,

SHIRE OF SHARK BAY
MINUTES

31 March 2021

ORDINARY COUNCIL MEETING

SHARK BAY – CLEAN UP AUSTRALIA DAY

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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.

31 MARCH 2021

The minutes of the Ordinary meeting of the Shark Bay Shire Council held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 31 March 2021 commencing at 3.02 pm.

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1.0 DECLARATION OF OPENING

The President declared the meeting open at 3.02 pm.

2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell	President
Cr E Fenny	Deputy President
Cr L Bellottie	
Cr J Burton	
Cr G Ridgley	
Cr M Smith	
Cr P Stubberfield	
Ms D Wilkes	Executive Manager Community Development
Ms A Pears	Executive Manager Finance and Administration
Mr B Galvin	Works Manager
Mrs R Mettam	Executive Assistant

APOLOGIES
Chief Executive Officer, Mr Paul Anderson

VISITORS
1 Visitor
Plus 3 late visitors

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There were no previous public questions on notice.

4.0 PUBLIC QUESTION TIME

The President opened public question time at 3.02 pm
Mr Hargreaves asked if Council had a Drug and Alcohol policy.

The Executive Manager Community Development advised that yes there was a policy.

Mr Hargreaves asked if drug and alcohol testing on Shire staff was carried out and who many times in the past 12 months had it been performed.

The Executive Manager Community Development advised that the question would be taken on notice.

The President then asked the Works Manager to reply.

Works Manger replied that staff were breathalysed everyday whilst doing Main Roads works and randomly at other times. The Works Manager could not advise on how many times random breath testing was undertaken in the previous 12 months.

The President closed public question time at 3.06 pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

There were no applications for leave of absence presented to the March 2021 Ordinary Council meeting.

6.0 PETITIONS

There were no petitions presented to the March 2021 Ordinary Council meeting.

7.0 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 24 FEBRUARY 2021

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution
That the minutes of the Ordinary Council meeting held on 24 February 2021, as circulated to all Councillors, be confirmed as a true and accurate record.

7/0 CARRIED

8.0 ANNOUNCEMENTS BY THE CHAIR

Mr Mark Gooderham, from the Department of Transport will address Council during the Ordinary Council meeting in regards to the shipping movements and the protocols for Covid-19 and other medical emergencies for the Shark Bay Region by phone approximately at 3.30 pm.

9.0 PRESIDENT'S REPORT

GV00002

Council Committee Membership

Member	Audit Committee
Member	Development Assessment Panel
Member (Chair)	Local Emergency Management Advisory Committee
Member (Chair)	Western Australian Local Government Association – Gascoyne Zone
Deputy Delegate	The Aviation Community Consultation Group
Ministerial Appointment	Gascoyne Development Commission

Meeting Attendance

Various dates	4 x Radio interviews – Film Friendly accreditation (ABC N-W, ABC Drivetime, 6PR, Triple M)
3 March 2021	Western Australian Local Government Association State Council meeting and presentations Governance Policy Team meeting
5	Chief Executive Officer Recruitment and Selection Committee
7	Clean up Australia Day participation
10	Destination Shark Bay meeting
16	WA Fishing Industry Council meeting
17	Annual Electors' Meeting

31 March Council meeting

Signatures
Councillor *Councillor Cowell*
Date of Report 16 March 2021

Moved Cr Fenny
Seconded Cr Burton

Council Resolution
That the President's activity report for March 2021 be received.

7/0 CARRIED

10.0 COUNCILLORS' REPORTS

10.1 CR RIDGLEY
GV00008

Committee Membership
Member Audit Committee
Member Shark Bay Business and Tourism Association
Deputy Delegate Local Emergency Management Advisory Committee

Meeting Attendance
5 March 2021 Chief Executive Officer Recruitment and Selection Committee meeting
17 Annual Electors meeting

Signatures
Councillor *Councillor Ridgley*
Date of Report 15 March 2021

Moved Cr Bellottie
Seconded Cr Burton

Council Resolution
That Councillor Ridgley's March 2021 report on activities as Council representative be received.

7/0 CARRIED

10.2 CR BURTON
GV00018

Committee Membership
Member Audit Committee
Member Shark Bay Arts Council
Proxy Delegate Development Assessment Panel for Councillor Fenny

Meeting Attendance

5 March 2021	Chief Executive Officer Recruitment and Selection Committee meeting
17	Annual Electors meeting

Signatures
Councillor *Councillor Burton*
Date of Report 15 March 2021

Moved Cr Fenny
Seconded Cr Ridgley

Council Resolution
That Councillor Burton's March 2021 report on activities as Council representative be received.

7/0 CARRIED

Moved Cr Bellottie
Seconded Cr Smith

Council Resolution
That the Ordinary Council meeting be adjourned at 3.10 pm for discussion with Mr D Capewell.

7/0 CARRIED

Moved Cr Bellottie
Seconded Cr Burton

Council Resolution
That Ordinary Council meeting be reconvened at 3.15 pm.

7/0 CARRIED

11.0 ADMINISTRATION REPORT

11.1 DENHAM FORESHORE – COMMERCIAL BUSINESS AREAS
RES39569

Author
Chief Executive Officer

Disclosure of Any Interest
Declaration of Interest: Cr Stubberfield
Nature of Interest: Proximity Interest as has a business opposite the site.
Declaration of Interest: Cr Bellottie
Nature of Interest: Impartiality Interest as application by a family member
Declaration of Interest: Cr Fenny
Nature of Interest: Proximity Interest as run the Pearl Shop
Declaration o Interest: Cr Ridgley
Nature of Interest: Proximity Interest as leases office on the Foreshore

Cr Stubberfield left the Council Chamber at 3.15 pm
Cr Fenny left the Council Chamber at 3.16 pm
Cr Ridgley left the Council Chamber at 3.17 pm.

Officer Recommendation
That Council –
Approve the application submitted by Wula Gura Nyinda Eco Cultural Adventures to lease Location D on the attached map in accordance with Council conditions of for the beach hire of Kayaks, Stand up paddle boards, Beach Umbrellas and Boogie Boards only on the following conditions.

The occasional use of any areas adjacent to the leased site does not impede the general publics passage or quiet enjoyment of the areas.

The site leased by Wula Gura Nyinda Eco Cultural Adventures as indicated on the attached map as site A being relinquished.

OR
The application submitted by Wula Gura Nyinda Eco Cultural adventures to utilise Location D for the beach hire for kayaks stand up paddle boards hire; beach umbrellas and boogie boards be refused.

Moved Cr Smith
Seconded Cr Burton

Council Resolution

That Council –

Approve the application submitted by Wula Gura Nyinda Eco Cultural Adventures to lease Location D on the attached map in accordance with Council conditions of for the beach hire of Kayaks, Stand up paddle boards, Beach Umbrellas and Boogie Boards only on the following conditions.

The occasional use of any areas adjacent to the leased site does not impede the general publics passage or quiet enjoyment of the areas.

The site leased by Wula Gura Nyinda Eco Cultural Adventures as indicated on the attached map as site A being relinquished.

4/0 CARRIED

Cr Stubberfield, Cr Fenny and Cr Ridgley returned to the Council Chamber at 3.21 pm

Background

At the ordinary meeting of Council held in February Council retained the availability of the commercial area located on foreshore side of Knight Terrace as indicated on the attached map.

Expressions of interest were called for business that were suitable to utilise this location in accordance with the Council Local Laws.

Comment

An expression of interest has been submitted by Wula Gura Nyinda Cultural Adventures to relocate their business which is currently located at the sites allocated near the roundabout.

No other expressions of interest have been received.

The application, a copy of their public liability insurance and a completed permit application form detailed aspects of the business proposal is attached for Council's consideration.

Legal Implications
There are no legal implications relevant to this report.

Policy Implications
There are no policy implications relevant to this report.

Financial Implications
The Council currently charge $765 per annum for the site A on the attached map.

.

A similar charge in accordance with the council's current fees and charges would be applicable for the new site.

The councils review the charges applicable to the commercial areas on an annual basis.

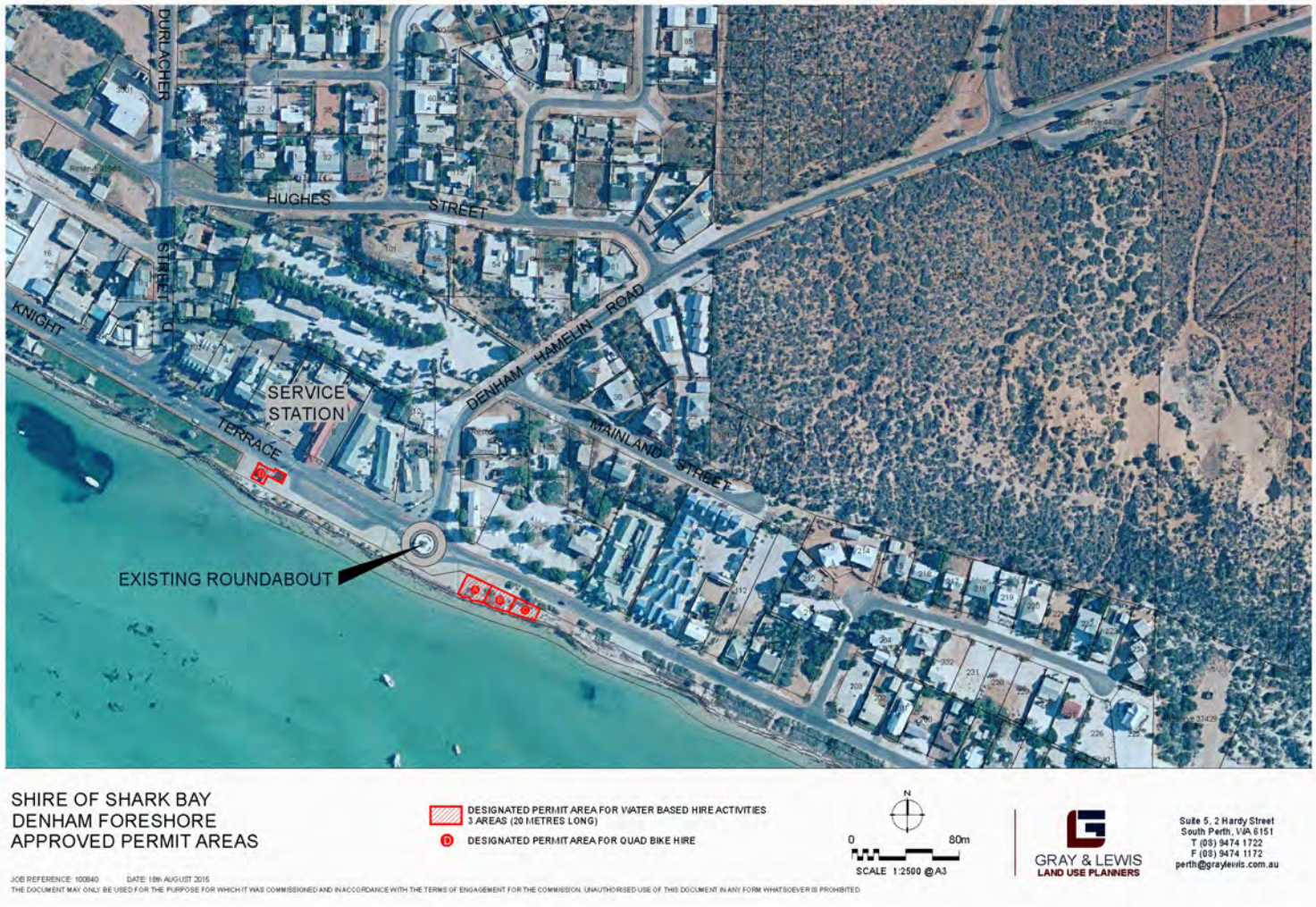
Strategic Implications
There are no strategic implications relevant to this report.

Voting Requirements
Simple majority required.

Signature

Chief Executive Officer *P Anderson*

Date of Report 15 March 2021


DURLACHER
HUGHES
STREET
KNIGHT
STREET
DENHAM HAMELIN ROAD
SERVICE STATION
TERRACE
MAINLAND STREET
EXISTING ROUNDABOUT
SHIRE OF SHARK BAY
DENHAM FORESHORE
APPROVED PERMIT AREAS
DESIGNATED PERMIT AREA FOR WATER BASED HIRE ACTIVITIES 3 AREAS (20 METRES LONG)
D DESIGNATED PERMIT AREA FOR QUAD BIKE HIRE
N
0
80m
SCALE 1:2500 @A3
GRAY & LEWIS
LAND USE PLANNERS
Suite 5, 2 Hardy Street
South Perth, WA 6151
T (08) 9474 1722
F (08) 9474 1172
perth@graylewis.com.au
JOB REFERENCE 100840 DATE 18th AUGUST 2015
THE DOCUMENT MAY ONLY BE USED FOR THE PURPOSE FOR WHICH IT WAS COMMISSIONED AND IN ACCORDANCE WITH THE TERMS OF ENGAGEMENT FOR THE COMMISSION. UNAUTHORISED USE OF THIS DOCUMENT IN ANY FORM WHATSOEVER IS PROHIBITED.

Att: Paul Anderson, CEO
Shire of Shark Bay
W.A 6537

12 March 2021

RE: Expression of Interest Commercial Lease on Denham Foreshore

Hi Paul,

We hereby formally notify you of our intention to apply for a Commercial Lease on the Denham Foreshore opposite the Caltex Fuel Station.

We aim to use the site to relocate our Beach Hire which is currently, located opposite the IGA Supermarket. We also have a site at Little Lagoon which we use in conjunction with our Coffee Van.

The Beach Hire caters for families and individuals. We currently offer Kayaks and Stand Up Paddleboard (SUP)Hire, Beach umbrellas and Boogie Boards.

Our Beach Hire has been operating for approximately 4 years and we have steadily increased the business. During this time, we have been approached by many visitors to relocate to the site in question to be closer other amenities.

We feel that by moving the Beach Hire to this location will allow us to compliment the existing businesses and amenities in the immediate area, including public toilets, grassed area, playground, and other retail outlets further enhancing the visitor experience in Shark Bay.

We will be using the car parking space and the grass area next to it.

If we are successful then we will look to relinquish the current site opposite IGA.

We have attached our supporting documents including: Public Liability Insurance, Business Listing,

Kind regards,

Darren 'Capes' Capewell
Owner
Wula Gura Nyinda

Wula Gura Nyinda Eco Cultural Adventures | Shark Bay | World Heritage Area

+61 (0) 432 029 436 | 38 Hartog Crescent, Denham WA 6537
info@wulagura.com.au | wulagura.com.au

To Whom It May Concern

Dear Sir/Madam

Confirmation of Insurance

MGIB is the appointed broker to **The Trustee for the Wula Gura Nyinda Trust** in respect of the following policy.

We confirm this policy is current, as at the date stated below.

This Certificate provides a summary of the policy cover and is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document.

CLASS:	Broadform Liability Insurance
INSURED:	The Trustee for the Wula Gura Nyinda Trust T/As Wula Gura Nyinda Eco Cultural Adventures
SITUATION:	At and From – 38 Hartog Crescent, Denham WA 6537 and including anywhere within Australia
PERIOD OF INSURANCE:	(a) From 30th December 2020 To 30th December 2021 (b) Any subsequent period, for which the Insured shall pay or agree to pay and the Insurer(s) shall agree to accept a renewal premium.
BUSINESS:	Principally slow pace Eco Tours around Denham, Francois Peron National Park & Shark Bay Marine Park, including Kayak, Snorkelling (no scuba), Sight Seeing Four Wheel Driving, Canoeing Tours and Stand-Up Paddle Boards and School Group Camps
INTEREST INSURED:	Public Liability: $20,000,000 Products Liability: $20,000,000
INSURER:	ANSVAR LTD
POLICY NUMBER:	06.400.0624231

This Certificate is issued as a matter of information only and confers no rights upon the Certificate holder.

Rhys Pearce
Relationship Manager
15/01/2021

McNAUGHTON GARDINER INSURANCE BROKERS PTY LTD
ABN: 77 070 159 492 AFSL: 245 489 Free Call: 1300 762 146
PO Box 1136 BUNBURY WA 6231 | T: (08) 9722 3700 | F: (08) 9791 1635
PO Box 1735 WEST PERTH WA 6872 | T: (08) 9213 9888 | F: (08) 9481 4311

RECEIVED
23 MAR 2021
SHIRE OF SHARK BAY

APPLICATION FOR PERMIT

This form is for application of a new permit under the Shire of Shark Bay Activities in Thoroughfares & Public Places & Trading Local Law and Local Government Property Local Law.

1. What category best describes your activity in this permit?

- ☐ A non-food stall (including face painting, massage, glow sticks, all non-edible goods).
- ☐ Personal Trainer/Yoga Instructor
- ☒ Water based activity (kite surfing, kayak hire, paddle boarding)
- ☐ Other activity (please detail) _____

2. Which of the following best describes your application for a permit?

- ☒ Renewal – I had an existing Permit in the last 12 months for the same activity
- ☐ New Application

3. Applicant Details

Name of Applicant: WULA GURA NYINDA ECO CULTURAL ADV	
Registered Business Name: AS ABOVE	
ABN Number: 34 955 756 120	
Residential Address: U2 | 38 HARTOG CR, DENHAM WA 6537.	
Postal Address: AS ABOVE	
Telephone: 0432 029 436	Email Address: info@wulagura.com.au

pg. 5 Shire of Shark Bay, PO Box 126 Denham WA 6537 Phone: 9948 1218 Email: admin@sharkbay.wa.gov.au

Details of assistants or employees to be included on this permit:

1. Name DARREN CAPEWELL Contact Phone Number: 0429 708 847
2. Name MIRA VANKOVA Contact Phone Number: 0432 029 436
3. Name JACK CAPEWELL Contact Phone Number: 0432 029 436
4. Name ANTONIA DUMITRESCA Contact Phone Number: 0432 029 436

4. Details of Proposed Activity

Name and location of Reserve for the Proposed Activity (list all that apply) for example: Reserve 39569 Denham foreshore, or the name of the park.

RESERVE 39569, AREA D

****Please attach a detailed site plan and photographs of the location where the proposed activity will take place**

5. Details of type of activity for this permit (detail what services you will deliver/products you will sell on the reserve:

WE WILL LOOK TO OPERATE OUR BEACH HIRE INCLUDING:

- KAYAK HIRE
- STAND UP PADDLEBOARD (SUP) HIRE
- BODY BOARDS
- SAFETY VESTS
- SUP LESSONS
- SOF SUNSCREEN

****You may attach a detailed letter or report if there is insufficient space on this form.**

6. Checklist for Submission

Will these activities include taking money (making a financial transaction) on the reserve?

☒ Yes ☐ No

7. What equipment will you use on the reserve? (Include marquees, tables, chairs, list of personal training equipment, list any equipment to be hired out for public use – eg small boats, kayaks, sail boats, bikes, quad bikes).
WE WILL LOOK TO USE THE FOLLOWING EQUIPMENT : • KAYAK (2x PERSON) & PADDLES. • STAND UP PADDLEBOARDS (SUP) & PADDLES • BODY BOARDS • SAFETY VESTS • ADVERTISING FLAGS. • A FRAME SIGN • TABLE & CHAIR • WATER PROOF BAGS. ** **Please attach photographs of any equipment to be hired with advice on numbers/quantity.** (HAVE EMAILED IMAGES)
8. Details of days and hours of operation
9am – 8pm – MONDAY – SUNDAY (WEATHER PERMITTING)
9. Fees and Charges

Not for profit group/organisation (exempt from fees and charges)

Commercial Operator (payment charges below – liaise with Shire to determine fee)

Application Fee (12 months) 1. Low risk impact -Readily assessable - No advertising 2. Medium risk impact/moderate time assessable/With advertising/No objectionsreceived 3. High risk impact/Difficult assessment/Community objection With advertising/Monitoring Required	See Current Year Fees & Charges

10. Applicant Declaration

I, DARREN CAPEWELL (name of applicant) declare that the information contained in this application is true and correct in every particular.

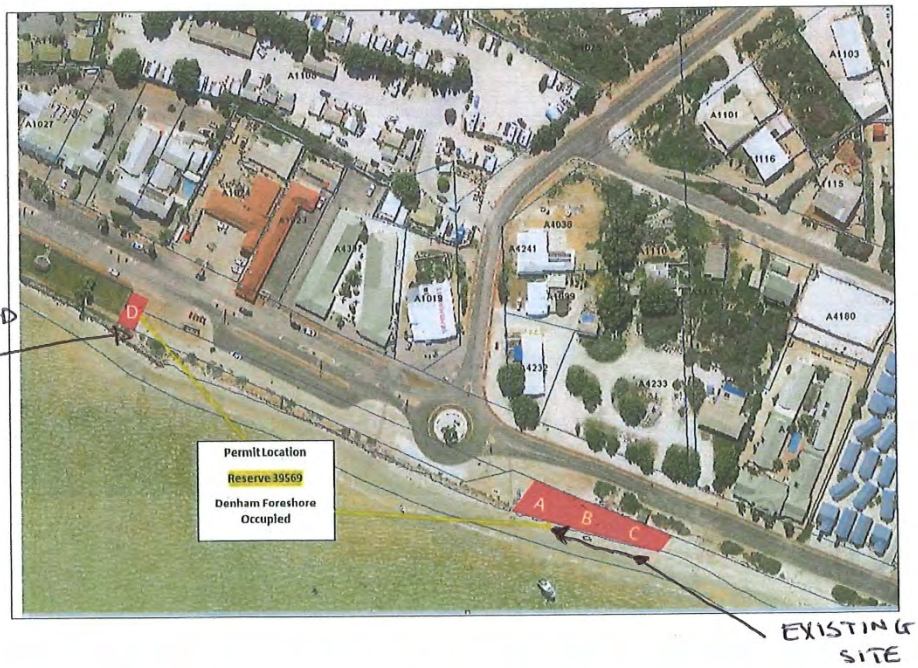
Signature of Applicant: _____ Date: 17/3/21

Do you consent to giving your business contact details out to the public for advertising?

Yes / No

Office Use Only	
1. New Permit Application	
Date received:	23.03.21
Approval date:	Refusal date:
Total Fee:	Date Debtors Invoice Raised:
Date of Fee Payment:	Receipt:
Indemnity Insurance provided : Yes / No	Planning Approval Required: Yes / No Date of Planning Approval: _____
2. Annual Permit Renewal Application	
Date received:	
Approval date:	Expiry date:
Total Fee:	Date Debtors Invoice Raised:
Date of Fee Payment:	Receipt:
New Indemnity Insurance provided : Yes / No	Planning Approval Required: Yes / No Date of Planning Approval: _____ ***Check if term limited under Planning Approval*
Form Date: September 2018	

Permit Location
Reserve 30899
Little Lagoon
Occupied


PROPOSED SITE
D
Permit Location
Reserve 39569
Denham Foreshore
Occupied
A
B
C
EXISTING SITE

KAYAK
$
SUP
HIRE
Bookings
0432 029436

KAYAK
$
SUP
HIRE
Bookings
0432 029436

11.2 ANNUAL ELECTORS MEETING
GV00011

Author
Chief Executive Officer

Disclosure of Any Interest
Nil

Moved Cr Burton
Seconded Cr Stubberfield

Council Resolution

That the minutes of the Annual Electors meeting held on Wednesday 17 March 2021 be noted and the resolution from the Annual Electors meeting listed below be considered.

> **Electors Resolution**
> **That Council investigate signage for the restriction of vehicle access to the beaches within the Denham townsite.**
>
> **7/0 CARRIED**

Moved Cr Smith
Seconded Cr Stubberfield

Council Resolution
That the administration investigates signage for the restriction of vehicle access to the beaches within the Denham Townsite and report back to Council at a future meeting.

7/0 CARRIED

Background
The annual general meeting of electors relating to the financial year ended 30 June 2020 was held on Wednesday 17 March 2021. A copy of the minutes of the meeting is attached at the end of the report.

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

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

The minutes have been made available for inspection since 22 March 2021 and have been placed on Council's website.

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

At this Annual Electors meeting one motions was put forward for Council consideration as listed below:

Electors Resolution
That Council investigate signage for the restriction of vehicle access to the beaches within the Denham townsite.

Legal Implications
Local Government Act 1995
The Act also requires the decisions of the electors meeting to be considered by the Council (section 5.53) at its next ordinary meeting where practicable. The act states

(1) all decisions made at the electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable,

(a) At the next ordinary council meeting after that meeting, or
(b) At a special meeting called for that purpose, whichever happens first.

(2) if at a meeting of the council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Policy Implications
There are no policy implications relative to this report

Financial Implications
There are no financial implications relative to this report

Strategic Implications
There are no strategic implications relative to this report

Risk Management
There is no risk involved with this item

Voting Requirements
Simple Majority Required

Signatures

Chief Executive Officer *P Anderson*

Date of Report 18 March 2021

SHIRE OF SHARK BAY

ANNUAL ELECTORS' MEETING

Wednesday 17 March 2021

6.30 pm

Shark Bay Recreation Centre

MINUTES

1. Declaration Of Opening

The President Cr Cowell opened the Annual Electors meeting at 6.30 pm.

2. Attendances And Apologies

ATTENDANCES

Cr C Cowell	President – Denham Ward
Cr L Bellottie	Denham Ward
Cr J Burton	Denham Ward
Cr G Ridgley	Useless Loop / Pastoral Ward
Cr P Stubberfield	Denham Ward
Mr P Anderson	Chief Executive Officer
Ms A Pears	Executive Manager Finance and Administration
Ms D Wilkes	Executive Manager Community Development
Mr B Galvin	Works Manager
Mrs R Mettam	Executive Assistant

APOLOGIES
Cr M Smith
Cr E Fenny

VISITORS
Mr & Mrs Marquis
Mr Hargreaves
Ms Castling
Mr Wood
Mr Wilson
Ms Needham

3. Receiving Of The Annual Report Of The Shire Of Shark Bay For The Year Ending 30 June 2020

Moved Mr Marquis
Seconded Mr Wood

Electors Resolution
That the Annual Report, including the Annual Financial Statements, Presidents Report and Auditors Report of the Shire of Shark Bay for the Year ending 30 June 2020 be received.

CARRIED

4. **General Business**

Mss Castling asked about the Barge in the water at the end of Knight Terrace and what was happening with in. Also enquired about hazard lighting.

REPLY: The Chief Executive Officer advised that it has been declared a wreck site by the Department of Transport and no navigation lights are required on a wreck site. It is the responsibility of the vessel driver to know what is in the area.

Ms Castling also enquired about the ramp at Netta's Beach area as the sand has eroded from the cement access and it is now difficult to access the beach from this area.

REPLY: The Works Manager advised that due to the high tides the works crew have not been able to address the issue but as soon as the tides reduce it will be fixed.

Ms Castling advised that there were 4x4 vehicles and quad bikes on the beach area and is this allowed.

REPLY: The Chief Executive Officer advised that no vehicle's other than at Hoult's landing and the boat ramp across from the Bay Lodge have vehicle access. Signage no vehicle's access. Clarification on access

Moved Ms Castling
Seconded Mr Wood

Electors Resolution
That Council investigate signage for the restriction of vehicle access to the beaches within the Denham townsite.

CARRIED

Mr Marquis complemented Council on the new wall on the foreshore footpath area.

Mr Hargreaves asked what was happening about the Chief Executive Officer's position.

REPLY: The President replied that with the new legislation in regards to Chief Executive Officer Recruitment and Selection panels, Council had formed a Committee and a consultant has been engaged.

Mr Hargreaves asked about the selection of the community member.

President advised that candidates were put forward and a vote was taken to nominate and independent member and it will be presented to the next ordinary council meeting for endorsement.

Mrs Marquis asked if the planter pots on Knight Terrace could be brightening up as they were looking aged.

REPLY: The Works Manager advised that a soil replacement and plants program will be undertake to beautify the pots.

Mr Hargreaves complimented the shire staff on their work around the town.

REPLY: The Chief Executive Officer thanked Mr Hargreaves for the compliment on his leadership of the Shire team and in the manner and pride that the Shire staff undertake their duties.

5. Closure Of Meeting

With no further business being put forward the President thanked all for attending and closed the Annual Electors meeting at 6.53 pm.

12.0 CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE REPORTS

12.1 CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE – INDEPENDENT COMMITTEE MEMBER APPOINTMENT
GV10000

Author
Executive Assistant

Disclosure of Any Interest
Disclosure of Interest: Ms Deborah Wilkes
Nature of Interest: Financial Interest as will be applying for the Chief Executive Officer role

Ms Wilkes left the Council Chamber at 3.24 pm.

Moved Cr Ridgley
Seconded Cr Fenny

Council Resolution
That the Council adopt the committee recommendation as follows:

That in accordance with the Local Government (Administration) Amendment Regulations 2021 Clause 8 Establishment of selection panel for employment of CEO Subclause (3) the Council appoint Mr Dennis Hoult as an independent person to the Chief Executive Officer Recruitment and Selection Committee.
7/0 CARRIED

Background
The inaugural meeting of the Chief Executive Officer Recruitment and Selection Committee held on the 5 March 2021 recommended the following:

RC4.1 Chief Executive Officer Recruitment

Moved Cr Bellottie
Seconded Cr Burton

Committee Resolution
That the committee choose to appoint an independent person to the Chief Executive Officer Recruitment and Selection Committee for Council approval.
7/0 CARRIED

The Committee also recommended the following:

Moved Cr Bellottie
Seconded Cr Cowell

Committee Resolution
That the committee consider the appointment following options:
Recommend that in accordance with the Local Government (Administration) Amendment Regulations 2021 Clause 8 Establishment of selection panel for

employment of Chief Executive Officer Subclause (3) the Council appoint Mr Dennis Hoult as an independent person to the Chief Executive Officer Recruitment and Selection Committee.

4/3 CARRIED

In accordance with the Local Government Act 1995, the Committee now recommend that Council adopt its recommendation.

Comment

Council at the December 2020 ordinary meeting resolved to commence a Chief Executive Officer recruitment process. At the Ordinary Council meeting held on the 24 February 2021, Council resolved the following:

> ***That Council in accordance with the Local Government (Administration) Amendment Regulations 2021 Clause 8 Establishment of Selection Panel for Employment of Chief Executive Officer Subclause (3) appoint Cr Smith (President) from the Shire of Carnarvon as an independent person to the Chief Executive Officer Recruitment and Selection Committee.***

Advice has been received that the appointment of a current councillor of any Local Government as an independent member is not in accordance with the regulations published in the Government Gazette.

The Council appointed Councillor Smith based on information published in the guidelines distributed by the Department of Local Government that have now been established to be at conflict with the gazetted regulations.

Advice has been received that the appointment of a current councillor of any Local Government is not eligible to be appointed as an independent member of a committee in accordance with the regulations published on the Government gazette.

The Council appointed Councillor Smith based on information published in the guidelines distributed by the Department of Local Government that have now been established to be at conflict with the gazetted regulations.

The Council will need to review the decision to appoint Councillor Smith to the committee to ensure the council complies with the regulations.

The committee can consider putting forward a recommendation for an appointment to the committee which need to be ratified by council at the next meeting.

The Committee may also consider recommending the council consider an expression of interest process and then appoint a person the Council considers appropriate for appointment to the committee.

Legal Implications

The Local Government (Administration) amendment regulations 2021 came into effect on 3 February 2021 and regulation 18C selection and appointment process for Chief Executive Officer was deleted and replaced by Schedule 2 (clauses 3-14) of the Local Government (Administration) Amendment Regulations 2021.

5.100. Payments for certain committee members

(1) A person who is a committee member but who is not a council member, or an employee is not to be paid a fee for attending any committee meeting.

(2) Where —

(a) a local government decides that any person who is a committee member but who is not a council member, or an employee is to be reimbursed by the local government for an expense incurred by the person in relation to a matter affecting the local government; and

(b) a maximum amount for reimbursement of expenses has been determined for the purposes of section 5.98(3)(b),

the local government must ensure that the amount reimbursed to that person does not exceed that maximum.

Section 5.98 (3) (b) states

A council member to whom subsection (2) applies is to be reimbursed for the expense —

(b) where the local government has set the extent to which the expense can be reimbursed and that extent is within the range determined for reimbursement, to that extent.

The council has not determined a range for reimbursement of expenses.

A local government may also decide upon further types of expenses to be reimbursed. Reimbursement of the actual amount is to be verified by the Council members providing sufficient information (such as a receipt. Any claim for the reimbursement of expenses would be presented to the Council or consideration prior to payment.

Policy Implications
There are no policy implications relative to this report.

Financial Implications
There may be the consideration of reimbursement of expenses relative to this report which Council will consider at a later date.

It is anticipated that any possible reimbursement would form part of the 2021/2022 budget deliberations.

Strategic Implications
There are no strategic implications relative to this report.

Voting Requirements
Simple Majority Required

Signatures
Executive Assistant *R Mettam*
Date of Report 15 March 2021

12.2 CHIEF EXECUTIVE OFFICER RECRUITMENT – APPLICATION PACKAGE
GV10000

Author
Executive Assistant

Disclosure of Any Interest
Disclosure of Interest: Ms Deborah Wilkes
Nature of Interest: Financial Interest as will be applying for the Chief Executive Officer role

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That Council adopt the committee recommendation as follows:

- **Chief Executive Officer position description, selection criteria and remuneration package within band 4 of the Salaries and Allowances Tribunal Chief Executive Officer Local Government determination.**
- **Preparation of Key Performance Indicators to be considered by committee/council for the position.**
- **Draft job advertisement and applicant information package.**

As presented as an attachment to the minutes be adopted by Council.

That the President to negotiate contract of employment with the preferred candidate once the Council has endorsed applicable clauses and salary range within Band 4.

7/0 CARRIED

Ms Wilkes returned to the Council Chamber at 3.27 pm.

Background
The inaugural meeting of the Chief Executive Officer Recruitment and Selection Committee held on the 5 March 2021 recommended the following from Item 4.2 – Chief Executive Officer Recruitment:

Moved Cr Burton
Seconded Cr Fenny

Committee Resolution
That Committee note that the Council has adopted the Local Government (Code of Conduct) Regulations 2021 Schedule 2 - Model Standards for Chief Executive Officer Recruitment, Performance and Termination in accordance with section 5.39 A (1) of the Local Government Act 1995 and the Local Government (Administration) Amendment Regulations 2021 section 18FA.

The committee review and recommend to Council the

- ***Chief Executive Officer position description, selection criteria and remuneration package within Band 4 of the Salaries and Allowances Tribunal Chief Executive Officer Local Government determination.***
- ***Preparation of Key Performance Indicators to be considered by committee/Council for the position.***
- ***Draft job advertisement and applicant information package.***

As presented as an attachment to the minutes be adopted by Council.

That the President to negotiate contract of employment with the preferred candidate once the Council has endorsed applicable clauses and salary range within Band 4.

6/0 CARRIED

Comment
The Council at the December 2020 ordinary meeting resolved to commence a Chief Executive Officer recruitment process.

The amendment to the Local Government (Administration) Amendment Regulations 2021 have now come into effect on 3 February 2021 and include amendments to the process involved with the recruitment of Chief Executive Officers.

A copy of the guidelines and the Local Government (Code of Conduct) Regulations 2021 and model standards adopted by the Shire is attached.

The terms of reference of the Committee are

- The Chief Executive Officer Recruitment and Selection Committee is to be an advisory Committee for the duration of the Chief Executive Officer recruitment process.
- The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed independent recruitment consultant to attract and select appropriate candidates.
- The Chief Executive Officer Recruitment and Selection Committee, with the assistance of the independent recruitment consultant, is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting second round interviews, conducting referee checks, writing reports and contract preparation; and
- The Chief Executive Officer Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the Chief Executive Officer.

The Chief Executive Officer Recruitment and Selection Committee, with the assistance of the recruitment consultant, is to undertake the following tasks;

- Review of Chief Executive Officer position description, selection criteria and remuneration package with band 4 of the Salaries and Allowances Tribunal Chief Executive Officer Local Government determination
- Preparation of Key Performance Indicators to be considered by committee/council for the position
- Draft job advertisement and applicant information package
- Applicant preliminary assessments short listing
- Development of interview process
- Assist with the interviews process
- Conducting referee checks
- Prepare a report for the committee/council consideration
- Prepare a contract of employment

The Principal Consultant Lydia Highfield has been appointed and is available to attend the committee meeting scheduled for Friday 5 March 2021 commencing at 9.30am.

The committee with the assistance of the consultant can now commence undertaking the tasks in accordance with the terms of reference and the Code of Conduct for the recruitment of the Chief Executive Officer

Legal Implications
The Local Government (Administration) amendment regulations 2021 came into effect on 3 February 2021 and regulation 18C selection and appointment process for Chief Executive Officer was deleted and replaced by Schedule 2 (clauses 3-14) of the Local Government (Administration) Amendment Regulations 2021.

Policy Implications
There are no policy implications relative to this report.

Financial Implications
There 2020/21 budget includes an amount of $7,500 for recruitment costs. The majority of costs associated with the recruitment of a Chief Executive Officer should be included in the 2021/22 budget and expended in the 201/22 financial year.

Strategic Implications
There are no strategic implications relative to this report.

Voting Requirements
Simple Majority Required

Signatures

Executive Assistant *R Mettam*

Date of Report 16 March 2021

Chief Executive Officer
Application Package

Lydia Highfield
Principal Consultant
PO Box 96
BEECHBORO WA 6063

Email: highfieldlydia@gmail.com Mobile: 0400 142 110

Advertisement

Chief Executive Officer
Shire of Shark Bay

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

The current Chief Executive Officer has advised he will be retiring, so Council is seeking a Chief Executive Officer to fill the position following his departure.

Council is seeking an energetic, progressive and performance focussed senior executive with proven leadership experience of at least three years, who will have a sound understanding of local government operations and legislation. Attributes that Council consider to be critical for the successful applicant include individuals who demonstrate a sensitivity and understanding of regional issues, including a close knit community, and providing leadership in implementing the Shire's vision for the future in driving current and ongoing projects.

The position is offered under a performance based contract up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4, access to a Regional/Isolation Allowance (refer Application Package). Salary and benefits are subject to negotiation and could include, but not limited to: base salary, superannuation, professional development and utilities. In addition, private use of a motor vehicle and housing in a Shire owned executive residence is available. Reasonable relocation expenses will be negotiated.

An Application Package along with the Position Description can be obtained at www.sharkbay.wa.gov.au Further information about the position is available by contacting Lydia Highfield on 0400 142 110.

Applications should be sent to: highfieldlydia@gmail.com or mailed to Lydia Highfield, Principal Consultant, PO Box 96, Beechboro WA 6063 by **COB Wednesday 28 April 2021.**

Please Note: ***Canvassing of Councillors will disqualify. The successful applicant is required to obtain current police clearance, pre-employment medicals, provide evidence of all claimed qualifications prior to commencing employment.***

Position Description

1. **TITLE** **Chief Executive Officer**

2. **LEVEL** Band 4 Salaries and Allowances Tribunal

3. **DEPARTMENT/SECTION** Office of the Chief Executive Office

4. **POSITION OBJECTIVES**

1. Objectives of this Position

- To implement the strategic goals and objectives of the organisation.
- To ensure that Council receives professional and timely advice and support on all matters relating to the operation of the Shire of Shark Bay as a local government and achievement of its goals.
- To provide overall leadership and direction for the administration of the Shire of Shark Bay and to provide the primary link through communications and consultation between the Council and staff.

2. **Within Department/Section**

- Meet corporate objectives.
- Ensure that delegations are exercised within statutory requirements, Council Policies and strategic objectives.
- Lead the organisation in providing a high level of service to the Community and Elected Members.

3. **Within Organisation**

- Develop a corporate approach within the Senior Management Team towards achieving strategic financial management of the local government.
- Development and implementation of strategic documents, including informing strategies for the Corporate Business Plan.
- Administer the legal, statutory and election process of the local government's operation and be the chief adviser to Council on these matters.
- Foster a corporate approach to ensure effective financial controls operate within and across each functional area.
- Provide strategic direction and effective leadership to the organisation.
- Manage the preparation, review and enforcement of Council's statutes, policies and local laws including review of Council policy and delegations of authority.
- Ensure continuous improvement both in the natural and built environment and customer service.

COMPETENCY REQUIREMENTS

Note - all requirements are essential unless otherwise stated

1. Leadership

- Proven leadership of at least three years at the Chief Executive Officer/Senior Executive level, with demonstrated intellectual capacity and an understanding of all legislation impacting on Local Government.
- Maintain effective communication and relationships with Councillors, staff and other stakeholders.
- Significant experience in the delivery of Integrated Planning and Reporting framework.
- Delegation skills to ensure the achievement of outcomes, accountability of senior management, staff and the development of employees' abilities.
- Extensive corporate management experience including contemporary human resource management principles, including understanding of the relevant industrial relation frameworks.
- Implementing policy and procedures in the organisation.
- Considerable experience in encouraging, promoting and facilitating sustainable economic development.
- Manage the local government's infrastructure/assets.

2. Policy Implementation

- Comprehensive knowledge of public policy issues as they impact on the local government.
- Effective communication and engagement strategies including marketing, branding and implementing policy and procedures with all stakeholders.

3. Governance and Compliance

- Proven aptitude to administer the *Local Government Act (1995)* and any variation and associated legislation involved in the field of local government.
- Proven delivery of professional and timely advice to support Council in making the most informed decisions.
- Knowledge of statutory, legal and contractual obligations.

4. Financial results

- Experience of and evidence in successful financial management.

5. Community Development

- Considerable experience in encouraging, promoting and facilitating sustainable business development and fostering investment opportunities.
- A proven history of building and maintaining positive strategic relationships.
- Appreciation of the culture and heritage of the Shire and how it integrates with planning and policy.
- Demonstrated experience in indigenous land agreements and joint management.

6. General Management

- Excellent interpersonal and communication skills focussing on maintaining good political astuteness, networking relationships with all stakeholders.
- An understanding of outside works in local government, including road construction and maintenance, parks and gardens and waste management.
- Degree in relevant Management, Business and/or Public Sector Administration discipline or experience that is accepted as comparable.

Note: Employment is subject to current Police Clearances and other checks

6. KEY DUTIES/RESPONSIBILITIES

1. Responsible for effective day to day operations of the local government.
2. In consultation with Council, review, develop and implement strategic and service delivery plans for the Shire.
3. Co-ordinate, in conjunction with the Senior Executive Team, an overall system of fiscal management to reflect Council's aims and objectives.
4. Implement and manage the requirements of the integrated planning framework.
5. Formulate and implement a Human Resources Management Program, which ensures the appropriate supervision and management of the local government.
6. Institute a staff training program that will improve staff skills across the board, which will assist staff in focusing on service delivery to the community.
7. Administer the legal, statutory and election process of the local government's operations and be the chief adviser to Council on these matters to ensure the local government is operating within the statutes and all legal requirements are carried out.
8. On behalf of the local government, make effective representation of the issues, views, policies and needs of the local government, as necessary.
9. Ensure the development and maintenance of sound communications and good relationships between the local government, Government Departments, Volunteers and the Community at large.
10. Ensure that the road infrastructure data base is maintained, and roads grant applications are considered and lodged in a timely manner.
11. Ensure reports and recommendations submitted to Council are well written and based on sound judgement with appropriate recommendations.
12. Ensure that the Councils statutory compliance obligations are met.

7. PERFORMANCE CRITERIA

Key Result Areas and associated strategies and actions will be varied by agreement between the employee and the employer annually, during the term of the employment contract.

The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of the employment contract.

8. ORGANISATIONAL RELATIONSHIPS

1. Responsible to

The President and Council of the Shire of Shark Bay.

2. Supervision of

All staff by delegation to relevant senior Managers.

3. Internal and External Liaison

Internal

- President and Councillors individually
- All Committees and working groups
- All Staff

External

- Community, Ratepayers, Public, Business Groups, Retailers
- Business community
- Sporting Groups
- Federal & State Governments Departments and Agencies
- Local Governments
- Media
- Primary contractors and suppliers
- Community based volunteer groups

9. EXTENT OF AUTHORITY

- All authority vested in a Chief Executive Officer under the Local Government Act (1995) and associated Regulations, Local-Laws and all other relevant Acts State and Federal Parliament.
- Authority to sign all legal documents, authorise payments and cheques as delegated and properly directed by Council.

Total Reward package and Benefits

The position is offered under a performance based contract up to five years. An attractive remuneration package is offered and is to be set in accordance with the Salaries and Allowances Tribunal Band 4.

Salary and benefits are subject to negotiation and could include but are not limited to; base salary and superannuation 9.5%, additional superannuation of 3.5% (Council Policy), utilities, professional development. The regional/isolation allowance of up to $10,000 per annum.

In addition, private use of a motor vehicle and rent free housing in a Shire owned executive residence comprising:

- Modern 4 (four) bedroom residence with study (master with en-suite)
- Kitchen/dining/lounge
- carport and large shed
- Air-conditioning

The Council will pay reasonable relocation expenses for the successful applicant. Removal expenses are restricted to furniture and personal effects. Reasonable travel costs to Shark Bay and transport of one personal vehicle will also be paid to a total amount of up to $5,000 any excess negotiable with reimbursement as follows:

- 0-6 months 50%
- 7-12 months 50%

Key Result Areas and Performance Objectives

In accordance with the relevant provisions of the *Local Government Act (1995),* the draft contract of employment contains an indicative list of key result areas for the Chief Executive Officer.

Council will require its new CEO to participate in a workshop with Elected Members within the first month of employment with the Shire of Shark Bay, in order to review strategic directions and finalise the CEO's performance criteria.

The first annual appraisal will occur before the completion of twelve month's employment, and annually thereafter, again in accordance with the Act.

Applicant Notes

Thank you for your enquiry regarding the advertised position. These notes are provided to assist you in the preparation of your application and to help the selection panel assess your application.

Application:
Your application should include a covering letter explaining your interest in the position, address of the selection criteria and a current resume detailing your qualifications, experience and attributes for the position. It is essential that the information you provide is clear, concise and relevant, so that the selection panel can readily assess your claim for the position. Applicants who best demonstrate that they meet the competency requirements will be shortlisted.

Referees:

Applicants should provide the names and contact details of at least two current referees in their application. This will include two current supervisors who can comment on work outcomes that are relevant to this position. Referee details should be provided on the understanding that they may be contacted shortly after the close of applications without any prior notification to the applicant.

Other Documents:
It is recommended that only copies of supporting documents be enclosed with your application so as to avoid loss or damage to originals. Nonetheless, the Council may ask to sight the originals at a later time.

Interviews
Interviews will be conducted by the Council either face to face or by video link if required. The final decision on this position will be taken by Council.

Police Clearance:
The preferred applicant after the interview process will be required to provide a current police clearance.

Contact Number:
Please ensure that you provide a convenient telephone number so that you can be contacted if you are invited for an interview or there are any queries regarding your application.

Late Applications:
In fairness to all applicants, late applications cannot be received unless permission has been sought prior to the closing date.

Equal Opportunity:
Council maintains an equal opportunity policy in assessing all applications for any advertised position and provides a smoke free work environment.

Website:
The Shire maintains a website www.sharkbay.wa.gov.au which contains substantial information.

Declaration

It is a requirement of applicants applying for the Shire of Shark Bay's Chief Executive Officer position to complete the following declaration:

To the best of my knowledge, all information contained in this application and the supporting documentation is true and accurate in every material respect. I acknowledge that it is my responsibility to inform the Shire of Shark Bay, or its appointed agent, should there be any change in the truth, accuracy or materiality of this information after it has been provided for the purpose of this application.

I understand that the Shire of Shark Bay reserves the right to verify all information in my application and that any materially false or misleading information will be sufficient reason for my rejection as an applicant, being in breach of Regulation 18E of the *Local Government (Administration) Regulations 1996.*

I understand any information obtained by the Shire of Shark Bay during any background checks will only be used for the purpose of verifying information contained in the application and determining my suitability for the position. Any such information obtained will be treated as strictly confidential and will only be made available to the selection panel at the time, and for the purpose, of selecting the successful applicant.

I authorise the Shire of Shark Bay, or its appointed agent, to make whatever background checks are considered necessary or appropriate in order to satisfy itself of my suitability for the position, and to check the accuracy of any information contained in my application or supporting information.

Full Name _____

Signature _____

Dated _____

13.0 FINANCE REPORT

13.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author
Finance Officer / Accounts Payable

Disclosure of any Interest
Nil

Moved Cr Fenny
Seconded Cr Burton

Council Resolution
That the cheques and electronic payments as per the attached schedules of accounts for payment totalling $406,484.52 be accepted.

7/0 CARRIED

Comment
The schedules of accounts for payment covering -
Municipal fund credit card direct debits for the month of February 2021 totalling $4,659.92

Municipal fund account cheque numbers 26938 to 26940 totalling $7,732.55

Municipal fund direct debits to Council for the month of February 2021 totalling $ 20,991.07

Municipal fund account electronic payment numbers MUNI 27695 to 27814 totalling $245,662.93

Municipal fund account for February 2021 payroll totalling $115,464.00

No Trust fund account cheque numbers were issued for February 2021 totalling $0 and

Trust fund Police Licensing for February 2021 transaction number 202108 totalling $11,974.05

The schedule of accounts submitted to each member of Council on 26 March 2021 has been checked and are fully supported by vouchers and invoices. All vouchers and invoices have been duly certified as to the receipt of goods and services and the cost of goods and services received.

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The payments listed have been disbursed throughout the month.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author	*A Pears*
Chief Executive Officer	*P Anderson*
Date of Report	19 March 2021

SHIRE OF SHARK BAY – CREDIT CARD
PERIOD – FEBRUARY 2021 CREDIT CARD TOTAL $4,659.92

CEO

DATE	NAME	DESCRIPTION	AMOUNT
5/01/2021	SHIRE OF SHARK BAY	NUMBER PLATE CHANGE - TOYOTA HILUX P190	28.60
2/02/2021	SHARK BAY PHARMACY	MASKS FOR OFFICE PERSONNEL	22.00
8/02/2021	REGIONAL EXPRESS	FLIGHT FOR LYDIA HIGHFIELD - RECRUITMENT CONSULTANT PO9728	209.68
8/02/2021	REGIONAL EXPRESS	FLIGHT FOR PRESIDENT C.COWELL - WALGA MEETING PERTH - PO9729	509.28
			$769.56

EMFA

DATE	NAME	DESCRIPTION	AMOUNT
20/01/2021	AMBROSE RENT A CAR	HIRE CAR WHILST SHIRE CAR IN FOR REPAIR – TO BE CLAIMED ON INSURANCE	452.00
21/01/2021	FATAL FX PANEL	REPAIRS TO SHIRE VEHICLE – TO BE CLAIMED ON INSURANCE	1091.12
21/01/2021	AMBROSE RENT A CAR	HIRE CAR DEPOSIT RETURN	-330.00
22/01/2021	CALTEX ROCKINGHAM	FUEL FOR HIRE CAR	6.01
1/02/2021	STILLS SPORTS GERALDTON	NEW BASKETBALL NETS FOR OUTSIDE COURTS	33.00
1/02/2021	BELONG	1GB MONTHLY TELEVISION CONNECTION WITH N-COM	10.00
4/02/2021	PTP FITNESS	REPLACEMENT GYM MATS PO9713	279.96
4/02/2021	SHIRE OF SHARK BAY	PERMIT FOR NEW DAY CARE VERANDAH #3368 TRUST NO T1457	61.65
4/02/2021	SHARK BAY FUEL	BRAKE FLUID FOR LIGHT TRUCK PP059	65.00
			$1,668.74

EMCD

DATE	NAME	DESCRIPTION	AMOUNT
18/01/2021	RENDEZVOUS SCARBOROUGH	DOT TRAINING ACCOMMODATION FOR J.IRONSIDE PO9686	1,845.10
25/01/2021	SHIRE OF SHARK BAY	NUMBER PLATE CHANGE – TOYOTA HILUX P189	28.60
27/01/2021	SHARK BAY FUEL	HOSE CLAMPS FOR SEMI TRAILER P151 PO9701	48.00
1/02/2021	CLEAN UP AUSTRALIA	2021 EVENT EQUIPMENT PO9704	149.92
2/02/2021	TOURISM COUNCIL WA	TOP TOURISM TOWN NOMINATION FEE PO9714	150.00
			$2,221.62

SHIRE OF SHARK BAY – MUNI CHQ

FEBRUARY 2021
CHEQUE # 26938-26940

CHQ #	DATE	NAME	DESCRIPTION	AMOUNT
26938	05/02/2021	WATER CORPORATION - OSBORNE PARK	WATER AND SERVICE CHARGES FOR PENSIONER UNITS	-5993.33
26939	19/02/2021	WATER CORPORATION - OSBORNE PARK	WATER CHARGES FOR SHIRE DEPOT	-1539.22
26940	19/02/2021	SHIRE OF SHARK BAY	DOT PLATES FOR A.WRIGHT - DEDUCTIONS MADE THROUGH PAYROLL	-200.00
			TOTAL	**$7,732.55**

SHIRE OF SHARK BAY – MUNI DIRECT DEBITS

FEBRUARY 2021

DD #	DATE	NAME	DESCRIPTION	AMOUNT
BPAY	05/02/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-166.60
DD15916.1	19/02/2021	VIVA ENERGY AUSTRALIA	JANUARY 2021 EMFA AND WORKS MANAGER FUEL	-224.84
DD15917.1	07/02/2021	URL NETWORKS PTY LTD	JANUARY 2021 SHIRE VOIP PHONE CHARGES	-189.43
DD15927.1	14/02/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3590.47
DD15927.2	14/02/2021	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-217.38
DD15927.3	14/02/2021	THE TRUSTEE FOR SUPER TRAWLER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-390.03
DD15927.4	14/02/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-223.87
DD15927.5	14/02/2021	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-411.88
DD15927.6	14/02/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-501.55
DD15927.7	14/02/2021	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-985.68
DD15927.8	14/02/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-2170.45
DD15927.9	14/02/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-637.00
DD15927.10	14/02/2021	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-205.85
DD15927.11	14/02/2021	REST	SUPERANNUATION CONTRIBUTIONS	-362.14
DD15927.12	14/02/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-205.85

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15927.13	14/02/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-194.82
DD15935.1	28/02/2021	EXETEL PTY LTD	MONTHLY INTERNET CHARGE FOR SHIRE OFFICE AND BUILDINGS - MARCH 2021	-374.97
DD15946.1	28/02/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3492.29
DD15946.2	28/02/2021	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-217.38
DD15946.3	28/02/2021	THE TRUSTEE FOR SUPER TRAWLER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-390.03
DD15946.4	28/02/2021	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-85.46
DD15946.5	28/02/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-223.86
DD15946.6	28/02/2021	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-365.80
DD15946.7	28/02/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-597.14
DD15946.8	28/02/2021	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-941.43
DD15946.9	28/02/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-2149.09
DD15946.10	28/02/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-539.96
DD15946.11	28/02/2021	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-205.85
DD15946.12	28/02/2021	REST	SUPERANNUATION CONTRIBUTIONS	-329.31
DD15946.13	28/02/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-205.85
DD15946.14	28/02/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-194.81
			TOTAL	**$20,991.07**

SHIRE OF SHARK BAY – MUNI EFT
FEBRUARY 2021
EFT 27695-27814

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT27695	04/02/2021	SHARK BAY AVIATION	BOOKEASY JANUARY 2021	-2076.80
EFT27696	04/02/2021	BLUE DOLPHIN CARAVAN PARK	BOOKEASY JANUARY 2021	-236.75
EFT27697	04/02/2021	BAY LODGE MIDWEST OASIS	BOOKEASY JANUARY 2021	-206.64
EFT27698	04/02/2021	BLUE LAGOON PEARLS	BOOKEASY JANUARY 2021	-468.00
EFT27699	04/02/2021	DENHAM SEASIDE CARAVAN PARK	BOOKEASY JANUARY 2021	-301.08
EFT27700	04/02/2021	HARTOG COTTAGES	BOOKEASY JANUARY 2021	-545.60

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT27701	04/02/2021	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOKEASY JANUARY 2021	-431.20
EFT27702	04/02/2021	HERITAGE RESORT	BOOKEASY JANUARY 2021	-193.60
EFT27703	04/02/2021	INTREPID DRONE SERVICES	BOOKEASY JANUARY 2021	-96.00
EFT27704	04/02/2021	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	FAREHARBOR JANUARY 2021	-7373.20
EFT27705	04/02/2021	MONKEYMIA WILDSIGHTS	BOOKEASY JANUARY 2021	-498.96
EFT27706	04/02/2021	WA OCEAN PARK PTY LTD	BOOKEASY JANUARY 2021	-41.40
EFT27707	04/02/2021	SHARK BAY SCENIC QUAD BIKE TOURS	BOOKEASY JANUARY 2021	-1506.00
EFT27708	04/02/2021	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOKEASY JANUARY 2021	-2674.40
EFT27709	04/02/2021	SHARK BAY DIVE AND MARINE SAFARIS	BOOKEASY JANUARY 2021	-3697.60
EFT27710	04/02/2021	SHARK BAY HOTEL MOTEL	BOOKEASY JANUARY 2021	-93.50
EFT27711	04/02/2021	SHARK BAY CARAVAN PARK	BOOKEASY JANUARY 2021	-720.88
EFT27712	04/02/2021	SHARK BAY 4WD TOURS	BOOKEASY JANUARY 2021	-52.80
EFT27713	04/02/2021	SHARK BAY HOLIDAY COTTAGES	BOOKEASY JANUARY 2021	-2375.60
EFT27714	04/02/2021	SHARK BAY COASTAL TOURS	BOOKEASY JANUARY 2021	-570.40
EFT27715	04/02/2021	SHIRE OF SHARK BAY	JANUARY 2021 BOOKEASY AND FAREHARBOR COMMISSION	-4166.15
EFT27716	04/02/2021	SHARK BAY SEAFRONT APARTMENTS	BOOKEASY JANUARY 2021	-1610.24
EFT27717	04/02/2021	WULA GURA NYINDA ECO ADVENTURES	BOOKEASY AND FAREHARBOR JANUARY 2021	-385.60
EFT27718	05/02/2021	ARTHUR EYRE ELECTRICAL PTY LTD	INSTALL NEW SMOKE ALARMS TO 51 DURLACHER ST	-220.70
EFT27719	05/02/2021	ASM ECLIPSE PTY LTD	SBDC MERCHANDISE	-2522.89
EFT27720	05/02/2021	AUSTRALIA POST	SHIRE POSTAGE FOR JANUARY 2021	-131.07
EFT27721	05/02/2021	ANDREA PEARS	GYM CARD DEPOSIT REFUND	-20.00
EFT27722	05/02/2021	AUSCOINSWEST	SBDC MERCHANDISE	-1513.60
EFT27723	05/02/2021	BUNNINGS BUILDING SUPPLIES PTY LTD	FORESHORE PLAYGROUND FENCE PANEL REPLACEMENT/UPGRADE	-3423.84
EFT27724	05/02/2021	BOOKEASY AUSTRALIA PTY LTD	OCTOBER AND NOVEMBER COMMISSION / MONTHLY FEES BOOKEASY	-1123.80
EFT27725	05/02/2021	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-594.00
EFT27726	05/02/2021	BLACKWOODS ATKINS	DIESEL FUEL PUMP FOR HINO (P178)	-1125.60

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT27727	05/02/2021	CLARE LARDNER	GYM CARD DEPOSIT REFUND	-20.00
EFT27728	05/02/2021	CHANTELLE ROGERS	GYM CARD DEPOSIT REFUND	-40.00
EFT27729	05/02/2021	CAT WEST ROAD SERVICES	50 TONNE COLDMIX - SHARK BAY ROADS	-9542.50
EFT27730	05/02/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL LEVY COLLECTION PERMIT # 3367	-367.75
EFT27731	05/02/2021	DENHAM IGA X-PRESS	SHIRE MONTHLY ACCOUNT - JANUARY 2021	-416.02
EFT27732	05/02/2021	FIONA DOUGLAS	KERB DEPOSIT REFUND	-1000.00
EFT27733	05/02/2021	FUTURE GLASS	SBDC MERCHANDISE	-222.50
EFT27734	05/02/2021	REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)	MONTHLY FUEL ACCOUNT JANUARY 2021, CEO AND WORKS MANAGER VEHICLES	-495.61
EFT27735	05/02/2021	GERALDTON HYDRAULICS	HYDRAULIC PART FOR SEMI TRAILER (P155)	-8.36
EFT27736	05/02/2021	GAVAN MULLAN	GYM CARD DEPOSIT REFUND	-20.00
EFT27737	05/02/2021	HORIZON POWER	SHIRE STREET LIGHTING - JANUARY 2021	-3893.68
EFT27738	05/02/2021	HORIZON POWER	SHIRE PREMISES ELECTRICITY JANUARY 2021	-7773.11
EFT27739	05/02/2021	TOLL IPEC PTY LTD	FREIGHT ACCOUNT JANUARY 2021	-21.47
EFT27740	05/02/2021	LANDGATE (WA LAND INFORMATION AUTHORITY)	GRV VALUATIONS DECEMBER 2020	-120.76
EFT27741	05/02/2021	MARKET FORCE PTY LTD	COUNCIL MEETING DATE ADVERTISING IN NEWSPAPERS	-311.04
EFT27742	05/02/2021	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE FOR PARKING PROSECUTIONS	-276.32
EFT27743	05/02/2021	NATURALISTE PLUMBING PTY LTD	4 DAYS DINGO HIRE - PLAYGROUND SOFTFALL REPLACEMENT TOWN OVAL	-800.00
EFT27744	05/02/2021	PROFESSIONAL PC SUPPORT	SERVER CONNECTIVITY PROBLEM - SHIRE OFFICE	-231.00
EFT27745	05/02/2021	LYONS ENTERPRISES-SHARK BAY CAR HIRE	CAR HIRE FOR VISITING MEDICAL STAFF - JANUARY 2021	-713.52
EFT27746	05/02/2021	LYONS ENTERPRISES - SHARK BAY BOAT HIRE	ANNUAL INSPECTION OF RIGGING EQUIPMENT	-220.00
EFT27747	05/02/2021	RAY WHITE REAL ESTATE SHARK BAY	RENT FOR 12 MEAD STREET - 8 FEBRUARY TO 7 MARCH	-1101.35
EFT27748	05/02/2021	WINC AUSTRALIA PTY LIMITED	SHIRE OFFICE STATIONERY	-744.76
EFT27749	05/02/2021	STATEWIDE BEARINGS	BALL BEARINGS FOR JOHN DEERE SKID (P161)	-29.92
EFT27750	05/02/2021	SHARK BAY CAFE	CATERING FOR STAFF FUNCTION MORNING TEA	-95.00
EFT27751	05/02/2021	SOPHIE BELL	GYM CARD DEPOSIT REFUND	-20.00

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT27752	05/02/2021	SHARK BAY COMMUNITY RESOURCE CENTRE	SHARK BAY RECREATION CENTRE MANAGEMENT AND INSCRIPTION POSTS – JANUARY 2021	-4365.88
EFT27753	05/02/2021	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT - JANUARY 2021	-21397.33
EFT27754	05/02/2021	MCKELL FAMILY TRUST	MONTHLY RUBBISH COLLECTION AND ROAD SWEEPING JANUARY 2021	-11719.05
EFT27755	05/02/2021	SCIENCE AND NATURE PTY LTD	SBDC MERCHANDISE	-1467.58
EFT27756	05/02/2021	SHIRE OF SHARK BAY	BSL LEVY COMMISSION PERMIT # 3367	-10.00
EFT27757	05/02/2021	TELSTRA CORPORATION LTD	SHIRE MOBILE PHONE AND SMS MESSAGING CHARGES	-571.68
EFT27758	05/02/2021	TRUCKLINE PARTS CENTRE	CAMSHAFT AND BRAKE CHAMBER FOR SEMI TRAILER (P155)	-627.10
EFT27759	05/02/2021	THE WATERSHED WATER SYSTEMS	PARTS FOR MAINTENANCE OF SPRINKLERS-TOWN OVAL	-580.00
EFT27760	05/02/2021	WIN WESTERN AUSTRALIA	SCREEN TIME FOR SHIRE OF SHARK BAY SUMMER TV ADVERT ON CHANNEL WIN	-990.00
EFT27761	05/02/2021	WA HOLIDAY GUIDE PTY LTD	BOOKEASY COMMISSION FEE - DECEMBER 2020	-124.95
EFT27762	19/02/2021	AUSTRALIAN TAXATION OFFICE	JANUARY 2021 BAS	-42566.00
EFT27763	12/02/2021	ARTHUR EYRE ELECTRICAL PTY LTD	ELECTRICAL ASSISTANCE TO FORESHORE PLAYGROUND UPGRADE AND INSPECT AND TEST SOLAR INVERTER GRID AT DEPOT	-550.00
EFT27764	12/02/2021	BUNNINGS BUILDING SUPPLIES PTY LTD	CEMENT AND LINE MARKING PAINT FOR SHARK BAY ROADS	-736.26
EFT27765	12/02/2021	FAR WEST ELECTRICAL	NEW OVEN THERMOSTAT TO PENSIONER UNIT 9	-332.20
EFT27766	12/02/2021	TOLL IPEC PTY LTD	TOLL IPEC FREIGHT ACCOUNT	-28.94
EFT27767	12/02/2021	SHARK BAY MARINE AND HARDWARE	MONTHLY HARDWARE ACCOUNT - JANUARY 2021	-567.78
EFT27768	12/02/2021	PURCHER INTERNATIONAL PTY LTD	CYLINDER ASSEMBLY CLUTCH FOR SERVICE TRUCK (PP059)	-245.34
EFT27769	12/02/2021	PEST-A-KILL	TERMITE INSPECTIONS TO PENSIONER UNITS AND MICE MONITORING AND BAITING AT SHIRE BUILDINGS	-902.00
EFT27770	12/02/2021	SHARK BAY SERVICES	NEW BATTERY FOR JOHN DEERE SKID (P161)	-325.00
EFT27771	12/02/2021	SUNNY INDUSTRIAL BRUSHWARE	DIGGA BROOM FOR JOHN DEERE SKID (P161)	-869.44
EFT27772	12/02/2021	SHARK BAY SKIPPER SERVICES	CONTRACT LABOUR HIRE - SHARK BAY ROAD WORKS	-2193.75
EFT27773	12/02/2021	THE BLOCK MAKERS	LIMESTONE BLOCKS FOR FORESHORE WALL EXTENSION – CAPITAL WORKS	-15445.80

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT27774	12/02/2021	TRUCKLINE PARTS CENTRE	SPRING PACK FOR SEMI TRAILER (P155)	-1801.32
EFT27775	12/02/2021	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES JANUARY 2021	-1526.25
EFT27776	12/02/2021	YADGALAH ABORIGINAL CORPORATION	HIRE OF DIGGER TO REMOVE SOFTFALL FROM TOWN OVAL PLAYGROUND	-900.00
EFT27777	19/02/2021	SHIRE OF NORTHAMPTON	HEALTH SERVICES PROVIDED BY WENDY DALLYWATER JULY TO DECEMBER 2020	-6820.00
EFT27778	19/02/2021	DRAGONFLY MEDIA	COST TO TRANSFER “SINK YOUR TEETH IN” ADVERT TO WIN FOR DESERT VET SERIES 2	-99.00
EFT27779	19/02/2021	ARTHUR EYRE ELECTRICAL PTY LTD	INSPECTION AND REPAIR OF ELECTRICAL FAULT AT DISCOVERY CENTRE	-99.00
EFT27780	19/02/2021	BUNNINGS BUILDING SUPPLIES PTY LTD	STOCK PURCHASE OF WHEELIE BIN PARTS	-534.00
EFT27781	19/02/2021	JOHANNES FRANCISCUS BAKKER	GYM CARD DEPOSIT REFUND	-20.00
EFT27782	19/02/2021	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-1122.00
EFT27783	19/02/2021	CARROLL AND RICHARDSON FLAGWORLD	REPLACEMENT FLAGS FOR SHIRE OFFICES (DISCOVERY CENTRE AND OFFICE)	-5298.89
EFT27784	19/02/2021	CANDICE USZKO	SALARY SACRIFICE COMMUNICATIONS	-79.00
EFT27785	19/02/2021	RICHARD EDMUND FENNY	SBDC MERCHANDISE	-390.00
EFT27786	19/02/2021	FAR WEST ELECTRICAL	INSTALLATION OF NEW SMOKE ALARMS TO OFFICES: HAIRDRESSER, PHARMACY & ARISTOCAT	-1450.35
EFT27787	19/02/2021	GIULIA CASTAGNARO	GYM CARD DEPOSIT REFUND	-20.00
EFT27788	19/02/2021	MCLEODS BARRISTERS AND SOLICITORS	LEGAL FEES FOR SES & ST JOHN AMBULANCE LEASE	-374.59
EFT27789	19/02/2021	MONKEYMIA WILDSIGHTS	ACCOMMODATION FOR CLAIR CROUDACE - GRIEF COUNCELLING	-268.00
EFT27790	19/02/2021	PROFESSIONAL PC SUPPORT	MARCH AGREEMENT PPS AGENT AND ANTIVIRUS	-2411.03
EFT27791	19/02/2021	R & L COURIERS	MONTHLY FREIGHT ACCOUNT FOR JANUARY 2021 (INCLUDES FREIGHT FOR SHED KIT FOR DAYCARE)	-669.90
EFT27792	19/02/2021	SHARK BAY BAKERY	CATERING FOR MORNING TEA - STAFF MEMBER FAREWELL J.YORKE	-91.35
EFT27793	19/02/2021	SHARK BAY HOTEL MOTEL	THANK A VOLUNTEER CATERING - DECEMBER 2020	-500.00
EFT27794	19/02/2021	SHARK BAY SUB BRANCH RSL	2021 ANZAC DAY COMMEMORATION EVENT SPONSORSHIP	-1000.00

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT27795	19/02/2021	SHARK BAY MECHANICAL & TOWING SERVICES	NEW TYRE & PUNCTURE REPAIR TO SHIRE VEHICLES (P197) & (P189), EXHAUST GASKET FOR FLOCON (PP021)	-587.00
EFT27796	19/02/2021	SIMON NEIL GLOSSOP	RELOCATION REIMBURSEMENT - MOVING TO SHARK BAY	-2996.39
EFT27797	19/02/2021	TELSTRA CORPORATION LTD	REFUSE SITE MOBILE PHONE CHARGES	-31.96
EFT27798	19/02/2021	WEST AUSTRALIAN NEWSPAPERS	ADVERTS FOR SPECIAL COUNCIL MEETING HELD 13 JANUARY 2021	-388.20
EFT27799	19/02/2021	AFGRI EQUIPMENT	AIR FILTERS FOR GRADER (P156)	-196.20
EFT27800	19/02/2021	SHARK BAY YOUTH GROUP	FINANCIAL CONTRIBUTION TOWARDS NATIONAL YOUTH WEEK APRIL 2021	-1650.00
EFT27801	23/02/2021	ARTHUR EYRE ELECTRICAL PTY LTD	REPLACE FAULTY LIGHTING SWITCHES PANEL AND CHECK ALL LIGHTING ON COURTS AT RECREATION CENTRE	-1111.17
EFT27802	23/02/2021	SHARK BAY AVIATION	FLIGHT WALGA ZONE MEETING CARNARVON	-950.00
EFT27803	23/02/2021	BUNNINGS BUILDING SUPPLIES PTY LTD	FLAGGING TAPE FOR WORKSHOP AND STOCK PUTCHASE OF WHEELIE BIN PARTS	-634.60
EFT27804	23/02/2021	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-231.00
EFT27805	23/02/2021	CHAMPION SHEDS & STEEL	SUPPLY SHED FOR NEW DAY CARE CENTRE	-3932.77
EFT27806	23/02/2021	DATA #3	ACROBAT PRO SOFTWARE FOR SHIRE OFFICE STAFF x 10 LICENCES FOR 12 MONTHS	-2855.27
EFT27807	23/02/2021	SHARK BAY SUPERMARKET	SCOURERS FOR SEMI TRAILER (P151)	-1.20
EFT27808	23/02/2021	C.M & G.D BELL	CONTRACT LABOUR HIRE - SHARK BAY ROAD SHOULDER MAINTENANCE	-4100.00
EFT27809	23/02/2021	GERALDTON MOWER & REPAIRS SPECIALISTS	V-BELT DRIVE, AIR FILTER & SPARK PLUGS FOR MOWER (PP076)	-167.20
EFT27810	23/02/2021	NATURALISTE PLUMBING PTY LTD	REPLUMB SERVICE JETTY TAPS	-500.00
EFT27811	23/02/2021	RYCO HYDRAULICS PTY LTD	PARTS FOR EXCAVATOR (PP127)	-367.14
EFT27812	23/02/2021	SHARK BAY SKIPS	SUPPLY AND LIFT OF SKIP BINS - JANUARY 2021 FOR USELESS LOOP ROAD AND DOT JETTY	-3652.00
EFT27813	23/02/2021	SHARK BAY SKIPPER SERVICES	CONTRACT LABOUR HIRE - SHARK BAY ROAD SHOULDER MAINTENANCE	-2137.50
EFT27814	26/02/2021	STRAYA CONTRACTING PTY LTD	SUPPLY AND LAY CONCRETE FOR NEW DAYCARE	-17600.00
			TOTAL	**$245,662.93**

SHIRE OF SHARK BAY – MUNI
ELECTRONIC PAYROLL TRANSACTIONS
FEBRUARY 2021

DATE	NAME	DESCRIPTION	AMOUNT
16/02/2021	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 14 FEBRUARY 2021	$57,605.00
02/03/2021	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 28 FEBRUARY 2021	$57,859.00
		TOTAL	**$115,464.00**

SHIRE OF SHARK BAY
FEBRUARY 2021
POLICE LICENSING TRANSACTION # 202108

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
202108	28/02/2021	COMMISSIONER OF POLICE	POLICE LICENSING FEBRUARY 2021	$11974.05
			TOTAL	**$11,974.05**

Moved Cr Burton
Seconded Cr Fenny

Council Resolution
That the Ordinary Council meeting be adjourned at 3.31 pm to speak to Mr Mark Gooderham from the Department of Transport.

7/0 CARRIED

Moved Cr Fenny
Seconded Cr Bellottie

Council Resolution
That the Ordinary Council meeting be reconvened at 3.46 pm.

7/0 CARRIED

13.2 FINANCIAL REPORTS TO 31 DECEMBER 2021
CM00017

Author
Executive Manager Finance and Administration

Disclosure of Any Interest
Nil

Moved Cr Ridgely
Seconded Cr Stubberfield

Council Resolution
That the monthly financial report to 28 February 2021 as attached be received.

7/0 CARRIED

Comment
As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **28 February 2021** are attached.

VARIANCE ANALYSIS
Operating Revenue was in excess of the year to date budget by $2,923 mainly due to increases in Interest Earned ($15,682), Refuse Site Fees ($11,005), Planning and Development Applications ($3,303), Gym Fees ($6,165), Shark Bay World Heritage Discovery and Visitor Centre Entrance Fees ($17,463), Sales and Booking commissions ($40,544) and Refund Expenditure income of ($10,285). However, this has been offset by the timing of Main Roads Western Australia Private Works revenue not in sync with the year to date Budget resulting in a deficit variance ($118,858). This timing variance should be resolved by the end of the financial year.

Operating Expenditure is under the year to date budget by $375,568 mainly due to reductions in Elected Members Training ($16,800), Health Consultancy ($8,641), Pensioner Unit Maintenance ($8,445), Recycling Service Review ($14,310), Refuse Operations ($20,528), Town Planning Scheme Expenses ($13,328), Child Care Centre and Town Hall Maintenance ($12,271), Council Assistance Program ($8,167), Recreation Centre and Town Oval Facilities Operating Expenditure ($45,806), Maintenance – Velsheda/Galla ($12,215), Maintenance Shark Bay World Heritage Discovery and Visitor Centre ($18,016), Utilities ($18,421), Travelling Exhibition Costs ($4,015), Country Roads Maintenance ($43,363) and overall underspend in governance overhead costs.

Capital Revenue year to date actual was in excess of the year to date budget by $1,721 and is not a reportable variance.

Capital Expenditure is in excess of the year to date budget by $5,480 and is not a reportable variance.

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

POLICY IMPLICATIONS
There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS
The financial report shows the financial position of the Shire has exceeded the year to date budget as a result of strategies put in place to address the significant adverse trend in the financial position of the Shire, as the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries standard for the past three years. In addition, due to the COVID-19 pandemic further strategies were implemented in the budget to further reduce expenditure in anticipation of an adverse impact on cashflow forecast for the 2020/2021 financial year.

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

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

Voting Requirements
Simple Majority Required

Signature

Author	*A Pears*
Chief Executive Officer	*P Anderson*
Date of Report	19 March 2021

SHIRE OF SHARK BAY

MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

For the period ending 28 February 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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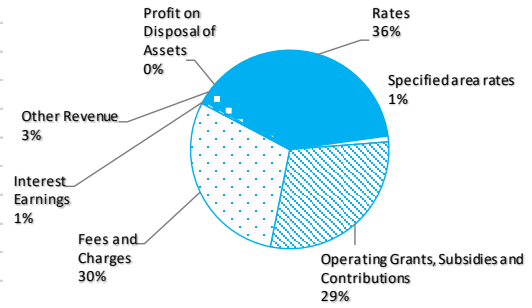
MONTHLY FINANCIAL REPORT

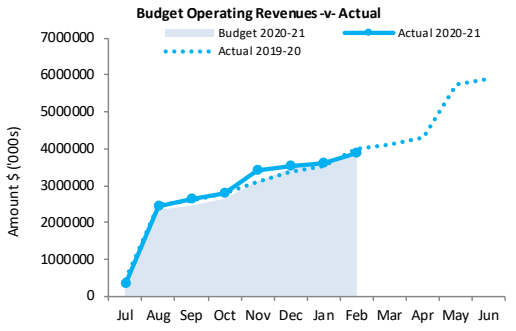
FOR THE PERIOD ENDED 28 FEBRUARY 2021

SUMMARY INFORMATION - GRAPHS

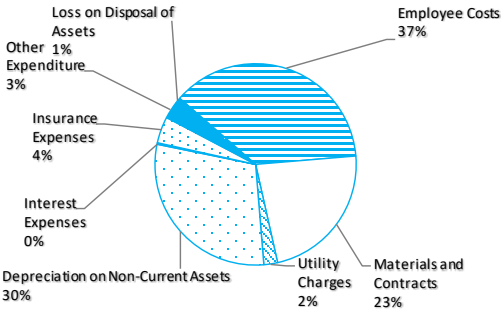
OPERATING ACTIVITIES

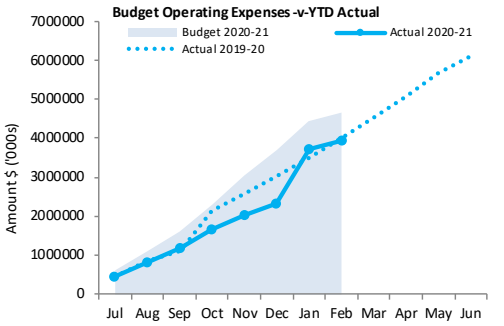
OPERATING REVENUE





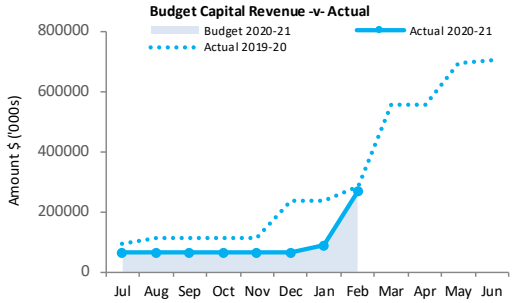
OPERATING EXPENSES



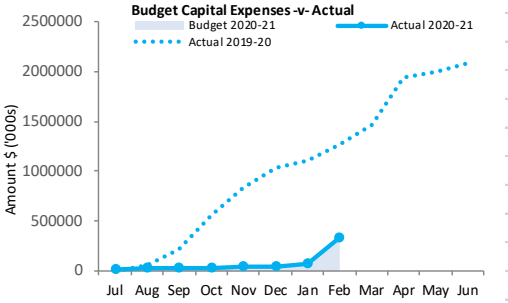


INVESTING ACTIVITIES

CAPITAL REVENUE

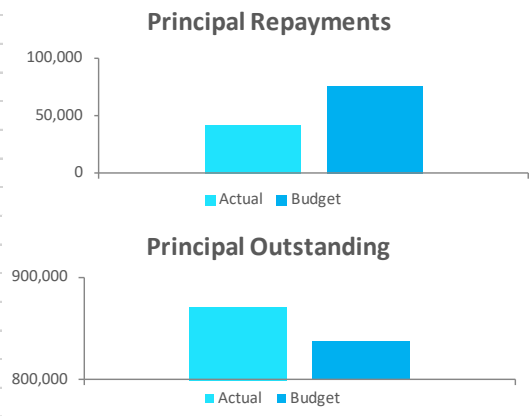


CAPITAL EXPENSES

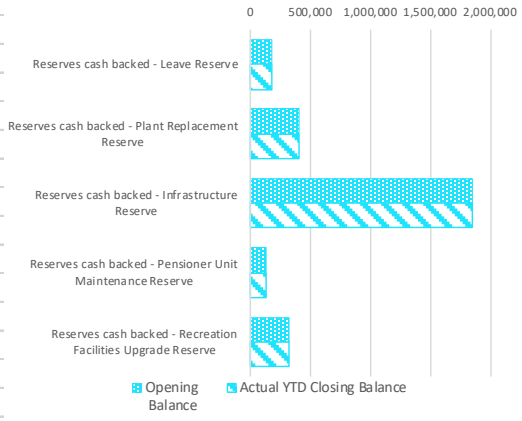


FINANCING ACTIVITIES

BORROWINGS



RESERVES



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

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021

EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$1.60 M	$1.60 M	$1.60 M	$0.00 M
Closing	$0.00 M	$2.29 M	$2.60 M	$0.31 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	$5.85 M	% of total
Unrestricted Cash	$2.92 M	49.9%
Restricted Cash	$2.93 M	50.1%

Refer to Note 2 - Cash and Financial Assets

Payables

	$0.20 M	% Outstanding
Trade Payables	$0.11 M	
Over 30 Days		1.9%
Over 90 Days		0%

Refer to Note 5 - Payables

Receivables

	$0.16 M	% Collected
Rates Receivable	$0.11 M	94%
Trade Receivable	$0.16 M	
Over 30 Days		1.9%
Over 90 Days		1%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.07 M)	$0.79 M	$1.10 M	$0.31 M

Refer to Statement of Financial Activity

Rates Revenue

		% Variance
YTD Actual	$1.44 M	
YTD Budget	$1.44 M	0.0%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

		% Variance
YTD Actual	$1.13 M	
YTD Budget	$1.13 M	(0.2%)

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

		% Variance
YTD Actual	$1.14 M	
YTD Budget	$1.18 M	(3.0%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($1.12 M)	($0.05 M)	($0.06 M)	($0.00 M)

Refer to Statement of Financial Activity

Proceeds on sale

		%
YTD Actual	$0.06 M	
Adopted Budget	$0.26 M	(78.1%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

		% Spent
YTD Actual	$0.33 M	
Adopted Budget	$2.91 M	(88.8%)

Refer to Note 8 - Capital Acquisition

Capital Grants

		% Received
YTD Actual	$0.21 M	
Adopted Budget	$1.54 M	(86.1%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($0.41 M)	($0.05 M)	($0.05 M)	$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	$0.04 M
Interest expense	$0.01 M
Principal due	$0.87 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance	$2.93 M
Interest earned	$0.01 M

Refer to Note 10 - Cash Reserves

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
GOVERNANCE To provide a decision making process for the efficient allocation of scarce resources.	Expenses associated with the provision of services to members of council and elections.
GENERAL PURPOSE FUNDING To collect revenue to allow for the provision of services.	Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. This also includes the costs 'associated with raising these revenues e.g. valuation expenses, debt collection and overheads.
LAW, ORDER, PUBLIC SAFETY To provide services to help ensure a safer and environmentally conscious community.	Enforcement of Local Laws, fire prevention, animal control and the provision of ranger services.
HEALTH To provide an operational framework for environmental and community health.	Health inspection services, food quality control and mosquito control.
HOUSING To provide and maintain housing for the elderly and staff.	Provision and maintenance of rented housing accommodation for pensioners and employees.
COMMUNITY AMENITIES To provide services required by the community.	Sanitation, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.
RECREATION AND CULTURE To establish and effectively manage infrastructure and resources which will help the social wellbeing of the community.	Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, foreshore, public halls and the Shark Bay Recreation Centre.
TRANSPORT To provide safe, effective and efficient transport services to the community.	Construction and maintenance of roads, footpaths, drainage, parking facilities, traffic control, depot operations, marine facilities and street cleaning.
ECONOMIC SERVICES To help promote the Shire and its economic wellbeing	Tourism, community development, building services and private works.
OTHER PROPERTY AND SERVICES To monitor and control council's overhead operating accounts.	Plant maintenance, administration, labour overheads and stock.

STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD ENDED 28 FEBRUARY 2021

STATUTORY REPORTING PROGRAMS

	Re Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a	Var. % (b)-(a)/(a	Var
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	1,601,685	1,601,685	**1,601,685**	0	0.00%	
Revenue from operating activities							
Governance		2,502	1,656	**0**	(1,656)	(100.00%)	
General purpose funding - general rates	6	1,404,421	1,404,420	**1,404,981**	561	0.04%	
General purpose funding - other		988,518	747,623	**766,398**	18,775	2.51%	
Law, order and public safety		69,900	51,097	**53,493**	2,396	4.69%	
Health		1,800	1,192	**1,316**	124	10.40%	
Housing		128,580	85,640	**85,496**	(144)	(0.17%)	
Community amenities		335,876	303,006	**318,210**	15,204	5.02%	▲
Recreation and culture		325,630	217,038	**286,125**	69,087	31.83%	▲
Transport		849,679	431,748	**426,232**	(5,516)	(1.28%)	
Economic services		870,350	583,499	**477,806**	(105,693)	(18.11%)	▼
Other property and services		40,000	26,664	**36,449**	9,785	36.70%	▲
		5,017,256	**3,853,583**	**3,856,506**	2,923		
Expenditure from operating activities							
Governance		(266,462)	(112,036)	**(77,266)**	34,770	31.03%	▲
General purpose funding		(106,220)	(70,800)	**(67,818)**	2,982	4.21%	
Law, order and public safety		(272,004)	(181,200)	**(182,312)**	(1,112)	(0.61%)	
Health		(87,889)	(50,560)	**(39,662)**	10,898	21.55%	▲
Housing		(212,910)	(143,884)	**(134,192)**	9,692	6.74%	▲
Community amenities		(693,071)	(462,023)	**(398,438)**	63,585	13.76%	▲
Recreation and culture		(2,142,316)	(1,434,336)	**(1,283,754)**	150,582	10.50%	▲
Transport		(2,131,515)	(1,213,741)	**(1,161,057)**	52,684	4.34%	
Economic services		(1,030,321)	(636,227)	**(606,638)**	29,589	4.65%	
Other property and services		(39,500)	(26,207)	**(4,309)**	21,898	83.56%	▲
		(6,982,208)	**(4,331,014)**	**(3,955,446)**	375,568		
Non-cash amounts excluded from operating activities	1(a)	1,897,775	1,265,000	**1,201,196**	(63,804)	(5.04%)	▼
Amount attributable to operating activities		**(67,177)**	**787,569**	**1,102,256**	314,687		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,536,052	209,346	**213,012**	3,666	1.75%	
Proceeds from disposal of assets	7	257,182	58,182	**56,237**	(1,945)	(3.34%)	
Payments for property, plant and equipment and infrastructure	8	(2,914,043)	(320,424)	**(325,904)**	(5,480)	(1.71%)	
Amount attributable to investing activities		**(1,120,809)**	**(52,896)**	**(56,655)**	(3,759)		
Financing Activities							
Transfer from reserves	10	1,041,523	0	**0**	0	0.00%	
Repayment of debentures	9	(74,957)	(42,174)	**(42,174)**	0	0.00%	
Transfer to reserves	10	(1,380,265)	(7,508)	**(7,508)**	0	0.00%	
Amount attributable to financing activities		**(413,699)**	**(49,682)**	**(49,682)**	0		
Closing funding surplus / (deficit)	1(c)	**0**	**2,286,676**	**2,597,604**			

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 16 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is $5,000 or 5.00% whichever is the greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 28 FEBRUARY 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES

All rates levied under the *Local Government Act 1995.* Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.

STATEMENT OF FINANCIAL ACTIVITY							
FOR THE PERIOD ENDED 28 FEBRUARY 2021				BY NATURE OR TYPE			
	R Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a	Va
		$	$	$	$	%	
Opening funding surplus / (deficit)	1(c)	1,601,685	1,601,685	**1,601,685**	0	0.00%	
Revenue from operating activities							
Rates	6	1,404,421	1,404,420	**1,404,981**	561	0.04%	
Specified area rates	6	37,104	37,104	**37,104**	0	0.00%	
Operating grants, subsidies andcontributions	12	1,776,701	1,134,463	**1,132,186**	(2,277)	(0.20%)	
Fees and charges		1,644,391	1,175,158	**1,140,048**	(35,110)	(2.99%)	
Interest earnings		9,650	5,838	**17,528**	11,690	200.24%	▲
Other revenue		144,487	96,272	**124,659**	28,387	29.49%	▲
Profit on disposal of assets	7	502	328	**0**	(328)	(100.00%)	
		5,017,256	**3,853,583**	**3,856,506**	2,923		
Expenditure from operating activities							
Employee costs		(2,232,927)	(1,474,090)	**(1,474,740)**	(650)	(0.04%)	
Materials and contracts		(2,294,030)	(1,249,546)	**(902,338)**	347,208	27.79%	▲
Utility charges		(194,865)	(129,776)	**(87,374)**	42,402	32.67%	▲
Depreciation on non-current assets		(1,758,645)	(1,172,240)	**(1,167,433)**	4,807	0.41%	
Interest expenses		(31,159)	(9,569)	**(9,665)**	(96)	(1.00%)	
Insurance expenses		(168,073)	(163,111)	**(168,171)**	(5,060)	(3.10%)	
Other expenditure		(162,877)	(39,594)	**(111,962)**	(72,368)	(182.78%)	▼
Loss on disposal of assets	7	(139,632)	(93,088)	**(33,763)**	59,325	63.73%	▲
		(6,982,208)	**(4,331,014)**	**(3,955,446)**	375,568		
Non-cash amounts excluded from operating activities	1(a)	1,897,775	1,265,000	**1,201,196**	(63,804)	(5.04%)	▼
Amount attributable to operating activities		**(67,177)**	**787,569**	**1,102,256**	314,687		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,536,052	209,346	**213,012**	3,666	1.75%	
Proceeds from disposal of assets	7	257,182	58,182	**56,237**	(1,945)	(3.34%)	
Payments for property, plant and equipment and infrastructure	8	(2,914,043)	(320,424)	**(325,904)**	(5,480)	(1.71%)	
Amount attributable to investing activities		**(1,120,809)**	**(52,896)**	**(56,655)**	(3,759)		
Financing Activities							
Transfer from reserves	10	1,041,523	0	**0**	0	0.00%	
Repayment of debentures	9	(74,957)	(42,174)	**(42,174)**	0	0.00%	
Transfer to reserves	10	(1,380,265)	(7,508)	**(7,508)**	0	0.00%	
Amount attributable to financing activities		**(413,699)**	**(49,682)**	**(49,682)**	0		
Closing funding surplus / (deficit)	1(c)	**0**	**2,286,676**	**2,597,604**	310,928		
KEY INFORMATION							
▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.							
Refer to Note 16 for an explanation of the reasons for the variance.							
This statement is to be read in conjunction with the accompanying Financial Statements and Notes.							

MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 28 FEBRUARY 2021

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE
This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, *Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING
This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant* and Equipment *paragraph 7*.

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 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 05 March 2021

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES
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 that are 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.

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.
In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.
All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

GOODS AND SERVICES TAX
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES
All figures shown in this statement are rounded to the nearest dollar.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
FOR THE PERIOD ENDED 28 FEBRUARY 2021				NOTE 1
		STATEMENT OF FINANCIAL ACTIVITY INFORMATION		
(a) Non-cash items excluded from operating activities				
The following non-cash revenue and expenditure has been excluded from operating activities				
within the Statement of Financial Activity in accordance with Financial Management Regulation 32.				
	Notes	Adopted Budget	YTD Budget (a)	YTD Actual (b)
Non-cash items excluded from operating activities				
		$	$	$
Adjustments to operating activities				
Less: Profit on asset disposals	7	(502)	(328)	0
Less: Reversal of prior year revaluation loss		0	0	0
Less: Non-cash grants and contributions for assets				
Less: Movement in liabilities associated with restricted cash				
Less: Fair value adjustments to financial assets at amortised cost				
Less: Fair value adjustments to investment property		0		0
Movement in pensioner deferred rates (non-current)				0
Movement in inventory (non-current)				0
Movement in employee benefit provisions (non-current)				
Movement in contract liabilities (non-current)				0
Movement in lease liabilities (non-current)				
Movement in other provisions (non-current)				0
Add: Loss on asset disposals	7	139,632	93,088	33,763
Add: Loss on revaluation of non current assets		0	0	0
Add: Change in accounting policies				
Add: Depreciation on assets		1,758,645	1,172,240	1,167,433
Total non-cash items excluded from operating activities		**1,897,775**	**1,265,000**	**1,201,196**
(b) Adjustments to net current assets in the Statement of Financial Activity				
The following current assets and liabilities have been excluded		Last	This Time	Year
from the net current assets used in the Statement of Financial		Year	Last	to
Activity in accordance with *Financial Management Regulation*		Closing	Year	Date
32 to agree to the surplus/(deficit) after imposition of general rates.		30 June 2020	28 February 2020	28 February 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(2,922,352)	(1,303,973)	(2,929,860)
Add: Borrowings	9	74,957	50,599	74,957
Total adjustments to net current assets		**(2,847,395)**	**(1,253,374)**	**(2,854,903)**
(c) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents	2	4,912,395	3,716,635	5,848,992
Rates receivables	3	32,544	252,012	107,632
Receivables	3	68,577	183,098	161,545
Other current assets	4	131,544	156,048	127,279
Less: Current liabilities				
Payables	5	(324,150)	(199,747)	(198,360)
Borrowings	9	(74,957)	(50,599)	(74,957)
Contract liabilities	11	(33,488)	0	(256,239)
Provisions	11	(263,385)	(208,068)	(263,385)
Less: Total adjustments to net current assets	1(b)	(2,847,395)	(1,253,374)	(2,854,903)
Closing funding surplus / (deficit)		**1,601,685**	**2,596,005**	**2,597,604**
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 Council's operational cycle.				

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY — **OPERATING ACTIVITIES**

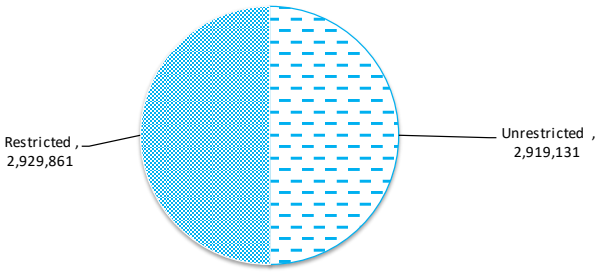
FOR THE PERIOD ENDED 28 FEBRUARY 2021 — **NOTE 2**

CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand								
Municipal Bank Account	Cash and cash equivalents	52,657		52,657	0	Bankwest	0.01%	At Call
Municipal Telenet Saver	Cash and cash equivalents	2,865,574		2,865,574	0	Bankwest	0.15%	At Call
Trust Bank Account	Cash and cash equivalents	0		0	0	Bankwest	0.00%	At Call
Reserve Bank Account	Cash and cash equivalents	0	179	179	0	Bankwest	0.00%	At Call
Reserve Telenet Saver Account	Cash and cash equivalents	0	2,929,682	2,929,682	0	Bankwest	0.25%	At Call
Till Floats	Cash and cash equivalents	900		900	0	N/A	0.00%	On Hand
Total		**2,919,131**	**2,929,861**	**5,848,992**	**0**			
Comprising								
Cash and cash equivalents		2,919,131	2,929,861	5,848,992	0			
		2,919,131	**2,929,861**	**5,848,992**	**0**			

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY — **OPERATING ACTIVITIES**

FOR THE PERIOD ENDED 28 FEBRUARY 2021 — **NOTE 3**

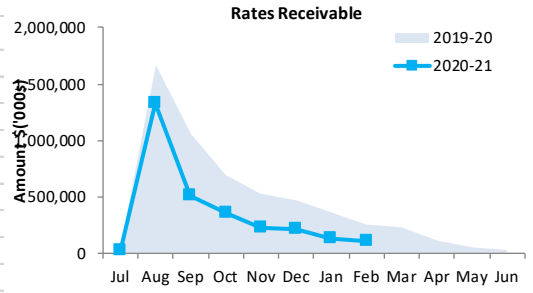
RECEIVABLES

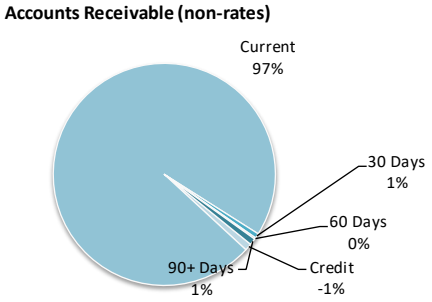
Rates receivable	30 June 2020	28 Feb 2021
	$	$
Opening arrears previous years	31,927	32,544
Levied this year	1,827,891	1,772,192
Less - collections to date	(1,827,274)	(1,697,104)
Equals current outstanding	**32,544**	**107,632**
Net rates collectable	**32,544**	**107,632**
% Collected	98.3%	94%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(1,441)	134,046	954	305	1,287	135,151
Percentage	(1.1%)	99.2%	0.7%	0.2%	1%	
Balance per trial balance						
Sundry receivable						135,151
GST and FBT receivable						25,269
Tenancy Bond - 12 Mead Street						1,100
ESL Levied						25
Total receivables general outstanding						**161,545**
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. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY — **OPERATING ACTIVITIES**

FOR THE PERIOD ENDED 28 FEBRUARY 2021 — **NOTE 4**

OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2020	Asset Increase	Asset Reduction	Closing Balance 28 February 2021
	$	$	$	$
Inventory				
Fuel and materials	17,973		(2,637)	15,336
Merchandise	112,017		(74)	111,943
Prepayments				
Prepayments	365		(365)	0
Accrued income	1,189		(1,189)	0
Total other current assets	**131,544**	**0**	**(4,265)**	**127,279**

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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY — **OPERATING ACTIVITIES**

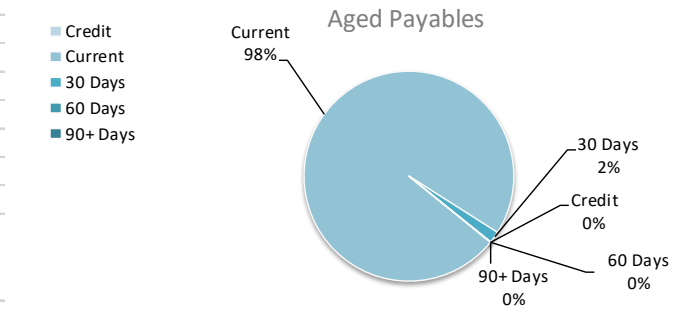
FOR THE PERIOD ENDED 28 FEBRUARY 2021 — **NOTE 5**

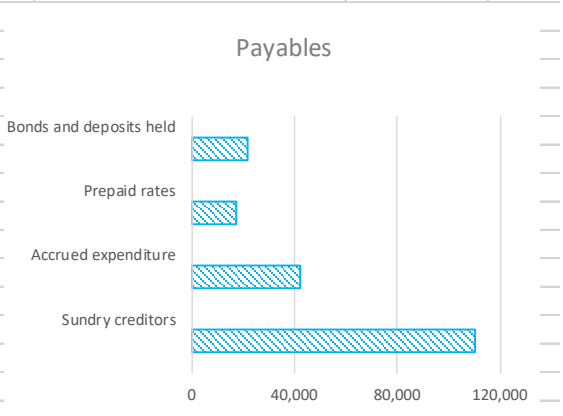
Payables

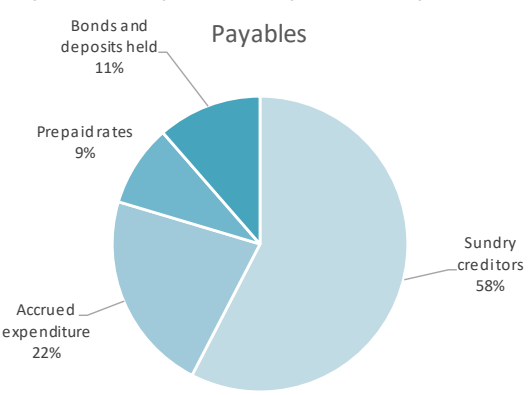
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	107,998	1,951	64	0	110,013
Percentage	0%	98.2%	1.8%	0.1%	0%	
Balance per trial balance						
Sundry creditors						110,013
Accrued expenditure						42,020
Prepaid rates						17,122
Bonds and deposits held						21,797
Payables - Other						7,408
Total payables general outstanding						**198,360**
Amounts shown above include GST (where applicable)						

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire 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.







NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY — **OPERATING ACTIVITIES**

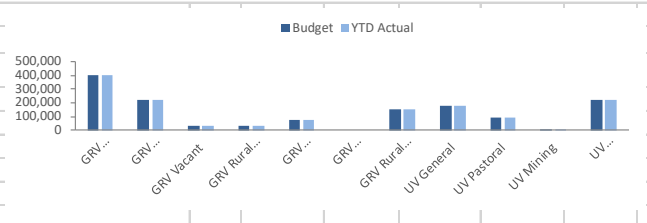
FOR THE PERIOD ENDED 28 FEBRUARY 2021 — **NOTE 6**

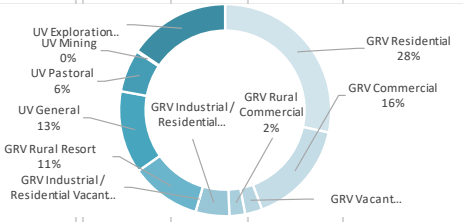
RATE REVENUE

General rate revenue				Budget				YTD Actual			
	Rate in	Number of	Rateable	Rate	Interim	Back	Total	Rate	Interim	Back	Total
	$ (cents)	Properties	Value	Revenue	Rate	Rate	Revenue	Revenue	Rates	Rates	Revenue
RATE TYPE				$	$	$	$	$	$	$	$
Gross rental value											
GRV Residential	0.10284	321	3,843,414	394,828	5,576	153	400,557	395,257	5,576	153	400,986
GRV Commercial	0.10569	41	2,130,457	225,168			225,168	225,168			225,168
GRV Vacant	0.10284	18	360,104	37,033	0	0	37,033	37,033	0	0	37,033
GRV Rural Commercial	0.10688	5	315,380	33,709	0	0	33,709	33,709	0	0	33,709
GRV Industrial / Residential	0.11380	46	640,229	72,860	0	0	72,860	72,860	0	0	72,860
GRV Industrial / Residential Vacant	0.10284	2	0	0	0	0	0	0	0	0	0
GRV Rural Resort	0.11282	1	1,346,800	151,949	0	0	151,949	151,948	0	0	151,948
Unimproved value											
UV General	0.20709	7	859,222	177,936	0	0	177,936	177,936	0	0	177,936
UV Pastoral	0.14182	11	642,378	91,105	0	0	91,105	91,105	0	0	91,105
UV Mining	0.28245	1	8,415	2,245	0	0	2,245	2,377	0	0	2,377
UV Exploration	0.27158	10	806,582	219,052	0	0	219,052	219,052	0	0	219,052
Sub-Total		**463**	**10,952,981**	**1,405,885**	**5,576**	**153**	**1,411,614**	**1,406,445**	**5,576**	**153**	**1,412,174**
Minimum payment	**Minimum $**										
Gross rental value											
GRV Residential	876	51	360,188	44,676	0	0	44,676	44,676	0	0	44,676
GRV Commercial	876	17	93,933	14,892	0	0	14,892	14,892	0	0	14,892
GRV Vacant	876	80	262,806	70,080	0	0	70,080	70,080	0	0	70,080
GRV Rural Commercial	876	0	0	0	0	0	0	0	0	0	0
GRV Industrial / Residential	876	3	19,439	2,628	0	0	2,628	2,628	0	0	2,628
GRV Industrial / Residential Vacant	546	0	0	0	0	0	0	0	0	0	0
GRV Rural Resort	876	0	0	0	0	0	0	0	0	0	0
Unimproved value											
UV General	735	6	9,395	4,410	0	0	4,410	4,410	0	0	4,410
UV Pastoral	920	0	0	0	0	0	0	0	0	0	0
UV Mining	920	1	693	920	0	0	920	920	0	0	920
UV Exploration	920	1	2,073	920	0	0	920	920	0	0	920
Sub-total		**159**	**748,527**	**138,526**	**0**	**0**	**138,526**	**138,526**	**0**	**0**	**138,526**
Concession							(145,719)				(145,719)
Amount from general rates							**1,404,421**				**1,404,981**
Total general rates							**1,404,421**				**1,404,981**
Specified area rates	**Rate in**										
	$ (cents)										
Monkey Mia Bore Replacement	0.03480		1,066,000	37,104	0	0	37,104	37,104	0	0	37,104
Total specified area rates			**1,066,000**	**37,104**	**0**	**0**	**37,104**	**37,104**	**0**	**0**	**37,104**
Total							**1,441,525**				**1,442,085**

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.



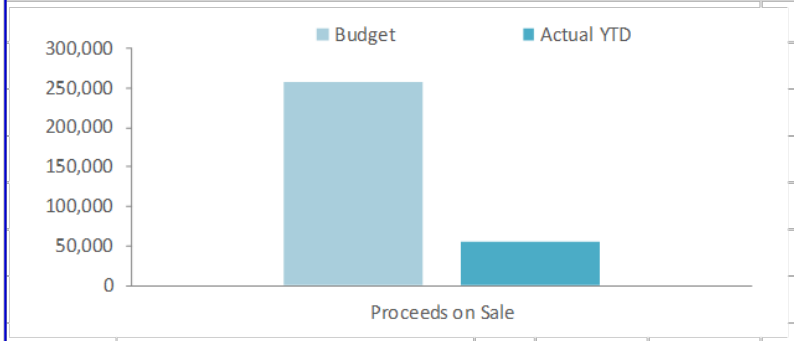


NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY — **OPERATING ACTIVITIES**

FOR THE PERIOD ENDED 28 FEBRUARY 2021 — **NOTE 7**

DISPOSAL OF ASSETS

			Budget			YTD Actual			
Asset Ref.	Asset description	Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		$	$	$	$	$	$	$	$
	Plant and equipment								
	Governance								
MV188	CEO Vehicle	54,498	55,000	502	0	0	0	0	0
	Transport								
MV193	Dual Cab Ute - Works Manager	39,229	34,000	0	(5,229)	0	0	0	0
MV189	Dual Cab Ute - Town	34,310	25,000	0	(9,310)	0	0	0	0
MV190	Dual Cab Ute - Country	34,310	25,000	0	(9,310)	0	0	0	0
MV147	Country Loader	144,389	60,000	0	(84,389)	0	0	0	0
MV134	Vibration Roller	89,576	58,182	0	(31,394)	90,000	56,237	0	(33,763)
		396,312	**257,182**	**502**	**(139,632)**	**90,000**	**56,237**	**0**	**(33,763)**



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				INVESTING ACTIVITIES
FOR THE PERIOD ENDED 28 FEBRUARY 2021				NOTE 8
				CAPITAL ACQUISITIONS
	Adopted			
Capital acquisitions	**Budget**	**YTD Budget**	**YTD Actual**	**YTD Actual Variance**
	$	$	$	$
Buildings	150,000	0	0	0
Buildings - specialised	750,508	232,721	233,042	321
Furniture and equipment	27,500	0	0	0
Plant and equipment	519,000	5,000	4,474	(526)
Heritage Assets	50,000	0	0	0
Infrastructure - roads other	352,035	10,203	11,021	818
Infrastructure - roads town	450,000	0	0	0
Infrastructure - footpaths	260,000	0	586	586
Infrastructure - public facilities	355,000	72,500	76,781	4,281
Total Capital Acquisitions	**2,914,043**	**320,424**	**325,904**	**5,480**
Capital Acquisitions Funded By:				
	$	$	$	$
Capital grants and contributions	**1,536,052**	**209,346**	**213,012**	3,666
Other (disposals & C/Fwd)	**257,182**	**58,182**	**56,237**	(1,945)
Cash backed reserves				
Reserves cash backed - Plant Replacement Reserve	**320,000**	**0**	**0**	0
Reserves cash backed - Infrastructure Reserve	**564,023**	**0**	**0**	0
Reserves cash backed - Pensioner Unit Maintenance Reserve	**35,000**	**0**	**0**	0
Reserves cash backed - Recreation Facilities Upgrade Reserve	**122,500**	**0**	**0**	0
Contribution - operations	**79,286**	**52,896**	**56,655**	3,759
Capital funding total	**2,914,043**	**320,424**	**325,904**	**5,480**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

NOTE TO THE STATEMENT OF FINANCIAL ACTIVITY — INVESTING ACTIVITIES

FOR THE PERIOD ENDED 28 FEBRUARY 2021 — NOTE 8

CAPITAL ACQUISITIONS (CONTINUED)

Capital expenditure total

Level of completion indicators

0%	
20%	
40%	Percentage Year to Date Actual to Annual Budget expenditure where the
60%	expenditure over budget highlighted in red.
80%	
100%	
Over 100%	

Level of completion indicator, please see table at the end of this note for further detail.

		Account Description	Strategic Plan Reference	Adopted Budget	YTD Budget	YTD Actual	Variance (Under)/Over
	05204736	Shire Office Asbestos Removal	3.1, 4.1	75,000	0	0	0
	05205335	CEO Vehicle Replacement	4.1	70,000	0	0	0
	09128001	Capital Works 5 Spaven Way	4.1	10,000	0	0	0
	09128020	Capital Works 65 Brockman St	4.1	10,000	0	0	0
	09128040	Capital Works 80 Durlacher St	4.1	10,000	0	0	0
	09128050	Capital Works 51 Durlacher St	4.1	10,000	0	0	0
	25104785	Pensioner Units Capital	4.1	25,000	0	0	0
	25104790	Pensioner Shed Door/Water Pipe Replacement	4.1	10,000	0	0	0
	30404756	Morgue Building	4.1	85,000	0	0	0
	30401932	Cemetery Shade	4.1	5,000	0	0	0
	30445151	Hamelin Pool Carpark	4.1	10,000	0	0	0
	35104705	Town Hall Asbestos Removal	3.1, 4.1	75,000	0	0	0
	35104706	Town Hall Access	4.1, 5.1, 5.2	40,000	0	0	0
	35104701	Child Care Centre Site Works	5.1	40,000	40,000	22,010	17,990
	35104732	Child Care Building	5.1	300,000	185,000	203,920	(18,920)
	35104733	Mens Shed Building	5.1	110,287	0	0	0
	35104734	Mens Shed Site Works	5.1	20,000	0	0	0
	35205531	Rock Wall - Foreshore	4.1	45,000	30,000	29,136	864
	35205534	West End Toilet Roof Replacement	4.1	15,000	0	0	0
	35205536	Playground Fence Replacement	4.1, 5.1, 5.2	15,000	15,000	17,371	(2,371)
	35205537	Adventure Park Lighting Upgrade	4.1, 5.1, 5.2	15,000	0	0	0
	35302283	Little Lagoon Signs and Barriers	3.1, 4.1	25,000	7,500	7,684	(184)
	35302284	Little Lagoon Upgrades, Gazebo, Bollards and Signage	3.1, 4.1	35,000	0	0	0
	35304741	Recreation Centre Panel And Paint Upgrade	4.1	50,000	0	0	0
	35305570	Playground Softfall Replacement - Town Oval	4.1, 5.1, 5.2	20,000	20,000	18,730	1,270
	35305504	Multi Purpose Courts Light Upgrade	4.1	25,000	0	0	0
	35305506	Gymnasium Equipment	4.1, 5.1, 5.2	15,000	0	0	0
	35305507	Recreation Centre Entry System	4.1, 5.1, 5.2	12,500	0	0	0
	35305508	Skate Park Upgrade	4.1, 5.1, 5.2	55,000	0	0	0
	35305509	Multi Purpose Courts Resurface	4.1	70,000	0	0	0
	35305560	Charlie Sappie Park Bed Removal and Replacement	4.1	20,000	0	0	0
	35305578	Town Oval Bore Capital	4.1, 5.1, 5.2	0	0	1,860	(1,860)
	35305582	Town Bore Fence Extensions	4.1, 5.1, 5.2	0	0	2,002	(2,002)
	35605182	Heritage Stables Refurbishment	4.1	50,000	0	1,949	(1,949)
	36004993	SBDC Door Upgrade	4.1, 5.1, 5.2	12,500	0	0	0
	45104720	Depot Fencing	4.1	7,721	7,721	5,164	2,557
	45104722	Depot Office Awning	4.1	10,000	0	0	0
	45105350	Depot Tools and Major Plant	4.1	20,000	5,000	4,474	526
	45145251	Footpath Construction (As Per Denham Footpath Plan)	1.1, 4.1, 5.1	100,000	0	0	0
	45145257	Francis Street Lighting	1.1, 4.1, 5.1	80,000	0	586	(586)
	45145258	Stella Rowley Drive Lighting	1.1, 4.1, 5.1	80,000	0	0	0
	45180091	R2R Brockman Street 20-21	1.1	450,000	0	0	0
	45150036	RRG Eagle Bluff Road 19/20	1.1	8,203	8,203	8,672	(469)
	45150038	RRG Useless Loop Road 20-21	1.1	216,057	0	274	(274)
	45150039	RRG Eagle Bluff Road 20-21	1.1	127,775	2,000	2,075	(75)
	45205345	Country Ute Replacement	4.1	46,000	0	0	0
	45205507	Dual Cab Ute - Works Manager	4.1	57,000	0	0	0
	45205508	Dual Cab Ute - Town	4.1	46,000	0	0	0
	45205517	Country Loader	4.1	280,000	0	0	0
				2,914,043	**320,424**	**325,904**	**(5,480)**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										FINANCING ACTIVITIES
FOR THE PERIOD ENDED 28 FEBRUARY 2021										NOTE 9
										BORROWINGS
Repayments - borrowings										
					Principal		Principal		Interest	
Information on borrowings			New Loans		Repayments		Outstanding		Repayments	
Particulars	Loan No.	1 July 2020	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		$	$	$	$	$	$	$	$	$
Governance										
Staff Housing	56	9,901	0	0	9,901	9,901	0	0	288	289
Recreation and culture										
Town Oval Bore	58	800,000	0	0	15,963	32,105	784,037	767,895	8,088	26,716
Economic services										
Monkey Mia Bore	57	102,963	0	0	16,310	32,951	86,653	70,012	1,289	4,154
Total		912,864	0	0	42,174	74,957	870,690	837,907	9,665	31,159
Current borrowings		74,957					74,957			
Non-current borrowings		837,907					795,733			
		912,864					870,690			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

31 MARCH 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								OPERATING ACTIVITIES	
FOR THE PERIOD ENDED 28 FEBRUARY 2021									NOTE 10
									CASH RESERVES
Cash backed reserve									
Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	$	$	$	$	$	$	$	$	$
Reserves cash backed - Leave Reserve	171,006	680	439	24,000	0	0	0	195,686	171,445
Reserves cash backed - Plant Replacement Reserve	401,851	300	1,032	450,000	0	(320,000)	0	532,151	402,883
Reserves cash backed - Infrastructure Reserve	1,847,922	1,500	4,748	677,765	0	(564,023)	0	1,963,164	1,852,670
Reserves cash backed - Pensioner Unit Maintenance Reserve	127,114	30	327	45,000	0	(35,000)	0	137,144	127,441
Reserves cash backed - Recreation Facilities Upgrade Reserve	322,812	850	829	180,000	0	(122,500)	0	381,162	323,641
Reserves cash backed - Monkey Mia Jetty Reserve	22,087	60	57	0	0	0	0	22,147	22,144
Reserves cash backed - Share Fire System Reserve	29,560	80	76	0	0	0	0	29,640	29,636
	2,922,352	**3,500**	**7,508**	**1,376,765**	**0**	**(1,041,523)**	**0**	**3,261,094**	**2,929,860**
KEY INFORMATION									

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					OPERATING ACTIVITIES
FOR THE PERIOD ENDED 28 FEBRUARY 2021					NOTE 11
					OTHER CURRENT LIABILITIES
		Opening	Liability	Liability	Closing
		Balance	Increase	Reduction	Balance
Other current liabilities	Note	1 July 2020			28 February 2021
		$	$	$	$
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	15,642	47,750	(15,642)	47,750
- non-operating	13	17,846	199,831	(9,188)	208,489
Total unspent grants, contributions and reimbursements		33,488	247,581	(24,830)	256,239
Provisions					
Annual leave		138,427	0	0	138,427
Long service leave		124,958	0	0	124,958
Total Provisions		263,385	0	0	263,385
Total other current assets		**296,873**	**247,581**	**(24,830)**	**519,624**
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 benefits

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 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. 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.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY — **NOTE 12**

FOR THE PERIOD ENDED 28 FEBRUARY 2021 — **OPERATING GRANTS AND CONTRIBUTIONS**

	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue					
Provider	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2021	Current Liability 28 Feb 2021	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	$	$	$	$	$	$	$	$	$	$	$
Operating grants and subsidies											
General purpose funding											
WALGGC - Grants Commission - General	0	0	0	0	0	714,127	535,595	692,158	21,969	714,127	535,595
WALGGC - Grants Commission - Roads	0	0	0	0	0	208,136	156,102	226,736	(18,600)	208,136	156,102
Law, order, public safety											
FESA Grant - Bush Fire Brigade	2,344	0	(2,344)	0	0	8,970	6,727	8,970	0	8,970	7,031
FESA Grant - SES	11,310	0	(11,310)	0	0	45,240	33,930	45,240	0	45,240	33,930
Transport											
Main Roads Road WA Preservation Grant	0	0	0	0	0	117,315	117,315	117,315	0	117,315	117,315
Main Roads WA Useless Loop Maintenance	0	4,305	0	4,305	4,305	657,058	260,000	330,000	327,058	657,058	259,695
Economic services											
Department of Communities - Thank A Volunteer	0	0	0	0	0	700	700	700	0	700	750
Keep Australia Beautiful Council Grant for Community Litter	0	0	0	0	0	1,500	1,500	0	1,500	1,500	1,500
Gaming and Wagering Commission - Club Capacity Building Workshop	0	3,000	0	3,000	3,000	3,000	0	0	3,000	3,000	0
Department of Local Government, Sports and Culture Gascoyne Sports Moc	1,989	0	(1,989)	0	0	1,989	1,989	1,989	0	1,989	1,989
Horizon Power Christmas Festival	0	444	0	444	444	7,500	7,500	0	7,500	7,500	7,056
NAIDOC Week Flag Raising Ceremony	0	0	0	0	0	250	250	0	250	250	250
	15,642	**7,750**	**(15,642)**	**7,750**	**7,750**	**1,765,785**	**1,121,608**	**1,423,108**	**342,677**	**1,765,785**	**1,121,212**
Operating contributions											
Recreation and culture											
Contributions - HMAS Sydney Exhibit	0	0	0	0	0	200	150	200	0	200	354
Transport											
DPLH - Natural Gas Pipeline Corridor Road Maintenance Contribution	0	0	0	0	0	12,705	12,705	12,705	0	12,705	10,120
Economic services											
Keep Australia Beautiful Council Award Proceeds - Tidy Town Winner	0	0	0	0	0	0	0	0	0	0	500
RAC Caravan Park Rental (Fees February to June Unexpired)	0	40,000	0	40,000	40,000	0	0	0	0	0	0
	0	**40,000**	**0**	**40,000**	**40,000**	**12,905**	**12,855**	**12,905**	**0**	**12,905**	**10,974**
TOTALS	**15,642**	**47,750**	**(15,642)**	**47,750**	**47,750**	**1,778,690**	**1,134,463**	**1,436,013**	**342,677**	**1,778,690**	**1,132,186**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY												NOTE 13
FOR THE PERIOD ENDED 28 FEBRUARY 2021									NON-OPERATING GRANTS AND CONTRIBUTIONS			
	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue						
Provider	Liability 1 July 2020	Increase in Liability	Liability Reduction (As revenue)	Liability 28 Feb 2021	Current Liability 28 Feb 2021	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)	
	$	$	$	$	$	$	$	$	$	$	$	
Non-operating grants and subsidies												
Recreation and culture												
Department of Industry, Science, Energy and Resources - Little Lagoon Rehabilitation Project	12,500	0	(3,842)	8,658	8,658	12,500	4,000	12,500	0	12,500	3,842	
Ngala Bright Stars Child Care Centre	0	0	0	0	0	300,000	140,000	0	300,000	300,000	141,229	
Gaming Community Chest - Mens Shed	0	0	0	0	0	110,287	0	0	110,287	110,287	0	
Transport												
RRG Grants - Capital Projects	5,346	93,831	(5,346)	93,831	93,831	234,567	5,346	243,956	(9,389)	234,567	6,910	
Roads to Recovery - Capital Projects	0	0	0	0	0	297,245	0	297,245	0	297,245	0	
Local Roads and Community Infrastructure	0	106,000	0	106,000	106,000	581,453	60,000	334,062	247,391	581,453	61,031	
	17,846	**199,831**	**(9,188)**	**208,489**	**208,489**	**1,536,052**	**209,346**	**887,763**	**648,289**	**1,536,052**	**213,012**	
TOTALS	**17,846**	**199,831**	**(9,188)**	**208,489**	**208,489**	**1,536,052**	**209,346**	**887,763**	**648,289**	**1,536,052**	**213,012**	

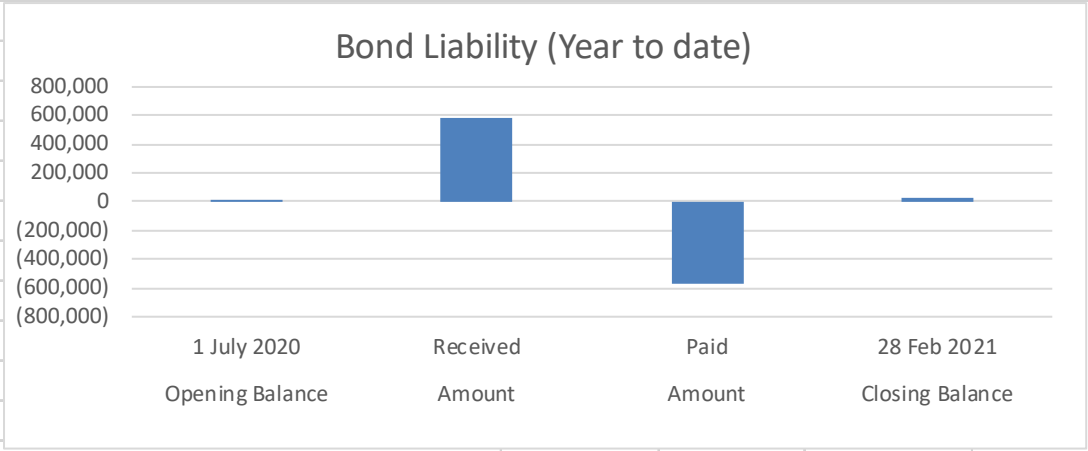
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 14**

FOR THE PERIOD ENDED 28 FEBRUARY 2021 **BOND LIABILITY**

Funds held for the purpose of bonds or levies (previously trust) and which are reported as a liability are as follows:

Description	Opening Balance 1 July 2020	Amount Received	Amount Paid	Closing Balance 28 Feb 2021
	$	$	$	$
CITF Levy	294	1,683	(1,907)	**70**
Library Card Bond	150	100	(200)	**50**
Bookeasy- Sales	199	412,752	(410,175)	**2,776**
Kerb/Footpath Deposit	4,800	0	(1,000)	**3,800**
Bond Key	3,850	1,660	(840)	**4,670**
Hall Bond	825	275	(825)	**275**
Police Licensing	4,705	159,471	(156,528)	**7,649**
Building Licence Levy	277	3,043	(3,320)	**(0)**
Road Reserve - Hughes Street	2,298	0	0	**2,298**
Rates Unidentified Deposit	210	0	0	**210**
	17,607	**578,985**	**(574,795)**	**21,797**

KEY INFORMATION



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							NOTE
FOR THE PERIOD ENDED 28 FEBRUARY 2021							BUDGET AMENDMENTS
Amendments to original budget since budget adoption. Surplus/(Deficit)							
GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				$	$	$	$
	Budget adoption	24/02/2021					0
	Opening Surplus/(Deficit)		Opening Surplus(Deficit)			(180,157)	(180,157)
00102900	Valuation Expenses - Rates		Operating Expenses		17,000		(163,157)
00103010	Rates GRV Residential		Operating Revenue		2,251		(160,906)
00103012	Rates GRV Commercial		Operating Revenue		2,748		(158,158)
00103020	Rates UV - General		Operating Revenue		6,534		(151,624)
00103030	Rates UV - Pastoral		Operating Revenue		3,549		(148,075)
00103031	Rates UV Exploration		Operating Revenue		12,186		(135,889)
00103039	Minimum Rates GRV Vacant Residential		Operating Revenue			(1,752)	(137,641)
00103040	Minimum Rates GRV Residential		Operating Revenue		876		(136,765)
00103080	Interim Rates GRV - Residential		Operating Revenue		5,576		(131,189)
00103110	Back Rates GRV - Residential		Operating Revenue		153		(131,036)
00103160	Rates Concession UV - Pastoral		Operating Revenue			(2,319)	(133,355)
00103161	Rates Concession UV - Exploration		Operating Revenue			(4,566)	(137,921)
00203245	Grants Commission - General		Operating Revenue		21,969		(115,952)
00203246	Grants Commission - Roads		Operating Revenue			(18,600)	(134,552)
05100732	Council Chambers Items < $5k		Operating Expenses			(7,000)	(141,552)
05101010	Conference Expenses - Members		Operating Expenses		9,500		(132,052)
05101300	Fair Value Valuations		Operating Expenses			(14,000)	(146,052)
05101404	Reg 17 Review		Operating Expenses			(15,000)	(161,052)
05102480	Election Expenses		Operating Expenses		14,000		(147,052)
05200001	Staff Housing Costs		Operating Expenses		2,160		(144,892)
05200611	Central Records Upgrade		Operating Expenses			(13,500)	(158,392)
05200975	Printing & Stationery - Governance		Operating Expenses			(1,185)	(159,577)
05201301	Depreciation - Plant & Equipment		Non Cash Item	1,670			(159,577)
05201302	Depreciation - Furniture & Equipment		Non Cash Item	(2,645)			(159,577)
10301303	Depreciation - Buildings		Non Cash Item	4,055			(159,577)
10302751	Ranger Patrols		Operating Expenses			(16,700)	(176,277)
10302790	Insurance - Emergency Services Building		Operating Expenses		2,560		(173,717)
10303402	Reimbursements - SES		Operating Revenue		1,600		(172,117)

10303403	SES Charges to be recovered		Operating Expenses			(1,600)	(173,717)
10303405	St Johns Ambulance - Charges to be recovered		Operating Expenses			(960)	(174,677)
10303406	Reimbursements - St Johns Ambulance		Operating Revenue		960		(173,717)
09100001	House 5 Spaven Way (CEO)		Non Cash Item	755			(173,717)
09100020	House 65 Brockman Street		Non Cash Item	800			(173,717)
09100040	House 80 Durlacher St		Non Cash Item	310			(173,717)
09100050	House 51 Durlacher St		Non Cash Item	1,405			(173,717)
09100060	House 16A Sunter Place		Non Cash Item	1,410			(173,717)
09100070	House 16B Sunter Place		Non Cash Item	1,410			(173,717)
09100080	House 12 Mead Street		Operating Expenses			(11,200)	(184,917)
09100100	Staff Housing Costs Allocated to Services		Operating Expenses		3,310		(181,607)
09110550	Rental Income 12 Mead Street		Operating Revenue		1,800		(179,807)
25101303	Depreciation - Buildings		Non Cash Item	12,955			(179,807)
30101304	Depreciation - Public Facility		Non Cash Item	5			(179,807)
30201304	Depreciaton - Public Facility		Non Cash Item	1,000			(179,807)
30203720	Refuse Site Fees		Operating Revenue		27,000		(152,807)
30401303	Depreciation - Buildings		Non Cash Item	4,585			(152,807)
30401304	Depreciation - Public Facility		Non Cash Item	(35)			(152,807)
35101302	Depreciation - Furniture & Equipment		Non Cash Item	(505)			(152,807)
35101303	Depreciation - Buildings		Non Cash Item	72,795			(152,807)
35101310	Depreciation - Heritage Assets		Non Cash Item	3,305			(152,807)
35103907	Grant - Mens Shed Gaming Community Trust		Capital Revenue		110,287		(42,520)
35100732	Child Care Buildings - Refunds Expenditure		Operating Revenue		300,000		257,480
35201303	Depreciation - Buildings		Non Cash Item	(12,290)			257,480
35201304	Depreciation - Public Facility		Non Cash Item	15,680			257,480
35301301	Depreciation - Plant & Equip.		Non Cash Item	(645)			257,480
35301302	Depreciation - Furn & Equip		Non Cash Item	1,245			257,480
35301304	Depreciation - Public Facility		Non Cash Item	(18,235)			257,480
35303000	Shark Bay Recreation Centre Operating		Operating Expenses		10,000		267,480
35601304	Depreciation - Public facilities		Non Cash Item	(20)			267,480

35601310	Depreciation - Heritage Assets		Non Cash Item	27,290			267,480
36000683	Staff Housing Costs		Operating Expenses			(9,400)	258,080
36001301	Depreciation - Plant & Equipment		Non Cash Item	10			258,080
36001302	Depreciation - Furniture and Equipment (SBDC)		Non Cash Item	1,690			258,080
36001303	Depreciation - Buildings		Non Cash Item	45,825			258,080
36002699	Purchase - Merchandise		Operating Expenses			(15,000)	243,080
36003722	Entrance Fees - SBDC		Operating Revenue		14,000		257,080
36003770	Sale - Merchandise		Operating Revenue		34,000		291,080
36003772	Sale - Dept of Parks & Wildlife Park Passes		Operating Revenue			(4,500)	286,580
36003791	Visitor Centre Booking Commission		Operating Revenue		30,000		316,580
45101301	Depreciation - Plant & Equip.		Non Cash Item	5			316,580
45101303	Depreciation - Land & Building		Non Cash Item	(3,050)			316,580
45101305	Depreciation - Roads (Non Town		Non Cash Item	(11,295)			316,580
45101306	Depreciation - Town Streets		Non Cash Item	(4,455)			316,580
45101307	Depreciation - Footpaths		Non Cash Item	(3,650)			316,580
45101308	Depreciation - Drain & Culvert		Non Cash Item	(1,760)			316,580
45101309	Depreciation - Streetscapes		Non Cash Item	415			316,580
45103280	Useless Loop Road - Mtce		Operating Expenses		327,058		643,638
45103365	RRG Grants - Capital Projects		Capital Revenue			(9,389)	634,249
45103366	Local Road and Community Infrastructure Program Grant		Capital Revenue		247,391		881,640
45121946	Useless Loop Road Maintenance		Operating Expenses			(327,058)	554,582
45401304	Depreciation - Pub. Facilities		Non Cash Item	(55)			554,582
50100770	Staff Housing		Operating Expenses		1,110		555,692
50102750	Community Events and Festivals		Operating Expenses			(10,750)	544,942
50102753	Keep Australia Beautiful - Community Litter Grant Expense		Operating Expenses			(1,500)	543,442
50103674	Grant - Keep Australia Beautiful for Community Litter		Operating Revenue		1,500		544,942
50103675	Grant - Horizon Power Christmas Festival		Operating Revenue		7,500		552,442
50103676	Sponsorship - NAIDOC Week Flag Raising Ceremony		Operating Revenue		250		552,692
50103677	Grant - Club Capacity Building Workshop		Operating Revenue		3,000		555,692
50102663	Men Shed Site Works		Capital Expenses		20,000		575,692

50203850	Camping fees		Operating Revenue			(797)	574,895
50203903	Caravan Park Leases		Operating Revenue		60,000		634,895
50401303	Depreciation -Buildings		Non Cash Item	6,520			634,895
50501900	Private Works - Other		Operating Revenue		1,410		636,305
55101562	Staff Housing Costs		Operating Expenses		1,410		637,715
55101580	Less Public Works Overheads Allocated Works/Services		Operating Expenses			(1,410)	636,305
55201585	Less Plant Operating Costs Allocated Works/Services		Operating Expenses		18,780		655,085
55201623	Plant Operating Costs - Deprec		Non Cash Item	(18,780)			655,085
30404756	Morgue Building		Capital Expenses			(45,000)	610,085
35104732	Child Care Building		Capital Expenses			(300,000)	310,085
35104733	Mens Shed Building		Capital Expenses			(110,287)	199,798
35104734	Mens Shed Site Works		Capital Expenses			(20,000)	179,798
35205537	Adventure Park Lighting Upgrade		Capital Expenses			(15,000)	164,798
35302284	Little Lagoon Upgrades, Gazebo, Bollards and Signage		Capital Expenses			(35,000)	129,798
35305506	Gymnasium Equipment		Capital Expenses			(15,000)	114,798
35305507	Recreation Centre Entry System		Capital Expenses			(12,500)	102,298
35305508	Skate Park Upgrade		Capital Expenses			(55,000)	47,298
35305509	Multi Purpose Courts Resurface		Capital Expenses			(70,000)	(22,702)
36004993	SBDC Door Upgrade		Capital Expenses			(12,500)	(35,202)
45150038	Rrg Useless Loop Road 20-21		Capital Expenses		13,901		(21,301)
	Transfer to Reserves		Reserve Transfers		8,692		(12,609)
	Transfer from Reserves		Reserve Transfers		12,609		0
				127,720	**1,358,630**	**(1,358,630)**	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY **NOTE 16**

FOR THE PERIOD ENDED 28 FEBRUARY 2021 **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 2020-21 year is $5,000 or 5.00% whichever is the greater.

Reporting Program	Var. $	Var. %		Timing/ Permanent	Explanation of Variance
	$	%			
Revenue from operating activities					
Governance	(1,656)	(100.00%)		Timing	No Reportable Variance
General purpose funding - rates	561	0.04%		Timing	No Reportable Variance
General purpose funding - other	18,775	2.51%		Timing	No Reportable Variance
Law, order and public safety	2,396	4.69%		Timing	No Reportable Variance
Health	124	10.40%		Timing	No Reportable Variance
Housing	(144)	(0.17%)		Timing	No Reportable Variance
Community amenities	15,204	5.02%	▲	Timing	No Reportable Variance
Recreation and culture	69,087	31.83%	▲	Permanent	Increases in SBDC Sales and Commission and SBRC Gym Fees compared to YTD Budget
Transport	(5,516)	(1.28%)		Timing	No Reportable Variance
Economic services	(105,693)	(18.11%)	▼	Timing	MRWA Private Works YTD Budget timing ahead of YTD Actual
Other property and services	9,785	36.70%	▲	Permanent	Refunds Income greater than YTD Budget
Expenditure from operating activities					
Governance	34,770	31.03%	▲	Timing	Overall expenditure less than YTD Budget
General purpose funding	2,982	4.21%		Timing	No Reportable Variance
Law, order and public safety	(1,112)	(0.61%)		Timing	No Reportable Variance
Health	10,898	21.55%	▲	Timing	Health Consultancy less than YTD Budget
Housing	9,692	6.74%	▲	Timing	Pensioner Unit Maintenance less than YTD Budget
Community amenities	63,585	13.76%	▲	Timing	Refuse Site Expenditure and Town Planning Scheme expenditure less than YTD Budget
Recreation and culture	150,582	10.50%	▲	Timing	Recreation Centre Buidling and Grounds plus SBDC Operating Expenditure less than YTD Budget
Transport	52,684	4.34%		Timing	No Reportable Variance
Economic services	29,589	4.65%		Timing	No Reportable Variance
Other property and services	21,898	83.56%	▲	Timing	Over Recovery of Plant overheads compared to YTD Budget
Investing activities					
Proceeds from non-operating grants, subsidies and contributions	3,666	1.75%		Timing	No Reportable Variance
Proceeds from disposal of assets	(1,945)	(3.34%)		Timing	No Reportable Variance
Payments for property, plant and equipment and infrastructure	(5,480)	(1.71%)		Timing	No Reportable Variance
Financing actvities					
Proceeds from new debentures	0	0.00%		Timing	No Reportable Variance
Transfer from reserves	0	0.00%		Timing	No Reportable Variance
Repayment of debentures	0	0.00%		Timing	No Reportable Variance
Transfer to reserves	0	0.00%		Timing	No Reportable Variance

13.3 ROSE DE FREYCINET GALLERY REQUEST TO REDUCE HIRE FEES – DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS
FM00020

AUTHOR
Centre Coordinator World Heritage Discovery and Visitor Centre

DISCLOSURE OF ANY INTEREST
Declaration of Interest: Cr Cowell
Nature of Interest: Impartiality Interest as a Department of Biodiversity, Conservation and Attractions employee.
Declaration of Interest: Cr Fenny
Nature of Interest: Financial Interest as corporate sponsor for the event.

Cr Fenny left the Council Chamber at 3.57 pm.

Officer Recommendation
That Council charge the cleaning deposit fee of $335.00 to the Department of Biodiversity, Conservation and Attractions for use of the Rose de Freycinet Gallery for the Dirk Hartog Biodiversity Fiesta Exhibition 2021.
AND
1. Council charge the Department of Biodiversity, Conservation and Attractions the full fee for use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days). Total value $9,975.00
OR
2. Council reduce the fee for the Department of Biodiversity, Conservation and Attractions for use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days). Total amount to be charged is $_____

REQUIRES ABSOLUTE MAJORITY

Moved Cr Bellottie
Seconded Cr Ridgley

Councillor Recommendation
That Council charge the cleaning deposit fee of $335.00 to the Department of Biodiversity, Conservation and Attractions for use of the Rose de Freycinet Gallery for the Dirk Hartog Biodiversity Fiesta Exhibition 2021.

AND

Council reduce the fee for the Department of Biodiversity, Conservation and Attractions for use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days). Total amount to be charged is $5,000.

2/4 LOST

Moved Cr Stubberfield
Seconded Cr Smith

Councillor Recommendation
That Council charge the cleaning deposit fee of $335.00 to the Department of Biodiversity, Conservation and Attractions for use of the Rose de Freycinet Gallery for the Dirk Hartog Biodiversity Fiesta Exhibition 2021.
AND
1. Council charge the Department of Biodiversity, Conservation and Attractions the full fee for use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days). Total value $9,975.00

3/3 LOST

SUBSTANTIVE MOTION
Reason: Council wanted to put forward a further motion.

Moved Cr Smith
Seconded Cr Stubberfield

Council Resolution
That Council charge the cleaning deposit fee of $335.00 to the Department of Biodiversity, Conservation and Attractions for use of the Rose de Freycinet Gallery for the Dirk Hartog Biodiversity Fiesta Exhibition 2021.

AND

Council charge the Department of Biodiversity, Conservation and Attractions a fee of $9,000 for the use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2021, September 1 – October 5 inclusive (35 days).

5/1 CARRIED

Cr Fenny returned to Council Chamber at 4.10 pm.

BACKGROUND
A request from the Department of Biodiversity, Conservation and Attractions, for a fee waiver for the use of the Rose de Freycinet Gallery for the Biodiversity Fiesta was brought before Council at the Ordinary Council Meeting 25 March 2020. At that time, the first impacts of the COVID-19 pandemic were beginning to be felt, and Council declined the request. Council also noted that the applicant was encouraged to reapply at a later date.

Officer Recommendation
1. Council approve a waiver of fees and associated staff costs for use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 2020, September 1 – October 6 inclusive (36 days) to a total of $5,776.80.

OR

Council do not approve a waiver of fees and associated staff costs for use of the Rose de Freycinet Gallery for the Dirk Hartog Island Biodiversity Fiesta Exhibition 202, September 1 – October 6 inclusive (36 days).

2. Council charge the cleaning deposit fee of $335.00 to the Department of Parks and Wildlife for use of the Rose de Freycinet Gallery for the Dirk Hartog Biodiversity Fiesta Exhibition 202.

REQUIRES ABSOLUTE MAJORITY

AMENDMENT TO OFFICERS RECOMMENDATION
***Reason**: In consideration of the Covid-19 pandemic the Council decline this request.*

Moved Cr Stubberfield
Seconded Cr Smith

Council Resolution
Council decline the request and encourage the applicant to apply at a later date.

6/0 CARRIED BY ABSOLUTE MAJORITY

Based in the Shark Bay World Heritage Area, Dirk Hartog Island National Park is Western Australia's largest island and has been the focus of enormous rehabilitation efforts in recent years. The Dirk Hartog Island Biodiversity Fiesta exhibition 2021 is part of the larger Dirk Hartog Island National Park Ecological Restoration Project *Return to 1616*.

Return to 1616 aims to return the island ecosystem to the more natural state that existed when Dirk Hartog first visited in 1616. With the eradication of feral cats and after years of work to remove introduced animals including sheep and feral goats, the island vegetation is recovering. The *Return to 1616* project is now able to safely return the island's original native fauna. Translocations of 13 different animals are planned over ten years, with the establishment of populations of four of those species already underway.

To celebrate this achievement the Department of Biodiversity, Conservation and Attractions, through its Department of Parks and Wildlife, are planning a Dirk Hartog Biodiversity Fiesta for the local community to participate in and for visitors to the region to enjoy.

COMMENT
The Dirk Hartog Island Biodiversity Fiesta for the Shark Bay community is set to include:

- A weeklong Dirk Hartog Island science art workshop for all Denham school students and selected Useless Loop students, this will act as a follow on from National Science Week. The students will produce a large, collaborative painting of the flora and fauna of Dirk Hartog Island.
- An overnight excursion to Dirk Hartog Island for two school student "ambassadors" in conjunction with a fauna release.
- Art drawing workshops that will be open to the Shark Bay community.
- Dirk Hartog Island photography competition open to the Sark Bay community.

The culmination of these community activities will be a month-long Biodiversity Fiesta Exhibition displaying all of the artwork and photography created in the above outlined workshops, incursions and photography competition. The exhibition will be set up from September 1 - 3, with an opening night event on September 3, and will close on October 3, with final pack down occurring on October 4 and 5; a total of 35 days.

The Department of Biodiversity Conservation and Attractions have asked for a reduction in hire fees for the duration of the event (see attached email request).

Council has previously waived fees for events and exhibitions in the Rose de Freycinet Gallery but these appear to have been either very short exhibition times (eg at the Ordinary Council meeting on 28 September 2011, it was resolved to waive the fee for the Shark Bay Arts Council for an exhibition on the 13 and 14 of October 2011 – value $500), or have been awarded as a donation to the organisation requesting the waiver (eg at the Ordinary Council meeting on 21 December 2011, it was resolved to include an amount of $7,000 in the 2012/2023 budget for the Shark Bay Arts Council to hold an exhibition on March 2012).

There does not appear to be a precedent for the reduction or waiving of fees for a state government department.

LEGAL IMPLICATIONS –
Section 6.12 Local government Act 1995

POLICY IMPLICATIONS
There are no policy implications associated with this report.

FINANCIAL IMPLICATIONS
The 2020/21 Schedule of Fees and Charges lists a daily fee of $285 for corporate or private hire of the Rose de Freycinet Gallery. A reduction in the amount charged would mean a reduction in income for Council.

Note, when this item came to Council in March 2020, the hire fee had been incorrectly calculated using a daily rate of $148.00 (the not-for-profit/local) rate, rather than the corporate/private rate now being used.

STRATEGIC IMPLICATIONS
Social Objective: A safe, welcoming and inclusive community
Economic Objective: A progressive, resilient and diverse economy

RISK MANAGEMENT
There is a risk that should Council choose not to reduce the fee the exhibition may not proceed, however that needs to be balanced against the risk of setting a precedent for future government, corporate and private fee waiver/reductions requests.

VOTING REQUIREMENTS
Absolute Majority Required

SIGNATURES

Executive Manager Community Development	*D Wilkes*
Chief Executive Officer	*P Anderson*
Date of Report	16 March 2021

From: Wendy Payne <wendy.payne@dbca.wa.gov.au>
Sent: Tuesday, 9 February 2021 12:49 PM
To: SBDC Centre Manager <CentreManager@sharkbay.wa.gov.au>
Subject: Return to 1616 Biodiversity Fiesta Exhibition 2021

Hi Simon,
Many thanks for your time just now. After the disruptions to our community engagement program from COVID-19 in 2020, I'm hoping to progress the plans for a Biodiversity Fiesta in Denham for 2021. See background to the project below. The culmination of the fiesta is an exhibition of artwork to be held at the Rose de Freycinet gallery and I'd like to approach the Shire of Shark Bay for assistance with exhibition fees.

To give some background, the Dirk Island Biodiversity Fiesta exhibition 2021 is part of the larger Dirk Hartog Island National Park Ecological Restoration Project *Return to 1616*. Based in the Shark Bay World Heritage Area, Dirk Hartog Island National Park is Western Australia's largest island and has been the focus of enormous rehabilitation efforts in recent years. *Return to 1616* aims to return the island ecosystem to the more natural state that existed when Dirk Hartog first visited in 1616. After years of work to remove introduced animals including sheep and feral goats, the island vegetation is recovering. With the eradication of feral cats, the *Return to 1616* project is now able to safely return the island's original native fauna. Translocations of 13 different animals are planned over ten years, with the establishment of populations of four of those species already well and truly under way including:

- rufous hare-wallaby;
- banded hare-wallaby;
- dibbler; and
- Shark Bay bandicoot;

The Dirk Hartog Island Biodiversity Fiesta for the Denham community is set to include:

- A weeklong Dirk Hartog Island science/art workshop for all Denham school students and selected Useless Loop students timed to be held during National Science Week. This will produce a large, collaborative painting of the flora and fauna of Dirk Hartog Island for the school painted by school students in conjunction with artist Angela Rossen;
- Overnight excursion to Dirk Hartog Island for two school student "ambassadors";
- Community art drawing workshops that will be open to the entire community, conducted by Angela Rossen;
- Dirk Hartog Island/World Heritage photography competition open to the entire community.

The culmination of the above community activities will be a month-long Biodiversity Fiesta Exhibition displaying all of the artwork and photography created in the above workshops, incursions and photography competition. (Please see the following link for previous similar activity and exhibition by the artist in Geraldton 2015 - https://vimeo.com/127569580)

The suggested dates for the above activities are:

- Aug 16 - 20 School incursion activities with all years Denham together with additional Useless Loop Primary School students;
- Aug 23 – 27 Community art workshops in conjunction with the Shark Bay Arts Council;
- Sept 1 – 3 Exhibition set up (artist and assistant to curate and set up)
- Sept 3 Exhibition opening (evening event)

- Sept 4 – Oct 3 Dirk Hartog Island Biodiversity Fiesta Exhibition
- Oct 4 – 5 Exhibition pack down (artist and assistant to break down)

Based in the Shark Bay World Heritage Area, Dirk Hartog Island National Park is Western Australia's largest island and has been the focus of enormous rehabilitation efforts in recent years. The Dirk Hartog Island National Park *Return to 1616* Ecological Restoration project aims to return the island ecosystem to the more natural state that existed when Dirk Hartog first visited in 1616. After years of work to remove introduced animals including sheep and feral goats, the island vegetation is recovering. With the eradication of feral cats, the *Return to 1616* project is now able to safely return the island's original native fauna. Translocations of 13 different animals are planned over ten years, with the establishment of populations of four of those species already well and truly under way including:

- rufous hare-wallaby;
- banded hare-wallaby;
- dibbler; and
- Shark Bay bandicoot;

With the success of native vegetation regrowth and native fauna translocations, the Dirk Hartog Island Biodiversity Fiesta seeks to celebrate the biodiversity of Dirk Hartog Island with the local community. The project will:

- bring together a range of local groups including arts, music and naturalist groups, using a range of art media.
- involve local children in conservation issues in an inclusive, affirmative and fun way.
- provide a series of events in which the community comes together in an empowering and creative way to celebrate the common goal of the preservation of natural resources in a world renowned ecosystem.

This project welcomes all community members and no previous art experience is needed to be involved.

Principal partners/contributors

- DBCA, Parks and Wildlife Services;
- Shark Bay School;
- Shark Bay Arts Council;
- Shark Bay World Heritage and Discovery and Visitor Centre.
- Gorgon Barrow Island Net Conservation Benefits Fund
- Shark Bay Aviation
- Dirk Hartog Island Ecolodge

This project, exhibition and principal partners will be recognised in a variety of forums including but not limited to:

- Local newspaper Inscription Post;
- Dirk Hartog Island newsletter Wirruwana News;
- Facebook;
- www.sharkbay.org website.

I would very much like to invite the Shire of Shark Bay to partner in this event. The contribution of a reduction in exhibition costs at the Shark Bay Discovery Centre would be of enormous benefit to the overall project.

Regards,

Wendy Payne | Regional Interpretation Officer | Mid West Region
Parks and Wildlife Service | Geraldton | Ph: (08) 9964 0901 | E: wendy.payne@dbca.wa.gov.au
201 Foreshore Drive I PO Box 72 I Geraldton WA 6530

Department of **Biodiversity, Conservation and Attractions**

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14.0 TOWN PLANNING REPORT

14.1 PROPOSED OUTBUILDING – LOT 160 (22) CAPEWELL DRIVE, DENHAM
P1406

AUTHOR
Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST
Declaration of Interest: Liz Bushby, Town Planning Innovations
Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of *Local Government Act 1995*

Moved Cr Ridgley
Seconded Cr Smith

Council Resolution
That Council:

1. Note that the application for an outbuilding on Lot 160 (22) Capewell Drive has been advertised to nearby and adjacent landowners for comment. A non objection has been received from the Water Corporation.

2. Approve the application lodged for an Outbuilding on Lot 160 (22) Capewell Drive, Denham subject to the following conditions and footnotes:

(i) The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.

(ii) The outbuilding shall not be used for any habitable purposes at any time.

(iii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.

(iv) The owner to install and construct a new crossover within 12 months from the issue of a Building Permit or an alternative time period approved separately by the Shire Chief Executive Officer in writing. The crossover shall be constructed out of:
- **a. A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or**
- **b. A minimum of 100 mm reinformed concrete over a compacted sub-base; or**
- **c. A minimum of 50 mm thick brick pavers.**

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

FOOTNOTES:

(a) Planning consent is not an approval to commence construction. A building permit must be obtained for all work.

Please be advised that the outbuilding is proposed in a portion of the lot that is declared as being bushfire prone. A Bushfire Attack Level assessment is not required for the outbuilding.

(b) The owner is advised to lodge a separate application to the Shire for permission to install a new crossover to Capewell Drive. A crossover application and reimbursement pack is available on the Shire's website.

Once a crossover is constructed to the Shires requirements, an application can be lodged seeking a contribution from the Shire towards a portion of the construction cost.

7/0 CARRIED

BACKGROUND

- ***Zoning***

The lot is zoned 'Residential' with a density code of R30 under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme').

- ***Location***

Lot 160 is located near the intersection of Capewell Drive and Cross Street. There is an existing dwelling located to the rear of the lot.

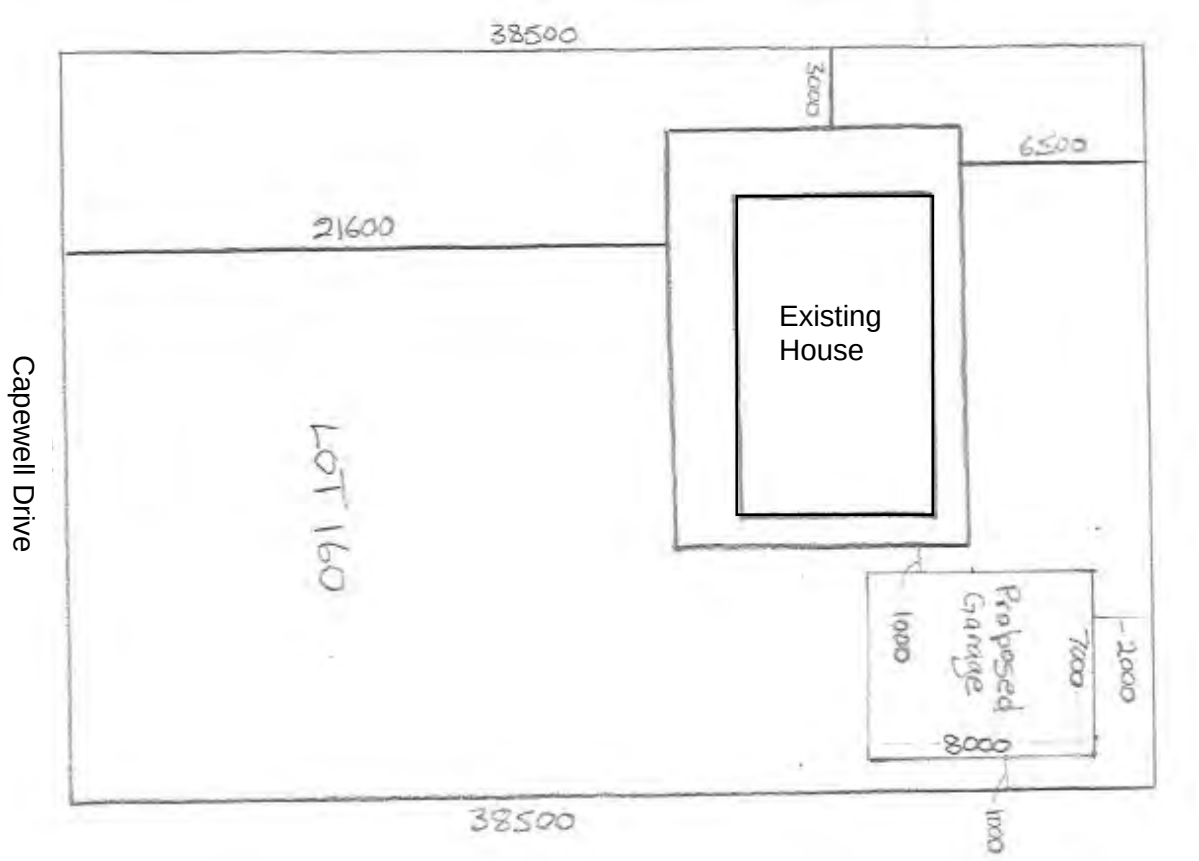
COMMENT

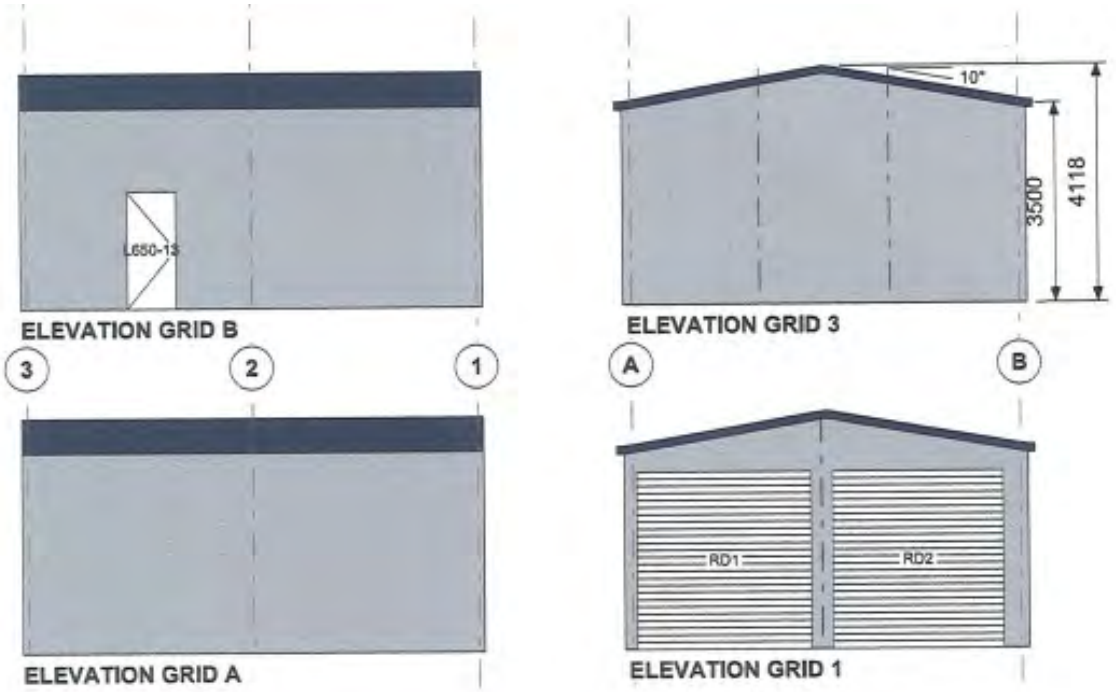
- ***Description of application***

An application has been lodged for an outbuilding to be located in the south east corner of the lot.

The applicant proposes a 56m^2 outbuilding 1 metre from the south lot boundary and 2 metres from the rear east lot boundary.

The proposed plans are included in this report for convenience.





The owner has advised that the outbuilding will be used to park a car, and for storage of a boat. The owner has also advised that the finished floor level of the outbuilding will be the same as the existing house.

- ***Residential Design Codes***

Under the Residential Design Codes there are specific 'Deemed to Comply' requirements for outbuildings as summarised in the table below.

Clause 5.4.3 C3 'deemed to comply' criteria / Outbuildings that:	Officer Comment (Town Planning Innovations)
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Complies.
(iv) do not exceed a wall height of 2.4 metres	Variation. A wall height of 3.5 metres is proposed.
(v) do not exceed a ridge height of 4.2 metres	Complies. A ridge height of 4.11 metres is proposed.
(vi) are not within the primary street setback area;	Complies.
vi) do not reduce the open space required in table 1; and	Complies. There is still adequate site open space as per table 1 of the Codes.
vii) comply with the siting and design requirements but do not need to meet the rear setbacks requirements of table 1.	Complies.

The revised plan proposes variations to the 'Deemed to Comply' requirements therefore the Shire has to determine if the outbuilding complies with the 'Design Principle' of the Codes which is:

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

In considering visual impact it is noted that:

1. The proposed outbuilding will be visible from the street however has been sited over 28 metres from the Capewell Drive lot frontage.
2. The only variation is the wall height and the ridge height of the proposed outbuilding complies.

- ***Crossover***

There is an existing informal driveway on the lot which will connect with the proposed outbuilding. It is recommended that Council consider imposing a condition to require construction of a formal crossover.

Whilst a crossover condition may not always be appropriate for a proposed outbuilding, in this case there is a nexus between the proposed development and proposed Condition (iv) as:

(1) The existing driveway clearly connects to the outbuilding;
(2) The owner has advised that a car will be parked in the outbuilding.
(3) The crossover will service the proposed development.

- ***Consultation***

The application has been referred to adjacent and nearby landowners for comment. A non objection was lodged by the Water Corporation.

- ***Bushfire Prone Area***

The rear portion of Lot 160 is within a declared bushfire prone area.

Under the Western Australian Planning Commission State Planning Policy 3.7, a Bushfire Attack Level assessment does not need to be lodged with planning applications where the lot size is less than 1100m^2 (which is the case for lot 160).

Town Planning Innovations has liaised with the City of Greater Geraldton Building Services who confirmed a Bushfire Attack Level assessment is not required at the separate Building Permit application stage.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

Clause 61(1)(d) only exempts outbuildings from the need for planning approval where no variation to the 'deemed to comply' provisions of the Residential Design Codes are proposed.

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 – Explained in the body of this report.

POLICY IMPLICATIONS

There are no Policy implications associated directly with this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Any decision on this application may have implications for other lots in Capewell Drive in terms of the height and sizes of outbuildings.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author	*L Bushby*
Chief Executive Officer	*P Anderson*
Date of Report	9 March 2021

14.2 POTENTIAL LEASE / PURCHASE OF UNALLOCATED CROWN LAND – LOT 296 AND LOT 330 STELLA ROWLEY DRIVE, DENHAM
P4322 / P4341

AUTHOR
Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST
Declaration of Interest: Liz Bushby, Town Planning Innovations
Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of *Local Government Act 1995*
Declaration of Interest: Cr Fenny
Nature of Interest: Financial Interest as Owner of 38 Sellenger Heights

Cr Fenny left the Council Chamber at 4.11 pm.

Officer Recommendation
That Council:

1. Note that the Department of Planning, Lands and Heritage has received a request to either lease or purchase the whole of Unallocated Crown Land Lot 296 on Diagram Plan 219635 and portion of the adjoining Unallocated Crown Land Lot 330 on Diagram Plan 63581, Stella Rowley Drive for expansion of the Denham Seaside Caravan Park.
2. Note that three options have been outlined in the body of this report.

3a. Resolve to pursue Option 1 and does not support any purchase or lease for Lot 296 or 330 Stella Rowley Drive, Denham.
Given the high profile and importance of these lots, Option 1 is line with Shire of Shark Bay Local Planning Strategy, the current provisions of the Shire of Shark Bay Local Planning Scheme No 2 and the Shires strategic aspirations for the land which are linked to a future Marina development for Denham townsite.

OR

3b. Resolve to pursue Option 2 and support a lease for Lot 296 or 330 Stella Rowley Drive, Denham.
Support of leases for both lots is conditional on development being limited to camping and caravan park sites for overflow during peak periods with no significant permanent buildings. The Shire does not support the sale of the land due to it's significant role to accommodate a different form of tourist accommodation in the future with commercial and marina facilities.

OR

3c. Resolve to pursue Option 3 and conduct community consultation.
Community consultation is considered appropriate given the high profile nature of the subject land, and in light of previous consultation on the concept plan for Lot 296 with a marina.

4. Authorise the Chief Executive Officer to write to the Department of Planning, Lands and Heritage to explain and convey the Shire Councils decision.

Moved Cr Stubberfield
Seconded Cr Smith

Council Resolution
That Council suspend Standing Orders, clause 9.5 Limitation on number speeches to be suspended at 4.12 pm for open discussion on Item 14.2 Potential Lease / Purchase of Unallocated Crown Land – Lot 296 and Lot 330 Stella Rowley Drive, Denham.

6/0 CARRIED

Moved Cr Smith
Seconded Cr Ridgley

Council Resolution
That Council reinstate Standing Orders at 4.29 pm.

6/0 CARRIED

AMENDMENT TO OFFICER RECOMMENDATION
Reason: Council felt that the community should be given further information during the consultation process, about the future development of infrastructure to the land, if either portion of land was leased or sold.

Moved Cr Stubberfield
Seconded Cr Smith

Council Resolution
That Council:

1. **Note that the Department of Planning, Lands and Heritage has received a request to either lease or purchase the whole of Unallocated Crown Land Lot 296 on Diagram Plan 219635 and portion of the adjoining Unallocated Crown Land Lot 330 on Diagram Plan 63581, Stella Rowley Drive for expansion of the Denham Seaside Caravan Park.**

2. **Note that three options have been outlined in the body of this report.**

3. **Resolve to pursue Option 3 and conduct community consultation, and Administration, request further information on the development proposal of the expansion of the Denham Seaside Caravan Park prior to the consultation process.**

   Community consultation is considered appropriate given the high profile nature of the subject land, and in light of previous consultation on the concept plan for Lot 296 with a marina.

4. **Authorise the Chief Executive Officer to write to the Department of Planning, Lands and Heritage to explain and convey the Shire Councils decision.**

6/0 CARRIED

Cr Fenny returned to Council Chamber at 4.30 pm.

BACKGROUND

- ***Location***

A location plan is included below.

- ***Landbank Initiative***

Lot 296 formed part of the Western Australian Governments Landbank initiative and was released for 'expressions of interest' by the Department of Planning, Lands and Heritage and Tourism Western Australia as a tourist development site in 1997 – refer Attachment 1.

Landbank was an initiative which had been created to ensure an adequate supply of tourism development sites to meet the future needs of tourism industry in Western Australia.

Tourism WA had specific development objectives for the land as outlined in the 1997 expression of interest document.

- ***Zoning***

Lot 296 is zoned 'Special Use – No 12' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

Special provisions apply to the subject land under Schedule B of the Scheme, which were orientated towards achieving a high quality tourist development with an

allowance for 40% of accommodation units to be permanent residential dwellings – refer Attachment 2.

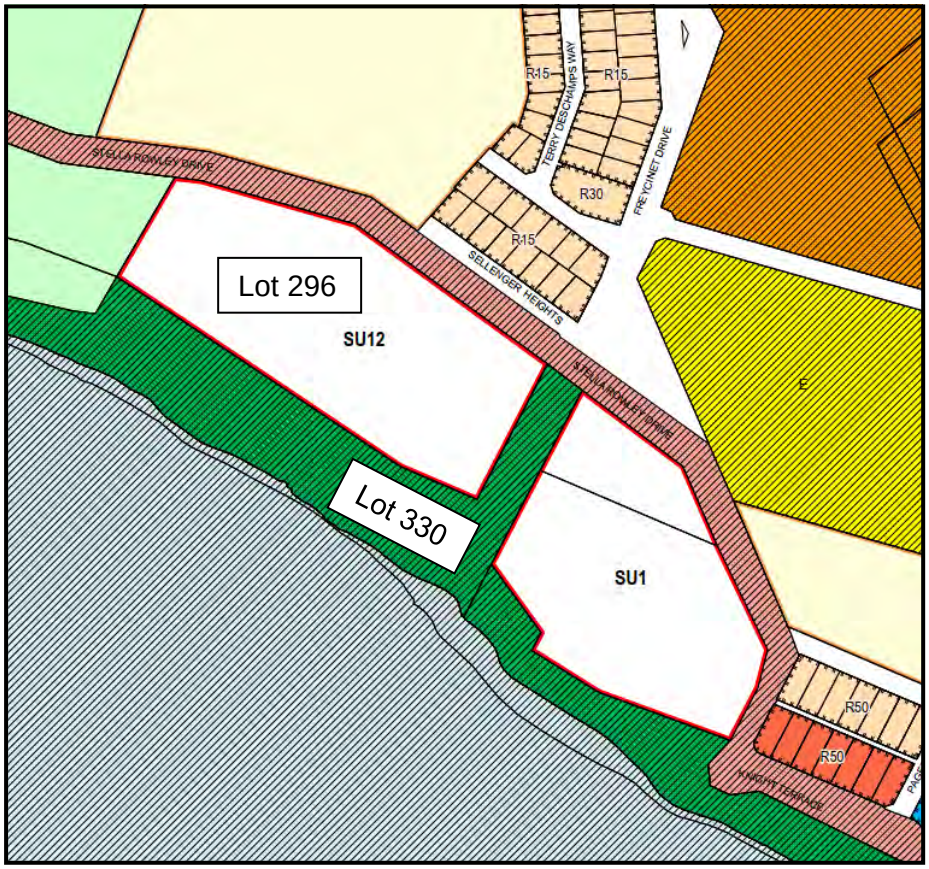
Schedule B does not list a camping ground or caravan park as a use that Council has discretion to consider on Lot 296.

The Scheme requires a number of matters to be addressed as part of development of a Structure Plan for the lot, including a design that is sympathetic to the landscape, a foreshore management plan, a management plan and bushfire requirements.

Any structure plan would require approval by the Western Australian Planning Commission.

The Scheme makes allowance for a small scale large lot subdivision to occur without preparation of a Structure Plan, to facilitate creation of superlots where the sole purpose is to enable disposal of the land by the State of Western Australia for future development.

Adjacent Lot 330 is a local scheme reserve for public open space under the Scheme – refer zoning map overpage.



- ***Marina Proposal***

The Shire undertook community surveys in July 2011 and April 2012 in regard to the future of boating facilities in Denham.

The response from the Denham community forums indicated that the residents were eager for expanded and upgraded boating facilities with a high level of support for a marina development, but not if it means the outlook from town would be destroyed.

There were three concepts put to the forums held which included two concepts in the vicinity of the existing facilities and one to the west of the Townsite at Stella Rowley Drive.

A Business Case for a Marina adjacent to Lot 296 and 330 was prepared in 2014.

Regional Development Australia Mid-West Gascoyne, the Shire of Shark Bay and the Gascoyne Development Commission joined to progress opportunities for the development and operation of a new tourism development site in Stella Rowley Drive, Denham. It was recognised that future development of Lot 296 may provide opportunity for the construction of a marina and associated commercial and residential developments.

Any future feasibility study is contingent on obtaining funding.

COMMENT

- ***Lease request***

The owner of the Seaside Caravan Park has lodged a request to the Department of Planning, Lands and Heritage seeking to lease or purchase all of Lot 296 and a portion of Lot 330 Stella Rowley Drive for expansion of the existing caravan park.

Department of Planning, Lands and Heritage is enquiring whether rezoning of the land or a Town Planning Scheme amendment will be required should the proposal proceed to the grant of Crown Land tenure.

Department of Planning, Lands and Heritage is also seeking of any comments or objections that Council may have regarding the proposal.

- ***Options Available to Council***

Option 1 – Resolve not to support any purchase or lease for Lot 296 or 330

Lot 296 has been strategically earmarked as a future potential high quality tourist development site. This has been an approach supported by a number of government agencies including the Shire and Tourism WA.

The Scheme provisions are largely based on the expectations that a quality development outcome will be achieved on Lot 296.

Any support for a lease over these land parcels may hinder or constrain potential sale and development of the land. If the land is leased for an extended period it may raise expectations that the lots can be utilised for a caravan park in the longer term. Whilst a caravan park is a tourism use, the long term strategic development expectations for this lot are for a more significant landmark proposal.

If the land is allowed to be purchased then Councils aspirations for future high quality tourism development hub incorporating a marina may not be achievable.

Given the high profile and importance of these lots, Option 1 would be a justifiable position and is line with the Shires strategic aspirations for the land, the Shire of Shark Bay Local Planning Strategy, and the current provisions of the Shire of Shark Bay Local Planning Scheme No 2.

Option 2 – Resolve to support a lease

Future quality development of Lot 295 Stella Drive is a long term vision, and Council may be prepared to support leases for both lots if development is limited to non permanent camping and caravan park sites for overflow, with no significant permanent buildings.

This would allow the land to be used in the short to medium term, and Council could advise the Department of Planning, Lands and Heritage that no future sale of the land to the lessee is supported as the land is a crucial strategic tourist development site linked to aspirations for a marina in Denham.

An amendment to the existing Local Planning Scheme would be required to facilitate any future caravan park and camping ground land use on the lots. It is not known whether the Western Australian Planning Commission would support a scheme amendment, given the history of the land.

Town Planning Innovations has reservations that once the land is leased and developed for any caravan park and camping ground use, it may conflict with the Councils vision for future development of the land and possible marina development.

Option 3 – Resolve to pursue community consultation

Ordinarily, Town Planning Innovations would not recommend community consultation when the issue is leasing/ purchasing crown or unallocated crown land, as ultimately the decision will be made by the Department of Planning, Lands and Heritage.

The circumstances for this land is somewhat different, as the Shire actively pursued community consultation in regards to a potential marina near the lots. Members of the community may therefore be interested in future plans for this land.

The wider community view of this land being leased or sold to benefit the adjacent landowner is not known at this time. The Shire may prefer to advertise the proposal for public comment, prior to making any decision on a response to the Department of Planning, Lands and Heritage.

LEGAL IMPLICATIONS

Shire of Shark Bay Local Planning Scheme No 4 –

Explained in the body of this report.

POLICY IMPLICATIONS

There are no known policy implications.

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

STRATEGIC IMPLICATIONS
The Shire of Shark Bay Local Planning Strategy includes Lot 296 as Area 15. The Strategy supported increasing the permissible percentage of accommodation units for residential use from 20% to 40%.

The Strategy also recognised that the then Department of Regional Development and Lands sought greater flexibility to allow potential subdivision of Lot 296 into two to three superlots to encourage tourism development.

The recommendations of the Local Planning Strategy were implemented as part of the Scheme review and are reflected in the provisions of the Shire of Shark Bay Local Planning Scheme No 4.

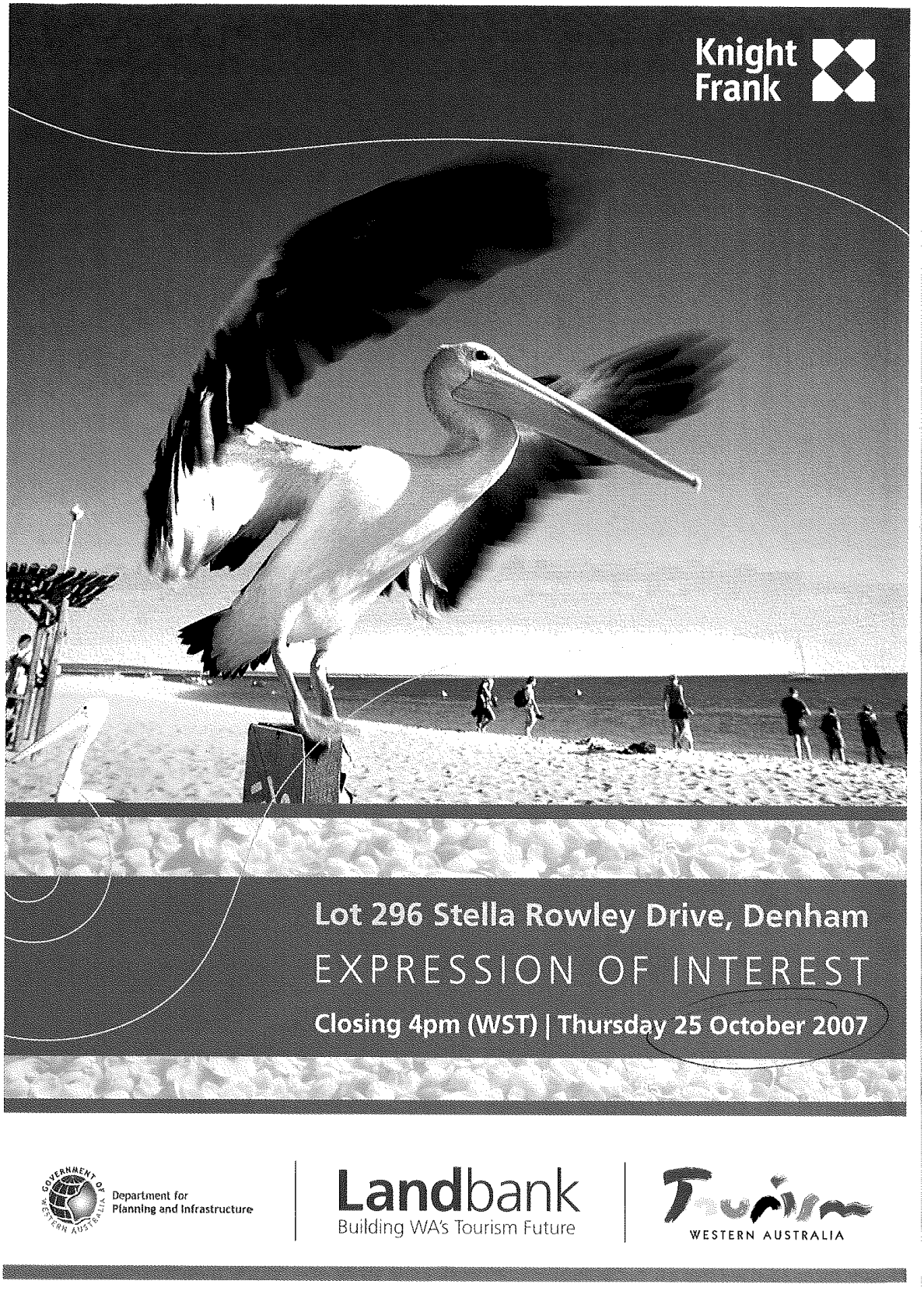
RISK MANAGEMENT
This is a low risk item to Council.

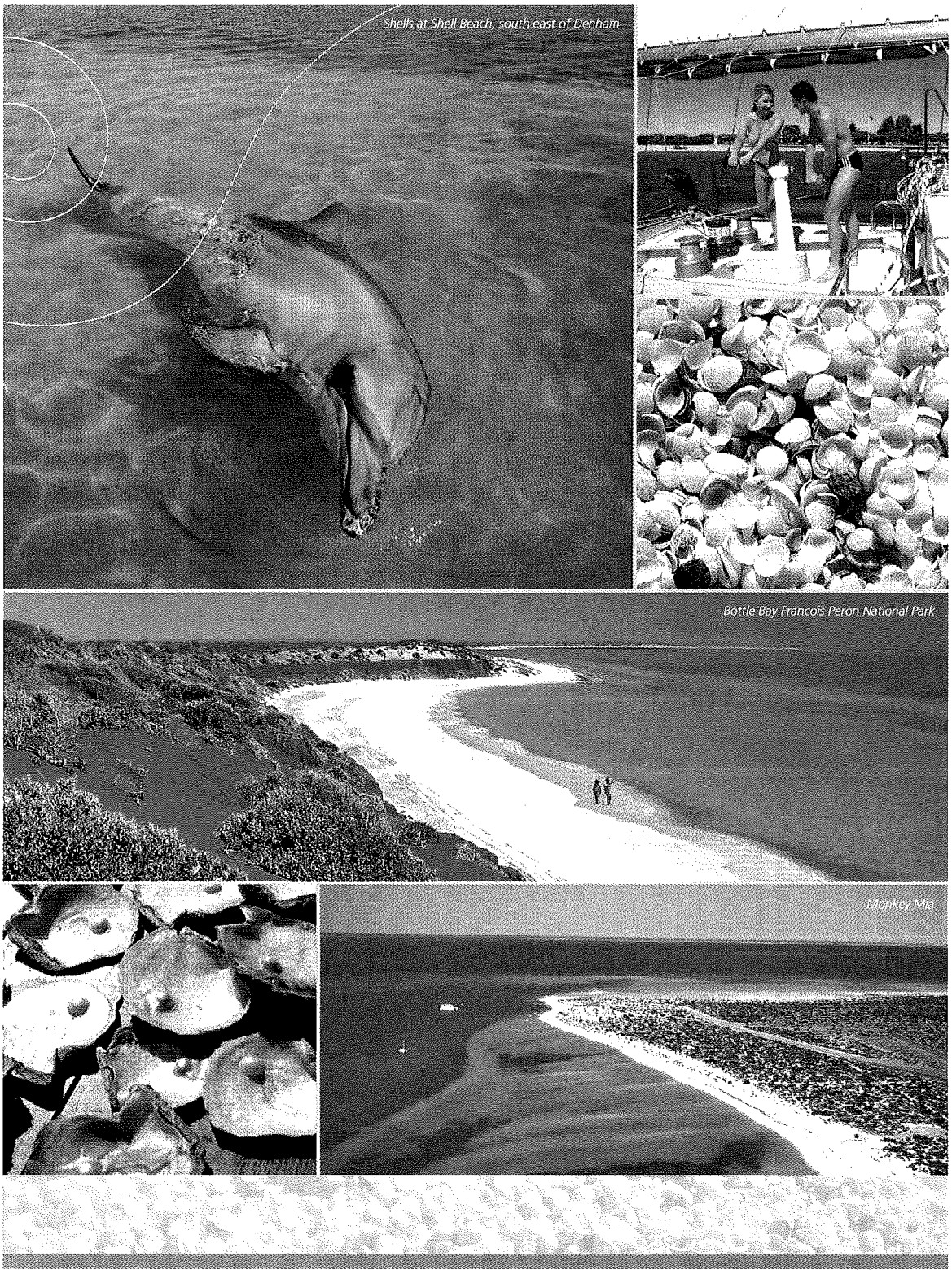
VOTING REQUIREMENTS
Simple Majority Required

SIGNATURES

Author	*L Bushby*
Chief Executive Officer	*P Anderson*
Date of Report	11 March 2021

ATTACHMENT # 1





2 DENHAM TOURISM ACCOMMODATION DEVELOPMENT OPPORTUNITY | Expression of Interest

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EOI Terms and Conditions
Certificate of Title
Lot 296, Development Conditions, Shire of Shark Bay TPS
Strata Titled Tourist Accommodation Developments Attributes of Success
Tourist Information – Shark Bay and Coral Coast Response Form and Declaration

1.0 INTRODUCTION

This Expression of Interest (EOI) seeks to identify appropriately credentialed developers and operators for the development and operation of a new short stay accommodation facility on a tourism development site in Stella Rowley Drive, Denham.

Expressions of interest are sought from experienced developers and tourism operators with the necessary skills, vision and financial resources to develop a high quality tourism accommodation facility in this location.

Expressions of Interest must be received at the offices of Tourism WA, Level 9, 2 Mill Street Perth 6000 by 4.00 pm WST Thursday 25 October 2007.

The conditions applicable to all responses to this Request for Expressions of Interest are set out in the attached Conditions.

2.0 TOURISM LANDBANK

The Department for Planning and Infrastructure (DPI) in conjunction with Tourism Western Australia is pleased to announce the release of a tourist accommodation development site in Denham, as part of the Western Australian Government's Landbank initiative.

Landbank is a Tourism Western Australia initiative which has been created to ensure that there is an adequate supply of tourism development sites to meet the future needs of the tourism industry in Western Australia.

The Landbank initiative will make it easier for the right developer with the right development philosophy to invest in tourism accommodation development in this state.

Shark Bay, in Australia's Coral Coast tourism region, is one of the most exciting tourism destinations in Western Australia. As gateway to the magnificent Shark Bay World Heritage Area, Denham has a tremendous future as the major service centre for visitors to this iconic natural wonder.

The release of this site will support tourism's future growth in the region.

More information on Landbank is available at
www.landbank.westernaustralia.com

4 DENHAM TOURISM ACCOMMODATION DEVELOPMENT OPPORTUNITY | Expression of Interest

3.0 EXECUTIVE SUMMARY

Property	Lot 296 Stella Rowley Drive. Denham WA.
Location	Denham is located approximately 834 km North of Perth within the Shark Bay region of WA. It is accessed by road via the North West Coastal Highway and has a regular air service.
Improvements	The land is a vacant site.
Land Area	6.1013 hectares.
Zoning	Under the Shire of Shark Bay Town Planning Scheme No 3 the land is zoned "Special Use Tourist Accommodation 80%, Residential Dwellings 20%".
The Opportunity	To develop a high quality tourism accommodation facility with the additional opportunity to incorporate a limited level of residential development. The whole or part only of the site is available.
Land Tenure	Successful proponents will be offered one of a range of freehold and leasehold options for the tenure of the land.
Offering	The site is offered by Expression of Interest which must be received at the offices of Tourism WA Level 9, 2 Mill Street, Perth 6000 by 4.00 pm WST Thursday 25 October 2007.
Further Information	For further information please contact **Barry Toms** at Knight Frank **Tel: 08 9225 2523** Mobile: 0413 732 408 barry.toms@au.knightfrank.com

Fishermen in Little Lagoon, near Denham

4.0 DEVELOPMENT OPPORTUNITY

Expressions of Interest are invited from suitably qualified and experienced tourism developers and operators to purchase part or all of the site for the development and operation of a new hotel/short stay accommodation facility at Denham.

This is a rare opportunity to access a tourism development site adjacent to the Shark Bay World Heritage area, one of Australia's natural wonders. The 6.1013 hectare development site occupies a prominent position overlooking the ocean with views across to Dirk Hartog Island and the Shark Bay World Heritage Area. Refer to on the attached CD for additional tourism Information.

The Denham site is being released under the WA Government's Tourism Landbank initiative and is being brought to the market by DPI and Tourism WA through the appointed marketing agency Knight Frank.

The townsite of Denham is the main service centre for the Shark Bay region. The region's natural beauty and environmental significance earned a prestigious World Heritage listing in 1991. As well as the dolphins at Monkey Mia, the area abounds in nature's wonders from the Stromatolites at Hamelin Pool to rust red sand dunes, brilliant white beaches and crystal blue water and marine life at Francois Peron National Park.

Expressions of Interest close at 4.00 pm WST Thursday 25 October 2007 and are invited for the whole or part of the site.

Underwater shot of a bottlenose dolphin, at Monkey Mia

5.0 LAND TENURE OPTIONS

The Crown Land is being offered with the following range of land tenure options, under the *Land Administration Act*.

Conditional Freehold Purchase

Features; Purchaser enters into an agreement with the State to build its proposed development within specified timeframes. A contract of Sale is also entered into and the purchase price paid at settlement. The title is encumbered by a positive covenant requiring the developer to complete the development as proposed within four years after settlement. The purchaser takes possession of the site following on settlement and proceeds to construct the project.

General Lease

Features; 21 year ground lease with a further 21 year option. Requirement to develop the property in accordance with agreed development proposal. Ground rental based on assessment of unimproved market value of the land. This rental is reviewed every three years.

General Lease – with option to Freehold

Features; 21 year ground lease with 21 year option. The lessee has the option to convert the land to freehold at any time after the completion of the required development. The purchase price for the freehold is assessed at the time the freehold option is exercised and is based on the unimproved market value of the land at that time. An unimproved market ground rent is paid up to the date of conversion.

Conditional Purchase Lease - deferred settlement

Features; mandatory conversion to freehold on completion of the development. The purchase price for the land is paid at the commencement of the lease in the form of two instalments consisting of an initial 10% on signing followed by the balance within 60 days. Freehold title is transferred upon completion of the development. The lease term is four years, being the expected time to complete the development.

Please note: In each of the tenure types default provisions apply where the required development conditions are not met.

6.0 BACKGROUND INFORMATION

6.1 Location

Denham is located 834 km north from Perth, within Australia's Coral Coast tourism region of Western Australia.

Denham is the gateway to spectacular attractions in the region including the dolphins of Monkey Mia, located approximately 25km north east from the town, the unique stromatolites in Hamelin Pool, snow white Shell Beach, Francois Peron National Park with its stunning scenery of rust red dunes, white sand, crystal blue ocean and abundance of marine life, historic Dirk Hartog Island, Eagle Bluff, Little Lagoon and many other scenic areas.

World class fishing and water sports compliment the natural beauty of the area.

Within Denham, the site is located on the southern side of Stella Rowley Drive. The location and the contours of the site provide outstanding views over Freycinet Reach to Dirk Hartog Island.

The site is within the area northwest of and adjacent to the Denham Town site which comprises a site designated for Future Development.

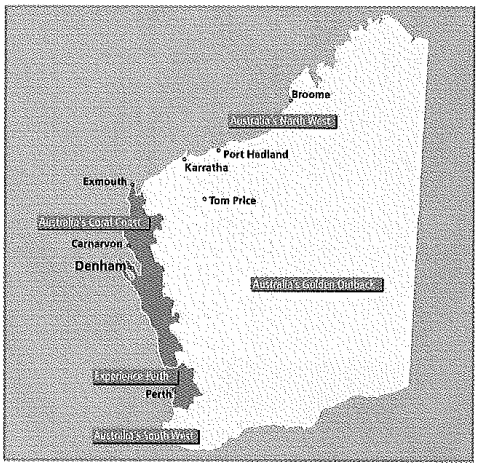
The adjacent site provides for 800 lots to service the Denham area over the next 15 to 20 years.

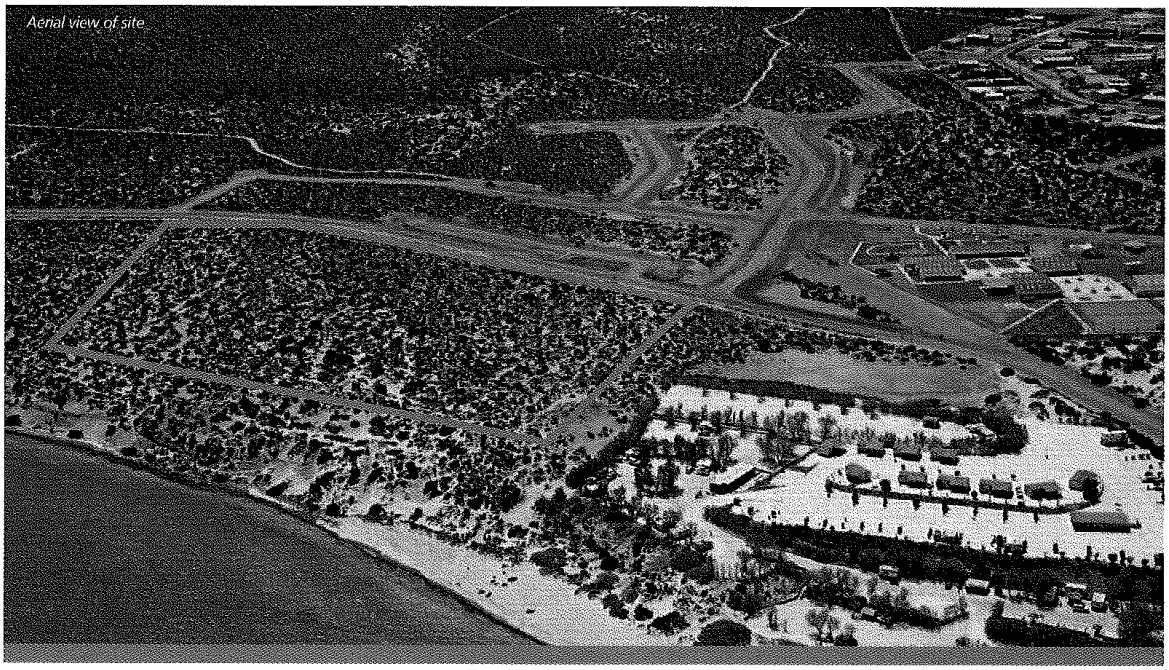
6.2 Site Details

The land is located on the Southern side of Stella Rowley Drive and is almost rectangular in shape.

The site has a frontage of 393.91 metres to Stella Rowley Drive, rear boundary (ocean side) of 396.50 metres, eastern boundary of 149.96 metres and western boundary of 112.53 metres.

The site is undeveloped and slopes gradually through dunal landscapes towards the Indian Ocean. The site is from five to ten minutes walking time from the centre of Denham.




Aerial view of site

6.3 Title Particulars

The land is described as, Lot 296 on Deposited Plan 219635 (comprising 6.1013 hectares), being unallocated Crown land in the name of the State of Western Australia registered under the *Transfer of Land Act 1893 and the Land Administration Act 1997* (LAA) under Crown Land Title Volume LR3001 Folio 134 (the Land). The Land is administered under the LAA.

Refer to the attached CD for a copy of the Crown Land Title.

6.4 Native Title

The Department for Planning and Infrastructure, by letter dated 19 October 2006, advises that any Native Title has been cleared over Lot 296.

6.5 Planning

Under the Shire of Shark Bay Town Planning Scheme No. 3 the land is zoned "Special Use Tourist Accommodation 80%, Residential Dwellings 20%". Specific development conditions apply.

A summary of the development conditions is as follows;

- Height Limit – 4.5m above the height of Stella Rowley Drive
- Prior to commencement of development, a foreshore management plan is required.
- Up to Maximum of 20% of the site can be developed for permanent residential.
- The proponent will have to prepare an Outline Development Plan (ODP).

The Development conditions for the site as extracted from the Shire of Shark Bay Town Planning Scheme are on the attached CD.

6.6 Service

Sewer

A service connection to the site is available from Stella Rowley Drive road reserve approximately 115 metres east from the site.

A condition of purchase or lease will be a requirement to sewer the whole of the land to within 10 metres of the western boundary. The estimated cost, as at March 2007, is rounded to $345,000.

Please note: The costs were provided by consultants GHD as a guide only. Purchasers should make their own enquiries in assessing the potential development cost.

Water

Scheme water is available to the site.

Electricity

Power is available to the site.

Gas

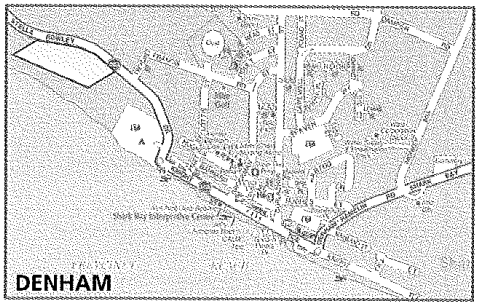
Gas is not available to the site.

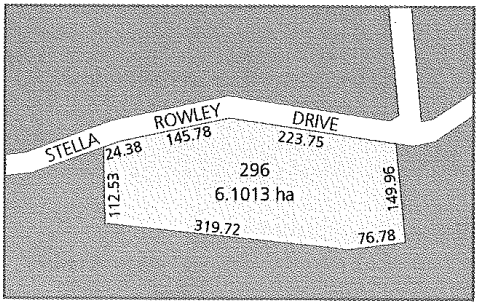
6.7 Improvements

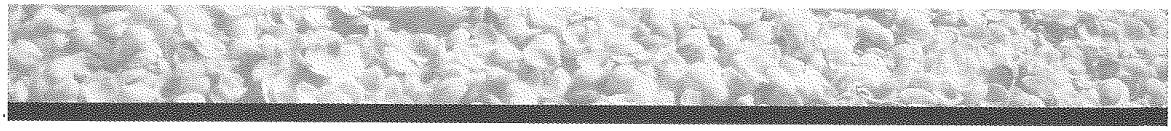
The site is unimproved.

6.8 Topography

The site is generally undulating with a gradual fall across the site from Stella Rowley Drive towards the ocean. The site topography is conducive to providing outstanding ocean views.







7.0 DEVELOPMENT OBJECTIVES

The vision for the site is the creation of a quality tourism development which complements the natural and developed assets of the Shark Bay region, the existing Denham townsite, and promotes quality in environmental sustainability and sustainable tourism.

The proponent is expected to add value to the development by demonstrating leadership through the application of innovation in sustainable planning and design and site management.

Tourism WA Objectives	Submission Requirements
• The State Government is seeking a development which complements and enhances Denham's existing tourism infrastructure, with a range of guest facilities consistent with the size of facility and the proposed tourism markets. This may include 4 star food and beverage facilities available to guests, the general population and tourists.	• Schematic development concepts. • The size of land required. If the land area reasonably required for the development is less than the 6.1013 hectares, the remaining land will be retained by the Government and set aside for a future tourism land release. • A general description of the proposed tourism facilities including target markets, the number and range of accommodation units, proposed facilities.
• The State Government is seeking to have the site developed in a timely manner and development time frames will apply to the site. The development time frame will depend on the area of the site required; however the guiding principle will be "development in the short term".	• Proposed Development time frame including staging of the development.
• The State Government is seeking a purchaser with the necessary skills, vision and financial resources to develop a high quality tourism accommodation facility in this location. The purchaser will demonstrate partnerships with a reputable and proven operator who will successfully operate the property.	• A profile of the consortium and its credentials to develop and operate such a facility including its financial capacity.
• The State Government is seeking a financial return on the sale of the land.	• An indicative price for the required area of the site is required.
• Sustainable Development – The Shire of Shark Bay has outlined a range of development conditions relating to Lot 296 in Town Planning Scheme No 3. Design should be sympathetic to the location's landscape and environmental conditions, provide adequate provision for open space and coastal access and clear demarcation between any proposed tourism and residential components. Under the Shire's Town Planning Scheme, up to 20% of the site area is available for permanent residential development.	• Any development must demonstrate its ability to achieve sustainable development objectives relating to water, energy and waste management. Relevant issues to be addressed include; ◦ Building process ◦ Built form expression ◦ Colours and materials ◦ Air conditioning ◦ Water & energy management ◦ Landscaping ◦ Car parking, fences and ancillary services

Other relevant information

If strata titling is proposed, design and management must be consistent with the document "Strata Titled Tourist Accommodation Developments – Attributes of Success". This publication is on the attached CD.

The Department for Planning and Infrastructure will offer the successful proponents the relevant tenure under the *Land Administration Act*.

Please Note: All costs associated with the preparation of EOI submissions are at the cost of the proponents and no reimbursements shall be made by any party associated with this offering.

8.0 THE EOI PROCESS

The EOI Process is in two stages;

Stage One – (Expression of Interest) requires proponents to express interest in purchasing or leasing the land and developing and operating the desired short stay accommodation facility. Information to be provided by proponents will include the following:

- Company/consortium profile.
- Credentials to demonstrate their capacity to design, develop and manage the proposed facility.
- A statement of intent outlining how the key development objectives, and development policies would be addressed.
- Examples of previous development considered comparable to or applicable to the Denham opportunity.
- Indicative, non-binding commercial terms.
- The Response Form and Declaration

Initial EOI's lodged at the offices of Tourism WA Level 9, 2 Mill Street, Perth 6000 before 4.00 pm WST Thursday 25 October 2007.

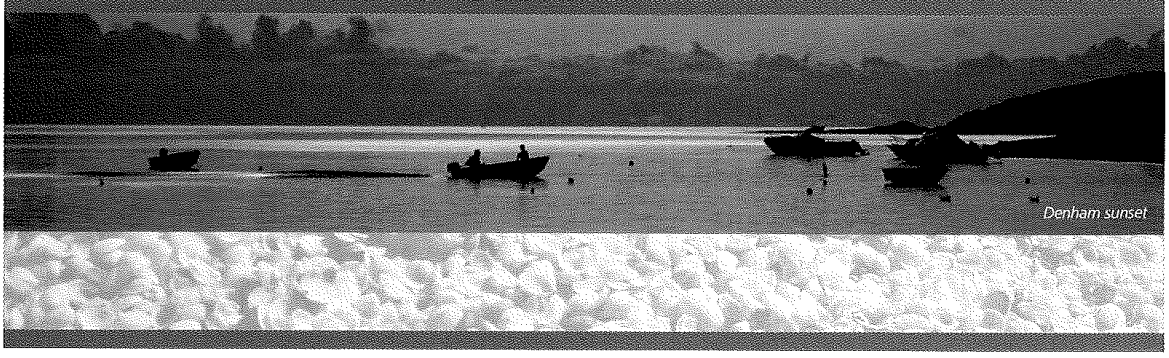
A short list of proponents will be compiled and will be invited to participate in the second stage of the EOI Process.

Aerial view of Denham townsite and Hopeless Reach

8.1 STAGE 1: SUBMISSION REQUIREMENTS & SELECTION CRITERIA

Development Objectives	Submission Requirements (What we need to know about how you will address objectives.)	Selection Criteria (What we will rate submissions on.)	Weighting
Capability and Experience	Statement of capability to design and construct the proposed facility. You should clearly detail: • Your company name and trading history, including years in business. • Details of the company structure and the bidding entity • Your management structure and resumes of key personnel • Current or previous relevant experience in the provision of a facility similar to the proposed Denham opportunity.	• The stability and strength of the company. • The suitability of the company structure to the effective completion of the development. • The strength of the management team. • Relevant previous experience.	10%
High Quality Development	You should describe the likely range of facilities and features you would propose including in the development, along with supporting schematic concepts. In particular, your should include: • Examples of relevant design concepts applied to previous developments • Schematic development concepts • Approximate development cost of proposed project • Rationale for adopting the proposed approach	• Quality of previous developments. • Quality of design concepts put forward. • Relevance of the proposed facilities to the Denham location. • Anticipated value of the investment in the development.	25%
Reputable and Proven Operator with Brand Identity	In this case we are interested in establishing who will be the operator of the facilities once completed. Please provide: • Details of the proposed operator/ manager. • Corporate profile of the proposed operator. • What reputation and experience does the operator/manager bring to the project? *(Note: For EOI submissions, non-binding indications of interest from one or more operators will be acceptable. Proponents will be required to confirm operator/ manager commitment at Stage 2 if short listed after the EOI process.)*	• Previous experience and national/ international links that may benefit this project. • Reputation/Brand identity. • Relevance of the proposed brand/ identity to the Denham location.	15%

Range of Facilities	Describe the likely range of facilities and supporting rationale for same. • Accommodation. • Food and beverage. • Public services. • Functions/Conferences. • Other (e.g. residential)	Understanding of number, style and quality of: • Accommodation facilities. • Food and beverage options. • Public services. • Functions/Conferences. • Any residential units and how it fits within the development.	15%
Timely Development	Provide an outline of the proposed development program and supporting rationale.	• Preferred timing is construction in 2008-09 and operation in 2010-11.	10%
Financial Terms	Outline The land area required for your proposed development Indicate preferred Land Tenure An indicative price for the land area required	Understanding of; • Land area required for proposal • Land tenure preferred • Indicative price or ground rental for the land area required	20%
Sustainable development	Outline the proposed approach to sustainable development on the site. You should include in your submission answers to how you would address the following: • Maintain the existing environmental value and protection of the environment. • Create a quality environment with a defined sense of place that responds to the natural environment of the area. • Maximise public access to the development. • Optimise the development of climate responsive buildings. • Minimise energy, water and resource consumption. • Demonstrate use of recycling or conservation techniques.	Level of commitment to sustainable development principles including: • Environmental protection. • Conservation of energy, water and other resources. • Use of active and passive measures to control temperature. • Building design and construction suitable to the Shark Bay environment.	5%



Denham sunset

STAGE 2: REQUEST FOR PROPOSALS

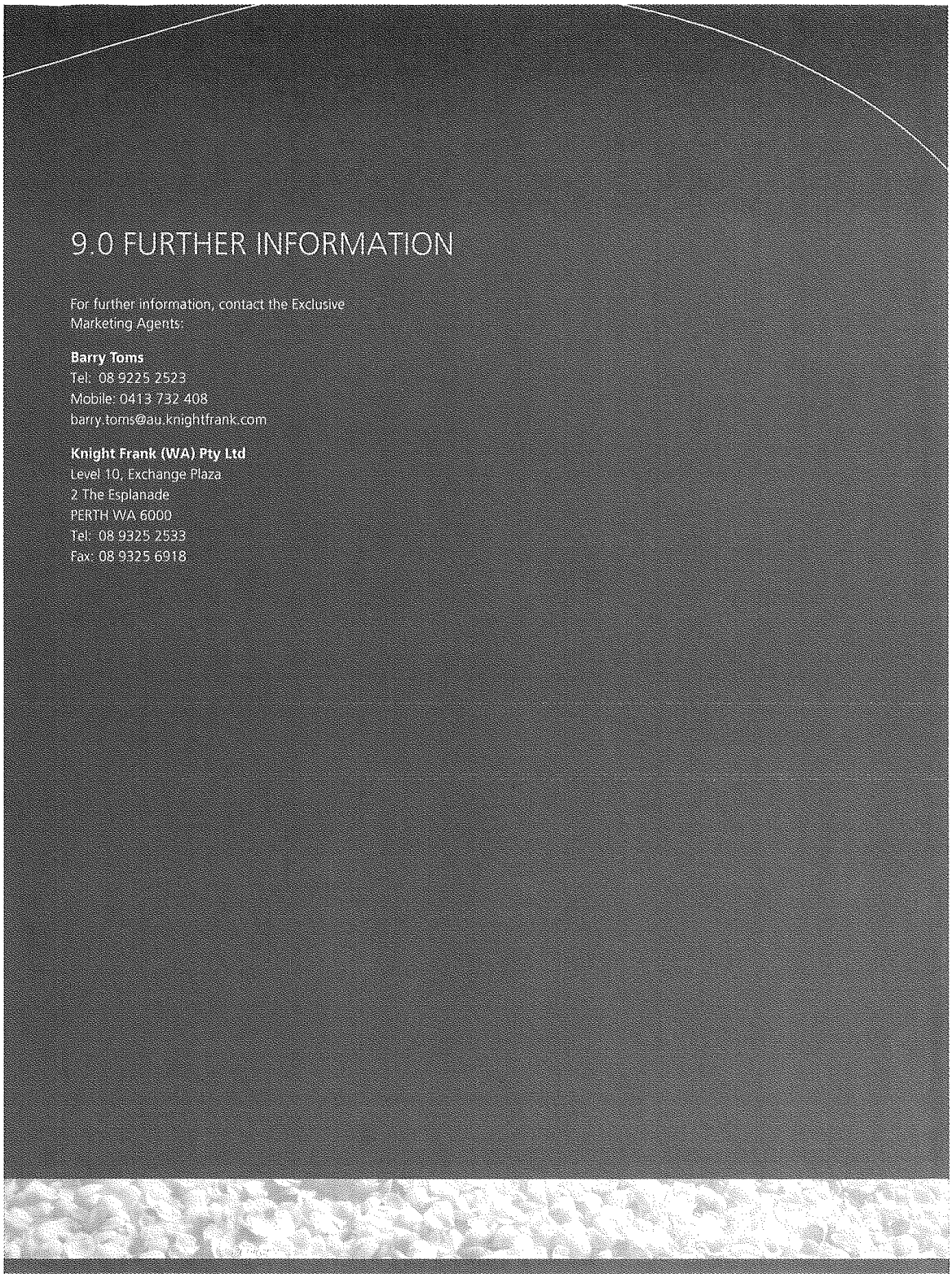
Full Design, Development and Operational Proposal

Stage 2 of the process is referred to as a Request for Proposals (RFP). It will involve those short listed parties being invited to submit a detailed design, development and operational proposal.

Following closure of the RFP, detailed proposals will be reviewed by a panel which at its discretion may request further information from proponents or seek clarification on any matters. The panel will review all submissions against the submission requirements and selection criteria and will make recommendations to the Minister or a delegate as to the respective merits of each proposal.

Stage 2 submissions will require detailed architectural plans (to Development Approval Standard) to illustrate advanced concepts. These will include elevations and detailed site plans. They will also be required to fully address selection criteria and include an offer of commercial terms.

Aerial view of Denham and Freycinet Reach


9.0 FURTHER INFORMATION
For further information, contact the Exclusive Marketing Agents:
Barry Toms
Tel: 08 9225 2523
Mobile: 0413 732 408
barry.toms@au.knightfrank.com
Knight Frank (WA) Pty Ltd
Level 10, Exchange Plaza
2 The Esplanade
PERTH WA 6000
Tel: 08 9325 2533
Fax: 08 9325 6918

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Department for Planning and Infrastructure

Landbank
Building WA's Tourism Future

Tourism
WESTERN AUSTRALIA

ATTACHMENT # 2

SCHEDULE B – SPECIAL USE ZONES (Clause 21)

No.	Description of Land	Special Use	Conditions
SU12	Lot 296 Stella Rowley Drive, Denham	As 'P' use: • Ancillary dwelling • Single house As 'D' use: • Carpark • Cinema / theatre • Exhibition centre • Grouped dwelling • Holiday accommodation • Hotel • Liquor store -small • Motel • Multiple dwelling • Office • Reception centre • Recreation - private • Restaurant/ cafe • Tourist development • Workforce accommodation As 'A' use: • Nightclub	1) Prior to any subdivision a Structure Plan shall be prepared in accordance with Part 4, Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* and approved by the Western Australian Planning Commission and is to address the following: (i) The proportion of permanent residential dwelling units relative to the total number of accommodation units shall be equal or less than 40 percent (unless otherwise approved by the local government and WAPC); (ii) The gross floor area of the permanent residential units relative to the total number of accommodation units shall be equal or less than 40 percent (unless otherwise approved by the local government and WAPC); (iii) Where a residential component is incorporated as part of any development, those areas providing the highest tourist values such as the beachfront, shall be retained permanently for tourist purposes and short stay accommodation; (iv) The proposed development is to be of a high architectural quality and be designed to be sympathetic to the location taking into account topography, physical characteristics and landscape character of the surrounding area;

SCHEDULE B – SPECIAL USE ZONES (Clause 21)

No.	Description of Land	Special Use	Conditions
SU12	Lot 296 Stella Rowley Drive, Denham (continued)		(v) The development shall maintain good visual permeability of the foreshore and ocean from nearby residential areas, roads and public spaces; (vi) Adequate provision for pedestrian access to the foreshore reserve, open space and landscaping; (vii) Coastal setbacks and bushfire management in accordance with the relevant state planning policies; (viii) The design is to mitigate any potential for landuse conflict between residential and short stay accommodation or residential and commercial uses; (ix) A management plan to be provided that addresses maintenance, operation of short stay or tourist facilities, interfaces between residential and non residential uses, waste disposal, service areas, and rubbish management; (x) All development shall be limited to a maximum height of 4.5 metres above the height of Stella Rowley Drive (calculated in accordance with the Residential Design Codes) unless otherwise approved by Council having regard for retention of major view corridors to the ocean and a visual impact assessment provided by the proponent;

SCHEDULE B – SPECIAL USE ZONES (Clause 21)

No.	Description of Land	Special Use	Conditions
SU12	Lot 296 Stella Rowley Drive Denham (continued)		(xi) A Foreshore Management Plan shall be required for the area between the site and the coast as a condition of development or subdivision and shall; - Address relevant State Planning Coastal Policies; - Require approval in writing by the Shire and WAPC prior to commencement of development or site works; - Provide a dual use path for clear demarcation between the development site and foreshore reserve; - Define the building setback from the permanent vegetation line. 2) The local government and Western Australian Planning Commission has discretion to support a small scale large lot subdivision without an Structure Plan to facilitate creation of superlots where the sole purpose is to enable disposal of the land by the State of Western Australia for future development. 3) The local government will have due regard to coastal setbacks and bushfire management in accordance with relevant state planning policies and Clause 67, Schedule 2, Part 9 of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

14.3 PROPOSED SINGLE HOUSE – LOT 28 (39) HUGHES STREET, DENHAM
P4047

AUTHOR
Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST
Declaration of Interest: Liz Bushby, Town Planning Innovations
Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of *Local Government Act 1995*
Declaration of Interest: Cr Smith
Nature of Interest: Proximity Interest as lives on adjacent road (Brockman Street)

Cr Smith left the Council Chamber at 4.31 pm.

Moved Cr Ridgley
Seconded Cr Fenny

Council Resolution
That Council:

1. **Note that the application for a single house on Lot 28 (39) Hughes Street is being advertised for public comment, and no submissions have been received.**
2. **Note that 3 Options have been outlined in the body of this report, and resolve not to pursue Option 2 (to Require a Local Development Plan) or Option 3 (to refuse the application).**
3. **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 the application for a single house on Lot 28 (39) Hughes Street, Denham (after advertising).**
4. **Authorise the Chief Executive Officer to write separately to the owner of Lot 28 and advise that the Commercial zoning of the property under the Shire of Shark Bay Local Planning Scheme No 4, is based on the Shires Local Planning Strategy.**
   The Shire would like to seek written confirmation of the owners future intentions as it may be appropriate to consider formal modification to the Strategy, which reflects both the Shires aspirations and the owner aspirations for Lot 28. Since development of the Strategy the Shire is experiencing new planning challenges such as a shortage of accommodation to cater for workers in the area.

6/0 CARRIED BY ABSOLUTE MAJORITY

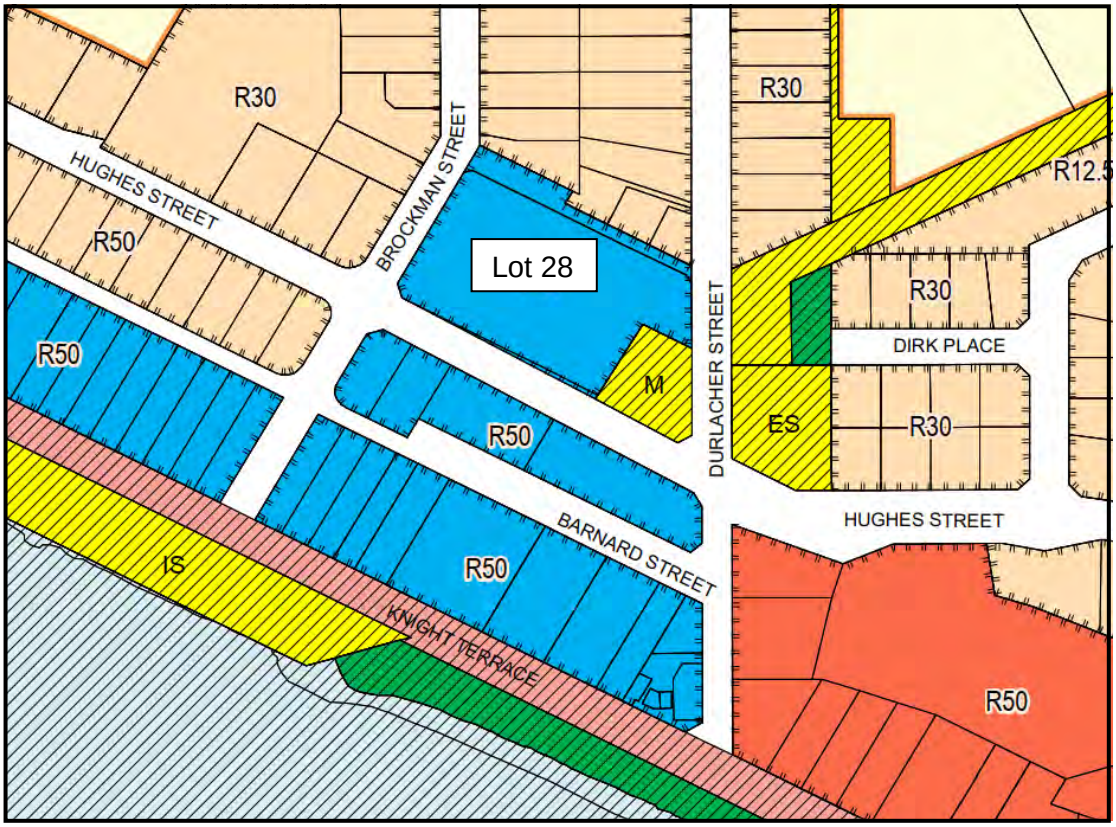
Cr Smith returned to Council Chamber at 4.40 pm.

BACKGROUND

- ***Location***

Lot 28 was historically used as a school site. The lot has multiple road frontages to Brockman Street, Hughes Street and Durlacher Street.

Lot 28 has an approximate area of 1.15 hectares.



Above: Zoning Map

- ***Zoning***

Lot 28 is zoned 'Commercial' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme), with an R50 density code.

The Scheme has a number of objectives for the Commercial zone including and not limited to:

- *To actively encourage the establishment of retail uses and commercial activity that attracts people into the Commercial Zone as the prime town centre of the local government and contribute towards the vibrancy of Denham.*
- *To limit the extent of short stay and residential accommodation in the Commercial zone.*

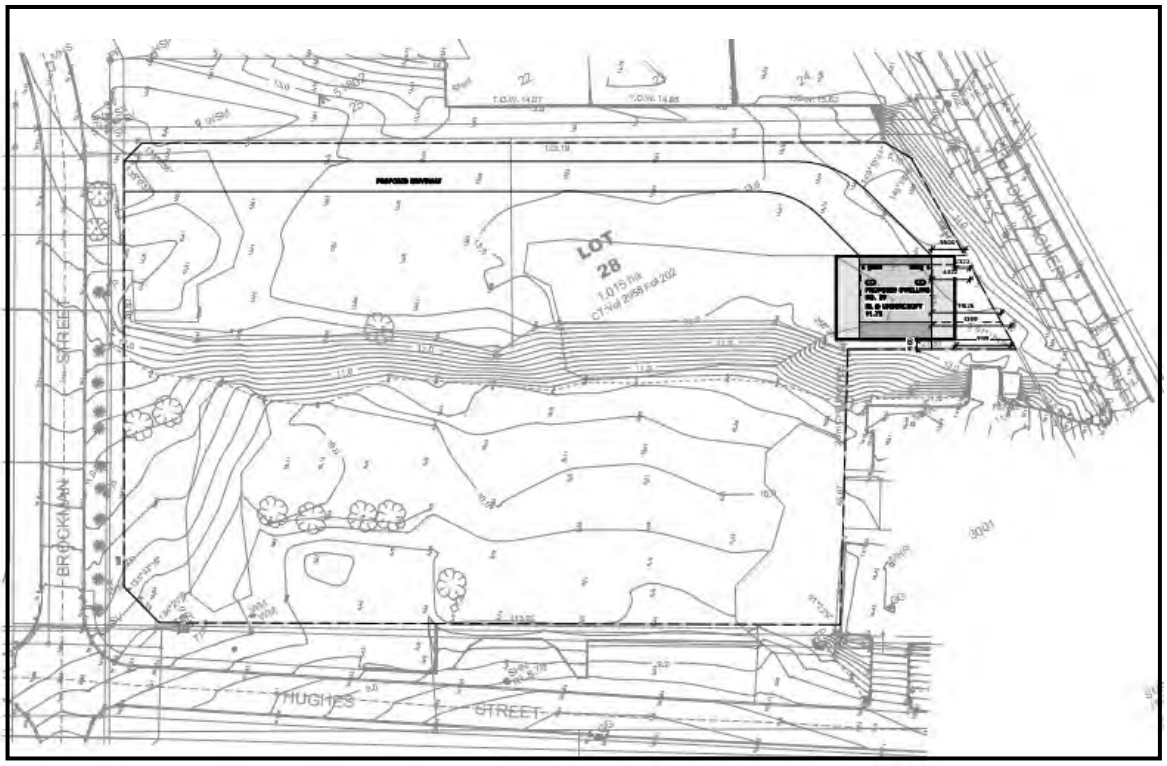
Generally the lots to the south through to Knight Terrace are zoned Commercial, whereas lots to the west and north are zoned Residential.

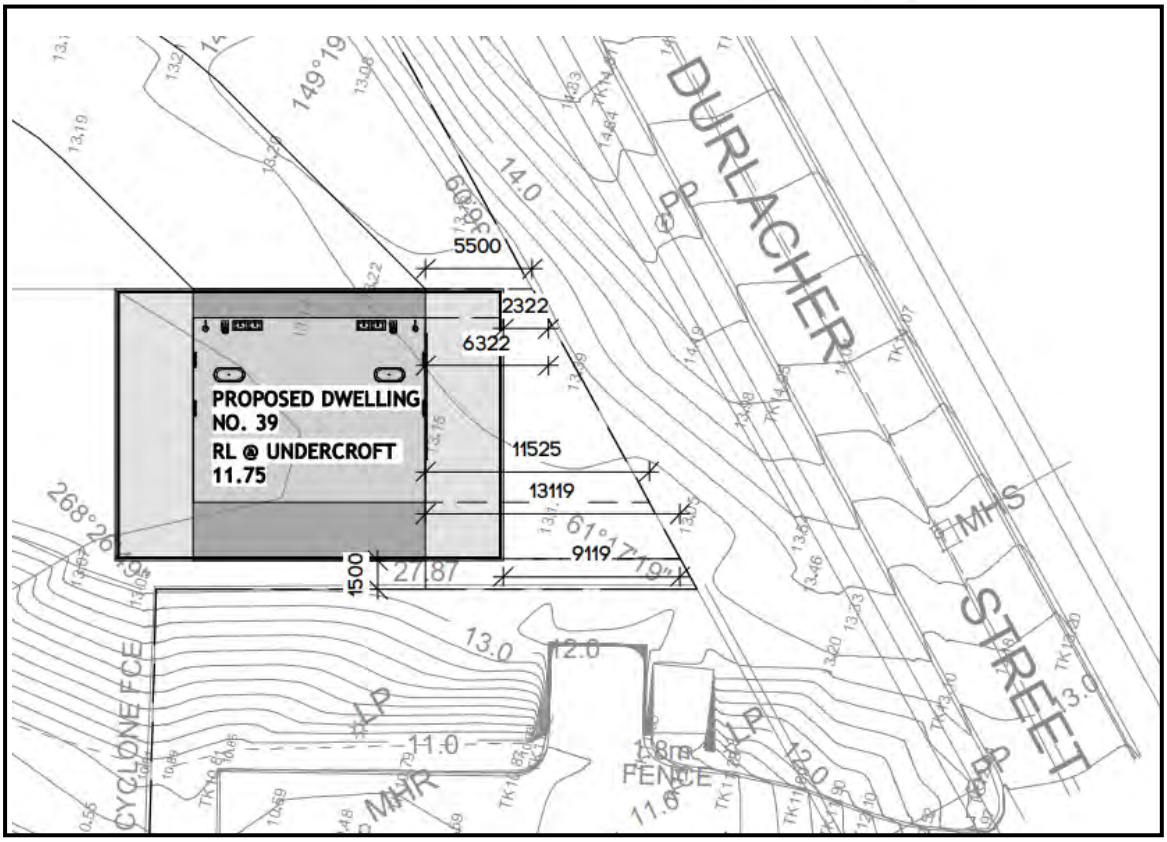
COMMENT

- ***Description of Proposed Development***

The owner of Lot 28 has lodged an application for a two-bedroom single house. The proposed dwelling would be two storeys with a garage/storage on the ground floor and living areas on the upper floor.

The dwelling is proposed to have a setback to the front veranda (facing Durlacher Street) of 2.3 metres to 9.11 metres. A 1.5 metre setback is proposed to the southern lot boundary

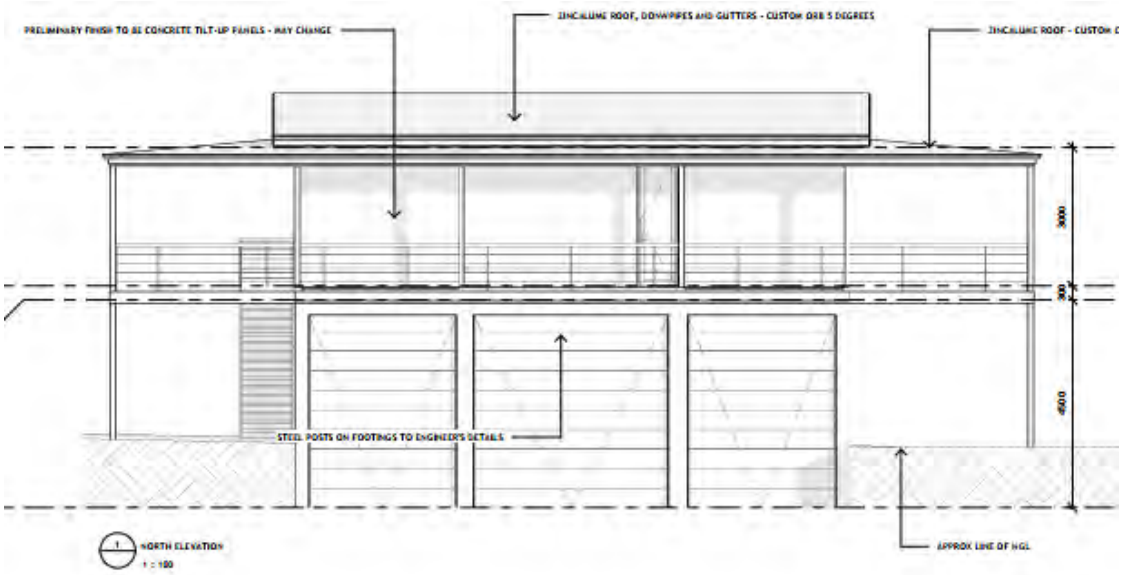




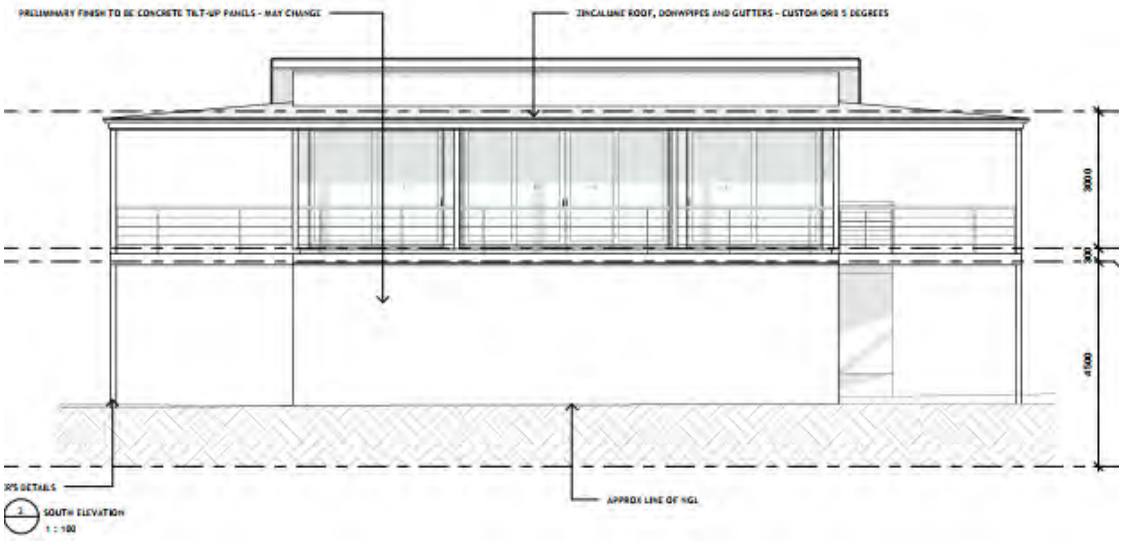
The proposed dwelling location complies with the setback requirements of the Residential Design Codes.

- ***Privacy and Overlooking***

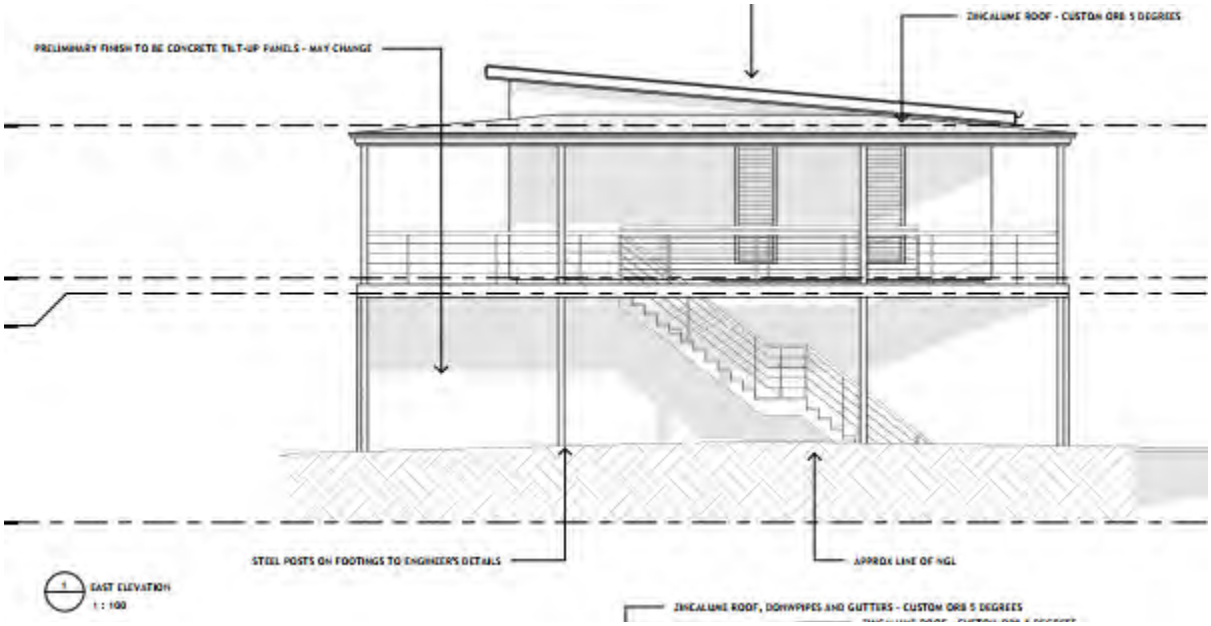
The Residential Design Codes contain minimum privacy setback requirements. The proposed dwelling complies with the exception that there is a balcony and major windows facing the south lot boundary, however it does not impact on any adjacent residential properties.



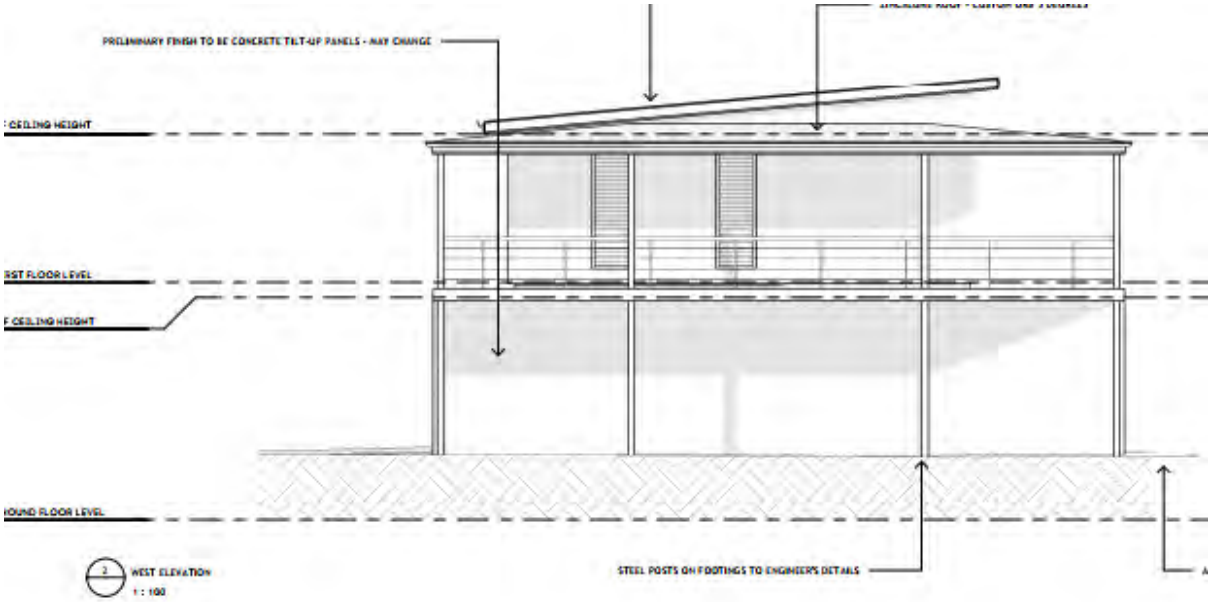
Above: North Elevation



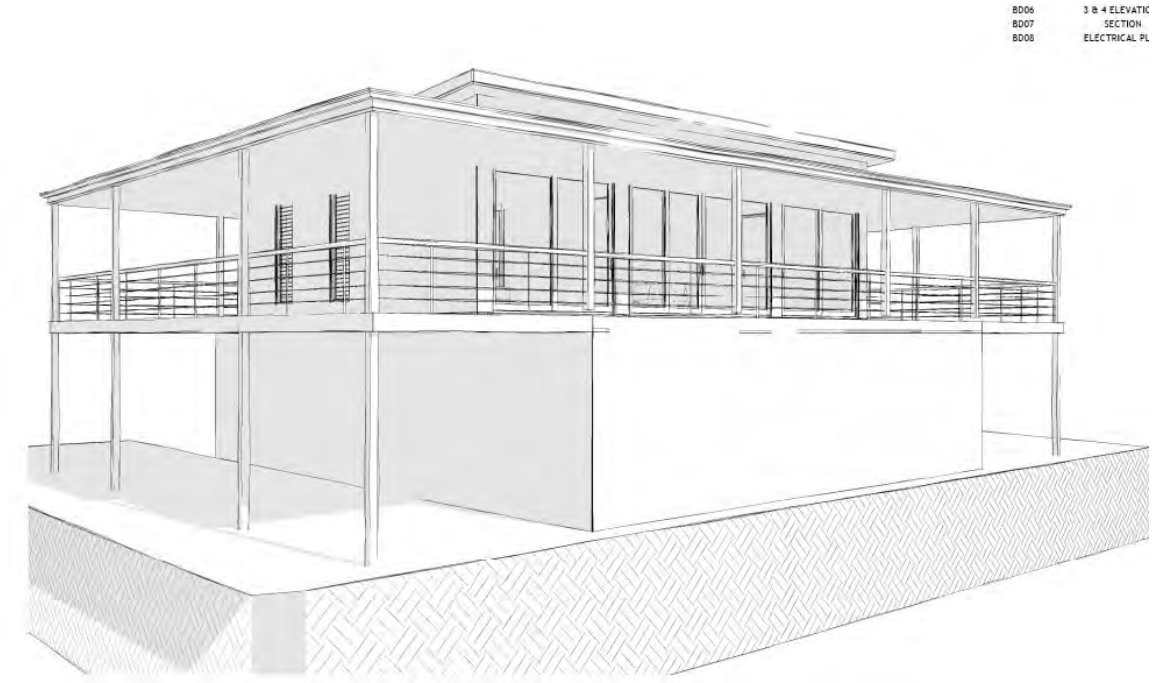
Above: South Elevation (facing a Commercial zoned lot)



Above: East Elevation facing Durlacher Street



Above: West Elevation



- ***Land Use Permissibility and Advertising***

Whilst the Commercial zone is mainly aimed at catering for business developments, a single house is listed as an 'A' use in 'Table 1: Zoning Table' under the Scheme. This means that means that '*the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions.'*

The Shire has written to nearby and adjacent landowners seeking comment on the proposed house. Advertising closes on the 30 March 2021.

- ***Variation to Scheme requirement***

Clause 32.3.4 of the Scheme states that '*Despite any other provision in the Scheme the local government shall only approve any residential development, holiday accommodation, short stay and any form of tourism accommodation in the Commercial zone where:*

(a) The lot is not located on land identified as being prime for commercial and retail development in the Local Planning Strategy or Town Centre Strategy; or

(b) Council considers the use is highly compatible with surrounding landuses; and

(c) In the case of grouped or multiple dwellings the dwellings form part of a mixed use development with a substantial commercial component on the ground floor; and

(d) In the case of short term or any form of tourist accommodation the development is considered to be of a high quality and includes public facilities, shops or well-designed public spaces or public art which, in the opinion of the local government, will attract people into the Denham town centre and enhance existing amenity. '

Clause 32.3.4(a) is relevant to the proposed single house as Lot 28 is identified in the Local Planning Strategy which states that:

'1. A new Silver chain building has been built on the corner of Durlacher Street and Hughes Street. To the west of Silverchain is an old school site with high redevelopment opportunity. The school site is one of the few large enough to provide for larger retail and commercial uses that may be required in Denham in the longer term.

2. The old school site provides an opportunity for new development however is contingent on future landowners intentions. At this stage the Shire has a preference for the land to accommodate a new supermarket and short stay accommodation or mixed use development. '

Lot 28 is included in Precinct 1c under the Strategy. Under 'Future Land Use and Development in Precinct 1c' the Strategy states that:

"*The school site (Reserve 2593) is a high priority redevelopment site to provide for future town centre activities. Any development should be subject to the preparation of an appropriate Detailed Area Plan that examines development requirements, access points, co-ordinated carparking layouts and shared crossover opportunities, interface with residential, servicing, drainage and responds to amenity issues. The Shire considers that the site is prime for retail or commercial development because it is one of the few lots in the Town Centre of a sufficient size to accommodate adequate retail floorspace and on site carparking. Alternative uses may be a mixed use development.*

The Shire would support subdivision of Reserve 2593 without any Outline Development Plan if the purpose was to create super lots to facilitate disposal of the land by the State of Western Australia.

Priority should be given to accommodating a mix of uses and provision for residential and short term accommodation above retail and office space; the allocation of larger sites for retail and commercial uses; and higher density residential activity. "

Council has discretion to vary any requirement under Clause 32 of the Scheme and support the application for a single house on Lot 28, despite the lot being identified as a high priority redevelopment site in the Strategy.

In exercising this discretion Council must consult with any affected neighbours if the variation may have an impact. Council can only approve the variation where:

(1) It is of the view that the variation is appropriate having regard for normal planning matters; and

(2) The variation will not have a significant adverse impact on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

It is noted that the proposed dwelling will be located on a part of Lot 28 where it will not detrimentally impact on any adjacent residential lot owners, and that the balance lot area can still accommodate some form of new development in the future.

- ***Local Development Plan***

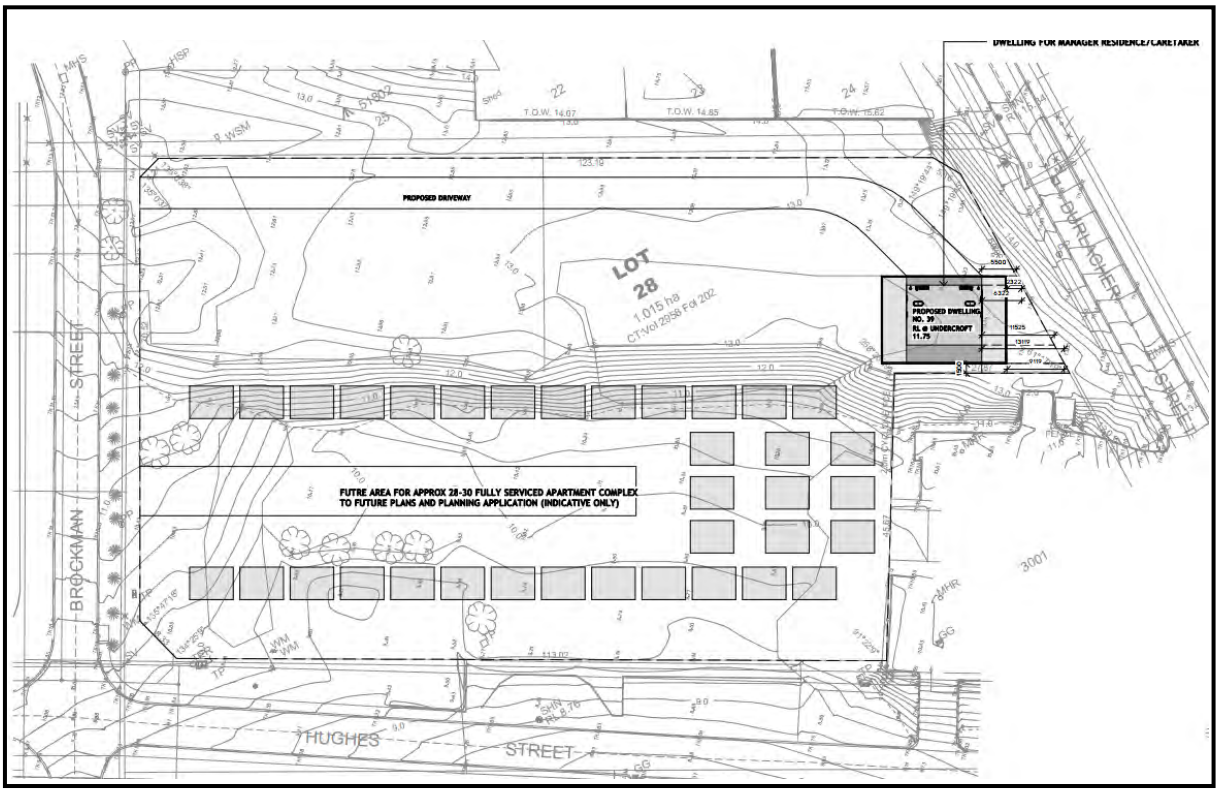
The Local Planning Strategy recommends that a Detailed Area Plan be prepared to guide future development of Lot 28 (which is the equivalent to a Local Development Plan).

Both the Shire and the Western Australian Planning Commission would need to agree that an Local Development Plan is appropriate.

The Shire has discretion to approve a single house in the absence of a Local Development Plan on Lot 28 if it is satisfied that the approval will not prejudice future planning.

There is some precedent to this situation as Council has approved a single house on Lot 304 Dirk Hartog Island prior to any approved Local Development Plan.

It should be noted that the applicant has lodged a concept plan indicating interest in developing apartments on Lot 28 in the future, at which time the single house may cater for an on site caretaker.



The above site plan is included as Attachment 1.

- ***Options Available to Council***

<u>Option 1 – Support the application for a Single House (without a Local Development Plan</u>

Although Lot 28 has been identified as a redevelopment site under the Shires Local Planning Strategy (and was subsequently zoned Commercial under the Scheme), the Strategy did recognise that "*the old school site provides an opportunity for new development however is contingent on future landowners intentions. "*

If Council's focus for development of Lot 28 has changed over time, and there is preference for accommodation to be developed, then the single house may be supported, and Shire Administration can discuss potential changes to the Local Planning Strategy with the owner.

It is not considered that the single house will prejudice future planning as the balance lot area is still significant. If the proposed dwelling is supported Council may consider granting delegated authority to the Chief Executive Officer to determine the application after advertising has closed.

Option 2 – Require a Local Development Plan

Due to the importance of Lot 28 strategically for Denham townsite, and that approval of a single house on a commercial zoned lot will introduce a sensitive land use, Council may resolve to require a Local Development Plan.

The Western Australian Planning Commission would need to agree that a Local Development Plan is appropriate.

Option 3 – Refuse the application

Council may refuse the application if it is of the view that the proposed development and Scheme variation will 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.

Council may have reservations that approval of a residential land use in the Commercial zone may limit future development opportunities and has potential to be incompatible with commercial development.

LEGAL IMPLICATIONS

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

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Shark Bay Local Planning Scheme No 4.

Under Clause 67 (1)(b) there is discretion to vary or waive any requirement of a Scheme if the discretion is specified in the local planning scheme (which is the case for Shark Bay).

Regulation 67(2) 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.

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 – Explained in the body of this report.

The Commercial zone objectives are:

To provide for a range of shops, offices, restaurants and other commercial outlets in defined townsites or activity centres.

- To ensure that development is not detrimental to the amenity of adjoining owners or residential properties in the locality.
- To encourage new quality buildings / redevelopment that is not constrained by the characteristics of older developments in the locality and that will positively improve streetscape variation, add interest to the streetscape or introduce landmark features.

- To actively encourage the establishment of retail uses and commercial activity that attracts people into the Commercial Zone as the prime town centre of the local government and contribute towards the vibrancy of Denham.
- To limit the extent of short stay and residential accommodation in the Commercial zone.
- To ensure that new development provides elements that promote a marine and coastal theme based on historic identity of the town as a fishing village and the unique environment represented by Shark Bays World Heritage Listing.
- To have some regard for views from lots between Hughes Street and the foreshore however balance the assessment with the overarching need to achieve high quality new development in the Commercial zone.
- To ensure subdivision in the Commercial zone does not occur in an ad hoc manner and maximize robustness of lots to facilitate new development or redevelopment and cater for a wide range of commercial uses.
- To maintain the compatibility with the general streetscape, for all new buildings in terms of scale, height, style, materials, street alignment and design of facades or improve the existing streetscape.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Local Planning Strategy is explained in the body of this report.

If Council's focus for development of Lot 28 has changed over time, and there is preference for accommodation due to shortages in town, then it would be appropriate to consider a modification of the Local Planning Strategy in the short to medium term.

RISK MANAGEMENT

This is a low risk item to Council.

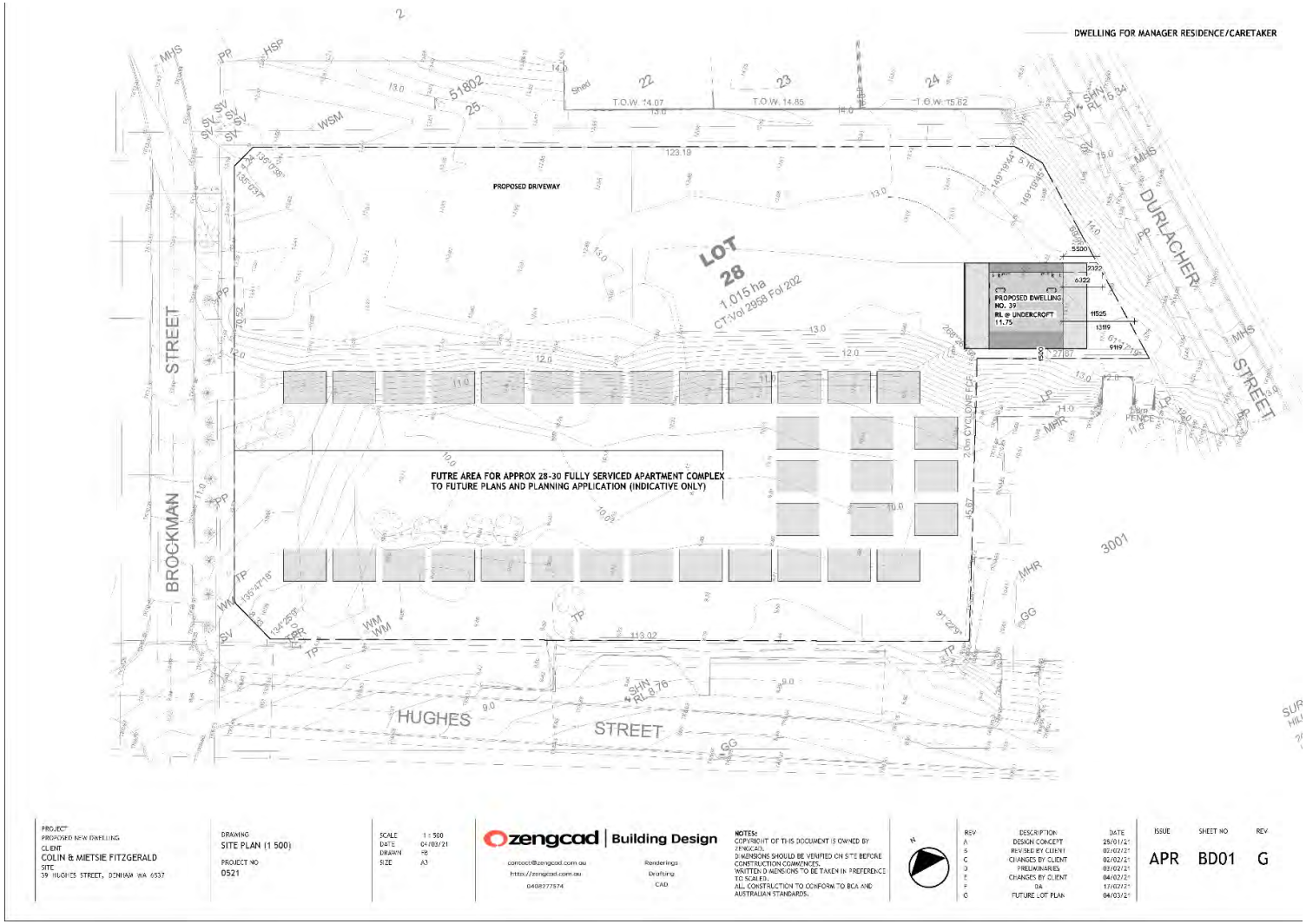
VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author	*L Bushby*
Chief Executive Officer	*P Anderson*
Date of Report	15 March 2021

ATTACHMENT # 1



ATTACHMENT # 2

Capestorm Pty Ltd
ABN 75 626 541 151

PO Box 128, Denham, WA 6537
Phone: 0439 030 000

Date: 16 March 2021

Shire of Shark Bay

Dear Sir or Madam:

RE: Development - Lot 28, Plan 73234 – 39 Hughes St, Denham

It is our intentions to first get approval and build a Managers/Caretaker residence with a storage shed below to store equipment for use on the dwelling/block. In the future we are planning to build accommodation units on the property, which will be fully serviced or partly serviced.

In the meantime, we would like to build as soon as possible so we can also ensure we have lodging/accommodation for our staff at Indigo Blues Seafood & Grill.

We hope you will consider our proposal and assist us with this matter.

Sincerely,

Colin Fitzgerald
Director/CEO

14.4 GENERAL REPORT ON CHANGES TO THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015
LP00002

AUTHOR
Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST
Declaration of Interest: Liz Bushby, Town Planning Innovations
Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.60A of *Local Government Act 1995*

Moved Cr Cowell
Seconded Cr Burton

Council Resolution

That Council:

A. Note that changes to the *Planning and Development (Local Planning Schemes) Regulations 2015* became operative on the 15 February 2021 as outlined in this report.

B. Authorise Chief Executive Officer to write to the Western Australian Planning Commission Planning Reform team to:
(i) Seek an exemption from any compulsory website advertising. Whilst the Shire will endeavor to maximise use of the website for public advertising, there may be periods where administration staff shortages mean that it cannot always be achieved; and
(ii) Request an extension of the current Western Australian Planning Commission exemption (Attachment 1) to the 31 January 2022. This will give the Shire time to review it's capacity to meet increased advertising requirements for complex applications.

C. Note that a separate report will be referred to a future Council meeting to examine options for development of heritage list.

7/0 CARRIED

BACKGROUND

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

The Regulations include 'Deemed Provisions' that automatically apply state wide.

There are deemed provisions that outline matters such as:

(i) The process for preparation, advertising and adoption of local planning policies;
(ii) Heritage lists and designation of heritage areas;
(iii) The process for Structure Plans and Local Development Plans;
(iv) Exemptions for certain development from the need to obtain planning approval;

(v) A development application form and list of information to be lodged;
(vi) The process for advertising different applications;
(vii) Matters to be considered by the local government (when determining an application);
(viii) Statutory timeframes for processing Development Applications, Structure Plans and Local Development Plans;
(ix) The right for an applicant to seek a review of a Council decision through application to the State Administrative Tribunal;
(x) Provisions to amend or cancel a development approval;
(xi) Bushfire requirements;
(xii) Entry and inspection powers;
(xiii) Delegations by local government.

COMMENT

Amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015 were pursued as initial measures to streamline development assessment processes, reduce red tape, and to support the States' economic recovery.*

The changes became operational on the 15 February 2021.

The purpose of this report is to keep Councillors informed about the main Regulation changes as follows:

- *Exemptions from the need for planning approval*

The Regulations already allowed for some exemptions such as single houses, alterations/additions, ancillary accommodation and ancillary development such as outbuildings, patios, carports and pergolas where the plans complied with the 'deemed to comply' requirements of the Residential Design Codes.

The list of exempted development ancillary to a dwelling (where the R Codes apply) has been expanded and is more specific so now includes decks, shade sails, water tanks, cubby houses, flag poles and solar panels. Some of the exemptions are contingent on meeting certain criteria or maximum sizes, and they do not apply in a heritage protected place.

There are also exemptions for maintenance works and urgent works (eg for public safety).

One of the more significant changes is that the Regulations now specifically exempt the following land uses if they are listed as 'D' use in relation to a zone if;
(1) there is no works component; or
(2) the works component does not require development approval; and
(3) they are not within a Special Control Area (such as the Shark Bay World Heritage Property area) -

	Column 1 Use	*Relevant zone (in Shark Bay)*	*Conditions*
1	*Shop*	*Commercial*	*Nett lettable area is not more than 300m^2*

2	*Restaurant/cafe*	*Commercial*	*Nett lettable area is not more than 300m^2*
3	*Convenience store*	*Commercial*	*Store is not used for the sale of petroleum products*
4	*Consulting rooms*	*Commercial*	*No more than 60% of the glass surface of any window on the ground floor of the consulting rooms is obscured glass*
5	*Office*	*Commercial*	*Office is not located on the ground floor of a building*
6	*Home Occupation*	*All zones*	

- *Advertising*

The Regulations have increased the advertising requirements for more complex applications, such as a proposal for a 'use not listed' under Table 1 of the Scheme.

Complex applications have to be advertised on the Shire website, letters to affected owners within 200 metres, and include a sign erect on the development lot.

After concerns were raised that this could be onerous for regional Shires, the Regulations were amended to give the Western Australian Planning Commission power to exempt certain Shires from having to comply with the advertising requirements of the Regulations.

An exemption has been issued for the Shire of Shark Bay, along with other local governments, for a 6 month period between the 15 February 2021 to the 13 August 2021 – Attachment 1.

The exemption means that the Shire can decide the appropriate level of advertising on a case by case basis for any complex application, with the exception of publication on the Shire website.

There are two matters for Council to consider:

1. *Whether the Shire wants to request an exemption from publication on the Shire website (if that would be challenging during periods when key administration staff levels are low); and*

2. *Whether to seek approval for the extension to continue beyond the 13 August 2021. Town Planning Innovations is of the view that extending the exemption would be more practical as the Shire may not have the resources to write to owners within 200 metres of a site, and some sites are too remote to erect any advertising sign on site.*

The Regulations now exclude the Christmas and Easter holiday periods from being counted as part of any advertising period.

The Christmas holiday period is defined as 25 December to the next 1 January, and 7 days starting from Good Friday. This means advertising has to be for longer and will not include those designated holiday days.

The Regulations include new requirements for making documents available to the public so certain applications have to be advertised via the Shires website. There is an increased reliance on website advertising than newspaper publications.

- *Receipt of Development Applications*

When a development application is lodged, the Shire only has 7 days to determine if all the required plans and information has been submitted, or whether additional information is needed from the applicant.

If the local government does not request additional information within 7 days then the application is taken to have been accepted.

After the 7 day period, the Shire still has the ability to make '1 request' for additional information if it is necessary for assessment of the application. The '1 request' limit does not apply to applications that are required to be advertised under the Scheme, complex applications, or applications that have to be referred to a public or statutory authority.

Town Planning Innovations is of the view that the Regulations create an increased need for all new applications to be thoroughly checked on lodgement. Town Planning Innovations is responsible for checking new applications however there is opportunity for this process to be assisted through increased administration staff training.

Some of the more common issues with applications lodged include substandard hand drawn plans, plans that are not to scale, lack of levels/ finished floor levels, ownership details on forms not matching that on the certificate of title (especially for company owned lots); and the floor areas of existing development not being provided.

- *Terms Used*

The revised Regulations include more 'terms used' in the Deemed Provisions such as ancillary dwelling, building height, commercial zone, complex application, container collection cage, container deposit recycling centre, container deposit scheme, drop off refund point, natural ground level, nett lettable area and others.

- *Heritage List*

A modification to the advertised changes to the Regulations includes deletion of the proposal to make it optional, as opposed to mandatory, for a local government to establish and maintain a heritage list.

The Shire has a Municipal Inventory however it was adopted under a previous Town Planning Scheme, and it is not clear if it went through the necessary advertising processes.

The issue of how best to deal with this matter needs to be examined as the Shire only has the Municipal Inventory as a pdf document, and there is no word copy that can be easily altered. Town Planning Innovations will further investigate how best to develop a new heritage list and whether pdf pages of the existing Inventory can be reused.

A separate report on this issue will be referred to a future Council meeting.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

The Regulations allow local governments to develop Local Planning Policies.

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

STRATEGIC IMPLICATIONS
There are no strategic implications relative to this report.

RISK MANAGEMENT
This is a low risk item to Council.

VOTING REQUIREMENTS
Simple Majority Required

SIGNATURES

Author	*L Bushby*
Chief Executive Officer	*P Anderson*
Date of Report	11 March 2021

ATTACHMENT # 1

EXEMPTION SCHEDULE

Local Government Exemptions - *Planning and Development (Local Planning Schemes) Regulations 2015*

1. A local government that is located outside of the areas covered by the Metropolitan and Peel Region Schemes and does not have a website on 15 February 2021 is exempt from complying with the following on an on-going basis:
   a. R.76A(3)(a) and (5)
   b. Schedule 2, cl.87(3)(a) and (5)
   c. Schedule 2, cl.64(3)(a) with regard to publication on a website

2.

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	**Giving notice to owners and occupiers cl.64(3)(b)**	**Sign on site cl.64(3)(c)**	**Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)**
Regional South West	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site's remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
City of Albany – excluding the Albany townsite			
Shire of Augusta-Margaret River			
Shire of Boyup Brook			
Shire of Bridgetown-Greenbushes			
Shire of Broomehill-Tambellup			
City of Bunbury – excluding the Bunbury townsite			
City of Busselton – excluding the Busselton townsite			
Shire of Capel			
Shire of Collie			
Shire of Cranbrook			
Shire of Dardanup			
Shire of Denmark			
Shire of Donnybrook-Balingup			
Shire of Gnowangerup			
Shire of Harvey			
Shire of Jerramungup			
Shire of Katanning			
Shire of Kent			
Shire of Kojonup			
Shire of Manjimup			
Shire of Nannup			
Shire of Plantagenet			

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	**Giving notice to owners and occupiers cl.64(3)(b)**	**Sign on site cl.64(3)(c)**	**Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)**
Shire of Waroona	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site's remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
Shire of Woodanilling			
Regional North			
Shire of Ashburton			
Shire of Broome			
Shire of Carnarvon			
Shire of Christmas Island			
Shire of Cocos (Keeling) Islands			
Shire of Derby-West Kimberley			
Shire of East Pilbara			
Shire of Exmouth			
Shire of Halls Creek			
City of Karratha - excluding the Karratha townsite			
Town of Port Hedland			
Shire of Shark Bay			
Shire of Upper Gascoyne			
Shire of Wyndham-East Kimberley			
Regional South			
Shire of Beverley			
Shire of Boddington			
Shire of Brookton			
Shire of Bruce Rock			
Shire of Carnamah			
Shire of Chapman Valley			
Shire of Chittering			
Shire of Coolgardie			
Shire of Coorow			
Shire of Corrigin			
Shire of Cue			
Shire of Cunderdin			
Shire of Dalwallinu			
Shire of Dandaragan			
Shire of Dowerin			
Shire of Dumbleyung			

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	**Giving notice to owners and occupiers cl.64(3)(b)**	**Sign on site cl.64(3)(c)**	**Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)**
Shire of Dundas	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site's remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
Shire of Esperance			
Shire of Gingin			
Shire of Goomalling			
City of Greater Geraldton – excluding the Geraldton townsite			
Shire of Irwin			
City of Kalgoorlie-Boulder – excluding the Kalgoorlie-Boulder townsite			
Shire of Kellerberrin			
Shire of Kondinin			
Shire of Koorda			
Shire of Kulin			
Shire of Lake Grace			
Shire of Laverton			
Shire of Leonora			
Shire of Meekatharra			
Shire of Menzies			
Shire of Merredin			
Shire of Mingenew			
Shire of Moora			
Shire of Morawa			
Shire of Mount Magnet			
Shire of Mount Marshall			
Shire of Mukinbudin			
Shire of Murchison			
Shire of Narembeen			
Shire of Narrogin			
Shire of Ngaanyatjarraku			
Shire of Northam			
Shire of Northampton			
Shire of Nungarin			
Shire of Perenjori			
Shire of Pingelly			
Shire of Quairading			
Shire of Ravensthorpe			
Shire of Sandstone			
Shire of Tammin			

LPS Regulations – Exemptions from complying with r.76B and Schedule 2, cl.87 for a period of 6 months from 15 February 2021 (ending on 13 August 2021).			
Local government	**Giving notice to owners and occupiers cl.64(3)(b)**	**Sign on site cl.64(3)(c)**	**Publish in a newspaper r.76A(4) c.87(4) cl.64(3)(a)**
Shire of Three Springs	Exempt from compliance to notify occupiers but may be considered by the local government based on the services provided by a local postal service and the ability to contact affected parties effectively and efficiently.	Exempt from compliance but may be considered by the local government based on the site's remoteness, accessibility, effectiveness, cost, proximity to the nearest signage service provider.	Exempt from compliance but may be considered by the local government based on the frequency of newspaper circulation, lead time for publishing, cost.
Shire of Toodyay			
Shire of Trayning			
Shire of Victoria Plains			
Shire of Wagin			
Shire of Wandering			
Shire of West Arthur			
Shire of Westonia			
Shire of Wickepin			
Shire of Williams			
Shire of Wiluna			
Shire of Wongan Ballidu			
Shire of Wyalkatchem			
Shire of Yalgoo			
Shire of Yilgarn			
Shire of York			

***NOTE**: The above exemptions can be utilised by the local governments listed if required, and does not prohibit the advertising or publishing of a document in this manner. Local government can exercise flexibility in determining the most appropriate means by which public feedback may be obtained.*

15.0 WORKS REPORT

15.1 FIVE (5) YEAR FOOTPATH CAPITAL PROGRAM
FM52122

AUTHOR
Works Manager

DISCLOSURE OF ANY INTEREST
Declaration of Interest: Cr Burton
Nature of Interest: Proximity Interest as parents own property across the road in Hartog Crescent

Cr Burton left the Council Chamber at 4.45 pm.

Officer Recommendation
That Council endorse the Five (5) Year Capital Footpath Plan 2021/2022 to 2025/2026 for new footpaths within the township of Denham be reinstated and,

1. That funding of $59,000.00 be included in the draft 2021/2022 budget to undertake programmed 2021/2022 footpath programmes along Hartog Crescent from Dirk Place to Hughes Street and along Durlacher Street from Hoult Street to Dampier Road.
2. That a new footpath be added to the 5 year footpath construction plan for installation in the 2025/2026 financial year at the following location: …… (Council to nominate A,B or C as listed below)

A) Capewell Drive from Poland Road to Edwards Street / OR
B) Capewell Drive from Sunter Place to Wear Place / OR
C) Wear Place and Fletcher Court from Capewell Drive to Edwards Street,

OR
That Council incorporate a replacement component into the current Five (5) Year Footpath Plan 2021/2022 to 2025/2026 within the township of Denham and be presented back to Council for further consideration.

Moved Cr Fenny
Seconded Cr Bellottie

Council Resolution
That Council endorse the Five (5) Year Capital Footpath Plan 2021/2022 to 2025/2026 for new footpaths within the township of Denham be reinstated and,

1. **That funding of $59,000.00 be included in the draft 2021/2022 budget to undertake programmed 2021/2022 footpath programmes along Hartog Crescent from Dirk Place to Hughes Street and along Durlacher Street from Hoult Street to Dampier Road.**

2. **That a new footpath be added to the Five (5) year footpath construction plan for installation in the 2025/2026 financial year at the following location: Capewell Drive from Sunter Place to Wear Place.**

6/0 CARRIED

Cr Burton returned to the Council Chamber at 4.59 pm.

BACKGROUND

Council established a program for the installation of new footpaths in the Denham town site in 2011. The program is scheduled over a 5 year period and is reviewed annually by Council to enable any variations or inclusions to be addressed.

Administration also includes in the draft budget an allocation of $50,000 for the footpath programme inclusions.

A town map has been included to help Councillors determine the best additional footpath to include in the five year plan.

At the ordinary Council meeting held on the 30 May 2018 the following recommendation was made to Council:

Officer Recommendation

1. *That funding of $51,520 be included in the draft 2018/2019 budget to undertake the programmed 2018/2019 footpath programmes along Hartog Crescent from Dirk Place to Hughes Street and along Durlacher Street from Hoult Street to Dampier Road.*
2. *That a new footpath be added to the Five (5) Year new footpath construction plan for installation in the 2022/2023 financial year at the following location: (council to nominate)*

   D) Capewell Drive from Poland Road to Edwards Street
   E) Capewell Drive from Sunter Place to Wear Place
   F) Wear Place and Fletcher Court from Capewell Drive to Edwards Street
   G) Council to Nominate
   AND / OR

3. *That Council incorporate a replacement component into the current Five (5) Year Footpath Plan.*
4. *That funding of $51,520 be included in the draft 2018/2019 budget to undertake the programmed 2018/2019 footpath programmes along Hartog Crescent from Dirk Place to Hughes Street and the staged replacement of the Brockman Street footpath from Hughes Street to Francis Street.*
5. *The Five (5) Year Capital Footpath Plan 2019/2020 to 2023/2024 for new/replacement footpaths within the Townsite of Denham be amended to include the replacement of existing footpaths and presented back to Council for consideration.*

At the ordinary Council meeting held on the 30 May 2018 Council made the following resolution:

Council Resolution

That the item lay on the table and be presented to the 2018/2019 budget review in February 2019.

6/0 CARRIED

The 5 year footpath plan was not presented to the 2018/2019 budget review in February 2019.

Administration is now presenting the report again inquiring if Council wishes to re-establish the footpath program in its previous capital form, change to a capital and replacement program or place the program on hold with a decision to be made dependent on budget outcomes.

COMMENT

The footpath programme and associated funding needs to be reviewed on an annual basis to enable the Council to address the needs of the community regarding footpath access within Denham.

This allows Council to establish priorities and to amend budgets accordingly.

All footpaths constructed will be done to conform to dual use standards.

This capital program is a living document and will be reviewed annually to ensure that any changes in priorities or budgets are considered and accommodated within the program.

The location and alignment of the footpaths on the suggested roads can be modified, although any modification may affect associated costs.

The plan endorsed by Council in 2017/2018 for the period 2018/2019 to 2022/2023 was as the table below.

Year	Street	Section	Estimated Cost
2018/2019	Durlacher	Hoult to Dampier	$34,040
2018/2019	Hartog	Dirk to Hughes	$17,480
2019/2020	Mead	Millar to Durlacher	$38,950
2020/2021	Hartog	Hughes Street +245 metres	$48,020
2021/2022	Silver Chain	Carpark in front of Silver Chain	$49,500
2022/2023	TBA		

The above endorsed plan has laid on the table due to budget constraints.

Administration is now presenting the report again and inquiring as to Council wishes.

If Council decide to continue with a footpath program the previous program could be reinstated with dates and footpaths adjusted as below.

Year	Street	Section	Estimated Cost
2021/2022	Durlacher	Hoult to Dampier	$38,850.00
2021/2022	Hartog	Dirk to Hughes	$19,950.00
2022/2023	Hartog	Hughes + 245 metres	$52,920.00
2023/2024	Hartog	Connect the footpaths	$34,188.00
2023/2024	Laneway	Wear to Fletcher	$13,320.00
2024/2025	Silver Chain	Carpark + Retaining Wall	$49,500.00
2025/2026		To be considered	

The footpaths listed below have been considered the most likely choice to continue the connectivity of the footpath network in an organised manner. Other options may be considered by Council.

A) Capewell Drive from Poland Road to Edwards Street $65,000.00

B) Capewell Drive from Sunter Place to Wear Place $48,000.00

C) Wear Place and Fletcher Court from Capewell Drive to Edwards Street $54,000.00

The footpaths mentioned above are put forward for consideration for the installation of a new footpath in 2025/2026. Other options can be seen on the attached town map.

Existing Footpaths currently in place are designated by blue lines. Footpaths that have been planned by administration for construction are designated by pink lines. Red lines designate footpaths that will at some stage in the future need to be constructed.

A letter from Mrs Tacy Kelly requesting the completion of the pedestrian footpath in Hartog Crescent was received on the 9 January 2019.

In the letter Mrs Kelly has mentioned the Hughes Street footpath. Conversations with Mrs Kelly revealed that the footpath in question is the Hartog Footpath. This footpath terminates at 20 Hartog Crescent and Mrs Kelly is requesting that the footpath be continued through to Hughes Street.

A letter of response from administration was sent to Tacy on the 5 February 2019 stating that the pedestrian footpath in Hartog Crescent will be considered by Council in line with their 5 Year Footpath Installation and Replacement Plan.

A copy of the letters are attached to the end of this report.

The total length of this extension is approximately 400 metres. At the current costs expected in 2021/2022 this would be about $84,000.00.

Administration has included this request in the proposed 5 year footpath plan. This inclusion has been staged over two years.

Current Footpaths

On investigation of the older footpath network around Denham, Administration has noted that there are several footpaths that require ongoing maintenance.

To address this issue Council could consider modifying the existing New Footpath Capital plan to include a replacement footpath component. This would enable Council to continue with its new footpath plan and be able to address issues associated with the ageing network. This approach would have the added benefit of not impacting on the current budget.

If Council elected to include replacement footpaths into the current footpath program administration would assess the existing network and present its findings to Council.

With the information presented, Council would be able to make informed decisions as to where best spend its allocated footpath budget.

The replacement of the existing footpaths would conform to current disability access standards and greatly assist the use of mobility vehicles in the townsite. Any increase in the width of footpaths would also reduce the incidence of wind-blown dust and sand. Any paths being replaced wound provide the opportunity for residents to take advantage of Councils crossover installation subsidy and install crossovers.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

FINANCIAL IMPLICATIONS

Hartog Crescent from Dirk Place to Hughes Street Estimated Cost $19,950.00
Durlacher Street from Hoult Street to Dampier Road Estimated cost $38,850.00
Footpaths proposed to be constructed in 2021/2022 will be $8,800.00 over the anticipated budget allowance and will need to be considered in the 2021/2022 budget. If Council implements a replacement component into the current footpath plan there would be no impact on the budget.

All pricing and estimates contained within this report are based on an envisaged 3.0% CPI over the next 5 years. If real CPI is higher than estimated CPI then the estimated costs per square meter of constructed footpath will likewise be higher and this increase will need to be reflected in future budgets.

STRATEGIC IMPLICATIONS

Outcome 1.1 - Develop Infrastructure and Investment that is sustainable and an ongoing legacy to the Shire

RISK MANAGEMENT

There are no risks associated with this report

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

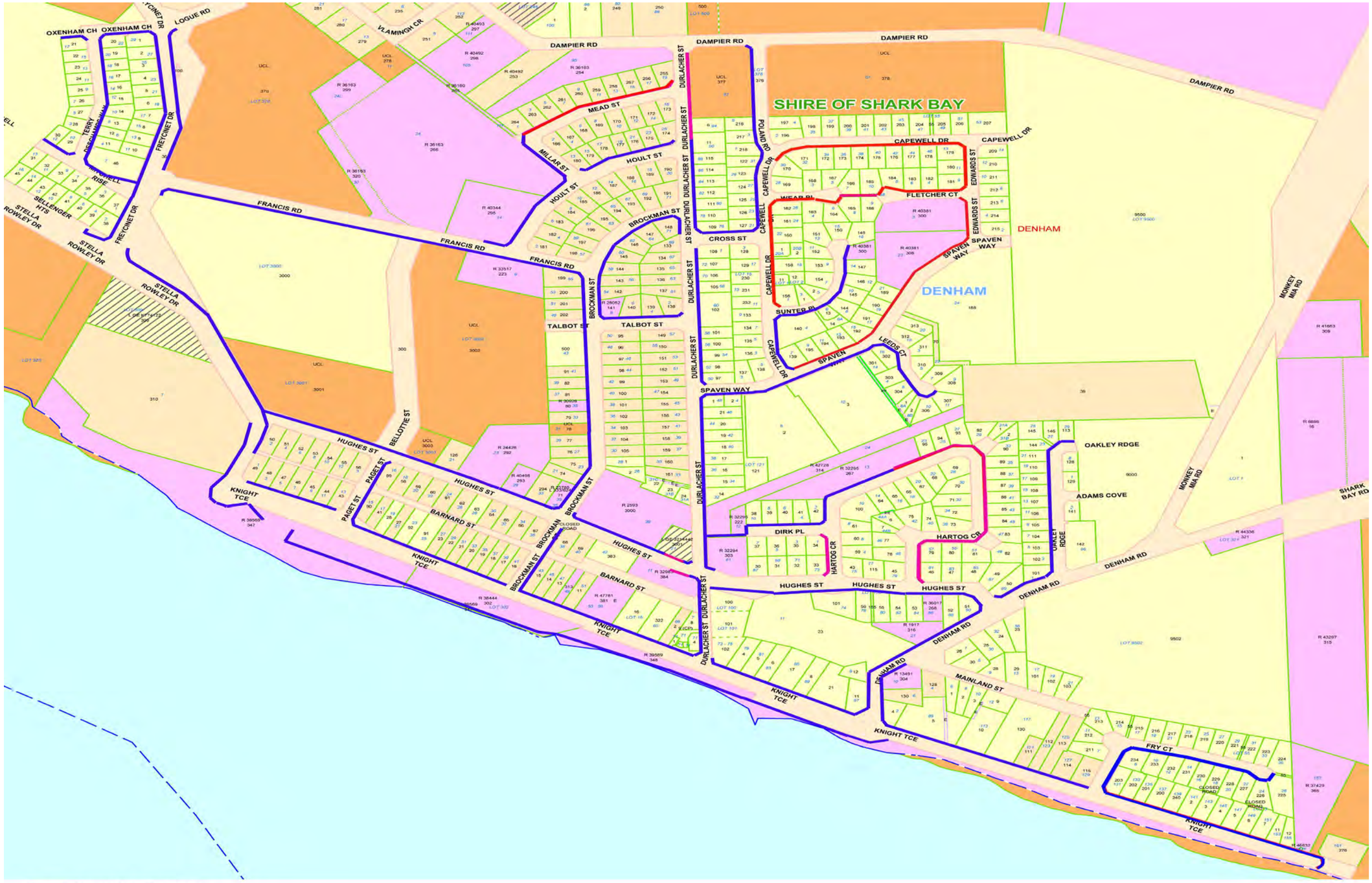
Author	*B Galvin*
Chief Executive Officer	*P Anderson*
Date of Report	10 March 2021

Shire of Shark Bay 5 Year Capital Footpath Plan 2021/22 to 2025/26

Type	length	Type	2021/22			2022/23			2023/24			2024/25			2025/26		
			length	$ per m2	Cost $	length	$ per m2	Cost $	length	$ per m2	Cost $	length	$ per m2	Cost $	length	$ per m2	Cost $
New		Grey															
Fletcher (Edwards/cul-de-sac)	122	Grey													122	$ 118.00	$ 28,792.00
Wear (Capewell/Cul-de-sac)	105	Grey													105	$ 118.00	$ 24,780.00
Laneway (Wear/Fletcher)	60	Grey							60	$ 111.00	$13,320.00						
Capewell (Poland/Edwards)	263	Grey													263	$ 118.00	$ 62,068.00
Capewell (Sunter/Weir)	200	Grey													200	$ 118.00	$ 47,200.00
Hartog(Hughes + 245)	245	Grey				245	$ 108.00	$52,920.00									
Hartog (connect the footpaths)	154	Grey							154	$ 111.00	$34,188.00						
Hartog (Dirk/Hughes)	95	Grey	95	$ 105.00	$19,950.00												
Edwards (Capewell/Fletcher)	80	Grey															
Edwards (Fletcher/Spaven)	93	Grey															
Spaven (Leeds/Edwards)	200	Grey															
Mead (Millar/Durlacher)	205	Grey													205	$ 118.00	$ 48,380.00
School (Stella/Francis "Along Fence")	75	Grey													75	$ 118.00	$ 17,700.00
Freycinet (Stella/Carpark)	148	Grey															
Silver Chain + retaining wall	55	Grey										55	$ 450.00	$ 49,500.00			
Durlacher (Hoult/Dampier)	185	Grey	185	$ 105.00	$38,850.00												
TOTAL	2,285		280		$58,800.00	245		$52,920.00	214		$47,508.00	55		$ 49,500.00	970		$ 228,920.00

Proposed

Planned



Exsisting Footpaths

Programed Footpaths

Programimg Required

RECEIVED
09 JAN 2019
SHIRE OF SHARK BAY

9th January 2019

SHIRE OF SHARK BAY
65 KNIGHT TERRACE
DENHAM WA 6537

To whom it may concern

EXTENTION OF PEDESTRIAN FOOTPATH

I would like to make a request to the Shire of Shark Bay Council to extend and complete the pedestrian footpath in Hughes Street. My reasons being that I believe that it to be a danger to pedestrians and the elderly on mobile scooters making use of the current path, since it stops close to the street corner forcing you to enter onto the road. I would also like to note that there are several pensioners/elderly that no longer carry drivers licences that make use of this path on a regular basis.

If you require any further information relative to the above, please contact myself, Tacy Avena Kelly via phone.

Yours faithfully

Tacy Avena Kelly
0487 312 234
4 Dirk Place
DENHAM WA 6537

RD00015 / O-CR-17536
Paul Anderson

5 February 2019

T KELLY
3 DIRK PLACE
DENHAM WA 6537

Dear Mrs Kelly

Request for Extension of Pedestrian Footpath - Hartog Crescent

Please be advised that your request for the extension to the pedestrian footpath in Hartog Crescent will be considered by Council in line with their 5 Year Footpath Installation and Replacement Plan.

The plan will be presented to Council for budget considerations for the 2019/2020 financial year.

Thank you for assisting Council in identifying improvements required to the town streets and paths that assist the residents to safely navigate the townsite.

If you require any further information relative to the above, please contact Paul Anderson, Chief Executive Officer on (08) 99 481 218 or email ceo@sharkbay.wa.gov.au .

Yours sincerely

Paul Anderson
Chief Executive Officer

15.2 FIVE (5) YEAR PLANT REPLACEMENT PROGRAM
FM52122

AUTHOR
Works Manager

DISCLOSURE OF ANY INTEREST
Declaration of Interest:
Nature of Interest:

Moved Cr Fenny
Seconded Cr Smith

Council Resolution
That the 2021/2022 review of the Five (5) Year Plant Replacement program be endorsed and that required funding be allocated in the draft 2021/2022 Budget.
7/0 CARRIED

BACKGROUND
The Five (5) Year Plant Replacement Plan is a living document and as such is subject to review every year during budget consideration.

COMMENT
The Five (5) Year Plant Replacement program forecasts the plant replacement requirements for the Shire of Shark Bay for the next 5 years.

As this is a living document it is presented to Council annually for review. The Plant replacement program ensures that Shire plant has been assessed by Administration and that anticipated time frames for replacement are appropriate for conditions experienced within the Shire of Shark Bay.

As per the Shire of Shark Bay's Five (5) Year Plant Replacement Plan, attached to the end of this report, the Refuse Site Loader, 5 tonne town truck and the 3 tonne town truck are the major plant items due for replacement and inclusion in 2021/2022 budget.

LEGAL IMPLICATIONS
There are no legal implications with this report.

POLICY IMPLICATIONS
There are no policy implications with this report.

FINANCIAL IMPLICATIONS

The Five (5) Year Plant Replacement programme currently has the inclusion for the purchase of a Refuse Site Loader with an estimated changeover cost of $180,000.00, a 5 tonne town truck with an estimated changeover price of $50,000.00 and a 3 tonne town truck with an changeover purchase price of $47,000.00.

There is also an inclusion for small vehicles and major plant of $62,000.00.
Total net cost for the 2021/2022 plant replacement program is $359,000.00.
These items will need to be included in the 2021/2022 draft budget.

STRATEGIC IMPLICATIONS
Outcome 1.2: Conduct a review of operations to ensure the Shire is operating efficiently and effectively, and work towards full cost recovery.

RISK MANAGEMENT
There are no risks associated with this report.

VOTING REQUIREMENTS
Simple Majority Required

SIGNATURES

Author	*B Galvin*
Chief Executive Officer	*P Anderson*
Date of Report	22 February 2021

Shire of Shark Bay

5 Year Plant Replacement Program 2021/22 - 2025/26

Type	2021/2022			2022/2023			2023/2024			2024/2025			2025/26		
	Gross $	Trade $	Net	Gross $	Trade $	Net	Gross $	Trade $	Net	Gross $	Trade $	Net	Gross $	Trade $	Net
Major Plant															
Water Tanker x 2													240,000	20,000	220,000
Semi Side Tipper															
5 Ton Town Truck	80,000	30,000	50,000												
3 Ton Town Truck	65,000	18,000	47,000												
Dual Cab Truck 5t				105,000	20,000	85,000									
Camp upgrades															
Prime Mover							250,000	40,000	210,000						
Country Loader															
Multi Tyred Rubber Roller							160,000	20,000	140,000						
Community Bus															
30 KVA Generator Set															
Bob Cat, Attachments and Trailer										90,000	10,000	80,000			
Grader				400,000	85,000	315,000									
Low Loader															
Refuse Site Loader	220,000	40,000	180,000												
Excavator															
Town Loader										220,000	35,000	185,000			
Ride On Lawn Mower										50,000	5,000	45,000			
Major Plant Items	20,000		20,000	20,000		20,000	20,000		20,000	20,000		20,000	20,000		20,000
Vehicles															
CEO Vehicle				65,000	55,000	10,000				71,000	57,000	14,000	86,000	55,000	31,000
EMFA Vehicle	35,000	25,000	10,000				38,000	25,000	13,000				55,000	35,000	20,000
EMTCED Vehicle	35,000	25,000	10,000				38,000	25,000	13,000				55,000	35,000	20,000
Dual Cab Ute - Works Manager				60,000	32,000	28,000				64,000	29,000	35,000			
Dual Cab Ute - Town				48,000	27,000	21,000				60,000	25,000	35,000	63,000	25,000	38,000
Dual Cab Ute- Ranger	46,000	25,000	21,000				50,000	27,000	23,000						
Dual Cab Ute- Gardner	46,000	25,000	21,000				50,000	27,000	23,000						
Space Cab Ute - Country				48,000	27,000	21,000				60,000	25,000	35,000	63,000	25,000	38,000
TOTAL	**547,000**	**188,000**	**359,000**	**746,000**	**246,000**	**500,000**	**606,000**	**164,000**	**442,000**	**635,000**	**186,000**	**449,000**	**582,000**	**195,000**	**387,000**
Major Plant	385,000	88,000	297,000	525,000	105,000	420,000	430,000	60,000	370,000	380,000	50,000	330,000	260,000	20,000	240,000
Vehicles	162,000	100,000	62,000	221,000	141,000	80,000	176,000	104,000	72,000	255,000	136,000	119,000	322,000	175,000	147,000
Total	**547,000**	**188,000**	**359,000**	**746,000**	**246,000**	**500,000**	**606,000**	**164,000**	**442,000**	**635,000**	**186,000**	**449,000**	**582,000**	**195,000**	**387,000**
Plant Replacement Reserve									**(42,000)**			**(49,000)**			**13,000**
Opening Balance															
Interest Transferred to Reserve 2.35%															
Amount Transferred to Reserve	454,000			549,000											
	(454,000)			(549,000)											
Nett Transfer to/(From) Reserve															
Closing Balance															
Nett Required from Municipal Funds	**454000**			**549000**											

Note: We have assumed no interest on Plant Reserve due to utilising them almost fully each year

16.0 TOURISM, RECREATION AND CULTURE REPORT

16.1 INVITATION TO PARTICIPATE IN BEACH EMERGENCY NUMBERS SIGNAGE PROGRAM
ES00010

AUTHOR
Executive Manager Community Development

DISCLOSURE OF ANY INTEREST
Declaration of Interest:
Nature of Interest:

Officer Recommendation
1. That Council participates in the Beach Emergency Number signage program, and instruct the Chief Executive Officer to prepare an Expression of Interest and collaborate with local emergency services to identify suitable locations for the signage.

OR

2. That Council decline the opportunity to participate in the Beach Emergency Number signage program.

AMENDMENT TO OFFICER RECOMMENDATION
Reason: Council wanted to liaise with the Department of Biodiversity, Conservation and Attractions and bring a report back to Council for final locations for the signage.

Moved Cr Bellottie
Seconded Cr Burton

Council Resolution
That Council participates in the Beach Emergency Number signage program, and instruct the Chief Executive Officer to prepare an Expression of Interest and collaborate with local emergency services to identify suitable locations for the signage and bring a report back to a future Ordinary Council meeting.

7/0 CARRIED

BACKGROUND
In December 2017 the Western Australian government launched the Beach Emergency Numbers signage program. The program involves a coded beach sign installed in a high visibility and trafficable area, usually the access way from the car park or road to the beach. It was initiated in memory of a young surfer killed off the beach in Falcon in 2016 and was designed to provide accurate locations markers to allow emergency services to respond quickly to an incident.

Over the first three years of the program 1,239 signs were installed across 27 metropolitan south west local government areas.

In December 2020, the Western Australian Government announced an expansion of the program, and in February 2021 invited coastal local governments from Geraldton to Kununurra to apply to be part of the program.

Each eligible local government can apply for a maximum of $50,000, which can be used to print and produce the signs (using the template provided) and to purchase signage fixtures such as poles, frames and brackets. The cost of installation, upkeep and replacement is the responsibility of the individual local government.

COMMENT

While the concept for the Beach Emergency Numbers program originated from a fatal shark attack, the signage is applicable for any emergency. It is a highly visible sign with a code that correlates to a specific geospatial location, and that location is recorded with and recognised by the state's emergency services. The attached guidelines show photos of various signs across the state.

While there is definite merit in this program, there are some unique considerations for Council.

It is important to remember that any one can call emergency services at any time for any legitimate reason, and help will be provided to the best of the emergency services ability. The presence of Beach Emergency Numbers signage however carries implications that help is immediately and readily available, and as that is not always the case across remote and isolated regions, this should be considered when deciding whether or not to be part of this program. Considerations include:

1. Areas with no adequate phone reception. While some travellers may have satellite phones this would not be the "norm" so signage could be limited to coastal where regular mobile phone services are available. Note, the Department of Primary Industries and Regional Development have indicated there is a process for signage outside regular network areas, but the Shire's administration has not yet explored that option.

2. Areas where emergency services cannot access the site in a reasonable period of time. The provision of Beach Emergency Numbers signage indicates immediate help, which may not be the case for remote and difficult to access areas.

3. Areas where Shire staff cannot reasonably access the site for the maintenance, upkeep and replacement of the signs. A necessary component of the BEN program is that the signs are well maintained, replaced if damaged or stolen, and are used to indicate the closure of a coastal area (the signs are reversible and must be turned to the "closed" sign if an area is not available for beach access). If the signage is away from regular work travelled routes, there may be a significant amount of staff time required for this task.

If Council wish to be involved in this program, it is suggested that administration work with the local emergency services, as well as the Department of Primary Industry and Regional Development to identify suitable locations for the signage, recognising that not all areas within the Shire may be suitable.

LEGAL IMPLICATIONS

There are no legal implications for this report.

POLICY IMPLICATIONS

There are no policy implications for this report.

FINANCIAL IMPLICATIONS

If Council wishes to be involved in this program, there will be costs for staff time to install, maintain, and replace signs as well as costs associated with producing new signage to replace any that is stolen or damaged.

STRATEGIC IMPLICATIONS

Shire of Shark Bay Strategic Community Plan 2020-2030
2.1 Promote and support our tourism industry.
4.1 Ongoing development, maintenance, and upgrade of infrastructure.
5.1 Support the provision of essential community services and facilities.

RISK MANAGEMENT

There is a risk to Council whether or not it chooses to be involved in this program. If Council is not involved and a situation occurs at a beach within Council boundaries, questions might be raised as to whether the outcome of that situation could have been different if signage had been installed. However, if Council chooses to be involved there may be an expectation that all beach areas will be included and this will not be possible as there are large areas of beach where there is no phone reception, it is inaccessible by emergency services and/or inaccessible by Shire staff to maintain and upkeep the signs.

VOTING REQUIREMENTS

Simple majority required

SIGNATURES

Author	*D Wilkes*
Chief Executive Officer	*P Anderson*
Date of Report	18 March 2021

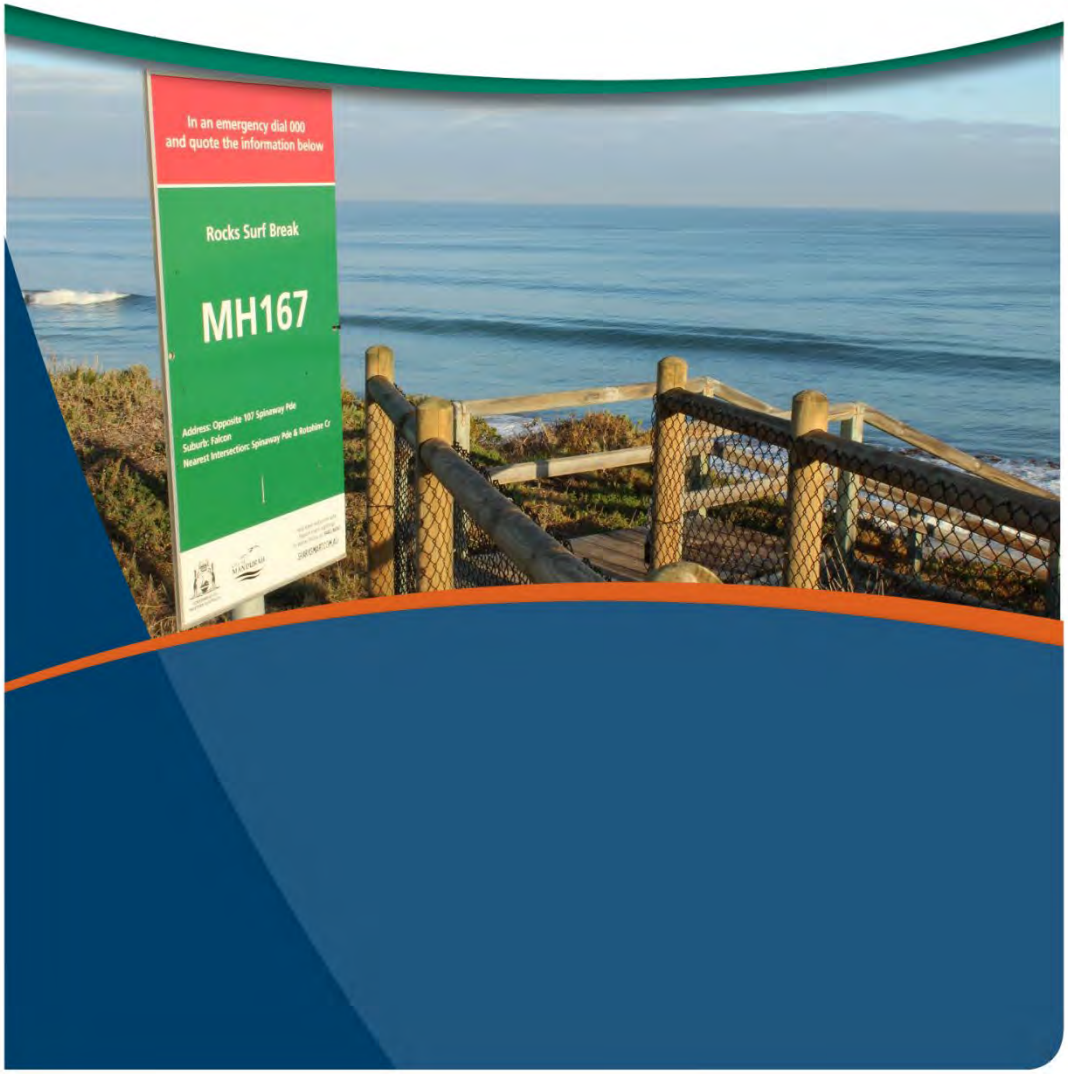
Department of
Primary Industries and
Regional Development

GOVERNMENT OF
WESTERN AUSTRALIA

We're working for
Western Australia.

Beach Emergency Numbers (BEN) Sign Program

Application Guidelines – February 2021



About the program

The Beach Emergency Numbers (BEN) system – named in honour of fatal shark bite victim Ben Gerring - is a coding system that aims to improve emergency response times by installing signs with unique codes at beach access points.

These signs provide specific location information which is vital when emergency services are deployed in the event of a shark sighting, bite or other beach emergency.

In December 2017, the Western Australian Government launched a grants program to provide financial assistance to coastal Local Government Authorities (LGAs) from Geraldton to the South Australian border to introduce BEN signs at beaches.

In December 2020, the program was extended to the 12 coastal LGAs from north of Geraldton to Kununurra.

Organisations involved in implementing the program

Department of Primary Industries and Regional Development (DPIRD) is the lead agency, responsible for:

- Review of proposed sign locations in conjunction with LGAs.
- Review of grant applications against the selection criteria.
- Development of the BEN codes, addresses and other data.
- Liaison with LGAs regarding sign production and installation.
- Audits to ensure signs have been installed at the correct locations.
- Provision and maintenance of BEN data on data.wa.gov.au for emergency services and sharksmart.com.au for the public.

Department of Local Government, Sport and Cultural Industries (DLGSCI) manages the LGA grant agreements, payment and acquittal process.

Landgate provides assistance to register official geographic location names.

Emergency Services Organisations including WA Police, Department of Fire and Emergency Services and St John Ambulance integrate the BEN data into their Computer Aided Dispatch (CAD) systems.

LGAs are responsible for signage location assessment and installation, their own data management and ongoing maintenance (and replacement) of BEN signs.

What is covered by the grant

LGAs may apply for up to $50,000. The grant can be used for the following:

- a BEN sign (as per the template provided) to be located at each (or selected) beach access points within the LGA;
- signage fixtures (e.g. frame, brackets, pole etc); and
- design costs (template provided).

What funding may not be used for

LGA sign location assessment, data management, installation or the ongoing maintenance and/or replacement of signs.

Who can apply

Coastal LGAs located from north of Geraldton to Kununurra. All 12 eligible LGAs are listed in *Appendix One – List of Eligible Councils and BEN Sign Area Prefixes*.

Grant conditions

The grant is to be used solely for the BEN sign program. Any part of the grant funds that is not used in accordance with the BEN sign program must be repaid.

The LGA must provide sign information as outlined in *Appendix Two – Data Collection Requirements* to DPIRD prior to applying for a grant and before the manufacture and installation of signs. Signs must be designed and constructed in accordance with *Appendix Three – BEN Sign Design Guidelines*.

Successful LGAs will be required to complete a signed grant agreement with DLGSCI before payment is received.

How to apply

Step 1: Read the guidelines carefully.

Step 2: Register your interest in the BEN sign program with DPIRD at www.fish.wa.gov.au/eoi-bensign.

Step 3: DPIRD's BEN sign co-ordinator will contact you to discuss the BEN sign program and provide access to the mapping tool. (DPIRD recommends the use of the Collector app or related mapping tool, outlined in *Appendix Two*. The Collector app is the preferred method of data collection and can be used at no additional cost.)

LGAs will need to identify existing beach access signage and additional beach access points (with no current signage) to be considered for BEN signs.

It is strongly recommended that LGAs liaise with the local community, especially local emergency services, in nominating the most appropriate beach access points and in determining the preferred local beach names. Local Emergency Management Committees (LEMCs) may be of assistance for this purpose.

Step 4: Finalise your LGA's list of BEN sign locations (via Collector app or web mapping tool and notify the BEN sign co-ordinator once completed. The BEN sign co-ordinator will review the nominated locations and provide any feedback required using an interactive web map. DPIRD Geospatial Services will also review your data and provide feedback.

The co-ordinator will get back to you once your BEN sign locations have been reviewed and will come to a final agreement about them with you.

Step 5: We then request that all applicants provide a preferred quote for sign production, complete a simple communications plan and provide beach closure guidelines (if available). These items are then attached to the formal online grant application to be completed at www.fish.wa.gov.au/application-bensign/. Refer to *Appendix Six* for a sample application.

All applications will be acknowledged immediately via email. Should you not receive an acknowledgement, please contact the BEN sign co-ordinator to confirm that your application has been received.

Step 6: DPIRD will review the application (ensuring all required information is included) and forward it to DLGSCI for formal approval and payment.

While the application is being reviewed by DSGSCI, DPIRD will develop the required BEN codes, addresses and other data for LGA review.

Step 7: Your LGA will be required to sign off on a BEN sign program grant agreement with DLGSCI before payment is made.

Step 8: Your LGA liaises with their preferred sign writing company, utlising the sign template and BEN sign data provided by DPIRD.

Once sign proofs are produced, they must be reviewed and 'approved' by DPIRD and the LGA prior to manufacture.

Step 9: Your LGA co-ordinates installation of the signs at the agreed locations. DPIRD arranges for emergency service organisations to receive BEN sign data to allow for integration into Government systems, including emergency services CAD systems, the State Government's data sharing site https://catalogue.data.wa.gov.au/dataset/beach-emergency-numbers-ben-signage and the SharkSmart WA app and website https://www.sharksmart.com.au/

Your LGA will also be required to provide DPIRD with photographs of signs *in situ* installed BEN sign location details for ALL signs installed.

Step 10: Your LGA completes the grant acquital process using the template provided by DLGSCI.

Step 11: As a final check, DPIRD will audit all sign locations to ensure that the correct signs have been installed at the agreed locations.

Assessment criteria

A successful application will meet the following criteria:

1. The application is from an eligible LGA.
2. The application has been discussed with DPIRD prior to submission.
3. The application doesn't exceed the allocated funding of up to $50,000.
4. The application includes all relevant supporting documentation including:
    - data collection requirements (refer to Appendix Two)
    - preferred quote
    - communications plan (refer to Appendix Four)
    - beach closure guidelines (if available) (refer to Appendix Five)
5. The application has been submitted using the online grant application form.

In the event of high demand, processing priority will be given to LGAs with high use beaches, high numbers of reported shark sightings, tagged shark detections, shark interactions (as per the Australian Shark Attack File) and other incidents.

Assessment and notification

Please allow up to twelve weeks from when the online grant application is submitted for advice regarding the outcome of an application.

All applications will be reviewed against the assessment criteria outlined above.

All LGAs that apply for funding will be notified in writing of the outcome of the submission.

Successful applications

Successful applicants will be required to report on the activities undertaken. Once the project is completed, an acquittal report must be submitted to prove expenditure of the grant against the approved project. An acquittal template will be provided once the grant is approved.

Any unspent grant funds, or grant funds not expended in accordance with the grant program, must be returned to DLGSCI.

Further information

For further information about the BEN sign program, or assistance completing the application form, please contact the BEN sign co-ordinator.

Frequently Asked Questions

How long does an LGA have to complete the project?

Once a grant agreement is signed, the LGA has 12 months to meet the grant conditions and receive payment.

How many BEN signs have been installed so far?

As of January 2021, over 1,200 BEN signs had been installed along beaches in metropolitan and regional locations in the south-west and WA Police had logged 368 requests for police assistance (via 000 calls) where the use of BEN signs provided important location information. For the same period St John Ambulance had received 304 requests for ambulance attendance referencing BEN signs.

What do BEN signs look like?

A BEN sign template has been created for consistency across Western Australia.

The two-sided sign has a uniform red and green sign on the front and a beach closure alert on the back.

The template takes into consideration the AS 2416 - 2010 Water safety signs and beach safety flags, National Aquatic and Recreational Signage Style Manual (Third Edition), City of Mandurah BEN sign design and other Western Australian Government guidelines.

The aluminum frame and cable tie design reduce the risk of sign corrosion which is an issue with hinged signs and padlocks (when used long-term), however, LGAs may wish to consider other ways to secure signs into frames including cup washers. LGAs will need to consider maintenance and replacement costs in the event signs are damaged or stolen.

Refer to *Appendix Three – BEN Sign Design Guidelines* for further information.

Can an LGA incorporate the BEN numbers into their existing signage?

No. The BEN sign program grants are provided for stand-alone BEN signs at beach access points, incorporating a beach closure alert on the back. Only the design specified by DPIRD will be eligible for the grant. This will help ensure continued consistency and public familiarity with BEN signs.

Each BEN sign also includes the information required in the event of an emergency such as address, suburb and nearest intersection. This additional information is valuable for incident responders and is used by emergency services to verify that the BEN code provided is correct.

On the back of the BEN sign, the beach closure alert will be useful if the LGA already has a beach closure policy, or if one is developed in the future.

Where should BEN signs be located?

BEN signs should be located at beach access points within the LGA, at the discretion of the LGA.

They should be set at the start of beach access points in highly visible locations. e.g. car parks, boat ramps, footpaths, cycle paths. This is to assist arriving emergency services personnel in checking they are at the correct location.

All beaches (including remote and urban locations) should be considered for BEN signage. BEN signs are particularly useful for urban areas where beaches have multiple access points, as they ensure that emergency services access the location at the closest point to the emergency. They may also be useful in remote locations, especially to assist tourists who may not know where they are.

Some signs have also been located at harbours, estuaries, boat ramps, fishing platforms, jetties and lakes. If you are considering such locations, discuss this with the BEN sign co-ordinator.

Are BEN signs restricted to two-wheel drive access points?

No. BEN sign locations can be accessible by both 2WD and 4WD vehicles. This information should be noted in the 'inspection comments' field within the Collector app or related web mapping tool.

Is there a way to prioritise locations for BEN signs?

In the event that the number of BEN signs required exceeds the available funding allocation, LGAs may wish to liaise with the local community, especially local emergency services, in nominating the most appropriate beach access points. Local Emergency Management Committees (LEMCs) may be of assistance for this purpose.

When determining locations for BEN signs, particularly when there are more possible sign locations than finances allow for, it is recommended that signs are placed in areas which:

- are based on coastal risk assessments;
- are considered to be high use visitor locations;
- have public facilities;
- have mobile phone coverage (but it is quite reasonable to locate signs where there is no phone coverage); and
- may have had incidents which could have benefited from BEN signs in the past.

Where should BEN signs be located when there are too many tracks to the beach?

In some areas there may be a honeycomb of tracks to the beach. These situations may require signs to be placed at the main carparks or junctions leading into the area.

How many signs will be funded for each area?

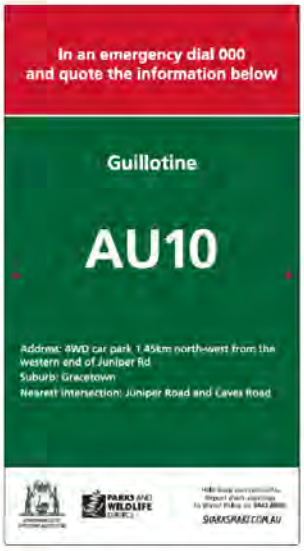
LGAs should consider the number of signs required in their area and the funding available. The location of the BEN signs is at the discretion of the LGA but you can discuss locations with the BEN sign co-ordinator.

How are the emergency numbers allocated?

Each BEN sign has a unique code based on an area prefix followed by a one to five digit number. The prefix is consistent with the Department of Transport's licensing system for number plates. Refer to *Appendix Four – List of* Eligible Councils and *BEN sign area prefixes*.

The one to five digit numbers, which are usually not sequential, are based on the distance along the coastline from the beach nearest the sign and the LGA's northern or western boundary. For example, AU10 translates to the Shire of Augusta-Margaret River, 1 km from the Shire's northern boundary. This means the BEN code gets higher going further south or east within an LGA area.

The unique BEN codes will be assigned by DPIRD Geospatial Services and provided to LGAs.



Can a LGA use their own numbering system?

No. If a LGA has an existing numbering system it must be replaced with the BEN system. This is necessary to integrate the coding system into emergency service systems and will avoid multiple locations with the same beach identifier. It will also allow for consistent emergency signage at beaches to assist with raising community awareness of the sign program.

Replacement of existing numbering systems with the BEN system has already occurred within a number of metropolitan LGA areas.

Can further BEN signs be added at a later stage?

Yes. The system being used to allocate the unique codes will also allow for more BEN signs to be added later at additional locations. This has already occurred within two metropolitan LGAs.

Can we include a common location name on the sign?

Signs will only include the official geographic name from Landgate's GEONOMA database. If there is no official name, this area of the sign (above the BEN code) will be left blank. LGAs should indicate to the BEN sign co-ordinator if they wish to have a common location name registered with Landgate. This can usually be done very quickly during the development of the BEN data for that LGA but the following basic information will assist:

1. The origin and source of each name.
2. A plan/map showing the location, extent of each beach or coastal feature.
3. The centroid (coordinates) of each feature as an easting, northing and zone or as a latitude and longitude.

How are the addresses on the signs devised?

The addresses may refer to nearby house numbers and streets, such as 'Car park 200m west of 79 Juniper Rd. Where there are no houses, addresses refer to distances and bearings from known locations. e.g. 4WD car park 1.45km north-west from the western end of Juniper Rd.

What are the data collection requirements?

To ensure consistency in data collection and ease of integration into emergency services' CAD systems, LGAs are required to follow the data collection requirements outlined in *Appendix Two – Data Collection Requirements*.

Where can we get our signs manufactured?

Signs can be manufactured under existing LGA procurement processes and is at the discretion of the LGA.

Our LGA has lands managed by the Department of Biodiversity, Conservation and Attractions (DBCA). Who is responsible for BEN signs in these areas?

LGAs wishing to install BEN signs on lands managed by DBCA (formerly the Department of Parks and Wildlife) will be required to discuss their intentions with the local DBCA office. DBCA will consider the LGA request and determine whether BEN signs are appropriate for the locations suggested.

DBCA will consider factors such as level of development at the site (carpark, toilets, other facilities, road access), visitation levels to the site, previous incident history and mobile phone coverage in determining whether BEN signs are appropriate at the identified locations.

Appendices

Appendix One	**List of Eligible Councils and BEN Sign Area Prefixes**
Appendix Two	**Data Collection Requirements**
Appendix Three	**BEN Sign Guidelines**
Appendix Four	**Communication Guidelines for LGAs**
Appendix Five	**Beach Closure Guidelines**
Appendix Six	**BEN Sign Program Grant Application**

Appendix One – List of Eligible Councils and BEN Sign Area Prefixes

Coastal eligible LGAs located from north of Geraldton to the Northern Territory border are eligible for BEN sign program grants:

LGA	LGA_PREFIX
ASHBURTON, SHIRE OF	AS
BROOME, SHIRE OF	BM
CARNARVON, SHIRE OF	C
CHAPMAN VALLEY, SHIRE OF	CV
DERBY-WEST KIMBERLEY, SHIRE OF	KW
EAST PILBARA, SHIRE OF	EP
EXMOUTH, SHIRE OF	EX
KARRATHA, CITY OF	KR
NORTHAMPTON, SHIRE OF	NR
PORT HEDLAND, TOWN OF	PH
SHARK BAY, SHIRE OF	SB
WYNDHAM-EAST KIMBERLEY, SHIRE OF	WY

Appendix Two – Data Collection Requirements

To assist LGAs with identifying beach access points and data collection requirements, DPIRD recommends the use of two collection tools:

1. Collector app; or
2. Web mapping tool

DPIRD Geospatial Services have developed these collection tools to ensure that all the required information is captured for the implementation of BEN signs.

When you have lodged your 'expression of interest' for the BEN sign program grants, DPIRD will provide the relevant login details to use these tools.

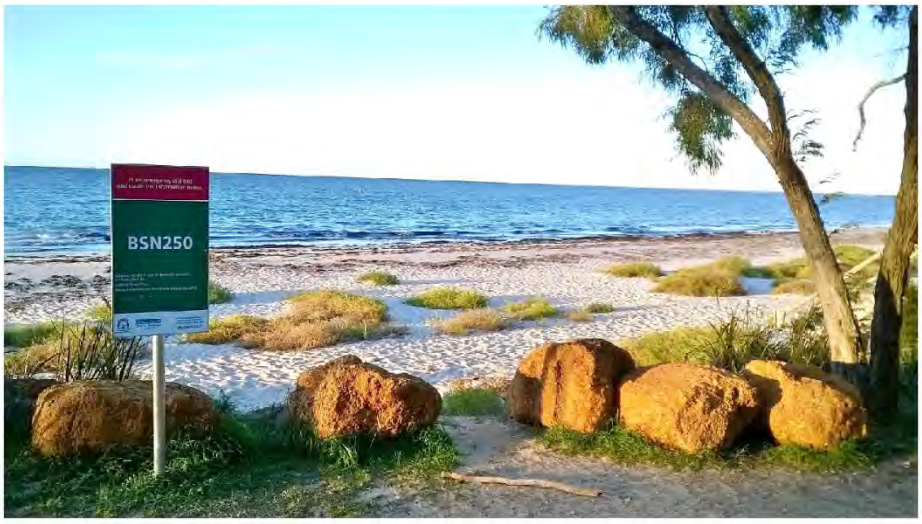
LGAs are not restricted to using one tool as the data collected and the login details are shared between the two.

LGAs may use the tools provided to identify all beach access points including those nominated for BEN signs.

Once the data has been collected and BEN sign locations nominated, LGAs should notify the BEN sign co-ordinator. The co-ordinator and DPIRD Geospatial Services will then review your collected data and provide feedback.

LGAs with access to a GIS resource can supply beach access points in an Excel spreadsheet, CSV, ESRI shapefile or file geodatabase format. Please contact DPIRD Geospatial Services for the preferred table/schema design that will assist with processing the data.

Email: gis.support@dpird.wa.gov.au **Phone:** 08 6551 4307



Collector app

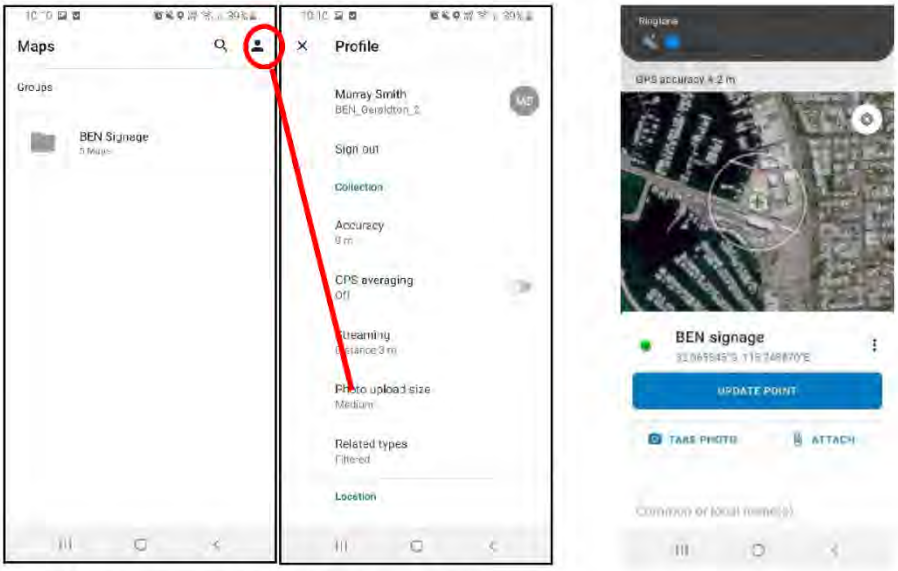
The Collector app can be used in the field or office, by downloading the app onto a mobile device. It may look slightly different based on your mobile device and screen size but the overall experience will be the same.

Getting started

- Advise DPIRD that you would like to use Collector for ArcGIS (Collector) app. Nominate an email to use in the registration process. DPIRD Geospatial Services will provide you with details to access Collector.
- Once you have received your access details, download Collector from your respective app store for Apple or Android devices. Collector is free to download.
- Ensure location services have been enabled on your device. This is required to locate your position on the map in Collector.

Collecting beach access point information

1. Open Collector, select 'ArcGIS Online' and sign in using the details provided by DPIRD Geospatial Services.
2. We recommend going into 'Settings' (person icon) and changing the 'Photo upload size' to 'Medium' to avoid excess data usage.



3. In the 'Maps' menu tap the 'BEN Signage' folder.
4. Tap the 'BEN Signage (v1.1) map to open the project.
5. The map will open with a blue pin identifying your current location. You are still able to move to another location using pinch open, pinch close and drag.
6. Tap on the '+' icon to collect a feature. By default, the point is placed at your current location, but you can choose an alternative location by tapping and dragging on the map.
   Where there is poor location reception, you will need to tap on the map to place a point at the desired location.

7. Complete the form and upload photos if you wish. Tap the 'Tick' icon to save information (top right corner).
8. If there is an official name for the beach at the access point you have identified, look for a yellow square and tap on this to view the official name. If there is no yellow square, there is no official name. If you are unsure, leave this field blank – DPIRD Geospatial Services will check this later.
9. Continue using the same process to capture all remaining beach access points.

IMPORTANT: Please contact DPIRD Geospatial Services to discuss options for working outside of areas with network coverage.

Review or edit beach access point information

1. To review the details for the locations you have entered, tap on a beach access point (green pin).
2. To edit the form, tap the 'pencil' icon.
3. Tap on any of your previous form responses to change them. Tap 'Update Point' to move the point to a new location.
4. Select 'Update' to save changes or 'Cancel' to disregard.

Once the data has been collected and BEN sign locations nominated, LGAs should notify the BEN sign co-ordinator. The co-ordinator and DPIRD Geospatial Services will then review your collected data and provide feedback.

Web mapping tool

The web mapping tool is best used in the office and is suitable for access on a desktop computer, laptop or tablet. This option will allow the user to locate sites through the use of a Google style map. Please note that you are unable to manually add GPS coordinates for a beach access point. Users will have to select a location on the map.

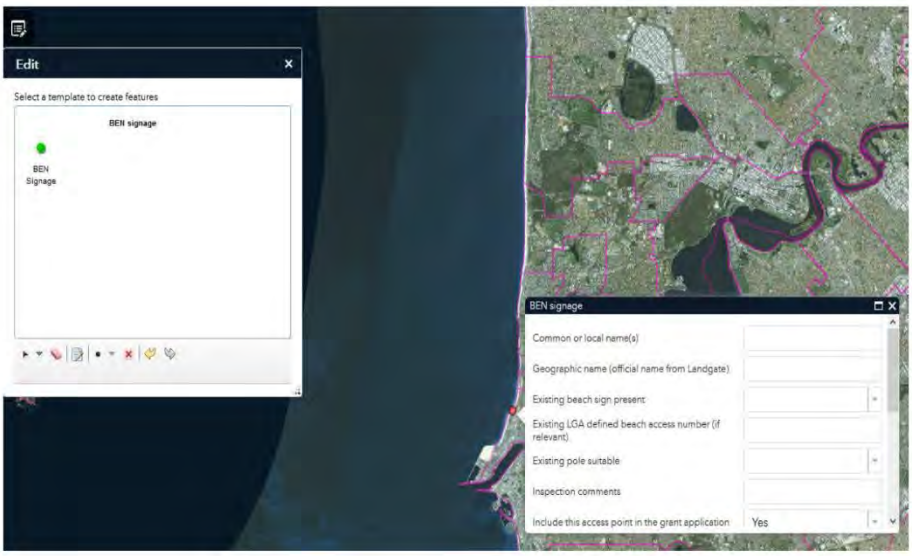
Getting started

- Advise DPIRD that you would like to use the web mapping tool. Nominate an email to use in the registration process. DPIRD Geospatial Services will provide you with details to access the web map.
- Access the map by clicking on the following link http://wafisheries.maps.arcgis.com/apps/webappviewer/index.html?id=a1644f08ca094436bf69dd6db4ebec65. Use the access details provided to log into the map.

- The map will open in your preferred browser but works best with Google Chrome, Firefox, Safari or Internet Explorer v.11+ or Edge.
- Use the mouse wheel or the +/- button (top left of the map) to zoom in and out of the map. Hold left mouse button to drag the map. On a tablet, use pinch open, pinch close and drag to move around the map.
- If there is an official name for the beach for the access point you have identified, the name will automatically appear above a yellow square. If there is no name and yellow square, there is no official name. (If you are unsure, leave this field blank – DPIRD Geospatial Services will check this later.)

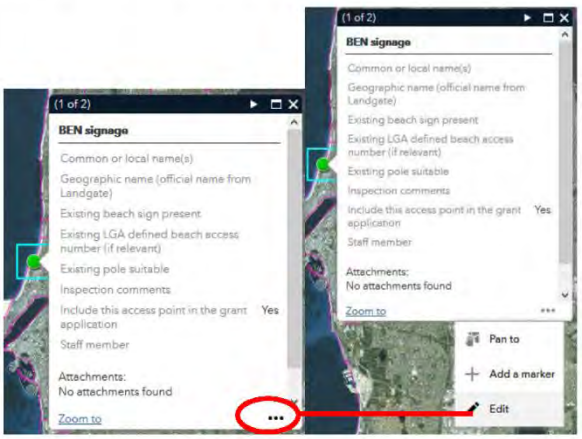
Collecting beach access point information

1. The 'Edit' widget will be open by default on the left. Click on the 'BEN signage' symbol (with green pin) in the 'Edit' widget, then click on the map to place a pin on a beach access point. If you are using a tablet, tap on the map for where you would like to add a point.
2. Complete the form that appears. If you would like to include a photo(s) there is the ability to upload attachments at the bottom of the form. Scroll to the bottom of the form and click 'Close' to save changes.



Review or editing beach access point information

1. To review the details for the beach access points you have entered, select that point by clicking on it or by tapping on it.
2. If the 'Edit' widget is open the form will appear. Otherwise click on the three dots (bottom right of the form) and select 'Edit' to change to the form.



3. You can enter or change details. Click 'Close' to save changes or click 'Delete' if you would like to remove the point.

Once the data has been collected and BEN sign locations nominated, LGAs should notify the BEN sign co-ordinator. The co-ordinator and DPIRD Geospatial Services will then review your collected data and provide feedback.

Appendix Three – BEN Sign Design Guidelines

The BEN sign design guidelines take into consideration:

- AS 2416.1-2010 Water safety signs and beach safety flags – specifications for water safety signs used in workplaces and public areas;
- AS 2416.2-2010 Water safety signs and beach safety flags – specifications for beach safety flags – colour, shape, meaning and performance;
- AS2416.3-2010 Water safety signs and beach safety flags – guidance for use;
- National Aquatic and Recreational Signage Style Manual, Third Edition;
- Western Australian Government Style Guide; and
- City of Mandurah BEN sign design.

General information:

- Signs are to be reversible to incorporate both the uniform red and green sign on the front and a beach closure alert on the back. (Even if the LGA does not currently have a beach closure policy, such two-sided signage will be useful if this situation changes in the future.)
- Sign size of 860mm x 465mm is based on signage implemented by the City of Mandurah and the over 1,200 BEN signs rolled out in the south-west, to allow for continuity in BEN sign appearance.
- Signs should be made from 1.6mm marine grade aluminium sign plate, with a cast vinyl digital print with a two-part epoxy spray as the finishing process.
- Indicative sign cost provided by the City of Mandurah:
  - Panel and brackets to existing poles $365 plus GST per sign
  - Panel and brackets to new poles $435 plus GST per sign
- When your LGA is at the point where it is ready to get signs manufactured, DPIRD will provide print-ready artwork, a sign style guide and a spreadsheet of the unique emergency numbers and other location information required for each sign.

Sign installation:

- The signs are to sit in an aluminium frame to allow rapid roll out of beach closures by beach responders.
- The signs are secured with cable ties that allow them to be cut and the sign flipped when required. In the event the signs are tampered with or stolen, the LGA may choose to use small padlocks or other security devices to secure the signs.
- Signs are to be mounted onto a single 60OD XLT glavanised pole with ARC060 brackets to fit the pole.
- Concrete footings should be in accordance with the relevant Australian Standards.
- Attaching a duplicate (secondary) BEN sign to the back of the pole that the main (primary) sign is attached to, can be considered if:
  - the access track is short enough so the sign can be read – must be within 15 m.
  - there is a clear line of sight between the beach end of the track and the sign at the other end.
  - all other priority ocean beach access points have already been nominated to have BEN signs.
  - the total cost does not exceed the maximum grant allowed for the LGA.

Sign position:

- BEN signs should be set at the start of beach access points in highly visible locations. e.g. car parks, boat ramps, footpaths, cycle paths. This is to assist arriving emergency services personnel in checking they are at the right location.
- All beaches (including remote and urban locations) should be considered for BEN signage. BEN signs are particularly useful for urban areas where beaches have multiple access points, as they ensure that emergency services access the location at the closest point to the emergency. They may also be useful in remote locations, especially to assist tourists who may not know where they are.
- Signs should be located without creating any interference to pedestrian flow or to any other component e.g. other signage.
- Signs should be clear of any obstructions so that the view is not obsecured by objects or infrastructure e.g. fencing or foliage.
- Sign placement should be a minimum of 650mm and maximum of 1080mm above ground level or on a sloping surface measuring up from the place that the visitor stands to read the signs. Placement should allow for easy manual handling to reverse the sign when implementing beach closures.
- If existing Level 3 Access Signage is already in place, it is recommended that BEN signs are placed on a new pole to maximise visibility. If this isn't suitable at the location, signs can be placed below existing signs (in accordance with minimum sign height above ground level).

Signs at the beach end of access tracks:

- An additional sign at the beach end of an access track can also be considered if:
  - the access track is longer than 15 m,
  - there is no clear line of sight between the beach end of the track and the sign at the other end,
  - all other priority ocean beach access points have already been nominated to have BEN signs,
  - the total cost does not exceed the maximum grant allowed for the LGA.

Signs in other locations:

- Some signs have also been located at harbours, estuaries, boat ramps, fishing platforms, jetties and lakes. If you are considering such locations, discuss this with the BEN sign co-ordinator.
- Signs at access points within harbours and estuaries can be considered if:
  - the locations are within 3 km of the mouth/entry to the ocean,
  - the harbours/estuaries are continuously connected to the ocean and meet the definitions below[1],
  - the locations have a high level of visitor use,
  - may have had incidents which could have benefited from BEN signs in the past,
  - all other priority ocean beach access points have already been nominated to have BEN signs,
  - the total cost does not exceed the maximum grant allowed for the LGA.

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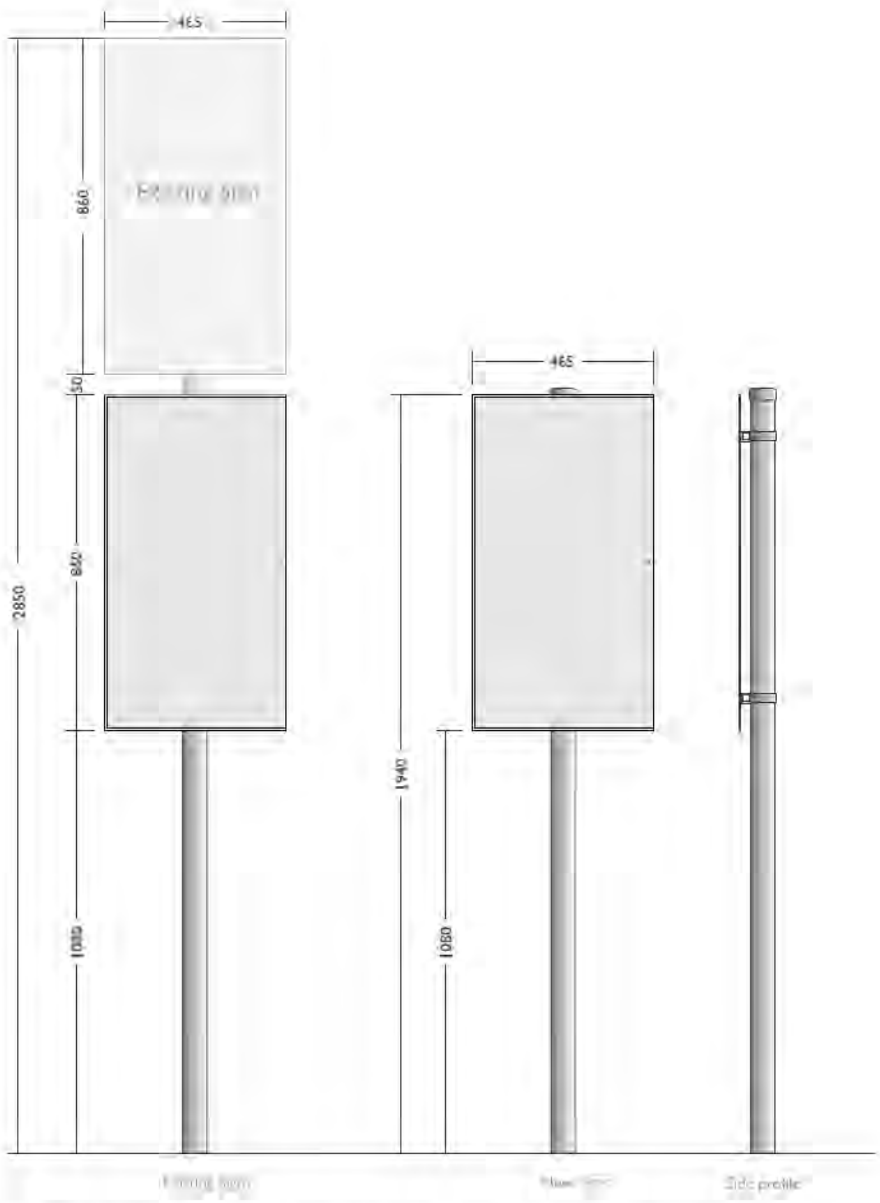
[1] A harbour is defined as a portion of a body of water along the shore deep enough for ships, and so situated with respect to coastal features, whether natural or artificial, as to provide protection from winds, waves and currents.

An estuary is defined as (1) the part of the mouth or lower course of a river in which its current meets the sea's tides, and is subject to their effects and (2) an arm or inlet of the sea.



BEN sign placement with existing Level 3 Access Signage versus placement on its own pole (NB. Minimum height above ground level is 650 mm.)

Location name:

- The location name must be the official geographic name from Landgate's GEONOMA database.
- No common names are to be used on the signs.
- LGAs should indicate to the BEN sign co-ordinator if they wish to have a common location name registered - this can usually be done very quickly by DPIRD Geospatial Services during the development of the BEN data for that LGA.

Beach emergency numbers:

- The LGA's unique area prefix (as outlined in *Appendix One – List of Eligible Councils and BEN Sign Area Prefixes*) followed by a one to five-digit number will be assigned by DPIRD Geospatial Services.
- The one to five-digit number will be the distance to the beach access point along the coastline from the beach nearest the sign and the LGA's northern or western boundary. For example, AU10 translates to the Shire of Augusta-Margaret River, 1 km from the Shire's northern boundary.

Additional information:

- Address, suburb and nearest intersection information is used by emergency service organisations to verify that the BEN code provided is correct
- This information, along with the beach emergency numbers, will be provided by DPIRD Geospatial Services.

Appendix Four – Communication Guidelines for LGAs

Promoting the BEN sign program and SharkSmart safety messages is an important aspect of the grants program. It will also help raise community awareness of the LGAs who have participated in the grants.

LGAs are required to ensure adequate local publicity and adopt the consistent messaging provided in this document to help facilitate improved safety outcomes for the community.

Water use is at the heart of the Western Australian lifestyle and community, and the BEN sign program will have a positive impact by:

- improving emergency response times by integrating the unique codes into Computer Aided Dispatch (CAD) systems; and
- enabling beach managers to be in attendance earlier to implement beach closures in the event of a shark sighting, incident or other emergency, with accurate beach location descriptions and integrated beach closure signs.

Consistent messaging

- When communicating the grants, e.g. on your website, in brochures and with the press, you should use the brand name of the grant program: Beach Emergency Numbers (BEN) sign program.
- The BEN sign program is designed to improve emergency response times by installing signs with a unique code at beach access points. These codes have been created with a unique prefix and have been integrated into CAD systems used by emergency services. These signs provide specific location information which is vital when emergency services are deployed.
- When visiting the beach, users should become familiar with BEN signs and take note of the unique code on the beach access point they use.
- BEN signs may also be referred to when reporting shark sightings to Water Police on 9442 8600. This will enable beach managers to implement beach closures earlier with accurate beach location information.
- In the event of an emergency, dial 000 and quote the unique code and specific location information. Where possible, the caller should wait at the beach access point until emergency service crews arrive.
- Additional shark safety messages:
    - Report shark sightings to Water Police on 9442 8600.
    - Stay informed of shark activity information by checking http://sharksmart.com.au/, downloading the SharkSmart WA app and/or following the Surf Life Saving WA twitter feed https://twitter.com/SLSWA.
- Emergency+ app
    - LGAs are also encouraged to promote the Emergency+ app when BEN signs aren't suitable.
    - The app uses the GPS functionality built into smart phones to provide location information including GPS coordinates and street address, which will assist in an emergency.
    - The app allows the user to call Triple Zero (000), as well as State Emergency Service and Police general assistance line numbers so non-emergency calls are made to the most appropriate number.
    - For more information visit http://emergencyapp.triplezero.gov.au/

Check list

Please find below a list of recommended promotional activities:

Inclusion of information on the LGA website e.g. creating a beach safety information page (if one doesn't exist already);

- ☐ Creating a newsletter and/or website article;
- ☐ Promotion on LGA social media channels such as Facebook, Twitter and Instagram – enabling sharing of information with people who are not regular visitors to your website;
- ☐ Engage with other entities that may help disseminate information about the program e.g. local community groups;
- ☐ Liaison with local media; and
- ☐ Internal communication – promote to colleagues within your organisation.

Appendix Five – Beach Closure Guidelines

LGAs are requested to provide a copy of their shark response policies (including beach closure guidelines) as part of the grant application process. In the event an LGA doesn't have an existing guideline in place, the LGA is encouraged to implement one to provide procedures to reduce the likelihood of a shark encounter, providing a safer environment for residents and visitors.

LGAs are encouraged to review Surf Life Saving WA information when developing their own procedures and guidelines. In the event of a shark sighting, Surf Life Saving WA will implement the following precautions:

- If the shark is larger than three metres and within one kilometre of the shore – close the beach and water 1km either side of the shark location for one hour (two hours if at dawn; for the remainder of the evening if at dusk).
- If the shark is 2 – 3 metres in length and/or schooling sharks and within 500 metres of the shore – close the beach and water 1km either side of the shark location for one hour (two hours if at dawn; for the remainder of the evening if at dusk).
- If the shark is less than two metres in length – advise the public but maintain normal operations.

Reference:

- Shark Safety - https://www.mybeach.com.au/safety-rescue-services/beach-safety/shark-safety/

Appendix Six – BEN Sign Program Grant Application

All grant applications must be completed online. The online form is available at: www.fish.wa.gov.au/application-bensign/

If you are unable to complete the online form at once, there is a save function within the application form so you can come back to it later.

Beach Emergency Numbers (BEN) Sign Program Grant Application

Grant Application Form

Thank you for your interest in the BEN Sign Program. Before completing this form, please ensure that you:

1. Have read and understood all of the information in the BEN Sign Program guidelines.
2. Have submitted your 'expression of interest' with the Department of Primary Industries and Regional Development (DPIRD), to discuss the BEN Sign Program and data collection requirements.
3. Have all supporting documentation ready prior to completing the application form including:
   - Completed data collection requirements
   - Communications plan
   - Shark response policies (if available)

All enquiries should be emailed to bensign@dpird.wa.gov.au

Once you have submitted your application form you will receive a confirmation email including a record of your submission.

All fields marked with an asterisk (*) are mandatory. You will be unable to complete the online application process without all mandatory fields completed.

Section One – Application Details

Organisation

Legal name of organisation: *

ABN: *

Postal address: *

Suburb: *

Postcode *

Telephone: *

Bank account details

Bank name: *

Bank branch (suburb): *

Name of bank account: *

BSB number (must be 6 digits): *

Bank account number (up to 9 digits): *

Contact Person

Name the contact person responsible for the daily coordination of the project

Name: *

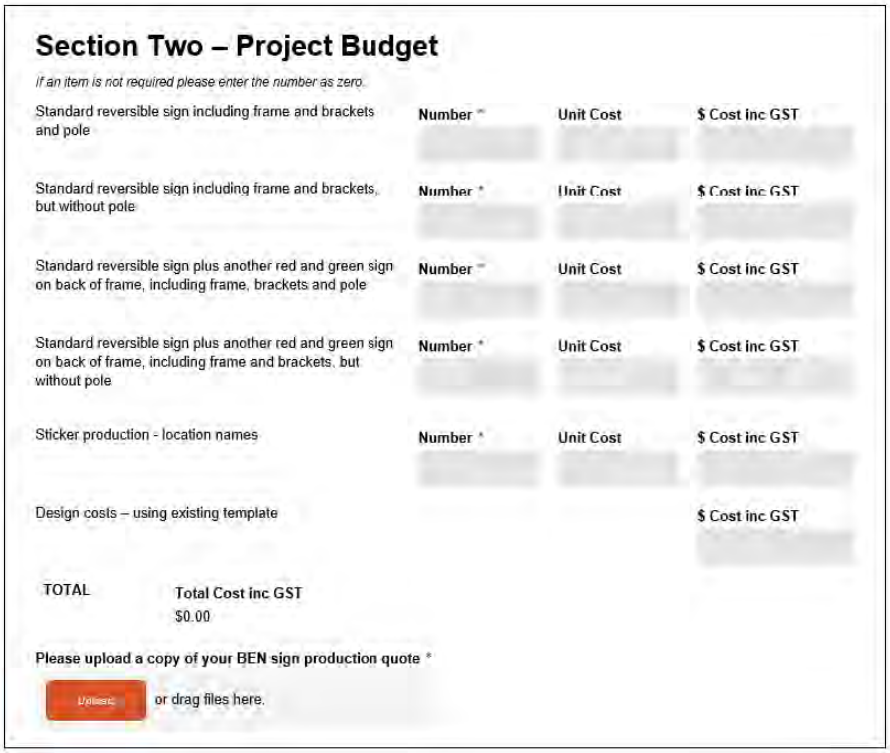
Position: *

Telephone: *

Mobile: *

Email: *

Email Verification *



Section Two – Project Budget

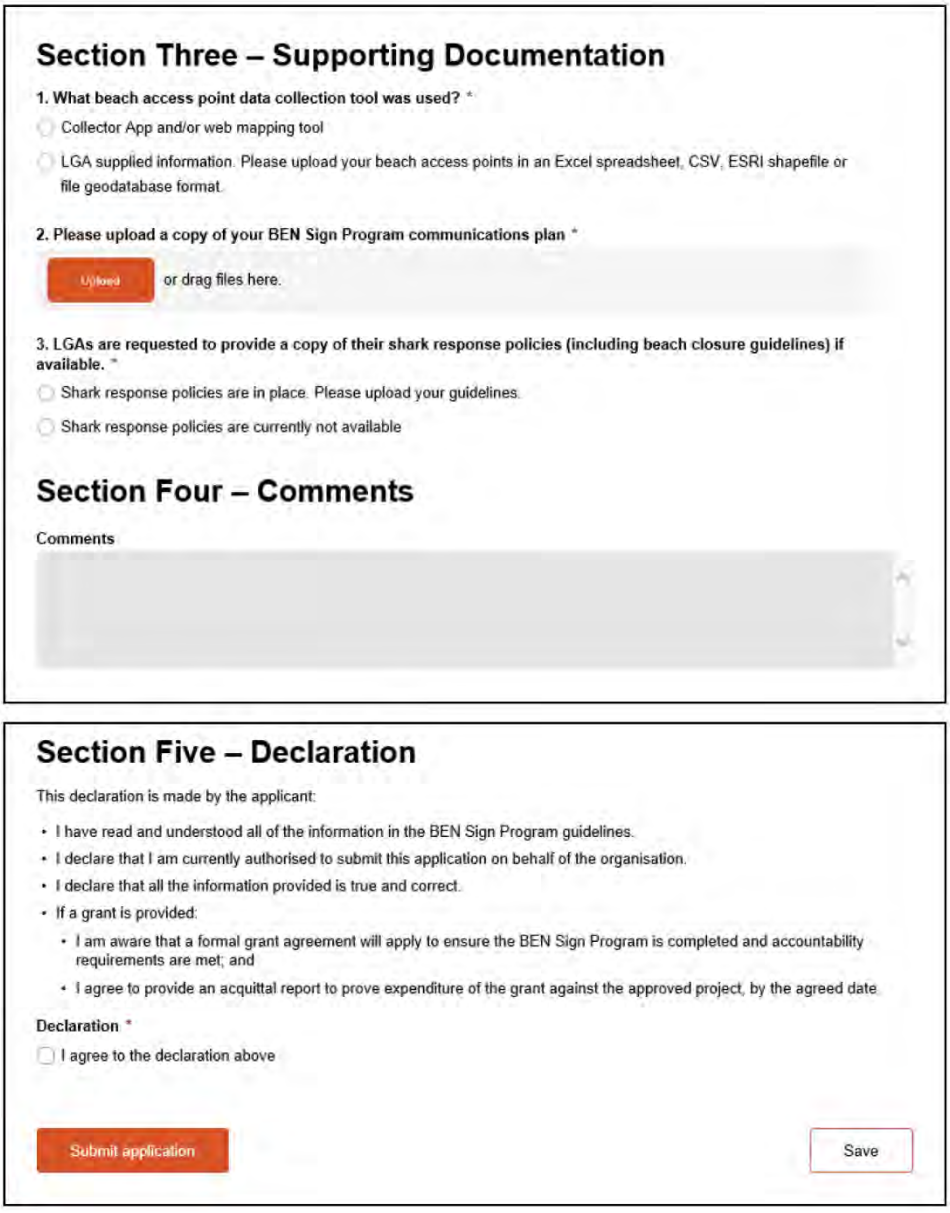
If an item is not required please enter the number as zero.

Standard reversible sign including frame and brackets and pole	Number *	Unit Cost	$ Cost inc GST
Standard reversible sign including frame and brackets, but without pole	Number *	Unit Cost	$ Cost inc GST
Standard reversible sign plus another red and green sign on back of frame, including frame, brackets and pole	Number *	Unit Cost	$ Cost inc GST
Standard reversible sign plus another red and green sign on back of frame, including frame and brackets, but without pole	Number *	Unit Cost	$ Cost inc GST
Sticker production - location names	Number *	Unit Cost	$ Cost inc GST
Design costs – using existing template			$ Cost inc GST

TOTAL Total Cost inc GST
$0.00

Please upload a copy of your BEN sign production quote *

Upload or drag files here.



Section Three – Supporting Documentation

1. What beach access point data collection tool was used? *

- ○ Collector App and/or web mapping tool
- ○ LGA supplied information. Please upload your beach access points in an Excel spreadsheet, CSV, ESRI shapefile or file geodatabase format.

2. Please upload a copy of your BEN Sign Program communications plan *

Upload or drag files here.

3. LGAs are requested to provide a copy of their shark response policies (including beach closure guidelines) if available. *

- ○ Shark response policies are in place. Please upload your guidelines.
- ○ Shark response policies are currently not available

Section Four – Comments

Comments

Section Five – Declaration

This declaration is made by the applicant:

- I have read and understood all of the information in the BEN Sign Program guidelines.
- I declare that I am currently authorised to submit this application on behalf of the organisation.
- I declare that all the information provided is true and correct.
- If a grant is provided:
  - I am aware that a formal grant agreement will apply to ensure the BEN Sign Program is completed and accountability requirements are met; and
  - I agree to provide an acquittal report to prove expenditure of the grant against the approved project, by the agreed date.

Declaration *

☐ I agree to the declaration above

Submit application Save

Important disclaimer

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17.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

18.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

No urgent business was presented to the Ordinary Council meeting.

Executive Manager, Ms Pears and public members of the gallery left the Council Chamber at 5.13 pm.

19.0 MATTERS BEHIND CLOSED DOORS

Moved Cr Smith
Seconded Cr Burton

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

7/0 CARRIED

19.1 USELESS LOOP ROAD RESEAL 2020/2021
RD00003

Author
Works Manager

Disclosure of Any Interest
Nil

Moved Cr Burton
Seconded Cr Ridgely

Council Resolution
That Council consider the Officers Recommendation as contained within the confidential report.

7/0 CARRIED

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

1. **That the Council note the one response from the Western Australian Local Government preferred suppliers list for PS 2020/2021-07.**
2. **That Council note and endorse that as a result of the Evaluation Panel determining the compliance, qualitative and pricing structures offered it was considered that Colas has provided the most advantageous quote based on the information supplied under Useless Loop Road 2020/2021.**
3. **That Council appoint Colas as the winning quote based upon the assessment of the compliance, qualitative and pricing structures offered under PS 2020/2021-07 Useless Loop Road 2020/2021.**
4. **That Council endorse the under budget funds be allocated to ongoing maintenance programs on the Useless Loop Road.**

7/0 CARRIED

Moved Cr Burton
Seconded Cr Fenny

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

7/0 CARRIED

20.0 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 28 April 2021, commencing at 3.00 pm.

21.0 CLOSURE OF MEETING

As there was no further business the President closed the Ordinary Council meeting at 5.20 pm.