy	Average Rating	
		Importance	Satisfaction
Shire Services			
Customer service	7.2	2.7	2.2
Community consultation engagement	7.1	2.7	1.9
Long term asset maintenance planning	4.1	2.6	1.9
Financial management	7.2	2.6	2.0
Town planning	1.1 7.2	2.7	1.8
Economic development	2.2 2.3	2.5	1.9
Regional collaboration	2.2 6.1	2.4	1.9
Tourism management	2.2	2.7	1.8
Festival event management	5.2 7.2	2.4	1.9
Emergency services	5.1	2.9	2.2
Ranger services	7.2	2.4	1.9
Natural resource management	3.1 7.2	2.6	2.0
Rubbish kerbside collection	3.1 7.2	2.6	2.3
Recycling	3.1 7.2	2.6	1.6
Building control	7.2	2.4	1.9
Health administration inspection	7.2	2.6	1.8
Facilities Infrastructure			
Parks gardens reserves	4.1	2.7	2.0
Quality of town centre	4.1	2.7	2.0
Landscaping	4.1	2.4	2.1
Maintenance	4.1	2.8	1.8
Sport recreation facilities	4.1	2.5	2.0
Beaches foreshore boat ramps	4.1	2.8	2.1
Wharfs jetties	4.1	2.7	2.0
Council buildings heritage assets	4.1	2.5	1.9
Affordable worker housing	4.1	2.8	1.2
World Heritage Discovery and Visitor Centre	2.2 4.1	2.6	2.4
Community hall	4.1 5.1	2.4	1.9
Cemetery management	4.1	2.4	2.0
Library library services	7.2	2.3	2.0
Independent living units	4.1 5.1	2.5	1.6
Road infrastructure	4.1	2.6	1.9
Street lighting	4.1	2.2	1.9
Public toilets	4.1	2.6	1.9
Waste management facility	3.1 4.1	2.7	1.8
Community Support Advocacy			
Medical health services	5.2	2.9	1.4
Maternal infant services	5.2	2.6	1.6
Childcare playgroup	4.1 5.1	2.6	1.7
Youth services	5.2 7.1	2.6	1.7
Affordable housing	5.2	2.7	1.3
Aged disabled services	5.2	2.7	1.7
Indigenous relations	5.2 7.1	2.5	2.1
Support for volunteers	5.2	2.7	1.9

Shire of Shark Bay

Council Plan 2023-2033



Resources

This Plan was developed with an understanding of the Shire's current resource capacity, including financial, workforce and asset resources. There are a number of projects forecast to be undertaken, which result in additional capital expenditure, many reliant on external contributions, should these not be received the project may be deferred until adequate funding is available.

As at 30 June 2025, the Shire had the following estimated current resource profile.

Financial Resources	
Income	
Rates Revenue <i>(2025/26 Adopted Annual Budget)</i>	\$2.1m
Federal Assistance Grants <i>(2025/26 Allocation)</i>	\$2.7m
Expenditure	
Cash Operating <i>(2025/26 Adopted Annual Budget)</i>	\$7.5m
Depreciation <i>(2025/26 Adopted Annual Budget)</i>	\$5.5m
Reserves <i>(2024/25 Annual Financial Report)</i>	\$5.3m
Borrowings <i>(2024/25 Annual Financial Report)</i>	\$2.6m
Asset Resources	
Infrastructure <i>(2024/25 Annual Financial Report)</i>	\$69.7m
Property, Plant and Equipment <i>(2024/25 Annual Financial Report)</i>	\$31.7m
Net Current Assets <i>(2024/25 Annual Financial Report)</i>	\$10.0m
Net Assets <i>(2024/25 Annual Financial Report)</i>	\$109.1m
Workforce Resources	
Employees (excluding casual) <i>(April 2026 Employee Report)</i>	28

Future resource capacity is not currently known and is partially dependent on other levels of government. The expected future resource capacity and trend was considered in the development of this Council Plan.

Measuring our Progress

The following key measures have been identified in line with our strategic objectives, the Shire will monitor and report our progress using these measures.

Objective	Measure
Economic: A progressive, resilient and diverse economy	Maintain / increase visitor centre numbers
	Stable number of local business
	Road expenditure in line with budget allocation
Environment: Maintain our community infrastructure and support protection of the unique natural environment	Infrastructure maintenance and renewal in line with budget allocations
	Maintain support for local waste initiatives
	Maintain compliance with planning framework
Social: A safe, welcoming and inclusive community	Maintain level of positive engagement with community activities
	Advocate for increased level of local health and medical services
	Continue funding and support programs for local community groups in line with allocated budget
	Maintain and support recreation and community projects
	Responsible financial management in line with budget allocation
Leadership: A transparent, resilient organisation demonstrating leadership and good governance	Council members maintain participation on boards and committees
	Maintain currency of strategic plans and reports

Shire of Shark Bay Council Plan 2023-2033



Strategic Risk Management

It is important to consider the external and internal context in which the Shire of Shark Bay operates, relative to risk, in order to understand the environment in which the Shire seeks to achieve its strategic objectives.

The Shire provides a diverse range of services and facilities to the general public which exposes it to risks. The Shire seeks to engage experienced and qualified personnel in areas of high risk and provides them with appropriate ongoing training and equipment to ensure they are able to undertake their roles with minimal risk to the community and the Shire. The following table shows the broad risks that have been recognised in connection to the strategic outcomes of this Council Plan.

External Factors	Internal Factors
➤ Increasing community expectations in relation to service levels and service delivery	➤ The objectives and strategies contained in the Council's current Strategic Community Plan
➤ Rapid changes in information technology changing the service delivery environment	➤ The timing and actions contained in the Council's Corporate Business Plan
➤ Increased compliance requirements due to Government Policy and Legislation	➤ Organisational size, structure, activities and location
➤ Cost shifting by Federal and State Governments	➤ Human resourcing levels and staff retention
➤ Reducing external funding for infrastructure and operations	➤ The financial capacity of the Shire
➤ Changes in mining and pastoral practices and the associated social impacts	➤ Allocation of resources to achieve strategic outcomes
➤ Climate change and subsequent response	➤ Maintenance of corporate records
➤ Significant seasonal population increase and subsequent pressure on Council services	
➤ Extensive increase in non-rateable land requiring road access	
➤ Global economic uncertainty	

Shire of Shark Bay Council Plan 2023-2033



References and Acknowledgements

Acknowledgement and appreciation are expressed to the ratepayers and residents of the Shire of Shark Bay, for their time and effort in being a part of the community engagement process and for their invaluable input into the Strategic Community Plan.

The Shire of Shark Bay Council Plan 2023-2033: Strategic Community Plan and Corporate Business Plan, has been developed by engaging the community and other stakeholders. Council Members, management and staff also provided input to the development of the Plan. Much of the information contained in this Plan has been derived from documents in the public domain and liaison with key stakeholders and the community.

Reference to the following documents or sources were made during the preparation of the Council Plan:

- Shire of Shark Bay Council Plan 2023-2033, adopted 28 June 2023;
- Shire of Shark Bay Council Plan 2023-2033 (2024 Review), adopted 16 August 2024;
- Shire of Shark Bay Strategic Community Plan 2020 – 2030;
- Shire of Shark Bay Corporate Business Plan 2021 – 2025;
- Council website: www.sharkbay.wa.gov.au;
- Australian Bureau of Statistics Shark Bay (S) (LGA57770), 2021 Census of Population and Housing General Community Profile, 2 March 2023;
- Shire of Shark Bay Annual Financial Report 2022-23;
- Shire of Shark Bay Annual Financial Report 2021-22;
- Shire of Shark Bay Adopted Annual Budget 2023-24
- Shire of Shark Bay Adopted Annual Budget 2022-23
- Local Government Act 1995, Section 5.56(1);
- Local Government (Administration) Regulations 1996, Paragraph 19BA; and
- Department of Local Government, Sport and Cultural Industries, Integrated Planning and Reporting: Framework and Guidelines, September 2016.

Shire of Shark Bay Council Plan 2023-2033



Other Matters

Review of the Council Plan

This Plan has undergone minor reviews in August 2024, August 2025 and May 2026 through strategic workshops with Council and senior staff.

Updates to the actions were made during each review, along with consideration of current and forecast available resources.

The reviewed Council Plan has been adopted by Council following each review as noted below.

Document Management

Council Plan 2023 - 2033

Major review of Strategic Community Plan 2020-2030 and Corporate Business Plan 2021-2025

Version: 2023-2033

Status: Final V2.2

Date of Adoption: 28 June 2023

Version: 2023-2033 | 2024 Review

Status: Final V3.0

Date of Adoption: 16 August 2024

Version: 2023-2033 | 2025 Review

Status: Draft V4.0

Date of Adoption: 27 August 2025

Version: 2023-2033 | 2026 Review

Status: Draft V5.0

Date of Adoption:

Prepared with the assistance of:

Moore Australia (WA) Pty Ltd

Telephone: (08) 9225 5355

Email: localgov-wa@moore-australia.com.au

Disclaimer

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11 TOWN PLANNING REPORT

11.1 APPLICATION (RETROSPECTIVE) APPROVAL LOT 217 (3) POLAND ROAD, DENHAM

AUTHOR

Liz Bushby

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Town Planning Innovations

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.50A of *Local Government Act 1995*

Moved Cr
Seconded Cr

Officer Recommendation

That Council:

A. Note that:

- (i) The application has been advertised three times for public comment, due to three different Management Plans being lodged.
- (ii) The first round of advertising occurred through publication of a Public Notice and letters to nearby surrounding landowners, however the application documents were not published on the Shire website due to an administrative oversight.
- (iii) The second and third round of advertising was completed correctly, with a Public Notice, documents on the Shire website, and letters to nearby landowners.
- (ii) The Shire received advice and submissions from Dr Bevan Buirchell and Ms Janine Guenther as outlined in this report.
- (iii) The owner initially advised that the holiday house would be managed by Ray White. After advertising, Ray White advised that they will not be managing the property.

B. Refuse the application seeking retrospective planning approval for a holiday house on Lot 217 (No 3) Poland Road, Denham for the following reasons:

- 1.0 Continuation of use of the existing dwelling for short stay accommodation has the potential to impact on the residential amenity of the locality.
- 2.0 The application does not comply with Clause 32.15.2(a) of the Shire of Shark Bay Local Planning Scheme No 4, which states that the local government shall not consider a development application for a holiday house unless it is accompanied by ‘a Management Plan that addresses how the land use will be managed to maximize protection of residential amenity, includes details of how noise

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issues will be addressed by the Manager, and full contact details of the Manager or employee of the Manager.’

3.0 The revised Management Plan does not sufficiently address the Shire of Shark Bay Local Planning Scheme No 4 or protection of residential amenity.

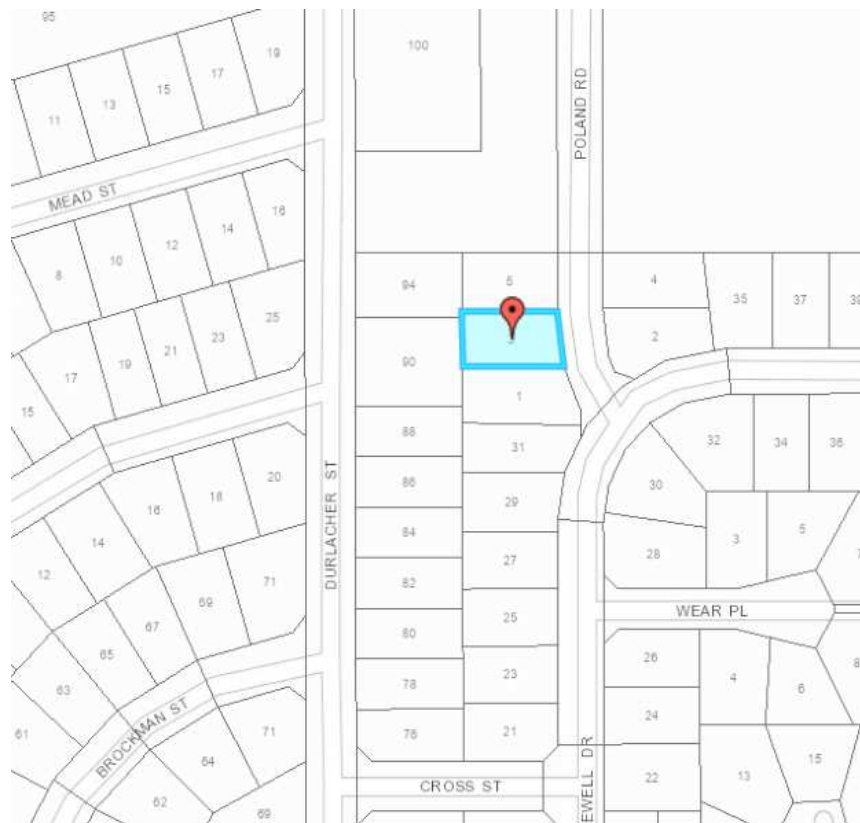
4.0 The application does not comply with Clause 32.15.3(a) of the Shire of Shark Bay Local Planning Scheme No 4 as a Management Plan has not been lodged that adequately demonstrates that the land use will be managed as to ensure that it will not cause nuisance or annoyance to the owners of adjoining or nearby residential properties.

C. Authorise the Chief Executive Officer to advise submitters of the Council decision.

BACKGROUND

- ***Location and Existing Development***

Lot 217 is located near the intersection of Poland Road and Capewell Road in Denham.



The lot has been developed with a single house and outbuilding.

27 MAY 2026



Above: Aerial view of Lot 217



Above: Streetview of Lot 217

- ***Existing Unauthorised Holiday House and Application History***

The Shire became aware that Lot 217 was being used as an unauthorised holiday house from a member of the public.

The history is summarised below:

Table 1

Date	Summary
10 August 2025	<p>The Shire was advised by a local resident that the house on Lot 207 was being advertised for short stay and queried whether it had planning approval.</p> <p>The Shire verified that it was illegally operating as a holiday house, through bookings on the State Short Term Rental Accommodation Register (State STRA Register). TPI can access booking records on the State STRA Register.</p>

ORDINARY COUNCIL MEETING AGENDA

27 MAY 2026

Date	Summary
21 October 2025	<p>The owner was requested to:</p> <ul style="list-style-type: none"> - cease use of the holiday house immediately and cancel existing bookings; - lodge a planning application. <p>The owner was provided with links to the holiday house application checklist and information on the Shire website, which is detailed.</p>
7 November 2025	Checked STRA register and notified the Department of Local Government, Industry and Regulation Safety (DLGIRS) that the unauthorised holiday house still operating.
10 November 2025	Shire advised the owner that as the unauthorised holiday house was still operating, it intended to lodge a Section 29 Certificate to DLGIRS to seek cancellation and deregistration of the property from the State STRA Register.
10 November 2025	Owner lodged an application form to the Shire on the 10 November 2025, without any accompanying information. The application was not accepted for processing as it was incomplete.
18 November 2025	Followed up owners written response to Shire letter dated 10 November 2025.
19 November 2025	Carol Marinkovich advice on intention to lodge planning application for owner.
23 November 2025	Owner advised of intention to lodge a planning application, engage Ray White and cancel current bookings
27 November 2025	TPI requested written advice from owners as bookings on State STRA Register remained uncanceled.
1 December 2025	Owner advised bookings until December 2025 cancelled
19 December 2025	Shire advised owner that Section 29 Certificate on hold

The owner engaged Carol Marinkovich to lodge a formal planning application, which was completed and lodged on the 13 February 2026.

When the application was first lodged, the Shire was advised that the property would be managed by Ray White, and a Management Plan (for Ray White) accompanied the application.

- **State STRA Register**

The property was flagged on the State STRA (Short Term Rental Accommodation) Register as operating without planning approval.

The State STRA Register is now showing the registration status as 'expired' on the 27 January 2026.

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COMMENT

- **Description of proposal**

The application is summarised as follows:

- (i) The dwelling has 4 bedrooms and can accommodate a maximum of 9 persons at any one time.
- (iii) The owner initially advised that Ray White would be the property manager. The property manager is responsible for all bookings, provision of information to guests, monitoring the property, and dealing with any complaints.
- (iv) A parking plan, internal floor plan, fire emergency plan and evacuation plan has been lodged in support of the application. These documents are generally supported by TPI.

- **Ray White Advice**

On the 24 February 2026, Ray White confirmed that they would no longer be managing or assisting with the application.

Ray White advised the Shire that:

“Our Managing Authority has now been withdrawn following contact from the owner this morning enquiring about cancelling the agreement once approval had been obtained from the Shire of Shark Bay using Ray White Shark Bay as the nominated agent.

Under these circumstances, we are unable to continue our involvement. We believe it is important to act transparently and in good faith, and we cannot participate in arrangements where our agency is used solely to obtain approvals without an ongoing commitment to management services.

This approach does not align with our professional standards or our support of local business practices

Please note that we fully respect owners’ decisions to engage other local agencies where appropriate; however, this particular situation does not reflect that intent.

Accordingly, Ray White Shark Bay will not be taking any further part in the application or management of this property.”

- **Revised and Current Management Plan**

The owner lodged a second Management Plan nominating two property managers (S Smith and J Green). The owner then lodged a third revised Management Plan nominating Sherri Smith as the property manager – Attachment 1.

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The Management Plan is not supported at an officer level as:

- (i) The Management Plan does not have a robust or comprehensive complaints procedure. It relies on compliance with the 'Airbnb' code of conduct.

As the property is not currently listed on the State STRA Register, TPI is of the understanding that it cannot currently be advertised for short stay rental accommodation on any advertising platform.

- (ii) The Management Plan relies on complaints being sent to, and actioned by the owner of the property, Nathan Matera, who does not live locally. Mr Matera's nominated address is Wandj, which is a suburb of Perth in the City of Kwinana.

It is difficult to quality how complaints would be effectively managed by the owner, given that he does not live locally. The proposal is not consistent with the Shires approach to have a local property who can readily respond to any issues and complaints.

The complaints procedure is outlined below:

6. COMPLAINTS PROCEDURE BY PROPERTY MANAGER:

Guests to follow the Airbnb code of conduct.

Check-in from 3.00pm.

Check-out before 11.00am.

Maximum of 9 guests.

Complaints sent to Nathan via the Airbnb app.

Sherrri to raise any issues with Nathan following each stay. Nathan to rectify accordingly.

- ***Zoning and Proposed Land Use***

Lot 217 is zoned 'Residential' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, not permitted, discretionary or requires advertising).

Part of the planning assessment involves determining which land use definition from the Scheme 'best fits' the proposal.

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The proposed land use is construed as a 'holiday house' which is defined in the Scheme as 'means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast'.

The Residential Design Codes define a single house as a dwelling on a green title or survey strata lot, without common property.

The land use of 'holiday house' is listed in Table 1 of the Scheme as an 'D' use in the Residential zone which 'means that the use is not permitted unless the local government has exercised its discretion by granting development approval' .

An extract of Table 1 is included below.

TABLE 1

USE AND DEVELOPMENT CLASS	Commercial	Tourism	Residential	Urban Development	General Industry	Rural	Special use

This essentially means that Council has discretion to consider an application for a holiday house in the Residential zone.

- **Local Planning Policy No 1 : Holiday Houses**

The application has been assessed in accordance with the Shires Local Planning Policy as follows.

Policy Requirement	Comment
1. A site plan or good quality clear aerial showing the existing house, existing buildings, driveway, and guest parking areas. The location, number and dimensions of parking areas should be clearly marked on the plan.	<p>The owners have lodged a scaled parking plan.</p> <p>Parking is discussed in the body of this report and is not considered an impediment to the application.</p> <p>Management of parking is considered a potential issue given officer concerns over the Management Plan.</p>
2. An internal floor plan showing the house layout, the use of each room, and number of double, single or bunk beds per room (including fold out couches).	There is a detailed floor plan showing all bedrooms and the number of beds.

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3. Carparking to be provided at a rate of 1 space every 3 guests.	Parking is discussed in the body of this report.
4. A Management Plan that addresses how the land use will be managed on a day to day basis to maximise protection of residential amenity, including details of how noise issues will be addressed by the Manager (handling of complaints), and full contact details of the Manager or employee of the Manager.	<p>A Management Plan for Ray White was initially lodged; however they have since confirmed they will not manage the property for this owner.</p> <p>Ray White advised the Shire (and cc'd written advice to the owner) that they are not providing management services for the property.</p> <p>The Management Plan is discussed in the body of this report.</p>
5. A Fire and Emergency Response Plan that includes detailed fire escape route maps, provision of a fire extinguisher and emergency contact numbers.	The application includes a Fire and Emergency Response Plan.

- **Public Advertising and Consultation (First Round of Advertising)**

The application was first advertised through letters to nearby landowners, and a Public Notice on the Shire website. The first advertising period closed on the 9 March 2026.

Usually all application documents are published on the Shire website with the Public Notice, however that did not occur for the first round of advertising, which was an administrative oversight.

Two local residents contacted the Shire to advise that the application documents were not available during the first advertising period, and lodged submissions as recorded in Table A.

- **Public Advertising and Consultation (Second Round of Advertising)**

The second Management Plan, nominating S Smith and J Green as the property managers, was advertised for public comment until the 18 April 2026. Two submissions were received and are summarised in Table A.

- **Public Advertising and Consultation (Second Round of Advertising)**

The third Management Plan, nominating S Smith as the sole property manager, was advertised for public comment until the 1 May 2026.

TPI liaised with the two submitters to advise that they could proceed with their existing submissions and/or lodge additional comments.

Some additional comments were lodged on the Management Plan and have been included in Table A.

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Table A: Submission Table

<p>Submission 1: Ms Janine Guenther 3 Leeds Court, Denham (first advertising period)</p>	<p>TPI (consultant Planner) Comments</p>
<p>1a) I would like to express my concerns about the development of a holiday home at 3 Poland Road in this submission for Development Application / Holiday Home 3 Poland Road.</p> <p>1b) I respond to the Public Notice on the Notice Board. Unfortunately, the plans were not, as advertised, available online (as of 5/03/2026). Instead of the plans for the development application, the only document uploaded on the Shire website was the actual Notice (the same that was on the Notice Board). My understanding is that the plans need to be readily accessible for the public (including for those who work and are unable to visit the Shire Office during office hours). I therefore would like to see the plans uploaded and the submission period extended.</p> <p>1c) However, to assure that my concerns are noted, I would like to make this email my submission in which I oppose the development for the following reasons: 1 - In August 2025, I sent you the email below with a photo taken of the property 3 Poland Road with cars parked all over the public pavement. Albeit I appreciate that the property owner has now decided to apply for an official licence (in contrast to operating illegally as you informed me in your email below), I have grave concern about the parking situation. Situations as pictured in my photo will cause constant problems. 2 - I read in the Public Notice that the application is for nine people. Just looking at the size of the house (plus having the parking situation in mind), should make every sensible person question the number of guests applied for. I understand that the application is not for operating a Backpacker's but a short-term holiday rental. 3 - Also, Poland Road lies within the residential zone. Allowing the establishment of commercial short term holiday houses within a residential zone denies people the protection and reliance upon the Town Planning Scheme. The Town Planning Scheme No 4 / 32.15.3 (e) states that short-term holiday rentals are supposed to be encouraged close to the Denham town centre and discouraged within established residential areas distant from the Denham</p>	<p>1a) Noted.</p> <p>1b) Noted. The first round of advertising was not correctly conducted. After a submitter contacted the Shire the documents were (belatedly) published on the Shire website. The application has since been re-advertised due to revised Management Plans being lodged.</p> <p>1c) Parking, zoning, land use permissibility and scheme requirements are discussed in the body of this report. It is known the property owner does not live locally, and operated for some time without obtaining the necessary approvals. In terms of location, Council has discretion over that aspect. TPI has held separate workshops with Councillors where issues such as location have been discussed, and to date Council has supported a spread of holiday house locations across Denham townsite, rather than concentrating them in street blocks closer to Knight Terrace. Similarly, Council also has discretion over the number of guests and parking. Whilst the submitter has an opinion on allowing STRA in residential zones, it is a land use that Council has discretion to approve under it's Local Planning Scheme. <i>Note: The photo provided in this submission is included at the end of this table.</i></p>

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Submission 1: Ms Janine Guenther 3 Leeds Court, Denham (first advertising period)	TPI (consultant Planner) Comments
<p>town centre. Poland Road is at the ‘back’ of Denham. Approving a short-term rental in the outskirts of town would contradict the Shire’s own Town Planning Scheme.</p> <p>1d) Last but not least I would like to remind you of your promise given during the May 2025 Council Meeting when the delegation was approved. When asked about the Public Consultation Process by the Cr Stubberfield, you reassured all Councillors passionately that, if any application was “<i>contentious</i>”^{*1} even “<i>in the slightest way</i>”^{*2}, you would take it back to Council. (*1 *2quote from Dale Chapman, audio recording of Council Meeting May 2025, time: 33.39 min to 37.35 min). With this in mind, I look forward to seeing the application discussed by the Councillors during a future Council Meeting.</p>	<p>d) The submitter has been advised in writing of referral of this application to the May 2026 Council meeting.</p> <p>Consistent with the submitters request, this application will be determined by Council.</p>
Submission 2: Ms Janine Guenther 3 Leeds Court, Denham (second advertising/additional comments)	TPI (consultant Planner) Comments
<p>2a) I understand that the application is for a holiday home and not for operating a Backpacker’s ...actually, looking at the diminutive size of the house in general and the bedrooms in particular, the comparison would be an insult to any Backpacker so let’s compare it to a refugee camp for hardcore fishermen.</p> <p>The application is for nine guests. I noticed that the applicant carefully avoided to include measurements of the house in the application but everyone who knows the house can only laugh out loud at the idea or shake their head. Quantity over quality ... is that the kind of tourism the Council wants to encourage in Shark Bay?</p>	<p>2a) As the second submission repeated some of the issues already summarised in Submission 1, TPI has only included additional new comments for Submission 2.</p> <p>The Shires Local Planning Policy does not restrict the number of guests or beds per room for holiday houses. These issues have been discussed with Council in past workshops.</p> <p>The internal floor plan lodged with the application shows 3 bedrooms with queen size beds, and one bedroom with a bunk bed and single bed.</p> <p>Prospective guests would presumably view photographs of the house prior to booking accommodation.</p>

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Submission 1: Ms Janine Guenther 3 Leeds Court, Denham (first advertising period)	TPI (consultant Planner) Comments
<p><u>Addendum to submission</u></p> <p>An article on homelessness was emailed to the Shire CEO and Councillors on the 14 April 2026 – see Attachment 2.</p>	<p>Council has had general discussions on an acceptable level of holiday houses (as a 15% percentage of residential lots) as part of past workshops.</p> <p>The percentage of 15% was nominated in the last report on delegated authority for holiday houses, considered by Council at the Ordinary Meeting held on the 28 May 2025.</p> <p>The number of holiday house approvals are monitored by the Shire.</p>

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<p>Submission 3: Ms Janine Guenther 3 Leeds Court, Denham (third advertising/additional comments)</p>	<p>TPI (consultant Planner) Comments</p>
<p>3a) I would like to proceed with my current submission but, after reading the Management Plan, would also like to add the following point in regards to the Complaint Procedure.</p> <p>I presume that this is the procedure for neighbours to complain (e.g. about loud noise, unlawful parking etc.).</p> <p>3b) My understanding is that complaints, especially those which negatively impact on the neighbourhood amenity should be dealt with within 30 minutes. I can't see this happening with the arrangement above.</p> <p>The neighbourhood .. <i>and, to borrow some of your own words ... , it could be argued that everywhere in Denham is part of the 'neighbourhood'</i> ... has no protection from guests not complying with the rules which, considering the large number of guests, is very likely to happen.</p>	<p>3a) The submission includes an extract from the Management Plan, which is already included by TPI under the heading '<i>Revised and Current Management Plan</i>' in the body of this report.</p> <p>The Management Plan and Complaints procedure is discussed in the body of this report.</p> <p>It is not clear where the submitter has obtained the reference to a 30 minute response time for complaints. The Shires Local Planning Policy No 1 requires a local manager who lives within one hour travel time of the holiday house.</p> <p>TPI has no specific recollection of making references to what constitutes a neighbourhood.</p> <p>It is noted that the submitter lives approximately 400 metres to the south east of the proposed holiday house.</p>
<p>Submission 4: Dr Bevan Buirchell 3 Leeds Court (first advertising period)</p>	<p>TPI (consultant Planner) Comments</p>
<p>4a) As the Management Plan and Parking Plan were not uploaded to the Shire website, as of Friday 6th March, I am constrained in giving a residents view of the proposed Holiday Home.</p> <p>I contacted the Shire office by phone on Thursday 5th March and they admitted that it had not been uploaded and I was assured it would be done that afternoon - this was not done. Obviously there has been a lack of process within the Shire offices however this should not be allowed to disadvantage the community in responding to Public Notices.</p> <p>4b) The lack of availability of the plans on the website, as advertised, seems to contravene the 14 day public notice and as such I believe another period of 14 days must be allowed</p>	<p>As per 1b).</p> <p>As per 1b).</p>

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<p>Submission 5: Dr Bevan Buirchell 3 Leeds Court (second advertising period)</p>	<p>TPI (consultant Planner) Comments</p>
<p>There are three reasons I am opposing the application for 3 Poland Road.</p> <p>5a. Under Section 32.15.3 (d) and (e) of the Town Planning Scheme No 4.</p> <p>While this issue has been raised in the past and TPI has dismissed it off hand with “it could be argued that anywhere is close to the centre of Denham” it is not sufficient to just leave it at that.</p> <p>The community needs to hear that argument especially from someone who proposed the by laws in the first place. It seems like the community has been duped if such by laws can be so easily dismissed.</p> <p>3 Poland Rd is way back of town , the second last house before the Industrial Area. Being close to the centre of town usually equates with “ within walking distance” and certainly no one is going to be walking from Poland Rd to the pub! It could be argued that every where is far from the centre of town given how few people walk in Denham and this applies to both residents and visitors.</p> <p>This by law should be considered and not summarily dismissed. Exercise a bit of intellect for the community!</p> <p>5b.</p> <p>The dwelling itself is tiny. Although it has been designated as having 4 bedrooms there is not enough room nor oxygen in this house for 9 people. The so called bedroom with the bunks off the kitchen is but a cubby hole and yet it is designated to sleep 3 people. These are third world conditions and surely must contravene some Health and Safety act. If not, then it damages Denham as a relaxed tourist destination.</p> <p>5c.</p> <p>With so many guests allowed there is going to be more than three cars and one boat parked in the front yard. Previous occupation of this house has shown cars with boats attached parking all the way out and across the path - does anyone do anything about it? No.</p> <p>While there is a Management Plan proposed it is destined to fail given the number of guests being allowed.</p>	<p>5a.</p> <p>As explained in previous reports on holiday houses to Council, there is discretion over the location of holiday houses as the wording of the Scheme allows for flexibility.</p> <p>Council can, of course, take into account the location of holiday houses, along with other factors such as the discretion to approve a holiday houses in a residential zone, but is not obliged to approve or refuse applications based solely on location.</p> <p>It is not a matter of dismissing the Scheme requirements - TPI simply acknowledges that Council has certain discretions it can exercise when considering any new application. Ultimately all determinations are conducted by Council.</p> <p>As per 1c).</p> <p>As per 2a.</p> <p>The Management Plan and parking is discussed in the body of this report.</p>

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<p>This proposal should either be dismissed or the maximum number of people allowed to stay needs to be reduced considerable.</p>	
<p>Submission 5: Dr Bevan Buirchell 3 Leeds Court (third advertising period)</p>	<p>TPI (consultant Planner) Comments</p>
<p>6a. Further to my submission on Poland Rd.</p> <p>The Management Plan lacks the “gold standard” rules that apply to most other Holiday rentals in Denham. For instance while it has a section on how Guests can make complaints through the AirBnb system it does not set out how neighbours or community members can voice their complaints.</p> <p>Nor does it obligate any response from the “on the ground” manager to respond to those complaints. The whole Management plan needs to be resubmitted covering these issues.</p> <p>I am sending this at approximately 3.53pm so will make the deadline.</p>	<p>The Management Plan is discussed in the body of this report.</p>



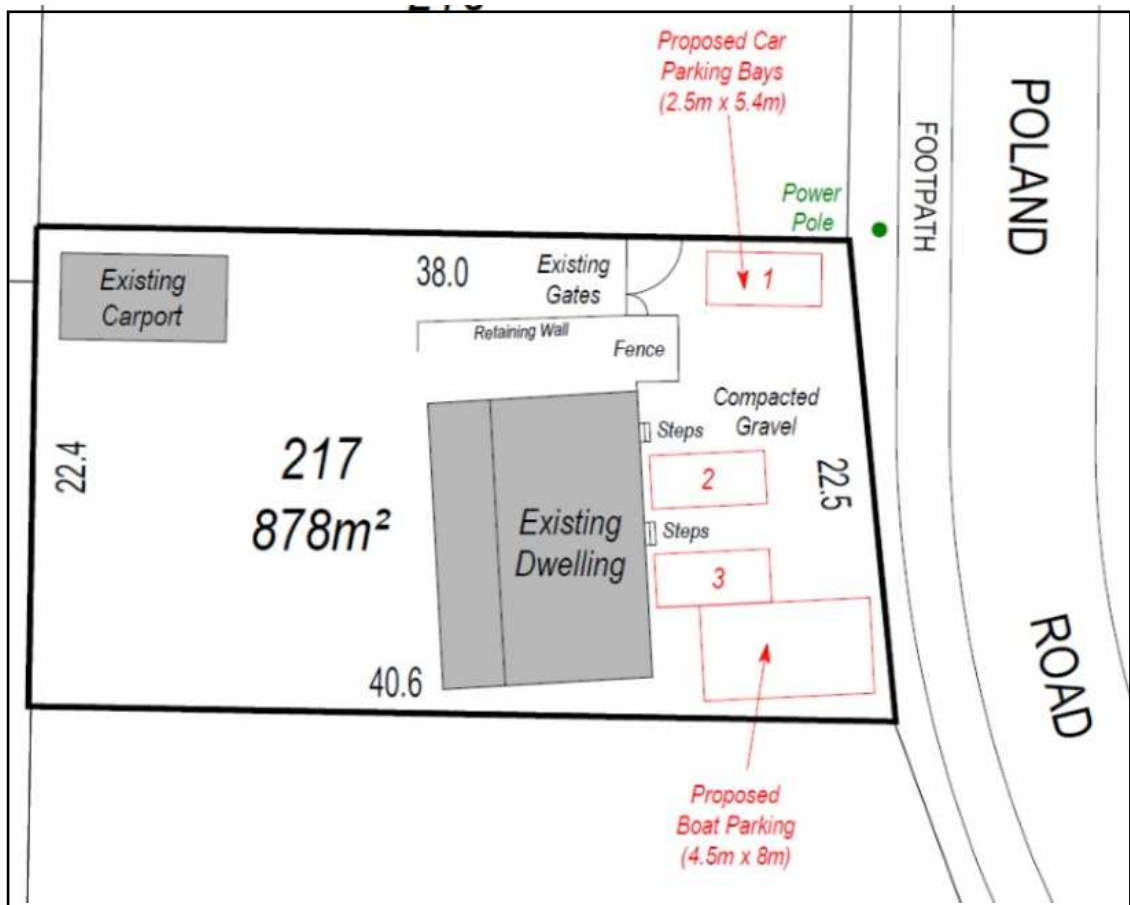
Above: Photograph provided by Submitter (as part of Submission 1)

- **Parking Plan**

A scaled parking plan lodged with this application is included overpage.

It depicts 3 car parking bays in front of the house, and a 4.5 metre by 8 metre boat parking area.

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The parking complies with the Shires Holiday House Policy, which requires 1 bay per every 3 guests.

Clearly there is sufficient area in front of the house to accommodate parking, and there is some limited gated additional parking available to the rear.

Parking is not considered a major impediment to the application, however it could potentially become an issue of not overseen and well managed.

- **Crossover**

There is no formal crossover servicing the lot. Construction of a crossover would be required as a condition, if Council resolved to approve the application.

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- **Noise and Amenity**

Impact on amenity in a residential zone has been raised in the two submissions. The assessment of amenity for this application is unusual as:

- (a) The objectors live at least 400 metres from the proposed holiday house; and
- (b) No immediate neighbours have raised concerns over the proposal – although there are some vacant lots adjacent to the holiday house site.



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Notwithstanding the above, it is recognised that:

- The (third) revised Management Plan lodged with this application does not provide comprehensive measures to support protection of residential amenity. TPI has concerns over the Management Plan as already outlined in this report.

If there are any issues such as noise, overcrowding, guest misbehaviour, parking on the footpath etc, it would be difficult for the owner to respond given he does not live in Denham townsite. The Management Plan does not comprehensively explain or outline a suitable complaints mechanism, close liaison with guests, or regular monitoring of the property during busy periods, such as school holidays.

- Although a property manager has been nominated, the Management Plan relies on the owner for complaint referrals.

The number of guests is proposed to be 9, which is generally larger than an average family/household. There is potential for larger unmanaged groups to be accommodated in the holiday house.

The urban environment in this part of Poland Road offers a more traditional, low density lifestyle. TPI does not consider that the application addresses residential amenity issues.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Regulation 57 of the deemed provisions outlines ‘*matters to be considered by Council*’ including but not limited to orderly and proper planning, the compatibility of the development with it’s setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

Shire of Shark Bay Local Planning Scheme No 4 –

There are specific provisions that apply to Holiday Houses in Residential zones under Clause 32.15. The most relevant scheme provisions are summarised in the following table.

Clause		Comment
32.15	The local government may permit a Holiday house within the Residential zone where, in its opinion, the use would not substantially spoil or detract from the residential character and amenity of the locality.	TPI is of the view that the proposal has potential to detrimentally impact on the residential amenity of the area, particularly as no comprehensive management plan and/or complaints procedure.
32.15.2	The local government shall not consider an application for development approval	These scheme requirements are also replicated in Local Planning Policy No 1, and

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Clause		Comment
	<p>for a Holiday house unless it is accompanied by:</p> <p>(a) A Management Plan that addresses how the land use will be managed to maximize protection of residential amenity, includes details of how noise issues will be addressed by the Manager, and full contact details of the Manager or employee of the Manager.</p> <p>(b) A Fire and Emergency Response Plan that includes detailed fire escape route maps and addresses the provision of safety features including hard wired smoke detectors, provision of a fire extinguisher and emergency contact numbers.</p> <p>(c) A detailed site plan which demonstrates adequate carparking can be provided on site.</p>	<p>are discussed in the body of this report.</p> <p>It is not considered that the application complies with Clause 32.15.2 due to concerns over the Management Plan</p> <p>Complies.</p> <p>In the absence of adequate management strategies, parking could potentially become an issue.</p>
32.15.3	The local government <u>may</u> have regard for the following matters when determining an application for development approval for a Holiday house:	This clause is worded to outline matters that Council <u>may</u> have regard for. It does not use the term 'shall' or the term 'due regard' so provides some flexibility.
32.15.3a	A Management Plan adequately demonstrates that the land use will be managed as to ensure that it will not cause nuisance or annoyance to the owners of adjoining or nearby residential properties;	This scheme requirement is replicated in Local Planning Policy No 1, and is addressed in the body of this report.
32.15.3b	A manager, caretaker or a contactable employee of the Manager permanently resides in Denham townsite or within one hours drive of Denham townsite;	This scheme requirement is replicated in Local Planning Policy No 1, and is addressed in the body of this report.
32.15.3c	A Fire and Emergency Response Plan comprehensively addresses fire safety;	This scheme requirement is replicated in Local Planning Policy No 1, and is addressed in the body of this report.
32.15.3d	The proximity of the lot to Denham townsite, the beach and/or any significant tourist attraction;	The lot is within approximately 970 metres of the main town centre and the beach. All lots in Denham are arguably close to the beach and amenities,

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Clause		Comment
		however Council can take into account the location.
32.15.3e	The need to encourage holiday house's close to the Denham Town Centre and discourage these uses within established residential areas distanced from the Denham Town Centre;	As per above.
32.15.3f	The size of the lot and density of development in the surrounding area;	This report includes a photograph of the existing house. The lot has an area of 878m ² and is surrounded by similar sized properties.
32.15.3g	The potential for increased impact where adjacent land has been developed for grouped dwellings or there are small lots with dwellings in close proximity to each other;	There are no grouped dwellings on immediately adjacent lots.
32.15.3h	The potential for occupiers to have different behaviours and routines and the need to protect residents in suburban locations with daily work routines.	To address this the Scheme requires a local property manager, a Management Plan, and the ability to limit the term of any planning approval. In the absence of adequate management strategies, amenity issues may arise.
32.15.3i	The location of active outdoor areas and their relationship to sensitive bedrooms within surrounding dwellings in a suburban environment.	Access to neighbours' internal floor plans are limited. All applications are advertised for public comment so neighbours can raise any concerns over applications.
32.15.4	The local government shall limit any initial development approval for a Holiday house to a maximum 12 month period.	All 'first time' approvals are limited to 12 months through a condition of approval.
32.15.5	The local government may issue subsequent Development approvals for a Holiday house and has discretion to limit the term of approval to one year, 3 years or up to a maximum of 5 years as deemed appropriate by the local government.	The Shire can issue subsequent approval for terms of 3 or 5 years. Generally, second approvals have been limited to 3 years.
32.15.6	The local government may have regard for any substantiated written complaint or evidence about mismanagement of a Holiday house in considering the issue of subsequent Development approvals.	All applications are advertised to nearby and surrounding neighbours to ascertain whether issues have arisen for any approved holiday house.

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Clause		Comment
32.15.7	Advertising signage associated with a Holiday house shall have a maximum area of 0.2m ² and be fully located within the lot boundary.	A condition is placed on all approvals to limit the size of any sign.
32.15.8	A Holiday house is to comply with the Residential Design Codes and/ or any existing Planning consent already granted for the dwelling or variation to the Residential Design Codes with the exception that Council has discretion to require a higher provision of carparking for any Holiday house having regard for the number of bedrooms and maximum number of persons to be accommodated at any one time.	Council has regard for factors such as number of bedrooms and maximum number of guests in assessing carparking.
32.15.9	Development approvals can be renewed when an owner/ applicant lodges a new Planning Application to the local government.	Renewals are only considered where a landowner lodges a new application.
32.15.10	A development approval for a Holiday house is issued to a specific owner of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted. Should there be a change of the owner of the land in respect of which planning consent is issued the planning consent is cancelled.	Conditions are placed on approvals for holiday houses to ensure they are specific to the current landowner(s). If ownership of a lot changes any existing approval lapses and expires.
3.15.11	A Holiday house shall not operate within the Residential zone unless it is registered in respect of the lot under Clause 32.15.12.	The Shire registers holiday houses if an approval is granted.
32.15.12	Outlines that all holiday houses have to be a register maintained by the Shire.	The Shire registers holiday houses if an approval is granted.
32.15.13	Outlines that Council may have a general regard for Clauses 32.15.2 and 32.15.3 in determining applications for a holiday house in the Commercial or Tourism zone.	This clause does not apply as this proposal is in a residential zone.

POLICY IMPLICATIONS

The Shire has a Local Planning Policy for Holiday Houses.

The Western Australian Planning Commission has a 'Planning for Tourism and STRA Guideline' which outlines that:

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- The prevalence of residential properties being let as short-term rental accommodation in residential areas has increased rapidly in Western Australia since the emergence of online e-commerce booking platforms.
- Depending on the type and scale of the short-term rental accommodation proposed, a variety of controls may be applicable to manage the use.
- The Guidelines propose tailoring of local planning schemes, alongside preparation of local planning policies, to address the specific issues encountered by individual local governments in relation to short-term rental accommodation.

The WAPC Guidelines outline that *'local government may require the applicant to prepare a management plan to address potential amenity impacts arising from short-term rental accommodation and necessary emergency protocols'*.

The requirement for a local management plan is embedded in the Shires Scheme, Local Planning Policy and is consistent with the WAPC Guidelines.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

NIL.

RISK MANAGEMENT

There are no known risks associated with the proposed development.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author
Chief Executive Officer
Date of Report

L Bushby
D Chapman
13 May 2026

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Attachment 1 – Management Plan

Revised Management Plan lodged to Shire on the 16 April 2026
Third Management Plan lodged for this application

MANAGEMENT PLAN

PROPERTY ADDRESS: 3 Poland Road, Denham

PROPERTY MANAGER DETAILS:

Name: Sherri Smith

Address: 6 Vlamingh Crescent Danham

Mobile: 0437 055 313

Email: bscc1234@outlook.com

DETAILS OF RESERVATION ARRANGEMENTS (PLEASE TICK ALL APPLICABLE):

X Internet (please specify): Airbnb [Shark's Bay Abode - Houses for Rent in Denham, Western Australia, Australia - Airbnb](#)

X Property Manager: Bookings managed online by Nathan Matera. Once a booking is approved information will be shared with Sherri so she is aware of when people are at the property. Other (please specify): N/A

DUTIES OF PROPERTY MANAGER:

- Supply, readily visible in the kitchen, dining or living area of the house, the Code of Conduct, the Management Plan and the Fire and Emergency Plan;
- Ensure guests are aware of the the Code of Conduct (Annexure A), the Management Plan and the Fire and Emergency Plan (including the Fire Evacuation Route);
- Ensure that an A3 laminated copy of the Fire Evacuation Route Plan is displayed in a prominent place near a front or back door, living area or kitchen of the house.
- Ensure that the maximum number of people staying overnight for each booking of the premises is consistent with planning approval conditions;
- Maintain a record / register of all bookings, available for inspection by the Shire of Shark Bay upon request;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and waste disposal bins are put out and collected as required.

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MAINTENANCE AND ACCESSIBILITY

Who will be responsible for ensuring that a fire extinguisher will be provided?	Property Manager or Fire Technician (already installed)
Who will inspect the premises regularly to ensure that the smoke alarms and fire extinguisher are in working order?	Owner or Property Manager (already installed) By registered Fire Test & Tag Technician at least 2 times per year as per Australian regulations
What arrangements are in place for cleaning the house before each booking?	Following each stay a clean is organised with Beavis & Smith Cleaning.
Is there a working outdoor hose available to guests?	Yes (1 in total) –at the rear left hand side of the house. Additional tap at the front of the property.
If windows are fitted with locks, are the keys provided to guests?	Yes – provided on check-in
Are guests given keys to all external lockable doors, including security doors?	Yes – provided on check-in
What arrangements are in place for maintenance of external yard areas?	Sherri to advise when works needs to be done and Nathan will arrange with Shark Bay Maintenance.

COMPLAINTS PROCEDURE BY PROPERTY MANAGER:

Guests to follow the Airbnb code of conduct.

Check-in from 3.00pm.

Check-out before 11.00am.

Maximum of 9 guests.

Complaints sent to Nathan via the Airbnb app. - Sherri to raise any issues with Nathan following each stay. Nathan to rectify accordingly.

Parking

Boat Parking for 3 Poland Road is to be within the boundaries of the property at all times. Please be sure that your Car and Boat are not protruding past the property boundaries as indicated on the Parking Plan. At no time are vehicles or boats to protrude onto the verge or be parked on the road.

If you are unable to place your boat in the boat parking area as indicated on the parking plan, there is 24 hour boat parking available at Shark Bay Marine Repairs, 60 Monkey Mia Road, Denham.

Please contact 0427 481 324 for bookings. Please refer to the Parking Plan clearly displayed at the property.

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Attachment 2 – Submission Letter

Janine Guenther 3 Leeds Court
Denham WA 6537

Dear Dale, dear Councillors,

I think the article below might be a good read for everyone who is involved in the decision making in regards to development applications for new Holiday Homes/STHRs.

I therefore would like to include it as a general item in my submission.

<https://www.abc.net.au/news/2026-04-13/survey-reveals-spread-homelessness-margaret-river/106544018>

Children and 75-year-old among homeless in holiday hotspot of Margaret River By Georgia Loney

ABC South West WA Topic:Homelessness

Mon 13 Apr

Monday 13 April

the main street in Margaret River with parked cars lined on either side of the street

A survey in Margaret River has revealed a significant homeless population. (ABC News)

In short:

More than 40 people have been found to be homeless in Margaret River, including a 75-year-old.

The Shire of Augusta Margaret River says its homeless survey has identified deep housing insecurity in the holiday hotspot.

What's next?

The shire says the results will be used to lobby for assistance.

Link copied

Share article

A homeless survey conducted in one of Western Australia's best-known tourism towns has revealed children and people in their 70s are among those sleeping rough.

In a first-of-its-kind survey, the Shire of Augusta Margaret River interviewed some of its homeless population in a bid to secure more services and social housing.

Margaret River, 270 kilometres south of Perth, has a median rent price of \$800 per week.

Over three days, shire rangers and volunteers saw 43 locals and 25 seasonal workers come forward,

saying they did not have stable accommodation.

Margaret River homeless data Collection A woman standing outside a caravan

One of Australia's best-known holiday towns must "prove" its homelessness problem.

The shire believes this result was just a fraction of the number of homeless people living in the shire of 19,000.

The results have also raised questions about the high concentration of holiday homes in the town, with about 800 short-stay rentals making up at least 10 per cent of existing dwellings.

Middle-aged men struggling

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More than two-thirds of people interviewed were middle-aged men, with respondents reflecting a median age of 45.

Vans and cars parked at Surfer's Point during the day

Margaret River is a popular destination, but many people are sleeping in their cars. (ABC South West WA: Anthony Pancia)

The report found the oldest person sleeping rough was a 75-year-old, while the youngest was a 25-year-old.

Twelve children across nine different families were also identified as homeless in the survey. The report stated that one man had been homeless for more than 30 years.

"Alex is a 49-year-old Australian man ... and generally spends his days in the local bush," the report stated.

Shire president Julia Jean-Rice said she was shocked at the results.

"It was really concerning to see that families and children are part of the local homelessness picture," she said. "And also shockingly, that discrimination is a common barrier towards accessing housing." Julia Meldrum is the Augusta-Margaret River Shire president. Julia Jean-Rice is pushing for help for the homeless. (Supplied: Augusta Margaret River Shire) Ms Jean-Rice said it was "devastating" to learn about the 75-year-old sleeping rough. "Homelessness can affect anyone at any age," she said. Ms Jean-Rice said the figures supported the shire's continued call for more place-based services and crisis accommodation.

"It's a much bigger problem and certainly a much bigger one than the state government realises in Margaret River."

Just Home project coordinator Shona Hunter said the data proved the extent of the homelessness problem.

"This [Margaret River] is not as much of a wealthy area as you might think, and given that we have such a beautiful place and lots of tourists, we still have a significant underlying problem of people experiencing homelessness," she said. Shona Hunter looking directly into the camera

Shona Hunter says the data shows that Margaret River's housing problem is serious. (ABC South West WA: Georgia Loney)

Call for tighter controls on holiday homes

WA's short-term accommodation register indicated there are about 900 holiday properties listed in Augusta-Margaret River, while the 2021 census lists about 8,800 private dwellings.

Long-term local Dane Gaunt is a private planning consultant and has been calling on the shire to scale back new approvals of holiday homes during the housing crisis.

He said his crunching of the available listings showed between 10 per cent and 12 per cent of dwellings were being used as vacation properties.

Margaret River mainstreet

Margaret River locals say the needs of the town's growing population must be addressed. (ABC South West: Andrew Williams)

Mr Gaunt said this was a high concentration, even compared to other coastal areas.

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"No-one is saying holiday homes should be banned altogether, and they do play a really important role in our tourism market," he said.

"But there does need to be some tightening of the rules given where we are at with the rental market."

The shire has defended its stance and said its holiday house policy already prioritised permanent housing supply.

Ms Jean-Rice said holiday homes were only allowed in certain areas of the shire.

"There's a whole lot of things, but we will do our best through our holiday home policy to balance the provision of housing for permanent housing, for holiday homes," she said.

"Those two policies, the access and inclusion holiday home policies, work in tandem to ensure that as much as possible in our control, housing is available for permanent residents."

State government urges 'all reasonable measures'

Homelessness Minister Matthew Swinbourn indicated the shire should do more to address homelessness.

"If the shire is taking homelessness as seriously as they claim, it should be supportive of all reasonable measures that will provide secure housing for those people facing or experiencing homelessness."

Mr Swinbourn said the government funded 10 services to provide homeless support across the South West and had invested a further \$5 million in the services in the past year.

Posted Yesterday at 8:03am, updated Yesterday at 11:25am

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11.2 APPLICATION THIRD APPROVAL STRATA LOT 2 (NO 1) LEEDS COURT, DENHAM

FILE #4296

AUTHOR

Liz Bushby

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Town Planning Innovations

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.50A of *Local Government Act 1995*

Moved Cr

Seconded Cr

Officer Recommendation

That Council:

- A. Determine that the ‘short stay strata dwelling’ use may be consistent with the objectives of the Residential zone and give notice under Clause 64 of the deemed provisions before determining an application for development approval for the use of the land.**
- B. Note that:**
- The application has been advertised for public comment. Advertising closed on the 15 May 2026.
 - Three submissions have been received as summarised in Table A.
 - A draft condition requiring delineation of the front lot boundary is included in the body of this report for Council discussion.
- C. Approve the application seeking planning approval for the existing dwelling on Strata Lot 2 (1) Leeds Court Denham to be used as a ‘short stay strata dwelling’ subject to the following conditions and footnotes:**
- 1. This approval is valid for a maximum of 12 months from the date of this planning consent. Following the 12 month period this approval shall expire and become void.**
 - 2. All car and boat parking on Strata Lot 2 shall be in accordance with the attached approved Management Plan and Parking Plan. Boat sizes must be able to be accommodated within a nominated boat parking area as denoted on the attached approved parking plan, or off site as outlined in the attached approved Management Plan.**
 - 3. The owner shall implement stricter measures regarding noise mitigation as part of the Management Plan lodged and approved as part of this application.**
 - 4. This approval for a ‘short stay dwelling’ is issued to Sheridan Buswell and Lee O’Donnell as the landowners of Strata Lot 2 (No 1) Leeds Court, Denham. This approval shall not be transferred or assigned to any other person and shall not be transferred from the land in respect of which it was granted.**

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5. **Should there be a change of ownership of Strata Lot 2 this approval is cancelled and expires.**
6. **The owner shall continue to engage a local property manager to manage the holiday house in accordance with the Management Plan approved as part of this application.**
7. **If an alternative manager is engaged (other than the agent stated in the Management Plan), then a revised Management Plan is to be lodged for separate written approval by the Chief Executive Officer with revised contact details for any new property manager.**
8. **The owner shall keep and maintain a working fire extinguisher on the premises at all times in accordance with the Management Plan approved as part of this application, or any revised Management Plan approved separately in writing by the Chief Executive Officer.**
9. **A laminated copy of the fire escape plan and parking plan approved as part of this application shall be displayed in prominent places within the existing dwelling.**
10. **The existing landscaping/garden beds in front of the dwelling shall be retained and maintained.**
11. **No guest shall be accommodated for periods totalling more than 3 months in any 12 month period.**
12. **The maximum number of persons to be accommodated at any one time shall be limited to 6.**
13. **If any sign is installed to advertise or identify the holiday house it shall only be located within the lot boundary and the sign face shall not exceed an area of 0.2 square metres.**

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BACKGROUND

- **Location and Strata Information**

The lot is located near the corner of Leeds Court and Spaven Way.

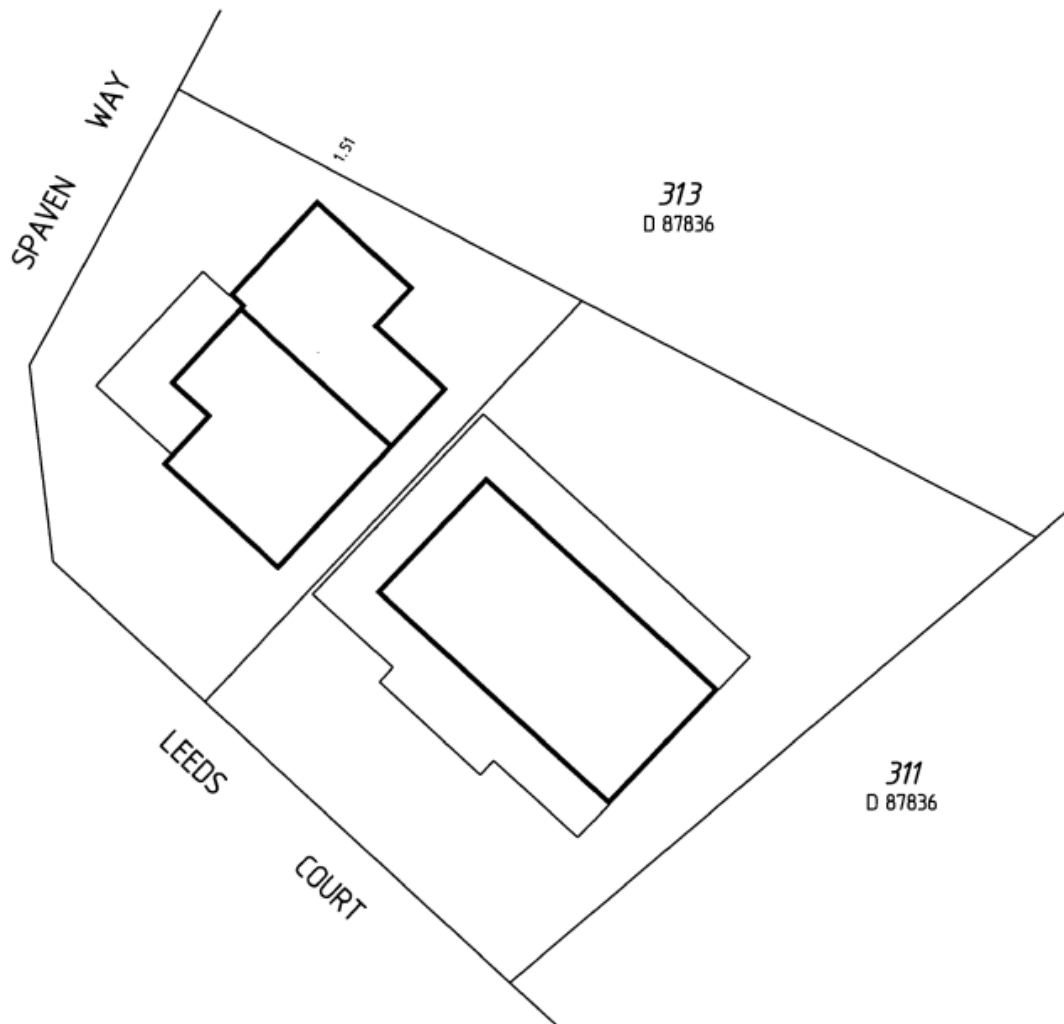
A location plan is included overpage for ease of reference.



The parent Lot 312 has been developed with two grouped dwellings. The parent Lot 312 has been strata titled into 2 strata lots, without any common property.

The Strata Plan is included overpage.

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Above: Strata Plan

There are different forms of strata titles. Based on the information available, the strata of 1 Leeds Court is an older strata scheme where the original property was divided into two strata lots. This type of strata is often referred to as a 'built strata' where the boundaries of each strata lot are defined by reference to the buildings shown on the strata plan.

Based on records through LandGate, the strata plan dates back to 2008.

- **Relevant information**

When the original application was lodged for this property, Ray White advised that 1 Leeds Court was historically used as a holiday rental and advertised as 'Shark Bay Dreaming'.

Their records indicate that the first booking was in March 2016 and the last booking was in October 2017.

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- ***Previous Approval (2024)***

A 'first time' application for this property was considered by Council at the Ordinary Meeting held on the 27 March 2024. Formal conditional approval was granted on the 8 April 2024 for a one year period, and expired on the 8 April 2025.

- ***Previous Approval (2025)***

A 'second time' application for this property was considered by Council at the Ordinary Meeting held on the 28 May 2025. Formal conditional approval was granted on the 13 June 2025 for a one year period, and expires on the 13 June 2026.

The June 2025 approval included conditions requiring a revised parking plan, and revised Management Plan as follows:

2. That following a site visit by Council, the owner shall submit a revised parking plan that addresses the concerns raised in the body of the report, the revised parking plan is to be incorporated into an updated Management Plan.

3. The owner shall implement stricter measures regarding noise mitigation as part of the Management Plan lodged and approved as part of this application.

On the 15 August 2025, the Shire Chief Executive Officer approved a revised parking plan and a revised Management Plan – Attachment 1.

The revised parking plan and Management Plan as approved in August 2025, form part of the current 2026 application.

COMMENT

- ***Description of proposal***

The application is summarised as follows:

- (ii) The dwelling has 3 bedrooms and can accommodate a maximum of 6 persons at any one time.
- (iii) The applicant has submitted a scaled parking plan (approved in 2025), evidence of compliance with the second 2025 approval (such as photographs of a fire extinguisher and displayed evacuation plan), and details of complaints.
- (iv) The owners intend to continue to use Ray White as the property manager. The property manager is responsible for all bookings, provision of information to guests, monitoring the property, and dealing with any complaints.

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Photographs of the property are included for reference.



Above: Photograph of existing dwelling as viewed from Leeds Court

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- **Zoning and Proposed Land Use**

Strata Lot 2 is zoned 'Residential' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

Under the Scheme, Table 1 lists land uses in a table format with different symbols listed under different zones.

Each symbol has a different meaning and determines whether Council has discretion to consider a land use in the corresponding zone (ie if the land use is permitted, not permitted, discretionary or requires advertising).

Part of the planning assessment involves determining which land use definition from the Scheme 'best fits' the proposal.

A dwelling on a strata lot is not construed as a 'single house' under the Residential Design Codes. Accordingly, the proposed land use is not construed as a 'holiday house' which is defined in the Scheme as *'means a single dwelling on one lot used to provide short-term accommodation but does not include a bed and breakfast'*.

The Residential Design Codes define a single house as a dwelling on a green title or survey strata lot, without common property. Strata Lot 2 forms part of a strata plan that doesn't include common property, however it is a 'built strata' and not a survey strata lot.

As the proposal does not fall under the Scheme definition of a 'holiday house', it is recommended that it be processed as a 'Use Not Listed'.

- **Use Not Listed**

The proposal is construed as 'short term rental accommodation' (STRA) which is not defined or listed in 'Table 1 - Zoning Table' of the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

The term 'short term rental accommodation' is defined in the 'deemed provisions' of the Planning and Development (Local Planning Schemes) Regulations 2015' as including *'....a dwelling provided, on a commercial basis, for occupation under a short-term rental arrangement....'*

In accordance with Clause 18(4) of the Scheme, as the use of the land for a 'short term rental accommodation' is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the interpretation of one of the other existing land use definition categories the Council may:

Option 1: Determine that the 'short term rental accommodation' use is consistent with the objectives of the Residential zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or

Option 2: Determine that the 'short term rental accommodation' use may be consistent with the objectives of the Residential zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or

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Option 3: Determine that the 'short term rental accommodation' use is not consistent with the objectives of the Residential zone and is therefore not permitted in the zone.

Option 2 is recommended for the following reasons:

- (a) It is consistent with how similar proposals, and the first 2 applications for this property, have been processed by the Shire, when an application entails a strata unit.
- (b) Council already resolved that a 'short stay strata dwelling' on 1 Leeds Court may be consistent with the objectives of the Residential zone when the 'first time' application was considered at the meeting held on the 27 March 2024, and a 'second time' application was processed in 2025. The only change is the use of a new STRA term that has now been incorporated into the 2015 Planning Regulations.
- (c) It allows for advertising of the application.

The pursuit of Option 2 does not translate that the use is consistent with the objectives of the Residential zone. It simply outlines that the use may be consistent with the objectives of the Residential zone and allows the application to be advertised for public comment.

TPI supports advertising of the application since it has been operating over part of 2024 and 2025. Advertising allows for public consultation, prior to the Council determining this new application.

- **Local Planning Policy No 1 : Holiday Houses**

The Local Planning Policy does not apply to this application as the proposal is not considered to be a 'holiday house'.

The Policy is referenced as Council has consistently taken into account the matters outlined in the Policy for other similar 'holiday house' applications. TPI would however caution Council as the Local Planning Policy does not technically apply to any 'Use Not Listed'.

Policy Requirement	Comment
1.A site plan or good quality clear aerial showing the existing house, existing buildings, driveway, and guest parking areas. The location, number and dimensions of parking areas should be clearly marked on the plan.	The owners have lodged a scaled parking plan which was approved by the Shire in 2025. Car parking is discussed in the body of this report.
2.An internal floor plan showing the house layout, the use of each room, and number of double, single or bunk beds per room (including fold out couches).	There is a detailed floor plan showing all bedrooms and the number of beds.

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Policy Requirement	Comment
3. Carparking to be provided at a rate of 1 space every 3 guests.	<p>Two existing hardstand carparking bays are provided to cater for 6 guests in the double driveway.</p> <p>Car parking is discussed in the body of this report.</p>
4. A Management Plan that addresses how the land use will be managed on a day to day basis to maximise protection of residential amenity, including details of how noise issues will be addressed by the Manager (handling of complaints), and full contact details of the Manager or employee of the Manager.	<p>A Management Plan by Ray White has been lodged, and is in a format comparable to other management plans that have been approved by the Shire.</p> <p>The revised Management Plan was approved in 2025 by the Shire.</p>
5. A Fire and Emergency Response Plan that includes detailed fire escape route maps, provision of a fire extinguisher and emergency contact numbers.	<p>The owners have implemented a Fire and Emergency Response Plan.</p> <p>The applicant has lodged a detailed floor plan that shows the location of a fire extinguisher, fire blanket, outdoor hose, escape routes and assembly point at the front of the lot.</p> <p>The applicant has lodged photographs showing:</p> <ul style="list-style-type: none"> - An A3 laminated Evacuation Plan displayed in the dwelling; - An installed Fire Extinguisher and Fire Blanket.

• **Complaints**

When an application for a 'renewal' is lodged, applicants are requested to provide advice on any complaints, the nature of complaints, and actions taken by the property manager in response to complaints.

Information on complaints assists in the assessment of any application seeking a 'renewal'.

Rather than provide complete copies of emails and complaints as attached to the application, TPI summarised the complaint information into a table, and it formed part of public advertising.

A table of complaints recorded prior to lodgement of the current application is included as Attachment 2.

TPI is of the understanding that after lodgement of the current application, three additional complaints were pursued with Ray White over the 27 to 28 April 2026 period about parking – refer photographs overpage.

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Above: Photographs/complaints sent to Ray White 27 to 28 April 2026

Where complaints have been made, the nature of those complaints needs to be considered, as they can assist Council to assess issues such as amenity.

The number of formal complaints helps provide a documented indication of neighbours experiences living next to any short stay accommodation. There still needs to be some consideration of whether the complaints are valid, if they have been (or can be) addressed by the property manager, and /or factors such as the seriousness of complaints and 'one off' situations.

The complaints relate to (1) non-compliance with the approved parking plan and (2) parking on or traversing the verge.

- **Consultation**

The application was referred to 17 owners/occupiers of lots in Spaven Way and Leeds Court, however some of the lots are vacant.

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A total of 3 written submissions were received from the owner and occupier of adjacent 3 Leeds Court, and the owner of 20 Spaven Way.

The plan below shows the location of the submitters property to the immediate south east of 1 Leeds Court. The two properties share common lot boundary.

The numbers on the aerial correlate with the numbering of submissions in Table A.



Above: Plan showing location of properties /submitters

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Table A: Submission Table

SUBMISSION	TPI COMMENTS
<p>Submission 1: Dr Bevan Buirchell 3 Leeds Court, Denham</p>	<p>TPI (consultant Planner) Comments</p>
<p>1b.</p> <p>We did complain recently (April 2026) about parking on the verge, off site, and this was promptly attended to by Management. Although it does highlight one issue with parking that still continues to cause antagonism between neighbours/Management and guests.</p> <p>The issue is that guests, while trying to comply with the parking requirements, are unable to clearly identify the front boundary of the property. Without this they cannot identify what is considered ONSITE and what is OFFSITE. This especially is deceptive for guests of 1 Leeds Court as the whole paved front and verge has no division noting the boundary. This is an issue that also would apply to a number of other STHR's that don't have a front fence (eg 3 Poland Road)</p>	<p>Noted.</p> <p>The submission outlines their continued concerns over some parking issues which they reported to the property manager.</p>
<p>1c.</p> <p>The Council should make it a condition of Approval of the Application that a distinct property boundary has to be easily identifiable. Such a condition would substantially improve life for the guests, neighbours and Management. While a fence would be the obvious boundary indicator, a simple painted line across the paved area would be sufficient.</p>	<p>This request is discussed in the body of this report.</p>

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SUBMISSION	TPI COMMENTS
<p>1d. Boats</p> <p>There is an on-going issue with the size of boats/trailers that are allowed to park at 1 Leeds Court. Considering that this is a small Strata Titled property there is limited space for parking of large boats at the side of the house and in the front. This is due to:-</p> <ol style="list-style-type: none"> 1. There is not enough room in the front to easily park a large boat without hanging over the boundary. 2. Those guest who attempt to park their large boat at the side of the house struggle to safely avoid the green dome near the entrance. This continues to cause us angst when viewing their attempts as this dome is the source of our electricity as well as for 1 Leeds Court and the loss of power would result in an unnecessary and great inconvenience to us. <p>Given the above Council may wish to consider limiting the size of boats/trailers (to one axle) that guests can park on site.</p>	<p>Noted.</p> <p>TPI has recommended Condition 2 noting that the property manager needs to enforce the parking plan.</p> <p>Council can revise the wording of any recommended conditions as it sees fit.</p> <p>Parking is discussed in the body of this report.</p>

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SUBMISSION	TPI COMMENTS
<p>Submission 2: Ms Janine Guenther 3 Leeds Court, Denham</p>	<p>TPI (consultant Planner) Comments</p>
<p>2a. I would like to oppose the New Development Application. But before I lay out my reasons, I would like to remind the Council that this submission expresses my personal opinion and my personal concerns as a community member and a direct neighbour.</p> <p>I would appreciate it if my submission would be respected as such and that Liz Bushby would be refrained from deflecting from my points by adding her word-lengthy ‘analysis’ and trivialising my opinion by inappropriate comments.</p>	<p>Noted.</p>
<p>2b. Before I list specific reasons why I oppose this development I would like to draw the Council’s attention to the general problem of short-term holiday rentals (STHR).</p> <p>Anyone reading or listening to the news will have heard by now that more and more Shire/Town/Cities are waking up to the problem of STHR and many consider to ban or seriously restrict numbers of STHR to protect their community and businesses.</p> <p>Below are a few ABC headlines:</p> <p><i>City of Sydney to investigate ban on short-term rentals / ABC News 29/April/2026</i></p> <p><i>Victoria’s short-stay levy may be contributing to drop in holiday rental growth data suggests / ABC News 16/April/2026</i></p> <p><i>Fees to convert homes into short-stay accommodation jumps to \$5000 (Tasmania) / ABC News Monday 27/April/2026</i></p>	<p>Noted.</p> <p>Council has had general discussions on an acceptable level of holiday houses (as a 15% percentage of residential lots) as part of past workshops.</p> <p>The percentage of 15% was nominated in the last report on delegated authority for holiday houses, considered by Council at the Ordinary Meeting held on the 28 May 2025.</p> <p>The number of holiday house approvals are monitored by the Shire.</p>

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SUBMISSION	TPI COMMENTS
<p>Margaret River to survey homeless population as housing crises bites holiday hotspot / ABC News 10/March/2026</p> <p>Brisbane City Council announces crackdown on short-stay accommodation in residential areas 09/December/2025</p> <p>Busselton bans new unhosted short-stay accommodation in residential areas / ABC News / 12/June/2025</p>	
<p>2c. Unfortunately, it seems that our Town Planner is unaware of all this as in her analysis and recommendation we never get to read anything along those headlines.</p> <p>Given the already high number of STR in Denham it's about time the Council starts to implement restrictions if not a ban on short-term holiday rentals. And yes, the Council has the right to legally do this (backed up by the Town Planning Scheme No 4).</p>	<p>Noted.</p> <p>This is because it is a strategic issue which Council has discussed as part of past workshops.</p>

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SUBMISSION	TPI COMMENTS
<p>2d. Residential Zone</p> <p>Leeds Court lies within a zone clearly defined as 'Residential' in our Town Planning Scheme. A residential zone by definition should provide a residence to someone – whether to the owner or to a long-term tenant.</p> <p>Allowing the establishment of commercial short-term holiday houses within a residential zone denies people the protection and reliance upon the Town Planning Scheme.</p> <p>The Town Planning Scheme No 4 / 32.15.3 (e) states that short-term holiday rentals are supposed to be encouraged close to the Denham town centre and discouraged within established residential areas distanced from the Denham town centre.</p> <p>Leeds Court is a well established residential area at the 'back' of Denham. Approving a short-term rental in the outskirts of town would contradict the Shire's own Town Planning Scheme.</p> <p>And just to save the Shire some money to pay for TPI's analyses I will take some wind out of her smart sail by admitting ... YES ... in the Town Planning Scheme it says "May show regard for" ...and yes ... this means that the Council does not HAVE to do it but it also means that they COULD do it ... if they chose to care for the community.</p>	<p>As explained in numerous reports by TPI on various STRA and holiday houses, Council has discretion over this form of land use in a residential zone.</p> <p>Applications can be approved (with or without conditions) or refused by Council.</p>

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SUBMISSION	TPI COMMENTS
<p>2e.</p> <p>Parking Plan</p> <p>The parking situation has traditionally been extremely difficult at 1 Leeds Court, partly due to the TPI's recommendation to legalise parking on the curb for STHR guests (hence contradicting all other decisions). During the last 12 months this has been rectified by a new parking plan and I would like to thank Council for this. The parking situation has improved and it's been overall less impacting on our amenity due to a large percentage of guests parking (as they should) ON-SITE.</p> <p>However, I would also like to point out that the STHR has been vacant for long periods. The fact that only a few complaints have been received is therefore misleading. I would also like to point out that two more complaints have been lodged just in the last ten days.</p> <p>Furthermore, it has been extremely stressful for many of the boat owners to squeeze their boat/trailer/car into the little place there is for parking.</p> <p>Some of the guests are confused were exactly the boundary is. Therefore I would suggest some clear markers such as a black line indicating where "ON-SITE" starts and ends. To ban boats would be an even better option.</p>	<p>2e.</p> <p>It is unclear why the submitter makes this statement, as verge parking is controlled under Clause 3.7 of the Shire of Shark Bay Parking and Parking Facilities Local Law.</p> <p>The submitter would not be aware that Council has previously been provided with independent confidential advice on it's Local Laws from an independent source.</p> <p>TPI is of the understanding that Ray White has been encouraged by the Shire to try and limit parking to within the lot boundaries as much as reasonably possible (at the site visit held in 2025).</p> <p>The submitters comments on vacancy rates, boat parking and lack of delineation of the front lot boundary are noted.</p> <p>The issue of marking the front lot boundary is discussed separately in this report.</p>

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SUBMISSION	TPI COMMENTS
<p>2f.</p> <p>Increased risk during cyclone to adjacent properties.</p> <p>In February 2024 I was among eleven residents signing a submission opposing the initial development application. One of the many reasons listed was the increased risk during a cyclone.</p> <p>We pointed out that short-term holiday rentals are traditionally vacant for most of the time during the peak cyclone season, hence important repairs before, during and after the cyclone can't be undertaken. This also means an increased risk of items/house parts getting loose, e.g. colorbond sheets, fence posts or outside furniture, which then could become missiles causing damage to neighbouring properties.</p> <p>As STHR are investment properties, they are traditionally also less maintained than residences in which people live. 1 Leeds Court is a classic example. While the front yard is swept clean for the guests, the vital parts of the house, including the roof, is rusting away. The photos on the next page speak for themselves I would like to add that the roof is on the same level as my house (and major window front). If roof sheets take off during a cyclone the Shire might face a liability issue if the Council decides to renew the licence without placing a condition and having the roof maintained to the standards of a residence in the residential area. No other nearby house shows these extreme signs of neglect.</p>	<p>2f.</p> <p>TPI cannot comment on the structural integrity of the dwelling as this is a building issue.</p>

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SUBMISSION	TPI COMMENTS
<p>Should the Council decide yet again to ignore my concerns and approve the development application, I would like to request the following:</p> <p>a) restrict the approval to 12 months (as I pointed out, the STHR was empty for a great deal of time during the last 12 months)</p> <p>b) make it a condition that the roof will be fixed so it causes no danger to neighbouring properties and no liability risk to the Shire if sued for neglect of duty (approving a STHR knowing that the owner is unlikely to invest money to have the roof repaired)</p> <p>c) make it a condition that a clear boundary line is painted on the pavement to assist guests with parking their cars/boats on-site</p> <p>d) ban boats</p>	<p>This is a request for Council consideration.</p> <p>TPI has recommended Condition 1 to limit the term of approval to 12 months, however Council has discretion to issue a longer 3 year approval as it is a 'renewal'. The 12 month limit allows a further review in one year.</p> <p>The issue of marking the front lot boundary is discussed separately in this report.</p> <p>The application is for a land use, and TPI is not able to recommend conditions be imposed to 'fix the roof'. The structure is a building matter.</p>
<p>Submission 3: Ms Jens Mohr 20 Spaven Way, Denham</p>	<p>TPI (consultant Planner) Comments</p>
<p>3a. An increase in short term rentals worsens Denham's housing shortage, reducing long-term rental availability, driving up house prices, and limiting local employment and volunteer services. The town faces a rising percentage of unoccupied dwellings, with 31,5% vacant in 2021, mainly due to conversions into holiday rentals, risking community decline and a slow transformation into a ghost town.</p> <p>3b. The imbalance between tourism-driven short-term rentals and permanent residences threatens community cohesion, leading to loss of neighbourhood quality, increased noise and disruptions of resident's routines and ability to relax.</p> <p>3c. The Town Planning Scheme No 4 encourages short-term rentals near the town centre but discourages them in clearly defined residential areas like</p>	<p>As per 2b.</p> <p>The objector outlines her personal opinion on broader issues.</p> <p>3c. As per 2d.</p>

ORDINARY COUNCIL MEETING AGENDA

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SUBMISSION	TPI COMMENTS
<p>Leeds Court. Why the council acts persistently contrary to its own town planning scheme is a mystery to me.</p> <p>3d. The Ray White Management in Denham, in charge of this property, is apparently overchallenged by the demands of a proper management. Its handling of complaints is inappropriate and unprofessional. The replies to complainants are downright aggressive. The shire should also reject this application as long as the short stay accommodation is not adequately managed.</p>	<p>3d. To the best of TPI's knowledge, the submitter has not lodged any complaints to Ray White.</p>

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Above: Photo showing one car in the existing double driveway

- ***Submissions Requests***

Property Line Marking

Both public submissions outline concerns that it is difficult for guests to identify the front lot boundary, noting that unhitched boats cannot be parked on the verge (under the Shires Parking and Parking Facilities Local Law).

TPI has drafted the following condition for Council discussion, however has reservations over whether it is fair and reasonable, given some of the feedback indicates parking, for the most part, has improved, and that the property manager seems to be actively actioning complaints.

The owners shall clearly mark a visible line along a portion of the front property boundary adjacent to the boat parking area in front of the house, to ensure all guests can clearly identify the parking area(s) available within the lot boundary for unhitched boats. Line marking shall be in accordance with the blue line marked on the attached approved plan.

Council may be satisfied that (1) the parking issue is not so immense that it warrants the above condition and (2) that a further 12 month approval allows for continued close monitoring.

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Boat sizes and request for no boats

A submission requests that a condition be imposed that no boats be permitted, and both submissions raise concerns over the size of boats.

The submission from Dr Bevan Buirchell makes it clear that he considers that parking has been improved, and recent complaints were 'promptly' attended to.

As such, TPI does not recommend a condition prohibiting boats, however has recommended Condition 2, and that the term of approval be limited to 1 year to allow for continued close monitoring.

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LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Clause 57 of the deemed provisions outlines ‘*matters to be considered by Council*’ including but not limited to orderly and proper planning, the compatibility of the development with its setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

Clause 64 outlines advertising requirements for different applications. Any application for a ‘use not listed’ is considered a complex application, and requires a longer 28 day advertising period.

Clause 1, Schedule 2 of the deemed provisions now include a definition for short-term rental accommodation as follows:

‘short-term rental accommodation —

(a) means a dwelling provided, on a commercial basis, for occupation under a short-term rental arrangement; but

(b) does not include a dwelling that is, or is part of, any of the following —

(i) an aged care facility as defined in the Land Tax Assessment Act 2002 section 38A(1);

(ii) a caravan park;

(iii) a lodging-house as defined in the Health (Miscellaneous Provisions) Act 1911 section 3(1);

(iv) a park home park;

(v) a retirement village as defined in the Retirement Villages Act 1992 section 3(1);

(vi) workforce accommodation. ‘

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

Clause 16(2) of the Scheme outlines the following objectives of the Residential Zone:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.
- To provide for tourist development which is compatible with and complementary to residential development.

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POLICY IMPLICATIONS

The Shire has a Local Planning Policy for Holiday Houses. Whilst this application is not technically a 'holiday house' it has been assessed taking into account the general Policy requirements.

The Western Australian Planning Commission has a 'Planning for Tourism and STRA Guideline' which outlines that:

- The prevalence of residential properties being let as short-term rental accommodation in residential areas has increased rapidly in Western Australia since the emergence of online e-commerce booking platforms.
- Depending on the type and scale of the short-term rental accommodation proposed, a variety of controls may be applicable to manage the use.
- The Guidelines propose tailoring of local planning schemes, alongside preparation of local planning policies, to address the specific issues encountered by individual local governments in relation to short-term rental accommodation.

The WAPC Guidelines outline that *'local government may require the applicant to prepare a management plan to address potential amenity impacts arising from short-term rental accommodation and necessary emergency protocols'*.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

NIL.

RISK MANAGEMENT

There are no known risks associated with the proposed development.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author
Chief Executive Officer
Date of Report

L Bushby
D Chapman
19 May 2026

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Management Plan

**RAY WHITE SHARK BAY
MANAGEMENT PLAN**

1. PROPERTY ADDRESS: 1 LEEDS COURT, DENHAM

PROPERTY MANAGER DETAILS:

Name: Ray White Shark Bay – Debbie Byett
Address: U3/ 71 Knight Terrace, Denham
Phone Number: 9948 1323
Mobile: 0448 753 314
Email: sharkbay.wa@raywhite.com

DETAILS OF RESERVATION ARRANGEMENTS (PLEASE TICK ALL APPLICABLE):

- Internet (please specify) : All bookings through Ray White Shark Bay
- Property Manager : All bookings through Ray White Shark Bay
- Other (please specify) N/A

4. RAY WHITE SHARK BAY MANAGEMENT STATEMENT

Ski At Denham Pty Ltd T/A Ray White Shark Bay has been managing holiday accommodation houses and units in Denham continuously for the past 20 years.

Ray White Shark Bay are a complete property management service and over the years have developed the skills necessary to help the owners of the properties, and, the many thousands of visitors we deal with annually. We are based permanently in Denham and have an office located at 3/71 Knight Terrace. The office is officially open 6 days a week and we are available by mobile if the office is not open.

Some key points of our service below.

- The premises are inspected after guests check out to ensure that it has been kept in a neat and tidy condition. Guests can provide their credit card details as security or pay a bond which is refunded after inspection.
- Bins are put out weekly for standard Council pick up or as necessary.
- We arrange regular cleaning of the premises in between guest stays and ongoing maintenance of the property.
- Any damage, safety or general maintenance issues are reported to the owner, including smoke alarms and fire emergency equipment.
- If works are needed, such as replacement of smoke alarms, new batteries in smoke alarms, or general safety / maintenance repairs then we organise those works for the owners.
- As premises are inspected regularly we have a high level of knowledge about the condition of each property/dwelling under our management.
- Because we are based locally and live in the Denham community, we have excellent knowledge of what happens at all the properties that we manage.

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5. BOOKING PROCEDURE CONDUCT FOR GUESTS

Ray White Shark Bay have booking procedures and provide guests with the following at the time of booking:

TERMS AND CONDITIONS (House rules) Need to know items such as Check in / Check out times. After Hour Key Pick Up. Linen and what is provided. Cancellation Policy. Pet Information. Rubbish collection. Guest Numbers/Excessive Noise. Guest Responsibilities. Left Items. Feedback. Call Outs. Loss or Damage to Property. Alternate Accommodation. Property Keys. Covid-19 information.

CONFIRMATION LETTER which the guest acknowledges the booking is for a total of **6 guests** and that there is a strict no smoking policy inside the premises. They also acknowledge that if house rules are broken and false or misleading information has been given that, as the Property Manager, we have the authority to order the premises be vacated with no refunds given.

When guests check in whether it be in business hours or after hours they collect an envelope with a town map and directions to their accommodation, a set of keys, our after hours contact numbers if they are needed and important things to know.

6. MAINTENANCE AND ACCESSIBILITY

Who will be responsible for ensuring that a fire extinguisher will be provided?	Property Manager or Fire Technician (already installed)
Who will inspect the premises regularly to ensure that the smoke alarms are in working order?	Owner or Property Manager (already installed)
Who will inspect the premises regularly to ensure that the fire extinguisher is in working order?	By registered Fire Test & Tag Technician at least 2 times per year
What arrangements are in place for cleaning the house before each booking?	Organised by Ray White Shark Bay via local contract
Is there a working outdoor hose available to guests?	Yes (5 in total) – three downstairs, one at the side front of the house and two downstairs at the back of the house along with two upstairs on either side of the verandah.
If windows are fitted with locks, are the keys provided to guests?	Yes – organised by Ray White Shark Bay
Are guests given keys to all external lockable doors, including security doors?	Yes - organised by Ray White Shark Bay
What arrangements are in place for maintenance of external yard areas?	Organised by Ray White Shark Bay and also conducted via owners on a regular basis. The place is always well kept.

7. RAY WHITE SHARK BAY ACTIVE COMPLAINTS POLICY

- Ray White Shark Bay have staff available after hours who are contactable by mobile and email if neighbours need to report any guest behaviour issues.
- All complaints are recorded in an electronic form with the address and nature of complaint.
- Each complaint is assessed based on the individual situation taking into regard the seriousness of the complaint.
- Any premises would be inspected in person on receipt of a complaint and staff would talk to the guests about any issue reported by a neighbour.

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- Depending on the nature of the issue, staff may give the guests a warning or under extreme circumstances our company has authority to evict guests.
- The complainant / neighbour would be informed of the outcome of any inspection and action taken by our company to respond to the complaint. Advice would generally be provided in writing by email for recording purposes.
- Owners are also advised in writing of the any serious or justified complaint and action taken to respond or resolve any complaint.
- If warranted we would liaise with police over any serious issues. We have a good working relationship with local police.
- During peak holiday periods we conduct drive by inspections of properties under our care to ensure that they are well managed. We take an active role in overseeing the use of all holiday houses under our management to ensure that they are used responsibly.
- It is in our interest to ensure that all properties under our care are well managed, looked after, and maintained to fulfill our contractual obligations with land owners.

Also being a part of a large franchise group such as Ray White we can also call on our corporate office for assistance and support regarding any complaints or disputes.

As outlined in Point 5 all guests are provided with detailed terms and conditions as part of the booking process.

8. PARKING

Boat Parking for 1 Leeds Court is limited to reversing your vehicle up the driveway on the South Side of the property. Please be sure that your Boat & Car are not protruding past the fence blocking any neighbouring property's view entering or leaving their property.

If you are unable to place your boat in the boat parking area, there is boat parking available at 60 Monkey Mia Road, please contact Jamie on 0427 481 324.

Other vehicles such as cars can be parked in front of the double roller doors at the front of the property.

Please refer to the Parking Plan clearly displayed at the property (and also available on the Ray White website).

Ray White Shark Bay**TERMS AND CONDITIONS POLICY AROUND HOLIDAY SHORT TERM RENTALS**

DEPOSIT: A 50% deposit is required for all booking and is payable within (14) days from the date you made the booking. The balance is due prior to key issue, payment may be made by bank cheque (made payable to Ray White Shark Bay), money order, credit card or direct credit. If making a direct credit;

ACCOUNT NAME: RAY WHITE SB TRUST ACCOUNT

BSB: 066-509 ACCOUNT: 1021 8062

REFERENCE: please use your initials and surname

A receipt will be forwarded to you directly.

AGREEMENT FORM: An accommodation agreement form is required to be completed for all bookings. The forms requests details of name, address, drivers licence and credit card. If credit card is not available a minimum of \$500 will be required and payable on booking. The bond balance will be refunded by bank transfer to your nominated account 14 days after departure. An increased bond may be incurred for group bookings at our discretion.

CHECK IN: Your holiday property is available from 3pm and keys can be collected from our office upon arrival after this time. Please be advised that keys will not be issued until payment is received in full and the accommodation agreement has been fully completed and returned to Ray White Shark Bay. Only one set of keys will be issued for each property. After hours key collection can be made on request as long as payment and forms have been received.

CHECK OUT: Check out time is strictly 9am on the day of departure. Any late departures may incur a late fee. The keys must be returned to our office upon your vacating, if you are leaving after hours please place keys in "Key Return" slot in the office door.

LINEN: Linen hire is now mandatory due to health concerns at the cost of the guest, we also have Porta Cots & Highchairs available for hire.

Consumables: Consumables such as washing detergents, dishwashing detergents, toilet paper, garbage bags etc are not supplied.

CANCELLATIONS: Any monies/payments paid toward your booking are non-refundable unless reasonable notice (minimum of four weeks) is given to allow re-letting of the premises. If we are able to rebook the premises a \$27.50 cancellation fee plus any credit card charges will be deducted from monies paid. We regret that we are unable to refund early departures.

CHANGE OF OWNERS: When a booking is made, the deposit is accepted for the owner at that time. If the property is for sale and the ownership changes before your stay, we cannot guarantee that the property will remain available as we cannot accept responsibility for decisions made by a new owner. However, if the property is sold and no longer available, you will be notified as soon as possible so that you can arrange alternative accommodation.

PETS: Unfortunately none of our properties allow any pets.

RUBBISH: Rubbish bins are provided with all properties. Please ensure that all rubbish is removed from your holiday property and placed in the green bin provided and any excess rubbish disposed of thoughtfully. Please note that rubbish days are **Tuesday & Friday and bins to be placed on verge by 6am**. Please also ensure that the bin lid is closed and no rubbish left beside the bin. No fish offal is to be placed in the bins at the property – there are blue offal bins at the shire fish cleaning facilities on the foreshore or can be taken directly to the tip.

Continued...

GUEST NUMBERS/EXCESSIVE NOISE: Each holiday property is equipped for a specific number of guests. It is against the Health Department regulations for more people to occupy a property than there are beds to accommodate them. No mattresses, tents, campers or caravans, nor more cars than the property accommodates are allowed. If a property is reported to be overloaded and/or noise complaints are received the tenants will be ordered to vacate with no refunds made. Any Guests renting our Short Stay Holiday Properties need to make all efforts to minimize noise before 7am and after 10pm.

PARKING: All Guests need to adhere to the proposed parking plan for both cars and boats provided on the Website for the Property you have booked. Please Note: All properties have their own unique plan so be sure to adhere to the correct plan.

GUEST RESPONSIBILITIES: All holiday rentals under Ray White Shark Bay management are privately owned and are rented on a fully self contained and as is, basis. While every effort is made to ensure that all equipment supplied is in good working order and property is clean and tidy no additional responsibility will be accepted by the owner or Ray White Shark Bay. No discounts will be given for any perceived lack of value. All guests are responsible for keeping the property secure during their stay and will be responsible for any theft or damage due to neglect in this area. No liability is accepted for any injury, debt, damage, loss, delay, expense or inconvenience caused directly or indirectly by events beyond the agents or owners control. No responsibility is taken for guests personal property left on or near the property. It is recommended that guests take out personal property insurance or adequate travel insurance should any unexpected situations arise before or during your travel period.

LEFT ITEMS: If requested we will endeavour to recover and return any items of value inadvertently left in your holiday property, but take absolutely no responsibility for the recover or return. Packaging & postage will be at your expense (As Australia Post no longer has "COD" services you will need to provide a pre paid post bag). All other items held will be held for 2 weeks if not claimed within this time will be disposed of.

FEED BACK: We endeavour to ensure that each property is maintained to an acceptable standard. We do rely on feedback from visitors should there be any problems or improvements that could be made, most of the properties have visitors books. We do not take any responsibility should the property not be to your expectations. If you are not happy with your accommodation and nothing is reported to us prior to your departure then no refund will be given and no liability is accepted.

CALLOUTS: Should a tradesperson be sent out upon your request to carry out a repair without notifying this office the cost of the callout/repairs will be charged to you. All repairs need to be reported to this office, we will assess whether a tradesperson is required.

LOSSES OR DAMAGE TO PROPERTY: All guests are responsible for any loss or damage arising from breakages or other damage to the premises or common property during their stay, including removal of excess garbage and repairs or replacement of items in the property. The property must be left in a clean state and in the condition in which the property was found on arrival. If additional cleaning is required, the guests will be charged an additional fee. All properties are privately owned, please respect the owner's property and do not move furniture around, a fee may be charged should this occur.

ALTERNATE ACCOMMODATION: At times situations will arise which we have no control over. Ray White Shark Bay reserves the right to move visitors to alternate accommodation (subject to availability) at their discretion or at the direct instruction of the property owner. In this case, we will notify you as soon as possible and make every endeavour to place you in another property.

RENTAL RATES: In case of refurbishment or upon owner's request, rental rates may be subject to increase without notice. Should this occur you will be notified and given the opportunity to pay the difference in tariff or receive a full refund of your deposit. We will also offer you alternate accommodation if possible.

PROPERTY KEYS: If keys are lost you will be responsible for changing of the locks and 3 sets of keys. Should a guest require additional keys after hours please phone 08 9948 1323. If there are no spare keys available guests may be liable for any costs in gaining entry to the property. The keys are the guest's responsibility please take care of them.

GAS BOTTLES: In the event that the BBQ gas bottle runs out during your stay, please contact us at the office Monday to Friday 9am – 4pm, if afterhours please contact the afterhours number provided on the Welcome Letter in the envelope with your keys.

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Submission Summary

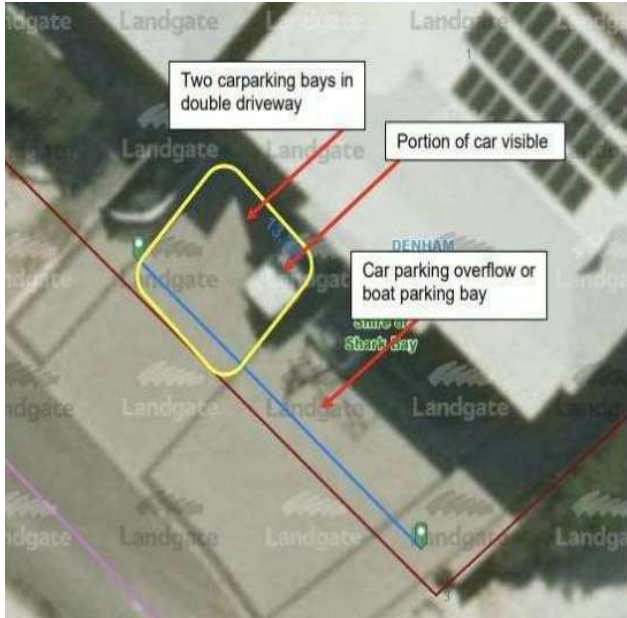
Summary of Three Complaints compiled by TPI (Consultant Planner for Shire of Shark Bay)	
Complaint 1 (summary) July 2025	Summary of Ray White response and TPI comments where relevant
<p>1A. Unhitched boats on verge</p> <p>Request that property manager ensure guests keep to the current parking plan and don't leave unhitched vehicles/boats on verge</p>	<p>1A.</p> <p>Ray White responded by email on the 15 July 2025 and advised that:</p> <p>We have tried to contact the guests however they are not answering, one of my staff will pop up to the house throughout the course of the day to rectify the situation.</p>
<p>1B. Parking Plan</p> <p>According to the current approval for boat parking, the boat needs to be parked in front of the house on site. Parking the boat in the narrow passage was deliberately not included in the new plan to reduce noise impact.</p> <p>Requested that files be updated and ensure that guests comply with the current parking plan.</p> <p>Reminder about the confidentiality issue we had in regards to you passing on information to third parties.</p>	<p>1B.</p> <p>Ray White responded by email on the 16 July 2025 and advised that:</p> <p>That parking plan that you have is incorrect. I have attached a copy of the revised approved parking plan for your information.</p> <p>TPI Comment: The approved parking plan includes the area to the east of the house.</p>
Complaint 2 (summary) July 2025	Summary of Ray White response and TPI comments where relevant
<p>2A. Parking / Compliance</p> <p>Could you please make sure that the guests in 1 Leeds Court comply with the new parking plan AT</p>	<p>2A.</p> <p>Ray White responded by email on the 18 July 2025 and advised that:</p>

ORDINARY COUNCIL MEETING AGENDA

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<p>ALL TIMES. And to reduce further stress to holiday makers staying in 1 Leeds Court, I recommend to update your website to "one small boat with limited parking possibility".</p> <p>As pointed out in our submission: the place is unsuitable for boat parking. The poor guests in 1 Leeds tried over ten minutes yesterday to back their boat into the narrow passage without hitting the fence or the green dome. There was a lot of shouting and stress involved.</p> <p>In the end they gave up with the car now parking (still hitched) on the verge blocking my view to the junction. In the end they gave up with the car now parking (still hitched) on the verge blocking my view to the junction. Please attend the issue.</p>	<p>Thank you for all that info, Obviously with coming home late they decided better not to hit the adjoining fence, however due to the fact that the boat is still hitched to the vehicle this is still within the guidelines for the Shire. I also feel that the holiday makers have been keeping to the parking guidelines when the vehicle is unhitched and in the driveway, and although still as stated legally parked overnight, I would not expect this to be a regular occurrence for them.</p>
<p>Complaint 2 (summary) July 2025</p>	<p>Summary of Ray White response and TPI comments where relevant</p>
<p>2B.</p> <p>Just to clarify... the car was parking on the verge and that is NOT in the parking guidelines (hitched or unhitched) and it also does not comply with the Shire's Planning Policy No 1 (see attached).</p>	<p>2B.</p> <p>Ray White responded by email on the 18 July 2025 and advised that:</p> <p>FYI you can park a boat, Trailer or caravan on the verge if it is hitched to a vehicle.</p>

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<p>Complaint 3 (summary) October 2025</p>	<p>Summary of Ray White response and TPI comments where relevant</p>
<p>3A.</p> <p>Could you please ensure that the guests in 1 Leeds Court comply with the current parking plan (see below). The parking plan excludes the narrow passage for boat parking (in consideration of the early morning noise problem) and as Town Planning Innovations stated "there is sufficient area on the Strata lot to park a boat" IN FRONT OF THE HOUSE.</p> <p>The boat of the current guests is parked in the passage and their car is constantly parked on the verge right next to our boundary, hence not only impacting on our amenity but also making it impossible for us to leave our property safely by car.</p> 	<p>3A. Response 1:</p> <p>Ray White responded by email on the 5 October 2025 and advised that:</p> <p>I will take this under consideration, however as far as I am aware you are allowed to park a car on the verge it's just boats, caravans and trailers that can not be unhitched and left on the verge.</p> <p>In fact, FYI you can legally park the car and boat on the verge if it remains hitched. I'm sure with Leeds court being a cul-d-sac with all of approx 6 houses in it, it must be hectic to pull out of your driveway with all that traffic. Possibly reverse into your drive for easier viewing access.</p> <p>As far as the driveway is concerned again as far as I am aware, guests are definitely allowed to park boats and other vehicles in the allocated driveway. Especially small boats as shown in your attached photo. It makes commonsense if the vehicle fits up the driveway as then it is not impeding on your viewing to leave your property.</p> <p>3A. Response 2:</p> <p>Ray White sent a second response by email on the 6 October 2025 and advised that:</p>

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	<p>I have contacted the guests and emailed them through another copy of the parking plan.</p> <p>FYI - the parking plan you are referring to is incorrect as this has been revised, please see attached a copy of the correct parking plan (I am pretty sure I have emailed this to you previously).</p> <p><i>TPI Comment: The Shire CEO emailed a copy of the approved parking plan to the complainant (6 October 2025). The approved parking plan allows for parking to the east side of the house.</i></p>
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Photos sent with Complaint 3:



TPI Comment: The parking plan approved by Council allows for parking to the east of the house. The boat parking shown in the photo above complies with the approved 2025 parking plan.

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11.3 PLANNING APPLICATION SEEKING APPROVAL FOR FRONT PATIO ADDITION TO EXISTING HOUSE – LOT 3 ON STRATA PLAN 56859 (NO 19A) KNIGHT TERRACE, DENHAM

AUTHOR

Liz Bushby, Town Planning Innovations (TPI)

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations (TPI)

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

Moved Cr

Seconded Cr

Officer Recommendation

That Council:

- A. Note that the application for a patio on Lot 3 (No 19A) Knight Terrace, Denham has been advertised to nearby and adjacent landowners for comment. Advertising closed on the 14 April 2026, and one objection has been received as outlined in Table A of this report.**
- B. Note that Clause 32.1 of the Scheme recommends a minimum finished floor level of 4.2 metres Australian Height Datum for land subject to inundation, and there is only discretion to vary it as follows:**
- (i) For non-habitable development that is detached from any single house or dwelling unit on the same lot in the Denham townsite.**
 - (ii) Refurbishment of an existing building or a minor extension to an existing development.**
 - (iii) Under Clause 34 which states that ‘*the local government may approve an application for a development approval that does not comply with additional site and development requirements*’.**
- C. Refuse the application seeking planning approval for a patio addition to the existing house on Lot 3 (No 19a) Knight Terrace, Denham for the following reasons:**
- 1. The lot is an area subject to inundation (flooding) where a minimum habitable floor level of 4.2m Australian Height Datum applies for any attached development. The proposed development is not detached and is not construed as a minor extension.**
 - 2. Support for the development will set a precedent for more significant development/extensions on other lots in Knight Terrace that are on land ‘subject to inundation’.**

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BACKGROUND

- **Zoning**

The lot is zoned 'Commercial' with a density code of R50 under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme').

- **Location**

A location plan is included below for ease of reference.



Above: Location Plan

- **Existing Development**

The original lot has been developed with two grouped dwellings, which now forms part of a built strata. Each dwelling and their surrounds are located on their own strata lot. The strata was supported by Council in July 2008.



Above: 19a Knight Terrace, Denham

- ***Relevant Council Decision October 2022 (holiday accommodation)***

A report on an application to use the dwellings on 19a and 19b Knight Terrace, Denham as 'holiday accommodation' was referred to Council at the Ordinary Meeting held on the 26 October 2022.

A conditional permanent approval was granted.

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Above: Photograph of existing dwelling at 19a Knight Terrace
Source: Ray White website

- **Relevant Council Decision May 2024**

In considering an application for extensions and alterations to an existing older dwelling at 143 Knight Terrace in Denham in May 2024, Council indicated that support for revised plans were based on an increase of floor area for habitable space not exceeding 30% (of the house footprint/ excluding the carport).

The 30% increase of floor area was considered to be 'minor' and a lower finished floor level was approved on that basis.

In that case, the house had a floor area of 69.56m² and an extension to the habitable floor space of 20.98m² was approved, as well as a front portico.

COMMENT

- **Description of application**

An application has been lodged for construction of a 4.5 metre by 11.8 metre patio, with a total area of 53.1m².

The patio is proposed to the front of the existing house, with a gable roof – refer Attachment 1.

The existing house has a floor area of 78.175m² (excluding verandahs), so the patio extension represents 67% of the house floor area.

The total existing development footprint (house and verandahs) has a combined area of 134.815m², so the patio extension represents a 39% increase in area.

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- **Residential Design Codes (alterations and additions)**

Under the Residential Design Codes there are specific ‘Deemed to Comply’ setback and site requirements applicable to the R50 density code.

The patio addition complies with all site and setback requirements of the Residential Design Codes.

- **Land Subject to Inundation**

A minimum finished floor level of 4.2 metres Australian Height Datum is a requirement for development on ‘land subject to inundation’ under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

Council has discretion to allow a lower finished floor level for:

- (1) Refurbishment of an existing building or a minor extension to an existing development;

The issue for Council consideration is whether the patio extension is considered ‘a minor extension’ and warrants support for both it’s size and a lesser finished floor level.

OR

- (2) Non-habitable development that is detached from any single house.

The patio is not detached.

- **Consultation**

The application has been referred to adjacent and nearby landowners for comment. Advertising closed on the 14 April 2026.

A letter was lodged by the owner of adjacent No 21 Knight Terrace as summarised in Table A below.

Summary of Submission	Officer (TPI) comment
I as the owner of 21 Knight Terrace firmly OBJECT to any such proposal of the planned works to this property and concerned about the following impacts.	Objection noted.
Visual Amenity: The proposed height and length of the patio is excessive and will significantly impact the visual amenity of my property. It is not in keeping with the character of existing structures in this coastal area.	The size of the patio is discussed in the body of this report, but in context of considering the Scheme provisions for ‘land subject to inundation’ and whether the patio extension constitutes a ‘minor’ extension. Based solely on areas, TPI is of the view that the size of the patio is not minor

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Summary of Submission	Officer (TPI) comment
	<p>comparable to the house and existing development footprint.</p> <p>Visual amenity is subjective, however generally open sided structures do not have a large impact on streetscape as it allows for a clear view through the structure (with no solid walls).</p> <p>The height of the patio is in scale with the dwelling (in TPI's view).</p>
<p>Impact on primary living space : the structure will result in a substantial loss of the 180 degree iconic ocean views currently enjoyed from my primary living area, which is a key component of the amenity of my home.</p>	<p>There is no legal right to a view as such, especially when relying on a view across another persons' lot.</p> <p>Council can consider issues relating to amenity and streetscape, taking into account the size, height or bulk of any development.</p> <p>An 'R50' density code applies to the development lot which allows for a front setback of 2 metres under Part C of the Residential Design Codes. Lesser setbacks can be permitted for a porch or verandah (up to half for the full building width).</p> <p>Despite the above, it is noted that there are older houses in this part of Knight Terrace that are setback a larger distance from the road.</p> <p>The setbacks for housing in this section of Knight Terrace vary. The house at 21 Knight Terrace is slightly forward of the existing house at 19a Knight Terrace, whereas the house on 17 Knight Terrace is setback significantly at approximately 30 metres – refer to aerial overpage.</p>
<p>I'm also concerned the additional undercover area will encourage more people residing at this holiday house than intended under the current structure of a 3x1 residence.</p>	<p>There are conditions on an existing planning approval for the holiday accommodation that limits the number of guests, and the property is managed by Ray White. That planning approval runs with the land.</p> <p>It is advertised on the Ray White website as 'Bellimos Beach House' and only has 3 bedrooms.</p>

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Summary of Submission	Officer (TPI) comment
	The patio is a non-habitable structure, so cannot be used as a habitable space for guests.
Holiday makers staying at this property whilst I'm not in residence are using my water and utilising my driveway for their vehicles and boats.	This is a compliance issue and any issues should be reported to the property manager. The property is managed by Ray White.
As 40+ year resident of 21 Knight Terrace Denham I propose the shire reject this application.	Noted.

An aerial showing existing dwellings and the objectors' property, is included for ease of reference.



Above: Aerial

- **General Comment**

Although the application is not supported by TPI as constituting 'minor development', Council may wish to take the opportunity to indicate whether it is prepared to consider a new revised application for a patio with a lesser floor area.

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For example, if the patio width was reduced to 3 metres, the area would be reduced to 35.4m² representing 26% of the total existing development footprint or 66% of the house floor area.

As the patio is non-habitable, Council may consider it reasonable to take into account both the house footprint, and existing non habitable verandah areas.

The above is included to generate Council discussion, and assist Shire Administration to provide potential alternatives to the applicant. Any new application would entail lodgement of a new planning fee, and re-advertising for public comment.

LEGAL IMPLICATIONS

Planning and Development Act 2005 – The current Residential Design Codes were made under Part 3A of the Act. The Codes have moved from a being a State Planning Policy to being a Planning Code.

The R Codes now have an elevated legal status of subsidiary legislation under the Act.

New Residential Design Codes (Volume 1, 2024) became operative on the 10 April 2024.

Planning and Development (Local Planning Schemes) Regulations 2015 -

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

Shire of Shark Bay Local Planning Scheme No 4 –

Clause 32.1(a) states that ‘*no development shall be constructed upon any land within an area considered by the local government as being vulnerable to coastal storm surge inundation unless granted specific development approval by the local government.*’

Clause 32.1(e) outlines where the local government has discretion to consider and require alternative minimum finished floor levels including where:

1. *‘the proposed development only involves refurbishment of an existing building or a minor extension to an existing development.’ Or*
2. *‘for non-habitable development that is detached from any single house or dwelling unit on the same lot in the Denham townsite’.*

Clause 34 outlines that Council has the ability to consider ‘Variations to site and development standards and requirements’.

Clause 34 outlines that **additional site and development standards** means requirements that are set out in Clause 32.

The minimum finished level of 4.2m Australian Height Datum is listed under Clause 32, and can be varied under Clause 34.

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Clause 34(2) outlines that 'the local government may approve an application for a development approval that does not comply with additional site and development requirements'.

Council can advertise any application seeking a variation to any site requirement. As outlined in this report this application was advertised for public comment.

Clause 34 (5) states that:

- (1) The local government may only approve an application for development approval under this clause if the local government is satisfied that -
 - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and
 - (b) the non-compliance with the additional site and development standard will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

POLICY IMPLICATIONS

The Residential Design Codes operate as State Planning Code.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this report.

RISK MANAGEMENT

Nil.

VOTING REQUIREMENTS

Simple Majority Required

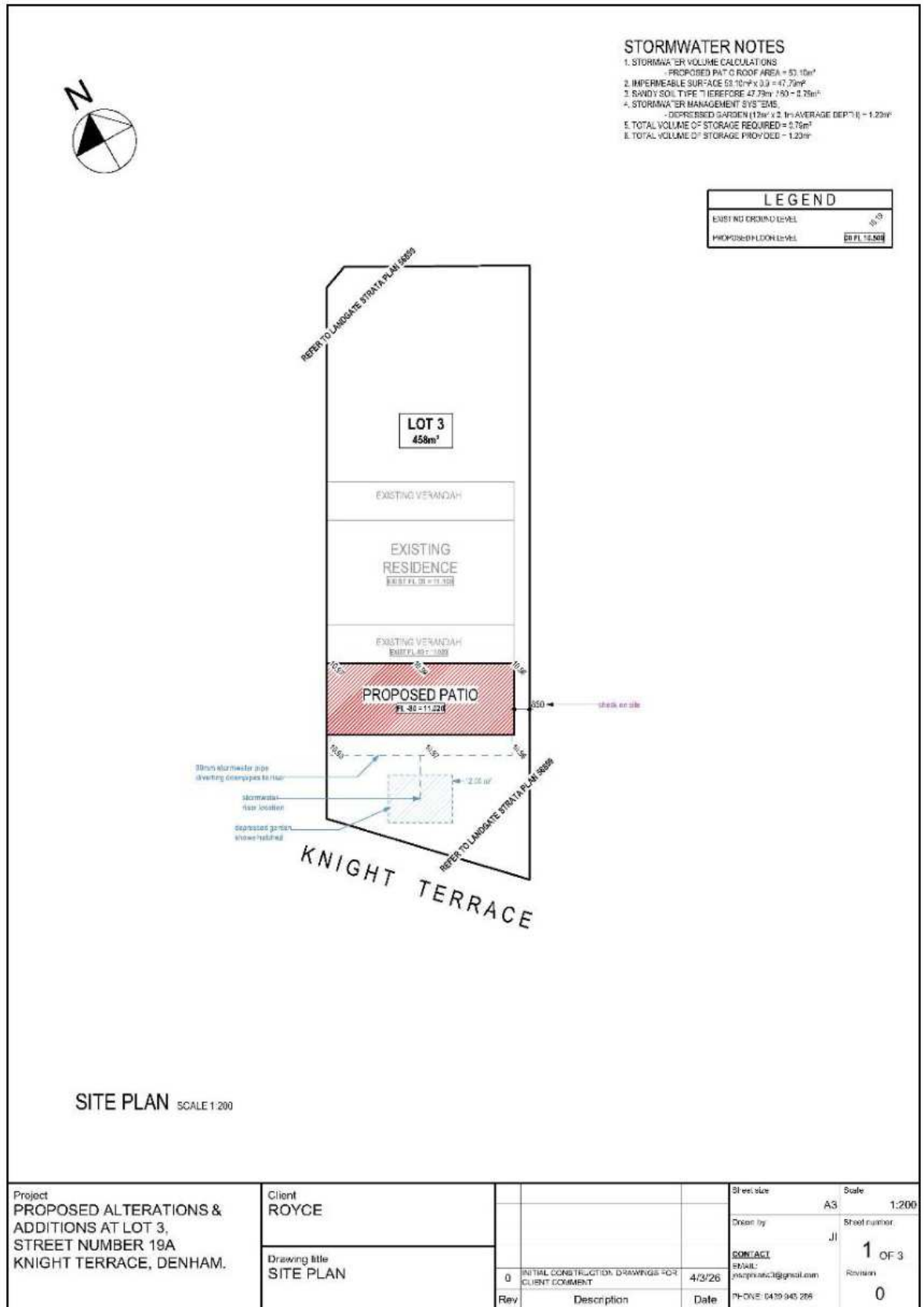
SIGNATURES

Author
Chief Executive Officer
Date of Report

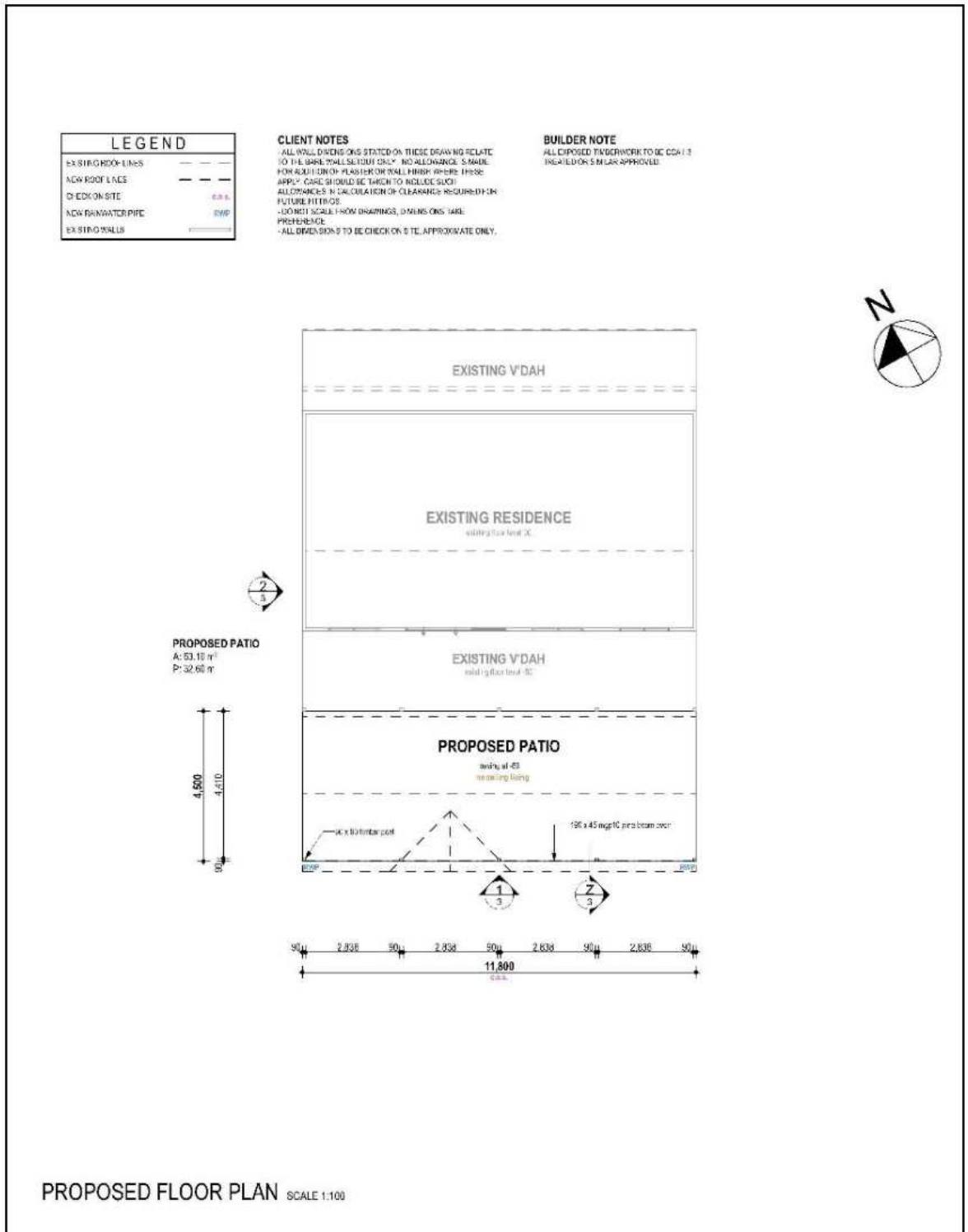
L Bushby
D Chapman
20 May 2026

27 MAY 2026

PLANS



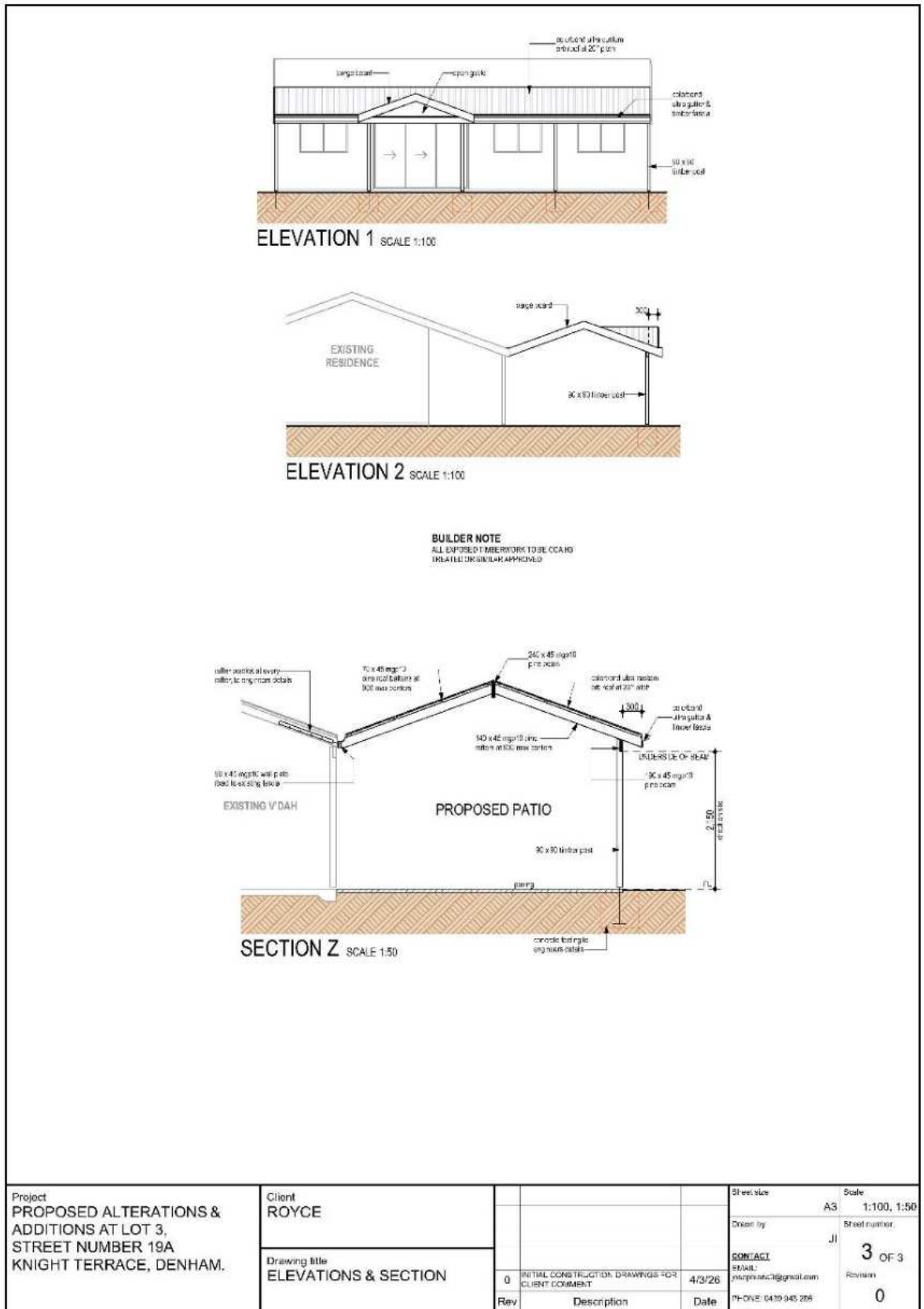
27 MAY 2026



Project PROPOSED ALTERATIONS & ADDITIONS AT LOT 3, STREET NUMBER 19A KNIGHT TERRACE, DENHAM.	Client ROYCE		Sheet size A3	Scale 1:100
	Drawing title PROPOSED FLOOR PLAN		Drawn by JJ	Sheet number 2 OF 3
		0 INITIAL CONSTRUCTION DRAWINGS FOR CLIENT COMMENT	4/3/26	Revision 0
		Rev Description Date	77-DNE 0410 045 266	

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11.4 GENERAL REPORT - DELEGATED AUTHORITY – CEO – HOLIDAY HOUSES

AUTHOR
Liz Bushby

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Town Planning Innovations

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.50A of *Local Government Act 1995*

Moved Cr
Seconded Cr

Officer Recommendation

That Council:

1. **Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine any formal applications lodged for holiday houses. This delegation will be for a maximum of 1 year (until May 2027).**

2. **Note that:**

a. **The proposed delegation does not include any application that is not a holiday house (ie it only includes a single house on a lot proposed to be used for short stay). Applications for short term rental accommodation that involve a built strata or grouped dwelling will still be referred to Council for determination.**

b. **It is proposed that all holiday house applications be determined by the Chief Executive Officer (CEO), unless an objection is lodged by a neighbour who has been directly written to by the Shire and/or shares a common lot boundary with the application lot.**

Public advertising will still include a notice on the Shire website, and the CEO will take into account all public submissions.

c. **Future approaches to holiday houses and the delegation can be reviewed as;**

(i) **Time limits are imposed on first time, second and third time approvals. Approvals are also specific to the current landowner.**

(ii) **The Chief Executive Officer will liaise further with Council once the percentage of operating short stay premises gets close to 15% of residential lots.**

(iii) **It should not be construed that approvals will automatically be issued under delegated authority. Issues such as management plans, parking, and compliance with the Shires Local Planning Policy will still be examined.**

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BACKGROUND

- **Relevant Council decision : Local Planning Policy No 1 Holiday Houses in Residential Areas (September 2020)**

The Shire Council adopted Local Planning Policy No 1 (with modifications) at the meeting held in September 2020. Council also resolved to allow a 12 month transitional period for owners to comply with the Scheme and apply for planning approval.

- **Relevant Council decision : Holiday Houses (July 2021)**

On the 28 July 2021, Council adopted the following resolution at its Ordinary Meeting;

- “1. Note that:
- (a) All new applications for any holiday house will be referred to Council for determination, and the initial approval period will be for 12 months.
 - (b) A flyer on Holiday Houses will be sent out with this year’s Rate Notices to raise public awareness of the need for planning approval for Holiday Houses.
 - (c) Local Planning Policy No 1 : Holiday Houses in Residential Areas can be viewed on the Shire website.
2. Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine any subsequent planning applications for renewal of an existing approval for any holiday house within Denham townsite.
3. Resolve to allow the 12 month transitional period to be between August 2021 and August 2022. “

- **Relevant Council decision : Delegated Authority (March 2022)**

On the 30 March 2022, Council adopted the following resolution at it’s Ordinary Meeting;

‘Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to:

- (A) Determine any new (first time) formal applications lodged for holiday houses and note that any initial approval is only for 12 months. This delegation will be for a maximum of 12 months (until March 2023).
- (B) Determine any application seeking a renewal of a holiday house approval to streamline the application process. This delegation will be for a maximum of 2 years (until March 2024).’

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- **Relevant Council decision : Delegated Authority (March 2023)**

On the 29 March 2023, Council adopted the following resolution at it's Ordinary Meeting;

1. *Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine any new (first time) formal applications lodged for holiday houses and note that any initial approval is only for 12 months. This delegation will be for a maximum of 12 months (until March 2024).*
2. *Note that:*
 - a. *A further report on delegated authority will be referred to Council in March 2024.*
 - b. *The Chief Executive Officer has delegation to determine applications seeking a subsequent (renewal) of approval for holiday houses which is valid until March 2024.*
 - c. *The Chief Executive Officer will support a longer approval period of 3 years for 'second time' renewal applications, where the owners have complied with their existing planning approval and no major issues are identified.'*

- **Relevant Council decision : March 2024**

A report proposing delegated authority to the Chief Executive Officer to determine new applications for holiday houses and renewals, was referred to the Ordinary Meeting of Council held on the 28 February 2024.

Granting delegation was not supported.

- **Relevant Council decision : Delegated Authority (May 2025)**

On the 28 May 2025, Council adopted the following resolution at it's Ordinary Meeting;

'Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine any formal applications lodged for holiday houses. This delegation will be for a maximum of 1 year (until May 2026). '

Council noted that applications for grouped dwellings/stratas would still be referred to a formal Council meeting for determination.

COMMENT

- **Background Context**

Council is aware that the majority of holiday house applications have been determined by the Shire Chief Executive Officer, as has been provided in past years and from June 2025 to now.

There has been some general discussions over the extent of holiday houses and short term accommodation in Denham townsite, as part of workshops held with Councillors.

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Following on from a general workshop held on the 30 April 2025, Council supported granting delegated authority powers to the Chief Executive Officer, (in May 2025) on the basis that:

- (a) Shire Administration will continue to monitor the number of dwellings used for short stay accommodation/ holiday houses, and report back to Council when the rate is near to 15% of residential lots.
- (b) Data for strategic planning will be accessible through the State STRA Register.
- (c) The Chief Executive Officer does not have to use the delegation in all cases.

Councillors are aware that the CEO maintains a high level of communication with Councillors through memorandums and briefing forums. The Chief Executive Officer has discretion to refer any application to Council.

At the April 2025 workshop Councillors also received feedback and advice from Ray White on the local property market, and availability of long term rentals in Denham.

- **Statistics**

TPI has the following statistics based on all existing approvals, which has been compiled using:

- A spreadsheet that Shire Administration keeps on all planning applications lodged every year (for statistics up to 2025); and
- Cross-referencing with TPI records as all applications are filed electronically by year and address; and
- Cross-referencing with lots listed on the State STRA Register.

Cessation of any approved holiday house/STRA is also captured through (1) advice provided by owners, (2) advice provided by Ray White and (3) State STRA Register cancellations.

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	Dwelling type		Total for year	Sub Total	No longer operating
	Single House	Unit/Strata			
2021	7		7	7	0
2022	22	7	29	29	5
2023	19 renewals 3 new	4 renewals	26 (23 renewals/3 new)	3 new	3
2024	6 renewals* 7 new	1 renewal 2 new	16 (7 renewals/9 new)	9 new	2
2025	2 new 9 renewal	2 new 2 renewal	15 (11 renewals/4 new) To December 2025	4 new	1
2026	4 renewal 1 new		Year to Date (April 2026) 5	1 new	4
Updated to April 2026				53	15

The Shires records show there are 38 holiday houses/STRA operating in Denham, and this is consistent with the 38 properties listed as 'unhosted' on the State STRA Register.

Four (4) out of the five (5) applications received this year have been determined under delegated authority by the Shire Chief Executive Officer (CEO).

There was one application where an objection was received (not by an immediate adjacent neighbour), however in that case, the Shire CEO communicated with Councillors via a Memorandum, prior to determining the application (for 3 Capewell Drive).

The statistics are divided into single houses and strata lots/units as they are 2 different housing forms and also fall under different land use definitions under the Shires Scheme.

In addition to the 53 approvals above, there are also 2 permanent planning approvals for 'holiday accommodation' where a group of existing dwellings have been approved for short term use – these are the Hartog Cottages at 51 Hartog Crescent (in the residential zone), and 19a/19b Knight Terrace (in the commercial zone).

As Hartog Cottages are in a Residential zone, the total number of approvals can be rounded up to 54, and number of lots currently used for short stay be rounded up to 39.

There are 441 residential zoned lots in Denham (excluding known reserves), therefore the 39 short stay/holiday house properties represent 8.84%. There has been a reduction from the percentage reported last year (in May 2025) which was 9.2%.

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- ***Benefits of Delegation***

The extent of delegated authority provided to the Chief Executive Officer is completely up to Council, as the decision making authority.

There are some benefits to delegated authority, as a means of streamlining the planning process, reducing processing times for applications (rather than waiting for a Council meeting), reduction of Council time in considering common issues already discussed as part of historic similar applications; and a reduction of officer time/Shire expenditure.

This report is provided for Council discussion.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Shark Bay Local Planning Scheme No 4 – There are specific provisions that apply to Holiday Houses in Residential zones under Clause 32.15.

Under Clause 32.15.5, the local government may issue subsequent Development approvals for a Holiday house and has discretion to limit the term of approval to one year, 3 years or up to a maximum of 5 years as deemed appropriate by the local government.

POLICY IMPLICATIONS

The Shire has a Local Planning Policy on Holiday Houses.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

A Local Planning Strategy is being progressed. TPI is working through informal feedback provided by the Department of Planning, Lands and Heritage officers.

RISK MANAGEMENT

There are no known risks associated with this item.

VOTING REQUIREMENTS

Absolute Majority Required

SIGNATURES

Author
Chief Executive Officer
Date of Report

L Bushby
D Chapman
19 May 2026

27 MAY 2026

12 COMMUNITY DEVELOPMENT

12.1 COMMUNITY HUB HUGHES STREET P4012

Author

Executive Manager Community Development

Disclosure Of Any Interest

Declaration of Interest:

Nature of Interest:

Moved Cr

Seconded Cr

Officer Recommendation

That Council approve the Shark Bay Community Resource Centres ‘Mums and Bubs’ program and the Shark Bay War on Waste Op Shop for rent free use of space at the Community Hub for the period 1 July 2026 to 30 June 2027.

Absolute Majority Required

Background

In September 2020, the Shire of Shark Bay received a grant from the Community Gaming Trust to build a purpose designed Men’s Shed. One of the funding conditions of the \$110,287 grant was that a “Community Hub” be developed. This Hub was to be created by co-locating the Shed close to the blue building on Hughes Street and, once the Day Care service had moved to the new facility at Francis Street, offering use of the vacated building to local community groups.

Administration requested Expressions of Interest for space in the newly established Hub, and these were received from the Community Resource Centres ‘Mums and Bubs’ program and the Shark Bay War on Waste group to start an Op Shop. At the Ordinary Meeting of Council on 30 June 2021, Council endorsed that each group be given a Memorandum of Understanding to use the space. Each year since, Council has endorsed that no rent be charged, with the current decision due for reconsideration before 30 June 2026.

Administration has recently spoken with both groups, and each has asked that Council approve a further 12-month rent free period, as neither group can currently pay rent.

Comment

Mums and Bubs and War on Waste began occupying the premise in early 2023. The War on Waste Op Shop is currently running well and extremely popular with the community, but they rely on volunteers and charge minimal prices for the goods sold so they are not generating a large income. The Mums and Bubs program was inactive for much of 2023; however, it is now fully operational and very well attended by local families.

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In previous years since council approved the free use of the Community Hub, the Men's Shed had been included in this request. Administration has consistently connected with the Shark Bay Community Men's Shed to discuss their inactivity and incorporation status. Administration has confirmed they are still working with the Men's Shed Association of WA, the Regional Men's Health Alliance and the Shark Bay Men's Shed to address these issues and will ask that Council consider the matter of their occupancy once their Constitution is reactivated.

The recommendation is to grant a further 12 months' use of this space, free of charge to the Community Resource Centres 'Mums and Bubs' program and the Shark Bay War on Waste Op Shop.

Legal Implications

The current Memorandums of Understanding expire on 30 June 2026.

Policy Implications

There are no policy implications relevant to this item.

Financial Implications

As of 19 May 2026, \$969.90 has been spent on utilities and \$2,492.92 has been spent on maintenance. By not charging rent for the use of the premise Council will not be generating income to offset these costs.

Strategic Implications

Environmental Objective: Maintain our community infrastructure and support protection of the unique natural environment.

3.1.1 Continue to develop and implement waste and recycling solutions.

Social Objective: A safe, welcoming and inclusive community.

5.1 Support provision of essential community services and facilities

5.2 Encourage inclusion, involvement and wellbeing.

Risk Management

This is a low-risk item to Council.

Voting Requirements

Absolute Majority Required

Signatures

Executive Manager Community Development

Chief Executive Officer

Date of Report

M Fanali

D Chapman

20 May 2026

27 MAY 2026

13 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

14 MATTERS BEHIND CLOSED DOORS

15 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 24 June 2026 commencing at 1.00 pm.

16 CLOSURE OF MEETING

When there is no further business, the President will close the Ordinary Council meeting.