

# SHIRE OF SHARK BAY MINUTES

29 JUNE 2022

## ORDINARY COUNCIL MEETING



DENHAM FORESHORE – SHARK BAY



29 JUNE 2022



## DISCLAIMER

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

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

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

## MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

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 29 June 2022 commencing at 3.01 pm.

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**1.0 DECLARATION OF OPENING**

The President declared the Ordinary Council meeting open at 3.01 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 M Vankova	Deputy President
Cr E Fenny	
Cr G Ridgley	
Cr M Smith	
Cr P Stubberfield	

Mr D Chapman	Chief Executive Officer
Ms A Pears	Executive Manager Finance and Administration
Mrs D Wilkes	Executive Manager Community Development
Mrs R Mettam	Executive Assistant

**APOLOGIES**

Cr L Bellottie	Application for Leave of Absence approved Item 6.1 of these minutes
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**VISITORS**

**4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE**

There were no previous public questions on notice.

**5.0 PUBLIC QUESTION TIME**

The President opened public question time at 3.02 pm and as there were no visitors in the gallery closed public question time at 3.02 pm.



29 JUNE 2022

**6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

**6.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR BELLOTTIE  
GV00010**

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved

Cr Fenny

Seconded

Cr Vankova

**Council Resolution**

**Councillor Bellottie 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 29 June 2022.**

**6/0 CARRIED**

Background

Councillor Bellottie has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 29 June 2022. 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 Bellottie has advised the Chief Executive Officer, that he will be unable to attend the Ordinary meeting of Council scheduled to be held on Wednesday 29 June 2022 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 Bellottie 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 ORDINARY COUNCIL MEETING

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29 JUNE 2022

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

### Policy Implications

There are no policy implications relative to this report.

### Financial Implications

There are no financial implications relative to this report.

### Strategic Implications

There are no strategic implications relative to this report.

### Voting Requirements

Simple Majority Required

### Signatures

Chief Executive Officer      *D Chapman*

Date of Report                      20 June 2022

## MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

### 7.0 **PETITIONS**

There were no petitions presented to the June 2022 Ordinary Council meeting.

### 8.0 **CONFIRMATION OF MINUTES**

#### 8.1 **CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 2 JUNE 2022**

Moved            Cr Fenny  
Seconded       Cr Ridgley

#### **Council Resolution**

**That the minutes of the Ordinary Council meeting held on 2 June 2022, as circulated to all Councillors, be confirmed as a true and accurate record.**

**6/0 CARRIED**

### 9.0 **ANNOUNCEMENTS BY THE CHAIR**

The President advised Councillors that Denham had won the Top Tourism Town Awards – Tiny Tourism Town for 2022 and that Council would display the award at the Shark Bay World Heritage Discovery and Visitor Centre.

The President spoke about the Western Australian Local Government Association Gascoyne Zone meeting that was held here in Denham on the 24 June 2022.

### 10.0 **ADMINISTRATION REPORT**

#### 10.1 **ANNUAL ELECTORS MEETING** GV00011

**Author**  
Executive Assistant

**Disclosure of Any Interest**  
Nil

Moved            Cr Stubberfield  
Seconded       Cr Fenny

#### **Council Resolution**

- 1. The minutes of the annual electors meeting held on Wednesday 15 June 2022 be noted.**
- 2. Council notes that there were no decisions to be considered by the Council from the minutes of the meeting.**

**6/0 CARRIED**

#### **Background**

The annual general meeting of electors relating to the financial year ended 30 June 2021 was held on Wednesday 15 June 2022. A copy of the minutes of the meeting is attached at the end of the report.

## MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

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

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

The minutes have been made available for inspection since 20 June 2022 and have been placed on Council’s website.

### Comment

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

At this Annual Electors meeting no motions were put forward for Council consideration.

### Legal Implications

#### **Local Government Act 1995**

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

- (1) all decisions made at the electors meeting are to be considered at the next ordinary council meeting or, if that is not practicable,
  - (a) At the next ordinary council meeting after that meeting, or
  - (b) At a special meeting called for that purpose, whichever happens first.
- (2) if at a meeting of the council a local government makes a decision in response to a decision made at an electors meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

### Policy Implications

There are no policy implications relative to this report

### Financial Implications

There are no financial implications relative to this report

### Strategic Implications

There are no strategic implications relative to this report

### Risk Management

There is no risk involved with this item

### Voting Requirements

Simple Majority Required

### Signatures

Chief Executive Officer

*D Chapman*

Date of Report

20 June 2022

29 JUNE 2022



SHIRE OF SHARK BAY

## ANNUAL ELECTORS' MEETING

Wednesday 15 June 2022

Shark Bay Recreation Centre

### MINUTES



# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

ANNUAL ELECTORS MEETING MINUTES –15 JUNE 2022

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1. **Declaration Of Opening**

The Chief Executive Officer declared the Annual Electors meeting open at 6.30pm.

In the absence of the President and Deputy President the Chief Executive Officer called for nominations to Chair the meeting.

Mover            Ms D Wilkes  
Seconder        Mr B Galvin

**Electors Resolution**

**That Councillor Fenny be the elected Chairperson of the Annual Electors Meeting.**

**CARRIED**

Councillor Fenny accepted the nomination and assumed the Chair at 6.30 pm.

2. **ACKNOWLEDGEMENT OF COUNTRY**

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

3. **Attendances And Apologies**

**ATTENDANCES**

Cr E Fenny	Denham Ward - Chairperson
Cr L Bellottie	Denham Ward
Cr G Ridgley	Useless Loop / Pastoral Ward
Cr P Stubberfield	Denham Ward
Cr M Smith	Denham Ward

Mr D Chapman	Chief Executive Officer
Ms A Pears	Executive Manager Finance and Administration – Minute Taker
Ms D Wilkes	Executive Manager Community Development
Mr B Galvin	Works Manager

**APOLOGIES**

Cr C Cowell	President – Denham Ward
Cr M Vankova	Deputy President Useless Loop / Pastoral Ward

**VISITORS**



## MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

ANNUAL ELECTORS MEETING MINUTES –15 JUNE 2022

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4. Receiving Of The Annual Report Of The Shire Of Shark Bay For The Year Ending 30 June 2021

Moved Mr B Galvin  
Seconded Ms D Wilkes

Electors Resolution

That the Annual Report, including the Annual Financial Statements, Presidents Report and Auditors Report of the Shire of Shark Bay for the Year ending 30 June 2021 be received.

CARRIED

5. General Business

No General Business was put forward by any electors.

6. Closure Of Meeting

As there was no further general business the Chairperson Cr Fenny closed the Annual Electors meeting 6.32 pm.

29 JUNE 2022

**11.0 FINANCE REPORT**

**11.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED**  
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Nil

Moved Cr Vankova

Seconded Cr Fenny

**Council Resolution**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$560,835.45 be accepted.**

**6/0 CARRIED**

Comment

The schedules of accounts for payment covering -

Municipal fund credit card direct debits for the month of May 2022 totalling \$1,488.34

Municipal fund account cheque number 26962 totalling \$23.49

Municipal fund direct debits to Council for the month of May 2022 totalling \$22,550.77

Municipal fund account electronic payment numbers MUNI 29625 to 29718 totalling \$378,878.97

Municipal fund account for May 2022 payroll totalling \$146,806.28

Municipal Fund Police Licensing for May 2022 transaction number 300422 totalling \$11,087.60; and

No Trust fund account cheque numbers were issued for May 2022 totalling \$0.

The schedule of accounts submitted to each member of Council on 24 June 2022 has been checked and are fully supported by vouchers and invoices. All vouchers and invoices have been duly certified as to the receipt of goods and services and the cost of goods and services received.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

## MINUTES ORDINARY COUNCIL MEETING

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29 JUNE 2022

### 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

*D Chapman*

Date of Report

21 June 2022

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

**SHIRE OF SHARK BAY – CREDIT CARD  
PERIOD – MAY 2022**

**CREDIT CARD TOTAL \$1,488.34**

**EMCD**

DATE	NAME	DESCRIPTION	AMOUNT
27/04/2022	CHANGING YOUR WORLD	VIRTUAL CONFERENCE TICKETS - CDO, EMCD	\$ 126.78
28/04/2022	CHANGING YOUR WORLD	VIRTUAL CONFERENCE TICKETS - SBDC MANAGER	\$ 63.39
4/05/2022	AUSTRALIAN FEDERAL POLICE	CRIMINAL CHECK - DEPARTMENT OF LICENSING EMPLOYMENT REQUIREMENT FOR CONTINUING STAFF ACCESS	\$ 42.25
		<b>TOTAL</b>	<b>\$ 232.42</b>

**EMFA**

DATE	NAME	DESCRIPTION	AMOUNT
19/04/2022	PAYPAL EBAY	TEMPERED GLASS SCREEN PROTECTOR FOR EMFA PHONE	\$ 13.98
28/04/2022	APPLE.COM/BILL	ITEMS IDENTIFIED AS FRAUD x 5 – CARD CANCELLED	\$ 22.45
11/05/2022	PAYPAL.COM CATCH	ITEM REFUND – 2 x WEBCAM FOR ADMINISTRATION	\$ -(90.00)
12/05/2022	BANKWEST	INTEREST ADJUSTMENT	\$ -(0.16)
12/05/2022	BANKWEST	FRAUD REFUND	\$ -(22.45)
		<b>TOTAL</b>	<b>\$-(76.18)</b>

**CEO**

DATE	NAME	DESCRIPTION	AMOUNT
28/04/2022	DEPARTMENT OF TRANSPORT	PRO RATA REGISTRATION OF P205 TO 30/06/2022 (CATERPILLAR TOOL CARRIER)	\$ 22.35
29/04/2022	REGIONAL EXPRESS AIR	FLIGHTS AND TRAVEL - SHIRE PRESIDENT TO ATTEND WALGA MEETING - 22 MAY 2022	\$ 912.88
5/05/2022	HOLIDAY INN WEST PERTH	ACCOMMODATION - SHIRE PRESIDENT TO ATTEND WALGA MEETING 22 MAY 2022	\$ 396.87
		<b>TOTAL</b>	<b>\$1,332.10</b>

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

**SHIRE OF SHARK BAY – MUNI CHQ  
MAY 2022  
CHEQUE # 26962**

CHQ #	DATE	NAME	DESCRIPTION	AMOUNT
26962	27/05/2022	WATER CORPORATION - OSBORNE PARK	COMMUNITY STANDPIPE WATER USAGE – APRIL 2022	\$23.49
			<b>TOTAL</b>	<b>\$23.49</b>

**SHIRE OF SHARK BAY – MUNI DIRECT DEBITS  
MAY 2022**

DD #	DATE	NAME	DESCRIPTION	AMOUNT
BPAY	06/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	-182.98
BPAY	06/05/2022	GESB	PAYROLL DEDUCTIONS	-255.66
DD16614.1	03/05/2022	EXETEL PTY LTD	MAY 2022 INTERNET SERVICE – SHIRE BUILDINGS	-374.97
DD16631.1	08/05/2022	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-399.96
DD16631.2	08/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1478.28
DD16631.3	08/05/2022	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-463.83
DD16631.4	08/05/2022	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-410.90
DD16631.5	08/05/2022	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-241.58
DD16631.6	08/05/2022	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-24.43
DD16631.7	08/05/2022	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-433.95
DD16631.8	08/05/2022	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-410.89
DD16631.9	08/05/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3805.31
DD16635.1	07/05/2022	URL NETWORKS PTY LTD	APRIL 2022 MONTHLY SHIRE VOIP PHONE CHARGES	-175.39

MINUTES ORDINARY COUNCIL MEETING

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DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD16638.1	30/05/2022	EXETEL PTY LTD	JUNE INTERNET SERVICES – SHIRE BUILDINGS	-375.05
DD16643.1	22/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1603.71
DD16643.2	22/05/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-410.89
DD16643.3	22/05/2022	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-566.33
DD16643.4	22/05/2022	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-416.23
DD16643.5	22/05/2022	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-241.58
DD16643.6	22/05/2022	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-433.95
DD16643.7	22/05/2022	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-410.90
DD16643.8	22/05/2022	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3805.31
DD16643.9	22/05/2022	REST	SUPERANNUATION CONTRIBUTIONS	-931.73
DD16645.1	22/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	97.23
DD16647.1	22/05/2022	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-121.53
BPAY	25/05/2022	AWARE SUPER	PAYROLL DEDUCTIONS	-182.98
BPAY	25/05/2022	GESB	PAYROLL DEDUCTIONS	-255.67
DD16631.10	08/05/2022	REST	SUPERANNUATION CONTRIBUTIONS	-1215.77
DD16631.11	08/05/2022	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-410.90
DD16631.12	08/05/2022	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-682.52
DD16631.13	08/05/2022	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-240.49
DD16631.14	08/05/2022	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-109.91
DD16643.10	22/05/2022	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-420.43
			<b>TOTAL</b>	<b>\$22,550.77</b>

**SHIRE OF SHARK BAY – MUNI EFT  
MAY 2022**



MINUTES ORDINARY COUNCIL MEETING

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EFT 29625- 29718

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT29625	21/05/2022	AUSTRALIAN TAXATION OFFICE	BUSINESS ACTIVITY STATEMENT - MAY 2022	-25278.00
EFT29626	06/05/2022	AUSTRALIA POST	MONTHLY POSTAGE ACCOUNT - APRIL 2022	-89.58
EFT29627	06/05/2022	BOC LIMITED	MONTHLY CONTAINER RENTAL - APRIL 2022	-58.56
EFT29628	06/05/2022	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-660.00
EFT29629	06/05/2022	CELEBRATIONS DENHAM	BBQ FOR EMPLOYEE LEAVING	-104.00
EFT29630	06/05/2022	CIVIQ PTY LTD	WATER FILTER FOR RECREATION CENTRE	-396.00
EFT29631	06/05/2022	CARNARVON MOTOR GROUP	PURCHASE OF NEW TOYOTA HILUX (RANGER P206) AND TRADE IN OF P198 (ISUZU DMAX SX CREW CAB CHASSIS 4X4 AUTO (1GYN108) TOWN GARDNER UTE)	-17136.35
EFT29632	06/05/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY COLLECTION PAYABLE FOR PERMITS # 3421,3413 AND 3406.	-213.16
EFT29633	06/05/2022	DENHAM IGA X-PRESS	MONTHLY ACCOUNT FOR APRIL 2022	-235.93
EFT29634	06/05/2022	REFUEL AUSTRALIA (FORMERLY GERALDTON FUEL COMPANY)	MONTHLY FUEL AND OIL ACCOUNT - APRIL 2022	-9729.43
EFT29635	06/05/2022	GG PUMPS & ELECTRICAL PTY LTD	SUPPLY PRESSURE TANK GRUNDFOS - SBDC FIRE FIGHTING SYSTEM	-281.66
EFT29636	06/05/2022	HOSE MANIA	DIESEL FLOW NOZZLE FOR REFUSE SITE	-618.34
EFT29637	06/05/2022	HORIZON POWER	STREET LIGHTING - APRIL 2022	-4054.43
EFT29638	06/05/2022	HUNGRY SKY	INTERACTIVE DUGONG ZONE - DEPTH SENSORS AND CONCEPT ART ( PART PAYMENT )	-2381.30
EFT29639	06/05/2022	IPEC PTY LTD	TOLL IPEC FREIGHT ACCOUNT	-111.46
EFT29640	06/05/2022	MCLEODS BARRISTERS AND SOLICITORS	ENQUIRIES FOR SHARK BAY SPEEDWAY LEASE	-42.70
EFT29641	06/05/2022	MIDWEST FIRE PROTECTION SERVICE	SBDC - QUARTERLY SERVICE ALARM SYSTEM	-342.65
EFT29642	06/05/2022	STAFF MEMBER – REIMBURSEMENT	FUEL FOR NEW RANGER UTE P206 - TRAVEL BACK FROM CARNARVON	-81.16

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT29643	06/05/2022	OFFICEWORKS LTD	SBDC - TOUCH SCREEN MONITORS X 2	-823.95
EFT29644	06/05/2022	PROFESSIONAL PC SUPPORT	ROUTER AND MODEM FOR COVID 19 - STAFF WORK AT HOME SETUP PLUS BI MONTHLY SERVICE MAINTENANCE – MARCH 2022	-2908.40
EFT29645	06/05/2022	SHARK BAY COMMUNITY RESOURCE CENTRE	RECREATION CENTRE - PURCHASE NEW FRIDGE	-1138.10
EFT29646	06/05/2022	SHARK BAY CLEANING SERVICE	HEAVY DUTY BIN LINERS MAIN ROADS	-435.00
EFT29647	06/05/2022	MCKELL FAMILY TRUST	MONTHLY RUBBISH COLLECTION AND STREET SWEEPING - APRIL 2022	-11719.05
EFT29648	06/05/2022	SHIRE OF SHARK BAY	BUILDING SERVICES LEVY COMMISSION FOR PERMIT # 3421,3413 AND 3406.	-15.00
EFT29649	06/05/2022	TAJ MECHANICAL	WHEEL ALIGNMENT AND BALANCING - P178 HINO 300	-302.50
EFT29650	06/05/2022	WA HOLIDAY GUIDE PTY LTD	WA HOLIDAY GUIDE COMMISSION FEE - FEBRUARY TO APRIL 2022	-722.87
EFT29651	12/05/2022	ALPERSTEIN DESIGNS PTY LTD	SBDC MERCHANDISE - DUFFEL BAGS (INCLUDING FREIGHT)	-913.44
EFT29652	12/05/2022	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKINGS COMMISSION	-1000.75
EFT29653	12/05/2022	BLACKWOODS ATKINS	3 X BULLIVANTS 8T X 3M SLING ROUND	-427.22
EFT29654	12/05/2022	SHARK BAY SUPERMARKET	MONTHLY SHIRE ACCOUNT - APRIL 2022	-129.98
EFT29655	12/05/2022	IPEC PTY LTD	TOLL IPEC FREIGHT - HOSE MANIA	-14.49
EFT29656	12/05/2022	JOHN ARTHUR STANDRING	CROSSOVER REIMBURSEMENT - 57 VLAMINGH CRESCENT	-1951.30
EFT29657	12/05/2022	JASON SIGNMAKERS	ISLAND ARK SIGN WITH CLEAR TWO PACK ANTI-GRAFFITI COATING	-75.24
EFT29658	12/05/2022	LANDGATE (WA LAND INFORMATION AUTHORITY)	GRV VALUATION PROPERTY UPDATES - APRIL 2022	-70.40
EFT29659	12/05/2022	MCLEODS BARRISTERS AND SOLICITORS	COFFEE VAN - DENHAM SEASIDE CARAVAN PARK - LEGAL ADVICE	-289.13
EFT29660	12/05/2022	MIDWEST CONTRACTING	2 DAYS GRADING WORK - REPAIRS TO WOODLEIGH BYRO	-4334.00

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT29661	12/05/2022	SHARK BAY MARINE AND HARDWARE	MONTHLY HARDWARE ACCOUNT - APRIL 2022	-398.86
EFT29662	12/05/2022	M8 MEWSIC	WINTER FESTIVAL MUSIC PERFORMANCE	-1650.00
EFT29663	12/05/2022	OCEANSIDE VILLAGE	ACCOMMODATION - LIZ BUSHBY - PLANNING CONSULTANT MAY 31 - JUNE 3 2022 - SAT MEETING AND TRAINING FOR STAFF AND COUNCILLORS	-495.00
EFT29664	12/05/2022	PEMCO DIESEL	MAJOR REPAIR WORKS TO P178 HINO 300	-10886.43
EFT29665	12/05/2022	RED DUST HOLDINGS PTY LTD	DRY HIRE OF MULTI WHEELED ROLLER FOR COUNTRY AND SHARK BAY ROAD WORKS	-4114.00
EFT29666	12/05/2022	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT - APRIL 2022	-21146.53
EFT29667	12/05/2022	WENDY BINKS - STUNNED EMU DESIGN	SBDC MERCHANDISE	-1626.70
EFT29668	20/05/2022	AIYANA JOAN CHRISTI WRIGHT	SBDC MERCHANDISE - RESIN BOARDS	-680.00
EFT29669	20/05/2022	BUNNINGS BUILDING SUPPLIES PTY LTD	DUCTING AND VENTS FOR RANGEHOODS STAFF HOUSING	-101.38
EFT29670	20/05/2022	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER - MONTHLY ASSISTANCE	-412.50
EFT29671	20/05/2022	C J D EQUIPMENT PTY LTD	SERVICE KIT FOR VOLVO LOADER (P191)	-161.72
EFT29672	20/05/2022	CORSIGN	VISITORS CENTRE STREET SIGNAGE	-209.00
EFT29673	20/05/2022	SBDC CENTRE MANAGER	SALARY SACRIFICE - COMMUNICATIONS MAY 2022	-79.00
EFT29674	20/05/2022	DENHAM IGA X-PRESS	MONTHLY ACCOUNT - MARCH 2022	-920.41
EFT29675	20/05/2022	GCM AGENCIES PTY LTD	HYDRAULIC BRAKE SEAL KIT FOR P187 (MULTIPAC MULTI WHEELED ROLLER)	-579.70
EFT29676	20/05/2022	GERRARD HYDRAULICS	JINKER CONTROL LEVER INCLUDING AIRBAG	-261.00
EFT29677	20/05/2022	GERALDTON MOWER & REPAIRS SPECIALISTS	FAN PARTS FOR PP076 (MOWER/WHIPPER SNIPPERS)	-167.80
EFT29678	20/05/2022	HOSE MANIA	BUTTERFLY TAPS FOR WATERCARTS (P151 HPORTR SEMI TRAILER AND P155 HPORTR SEMI TRAILER)	-1001.41
EFT29679	20/05/2022	HORIZON POWER	EMERGENCY SERVICES BUILDING - ELECTRICITY	-737.55
EFT29680	20/05/2022	INTEGRITY COACH LINES (AUST) PTY LTD	CANCELLATION OF TICKET - REFUNDED BY SBDC IN LINE WITH INTEGRITY NO CANCELLATION POLICY	-114.33

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT29681	20/05/2022	IPEC PTY LTD	TOLL IPEC FREIGHT ACCOUNT	-25.94
EFT29682	20/05/2022	MARKET FORCE PTY LTD	PLANNING AMENDMENT NOTICE - HAMELIN POOL ROAD	-748.33
EFT29683	20/05/2022	MIDWEST FIRE PROTECTION SERVICE	RECREATION CENTRE - RECTIFY FAULTS TO COMBI SOUNDER FOR FIRE EQUIPMENT	-420.48
EFT29684	20/05/2022	NAUTILUS DESIGN CO	SBDC MERCHANDISE - GREETING CARDS	-760.00
EFT29685	20/05/2022	NATURALISTE PLUMBING PTY LTD	HIRE OF MINI DIGGER TO DIG GRAVES FOR CEDRIC KELLY TITTUMS AND PATRICK TITTUMS	-680.00
EFT29686	20/05/2022	PROFESSIONAL PC SUPPORT	PPS WORKSTATION MONITORING, REMOTE MANAGEMENT AGENT AND SOFTWARE LICENCES - JUNE 2022	-1964.78
EFT29687	20/05/2022	PAULS TYRES	(P156) GRADER TYRE REPAIRS, (P133) TRI AXLE LOW LOADER 4 TYRES, (P200) TOYOTA HILUX 4X4 4 TYRES, (P156) JOHN DEERE GRADER PUNCTURE REPAIR X 2 AND (P167) HINO 3 TON TRUCK 1 X PUNCTURE REPAIR	-3415.00
EFT29688	20/05/2022	R & L COURIERS	MONTHLY FREIGHT ACCOUNT - APRIL 2022	-207.35
EFT29689	20/05/2022	REPLAS	4 X SUPPORTING WHEELCHAIR ACCESS TABLE SETTINGS FOR SAPPY PARK AND LITTLE LAGOON	-16989.24
EFT29690	20/05/2022	RUMUR JEAN BLACKMAN	SBDC MERCHANDISE - EARRINGS	-108.00
EFT29691	20/05/2022	RAY WHITE REAL ESTATE SHARK BAY	OVERPAYMENT OF HOLIDAY ACCOMMODATION APPLICATION - 6 TERRY DESCHAMPS WAY	-294.00
EFT29692	20/05/2022	SHARK BAY STATE EMERGENCY SERVICE UNIT INC	4TH QUARTER 2021/2022 - LOCAL GOVERNMENT GRANTS SCHEME FUNDING	-12930.50
EFT29693	20/05/2022	SHARK BAY HOTEL MOTEL	SENIORS STRATEGY SESSION - MORNING TEA	-88.00
EFT29694	20/05/2022	SHARK BAY COMMUNITY RESOURCE CENTRE	RECREATION CENTRE MANAGEMENT - APRIL 2022 AND INSCRIPTION POST FOR MAY 2022	-6520.25
EFT29695	20/05/2022	SHARK BAY SKIPS	MONTHLY SKIP BIN ACCOUNT - LOOP TURN OFF - APRIL 2022	-5258.00
EFT29696	20/05/2022	TELSTRA CORPORATION LTD	MOBILE PHONE MONTHLY ACCOUNT - MAY 2022	-420.21
EFT29697	20/05/2022	TOWN PLANNING INNOVATIONS	PLANNING CONSULTATION FEES - APRIL 2022	-4950.00

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT29698	27/05/2022	M & B SALES	TIMBER AND PARTS FOR SAPPY PARK CAPITAL WORKS AND DEPOT OFFICE AWNING	-4236.99
EFT29699	27/05/2022	BRANDCONNECT AUSTRALIA	SBDC MERCHANDISE - CAPS WITH LOGO	-2818.75
EFT29700	27/05/2022	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER - PENSIONER REBATES AND GRV ROLL TASKS	-1485.00
EFT29701	27/05/2022	WA COUNTRY HEALTH SERVICE	REFUND OF ROOM HIRE BOND - RECREATION CENTRE MEETING ROOM 06/04/2022	-275.00
EFT29702	27/05/2022	COLAS WESTERN AUSTRALIA PTY LTD	EAGLE BLUFF ROAD BITUMEN SEALING INCLUDING UPGRADE TO S5R - RFQ 2021/22 -04 REFERENCE NUMBER: VP266054	-147959.45
EFT29703	27/05/2022	DAVID GRAY AND CO PTY LTD	4 X 20L PYFOG – MOSQUITO FOGGING SPRAY	-1513.60
EFT29704	27/05/2022	DELNORTH PTY LTD	JAW TYPE POST REMOVER TOOL	-583.00
EFT29705	27/05/2022	FAR WEST ELECTRICAL	REPLACE METER BOX TOWN HALL - STAINLESS STEEL HORIZON POWER DISCONNECT/CONNECT	-2101.00
EFT29706	27/05/2022	HORIZON POWER	ELECTRICITY CHARGES - SHIRE PROPERTIES - APRIL 2022	-8836.90
EFT29707	27/05/2022	IPEC PTY LTD	TOLL IPEC FREIGHT	-121.17
EFT29708	27/05/2022	JASON SIGNMAKERS	ROAD WORK SIGNAGE INCLUDING FRAMES	-1023.97
EFT29709	27/05/2022	LGISWA	EXCESS APPLICABLE FOR NEW WINDSCREEN - CEO VEHICLE (P203)	-300.00
EFT29710	27/05/2022	LUKE JOSEPH PORTER	REFUND OF KERB DEPOSIT	-1000.00
EFT29711	27/05/2022	MASTEC AUSTRALIA PTY LTD AFT THE WRS TRUST	PURCHASE OF GREEN AND BLUE RUBBISH BINS	-2625.50
EFT29712	27/05/2022	MIDWEST COURIERS	FREIGHT FROM M&B SALES, BUNNINGS	-353.01
EFT29713	27/05/2022	N-COM PTY LTD	6-MONTHLY TV RECEIVER MAINTENANCE VISIT INCLUDING TRAVEL AND ACCOMMODATION	-4931.30
EFT29714	27/05/2022	PROFESSIONAL PC SUPPORT	SERVER MAINTENANCE - 2 MONTHLY MAY 2022	-346.50
EFT29715	27/05/2022	PERTH STITCHINGS	SBDC MERCHANDISE - POLO SHIRTS WITH LOGO	-2370.50
EFT29716	27/05/2022	LYONS ENTERPRISES-SHARK BAY CAR HIRE	CAR HIRE FOR MEDICAL STAFF AIRPORT TRANSFERS - APRIL 2022	-876.32
EFT29717	27/05/2022	SUMMER GYPSEA	SBDC MERCHANDISE - EARRINGS AND PENDANTS	-347.50

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT29718	27/05/2022	TELSTRA CORPORATION LTD	COMMUNITY SMS MESSAGE SERVICE - MAY 2022	-164.58
			<b>TOTAL</b>	<b>\$378,878.97</b>

**SHIRE OF SHARK BAY – MUNI  
ELECTRONIC PAYROLL TRANSACTIONS  
APRIL 2022**

DATE	NAME	DESCRIPTION	AMOUNT
09/05/2022	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 08 MAY 2022	\$78,172.88
23/05/2022	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 22 MAY 2022	\$66,231.32
		<b>TOTAL</b>	<b>\$146,806.28</b>

**SHIRE OF SHARK BAY  
APRIL 2022  
POLICE LICENSING TRANSACTION #300422**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
310522	31/05/2022	COMMISSIONER OF POLICE	POLICE LICENSING MAY 2022	\$11,087.60
			<b>TOTAL</b>	<b>\$11,087.60</b>



29 JUNE 2022

11.2 FINANCIAL REPORTS TO 31 MAY 2022  
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved            Cr Stubberfield  
Seconded       Cr Smith

**Council Resolution**

**That the monthly financial report to 31 May 2022 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 May 2022** are attached.

VARIANCE ANALYSIS

Operating Revenue was higher than year-to-date budget by \$1,447,021 mainly due to a portion of the 2022-2023 Grants Commission General and Road Grants being prepaid (\$1,057,665 and \$452,670 totalling \$1,510,335). The \$63,314 shortfall (\$1,447,021 - \$1,510,335) is attributable to the remaining unexpired Caravan Lease Rent of \$10,000 (June 2022 Remaining) and Unexpired Fire and Emergency Service Authority Grants (\$6,132) quarantined out of operating income into Contract Liabilities. In addition, \$ 129,521 of Main Roads Western Australia Private Works Income is behind year-to-date budget but should resolve by the end of the financial year. This \$145,653 decrease has been offset by increases in Operating Income for Refuse Site Fees, Development and Planning Applications, Gymnasium Fees, Camping Fees, Building Permits, and General Privates Works.

Operating Expenditure was below year-to-date budget by \$688,332 due to:

- Overall underspend in Governance Expenditure such as Strategic Planning, Policy and Policy and Local Laws Review, Elected Members Training, Shire logo Update, Chief Executive Officer Performance Review, Staff Training, Insurance and Office Maintenance.
- Law and Order services underspend in Fire Prevention, State Emergency Service Expenditure and Bush Fire Brigade, Ranger Patrol and Coastal Hazard Identification Expenditure.
- Health services underspend as we have received consulting fees only to March 2022.
- Housing services underspend in staff and pensioner maintenance.
- Community Amenities services underspend in refuse site and recycling expenditure, planning consultant fees and town planning schemes.
- Recreation and Culture services underspend in Hall maintenance, foreshore and recreational facilities maintenance, Council Assistance Programs, Heritage Asset Maintenance and Travelling Exhibition Costs.

29 JUNE 2022

These underspends have been offset by overspend compared to year-to-date budget timing of Private Works and Town Street Maintenance which should resolve by the end of the financial year.

Capital Expenditure is under year-to-date budget by \$74,785 and is less than the variance threshold being 5% of the year-to-date budget and is therefore not reportable.

Capital Income is over the year-to-date budget by \$6,631 and is not reportable as it is under the variance threshold being 5% of the year-to-date budget.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The financial report shows 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.

Voting Requirements

Simple Majority Required

Signature

Author  
Chief Executive Officer  
Date of Report

*A Pears*  
*D Chapman*  
21 June 2022

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

## SHIRE OF SHARK BAY

### MONTHLY FINANCIAL REPORT

(Containing the Statement of Financial Activity)

For the period ending 31 May 2022

LOCAL GOVERNMENT ACT 1995

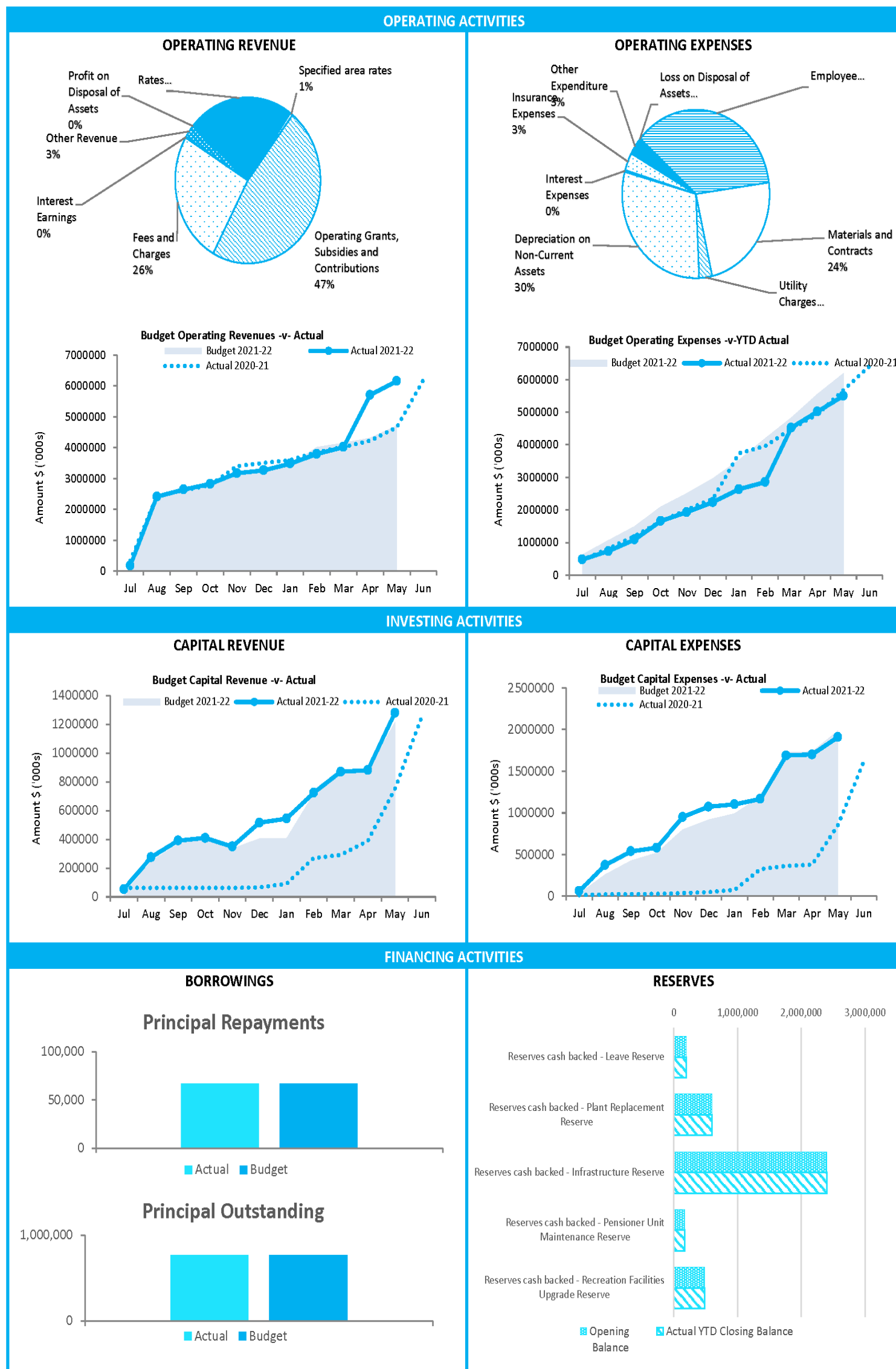
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2022**

**SUMMARY INFORMATION - GRAPHS**



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

MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2022

## EXECUTIVE SUMMARY

Funding surplus / (deficit) Components

Funding surplus / (deficit)

Adopted Budget

YTD Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

Opening

Closing

\$1.75 M

\$0.00 M

\$1.75 M

\$1.05 M

\$1.75 M

\$3.34 M

\$0.00 M

\$2.29 M

Refer to Statement of Financial Activity

Cash and cash equivalents

\$7.51 M

% of total

Unrestricted Cash

Restricted Cash

\$3.61 M

\$3.90 M

48.0%

52.0%

Refer to Note 2 - Cash and Financial Assets

Payables

\$0.16 M

% Outstanding

Trade Payables

Over 30 Days

Over 90 Days

\$0.07 M

0.0%

0%

Refer to Note 5 - Payables

Receivables

\$0.12 M

% Collected

Rates Receivable

Trade Receivable

Over 30 Days

Over 90 Days

\$0.05 M

\$0.12 M

96.9%

4.2%

0%

Refer to Note 3 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget

YTD Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

(\$0.24 M)

\$0.08 M

\$2.29 M

\$2.21 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual

YTD Budget

\$1.49 M

\$1.48 M

% Variance

0.2%

Refer to Note 6 - Rate Revenue

Operating Grants and Contributions

YTD Actual

YTD Budget

\$2.92 M

\$1.41 M

% Variance

106.8%

Refer to Note 12 - Operating Grants and Contributions

Fees and Charges

YTD Actual

YTD Budget

\$1.58 M

\$1.62 M

% Variance

(2.4%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget

YTD Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

(\$1.32 M)

(\$0.71 M)

(\$0.63 M)

\$0.08 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual

Adopted Budget

\$0.19 M

\$0.32 M

%

(41.6%)

Refer to Note 7 - Disposal of Assets

Asset Acquisition

YTD Actual

Adopted Budget

\$1.91 M

\$3.65 M

% Spent

(47.7%)

Refer to Note 8 - Capital Acquisition

Capital Grants

YTD Actual

Adopted Budget

\$1.09 M

\$2.01 M

% Received

(45.6%)

Refer to Note 8 - Capital Acquisition

Key Financing Activities

Amount attributable to financing activities

Adopted Budget

YTD Budget (a)

YTD Actual (b)

Var. \$ (b)-(a)

(\$0.18 M)

(\$0.07 M)

(\$0.07 M)

(\$0.00 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments

Interest expense

Principal due

\$0.07 M

\$0.02 M

\$0.77 M

Refer to Note 9 - Borrowings

Reserves

Reserves balance

Interest earned

\$3.90 M

\$0.00 M

Refer to Note 10 - Cash Reserves

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

**KEY TERMS AND DESCRIPTIONS****FOR THE PERIOD ENDED 31 MAY 2022****STATUTORY REPORTING PROGRAMS**

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

<b>PROGRAM NAME AND OBJECTIVES</b>	<b>ACTIVITIES</b>
<b>GOVERNANCE</b> 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.
<b>GENERAL PURPOSE FUNDING</b> 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.
<b>LAW, ORDER, PUBLIC SAFETY</b> 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.
<b>HEALTH</b> To provide an operational framework for environmental and community health.	Health inspection services, food quality control and mosquito control.
<b>HOUSING</b> To provide and maintain housing for the elderly and staff.	Provision and maintenance of rented housing accommodation for pensioners and employees.
<b>COMMUNITY AMENITIES</b> To provide services required by the community.	Sanitation, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.
<b>RECREATION AND CULTURE</b> 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.
<b>TRANSPORT</b> 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.
<b>ECONOMIC SERVICES</b> To help promote the Shire and its economic wellbeing	Tourism, community development, building services and private works.
<b>OTHER PROPERTY AND SERVICES</b> To monitor and control council's overhead operating accounts.	Plant maintenance, administration, labour overheads and stock.



**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**STATUTORY REPORTING PROGRAMS**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,747,398	1,747,398	<b>1,747,398</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Governance		17,013	17,013	<b>5,145</b>	(11,868)	(69.76%)	▼
General purpose funding - general rates	6	1,446,497	1,446,497	<b>1,449,446</b>	2,949	0.20%	
General purpose funding - other		1,003,537	1,001,849	<b>2,518,109</b>	1,516,260	151.35%	▲
Law, order and public safety		88,181	87,560	<b>83,555</b>	(4,005)	(4.57%)	
Health		1,800	1,675	<b>2,513</b>	838	50.03%	
Housing		132,470	121,376	<b>121,194</b>	(182)	(0.15%)	
Community amenities		349,584	339,459	<b>372,186</b>	32,727	9.64%	▲
Recreation and culture		381,370	350,300	<b>363,858</b>	13,558	3.87%	
Transport		521,522	450,935	<b>447,745</b>	(3,190)	(0.71%)	
Economic services		972,033	844,563	<b>739,468</b>	(105,095)	(12.44%)	▼
Other property and services		50,000	46,663	<b>51,692</b>	5,029	10.78%	▲
		<b>4,964,007</b>	<b>4,707,890</b>	<b>6,154,911</b>	1,447,021		
<b>Expenditure from operating activities</b>							
Governance		(338,950)	(289,292)	<b>(184,741)</b>	104,551	36.14%	▲
General purpose funding		(117,947)	(109,669)	<b>(93,064)</b>	16,605	15.14%	▲
Law, order and public safety		(310,286)	(273,323)	<b>(233,628)</b>	39,695	14.52%	▲
Health		(90,370)	(73,111)	<b>(41,170)</b>	31,941	43.69%	▲
Housing		(218,961)	(200,546)	<b>(160,889)</b>	39,657	19.77%	▲
Community amenities		(702,612)	(636,073)	<b>(547,107)</b>	88,966	13.99%	▲
Recreation and culture		(2,221,762)	(2,043,403)	<b>(1,808,157)</b>	235,246	11.51%	▲
Transport		(1,778,107)	(1,584,008)	<b>(1,509,497)</b>	74,511	4.70%	
Economic services		(1,118,714)	(961,999)	<b>(831,898)</b>	130,101	13.52%	▲
Other property and services		(49,500)	(20,569)	<b>(93,510)</b>	(72,941)	(354.62%)	▼
		<b>(6,947,209)</b>	<b>(6,191,993)</b>	<b>(5,503,661)</b>	688,332		
Non-cash amounts excluded from operating activities	1(a)	1,743,726	1,566,303	<b>1,638,806</b>	72,503	4.63%	
<b>Amount attributable to operating activities</b>		<b>(239,476)</b>	<b>82,200</b>	<b>2,290,056</b>	2,207,856		
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,009,128	1,086,405	<b>1,093,037</b>	6,632	0.61%	
Proceeds from disposal of assets	7	321,158	187,703	<b>187,702</b>	(1)	(0.00%)	
Payments for property, plant and equipment and infrastructure	8	(3,654,438)	(1,985,330)	<b>(1,910,545)</b>	74,785	3.77%	
<b>Amount attributable to investing activities</b>		<b>(1,324,152)</b>	<b>(711,222)</b>	<b>(629,806)</b>	81,416		
<b>Financing Activities</b>							
Transfer from reserves	10	1,187,639	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(67,132)	(67,132)	<b>(67,132)</b>	0	0.00%	
Transfer to reserves	10	(1,304,277)	0	<b>(3,549)</b>	(3,549)	0.00%	
<b>Amount attributable to financing activities</b>		<b>(183,770)</b>	<b>(67,132)</b>	<b>(70,681)</b>	(3,549)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,051,244</b>	<b>3,336,967</b>	2,285,723		

**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.

## KEY TERMS AND DESCRIPTIONS FOR THE PERIOD ENDED 31 MAY 2022

## NATURE OR TYPE DESCRIPTIONS

### REVENUE

#### RATES

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

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

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

#### FEES AND CHARGES

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

#### SERVICE CHARGES

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

#### INTEREST EARNINGS

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

#### OTHER REVENUE / INCOME

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

#### PROFIT ON ASSET DISPOSAL

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

### EXPENSES

#### EMPLOYEE COSTS

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

#### MATERIALS AND CONTRACTS

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

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

#### INSURANCE

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

#### LOSS ON ASSET DISPOSAL

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

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

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

#### OTHER EXPENDITURE

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

**STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**BY NATURE OR TYPE**

	Ref Note	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1(c)	1,747,398	1,747,398	<b>1,747,398</b>	0	0.00%	
<b>Revenue from operating activities</b>							
Rates	6	1,446,497	1,446,497	<b>1,449,446</b>	2,949	0.20%	
Specified area rates	6	36,884	36,884	<b>36,884</b>	0	0.00%	
Operating grants, subsidies and contributions	12	1,526,637	1,410,618	<b>2,916,818</b>	1,506,200	106.78%	▲
Fees and charges		1,746,697	1,619,960	<b>1,581,427</b>	(38,533)	(2.38%)	
Interest earnings		8,640	8,080	<b>9,258</b>	1,178	14.58%	
Other revenue		170,371	157,570	<b>157,201</b>	(369)	(0.23%)	
Profit on disposal of assets	7	28,281	28,281	<b>3,877</b>	(24,404)	(86.29%)	▼
		<b>4,964,007</b>	<b>4,707,890</b>	<b>6,154,911</b>	1,447,021		
<b>Expenditure from operating activities</b>							
Employee costs		(2,311,035)	(2,105,809)	<b>(2,015,497)</b>	90,312	4.29%	
Materials and contracts		(2,264,350)	(1,919,209)	<b>(1,306,787)</b>	612,422	31.91%	▲
Utility charges		(179,475)	(162,700)	<b>(157,442)</b>	5,258	3.23%	
Depreciation on non-current assets		(1,753,645)	(1,609,472)	<b>(1,656,993)</b>	(47,521)	(2.95%)	
Interest expenses		(24,622)	(18,148)	<b>(18,149)</b>	(1)	(0.01%)	
Insurance expenses		(192,630)	(190,967)	<b>(189,222)</b>	1,745	0.91%	
Other expenditure		(203,090)	(200,576)	<b>(173,881)</b>	26,695	13.31%	▲
Loss on disposal of assets	7	(18,362)	14,888	<b>14,310</b>	(578)	3.88%	
		<b>(6,947,209)</b>	<b>(6,191,993)</b>	<b>(5,503,661)</b>	688,332		
<b>Non-cash amounts excluded from operating activities</b>							
	1(a)	1,743,726	1,566,303	<b>1,638,806</b>	72,503	4.63%	
<b>Amount attributable to operating activities</b>		<b>(239,476)</b>	<b>82,200</b>	<b>2,290,056</b>	2,207,856		
<b>Investing activities</b>							
Proceeds from non-operating grants, subsidies and contributions	13	2,009,128	1,086,405	<b>1,093,037</b>	6,632	0.61%	
Proceeds from disposal of assets	7	321,158	187,703	<b>187,702</b>	(1)	(0.00%)	
Payments for property, plant and equipment and infrastructure	8	(3,654,438)	(1,985,330)	<b>(1,910,545)</b>	74,785	3.77%	
<b>Amount attributable to investing activities</b>		<b>(1,324,152)</b>	<b>(711,222)</b>	<b>(629,806)</b>	81,416		
<b>Financing Activities</b>							
Transfer from reserves	10	1,187,639	0	<b>0</b>	0	0.00%	
Repayment of debentures	9	(67,132)	(67,132)	<b>(67,132)</b>	0	0.00%	
Transfer to reserves	10	(1,304,277)	0	<b>(3,549)</b>	(3,549)	0.00%	
<b>Amount attributable to financing activities</b>		<b>(183,770)</b>	<b>(67,132)</b>	<b>(70,681)</b>	(3,549)		
<b>Closing funding surplus / (deficit)</b>	1(c)	<b>0</b>	<b>1,051,244</b>	<b>3,336,967</b>	2,285,723		

**KEY INFORMATION**

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 16 for an explanation of the reasons for the variance.

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

## MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 MAY 2022

## 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 May 2022

### SIGNIFICANT ACCOUNTING POLICES

#### CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

#### THE LOCAL GOVERNMENT REPORTING ENTITY

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

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 14 to these financial statements.

#### GOODS AND SERVICES TAX

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

#### ROUNDING OFF FIGURES

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**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)
<b>Non-cash items excluded from operating activities</b>		\$	\$	\$
<b>Adjustments to operating activities</b>				
Less: Profit on asset disposals	7	(28,281)	(28,281)	(3,877)
Add: Loss on asset disposals	7	18,362	(14,888)	(14,310)
Add: Depreciation on assets		1,753,645	1,609,472	1,656,993
<b>Total non-cash items excluded from operating activities</b>		<b>1,743,726</b>	<b>1,566,303</b>	<b>1,638,806</b>

**(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 May 2021	Year to Date 31 May 2022
<b>Adjustments to net current assets</b>				
Less: Reserves - restricted cash	10	(3,901,203)	(2,931,097)	(3,904,752)
Add: Borrowings	9	67,131	74,957	67,131
<b>Total adjustments to net current assets</b>		<b>(3,834,072)</b>	<b>(2,856,140)</b>	<b>(3,837,621)</b>

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

<b>Current assets</b>				
Cash and cash equivalents	2	6,875,899	6,142,670	7,513,413
Rates receivables	3	14,151	35,979	49,713
Receivables	3	203,306	137,819	122,952
Other current assets	4	162,179	127,279	122,914
<b>Less: Current liabilities</b>				
Payables	5	(922,786)	(839,666)	(163,945)
Borrowings	9	(67,131)	(74,957)	(67,131)
Contract liabilities	11	(466,036)	(375,972)	(183,364)
Provisions	11	(218,112)	(263,385)	(219,964)
<b>Less: Total adjustments to net current assets</b>	<b>1(b)</b>	<b>(3,834,072)</b>	<b>(2,856,140)</b>	<b>(3,837,621)</b>
<b>Closing funding surplus / (deficit)</b>		<b>1,747,398</b>	<b>2,033,627</b>	<b>3,336,967</b>

**CURRENT AND NON-CURRENT CLASSIFICATION**

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

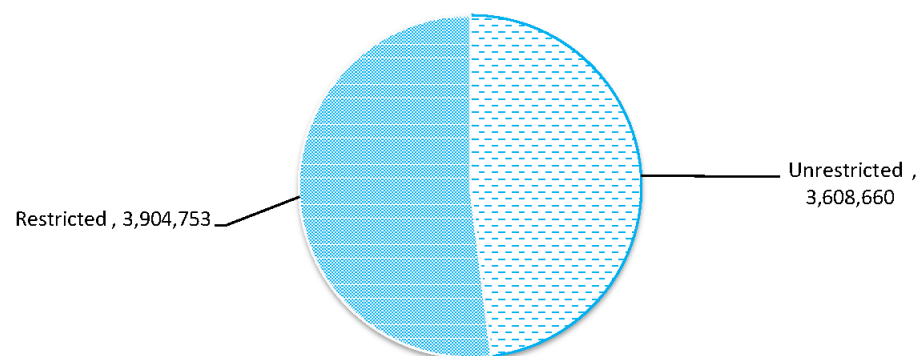
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 2  
CASH AND FINANCIAL ASSETS**

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
<b>Cash on hand</b>								
Municipal Bank Account	Cash and cash equivalents	488,212	0	488,212	0	Bankwest	0.01%	At Call
Municipal Telenet Saver	Cash and cash equivalents	3,119,548	0	3,119,548	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	3,904,574	3,904,574	0	Bankwest	0.15%	At Call
Till Floats	Cash and cash equivalents	900	0	900	0	N/A	0.00%	On Hand
<b>Total</b>		<b>3,608,660</b>	<b>3,904,753</b>	<b>7,513,413</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		3,608,660	3,904,753	7,513,413	0			
		<b>3,608,660</b>	<b>3,904,753</b>	<b>7,513,413</b>	<b>0</b>			

**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.





**OPERATING ACTIVITIES**  
**NOTE 3**  
**RECEIVABLES**

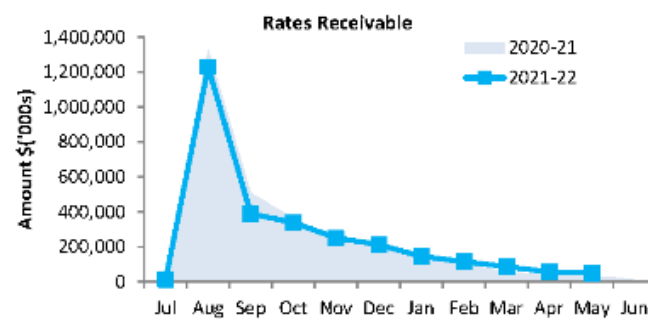
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2022**

Rates receivable	30 June 2021	31 May 2022
	\$	\$
Opening arrears previous years	32,544	14,151
Levied this year	1,773,706	1,836,287
Less - collections to date	(1,770,286)	(1,793,607)
Equals current outstanding	<b>14,151</b>	<b>49,713</b>
<b>Net rates collectable</b>	<b>14,151</b>	<b>49,713</b>
% Collected	98%	96.9%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(310)	117,841	3,196	1,970	16	122,713
Percentage	(0.3%)	96%	2.6%	1.6%	0%	
<b>Balance per trial balance</b>						
Sundry receivable						122,713
GST and FBT receivable						0
Tenancy Bond - 12 Mead Street						0
ESL Levied						0
State Revenue Pensioner Rebate						239
<b>Total receivables general outstanding</b>						<b>122,952</b>
Amounts shown above include GST (where applicable)						

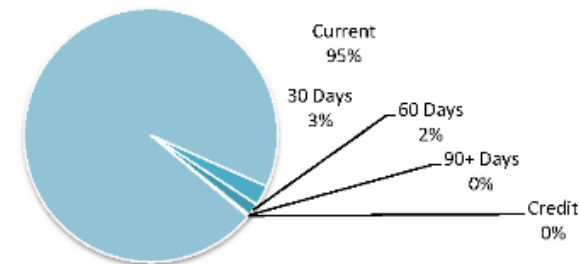
**KEY INFORMATION**

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.



■ Credit  
 ■ Current  
 ■ 30 Days  
 ■ 60 Days  
 ■ 90+ Days

**Accounts Receivable (non-rates)**



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 4  
OTHER CURRENT ASSETS**

	Opening Balance 1 July 2021	Asset Increase	Asset Reduction	Closing Balance 31 May 2022
<b>Other current assets</b>	\$	\$	\$	\$
<b>Inventory</b>				
Fuel and materials	26,431		(5,656)	20,775
Merchandise	96,532		5,607	102,139
<b>Prepayments</b>				
Prepayments	0		0	0
Accrued income	39,216		(39,216)	0
<b>Total other current assets</b>	<b>162,179</b>	<b>0</b>	<b>(39,265)</b>	<b>122,914</b>
<b>Amounts shown above include GST (where applicable)</b>				

**KEY INFORMATION**

**Inventory**

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

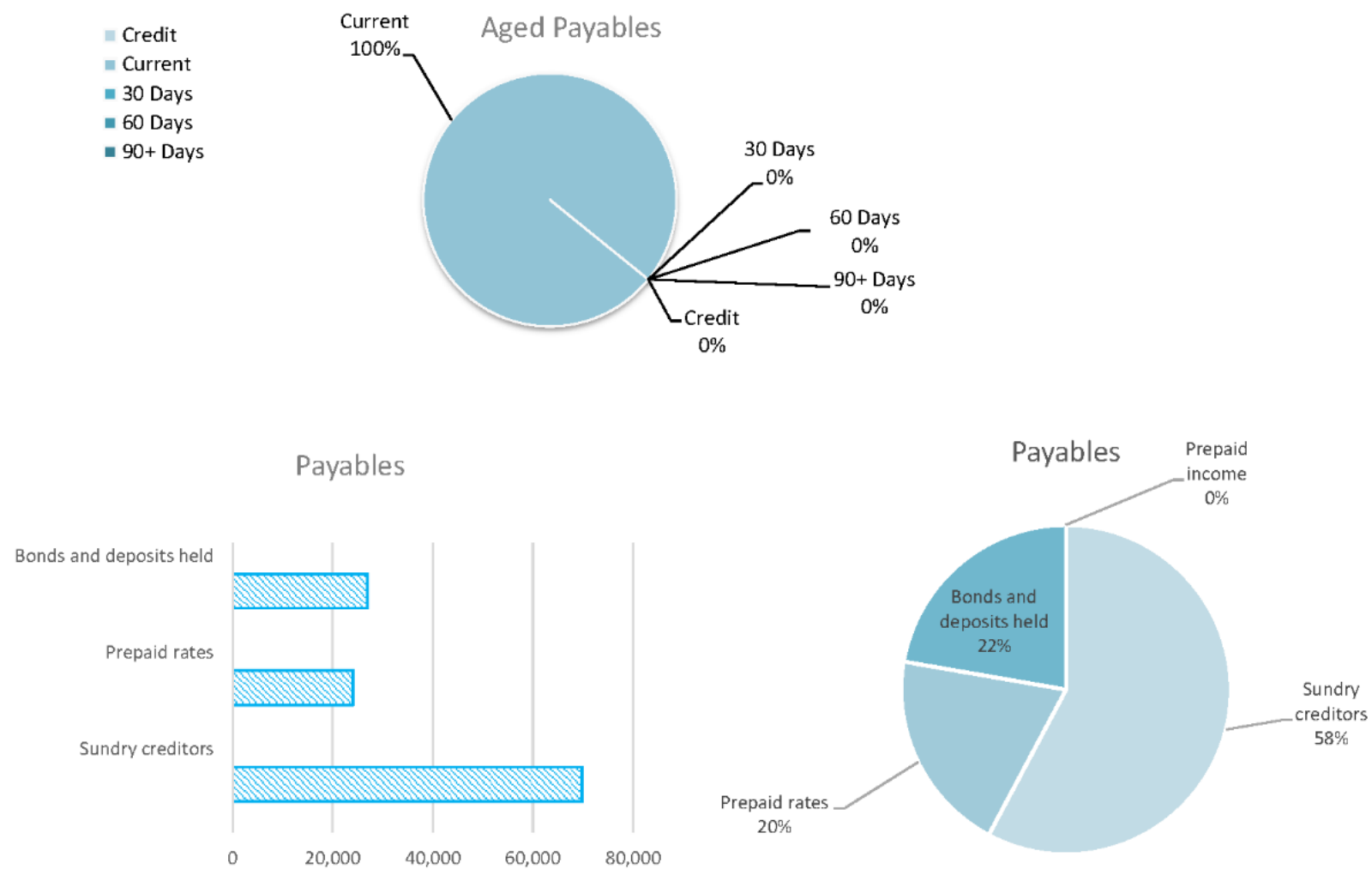
**OPERATING ACTIVITIES  
NOTE 5  
Payables**

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	81,206	0	0	0	81,206
Percentage	0%	100%	0%	0%	0%	
<b>Balance per trial balance</b>						
Sundry creditors						69,810
Prepaid rates						24,089
Bonds and deposits held						26,914
Prepaid income						0
ESL Levied						222
<b>Total payables general outstanding</b>						<b>163,945</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



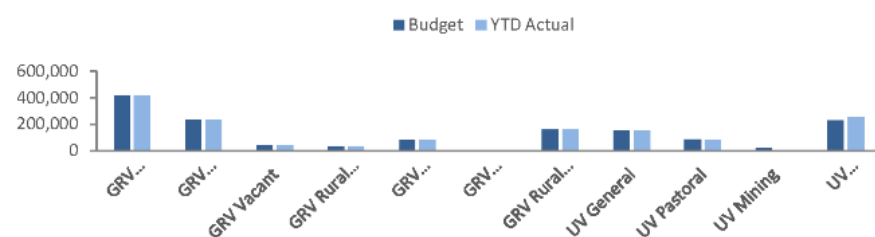
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

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				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
GRV Residential	0.10593	326	3,906,042	413,751	870	(341)	414,280	413,751	2,896	175	416,822
GRV Commercial	0.10886	41	2,135,007	232,406	0		232,406	232,406	0	0	232,406
GRV Vacant	0.10593	18	330,101	34,966	1,796	0	36,762	34,966	2,391	0	37,357
GRV Rural Commercial	0.11009	5	315,380	34,720	0	0	34,720	34,720	0	0	34,720
GRV Industrial / Residential	0.11722	48	658,843	77,228	0	0	77,228	77,228	0	0	77,228
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	156,506	0	0	156,506
<b>Unimproved value</b>											
UV General	0.21330	7	714,543	152,412	0	0	152,412	152,412	0	0	152,412
UV Pastoral	0.14608	11	598,906	87,487	0	0	87,487	87,487	(3,146)	(2,664)	81,677
UV Mining	0.29093	1	8,500	2,473	21,867	0	24,340	2,473	0	0	2,473
UV Exploration	0.27973	10	816,219	228,318	(3,146)	0	225,172	228,318	22,195	2,148	252,661
<b>Sub-Total</b>		<b>469</b>	<b>10,830,341</b>	<b>1,420,267</b>	<b>21,387</b>	<b>(341)</b>	<b>1,441,313</b>	<b>1,420,267</b>	<b>24,336</b>	<b>(341)</b>	<b>1,444,262</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV Residential	898	50	372,152	44,900	0	0	44,900	44,900	0	0	44,900
GRV Commercial	898	17	93,833	15,266	0	0	15,266	15,266	0	0	15,266
GRV Vacant	898	81	256,029	72,738	0	0	72,738	72,738	0	0	72,738
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	1,796	0	0	1,796
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
<b>Unimproved value</b>											
UV General	754	6	9,438	4,524	0	0	4,524	4,524	0	0	4,524
UV Pastoral	943	0	0	0	0	0	0	0	0	0	0
UV Mining	943	1	700	943	0	0	943	943	0	0	943
UV Exploration	943	1	2,115	943	0	0	943	943	0	0	943
<b>Sub-total</b>		<b>158</b>	<b>747,008</b>	<b>141,110</b>	<b>0</b>	<b>0</b>	<b>141,110</b>	<b>141,110</b>	<b>0</b>	<b>0</b>	<b>141,110</b>
Concession							(135,926)				(135,926)
<b>Amount from general rates</b>							<b>1,446,497</b>				<b>1,449,446</b>
<b>Total general rates</b>							<b>1,446,497</b>				<b>1,449,446</b>
<b>Specified area rates</b>	<b>Rate in \$ (cents)</b>										
Monkey Mia Bore Replacement	0.028372		1,300,000	36,884	0	0	36,884	36,884	0	0	36,884
<b>Total specified area rates</b>			<b>1,300,000</b>	<b>36,884</b>	<b>0</b>	<b>0</b>	<b>36,884</b>	<b>36,884</b>	<b>0</b>	<b>0</b>	<b>36,884</b>
<b>Total</b>							<b>1,483,381</b>				<b>1,486,330</b>

KEY INFORMATION

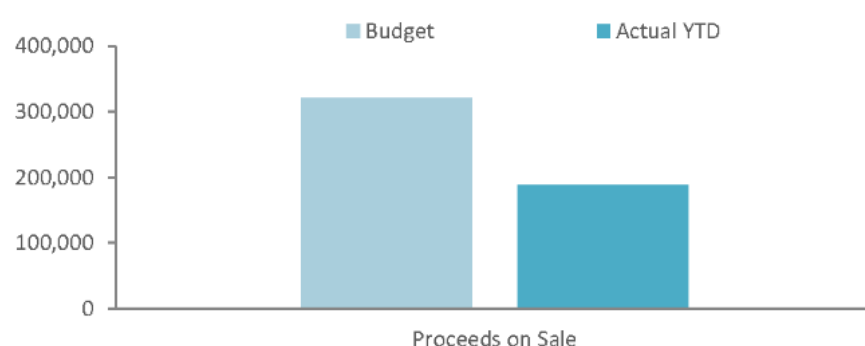
Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability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



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 7  
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book	Proceeds	Profit	(Loss)	Net Book	Proceeds	Profit	(Loss)
		Value				Value			
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	<b>Governance</b>								
MV188	CEO Vehicle	53,396	57,273	3,877	0	53,396	57,273	3,877	0
MV194	EMFA Vehicle	11,864	25,000	13,136	0	0	0	0	0
	<b>Economic services</b>								
MV195	EMCD Vehicle	13,732	25,000	11,268	0	0	0	0	0
	<b>Transport</b>								
MV198	Dual Cab Ute - Gardener	21,253	35,455	14,202	0	21,928	35,454	13,526	0
MV197	Dual Cab Ute - Ranger	21,253	35,455	14,202	0	0	0	0	0
MV163	Refuse Site Loader	108,491	94,975	0	(13,516)	94,191	94,975	784	0
MV167	3 Tonne Town Truck	27,500	18,000	0	(9,500)	0	0	0	0
MV168	5 Tonne Town Truck	53,750	30,000	0	(23,750)	0	0	0	0
		<b>311,239</b>	<b>321,158</b>	<b>56,685</b>	<b>(46,766)</b>	<b>169,515</b>	<b>187,702</b>	<b>18,187</b>	<b>0</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**INVESTING ACTIVITIES  
NOTE 8  
CAPITAL ACQUISITIONS**

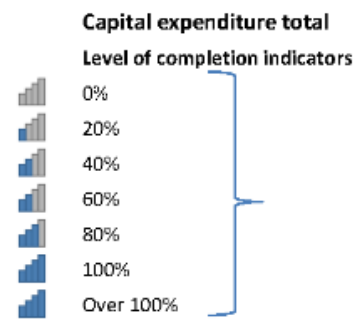
Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	161,450	46,450	38,837	(7,613)
Buildings - specialised	918,420	359,420	360,618	1,198
Furniture and equipment	20,000	20,000	17,163	2,837
Plant and equipment	688,214	411,264	410,402	(862)
Heritage Assets	50,000	6,500	6,500	0
Infrastructure - roads other	410,113	355,155	354,581	(574)
Infrastructure - roads town	535,975	535,975	470,340	(65,635)
Infrastructure - footpaths	390,086	153,586	153,624	38
Infrastructure - public facilities	480,180	96,980	98,480	1,500
<b>Total Capital Acquisitions</b>	<b>3,654,438</b>	<b>1,985,330</b>	<b>1,910,545</b>	<b>(69,111)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	2,009,128	1,086,405	1,093,037	6,632
Other (disposals & C/Fwd)	321,158	187,703	187,702	(1)
Cash backed reserves				
Reserves cash backed - Plant Replacement Reserve	367,056	0	0	0
Reserves cash backed - Infrastructure Reserve	744,133	0	0	0
Reserves cash backed - Pensioner Unit Maintenance Reserve	26,450	0	0	0
Reserves cash backed - Recreation Facilities Upgrade Reserve	50,000	0	0	0
Contribution - operations	136,513	711,222	629,806	(81,416)
<b>Capital funding total</b>	<b>3,654,438</b>	<b>1,985,330</b>	<b>1,910,545</b>	<b>(74,785)</b>

**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.










NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

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.

Level of completion indicator, please see table at the end of this note for further detail.				Adopted		YTD Actual	Variance (Under)/Over
Account Description	Strategic Plan Reference	Class	Budget	YTD Budget			
 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 Roof Upgrade	4.1	Buildings	36,450	36,450	36,447	3	
 25104790 Pensioner Shed Door/Water Pipe Replacement	4.1	Buildings	10,000	10,000	2,390	7,610	
Buildings Total			161,450	46,450	38,837	7,613	
 5204975 Office Furniture & Equipment	4.1, 7.1	Furniture & equipment	20,000	20,000	10,707	9,293	
Comments: Photocopier Upgrade is completed, Video Conferencing Equipment project to commence May 2022							
 36005000 Dugong Interactive Zone	4.1, 7.1	Furniture & equipment	0	0	6,456	(6,456)	
Furniture & Equipment Total			20,000	20,000	17,163	2,837	

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

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		
	5204736 Records Room <i>Comments: Project is completed - Communication Wiring installed</i>	4.1,7.1	Buildings - Specialised	0	0	1,491	(1,491)
	30404756 Morgue Building <i>Comments: Project is completed</i>	4.1	Buildings - Specialised	79,500	79,500	79,510	(10)
	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
	35104732 Child Care Building <i>Comments: Sand Pit and Shade Sails installed as per Original Plans</i>	4.1, 5.1, 5.2	Buildings - Specialised	0	0	4,925	(4,925)
	35104733 Mens Shed Building	5.1	Buildings - Specialised	110,287	110,287	115,307	(5,020)
	35104734 Mens Shed Site Works <i>Comments: Men Shed is completed</i>	5.1	Buildings - Specialised	10,000	10,000	2,396	7,604
	36004993 SBDC Door Upgrade <i>Comments: Upgrade is completed</i>	4.1, 5.1, 5.2	Buildings - Specialised	25,000	25,000	21,925	3,075
	36004994 SBDC Roof Upgrade <i>Comments: Upgrade is completed</i>	4.1, 5.1, 5.2	Buildings - Specialised	30,000	30,000	30,500	(500)
	36004997 SBDC Lighting Upgrade <i>Comments: Upgrade is completed</i>	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	300,000	0	0	0
	36004999 SBDC Rose De Freycinet Gallery Upgrade <i>Comments: Project is in progress</i>	4.1, 5.1, 5.2	Buildings - Specialised	19,496	19,496	19,325	171
	45104722 Depot Office Awning	4.1	Buildings - Specialised	10,000	2,500	2,403	97
	10305311 DFES - SES Capital Expenditure <i>Comments: Rear Verandah Upgrade is completed</i>	4.1	Buildings - Specialised	27,637	27,637	27,637	0
	10305312 DFES - SES ERT Useless Loop Shed Fitout <i>Comments: Emergency Services Shed Fitout is completed</i>	4.1	Buildings - Specialised	50,000	50,000	50,000	0
	35504902 Automatic Sliding Door - Library	4.1	Buildings - Specialised	25,000	0	0	0
	Electronic Entry System for Town Hall and Recreation 35104710 Centre	4.1	Buildings - Specialised	20,000	0	0	0
	Shark Bay Bowling Sport and Recreational Building - 35305510 External Light Upgrade	4.1	Buildings - Specialised	91,500	0	0	0
			<b>Buildings - Specialised Total</b>	<b>918,420</b>	<b>359,420</b>	<b>360,618</b>	<b>293</b>



MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022



















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		
	35605182 Heritage Stables Refurbishment	4.1	Heritage Assets	50,000	6,500	6,500	0
			<b>Heritage Assets Total</b>	<b>50,000</b>	<b>6,500</b>	<b>6,500</b>	<b>0</b>
	45145251 Footpath Construction (As Per Denham Footpath Plan)	1.1, 4.1, 5.1	Infrastructure - footpaths	59,000	0	0	0
	45145257 Francis Street Lighting <i>Comments: Project is completed</i>	1.1, 4.1, 5.1	Infrastructure - footpaths	73,515	73,515	73,515	0
	45145259 Stella Rowley Drive Dual Footpath	1.1, 4.1, 5.1	Infrastructure - footpaths	100,000	2,500	2,538	0
	45145258 Stella Rowley Drive Lighting <i>Comments: Project is completed</i>	1.1, 4.1, 5.1	Infrastructure - footpaths	77,571	77,571	77,571	0
	45145260 Problematic Area Street Lighting	1.1, 4.1, 5.1	Infrastructure - footpaths	80,000	0	0	0
			<b>Infrastructure - footpaths Total</b>	<b>390,086</b>	<b>153,586</b>	<b>153,624</b>	<b>0</b>
	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 <i>Comments: Project is in progress</i>	4.1, 5.1, 5.2	Infrastructure - public facilities	15,000	8,000	7,901	99
	35302284 Little Lagoon Upgrades, Gazebo, Bollards and Signage <i>Comments: Project is in progress</i>	3.1, 4.1	Infrastructure - public facilities	35,000	27,500	27,299	201
	35302285 Little Lagoon Trail Planning <i>Comments: Project is in progress</i>	3.1, 4.2	Infrastructure - public facilities	19,980	19,980	19,980	0
	35304741 Recreation Centre Panel And Paint Upgrade	4.1	Infrastructure - public facilities	50,000	0	0	0
	35305508 Skate Park Upgrade <i>Comments: Project is in progress</i>	4.1, 5.1, 5.2	Infrastructure - public facilities	30,200	30,200	32,017	(1,817)
	35305560 Charlie Sappie Park Bed Removal and Replacement	4.1	Infrastructure - public facilities	20,000	11,300	11,283	17
	35205538 Hard Shade Structures - Playgrounds	4.1, 5.1, 5.2	Infrastructure - public facilities	75,000	0	0	0
	Disability Beach/Water Access inclusive of Floating Beach 35205539 Wheelchairs	4.1, 5.1, 5.2	Infrastructure - public facilities	50,000	0	0	0

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

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		
 Town Ovals and Recreation Reticulation/Resurfacing						
35305511 Upgrade	4.1, 5.1, 5.2	Infrastructure - public facilities	90,000	0	0	0
 35205540 CCTV Upgrades	4.1	Infrastructure - public facilities	50,000	0	0	0
 35305512 Access Bicycle and Walking Paths Recreation Precinct	4.1, 5.1, 5.2	Infrastructure - public facilities	30,000	0	0	0
		<b>Infrastructure - public facilities Total</b>	<b>480,180</b>	<b>96,980</b>	<b>98,480</b>	<b>(1,500)</b>
 45150038 RRG Useless Loop Road 20-21	1.1	Infrastructure - roads other	40,155	40,155	40,155	0
<i>Comments: Project finalised in August</i>						
 45150040 RRG Useless Loop Road 21-22	1.1	Infrastructure - roads other	229,958	175,000	176,071	(1,071)
<i>Comments: Project is in progress</i>						
 45150041 RRG Eagle Bluff Road 21-22	1.1	Infrastructure - roads other	140,000	140,000	138,355	1,645
		<b>Infrastructure - roads other Total</b>	<b>410,113</b>	<b>355,155</b>	<b>354,581</b>	<b>574</b>
 45180092 R2R Durlacher Street 21-22	1.1	Infrastructure - roads town	430,000	430,000	385,684	
 45180091 R2R Brockman Street 20-21	1.1	Infrastructure - roads town	105,975	105,975	84,656	21,319
		<b>Infrastructure - roads town Total</b>	<b>535,975</b>	<b>535,975</b>	<b>470,340</b>	<b>21,319</b>
 45205475 Major Plant items - Capital	4.1	Plant and equipment	20,000	15,000	14,393	607
 45205346 Town Gardener's Ute	4.1	Plant and equipment	50,950	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	260,649	260,649	260,597	52
<i>Comments: Project is completed</i>						
 45205515 Rangers Vehicle	4.1	Plant and equipment	50,950	50,950	50,773	177
 45205319 Tamala Camp Fuel Tanker and Bowser	4.1	Plant and equipment	26,565	26,565	26,565	0
<i>Comments: Project is completed</i>						
 50104002 EMCD Vehicle	4.1	Plant and equipment	38,000	0	0	0
 5205335 CEO Vehicle Replacement	4.1	Plant and equipment	58,100	58,100	58,074	26
<i>Comments: Project is completed</i>						
 5205338 EMFA Vehicle Replacement	4.1	Plant and equipment	38,000	0	0	0
		<b>Plant and equipment Total</b>	<b>688,214</b>	<b>411,264</b>	<b>410,402</b>	<b>862</b>
		<b>Grand Total</b>	<b>3,654,438</b>	<b>1,985,330</b>	<b>1,910,545</b>	<b>29,161</b>



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**FINANCING ACTIVITIES**

**NOTE 9**

**BORROWINGS**

**Repayments - borrowings**

Information on borrowings		1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.		Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Recreation and culture</b>										
Town Oval Bore	58	767,895	0	0	32,829	32,829	735,066	735,066	16,179	22,040
<b>Economic services</b>										
Monkey Mia Bore	57	70,012	0	0	34,303	34,303	35,709	35,709	1,970	2,582
<b>Total</b>		<b>837,907</b>	<b>0</b>	<b>0</b>	<b>67,132</b>	<b>67,132</b>	<b>770,775</b>	<b>770,775</b>	<b>18,149</b>	<b>24,622</b>
Current borrowings		67,132					67,131			
Non-current borrowings		770,775					703,644			
		<b>837,907</b>					<b>770,775</b>			

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.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**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	178	0	0	0	0	195,886	195,714
Reserves cash backed - Plant Replacement Reserve	595,873	500	542	370,910	0	(367,056)	0	600,227	596,415
Reserves cash backed - Infrastructure Reserve	2,401,214	1,500	2,185	895,327	0	(744,133)	0	2,553,908	2,403,399
Reserves cash backed - Pensioner Unit Maintenance Reserve	172,508	120	157	35,000	0	(26,450)	0	181,178	172,665
Reserves cash backed - Recreation Facilities Upgrade Reserve	484,265	500	440	0	0	(50,000)	0	434,765	484,705
Reserves cash backed - Monkey Mia Jetty Reserve	22,155	30	20	0	0	0	0	22,185	22,175
Reserves cash backed - Share Fire System Reserve	29,652	40	27	0	0	0	0	29,692	29,679
	<b>3,901,203</b>	<b>3,040</b>	<b>3,549</b>	<b>1,301,237</b>	<b>0</b>	<b>(1,187,639)</b>	<b>0</b>	<b>4,017,841</b>	<b>3,904,752</b>

**KEY INFORMATION**

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**OPERATING ACTIVITIES  
NOTE 11  
OTHER CURRENT LIABILITIES**

Other current liabilities	Note	Opening Balance 1 July 2021	Liability Increase	Liability Reduction	Closing Balance 31 May 2022
		\$	\$	\$	\$
<b>Contract liabilities</b>					
Unspent grants, contributions and reimbursements					
- operating	12	33,396	3,063,647	(3,026,818)	70,225
- non-operating	13	432,640	773,536	(1,093,037)	113,139
<b>Total unspent grants, contributions and reimbursements</b>		<b>466,036</b>	<b>3,837,183</b>	<b>(4,119,855)</b>	<b>183,364</b>
<b>Provisions</b>					
Annual leave		113,343	290	0	113,633
Long service leave		104,769	0	1,562	106,331
<b>Total Provisions</b>		<b>218,112</b>	<b>290</b>	<b>1,562</b>	<b>219,964</b>
<b>Total other current assets</b>		<b>684,148</b>	<b>3,837,473</b>	<b>(4,118,293)</b>	<b>403,328</b>

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 ORDINARY COUNCIL MEETING

29 JUNE 2022

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022

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 May 2022	Current Liability 31 May 2022	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>											
<b>General purpose funding</b>											
WALGGC - Grants Commission - General	0	1,739,267	(1,739,267)	0	0	681,602	681,602	714,127	(32,525)	681,602	1,739,267
WALGGC - Grants Commission - Roads	0	706,353	(706,353)	0	0	253,683	253,683	208,136	45,547	253,683	706,353
<b>Law, order, public safety</b>											
FESA Grant - Bush Fire Brigade	2,517	7,639	(3,936)	6,220	6,220	10,069	10,069	10,069	0	10,069	3,936
FESA Grant - SES	11,050	37,047	(48,097)	0	0	46,315	46,315	46,315	0	46,315	48,097
FESA Grant - AWARE Funding	19,829	0	(18,007)	1,822	1,822	19,829	19,829	19,829	0	19,829	18,007
<b>Recreation and culture</b>											
Dirk Hartog Virtual Reality Project	0	1,175	(1,033)	142	142		0		0	0	1,033
<b>Transport</b>											
Main Roads Road WA Preservation Grant	0	124,069	(124,069)	0	0	124,069	124,069	124,069	0	124,069	124,069
Main Roads WA Useless Loop Maintenance	0	264,000	(264,000)	0	0	330,000	264,000	330,000	0	330,000	264,000
<b>Economic services</b>											
Department of Communities - Thank A Volunteer	0	900	(900)	0	0	700	700	700	0	700	900
GDC Workforce Accommodation Business Case	0	50,000	0	50,000	50,000	50,000	0	50,000	0	50,000	0
Safe 4WD Exploring Project	0	2,041	0	2,041	2,041	0	0	0	0	0	0
Meerilinga Childrens Week Grant	0	610	(610)	0	0	0	0	0	0	0	610
	<b>33,396</b>	<b>2,933,101</b>	<b>(2,906,272)</b>	<b>60,225</b>	<b>60,225</b>	<b>1,516,267</b>	<b>1,400,267</b>	<b>1,503,245</b>	<b>13,022</b>	<b>1,516,267</b>	<b>2,906,272</b>
<b>Operating contributions</b>											
<b>Recreation and culture</b>											
Contributions - HMAS Sydney Exhibit	0	173	(173)	0	0	250	231	250	0	250	173
<b>Transport</b>											
DPLH - Natural Gas Pipeline Corridor Road Maintenance Contribution	0	10,373	(10,373)	0	0	10,120	10,120	10,120	0	10,120	10,373
<b>Economic services</b>											
RAC Caravan Park Rental (Full Year Expiry)	0	120,000	(110,000)	10,000	10,000	0	0	0	0	0	0
	<b>0</b>	<b>130,546</b>	<b>(120,546)</b>	<b>10,000</b>	<b>10,000</b>	<b>10,370</b>	<b>10,351</b>	<b>10,370</b>	<b>0</b>	<b>10,370</b>	<b>10,546</b>
<b>TOTALS</b>	<b>33,396</b>	<b>3,063,647</b>	<b>(3,026,818)</b>	<b>70,225</b>	<b>70,225</b>	<b>1,526,637</b>	<b>1,410,618</b>	<b>1,513,615</b>	<b>13,022</b>	<b>1,526,637</b>	<b>2,916,818</b>

29 JUNE 2022

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022NOTE 13  
NON-OPERATING GRANTS AND CONTRIBUTIONS

Provider	Unspent non operating grants, subsidies and contributions liability					Non operating grants, subsidies and contributions revenue					
	Liability 1 July 2021	Increase in Liability	Liability Reduction (As revenue)	Liability 31 May 2022	Current Liability 31 May 2022	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	YTD Revenue Actual (b)
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Non-operating grants and subsidies</b>											
<b>Housing</b>											
CHO Pensioner Unit Roof Upgrade	20,000	0	(20,000)	0	0	20,000	20,000	20,000	0	20,000	20,000
<b>Recreation and culture</b>											
FESA SES - Rear Verandah	0	27,637	(27,637)	0	0	27,637	27,637	27,637	0	27,637	27,637
FESA SES - Useless Loop ERT Shed Fitout	0	50,000	(50,000)	0	0	50,000	50,000	50,000	0	50,000	50,000
Mens Shed Gaming Community Trust	0	110,287	(110,287)	0	0	110,287	110,287	110,287	0	110,287	110,287
Little Lagoon WA State Trail Planning Program	10,580	0	(10,580)	0	0	13,640	13,640	13,640	0	13,640	10,580
Shark Bay Bowling Club Lights	0	60,000	0	60,000	60,000	80,000	0	80,000	0	80,000	0
Dugong Interactive Zone - SBDC	0	29,500	(6,455)	23,045	23,045	0	0	0	0	0	6,455
PRGIF Gallery Grant	0	19,496	(19,325)	171	171	19,496	19,496	19,496	0	19,496	19,325
<b>Transport</b>											
RRG Grants - Capital Projects	26,770	179,371	(200,878)	5,263	5,263	239,786	197,125	239,786	0	239,786	200,878
Roads to Recovery - Capital Projects	105,975	297,245	(403,220)	0	0	403,220	403,220	403,220	0	403,220	403,220
Local Roads and Community Infrastructure	269,315	0	(244,655)	24,660	24,660	1,045,062	245,000	1,045,062	0	1,045,062	244,655
	<b>432,640</b>	<b>773,536</b>	<b>(1,093,037)</b>	<b>113,139</b>	<b>113,139</b>	<b>2,009,128</b>	<b>1,086,405</b>	<b>2,009,128</b>	<b>0</b>	<b>2,009,128</b>	<b>1,093,037</b>
<b>TOTALS</b>	<b>432,640</b>	<b>773,536</b>	<b>(1,093,037)</b>	<b>113,139</b>	<b>113,139</b>	<b>2,009,128</b>	<b>1,086,405</b>	<b>2,009,128</b>	<b>0</b>	<b>2,009,128</b>	<b>1,093,037</b>

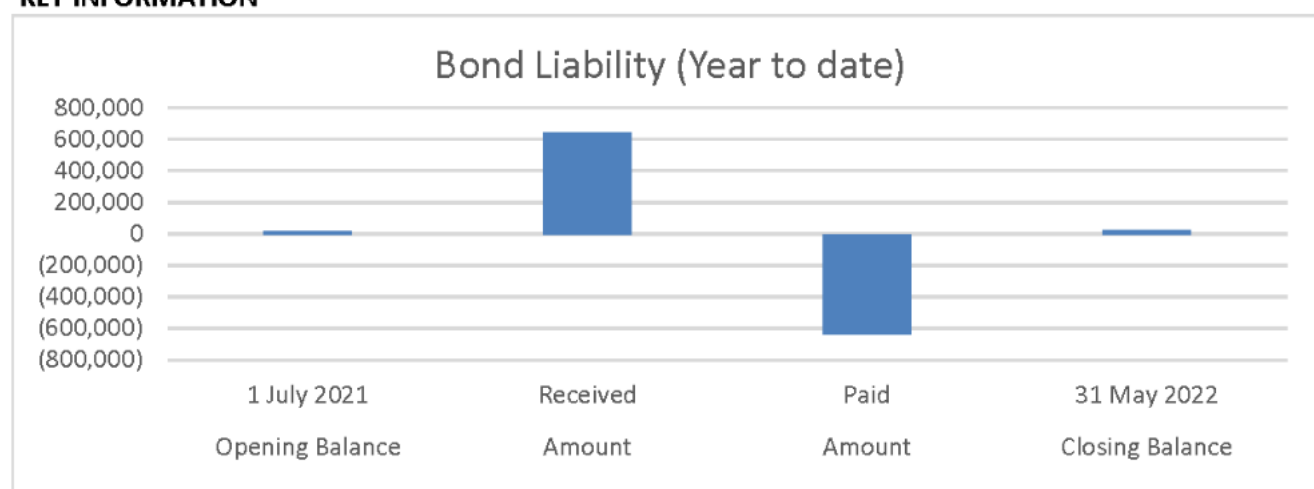
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**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 1 July 2021	Amount Received	Amount Paid	Closing Balance 31 May 2022
	\$	\$	\$	\$
CITF Levy	0	20,933	(17,900)	3,033
Library Card Bond	50	150	(100)	100
Bookeasy- Sales	1,294	409,381	(410,675)	0
Kerb/Footpath Deposit	6,800	3,000	(2,000)	7,800
Bond Key	5,050	590	(500)	5,140
Equipment Bond	200	400	(200)	400
Hall Bond	825	2,786	(610)	3,001
Police Licensing	2,106	187,633	(187,578)	2,161
Election Deposit	0	480	(480)	0
Marquee Deposit	0	0	0	0
Building Licence Levy	0	17,727	(14,956)	2,771
Road Reserve - Hughes Street	2,298	0		2,298
Rates Unidentified Deposit	210	0	0	210
	<b>18,833</b>	<b>643,080</b>	<b>(634,999)</b>	<b>26,914</b>

**KEY INFORMATION**





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2022**

**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
	\$	%		
<b>Revenue from operating activities</b>				
Governance	(11,868)	(69.76%)	▼ Timing	Profit on Sale of Asset in Budget but Trade in of EMFA Vehicle deferred due to stock availability
General purpose funding - rates	2,949	0.20%	Timing	No Reportable Variance
General purpose funding - other	1,516,260	151.35%	▲ Timing	Grants Commission General and Road Grants Prepaid for 2022/2023 (\$1,510,335)
Law, order and public safety	(4,003)	(4.57%)	Timing	No Reportable Variance
Health	838	50.03%	Timing	No Reportable Variance
Housing	(182)	(0.15%)	Timing	No Reportable Variance
Community amenities	32,727	9.64%	▲ Permanent	Refuse Site Fees, Cemetery Fees and Planning Application Fees higher than YTD Budget
Recreation and culture	13,558	3.87%	Permanent	No Reportable Variance
Transport	(3,190)	(0.71%)	Timing	No Reportable Variance
Economic services	(105,095)	(12.44%)	▼ Timing	Private Works Income YTD Budget ahead of YTD Actual offset increases in Building Permits and Camping Fees causing variance - Timing Variance will resolve by end of Financial year. In addition Profit on Sale of Asset in Budget but Trade in of EMCD Vehicle deferred due to stock availability.
Other property and services	5,029	10.78%	▲ Permanent	Diesel Fuel Rebate and Refunds Income ahead of YTD Budget.
<b>Expenditure from operating activities</b>				
Governance	104,551	36.14%	▲ Timing	Variance due to underspend in Strategic Planning, Policy and Local Law Reviews, Elected Member Training compared to timing of YTD Budget
General purpose funding	16,605	15.14%	▲ Timing	Variance due to major Landgate GRV Valuation Service not yet invoiced but will be effective 1 July 2022.
Law, order and public safety	39,695	14.52%	▲ Timing	Variance due to underspend in Bush Fire Brigade, Ranger Patrols, Depreciation Plant and Equipment, Building Maintenance and Governance Overhead Expenditure compared to YTD Budget.
Health	31,941	43.69%	▲ Timing	Variance due to underspend in Health Consulting Fees, Mosquito Fogging, Health Services Provisions, Public Health Plan and Governance Overhead Expenditure compared to YTD Budget.
Housing	39,657	19.77%	▲ Timing	Variance due to Staff and Pensioner Unit Maintenance Actual expenditure less than YTD Budget.
Community amenities	88,966	13.99%	▲ Timing	Variance due to Refuse Site Operations and Refuse Collection, Rural Rubbish Tip Maintenance, Recycling Expenses, Recycling Service Review, Planning Consultant Fees, Town Planning Schemes and Governance Overhead Expenditure less than YTD Budget.
Recreation and culture	235,246	11.51%	▲ Timing	Variance due to Hall, CRC, Recreation Centre SBDC Maintenance, Foreshore and Recreational Maintenance, Heritage Asset Maintenance, Council Assistance Programs, Travelling Exhibition Costs and Governance Overhead Expenditure less than YTD Budget.
Transport	74,511	4.70%	Timing	No Reportable Variance
Economic services	130,101	13.52%	▲ Timing	Private Works Income YTD Budget ahead of YTD Actual Worker Accommodation not yet invoiced - Timing Variance will resolve by end of Financial year.
Other property and services	(72,941)	(354.62%)	▼ Timing	Variance due to under recovery of public works overheads to programs
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	6,632	0.61%	Timing	No Reportable Variance
Proceeds from disposal of assets	(1)	(0.00%)	Timing	No Reportable Variance
Payments for property, plant and equipment and infrastructure	74,785	3.77%	Timing	No Reportable Variance
<b>Financing activities</b>				
Proceeds from new debentures	0	0.00%	Timing	No Reportable Variance
Transfer from reserves	0	0.00%	Timing	No Reportable Variance
Repayment of debentures	0	0.00%	Timing	No Reportable Variance
Transfer to reserves	(3,549)	0.00%	Timing	No Reportable Variance

29 JUNE 2022

11.3 RATES - DIFFERENTIAL RATES  
FM00005

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Smith  
Seconded Cr Ridgley

Council Resolution

That Council, having regard to the budget deficiency in the context of the Strategic Community Plan and the Corporate Business Plan:

1. Advertise in The West Australian the Shire of Shark Bay's Notice of Intention to Levy the following Differential Rates in accordance with Section 6.36 of the *Local Government Act 1995*.

Rates Category	Minimum Rates (\$)	Rate in the Dollar (¢)
<b>Gross Rental Value (GRV)</b>		
- Residential	833.00	9.8307
- Commercial	833.00	10.1026
- Industrial/Residential	833.00	10.8786
- Vacant	833.00	9.8307
- Rural Commercial	833.00	10.2173
- Industrial/Residential Vacant	520.00	9.8307
- Rural Resort	833.00	10.7848
<b>Unimproved Value (UV)</b>		
- General	875.00	19.7958
- Pastoral *	875.00	13.5571
- Mining	875.00	27.0001
- Exploration *	875.00	25.9606

\* Note – concessions have not been applied to these categories and will be considered as part of the budget process.

2. Adopt the Objects and Reasons for each differential rate and minimum payment as attached.

**6/0 CARRIED**

Background

The current structure of the Shires Rating categories is based on differential rating and requires the Shire of Shark Bay to give local public notice as per Section 1.7 of the *Local Government Act 1995* of its intention within the period of two (2) months proceeding the commencement of the financial year (ie on or after 1 May).



## MINUTES ORDINARY COUNCIL MEETING

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The differential rating structure was introduced to recognise the differing use of each property rather than assigning one general rate to a number of different properties uses and zoning in accordance with the Town Planning Scheme.

An elector or ratepayer is invited to lodge a submission in respect of the proposed rate or minimum payment within twenty-one (21) days of the notice being published. The Local Government is required to consider any submissions received before imposing the proposed rate.

A differential rate is defined under Section 6.33 (1) of the *Local Government Act 1995* -

*“A local government may impose differential general rates according to any, or a combination, of the following characteristics-*

- (a) the purpose for which the land is zoned under a town planning scheme in force under the Town Planning and Development Act 1928.*
- (b) The predominant purpose for which the land is held or used as determined by the local government.*
- (c) Whether or not the land is vacant land; or*
- (d) Any other characteristic or combination of characteristics prescribed.”*

The Shire of Shark Bay has previously imposed a differential rate in accordance with Section 6.35(6)(c) *Local Government Act 1995*. If the Shire wishes to impose a differential rate again this year, local public notice must be given and contain the following information -

- (a) details of each rate or minimum payment the Local Government intends to impose.
- (b) an invitation for submissions to be made by an elector or ratepayer in respect of the proposed rate or minimum payment and any related matters within 21 days of the notice: and
- (c) any further information in relation to matters specified in the above which may be prescribed.

In the 2021/2022 financial year the Shire of Shark Bay imposed the following differential rates -

<b>Rates Category</b>	<b>Minimum Rates (\$)</b>	<b>Rate in the Dollar (¢)</b>
<b>Gross Rental Value (GRV)</b>		
- Residential	898.00	10.5926
- Commercial	898.00	10.8855
- Industrial/Residential	898.00	11.7217
- Vacant	898.00	10.5926
- Rural Commercial	898.00	11.0091
- Industrial/Residential Vacant	560.00	10.5926
- Rural Resort	898.00	11.6206
<b>Unimproved Value (UV)</b>		
- General	754.00	21.3300
- Pastoral *	943.00	14.6078
- Mining	943.00	29.0926
- Exploration *	943.00	27.9726

29 JUNE 2022

**\* Note – concessions have not been applied to these categories and will be considered as part of the budget process.**

Comment

Rating

On 1 July 2022 the major Landgate Valuations will be effective and have increased the Gross Rental Values by \$1,251,083 and Unimproved Value by \$295,029 as detailed below. The last major revaluation occurred on 1 July 2016:

The Strategic Plan adopted by Council recommends a 4% increase in rate revenue for

CURRENT GRV	GRV REVALUATION	CHANGE IN GRV	CURRENT UV	UV REVALUATION	CHANGE IN UV
9,910,316	11,161,399	1,251,083	2,265,548	2,560,577	295,029

the 2022/2023 year. If Council adopted this percentage increase approximately \$60,033 additional rates revenue would be achieved. However, Council may consider the economic impact that a rate increase of this nature would have on the community but should take into consideration that no increase was imposed during the first COVID-19 pandemic.

In the proposals put forward for consideration by Council for advertising purposes, the rate in the dollar for Gross Rental Values, Unimproved Rates and Minimum values have been decreased by 7.75%. However, to bring Unimproved Valuations and Minimum Values into line we propose an increase to Unimproved General from \$754 to \$875, as previously we had to reduce this category substantially to be compliant. In addition, we propose that the Unimproved Value concession for pastoral and exploration categories remain the same resulting in an overall increase in rates of 4% which is in line with the Strategic Plan.

Should Council not accept the Unimproved Value concession for pastoral and exploration categories recommendation, it can at the adoption of the budget resolve the amount of concession that will be applied in the 2022/2023 year.

Details of the draft proposal of rates for 2022/2023 are as follows:

Rates Category	Minimum Rates (\$)	Rate in the Dollar (¢)
<b>Gross Rental Value (GRV)</b>		
- Residential	833.00	9.8307
- Commercial	833.00	10.1026
- Industrial/Residential	833.00	10.8786
- Vacant	833.00	9.8307
- Rural Commercial	833.00	10.2173
- Industrial/Residential Vacant	520.00	9.8307
- Rural Resort	833.00	10.7848
<b>Unimproved Value (UV)</b>		
- General	875.00	19.7958
- Pastoral *	875.00	13.5571
- Mining	875.00	27.0001
- Exploration *	875.00	25.9606

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

**\* Note – concessions have not been applied to these categories and will be considered as part of the budget process.**

There is also a specified area rate that Council applies to the loan repayments for the Monkey Mia bore. The rate in the dollar is adjusted to ensure the full amount of the loan is recouped.

These differential rates result in the rates revenue model including concessions and a specified area rate as highlighted below:

*Rate in the Dollar*

Land Category	Proposed Rate in the Dollar (cents)	Current Number Of Properties	Proposed Rates to be Levied 2022/2023 \$	2021 / 2022 Annual Rates Based on Model \$
GRV				
- Residential	9.8307	391	544,538	448,717
- Commercial	10.1026	41	235,713	232,406
- Industrial/Residential	10.8786	47	70,504	77,228
- Rural Commercial	10.2173	5	33,204	34,721
- Rural Resort	10.7848	2	159,038	156,506
UV				
- General	21.3300	7	182,558	152,412
- Pastoral	14.6078	11	73,842	87,487
- Mining	29.0926	1	2,525	2,473
- Exploration	27.9726	10	266,751	228,318
<b>Total</b>		<b>469</b>	<b>\$1,568,673</b>	<b>\$1,420,268</b>

*Minimum Rates*

Land Category	Proposed Minimum \$	Current Number of Properties	Proposed Rates to be Levied 2022/2023 \$	2021/2022 Annual Rates Min Based on Model \$
GRV - all categories except Industrial/Residential - Vacant	833	111	92,463	134,700
GRV – Ind/Residential Vacant	520	0	0	0
UV – all categories except UV General	875	8	7,000	1,886
UV – General	754			4,524
<b>Total</b>		<b>119</b>	<b>\$99,463</b>	<b>\$141,110</b>
<b>Total Proposed Rates</b>			<b>\$1,668,136</b>	<b>\$1,561,378</b>

## MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

<b>Less Proposed Concessions</b>			<b>(\$153,641)</b>	<b>(\$131,250)</b>
<b>Total Amount from General Rates</b>			<b>\$1,514,495</b>	<b>\$1,430,128</b>
<b>Add Specified Area Rate</b>			<b>\$36,622</b>	<b>\$36,884</b>
<b>Total Proposed Rate Yield</b>			<b>\$1,551,117</b>	<b>\$1,467,012</b>

Total rates levied at the adoption of the 2021/2022 budget nett of concessions and including the specified area rate was \$1,467,012, with interim rates raised during the year bringing this total to \$1,491,346.

The 2021/2022 Annual Rates model yield of \$1,467,012 in the table above varies by \$24,434 due to actual valuations (pro rata interim rates) being applied at differing times during the financial year.

Under the Local Government Act there can be no more than 50% of properties on the minimum rate for each differential rate.

This poses problems especially where there have been revaluations and the need to maintain relativity with previous years rate yield. This was predominantly in the Unimproved Valuations applied to the pastoral and mining properties. To resolve this inequity and non-compliance, the application of the concession to these property categories was applied.

Council should note that, when adopting the budget, it may resolve to impose different rates to the above. In this case, readvertising of the adopted rates is not necessary.

### Objects and Reasons

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

### Legal Implications

Subdivision 2 of Division 6 under Part 6 of the *Local Government Act 1995*, Section 1.7, and Section 6.36 of the *Local Government Act 1995*.

### Policy Implications

There are no policy implications relative to this report.

### Financial Implications

Council needs to ensure that rates revenue remains at a level where the Shire can maintain its present level of service to ratepayers.

### Strategic Implications

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

### Risk Management

This is a high-risk item. Failure to adopt a motion for this would delay the adoption of the budget and be in contravention of the *Local Government Act 1995*.

## MINUTES ORDINARY COUNCIL MEETING

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29 JUNE 2022

Voting Requirements  
Simple Majority Required.

Signatures

Author

*A Pears*

Chief Executive Officer

*D Chapman*

Date of Report

21 June 2022

29 JUNE 2022



SHIRE OF SHARK BAY  
2022/2023 DIFFERENTIAL RATES  
STATEMENT OF OBJECTS AND REASONS

**Objects and Reasons for Implementing a Differential Rate**

In accordance with Section 6.36 of the **Local Government Act 1995** and the Council's "Notice of Intention to Impose Differential Rates", the following Information details the objectives and reasons for those proposals.

**What are Rates?**

The raising of rates is the primary source of revenue of all Councils throughout Australia. The purpose of levying rates is to meet Council's proposed budget requirements each year in a manner that is fair and equitable to the ratepayers of the community.

In Western Australia land is valued by Landgate Valuation Services (Valuer General's Office – a State Government agency) and those values are forwarded to each Local Government.

Two types of values are calculated:

- Gross Rental Value (GRV); and
- Unimproved Value (UV)

To calculate the rates to be charged, Council multiplies a rate in the dollar by the supplied value. The rate in the dollar is determined by the level of revenue the Council wishes to raise and is dependent on its proposed budget.

Apart from the need to ensure sufficient revenue to meet its expenditure needs, Council must be mindful of the impact and affordability of rates to the community.

The following are the estimated Differential Rates and Minimum Payments for the Shire of Shark Bay for the 2022/2023 financial year.

<b>Rating Category</b>	<b>Minimum Rate</b>	<b>Rate in the Dollar (cents)</b>
GRV – Residential	\$833	9.8307
GRV – Commercial	\$833	10.1026
GRV – Industrial/Residential	\$833	10.8786
GRV – Vacant	\$833	9.8307
GRV – Rural Commercial	\$833	10.2173

## MINUTES ORDINARY COUNCIL MEETING

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GRV - Industrial/Residential Vacant	\$520	9.8307
GRV – Rural Resort	\$833	10.7848
UV General	\$875	19.7958
UV Pastoral	\$875	13.5571
UV Mining	\$875	27.0001
UV Exploration	\$875	25.9606

### **Differential Rating**

Local Government, under section 6.33 of the Local Government Act 1995, have the power to implement differential rating to consider certain characteristics of the rateable land.

These characteristics include:

- ❖ The purpose for which the land is zoned under the town planning scheme in force.
- ❖ The predominant use for which the land is held or used as determined by the local government.
- ❖ whether or not the land is vacant land; or
- ❖ any other characteristic or combination of characteristics prescribed.

Differential rates may be applied according to any, or a combination of the above characteristics. However, local governments are constrained in the range of differential rates that they may impose. That is, a local government may not impose a differential rate which is more than twice the lowest differential rate applied by that local government unless approval from the Minister is sought.

### **GRV - Residential**

This category is applied to all properties with a land use that does not fall within any of the other categories in GRV. The rate reflects the level of rating required to raise revenue for the Council to operate efficiently and provide the diverse range of services and programs required for developed residential areas.

### **GRV – Vacant**

This category is applied to residential land that has not been developed.

### **GRV - Industrial /Residential**

This category is applied to all properties with an industrial land use which has the capacity for a caretaker's residence and is in the industrial estate. The rate reflects the level of infrastructure required to maintain an industrial area and the ability of commercial property owners to utilise taxation benefits.

29 JUNE 2022

**GRV – Industrial/Residential Vacant**

This category is applied to all properties with an industrial land use which has not been developed. The rate reflects the level of infrastructure required to maintain an industrial area and the ability of commercial property owners to utilise taxation benefits.

**GRV - Commercial**

This category is applied to properties with a commercial land use and reflects the level of services to commercial operators and the ability of commercial property owners to utilise taxation benefits.

**GRV Rural Commercial**

This category is applied to properties of a commercial nature which are located outside of the town centre. The rate reflects the level of infrastructure and services provided to these properties and the ability of commercial property owners to utilise taxation benefits.

**GRV – Resort**

This category is applied to properties of a commercial nature which are established with the purpose of providing accommodation and activities to the tourism market. The rate reflects the level of infrastructure and services provided to these properties and the ability of commercial property owners to utilise taxation benefits.

**UV – General**

This category is applied to all properties which do not fall into one of the other UV categories and includes all unimproved land. The rate reflects a contribution towards built infrastructure and recognises that this infrastructure is used by all property owners.

**UV - Pastoral**

This category is applied to the pastoral properties and reflects the contribution required by pastoral properties for the facilities that are available to them in the Shire.

**UV - Mining**

This category applies to mining tenement leases and reflects the contribution required by mining to the maintenance of the Shire's assets and services to the extent that the mining operations use these assets.

**UV Exploration**

This category applies to mining exploration and applies until the exploration moves to the establishment of mining activities. This rate reflects the contribution to the maintenance of the Shire's assets and services.

**GRV Minimum**

The GRV minimum is the minimum contribution for basic infrastructure and services.

**UV Minimum**

The UV minimum is the minimum contribution for basic infrastructure and services.

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

All submissions in writing should be forwarded to the Shire of Shark Bay no later than 4.00pm on 27 July 2022.

Dale Chapman  
**Chief Executive Officer**



29 JUNE 2022

11.4 PURCHASE OF NEW COMMUNITY BUS  
PL00005

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Stubberfield  
Seconded       Cr Fenny

**Council Resolution**

**That Council suspend Standing Orders, clause 9.5 Limitation on number speeches to be suspended at 3.47 pm for open discussion on Item 11.4 Purchase of New Community Bus.**

**6/0 CARRIED**

Moved            Cr Smith  
Seconded       Cr Fenny

**Council Resolution**

**That Council reinstate Standing Orders at 4.06 pm.**

**6/0 CARRIED**

Moved            Cr Smith  
Seconded       Cr Vankova

**Council Resolution**

- 1. That Council does not support the ongoing provision of a community bus but will continue to offer the current service until this bus needs to be retired.**
- 2. Council ask administration to prepare and present a report outlining other options to support community bus hire through local organisations (such as Yadgalah).**

**6/0 CARRIED**

BACKGROUND

The Shire currently operates a community bus service whereby Denham residents and local community groups are able to hire a 21-seat bus for transportation purposes.

The bus is now 17 years old and has some minor technical issues (such as a problematic access step that doesn't always extend) but is still reliable and roadworthy. The bus is taken to Carnarvon every year for an inspection to ensure it is safe for transporting passengers.

It should also be noted that the bus has no wheelchair access and only has 4 seats with seat belts.

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In June 2020, the Shire received an email from the Shark Bay Primary School suggesting that the Shire could apply for Lotterywest funding to purchase a new Community Bus and that the school (who are ineligible for a Lotterywest grant) would be happy to supply a letter of support (see attached email).

In April 2021 an agenda item was taken to Council and Council resolved

**Council Resolution**

***That Council does not support the purchase of a new community bus at this time but requests the Chief Executive Officer to continue to investigate grant/co-funding sources (such as Lotterywest) and/or commercial operators and bring another report to Council in 12 month's time and approach community and local businesses for funding.***

The Shire administration have subsequently contacted Lotterywest who have advised that they will not provide funding for a replacement bus. No other funding options can be identified. Local businesses have not been formally approached at this stage, but informal approaches reveal no appetite to contribute to a community bus.

The current estimated cost of replacement is \$163,000 (inc GST)/\$152,000 (ex GST) (see attached quote).

**COMMENT**

Since the purchase of the original bus in 2004, the environment around the provision of transport services by local government authorities has changed considerably. In 2021, The Western Australian Local Government Association released a High Occupancy Vehicle Survey report; high occupancy vehicles are identified as on road vehicles that carry between 9 and 30 passengers and weigh less than 4.5 tonnes (see attached report).

This report noted that high occupant vehicles "have been identified as a potential emerging issue for road safety due to an increased risk of crash... and the potential for injury or fatality in a crash are increased." (p. 6). Recommendations from the reports included the development of procurement and management procedures for local governments, including development of templates, checklist, and model policies. These recommendations have not yet been implemented.

As far as administration is aware these recommendations have not yet been actioned, but when they are, considerable work will be required by administration staff to implement them. It has also not yet been clarified if there is an insurance risk to the Shire now there is an identified increased crash risk.

**Current usage**

The current bus is available for the community to hire as per the Shire's adopted Fees and Charges (\$1.80 per kilometre in 2021/2022) and subject to the September 2013 Council resolution that local groups could each receive \$1,000 hire per year at no cost and that the Shark Bay Primary School could receive \$6,000 hire per year at no cost.

**Council Resolution**

- 1. That fees and charges for the hire of Shire resources and facilities be waived when the resources and facilities are being used by not for profit community groups.***
- 2. That a maximum of up to \$1,000 per financial year in venue hire and a maximum of \$1,000 in bus use per financial year be introduced for community groups.***

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3. *That the Shark Bay School continue to receive the maximum of \$6,000 for bus use.*
4. *That usage is monitored by the Shire administration and periodically be reported to Council.*

6/0 CARRIED

The usage and income received for the past few years is shown below

Year	Total cost of hire	Total paid after free use deducted	Total hire fees received by Shire per year
<b>2016/17</b>	School \$4,074.00 Speedway \$129.50 Boolbardie \$297.50 The Entertainers \$183.75 RSL \$15.75 Shark Bay SARA \$1,708.00 Football Club \$1,338.75 Soccer Club \$1,491.20 SES \$115.50 Denham VFRS \$105.00	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$708.00 \$338.75 \$491.20 \$0.00 \$0.00	\$1,537.95
<b>2017/18</b>	School \$5,874.75 Speedway \$82.25 Boolbardie \$309.75 The Entertainers \$162.75 Denham Seniors \$369.25 Coral Coast Dance \$1,487.50 Gascoyne in May \$63.00 Youth Group \$1,370.25	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$1,487.50 \$0.00 \$370.25	\$1,857.75
<b>2018/19</b>	School \$5,041.80 Speedway \$140.40 Boolbardie \$415.80 The Entertainers \$167.40 Denham Seniors \$1,247.40 Yadgalah \$1,402.20 Bridge Club \$142.20 World Heritage \$109.80 Youth Group \$1,870.20	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$402.20 \$0.00 \$109.80 \$870.20	\$1,382.20
<b>2019/20</b>	School \$3,160.80 The Entertainers \$176.40	\$0.00 \$0.00	\$0.00
<b>2020/21</b>	School \$2,470.59 Boolbardie \$280.80 The Entertainers \$156.60 Youth Group \$14.40	\$0.00 \$0.00 \$0.00 \$0.00	\$0.00
<b>2021/22 (to date)</b>	School \$1,866.50 Youth Group \$885.60 Volunteer Firefighters \$43.20	\$0.00 \$0.00 \$0.00	\$0.00

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While the School is the most frequent user of the bus, other community groups also use the bus either regularly or on an ad hoc basis.

In 2004 when the current bus was purchased, there was only a small 8-seater bus available for community hire. At present, there are other options for the community with Yadgalah having a 12-seater bus available. Administration have checked with Yadgalah, and their bus is \$85 per half day or \$170 for a whole day where the hire takes place within the Shark Bay area. To hire the bus for travel outside Shark Bay the cost is \$650.00.

Shark Bay Coaches previously provided transport services including the Overlander to Denham shuttle for Integrity Coachlines, daily tours, airport transfers and a Monkey Mia-Denham transport service. Since they ceased business, only the shuttle run for Integrity Coaches has been continued via a contract through the Department of Transport; an opportunity therefore exists for a commercial operator to recommence and potentially expand that service and/or offer bus hire for both the local community and the local tourism market.

Current and future costs

The current 21 seater bus cost \$100,000 and was funded by grants from Lotterywest and the Department of Veterans' Affairs, with additional contributions from local businesses and community groups.

The cost of a new 21 seat bus with seat belts and wheelchair access is approximately \$152,000 (ex GST), or non-wheelchair accessible for approximately \$115,000 (ex GST) (see attached quotation).

Maintenance, servicing and insurance for the current bus costs, on average, around \$5,000 per year and while maintenance costs tend to increase as the bus ages, even a new vehicle will incur significant costs in these areas.

The current bus is now depreciated at a rate of \$2,000 per year, and a new vehicle (if depreciated over 10 years with a \$50,000 Written Down Value) would likely incur an annual depreciation of \$10,000. A new vehicle should also be added to the Shire's Plant Replacement Program to ensure it is formally asset managed and that a replacement plan is in place.

OPTIONS FOR COUNCIL

Council has the option to agree with the Officer recommendation, refuse the Officer recommendation or change the Officer recommendation.

LEGAL IMPLICATIONS

There are no legal implications associated with this report

POLICY IMPLICATIONS

Council Policy 8.3 Shark Bay Community Bus Hire applies to hire of the bus only, not the potential purchase of a new vehicle.

FINANCIAL IMPLICATIONS

The cost of a new 21 seat bus with seat belts and wheelchair access is approximately \$152,000 (ex GST), or non-wheelchair accessible for approximately. As no funding

## MINUTES ORDINARY COUNCIL MEETING

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options have been identified it is likely Council would be responsible for the entire cost should it decide to purchase a new bus.

### STRATEGIC IMPLICATIONS

5.1 Support the provision of essential community services and facilities

### RISK MANAGEMENT

This is a low risk item

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Author

*D Wilkes*

Chief Executive Officer

*D Chapman*

Date of Report

17 June 2022

**From:** ELISSEGARAY Celia [Shark Bay School] <[Celia.Elissegaray@education.wa.edu.au](mailto:Celia.Elissegaray@education.wa.edu.au)>  
**Sent:** Thursday, 18 June 2020 11:29 AM  
**To:** Candice Uszko <[CDO@sharkbay.wa.gov.au](mailto:CDO@sharkbay.wa.gov.au)>  
**Subject:** Funding sources for new bus

Hi Candice,

I've been advised by our central office that Lotterywest is really, really keen to get money out to communities such as ours in ways that support a whole community, but with advantages to local schools and young people being another strong determinant. Lotterywest is keen to expedite funding in the post-bushfire, post-COVID world to help communities get back to speed, so it might be the ideal time to apply.

We would not be allowed to put in a grant application ourselves, it would have to come from the Shire, but we could supply a letter of support with details of the benefit to the students, youth group etc, if the community had a new, full size seat-belted bus, and if the Shire's bid made mention of all the community groups and the school's need to use the bus, it should be exactly the sort of thing Lotterywest are looking for.

I'll be happy to help in any way if the Shire decides to make an application.

Kind regards

*Celia Elissegaray*

Principal, Shark Bay School

Phone: 08 9948 0000

55 Francis Road

Denham W.A. 6537

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022



**Geraldton Toyota**

Geraldton Toyota  
339 Marine Terrace,  
Geraldton, WA 6530  
PO Box 245, Geraldton WA 6531

T 08 9964 0000  
admin@geraldtontoyota.com.au  
geraldtontoyota.com.au

BSB: 633 000 ACC: 138590872  
ABN: 25 008 751 997 ACN: 008 751 997  
DL 7141

## QUOTATION

### QUOTATION FOR :

Shire of Shark Bay  
Locked Bag 980  
Milsoms Point NSW 1565  
E: admin@sharkbay.wa.gov.au P: 0294300492

DATE : 07/04/2022  
QUOTE : **31644** ( ) CUSTOMER : 5473  
DEPT : 112 New Toyota Vehicles Fleet  
REP : Dane Taylor  
STOCK No :

### QUOTATION DETAILS

### PRICE

#### MOTOR VEHICLE

Coaster 2.8L Diesel 6AT Deluxe 9D55540 001 \$129,254.55 Factory Option (00)  
State Government \$13,571.73-

#### ACCESSORIES / OPTIONS

##### FACTORY OPTIONS

Vehicle Colour - French Vanilla No Charge  
Vehicle Trim - Sand with Grey Accented Fabric No Charge  
Deluxe No Charge (Factory Fitted Option)

##### NON-GENUINE ACCESSORIES

2 X Rear Fold up Seats For When Wheelchair No Charge  
Position is Being Used  
2 X Rear Frame Holders to Rear Doors No Charge  
Authorised Modifiers Plate & DPI Vehicle inspection No Charge  
Paperwork.  
Left/Right Safety Handrails on Entry No Charge  
LH Corner Rings & Straps to Secure Frames and No Charge  
Wheelchair  
Millennium Internal Hoist No Charge  
New Age Automatic Step No Charge  
Remove Existing Flooring and Replace with 17mm No Charge  
Dimadek Hardwood flooring  
Retractor Restraint System for Wheelchair Position No Charge  
School Bus Compliance Conversion Non Painted No Charge  
Trim Seats to Have Vinyl Bases No Charge

##### DEALER CHARGES

Dealer Delivery Fleet Govt \$200.00

#### TOTAL PRICE (Excl. GST)

\$115,882.82

#### ON ROAD COSTS

Commercial 12 mth CTP (See CTP Policy for GST) \$430.90  
Bulk Licence Fee \$13.30  
Wheelchair Conversion \$36,995.00

# MINUTES ORDINARY COUNCIL MEETING

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**Geraldton Toyota**

Geraldton Toyota  
339 Marine Terrace,  
Geraldton, WA 6530  
PO Box 245, Geraldton WA 6531

T 08 9964 0000  
admin@geraldtontoyota.com.au  
geraldtontoyota.com.au

BSB: 633 000 ACC: 138590872  
ABN: 25 008 751 997 ACN: 008 751 997  
DL 7141

## QUOTATION

QUOTATION FOR :		QUOTE DETAILS	
Shire of Shark Bay Locked Bag 980 Milsons Point NSW 1565 E: admin@sharkbay.wa.gov.au P: 0294300492		DATE : 07/04/2022	
		QUOTE : <b>31644</b> ( )	CUSTOMER : 5473
		DEPT : 112	New Toyota Vehicles Fleet
		REP : Dane Taylor	
		STOCK No :	
QUOTATION DETAILS		PRICE	
Plate Fee		\$30.50	
Recording Fee		\$10.30	
Total GST		\$11,588.28	
TOTAL PAYABLE		\$164,951.11	
BALANCE PAYABLE		\$164,951.11	
PLEASE NOTE: Wheelchair Conversion is GST Exempt. The non-Genuine accessories listed on the quote is a break down of what is included in the wheelchair conversion. The Wheelchair conversion price is current as of 07/04/22, Depending on when vehicle arrives, this may need to be re-priced.			

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

Dane Taylor  
Sales Consultant

Authorised Manager

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**12.0 TOWN PLANNING REPORT**

**12.1 PROPOSED DWELLING – LOT 36 (3) MITCHELL RISE, DENHAM P4219**

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. Refuse the application for a single house on Lot 36 (3) Mitchell Rise, Denham for the following reasons:
  - (i) The dwelling has been designed as two grouped dwellings on the existing lot. The lot is zoned Residential with an R15 density code, and has insufficient area to be developed with 2 dwelling units.
  - (ii) Lot 36 has an area of 726m<sup>2</sup>, which means there is only an average of 363m<sup>2</sup> for each dwelling unit. This equates to an R30 density which is higher than the R15 density code that applies to the lot under the Shire of Shark Bay Local Planning Scheme No 4.
  - (iii) Council has no discretion to approved two grouped dwellings on the lot, based on the R15 density code requirements.
  - (iv) Approval of the application will set an undesirable precedent for similar grouped dwelling proposals on lots that are only capable for development of a single house.
2. Advise the applicant that:
  - (a) Under the R15 density each dwelling unit is required to have a minimum and average site area of 580m<sup>2</sup> and 666m<sup>2</sup> respectively.  
As Lot 36 only has an area of 726m<sup>2</sup> it cannot be developed with 2 grouped dwelling units.
  - (b) The Shire would be prepared to consider a new application that has been clearly designed as a single house with shared open common living spaces, and not as two dwelling units to be occupied separately. Alternatively, the owner may consider applying for a single house and a separate ancillary dwelling. Any ancillary dwelling would have a smaller limited floor area as per the Residential Design Codes.



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**ADENDMENT TO OFFICER'S RECOMMENDATION BY OFFICER**

**Reason:** Due to the submission of altered plans by the applicant

Moved            Cr Stubberfield  
Seconded       Cr Fenny

**Council Resolution**

**That Council :**

1. **Approve the application for a single house on Lot 36 (3) Mitchell Rise, Denham subject to the following conditions:**
  - (iv) **Prior to the issue of a Building Permit, the owner to lodge revised plans to the satisfaction of the Shire Chief Executive Officer that:**
    - (a) **includes an open shared combined space between Living Area 1 and Living Area 2; and**
    - (b) **Has a maximum of one kitchen.**
  - (v) **Any revised plans approved in accordance with Condition (i) shall form part of this planning approval. All development shall be in accordance with the approved plans.**
  - (vi) **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 onto the adjacent road reserve unless otherwise approved in writing by the Chief Executive Officer.**
  - (vii) **A trafficable driveway shall be installed on site within 6 months of the issue of a building permit or alternative time period agreed to in writing by the Chief Executive Officer.**
  - (viii) **The driveway shall be constructed and maintained to a trafficable standard to the satisfaction of the Chief Executive Officer.**
  - (ix) **The owner to install and construct a new crossover within 12 months from the date of this planning consent or an alternative time period approved separately by the Shire Chief Executive Officer in writing. The crossover shall be constructed out of:**
    - a. **A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or**
    - b. **A minimum of 100 mm reinforced concrete over a compacted sub-base; or**
    - c. **A minimum of 50 mm thick brick pavers.**
  - (x) **The owner to implement the recommendations of the Bushfire Attack Level Assessment report dated the 6 December 2021 prepared by Bushfire Prone Planning.**

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- (xi) 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.

2. Advise the applicant that:

- (c) The Shire is concerned that the current design is commensurate of two grouped dwelling units and understands that the owner is prepared to lodge a revised plan. The application is supported as a single house subject to part of the internal wall being deleted. A door can be included between Living Area 1 and 2. The owner is also requested to delete one of the proposed kitchens.
- (d) A separate Building Permit is required prior to commencement of construction.
- (e) In regards to Condition (vi), the owner / applicant is advised that a Crossover Application and Reimbursement Pack is available on the Shire website - [Crossover Application and Reimbursement Pack.pdf \(sharkbay.wa.gov.au\)](https://sharkbay.wa.gov.au/Crossover%20Application%20and%20Reimbursement%20Pack.pdf)

This pack includes the Crossover Information Sheet, Checklists and Reimbursement Forms.

3. Note that:

- (i) On the 9 September 2021, the Shire agreed in writing to clear parts of Lots 34 and 37 to reduce the Bushfire Attack Levels for development on Lots 35 and 36.
- (ii) The cleared area will need to be maintained annually. This entails slashing any existing shrubs 1/3<sup>rd</sup> from the base, maintaining the lots to a low fuel load, and removing dead and slashed materials.
- (iii) The Bushfire Attack Level for development on Lot 36 is achieved and based on the Shire clearing parts of the adjacent lots. The lots are currently owned by Development WA who are agreeable to the clearing.

4. Authorise the Chief Executive Officer to organise clearing, slashing and annual maintenance of Lots 34 and 37 prior to occupation of any dwelling on Lot 36.

6/0 CARRIED

BACKGROUND

A location plan is included below.



- ***Outline Development Plan***

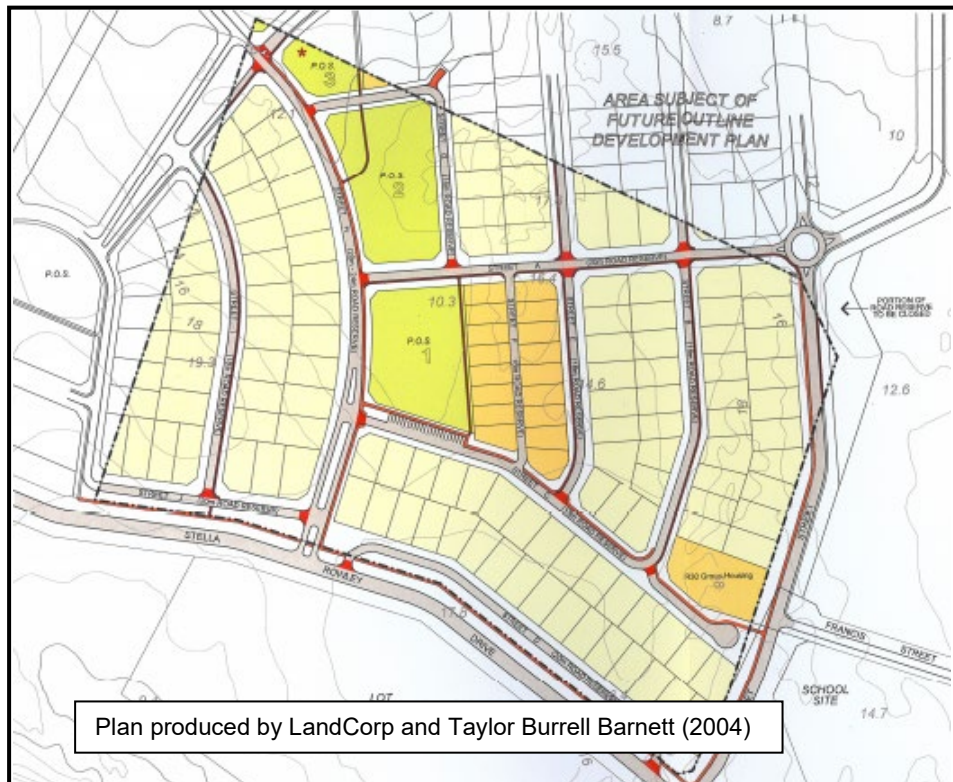
Lot 36 forms part of an area known as 'Denham Estate' which is land that was originally subdivided by LandCorp. Development WA is now the State Governments central development agency, and is responsible for the sale of land in Denham Estate.

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

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

The Design Guidelines state that '*Stage 1 comprises 45 single residential lots with a Residential Code of R15 and one group housing lot with a R Code of R30.*'

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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.

#### COMMENT

- ***Description of application***

The owner has applied for a single house on Lot 36. Town Planning Innovations does not agree that the dwelling is a single house.

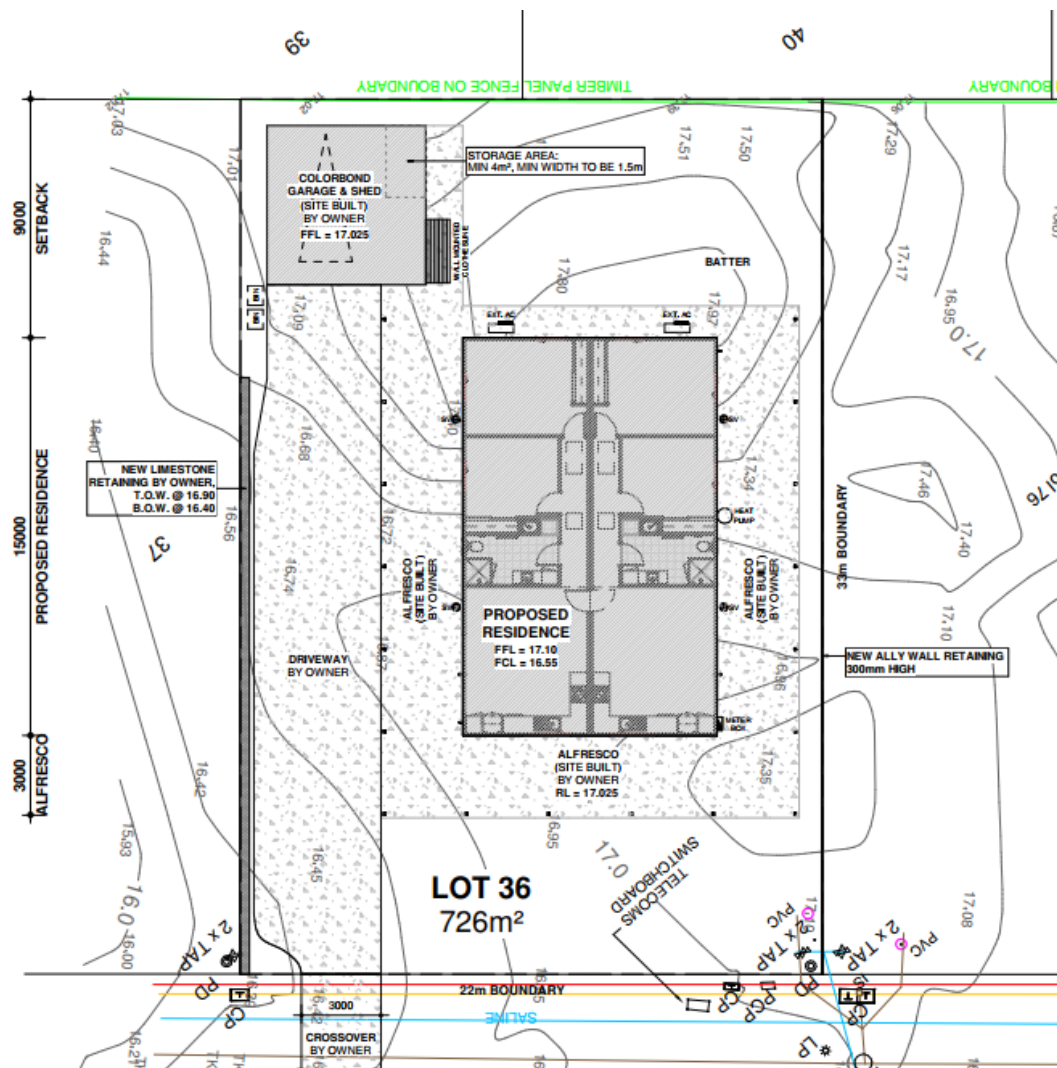
Town Planning Innovations considers that the dwelling has been effectively designed as two grouped dwelling units under one roof.



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Description	Definition
Single House	A <b>dwelling</b> standing wholly on its own green title or survey strata lot, together with any easement over adjoining land for support of a wall or for access or services and excludes dwellings on titles with areas held in common property.
Dwelling	A <b>building</b> or portion of a building being used, adapted, or designed or intended to be used for the purpose of human habitation on a permanent basis by a single person, a single family, or no more than six persons who do not comprise a single family.
Grouped Dwelling	A <b>dwelling</b> that is one of a group of two or more dwellings on the same <b>lot</b> such that no dwelling is placed wholly or partly vertically above or below another, except where special conditions of <b>landscape</b> or topography dictate otherwise, and includes a dwelling on a <b>survey strata</b> with <b>common property</b> .

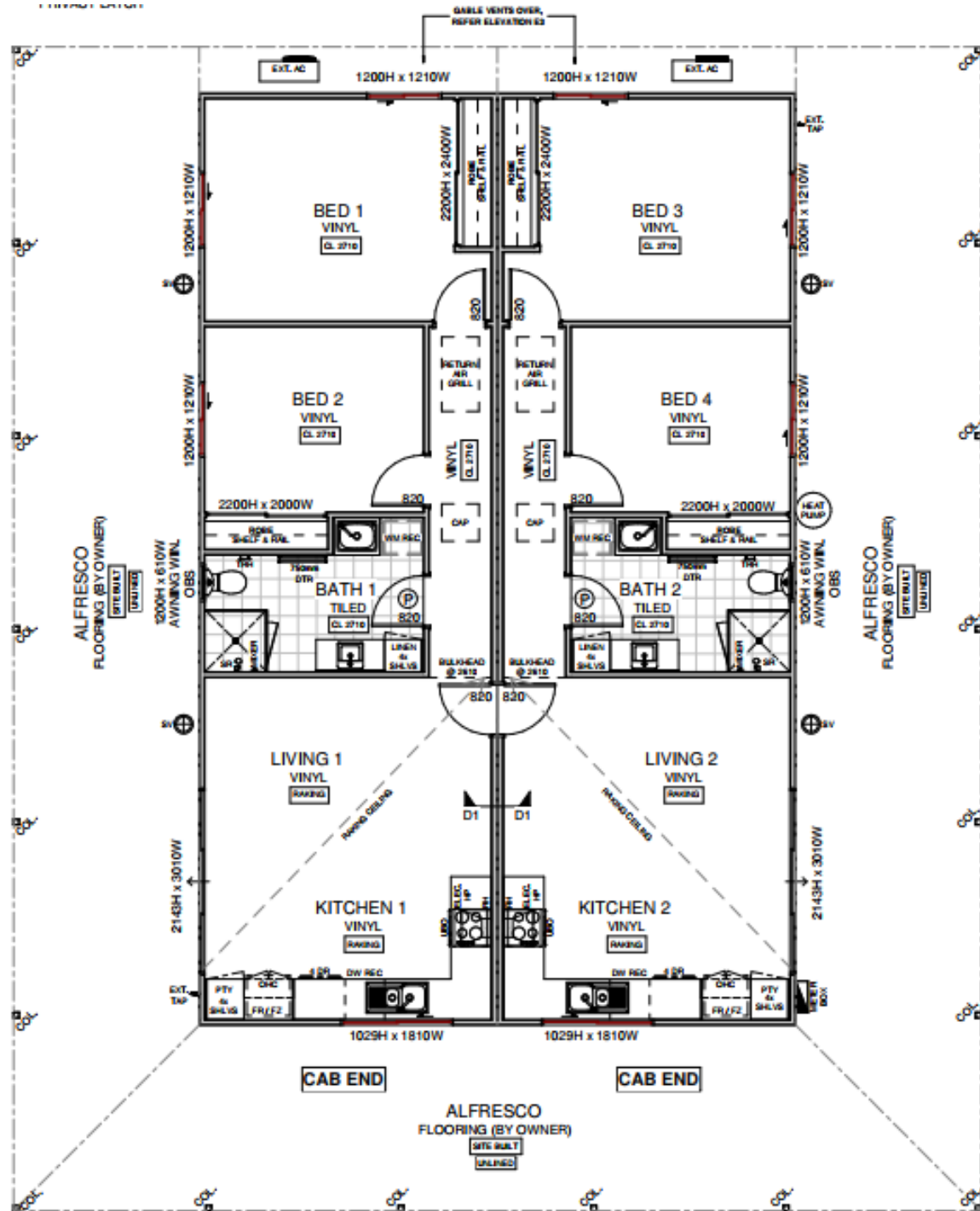
A site plan is included below.



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A floor plan is included below.



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- **Zoning and Density Code**

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

The R15 density code under the Scheme was based on the approved Outline Development Plan for this area.

The R15 density code dictates the area required per dwelling unit, or the density of development.

Under Table 1 of the Residential Design Codes, there is a minimum site area of 580m<sup>2</sup> and average site area of 666m<sup>2</sup> required per dwelling unit.

Essentially this means that an R15 coded lot would require an area of 1,332m<sup>2</sup> to have any development potential for 2 grouped dwellings.

1 R-Code	2 Dwelling type	3 Minimum site area per dwelling (m <sup>2</sup> ) ◆	4 Minimum lot area/rear battleaxe (m <sup>2</sup> ) ▼	5 Minimum frontage (m) ▼
R2	Single house or grouped dwelling	Min 5000	-	50
R2.5	Single house or grouped dwelling	Min 4000	-	40
R5	Single house or grouped dwelling	Min 2000	-	30
R10	Single house or grouped dwelling	Min 875 Av 1000	925	20
	Multiple dwelling	1000	-	-
R12.5	Single house or grouped dwelling	Min 700 Av 800	762.5	17
	Multiple dwelling	800	-	-
R15	Single house or grouped dwelling	Min 580 Av 666	655	12
	Multiple dwelling	666	-	-
R17.5	Single house or grouped dwelling	Min 500 Av 571	587.5	12

*Above: Extract of Table 1 of the Residential Design Codes*

Based on the dwelling design being a grouped dwelling, and not a single house, the application does not comply with minimum and average site area as required for an R15 density coded lot.

It is recommended that the application be refused as:

1. The design is for two grouped dwelling units and not a single house;
2. Lot 36 is a single house lot. The R15 density code limits development of this lot to a single house. The only alternative is a single house with ancillary dwelling (previously referred to as a granny flat).
3. Lot 36 has an area of 726m<sup>2</sup>, which means there is only an average of 363m<sup>2</sup> for each dwelling unit. This equates to an R30 density which is much higher than has been planned for in Denham Estate.



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4. Council has no discretion to approved two grouped dwellings on the lot, based on the R15 density code requirements.
5. The Outline Development Plan and R15 code created landowner expectations that most lots in Denham Estate will be developed with a single house.
6. The design is clearly meant for two separate occupants. The applicant has advised in a covering letter that *'both sides of the residence are being proposed for as long term rental accommodation (ideally for Denham Seaside Caravan park staff) and are not intended to be rented out for short stay accommodation'*.

Town Planning Innovations has liaised with the City of Greater of Greater Geraldton building services. They have advised that *'the use of two doors separating the kitchens allows for either side to be locked off (these are usually fire doors) and used as individual units, and the plans are showing the dividing wall has been fire rated to comply with fire separation of units.'*

Whilst it is recognised that there is a general shortage of accommodation for workers, Town Planning Innovations does not support house designs that are clearly unit developments. The proposal does not comply with the R15 site requirements and should be refused.

- ***Residential Design Codes – general requirements***

Under the Residential Design Codes there are specific 'Deemed to Comply' requirements for grouped dwellings.

Town Planning Innovations has not assessed all the requirements as refusal is recommended. The requirements for grouped dwellings differ to those for a single house.

There are requirements for;

- A two way driveway where parking bays are more than 15 metres from the lot frontage;
- 2 car parking bays per dwelling unit;
- Bin storage areas;
- Landscaping;
- Storerooms;
- Clothes lines.

The building setbacks and proposed retaining walls generally comply. It should be noted that both retaining walls would be less than 0.5 metres high, which is permissible on a lot boundary.

- ***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.

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The subject lot is within the declared bushfire prone area. A Bushfire Attack Level assessment is not technically required as part of the planning process as the lot has an area less than 1100m<sup>2</sup>.

The applicant has lodged a Bushfire Attack Level Assessment however Town Planning Innovations has concerns as:

- The report identifies that vegetation on adjacent lots has to be cleared to achieve an acceptable Bushfire Attack Level of Bushfire Attack Level-29.
- The Shire advised the bushfire consultant that clearing was supported in a letter dated 9 September 2021 – refer Attachment 1.
- The report relies on neighbouring lots being cleared by the Shire, and for those lots to be maintained in a low threat state in perpetuity (until those lots are developed).
- The Shire has slashed some vegetation on adjacent lots, but has not modified the vegetation to the extent that it can be classified as 'low threat' or 'excluded' vegetation. Some shrubs have been retained.
- The bushfire consultant advised that the vegetation on the surrounding lots can be slashed rather than removed to prevent dust and additional environmental concerns. When slashing is going to occur, the Shire would have to ensure shrubs are slashed approximately 1/3rd from the base. Any dead material and slashings have to be removed from the lots to ensure fuel load is kept to a minimum.
- If the Shire does not maintain the adjacent lots in cleared state, the Shire will likely become liable in the event of any fire event.

It is recommended that the issue of clearing for bushfire control of private lots be referred to a future Council meeting, with the view of developing some standards and a policy. Council also needs to consider ongoing maintenance and potential for erosion and dust nuisance.

• **Consultation**

The application has not been advertised for public comment as refusal is recommended.

LEGAL IMPLICATIONS

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

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

*Shire of Shark Bay Local Planning Scheme No 4* – 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.

## MINUTES ORDINARY COUNCIL MEETING

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29 JUNE 2022

### STRATEGIC IMPLICATIONS

Any decision on this application may have implications for other lots in Denham townsite, as the proposed density of development does not comply with the Scheme.

TPI recommends that the Shire further consider it's position on clearing vacant lots in Denham Estate for bushfire management. It is recommended that a separate report be referred to a future Council meeting.

### RISK MANAGEMENT

This is a low risk item to Council.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*D Chapman*

Date of Report

21 June 2022

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

## ATTACHMENT # 1

### SHIRE OF SHARK BAY

65 Knight Terrace  
Denham WA 6537  
PO Box 126 Denham WA 6537



Telephone (08) 9948 1218

Facsimile (08) 9948 1237

Email [admin@sharkbay.wa.gov.au](mailto:admin@sharkbay.wa.gov.au)

All correspondence to the  
Chief Executive Officer

Your Ref

Our Ref

Enquiries

P4217, P4220 / O-CR-19840  
Liz Bushby  
9 September 2021

BUSHFIRE PRONE PLANNING  
PO BOX 388  
GUILDFORD WA 6055

Email: [madison@bushfireprone.com.au](mailto:madison@bushfireprone.com.au)

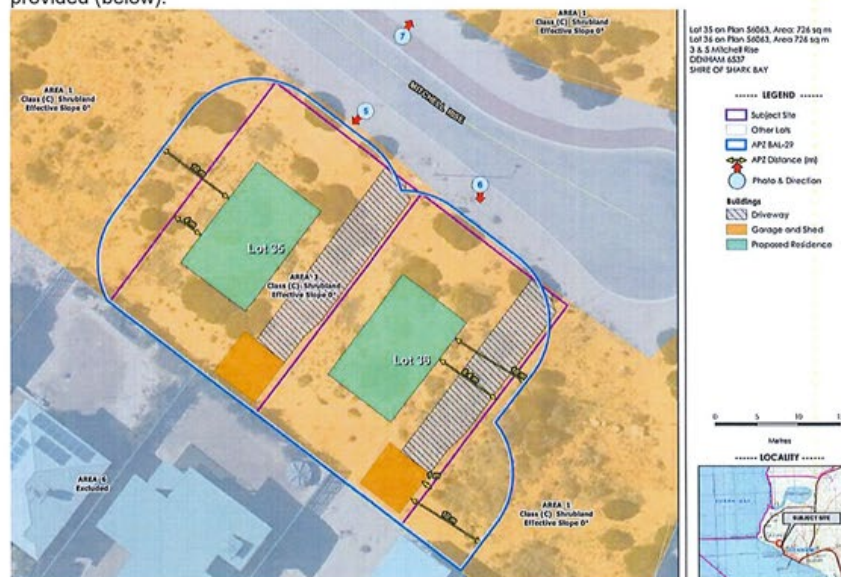
Dear Ms Smith

### Clearing of Portions of Lots 34 and 37 Mitchell Rise, Denham (To Reduce Bushfire Attack Level for Adjacent Lots 35 and 36)

The Shire notes that a Bushfire Attack Level assessment is being prepared for Lots 35 and 36 Mitchell Rise in Denham.

The Shire has received your request that a portion of Lots 34 and 37 be cleared to reduce the Bushfire Attack Levels for development of Lots 35 and 36. Lots 34 and 37 are owned by Development WA. Development WA are agreeable to the proposed clearing and have requested that the clearing works be undertaken by the Shire.

I can confirm that the Shire supports clearing of vegetation on Lots 34 and 37 and will proceed to clear the necessary vegetation in accordance with the map that you have provided (below).



## MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

In accordance with the consent recently provided by Development WA the cleared area can be regularly and annually maintained. If it is maintained by the Shire the owners of Lots 35 and 36 Mitchell Rise may be charged for the costs.

Once parts of Lots 34 and 37 are cleared the Shire considers that the cleared areas can be classified as 'managed' for the purpose of assessing bushfire risk.

I trust that this advice is of assistance. Please do not hesitate to contact Liz Bushby on 0488910869 if you have any further queries.

Ms Bushby will liaise with the Shires Manager of Works to organise the clearing works and advise you accordingly.

Yours sincerely



Paul Anderson  
**Chief Executive Officer**

**CC:** [Tom.Engelbrecht@developmentwa.com.au](mailto:Tom.Engelbrecht@developmentwa.com.au)

29 JUNE 2022

12.2 PROPOSED PATIO – LOT 239 (32) VLAMINGH CRESCENT, DENHAM  
P1315

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved            Cr Smith  
Seconded       Cr Fenny

**Council Resolution**

**That Council:**

1. **Approve the Development Application for a patio on Lot 239 (32) Vlamingh Crescent, Denham subject to the following condition:**
  - (i) **The plans lodged with the 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.**
2. **Note that Lot 239 is within a declared bushfire prone area, and support the planning application without a Bushfire Attack Level assessment for the following reasons:**
  - (a) **There will not be any increase in the number of employees;**
  - (b) **The patio is ancillary to existing development and will not significantly increase bushfire risk; and**
  - (c) **A Bushfire Attack Level dictates any higher construction standards for habitable buildings only.**

**6/0 CARRIED**

BACKGROUND

Lot 239 has an approximate area of 2000m<sup>2</sup>, and has been developed with industrial sheds.

A location plan is included over page for ease of reference.



29 JUNE 2022



COMMENT

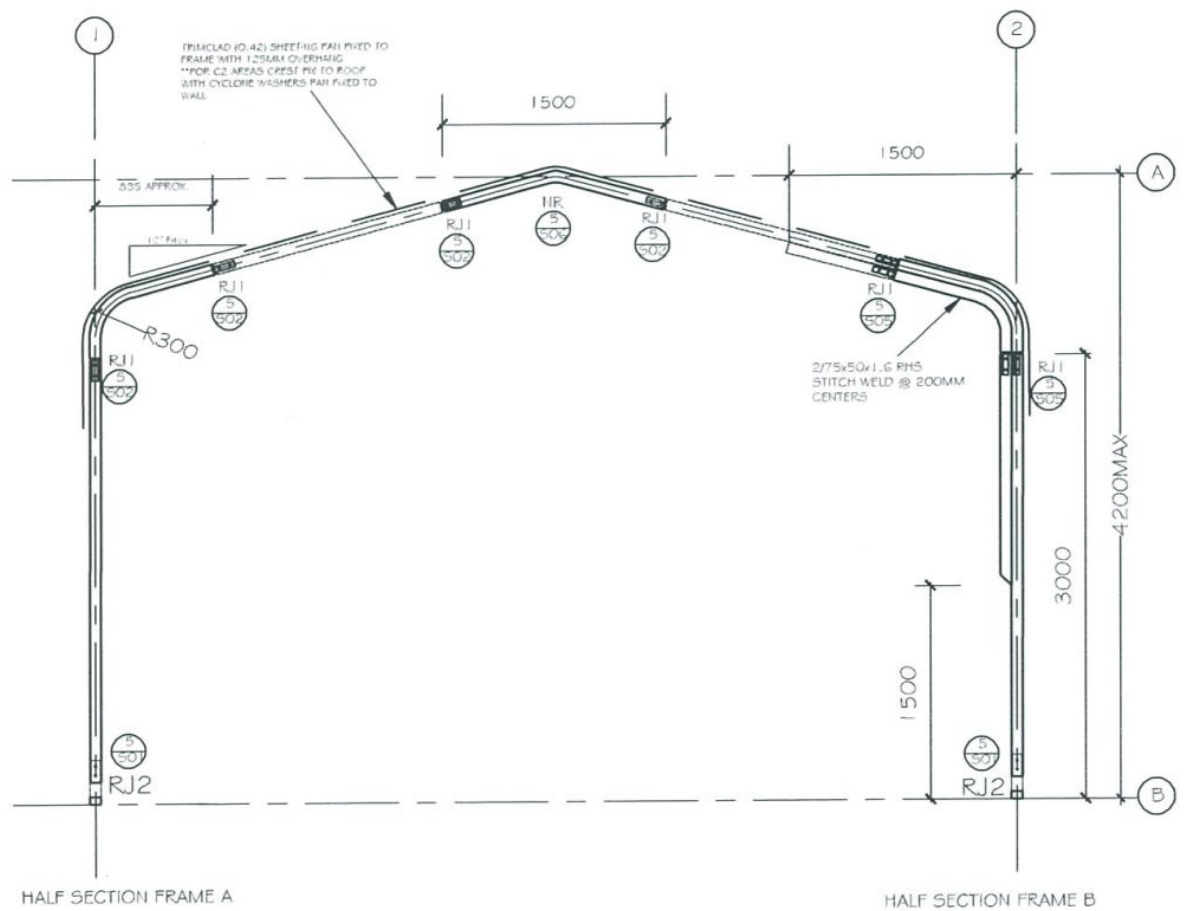
- *Description of Application*

The application proposes a patio with a floor area measuring 6.17 metres by 5.65 metres. The patio will have a height of 3.0 to 4.2 metres, and is proposed to the rear of the lot, for boat storage.

A site plan and elevation is included over page for ease of convenience.



29 JUNE 2022



- **Zoning**

29 JUNE 2022

The lot is zoned 'General Industry' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

- *Setbacks*

A 6 metre front and rear setback is required under the Scheme. The application seeks a rear setback variation as the patio is proposed to be located 2.5 metres from the rear lot boundary.

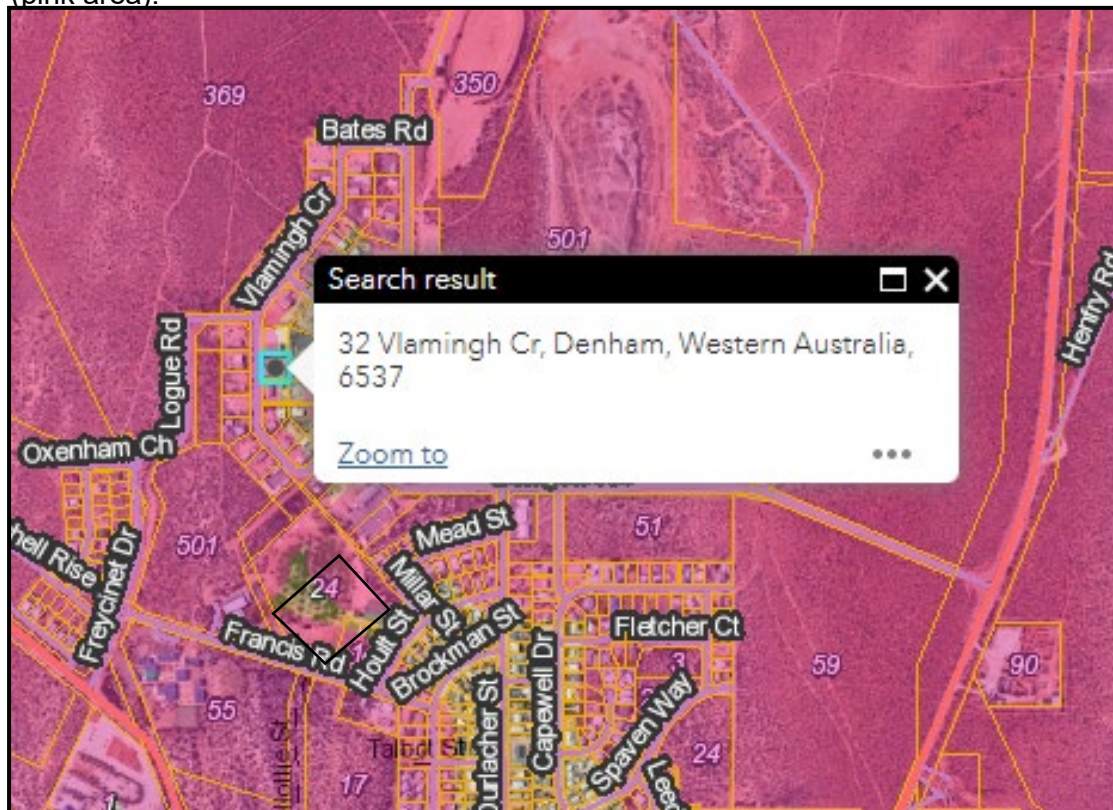
The setback variation is supported, and it is noted that an existing industrial shed on the lot is also closer to the rear boundary than 6 metres.

- *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'.

The Shire has a mandatory obligation to consider State Planning Policy 3.7 when making a decision on any application where the lot is within a designated bushfire prone area.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The lot is within the declared bushfire prone area (pink area).



29 JUNE 2022

Under the Policy all planning applications in Bushfire Prone Areas are to be accompanied by a Bushfire Attack Level assessment.

Despite the above, application of the Policy is to be pragmatically applied by the decision maker.

Town Planning Innovations is of the view that an exemption to State Planning Policy 3.7 should be applied given that:

- a) There will not be any increase in the number of employees;
- b) The patio is ancillary to existing development and will not significantly increase bushfire risk; and
- c) A Bushfire Attack Level dictates any higher construction standards for habitable buildings only.

It is recommended that Council support an exemption from a Bushfire Attack Level as part of the planning process.

#### LEGAL IMPLICATIONS

##### *Planning and Development (Local Planning Schemes) Regulations 2015 -*

Clause 67 outlines 'matters to be considered by Council' including and not limited to the aims and provisions of the Scheme, orderly and proper planning, any approved state policy, the compatibility of the development with its setting including to development on adjoining land, amenity, loading, access, traffic and any submissions received on a proposal.

##### *Shire of Shark Bay Local Planning Scheme No 4 –*

Clause 34 provides Council with discretion to vary any site requirement, such as setbacks. Clause 34 states:

- (1) In this clause -

***additional site and development standards*** means requirements that are set out in Clause 32.

- (2) The local government may approve an application for a development approval that does not comply with additional site and development requirements.
- (3) An approval under subclause (2) may be unconditional or subject to any conditions the local government considers appropriate.
- (4) If the local government is of the opinion that the non-compliance with an additional site and development requirement will mean that the development is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site of the development the local government must —
  - (a) consult the affected parties by following one or more of the provisions for advertising uses under Clause 64 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*; and

## MINUTES ORDINARY COUNCIL MEETING

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- (b) have regard to any expressed views prior to making its determination to grant development approval under this clause.
- (5) The local government may only approve an application for development approval under this clause if the local government is satisfied that -
  - (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and
  - (b) the non-compliance with the additional site and development standard will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

### POLICY IMPLICATIONS

There are no policy implication relative to this report.

### FINANCIAL IMPLICATIONS

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

### STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

### RISK MANAGEMENT

This is a low risk item to Council.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*D Chapman*

Date of Report

22 June 2022



29 JUNE 2022

- 12.3 APPLICATION SEEKING RETROSPECTIVE PLANNING APPROVAL FOR AN EXISTING DWELLING UNIT TO BE USED FOR SHORT STAY ACCOMMODATION – LOT 150, UNIT 1/15 SUNTER PLACE, DENHAM  
P1385

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Town Planning Innovations

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

Officer Recommendation

That Council:

- A. Determine that the 'short stay strata dwelling' use may be consistent with the objectives of the Residential zone and give notice under clause 64 of the deemed provisions before determining an application for development approval for the use of the land.
- B. Note that the application relating to Lot 150, Unit 1/15 Sunter Place, Denham was advertised for public comment until the 1 June 2022, and no submissions were received.
- C. Consider the standard to be applied to the unconstructed crossover and resolve to pursue:
  - Option 1 – Vary the Policy requirement for a sealed, paved or concrete crossover and allow retention of the existing unconstructed crossover.
  - OR
  - Option 2 – Impose a condition to require one sealed, paved or concrete crossover to service Unit 1 and require the crossover to be constructed within 6 months of any approval (if granted).
- D. Approve the application seeking retrospective planning approval for one existing grouped dwelling unit, being Unit 1/ 15 Sunter Place , Denham to be used for short stay accommodation subject to the following conditions and footnotes:
  1. This approval is valid for a maximum of 12 months from the date of this planning consent. Following the 12 month period this approval shall expire and become void.
  2. This approval is issued to Nicholas and Franca Small as the owners of Unit 1/15 Sunter Place, Denham. This approval shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted.  
Should there be a change of ownership of Unit 1 this approval is cancelled and expires.
  3. The plans lodged with this application shall form part of this approval.
  4. All car parking areas are to be provided and maintained to a trafficable standard on site to the satisfaction of the Shire's Chief Executive Officer in accordance with the site plan submitted with the application.
  5. All guest car parking and any associated boat parking shall be accommodated within the boundary of Lot 150 at all times.
  6. The owner shall implement the measures in the Management Plan lodged and approved as part of this application.

29 JUNE 2022

7. The owner shall continue to engage a local property manager to manage the unit holiday house in accordance with the Management Plan approved as part of this application.  
If an alternative manager is engaged (other than the agent stated in the Management Plan) , then a revised Management Plan is to be lodged for separate written approval by the Chief Executive Officer with revised contact details for any new property manager.
8. The owner shall keep and maintain a working fire extinguisher on the premises at all times in accordance with the Management Plan approved as part of this application, or any revised Management Plan approved separately in writing by the Chief Executive Officer.
9. An A3 laminated copy of each fire escape plan (for the ground floor and second storey) approved as part of this application shall be displayed in prominent places within the existing dwelling.
10. The existing landscaping in front of the dwelling shall be retained and maintained.
11. No guest shall be accommodated for periods totalling more than 3 months in any 12 month period.
12. The maximum number of persons to be accommodated in Unit 1 at any one shall be limited to 4.
13. If any sign is installed to advertise or identify the holiday house it shall only be located within the lot boundary and the sign face shall not exceed an area of 0.2 square metres.

**OPTIONAL CONDITION (14) & FOOTNOTE – CROSSOVER STANDARD**

14. The owner shall construct a new crossover within 6 months from the date of this planning consent or an alternative time period approved separately by the Shire Chief Executive Officer in writing. The crossover shall have a minimum width of 3 metres, service Unit 1 and be constructed out of:
  - a. a 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or
  - b. a minimum of 100 mm reinforced concrete over a compacted sub-base; or
  - c. a minimum of 50 mm thick brick pavers.

**Footnote:**

In regards to Condition 14, the owner / applicant is advised that a Crossover Application and Reimbursement Pack is available on the Shire website - [Crossover Application and Reimbursement Pack.pdf \(sharkbay.wa.gov.au\)](https://www.sharkbay.wa.gov.au/Crossover-Application-and-Reimbursement-Pack.pdf) This pack includes the Crossover Information Sheet, Checklists and Reimbursement Forms.

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

Ms Wilkes left the Council Chamber at 4.15pm and returned at 4.19pm.

29 JUNE 2022

Moved Cr Ridgely  
Seconded Cr Vankova

**Council Resolution**

**That Council:**

- A. Determine that the 'short stay strata dwelling' use may be consistent with the objectives of the Residential zone and give notice under clause 64 of the deemed provisions before determining an application for development approval for the use of the land.**
- B. Note that the application relating to Lot 150, Unit 1/15 Sunter Place, Denham was advertised for public comment until the 1 June 2022, and no submissions were received.**
- C. Consider the standard to be applied to the unconstructed crossover and resolve to impose a condition to require one sealed, paved or concrete crossover to service Unit 1 and require the crossover to be constructed within 6 months of any approval (if granted).**
- D. Approve the application seeking retrospective planning approval for one existing grouped dwelling unit, being Unit 1/ 15 Sunter Place , Denham to be used for short stay accommodation subject to the following conditions and footnotes:**
  - 1. This approval is valid for a maximum of 12 months from the date of this planning consent. Following the 12 month period this approval shall expire and become void.**
  - 2. This approval is issued to Nicholas and Franca Small as the owners of Unit 1/15 Sunter Place, Denham. This approval shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted.**

**Should there be a change of ownership of Unit 1 this approval is cancelled and expires.**
  - 3. The plans lodged with this application shall form part of this approval.**
  - 4. All car parking areas are to be provided and maintained to a trafficable standard on site to the satisfaction of the Shire's Chief Executive Officer in accordance with the site plan submitted with the application.**
  - 5. All guest car parking and any associated boat parking shall be accommodated within the boundary of Lot 150 at all times.**
  - 6. The owner shall implement the measures in the Management Plan lodged and approved as part of this application.**



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7. The owner shall continue to engage a local property manager to manage the unit holiday house in accordance with the Management Plan approved as part of this application.  
  
If an alternative manager is engaged (other than the agent stated in the Management Plan) , then a revised Management Plan is to be lodged for separate written approval by the Chief Executive Officer with revised contact details for any new property manager.
8. The owner shall keep and maintain a working fire extinguisher on the premises at all times in accordance with the Management Plan approved as part of this application, or any revised Management Plan approved separately in writing by the Chief Executive Officer.
9. An A3 laminated copy of each fire escape plan (for the ground floor and second storey) approved as part of this application shall be displayed in prominent places within the existing dwelling.
10. The existing landscaping in front of the dwelling shall be retained and maintained.
11. No guest shall be accommodated for periods totalling more than 3 months in any 12 month period.
12. The maximum number of persons to be accommodated in Unit 1 at any one shall be limited to 4.
13. If any sign is installed to advertise or identify the holiday house it shall only be located within the lot boundary and the sign face shall not exceed an area of 0.2 square metres.
14. The owner shall construct a new crossover within 6 months from the date of this planning consent or an alternative time period approved separately by the Shire Chief Executive Officer in writing. The crossover shall have a minimum width of 3 metres, service Unit 1 and be constructed out of:
  - a. A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or
  - b. A minimum of 100 mm reinforced concrete over a compacted sub-base; or
  - c. A minimum of 50 mm thick brick pavers.

**Footnote:**

In regards to Condition 14, the owner / applicant is advised that a Crossover Application and Reimbursement Pack is available on the Shire website - [Crossover Application and Reimbursement Pack.pdf \(sharkbay.wa.gov.au\)](https://sharkbay.wa.gov.au/Crossover%20Application%20and%20Reimbursement%20Pack.pdf)

This pack includes the Crossover Information Sheet, Checklists and Reimbursement Forms.

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

**5/1 CARRIED**

Cr Smith is recorded as voting against the motion

**Reason:** He feels that Council has lost direction for the purpose of registration of Holiday Homes

BACKGROUND

- ***Relevant Council decision : Local Planning Policy No 1 Holiday Houses in Residential Areas***

The Shire Council adopted Local Planning Policy No 1 (with modifications) at the meeting held in September 2020. Council also resolved to allow a 12 month transitional period for owners to comply with the Scheme, and apply for planning approval.

- ***Relevant Council decision : Holiday Houses***

On the 28 July 2021, Council adopted the following resolution at it's Ordinary Meeting;

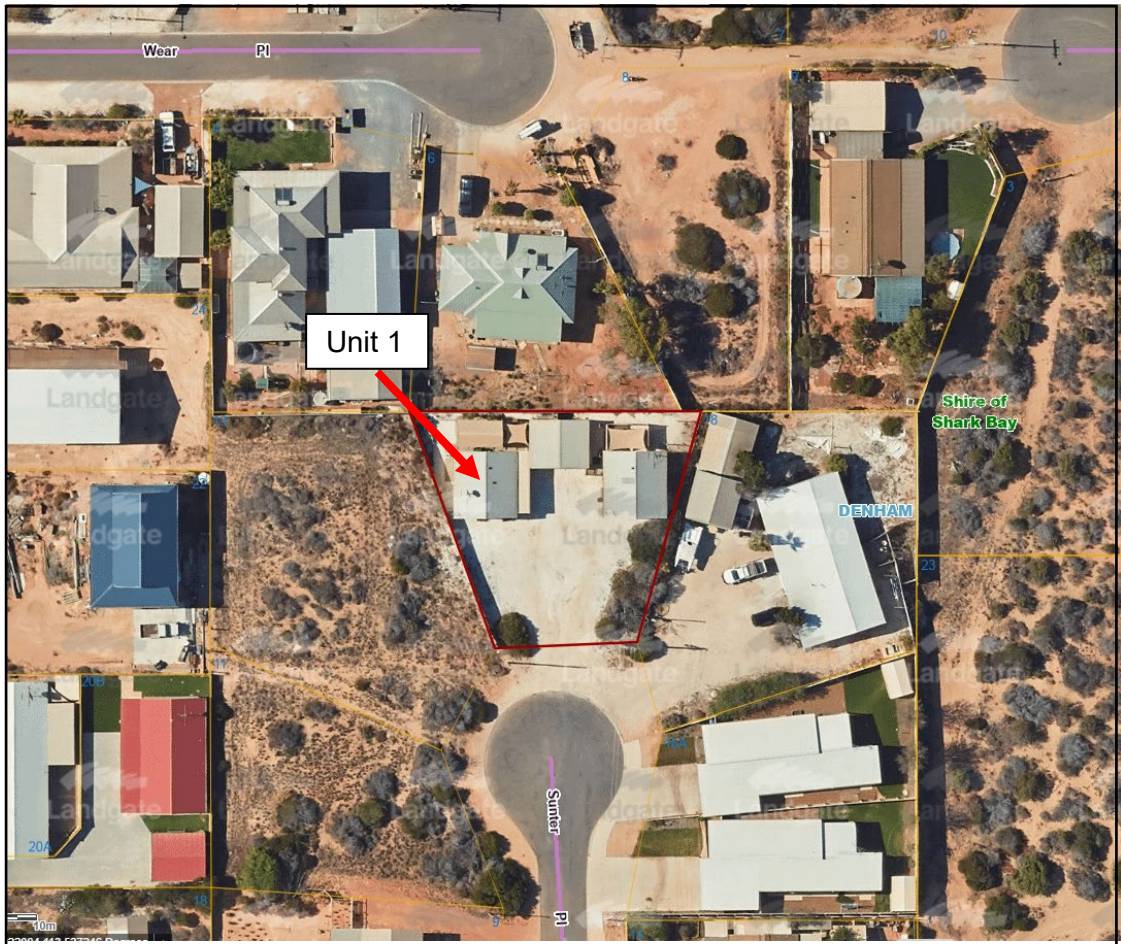
- "1. *Note that:*
- (a) *All new applications for any holiday house will be referred to Council for determination, and the initial approval period will be for 12 months.*
  - (b) *A flyer on Holiday Houses will be sent out with this year's Rate Notices to raise public awareness of the need for planning approval for Holiday Houses.*
  - (c) *Local Planning Policy No 1 : Holiday Houses in Residential Areas can be viewed on the Shire website.*
2. *Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine any subsequent planning applications for renewal of an existing approval for any holiday house within Denham townsite.*
3. *Resolve to allow the 12 month transitional period to be between August 2021 and August 2022. "*

- ***Location***

Lot 150 has been developed with two grouped dwellings. This application only relates to Unit 1. Unit 2 is used as a long term rental, and is currently occupied full time by a tenant.

A location plan is included below for ease of reference.

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*Location Plan*

COMMENT

• ***Description of proposal***

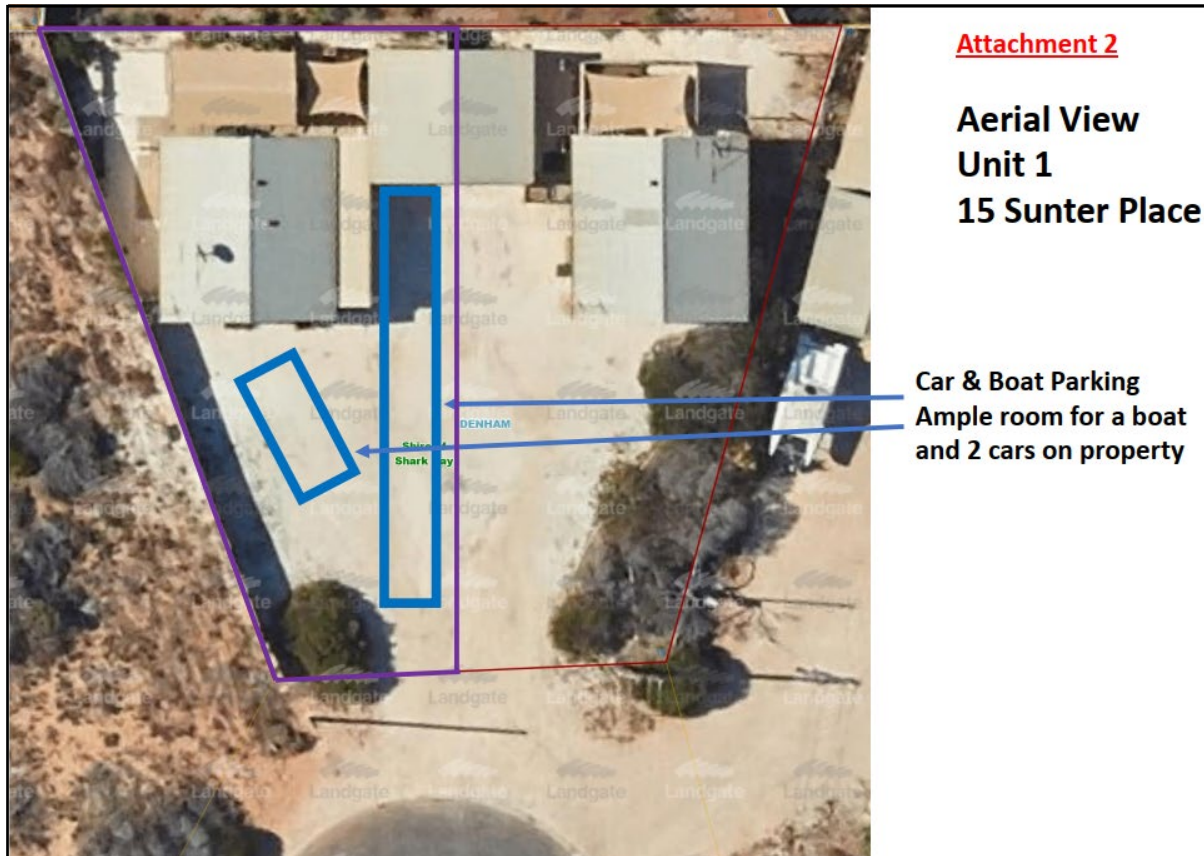
The application is summarised as follows:

- (i) Unit 1 has 2 bedrooms and can accommodate a maximum of 4 persons at any one time.
- (ii) The master bedroom has a queen bed, and the second bedroom has two single beds.
- (iii) The maximum length of stay for guests is typically two weeks.
- (iv) The owners intend to continue to use Ray White as the property manager. The property manager is responsible for all bookings, provision of information to guests, monitoring the property, ongoing maintenance, and dealing with any complaints.
- (v) Unit 1 has been used for short term accommodation for 6 years, and within this time Ray White has not received any complaints about the premises.
- (vi) The lot is connected to sewer.

The applicant has lodged a parking plan (over page).



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*Site Plan showing car parking*

- **Zoning and Proposed Land Use**

Lot 150 is zoned 'Residential' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

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

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

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

A dwelling on a strata lot is not construed as a 'single house' under the Residential Design Codes.

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

- **Use Not Listed**

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The proposal is construed as a 'short stay grouped dwelling unit' which is not defined in the Scheme or listed in 'Table 1-Zoning Table' of the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

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

- Option 1: Determine that the 'short stay grouped dwelling unit' use is consistent with the objectives of the Residential zone and is therefore a use that may be permitted in the zone subject to conditions imposed by the local government; or
- Option 2: Determine that the 'short stay grouped dwelling unit' use may be consistent with the objectives of the Residential zone and give notice under clause 64 of the deemed provisions before considering an application for development approval for the use of the land; or
- Option 3: Determine that the 'short stay strata dwelling' use is not consistent with the objectives of the Residential zone and is therefore not permitted in the zone.

If Council pursues Option 1, it will set a precedent for other 'short stay grouped dwelling units' to be treated as a permitted land use in the Residential zone, which is considered undesirable. There may be cases where Council does not consider it appropriate for a grouped dwelling unit to be used for short stay.

It is recommended that Council pursue Option 2 and advertise the application for public comment.

The application has already been advertised for public comment by Shire Administration. Advertising closed on the 1 June 2022 and no submissions were received.

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

The Local Planning Policy does not strictly apply to this application as the proposal is not considered to be a 'holiday house'. The Policy is being used as a general guide only for the planning assessment as follows:

Policy Requirement	Comment
1. A site plan or good quality clear aerial showing the existing house, existing buildings, driveway, and guest parking areas. The location, number and dimensions of parking areas should be clearly marked on the plan.	The application includes a clear aerial showing access and car parking bays.  The lot has been inspected and site photographs are included in this report.
2. An internal floor plan showing the house layout, the use of each room, and number of double, single or bunk beds per room (including fold out couches).	The application includes detailed floor plans showing two bedrooms.

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3. Car parking to be provided at a rate of 1 space every 3 guests.	2 car parking bays are required and can be accommodated in front of Unit 1.
4. A Management Plan that addresses how the land use will be managed on a day to day basis to maximise protection of residential amenity, including details of how noise issues will be addressed by the Manager (handling of complaints), and full contact details of the Manager or employee of the Manager.	<p>A Management Plan has been prepared in consultation with Ray White. It details all property manager responsibilities, booking procedures, and procedures for complaints. The plan also outlines some of the owners responsibilities.</p> <p>The Management Plan is similar to one already approved for other holiday house applications.</p>
5. A Fire and Emergency Response Plan that includes detailed fire escape route maps, provision of a fire extinguisher and emergency contact numbers.	<p>The Policy includes an example Fire and Emergency Response Plan template that can be modified by owners to suit their premises.</p> <p>The application includes detailed floor plans that show the location of smoke detectors, a fire extinguisher, fire blanket, outdoor hose, escape routes and assembly point at the front of the lot.</p> <p>The fire escape route plans can be displayed in the dwelling.</p>

## • **Crossover**

The Shires Local Planning Policy requires that all crossovers that relate to Holiday Houses be sealed, paved or concreted to comply with the construction specifications in the Shire's Crossover Policy.

Whilst this application is not for a holiday house, Council can still consider whether a formal crossover should be required.

The Shires Crossover Policy requires crossovers for residential lots to have a minimum width of 3 metres. Wider crossovers can be installed (eg a double crossover to service a double driveway and/or garage).

The Shires crossover policy requires a standard sealed or paved crossing comprising of either -

1. A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or
2. A minimum of 100 mm reinforced concrete over a compacted sub-base; or
3. A minimum of 50 mm thick brick pavers.

The crossover is the section of verge in front of a lot that is used for vehicular access – refer Figure 1.

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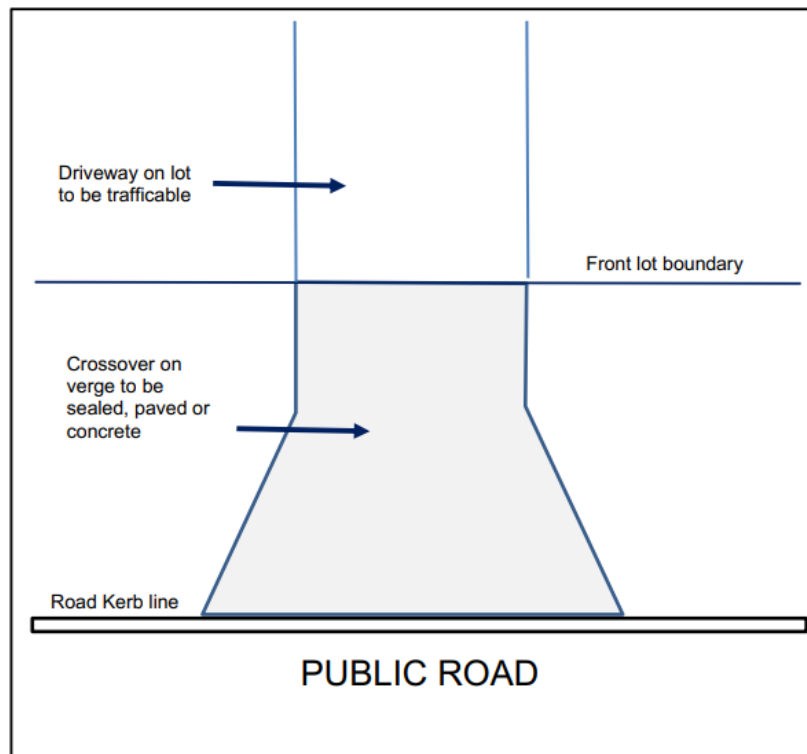


Figure 1

There are two units on Lot 150.

There is no existing formal crossover or driveway to Unit 1 – refer to photographs overpage.



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Council can only impose conditions that are fair, reasonable, and relate directly to the application to use Unit 1 for short stay accommodation.

There are two options for crossovers as outlined below:

- **Option 1 – Support retention of the existing crossover**

The existing crossover is essentially bare earth, and there is some evidence of sand migrating onto the road reserve.

Council can support Option 1 based on precedent. Council has not required crossover upgrades for other unit developments at 31A Hartog Crescent, and 7B Fry Court – refer Attachment 1.

- **Option 2 – Impose a condition to require a sealed, paved or concrete crossover**

Over the past few years the Shire has been trying to raise standards and require new developments to install formal crossovers, both within residential areas and the industrial area, as a condition of planning approval.

Owners can claim reimbursement from the Shire for part of the crossover cost.

Whilst the Holiday House Policy does not technically apply to this development, Council can require crossovers to be upgraded where it is considered it would be a fair and reasonable condition.

A condition can be required to require one constructed crossover to service Unit 1.

The crossover is required to have a minimum width of 3 metres as per the Shires Crossover Policy, and can be accommodated within the existing verge.

The horizontal distance between existing vegetation is approximately 7.6 metres – refer aerial over page. A 3 to 4 metre crossover could be accommodated on the western side of the verge to service Unit 1.

If the owner wanted to install a wider central crossover to service both units, TPI would support that, however for the purpose of this application, Council is limited to imposing conditions that relate directly to the proposal (ie Unit 1).

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*Above: Measurement of width between vegetation*

- **Landscaping**

There is existing landscaping along sections of Sunter Place – refer photograph over page.

As the quality of landscaping in Sunter Place is mixed, and there is some vegetation on Lot 150, no conditions requiring any upgrading are recommended.



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*Photograph of cul-de-sac / Sunter Place*

- ***Relevant State Planning Policies and Guidelines –Bushfire Prone Areas***

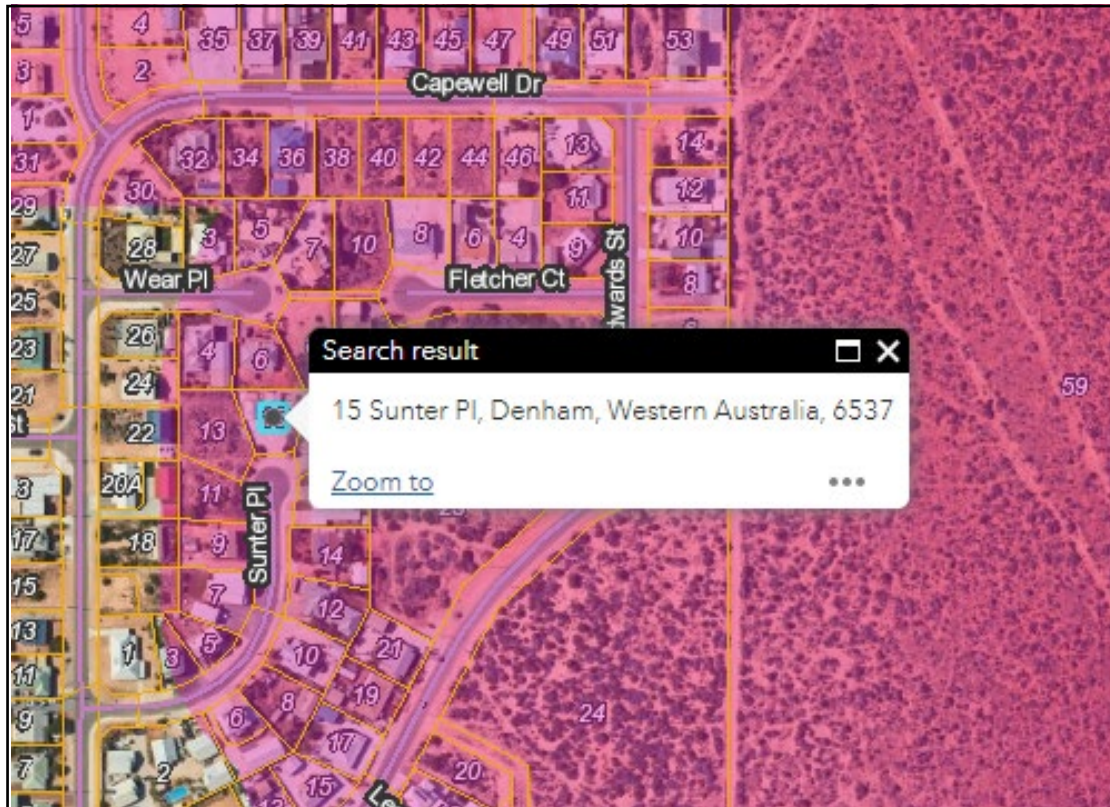
Under the ‘deemed provisions’ of the *Planning and Development (Local Planning Schemes) Regulations 2015* Council is to have ‘due regard’ to any state planning policy. This essentially means Council has an obligation to give proper, genuine and realistic consideration to the requirements of ‘State Planning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

The Shire has a mandatory obligation to consider State Planning Policy 3.7 when making a decision on any application where the lot is within a designated bushfire prone area.

The Western Australian Planning Commission released State Planning Policy 3.7 and associated Guidelines for Planning in Bushfire Prone Areas (‘the Guidelines’) in December 2015. These documents apply to all land identified as Bushfire Prone.

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. Lot 150 is within the declared bushfire prone area (pink area).

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Town Planning Innovations is of the view that bushfire management is not an impediment to the proposed land use as:

- (a) The dwelling unit has already been constructed and the bushfire risk will not be increased;
- (b) The owner has increased fire safety by preparing a fire escape plan and provision of a fire extinguisher.
- (c) It is impractical to retrospectively apply current higher construction standards for an existing structure.
- (d) New 'Guidelines for Planning in Bushfire Prone Areas' became operative on the 13 March 2022, and they only require a simplified evacuation plan for holiday houses. Whilst the application is not for a 'holiday house'; it is a similar land use.

#### LEGAL IMPLICATIONS

##### Planning and Development (Local Planning Schemes) Regulations 2015 –

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

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

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

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.

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

#### POLICY IMPLICATIONS

The Shire has a Policy Manual which includes Policy No 9.1 – Crossovers.

The Policy requirements are as follows:

1. A standard crossing comprises either -
  - a. A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or
  - b. A minimum of 100 mm reinforced concrete over a compacted sub-base; or
  - c. A minimum of 50 mm thick brick pavers; or
  - d. As approved by Council.
2. A crossing must be built from the paved portion of a road or kerb to the front boundary line and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways).
3. The minimum width of the standard crossing shall be 3.0 metres for residences, 4.0 metres for commercial, 6.0 metres for light industrial, 6.0 metres for heavy industrial and 7.5 metres for service stations each with a 1.5 metre radius “fishtail” onto the kerb line.
4. The gradient shall be positive 2% for the first 1.5 metres from the kerb line.
5. The Shire of Shark Bay will contribute to one crossing per property only.
6. Where the ratepayer elects to construct a crossover, the Shire’s contribution shall not exceed 50% of the cost of the crossover as defined in this policy and as listed in the Shire’s Fees and Charges Schedule of its annual budget. The square metres calculated shall be the length (from the road kerb to the property line) multiplied by the nominal width. The applicant must produce documents stating the full cost of the crossing.

The Policy is not an adopted Local Planning Policy. It was adopted in accordance with the *Local Government (Uniform Local Provisions) Regulations 2015*.

#### FINANCIAL IMPLICATIONS

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

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STRATEGIC IMPLICATIONS

- Local Implications

The Shires existing Holiday house Policy outlines a requirement for crossovers to be upgraded. The Shire may consider preparing a Local Planning Policy on general crossover requirements for development.

Policies are a guideline and can be varied where there are site specific or locational circumstances.

- State-wide Implications

It is important to be aware that the WA Planning Commission has developed a 'Draft Position Statement: Planning for Tourism and Guidelines' which gives direction to local governments on managing short-term rental accommodation within their local planning framework.

The Western Australian Planning Commission Position Statement was advertised until the 7 March 2021. The Shire promoted the advertising period on it's website to increase community awareness of the Draft Statement.

To support the changes, the Department of Local Government, Sport and Cultural Industries is investigating the implementation of a new State-wide registration system.

RISK MANAGEMENT

There are no known risks associated with the proposed development.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*D Chapman*

Date of Report

21 June 2022



29 JUNE 2022

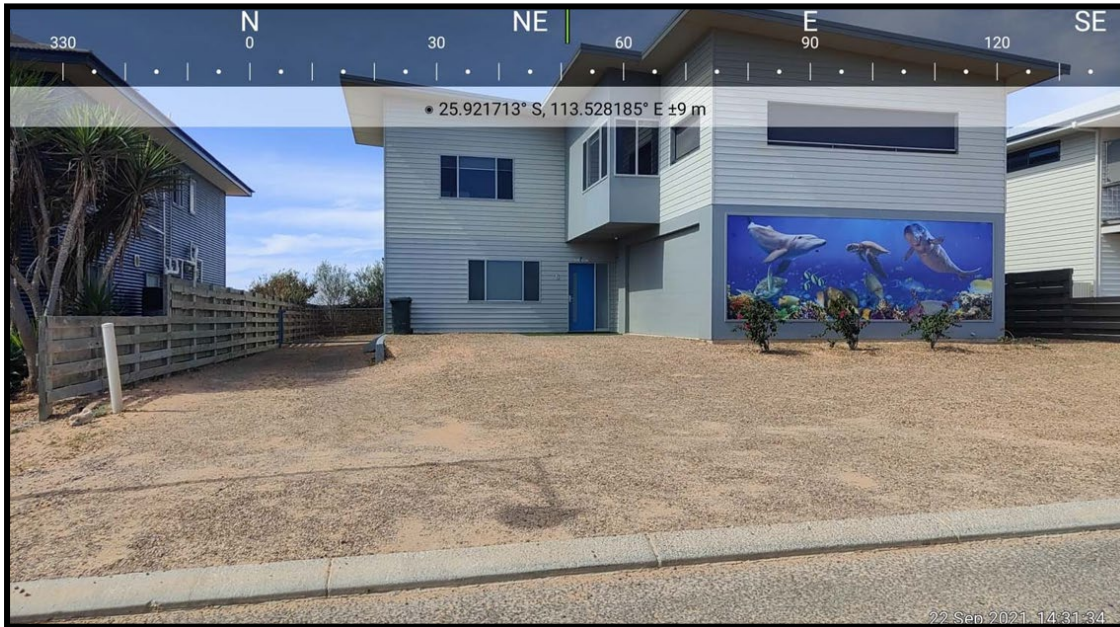
**ATTACHMENT # 1**

**EXAMPLES OF VARIATIONS TO CONSTRUCTED CROSSOVERS FOR HOLIDAY HOUSES**

**1. Lot 40 (6) Sellenger Heights, Denham**

Unique circumstances as entire front yard consists of trafficable material.

Council decision : October 2021



**2. Lot 1 (31A) Hartog Crescent, Denham**

Unique circumstances as driveway is shared with adjacent 31B Hartog Crescent, Denham

Council decision : December 2021



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**3. Strata Lot 2 (7B) Fry Court, Denham**

Unique circumstances as driveway is physically shared with adjacent Strata Lot 1 (7A) Fry Court, Denham

Council decision : 23 February 2022





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- 12.4 PROPOSED SCHEME AMENDMENT NO 2 – LOT 350 & 351 HAMELIN POOL ROAD, HAMELIN POOL  
P2002 / LP00027

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved            Cr Ridgley  
Seconded       Cr Fenny

**Council Resolution**

**That Council:**

- A. Note that the amendment has been advertised for 42 days for public comment, following confirmation from the Environmental Protection Authority that no environmental assessment was required.**
- B. Note that 6 submissions of ‘no objection’ have been received, as summarised in Attachment 1, and resolve that the submissions be noted and no changes (to the amendment) be made as a result of the submissions.**
- C. In pursuance of Section 75 of the *Planning and Development Act 2005*, adopt Amendment No 2 to the Shire of Shark Bay Local Planning Scheme No 4 for final approval by:
  - 1. Amending ‘Schedule B – Special Use Zones’ as applicable to Lots 350 and 351 Hamelin Pool Road, Hamelin Pool (SU7) by inserting ‘Telecommunication infrastructure’ in column 3 after the text stating ‘As a ‘D’ use:’ and before the term ‘Tourist Development’.****
- D. Authorise the Shire President and Chief Executive Officer to sign 3 hardcopies of the Amendment No 2 documents and apply the Shires seal to the documents.**
- E. Authorise the Shires Planning Consultant, Liz Bushby of Town Planning Innovations Pty Ltd, to lodge the amendment to the Western Australian Planning Commission and seek final approval by the Minister for Planning, Lands and Heritage.**

**6/0 CARRIED**

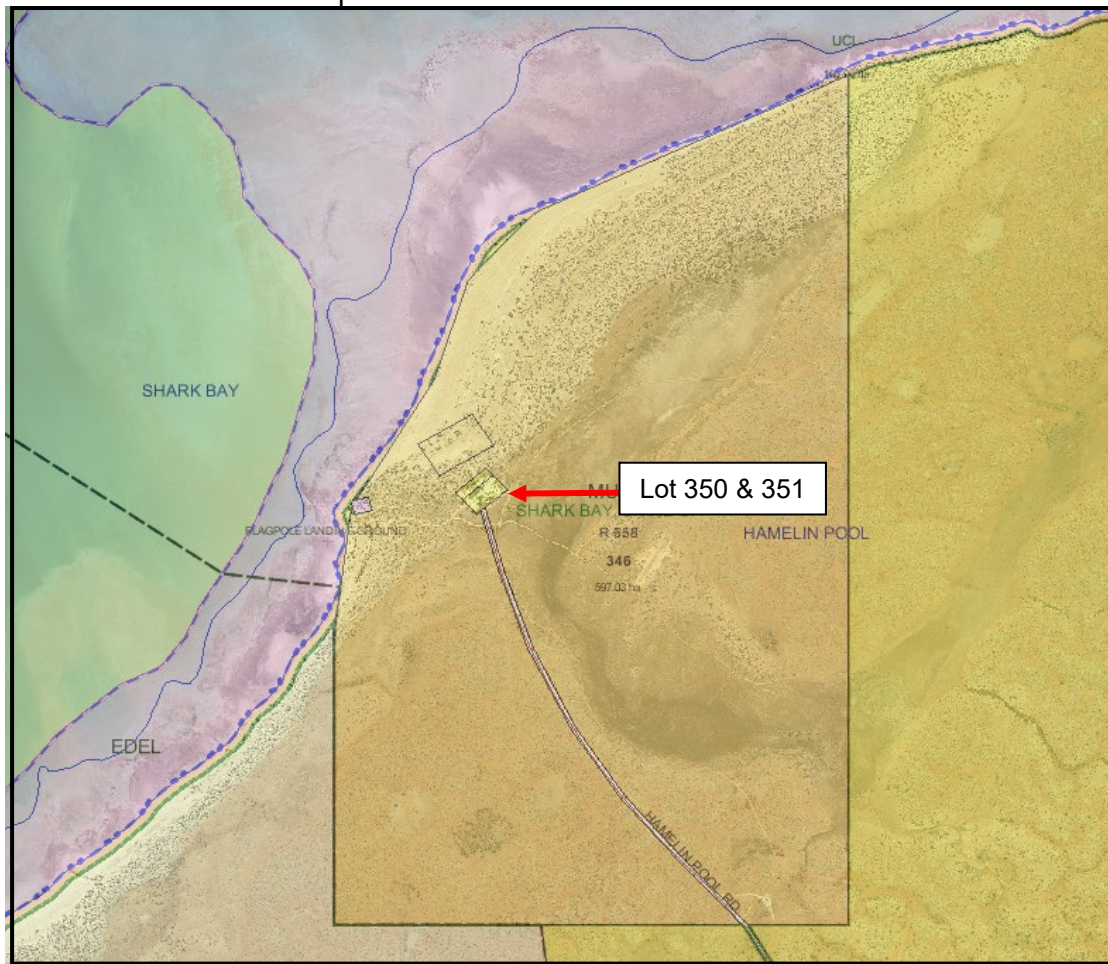
29 JUNE 2022

**BACKGROUND**

- ***Existing Development***

Lots 350 and 351 ('the subject lots') have been developed with a shop, sheds, a museum, tea rooms, camping grounds, and a caravan park including ablution amenities. It also contains a historic Telegraph Station.

The subject lots are surrounded by Reserve 658 which is vested to the Shire as 'common' – refer location plan below.



- ***Zoning and relevant Scheme Requirements***

Lots 350 & 351 are zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme') and are notated as 'SU7' on the Scheme map.

Schedule B in the Scheme outlines discretionary uses for 'Special Use 7' including ancillary dwelling, camping ground, caravan park, educational establishment, exhibition centre, holiday accommodation, liquor store – small, restaurant/café, shop, tourist development, waste disposal facility, and waste storage facility.

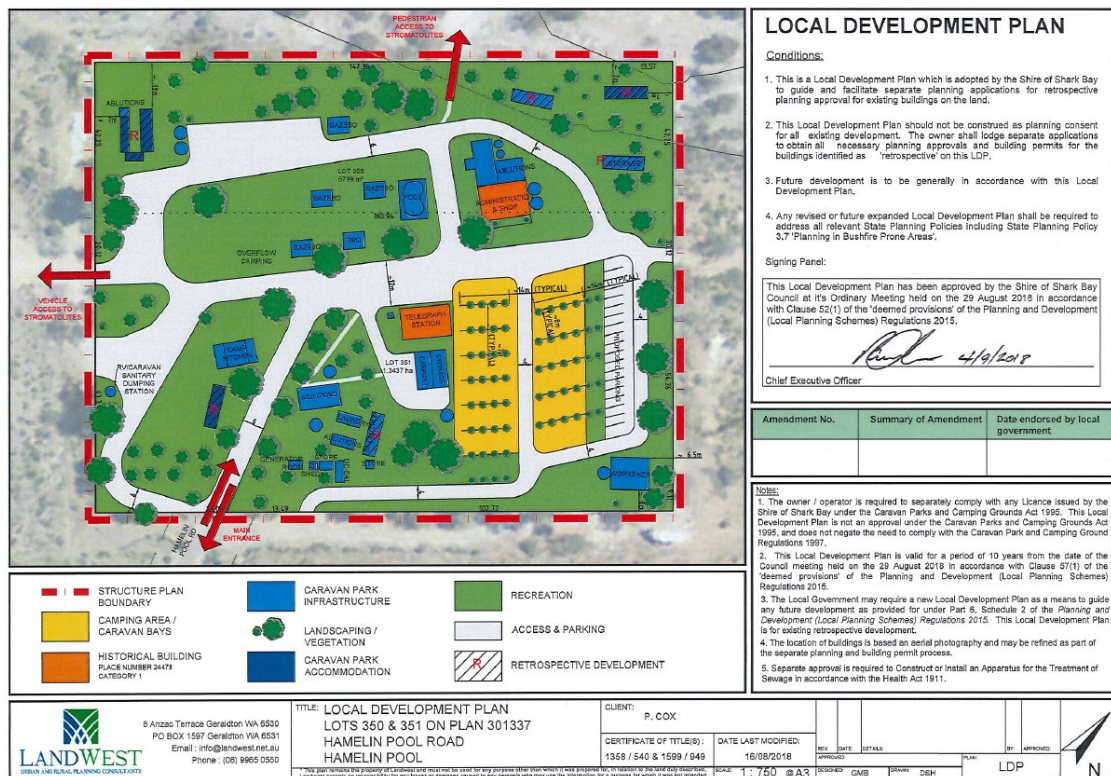
- ***Local Development Plan***

The Shire endorsed a Local Development Plan for Hamelin Pool at the Council meeting held on the 29 August 2018.

# MINUTES ORDINARY COUNCIL MEETING

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A copy of the Local Development Plan is included below.



## • Previous Enquiries and existing Scheme Issue

The Shire has received enquiries about establishing a 1.2 metre radiocommunications antennae, two 1.2 metre satellite dishes and an equipment shelter on Lots 350 and 351 at Hamelin Pool.

This raised issues as :

- (1) Ordinarily these small type of facilities are classified as Low Impact under the *Telecommunications Act 1997* and do not require planning approval. The Low Impact classification cannot be applied to Lots 350 and 351 as they are within a World Heritage Area.
- (2) Under the current Scheme, the Shire has no discretion to consider any application for telecommunications infrastructure under the Special Use provisions that applies to the subject lots.

This issue was discussed as part of a Confidential Item considered by Council on the 26 May 2021.

## COMMENT

### • Description of Proposed Amendment

The proposal is a scheme text amendment that will list the land use of 'Telecommunications infrastructure' as a discretionary land use for the Special Use Zone No 7 that applies to Lots 350 and 351.



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If the amendment is successful, then any applicant would still need to lodge a development application for any proposed telecommunications infrastructure to seek planning approval.

- ***Justification for the Proposed Amendment***

The applicants Scheme Amendment Report includes the following justification :

- (i) This scheme amendment proposes to incorporate the additional telecommunication use on an existing tourist site, whereby minimising environmental and visual impacts on the Shark Bay Marine Bay and coastline.
- (ii) The design, materials and colour selection will be addressed during the separate development stage to minimise visual impact with facilitating functional and necessary communication infrastructure to the site to benefit tourists and visitors to the area.
- (iii) The minor text modification to the Scheme will facilitate development of necessary communication infrastructure that supports the objectives set out in the Local Planning Strategy
- (iv) The Shires Local Planning Strategy identified that some tourist sites may benefit from some broadening of discretionary land uses and improved Scheme provisions. The minor textual amendment is consistent with achieving the objectives as set out in the Local Planning Strategy.
- (v) Telecommunication infrastructure is necessary to support the existing mix of land uses on the lots.

- ***Public Advertising***

The amendment has been advertised for public comment through:

- (i) Letters to relevant government agencies, service providers and the Shark Bay World Heritage Advisory Committee;
- (ii) Publication on the Shire website and newspaper advertisement;
- (iii) A letter to the owner of the Hamelin Pool Caravan Park.

Advertising closed on the 21 May 2022. A total of 6 submissions were received, all of which did not object to the amendment.

The Shire has to consider each individual submission, and make a recommendation on whether to modify the amendment based on any submissions.

The submissions are summarised in a table – refer Attachment 1.

- ***Amendment Process***

Once an amendment has been advertised, Council has to consider whether to adopt the amendment with, or without modifications.

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The amendment and Council recommendation has to be lodged to the Western Australian Planning Commission, to seek final approval by the Minister for Planning, Lands and Heritage.

Once an amendment has been approved by the Minister, her decision has to be published in the Government Gazette.

LEGAL IMPLICATIONS

*Planning and Development (Local Planning Schemes) Regulations 2015*

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

The Regulations outline the process for any Scheme Amendment which is summarised below:

1. Amendment considered by Council for adoption (with or without modifications). Council can refuse to initiate a Scheme Amendment.
2. Any Amendment adopted by Council has to be referred to the Environmental Protection Authority. The Environmental Protection Authority has to determine whether any environmental assessment is required. If the Environmental Protection Authority advises that no environmental assessment is required then the amendment can be advertised.
3. Advertising of amendment for a minimum of 42 days. Advertising should include letters to nearby landowners, a newspaper advertisement, letters to relevant government authorities and service authorities, and may include an advertising sign erected on site (if feasible).
4. Any public submissions must be summarised in a table and each submission has to be considered.  
After advertising a second report will be referred to Council to consider the public submissions, whether the amendment needs to be modified to address any issues raised in submissions, and whether to adopt the amendment for final approval (with or without modifications).
5. Once reconsidered by Council the amendment is lodged with the Western Australian Planning Commission for referral to the Minister for Planning who makes the final decision on the amendment. The Minister can refuse the amendment, or approve the amendment (with or without modifications).
6. If the amendment is approved by the Minister, the decision has to be published in the Government Gazette.

Clause 67 of the Regulations outlines the matters that the local government can have regard for in considering any development application. It includes matters such as the compatibility of the development with its setting, the amenity of the locality, and likely effect of height, bulk, scale, orientation and appearance of the development.

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

Lots 350 and 351 are within the Special Control Area under the Scheme applicable to the Shark Bay World Heritage Area. There are separate specific scheme provisions that apply to any future development on lots within the world heritage area.



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The purpose of the Special Control Area for World Heritage is *'to ensure that all proposals for development, any form of strata or subdivision are in accordance with the protection of World Heritage Values'*.

Under Clause 37.1(b) of the Scheme it states that *'the local government may require applicants to provide information to adequately assess the visual compatibility of development with world heritage values and coastal environments including and not limited to photomontages, artists perspectives and where deemed necessary a visual impact assessment generally in accordance with the state planning Visual Landscape Planning Manual or other relevant guidelines.'*

The Scheme has an existing definition of 'telecommunications infrastructure' which *'means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.'*

POLICY IMPLICATIONS

There are no known policy implications associated with this matter.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The proposed Scheme Amendment addresses the Council strategic objectives as follows:

Economic objective

A progressive, resilient and diverse economy

Outcome 2

Support local business and encourage further investment in the district

Strategy 2.3

Advocate to support new industries and local business

RISK MANAGEMENT

The Scheme Amendment will provide Council with discretion to consider any application for telecommunications infrastructure on Lots 350 and 351. Whilst there have only been enquiries about small scale development, there is potential for future tower applications. The visual impact of any future development proposal and compatibly with world heritage values has to be considered for any development in the world heritage area.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*D Chapman*

Date of Report

22 June 2022

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

**ATTACHMENT # 1**

SHIRE OF SHARK BAY – LOCAL PLANNING SCHEME NO 4 SCHEME AMENDMENT NO 2 - SCHEDULE OF SUBMISSIONS			
Name/Address of Submitter	Summary of Submission	(Consultant) Officer Comment	Recommendation
1. Department of Planning, Lands and Heritage (Heritage Services) 140 William Street, Perth WA 6000	1a. Thank you for your email and letter dated 25 March 2022, seeking comment regarding the proposed amendment of uses at Lots 350 and 351, Shark Bay, include telecommunications infrastructure. I understand this request for comment will facilitate future development at these lots	1a. This statement is noted.	That the submission be noted and no changes be made as a result of the submission.
	1b. A review of the Register of Places and Objects as well as the Department of Planning, Lands and Heritage's Aboriginal Heritage Database confirms that the lots in question do not intersect with any recorded Aboriginal heritage place. However, I note that the lots are part of both the National and World Heritage listed areas of the natural landscape.	1b. Noted. The World Heritage area is a special control area under the Shires Scheme.	
	1c. There are no objections to the proposed amendment to the LSP, however we encourage the Shire to consult with the local knowledge holders and representative Aboriginal body (Malgana Aboriginal Corporation, via Yamatji Marlpa Aboriginal Corporation) should they wish to better understand the impact the proposed amendments and any subsequent development may have	1c. The amendment has been advertised for public comment. No further consultation has been undertaken.	

MINUTES ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY – LOCAL PLANNING SCHEME NO 4 SCHEME AMENDMENT NO 2 - SCHEDULE OF SUBMISSIONS			
Name/Address of Submitter	Summary of Submission	(Consultant) Officer Comment	Recommendation
	upon the Aboriginal cultural heritage of the area.		
2. Department of Mines, Industry Regulation and Safety Locked Bag 100 East Perth WA 6892	2a. The Department of Mines, Industry Regulation and Safety (DMIRS) has determined that this proposal raises no significant issues with respect to mineral and petroleum resources, geothermal energy, and basic raw materials.	2a. Noted.	That the submission be noted and no changes be made as a result of the submission.
	2b. Department of Mines, Industry Regulation and Safety lodges no objection to this amendment.	2b. Noted.	
3. Water Corporation Land Planning Development Services Email submission	3a. The Corporation advises the Shire that water related services are remote from this location and therefore has no concerns with the proposal proceeding.	3a. Noted.	That the submission be noted and no changes be made as a result of the submission.
4. Department of Fire and Emergency Services 20 Stockton Bend	4a. I refer to your email dated 25 and 30 March 2022 regarding the advertising of Amendment No. 2 to Scheme Amendment No. 4. The proposal seeks text changes of: “ <i>Telecommunication Facility as a “D” use</i> ” as per your correspondence, for Lots 350 and 351 Hamelin Pool Road, Hamelin Pool. This may not be considered an intensification of land use, the application of <i>State Planning Policy 3.7 Planning</i> in	4a. Noted. Town Planning Innovations would not require any bushfire assessment for telecommunications infrastructure.	That the submission be noted and no changes be made as a result of the submission.

MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

SHIRE OF SHARK BAY – LOCAL PLANNING SCHEME NO 4 SCHEME AMENDMENT NO 2 - SCHEDULE OF SUBMISSIONS			
Name/Address of Submitter	Summary of Submission	(Consultant) Officer Comment	Recommendation
	<p><i>Bushfire Prone Areas</i> may not be required, in this instance.</p> <p>4b. Please note that the application of State Planning Policy 3.7 is ultimately at the discretion of the decision maker.</p> <p>4c. Thank you for providing us with the opportunity to make a submission, Department of Fires and Emergency Services has no further comments</p>	<p>4b. Noted.</p> <p>4c. Noted.</p>	
<p>5. Department of Biodiversity, Conservation and Attractions</p> <p>PO Box 72, Geraldton WA 6531</p>	<p>5a. Department of Biodiversity, Conservation and Attractions has no objections to the proposal as outlined in your letter. It is anticipated that the proposed works and any associated environmental impacts will be appropriately managed through the existing planning framework.</p>	<p>5a. Noted.</p>	<p>That the submission be noted and no changes be made as a result of the submission.</p>
<p>6. Mai Roads Western Australia PO Box 164 Geraldton WA 6531</p>	<p>6a. Main Roads does not have any comment on the Scheme Amendment.</p>	<p>6a. Noted.</p>	<p>That the submission be noted and no changes be made as a result of the submission.</p>

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**13.0 TOURISM, RECREATION AND CULTURE REPORT**

**13.1 COUNCIL POLICY - SHARK BAY WORLD HERITAGE DISCOVERY & VISITOR CENTRE – ART EXHIBITS IN THE ROSE DE FREYCINET ART GALLERY**  
CM00037

AUTHOR

Centre Coordinator

DISCLOSURE OF ANY INTEREST

Declaration of Interest:

Nature of Interest:

Moved Cr Ridgley

Seconded Cr Smith

**Council Resolution**

**Council adopt the attached Shark Bay World Heritage Discovery and Visitor Centre Art Exhibits in the Rose de Freycinet Art Gallery policy, as a Council Policy.**

**6/0 CARRIED**

BACKGROUND

The Shark Bay World Heritage Discovery & Visitor Centre operates the Rose de Freycinet Art Gallery, a space for exhibitions. The Centre currently does not have a policy relating to hiring the Rose de Freycinet Art Gallery for art exhibitions.

The attached policy addresses principles and procedures governing the selection and management of exhibits, and their professional display, and will provide guidance to staff to address exhibitor's enquiries.

The new policy endeavours to raise community interest in and support for arts and culture.

COMMENT

The Centre is currently a financial member of Art on the Move. This membership provides the opportunity for one touring Art on the Move exhibit to be hosted in the Rose de Freycinet Art Gallery each year.

The Centre's permanent display, ND5 Photography – Shark Bay 1616 is displayed in the Rose de Freycinet Art Gallery when there is no other exhibition.

LEGAL IMPLICATIONS

Section 2.7 (2)(b) of the *Local Government Act 1995* (the Act) provides that:

**2.7. *Role of council***

**(1) *The council —***

**(a) *governs the local government's affairs; and***

**(b) *is responsible for the performance of the local government's functions.***

## MINUTES ORDINARY COUNCIL MEETING

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- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
  - (b) *determine the local government's policies.*

### POLICY IMPLICATIONS

There is currently no policy for art exhibits in the Rose de Freycinet Art Gallery.

### FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

### STRATEGIC IMPLICATIONS

Economic Objective: A progressive, resilient and diverse economy

Social Objective: a safe, welcoming and inclusive community

### RISK MANAGEMENT

The policy aligns with the Centre's management of the Rose de Freycinet Art Gallery.

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Executive Manager Community Development	<i>D Wilkes</i>
Chief Executive Officer	<i>Dale Chapman</i>
Date of Report	10 May 2022

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## **Shark Bay World Heritage Discovery & Visitor Centre Art Exhibits in Rose de Freycinet Art Gallery**

### Purpose

To provide principles and procedures governing the selection and management of exhibits and their professional display in the Rose de Freycinet Art Gallery.

### 1. Introduction

The Shark Bay World Heritage Discovery & Visitor Centre is operated by the Shire of Shark Bay. The Centre includes the Rose de Freycinet Art Gallery, a space to host a range of visual art exhibitions.

The Shire of Shark Bay is committed to providing the opportunity for our community to be creative by encouraging, stimulating and promoting a variety of traditional and contemporary art media. The Rose de Freycinet Art Gallery provides artists, art groups, organisations, museums and other exhibitors with access to public exhibition space to professionally display artwork.

Definitions:

*Exhibitions* – events where works-of-art, ceramics, crafts, models, photographs, jewellery etc. are on display to the public on walls, in display cases or other suitable means.

*Exhibitor* – the person involved in putting their work on public display.

### 2. Selection

The Shark Bay World Heritage Discovery & Visitor Centre reserves the right to present exhibitions in the Rose de Freycinet Art Gallery. These exhibits may include in-house curated, educational or touring exhibitions, as determined by the Centre Coordinator.

Exhibitions will include individual and group exhibitions and exhibitions from organisations and institutions. Whenever viable, precedence will be given to exhibitors from the Shire of Shark Bay and Gascoyne region.

Proposed exhibitions shall be of a quality which meets the gallery's expectations, according to the type of exhibition. The Shire of Shark Bay reserves the right to refuse an exhibition where it believes these standards are not met; this decision will be final.

The exhibitors must contact the Centre Coordinator (minimum of six weeks prior to the proposed exhibition dates) to discuss the proposal. A Venue Hire Form is required to be completed and applications will be selected as outlined in the Shire's Terms and Conditions of Venue Hire.

Any exhibition containing artworks which could reasonably be considered offensive by the wider general public, may be declined, however, if approved, will carry appropriate warning signage.

All artworks exhibited at the Shire of Shark Bay's facilities must be works created by the artist/s and must not breach defamation, privacy or intellectual property and copyright laws.



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3. Art Exhibits Display Period

Exhibitions will be on display for public viewing, as per the Centre's operating hours which are subject to seasonal demand.

The Centre staff will be responsible for the management and installation of the exhibition in consultation with the exhibitor.

For any such exhibition, the minimum advertised exhibition period is 2 weeks and maximum period of 8 weeks. The venue hire can include an additional 3-days prior for the installation of artwork and an additional 3-days following the exhibition period, to remove the artwork.

The exhibit items are unable to be stored at the premise outside of the requested venue hire dates. It is the responsibility of the exhibitor to assess the gallery space prior to hiring the venue, to ensure appropriate access and that sizing limitations meet their exhibition measurements.

Venue hire charge will apply as per the Shire of Shark Bay Schedule of Fees and Charges. These charges are subject to annual review.

An Opening Night and/or other related one-off events for the exhibitions are subject to the Centre Coordinators approval. All events being held outside the Centre's operating hours are subject to the Centre staff availability and additional staff charges will apply.

The Shire of Shark Bay has public liability, products liability and worker's compensation insurance policies in place which covers Gallery, staff and public visiting the Gallery. It is the responsibility of the exhibitor to arrange insurance cover for exhibition artworks.

4. Art Sale

A pricing list may accompany the exhibition and all sale enquiries will be referred directly to the exhibitor. The Shark Bay World Heritage Discovery & Visitor Centre does not take responsibility for payment of any sale between buyer and exhibitor. As per the Shire of Shark Bay Schedule of Fees and Charges, a commission of 10% applies for all sales.

Applicable legislation

Act	Part 2, Division 5 Local Government Act 1995
Regulation	
Local Law	
Other	

Adopted by Council on:	

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**14.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

There were no motions of which previous notice haven been given for the June 2022 Ordinary Council meeting.

**15.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Moved Cr Smith  
Seconded Cr Ridgley

**Council Resolution**

**That Council accept the tabling of urgent business items as follows:**

**15.1 Fees and Charges 2022/2023**

**15.2 Western Australian Local Government Association Advocacy Position  
For The Management of Bush Fire Brigades**

**6/0 CARRIED**

**15.1 DISCRETIONARY FEES AND CHARGES 2022/2023**  
**FM00005**

**AUTHOR**

Executive Manager Finance and Administration

**DISCLOSURE OF ANY INTEREST**

Nil

Moved Cr Smith  
Seconded Cr Cowell

**Council Resolution**

**That Council:**

- 1. Endorse the attached Schedule of Discretionary Fees and Charges effective from 1 July 2022; and**
- 2. Incorporate these fees and charges into the 2022/2023 budget document.**

**6/0 CARRIED**

**BACKGROUND**

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

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

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

COMMENT

The attached fees and charges document reflect the proposed fees to be charged in 2022/2023. This document discusses the discretionary fees and charges only, as the Council does not have any control over legislative fees and charges. If any changes do occur after this date, then it will be incorporated into fees and charges and will be presented to Council for adoption with the budget.

The Consumer Price Index was 7.6% for the March 2022 financial year for the Perth Capital City Region. Taking this into account we propose an increase of 4.6% on most fees in line with wage increases to the Modern Award Rates for the 2022-2023 financial year.

However, we have amended/increased the following proposed fees and charges:

1. Cemetery Charges - Burial Plot Application Fee, Niche Wall Internment Application Fee, and Permit to Construct a Tombstone Application Fee have been aligned at \$58.
2. Cemetery Charges – Burials – Weekdays Excavation increased from \$1,050 to \$1,300 as the cost of grave preparation, this figure includes the filling of the site post burial. It should be noted that the cost to the Shire for providing this service has been calculated at \$1,923.
3. Sanitation – Rubbish Bins and replacement parts historically have been listed as cost plus 15%. To make this process more efficient we have included set fees for bin and replacement parts.
4. Waste Disposal – Closed Fee at Refuse Site – This is an after-hours fee for opening the refuse site for a customer. Previously the Shire has charged \$10.50 per visit, but this customarily occurs after hours or on a weekend/public holiday, therefore the Shire is required to pay call out rates for an employee. Therefore, we have increased this fee to \$100 per visit.
5. Visitor Centre Fees and Commission – Business – Display Only (Outside Shire) has been renamed to Racking Fee (for advertising material and brochures from other Local Government areas) – there has been no change in the fee.
6. Marine Facility Charges - Jinker Fees – Haulage Fees for Monday to Friday have increased to \$300 for a Slipway Lift In/Out and \$450 for a Slipway Lift In/Out with Bow Beam. The use of the Trailer for Survey of Vessel only has increased to \$75 per hour or part thereof.
7. Marine Facility Charges – Jinker Fees – Haulage Fees – Outside of Normal Working Hours have increased to \$400 for a Slipway Lift In/Out and \$500 for a Slipway Lift In/Out with bow beam. The use of the Trailer for Survey of Vessel only has increased to \$100 per hour or part thereof.
8. Marine Facility Charges – Jinker Travel Fee (includes a Tow Vehicle, Jinker, Lead Vehicle with Operators) has increased to \$290 per hour or part thereof.
9. Building Supplies Charges – Crushed Concrete and Wood Chips have been added at \$25 and \$7.50 respectively per cubic metre of part thereof.
10. Engineering And Works Services – Private Works/Reinstatement – Crossover Reimbursements have increased to \$75 per square metre for two coat seal, \$85 per square metre for pavers and \$115 per metre for concrete.

## MINUTES ORDINARY COUNCIL MEETING

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### LEGAL IMPLICATIONS

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

### POLICY IMPLICATIONS

There are no policy implications associated with this item.

### FINANCIAL IMPLICATIONS

Fees and charges revenue will account for approximately 28 percent of the Shires operating revenue in 2022/2023 and provides a means for the Shire to recover the costs of providing services on a user pay basis.

### STRATEGIC IMPLICATIONS

Outcome 6 and 7

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

### RISK MANAGEMENT

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

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Executive Manager

Finance and Administration

*A Pears*

Chief Executive Officer

*D Chapman*

Date of Report

28 June 2022

29 JUNE 2022



## **Shire of Shark Bay Fees and Charges 2022 / 2023**

**Building**  
**Town Planning Services**  
**Health**  
**Housing**  
**Cemetery**  
**Sanitation**  
**Waste Disposal**  
**Animal Control**  
**Other Law, Order and Public Safety**  
**Venue Hire**  
**Venue Hire - Long Term/Regular Bookings**  
**Equipment Hire**  
**Accommodation, Caravan Parks and Camping**  
**Library**  
**Shark Bay Discovery Centre**  
**Visitor Centre Fees and Commission**  
**Marine Facility Charges**  
**Sundry Income and Enquiry**  
**Building Supplies**  
**Engineering and Works Services**

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Building</b>						
Search Fees - Property Enquiries	Council	Y	19.20	20.10	Per Property	50303703
Application for copies of building permits and certificates	Council	Y	54.70	57.20	Per Permit/Application	50303703
Application for residential design code compliance certification - Private Certification	Council	Y	109.40	114.45	Per Hour	50303703
Single copies at photocopy rates - See Sundry Expenses (to a maximum of 4 A4 pages)						
<b>Occupancy Permits and Building Approval Certificates</b>						
Application for an occupancy permit for a completed building (s. 46)	Statutory	N	110.00		Per Application	50303853
Application for a temporary occupancy permit for an incomplete building (s. 47)	Statutory	N	110.00		Per Application	50303853
Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	Statutory	N	110.00		Per Application	50303853
Application for a replacement occupancy permit for permanent change of the building's use, classification (s. 49)	Statutory	N	110.00		Per Application	50303853
Application for an occupancy permit or building approval certificate for registration of strata scheme, plan of subdivision (s. 50(1) and (2))	Statutory	N	Min. \$115.00		The fee is \$11.60 for each strata unit covered by each application, but not less than \$115.00	50303853
Application for an occupancy permit for a building in respect of which unauthorised work has been done (s. 51 (2))	Statutory	N	Min. \$110.00		The fee is 0.18% of the estimated value of the unauthorised work as determined by the relevant permit authority but not less than \$105.00	50303853
Application for a building approval certificate for a building in respect of which unauthorised work has been done (s. 51(3))	Statutory	N	Min. 110.00		The fee is 0.38% of the estimated value of the unauthorised work as determined by the relevant permit authority but not less than \$105.00	50303853
Application to replace an occupancy permit for an existing building (s.52(1))	Statutory	N	110.00		Per Application	50303853
Application for a building approval certificate for an existing building where unauthorised work has not been done (s. 52(2))	Statutory	N	110.00		Per Application	50303853
Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	Statutory	N	110.00		Per Application	50303853



# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars			Charges	Proposed 4.6% Inc	Frequency	Account No
	Charge Type	GST	2021/22 Inc GST where Applicable	2022/2023 Inc GST where Applicable		
<b>Building Permits and Demolition Permits</b>						
Certified application for a building permit for building work for a Class 1 or Class 10 (s. 16(1))	Statutory	N	Min. 110.00		The fee is 0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00	50303853
Certified application for a building permit for building work for a Class 2 to Class 9 building or incidental structure (S.16(1))	Statutory	N	Min. 110.00		The fee is 0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00	50303853
Uncertified application for a building permit (s.16(1))	Statutory	N	Min. 110.00		The fee is 0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$105.00	50303853
Application for a demolition permit for demolition work in respect of a Class 1 or Class 10 building or incidental structure (s. 16(1))	Statutory	N	110.00		Per Application	50303853
Application for a demolition permit for demolition work in respect of a Class 2 to Class 9 building or incidental structure (s. 16(1))	Statutory	N	110.00		For each storey of the building	50303853
Application to extend the time during which a building or demolition permit has effect (s. 32(3)(f))	Statutory	N	110.00		Per Application	50303853
Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	Statutory	N	2,160.15		Per Application	50303853
Application for approval of battery powered smoke alarms (regulation 61)	Statutory	N	179.40		Per Application	50303853
Materials on Street	Statutory	N	1.00		per meter per month	50303853
Roads, Kerb and Footpath damage deposit: Residential	Statutory	N	1,000.00		Per Lot for \$100,000 and over (Trust)	Create New Trust
Roads, Kerb and Footpath damage deposit: Larger Projects (up to)	Statutory	N	2,000.00		Per Lot (Trust)	Create New Trust
Initial Inspection of Pool Enclosures (regulation 53)	Statutory	N	57.45		Per Application	50303793
Swimming Pool Annual Inspection – Public - Private Facilities	Statutory	N	33.00		Per Year for 4 yearly inspection	50303793
<b>BCITF (CTF) Levy</b>						
Building Act Fee	Statutory	N	0.2%		Levied on the Total Value of Construction, for all works valued at more than \$20,000	Create New Trust
<b>Building Services Levy</b>						
BSL < \$45,000 (Minimum Fee)	Statutory	N	Min 61.65			Create New Trust
BSL > \$45,000.00 0.137% value of application						

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Town Planning Services</b>						
Determining an application to amend or cancel development approval	Statutory	N			Per Application	
Search Fee - Planning Approvals	Council	Y	19.20	20.10	Per Property	30303761
Applications for copies of Planning Approvals	Council	Y	54.70	57.20	Per Approval	30303761
Single page copy of Planning Approval - See Sundry Expenses						
<b>Home Business Occupation Licence</b>						
Application Fee	Statutory	N	222.00		Per Application	30303865
If the home occupation has commenced, an additional amount by way of penalty will apply	Statutory	N	666.00		Per Application	30303865
Annual Renewal Fee	Statutory	N	73.00		Per Financial Year	30303865
If the approval to be renewed has expired, an additional amount by way of penalty	Statutory	N	219.00		Per Application	30303865
Providing a zoning certificate	Statutory	N	73.00		Per Application	30303759
Issue of written planning advice	Statutory	N	73.00		Per Advice	30303759
<b>Development Application Approval</b>						
Change of use where no building work is proposed	Statutory	N	295.00		Per Application	30303716
If the change of use or the alteration or extension or change of the non-conforming use has commenced, an additional amount by way of penalty	Statutory	N	885.00		Per Application	30303716
<b>Determination of Development Application where the estimated cost of the development is -</b>						
(a) Value of Project not more than \$50,000	Statutory	N	147.00			30303716
(b) Value of Project \$50,000 but not more than \$500,000	Statutory	N	0.32%		Of Project Value	30303716
(c) Value of Project \$500,000 but not more than \$2,500,000	Statutory	N	1,700.00			30303716
Plus for every dollar in excess of \$500,000	Statutory	N	0.257%		Of Project Value	30303716
(d) Value of Project \$2,500,000 but not more than \$5,000,000	Statutory	N	7,161.00			30303716
Plus for every dollar in excess of \$2,500,000	Statutory	N	0.206%		Of Project Value	30303716
(e) Value of Project \$5,000,000 but not more than \$21,500,000	Statutory	N	12,633.00			30303716
Plus for every dollar in excess of \$5,000,000	Statutory	N	0.123%		Of Project Value	30303716
(f) Value of Project more than \$21,500,000	Statutory	N	34,196.00			30303716
And, if the development has been commenced or been carried out, an additional amount, by way of penalty, that is twice the amount of the maximum fee payable for determination of the application under paragraph (a), (b), (c), (d), (e) or (f), PLUS the initial maximum application fee.	Statutory	N				30303716
Determination of Development Application for an Extractive Industry	Statutory	N	739.00			30303716
And, if the development has been commenced or been carried out, an additional amount by way of penalty	Statutory	N	2,217.00			30303716

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars			Charges	Proposed 4.6% Inc	Frequency	Account No
	Charge Type	GST	2021/22 Inc GST where Applicable	2022/2023 Inc GST where Applicable		
<b>Subdivision Clearance - Including Strata Title</b>						
Not more than 5 Lots	Statutory	N	73.00		Per Lot	30303716
More than 5 Lots but not more than 195 Lots	Statutory	N	73.00		Per lot for the first five lots, then \$35.00 per lot	30303716
Plus 35 per Lot as per item above	Statutory	N	35.00		\$35 per lot as per above	30303716
More than 195 Lots	Statutory	N	7,393.00			30303716
<b>Residential buildings of 2 or more dwelling units</b>						
Rate to be charged on value of development	Statutory	N				30303716
<b>Advertising Charges for SA &amp; AA uses</b>						
Advertisement cost plus 15% administration fee	Statutory	N				30303716
<b>Scheme Amendments</b>						
Total fee to be calculated in accordance with Schedule 2 of the Planning and Development Regulations 2009. Costs of staff time will be as per the Schedule of Charge out rates for officers (see below)	Statutory	Y	To be Calculated		Plus Advertising (including newspaper publications)	30303781
<b>Scheme Amendments / Structure Plans / Re-Zoning</b>						
CEO/Shire Planner	Statutory	Y	88.00		Per Hour	30303781
Manager/Senior Planner	Statutory	Y	66.00		Per Hour	30303781
Planning Officer	Statutory	Y	36.86		Per Hour	30303781
Other staff eg environmental health officer	Statutory	Y	36.86		Per Hour	30303781
Secretary/administration clerk	Statutory	Y	30.20		Per Hour	30303781
Refund any monies not spent of fee paid if unsuccessful prior to advertising period	Statutory	N				30303781
<b>Liquor Licence</b>						
Section 40 Liquor Act Certification Local Authority	Statutory	N	73.00		Per Application	30303867

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars			Charges	Proposed 4.6% Inc	Frequency	Account No
	Charge Type	GST	2021/22 Inc GST where Applicable	2022/2023 Inc GST where Applicable		
<b>Health</b>						
Offensive Trade Licence - Fish Processing	Statutory	N	298.00		Per Financial Year	15103875
<b>Septic Tanks</b>						
Search Fee	Council	Y	19.20	20.10	Per Request	15103884
Health Department Septic Tank Application Fee	Statutory	N	236.00		Per Application	15103884
Copies of Septic Applications	Council	Y	54.70	57.20	Per Copy of Plan	15103884
Septic Tank Plans at photocopy rates below						
<b>Food Act 2008</b>						
Food Premises Registrations (Fixed or Mobile)	Statutory	N	225.00		Per Application	15103870
<b>Health Act Public Buildings</b>						
Public Building Permit (Meeting Place)	Statutory	N	150.00		Per Application	15103870
<b>Liquor Licence</b>						
Section 39 Liquor Act Certification Local Authority	Statutory	N	77.00		Per Application	30303867
<b>Housing</b>						
<i>(Aligned with Centrelinks Rental Assistance Eligibility Requirements)</i>						
<b>Pensioner Units</b>						
Rental - Single	Council	N	125.00	125.00	Per Week based on lease	various
Rental - Couple	Council	N	200.00	200.00	Per Week based on lease	various

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Cemetery Charges</b>						
<b>Burial Fees</b>						
Application Fee (Plot Reservation)	Council	Y	52.00	58.00	Per Application	30403706
Burials - Weekday Excavation	Council	Y	1050.00	1300.00	Per Occurrence	30403706
Burials - Weekend/Public Holidays	Council	Y	1850.00		Per Occurrence	30403706
<b>Niche Wall Internments</b>						
First Internment	Council	Y	54.20	56.70	Per Occurrence	30403706
Second Internment	Council	Y	54.20	56.70	Per Occurrence	30403706
Application Fee (Reservation)	Council	Y	55.10	58.00	Per Reservation	30403706
<b>Other Cemetery Charges</b>						
Application Fee - Permit to Construct Tombstone	Council	N	31.50	58.00	Per Occurrence	30403706
Cast Bronze Plaques and Engraving	Council	Y	Cost + 10%	Cost + 10%	Per request	30403706
Application for placement of Monumental Plaques along Cemetery fence	Council	N	67.40	70.50	Per Application	30403706
Internment of Ashes into Existing Grave	Council	Y	Cost + 10%	Cost + 10%	Per Occurrence	30403706
Exhumation	Council	Y	Cost + 10%	Cost + 10%	Per Occurrence	30403706
Funeral Directors Licence	Council	N	Free	Free	Yearly Permit	30403860
<b>Sanitation</b>						
Rubbish Bins – Green 240 litre	Council	Y	cost + 15%	150.00	Per Bin	30203775
Rubbish Lids	Council	Y	cost + 15%	60.00	Per Bin	30203775
Rubbish Bin Wheels	Council	Y	cost + 15%	30.00	Per Bin	30203775
Rubbish Bin Axles	Council	Y	cost + 15%	30.00	Per Bin	30203775
Rubbish Bin Lid Pins	Council	Y	cost + 15%	5.00	Per Bin	30203775

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Waste Disposal</b>						
<b>Refuse removal (Charged via Rates Notice)</b>						
120 or 240 litre Rubbish Bins collected Twice Weekly						30103769
Domestic	Council	N	414.00	433.00	Per Bin Per Annum	30103769
Commercial & Industrial Properties	Council	N	470.00	492.00	Per Bin Per Annum	30103769
Non Rateable Property	Council	N	670.00	701.00	Per Bin Per Annum	30103769
<b>Domestic Charges (General Waste) At Refuse Site</b>						
Domestic utes, vans, wagons or trailers per M3 (Minimum charge \$5.50)	Council	Y	5.50	6.00	Per Cubic Metre or part thereof	30203720
Domestic clean green waste including grass clippings and sawdust	Council	Y	No Charge	No Charge	Per Cubic Metre or part thereof	
Domestic contaminated green waste (Green waste mixed with other waste) (Minimum charge \$5.50)	Council	Y	5.50	6.00	Per Cubic Metre or part thereof	30203720
<b>Commercial Charges (General Waste) At Refuse Site</b>						
Commercial utes, vans, wagons or trailers per M3 (Minimum charge \$15.00)	Council	Y	15.00	16.00	Per Cubic Metre or part thereof	30203720
Commercial clean green waste including grass clippings and sawdust (Minimum charge \$5.50)	Council	Y	5.50	6.00	Per Cubic Metre or part thereof	30203720
Commercial contaminated Green Waste (Green waste mixed with other waste) (Minimum Charge \$15.00)	Council	Y	15.00	16.00	Per Cubic Metre or part thereof	30203720
Commercial cardboard - Must to free of stickers & tape, flat packed and put in the recycle shed (Minimum Charge \$5.50)	Council	Y	5.50	6.00	Per Cubic Metre or part thereof	30203720
<b>Liquid Waste At Refuse Site</b>						
Including grease trap, sewage and offal	Council	Y	50.00	52.50	Per Kilolitre or part thereof	30203720
Used Oil Per 20L Container of part thereof	Council	Y	5.00	5.25	20 Litres or part thereof (20L Container)	30203720
Used Oil Per 200L Container or part thereof	Council	Y	50.00	52.50	200 Litres or part thereof (200L Container)	30203720
Oil and Fuel Filters	Council	Y	2.00	2.10	Per Filter	30203720



# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Miscellaneous Charges At Refuse Site</b>						
Car / light truck tyres	Council	Y	10.00	10.50	Per Tyre	30203720
Truck / tractor tyres	Council	Y	20.00	21.00	Per Tyre	30203720
Car batteries	Council	Y	Free	Free	Per Item	30203720
Gas bottles	Council	Y	Free	Free	Per Item	30203720
Gassed refrigeration unit ( <i>De-gassing of refrigeration units are regulated and is a specialised service</i> ) inclusive of airconditioning units	Council	Y	50.00	52.50	Per item	30203720
De-gassed refrigeration unit ( <i>Certification of Degassing by a Licenced Provider required</i> ) inclusive of airconditioning units	Council	Y	8.00	8.50	Per Item	30203720
White Goods	Council	Y	6.00	6.50	Per Item	30203720
Electronic waste	Council	Y	2.00	2.10	Per Item	30203720
Car bodies, trailers, small boats, caravans	Council	Y	40.00	42.00	Per Item	30203720
Truck bodies, large equipment	Council	Y	60.00	63.00	Per Item	30203720
Wheelie Bin 240L - Domestic	Council	Y	5.50	6.00	Per Bin	30203720
Wheelie Bin 240L - Commercial	Council	Y	15.00	16.00	Per Bin	30203720
Mattress	Council	Y	5.00	5.25	Per Item	30203720
Couch	Council	Y		15.00	Per Item	30203720
Pallet	Council	Y		3.00	Per item	30203720
200L Drums (Empty)	Council	Y	2.00	2.10	Per Item	30203720
Hot Water System	Council	Y	5.00	5.25	Per Item	30203720
<b>Special Burials - (Asbestos waste, animal remains, etc) At Refuse Site</b>						
Asbestos per kg up to 20Kg	Council	Y	0.25	0.30	Per KG	30203720
Asbestos per sheet	Council	Y	2.50	2.65	Per sheet or part thereof	30203720
Flat fee: Inclusive of tipping, plant and labour fees	Council	Y	85.00	89.00	Per Cubic Metre	30203720
Animal remains inclusive of Offal (Not liquid)	Council	Y	5.00	5.25	Per Cubic Metre or part thereof	30203720
<b>Closed Fee At Refuse Site</b>						
Refuse Site closed additional fee	Council	Y	10.50	100.00	Per Visit	30203720

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Animal Control</b>						
<b>Cats</b>						
a) Annual registration of a cat	Statutory	N	20.00		Per Annum	10203859
Pensioners	Statutory	N	10.00		Per Annum	10203859
b) Three year registration period	Statutory	N	42.50		Per 3 Year	10203859
Pensioners	Statutory	N	21.25		Per 3 Year	10203859
c) Lifetime registration period	Statutory	N	100.00		Per Lifetime	10203859
Pensioners	Statutory	N	50.00		Per Lifetime	10203859
d) Registration after 31 May in any year for registration until next 31 October	Statutory	N	10.00		Per Occurrence	10203859
Pensioners	Statutory	N	5.00		Per Occurrence	10203859
Annual application for approval or renewal of approval to breed cats (per cat)	Statutory	N	100.00		Per breeding cat (male or female)	10203859
<b>Dogs</b>						
<b>Registration Fees (3 Years) - Not in Concessional Category</b>						
(a) Unsterilised Dog or Bitch	Statutory	N	120.00		Per 3 Year Period	10203858
Pensioners	Statutory	N	60.00		Per 3 Year Period	10203858
(b) Sterilised Dog or Bitch	Statutory	N	42.50		Per 3 Year Period	10203858
Pensioners	Statutory	N	21.25		Per 3 Year Period	10203858
<b>Registration Fees (1 Year) - Not in Concessional Category</b>						
(a) Unsterilised Dog or Bitch	Statutory	N	50.00		Per Annum	10203858
Pensioners	Statutory	N	25.00		Per Annum	10203858
(b) Sterilised Dog or Bitch	Statutory	N	20.00		Per Annum	10203858
Pensioners	Statutory	N	10.00		Per Annum	10203858
(c) Dangerous Dog	Statutory	N	50.00		Per Annum	10203858
<b>Concessions</b>						
Assistance Dog	Statutory	N	Nil		Per Annum	
Working Farm Dog ( Dogs used for droving or tending stock)	Statutory	N	25% of Fee		Per Annum	10203858
Registration after the 31st of May for the first year of registration	Statutory	N	50% of Fee		Per Annum	10203858
<b>Sterilisation of Dogs after Initial Registration - Refunds applicable as per regulations</b>			Per Regulations		Please contact Office	
<b>Lifetime Registration period</b>						
(a) Sterilised Dog or Bitch	Statutory	N	100.00		Per Lifetime	10203858
Pensioner	Statutory	N	50.00		Per Lifetime	10203858
(b) Unsterilised Dog or Bitch (Unless a concessional rate applies)	Statutory	N	250.00		Per Lifetime	10203858
Pensioner	Statutory	N	125.00		Per Lifetime	10203858
<b>Sterilisation papers must be produced to claim discount</b>						
<b>Infringement Notices</b>						
As prescribed by Regulations			Per Regulations		Per Infringement	
Release Fees	Council	N	50.00	52.50	Per Animal	10203810
Sustenance Fees	Council	N	5.00	5.25	Per Day	10203719

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Other Law, Order and Public Safety</b>						
<b>Impounding Fees - Vehicles</b>						
Administration Fee	Council	N	143.00	149.60	Per Infringement	10303820
Daily Storage Fee	Council	N	20.50	21.50	Per Day	10303820
Towing Charge	Council	Y	At Cost	At Cost	As per Invoice from Towing Company	10303820
<b>Advertising Signs on Thoroughfares</b>						
<b>Signs - Permits</b>						
Policy Assessable Signs	Council	N	154.00	161.00	Per Sign	50303887
Impact Assessable Signs	Council	N	154.00	161.00	Per Sign	50303887
<b>Footpath Signs - Permits</b>						
Application Fee	Council	N	154.00	161.00	Per Sign	50303887
Per annum per sign	Council	N	74.00	77.50	Per Sign	50303887
<b>Portable Signs - Permits</b>						
Application Fee	Council	N	154.00	161.00	Per Sign	50303887
Per annum per sign	Council	N	74.00	77.50	Per Sign	50303887
<b>Impounding Fees - Illegal Signs</b>						
Administration Fee	Council	N	41.00	42.90	Per Infringement	10303823
<b>Local Government Property Local Law</b>						
1. Low risk impact - Readily assessable - No advertising	Council	N	255.00	267.00	Per Year or prorata part thereof	30303716
2. Medium risk impact/moderate time assessable/With advertising/No objections received	Council	N	765.00	800.00	Per Year or prorata part thereof	30303716
3. High risk impact/Difficult assessment/Community objection/With advertising/Monitoring Required	Council	N	1530.00	1600.00	Per Year or prorata part thereof	30303716
4. Other, as determined by Council	Council	N				30303716
<b>Application fee for Permit to Trade for Mobile Vendors, Street Traders and Temporary Businesses (includes Food Permit where applicable)</b>						
Application fee for Mobile Vendors and Street Traders 1 Day	Council	Y	30.00	30.00	Per Day	15103870
Application fee for Mobile Vendors and Street Traders 1 Week	Council	Y	100.00	100.00	Per Week or part thereof	15103870
Application fee for Mobile Vendors and Street Traders 1 Month	Council	Y	250.00	250.00	Per Month or part thereof	15103870
Application fee for Mobile Vendors and Street Traders 1 Year	Council	Y	2000.00	2000.00	Per Year or part thereof	15103870
Application Fee for Permit to Trade for Marketstall holders (organised events, festivals). Registered charitable organisations exempt as per S6.7(2)(b) Activities in Thoroughfares and Public Places and Trading Local Law 2014	Council	Y	11.00	11.00	Per Application/Per event	15103870
Festivals/Organised Events/Winter Markets Stall Holder Permits (Charitable/Non Profit Organisations domiciled in Shark Bay)	Council	N	No Charge			

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Venue hire - Short term/one-off bookings</b>						
<b>Denham Town Hall Room Hire</b>						
Hourly Hire	Council	Y	25.00	25.00	Per Hour	35103911
Daily Hire	Council	Y	150.00	150.00	Per Day	35103911
Weekly Hire	Council	Y	500.00	500.00	Per Week	35103911
Funeral Service Hire (not available for wakes)	Council	Y	250.00	250.00	Per Event	35103911
Venue Bond (Without Alcohol)	Council	N	300.00	300.00	Per Function	Create New Trust
Venue Bond (With Alcohol)	Council	N	1000.00	1000.00	Per Function	Create New Trust
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Create New Trust
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35103911
<b>Shark Bay Recreation Centre Indoor Court Hire</b>						
Hourly Hire	Council	Y	25.00	25.00	Per Hour	35303820
Daily Hire	Council	Y	150.00	150.00	Per Day	35303820
Weekly Hire	Council	Y	500.00	500.00	Per Week	35303820
Venue Bond (Without Alcohol)	Council	N	300.00	300.00	Per Function	Create New Trust
Venue Bond (With Alcohol)	Council	N	1000.00	1000.00	Per Function	Create New Trust
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Create New Trust
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303820
<b>Shark Bay Recreation Centre Meeting Room Hire</b>						
Hourly Hire	Council	Y	25.00	25.00	Per Hour	35303820
Daily Hire	Council	Y	150.00	150.00	Per Day	35303820
Weekly Hire	Council	Y	500.00	500.00	Per Week	35303820
Venue Bond (Without Alcohol)	Council	N	300.00	300.00	Per Function	Trust A/C
Venue Bond (With Alcohol)	Council	N	1000.00	1000.00	Per Function	Trust A/C
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Trust A/C
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303820
<b>Overlander Hall</b>						
Hourly Hire	Council	Y	15.00	15.00	Per Hour	35103938
Daily Hire	Council	Y	90.00	90.00	Per Day	35103938
Weekly Hire	Council	Y	200.00	200.00	Per Week	35103938
Venue Bond (Without Alcohol)	Council	N	300.00	300.00	Per Function	Create New Trust
Venue Bond (With Alcohol)	Council	N	1000.00	1000.00	Per Function	Create New Trust
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Create New Trust
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35103938
<b>Denham Oval Hire (exclusive use of area)</b>						
Hourly Hire	Council	Y	15.00	15.00	Per Hour	35303913
Daily Hire	Council	Y	90.00	90.00	Per Day	35303913
Weekly Hire	Council	Y	200.00	200.00	Per Week	35303913
Travelling Carnivals	Council	Y	500.00	500.00	Per Event	35303913
Venue Bond (Without Alcohol)	Council	N	300.00	300.00	Per Function	Create New Trust
Venue Bond (With Alcohol)	Council	N	1000.00	1000.00	Per Function	Create New Trust
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303913

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Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>George Wear Park Hire (exclusive use of area)</b>						
Hourly Hire	Council	Y	15.00	15.00	Per Hour	35303740
Daily Hire	Council	Y	90.00	90.00	Per Day	35303740
Weekly Hire	Council	Y	200.00	200.00	Per Week	35303740
Venue Bond (Without Alcohol)	Council	N	300.00	300.00	Per Function	Create New Trust
Venue Bond (With Alcohol)	Council	N	1000.00	1000.00	Per Function	Create New Trust
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303740
<b>Venue hire - Long term/regular bookings</b>						
<b>All facilities - \$5.00 or less per participant (Venues must be booked through reception and booking may be cancelled for a paid hire)</b>	Council	N	No Charge	No Charge		
<b>Denham Town Hall - \$5.01 - \$20.00 per participant</b>						
1 x weekly booking	Council	Y	60.00	60.00	Per Month	35103911
1 x weekly booking	Council	Y	120.00	120.00	Per Term	35103911
2 x weekly booking	Council	Y	80.00	80.00	Per Month	35103911
2 x weekly booking	Council	Y	160.00	160.00	Per Term	35103911
3 or more x weekly booking	Council	Y	100.00	100.00	Per Month	35103911
3 or more x weekly booking	Council	Y	200.00	200.00	Per Term	35103911
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Trust A/C
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35103911
<b>Shark Bay Recreation Centre Indoor Courts - \$5.01 - \$20.00 per participant</b>						
1 x weekly booking	Council	Y	60.00	60.00	Per Month	35303820
1 x weekly booking	Council	Y	120.00	120.00	Per Term	35303820
2 x weekly booking	Council	Y	80.00	80.00	Per Month	35303820
2 x weekly booking	Council	Y	160.00	160.00	Per Term	35303820
3 or more x weekly booking	Council	Y	100.00	100.00	Per Month	35303820
3 or more x weekly booking	Council	Y	200.00	200.00	Per Term	35303820
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Trust A/C
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303820
<b>Shark Bay Recreation Centre Meeting Room - \$5.01 - \$20.00 per participant</b>						
1 x weekly booking	Council	Y	60.00	60.00	Per Month	35303820
1 x weekly booking	Council	Y	120.00	120.00	Per Term	35303820
2 x weekly booking	Council	Y	80.00	80.00	Per Month	35303820
2 x weekly booking	Council	Y	160.00	160.00	Per Term	35303820
3 or more x weekly booking	Council	Y	100.00	100.00	Per Month	35303820
3 or more x weekly booking	Council	Y	200.00	200.00	Per Term	35303820
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Trust A/C
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303820

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29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Overlander Hall - \$5.01 - \$20.00 per participant</b>						
1 x weekly booking	Council	Y	30.00	30.00	Per Month	35103938
1 x weekly booking	Council	Y	60.00	60.00	Per Term	35103938
2 x weekly booking	Council	Y	40.00	40.00	Per Month	35103938
2 x weekly booking	Council	Y	80.00	80.00	Per Term	35103938
3 or more x weekly booking	Council	Y	60.00	60.00	Per Month	35103938
3 or more x weekly booking	Council	Y	120.00	120.00	Per Term	35103938
Key/Tag Bond	Council	N	100.00	100.00	Per Key/Tag	Trust A/C
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35103938
<b>Town Oval - \$5.01 - \$20.00 per participant (exclusive use of area)</b>						
1 x weekly booking	Council	Y	30.00	30.00	Per Month	35303913
1 x weekly booking	Council	Y	60.00	60.00	Per Term	35303913
2 x weekly booking	Council	Y	40.00	40.00	Per Month	35303913
2 x weekly booking	Council	Y	80.00	80.00	Per Term	35303913
3 or more x weekly booking	Council	Y	60.00	60.00	Per Month	35303913
3 or more x weekly booking	Council	Y	120.00	120.00	Per Term	35303913
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303913
<b>George Wear Park - \$5.01 - \$20.00 per participant (exclusive use of area)</b>						
1 x weekly booking	Council	Y	30.00	30.00	Per Month	35303740
1 x weekly booking	Council	Y	60.00	60.00	Per Term	35303740
2 x weekly booking	Council	Y	40.00	40.00	Per Month	35303740
2 x weekly booking	Council	Y	80.00	80.00	Per Term	35303740
3 or more x weekly booking	Council	Y	60.00	60.00	Per Month	35303740
3 or more x weekly booking	Council	Y	120.00	120.00	Per Term	35303740
Surcharge for Additional Cleaning	Council	Y	100.00	100.00	Per Hour	35303740
<b>Rose de Freycinet Gallery (Functions)</b>						
Facility Hire - function/meeting (exclusive use of room - theatre not in use)	Council	Y	25.00	25.00	per Hour	35103911
Facility Hire - function/meeting (exclusive use of room - theatre not in use)	Council	Y	150.00	150.00	Per Day	35103911
Event equipment set up for maximum 20 people (includes staff cleaning of crockery items as the room has no access to kitchen facilities)	Council	Y	100.00	100.00	Per Function	35103911
Hire of additional event equipment items for functions over 20 people	Council	Y	5.00	5.00	Per Person	35103911
Staff surcharge for all events held outside of Centre operating hours	Council	Y	80.00	80.00	Per staff member/per hour. Minimum 1 staff member	35103911
Venue Bond (Without Alcohol)	Council	N		300.00	Per function	Trust A/C
Venue Bond (With Alcohol)	Council	N		1000.00	Per function	Trust A/C
<b>SBDC - Rose de Freycinet Gallery Hire (Art exhibit) install / remove of art work is required to be completed by and/or supervised by Centre staff within Centre operating hours</b>						35103911
Art Exhibit - Local Artists			150.00	150.00	Per Week	35103911
Art Exhibit - Other Artists			250.00	250.00	Per Week	35103911
Art Exhibit - Commission on sales			10.00%	10.00%	on all sales	35103911
<b>Childcare Centre</b>						
Child-Care-Programs—whole building and yard	Council	Y	135.00		Per Month	35403996
<b>Reserve 49809 (Denham Common - Approved designated areas only)</b>						
Licence to Occupy - Non Commercial Use	Council	Y	165.00	173.00	Per annum	35303946
Licence to Occupy - Commercial Use	Council	Y	500.00	525.00	Per annum	35303946



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Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Equipment Hire</b>						
A-Frame Power Box	Council	Y	20.00	20.00	Per Day	35103912
Air Balloons (per balloon)	Council	Y	15.00	15.00	Per Day	35103912
Bin (240L)	Council	Y	10.00	10.00	Per Day	35103912
Chairs (Used) (per Chair)	Council	Y	1.00	1.00	Per Day	35103912
Trestle Tables (Used) (per Table)	Council	Y	5.00	5.00	Per Day	35103912
Electronic Street Signage (Speed Awareness Monitor)	Council	Y	20.00	20.00	Per Day	35103912
Lectern with inbuilt Microphone	Council	Y	30.00	30.00	Per Day	35103912
Portable Stage	Council	Y	80.00	80.00	Per Day	35103912
Portable Sound System	Council	Y	50.00	50.00	Per Day	35103912
Temporary Fence Panels (per panel)	Council	Y	2.00	2.00	Per Day	35103912
Equipment Hire Bond Less than \$100	Council	N	100.00	100.00	Per Hire	Create New Trust
Equipment Hire Bond Less more than \$101	Council	N	200.00	200.00	Per Hire	Create New Trust
<b>Marquee (minimum 5 day hire fee)</b>						
5 day hire	Council	Y	1000.00	1000.00	Per Event	35303738
Additional Days	Council	Y	150.00	150.00	Per Day	35303738
Marquee Bond	Council	N	1000.00	1000.00	Per Function	Create New Trust
<b>Community Bus - Use by Shark Bay domiciled Community Groups only</b>						
Hire	Council	Y	1.80	2.00	Per Kilometre	35303736
In the event of an accident, during the period of Hire, the Hirer will be liable for the Insurance Excess	Council	N	300.00	300.00	Insurance Excess	
<b>Gymnasium Membership</b>	Council	Y				
<b>Adult</b>	Council	Y				35303810
1 Month	Council	Y	30.00	30.00		
3 Months	Council	Y	58.00	60.00		
6 Months	Council	Y	95.00	100.00		
12 Months	Council	Y	170.00	180.00		
<b>Couple or Family - 2 Adults and 2 Children 12-17 Years of age</b>	Council	Y				35303810
1 Month	Council	Y	40.00	40.00		
3 Months	Council	Y	87.00	120.00		
6 Months	Council	Y	155.00	200.00		
12 Months	Council	Y	312.00	360.00		
<b>Student (12 to 17) Must be accompanied with Adults</b>	Council	Y				35303810
1 Month	Council	Y	20.00	20.00		
3 Months	Council	Y	28.00	30.00		
6 Months	Council	Y	36.00	40.00		
12 Months	Council	Y	52.00	60.00		
<b>Pensioner / Concession Card Holder</b>	Council	Y				35303810
1 Month	Council	Y	25.00	25.00		
3 Months	Council	Y	42.00	42.00		
6 Months	Council	Y	64.00	65.00		
12 Months	Council	Y	108.00	110.00		
<b>Pensioner/Concession Card Holder Couple</b>	Council	Y				35303810
1 Month	Council	Y	30.00	30.00		
3 Months	Council	Y	60.00	65.00		
6 Months	Council	Y	100.00	105.00		
12 Months	Council	Y	182.00	185.00		
<b>Access Key/Tag Bond</b>	Council	N	30.00	100.00	Per Key/Tag Trust	

# MINUTES ORDINARY COUNCIL MEETING

29 JUNE 2022

Particulars	Charge Type	GST	Charges 2021/22 Inc GST where Applicable	Proposed 4.6% Inc 2022/2023 Inc GST where Applicable	Frequency	Account No
<b>Accommodation, Caravan Parks and Camping Charges</b>						
<b>Bed and Breakfast Accommodation (Lodging or Boarding of six (6) or less persons, for not more than 14 consecutive days. More than 6 guests in a deemed to be a lodging house)</b>						
Registration	Council	Y	182.50	191.00	Per Application	50203863
Annual Renewal	Council	Y	125.00	131.00	Per Annum	50203863
<b>Caravan Parks</b>						
Application for grant or renewal of licence \$200 or the amount calculated by multiplying the relevant amount set out in column 2 by the maximum number of sites (including any sites that may be used in an overflow area) of the particular type specified in the application	Statutory	N	Min 200.00		Per Financial Year	50203855
Licence Transfer Fee	Statutory	N	100.00		Per Application	50203855
<b>Lodging House Accommodation</b>						
Licence under 15 residents	Statutory	N	90.00		Per Annum	50203863
Licence over 15 residents	Statutory	N	170.00		Per Annum	50203863
<b>Camping (One night only per camp site)</b>						
Eagle Bluff, Fowlers Camp, Whalebone, Goulet Bluff	Council	Y	15.00	15.00	Per Vehicle/Per Site	50203850
<b>Overflow Camping (overnight only)</b>						
Unpowered Tent (up to 2 persons)	Council	Y	37.50	39.00	Per Day	50203850
Caravan (up to 2 persons)	Council	Y	37.50	39.00	Per Day	50203850
Additional persons (per person)	Council	Y	7.50	7.50	Per Day	50203850
<b>Library</b>						
Library Card Replacement Fee	Council	Y	5.00	5.25	Per Replacement	35503705
Library Book Withdrawal Deposit non Shire residents	Council	N	50.00	52.50	Trust	Create New Trust
Library Book Damage/Replacement Fee as per LISWA Catalogue	Council	Y	At Cost	At Cost	Per Item	35503813
<b>Shark Bay Discovery Centre</b>						
Museum Entrance Fee - Adult	Council	Y	11.00	12.00	Per Person	36003722
Museum Entrance Fee - Child (Must be accompanied by adult)	Council	Y	6.00	6.50	Per Person	36003722
Museum Entrance Fee - Concession (Seniors, Students, Veterans, Health Care Card)	Council	Y	8.00	8.50	Per Person	36003722
Museum Entrance Fee - Companion Card (Must be with person with disability)	Council	Y	No Charge	No Charge	Per Person	36003722
Museum Entrance Fee - Group	Council	Y	6.00	6.50	Per Person	36003722
Museum Entrance Fee - Coach	Council	Y	6.00	6.50	Per Person	36003722
Museum Entrance Fee - Family (2 Adults & 2 Children)	Council	Y	28.00	30.00	Per Person	36003722
Museum Entrance Fee - Locals (Refer Council Policy for Eligibility)	Council	Y	No Charge	No Charge	Per Person	36003722
Merchandise	Council	Y	Retail Prices	Retail Prices		36003770
<b>Visitor Centre Fees and Commission</b>						
Business – Display only (Outside shire)	Council	Y	60.00		Per Annum	36003790
Pro-rata Business Display Only (Outside Shire) after 31 December	Council	Y	60%		Per Annum	36003790
Commission Rates - Locals (Bookeasy Gold / Others)	Council	Y	12%	12%	Per Booking	36003791
Commission Rates - (Bookeasy 24hrs)	Council	Y	15%	15%	Per Booking	36003791
Commission Rates - Outside Shire (Bookeasy gold Only)	Council	Y	15%	15%	Per Booking	36003791
Racking Fee (for advertising material and brochures from other LG area)	Council	Y	60.00	60.00	Per annum	36003790

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Particulars	Charge Type	GST	Charges	Proposed 4.6% Inc	Frequency	Account No
			2021/22 Inc GST where Applicable	2022/2023 Inc GST where Applicable		
<b>Marine Facility Charges</b>						
<b>Monkey Mia Jetty Fees</b>						
Annual Fee	Council	Y	87.00	91.40	Per Metre of Vessel Length, No pro rata	45403708
Daily Casual Berthing Fee	Council	Y	7.70	8.00	Per Day Per Metre of Vessel Length	45403708
<b>Jinker Fees - Haulage Fees - Monday to Friday (Excl. Public Holidays)</b>						
Slipway Lift Out	Council	Y	206.25	300.00	Per Lift	45503785
Slipway Lift In	Council	Y	206.25	300.00	Per Lift	45503785
Slipway Lift Out with bow beam	Council	Y	371.25	450.00	Per Lift	45503785
Slipway Lift In with bow beam	Council	Y	371.25	450.00	Per Lift	45503785
Use of Trailer for Survey of Vessel Only (No Work)	Council	Y	55.00	75.00	Per hour or part thereof	45503785
<b>Jinker Fees - Haulage Fees - Outside of Normal Working Hours</b>						
Slipway Lift Out	Council	Y	275.00	400.00	Per Lift	45503785
Slipway Lift In	Council	Y	275.00	400.00	Per Lift	45503785
Slipway Lift Out with bow beam	Council	Y	412.50	500.00	Per Lift	45503785
Slipway Lift In with bow beam	Council	Y	412.50	500.00	Per Lift	45503785
Use of Trailer for Survey of Vessel Only (No Work)	Council	Y	82.50	100.00	Per hour or part thereof	45503785
<b>Jinker Travel</b>						
Travel Fee (Includes Tow Vehicle, Jinker, Lead Vehicle with Operators)	Council	Y	220.00	290.00	Per hour or part thereof	45503785
<b>Jinker Area Hardstand</b>						
Hardstand Non-Commercial Vessels occupying Marine Facilities Area	Council	Y	34.00		Per Vessel Per Day or part thereof	45503785
Hardstand Commercial Vessels occupying Marine Facilities Area	Council	Y	49.00		Per Vessel Per Day or part thereof	45503785
<b>Sundry Income and Enquiry Charges</b>						
<b>Printing/Scanning/Photocopying</b>						
A4 black and white	Council	Y	1.80	1.90	Per Sheet	00403755
A4 black and white double-sided	Council	Y	2.80	2.95	Per Sheet	00403755
A4 colour	Council	Y	4.00	4.20	Per Sheet	00403755
A4 colour double-sided	Council	Y	5.00	5.25	Per Sheet	00403755
A4 laminate	Council	Y	5.00	5.25	Per Sheet	00403755
A3 black and white	Council	Y	2.80	2.95	Per Sheet	00403755
A3 black and white double-sided	Council	Y	3.50	3.70	Per Sheet	00403755
A3 colour	Council	Y	7.60	7.95	Per Sheet	00403755
A3 colour double-sided	Council	Y	8.70	9.10	Per Sheet	00403755
<b>Rates and Property</b>						
Account Enquiry & Advice of Sale (EAS Enquiry)	Council	N	56.00	59.00	Per Enquiry	00103765
Rate Book Enquiry (Non Ratepayer)	Council	N	57.00	60.00	Per Enquiry	00103765
Rate Instalment Fee	Council	N	11.00	12.00	Per Instalment	00103767
Reply to Property Settlement Questionnaire (Orders & Requisitions)	Council	N	82.00	86.00	Per Enquiry	00103765
<b>Freedom of Information</b>						
Application fee for other application (non personal)	Statutory	N	30.00		Per Application	5203727
Time taken by staff dealing with the application (per hour or pro rata or part thereof )	Statutory	N	30.00		Per Application	5203727
Access time supervised by staff.	Statutory	N	30.00		Per Hour	5203727
Photocopying - per hour or pro rata or part thereof for staff time	Statutory	N	30.00		Per Hour	5203727
Plus	Statutory	N	0.20		Per Copy	5203727
Time taken by staff transcribing information from a tape or other device (per hour or pro rata or part thereof)	Statutory	N	30.00		Per Hour	5203727
Charge for duplicating tape, film or computer information	Council	Y	Actual Cost	Actual Cost		5203727
Charge for delivery, packaging and postage	Council	Y	Actual Cost	Actual Cost		5203727

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Particulars			Charges	Proposed 4.6% Inc	Frequency	Account No
	Charge Type	GST	2021/22 Inc GST where Applicable	2022/2023 Inc GST where Applicable		
<b>Building Supplies Charges</b>						
<b>Materials</b>						
Brickies Sand	Council	Y	16.00	17.00	Per Cubic Metre or part thereof	50403902
Gravel	Council	Y	16.00	17.00	Per Cubic Metre or part thereof	50403902
Pindan Sand	Council	Y	7.50	8.00	Per Cubic Metre or part thereof	50403902
Crushed Concrete	Council	Y		25.00	Per Cubic Metre or part thereof	50403902
Wood Chips	Council	Y		7.50	Per Cubic Metre or part thereof	50403902
<b>Engineering and Works Services</b>						
<b>Private Works / Reinstatement</b>						
All Private Works	Council	Y	Cost Plus 30%	Cost Plus 30%		50504010
Reinstatement of road reserves	Council	Y	Cost Plus 30%	Cost Plus 30%		50504010
CrossOver - Two Coat Seal	Council	Y	60.00	75.00	per square metre	50504010
CrossOver - Pavers	Council	Y	70.00	85.00	per square metre	50504010
CrossOver - Concrete	Council	Y	95.00	115.00	per square metre	50504010
CrossOver Reimbursement	Council	Y	Not to exceed 50% of Cost	Not to exceed 50% of Cost	Minimum 3m wide and distance from boundary to kerb line (as per policy)	45101941
<b>Subdivision Related Fees</b>						
Supervision Fee - % of total value of all road and drainage works other than future lots.	Council	Y				30303716
Consulting Engineer and Clerk of Works fully supervises.	Council	Y	1.50%	1.50%		30303716
Consulting Engineer with no Clerk of Works	Council	Y	3.00%	3.00%		30303716
<b>Subdivision Works – Maintenance Bonds</b>						
% Of total value of all works – held for 12 months from practical completion and until all items are satisfactorily completed.	Council	N				
\$0 - \$100,000	Council	N	5%	5%		50303788
\$100,000 - \$200,000	Council	N	4%	4%		50303788
\$200,000 - \$400,000	Council	N	4%	4%		50303788
\$400,000 - \$600,000	Council	N	3%	3%		50303788
Over \$600,000	Council	N	3%	3%		50303788

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15.2 WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION ADVOCACY POSITION FOR THE  
MANAGEMENT OF BUSH FIRE BRIGADES  
ES00005

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Fenny  
Seconded       Cr Smith

**Council Resolution**

**That Council support the Western Australian Local Government Association's proposed advocacy position of a "Hybrid Model" for the ongoing management of Bush Fire Brigades.**

**6/0 CARRIED**

BACKGROUND

Western Australian Local Government Association is seeking the views of the sector on a new advocacy position on the future management of Bushfire Brigades. Whilst the matter is of most relevance to the 111 Local Governments that manage Bushfire Brigades, the views of all of the Western Australian Local Government Association Members have been sought.

Western Australian Local Government Association have allowed for a 6-week consultation period on this matter, to enable consultation with local volunteers and communities, and for Councils to consider. An Item will go to the Western Australian Local Government Association State Council in September 2022.

Western Australian Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework, across the emergency management spectrum of prevention, preparedness, response, and recovery. Under the Bush Fires Act 1954, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades. 111 Local Governments manage 563 Bush Fire Brigades involving approximately 20,000 volunteers.

As part of the Western Australian Local Government Associations's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing Bush Fire Brigades. 92 Local Governments (69 of which manage Bush Fire Brigades) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of Bush Fire Brigades; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage Bush Fire Brigades.

The State Government is currently drafting the Consolidated Emergency Services Act, which consolidates the Fire Brigades Act 1942, Bush Fires Act 1954 and Fire and Emergency Services Act 1998 into a single piece of legislation, anticipated to be

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released as a Green Bill for consultation in early 2023. The recent introduction of the Work Health and Safety Act 2020 has also shone a spotlight on Local Government risk and responsibilities for managing volunteer Bush Fire Brigades.

COMMENT

Four (4) options have been identified and put forward by the Western Australian Local Government Association, for the future management of Bush Fire Brigades:

1. **Status quo** - continue with the current arrangements for management of Bush Fire Brigades whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between the Department of Fire and Emergency Service and Local Governments (or their Bush Fire Brigades).

2. **Improvements** - continue with the current arrangements for Local Government management of Bush Fire Brigades with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.

3. **Hybrid Model** - Local Government continues to manage Bush Fire Brigades where they have the capacity, capability, and resources to do so; however, where they do not have the capacity, capability and resources, responsibility for management of Bush Fire Brigades is transferred to the Department of Fire and Emergency Service.

4. **Transfer** - Responsibility for management of all Bush Fire Brigades is transferred to the State Government, consistent with the arrangements in other States and Territories.

**REFER ATTACHMENTS 1 AND 2.**

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

STATUTORY ENVIRONMENT

Fire Brigades Act 1942  
Bush Fires Act 1954  
Fire and  
Emergency Services Act 1998

FINANCIAL IMPLICATIONS

Loss of LGGS Grants

Removal of the financial and resource burden (Shire workforce and Machinery) on the Shire of Shark Bay relative to future Bushfires, by shifting the responsibility to an organisation (Department of Fire and Emergency Service) that has firefighting at its core.

STRATEGIC IMPLICATIONS

Social Objective - 5.1 Support the provision of essential community services and facilities.



## MINUTES ORDINARY COUNCIL MEETING

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Leadership Objective - 7.2 Provide appropriate services to the community in a professional and efficient manner.

Transferring the management of the Bush Fire Brigade to the Department of Fire and Emergency Service or the State Government will ensure that correctly trained professional firefighters and staff manage and operate Bush Fire Brigades. The core business of the Shire of Shark Bay is not managing and fighting fires, but it is the core business of the Department of Fire and Emergency Service or a State Government run Fire Division.

### RISK MANAGEMENT

This is a low risk item

### VOTING REQUIREMENTS

Simple Majority Required

### SIGNATURES

Chief Executive Officer

*D Chapman*

Date of Report

27 June 2022

29 JUNE 2022

ATTACHMENT # 1



# Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position

May 2022

[em@walga.asn.au](mailto:em@walga.asn.au)

[www.walga.asn.au](http://www.walga.asn.au)

08 9213 2000





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## Acknowledgement

*The WA Local Government Association (WALGA) acknowledges the Traditional Owners of the land and pays respects to Elder's past, and present. WALGA acknowledges the continuing knowledge and cultural practices that they bring to the Local Government and Emergency Management sectors to support resilient and sustainable land management on WA landscapes.*

## Executive Summary

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

This Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the *Consolidated Emergency Services Act* which is expected to be released for stakeholder consultation in early 2023.

## How to Comment on This Paper

Local Governments are encouraged to provide a written response to this Paper or to complete the [survey](#). Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

The Paper outlines the proposed Advocacy Position, followed by the background and rationale for the new position.

Questions are provided at the end of the Paper to guide feedback.

For further information please contact WALGA's Resilient Communities Policy Manager, Susie Moir via 9213 2058 or [smoir@walga.asn.au](mailto:smoir@walga.asn.au)

Feedback should be provided in response to the questions via email to [em@walga.asn.au](mailto:em@walga.asn.au) by 5pm Friday 8 July 2022.

## Introduction

This Paper seeks Local Government's views on a new WALGA Advocacy Position on the management of volunteer bush fire brigades (BFBs).

WALGA Advocacy Positions guide WALGA's policy, advocacy and capacity building activities and support a consistent and whole-of-sector approach.

The introduction of the *Work Health and Safety Act 2020* has shone a spotlight on Local Government responsibilities for managing BFBs. In addition, the State Government is currently drafting the *Consolidated Emergency Services Act*, which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill in early 2023. Therefore consultation on a new Advocacy Position with respect to management of BFBs is timely.

In 2012, 2019 and 2021, WALGA undertook comprehensive consultation with Local Government in relation to emergency management matters.

In 2021 WALGA undertook a comprehensive [Local Government Emergency Management Survey](#) to ascertain the sector's sentiment with respect to their emergency management responsibilities. 104 Local Governments responded to the Survey. Responses were provided by:

- 36 Chief Executive Officers
- 18 Community Emergency Services Managers
- 50 Local Government officers

As part of the survey Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

These Survey responses reinforce that it is timely to engage with the sector on this issue.

WALGA has been undertaking a process to update our Advocacy Positions, and as a result has prepared eight new Advocacy Position Statements relating to Emergency Management, which will be considered at the July 2022 State Council meeting, as listed in Appendix 1. These new Advocacy Positions are based on previous State Council endorsed submissions, recommendations from significant reviews and inquiries, and information and priorities captured in sector-wide consultations.

A comprehensive Advocacy Position regarding the *Consolidated Emergency Services Act*, is outlined in Appendix 1, Advocacy Position 8.4.

## Background

FESA (now the Department of Fire and Emergency Services (DFES)) was established in 1999 for the purpose of improving coordination of the State's emergency services, replacing the Fire Brigades and Bush Fires Boards<sup>1</sup>. DFES provides strategic leadership for emergency services across WA. DFES manages the career fire and rescue service, as well as a number of volunteer emergency services: Volunteer Fire and Emergency Services (VFES); Volunteer Fire and Rescue Service (VFRS); State Emergency Services (SES); and Marine Rescue Western Australia.

Around Australia:

- WA is the only State in Australia in which Local Governments manage bushfire volunteers (pursuant to the *Bush Fire Act 1954*).
- In New South Wales, the NSW Rural Fire Service, which makes up the world's largest firefighting volunteer services, is managed by the NSW Government<sup>2</sup>.
- Similarly, the Victorian Government manages the Country Fire Authority which manages regional fire services in Victoria<sup>3</sup>.
- In South Australia, the *Fire and Emergency Services Act 2005* (SA) provides for the South Australian Country Fire Service (SACFS) being established as a body corporate, currently managing 14,000 volunteers. The SACFS is responsible to the Minister for Emergency Services<sup>4</sup>.
- In Queensland, the *Fire and Emergency Services Act 1990* (Qld) provides for the establishment of rural fire brigades, with the Commissioner responsible for the efficiency of rural fire brigades<sup>5</sup>.
- The Tasmanian Fire Service sits under the State Fire Commission, established under the *Fire Service Act 1979*<sup>6</sup>, with more than 200 fire brigades across Tasmania, 350 career firefighters and 5000 volunteers.
- The ACT Rural Fire Service sits under the ACT Emergency Services Agency<sup>7</sup> and is responsible for all bush and grass fires in rural ACT areas, through 450 volunteers in eight brigades.
- Bushfires NT is a division of the Department of Environment, Parks and Water Security, which is responsible for administration of the *Bushfires Management Act 2016*<sup>8</sup>. The Minister appoints members of the Bushfires Council and regional bushfires committees.

<sup>1</sup> <https://www.dfes.wa.gov.au/site/about-us/corporate-information/corporate-history/corporate-history.html>

<sup>2</sup> <https://www.rfs.nsw.gov.au/about-us/history>

<sup>3</sup> <https://www.cfa.vic.gov.au/about-us/who-we-are>

<sup>4</sup> [Part B 2015 South Australian Country Fire Service.pdf \(audit.sa.gov.au\)](#)

<sup>5</sup> [Fire and Emergency Services Act 1990 \(legislation.qld.gov.au\)](#)

<sup>6</sup> [TFSAnnualReport2021.pdf \(fire.tas.gov.au\)](#)

<sup>7</sup> [Emergencies Act 2004 | Acts](#)

<sup>8</sup> [Legislation Database \(nt.gov.au\)](#)



## Current Arrangements in WA

In Western Australia 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers. The Bush Fire Service is the largest volunteer emergency service by a significant margin:

- Bush Fire Service: 19,639 volunteers
- Fire and Rescue Service: 2,486 volunteers
- State Emergency Services: 2001 volunteers
- Volunteer Fire and Emergency Services: 926 volunteers
- Emergency Services Cadet Corps: 2,261 volunteers
- Marine Rescue Service: 1,559 volunteers<sup>9</sup>.

The number of BFBs managed by Local Governments varies from one up to 20. For example, the Shire of Cranbrook, which has a population of 1000 people, annual revenue of \$8 million and 29 employees manages 11 BFBs. The City of Mandurah, population 88,000, annual revenue of \$116 million and 678 employees, manages one BFB.

DFES also manages some BFBs. This includes seven bushfire brigades within the Kimberley and seven bushfire brigades within the Pilbara regions, under Memorandums of Understanding (MOU) with relevant Local Governments which make DFES responsible for the day-to-day management of the BFB and all response activities, excluding in relation to land tenure managed by the Department of Biodiversity, Conservation and Attractions.

Under this arrangement, Local Governments maintain responsibility for administering the *Bushfires Act* and carry out activities such as inspecting fire breaks and issuing burning permits.

The Local Government Grants Scheme (LGGS) Manual ([Appendix 1](#)) outlines five different 'profiles' for Bush Fire Brigades, as follows:

- Farmer Response Rural Brigades
- Pastoral Emergency Management
- Rural Brigades
- Settlement Brigades (Rural/Semi Rural)
- Urban Brigades (Defensive/Structural/Breathing Apparatus).

## Considerations for Future Bush Fire Brigade Management Arrangements

### Local Government Views

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

<sup>9</sup> DFES Volunteering, April 2022

Detailed comments provided in the WALGA survey indicated a strong preference for the State Government to be responsible for all emergency management matters in Western Australia, including the management of BFBs.

### **Recommendations of Previous Reviews**

Over the years there have been many calls for transformational change to the State Emergency Management Framework, in particular rural fire management.

The [Ferguson Report](#) on the 2016 Waroona Bushfire recommended that the State Government establish a rural fire service to address perceived issues in rural fire management, including insufficient capacity and unsuitable governance to deliver rural fire services. In 2017 the State Government hosted a bushfire mitigation summit at which a number of options were considered by stakeholders: a rural fire service operated within DFES; a rural fire service operated within DFES with autonomy; and a dedicated rural fire service that operated independently. Options to transfer the management of all BFBs under one umbrella – DFES or other – were also explored.

The 2017 [Economic Regulation Authority Review of the Emergency Services Levy \(ESL\)](#) considered the extent to which the ESL should be available to fund the administrative and/ or operational costs of a rural fire service, although it was outside the terms of reference for the ERA to examine the merits of a rural fire service or form a view on the best model of a rural fire service<sup>10</sup>. A number of Local Governments provided submissions to the ERA Review that supported the creation of a rural fire service<sup>11</sup>.

### **Work Health and Safety Act 2020**

The requirements of the *Work Health and Safety Act 2020*, enacted in March 2022, have heightened concerns in the sector regarding risk and liability in the management of BFBs, resourcing requirements and training and competency.

The shared responsibility for the health and safety of BFB volunteers adds further complexity to the management of BFBs and responsibilities. Local Governments, DFES, and in some cases the Department of Biodiversity, Conservation and Attractions (DBCA), have a shared duty of care to BFB volunteers due to Controlling Agency activities at incidents, and funding mechanisms (LGGS) for BFB operations and capital equipment.

DFES has a role as the lead fire and emergency services agency in WA for preparing training resources and standard operating procedures. DFES is currently developing additional resources suited to each of the above BFB 'profiles', specifically the management and training of BFBs. These additional resources will be discussed further with the sector in the coming months.

Whether the management structure for BFBs could be aligned to reflect the current operations of different brigade 'profiles', as provided in the LGGS Manual and outlined on Page 5 of this Paper, would require further discussion between DFES and the Local Government sector. This could allow for scalability of BFBs depending on location, resources and capabilities.

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<sup>10</sup> [ERA Review of the ESL, 2017, pg 185](#)

<sup>11</sup> [ERA ESL Review – summary of submissions to issues paper and draft report](#)

### **Volunteer Insurance**

Local Governments are responsible for providing compensation for injury caused to present and former BFB volunteers as a result of their duties. The commercial insurance market ceased writing injury insurance for volunteers in 2012, therefore a self-insurance mutual scheme was implemented to ensure that Local Governments continue to meet this obligation.

Since 2012, due to the high cost of claims, the aggregate limit of liability has increased from \$250,000 to \$750,000. In addition, the annual cost of insurance has nearly doubled (92%) from \$47.50 to \$91.20 per volunteer, and it is expected that this trend will continue<sup>12</sup>.

### **Sector Capacity, Capability and Resourcing**

Local Governments vary in their capability, capacity, and resources to manage BFBs, as well as their other extensive legislative responsibilities and requirements<sup>13</sup>.

By way of overview, Local Governments in Western Australia:

- vary in size from less than 1.5 to over 370,000 square kilometres;
- have populations of just over 100 to more than 220,000 people;
- employ fewer than 10 to over 1000 staff; and
- have revenue (2019-20) ranging from just over \$2 million to just over \$225 million<sup>14</sup>.

### **Bush Fire Service and Volunteerism**

The localised culture and history of BFBs in WA has had a large influence on the way that Local Governments engage with and manage BFBs. Many BFBs operate in an independent and self-sufficient way, which Local Governments encourage and support, as this contributes to expansion of the volunteer network in the local community, while also building community networks and resilience.

Communities, and therefore many Local Governments, have a significant interest in volunteering and BFBs, with some Local Governments very involved in the establishment, management and operation of their local BFBs. Therefore it is essential that any future management arrangements, including the transfer of responsibility for management of BFBs to the State Government, should be a voluntary process available to Local Governments that do not have the capacity, capability or resources to manage BFBs. It is also essential that the integrity of the Bush Fire Service is maintained, whatever the arrangements for the management of BFBs.

<sup>12</sup> Data provided by LGIS, 17 May 2022

<sup>13</sup> 2021 Local Government Emergency Management Capability report - SEMC

<sup>14</sup> [Department of Local Government, Sport and Cultural Industries](#)

## Options for future management of BFBs

Four options are identified for the future management of BFBs:

1. Status quo - continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements - continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model - Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer - Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

## Proposed Position

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined above, it is considered appropriate for the Association to **support a hybrid model** for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require **additional support and resourcing** which should be provided by the State Government, including:

- development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- universal access to DFES training for BFBs; and
- development of mandatory and minimum training requirements including recognition of competency for volunteers.

Based on the previous commentary, the following Advocacy Position is proposed:

**Management of Bush Fire Brigades**

1. The Association advocates that the State Government must provide for:
  - a) A clear pathway for Local Governments to transfer responsibility for the management of Bush Fire Brigades to the State Government when ongoing management is beyond the capacity, capability and resources of the Local Government;
  - b) The co-design of a suite of relevant guidelines and materials to assist those Local Governments that manage Bush Fire Brigades;
  - c) Mandatory and minimum training requirements for Bush Fire Brigade volunteers supported by a universally accessible training program managed by the Department of Fire and Emergency Services (DFES); and
  - d) The recognition of prior learning, experience and competency of Bush Fire Brigade volunteers.
2. That a Working Group comprising representatives of WALGA and DFES be established to develop a process and timeline for the transfer of responsibility for Bush Fire Brigades in accordance with 1(a).
3. Where management of Bush Fire Brigades is transferred to DFES in accordance with 1(a), DFES should be resourced to undertake the additional responsibility.

### How to Provide a Response to this Paper and Proposed Position

WALGA strongly encourages all Local Governments, and particularly those with responsibility for managing Bush Fire Brigades to provide a response to this Paper and the proposed Advocacy Position. Council endorsed responses are preferred but not essential.

The following questions are provided for Local Governments to consider:

1. Does your Local Government manage BFBs?
2. Does your Local Government support the proposed Advocacy Position on arrangements for the management of Bush Fire Brigades? Why or why not?
3. Does your Local Government have any further suggestions or changes to the proposed Advocacy Position?
4. For Local Governments that manage BFBs, is your Local Government's preference to continue to manage BFBs or to transfer responsibility to the State Government?
5. Is your response endorsed by Council? If so, please include the Council paper and resolution.
6. Do you have any further comments to make?

Responses can be provided by way of written submission or by completion of the online [survey](#).

Please provide written submissions by **5pm Friday 8 July 2022** to [em@walga.asn.au](mailto:em@walga.asn.au) (Subject line: Bush Fire Brigade Advocacy Position).

WALGA will review the feedback received and prepare a report for consideration by WALGA Zones and State Council in September 2022.



## **APPENDIX ONE - Proposed Emergency Management Advocacy Position Statements**

(Positions to be considered at July 2022 State Council Meeting)

### **8 Emergency Management**

Local Governments in Western Australia play a significant role in emergency management. Both Commonwealth and State Government policy identify Local Government as a key player in community disaster resilience, preparedness and response. Local Governments however face a few challenges in addressing their emergency management responsibilities, and these challenges differ greatly across the State.

#### **8.1 Emergency Management Principles**

1. The State Government bears fundamental responsibility for emergency management and has the role of providing strategic guidance, support and services for emergency management activities in Western Australia.
2. The State Government should provide financial and resourcing support as necessary to enable Local Governments to adequately deliver their extensive emergency management roles and responsibilities under the State Emergency Management Framework.
3. The Local Government Sector should be engaged as a partner in policy and legislative reviews that impact Local Government emergency management roles and responsibilities.

#### **8.2 State Emergency Management Framework**

Local Governments are supported to undertake their emergency management responsibilities by a simple and streamlined State Emergency Management Framework with the primary objectives of:

1. Protecting people, the economy, and the natural environment from disasters;
2. Supporting communities in preventing, preparing for, responding to and recovering from emergencies;
3. Clearly outlining roles, responsibilities and accountabilities for Local Government and other emergency management stakeholders;
4. Scalability and adaptability that supports Local Governments of varied capacity and capability; and
5. Supporting agency interoperability through common systems and approaches to key activities including data management, communications, and hazard management.

#### **8.3 Sustainable Grant Funding Model for Emergency Management**

Local Government should be empowered to discharge its emergency management responsibilities through sustainable grant funding models that support a shared responsibility and all hazards approach to prevention, preparedness, response and recovery from natural disasters. A sustainable grant funding model for Local Government emergency management:

1. empowers Local Governments to undertake proactive approaches to preparedness, prevention, response and recovery;

2. supports the resilience of local communities through capacity-building activities and programs;
3. is responsive to the variations in Local Government resourcing and context
4. develops the skills, capacity and capability of the emergency management workforce; and
5. is consistent, flexible, timely, accessible, scalable, strategic and the guidance provided is comprehensive.

#### **8.4 Consolidated Emergency Services Act**

1. The Association advocates for the development of a Consolidated Emergency Services Act to provide a comprehensive and contemporary legislative framework to support the effective delivery of emergency services in Western Australia. The Legislation should clearly define the roles and responsibilities of all emergency management stakeholders including Local Government.
2. The Local Government sector seeks ongoing engagement in the scoping and co-design of the Act and associated Regulations and supporting materials such as Guidelines and fact sheets.
3. The Association advocates for DFES to undertake a full costing analysis of the new Act and to provide to Local Government details of the cost implications prior to the release of any Exposure Draft Bill.
4. Any new or increased responsibilities placed on Local Government by the Consolidated Emergency Services Act must be accompanied by funding and resource support to enable Local Governments to adequately discharge those responsibilities.
5. The Association recognises that in addition to the Consolidated Emergency Services Act, the Regulations and other supporting materials that are developed to support it provide a key resource for Local Governments in understanding and discharging their legislative obligations.
6. The Association advocates for the Act to provide clear guidelines for the process for transferring responsibility for bushfire incident response from Local Government to DFES.

#### **8.5 Resource Sharing**

Local Governments and the Association support resource sharing across the Local Government Sector for the purpose of emergency management, to support Local Governments to undertake effective and timely response and recovery to emergencies as well as conduct business as usual. The Association will endeavour to facilitate support to the sector in undertaking resource sharing arrangements.

#### **8.6 Lessons Learnt Management**

The Association advocates for the implementation of a transparent and contemporary assurance framework for emergency management lessons management overseen by the State Emergency Management Committee. Findings from inquiries and reviews, and progress on implementation of recommendations, should be publicly reported regularly and consistently.

#### **8.7 Emergency Services Levy**

Local Government requests the implementation of the recommendations from the 2017 Economic Regulation Authority (ERA) Review of the Emergency Services Levy, which supported increased transparency and accountability in the administration and distribution of the ESL through:

1. Expansion of the ESL to fund Local Government emergency management activities across prevention, preparedness and response.
2. Administration of the ESL by an independent organisation that is funded through consolidated revenue, with regular independent reviews of expenditure and assessment of the effectiveness of ESL funding expenditure to support prevention, preparedness and response activities.
3. The ESL administration fee should recompense Local Governments for the complete cost of administering the ESL.
4. Public disclosure of the allocation and expenditure of the ESL.
5. Public disclosure by the State Government on the progress of implementation of each of the ERA Review recommendations.
6. A review of the role, responsibilities and reporting arrangements of the Community Emergency Services Manager (CESM) Program.

**8.8 Local Government Grants Scheme (LGGS)**

Local Government supports:

1. A full, independent review of the LGGS to investigate and analyse how ESL funds are allocated to Local Government via the LGGS;
2. A redesign of the LGGS to remove the ineligible and eligible list and create a sustainable, modern, equitable grants program that funds Local Government emergency management activities across prevention, preparedness and response
3. An audit of existing buildings, facilities, appliances, vehicles, and major items of equipment for both Local Government Volunteer Bushfire Brigades (BFB) and State Emergency Services (SES) to inform the preparation of a Comprehensive Asset Management Plan and to guide future funding requests;
4. in the interim, an immediately increase in the quantum of State Government funding to enable the provision of funding of operating and capital grant applications in full, to provide all resources necessary for the safe and efficient operation of Local Government Bushfire Brigades, in accordance with obligations of the Work Health and Safety 2020 legislation.

**8.9 Expansion of the Community Emergency Services Manager (CESM) Program**

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

**8.10 Management of Bush Fire Brigades**

*To be developed.*

29 JUNE 2022

## ATTACHMENT # 2

## INFOPAGE

To: All Local Governments From: Susie Moir, Resilient Communities Policy Manager

Date: 20 May 2022

Reference: 05-024-02-0059SM Priority: High

Subject: Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades



Operational Area:	CEO, Emergency Management
Key Issues:	<ul style="list-style-type: none"> <li>The Association is consulting the Local Government sector on a proposed Advocacy Position on the arrangements for management of volunteer Bush Fire Brigades.</li> <li>Responses to the proposed Advocacy Position Paper are requested by 8 July 2022.</li> <li>Sector feedback will inform a final position to be considered by WALGA State Council in September 2022.</li> </ul>
Action Required:	<ul style="list-style-type: none"> <li>Local Governments are encouraged to provide a written response or submit a response through the <a href="#">survey</a>.</li> <li>A formal Council resolution will assist the Association understand the sentiment of the sector.</li> </ul>

#### Background

Western Australian Local Governments have extensive roles and responsibilities embedded in the State Emergency Management Framework across the emergency management spectrum of prevention, preparedness, response, and recovery. Under the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs). 111 Local Governments manage 563 BFBs involving approximately 20,000 volunteers.

As part of WALGA's 2021 Emergency Management Survey, Local Governments were asked about their level of satisfaction with current arrangements for managing BFBs. 92 Local Governments (69 of which manage BFBs) provided the following feedback:

- 93% were not wholly satisfied with the current arrangements for the management of BFBs; and
- 51% expressed that their Local Government does not support the requirements for Local Governments to manage BFBs.

The State Government is currently drafting the *Consolidated Emergency Services Act* (CES Act), which consolidates the *Fire Brigades Act 1942*, *Bush Fires Act 1954* and *Fire and Emergency Services Act 1998* into a single piece of legislation, anticipated to be released as a Green Bill for consultation in early 2023.

The introduction of the *Work Health and Safety Act 2020* has also shone a spotlight on Local Government responsibilities for managing volunteer BFBs.

#### Comment

The development of the CES Act represents a important and timely opportunity for the sector to determine its position on the management of volunteer BFBs. An endorsed advocacy position will guide the Association in its engagement with the State Government on this issue.

WALGA has prepared the attached proposed Advocacy Position for the sector's consideration.

An six week period for sector consultation is designed to enable Local Governments to engage with relevant stakeholders, including volunteers, and for Councils to consider their position. Feedback on the proposed position will be reviewed and inform a final position to be considered by WALGA State Council in September 2022.

#### Further information

Please contact WALGA's Resilient Communities Policy Manager, Susie Moir [smoir@walga.asn.au](mailto:smoir@walga.asn.au) or 9213 2058.

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29 JUNE 2022

Cr Ridgley and Cr Vankova left the Council Chamber at 4.38pm

Cr Ridgley and Cr Vankova returned to Council Chamber at 4.40 pm

**16.0 MATTERS BEHIND CLOSED DOORS**

Moved            Cr Ridgley  
Seconded       Cr Smith

**Council Resolution**

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

**6/0 CARRIED**

**16.1 CONTRACT TO MANAGE THE SHARK BAY RECREATION PRECINCT  
CM00038**

**AUTHOR**

Community Development Officer

**DISCLOSURE OF ANY INTEREST**

Declaration of Interest: Cr Stubberfield

Nature of Interest: Impartiality Interest as Councillor representative on the Shark Bay Community Resource Centre board

Moved            Cr Stubberfield  
Seconded       Cr Smith

**Council Resolution**

**That Council consider the Officers Recommendation contained within the body of the confidential report.**

**6/0 CARRIED**

Moved            Cr Vankova  
Seconded       Cr Smith

**Council Resolution**

- 1. Council offers a 12-month contract to the Shark Bay Community Resource Centre to manage the Shark Bay Recreation Precinct from 1 July 2022 until 30 June 2023.**
- 2. That the Contract to be for a minimum of 800 hours over the 12-month period, at \$75 per hour (ex GST). A total of \$60,000**
- 3. That a further \$3,000 (ex GST) be included for supplementary items (such as minor sport equipment, art and craft supplies).**
- 4. That an optional 12-month extension be included in the Contract.**

**6/0 CARRIED**

## MINUTES ORDINARY COUNCIL MEETING

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29 JUNE 2022

Moved            Cr Stubberfield  
Seconded       Cr Fenny

### **Council Resolution**

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

**6/0 CARRIED**

### **17.0    DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 27 July 2022, commencing at 3.00 pm.

### **18.0    CLOSURE OF MEETING**

As there was no further business the President closed the Ordinary Council meeting at 4.54 pm.