

SHIRE OF SHARK BAY MINUTES

25 August 2021

ORDINARY COUNCIL MEETING



TAMALA ROSE – *Diplolaena grandiflora*



25 AUGUST 2021



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MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 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 25 August 2021 commencing at 3.16 pm.

TABLE OF CONTENTS

1.0	Declaration of Opening	4
2.0	Acknowledgement of Country	4
3.0	Record of Attendances / Apologies / Leave of Absence Granted	4
4.0	Response To Previous Public Questions On Notice	4
5.0	Public Question Time	4
6.0	Applications For Leave Of Absence	5
6.1	Application For Leave Of Absence – Councillor Fenny	5
7.0	Petitions	7
8.0	Confirmation Of Minutes	7
8.1	Confirmation of the Minutes of the Ordinary Council meeting held on 30 June 2021 – Item 13.1 Chief Executive Officer Recruitment and Selection Committee – Recommendation to Council for Appointment of Officer	7
8.2	Confirmation of the Minutes of the Ordinary Council meeting held on 28 July 2021 ...	7
8.3	Confirmation of the Minutes of the Special Council meeting held on 4 August 2021 ..	7
8.4	Confirmation of the Minutes of the Special Council meeting to Appoint a Chief Executive Officer, held on 12 August 2021	8
8.5	Confirmation of the Minutes of the Special Council meeting to Adopt the 2021/2022 Budget, held on 12 August 2021	8
9.0	Announcements By The Chair	8
10.0	President’s Report	8
11.0	Councillors’ Reports	9
12.0	Administration Report	11
12.1	Annual Review of Register of Delegations	11
12.2	Complaints and Grievances Policy	25
13.0	Finance Report	31
13.1	Schedule of Accounts Paid to be Received	31
13.2	Financial Reports To 31 July 2021	45
14.0	Town Planning Report	74
14.1	Proposed Outbuilding – Lot 17 (16) Terry Deschamps Way, Denham	74
15.0	Motions of Which Previous Notice Has Been Given	87
16.0	Urgent Business Approved By The Person Presiding Or By Decision	87
17.0	Matters Behind Closed Doors	87
18.0	Date And Time Of Next Meeting	87
19.0	Closure of Meeting	87

25 AUGUST 2021

1.0 DECLARATION OF OPENING

The President declared the Ordinary Council meeting open at 3.16 pm.

2.0 ACKNOWLEDGEMENT OF COUNTRY

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

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

3.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell President

Cr L Bellottie

Cr J Burton

Cr G Ridgley

Cr M Smith

Cr P Stubberfield

Mr P Anderson Chief Executive Officer

Ms A Pears Executive Manager Finance and Administration

Mr B Galvin Works Manager

Mrs D Wilkes Executive Manager Community Development

Mrs R Mettam Executive Assistant

APOLOGIES

Cr E Fenny Deputy President – Leave of Absence granted Item 6.1

VISITORS

1 Visitor in the Gallery

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There is no previous public question on notice.

5.0 PUBLIC QUESTION TIME

The President opened public question time at 3.17 pm.

Mr Rob Marui asked about backfilling and ramping the kerb in front of his property has it is difficult to access his goffer onto the street.

Works Manager replied that the contracted works for Brockman Street had been delayed due to weather conditions and it is unknown when the project will recommence. The Works Manager also advised that he has offered to install a ramp over the kerb to assist Mr Mauri.

It was agreed that a temporary ramp will be installed.

The President closed public question time at 3.19 pm.

25 AUGUST 2021

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

**6.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR FENNY
GV00017**

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Stubberfield

Seconded Cr Smith

Council Resolution

Councillor Fenny is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on Wednesday 25 August 2021.

6/0 CARRIED

Background

Councillor Fenny has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 25 August 2021. The Council in accordance with Section 2.25 of the *Local Government Act 1995* as amended may by resolution grant leave of absence to a member.

Comment

Councillor Fenny has advised the Chief Executive Officer, he will be unable to attend the Ordinary meeting of Council scheduled to be held on Wednesday 25 August 2021 and has requested leave of absence be granted by Council for this meeting.

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

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

Legal Implications

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

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council –
- a) If no meeting of the council at which a quorum is present is actually held on that day; or
 - b) If the non attendance occurs while –
 - i. the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5)
 - ii. while proceedings in connection with the disqualification of the member have been commenced or are pending; or
 - iii. while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no financial implications relative to this report.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer *P Anderson*

Date of Report 23 August 2021

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

7.0 PETITIONS

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

8.0 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 30 JUNE 2021 – ITEM 13.1 CHIEF EXECUTIVE OFFICER RECRUITMENT AND SELECTION COMMITTEE – RECOMMENDATION TO COUNCIL FOR APPOINTMENT OF OFFICER

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That item 13.1 Chief Executive Officer recruitment and Selection Committee – Recommendation to Council for Appointment of Officer from the minutes of the Ordinary Council meeting held on 30 June 2021, as circulated to all Councillors, be confirmed as a true and accurate record.

6/0 CARRIED

8.2 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 28 JULY 2021

Moved Cr Burton
Seconded Cr Ridgely

Council Resolution

That the minutes of the Ordinary Council meeting held on 28 July 2021, as circulated to all Councillors, be confirmed as a true and accurate record.

6/0 CARRIED

8.3 CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 4 AUGUST 2021

Moved Cr Smith
Seconded Cr Ridgley

Council Resolution

That the minutes of the Special Council meeting held on 4 August 2021, as circulated to all Councillors, be confirmed as a true and accurate record.

6/0 CARRIED

25 AUGUST 2021

8.4 CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING TO APPOINT A CHIEF EXECUTIVE OFFICER, HELD ON 12 AUGUST 2021

Moved Cr Bellottie
Seconded Cr Smith

Council Resolution

That the minutes of the Special Council meeting to Appoint a Chief Executive Officer, held on 12 August 2021, as circulated to all Councillors, be confirmed as a true and accurate record.

6/0 CARRIED

8.5 CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING TO ADOPT THE 2021/2022 BUDGET, HELD ON 12 AUGUST 2021

Moved Cr Burton
Seconded Cr Ridgley

Council Resolution

That the minutes of the Special Council meeting to Adopt the 2021/2022 Budget, held on 12 August 2021, as circulated to all Councillors, be confirmed as a true and accurate record.

6/0 CARRIED

9.0 **ANNOUNCEMENTS BY THE CHAIR**

There were no announcements made by the President at the August Ordinary Council meeting.

10.0 **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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Meeting Attendance

3 August 2021	Chief Executive Officer Recruitment activities
4	Chief Executive Officer Recruitment and Selection Committee meeting
	Special Council meeting
5	ABC TV interview – fisheries issues
12	Special Council meeting – Appointment of Chief Executive Officer
	Special Council meeting - Budget Adoption
17	Local Emergency Management Advisory Committee meeting
20	Western Australian Local Government Association – Gascoyne Zone meeting
25	Ordinary Council meeting

Signatures

Councillor	<i>Councillor Cowell</i>
Date of Report	12 August 2021

Moved Cr Bellottie
Seconded Cr Burton

Council Resolution

That the President's activity report for August 2021 be received.

6/0 CARRIED

11.0 COUNCILLORS' REPORTS

11.1 CR RIDGLEY
GV00008

Committee Membership

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

Meeting Attendance

4	Chief Executive Officer Recruitment and Selection Committee meeting
	Special Council meeting
12	Special Council meeting – Appointment of Chief Executive Officer
	Special Council meeting - Budget Adoption
14	Attended science fair at Hamlin Station

Signatures

Councillor	<i>Councillor Ridgley</i>
Date of Report	14 August 2021

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Moved Cr Bellottie
Seconded Cr Burton

Council Resolution

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

6/0 CARRIED

11.5 CR BURTON
GV00018

Committee Membership

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

Meeting Attendance

4 August 2021 Chief Executive Officer's Recruitment and Selection Committee meeting
Special Council meeting
12 Special Council meeting – Appointment of Chief Executive Officer
Special Council meeting – Adoption of 2021/2022 Budget

Signatures

Councillor *Councillor Burton*
Date of Report 13 August 2021

Moved Cr Ridgely
Seconded Cr Cowell

Council Resolution

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

6/0 CARRIED

25 AUGUST 2021

12.0 ADMINISTRATION REPORT

12.1 ANNUAL REVIEW OF REGISTER OF DELEGATIONS
CM00039

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That Council adopt the Delegations to the Chief Executive Officer as reviewed in this report in accordance with the *Local Government Act 1995*.

6/0 CARRIED BY ABSOLUTE MAJORITY

Background

Section 5.42 of the *Local Government Act 1995* (the Act) provides that a Council may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act other than those referred to in Section 5.43. Any decision to make, amend or revoke a delegation is to be by an absolute majority - see Section 5.45(1) (b) below.

5.45. Other matters relevant to delegations under this Division

(1) *Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 –*

(b) *any decision to amend or revoke a delegation by a local government under this Division is to be by an absolute majority.*

The Register of Delegations is required to be reviewed once every financial year, as required by Section 5.46(2) of the Act. The Register of Delegations was last reviewed in full at the Ordinary Council meeting held on 26 August 2020.

Comment

The purpose of the review is to consider the operational effectiveness of the current delegations, whether each delegation is necessary, whether each delegation is appropriate and whether legislative amendments necessitate any changes.

All delegations have been reviewed to ensure format consistency with other Shire documents (such as Policies) and with a view to ensuring consistency with references to statutory references and any changes to relevant legislation that describes the power or duty being delegated.

25 AUGUST 2021

Legal Implications

Section 5.46 of the **Local Government Act 1995** states that -

- (1) *The Chief Executive Officer is to keep a register of the delegation made under this Division to the Chief Executive Officer and to the employees.*
- (2) *At least once every financial year, delegations made under this Division are to be reviewed by the delegator.*
- (3) *A person to whom a power or duty is delegated under this Act is to keep records in accordance with regulations in relation to the exercise of the power or the discharge of the duty.*

Policy Implications

The current Policy Manual adopted by Council at the Ordinary Council meeting held on the 27 August 2014, item 1.7 Instrument of Delegation (2) States: "When powers and duties are delegated by the Council to the Chief Executive Officer the Instrument of Delegation be signed by the President or the person presiding".

Financial Implications

This delegation will save Council the cost of gazetting staff to Ranger positions and Registration Officers for the receipting of dog and cat licencing.

Strategic Implications

There are no Strategic Implications related to this report.

Risk Management

This is a low risk item to Council.

Voting Requirements

Absolute Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

3 August 2021

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Section / Regulation	RELEVANT EXERCISABLE POWER or DISCHARGEABLE DUTY OF LOCAL GOVERNMENT	To the Chief Executive Officer	Scope, conditions or Limitations
Part 2 - Constitution of local government			
2.8 (1)(f)	Representing the Shire - President liaises with the Chief Executive Officer on the local government's affairs and the performance of its functions	✓	The President and Chief Executive Officer may decide suitable functions for Council to meet and show hospitality to official visitors
2.8	Representing the Shire - use of Shire logo	✓	Chief Executive Officer may approve applications from all groups for the use of the Shire logo on promotional material, provided that the words "Shire of" must not be included for commercial use or products.
Part 3 - Functions of local government			
3.22(1)	A local government that causes damage through the performance of its function must pay compensation to the owner or occupier	✓	
3.25(1)	A local government may give an occupier a notice requiring them to do something to the land if it is specified in Schedule 3.1. The local government must also inform the owner if the occupier is not the owner	✓	
3.26(2)	In order to make a person comply with a notice, a local government may do anything it considers necessary to achieve the purpose for which the notice was given	✓	
3.26(3)	A local government may continue to undertake works that are not carried out by the owner or occupier and recover the costs as a debt	✓	
3.27(1)	A local government may go onto private land in the circumstances prescribed in Schedule 3.2 and carry out works, even if it does not have the consent of the owner	✓	
3.31(2)	After a local government has given notice, it may authorise a person to enter land, premises or thing without consent, unless the owner or occupier has objected to the entry	✓	
3.34(1)	A local government may enter land in an emergency without notice or consent	✓	
3.40A(1)	Local government may authorise a person to remove and impound an abandoned vehicle wreck	✓	
3.40A(4)	Local government may declare that a vehicle is an abandoned vehicle wreck	✓	
3.47(1)	The local government may sell or otherwise dispose of any goods that have been ordered to be confiscated under section 3.43	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

3.47(2)	The local government may sell or otherwise dispose of any vehicle that has not been collected within 2 months of a notice having been given under section 3.40(3) or 7 days of a declaration being made that a vehicle is an abandoned vehicle wreck	✓	
3.47(2a)	The local government may sell or otherwise dispose of impounded goods that have not been collected within the period specified in section 3.47(2b) of the date a notice is given under sections 3.42(1)(b) or 3.44	✓	
3.47A(1)	If an impounded animal is ill or injured to such an extent that treating it is not practicable, the local government may humanely destroy the animal and dispose of the carcass	✓	
3.48	If goods are removed or impounded under section 3.39 and the offender is convicted, the local government may recover any expenses incurred in removing and impounding the goods	✓	
3.50(1)	A local government may close a thoroughfare to vehicles, wholly or partially, for a period not exceeding 4 weeks	✓	
3.50(1a) and 3.50(4)	A local government may, after providing public notice of its intention and reasons, inviting submissions and then considering submissions, order a thoroughfare to be wholly or partially closed to vehicles for a period exceeding 4 weeks	✓	
3.50A	A local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure is for the purpose of carrying out repairs or maintenance and is unlikely to have a significant adverse effect on users of the thoroughfare	✓	
Functions & General Reg 6(3)	A local government may, by local public notice, revoke an order under regulation 6(1) that closed a thoroughfare or alter it to make it less restrictive	✓	
3.51(3)	Before fixing, altering or realigning a public thoroughfare or draining water onto adjoining land, the local government must give notice of its proposal, invite submissions and consider those submissions	✓	
3.53(3)	If an unvested facility lies within 2 or more districts, the local governments concerned can agree on its control and management	✓	
3.54(1)	A local government may do anything it could do under the Parks and Reserves Act 1895 if it were a Board appointed under that Act, to control and manage any land reserved under the Land Act 1933 and vested in or placed under the control and management of the local government	✓	
3.57(1)	A local government must invite tenders before it enters into a contract for goods or services with a value of \$250,000 or more (Functions and General Reg 11)	✓	
Functions & General Reg 14 (2a)	Where a local government is inviting tenders, the local government must determine in writing the criteria for accepted tenders	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Functions & General Reg 18 (4) & (5)	A local government must consider any tender that has not been rejected and decide which one to accept. It may decline to accept any tender	✓	
Functions & General Reg 20	A local government may, with the approval of the tenderer, make a minor variation in a contract for goods or services before it enters the contract with the successful tenderer	✓	
Functions & General Reg 20 (2)	If the successful tenderer does not want to accept the contract with the variation or the local government and the tenderer cannot reach agreement, the local government can select the next most appropriate tenderer	✓	
Functions & General Reg 21 (1)	A local government may seek expressions of interest before entering the tender process	✓	
Functions & General Reg 23 (3)	A local government must consider any submissions of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services	✓	
Functions & General Reg 24E(1)	Where a local government intends to give a regional price preference the local government is to prepare a regional price preference policy	✓	
Functions & General Reg 24E(4)	A local government cannot adopt a regional price policy until the local government has considered submissions received	✓	
	To make variation in the goods or services required, after it has entered into a contract for the supply of the goods or services required subject to such variations in the contract as may be agreed with the contractor.	✓	Approval of variations necessary to achieve the outcome of the scope of the project and within the adopted budget of the project
3.58(2)	A local government can only dispose of property to the highest bidder at public auction or the most suitable public tender	✓	
3.58(3)	A local government can dispose of property by private treaty but must follow the process set out in section 3.58(3)	✓	
Part 5 – Administration			
5.18	A local government must review all delegations made to a committee	✓	
5.27(2)	General meeting of electors to be held on a day selected by a local government but not more than 56 days after the local government accepts the annual report for the previous financial year	✓	
5.37(1)	A local government may designate any employee to be a senior employee	✓	
Admin Reg 18(D)	A local government is to consider, accept or reject a review of the CEO's performance	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

5.50(1)	A local government must prepare a policy for employees whose employment is finishing, setting out the circumstances in which the local government would pay a gratuity and how that gratuity would be assessed, and give local public notice of the policy	✓	
5.50(2)	A local government may make a payment to an employee whose employment is finishing, that is in addition to the amount set out in its policy, provided that local public notice of the payment is given	✓	
5.53(1)	A local government must prepare an annual report for each financial year	✓	
5.56	A local government is to prepare a plan for the future	✓	
Admin Reg 19C(4)	A local government is to review its current plan for the future every 2 years	✓	
Admin Reg 29A(2)	Information prescribed as confidential but that, under 5.95(7), may be available for inspection if a local government so resolves	✓	
5.98(2)(b)	A local government may approve expenses which are to be reimbursed to its councillors, provided that the expenses are of the kind prescribed as those which the local government can approve for reimbursement [subject to section 5.98(3)]	✓	
5.98(4)	A local government may approve the reimbursement to a council member of an approved expense, either generally or in a particular case	✓	
5.100(2)	A local government may decide to reimburse expenses to committee members who are not council members or employees	✓	
5.103(2)	A local government must review its code of conduct within 12 months of every ordinary elections day	✓	
Part 6 – Financial Management			
Financial M'gment Reg 19(1)	A local government must establish and document internal control procedures to ensure control over investments	✓	
6.7(2) Financial M'gment Reg 12(1)	To make payments from the municipal fund or the trust fund for the performance of functions and exercise of powers	✓	(i) Payment of salaries up to the amount required to meet the Council's employee entitlements obligations; (ii) All other payments not to exceed \$250,000 unless approved by Tender process; (iii) In accordance with Council policies and adopted budget; and (iv) Payment within the scope of Budgeted project and within the adopted budget of the project.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

6.9(4)	A local government may transfer money held in trust for 10 years to its municipal fund, but must repay it to a person who establishes a right to the repayment, together with any interest earned on the investment	✓	
6.12(1)(b)	A local government may waive or grant concessions in relation to any amount of money or write off any amount of money that it is owed to the local government [subject to section 6.12(2)]	✓	
6.12(3)	The local government may determine what conditions apply to the granting of a concession	✓	
6.14(1)	A local government may invest money in its municipal or trust funds that is not being used, in accordance with Part III of the Trustees Act 1962	✓	
6.49	A local government may make an agreement with a person to pay their rates and service charges	✓	
6.50(1) and 6.50(2)	A local government may determine the due date that rates and charges become due, but which date cannot be sooner than 35 days after the date noted on the rate notice	✓	
6.56(1)	A local government may recover an unpaid rate or service charge and the cost of proceedings in court of competent jurisdiction	✓	
6.60(2)	A local government may give notice (to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the local government in satisfaction of the rate or service charge)	✓	
6.60(3)	If a local government gives notice to a lessee, under section 6.60(2), the local government must give a copy of the notice to the lessor	✓	
6.60(4)	If a local government gives notice to a lessee, under section 6.60(2), and the lessee fails to pay rent to the local government, the local government may recover the rate or service charge as a debt from the lessee	✓	
6.64(1)	If any rates or service charges have remained unpaid for at least 3 years, a local government may take possession of the land and hold the land against a person having an estate or interest in the land, and may lease or sell the land or subject to transfer it to the Crown or itself 5.43(d)	✓ subject to 5.43 (d)	
6.64(3)	A local government may lodge a caveat in respect of any land for which rates and service charges are outstanding	✓	
6.71(1)	If a local government is unable to sell land under Part 6 Division 6 Subdivision 6 within 12 months, it may transfer the land to the Crown or itself	✓ subject to 5.43 (d)	
6.74(1)	A local government may apply in the prescribed form to the Minister to have land revested in the Crown if it is rateable vacant land and rates or service charges in respect of it have remained unpaid for at least 3 years	✓	
Financial M'gment Reg 77(3)	A local government must consider any objections it receives in relation to a reinvestment under regulation 77	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

6.76(5)	The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part	✓	
6.76(6)	The local government is to provide the person with notice of its decision	✓	
7.12A(3)	A local government is to examine the auditor's report, under section 7.9(1) and any report under section 7.9(3), and must determine if any matters raised by the report require action and ensure that appropriate action is taken.	✓	
7.12A(4)	A local government must prepare a report on any action taken in response to an auditor's or section 7.9(3) report, and provide it to the Minister	✓	
Part 8 – Scrutiny of the affairs of local governments			
8.14(3)	A local government must give the Minister advice of what things it has done or will do to comply with an enquiry report from the Minister or a person authorised by the Minister, within 35 days of receiving the report	✓	
8.23(4)	A local government must give the Minister advice of what things it has done, or will do, to comply with an Inquiry Panel's report within 35 days of receiving the report, or give its comment on a recommendation to dismiss the council	✓	
Part 9 – Miscellaneous provisions			
9.6(5)	The local government is to ensure that the person who made the objection is given notice in writing of how it has been decided to dispose of the objection and the reasons for disposing of it in that way.	✓	
9.10(1) & (2)	The local government may appoint persons or classes of persons to be authorised to perform certain functions and must issue them with a certificate stating they are authorised	✓	
9.60(4)	A local government is to administer any regulation made under section 9.60 as if it were a local law	✓	
9.56	Certain persons protected from liability for wrongdoing - legal costs indemnification	✓	Where there is a need for the provision of urgent legal services before an application can be considered by Council, the Chief Executive Officer may give an authorisation to the value of \$5,000 provided that: (1) where it is the Chief Executive Officer who is seeking urgent financial support for legal services, the Council shall deal with the application; and (2) subject to any other conditions Council may set in its policy regarding costs indemnification for legal representation.
6.76(5)	The local government must consider any objections to the rates record and may disallow or allow the objection either wholly or in part	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

6.76(6)	The local government is to provide the person with notice of its decision	✓	
Schedule 2.1 – Provisions about creating, changing the boundaries of, and abolishing districts			
11(2)	Any local governments affected by an order made under clause 2.1 are to negotiate any adjustment or transfer between them of property, rights and liabilities	✓	
Schedule 2.2 – Provisions about wards and representation			
8	The council must have regard to community of interests, physical and topographical features, demographic trends, economic factors and the ratio of councillors to electors in respect of considerations about wards	✓	
9	When a ward review is complete, the local government must prepare a report for the Advisory Board and may propose the making of an order under clauses 2.2(1), 2.3(3) or 2.18(3)	✓	
Schedule 6.2 – Provisions relating to lease of land where rates or service charges unpaid			
1(1)	A local government may lease the land with any conditions for a term that does not exceed 7 years	✓ subject to 5.43 (d)	
Schedule 6.3 - Provisions relating to the sale or transfer of land where rates or service charges are unpaid			
1(4)	The local government must appoint a time at which the land may be offered for sale by public auction, not less than 3 months and not more than 12 months from the service of the notice under clauses 1(1) or 1(2)	✓	
2(3)	The local government must give the Registrar of Titles or the Registrar of Deeds a memorial of the Statewide notice	✓	
4(1)	A local government may transfer or convey to the purchaser of the land an indefeasible estate in fee simple	✓ subject to 5.43 (d)	
Planning and Development (Local Planning Schemes) Regulations 2015 , Deemed provisions for local planning schemes, Part 10, Schedule 2 ('the Regs 2015')			
Clause 79 of the Regs 2015	That Council authorise the Chief Executive Officer to enter and inspect any building or land for the purposes of ascertaining whether the local planning scheme is being complied with	✓	
Clause 82(1) of the Regs 2015	That Council grant delegated authority to the Chief Executive Officer to issue deemed refusal letters for applications where an application is deemed refused in accordance with Clause 75(2) of the Planning and Development (Local Planning Schemes) Regulations 2015	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

<p>Clause 82(1) of the Regs 2015</p>	<p>That Council grant delegated authority to the Chief Executive Officer to determine an application for planning approval where it is established prior to, or at, an Ordinary Council meeting that the minimum number of Councillors needed for a quorum will not be available to vote on an application at a scheduled Council meeting (due to absence or planned declaration of interest).</p>	<p>✓</p>	<p>1. The use is a 'P' or 'D' use under the Shire of Shark Bay Local Planning Scheme No. 4 ('the Scheme'); or 2. The proposed use or development is ancillary to existing development; or 3. For residential development, the application complies with the 'deemed to comply' requirements of the Residential Design Codes or satisfies the 'Design Criteria' of the Residential Design Codes ; and 4. The application generally complies with the Scheme with no major variations to setback, site coverage or car parking requirements; and 5. The use or development complies with any relevant Local Planning Policy.</p> <p>This delegation must not be exercised by the Delegated officer where:</p> <p>a) The development entails a variation to the Scheme or Residential Design Codes that is considered by the Delegate to be significant; b) The Delegate considers the development will have the potential to negatively impact on the amenity of the locality; c) The height of the development exceeds two storeys;</p>
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MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

<p>Clause 82(1) of the Regs 2015</p>	<p>Conditions Continued</p>	<p>d) A written objection has been lodged during a formal advertising period; e) The Delegate considers an application should be advertised for public comment and no advertising has been conducted; f) Development proposals are considered by the Delegate to have a strategic impact and as a result involve issues in which Council has a direct interest; g) The estimated cost of development exceeds \$500,000.00; h) The development is located in a Special Use zone; and i) The Delegate considers the proposal has potential to negatively impact on World Heritage values.</p>
<p>Clause 82(1) of the Regs 2015</p>	<p>That Council grant delegated authority to the Chief Executive Officer to determine if development approval is not required for a temporary use which is not in existence for less than 48 hours, or a longer period agreed by the local government, in any 12 month period, in accordance with Clause 61(2)(d) of the Planning and Development (Local Planning Schemes) Regulations 2015.</p>	<p>This delegation must not be exercised by the Delegated officer where: a) The proposal is for a mobile trader; b) The Delegate considers the development will have the potential to negatively impact on the amenity of the locality; c) A written objection has been lodged during a formal advertising period; d) The Delegate considers an application should be advertised for public comment and no advertising has been conducted; e) Development proposals are considered by the Delegate to have a strategic impact and as a result involve issues in which Council has a direct interest; f) The Delegate considers the proposal has potential to negatively impact on World Heritage values.</p>

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

	Dog Act 1976		
10AA (2)	The delegation must be in writing	✓	
10AA (3)	The delegation may expressly authorise the delegate to further delegate the power or duty	✓	
	Council delegate authority to the Chief Executive Office to further delegate any power or duty of the Dog Act 1976	✓	
10AA (4)	A local government's chief executive officer who is exercising or performing a power or duty that has been delegated as authorised under this section, is to be taken to do so in accordance with the terms or the delegation unless the contrary is shown	✓	
10AA (5)	Nothing in the section limits the ability of a local government's chief executive officer to perform a function through an officer or agent	✓	
10AB (1)	The Chief Executive Officer of a local government is to keep a register of: (a) delegations made under section 10AA(1); and (b) further delegations made under the authority of a delegation made under section 10AA(1).	✓	
10AB (2)	At least once every financial year - (a) delegations made under section 10AA(1); and (b) further delegations made under the authority of a delegation made under section 10AA(1), are to be reviewed by the delegator.		
	Cat Act 2011	✓	
Section 3	A local government may approve in writing an operator of a cat management facility	✓	
Section 9	A local government may grant, renew or refuse an application for cat registration	✓	
Section 9(5)	A local government may require an applicant to give documents or information relating to registration, within a specified time of not more than 21 days and may require information to be verified by statutory declaration	✓	
Section 10	A local government may cancel the registration of a cat	✓	
Section 11	A local government is to issue a registration number, certificate and tag, including a replacement certificate or tag	✓	
Section 12	A local government must keep a cat register	✓	
Section 13	A local government must notify the owner of cat the outcome of a decision	✓	
Section 26	A local government may issue a cat control notice	✓	
Section 37	A local government may grant, renew or refuse an approval to breed application	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Section 37(3)	A local government may require an applicant to give document or information relating to a breeder application, within a specified time of not more than 21 days and may require information to be verified by statutory declaration	✓	
Section 38	A local government may cancel an approval to breed	✓	
Section 39	A local government must issue a certificate to an approved breeder	✓	
Section 40	A local government must notify the person affected by the decision in writing of the outcome	✓	
Section 42	A local government is to administer local laws	✓	
Section 47	A CEO needs to keep a register of delegations	✓	
Section 48	A local government may appoint, in writing, authorised persons	✓	
Section 49	A local government may recover the costs of having to destroy a cat	✓	
Section 37, reg 22	A local government may refuse an application to breed if the applicant has had an infringement in the past 12 months	✓	
	Council delegate authority to the Chief Executive Office to further delegate any power or duty of the Cat Act 2011	✓	
Health Act 2016			
Section 21(1)(b)(i)	A power or duty conferred or imposed on an enforcement agency may be delegated if the enforcement agency is a local government, to the chief executive officer of the local government.	✓	Refer Ordinary Council meeting held on the 19 December 2016 Item 15.1 for delegation authority
Bush Fires Act 1954			
Section 48 Part V (1)	A local Government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.	✓	
(2)	Performance by the chief executive officer of a local government of a function delegated under subsection (1) - (a) is taken to be in accordance with the terms of a delegation under this section, unless the contrary is shown, and (b) is to be treated as performance by the local government	✓	
(3)	A delegation under this section does not include the power to subdelegate	✓	
(4)	Nothing in this section is to be read as limiting the ability of a local government to act through its council, members of staff or agents in the normal course of business.	✓	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Graffiti Vandalism Act 2016			
Part 3 Division 1 16 (1)	The local government may delegate to its chief executive officer the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.	✓	
Part 3 Division 1 16 (2)	A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.	✓	
Part 3 Division 1 16 (3)	A decision to delegate under this section is to be made by an absolute majority.	✓	
Part 3 Division 1 17 (1)	A chief executive officer may delegate to any employee of the local government the exercise of any of the chief executive officer's powers or the discharge of any of the chief executive officer's duties under another provision of this Part other than this power of delegation.	✓	
Part 3 Division 1 17 (2)	A delegation under this section is to be in writing any may be general or as othersie provided in the instrument of delegations.	✓	
Part 3 Division 1 17 (3)	This section extends to a power or duty the exercise or - discharge of which has been delegated by a local government to the chief executive officer under section 16, but in case of such a power or duty- (a) the chief executive officer's power under this section to delegate the exercise of that power or the discharge of that duty; and (b) the exercise of that power or the discharge of the duty by the chief executive officer's delegate, are subject to any conditions imposed by the local govlernment on its delegation to the chief executive officer.	✓	
Part 3 Division 1 17 (4)	Subsection (3)(b) does not limit the chief executive officer's power to impose conditions or further conditions on a delegation under this section.	✓	
Part 3 Division 1 17 (5)	In subsections (3) and (4) - conditions includes qualifications, limitations or exceptions.	✓	

25 AUGUST 2021

12.2 COMPLAINTS AND GRIEVANCES POLICY
CM00037

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Burton
Seconded Cr Smith

Council Resolution

Council adopts the new Complaints and Grievances Policy, to provide guidance for Shire of Shark Bay Staff and Councillors in the handling of customer complaints.

5/1 CARRIED

BACKGROUND

The Local Government Act section 5.121(1) requires the Council to have a register of certain complaints. These complaints are in relation to prescribed matters listed as minor breaches in accordance with the Local Government Act

The Council also has administration policy 4.4 which sets out the management of general complaints and grievances and has a reporting system on the website <https://www.sharkbay.wa.gov.au/report-it.aspx> where issues predominately in relation to works/buildings/roads parks matters are dealt with.

COMMENT

Notwithstanding the policies and procedures the Council has in place at present, it would also be prudent to introduce a policy to establish Councils' position to be taken to resolve customer complaints that fall outside the scope of existing procedures and policy.

This would give clear direction to the customer, Council and the administration and ensure the customer is also aware in the way the complaint will be dealt with.

LEGAL IMPLICATIONS

The Local Government Act section 5.121 register of complaints for minor breaches applies for certain breaches, section 5.120 also designates the Chief Executive Officer as the complaints office if the Chief Executive Officer does not designate another employee in this role

5.121. Register of certain complaints of minor breaches

- (1) The complaints officer for each local government is required to maintain a register of complaints which records all complaints that result in a finding under section 5.110(2)(a) that a minor breach has occurred.
- (2) The register of complaints is to include, for each recorded complaint —
 - (a) the name of the council member about whom the complaint is made; and
 - (b) the name of the person who makes the complaint; and

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

- (c) a description of the minor breach that the standards panel finds has occurred; and
- (d) details of the action taken under section 5.110(6).
- (3) The CEO must publish an up-to-date version of the register of complaints on the local government's official website.

POLICY IMPLICATIONS

Introduction of a new policy.

FINANCIAL IMPLICATIONS

There are no known financial implications relative to this report.

STRATEGIC IMPLICATIONS

There are no known strategic implications relative to this report.

RISK MANAGEMENT

There are no known significant identified risk factors identified in this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

9 August 2021

25 AUGUST 2021

1.24 Complaints Management

Policy Objectives

The purpose of this policy is to establish the Shire of Shark Bay's (the Shire) position about the approach to be taken in resolving customer complaints.

The Shire will endeavour to ensure that it is simple and convenient for any person who feels aggrieved to make a complaint. All complaints received will be treated with courtesy and respect, appropriately investigated and responded to in a timely manner.

Definitions:

A complaint is:

"expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required" (as defined by the AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations).

A complaint is not:

- a) a first request for action or a service;
- b) a request for information or explanation of Shire policies, practices or processes;
- c) compliance enforcement action;
- d) the lodging of an appeal in accordance with procedures prescribed by statute or regulation or Shire policy;
- e) a petition; or
- f) a civil dispute between private parties.

Scope

This policy applies to all Elected Members, staff and contractors engaged to provide services to the Shire or on behalf of the Shire.

Policy Statement

Making a complaint

Complaints can be lodged via the complainant's preferred channel, such as phone, email, in person, or the online Feedback form on the Shire's website.

Relevant information needs to be provided to the Shire in order for the complaint to be investigated and responded to properly. At a minimum the complainant needs to provide their name, contact details, what the complaint is about and when and where the issue has occurred.

Complaint management principles

- a) Anyone who is dissatisfied about a Shire service or product can easily and simply make a complaint.
- b) Complaints can be made without fear of retribution.
- c) Complaints will be responded to in a timely manner.
- d) Complaints will be managed in a fair, objective, equitable and consistent manner.
- e) The confidentiality and privacy of complainants will be protected.

25 AUGUST 2021

- f) Ensure the application of natural justice.
- g) Regularly analyse complaints data to improve the Shire's service delivery where possible.

Timeliness

All complaints received will be processed within a timely manner.

- a) Complaints will be responded to within 10 working days.
- b) Complainants will be notified if their complaint cannot be resolved within 10 working days, with the reasons why and the expected time frames.

Risk

Risk factors of each complaint will be considered when managing complaints and priority will be given to complaints with high risks. The risk factors may include but are not limited to:

- a) public safety implications;
- b) seriousness and severity of the matter;
- c) frequency of occurrence; or
- d) the need for immediate attention.

Confidentiality

The Shire respects the privacy of its customers and key stakeholders. Personal identifiable information related to a complaint will be kept confidential and only used for the purposes of addressing the complaint and any follow up actions within the organisation.

The Shire will only disclose customer and stakeholder information to third parties in the following circumstances:

- a) with the consent of the customer or stakeholder, expressed or implied;
- b) as required by law; or
- c) in order to complete the purpose or function for which the information was provided.

Recording of complaints

The Shire will collect and register all relevant information in relation to customer complaints within the Shire's business systems.

Particular cases

a) Anonymous Complaints

Anonymous complaints shall only be considered and to the extent that they involve safety or security issues. Otherwise anonymous complaints shall be disregarded.

b) Complaints made on behalf of others

The customer is able to nominate another person to make a complaint on their behalf. The Shire may require the person affected to provide written confirmation for another person to act on their behalf.

c) Complaints about Councillors

If a complaint concerns an Elected Member it should be referred in the first instance to the Chief Executive Officer for appropriate directions and/or action.

d) Allegations of Serious Misconduct

Allegations concerning criminal, corrupt or serious improper conduct will be dealt with independently of the Complaint Handling process.

In the first instance they will be referred directly to the Chief Executive Officer for determination including whether there are reasonable grounds for notification to the Anti-Corruption Commission or referral to the Police.

25 AUGUST 2021

e) Unreasonable complainant conduct (UCC)

According to Ombudsman Western Australia, UCC tends to fall into the following three broad groupings.

i. Habitual or obsessive conduct.

This includes behaviour by a person who:

- cannot 'let go' of their complaint;
- Cannot be satisfied despite the best efforts of the agency; and
- makes unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers);

ii. Rude, angry and harassing conduct.

iii. Aggressive conduct.

The Shire may manage the UCC by placing a reasonable and proportionate limitation on one or more of the following:

- the subject matter of communications, such as where the Shire believes that a specific issue has been adequately addressed;
- the timing of communications, including time of day, and frequency and/or duration of contact with the Shire;
- access, such as restricting or prohibiting entry to Shire premises;
- the forms in which the complainant may contact the Shire, such as for contact may only be in writing, and all emails to be via the Feedback team email; and
- any other limitation which is reasonable and appropriate and satisfies legislative requirements.

The decision to manage a customer's communication as UCC will be made by the Chief Executive Officer (or their delegate) and the customer will be informed.

f) Freedom of Information

The Shire will assist the public to obtain access to documents held by the Shire in accordance with the Western Australian Freedom of Information Act 1992 (FOI Act).

For more information please refer to the Freedom of Information section on the Shire's website.

Resolving the complaint

The Shire will investigate and resolve a complaint in an efficient manner. The decision made or action taken regarding the complaint will be communicated to the customer as soon as the investigation is completed.

Reviewing the complaint

a) Internal independent review of the complaint

i. When the customer is not satisfied with how the complaint is resolved in the first instance, they can apply for an internal review of the complaint. The review will be undertaken by the Chief Executive Officer.

The Chief Executive Officer will examine how the decision was reached, taking into account all relevant information, and provide to the customer a reviewed outcome.

b) External review

Not all complaints can be resolved to the satisfaction of the customer. If the customer is not satisfied with how the Shire deals with the complaint, they can escalate the matter to the

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Western Australia Ombudsman's Office, Public Sector Commission or Department of Local Government and Communities.

The Shire shall work cooperatively with these external agencies as appropriate to assist in the resolution of external review.

Policy information	
Strategic Outcome	
Responsible Directorate	Chief Executive Officer
Authority of approval	
Date of approval	
Document reference number	
Reference:	

Act	
Regulation	
Local Law	
Other	As above policy Information

Adopted by Council on:	25 August 2021
	Item # 12.2 OCM

25 AUGUST 2021

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 Burton

Seconded

Cr Stubberfield

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$896,501.38 be accepted.

6/0 CARRIED

Comment

The schedules of accounts for payment covering -

Municipal fund credit card direct debits for the month of July 2021 totalling \$1,335.40

Municipal fund account cheque numbers 26945 to 26947 totalling \$8,731.02

Municipal fund direct debits to Council for the month of July 2021 totalling \$20,774.05

Municipal fund account electronic payment numbers MUNI 28279 to 28285 and 28322 to 28494 totalling \$718,920.21

Municipal fund account for July 2021 payroll totalling \$119,452.00

Municipal fund Police Licensing for July 2021 transaction number 212201 totalling \$27,288.70 and

No Trust fund account cheque numbers were issued for July 2021 totalling \$0

The schedule of accounts submitted to each member of Council on 20 August 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

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

6 August 2021

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

SHIRE OF SHARK BAY – CREDIT CARD

PERIOD – JULY 2021

CREDIT CARD TOTAL \$ 1335.40

EMFA

DATE	NAME	DESCRIPTION	AMOUNT
25/9/2021	Rendezvous Scarborough	Accommodation for DOT Training K.Blackman PO10073 – To be reimbursed by Department of Transport	979.20
27/6/2021	Belong	1GB Monthly television connection with N-Com	10.00
9/7/2021	Survey Monkey	Annual Subscription	312.00
9/7/2021	Survey Monkey	Foreign Transaction Fee	9.20

\$1310.40

EMCD

DATE	NAME	DESCRIPTION	AMOUNT
13/7/2021	Forum Advocating Cultural & EcoTourism	Centre Coordinator attendance for online workshop PO10110	25.00

\$25.00

SHIRE OF SHARK BAY – MUNI CHQ

JULY 2021

CHEQUE # 26945-26947

CHQ #	DATE	NAME	DESCRIPTION	AMOUNT
26945	01/07/2021	SHIRE OF SHARK BAY	REGISTRATION FOR SHIRE VEHICLES FROM 1 JULY 2021 TO 30 JUNE 2022	-7913.30
26946	01/07/2021	SHIRE OF SHARK BAY	REGISTRATION FROM 1 JULY 2021 TO 30 JUNE 2022 TOWN SUPERVISOR UTE (P200)	-794.80
26947	09/07/2021	WATER CORPORATION - OSBORNE PARK	JUNE 2021 WATER CHARGES FOR COMMUNITY STANDPIPE	-22.92
			TOTAL	\$8,731.02

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

**SHIRE OF SHARK BAY – MUNI DIRECT DEBITS
JULY 2021**

DD #	DATE	NAME	DESCRIPTION	AMOUNT
BPAY	05/07/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-178.40
BPAY	05/07/2021	GESB	SUPERANNUATION CONTRIBUTIONS	-478.40
DD16144.1	04/07/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3614.64
DD16144.2	04/07/2021	SPIRIT SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-445.79
DD16144.3	04/07/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-441.46
DD16144.4	04/07/2021	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-208.52
DD16144.5	04/07/2021	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	-218.66
DD16144.6	04/07/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-223.86
DD16144.7	04/07/2021	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-178.73
DD16144.8	04/07/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-411.88
DD16144.9	04/07/2021	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-205.85
DD16149.1	06/07/2021	URL NETWORKS PTY LTD	JUNE 2021 SHIRE VOIP PHONE CALL CHARGES	-245.25
DD16185.1	18/07/2021	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3745.51
DD16185.2	18/07/2021	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-463.83
DD16185.3	18/07/2021	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-236.52
DD16185.4	18/07/2021	NGS SUPER	SUPERANNUATION CONTRIBUTIONS	-197.60
DD16185.5	18/07/2021	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-329.91
DD16185.6	18/07/2021	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-433.95
DD16185.7	18/07/2021	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-433.96
DD16185.8	18/07/2021	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-222.10
DD16185.9	18/07/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1934.18
DD16144.10	04/07/2021	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1846.19
DD16144.11	04/07/2021	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-226.79
DD16144.12	04/07/2021	REST	SUPERANNUATION CONTRIBUTIONS	-366.69
DD16144.13	04/07/2021	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-647.01
DD16144.14	04/07/2021	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-205.85
DD16144.15	04/07/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-205.85

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD16185.10	18/07/2021	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-798.22
DD16185.11	18/07/2021	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-243.42
DD16185.12	18/07/2021	REST	SUPERANNUATION CONTRIBUTIONS	-426.79
DD16185.13	18/07/2021	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-222.11
DD16185.14	18/07/2021	SPIRIT SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-360.91
DD16188.1	28/07/2021	EXETEL PTY LTD	AUGUST 2021 INTERNET CHARGES FOR SHIRE PROPERTIES	-375.22
			TOTAL	\$20,774.05

**SHIRE OF SHARK BAY – MUNI EFT
JULY 2021
EFT 28279-28285, 28322-28494**

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28279	01/07/2021	LAURENCE JAMES MICHAEL BELLOTTIE	JULY - SEPT 2021 QUARTERLY COUNCILLOR PAYMENT	-1954.00
EFT28280	01/07/2021	CHERYL LORRAINE COWELL	JULY - SEPT 2021 QUARTERLY COUNCILLOR PAYMENT	-6446.00
EFT28281	01/07/2021	EDMUND GEORGE FENNY	JULY - SEPT 2021 QUARTERLY COUNCILLOR PAYMENT	-2702.75
EFT28282	01/07/2021	JAMIE BURTON	JULY - SEPT 2021 QUARTERLY COUNCILLOR PAYMENT	-1954.00
EFT28283	01/07/2021	MARK CORBETT SMITH	JULY - SEPT 2021 QUARTERLY COUNCILLOR PAYMENT	-1954.00
EFT28284	01/07/2021	PIETR JON STUBBERFIELD	JULY - SEPT 2021 QUARTERLY COUNCILLOR PAYMENT	-1954.00
EFT28285	01/07/2021	GREGORY LEON RIDGLEY	JULY - SEPT 2021 QUARTERLY COUNCILLOR PAYMENT	-1954.00
EFT28322	01/07/2021	JAMES SNR POLAND	BOOKEASY JUNE 2021	-76.00
EFT28323	01/07/2021	SHARK BAY AVIATION	BOOKEASY JUNE 2021	-5064.40
EFT28324	01/07/2021	BAY LODGE MIDWEST OASIS	BOOKEASY JUNE 2021	-3096.80
EFT28325	01/07/2021	BLUE LAGOON PEARLS	BOOKEASY JUNE 2021	-228.00
EFT28326	01/07/2021	DENHAM SEASIDE CARAVAN PARK	BOOKEASY JUNE 2021	-456.88
EFT28327	01/07/2021	HARTOG COTTAGES	BOOKEASY JUNE 2021	-1246.20
EFT28328	01/07/2021	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOKEASY JUNE 2021	-88.05
EFT28329	01/07/2021	HERITAGE RESORT	BOOKEASY JUNE 2021	-1478.80

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28330	01/07/2021	INTEGRITY COACH LINES (AUST) PTY LTD	BOOKEASY JUNE 2021	-108.80
EFT28331	01/07/2021	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	FAREHARBOR AND BOOKEASY JUNE 2021	-7753.80
EFT28332	01/07/2021	MONKEYMIA WILDSIGHTS	BOOKEASY JUNE 2021	-708.40
EFT28333	01/07/2021	WA OCEAN PARK PTY LTD	BOOKEASY JUNE 2021	-72.86
EFT28334	01/07/2021	OCEANSIDE VILLAGE	BOOKEASY JUNE 2021	-316.80
EFT28335	01/07/2021	PATRICIA POPE	BOOKEASY JUNE 2021	-192.00
EFT28336	01/07/2021	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOKEASY JUNE 2021	-1872.40
EFT28337	01/07/2021	SHARK BAY DIVE AND MARINE SAFARIS	BOOKEASY JUNE 2021	-11882.43
EFT28338	01/07/2021	SHARK BAY HOTEL MOTEL	BOOKEASY JUNE 2021	-390.50
EFT28339	01/07/2021	SHARK BAY CARAVAN PARK	BOOKEASY JUNE 2021	-2741.02
EFT28340	01/07/2021	SHARK BAY 4WD TOURS	BOOKEASY JUNE 2021	-1804.00
EFT28341	01/07/2021	SHARK BAY HOLIDAY COTTAGES	BOOKEASY JUNE 2021	-140.00
EFT28342	01/07/2021	SHARK BAY COASTAL TOURS	BOOKEASY JUNE 2021	-1566.40
EFT28343	01/07/2021	SHIRE OF SHARK BAY	BOOKEASY AND FAREHARBOR COMMISSION JUNE 2021	-6516.86
EFT28344	01/07/2021	SHARK BAY SEAFRONT APARTMENTS	BOOKEASY JUNE 2021	-596.00
EFT28345	01/07/2021	WULA GURA NYINDA ECO ADVENTURES	BOOKEASY JUNE 2021	-2898.40
EFT28346	01/07/2021	ARTHUR EYRE ELECTRICAL PTY LTD	REPLACED FAULTY EXIT LIGHTS - SBDC	-449.68
EFT28347	01/07/2021	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-726.00
EFT28348	01/07/2021	CROMMELINS MACHINERY	PETROL HONDA COMPACTOR MODEL 90 FOR DEPOT	-1590.60
EFT28349	01/07/2021	CDH ELECTRICAL	ANNUAL PORTABLE APPLIANCE TESTING – SBDC	-1056.00
EFT28350	01/07/2021	DHI DEVELOPMENT PTY LTD	PLANNING APPLICATION FEE REFUND - NO:30/2019 LOT 304 DHI	-2985.00
EFT28351	01/07/2021	ECOSCAPE	STAGE 2 FRAMEWORK - LITTLE LAGOON TRAIL PLANNING	-3366.00
EFT28352	01/07/2021	GERALDTON TROPHY CENTRE	10 YEAR SERVICE PLAQUE FOR ROGER HEWITT	-65.10
EFT28353	01/07/2021	ITVISION	ADDING GL CODE TO DEBTORS BATCH TRANSACTIONS REPORT LISTING	-275.00
EFT28354	01/07/2021	KRISTY ANNE BLACKMAN	REIMBURSEMENT FOR POLICE CHECK - KRISTY BLACKMAN	-49.00
EFT28355	01/07/2021	KICK SOLUTIONS	VISITOR CENTRE INFORMATION CARDS	-257.00

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28356	01/07/2021	LYDIA HIGHFIELD CONSULTANCY	RECRUITMENT AND SELECTION SERVICES FOR THE CEO POSITION	-6950.00
EFT28357	01/07/2021	MICHAEL LYONS	GYM CARD DEPOSIT REFUND	-20.00
EFT28358	01/07/2021	PATRICIA POPE	SBDC MERCHANDISE	-520.00
EFT28359	01/07/2021	RAY WHITE REAL ESTATE SHARK BAY	RENT FOR 12 MEAD STREET 28 JUNE TO 25 JULY 2021	-1100.00
EFT28360	01/07/2021	SHARK BAY BAKERY	CATERING FOR SENIORS MORNING TEA	-490.00
EFT28361	01/07/2021	SHARK BAY CAFE	CATERING FOR CLUB CAPACITY BUILDING WORKSHOP	-115.50
EFT28362	01/07/2021	TELSTRA CORPORATION LTD	SMS TO PUBLIC WITH COMMUNITY MESSAGES	-348.01
EFT28363	05/07/2021	MIDWEST AUTO GROUP	FORD RANGER - NEW VEHICLE WORKS MANAGER	-59736.21
EFT28364	09/07/2021	SHIRE OF NORTHAMPTON	JANUARY TO JUNE 2021 HEALTH SERVICES PROVIDED BY WENDY DALLYWATER	-4125.00
EFT28365	09/07/2021	ASM ECLIPSE PTY LTD	SBDC MERCHANDISE	-8126.97
EFT28366	09/07/2021	NAPA AUTO PARTS	OIL FILTER FOR FREIGHTLINER (P174)	-86.90
EFT28367	09/07/2021	AUSTRALIA POST	JUNE 2021 SHIRE POSTAGE	-97.47
EFT28368	09/07/2021	SHARK BAY AVIATION	CHARTER FLIGHT TO CARNARVON AND RETURN - RRG AND WALGA ZONE MEETING	-1800.00
EFT28369	09/07/2021	BUNNINGS BUILDING SUPPLIES PTY LTD	ALUMINIUM PLATFORM LADDER FOR DEPOT	-301.15
EFT28370	09/07/2021	CONSTRUCTION TRAINING FUND	CTF LEVY COLLECTED PERMIT # 3338	-61.75
EFT28371	09/07/2021	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY COMMISSION FOR JUNE 2021	-924.63
EFT28372	09/07/2021	BOC LIMITED	MONTHLY CONTAINER RENTALS - JUNE 2021	-208.42
EFT28373	09/07/2021	CHUBB FIRE & SECURITY LTD	JULY TO SEPTEMBER 2021 PREVENTATIVE MAINTENANCE SBDC	-263.32
EFT28374	09/07/2021	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES APRIL TO JUNE 2021	-2634.65
EFT28375	09/07/2021	CONTROLLED IRRIGATION SUPPLIES AUSTRALIA	FLOAT CONTROL VALVE FOR TOWN OVAL BORE	-1903.00
EFT28376	09/07/2021	CHLOE ROBERTSON	GYM KEY DEPOSIT RETURN	-20.00
EFT28378	09/07/2021	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL LEVY COLLECTED - PERMIT # 3385	-56.65
EFT28379	09/07/2021	DENHAM MEATS	COUNTRY CREW BUTCHER ACCOUNT - USELESS LOOP ROAD MAINTENANCE	-149.95
EFT28380	09/07/2021	DENHAM IGA X-PRESS	JUNE 2021 SHIRE SUPERMARKET ACCOUNT	-1392.79

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28381	09/07/2021	SHARK BAY SUPERMARKET	JUNE 2021 SUPERMARKET ACCOUNT	-417.84
EFT28382	09/07/2021	C.M & G.D BELL	LABOUR HIRE - USELESS LOOP ROAD RRG	-9750.00
EFT28383	09/07/2021	GRIFFIN CIVIL	DOZER HIRE INC MOBE AND DEMOBE FOR RRG USELESS LOOP ROAD	-69200.89
EFT28384	09/07/2021	REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)	MONTHLY FUEL AND OIL ACCOUNT - JUNE 2021	-19825.96
EFT28385	09/07/2021	HOSE MANIA	GATE VALVES, FLANGES AND NIPPLES FOR TOWN OVAL BORE	-2265.67
EFT28386	09/07/2021	HORIZON POWER	JUNE STREET LIGHTING FOR SHIRE	-4135.46
EFT28387	09/07/2021	TOLL IPEC PTY LTD	TOLL IPEC FREIGHT ACCOUNT	-213.90
EFT28388	09/07/2021	ITVISION	ITVISION ANNUAL LICENCE FEE 2021-2022	-40824.96
EFT28389	09/07/2021	JASON SIGNMAKERS	MULTI MESSAGE STREET AND TRAFFIC SIGNS	-66.88
EFT28390	09/07/2021	LANDGATE (WA LAND INFORMATION AUTHORITY)	GROSS RENTAL VALUATIONS CHARGEABLE TO 11 JUNE 2021	-109.80
EFT28391	09/07/2021	MARKET FORCE PTY LTD	CORAL COAST FEATURE IN WEST AUSTRALIAN FOR SBDC	-1836.30
EFT28392	09/07/2021	MOMAR AUSTRALIA PTY LTD	NUTCRACKER, EASY LUBE AND SUPERPINE DISINFECTANT - WORKSHOP CONSUMABLES	-1722.05
EFT28393	09/07/2021	MCLEODS BARRISTERS AND SOLICITORS	LEGAL COST FOR SBDC COORDINATOR CONTRACT, LEASE FOR SHOP 3,89 KNIGHT TERRACE AND SCHEME AMENDMENT FOR CONTROL STORAGE AND WRECKING OF VEHICLES ON LAND	-4710.48
EFT28394	09/07/2021	MELISSA GRAFTON	REFUND FOR DOUBLE CHARGE AT SHARK BAY DISCOVERY CENTRE	-32.00
EFT28395	09/07/2021	NGALA CHILDREN'S SERVICES	DENHAM PROJECT FINAL AUDIT COST - JUNE 2021	-1650.00
EFT28396	09/07/2021	OAKLEY EARTHWORKS PTY LTD	REMOVAL OF EXCESS BEACH SAND FROM MONKEY MIA JETTY	-330.00
EFT28397	09/07/2021	PUMPS AUSTRALIA PTY LTD	NEW HONDA PETROL PUMPS (MODEL GX200ES AND WP40A/YL100ES) - DEPOT TOOLS	-9713.00
EFT28398	09/07/2021	PURCHER INTERNATIONAL PTY LTD	O-RING PLUG FOR FREIGHTLINER (P174)	-35.82

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28399	09/07/2021	PROFESSIONAL PC SUPPORT	JULY AGREEMENT PPS WORKSTATION MONITORING AND REMOTE MANAGEMENT, PPS AGENT, ANTIVIRUS, 3CX TELEPHONE SYSTEM SUPPORT, ONLINE BACKUP SERVICES AND MICROSOFT LICENCES FOR OFFICE 365, SERVER AND PROJECT	-1874.14
EFT28400	09/07/2021	LYONS ENTERPRISES-SHARK BAY CAR HIRE	CAR HIRE FOR VISITING MEDICAL STAFF TRANSFER FROM AIRPORT	-799.56
EFT28401	09/07/2021	REPLAS	RECYCLED PLASTIC BOLLARDS FOR LITTLE LAGOON BARRIERS	-8466.61
EFT28402	09/07/2021	WINC AUSTRALIA PTY LIMITED	SHIRE STATIONERY ORDER - JUNE 2021	-3594.33
EFT28403	09/07/2021	SHARK BAY STATE EMERGENCY SERVICE UNIT INC	1ST QUARTER LGGS GRANT FUNDS 2021-2022	-12155.00
EFT28404	09/07/2021	SHARK BAY SERVICES	NEW BATTERIES FOR HINO TRUCK (P167)	-460.00
EFT28405	09/07/2021	SHARK BAY NEWSAGENCY	10 CARTONS = 50 REAMS WHITE COPY PAPER, NEWSPAPERS AND STATIONERY FOR MAY AND JUNE 2021	-832.55
EFT28406	09/07/2021	SHARK BAY MECHANICAL & TOWING SERVICES	PUMP OUT OF SEPTICS - LITTLE LAGOON AND DUMP POINT	-1350.00
EFT28407	09/07/2021	SHARK BAY ARTS COUNCIL INC	DONATION TOWARDS DIRK HARTOG ISLAND BIODIVERSITY FIESTA	-2000.00
EFT28408	09/07/2021	SHARK BAY SKIPS	MONTHLY USELESS LOOP ROAD AND FORESHORE SKIP BIN ACCOUNT FOR JUNE 2021	-5016.00
EFT28409	09/07/2021	MCKELL FAMILY TRUST	MONTHLY RUBBISH COLLECTION - JUNE 2021	-11719.05
EFT28410	09/07/2021	SUMMER GYPSEA	SBDC MERCHANDISE	-550.00
EFT28411	09/07/2021	ST JOHN AMBULANCE ASSOC. - SHARK BAY SUB CENTRE	DEFIBRILLATOR HS1 HEARTSTART FOR BUSH FIRE BRIGADE	-1360.00
EFT28412	09/07/2021	SHIRE OF SHARK BAY	CTF LEVY COMMISSION PERMIT # 3338	-13.25
EFT28413	09/07/2021	TRAFFIC FORCE	PREPARATION OF TRAFFIC MANAGEMENT PLAN FOR SHARK BAY	-924.00
EFT28414	09/07/2021	T-QUIP	BAG HOPPER KIT FOR RIDE ON MOWER (P192)	-2474.60
EFT28415	09/07/2021	WEST DIGITAL TELEVISION	FINAL PAYMENT SHARK BAY ADVERTISING ON WIN TV	-66.00

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28416	09/07/2021	WURTH AUSTRALIA PTY LTD	METRIC BOLT KIT FOR DEPOT WORKSHOP	-233.70
EFT28417	12/07/2021	CDH ELECTRICAL	ANNUAL SERVICING OF AIRCONDITIONERS, ELECTRICAL AND HOT WATER SYSTEMS AT SHARK BAY DISCOVERY CENTRE, 80 DURLACHER ST, TAMALA CAMP, 16B SUNTER PL. 51 DURLACHER ST AND REFUSE SITE	-8714.77
EFT28418	16/07/2021	BLACKBOX CONTROL PTY LTD	12 MONTH TRACKING FEE - PLAN 28/06/2021- 27/06/2022	-396.00
EFT28419	16/07/2021	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-1386.00
EFT28420	16/07/2021	CONTROLLED IRRIGATION SUPPLIES AUSTRALIA	PVC COUPLINGS - TOWN OVAL MAINTENANCE	-342.00
EFT28421	16/07/2021	DEPT OF FIRE & EMERGENCY SERVICES AUTHORITY	ANNUAL MONITORING OF FIRE SYSTEM AT SBDC BY DFES	-1881.00
EFT28422	16/07/2021	DAVID HORSLEY	GYM KEY TAG DEPOSIT REFUND	-20.00
EFT28423	16/07/2021	DENHAM MEATS	COUNTRY CREW BUTCHER ACCOUNT	-159.55
EFT28424	16/07/2021	TOLL IPEC PTY LTD	FREIGHT ACCOUNT FOR SHIRE	-548.82
EFT28425	16/07/2021	ITVISION	CENTRAL RECORDS SETUP AND CONFIGURATION OF LABEL PRINTERS AND RECOMMENDED FILES IN USE	-1630.20
EFT28426	16/07/2021	JULIA BUTTERLY	GYM KEY DEPOSIT RETURN	-30.00
EFT28427	16/07/2021	JANINE RICKETTS	REFUND FOR CANCELLATION OF BOOKING - WULA #9615351 BOOKEASY	-210.00
EFT28428	16/07/2021	KICK SOLUTIONS	SHARK BAY WORLD HERITAGE AREA MAPS PRINTING	-1896.00
EFT28429	16/07/2021	LEON PEARS	GYM KEY TAG DEPOSIT REFUND	-20.00
EFT28430	16/07/2021	LEONA PAINDELLI	GYM KEY TAG DEPOSIT REFUND	-20.00
EFT28431	16/07/2021	MIDWEST BOUNCE AND FUN	HIRE OF INFLATABLE CASTLE FOR WINTER FESTIVAL	-3598.80
EFT28432	16/07/2021	MIDWEST COURIERS	FREIGHT FOR SBDC FLYER PRINTING FROM KICK SOLUTIONS	-52.03
EFT28433	16/07/2021	SHARK BAY MARINE AND HARDWARE	MONTHLY HARDWARE ACCOUNT - JUNE 2021	-734.03
EFT28434	16/07/2021	M8 MEWSIC	LIVE MUSIC ENTERTAINMENT FOR WINTER MARKETS	-1210.00
EFT28435	16/07/2021	MIDWEST WINDSCREENS	INSURANCE EXCESS - WINDSCREEN REPLACEMENT WORKS MANAGER VEHICLE (P193)	-300.00
EFT28436	16/07/2021	NATURALISTE PLUMBING PTY LTD	HIRE OF MINI EXCAVATOR - TOWN OVAL	-950.00
EFT28437	16/07/2021	PATRICIA POPE	SBDC MERCHANDISE	-610.00

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28438	16/07/2021	PAUL FARMER	GYM TAG DEPOSIT REFUND	-30.00
EFT28439	16/07/2021	PURCHER INTERNATIONAL PTY LTD	PULLEY & BELT TENSIONER FOR FREIGHTLINER (P174)	-1245.73
EFT28440	16/07/2021	PROFESSIONAL PC SUPPORT	COMPUTER AND MONITORS PURCHASE AND SETUP FOR COMMUNITY DEVELOPMENT OFFICER	-2143.68
EFT28441	16/07/2021	PAULS TYRES	NEW TYRES FOR SHIRE VEHICLES (P168), (P155), (PP059), (P190), (P193), (P156), (P198) BATTERY TERMINALS FOR (PP059)	-7022.00
EFT28442	16/07/2021	PIERRE ULRIC MYSTERIES	FINAL PAYMENT MAGIC SHOW AT DENHAM TOWN HALL	-1351.41
EFT28443	16/07/2021	QUALITY PRESS	FIRE ON THE WATER BROCHURES PRINTING AND DELIVERY	-840.40
EFT28444	16/07/2021	R & L COURIERS	MONTHLY FREIGHT ACCOUNT - JUNE 2021	-2166.59
EFT28445	16/07/2021	RAY WHITE REAL ESTATE SHARK BAY	MONTHLY RENT AND PET BOND FOR 12 MEAD STREET - CDO POSITION	-1360.00
EFT28446	16/07/2021	SHARK BAY SERVICES	NEW BATTERIES FOR MITSUBISHI CANTER (PP059)	-725.00
EFT28447	16/07/2021	SHARK BAY NEWSAGENCY	JULY 2021 NEWSPAPERS AND STATIONERY	-68.28
EFT28448	16/07/2021	SHARK BAY CLEANING SERVICE	JUNE 2021 MONTHLY CLEANING - SHARK BAY PREMISES	-21458.93
EFT28449	16/07/2021	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES - JUNE 2021	-4207.50
EFT28450	16/07/2021	WOODLANDS DISTRIBUTORS AND AGENCIES PTY LTD	12 CARTONS DOG BAGS FOR REPLENISHING DOG TIDY DISPENSERS	-1445.40
EFT28451	16/07/2021	WA HOLIDAY GUIDE PTY LTD	JUNE 2021 MARKETING FEE FOR BOOKEASY	-206.58
EFT28452	16/07/2021	WURTH AUSTRALIA PTY LTD	SELF LOCKING HEXAGON NUT ASSORTMENT - WORKSHOP CONSUMABLES	-233.08
EFT28453	21/07/2021	AUSTRALIAN TAXATION OFFICE	BAS JUNE 2021	-3717.00
EFT28454	26/07/2021	ARTHUR EYRE ELECTRICAL PTY LTD	SUPPLY AND INSTALLATION OF DOWN LIGHTS IN SBDC	-5718.90
EFT28455	26/07/2021	AUSCOINWEST	SBDC MERCHANDISE	-1329.90
EFT28456	26/07/2021	BRIAN CHILD	PROGRESS PAYMENT FOR PLUMBING WORK AT NEW MENS SHED	-1200.00
EFT28457	26/07/2021	SHARON BRAY	GYM KEY TAG DEPOSIT REFUND	-30.00
EFT28458	26/07/2021	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-297.00
EFT28459	26/07/2021	CANDICE USZKO	SALARY SACRIFICE COMMUNICATIONS	-79.00
EFT28460	26/07/2021	HORIZON POWER	JUNE 2021 ELECTRICITY CHARGES SHIRE PREMISES	-7795.18

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28461	26/07/2021	JOHN SHEPHERD	GYM KEY TAG DEPOSIT REFUND	-30.00
EFT28462	26/07/2021	JLT	INSURANCE - SALARY CONTINUANCE AND MARINE CARGO - 2021/2022	-1225.95
EFT28463	26/07/2021	LGISWA	FIRST INSTALMENT - LGIS PROPERTY, WORKCARE AND LIABILITY 2021/2022, FULL PAYMENT FOR TRAVEL, BUSHFIRE, MANAGEMENT LIABILITY, PERSONAL ACCIDENT, COMMERCIAL CRIME & CYBER AND MOTOR VEHICLE INSURANCES 2021-2022	-149619.89
EFT28464	26/07/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2021-2022 FULL MEMBERSHIP DUES - CEO	-531.00
EFT28465	26/07/2021	MIDWEST COURIERS	FREIGHT COST FOR SBDC	-67.76
EFT28466	26/07/2021	ONEMUSIC AUSTRALIA	ANNUAL MUSIC LICENCE FOR SHIRE VENUES	-350.00
EFT28467	26/07/2021	PROFESSIONAL PC SUPPORT	AUGUST MONTHLY BILLING - PPS WORKSTATION MONITORING AND REMOTE MANAGEMENT, PPS AGENT, ANTIVIRUS, 3CX TELEPHONE SYSTEM SUPPORT, ONLINE BACKUP SERVICES AND MICROSOFT LICENCES FOR OFFICE 365, SERVER AND PROJECT	-1961.61
EFT28468	26/07/2021	RAW BAYKER	SBDC MERCHANDISE	-284.00
EFT28469	26/07/2021	RON GORDON	GYM KEY TAG DEPOSIT REFUND	-20.00
EFT28470	26/07/2021	THINKPROJECT AUSTRALIA PTY LTD	RAMM ANNUAL SUPPORT AND MAINTENANCE FEE FOR 2021/2022	-8437.20
EFT28471	26/07/2021	SHIRE OF CARNARVON	SHIRE OF SHARK BAY CONTRIBUTION TO THE COMMUNITY EMERGENCY SERVICES MANAGER (CESM) FOR 2020/2021	-13574.89
EFT28472	26/07/2021	SHOPS FOR SHOPS	SBDC SALE PACKAGING	-58.90
EFT28473	26/07/2021	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA SUBSCRIPTIONS 2021-2022	-27218.42
EFT28474	26/07/2021	CONTROLLED IRRIGATION SUPPLIES AUSTRALIA	COUPLINGS FOR TOWN OVAL BORE	-355.00
EFT28475	26/07/2021	DENHAM MEATS	COUNTRY CREW BUTCHER ACCOUNT	-235.10

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT28476	26/07/2021	FAR WEST ELECTRICAL	INSTALL NEW GPO FOR SCORE CLOCK AT RECREATION CENTRE	-357.50
EFT28477	26/07/2021	HARVEY NORMAN ELECTRICS GERALDTON	NEW COOKER AND RANGEHOOD FOR COMMUNITY HUB	-1307.00
EFT28478	26/07/2021	WA HINO	CAP KEY SET FOR HINO (P178)	-897.09
EFT28479	30/07/2021	ASM ECLIPSE PTY LTD	SBDC MERCHANDISE	-1242.20
EFT28480	30/07/2021	C J D EQUIPMENT PTY LTD	SERVICE KIT FOR VOLVO LOADER (P191)	-312.37
EFT28481	30/07/2021	EMU TRACKS	SBDC MERCHANDISE	-1323.63
EFT28482	30/07/2021	FUTURE GLASS	SBDC MERCHANDISE	-135.00
EFT28483	30/07/2021	FAR WEST ELECTRICAL	POWER PREPARATIONS FOR NEW MORGUE	-141.90
EFT28484	30/07/2021	HOUSE OF MUGS	SBDC MERCHANDISE	-368.00
EFT28485	30/07/2021	HUGGABLE TOYS	SBDC MERCHANDISE	-2159.85
EFT28486	30/07/2021	KOMATSU AUSTRALIA	CONTROL SWITCH FOR KOMATSU LOADER (P147)	-2124.06
EFT28487	30/07/2021	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	COMMUNITY DEVELOPMENT CONFERENCE / TRAINING - EMCD	-800.00
EFT28488	30/07/2021	MCLEODS BARRISTERS AND SOLICITORS	LEGAL FEES - MATTER 36996 REGARDING GOVERNANCE ADVICE	-795.08
EFT28489	30/07/2021	NATURALISTE PLUMBING PTY LTD	HIRE OF MINI EXCAVATOR TO DIG OUT AND BACK FILL TOWN OVAL BORE PIPEWORK	-510.00
EFT28490	30/07/2021	PROFESSIONAL PC SUPPORT	2 MONTHLY OFFICE SERVER MAINTENANCE	-500.50
EFT28491	30/07/2021	SHARK BAY SERVICES	NEW BATTERY FOR ISUZU DMAX (P197)	-245.00
EFT28492	30/07/2021	SHARK BAY COMMUNITY RESOURCE CENTRE	MENTAL HEALTH WEEK EVENT SPONSORSHIP	-1500.00
EFT28493	30/07/2021	STEVE'S TRANSPORTABLES	FINAL PAYMENT FOR TRANSPORTABLE BUILDING - MORGUE	-16500.00
EFT28494	30/07/2021	WENDY BINKS - STUNNED EMU DESIGN	SBDC MERCHANDISE	-1154.45
			TOTAL	\$718,920.21

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

**SHIRE OF SHARK BAY – MUNI
ELECTRONIC PAYROLL TRANSACTIONS
JULY 2021**

DATE	NAME	DESCRIPTION	AMOUNT
06/07/2021	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 4 JULY 2021	\$59,856.00
20/07/2021	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 18 JULY 2021	\$59,530.00
		TOTAL	\$119,452.00

**SHIRE OF SHARK BAY
JULY 2021
POLICE LICENSING TRANSACTION # 212201**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
212201	31/07/2021	COMMISSIONER OF POLICE	POLICE LICENSING JULY 2021	27288.70
			TOTAL	\$27,288.70

25 AUGUST 2021

13.2 FINANCIAL REPORTS TO 31 JULY 2021
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Stubberfield

Seconded Cr Cowell

Council Resolution

That the monthly financial report to 31 July 2021 as attached be received.

6/0 CARRIED

Comment

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **31 July 2021** are attached.

VARIANCE ANALYSIS

The Shire is unable to process Depreciation until the Financial Audit for 2020/2021 is completed and the Asset Module is rolled forward into the 2021/2022 Financial Year. Due to depreciation having a major impact on the analysis outcome reporting on variances will be delayed until the audit is completed.

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 2021/2022 financial year.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Voting Requirements
Simple Majority Required

Signature
Author

A Pears

Chief Executive Officer

P Anderson

Date of Report

17 August 2021

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

SHIRE OF SHARK BAY

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) For the period ending 31 July 2021

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

TABLE OF CONTENTS

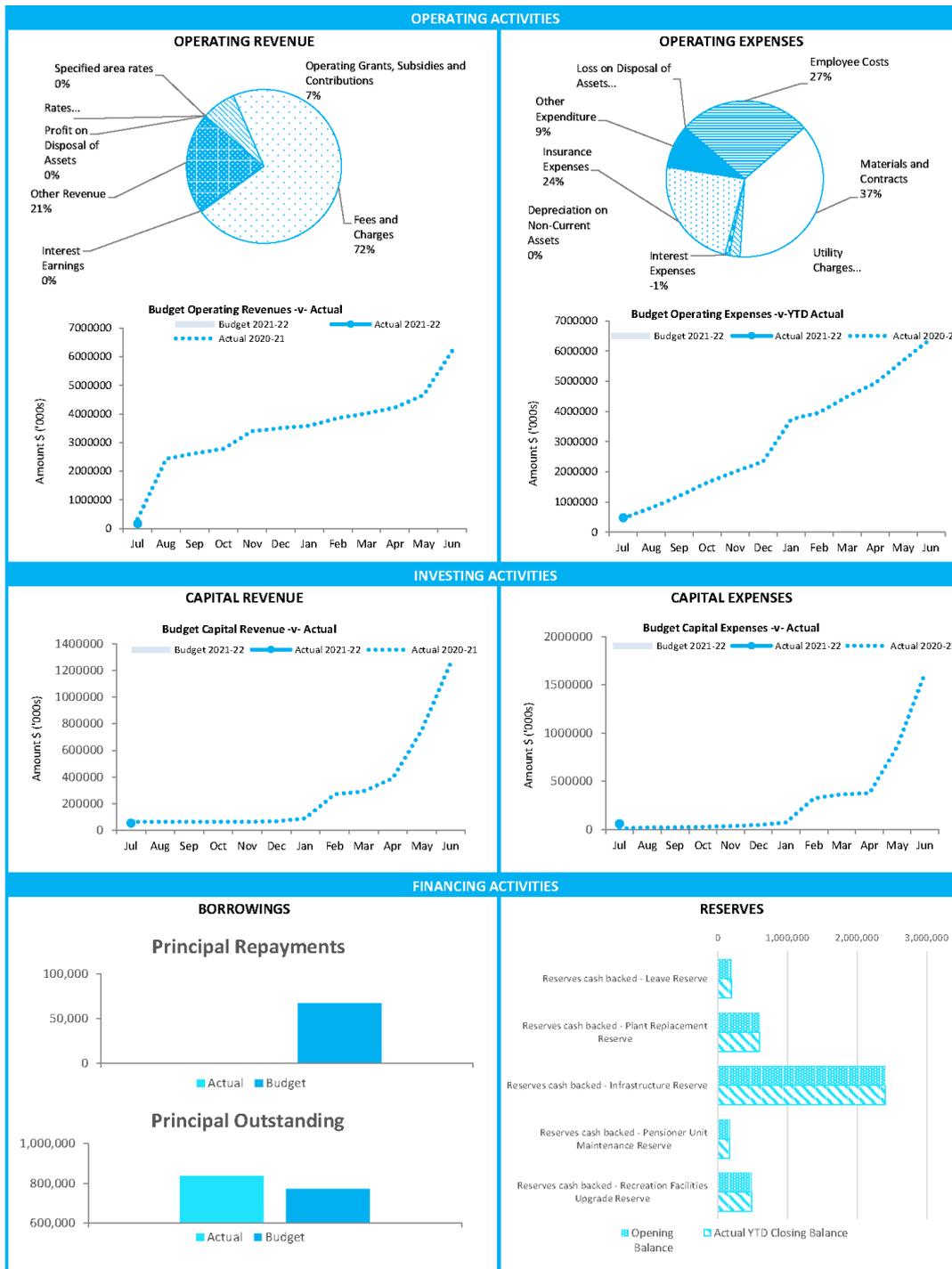
Statement of Financial Activity by Program	5
Statement of Financial Activity by Nature or Type	7
Basis of Preparation	8
Note 1 Statement of Financial Activity Information	9
Note 2 Cash and Financial Assets	10
Note 3 Receivables	11
Note 4 Other Current Assets	12
Note 5 Payables	13
Note 6 Rate Revenue	14
Note 7 Disposal of Assets	15
Note 8 Capital Acquisitions	16
Note 9 Borrowings	21
Note 10 Cash Reserves	22
Note 11 Other Current Liabilities	23
Note 12 Operating grants and contributions	24
Note 13 Non operating grants and contributions	25
Note 14 Bond Liability	26
Note 15 Budget Amendments	27
Note 16 Explanation of Material Variances	31

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 2021

SUMMARY INFORMATION - GRAPHS



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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JULY 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

STATUTORY REPORTING PROGRAMS

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1(c)	1,780,950	1,780,950	1,813,502	32,552	1.83%	
Revenue from operating activities							
Governance		15,310	0	0	0	0.00%	
General purpose funding - general rates	6	1,425,451	0	0	0	0.00%	
General purpose funding - other		990,515	1,744	2,199	455	26.09%	
Law, order and public safety		88,181	18,750	18,033	(717)	(3.82%)	
Health		1,800	425	298	(127)	(29.88%)	
Housing		132,470	10,736	12,032	1,296	12.07%	
Community amenities		340,884	8,534	13,104	4,570	53.55%	
Recreation and culture		358,670	30,770	62,136	31,366	101.94%	▲
Transport		521,522	5,571	0	(5,571)	(100.00%)	▼
Economic services		873,228	56,585	55,586	(999)	(1.77%)	
Other property and services		40,000	3,333	13,047	9,714	291.45%	▲
		4,788,031	136,448	176,435	39,987		
Expenditure from operating activities							
Governance		(337,247)	(82,789)	(40,972)	41,817	50.51%	▲
General purpose funding		(117,947)	(8,279)	(12,228)	(3,949)	(47.70%)	
Law, order and public safety		(310,286)	(35,663)	(44,042)	(8,379)	(23.49%)	▼
Health		(90,370)	(4,783)	(4,454)	329	6.88%	
Housing		(218,961)	(23,752)	(17,501)	6,251	26.32%	▲
Community amenities		(694,962)	(57,938)	(40,605)	17,333	29.92%	▲
Recreation and culture		(2,220,762)	(201,723)	(131,872)	69,851	34.63%	▲
Transport		(1,778,107)	(101,618)	(90,142)	11,476	11.29%	▲
Economic services		(1,068,714)	(51,530)	(52,400)	(870)	(1.69%)	
Other property and services		(39,500)	(57,895)	(44,216)	13,679	23.63%	▲
		(6,876,856)	(625,970)	(478,432)	147,538		
Non-cash amounts excluded from operating activities	1(a)	1,810,040	148,936	0	(148,936)	(100.00%)	▼
Amount attributable to operating activities		(278,785)	(340,586)	(301,997)	38,589		
Investing Activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,031,415	20,000	53,803	33,803	169.02%	▲
Proceeds from disposal of assets	7	245,273	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,574,525)	(30,000)	(61,928)	(31,928)	(106.43%)	▼
Amount attributable to investing activities		(1,297,837)	(10,000)	(8,125)	1,875		
Financing Activities							
Transfer from reserves	10	1,174,998	0	0	0	0.00%	
Repayment of debentures	9	(67,132)	0	0	0	0.00%	
Transfer to reserves	10	(1,312,194)	0	(343)	(343)	0.00%	
Amount attributable to financing activities		(204,328)	0	(343)	(343)		
Closing funding surplus / (deficit)	1(c)	0	1,430,364	1,503,037			

KEY INFORMATION

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

The material variance adopted by Council for the 2021-22 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 JULY 2021

NATURE OR TYPE DESCRIPTIONS

REVENUE

EXPENSES

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.

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.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

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.

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 a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

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.

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

INSURANCE

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

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.

LOSS ON ASSET DISPOSAL

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

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.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

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.

INTEREST EXPENSES

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

OTHER REVENUE / INCOME

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

OTHER EXPENDITURE

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

PROFIT ON ASSET DISPOSAL

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

BY NATURE OR TYPE

	Ref Note	Adopted Budget \$	YTD Budget (a) \$	YTD Actual (b) \$	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
					\$	%	
Opening funding surplus / (deficit)	1(c)	1,780,950	1,780,950	1,813,502	32,552	1.83%	
Revenue from operating activities							
Rates	6	1,425,451	0	0	0	0.00%	
Specified area rates	6	36,884	0	0	0	0.00%	
Operating grants, subsidies and contributions	12	1,463,615	13,588	12,650	(938)	(6.90%)	
Fees and charges		1,681,997	106,770	126,010	19,240	18.02%	▲
Interest earnings		8,640	617	631	14	2.27%	
Other revenue		146,671	15,473	37,144	21,671	140.06%	▲
Profit on disposal of assets	7	24,773	0	0	0	0.00%	
		4,788,031	136,448	176,435	39,987		
Expenditure from operating activities							
Employee costs		(2,287,732)	(156,847)	(132,648)	24,199	15.43%	▲
Materials and contracts		(2,155,494)	(185,914)	(181,718)	4,196	2.26%	
Utility charges		(178,475)	(14,940)	(10,961)	3,979	26.63%	
Depreciation on non-current assets		(1,753,645)	(148,936)	0	148,936	100.00%	▲
Interest expenses		(24,622)	4,321	4,320	(1)	0.02%	
Insurance expenses		(192,630)	(89,493)	(113,749)	(24,256)	(27.10%)	▼
Other expenditure		(203,090)	(34,161)	(43,676)	(9,515)	(27.85%)	▼
Loss on disposal of assets	7	(81,168)	0	0	0	0.00%	
		(6,876,856)	(625,970)	(478,432)	147,538		
Non-cash amounts excluded from operating activities							
	1(a)	1,810,040	148,936	0	(148,936)	(100.00%)	▼
Amount attributable to operating activities		(278,785)	(340,586)	(301,997)	38,589		
Investing activities							
Proceeds from non-operating grants, subsidies and contributions	13	1,031,415	20,000	53,803	33,803	169.02%	▲
Proceeds from disposal of assets	7	245,273	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	8	(2,574,525)	(30,000)	(61,928)	(31,928)	(106.43%)	▼
Amount attributable to investing activities		(1,297,837)	(10,000)	(8,125)	1,875		
Financing Activities							
Transfer from reserves	10	1,174,998	0	0	0	0.00%	
Repayment of debentures	9	(67,132)	0	0	0	0.00%	
Transfer to reserves	10	(1,312,194)	0	(343)	(343)	0.00%	
Amount attributable to financing activities		(204,328)	0	(343)	(343)		
Closing funding surplus / (deficit)	1(c)	0	1,430,364	1,503,037	72,673		

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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 JULY 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 31 July 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 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	(24,773)	0	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)		0	0	0
Movement in contract liabilities (non-current)				0
Movement in lease liabilities (non-current)				0
Movement in other provisions (non-current)				0
Add: Loss on asset disposals	7	81,168	0	0
Add: Loss on revaluation of non current assets		0	0	0
Add: Change in accounting policies				
Add: Depreciation on assets		1,753,645	148,936	0
Total non-cash items excluded from operating activities		1,810,040	148,936	0

(b) Adjustments to net current assets in the Statement of Financial Activity

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

		Last Year Closing 30 June 2021	This Time Last Year 31 July 2020	Year to Date 31 July 2021
Adjustments to net current assets				
Less: Reserves - restricted cash	10	(3,901,203)	(1,303,973)	(3,901,546)
Add: Borrowings	9	74,957	50,599	74,957
Total adjustments to net current assets		(3,826,246)	(1,253,374)	(3,826,589)

(c) Net current assets used in the Statement of Financial Activity

Current assets				
Cash and cash equivalents	2	6,875,899	3,716,635	6,386,755
Rates receivables	3	14,153	252,012	13,344
Receivables	3	205,267	183,098	268,341
Other current assets	4	146,056	156,048	122,963
Less: Current liabilities				
Payables	5	(972,032)	(199,747)	(760,708)
Borrowings	9	(74,957)	(50,599)	(74,957)
Contract liabilities	11	(336,526)	0	(407,710)
Provisions	11	(218,112)	(208,068)	(218,402)
Less: Total adjustments to net current assets	1(b)	(3,826,246)	(1,253,374)	(3,826,589)
Closing funding surplus / (deficit)		1,813,502	2,596,005	1,503,037

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.

SHIRE OF SHARK BAY | 9

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

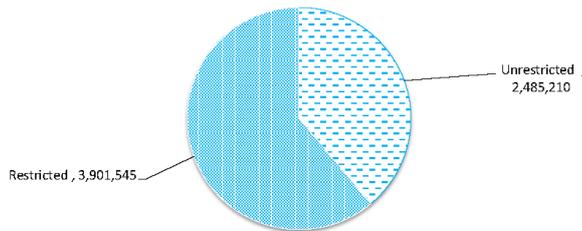
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES
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	227,161	0	227,161	0	Bankwest	0.01%	At Call
Municipal Telenet Saver	Cash and cash equivalents	2,257,149	0	2,257,149	0	Bankwest	0.15%	At Call
Trust Bank Account	Cash and cash equivalents	0	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	3,901,366	3,901,366	0	Bankwest	0.15%	At Call
Till Floats	Cash and cash equivalents	900	0	900	0	N/A	0.00%	On Hand
Total		2,485,210	3,901,545	6,386,755	0			
Comprising								
Cash and cash equivalents		2,485,210	3,901,545	6,386,755	0			
		2,485,210	3,901,545	6,386,755	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.



MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

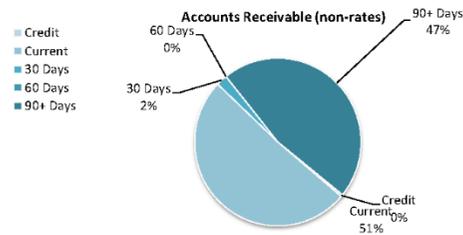
OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Rates receivable	30 Jun 2021	31 Jul 2021
	\$	\$
Opening arrears previous years	32,544	14,153
Levied this year	1,773,706	71
Less - collections to date	(1,770,286)	(880)
Equals current outstanding	14,153	13,344
Net rates collectable	14,153	13,344
% Collected	98%	6.2%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,027)	132,486	5,583	55	121,196	258,293
Percentage	(0.4%)	51.3%	2.2%	0%	46.9%	
Balance per trial balance						
Sundry receivable						258,293
GST and FBT receivable						8,423
Tenancy Bond - 12 Mead Street						1,360
ESL Levied						25
State Revenue Pensioner Rebate						240
Total receivables general outstanding						268,341
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.



MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES
NOTE 4
OTHER CURRENT ASSETS

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 July 2021
	\$	\$	\$	\$
Other current assets				
Inventory				
Fuel and materials	26,431		0	26,431
Merchandise	96,532		0	96,532
Prepayments				
Prepayments	0		0	0
Accrued income	23,093		(23,093)	0
Total other current assets	146,056	0	(23,093)	122,963
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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

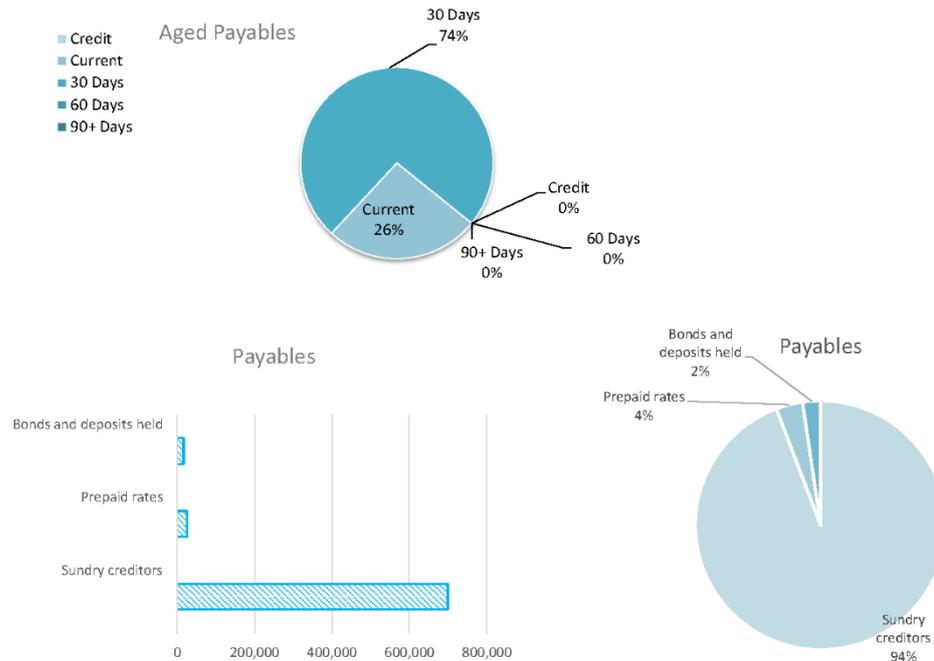
OPERATING ACTIVITIES
NOTE 5
Payables

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	182,013	517,484	0	0	699,497
Percentage	0%	26%	74%	0%	0%	
Balance per trial balance						
Sundry creditors						699,497
Prepaid rates						25,504
Bonds and deposits held						17,239
Payables - Other						7,468
Total payables general outstanding						760,708

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.



MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

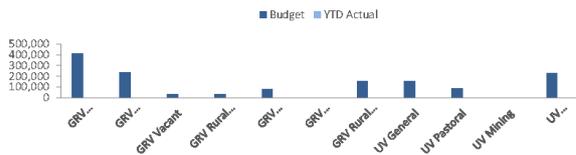
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES NOTE 6 RATE REVENUE

General rate revenue	Budget						YTD Actual				
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue \$	Interim Rate \$	Back Rate \$	Total Revenue \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$
RATE TYPE											
Gross rental value											
GRV Residential	0.10593	326	3,906,042	413,751	0	0	413,751	0	0	0	0
GRV Commercial	0.10886	41	2,135,007	232,406			232,406	0	0	0	0
GRV Vacant	0.10593	18	330,101	34,966	0	0	34,966	0	0	0	0
GRV Rural Commercial	0.11009	5	315,380	34,721	0	0	34,721	0	0	0	0
GRV Industrial / Residential	0.11722	48	658,843	77,228	0	0	77,228	0	0	0	0
GRV Industrial / Residential Vacant	0.10593	0	0	0	0	0	0	0	0	0	0
GRV Rural Resort	0.11621	2	1,346,800	156,506	0	0	156,506	0	0	0	0
Unimproved value											
UV General	0.21330	7	714,543	152,412	0	0	152,412	0	0	0	0
UV Pastoral	0.14608	11	598,906	87,487	0	0	87,487	0	0	0	0
UV Mining	0.29093	1	8,500	2,473	0	0	2,473	0	0	0	0
UV Exploration	0.27973	10	816,219	228,318	0	0	228,318	0	0	0	0
Sub-Total		469	10,830,341	1,420,268	0	0	1,420,268	0	0	0	0
Minimum payment		Minimum \$									
Gross rental value											
GRV Residential	898	50	372,152	44,900	0	0	44,900	0	0	0	0
GRV Commercial	898	17	93,833	15,266	0	0	15,266	0	0	0	0
GRV Vacant	898	81	256,029	72,738	0	0	72,738	0	0	0	0
GRV Rural Commercial	898	0	0	0	0	0	0	0	0	0	0
GRV Industrial / Residential	898	2	12,741	1,796	0	0	1,796	0	0	0	0
GRV Industrial / Residential Vacant	560	0	0	0	0	0	0	0	0	0	0
GRV Rural Resort	898	0	0	0	0	0	0	0	0	0	0
Unimproved value											
UV General	754	6	9,438	4,524	0	0	4,524	0	0	0	0
UV Pastoral	943	0	0	0	0	0	0	0	0	0	0
UV Mining	943	1	700	943	0	0	943	0	0	0	0
UV Exploration	943	1	2,115	943	0	0	943	0	0	0	0
Sub-total		158	747,008	141,110	0	0	141,110	0	0	0	0
Concession							(135,927)				0
Amount from general rates							1,425,451				0
Total general rates							1,425,451				0
Specified area rates		Rate in \$ (cents)									
Monkey Mia Bore Replacement	0.028372		1,300,000	36,884	0	0	36,884	0	0	0	0
Total specified area rates			1,300,000	36,884	0	0	36,884	0	0	0	0
Total							1,462,335				0

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.



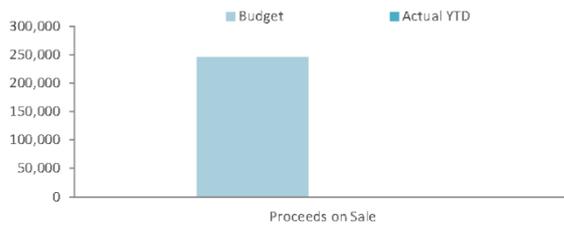
MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES
NOTE 7
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Governance								
MV188	CEO Vehicle	53,298	57,273	3,975	0	0	0	0	0
MV194	EMFA Vehicle	13,665	25,000	11,335	0	0	0	0	0
	Economic services								
MV195	EMCD Vehicle	15,537	25,000	9,463	0	0	0	0	0
	Transport								
MV198	Dual Cab Ute - Gardener	22,582	25,000	2,418	0	0	0	0	0
MV197	Dual Cab Ute - Ranger	22,582	25,000	2,418	0	0	0	0	0
MV163	Refuse Site Loader	90,665	40,000	0	(50,665)	0	0	0	0
MV167	3 Tonne Town Truck	28,336	18,000	0	(10,336)	0	0	0	0
MV168	5 Tonne Town Truck	55,003	30,000	0	(25,003)	0	0	0	0
		301,668	245,273	29,609	(86,004)	0	0	0	0



MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	170,000	0	0	0
Buildings - specialised	425,287	20,000	49,165	29,165
Furniture and equipment	20,000	0	0	0
Plant and equipment	605,100	0	45	45
Heritage Assets	50,000	0	0	0
PPE - user defined 2				0
PPE - user defined 3				0
PPE - user defined 4				0
PPE - user defined 5				0
Infrastructure - roads other	369,958	0	2,848	2,848
Infrastructure - roads town	430,000	0	0	0
Infrastructure - footpaths	319,000	0	0	0
Infrastructure - drainage				0
Infrastructure - streetscapes				0
Infrastructure - public facilities	185,180	10,000	9,870	(130)
Total Capital Acquisitions	2,574,525	30,000	61,928	31,928
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
Capital grants and contributions	1,031,415	20,000	53,803	33,803
Other (disposals & C/Fwd)	245,273	0	0	0
Cash backed reserves				
Reserves cash backed - Plant Replacement Reserve	359,827	0	0	0
Reserves cash backed - Infrastructure Reserve	730,171	0	0	0
Reserves cash backed - Pensioner Unit Maintenance Reserve	35,000	0	0	0
Reserves cash backed - Recreation Facilities Upgrade Reserve	50,000	0	0	0
Contribution - operations	122,839	10,000	8,125	(1,875)
Capital funding total	2,574,525	30,000	61,928	31,928

SIGNIFICANT ACCOUNTING POLICIES

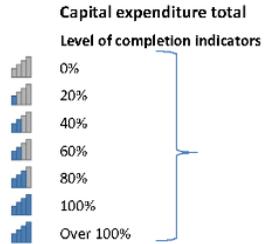
All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS (CONTINUED)



Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

	Account Description	Strategic Plan Reference	Class	Adopted			Variance (Under)/Over
				Budget	YTD Budget	YTD Actual	
	05204736 Shire Office Asbestos Removal	3.1, 4.1	Buildings	75,000	0	0	0
	09128001 Capital Works 5 Spaven Way	4.1	Buildings	10,000	0	0	0
	09128020 Capital Works 65 Brockman St	4.1	Buildings	10,000	0	0	0
	09128040 Capital Works 80 Durlacher St	4.1	Buildings	10,000	0	0	0
	09128050 Capital Works 51 Durlacher St	4.1	Buildings	10,000	0	0	0
	25104785 Pensioner Units Capital	4.1	Buildings	45,000	0	0	0
	Pensioner Shed Door/Water Pipe						
	25104790 Replacement	4.1	Buildings	10,000	0	0	0
			Buildings Total	170,000	0	0	0

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

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

			Adopted			
Account Description	Strategic Plan Reference	Class	Budget	YTD Budget	YTD Actual	Variance (Under)/Over
5204975 Office Furniture & Equipment	4.1, 7.1	Furniture & equipment	20,000	0	0	0
Furniture & Equipment Total			20,000	0	0	0
 30404756 Morgue Building	4.1	Buildings - Specialised	70,000	15,000	15,129	(129)
<i>Comments: Project has commenced</i>						
 35104705 Town Hall Asbestos Removal	3.1, 4.1	Buildings - Specialised	75,000	0	0	0
 35104706 Town Hall Access	4.1, 5.1, 5.2	Buildings - Specialised	40,000	0	0	0
 35104733 Mens Shed Building	5.1	Buildings - Specialised	110,287	0	1,200	(1,200)
 35104734 Mens Shed Site Works	5.1	Buildings - Specialised	10,000	0	0	0
<i>Comments: Men Shed has commenced</i>						
 36004993 SBDC Door Upgrade	4.1, 5.1, 5.2	Buildings - Specialised	25,000	0	0	0
36004994 SBDC Roof Upgrade	4.1, 5.1, 5.2	Buildings - Specialised	30,000	0	0	0
 36004997 SBDC Lighting Upgrade	4.1, 5.1, 5.2	Buildings - Specialised	5,000	5,000	5,199	(199)
 36004998 SBDC Airconditioner Upgrade	4.1, 5.1, 5.2	Buildings - Specialised	50,000	0	0	0
 45104722 Depot Office Awning	4.1	Buildings - Specialised	10,000	0	0	0
 10305311 DFES - SES Capital Expenditure	4.1	Buildings - Specialised	0	0	27,637	(27,637)
Buildings - Specialised Total			425,287	20,000	49,165	(29,165)
 35605182 Heritage Stables Refurbishment	4.1	Heritage Assets	50,000	0	0	0
Heritage Assets Total			50,000	0	0	0
Footpath Construction (As Per Denham						
 45145251 Footpath Plan)	1.1, 4.1, 5.1	Infrastructure - footpaths	59,000	0	0	0
 45145257 Francis Street Lighting	1.1, 4.1, 5.1	Infrastructure - footpaths	80,000	0	0	0
<i>Comments: Project committed - contactor awaiting supply of lights.</i>						
 45145259 Stella Rowley Drive Dual Footpath	1.1, 4.1, 5.1	Infrastructure - footpaths	100,000	0	0	0
 45145258 Stella Rowley Drive Lighting	1.1, 4.1, 5.1	Infrastructure - footpaths	80,000	0	0	0
<i>Comments: Project committed - contactor awaiting supply of lights.</i>						
Infrastructure - footpaths Total			319,000	0	0	0

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

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

Account Description	Strategic Plan Reference	Class	Adopted		YTD Actual	Variance (Under)/Over
			Budget	YTD Budget		
30401932 Cemetery Shade	4.1	Infrastructure - public facilities	5,000	0	0	0
30445151 Hamelin Pool Carpark	4.1	Infrastructure - public facilities	10,000	0	0	0
35205537 Adventure Park Lighting Upgrade	4.1, 5.1, 5.2	Infrastructure - public facilities	15,000	0	0	0
35302284 Little Lagoon Upgrades, Gazebo, Bollards and Signage	3.1, 4.1	Infrastructure - public facilities	35,000	0	0	0
35302285 Little Lagoon Trail Planning	3.1, 4.2	Infrastructure - public facilities	19,980	10,000	9,870	130
35304741 Recreation Centre Panel And Paint Upgrade	4.1	Infrastructure - public facilities	50,000	0	0	0
35305508 Skate Park Upgrade	4.1, 5.1, 5.2	Infrastructure - public facilities	30,200	0	0	0
35305560 Charlie Sappie Park Bed Removal and Replacement	4.1	Infrastructure - public facilities	20,000	0	0	0
Infrastructure - public facilities Total			185,180	10,000	9,870	130
45150038 RRG Useless Loop Road 20-21	1.1	Infrastructure - roads other	0	0	2,848	(2,848)
<i>Comments: Project in progress</i>						
45150040 RRG Useless Loop Road 21-22	1.1	Infrastructure - roads other	229,958	0	0	
45150041 RRG Eagle Bluff Road 21-22	1.1	Infrastructure - roads other	140,000	0	0	0
Infrastructure - roads other Total			369,958	0	2,848	(2,848)
45180092 R2R Durlacher Street 21-22	1.1	infrastructure - roads town	430,000	0	0	
45180091 R2R Brockman Street 20-21	1.1	Infrastructure - roads town	0	0	0	0
<i>Comment: Brockman Street works in progress.</i>						
Infrastructure - roads town Total			430,000	0	0	0

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

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

	Account Description	Strategic Plan Reference	Class	Adopted			Variance (Under)/Over
				Budget	YTD Budget	YTD Actual	
	45205475 Major Plant items - Capital	4.1	Plant and equipment	20,000	0	45	(45)
	45205346 Town Gardener's Ute	4.1	Plant and equipment	46,000	0	0	0
	45205501 Town Truck - 5 Tonne	4.1	Plant and equipment	80,000	0	0	0
	45205502 Town Truck - 3 Tonne	4.1	Plant and equipment	65,000	0	0	0
	45205504 Refuse Site Loader	4.1	Plant and equipment	220,000	0	0	0
	45205515 Rangers Vehicle	4.1	Plant and equipment	46,000	0	0	0
	50104002 EMCD Vehicle	4.1	Plant and equipment	35,000	0	0	0
	5205335 CEO Vehicle Replacement	4.1	Plant and equipment	58,100	0	0	0
	5205338 EMFA Vehicle Replacement	4.1	Plant and equipment	35,000	0	0	0
	Plant and equipment Total			605,100	0	45	(45)
	Grand Total			2,574,525	30,000	61,928	(31,928)

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

FINANCING ACTIVITIES
NOTE 9
BORROWINGS

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Recreation and culture										
Town Oval Bore	58	767,895	0	0	0	32,829	767,895	735,066	(3,525)	22,040
Economic services										
Monkey Mia Bore	57	70,012	0	0	0	34,303	70,012	35,709	(796)	2,582
Total		837,907	0	0	0	67,132	837,907	770,775	(4,321)	24,622
Current borrowings		67,132					74,957			
Non-current borrowings		770,775					762,950			
		837,907					837,907			

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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES
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	195,536	350	17	0	0	0	0	195,886	195,553
Reserves cash backed - Plant Replacement Reserve	595,873	500	53	350,000	0	(359,827)	0	586,546	595,926
Reserves cash backed - Infrastructure Reserve	2,401,214	1,500	211	874,154	0	(730,171)	0	2,546,697	2,401,425
Reserves cash backed - Pensioner Unit Maintenance Reserve	172,508	120	15	35,000	0	(35,000)	0	172,628	172,523
Reserves cash backed - Recreation Facilities Upgrade Reserve	484,265	500	42	50,000	0	(50,000)	0	484,765	484,307
Reserves cash backed - Monkey Mia Jetty Reserve	22,155	30	2	0	0	0	0	22,185	22,157
Reserves cash backed - Share Fire System Reserve	29,652	40	3	0	0	0	0	29,692	29,655
	3,901,203	3,040	343	1,309,154	0	(1,174,998)	0	4,038,399	3,901,546

KEY INFORMATION

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2021

OPERATING ACTIVITIES NOTE 11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 July 2021
		\$	\$	\$	\$
Other current liabilities					
Contract liabilities					
Unspent grants, contributions and reimbursements					
- operating	12	33,396	120,000	(22,650)	130,746
- non-operating	13	303,130	27,637	(53,803)	276,964
Total unspent grants, contributions and reimbursements		336,526	147,637	(76,453)	407,710
Provisions					
Annual leave		113,343	290	0	113,633
Long service leave		104,769	0	0	104,769
Total Provisions		218,112	290	0	218,402
Total other current assets		554,638	147,927	(76,453)	626,112
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.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 12
OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent operating grant, subsidies and contributions liability					Operating grants, subsidies and contributions revenue					
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 Jul 2021	Current Liability 31 Jul 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	0	714,127	0	714,127	0
WALGGC - Grants Commission - Roads	0	0	0	0	0	208,136	0	208,136	0	208,136	0
Law, order, public safety											
FESA Grant - Bush Fire Brigade	2,517	0	(1,600)	917	917	10,069	2,517	10,069	0	10,069	1,600
FESA Grant - SES	11,050	0	(11,050)	0	0	46,315	11,050	46,315	0	46,315	11,050
FESA Grant - AWARE Funding	19,829	0	0	19,829	19,829	19,829	0	19,829	0	19,829	0
Transport											
Main Roads Road WA Preservation Grant	0	0	0	0	0	124,069	0	124,069	0	124,069	0
Main Roads WA Useless Loop Maintenance	0	0	0	0	0	330,000	0	330,000	0	330,000	0
Economic services											
Department of Communities - Thank A Volunteer	0	0	0	0	0	700	0	700	0	700	0
	33,396	0	(12,650)	20,746	20,746	1,453,245	13,567	1,453,245	0	1,453,245	12,650
Operating contributions											
Recreation and culture											
Contributions - HMAS Sydney Exhibit	0	0	0	0	0	250	21	200	0	200	0
Transport											
DPLH - Natural Gas Pipeline Corridor Road Maintenance Contribution	0	0	0	0	0	10,120	0	0	0	0	0
Economic services											
RAC Caravan Park Rental (Full Year Expiry)	0	120,000	(10,000)	110,000	110,000	0	0	0	0	0	0
	0	120,000	(10,000)	110,000	110,000	10,370	21	200	0	200	0
TOTALS	33,396	120,000	(22,650)	130,746	130,746	1,463,615	13,588	1,453,445	0	1,453,445	12,650

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 13
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue					
	Liability	Increase	Liability	Liability	Current	Adopted Budget	YTD	Annual	Budget	Expected	YTD Revenue
	1 July 2021	in	Reduction	31 Jul 2021	Liability	Revenue	Budget	Budget	Variations		Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Non-operating grants and subsidies											
Housing											
CHO Pensioner Unit Roof Upgrade	20,000	0	0	20,000	20,000	20,000	20,000	0	0	20,000	0
Recreation and culture											
FESA SES - Rear Verandah	0	27,637	(27,637)	0	0	0	0	0	0	0	27,637
Little Lagoon WA State Trail Planning Program	10,580	0	(5,527)	5,053	5,053	13,640	0	0	0	0	5,527
Gaming Community Chest - Mens Shed	0	0	0	0	0	110,287	0	0	0	0	0
Transport											
RRG Grants - Capital Projects	0	0	0	0	0	213,305	0	213,305	0	213,305	0
Roads to Recovery - Capital Projects	3,235	0	0	3,235	3,235	297,245	0	297,245	0	297,245	0
Local Roads and Community Infrastructure	269,315	0	(20,639)	248,676	248,676	376,938	0	376,938	0	376,938	20,639
	303,130	27,637	(53,803)	276,964	276,964	1,031,415	20,000	907,488	0	907,488	53,803

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

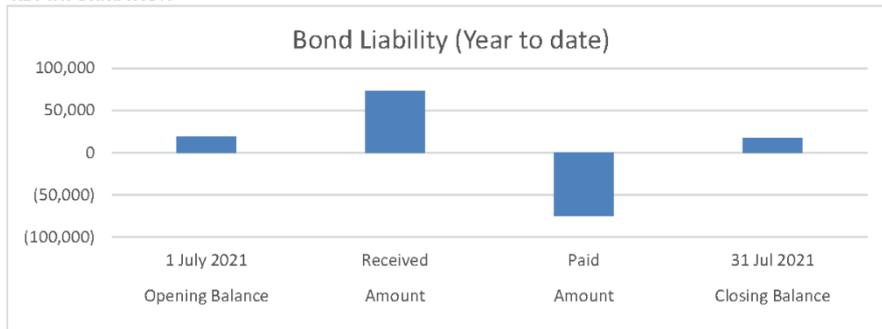
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2021

NOTE 14
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	Amount	Amount	Closing Balance
	1 July 2021	Received	Paid	31 Jul 2021
	\$	\$	\$	\$
CITF Levy	0	0	0	0
Library Card Bond	50	0	0	50
Bookeasy- Sales	1,143	45,815	(46,353)	605
Kerb/Footpath Deposit	6,800	0	0	6,800
Bond Key	5,050	260	(200)	5,110
Equipment Bond	200	0	0	200
Hall Bond	825	0	0	825
Police Licensing	2,106	26,324	(27,289)	1,141
Building Licence Levy	0	993	(993)	0
Road Reserve - Hughes Street	2,298	0	0	2,298
Rates Unidentified Deposit	210	0	0	210
	18,682	73,392	(74,835)	17,239

KEY INFORMATION



MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JULY 2021

NOTE 16 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 2021-22 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	0	0.00%	Timing	No Reportable Variance
General purpose funding - rates	0	0.00%	Timing	No Reportable Variance
General purpose funding - other	455	26.09%	Timing	No Reportable Variance
Law, order and public safety	(717)	(3.82%)	Timing	No Reportable Variance
Health	(127)	(29.88%)	Timing	No Reportable Variance
Housing	1,296	12.07%	Timing	No Reportable Variance
Community amenities	4,570	53.55%	Timing	No Reportable Variance
Recreation and culture	31,366	101.94%	▲ Permanent	Increases in SBDC Sales and Commission and CDP Employer Incentive in excess of YTD Budget
Transport	(5,571)	(100.00%)	▼ Timing	No Reportable Variance
Economic services	(999)	(1.77%)	Timing	No Reportable Variance
Other property and services	9,714	291.45%	▲ Permanent	CDP Employment Incentive Funding not included in Budget
Expenditure from operating activities				
Governance	41,817	50.51%	▲ Timing	Governance expenditure less than YTD Budget
General purpose funding	(3,949)	(47.70%)	Timing	No Reportable Variance
Law, order and public safety	(8,379)	(23.49%)	▼ Timing	Variance due to Depreciation not run until Audit Completion
Health	329	6.88%	Timing	No Reportable Variance
Housing	6,251	26.32%	▲ Timing	Variance due to Depreciation not run until Audit Completion
Community amenities	17,333	29.92%	▲ Timing	Refuse Operating Expenditure less than YTD Budget
Recreation and culture	69,851	34.63%	▲ Timing	Variance due to Depreciation not run until Audit Completion
Transport	11,476	11.29%	▲ Timing	Variance due to Depreciation not run until Audit Completion
Economic services	(870)	(1.69%)	Timing	No Reportable Variance
Other property and services	13,679	23.63%	▲ Timing	Variance due to Depreciation not run until Audit Completion
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	33,803	169.02%	▲ Timing	FESA Capital Grant received for SES Rear Verandah not included in budget (Offset by Expenditure below)
Proceeds from disposal of assets	0	0.00%	Timing	No Reportable Variance
Payments for property, plant and equipment and infrastructure	(31,928)	(106.43%)	▼ Timing	SES Rear Verandah not included in Budget - Refer No Operating Grant Received above
Financing activities				
Proceeds from new debentures	0	0.00%	Timing	No Reportable Variance
Transfer from reserves	0	0.00%	Timing	Projects completed under budget resulting in less monies transferred out of reserves.
Repayment of debentures	0	0.00%	Timing	No Reportable Variance
Transfer to reserves	(343)	0.00%	Timing	No Reportable Variance

SHIRE OF SHARK BAY | 27

25 AUGUST 2021

14.0 TOWN PLANNING REPORT

14.1 PROPOSED OUTBUILDING – LOT 17 (16) TERRY DESCHAMPS WAY, DENHAM P4200

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*

Officer Recommendation

That Council:

1. Note that the proposed outbuilding on Lot 17 (16) Terry Deschamps Way, Denham has been advertised for public comment. Advertising closed on the 19 August 2021 and no submissions have been received.
 2. Note that two options have been outlined in this report in regards to the proposed outbuilding.
 3. Determine to pursue:
- 3a Option 1 : Approve the Outbuilding

Determine that the outbuilding meets the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as 'it *does not detract from the streetscape or the visual amenity of residents of neighbouring properties*' and approve the Outbuilding on Lot 17 (16) Terry Deschamps Way, Denham subject to the following conditions:

- (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
- (ii) 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.
- (iii) The building is only approved for non habitable purposes and ancillary to the proposed dwelling.
- (iv) 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.

OR

- 3b. Option 2 – Refuse the Outbuilding proposed on Lot 17 (No 16) Terry Deschamps Way, Denham for the following reasons:

- (i) The outbuilding does not meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as the wall height will detract from the streetscape and the visual amenity of the adjacent lots.
- (ii) The proposed outbuilding will have a detrimental impact on streetscape.

25 AUGUST 2021

Moved Cr Smith
Seconded Cr Burton

Council Resolution

That Council suspend Standing Orders, clause 9.5 Limitation on number of speeches to be suspended at 4.00 pm for open discussion on Item 14.1 Proposed Outbuilding – Lot 17 (16) Terry Deschamps Way, Denham.

6/0 CARRIED

Moved Cr Smith
Seconded Cr Stubberfield

Council Resolution

To reinstate Standing Orders at 4.26 pm.

6/0 CARRIED

Moved Cr Smith
Seconded Cr Stubberfield

Council Resolution

That Council:

1. **Note that the proposed outbuilding on Lot 17 (16) Terry Deschamps Way, Denham has been advertised for public comment. Advertising closed on the 19 August 2021 and no submissions have been received.**
2. **Note that two options have been outlined in this report in regards to the proposed outbuilding.**
3. **Determine to pursue: Option 1 : Approve the Outbuilding**
Determine that the outbuilding meets the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as ‘it does not detract from the streetscape or the visual amenity of residents of neighbouring properties’ and approve the Outbuilding on Lot 17 (16) Terry Deschamps Way, Denham subject to the following conditions:
 - (i) **The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
 - (ii) **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.**
 - (iii) **The building is only approved for non habitable purposes and ancillary to the proposed dwelling.**
 - (iv) **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.**

6/0 CARRIED

25 AUGUST 2021

BACKGROUND

- **Zoning**

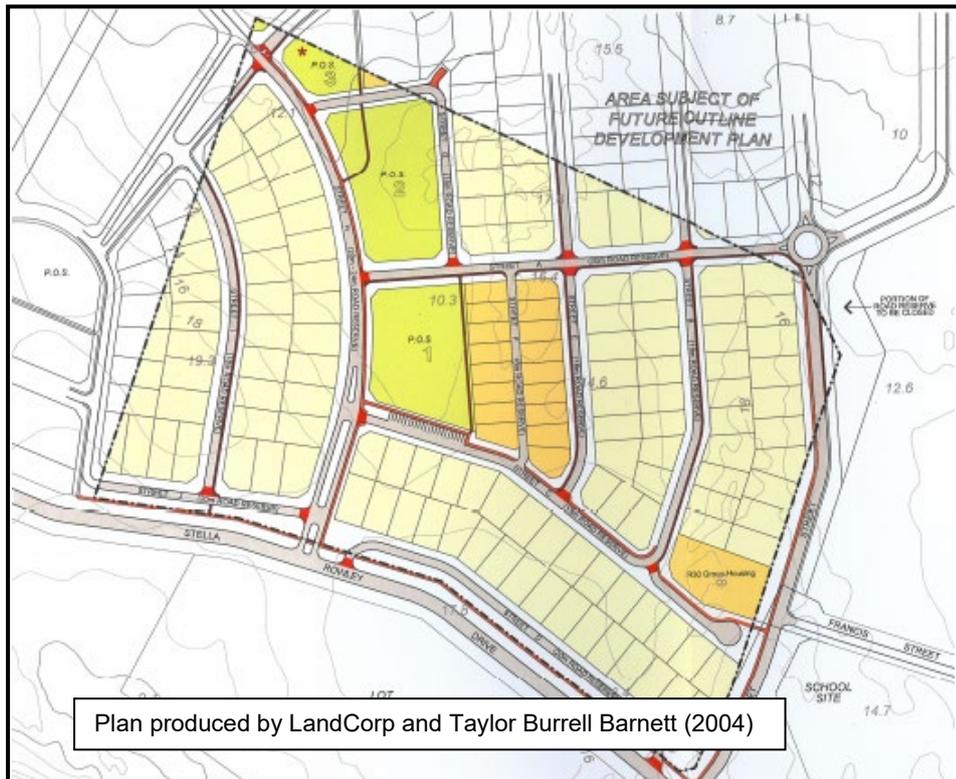
Lot 17 forms part of an area known as 'Denham Estate' which is land that was originally subdivided by LandCorp. Development WA is now the State Governments central development agency, and is responsible for the sale of land in Denham Estate.

The lot is zoned 'Residential' with a density code of R15 under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme') – refer location plan below.



There is an Outline Development Plan for the area and the existing Denham Estate subdivision proceeded as Stage 1.

25 AUGUST 2021



As part of subdivision, Design Guidelines for Denham Estate were prepared by Taylor Burrell Barnett (planning consultants) and were commissioned by LandCorp.

Compliance with the Guidelines is assessed by Zuideveld Marchant Hur architects on behalf of Development WA.

The Design Guidelines require owners or their agent to submit an Application for Design Guidelines Approval including all appropriate drawings, plans with a completed 'Design Guidelines Checklist' to the architects for assessment before lodging any planning and / or building permit application to the Shire.

Planning approval is required for any variation to the Residential Design Codes irrespective of compliance with the Design Guidelines.

Plans for a single house on Lot 17 were lodged in April 2021. The single house complied with the 'deemed to comply' requirements of the Residential Design Codes, so the house was exempt from the need for any planning approval in accordance with Clause 61 of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

The applicant was advised that the owners would need to lodge a separate application for the proposed outbuilding as it entails a proposed variation to the 'deemed to comply' wall height requirements.

Zuideveld Marchant Hur architects supported an outbuilding subject to it being designed in the same or complimentary materials, finishes, colours and roof type of the main dwelling.

25 AUGUST 2021

COMMENT

- ***Description of application***

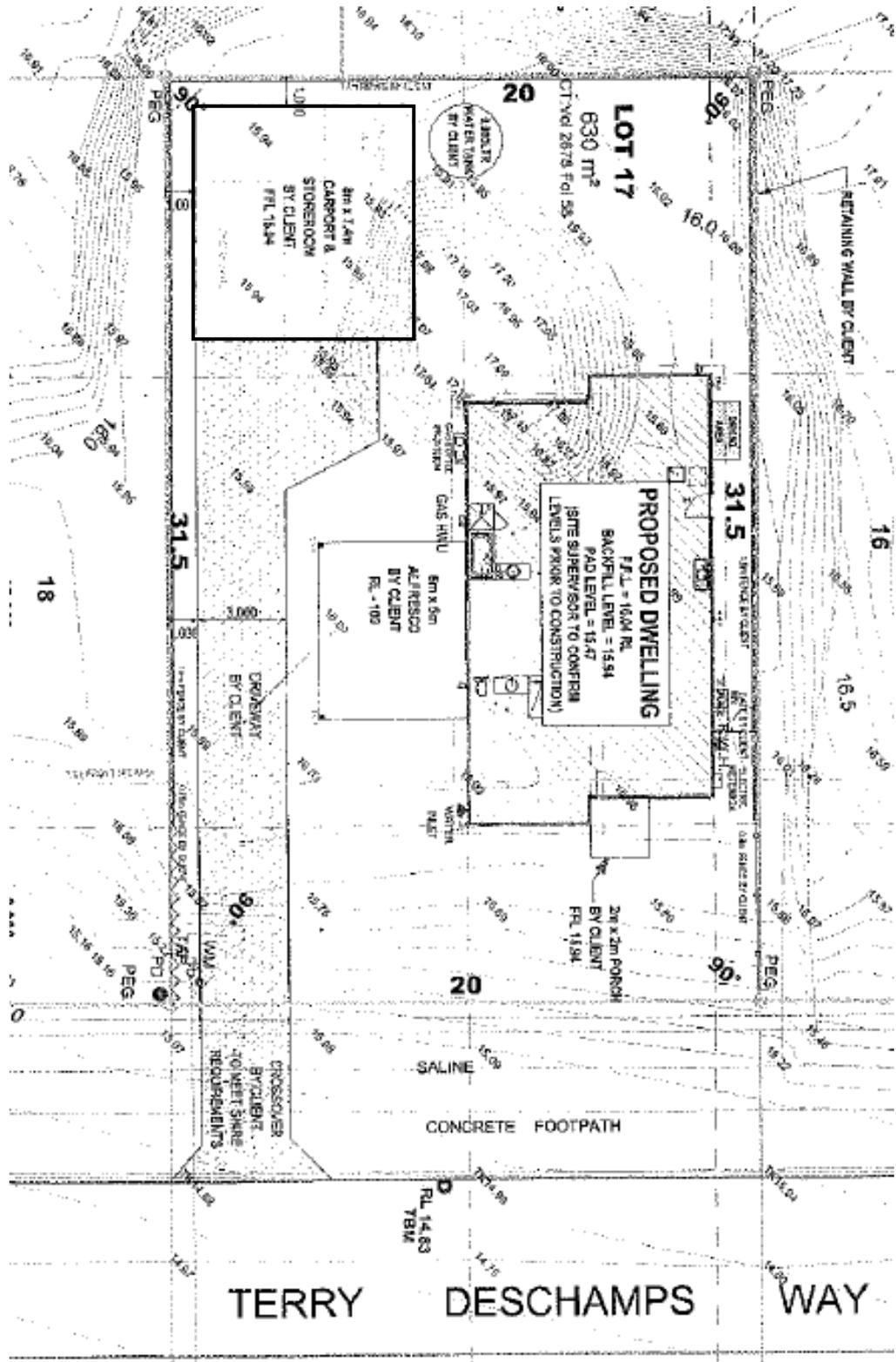
The applicant proposes a 57.84m² outbuilding with a one metre setback to the north (side) and east (rear) lot boundary. The owners already have a building permit for a single house on the lot, and the outbuilding is proposed to the north east of the proposed dwelling.

A site plan and elevations are included over page for ease of reference.

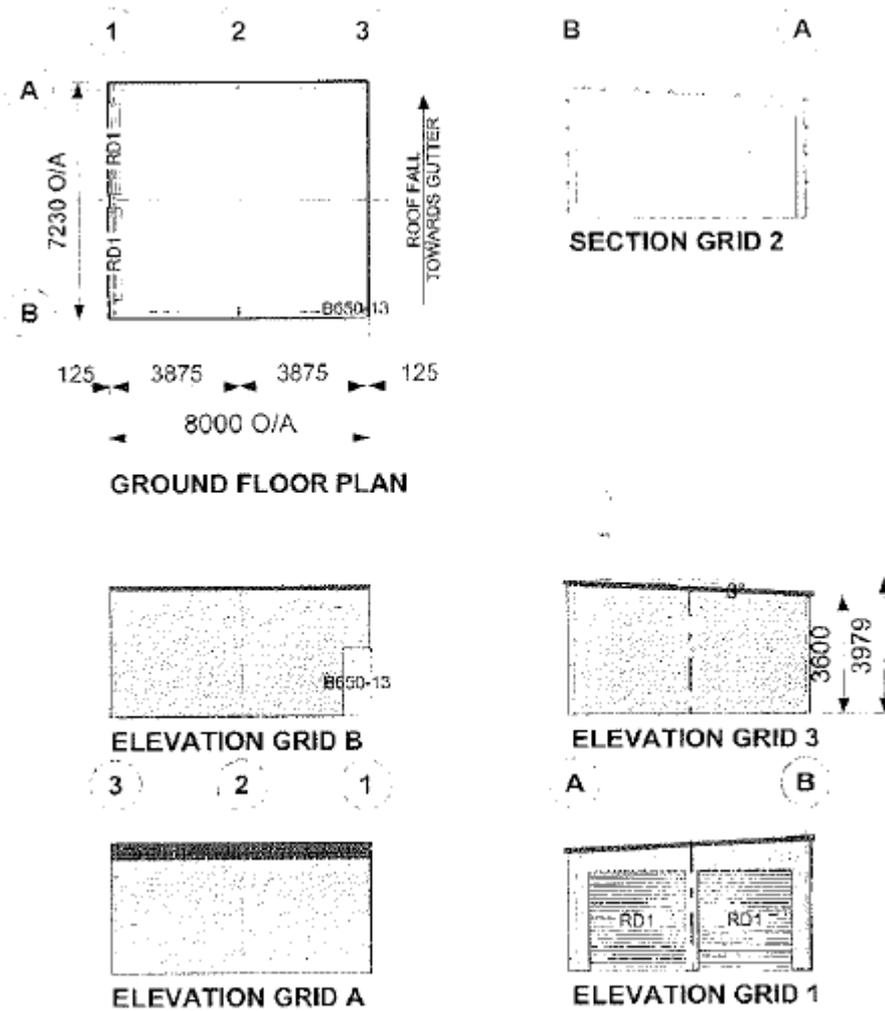
The applicant has advised that the colours of the outbuilding will match those proposed for the house, being windspray and shell gray. They have advised that the house pad has been prepared and it will be transported to the site within approximately 18 weeks.

A site plan and elevations are included over page for ease of reference.

25 AUGUST 2021



25 AUGUST 2021



• **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 B 'deemed to comply' criteria / Outbuildings that:	Officer Comment (Town Planning Innovations)
(i) individually or collectively does not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Complies. A floor area of 57.84m ² is proposed for the new outbuilding.
(ii) setback in accordance with Table 2a.	Complies. A one metre side and rear setback is proposed.
(iii) does not exceed a wall height of 2.4 metres	Variation. A wall height of 3.6 to 3.979 metre is proposed. The height varies due to the skillion roof design

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

(iv) does not exceed a ridge height of 4.2 metres	Complies. A ridge height of 3.979 metres is proposed for the skillion roof.
(vi) not located within the primary or secondary street setback area; and	Complies.
vi) do not reduce the open space and outdoor living area requirements in table 1.	Complies.

The 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 the application it is noted that:

1. An outbuilding with comparable wall heights of 3.588 to 4.2 metres was approved for Lot 31 (13) Mitchell Rise, Denham.
2. The outbuilding only entails one variation to the Residential Design Codes.

• **Relevant Decisions on Outbuildings**

Each streetscape has different characteristics which need to be taken into account as part of specific assessments.

Council has approved other outbuildings with wall and / roof heights above 3.9 metres – refer table below.

Address	Wall Height	Ridge Height	Floor Area	Council meeting date
Lot 36 (5) Dirk Place Denham	4	4.6	54m ²	February 2017
Lot 182 (4) Fletcher Court, Denham	4.2	4.2	88m ²	Delegated authority after general report to Council in May 2015
Lot 83 (47) Hartog Crescent, Denham	4	4.611	94m ²	Delegated authority after general report to Council in March 2015
Lot 185 (10) Hoult Street, Denham	2.9			April 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

Lot 154 (7) Sunter Place Denham	3.7	4.2	88.07m ²	December 2015
Lot 169 (4) Talbot Street, Denham	3.425	4.232	78m ²	June 2015
Lot 210 (10) Edwards Street, Denham	3.5	4.088	36.3m ²	July 2014
Lot 294 (33) Hughes Street, Denham (abuts child care centre and church)	3.6	5	90m ²	September 2014
Lot 191 (Strata Lot 2 – 71A) Brockman Street, Denham	2.7	3.571	58.5m ²	August 2016
Lot 200 (39) Capewell Drive, Denham (alteration and extension of existing outbuilding)	2.7-2.9	3.504	54m ²	February 2016
Lot 264 (Unit 2) Mead Street, Denham	3	4.2	68m ²	August 2016
Lot 85 (43) Hartog Crescent, Denham	4.5	5.029	54m ²	April 2012
Lot 216 (5) Poland Road, Denham	4.1	4.95	80m ²	July 2012
Lot 39 (4) Sellenger Heights, Denham	4.2	4.9	89.9m ²	Refused February 2018
Lot 39 (4) Sellenger Heights, Denham (Revised plans lodged after refusal issued in February 2018)	3.45 metres to 3.845 metres	3.845 metres	77m ²	February 2019
Lot 223 (10) Fry Court Denham	2.6 metres to 2.8 metres.	4.2	129m ²	Delegated authority after general report to Council in March 2019
Lot 4 (145) Knight Terrace, Denham	3 metres	4.7	73.73m ²	March 2020
Lot 159 (37) Durlacher Street, Denham	3.6 metres	4.17metres	29.6m ² is proposed and the existing outbuilding is 44.4m ² .	August 2020
Lot 308 (9) Leeds Court, Denham	3.7 metres	4.16 metres	96m ² in addition to a 54m ² existing outbuilding.	September 2020
Lot 61 (8) Hartog Crescent, Denham	2.7 metres	4.065 metres	60m ²	December 2020
Lot 148 (71) Durlacher Street, Denham	2.7 metres	3.22 metres	60m ²	December 2020

MINUTES OF THE ORDINARY COUNCIL MEETING

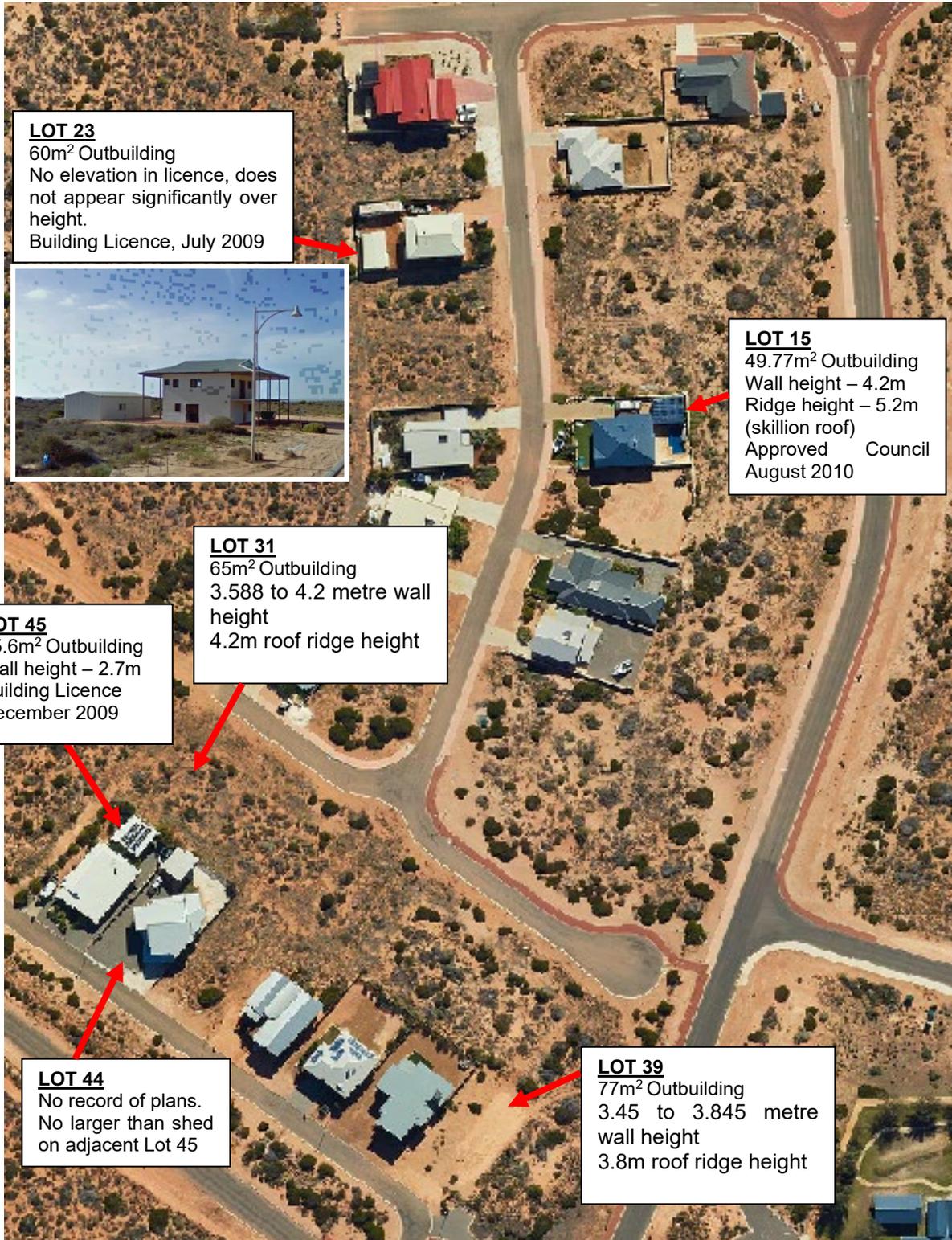
25 AUGUST 2021

Lot 105 (9) Oakley Ridge, Denham	3 metres	3.8 metres	72m ²	February 2021
Lot 160 (22) Capewell Drive, Denham	3.5 metres	4.11 metres	56m ²	March 2021
Lot 226 (24) Fry Court, Denham	3.981 to 4.41 metres	4.41 metres	84m ²	Refused May 2021
Lot 226 (24) Fry Court, Denham	4.086 to 4.319 metres	4.4 metres	75.6m ²	Refused July 2021
Lot 31 (13) Mitchell Rise, Denham	3.588 metres	4.2 metres	65m ²	Delegated authority after general report to Council in April 2021

The last outbuilding refused by Council in Denham Estate was for Lot 39 Sellenger Heights. The outbuilding that was refused by Council proposed a wall height of 4.2 metres, a ridge height of 4.9 metres and a floor area of 89.9m².

An aerial showing outbuildings approved in Denham Estate is included over page.

25 AUGUST 2021



Source: Landgate (2017)

25 AUGUST 2021

- **Consultation**

The Shire has advertised the proposed development by writing to nearby and adjacent landowners, including Development WA (due to vacant lots under their control).

Advertising closed on the 19 August 2021. At the time of writing this report no objections had been received.

- **OPTIONS AVAILABLE TO COUNCIL –**

- **Option 1 : Approve the Outbuilding**

To approve the outbuilding Council would need to be satisfied that the outbuilding meets the alternative Design Principle 5.4.3 P3 of the Residential Design Codes and that 'it *does not detract from the streetscape or the visual amenity of residents of neighbouring properties.*'

The proposed wall height of 3.6 to 3.979 metres is not inconsistent with other existing approvals, such as:

- (a) the outbuilding for Lot 39 Sellenger Heights which had a wall height range between 3.45 to 3.845 metres;
- (b) the outbuilding for Lot 31 (13) Mitchell Rise, Denham with a wall height of 3.588 to 4.2 metres.

Based on past Council decisions, Town Planning Innovations recommends that the outbuilding be conditionally approved.

- **Option 2 – Refuse the Outbuilding**

Irrespective of the lack of neighbours' objections it is the Council's role to:

- (a) independently assess and consider whether the outbuilding will have any negative impact on amenity or streetscape;
- (b) determine whether the outbuilding meets the Design Principle of the Codes.

Council may determine that the outbuilding does not meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes if of the view that it will detract from the streetscape or the visual amenity of the north-west neighbouring property.

- **State Planning Policy 3.7 – Planning for Bushfire Protection**

Under the 'deemed provisions' of the *Planning and Development (Local Planning Schemes) Regulations 2015* Council is to have 'due regard' to any state planning policy. This essentially means Council has an obligation to give proper, genuine and realistic consideration to the requirements of 'State Planning Policy 3.7: Planning in Bushfire Prone Areas'.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website.

Although the subject lot is within the declared bushfire prone area, it only has an area of approximately 630m². A Bushfire Attack Level assessment is not required as part of the planning process for lots less than 1100m².

25 AUGUST 2021

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 relative to 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 Terry Deschamps Way in terms of the height and sizes of outbuildings.

RISK MANAGEMENT

This is a low risk item

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

17 August 2021

MINUTES OF THE ORDINARY COUNCIL MEETING

25 AUGUST 2021

15.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There are no motions of which previous notice has been given.

16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There was no urgent business presented to the August Ordinary Council meeting.

17.0 MATTERS BEHIND CLOSED DOORS

There were no matters behind closed doors for the August Ordinary Council meeting.

18.0 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 29 September 2021, commencing at 3.00 pm.

19.0 CLOSURE OF MEETING

As there was no further business, the President closed the Ordinary Council meeting at 4.28 pm.