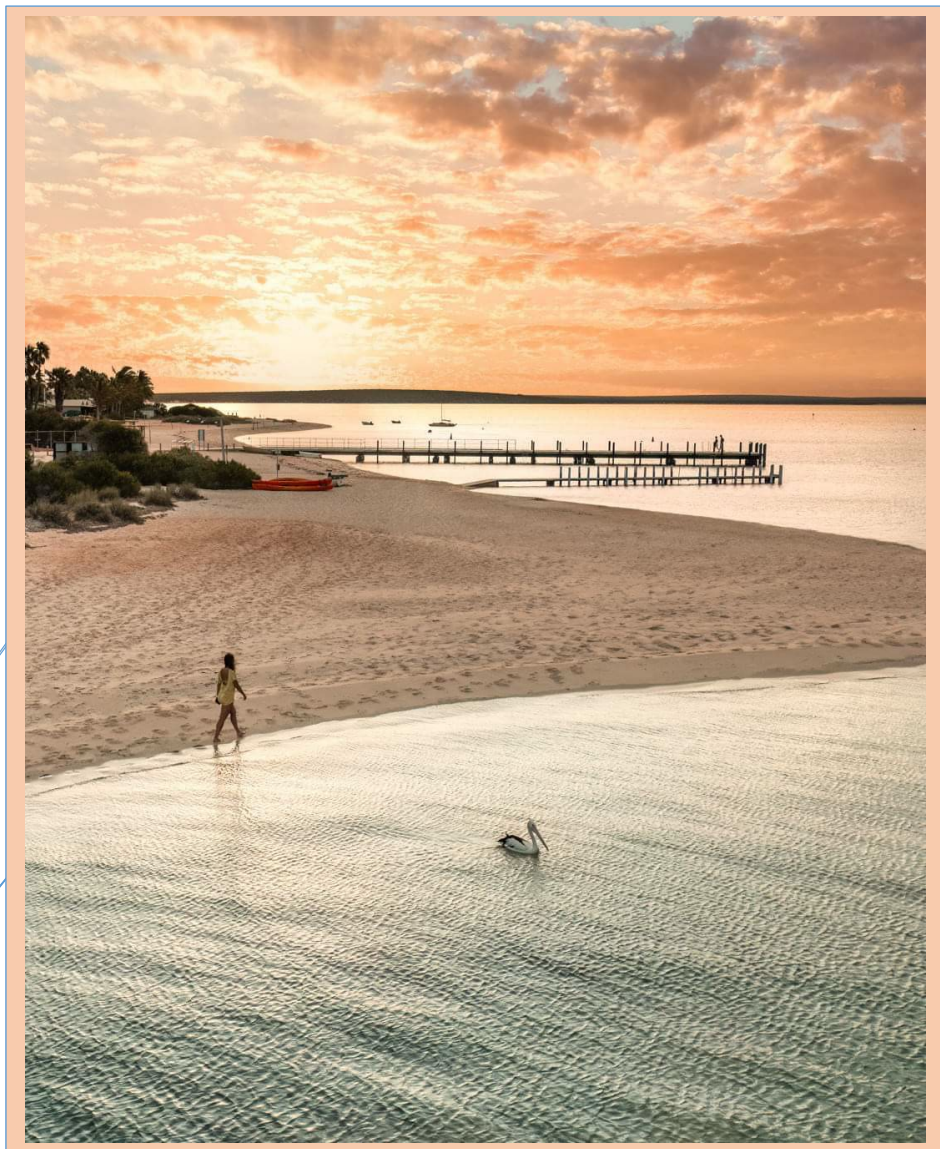


SHIRE OF SHARK BAY MINUTES

29 November 2023

ORDINARY COUNCIL MEETING



MONKEY MIA – SHARK BAY
Picture by: Flirty Gertie

29 NOVEMBER 2023



DISCLAIMER

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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 OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

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 November 2023 commencing at 3.02 pm.

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29 NOVEMBER 2023

1.0 DECLARATION OF OPENING

The President declared the November Ordinary Council meeting open at 3.02 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 E Fenny	
Cr G Ridgley	
Cr M Smith	
Cr M Vankova	

Mr D Chapman	Chief Executive Officer
Mr B Galvin	Works Manager
Ms J Green	Supervisor Finance and Administration
Mrs D Wilkes	Executive Manager Community Development
Ms M Fanali	Community Development Officer
Mrs R Mettam	Executive Assistant

APOLOGIES

Cr P Stubberfield	Leave of Absence refer to Item 6.1 of these minutes.
Cr L Bellottie	Leave of Absence refer to Item 6.2 of these minutes.

VISITORS

1 visitor in the gallery

4.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There are no previous public questions on notice.

5.0 PUBLIC QUESTION TIME

The President opened public question time at 3.03 pm.

Mr Hargreaves asked if there was any truth to the rumour about the provision of extra public housing for Carnarvon applicants.

The Chief Executive Officer replied that he had not been informed of anything and that there was no vacant social housing in Denham at present.

Mr Hargreaves also asked about the impact of the West Coast Zone fishing restrictions south of Denham and whether there had been an increase in recreational fishermen as a result.

Cr Fenny replied that Shark Bay is still advocating for reduction in the Shark Bay area.

The President closed public question time at 3.10 pm. Mr Hargreaves left the Council Chamber at 3.11 pm.

29 NOVEMBER 2023

6.0 APPLICATIONS FOR LEAVE OF ABSENCE

**6.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR STUBBERFIELD
GV00021**

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved

Cr Fenny

Seconded

Cr Vankova

Council Resolution

Councillor Stubberfield 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 November 2023.

5/0 CARRIED

Background

Councillor Stubberfield has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 29 November 2023. 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 Stubberfield has advised the Chief Executive Officer, he will be unable to attend the Ordinary meeting of Council scheduled to be held on Wednesday 29 November 2023 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 Stubberfield leave of absence but must include the reasons for the refusal for not granting the leave in the resolution.

Legal Implications

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

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

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

- (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 *Dale Chapman*

Date of Report 27 November 2023

29 NOVEMBER 2023

6.2 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR BELLOTTIE
GV00010

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved

Cr Vankova

Seconded

Cr Ridgley

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 November 2023.

5/0 CARRIED

Background

Councillor Bellottie has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 29 November 2023. 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 November 2023 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 OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

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 27 November 2023

29 NOVEMBER 2023

7.0 PETITIONS

There were no petitions presented to the November 2023 Ordinary Council meeting.

8.0 CONFIRMATION OF MINUTES

8.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 25 OCTOBER 2023

Moved Cr Vankova
Seconded Cr Ridgley

Council Resolution

That the minutes of the Ordinary Council meeting held on 25 October 2023, as circulated to all Councillors, be confirmed as a true and accurate record.

5/0 CARRIED

8.2 CONFIRMATION OF THE MINUTES OF THE SPECIAL COUNCIL MEETING HELD ON 25 OCTOBER 2023

Moved Cr Vankova
Seconded Cr Ridgley

Council Resolution

That the minutes of the Special Council meeting held on 25 October 2023, as circulated to all Councillors, be confirmed as a true and accurate record.

5/0 CARRIED

9.0 ANNOUNCEMENTS BY THE CHAIR

The position of Deputy President was left as vacant at the Special Council meeting held on Wednesday 25 October 2023. This will now be decided by drawn lots.

The President announced that Cr Stubberfield is the new Deputy President for the Shire of Shark Bay.

The newly elected Deputy President will be sworn in at the next Ordinary Council meeting scheduled to be held on the 13 December 2023.

Deputation

A deputation by Mr Julius Skinner, from Thomson Geer Lawyers relative to planning item 12.1, was presented to Council.

29 NOVEMBER 2023

10.0 ADMINISTRATION REPORT

10.1 ORDINARY COUNCIL MEETING DATES FOR 2024
CM00016

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved

Cr Ridgley

Seconded

Cr Vankova

Council Resolution

That Council, in accordance with Section 5.25(1)(a) of the *Local Government Act 1995*, approve the following schedule of meeting dates for Council's 2024 Ordinary meetings:

**January 2024 – No ordinary meeting of Council to be held;
February 2024 – Wednesday 28 Commencing at 1.00 pm in Council Chambers;
March 2024 – Wednesday 27 Commencing at 1.00 pm in Council Chambers;
April 2024 – Wednesday 24 Commencing at 1.00 pm in Council Chambers;
May 2024 – Wednesday 29 Commencing at 1.00 pm in Council Chambers;
June 2024 – Wednesday 26 Commencing at 1.00 pm in Council Chambers;
July 2024 – Wednesday 31 Commencing at 1.00 pm in Council Chambers;
August 2024 – Wednesday 28 Commencing at 1.00 pm in Council Chambers;
September 2024–Wednesday 25 Commencing at 1.00 pm in Council Chambers;
October 2024 – Wednesday 30 Commencing at 1.00 pm in Council Chambers;
November 2024 –Wednesday 27 Commencing at 1.00 pm in Council Chambers;
and
December 2024 – Wednesday 11 Commencing at 1.00 pm in Council Chambers.**

5/0 CARRIED

Background

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

Comment

Listed below is a proposed schedule for Council meetings in the year 2024 for consideration and approval:

January 2024 – No ordinary meeting of Council to be held;
February 2024 – Wednesday 28 Commencing at 1.00 pm in Council Chambers;
March 2024 – Wednesday 27 Commencing at 1.00 pm in Council Chambers;
April 2024 – Wednesday 24 Commencing at 1.00 pm in Council Chambers;
May 2024 – Wednesday 29 Commencing at 1.00 pm in Council Chambers;
June 2024 – Wednesday 26 Commencing at 1.00 pm in Council Chambers;
July 2024 – Wednesday 31 Commencing at 1.00 pm in Council Chambers;
August 2024 – Wednesday 28 Commencing at 1.00 pm in Council Chambers;
September 2024–Wednesday 25 Commencing at 1.00 pm in Council Chambers;

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

October 2024 – Wednesday 30 Commencing at 1.00 pm in Council Chambers;
November 2024 – Wednesday 27 Commencing at 1.00 pm in Council Chambers; and
December 2024 – Wednesday 11 Commencing at 1.00 pm in Council Chambers.

Ordinary meetings of Council are held on the last Wednesday of each month unless specifically resolved by Council to allow for other circumstances.

Council meetings have commenced at 3.00 pm for quite a number of years. This was discussed during the information bulletin session held before the Ordinary Council meeting on the 25 October 2023 and the consensus was to change the start time of the Ordinary Council meetings to 1.00pm.

Council regularly amends its December meeting due to Christmas. The schedule indicates that the December 2024 meeting be held on Wednesday 11 December in lieu of 25 December, being the last Wednesday in the month. This gives the Council Administration Staff time to get the minutes and correspondence out to the public before shutdown for the Christmas break.

Legal Implications

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

At least once each year a local government is to give local public notice of the dates on which and the time and place at which –

The ordinary council meetings; and

The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,

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

Policy Implications

Policy 1.1 - Meetings of Council

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

Financial Implications

The financial implication would be the travel costs associated with all members of Council and Council staff traveling to the Council meeting site if Council decides to hold any meetings at a different location other than the Council Chamber during the financial year.

Strategic Implications

There are no Strategic Implications association with this report.

Risk Management

This is a low risk item to Council.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

Date of Report

D Chapman

1 November 2023

29 NOVEMBER 2023

Calendar for Year 2024 (Australia)

January Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:00 11:00 18:00 26:00	February Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 3:00 10:00 17:00 24:00	March Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:00 10:00 17:00 25:00
April Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 2:00 9:00 16:00 24:00	May Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1:00 8:00 15:00 23:00 31:00	June Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 6:00 14:00 22:00 29:00
July Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 6:00 14:00 21:00 28:00	August Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:00 13:00 20:00 26:00	September Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 3:00 11:00 18:00 25:00
October Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 3:00 11:00 17:00 24:00	November Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1:00 9:00 16:00 23:00	December Mo Tu We Th Fr Sa Su 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1:00 9:00 15:00 23:00 31:00

Holidays and Observances:

1 Jan New Year's Day	29 Mar Good Friday	25 Apr ANZAC Day	25 Dec Christmas Day
26 Jan Australia Day	31 Mar Easter Sunday	11 Nov Remembrance Day	26 Dec Boxing Day
21 Mar Harmony Day	1 Apr Easter Monday	24 Dec Christmas Eve	31 Dec New Year's Eve

29 NOVEMBER 2023

10.2 REGIONAL ROAD GROUP COMMITTEE MEMBERSHIP
RD00017

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Fenny
Seconded Cr Smith

Council Resolution

That Council nominate Cr Cowell as the Deputy member for the Gascoyne Regional Road Group.

5/0 CARRIED

Background

At the most recent Special Council meeting held on the 25 October 2023, Council elected the representative to the Regional Road Group, being Cr Ridgley. Council decided not to elect a general member for the committee against the Officer's Recommendation.

Comment

Main Roads Department has advised that a general member is required for this committee. Point 1.6 Elected Members' Voting Rights & Obligations of the Gascoyne Regional Road Group Policy & Procedure Manual states:

- *Elected Members must vote on all motions at RRG Meetings with no provision for abstaining.*
- *In the instance that an elected member of Council is not in attendance at the RRG meeting then their voting rights of RRG Elected Members can be passed onto that Councils Deputy member in the first instance and as a last resort the Chief Executive Officer.*

As the voting rights lay with the deputy member in the first instance a deputy member now needs to be appointed.

It is noted that the Chief Executive Officer only has a voting position if the elected member and deputy member are not able to attend the meeting.

Legal Implications

There are no legal implications related to this report.

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.

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer *D Chapman*

Date of Report 20 November 2023

29 NOVEMBER 2023

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 Ridgley

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$688,622.80 be accepted.

5/0 CARRIED

Comment

The schedules of accounts for payment covering -

Municipal fund credit card direct debits for the month of October 2023 totalling \$10,104.51

Municipal fund account BPay for October 2023 totalling \$904.92

Municipal fund direct debits to Council for the month of October 2023 totalling \$34,430.64

Municipal fund account electronic payment numbers MUNI 31604 to 31727 totalling \$456,525.19

Municipal fund account for October 2023 payroll totalling \$175,850.84

Municipal fund Police Licensing for October 2023 transaction number 222326 totalling \$10,806.70 and

No Trust fund account cheque numbers were issued for October 2023 totalling \$0

The schedule of accounts submitted to each member of Council on 24 November 2023 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.

29 NOVEMBER 2023

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The payments listed have been disbursed throughout the month.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author

Chief Executive Officer

D Chapman

Date of Report

21 November 2023

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY – CREDIT CARD

PERIOD – SEPTEMBER 2023

TOTAL \$10,104.51

EMCD

DATE	NAME	DESCRIPTION	AMOUNT
05/09/2023	REX AIRLINES	RETURN FLIGHTS FOR CDO - LG PROFESSIONALS WA COMMUNITY DEVELOPMENT CONFERENCE	\$ 407.41
07/09/2023	SP TRIDEX INT PTY LTD	DYMO LABELS REFILL ROLLS - SHARK BAY DISCOVERY CENTRE	\$ 322.51
08/09/2023	HERITAGE RESORT	DRINKS - STAFF MEETING	\$ 46.97
10/09/2023	CROWN PROMENADE PERTH	ACCOMMODATION FOR EMCD - LG PROFESSIONALS WA COMMUNITY DEVELOPMENT CONFERENCE	\$ 1,385.68
11/09/2023	CROWN PROMENADE PERTH	ACCOMMODATION FOR CDO - LG PROFESSIONALS WA COMMUNITY DEVELOPMENT CONFERENCE	\$ 1,174.90
		TOTAL	\$ 3,337.47

EMFA

DATE	NAME	DESCRIPTION	AMOUNT
31/08/2023	STARLINK AUSTRALIA PTY	STARLINK INTERNET - TAMALA CAMP	\$ 139.00
31/08/2023	STARLINK AUSTRALIA PTY	STARLINK INTERNET - REFUSE SITE	\$ 139.00
31/08/2023	STARLINK AUSTRALIA PTY	STARLINK INTERNET - MOBILE UNIT - BFB	\$ 174.00
4/09/2023	BELONG	SHARK BAY RECREATION CENTRE DOOR ENTRY INTERNET COMMUNICATIONS	\$ 15.00
4/09/2023	BELONG	TOWN HALL DOOR ENTRY INTERNET COMMUNICATIONS	\$ 15.00
		TOTAL	\$ 482.00

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

CEO

DATE	NAME	DESCRIPTION	AMOUNT
17/08/2023	CROWN METROPOL PERTH	ACCOMMODATION FOR CEO - WALGA CONFERENCE 17 TO 20 SEPTEMBER 2023	\$ 1,028.67
17/08/2023	CROWN METROPOL PERTH	ACCOMMODATION FOR CR CHERYL COWELL - WALGA CONFERENCE 17 TO 20 SEPTEMBER 2023	\$ 1,028.67
17/08/2023	CROWN METROPOL PERTH	ACCOMMODATION FOR CR GREG RIDGLEY - WALGA CONFERENCE 17 TO 20 SEPTEMBER 2023	\$ 1,028.67
17/08/2023	CROWN METROPOL PERTH	ACCOMMODATION FOR CR MIRA VANKOVA - WALGA CONFERENCE 17 TO 20 SEPTEMBER 2023	\$ 1,028.67
22/08/2023	REGIONAL EXPRESS	RETURN FLIGHTS FOR BEATS IN THE BAY ENTERTAINERS 2023	\$ 2,114.41
30/08/2023	SHARK BAY CAFE	RATES - MORNING TEA	\$ 13.95
30/08/2023	SHARK BAY BAKERY	RATES - MORNING TEA	\$ 42.00
		TOTAL	\$ 6,285.04

**SHIRE OF SHARK BAY – MUNI BPAY
OCTOBER 2023**

BPAY #	DATE	NAME	DESCRIPTION	AMOUNT
BPAY	24/10/2023	AWARE SUPER	PAYROLL DEDUCTIONS	188.98
BPAY	24/10/2023	GESB	PAYROLL DEDUCTIONS	715.94
			TOTAL	\$904.92

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

**SHIRE OF SHARK BAY – MUNI DIRECT DEBITS
OCTOBER 2023**

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17451.1	20/10/2023	VIVA ENERGY AUSTRALIA	MONTHLY FUEL CARD ACCOUNT - SEPTEMBER 2023	-238.22
DD17452.1	07/10/2023	URL NETWORKS PTY LTD	SHIRE OFFICES TELEPHONE CHARGES - SEPTEMBER 2023	-152.79
DD17459.1	08/10/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-2123.34
DD17459.2	08/10/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	-487.50
DD17459.3	08/10/2023	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-309.64
DD17459.4	08/10/2023	AMP SUPER DIRECTIONS FUND	SUPERANNUATION CONTRIBUTIONS	-265.36
DD17459.5	08/10/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17459.6	08/10/2023	CRUELTY FREE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-268.59
DD17459.7	08/10/2023	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-497.02
DD17459.8	08/10/2023	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-507.34
DD17459.9	08/10/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-4498.08
DD17461.1	16/10/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE AND SERVICE CHARGES	-3184.07
DD17461.2	20/10/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE	-524.25
DD17461.3	23/10/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE	-449.45
DD17461.4	24/10/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE AND SERVICE CHARGES	-3547.18
DD17461.5	18/10/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE AND SERVICE CHARGES	-2138.81
DD17472.1	30/10/2023	EXETEL PTY LTD	SHIRE PROPERTIES INTERNET CHARGES - NOVEMBER 2023	-382.35
DD17474.1	22/10/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1973.63
DD17474.2	22/10/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	-487.50
DD17474.3	22/10/2023	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-313.11

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17474.4	22/10/2023	AMP SUPER DIRECTIONS FUND	SUPERANNUATION CONTRIBUTIONS	-265.36
DD17474.5	22/10/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17474.6	22/10/2023	CRUELTY FREE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-272.60
DD17474.7	22/10/2023	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-497.02
DD17474.8	22/10/2023	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-610.97
DD17474.9	22/10/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-4498.09
DD17459.10	08/10/2023	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-424.76
DD17459.11	08/10/2023	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-371.37
DD17459.12	08/10/2023	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-953.08
DD17459.13	08/10/2023	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-275.00
DD17459.14	08/10/2023	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-841.84
DD17474.10	22/10/2023	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-408.81
DD17474.11	22/10/2023	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17474.12	22/10/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-131.96
DD17474.13	22/10/2023	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-275.00
DD17474.14	22/10/2023	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-845.32
			TOTAL	\$34,430.64

**SHIRE OF SHARK BAY – MUNI EFT
OCTOBER 2023**

EFT 31604 - 31727

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31604	06/10/2023	LAURENCE JAMES MICHAEL BELLOTTIE	OCTOBER TO DECEMBER 2023 QUARTERLY COUNCILLOR PAYMENT	-2020.00
EFT31605	06/10/2023	CHERYL LORRAINE COWELL	OCTOBER TO DECEMBER 2023 QUARTERLY COUNCILLOR PAYMENT	-6693.75
EFT31606	06/10/2023	EDMUND GEORGE FENNY	OCTOBER TO DECEMBER 2023 QUARTERLY COUNCILLOR PAYMENT	-2020.00

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31607	06/10/2023	MARK CORBETT SMITH	OCTOBER TO DECEMBER 2023 QUARTERLY COUNCILLOR PAYMENT	-2020.00
EFT31608	06/10/2023	MIROSLAVA VANKOVA	OCTOBER TO DECEMBER 2023 QUARTERLY COUNCILLOR PAYMENT	-2768.75
EFT31609	06/10/2023	PIETR JON STUBBERFIELD	OCTOBER TO DECEMBER 2023 QUARTERLY COUNCILLOR PAYMENT	-2020.00
EFT31610	06/10/2023	GREGORY LEON RIDGLEY	OCTOBER TO DECEMBER 2023 QUARTERLY COUNCILLOR PAYMENT	-2020.00
EFT31611	06/10/2023	AUSTRALIA POST	MONTHLY POSTAL SERVICE - SEPTEMBER 2023	-224.71
EFT31612	06/10/2023	BOC LIMITED	MONTHLY CONTAINER RENTAL - SEPTEMBER 2023	-42.53
EFT31613	06/10/2023	BURTON TILING MAINTENANCE & RENOVATIONS	INSURANCE CLAIM - SBDC KITCHEN WATER DAMAGE REPAIRS, FLOORING, CABINETRY AND PAINTING WORKS - FINAL PAYMENT	-7749.50
EFT31614	06/10/2023	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-1402.50
EFT31615	06/10/2023	BLACKWOODS ATKINS	STICK TRANSFER PUMP, BATTERY CHARGER, NEW BATTERIES FOR MILWAUKEE TOOLS AND OZZY JUICE DEGREASING SOLUTION	-968.95
EFT31616	06/10/2023	BEAVIS & SMITH CLEANING & CHEMICALS	MONTHLY CLEANING ACCOUNT AND VARIOUS CLEANING CONSUMABLES – SEPTEMBER 2023	-21644.80
EFT31617	06/10/2023	CHUBB FIRE & SECURITY LTD	SHARK BAY DISCOVERY CENTRE - QUARTERLY PREVENTATIVE SECURITY MONITORING - 01 OCTOBER TO 31 DECEMBER 2023	-296.78
EFT31618	06/10/2023	DEPT OF FIRE & EMERGENCY SERVICES AUTHORITY	ANNUAL MONITORING OF FIRE SYSTEM AT SHARK BAY DISCOVERY CENTRE 01 JULY 2023 TO 30 JUNE 2024	-1881.00
EFT31619	06/10/2023	SHARK BAY SUPERMARKET	SUPERMARKET ACCOUNT - SEPTEMBER 2023	-280.81
EFT31620	06/10/2023	FAR WEST ELECTRICAL	SUPPLY AND INSTALLATION OF 6 CAMERA CCTV PACKAGE, TWO ADDITIONAL CAMERAS, CABLING, NETWORK VIDEO RECORDER, TEST AND COMMISSION - SHARK BAY RECREATION CENTRE	-7111.59
EFT31621	06/10/2023	HORIZON POWER	STREET LIGHTING - SEPTEMBER 2023	-4463.62
EFT31622	06/10/2023	GRAYT MAINTENANCE SOLUTIONS	MONTHLY RUBBISH TRUCK HIRE - SEPTEMBER 2023	-5399.96

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31623	06/10/2023	NADIA KLINE (NAUTILUS DESIGN CO)	SBDC MERCHANDISE - SNORKEL MASK STRAPS, GREETING CARDS	-1036.00
EFT31624	06/10/2023	OUTBACK COAST AUTOMOTIVES AND RADIATORS	SERVICE INCLUDING PARTS - CEO VEHICLE (P203)	-354.75
EFT31625	06/10/2023	SHARK BAY PHARMACY	PAIN RELIEF TABLETS FOR FIRST AID KIT AT ADMINISTRATION OFFICE	-5.99
EFT31626	06/10/2023	LYONS ENTERPRISES-SHARK BAY CAR HIRE	CAR HIRE FOR VISITING MEDICAL STAFF INCLUDING FUEL - SEPTEMBER 2023	-1265.00
EFT31627	06/10/2023	SHARK BAY SKIPS PTY LTD	MONTHLY SKIP BIN LIFTS USELESS LOOP/SHARK BAY ROADS SEPTEMBER 2023, INCLUDES 20% FUEL LEVY - ONCHARGEABLE TO DBCA AND MAINROADS AND MONTHLY SKIP BIN LIFTS FORESHORE SEPTEMBER 2023, INCLUDES 20% FUEL LEVY - ONCHARGEABLE TO DOT	-5293.20
EFT31628	06/10/2023	SOFIE ALICE HAYES (SOFIE SEYAH ILLUSTRATION)	SBDC MERCHANDISE - PUFFER BLANKETS	-1320.00
EFT31629	06/10/2023	TELSTRA LIMITED	SMS SERVICE TO PUBLIC WITH 1x COMMUNITY MESSAGE ON 01 SEPTEMBER 2023	-49.53
EFT31630	06/10/2023	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES - SEPTEMBER 2023	-5156.25
EFT31631	06/10/2023	WA HOLIDAY GUIDE PTY LTD	WA HOLIDAY GUIDE BOOKING MARKETING FEE - SEPTEMBER 2023	-116.93
EFT31650	15/10/2023	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	-48527.00
EFT31651	17/10/2023	BUNNINGS BUILDING SUPPLIES PTY LTD	PRIMER UNDERCOAT AQUABLOCK AND PRIMER ABEY STRAPPING FOR HERITAGE STABLES REFURBISHMENT, YELLOW PAINT LINE MARKING FOR TOWN STREET MAINTENANCE, BATTERIES AND EARMUFFS FOR DEPOT	-580.41
EFT31652	17/10/2023	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKING FEE - SEPTEMBER 2023	-1454.62
EFT31653	17/10/2023	BRIAN JOHN GALVIN	SALARY SACRIFICE WORKS MANAGER - ELECTRICITY, WATER AND COMMUNICATIONS	-879.16
EFT31654	17/10/2023	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-866.25
EFT31655	17/10/2023	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES - JULY TO SEPTEMBER 2023	-1129.94

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31656	17/10/2023	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	2023/2024 ESL PAYABLE ON SHIRE PROPERTIES AND BUILDINGS	-3708.80
EFT31657	17/10/2023	RICHARD EDMUND FENNY	SBDC MERCHANDISE - RED DOG VET BOOKS	-520.00
EFT31658	17/10/2023	REFUEL AUSTRALIA	MONTHLY FUEL ACCOUNT - SEPTEMBER 2023	-33319.77
EFT31659	17/10/2023	HORIZON POWER	EMERGENCY SERVICES BUILDING - ELECTRICITY CHARGES	-638.77
EFT31660	17/10/2023	DENHAM WA PTY LTD	SUPERMARKET ACCOUNT - SEPTEMBER 2023	-2524.40
EFT31661	17/10/2023	MASTEC AUSTRALIA PTY LTD AFT THE WRS TRUST	240L GREEN RUBBISH BINS AND SPARE WHEELS FOR RESALE	-1682.01
EFT31662	17/10/2023	NATURALISTE PLUMBING PTY LTD	REPAIR OF WATER LEAK IN CEILING - PENSIONER UNIT 7	-150.00
EFT31663	17/10/2023	XL2	MONTHLY WORKSTATION MONITORING AND SUPPORT, WEBROOT ENDPOINT PROTECTION, BACKUP SERVICES, MANAGEMENT FOR VOIP PHONE SYSTEM AND COMPUTER LICENCES - NOVEMBER 2023 AND MANAGED IT SERVICES	-2376.08
EFT31664	17/10/2023	MP ROGERS & ASSOCIATES	PROGRESSIVE PAYMENT - PROJECT MANAGEMENT CHARGES FOR DENHAM FINGER JETTY AND CONSTRUCTION OF UPGRADED DENHAM REVETMENT	-18819.17
EFT31665	17/10/2023	SHARK BAY COMMUNITY RESOURCE CENTRE	MONTHLY SUPPLY OF INSCRIPTION POST - OCTOBER 2023	-14.00
EFT31666	17/10/2023	MOORE AUSTRALIA	CONTRACT FINANCIAL AGREEMENT TASKS	-5500.00
EFT31667	17/10/2023	TELSTRA LIMITED	BUSH FIRE BRIGADE SATELLITE PHONES - 14 OCTOBER TO 13 NOVEMBER 2023	-90.00
EFT31668	17/10/2023	WA JACOBS TOYMAKER	SBDC MERCHANDISE - KIDS T-SHIRTS AND TOTE BAGS INCLUDING FREIGHT (PART ORDER)	-5116.98
EFT31669	17/10/2023	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA CONVENTION 18 SEPTEMBER 2023 - GALA COCKTAILS JANINE STANDING	-135.00
EFT31670	17/10/2023	MARIE ANNE GAMBLE	RENT SUBSIDY FOR DENHAM DAY CARE EDUCATOR - 24 SEPTEMBER TO 21 OCTOBER 2023 (4 WEEKS)	-2000.00
EFT31671	19/10/2023	NAPA AUTO PARTS	MECH PRO TOOL KIT INCLUDING FREIGHT - DEPOT	-906.18

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31672	19/10/2023	ASSET VALUATION ADVISORY	PROFESSIONAL VALUATION ADVISORY - 2023 DESKTOP LAND AND BUILDING ASSET VALUATION,	-7920.00
			PROFESSIONAL VALUATION ADVISORY - 2023 DESKTOP OTHER INFRASTRUCTURE ASSET VALUATIONS	-15400.00
			PROFESSIONAL VALUATION ADVISORY - 2023 DESKTOP INFRASTRUCTURE ASSET VALUATIONS	-18370.00
EFT31673	19/10/2023	BRIAN CHILD	INSURANCE CLAIM - RECONNECT PLUMBING AFTER WATER LEAK IN KITCHEN AT DISCOVERY CENTRE	-1100.00
EFT31674	19/10/2023	CELLARBRATIONS DENHAM	REFRESHMENTS FOR BEATS IN THE BAY 2023 AND FAREWELL RANGER STAFF FUNCTION	-797.33
EFT31675	19/10/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL LEVY COLLECTION PERMITS #3462, #3466, #3467 AND #3469	-679.12
EFT31676	19/10/2023	SHARK BAY FUEL FISHING AND CAMPING CENTRE	MONTHLY ACCOUNT - SEPTEMBER 2023	-39.94
EFT31677	19/10/2023	SHARK BAY MARINE AND HARDWARE	MONTHLY HARDWARE ACCOUNT - SEPTEMBER 2023	-3006.69
EFT31678	19/10/2023	PEST-A-KILL	MICE MONITORING AND BAITING - SHIRE PROPERTIES	-605.00
EFT31679	19/10/2023	XL2	ADDITION OF M DRIVE TO FINANCE OFFICER REVENUE COMPUTER	-123.75
EFT31680	19/10/2023	SHARK BAY COMMUNITY RESOURCE CENTRE	RECREATION CENTRE MANAGEMENT - SEPTEMBER 2023	-5733.75
EFT31681	19/10/2023	SHIRE OF SHARK BAY	BSL LEVY COMMISSION PERMITS #3462, #3466, #3467 AND #3469	-20.00
EFT31682	19/10/2023	SHOP FOR SHOPS	SHELVING WITH STORAGE AND PAPER BAGS FOR RETAIL – SBDC	-3901.03
EFT31683	19/10/2023	TELSTRA LIMITED	SHIRE MOBILE TELEPHONE SERVICES - 16 OCTOBER TO 15 NOVEMBER 2023	-421.00
EFT31684	19/10/2023	TRAFFIC FORCE	ANNUAL GENERIC TRAFFIC MANAGEMENT PLAN REVIEW G0104-23	-554.40
EFT31685	19/10/2023	VIZONA PTY LTD	SUPPLY AND INSTALLATION OF SOLAR BOLLAR LIGHTING ALONG STELLA ROWLEY LOOKOUT PATH	-106524.00

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31686	19/10/2023	WESTRAC EQUIPMENT PTY LTD	ENGINE AIR AND OIL FILTERS, FUEL AND WATER SEPARATOR, OIL AND COOLANT TEST KITS, TRANSMISSION AND DRIVE TRAIN OIL FOR CATERPILLAR GRADER (P210)	-591.62
EFT31687	31/10/2023	M & B SALES	TREATED PINE AND HOOP IRON STAINLESS STEEL - CHARLIE SAPPY PARK WORKS	-551.62
EFT31688	31/10/2023	ASTROTOURISM WA PTY LTD	ASTROTOURISM TOWNS MEMBERSHIP 2023/2024	-3740.00
EFT31689	31/10/2023	ART THERAPY & COUNSELLING WA PTY LTD	ART & EXPRESSIVE THERAPY WORKSHOP 14 OCTOBER 2023 - MENTAL HEALTH WEEK	-1200.00
EFT31690	31/10/2023	ANDREW JOHN TAYLOR	44B HARTOG CRESCENT - CROSSOVER REIMBURSEMENT	-506.00
EFT31691	31/10/2023	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-701.25
EFT31692	31/10/2023	BEAVIS & SMITH CLEANING & CHEMICALS	HEAVY DUTY FLOOR CLEAN - PENSIONER UNIT 4	-350.00
EFT31693	31/10/2023	DENHAM ELECTRICAL NORTHWEST PTY LTD	ELECTRICAL WORK AT 16A SUNTER PLACE REPLACE FAULTY POWERPOINTS, CLEAN COOK TOP INJECTOR.	-220.00
EFT31694	31/10/2023	FAR WEST ELECTRICAL	SUPPLY OF MATERIALS FOR REPAIRS - HPORTER SEMI TRAILER (P155)	-266.05
EFT31695	31/10/2023	GYM CARE	REPLACEMENT PART FOR LIFE FITNESS OSMP MULTI-PRESS, INCLUDING FREIGHT - GYM	-246.11
EFT31696	31/10/2023	THINK WATER GERALDTON	RETICULATION REPAIRS - FORESHORE PARKS	-1546.40
EFT31697	31/10/2023	HORIZON POWER	SHIRE PROPERTIES ELECTRICITY CHARGES - SEPTEMBER 2023	-7147.64
EFT31698	31/10/2023	HOT TONER	PRINTER AND PHOTOCOPIER TONER CARTRIDGES AND WASTE TONER BOTTLES FOR DEPOT, SBDC AND ADMINISTRATION OFFICE	-4090.00
EFT31699	31/10/2023	KATHRYN FIONA MCKAY	REIMBURSEMENT FOR WA REGIONAL ARTS SUMMIT ATTENDANCE - SBDC CENTRE MANAGER GRANT FUNDED	-488.19
EFT31700	31/10/2023	KICK SOLUTIONS	STAFF NAME BADGES	-58.00
EFT31701	31/10/2023	LANDGATE (WA LAND INFORMATION AUTHORITY)	GRV VALUATIONS - SCHEDULE G2023/8	-74.15

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31702	31/10/2023	MIDWEST FIRE PROTECTION SERVICE	QUARTERLY SERVICE OF ALARM SYSTEM - SHARK BAY DISCOVERY CENTRE	-507.65
EFT31703	31/10/2023	MARTINA DESIREE ZAUGG	REIMBURSEMENT FOR DECAF COFFEE FOR ADMINISTRATION OFFICE	-27.00
EFT31704	31/10/2023	NATURALISTE PLUMBING PTY LTD	REPLACE RPZ VALVE AND ANNUAL BACKFLOW TESTING OF METER BC1528108 - LOT 347 KNIGHT TCE, FISH CLEANING FACILITIES AND ANNUAL BACKFLOW TESTING OF METER WKK0950045 AND EK1100074 - LOT 501 FRANCIS ROAD, RECREATION CENTRE	-1450.00
EFT31705	31/10/2023	DENHAM NATURETIME - 4WD TOURS	SBDC MERCHANDISE - POSTCARDS, MUGS AND BOOKLETS	-358.00
EFT31706	31/10/2023	OFFICEWORKS LTD	MONTHLY STATIONERY ORDERS FOR CDO, DEPOT, SBDC AND ADMINISTRATION – SEPTEMBER AND OCTOBER 2023, WHITEBOARD FOR EMCD OFFICE AND STATIONARY ORDER FOR ART THERAPY WORKSHOPS DURING MENTAL HEALTH WEEK	-1547.57
EFT31707	31/10/2023	PATRICIA POPE	SBDC MERCHANDISE - COASTERS, EMU EGG AND GLASS CASES	-265.00
EFT31708	31/10/2023	PURCHER INTERNATIONAL PTY LTD	BRAKE CHAMBER – FREIGHTLINER PRIME MOVER (P174)	-956.60
EFT31709	31/10/2023	XL2	MANAGED IT SERVICES	-247.50
EFT31710	31/10/2023	R & L COURIERS	MONTHLY FREIGHT ACCOUNT - SEPTEMBER 2023	-230.18
EFT31711	31/10/2023	SHARK BAY MECHANICAL & TOWING SERVICES	PUMPING OF WASTE FROM DUMP POINT AND 3 X PORTA TOILETS	-1090.00
EFT31712	31/10/2023	TRUCKLINE PARTS CENTRE	BRAKE SHOE KIT - HPORTER SEMI TRAILER (P155)	-562.06
EFT31713	31/10/2023	SHARK BAY AVIATION	BOOEASY OPERATOR PAYMENT OCTOBER 2023	-783.20
EFT31714	31/10/2023	BAY LODGE MIDWEST OASIS	BOOEASY OPERATOR PAYMENT OCTOBER 2023	-510.40
EFT31715	31/10/2023	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOEASY OPERATOR PAYMENT OCTOBER 2023	-837.25
EFT31716	31/10/2023	ISLAND LIFE ADVENTURES PTY LTD	BOOEASY OPERATOR PAYMENT OCTOBER 2023	-16676.00
EFT31717	31/10/2023	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	BOOEASY OPERATOR PAYMENT OCTOBER 2023	-7607.60

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31718	31/10/2023	DENHAM NATURETIME - 4WD TOURS/PHOTOGRAPHY TOURS	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-712.80
EFT31719	31/10/2023	PINNACLE COACHLINES	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-272.51
EFT31720	31/10/2023	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-407.04
EFT31721	31/10/2023	SHARK BAY DIVE AND MARINE SAFARIS	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-1746.80
EFT31722	31/10/2023	SHARK BAY CARAVAN PARK	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-336.16
EFT31723	31/10/2023	SHARK BAY 4WD TOURS	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-4764.32
EFT31724	31/10/2023	SHARK BAY COASTAL TOURS	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-2688.40
EFT31725	31/10/2023	SHIRE OF SHARK BAY	BOOKEASY OPERATOR COMMISSION OCTOBER 2023	-5331.47
EFT31726	31/10/2023	TASMAN HOLIDAY PARKS - DENHAM SEASIDE	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-400.40
EFT31727	31/10/2023	WULA GURA NYINDA ECO CULTURAL ADVENTURES	BOOKEASY OPERATOR PAYMENT OCTOBER 2023	-2670.80
			TOTAL	\$ 456,525.19

**SHIRE OF SHARK BAY – MUNI
ELECTRONIC PAYROLL TRANSACTIONS
OCTOBER 2023**

DATE	NAME	DESCRIPTION	AMOUNT
10/10/2023	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 8 OCTOBER 2023	100,163.03
24/10/2022	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 22 OCTOBER 2023	75,687.81
		TOTAL	\$175,850.84

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

**SHIRE OF SHARK BAY
OCTOBER 2023 POLICE LICENSING**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
222326	31/10/2023	COMMISSIONER OF POLICE	POLICE LICENSING OCTOBER 2023	-10,806.70
			TOTAL	\$10,806.70

29 NOVEMBER 2023

11.2 FINANCIAL REPORTS TO 31 OCTOBER 2023
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved

Cr Vankova

Seconded

Cr Ridgley

Council Resolution

That the monthly financial report to 31 October 2023 as attached be received.
5/0 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 October 2023** are attached.

VARIANCE ANALYSIS

Operating Revenue - Actual Operating Revenue as of 31 October 2023 was \$256,648 higher than the year-to-date budget. This is mainly attributable to an increase in Fees and Charges revenue of \$81,952 year to date, specifically refuse site fees, caravan park leases, camping fees, private works income and Discovery Centre merchandise sales. Main Roads Western Australia private works income for Monkey Mia Road and Shark Bay Road is less than year to date budget as this work has yet to commence.

An increase of \$50,816 year to date in Grants, subsidies, and contributions mainly attributable to day care provider subsidy and the balance of Financial Assistance Grants funding received.

An increase in Other Revenue year to date of \$35,999, specifically Community Development Program Employer Incentive Funding, Visitor Centre booking commission and diesel fuel tax rebates.

Operating Expenditure - Actual Operating Expenditure as of 31 October 2023 is less than the year-to-date budget by \$844,304. This is substantially due to depreciation yet to be finalised of \$634,080 and overall underspend in year-to-date actual expenditure compared to budget including materials and contracts \$92,444, insurance \$44,155 (paid by quarterly instalments), and employee costs \$40,883.

Capital Revenue - Capital Revenue is \$684,201 less than year to date budget due to Social Housing Economic Recovery Package Community Housing Project and Regional Road Group grant income not yet received.

Capital Expenditure - Capital Expenditure is consequently \$1,161,208 less than year to date budget due to underspend on capital works for staff housing, pensioner units,

29 NOVEMBER 2023

Social Housing Economic Recovery Package (Independent Living Units) project, seawall upgrade, town oval reticulation, and Roads to Recovery.

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. Strategies built into the budget to closely manage expenditure remain in place.

STRATEGIC IMPLICATIONS

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

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author

D Chapman

Date of Report

21 November 2023

29 NOVEMBER 2023

SHIRE OF SHARK BAY

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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Please refer to the compilation report

| 1

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
OPERATING ACTIVITIES						
Revenue from operating activities						
General rates	1,488,455	1,488,455	1,482,205	(6,250)	(0.42%)	▼
Rates excluding general rates	113,772	113,772	114,542	770	0.68%	▲
Grants, subsidies and contributions	770,438	507,850	558,666	50,816	10.01%	▲
Fees and charges	1,717,150	627,112	709,064	81,952	13.07%	▲
Interest revenue	117,250	37,388	41,023	3,635	9.72%	▲
Other revenue	141,189	50,937	86,936	35,999	70.67%	▲
Profit on asset disposals	24,483	14,819	104,545	89,726	605.48%	▲
	4,372,737	2,840,333	3,096,981	256,648	9.04%	
Expenditure from operating activities						
Employee costs	(2,803,877)	(871,129)	(830,246)	40,883	4.69%	▲
Materials and contracts	(2,317,521)	(640,210)	(547,766)	92,444	14.44%	▲
Utility charges	(179,775)	(60,368)	(53,038)	7,330	12.14%	▲
Depreciation	(1,881,680)	(634,080)	0	634,080	100.00%	▲
Finance costs	(20,139)	(4,637)	(4,637)	0	0.00%	▲
Insurance	(242,362)	(184,937)	(140,782)	44,155	23.88%	▲
Other expenditure	(229,781)	(108,359)	(82,947)	25,412	23.45%	▲
Loss on asset disposals	(145,336)	0	0	0	0.00%	▲
	(7,820,471)	(2,503,720)	(1,659,416)	844,304	33.72%	
Non-cash amounts excluded from operating activities	2(b) 2,002,533	619,261	(103,604)	(722,865)	(116.73%)	▼
Amount attributable to operating activities	(1,445,201)	955,874	1,333,961	378,087	39.55%	
INVESTING ACTIVITIES						
Inflows from investing activities						
Proceeds from capital grants, subsidies and contributions	8,069,996	975,701	291,500	(684,201)	(70.12%)	▼
Proceeds from disposal of assets	327,000	104,545	104,545	0	0.00%	▲
	8,396,996	1,080,246	396,045	(684,201)	(63.34%)	
Outflows from investing activities						
Payments for property, plant and equipment	(5,245,985)	(1,163,975)	(56,216)	1,107,759	95.17%	▲
Payments for construction of infrastructure	(4,553,570)	(355,229)	(301,780)	53,449	15.05%	▲
	(9,799,555)	(1,519,204)	(357,996)	1,161,208	76.44%	
Amount attributable to investing activities	(1,402,559)	(438,958)	38,049	477,007	108.67%	
FINANCING ACTIVITIES						
Inflows from financing activities						
Transfer from reserves	1,189,340	0	0	0	0.00%	▲
	1,189,340	0	0	0	0.00%	
Outflows from financing activities						
Repayment of borrowings	(34,324)	(17,067)	(17,067)	0	0.00%	▲
Transfer to reserves	(1,115,884)	(23,693)	(23,693)	0	0.00%	▲
	(1,150,208)	(40,760)	(40,760)	0	0.00%	
Amount attributable to financing activities	39,132	(40,760)	(40,760)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT						
Surplus or deficit at the start of the financial year	2(a) 2,808,628	2,808,628	2,860,350	51,722	1.84%	▲
Amount attributable to operating activities	(1,445,201)	955,874	1,333,961	378,087	39.55%	▲
Amount attributable to investing activities	(1,402,559)	(438,958)	38,049	477,007	108.67%	▲
Amount attributable to financing activities	39,132	(40,760)	(40,760)	0	0.00%	▲
Surplus or deficit after imposition of general rates	2(a) 0	3,284,784	4,191,600	906,816	27.61%	▲

KEY INFORMATION

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

* Refer to Note 3 for an explanation of the reasons for the variance.

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

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY STATEMENT OF FINANCIAL POSITION FOR THE PERIOD ENDED 31 OCTOBER 2023

	Actual 30 June 2023 \$	Actual as at 31 October 2023 \$
CURRENT ASSETS		
Cash and cash equivalents	11,663,685	11,969,619
Trade and other receivables	142,315	788,855
Inventories	129,762	129,762
Other assets	39,473	33,406
TOTAL CURRENT ASSETS	11,975,235	12,921,642
NON-CURRENT ASSETS		
Trade and other receivables	10,621	10,621
Other financial assets	40,745	40,745
Property, plant and equipment	25,003,184	25,059,399
Infrastructure	92,321,793	92,623,574
TOTAL NON-CURRENT ASSETS	117,376,343	117,734,339
TOTAL ASSETS	129,351,578	130,655,981
CURRENT LIABILITIES		
Trade and other payables	636,010	69,795
Other liabilities	3,384,911	3,543,531
Borrowings	103,602	86,535
Employee related provisions	282,731	282,731
TOTAL CURRENT LIABILITIES	4,407,254	3,982,592
NON-CURRENT LIABILITIES		
Borrowings	597,897	597,897
Employee related provisions	42,514	42,514
TOTAL NON-CURRENT LIABILITIES	640,411	640,411
TOTAL LIABILITIES	5,047,665	4,623,003
NET ASSETS	124,303,913	126,032,978
EQUITY		
Retained surplus	39,637,661	41,343,033
Reserve accounts	5,010,342	5,034,035
Revaluation surplus	79,655,910	79,655,910
TOTAL EQUITY	124,303,913	126,032,978

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

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

Matters of non-compliance with Basis of Preparation

The following matters on non-compliance with the basis of preparation have not been correct.

1. Depreciation has not been raised during the current financial year.
2. Balances as at 30 June 2023 have not been audited and may be subject to change.

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and 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 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 balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land, buildings and infrastructure

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 16 November 2023

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening	Actual as at	Actual as at
		1 July 2023	30 June 2023	31 Oct 2023
		\$	\$	\$
(a) Net current assets used in the Statement of Financial Activity				
Current assets				
Cash and cash equivalents		11,663,686	11,663,685	11,969,619
Trade and other receivables		142,412	142,315	788,855
Inventories		140,182	129,762	129,762
Other assets		40,645	39,473	33,406
		11,986,925	11,975,235	12,921,642
Less: current liabilities				
Trade and other payables		(500,313)	(636,010)	(69,795)
Other liabilities		(3,384,911)	(3,384,911)	(3,543,531)
Borrowings		(34,324)	(103,602)	(86,535)
Employee related provisions		(282,731)	(282,731)	(282,731)
		(4,202,279)	(4,407,254)	(3,982,592)
Net current assets		7,784,646	7,567,981	8,939,050
Less: Total adjustments to net current assets	2(c)	(4,976,018)	(4,707,631)	(4,747,450)
Closing funding surplus / (deficit)		2,808,628	2,860,350	4,191,600

(b) Non-cash amounts 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*.

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual
	30 June 2024	(a)	(b)
	\$	\$	\$
Non-cash amounts excluded from operating activities			
Adjustments to operating activities			
Less: Profit on asset disposals	(24,483)	(14,819)	(104,545)
Add: Movement in liabilities associated with restricted cash	0	0	941
Add: Loss on asset disposals	145,336	0	0
Add: Depreciation	1,881,680	634,080	0
Total non-cash amounts excluded from operating activities	2,002,533	619,261	(103,604)

(c) Current assets and liabilities excluded from budgeted deficiency

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.

	Adopted Budget Opening	Actual as at	Actual as at
	1 July 2023	30 June 2023	31 Oct 2023
	\$	\$	\$
Adjustments to net current assets			
Less: Reserve accounts	(5,010,342)	(5,010,342)	(5,034,035)
Add: Current liabilities not expected to be cleared at the end of the year			
- Current portion of borrowings	34,324	103,602	86,535
- Current portion of employee benefit provisions held in reserve	0	199,109	200,050
Total adjustments to net current assets	(4,976,018)	(4,707,631)	(4,747,450)

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.

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is \$5,000 or 5.00% whichever is the greater.

Description	Var. \$ \$	Var. % %	
Revenue from operating activities			
General rates	(6,250)	(0.42%)	▼
Interim rating for GRV Residential and Industrial.			
Interim rating for UV General and Exploration.			
Grants, subsidies and contributions	50,816	10.01%	▲
Grant - Preparing Australian Communities - Emergency Recovery Exercise. Grants -			
Department of Communities - Day Care Provider Accommodation Subsidy.			
Balance of FAGS grants funding received.			
Fees and charges	81,952	13.07%	▲
Refuse site fees, entrance fees SBDC, merchandise sales, camping fees,			
caravan park leases and private works actual income higher than YTD budget.			
MRWA Monkey Mia and MRWA Shark Bay roads actual income less than YTD budget.			
Interest revenue	3,635	9.72%	▲
Interest earnings are higher than the YTD budget profiled at 4/12th			
of the annual budget.			
Other revenue	35,999	70.67%	▲
CDP Employer Incentive Funding, Visitor Centre booking commission, merchandise sales			
and diesel fuel rebate actual income higher than YTD budget.			
Profit on asset disposals	89,726	605.48%	▲
Disposal of vehicles to be processed in the asset register.			
Expenditure from operating activities			
Employee costs	40,883	4.69%	▲
Most YTD budgets are profiled as 4/12th of the annual budget.			
Admin salaries and wages, insurance workers compensation, Useless Loop road			
maintenance.			
Materials and contracts	92,444	14.44%	▲
Most YTD budgets are profiled as 43/12th of the annual budget.			
Audit fees, Planning & Strategy - Regional North Local Government, Cleaning BBQs -			
Foreshore/Lagoon, Cleaning BBQs - Foreshore/Lagoon, Useless Loop Road Maintenance,			
Community Events and Festivals.			
Utility charges	7,330	12.14%	▲
YTD budgets are profiled as 4/12th of the annual budget.			
Depreciation	634,080	100.00%	▲
Depreciation not processed as 2023 Annual Financial Report is not			
yet finalised.			
Insurance	44,155	23.88%	▲
Insurance general and workers compensation insurance.			
Insurance fees paid by instalments.			
Other expenditure	25,412	23.45%	▲
Council Assistance Program, Conference expenses members, SES Denham - Operating.			
Non-cash amounts excluded from operating activities	(722,865)	(116.73%)	▼
Depreciation not processed as 2023 Annual Financial Report is not			
yet finalised. Proceeds on asset disposal.			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(684,201)	(70.12%)	▼
SHERP Community Housing Project, Beach Emergency Numbers Signage, RRG grants not yet			
received.			
Outflows from investing activities			
Payments for property, plant and equipment	1,107,759	95.17%	▲
Capital Works Staff Housing. SHERP - Community Housing Project. Road sweeper.			
Pensioner Units Capital Works. Dual Cab Truck 5T. Dual Cab Ute - Country.			
Payments for construction of infrastructure	53,449	15.05%	▲
Seawall Upgrade. Beach Emergency Numbers Signage. Town Oval and Recreation			
Reticulation/Resurfacing. Heritage Stables refurbishment.			
Roads To Recovery - R2R.			
Surplus or deficit at the start of the financial year	51,722	1.84%	▲
Refer to note 2(a) for detail of differences.			
Surplus or deficit after imposition of general rates	906,816	27.61%	▲
Due to variances described above			

Please refer to the compilation report

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SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
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Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.81 M	\$2.81 M	\$2.86 M	\$0.05 M
Closing	\$0.00 M	\$3.28 M	\$4.19 M	\$0.91 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$11.97 M	% of total
Unrestricted Cash	\$6.94 M	57.9%
Restricted Cash	\$5.03 M	42.1%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$0.07 M	% Outstanding
Trade Payables	\$0.00 M	
0 to 30 Days		0.0%
Over 30 Days		0.0%
Over 90 Days		0.0%
Refer to 9 - Payables		

Receivables		
	\$0.27 M	% Collected
Rates Receivable	\$0.52 M	68.0%
Trade Receivable	\$0.27 M	% Outstanding
Over 30 Days		59.8%
Over 90 Days		1.4%
Refer to 7 - Receivables		

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.45 M)	\$0.96 M	\$1.33 M	\$0.38 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$1.60 M	% Variance	YTD Actual	\$0.56 M	% Variance	YTD Actual	\$0.71 M	% Variance
YTD Budget	\$1.60 M	(0.3%)	YTD Budget	\$0.51 M	10.0%	YTD Budget	\$0.63 M	13.1%
Refer to 10 - Rate Revenue			Refer to 13 - Grants and Contributions			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)
(\$1.40 M)	(\$0.44 M)	\$0.04 M	\$0.48 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.10 M	%	YTD Actual	\$0.30 M	% Spent	YTD Actual	\$0.29 M	% Received
Adopted Budget	\$0.33 M	(68.0%)	Adopted Budget	\$4.55 M	(93.4%)	Adopted Budget	\$8.07 M	(96.4%)
Refer to 6 - Disposal of Assets			Refer to 5 - Capital Acquisitions			Refer to 5 - Capital Acquisitions		

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.04 M	(\$0.04 M)	(\$0.04 M)	\$0.00 M
Refer to Statement of Financial Activity			

Borrowings		Reserves	
Principal repayments	(\$0.02 M)	Reserves balance	\$5.03 M
Interest expense	(\$0.00 M)	Interest earned	\$0.02 M
Principal due	\$0.68 M		
Refer to 11 - Borrowings		Refer to 4 - Cash Reserves	

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

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

2 KEY INFORMATION - GRAPHICAL



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

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

3 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Institution	Interest Rate	Maturity Date
Cash Float	Cash and cash equivalents	900	0	900	Not applicable	Not applicable	NA
Municipal Fund Bank	Cash and cash equivalents	1,292,370	0	1,292,370	Bankwest	Variable	NA
Municipal Telenet Saver Account	Cash and cash equivalents	1,883,310	0	1,883,310	Bankwest	Variable	NA
SHERP Telenet Saver Account	Cash and cash equivalents	979	0	979	Not available	Not available	NA
Municipal Term Deposit	Cash and cash equivalents	1,000,000	0	1,000,000	Not available	Not available	NA
FESA Grant TD	Cash and cash equivalents	1,931,984	0	1,931,984	Not available	Not available	NA
SHERP Grant TD	Cash and cash equivalents	826,041	0	826,041	Not available	Not available	NA
Reserve Telenet Saver 0454	Cash and cash equivalents	0	2,033,856	2,033,856	Not available	Not available	NA
Reserve Bank Account	Cash and cash equivalents	0	179	179	Bankwest	Variable	NA
Reserve Term Deposit	Cash and cash equivalents	0	2,000,000	2,000,000	Not available	Not available	NA
Reserve Term Deposit	Cash and cash equivalents	0	1,000,000	1,000,000	Not available	Not available	NA
Total		6,935,584	5,034,035	11,969,619			
Comprising							
Cash and cash equivalents		6,935,584	5,034,035	11,969,619			
		6,935,584	5,034,035	11,969,619			

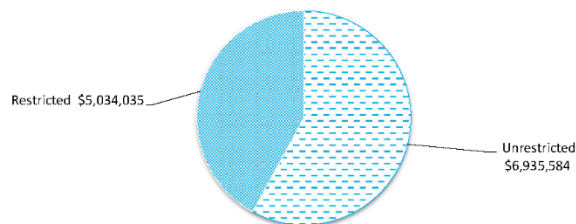
KEY INFORMATION

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

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

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

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.



Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

4 RESERVE ACCOUNTS

Reserve name	Budget Opening Balance \$	Budget Interest Earned \$	Budget Transfers In (+) \$	Budget Transfers Out (-) \$	Budget Closing Balance \$	Actual Opening Balance \$	Actual Interest Earned \$	Actual Transfers In (+) \$	Actual Transfer s Out (-) \$	Actual YTD Closing Balance \$
Restricted by Legislation										
Monkey Mia Bore reserve	0	0	15,200	0	15,200	0	0	0	0	0
Restricted by Council										
Leave reserve	199,109	0	3,300	0	202,409	199,109	941	0	0	200,050
Plant replacement reserve	671,374	0	392,000	(501,785)	561,589	671,374	3,175	0	0	674,549
Infrastructure reserve	3,336,123	0	643,534	(577,555)	3,402,102	3,336,123	15,776	0	0	3,351,899
Pensioner Unit Maintenance reserve	207,868	0	53,000	(60,000)	200,868	207,868	983	0	0	208,851
Recreation Facilities Upgrade reserve	543,114	0	8,000	(50,000)	501,114	543,114	2,568	0	0	545,682
Monkey Mia Jetty reserve	22,560	0	350	0	22,910	22,560	107	0	0	22,667
Share Fire System reserve	30,194	0	500	0	30,694	30,194	143	0	0	30,337
	5,010,342	0	1,115,884	(1,189,340)	4,936,886	5,010,342	23,693	0	0	5,034,035

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	4,360,200	855,968	240	(855,728)
Furniture & Office Equip.	30,000	0	0	0
Plant, Equip. & Vehicles	828,785	281,007	54,034	(226,973)
Heritage Assets	27,000	27,000	1,942	(25,058)
Acquisition of property, plant and equipment	5,245,985	1,163,975	56,216	(1,107,759)
Roads (Non Town)	528,117	0	0	0
Footpaths	163,120	100,000	96,840	(3,160)
Town Streets	597,350	237,350	4,346	(233,004)
Public Facilities	3,264,983	17,879	200,594	182,715
Acquisition of infrastructure	4,553,570	355,229	301,780	(53,449)
Total capital acquisitions	9,799,555	1,519,204	357,996	(1,161,208)
Capital Acquisitions Funded By:				
Capital grants and contributions	8,069,996	975,701	291,500	(684,201)
Other (disposals & C/Fwd)	327,000	104,545	104,545	0
Reserve accounts				
Plant replacement reserve	501,785	0	0	0
Infrastructure reserve	577,555	0	0	0
Pensioner Unit Maintenance reserve	60,000	0	0	0
Recreation Facilities Upgrade reserve	50,000	0	0	0
Contribution - operations	213,219	438,958	0	(438,958)
Capital funding total	9,799,555	1,519,204	396,045	(1,123,159)

KEY INFORMATION

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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

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

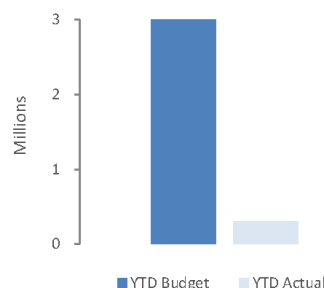
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

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

Payments for Capital Acquisitions



Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

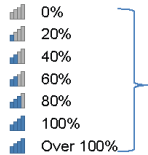
29 NOVEMBER 2023

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

INVESTING ACTIVITIES

5 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total
Level of completion indicators



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

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

Account Description		Current Budget	Adopted Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Furniture & Office Equip.					
05204975 Office Furniture & Equipment		30,000	0	0	0
Furniture & Office Equip. Total		30,000	0	0	0
Plant, Equip. & Vehicles					
05205335 CEO Vehicle Replacement		61,193	61,193	61,193	(0)
45205346 Town Gardener's Ute		50,000	0	0	0
45205475 Major Plant Items - Capital		20,000	2,222	(7,159)	(9,381)
45205506 Prime Mover		250,000	0	0	0
45205510 Dual Cab Truck 5T		105,000	105,000	0	(105,000)
45205512 Multi Tyred Rubber Roller		180,000	0	0	0
45205515 Rangers Vehicle		50,000	0	0	0
45205516 Dual Cab Ute - Country		52,592	52,592	0	(52,592)
45205518 Road Sweeper		60,000	60,000	0	(60,000)
Plant, Equip. & Vehicles Total		828,785	281,007	54,034	(226,973)
Buildings					
09128000 Capital Works Staff Housing		52,000	17,328	0	(17,328)
25104775 SHERP - Community Housing Project		4,118,200	823,640	240	(823,400)
25104785 Pensioner Units Capital Works		60,000	15,000	0	(15,000)
35104702 Denham Town Hall Capital Works		80,000	0	0	0
35304736 Sport and Recreation Buildings Capital Works		50,000	0	0	0
Buildings Total		4,360,200	855,968	240	(855,728)
Public Facilities					
30405593 Cemetery Upgrade		5,500	0	0	0
30445150 Carpark Capital Works		10,000	0	0	0
35205538 Hard Shade Structures - Playgrounds		63,129	0	0	0
35205539 Disability Beach/Water Access and Equipment		50,000	0	0	0
35205540 CCTV Upgrades		50,000	0	0	0
35205541 Seawall Upgrade - Capital Works		2,146,649	6,649	17,520	10,871
35205542 Beach Emergency Numbers Signage - Capital Expenditure		11,230	11,230	0	(11,230)
35302284 Little Lagoon Upgrades, Gazebo, Bollards and Signage		5,000	0	0	0
35305511 Town Oval and Recreation Reticulation/Resurfacing		203,000	0	158,350	158,350
35305512 Access Bicycle and Walking Paths - Recreation Precinct		30,000	0	0	0
35305586 Parks & Gardens Capital Exp		12,000	0	501	501
45156790 Electronic Road Closed Sign - Useless Loop Road		30,000	0	0	0
45156791 LRCI Phase 4 - Unallocated Capital Projects		229,258	0	0	0
45505558 Denham Finger Jetty - Foreshore		419,217	0	17,757	17,757
35305302 CCTV Installation - Recreation		0	0	6,465	6,465
Public Facilities Total		3,264,983	17,879	200,594	182,715
Heritage Assets					
35605182 Heritage Stables Refurbishment		27,000	27,000	1,942	(25,058)
Heritage Assets Total		27,000	27,000	1,942	(25,058)
Footpaths					
45145250 Town Footpaths - Dual Use Path Construction		163,120	100,000	96,840	(3,160)
Footpaths Total		163,120	100,000	96,840	(3,160)
Town Streets					
45156690 Roads To Recovery - R2R		597,350	237,350	4,346	(233,004)
Town Streets Total		597,350	237,350	4,346	(233,004)
Roads (Non Town)					
45165670 Regional Roads Group - RRG		528,117	0	0	0
Roads (Non Town) Total		528,117	0	0	0
Grand Total		9,799,555	1,519,204	357,996	(1,161,208)

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

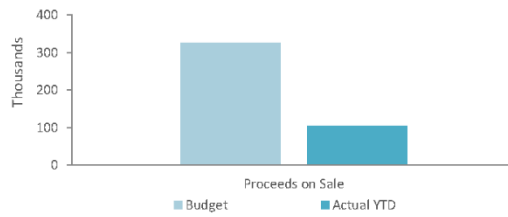
29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES

6 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Plant and equipment	400,000	254,664	0	(145,336)	0	50,000	50,000	0
	Plant and equipment	47,853	72,336	24,483	0	0	54,545	54,545	0
		447,853	327,000	24,483	(145,336)	0	104,545	104,545	0



Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

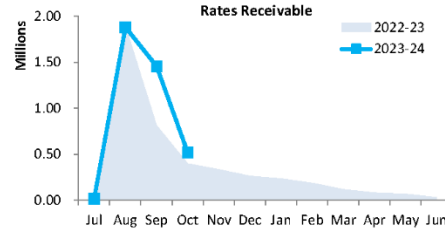
SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES

7 RECEIVABLES

Rates receivable

	30 Jun 2023	31 Oct 2023
Opening arrears previous years	\$ 34,985	\$ 31,192
Levied this year	1,915,923	1,596,747
Less - collections to date	(1,919,716)	(1,107,173)
Gross rates collectable	31,192	520,766
Net rates collectable	31,192	520,766
% Collected	98.4%	68.0%



Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(72)	102,708	5,082	143,763	3,463	254,944
Percentage	0.0%	40.3%	2.0%	56.4%	1.4%	
Balance per trial balance						254,944
Trade receivables						
Other receivables						13,145
Total receivables general outstanding						268,089

Amounts shown above include GST (where applicable)

KEY INFORMATION

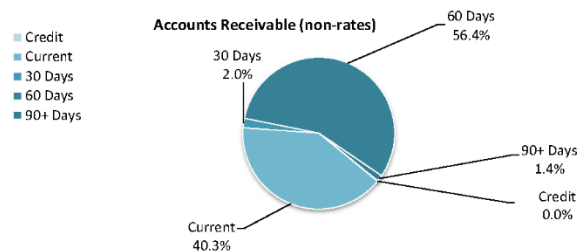
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES

8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 Oct 2023
	\$	\$	\$	\$
Other current assets				
Inventory				
Stock on hand	129,762	0	0	129,762
Other assets				
Prepayments	6,067	0	(6,067)	0
Accrued income	33,406	0	0	33,406
Total other current assets	169,235	0	(6,067)	163,168

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES

9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Other payables						28,551
Esl Liability						373
Bond Liability						33,447
Prepaid Rates						7,424
Total payables general outstanding						69,795

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES

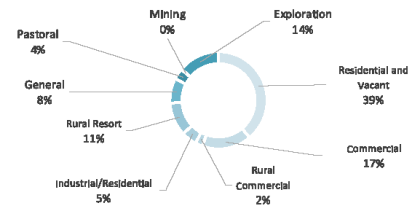
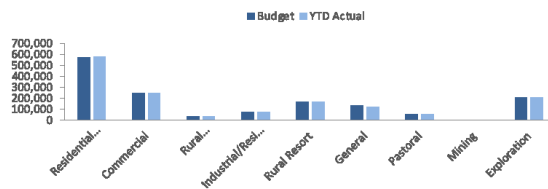
10 RATE REVENUE

General rate revenue

RATE TYPE	Rate in \$	Number of Properties	Rateable Value	Rate Revenue \$	Budget Interim Rate Revenue \$	Total Revenue \$	Rate Revenue \$	YTD Actual Interim Rate Revenue \$	Total Revenue \$
Gross rental value									
Residential and Vacant	0.1022	394	5,575,693	570,056	0	570,056	575,681	1,022	576,703
Commercial	0.105067	41	233,198	245,141	0	245,141	245,141	0	245,141
Rural Commercial	0.106260	5	341,522	36,290	0	36,290	36,290	0	36,290
Industrial/Residential	0.113139	47	648,097	73,324	0	73,324	74,795	0	74,795
Rural Resort	0.112162	2	1,474,654	165,400	0	165,400	165,400	0	165,400
Unimproved value									
General	0.1455	7	922,203	134,180	0	134,180	122,262	0	122,262
Pastoral	0.099645	11	544,677	54,274	0	54,274	54,274	0	54,274
Mining	0.198451	1	9,350	1,856	0	1,856	2,024	0	2,024
Exploration	0.190811	13	1,089,739	207,934	0	207,934	205,316	0	205,316
Sub-Total		521	10,839,133	1,488,455	0	1,488,455	1,481,183	1,022	1,482,205
Minimum payment									
Gross rental value									
Residential and Vacant	866	92	295,702	79,672	0	79,672	78,806	0	78,806
Commercial	866	17	90,069	14,722	0	14,722	14,722	0	14,722
Industrial/Residential	866	3	20,036	2,598	0	2,598	1,732	0	1,732
Unimproved value									
General	659	6	9,863	3,954	0	3,954	3,954	0	3,954
Pastoral	910	1	769	910	0	910	910	0	910
Mining	910	2	5,839	1,820	0	1,820	1,820	0	1,820
Sub-total		121	422,278	103,676	0	103,676	101,944	0	101,944
Concession						(4,904)			(2,401)
Total general rates						1,587,227			1,581,748
Specified area rates									
Monkey Mia Bore Replacement	0.010630		1,411,050	15,000	0	15,000	14,999	0	14,999
Total specified area rates			1,411,050	15,000	0	15,000	14,999	0	14,999
Total						1,602,227			1,596,747

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.



Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

FINANCING ACTIVITIES

11 BORROWINGS

Repayments - borrowings

Information on borrowings		New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	Loan No.	1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Oval Bore	58	701,499	0	0	(17,067)	(34,324)	684,432	667,175	(4,637)	(20,139)
Total		701,499	0	0	(17,067)	(34,324)	684,432	667,175	(4,637)	(20,139)
Current borrowings		34,324					86,535			
Non-current borrowings		667,175					597,897			
		701,499					684,432			

All debenture repayments were financed by general purpose revenue.

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES

12 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023 \$	Liability transferred from/(to) non current \$	Liability Increase \$	Liability Reduction \$	Closing Balance 31 Oct 2023 \$
Other current liabilities						
Other liabilities						
Contract liabilities		193,019	0	125,164	(238,183)	80,000
Capital grant/contributions liabilities		3,191,892	0	563,139	(291,500)	3,463,531
Total other liabilities		3,384,911	0	688,303	(529,683)	3,543,531
Employee Related Provisions						
Provision for annual leave		147,458	0	0	0	147,458
Provision for long service leave		135,273	0	0	0	135,273
Total Provisions		282,731	0	0	0	282,731
Total other current liabilities		3,667,642	0	688,303	(529,683)	3,826,262

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13 and 14

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

OPERATING ACTIVITIES

13 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2023	Current Liability 31 Oct 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
FESA Grant - Operating Bush Fire Brigade	1,819	2,926	(4,745)	0	0	11,655	5,828	6,450
Grant FESA - SES	0	11,738	(11,738)	0	0	53,806	26,904	26,903
Planning & Strategy - Regional North LG	130,000	0	(130,000)	0	0	130,000	130,000	130,000
Coburn Resources Education Contribution	5,000	0	(5,000)	0	0	5,000	5,000	5,000
Road Preservation Grant	0	0	0	0	0	141,902	141,902	141,902
Useless Loop Road - Mtce	0	0	0	0	0	330,000	132,000	132,000
Community Development	0	0	0	0	0	1,000	1,000	1,000
DoC - Day Care Provider Accommodation Subsidy	24,000	0	(24,000)	0	0	25,000	8,332	24,000
Every Club - Gaming & Wagering Commission	7,200	0	(7,200)	0	0	7,200	1,800	7,200
Lotterywest - Beats in the Bay	20,000	0	(20,000)	0	0	20,000	20,000	20,000
Horizon - Beats in the Bay	5,000	0	(5,000)	0	0	5,000	5,000	5,000
RAC Monkey Mia Resort - Beats in the Bay	0	5,000	(5,000)	0	0	5,000	5,000	5,000
Strandline Resources - Beats in the Bay	0	5,000	(5,000)	0	0	5,000	5,000	5,000
High Grade Mechanical - Beats in the Bay	0	20,000	(20,000)	0	0	20,000	20,000	20,000
Grants Commission - General	0	0	0	0	0	0	0	17,928
Grants Commission - Roads	0	0	0	0	0	0	0	7,318
Preparing Australian Communities - ERE	0	0	0	0	0	0	0	3,302
Gascoyne Devel Commission - Beats in the Bay	0	500	(500)	0	0	0	0	500
	193,019	45,164	(238,183)	0	0	760,563	507,766	558,503
Contributions								
Donations - HMAS Sydney Exhibit	0	0	0	0	0	250	84	163
Contribution to Road Maintenance - Pipeline	0	0	0	0	0	9,625	0	0
Caravan Park Leases Mun	0	80,000	0	80,000	80,000	0	0	0
	0	80,000	0	80,000	80,000	9,875	84	163
TOTALS	193,019	125,164	(238,183)	80,000	80,000	770,438	507,850	558,666

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

SHIRE OF SHARK BAY
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023

INVESTING ACTIVITIES

14 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	YTD
	1 July 2023	Liability	Liability	31 Oct 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
Capital grants and subsidies								
Grant - SHERP Community Housing Project	823,640	0	0	823,640	823,640	4,118,200	823,640	0
Grant - Seawall Revetment Capital Projects	1,931,984	0	(17,520)	1,914,464	1,914,464	2,146,649	0	17,520
Grant - Beach Emergency Numbers Signage	0	12,353	0	12,353	12,353	11,230	11,230	0
Roads To Recovery Grant - Cap	107,169	0	0	107,169	107,169	297,245	0	0
RRG Grants - Capital Projects	0	140,831	(18,790)	122,041	122,041	352,078	140,831	18,790
Local Road and Community Infrastructure Program Grant	329,099	409,955	(255,190)	483,864	483,864	830,191	0	255,190
Grant - Finger Jetty	0	0	0	0	0	314,403	0	0
	3,191,892	563,139	(291,500)	3,463,531	3,463,531	8,069,996	975,701	291,500

Please refer to the compilation report

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MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

29 NOVEMBER 2023

11.3 COMMUNITY ASSISTANCE GRANTS – SIGNIFICANT EVENT SPONSORSHIP FUNDING FOR SHARK BAY DOWNWINDER 2024
GS00001

AUTHOR

EXECUTIVE MANAGER COMMUNITY DEVELOPMENT

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Michelle Fanali – Community Development Officer

Nature of Interest: Impartiality Interest as a committee member of the Shark Bay Wind & Water Association

Declaration of Interest: Brian Galvin – Works Manager

Nature of Interest: Impartiality Interest as a committee member of the Shark Bay Wind & Water Association

Declaration of Interest: Cr Fenny

Nature of Interest: Financial Interest as Vice President of Association

Declaration of Interest: Cr Vankova

Nature of Interest: Impartiality Interest as past committee member

Cr Fenny left the Council Chamber at 3.41 pm.

Moved Cr Ridgley
Seconded Cr Smith

Council Resolution

Council approve the Shark Bay Wind and Water Association Incorporated Community Assistance Grants application – Significant Event Sponsorship for the value of \$8,000.00 to contribute to the Shark Bay Downwinder in January 2024.

4/0 CARRIED

Cr Fenny returned to the Council Chamber at 3.43 pm.

BACKGROUND

The Shire of Shark Bay commenced advertising the 2023/2024 Community Assistance Grants following Council's endorsement of the Annual Budget on 30 August 2023. The funding pool for the Significant Event Sponsorship Funding is available for the duration of the financial year and funding is to be allocated at Council's discretion. The Significant Event Sponsorship Funding supports current major events and future innovative events that attract additional funds into town and recognises the positive economic value that these events bring to the Shark Bay Community.

The Shire of Shark Bay received an application from the Shark Bay Wind and Water Association on 3 November 2023 requesting sponsorship for the upcoming Shark Bay Downwinder, which will be running on 6 and 7 January 2024.

29 NOVEMBER 2023

COMMENT

2024 will see the third annual Shark Bay Downwinder. The Sponsorship Proposal included with the Application, states that the event will run over two days, with several events, including a 10km “fun” downwinder, the iconic 40km “Longest Downwinder in Australia” event along with an awards evening, community workshops and family friendly activities.

In the previous two years the event has been well attended and has received community support with sponsorship and in-kind contributions from local community groups and businesses.

In 2022 the event attracted 71 participants and over 150 spectators who travelled from the Perth, Pilbara and South West regions, while 2023 attracted 80 participants and more than 300 spectators who stayed an average of 5 days/4 nights, creating a sizeable economic benefit to the town during what has traditionally been part of the low tourism season. The application states that in 2024, 80 participants are expected, together with more than 350 spectators.

The attached application and Sponsorship Package details significant contributions from other organisations towards the event, including grants from Department of Local Government, Sport and Cultural Industries, and commercial sponsors. Council has previously supported this event and approved Significant Event grants of \$5,000 for the 2022 event, and \$6,000 for the 2023 event. For the 2024 event Council is being asked to contribute \$8,000 which will be applied towards the reimbursement of fuel for volunteers and prizes for the event.

APPLICATION

Group: **Shark Bay Wind and Water Association**

Amount requested: **\$8,000**

Project: **2024 Shark Bay Downwinder Event**

Funding category: **Funding for a specific event**

Strategic Community Plan (category): **Economic, Social and Environment**

The application describes the Shark Bay Shark Bay Downwinder as a two-day water and wind sporting event which includes a competition component and community participation component. The main objective of the event is to promote the Shark Bay region as a prime tourist destination and active lifestyle by encouraging local residents and visitors to participate in water sporting activities. The event has both an economic and social impact to the local community and has a minimal impact on the environment.

The community assistance grant will be used for prizes and to reimburse volunteers for fuel used during the event. The prize money encourages new and returning participants into Denham, which increases the economic impact on the local community. The Shark Bay Downwinder attracts participants, and their families, from across Western Australia. Together with other tourists and local community members, everyone participates in, and enjoys, a weekend of safe festivities and activities in Denham.

29 NOVEMBER 2023

The Significant Event Sponsorship Funding will contribute to the following items:

- Prizes
- Fuel reimbursement for volunteers during the event

The grant application includes:

- Two project referees; Rebecca Bury (General Manager Kiteboarding Australia) and Laura Lilly (Secretary of the Safety Bay Yacht Club)
- Sponsorship Package detailing the event, and the budget
- Project budget
- Quotes
- Shark Bay Wind and Water Association financials for the 2023 event– refer to 'Confidential' items folder

Officer Recommendation:

The application states that other kite boarding and water sport competitions in Western Australian that provide prizes attract a high number of competitors and visitors. The provision of prizes for the upcoming Shark Bay Downwinder will increase the exposure of Shark Bay and further boost our economy.

The Shark Bay Downwinder is a community orientated event with local organisations and community groups involved in the event. The event provides an opportunity for community groups to participate in an event that contributes economically and socially to the Shark Bay community.

It is recommended that Council approve \$8,000.00 to the Shark Bay Wind and Water Association to contribute to the 2024 Shark Bay Downwinder.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

POLICY IMPLICATIONS

These recommendations comply with Council Policy 2.2 Financial Assistance/ Donations.

FINANCIAL IMPLICATIONS

Council has approved \$50,000 for the 2023/2024 Community Assistance Grants.

The Round 1 Community Assistance grants were allocated in October 2023, and a total of \$5,233 was approved for community projects. Round 2 Community Assistant grants will be advertised in April 2024 and \$10,000 is nominally allocated for this.

That leaves \$34,767 for allocation to Significant Events Applications. This is the first Significant Event application to come before Council this financial year.

STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community

Economic Objective: A progressive, resilient and diverse economy

RISK MANAGEMENT

This is a low risk item for Council

MINUTES OF THE ORDINARY COUNCIL MEETING

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VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Executive Manager Community Development *D Wilkes*

Chief Executive Officer *D Chapman*

Date of Report 17 November 2023

29 NOVEMBER 2023



Shire of Shark Bay Community Assistance Grants

APPLICATION FORM

Please complete and return the signed application form to the Shire of Shark Bay with the advertised timeframe. **Late submissions will not be considered**

Applications to be addressed to: Chief Executive Officer
Shire of Shark Bay
PO Box 126
Denham WA 6537

Applications can be delivered: Shire of Shark Bay
65 Knight Terrace
Denham WA 6537

Email: cdo@sharkbay.wa.gov.au

For further information, please contact the Community Development Officer on 9948 1218

Please ensure you have read the Shire of Shark Bay Community Assistance Grants – Guidelines before completing the application form to confirm your organisation's eligibility.

FUNDING ROUND

Please indicate which funding round you are applying for:

- ☐ Round 1 - Community Projects Year: _____
- ☐ Round 2 - Equipment and minor projects Year: _____
- ☒ Significant Event Sponsorship Funding Year: 2024

ORGANISATION DETAILS

Organisation Name Shark Bay Wind and Water Association Incorporated

Postal Address 1 Ocean Park Road

Contact Person Achara Soe-Win

Position/Title Secretary

Telephone 0451 330 146

E-mail info@sb-wwa.com

MINUTES OF THE ORDINARY COUNCIL MEETING

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What category best describes your organisation?

- ☐ Sporting Club
- ☐ Community Group
- ☐ Not-for-profit organisation
- ☒ Other: Sport Association

Which of the following best describes your organisation's status?

- | | YES | NO |
|---|-------------------------------------|-------------------------------------|
| • Incorporated | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| • GST Registered | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Have a current Association Constitution | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Australian Business Number (ABN): 84 494 894 974

Please note the Shire of Shark Bay requires applicants to have an ABN. Applicants who do not have one may be subjected to withholding tax of 48.5%. If you are unsure, please contact the Shire to discuss how to best proceed.

Bank details

Account Name: SHARK BAY WIND AND WATER ASSOCIATION INCORPORATED

BSB: 066512 Account Number: 10697191

FUNDING DETAILS

Project title: The Shark Bay Downwinders 2024 (SBDW2024)

Project description: (max 50 words)

The Shark Bay Downwinders, now in its third consecutive year, is a unique event that spans two action-packed days, incorporating Australia's longest downwind race and an array community-focused elements. Community engagement is vital to reach our objective of encouraging our community to participate in alternative water sports.

Date(s) the project will take place: 6-7 JAN 2024

Location(s) where the project will take place: Denham Foreshore

Total project funds requested (including GST if applicable) \$ 8000

MINUTES OF THE ORDINARY COUNCIL MEETING

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Has your organisation previously received funding from the Shire of Shark Bay?

☒ Yes

☐ No

If Yes, Previous funding amount received: \$6000

Round / Year funding was received: 2023

Funded project: The Shark Bay Downwinders 2023

Has your organisation acquitted all previous Shire of Shark Bay funding?

☒ Yes

☐ No

If No, please outline why?

Please Note: Your organisation is not eligible to receive new funding from the Shire of Shark Bay, until previous Shire of Shark Bay funding has been acquitted.

PROJECT DETAILS

What is the funding to be used for?

☐ Leveraging a grant from a State or Federal agency

☐ Purchasing goods and services (i.e. equipment and/or engaging a professional for the purpose of instruction)

If your funding application involves purchasing equipment, can the equipment be used by other community groups in the future?

☐ Yes

☐ No

☐ Infrastructure (i.e. significant construction or improvement of facilities). Please include Planning Approvals from the Shire

☒ Funding for a specific event or program

☒ Prize money.

Does the project meet the objectives of the Shire of Shark Bay Strategic Community Plan 2020-2030? Copy of the Plan can be found on the Shire's website.

☒ Economic A progressive, resilient and diverse economy

☒ Environment Help protect our unique natural and built environment

☒ Social A safe, welcoming and inclusive community

MINUTES OF THE ORDINARY COUNCIL MEETING

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Outline the project goals and how they will benefit Shark Bay community (*minimum of one objective*):

Economic: (*max 150 words*)

2023 saw over 300 spectators over the 2 days, 80 registered participants in the 10 and 40Km Downwinder courses, and interactions with over 50 newcomers aged between 8 and 68, for the activities offered during the SUP, Kayak, Wing, Kite Discovery day. We saw a migration of visitors from WA's Southwest, the Gascoyne, Pilbara and East Coast. International visitors came from Canada, France, Spain, Italy, Netherlands, England, Belgium, Switzerland, Germany, South Africa and were not disappointed at Shark Bay's natural wonders and spectacular Kiteboarding conditions. The average duration of stay of our visitors to Denham was 5 days and 4 nights with many visitors returning to Shark Bay with friends and family through the wind season, which encourages economic benefit to all our local services and businesses during what is otherwise a "quieter" season.

Environment: (*max 150 words*)

One of the Shark Bay Wind & Water Association's objective is to enable community access and promote active, environmentally friendly hobby alternatives that are on the doorstep all year round. The wind & water sports showcased all have minimum environmental impact, taking advantage of what nature has to offer, with the already existing facilities in Denham.

Social: (*max 150 words*)

Two other key objectives of our Association is to:

- Increase youth interest in outdoor activities by participation in wind and water sports, and develop social and physical skills leading to improved self-confidence and personal achievement.
- Diminish social and cultural barriers by establishing connections and interactions through active hobbies, moral support and personal achievements.

With our diverse, inclusive range of volunteers, participants, spectators and sponsors, the event is a cultural melting pot centred around sport and an active lifestyle, encouraging social interactions, regional awareness and new friendships to evolve which uplifts the community profile and promotes immense social cohesion. The weekend event has lasting effects and encourages: breaking down barriers and intimidation to try something new in a safe inclusive environment, interactions between diverse cultures, backgrounds and generations, strengthening of partnerships between locals & community groups.

Please list other organisations involved in this project (*if applicable*)

Name of Organisation	Project Involvement
Marine Rescue (Shark Bay)	Volunteers, Water safety
Ocean Park	Sponsorship, in-Kind donation of staff and vehicles, vessels
Shark Bay Kitesurfing	Event Management & Kite Instruction
Shark Bay Speedway	Catering

Shark Bay Hotel

Host of Awards Dinner

Project Referees:

Please provide two referees (*that is not associated with your organisation*) that are in support of your application, alternatively you can attach letters of support.

Name	Phone	Email	Organisation and position held
Rebecca Bury	0499 071 116	gm@kiteboardingaus.com	Kiteboarding AUS General Manager
Laura Lilly	0484338730	lol_k2000@yahoo.com	Safety Bay Yacht Club Secretary

MINUTES OF THE ORDINARY COUNCIL MEETING

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SIGNIFICANT EVENT - ONLY

If your project is a **Significant Event** will it attract additional visitors to town? If so, how many additional visitors are you planning for?

- ☐ 50-100
☐ 100-200
☒ 200-300
☐ Over 500

Will you be charging an entry fee to attend the event?

- ☒ Yes
☐ No

If Yes, how much? \$80 for 40km Downwinder, Free for 10km

PROJECT BUDGET

Please provide a budget description of how the Shire of Shark Bay funds, your organisation contribution and other funding source (if applicable). Please attach quotes with details of each expenditure item being spent.

Expenditure Item Description (i.e. materials, equipment, advertising, catering, prizes)	Shire of Shark Bay Grant (\$)	*In-Kind (\$)	Other Funding Amount (\$)	Other Funding Organisation Name (your organisation or external)
Fuel for Safety Vessels	\$2,000		\$100.00	*Other - SBWWA
Course Buoys			\$1,000.00	SBWWA
Awards / Prizes	\$6,000		\$778.27	*Other - SBWWA
Safety Vessels & Vehicle		\$5,000		SBVMR & Ocean Park
Equip. & Merch purchase			\$14,100.00	*SBWWA & Sponsors
Equip. hire & sactioning			\$6,300.00	*DLGSC
Instructors & Event Mgmt		\$4,000		SBWWA
Volunteers + Marketing			\$12,000.00	*DLGSC
				*Not yet secured
Total	\$ 8,000	\$ 9,000	\$ 34,378.3	

***In-Kind value:** Number of volunteers x hours worked directly on project x \$25 per hour

Will any of your expenditure items be spent locally with Shark Bay businesses?

- ☒ Yes
☐ No

MINUTES OF THE ORDINARY COUNCIL MEETING

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PART 6 – ADDITIONAL INFORMATION

Please attach a copy of the following:

- Organisation's most recent (Audited) Financial Statement
- Quotations for expenditure items

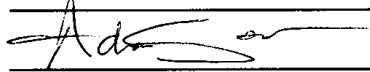
PART 7 – DECLARATION

I hereby certify that I am the authorised person to sign on behalf of the organisation and that the information is correct. I have read, understand and agree to abide by the conditions set out in the Shire of Shark Bay Community Assistance Grants guidelines.

NAME

Achara Soe-Win

SIGNATURE



POSITION IN ORGANISATION

Secretary

DATE

03/11/2023

29 NOVEMBER 2023



Sponsorship Proposal

Shark Bay **2024 Downwinders**

6 - 7 JANUARY | DENHAM





INTRODUCTION

The Shark Bay Downwinders is an annual Wind and Water sporting event that takes place in the pristine World Heritage Region of Shark Bay. The Shark Bay coastal waters are a well-known destination for fishing and boating but is fast becoming recognised as a world-class destination for wind and water sports such as kiteboarding.

This event promises to showcase Kiteboarders from around the world competing in Australia's Longest Downwind Kite Boarding Race (40km) and act as a powerful catalyst in inspiring and encouraging our community to embrace the region's natural wonders and the thrilling wind & water sport alternatives.



Saturday, 6 January 2024
Sunday, 7 January, 2024



Denham Foreshore, Shark Bay



EVENT SCHEDULE

The Shark Bay Downwinders, now in its third consecutive year, is a unique event that spans two action-packed days, incorporating Australia's longest downwind race and an array community-focused elements.

DOWNWINDERS DAY

Fun Downwinder - 10km

Open to Kayaks, Stand-Up paddle boards, Windsurfers, Wings, and Kites. This is an all ages, all levels event and equipment can be provided.

Australia's longest Downwind Race - 40 km

Open to seasoned Kites who want to compete or just participate in a Kite marathon in a thrilling, majestic, safe setting.

Awards Presentation Dinner and Prize Draw

An awards presentation and sponsor appreciation social event for all, featuring live entertainment.

KITE DISCOVERY DAY

Kite, Wing, SUP Discovery

Engaging with the community providing free instruction and equipment use to newcomers of all ages and abilities. Craft activities will keep the kids happy too!

Freestyle Presentation

Kiteboarding legends will showcase the highlights of the sport and have spectators in awe.

Giant SUP Team Challenge

Giant Stand-up paddle boards will put team work and balance to the test.



COMMUNITY ENGAGEMENT

Community engagement is vital to reach our objective of encouraging more people to participate in this exhilarating sport. In order to achieve this goal, it is imperative to focus on accessibility and creating a safe learning environment. Breaking down barriers by providing expert guidance and all necessary equipment, will make this sport less daunting and more inviting for newcomers.

ACCESSIBILITY

Our first step in fostering community engagement is to emphasize accessibility. This event is structured to showcase kiteboarding at various skill levels. Day 2 of this event is a Water Sports Discovery Day, which reaches out to the whole community, irrespective of background, age or skill level, so people feel welcome and encouraged to participate. Free lessons and workshops will be available to individuals to familiarize themselves with the basics of kiteboarding and similar sports.

BREAKING DOWN BARRIERS

Breaking down the barriers to take up this sport is crucial. For many, the prospect of learning to kiteboard can seem overwhelming, especially when watching the experts perform aerial stunts or high speed racing. Like any sport though, this has taken them years to master, and everyone starts at the beginning. By providing all the necessary equipment at the event, such as kites, boards, safety gear, and professional instruction, participants can feel reassured that they are in a safe learning environment. Additionally, offering introductory sessions with certified instructors who can guide participants through the necessary basics can significantly reduce the intimidation factor and encourage more people to try the sport with safety as priority.



COMMUNITY ENGAGEMENT CON'T

A SAFE ENVIRONMENT

Furthermore, creating a safe environment is paramount to the success of the event. This includes ensuring that our event location has suitable wind conditions and clear safety protocols. Having a designated day for beginners can provide a sense of security for newcomers. Additionally, having experienced kiteboarders present to offer guidance and support can help foster a sense of community and camaraderie among participants. These initiatives provide a platform for our experienced kiteboarders to share their knowledge and experiences, which further strengthens the bond within the kiteboarding community.

THE LASTING EFFECTS

It's also important to highlight the physical benefits of Kiteboarding. Improved cardiovascular health, enhanced muscle strength, and increased balance, as well as mental health advantages, such as stress reduction, a sense of accomplishment, and social inclusion, can further incentivize participation.

Focusing on accessibility and providing a safe learning environment not only fosters inclusivity within the community but also promotes a sense of unity and enthusiasm for kiteboarding, creating a lasting impact that extends far beyond the event itself.





TARGET AUDIENCE

This event is tailored to individuals curious and passionate about wind and water sports, including both enthusiasts and competitors, along with members of the local community who aspire to explore these sports in a secure and enjoyable setting.

We aim to create an atmosphere that is family-friendly, inviting, and familiar, catering to those who revel in outdoor activities, seek an active lifestyle, enjoy socializing, and are keen on developing new skills.

The highlight of the event, the 40km Downwinder race, which stands in a league of its own, attracting national and international competitors with intermediate to professional level kiteboarding expertise. It is specifically designed for those seeking the thrill of a kiteboarding ultra marathon or aiming to compete at a competitive level.

ESTIMATED NUMBER OF ATTENDEES

We anticipate approximately 350 attendees over the 2 Day weekend event and approximately 80 Downwinder participants.

Whilst do we hope to encourage higher numbers in the Downwinder courses, safety for our participants and volunteers remain our utmost priority.

AGE GROUP AND DEMOGRAPHIC

From children through to our senior citizens, there is a wind and water sport for everyone!



ABOUT US

THE COMMITTEE

The Shark Bay Wind & Water Association committee are all connected through the values and love of an active lifestyle. The commitment we all share is to impart these values to our wider community and its visitors,

Our committee has combined skills ranging from certified Kiteboarding instructors, water safety and marine rescue, event management, logistics, administration and governance, which enables us to execute a successful event and achieve our objectives.

OUR OBJECTIVES

- Enable community access and promote active, environmentally friendly hobby alternatives that are on the doorstep all year round.
- Increase youth interest in outdoor activities by participation in wind and water sports, and develop social and physical skills leading to improved self-confidence and personal achievement.
- Diminish social and cultural barriers by establishing connections and interactions through active hobbies, moral support and personal achievements.
- Increase tourism outside high season with a positive economic impact for local businesses.

SHARK BAY

Shark Bay is a UNESCO World Heritage site spanning 23,000 square kilometres of pristine waters and stunning landscapes. This area is a popular tourist destination known for great fishing, boating and of course, the Dolphins of Monkey Mia.

This area is fast becoming recognised as a world-class destination for Kiteboarders. With warm, shallow waters and strong, steady winds for much of the year, Shark Bay offers the perfect conditions for Kiteboarding at all levels.

SPONSORSHIP

Sponsoring SBDW2024 offers a unique opportunity to reach a diverse audience and align your organisation and brand with a positive and memorable experience.

Our Sponsors will receive exposure through our marketing and promotional effort, including our website re-launch, social media posts, digital & print event flyers and recognition at the Awards and Sponsors evening. Additionally, we welcome our sponsors to take the opportunity to showcase their organisation and brand through presence and/or signage through out the event weekend.

PAST SPONSORS

The generous support of our past sponsors has played a pivotal role in the success of this event,

Their belief in our vision has not only elevated the event but has also significantly contributed to the growth and impact of our initiative within the community. We recognize the significant role that sponsors play in the success of sporting events. Financial sponsorship and In-kind support of these organisations has allowed us to enhance the overall quality of the event, attracting a wider audience and fostering a stronger sense of community spirit and engagement.



MARKETING AND PROMOTION

MARKETING STRATEGY

Our marketing strategy will include a combination of online, local television & radio and physical print efforts to reach our target audiences.



PROMOTION SCHEDULE

Our promotion schedule will include regular updates on our social media channels, an event portal on the SB-WWA.com website, targeted advertising campaigns through Kiteboarding Australia, including promo trailers pre & post-event, posters, and email newsletters to our subscriber list.

This comprehensive promotion approach ensures a high degree of visibility to increase the profile of Kiteboarding and provide exposure for sponsors of all levels.

EVENT HISTORY



The inaugural Shark Bay Downwinders event was hosted in 2022 (SBDW2022) amidst the COVID-19 pandemic and WA border restrictions, to promote re-engaging through an active lifestyle outdoors. A purely volunteer-led, local community event, welcomed those lucky enough to be in the region. Positive engagement from the community, industry partners and social media attention, saw an immensely successful and well-received event.

By popular demand, the SBDW returned in 2023, which was made possible by 45 volunteers including a Marine Rescue crew with safety boats and jet skis, the Shire of Sharkbay for infrastructure support, and Ocean Park for participant logistics and transport along with committee member's, family & friends for the safety and wellbeing of participants and spectators.

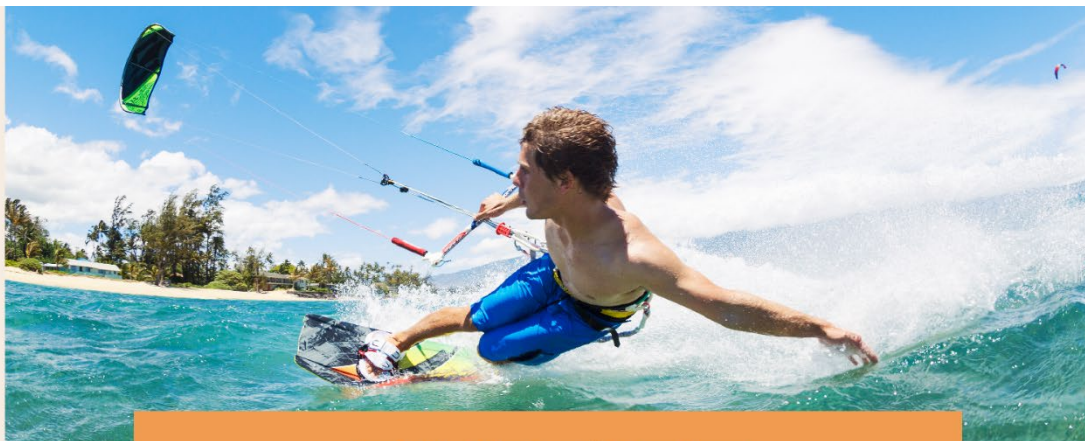
With over 300 spectators over the 2 days, 80 registered participants in the 10 and 40Km Downwinder courses, and interactions with over 50 newcomers aged between 8 and 68, for the activities offered during the SUP, Kayak, Wing, Kite Discovery day.

Along with our local community, easing border restrictions saw visitors from WA's Southwest, the Gascoyne, Pilbara and East Coast. International visitors came from Canada, France, Spain, Italy, Netherlands, England, Belgium, Switzerland, Germany, South Africa and were not disappointed at Shark Bay's natural wonders and spectacular Kiteboarding conditions. This cultural melting pot centered around sport and an active lifestyle, encouraging social interactions, regional awareness and new friendships to evolve which uplifted the community and its local businesses.

The SBDW2023 event also collaborated with 2 other regional events (Carnarvon Wind Fest and Boss of the Bay in Safety Bay) to form a WA Kite Series, which attracted an overwhelming sense of comradery and inclusiveness across WA.

With the experience, learnings and feedback from the previous two events, SBDW2024 strives to meet the same quality of active community outreach, high safety standards, with the aim to increase levels of accessibility and active participation through presence and engagement. SBDW2024 will be hosted entirely at an "SBDW Hub" on the serene Denham foreshore.

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BUDGET

#	Expense Category	Budget Cost	In-Kind	Shire of Shark Bay*	DLGSC *	Lottery West*	Other*	
1	Safety & Rescue: Equipment and fuel	\$4,000		\$2,000		\$2,000		
2	Safety & Rescue: Jet Skis, Vessels, Vehicles	\$5,000	\$5,000					
3	Course Buoys	\$2,500					\$2,500	
4	Discovery day: Equipment	\$8,000					\$8,000	
5	Discovery day: Equipment hire	\$4,300			\$4,300			
6	Discovery day: Instructors	\$2,000	\$2,000					
7	Awards / Prizes	\$6,000		\$6,000				
8	Marquee – Event Hub	\$2,500	\$2,500					
9	Awards, Dinner & Prize Evening	\$20,000				\$20,000		

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BUDGET CONT'D



#	Expense Category	Budget Cost	In-Kind	Shire of Shark Bay*	DLGSC*	Lottery West*	Other*
10	Promotion & Marketing: Photo and Videography	\$5,000			\$5,000		
11	Promotion & Marketing: Digital Marketing, Website, Portal	\$3,500			\$3,500		
12	Promotion & Marketing: Bow Flags / Bean Bags	\$2,500				\$2,500	
13	Crew: Committee & Volunteers	\$3,500			\$3,500		
14	SBDW2023 Merchandise	\$6,000					\$6,000
15	Insurance & Event Sanctioning: Kiteboarding Australia Limited	\$2,000			\$2,000		
16	Event Management: Consulting	\$2,000	\$2,000				
	TOTAL	\$78,800	\$11,500	\$8,000	\$18,300	\$24,500	\$16,500

* Funding yet to be secured.

The details of this budget is available and can be provided on request



HIGHLIGHTS



THANK YOU FOR CONSIDERING OUR PROPOSAL



Shark Bay Wind & Water Association Inc.

email: info@sb-wwa.com
web: sb-wwa.com
Phone: 0451330146

MINUTES OF THE ORDINARY COUNCIL MEETING

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Safety & Rescue Land & Water	
Purchase Fuel Vouchers from IGA	
Jet Ski 1	\$ 100.00
Jet Ski 2	\$ 100.00
Jet Ski 3	\$ 100.00
Jet Ski 4	\$ 100.00
Jet Ski 5	\$ 100.00
Jet Ski 6	\$ 100.00
Safety Boat 1	\$ 400.00
Safety Boat 2	\$ 400.00
Safety Boat 3 (Jetboat)	\$ 500.00
Land Checkpoint 1	\$ 100.00
Land Checkpoint 2	\$ 100.00
	\$ 2,100.00

MINUTES OF THE ORDINARY COUNCIL MEETING

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Income	Cost	Qty	Total
Entry Fees 40km Downwinder	\$ 80.00	50	\$ 4,000.00
Includes:			
T-Shirt	\$ 32.08	50	\$ 1,604.00
Sausage Sizzle	\$ 5.00	50	\$ 250.00
<i>Other inclusions are donated or in-kind</i>			
Total Profit			\$ 2,146.00
Merchandise Income			
T-shirt - included in entry fee	\$ 32.08	50	\$ 1,604.00
T-Shirt - full price retail	\$ 40.00	40	\$ 1,600.00
T-Shirt - discounted for 10km	\$ 30.00	30	\$ 900.00
T-Shirt - free for volunteers	\$ -	30	\$ -
Hat 1 - full price retail	\$ 20.00	35	\$ 700.00
Hat 2 - full price retail	\$ 20.00	35	\$ 700.00
Hat - free for volunteers & prizes	\$ -	30	\$ -
			\$ 5,504.00 \$ 3,900.00
Merchandise & Entre Fee income less expenses			\$ 6,046.00
Merchandise Expenditure			
Tshirts including GST	\$ 32.08	150	\$ 4,811.40
Hats 1	\$ 14.85	50	\$ 742.50
Hats 2	\$ 11.00	50	\$ 550.00
			\$ 1,292.50
			\$ 6,103.90

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

Shark Bay Kitesurfing

10 Hughes street
Shark Bay 6537
0407 896453
sharkbaykitesurfing@gmail.com

Customer :

SBWWA
1 ocean park road
Denham 6537



Date : 19/11/2023
Customer ID : SBWWA
QUOTE

DATE		19/11/2023	
Quantity	Description	postion race	Line Total
1	F One BANDIT XVI 2023	1 place 40 km	\$2,696.00
1	TRAX HDR Twin tip - 137cm 2023 DECK ONLY	2 place 40 km	\$ 1,101.00
1	2023 F-one bindings M	2 place 40 km	\$ 375.37
1	Mystic majestic hardshell waist Harness	3 place 40 km	\$ 569.00
1	Mystic poncho	1 place 10 km kite	\$ 132.00
1	Mystic poncho	1 place 10 km kayak	\$ 132.00
1	Mystic poncho	1 first place Sup	\$ 132.00
1	Mystic poncho	Youngest rider	\$ 132.00
1	barre V1 Slingshot centry control	1 first freestyle	\$ 759.90
1	Mystic majestic hardshell waist Harness	2 place freestyle	\$ 569.00
1	shipping		\$ 180.00

TOTAL WITH GST INCLUDED

\$ 6,778.27

BANK DETAILS : Common wealth BSB : 066-019 account number : 10073296

THANK YOU FOR YOUR BUSINESS!

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

Shark Bay DOWNWINDERS 2024 Income

Projected Income Total to Date:		\$42,695.00					
Actual Income Total to Date:		\$0.00					
CATEGORY	QUANTITY		COST	PROJECTED		ACTUAL SUBTOTAL	
	PROJECTED	ACTUAL		SUBTOTAL		SUBTOTAL	
40km Downwinder Race Sales					\$4,370.00		\$0.00
40km Downwinder participation fees	50		\$80.00		\$4,000.00		\$0.00
Transaction fees	50		\$1.00		\$50.00		\$0.00
Refunds	4		\$80.00		\$320.00		\$0.00
Local Businesses Prize Draw	PROJECTED	ACTUAL		SUBTOTAL	\$2,000.00	SUBTOTAL	\$0.00
Tickets (\$5 Each)	400		\$5.00		\$2,000.00		\$0.00
Merchandise Sales	PROJECTED	ACTUAL		SUBTOTAL	\$4,025.00	SUBTOTAL	\$0.00
T-Shirt Sales	75		\$35.00		\$2,625.00		\$0.00
Caps	70		\$20.00		\$1,400.00		\$0.00
Sponsorship Grant/Income	PROJECTED	ACTUAL		SUBTOTAL	\$32,300.00	SUBTOTAL	\$0.00
Shire of Shark Bay	1		\$8,000.00		\$8,000.00		\$0.00
Department of Local Government, Sport and Cultural Industries	1		\$18,300.00		\$18,300.00		\$0.00
Heritage Resort	1		\$1,000.00		\$1,000.00		\$0.00
Shark Bay Kitesurfing School	1		\$2,000.00		\$2,000.00		\$0.00
Strandline	1		\$1,000.00		\$1,000.00		\$0.00
Ocean Park	1		\$1,000.00		\$1,000.00		\$0.00
Far West Electrical	1		\$1,000.00		\$1,000.00		\$0.00
In-Kind Contributions	PROJECTED	ACTUAL		SUBTOTAL	\$0.00	SUBTOTAL	\$0.00
Safety & Rescue: Vessels, Vehicles and Jet Skis	1		\$5,000.00		\$0.00		\$0.00
- VMAR Rescue boat (x1)							
- Ocean Park Safety Boat (x2)							
- Rescue & Safety Boats (x3)							
- Course marshal Jet ski's (x6)							
- Land base check point 4WD's (x6)							
Discovery day: Instructors	1		\$2,000.00		\$0.00		\$0.00
Professional Kite Boarding Australia certified Instructors							
- 5 Pax							
Event Management	1		\$2,000.00		\$0.00		\$0.00
- Consulting							

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

Shark Bay DOWNWINDERS 2024 Outgoings

Projected Outgoings Total to Date:		\$44,380.00		
Actual Outgoings Total to Date:		\$1,500.00		
CATEGORY		PROJECTED	ACTUAL	COMMENTS
Awards Presentation Dinner & Prize Draw	SUBTOTALS	\$0.00	\$0.00	
Music & Entertainment		\$0.00	\$0.00	
Discovery Day	SUBTOTALS	\$12,300.00	\$0.00	
Equipment: Craft Wind Mills & Kites		\$1,000.00	\$0.00	
Equipment: Trainer Kites (x4)		\$1,000.00	\$0.00	
Equipment: Giant SUPS (x4)		\$6,000.00	\$0.00	
Hire: Inflatable SUPs, Wings, Foil boards		\$1,800.00	\$0.00	
Hire: Kites, Harnesses, Boards		\$1,500.00	\$0.00	
Hire: Kayaks & Hard shell SUPs		\$1,000.00	\$0.00	
40km Race	SUBTOTALS	\$11,880.00	\$0.00	
1st, 2nd, 3rd place + Youth + Senior		\$6,780.00	\$0.00	
Kite, Wing, Watersports equipment				
Safety & Rescue: Equipment and fuel		\$2,100.00	\$0.00	
- Hand held 2 way radios				
- Outboard Propeller Guards				
- Fuel for all vessels and vehicles				
Course Buoys		\$1,000.00	\$0.00	
Buoys & Floating way points				
- Replacement or repairs of damaged Bouys				
KAL Event Sanctioning/Insurance		\$2,000.00	\$0.00	
Crew: Committee & Volunteers (50pax)	SUBTOTALS	\$3,500.00	\$0.00	
Meals and bottled water		\$1,000.00	\$0.00	
Volunteer/Crew Identification Tshirts		\$1,000.00	\$0.00	
Volunteer Appreciation BBQ		\$1,500.00	\$0.00	
Promotion & Marketing	SUBTOTALS	\$16,700.00	\$1,500.00	
Photo and Videography		\$5,000.00	\$0.00	
SBWWA Homepage [Redesign]		\$1,500.00	\$1,500.00	
SBWWA homepage [Members & Event Portal]		\$3,500.00	\$0.00	
Website development & SEO maintenance:				
- Portal for members, registration, download area and communications				
- links to Social Media				
SBWWA homepage [domain + hosting + SSL + basic setup]		\$500.00	\$0.00	
FB/Social Media Boosting		\$100.00	\$0.00	
SBDW2024 Merchandise		\$6,100.00	\$0.00	

Ms Green left Council Chamber at 3.57 pm.

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12.0 TOWN PLANNING REPORT

12.1 APPLICATION FOR HOLIDAY ACCOMMODATION – LOT 18 (37) AND LOT 19 (35) KNIGHT TERRACE, DENHAM
P1039 / P1040

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Ridgley
Seconded Cr Smith

Council Resolution

That Council:

- A. Note that the application for Holiday Accommodation on Lot 18 and Lot 19 Knight Terrace, Denham has been advertised for public comment. Advertising closed on the 16 October 2023 and one objection has been received.**
- B. Approve the application for Holiday Accommodation on Lot 18 (37) and Lot 19 (35) Knight Terrace, Denham subject to the following conditions and footnotes:**
- 1. All development shall generally be in accordance with the approved plans attached to this determination notice, unless otherwise approved in writing by the Chief Executive Officer.**
 - 2. Highlight windows with a sill height of 1.6 metres above the Finished Floor Level shall be installed for all west (Elevation E4) and all east (Elevation E2) elevations of all six dwellings in accordance with the attached approved plans.**
 - 3. All driveway, car parking bays and vehicle manoeuvring areas shall be constructed out of concrete or hardstand asphalt prior to the commencement of use and occupation of the proposed dwellings to the satisfaction of the Chief Executive Officer.**
 - 4. All driveway, car parking bays and vehicle manoeuvring areas shall be maintained to a trafficable standard at all times to the satisfaction of the Chief Executive Officer.**
 - 5. Prior to commencement of construction, a detailed Stormwater Management Plan shall be lodged to the Shire for separate written approval by the Chief Executive Officer.**
 - 6. All stormwater shall be collected and disposed of on-site in accordance with a Stormwater Management Plan approved under**

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Condition 5 above. All drainage to be fully contained within the lot boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer as part of the Stormwater Management Plan required under Condition 5.

- 7. All stormwater and any associated drains and soak wells shall be maintained in a clean and clear condition to the satisfaction of the Chief Executive Officer.**
- 8. Prior to the six dwellings being used for occupation, the owner shall install and construct a new crossover.**

The crossover shall be constructed out of:

- (i) A 150 mm compacted, and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or**
 - (ii) A minimum of 100 mm reinforced concrete over a compacted sub-base.**
- 9. A quality detailed landscaping and reticulation/watering plan shall be prepared and submitted to the Shire for separate written approval by the Chief Executive Officer.**

The plan shall show by numerical code, the vegetation species, quantity and pot sizes of all plant types to be planted.

The plans shall be submitted within 12 months of this approval unless otherwise agreed to in writing by the Chief Executive Officer.

- 10. Landscaping shall be installed and a reticulation/watering plan shall be implemented in accordance with a landscaping and reticulation/watering plan approved by the Shire. All landscaping shall be maintained and the plants shall be nurtured and maintained until they reach their mature dimensions and shall thereafter be maintained at those mature dimensions unless approved otherwise in writing by the Chief Executive Officer.**
- 11. The owner shall lodge details of proposed public art to the Shire for separate written approval by the Shire Chief Executive Officer. Installation of any public art shall occur within 18 months of the issue of a Building Permit for the development and shall not be installed unless the design has been approved by the Shire.**
- 12. Provision shall be made for all guests car parking to be accommodated within the lot boundaries at all times.**
- 13.. Once the development is operational, no boats, caravans, or trailers shall be parked within the boundaries of Lots 18 and 19 at any time.**

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14. The owner shall implement the measures in the Management Plan lodged and approved as part of this application.
15. The owner shall act as the local property manager to manage the holiday accommodation in accordance with the Management Plan approved as part of this application.

If an alternative manager is engaged (other than the owner as 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 the local property manager.
16. This approval has been issued for holiday accommodation which is defined in the Shire of Shark Bay Local Planning No 4 as '*means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot*'.
17. No guest shall be accommodated for periods totalling more than 3 months in any 12 month period.
18. The maximum number of guests to be accommodated in any ONE dwelling shall not exceed 5 persons at any time.
19. 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.

Footnote:

- (a) In regards to Condition 8, the Shire recommends that a concrete crossover be installed.

A Crossover Application and Reimbursement Pack is available on the Shire website- [Crossover Application and Reimbursement Pack.pdf](https://sharkbay.wa.gov.au/Crossover%20Application%20and%20Reimbursement%20Pack.pdf) (sharkbay.wa.gov.au)

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.

5/0 CARRIED

BACKGROUND

• ***Location***

Lots 18 and 19 are currently vacant and are located near the corner of Knight Terrace and Brockman Street.

A location plan is included below for ease of reference.



Above: Lots 18 and 19

At the Ordinary Council meeting held in May 2022, Council considered and approved an application for retaining walls on Lots 18 and 19.

The retaining walls have since been constructed on site.

COMMENT

• ***Description of proposal***

The Shire has received a planning application proposing six dwellings to be used for short stay accommodation.

Each dwelling will be self-contained with 2 bedrooms, a laundry, bathroom, toilet and kitchen. An open dining and lounge area is proposed at the front of each dwelling unit.

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The development will be serviced by a central driveway, and each dwelling will be provided with 2 car parking spaces.

A site plan is included below for ease of reference.



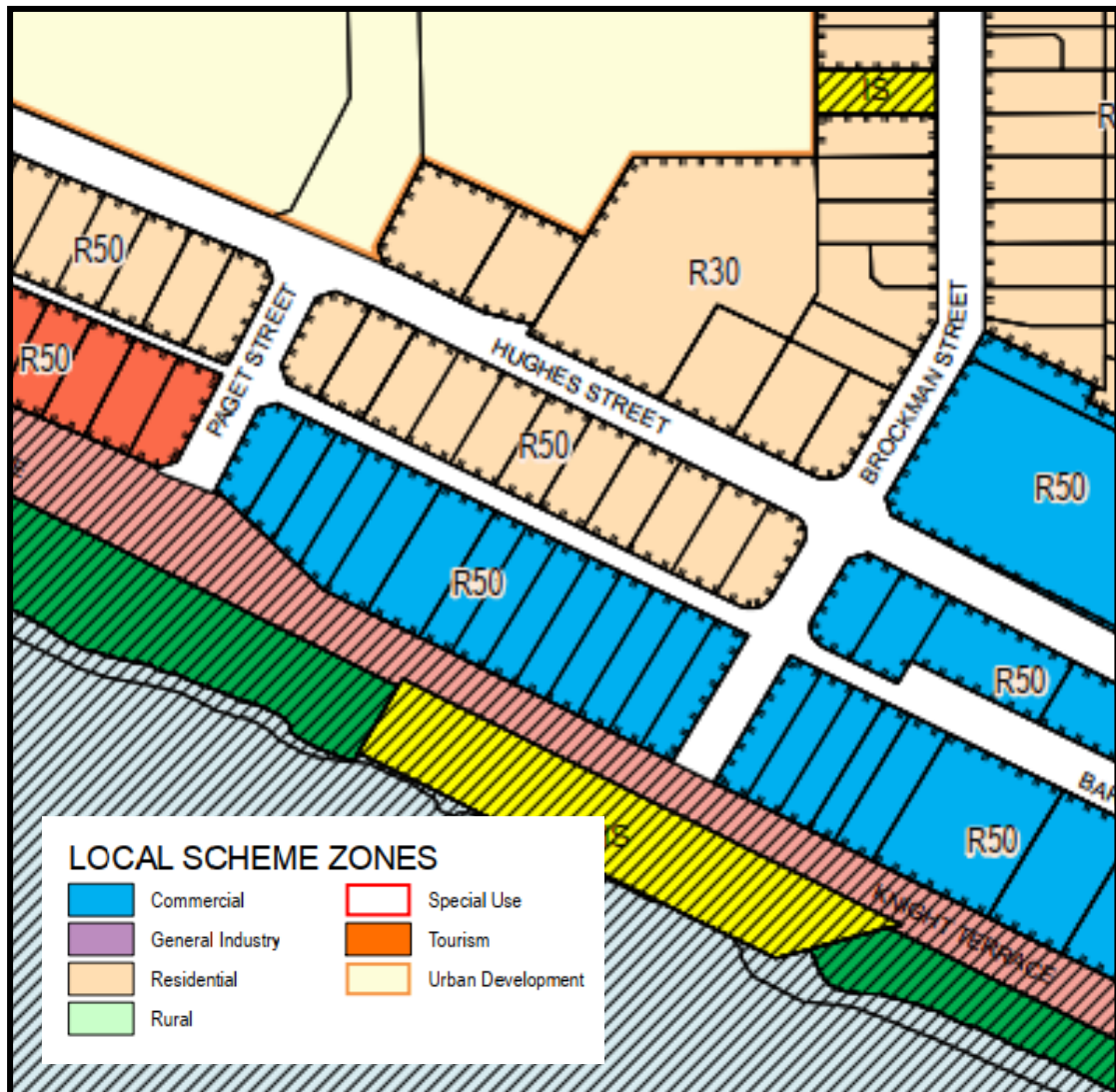
29 NOVEMBER 2023

A complete set of plans, including elevations, are included as Attachment 1.

- **Zoning and Land Use Classification**

Lots 18 and 19 are zoned 'Commercial' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

An extract of the zoning map is included below.



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 before determination).

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

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The application is construed as 'holiday accommodation' which is defined in the Scheme as *'means 2 or more dwellings on one lot used to provide short term accommodation for persons other than the owner of the lot'*.

Holiday Accommodation is listed as an 'A' use in a Commercial zone in the Zoning Table – refer extract below.

USE AND DEVELOPMENT CLASS	Commercial	Tourism	Residential	Urban Development	General Industry	Rural	Special use
Holiday accommodation	A	D	A		X	X	

The 'A' symbol *'means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions'*.

Essentially this means that Council has discretion to consider the land use in the Commercial zone, however it is compulsory that the application be advertised for public comment prior to determination.

- **Minimum Finished Floor Level**

A minimum finished floor level of 4.2 metres Australian Height Datum (AHD) is required for new development in 'areas subject to inundation' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

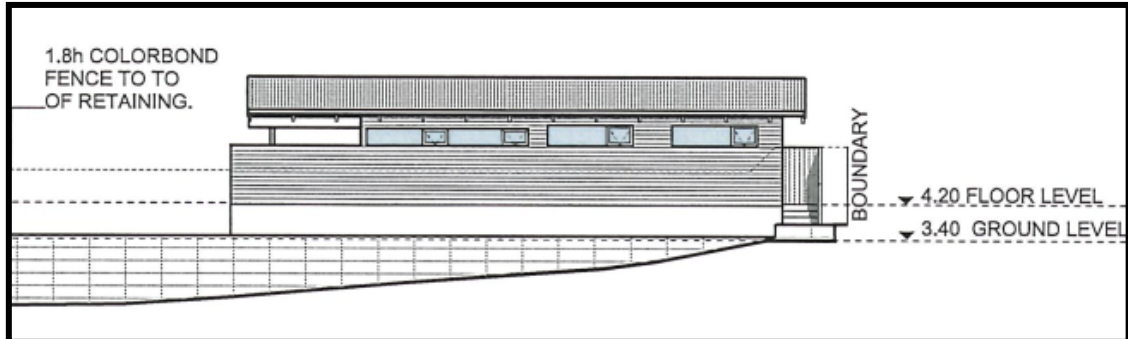
A new ground surface level of 3.4 metres AHD, and a Top of Wall height of 3.5 metres AHD was established when retaining walls were constructed on the lots.



29 NOVEMBER 2023

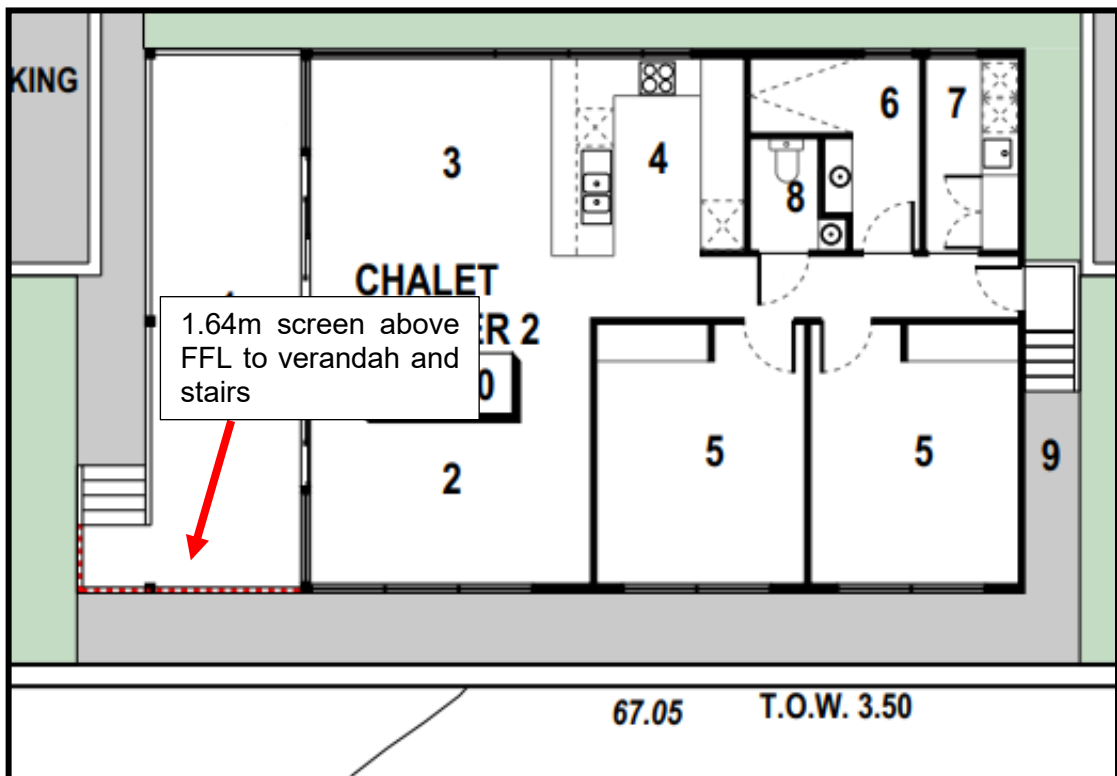
Above: Existing retaining walls and new ground levels

The proposed dwellings will be elevated with a Finished Floor Level 0.8 metres above the existing ground level, to meet the requirements of the Scheme – refer example below.



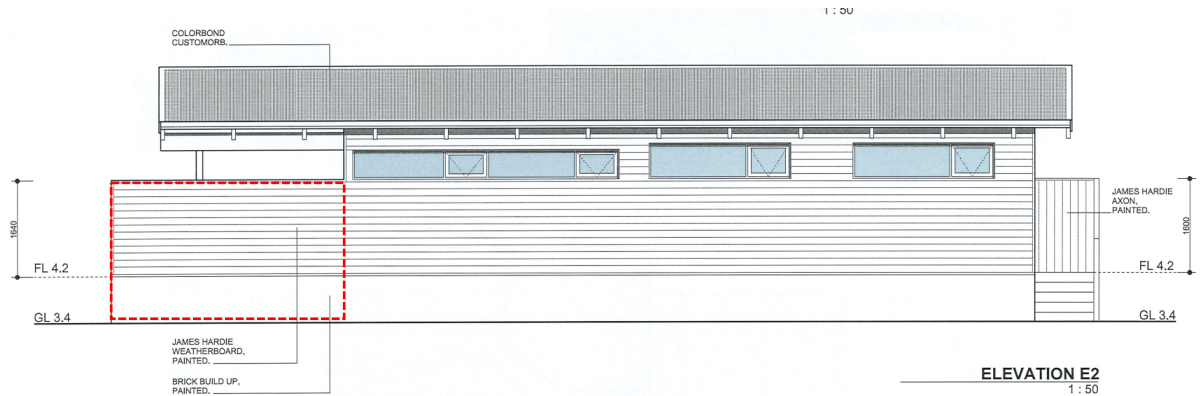
- **Proposed Screening and Fencing**

As the development will be elevated, the applicant proposes 1.64 metre high screens to the side of each dwelling verandah to provide privacy for guests, and limit sightlines to adjacent lots to the west and east – refer example below.



Above: Screening to Dwelling 2 (red dotted line) as viewed from the east

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Above: Screening to Dwelling 2 as viewed from the east

A 1.8 metre colorbond fence is also proposed above the existing boundary retaining walls along the west, north and east lot boundaries.

Whilst privacy requirements (under the Residential Design Codes) do not technically apply to Commercial zones, the screening, fencing and use of highlight windows will assist to protect the amenity and privacy of adjacent lots.

This is perhaps most relevant for the lot to the west which contains a historic house.

- **Management Plan**

The owner lives locally and has submitted a Management Plan citing himself as the property manager.

The owner will be able to attend the property in the event of any issues with guests.

- **Parking for Cars and Boats**

Each dwelling has two bedrooms, and will be serviced by 2 car parking bays, which is practical.

The owner has advised that no boat parking will be accommodated on site. If guests who have boats wish to stay in the proposed accommodation, the owner will offer them boat parking at his other premises located in the Industrial area.

A condition can be imposed on any approval to stipulate that no boat, trailer or caravan parking shall occur on Lots 18 and 19.

- **Crossover (Knight Terrace)**

Town Planning Innovations has recommended a condition be imposed to require a new crossover to be constructed to Knight Terrace to service the proposed dwelling units.

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Above: Proposed central crossover location

- ***Term of Approval***

Consistent with the approval granted by the Shire for holiday accommodation on the 4 May 2022 for 51 Hartog Crescent, Denham (known as Hartog Cottages), and on the 8 November 2023 for Holiday Accommodation at 129 Knight Terrace, Denham, no limit on the term of approval is recommended.

The Scheme only has provisions to limit the term of approval for holiday houses (ie a single house on a lot).

- ***Separate Building Requirements***

Town Planning Innovations has liaised with the City of Greater Geraldton and the owner will need to lodge a separate Certified Building Application (BA1 Form and a Certificate of Design Compliance and referenced documents) from a registered building surveying contractor.

The Certified Application will be compiled at the discretion of the building surveyor contractor engaged by the owner, however City of Greater Geraldton has offered preliminary advice that:

- The 6 Dwellings will likely be categorised to be of a National Construction Code Classification of 1b Dwellings.
- Although it will be at the discretion of the Certifying Building Surveyor, 1b dwellings require that interconnected smoke alarms are installed in each bedroom and all hallways serving bedrooms along with emergency lighting in those areas served by the smoke alarms to assist occupants in the event of evacuation.

The Department of Mines, Industry Regulation and Safety publishes the different building classes on their website as follows:

Class	Definition
Class 1	<p>A Class 1 building includes one or more of the following sub-classifications:</p> <ol style="list-style-type: none"> 1. Class 1a is one or more buildings, which together form a single dwelling including the following: <ol style="list-style-type: none"> a) A detached house. b) One of a group of two or more attached dwellings, each being a building, separated by a fire-resisting wall, including a row house, terrace house, town house or villa unit. 2. Class 1b is one or more buildings which together constitute— <ol style="list-style-type: none"> a) a boarding house, guest house, hostel or the like that— <ol style="list-style-type: none"> i. would ordinarily accommodate not more than 12 people; and ii. have a total area of all floors not more than 300 m² (measured over the enclosing walls of the building or buildings); or b) four or more single dwellings located on one allotment and used for short-term holiday accommodation.

- **Consultation**

The application has been advertised for public comment. Advertising closed on the 16 October 2023 and one objection has been received.

The objectors own the house located to the west of the proposed development, at 31 Knight Terrace, and the vacant lot known as 33 Knight Terrace – refer to location plan over page.

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Above: Development lots in red. Objectors lots are circled in yellow.

The objection is summarised in the table below.

Summary of Submission	Officer Comment
<p>As viewed from Lot 20, the proposed retaining wall will have a maximum height of 1.2m for a portion towards the south. The applicable clause of the R-Codes requires that a retaining wall greater than 1m in height is setback at 1.5m from the lot boundary and that a retaining wall greater than 0.5m in height is setback at 1m. (the maximum aggregate height of the retaining wall once the proposed fence is erected will be 3m).</p> <p>It is important to note that the height of works, itself, is not a variation – it is the distance that those works are setback (or not setback) from the boundary that constitutes the variation.</p>	<p>The setbacks referred to by the objector are 'deemed to comply' requirements under the Residential Design Codes (R Codes) which operate as State Planning Policy 7.3.</p> <p>It is important to note that:</p> <ol style="list-style-type: none"> The R Codes do not apply to commercial development. Lots 18 and 19 are zoned Commercial under the Shires Local Planning Scheme No 4. Irrespective, the Shire Council has discretion to vary any 'deemed to comply' requirement of the R Codes.
<p>Unobstructed sight lines provided at vehicle access points to ensure safety and visibility along vehicle access ways, streets, rights-of-way, communal streets, crossovers, and footpaths.</p>	<p>As explained under Point 1, State Planning Policy 7.3 does not apply to commercial development.</p>

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<p>It should be noted that the proposed retaining height of 1.2m above Natural Ground Level within the front setback area impacts the positioning of the existing crossover at Lot 20.</p> <p>The R-Codes requires that, pursuant to Clause 5.2.6 Sight Lines, any walls, fences and other structures are truncated or reduced to no higher than 0.75m with 1.5m where walls, fences, or other structures adjoin a driveway that intersects a street, right-of-way or communal street.</p> <p>The proposal conflicts with the existing crossover and creates a planning non-compliance – any future driveway would need to be truncated/designed to ensure that no portion encroaches into the 1.5m x 1.5m area where the retaining wall meets the street boundary.</p>	<p>Shire Administration examined the proposed crossover location and is satisfied that there are adequate sightlines.</p> <p>Clause '5.2.5 sightlines' under the R Codes refers to walls and fences. Walls are defined as the vertical external face of a constructed building comprising solid building material.</p>
<p>We wish to also point out at this time that there doesn't appear to be any mention of storm water containment. This point must also be addressed as the ramifications could be significant for adjacent land owners and municipal infrastructure particularly if construction were to proceed.</p>	<p>Stormwater is dealt with through conditions of planning approval (if granted by Council).</p>

Apart from one comment on stormwater management, the objection raises issues over the retaining walls which have already been approved and do not form part of this application.

Shire Administration has written to the objector and advised that:

- (i) The majority of comments relate to retaining walls that have already been approved by Council at the meeting held on the 2 June 2022. Formal planning approval for the retaining walls was issued on the 25 July 2023, and that approval runs with the land.
- (ii) As a decision has already been made on the retaining walls, please be advised that the retaining wall design cannot be revisited by the Shire.
- (iii) As the retaining walls have already been approved, Council will now have to consider the new development proposed, consisting of holiday accommodation.

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• **Commercial Zone Requirements**

Clause	Scheme Requirement	Officer Comment
Site Requirements		
32.3.1	Maximum 80% site cover	Complies.
32.3.1	10% Landscaping	<p>Variation. The owner could provide 10% of the site as landscaping (202m²) however Town Planning Innovations is of the view that the front setback area is the highest priority for landscaping. Town Planning Innovations is conscious of watering costs, the need to conserve water and challenges of maintaining plants in hot weather.</p> <p>Town Planning Innovations supports providing the owner with some flexibility over the landscaping areas.</p> <p>Council has discretion to vary the minimum landscaping requirement.</p>
Clause 32.3.4 Accommodation Requirements		
Despite any other provision in the Scheme the local government shall only approve any residential development, holiday accommodation, short stay and any form of tourism accommodation in the Commercial zone where:		
(a)	The lot is not located on land identified as being prime for commercial and retail development in the Local Planning Strategy or Town Centre Strategy; or	The lot is not identified.
(b)	Council considers the use is highly compatible with surrounding land uses; and	Short stay accommodation is considered to be more compatible with surrounding residential land uses in this location than some of the other potential types of commercial development (such as a café which may have food odours, delivery trucks, customer noise etc).
(c)	In the case of grouped or multiple dwellings the dwellings form part of a mixed use development with a substantial commercial component on the ground floor; and	Not Applicable.
(d)	In the case of short term or any form of tourist accommodation the development is considered to be of a high quality and includes public facilities, shops or well-designed public spaces or public art which, in the opinion of the local government, will attract people into the Denham town centre and enhance existing amenity.	The site plan makes provision for some form of public art.

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LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Regulation 67 of the deemed provisions outlines '*matters to be considered by Council*' including but not limited to orderly and proper planning, the compatibility of the development with its setting including the relationship to development on adjoining land, the amenity of the locality, the adequacy of proposed means of access to and from the site, the amount of traffic to be generated by the development, and any submission received.

Under the Regulations the Shire cannot consider '*potential loss that may result from economic competition between new and existing businesses*'.

Shire of Shark Bay Local Planning Scheme No 4 – Clause 32.1 applies to 'Land Subject to Inundation' which states:

- (a) No development shall be constructed upon any land within an area considered by the local government as being vulnerable to coastal storm surge inundation unless granted specific development approval by the local government.
- (b) The local government shall require any new development within an area as being vulnerable to coastal storm surge inundation to comply with a minimum finished floor level not less than RL 4.2 metres AHD.
- (c) Notwithstanding Clause 32.1(b), Council has discretion to consider a minimum finished floor level less than RL 4.2 metres AHD for non-habitable development that is detached from any single house or dwelling unit on the same lot in the Denham townsite and / or any minor non habitable development that is ancillary to existing tourist development in the Scheme Area.
- (d) In considering applications for development in areas vulnerable to coastal storm surge inundation, the local government may have regard to any Local Planning Policy or any site specific coastal storm surge inundation report acceptable to the local government.
- (e) Notwithstanding Clause 32.1(b), the local government has discretion to consider and require alternative minimum finished floor levels where:
 - (i) The proponent provides a site specific coastal storm surge inundation report by a suitably qualified professional coastal engineer that is acceptable to the local government and clearly identifies appropriate alternative minimum finished floor levels and / or;
 - (ii) Approval of the development is consistent with variations allowable under the relevant State Coastal Planning Policy; and /or
- (iv) The proposed development only involves refurbishment of an existing building or a minor extension to an existing development.

Under Clause 32(2) the local government may approve an application for a development approval that does not comply with additional site and development requirements.

The other Scheme requirements are outlined in the body of this report.

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POLICY IMPLICATIONS

There are no policy implications associated with this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with the proposed development.

RISK MANAGEMENT

There are no known risks associated with the proposed development.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

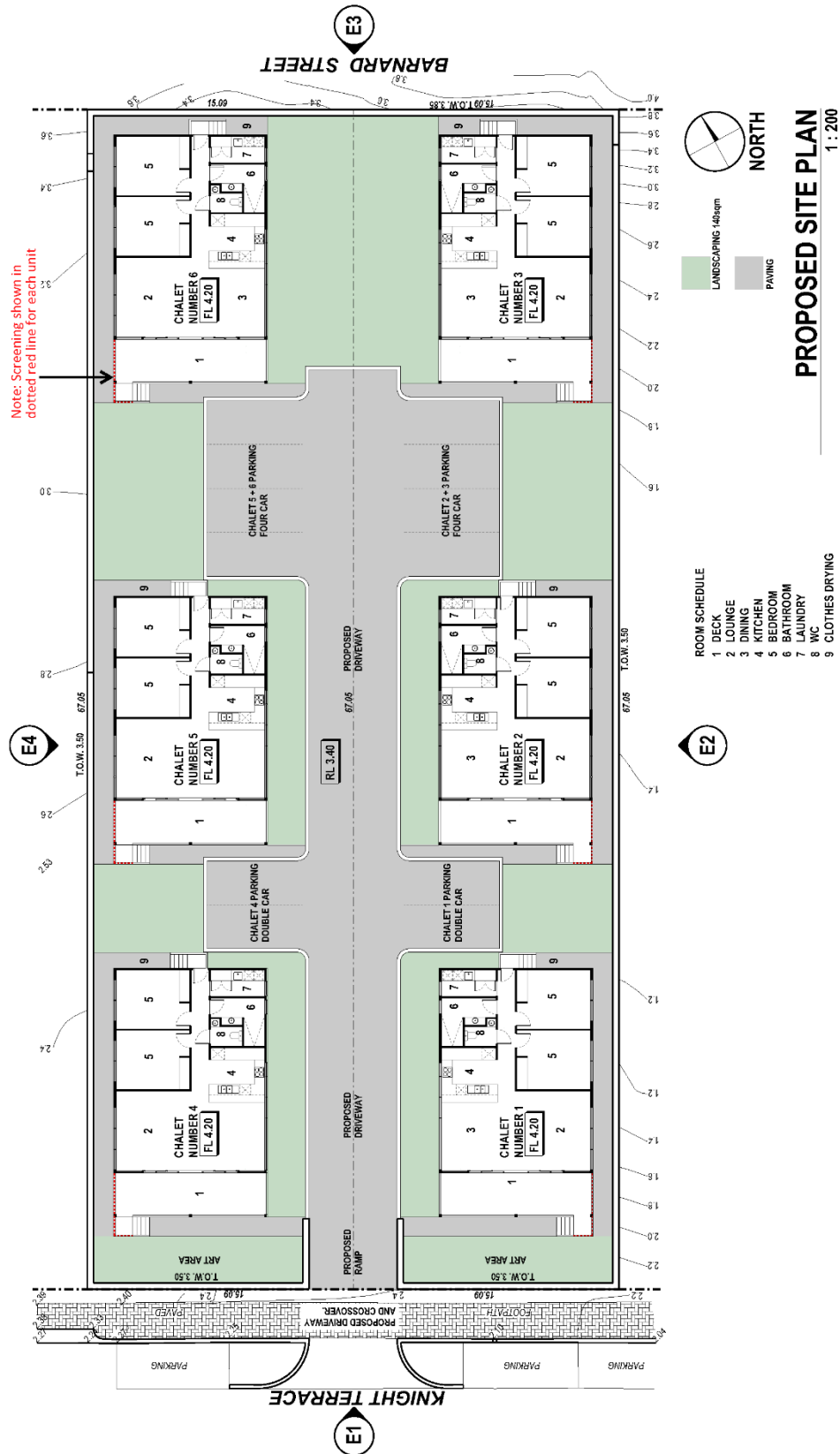
D Chapman

Date of Report

14 November 2023

29 NOVEMBER 2023

ATTACHMENT # 1



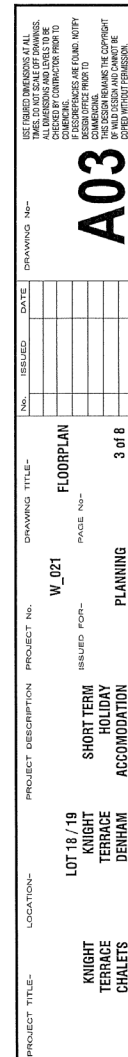
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A05

PROJECT TITLE: KNIGHT TERRACE CHALET
LOCATION: KNIGHT TERRACE CHALET
PROJECT DESCRIPTION: SHORT TERM ACCOMMODATION
PROJECT NO: W_021
ISSUED FOR: HOLIDAY
DATE: 18/19
DRAWING TITLE: SITE FLOORPLAN
PAGE NO: 5 of 8



29 NOVEMBER 2023

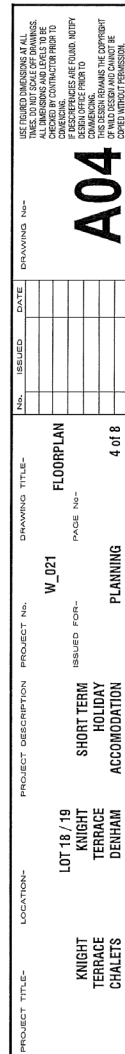


WILD
DESIGN

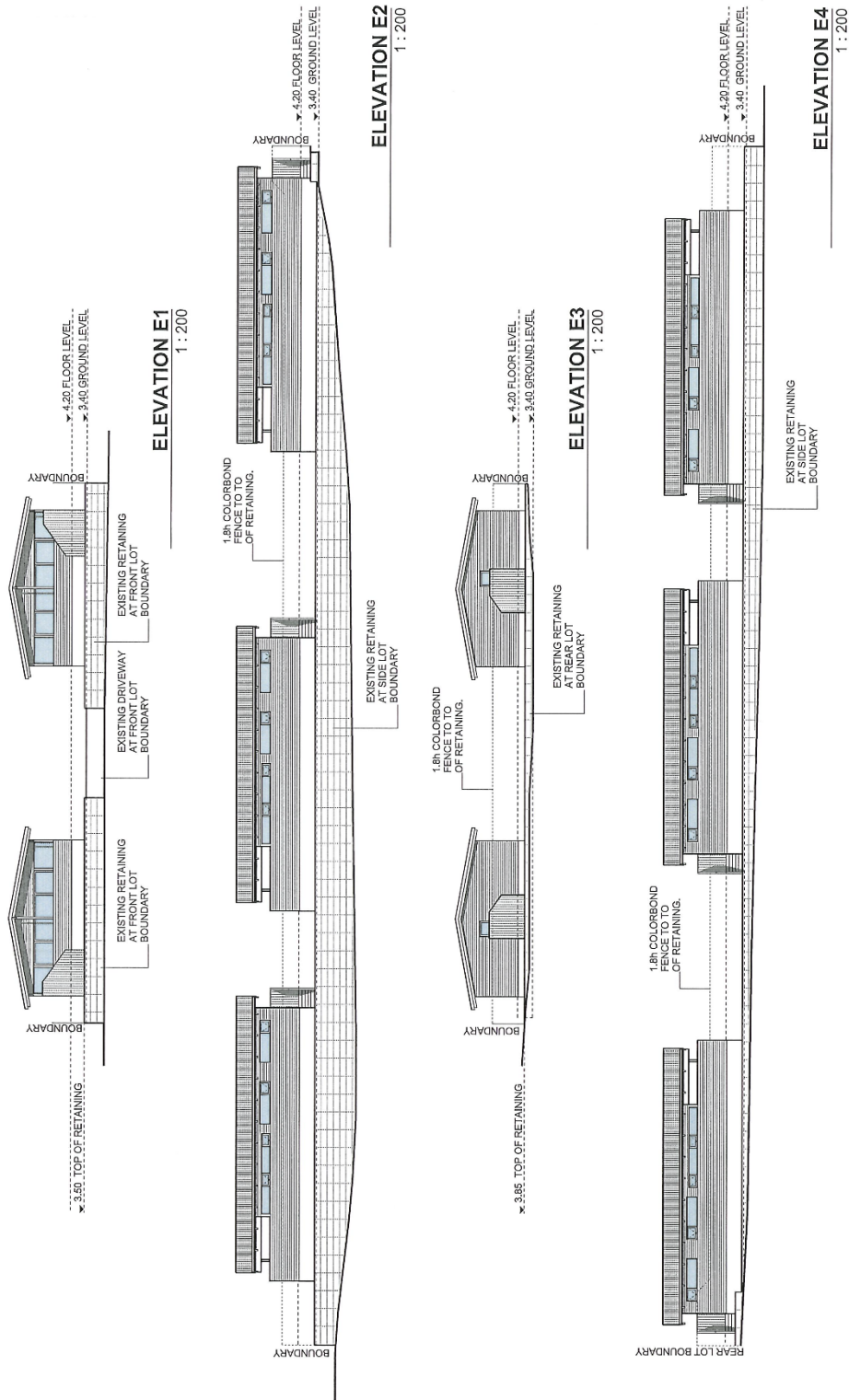
www.wilddesignoffice.com
nick@wilddesignoffice.com
0400 178 753
13 AGNES STREET
BEACONSFIELD



29 NOVEMBER 2023



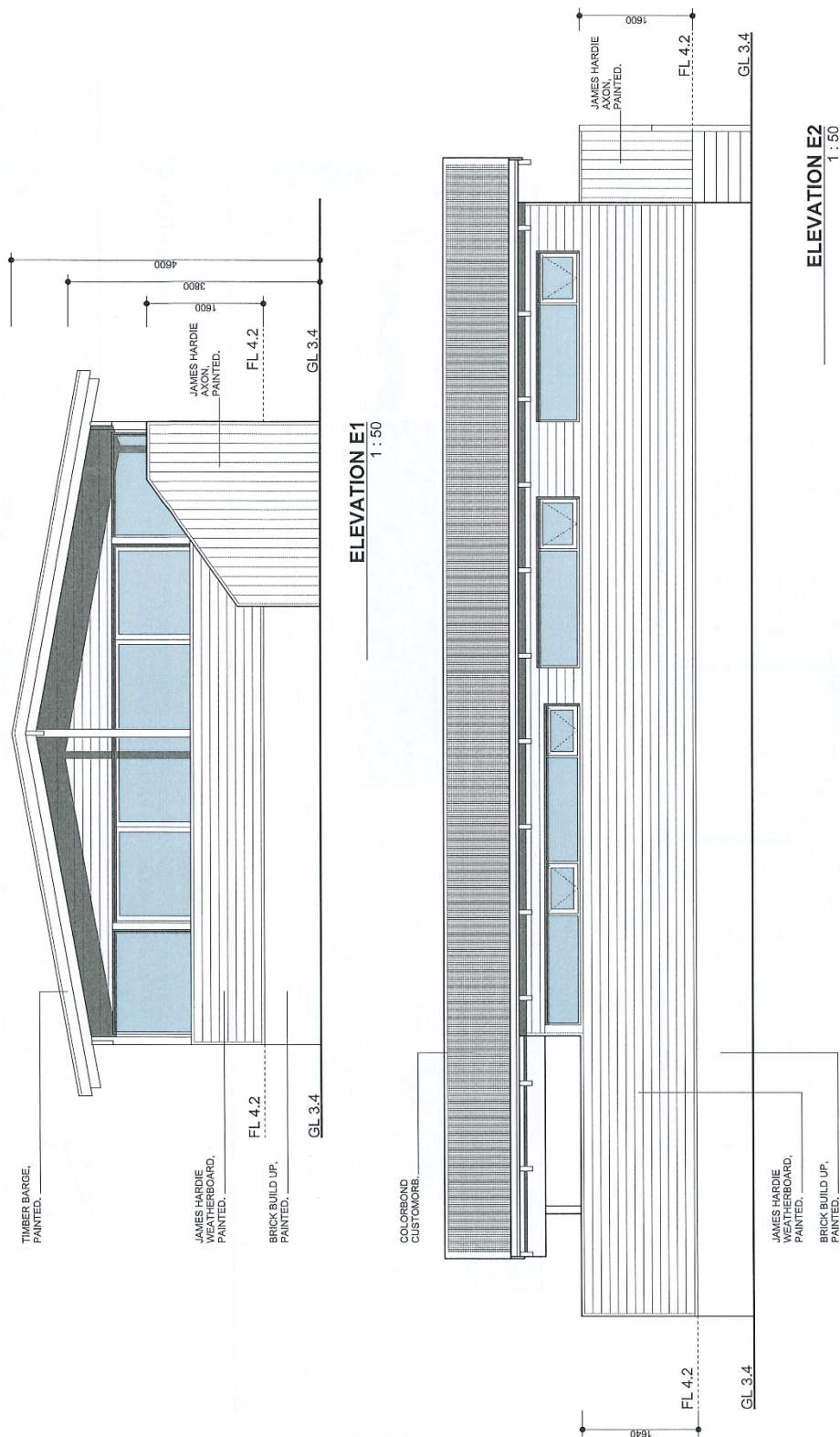
29 NOVEMBER 2023



PROJECT TITLE-		LOCATION-		PROJECT DESCRIPTION		PROJECT No.		DRAWING TITLE-		DATE		DRAWING No-	
KNIGHT TERRACE CHALETs		LOT 18 / 19		SHORT TERM HOLIDAY ACCOMMODATION		W_021		SITE ELEVATION					
								PAGE No-					
								PLANNING					
								6 of 8					

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023



PROJECT TITLE	LOCATION	PROJECT DESCRIPTION	PROJECT No.	DRAWING TITLE	No.	REVIEW	DATE	DRAWING No.
KNIGHT TERRACE CHALETs	LOT 18 / 19 KNIGHT TERRACE DENHAM	SHORT TERM HOLIDAY ACCOMMODATION	W_021	ELEVATIONS				
			ISSUED FOR:	PAGE No.				
			PLANNING	7 of 8				



29 NOVEMBER 2023



29 NOVEMBER 2023

12.2 PROPOSED PERGOLA – LOT 5 (147) KNIGHT TERRACE, DENHAM
P1004

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Fenny

Nature of Interest: Financial Interest, as family member owns adjacent property.

Cr Fenny left the Council Chamber at 4.00 pm.

Moved Cr Smith
Seconded Cr Vankova

Council Resolution

That Council:

- A. Note that the application for a front pergola on Lot 5 (147) Knight Terrace, Denham has been advertised to nearby and adjacent landowners for comment. Advertising closed on the 16 November 2023, and no submissions have been received.**
- B. Approve the application for a front pergola on Lot 5 (147) Knight Terrace Denham subject to the following conditions and footnotes:**
- 1. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans, unless otherwise approved in writing by the Chief Executive Officer.**
 - 2. All stormwater from any roofed and new paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.**
 - 3. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

Footnotes:

- (i) A planning consent is not an approval to commence any works. A building permit must be obtained for all works.**

4/0 CARRIED

Cr Fenny returned to the Council Chamber at 4.01 pm.

29 NOVEMBER 2023

BACKGROUND

- **Zoning**

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

- **Location**

A location plan is included below for ease of reference.



Above: Location Plan

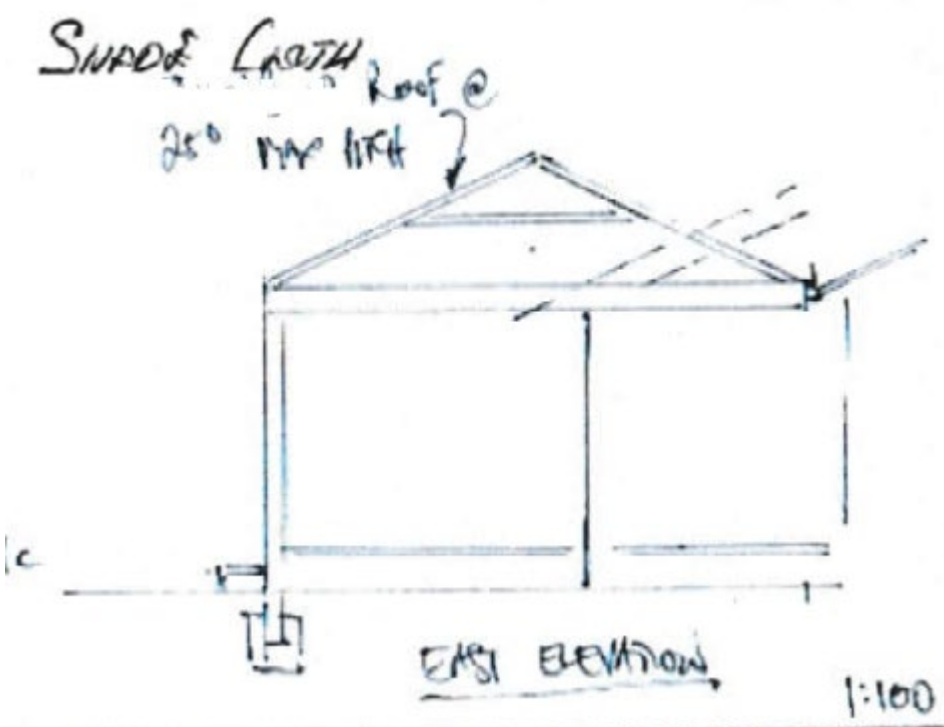
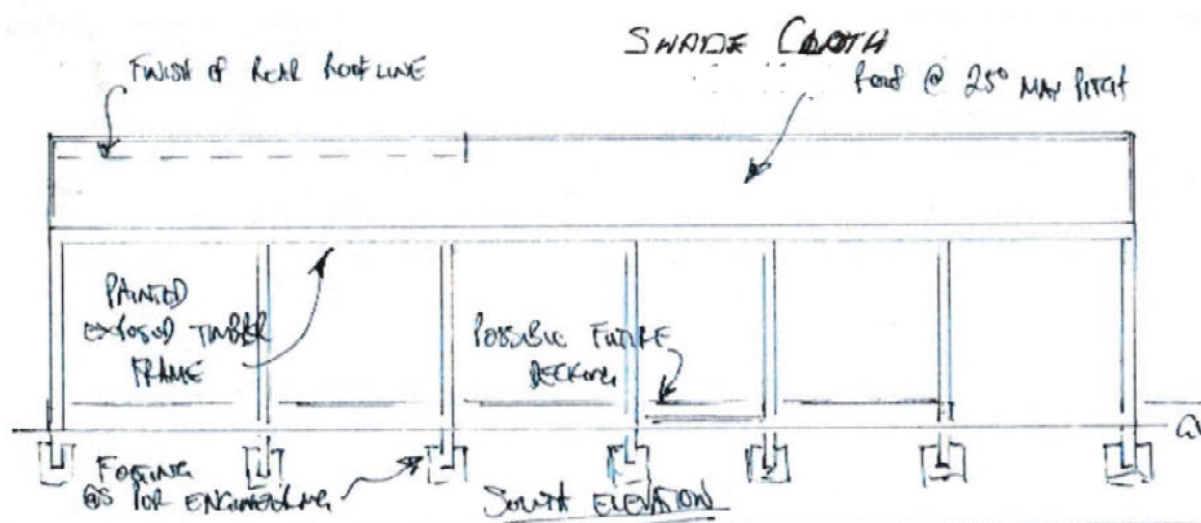
COMMENT

- **Description of application**

An application has been lodged for a front pergola addition to the south of an existing house on Lot 5.

29 NOVEMBER 2023

Elevations are included below.



- **Residential Design Codes**

The Residential Design Codes ('the Codes') have two separate options for the assessment of development including 'Deemed to Comply' criteria and 'Design Principles'.

29 NOVEMBER 2023

The Codes define a pergola as *'an open-framed structure covered in water permeable material, or operable louvred roofing, which may or may not be attached to a dwelling.'*

Under the Residential Design Codes there are specific 'Deemed to Comply' setback requirements.

The application complies with the 'deemed to comply' setbacks applicable for the R30 density code being 4 metres to the front, and 1 metre to the side lot boundaries.

The only reason that the structure requires planning approval is because the lot is on 'Land Subject to Inundation'.

- ***Land Subject to Inundation***

A minimum finished floor level of 4.2 metres Australian Height Datum is required for habitable development under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme).

Council has discretion to allow a lower finished floor level for any minor extension to an existing development.

A lower finished floor level is supported for the proposed pergola, as the structure is small scale, and will be ancillary to the existing house.

- ***Consultation***

The application has been referred to adjacent and nearby landowners for comment. Advertising closed on the 16 November 2023, and no submissions have been received.

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 32.1(a) state that *'no development shall be constructed upon any land within an area considered by the local government as being vulnerable to coastal storm surge inundation unless granted specific development approval by the local government.'*

Clause 32.1 outlines a minimum finished floor level for habitable buildings, and where Council has discretion to vary the floor level.

POLICY IMPLICATIONS

The Residential Design Codes operate as State Planning Policy 7.3.

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this report.

RISK MANAGEMENT

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

16 November 2023

29 NOVEMBER 2023

12.3 APPLICATION FOR A CARPORT ATTACHED TO THE EXISTING HOUSE – LOT 17 (48A)
HARTOG CRESCENT, DENHAM
P4286

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved

Cr Ridgley

Seconded

Cr Vankova

Council Resolution

That Council:

- A** Note that the application for a carport on Lot 17 (48A) Hartog Crescent, Denham has been advertised for public comment. Advertising closed on the 12 October 2023 and no submissions were received.
- B.** Approve the application for a carport on Lot 17 (48A) Hartog Crescent, Denham subject to the following conditions and footnote
- 1.** The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
 - 2.** All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.
 - 3.** 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.

Footnote:

- (i)** This is a planning consent only and a separate building permit is required.

5/0 CARRIED

BACKGROUND

- ***Existing Development***

There is an existing single house on Lot 17. The house is located on what is referred to as a 'battle-axe' lot (as it is shaped like an axe).

An aerial is included below for ease of reference.



Above: Aerial

COMMENT

- ***Description of Proposed Development***

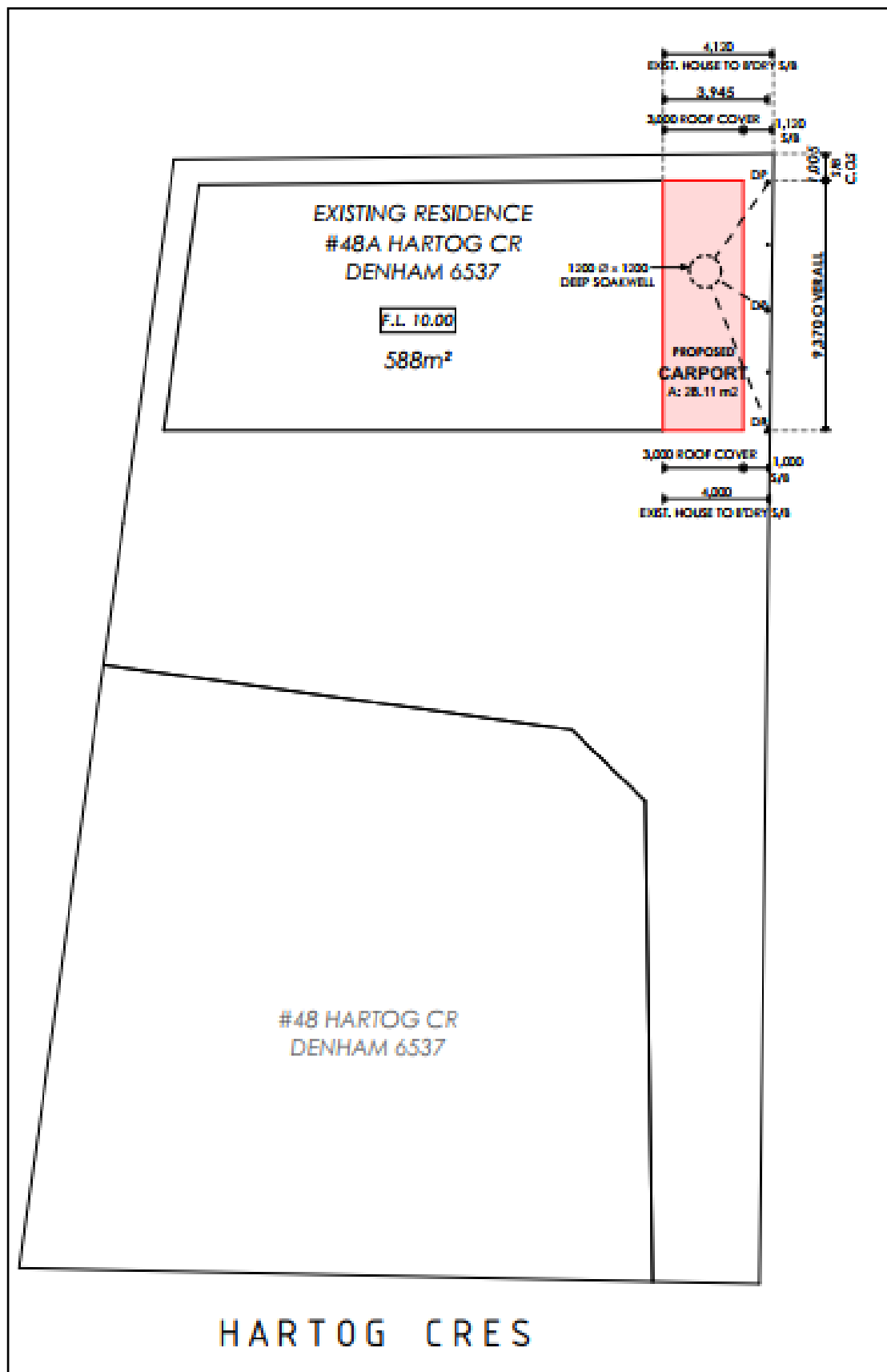
A carport is proposed to the north side of the existing house located on Lot 17. The carport is proposed to have a width of 4 metres (to the poles) with a roof width of 3 metres.

The poles will have a nil setback to the north lot boundary whereas the roof will be setback 1 metre from the north lot boundary.

The carport will be constructed at natural ground level, which is lower than the finished floor level of the existing house.

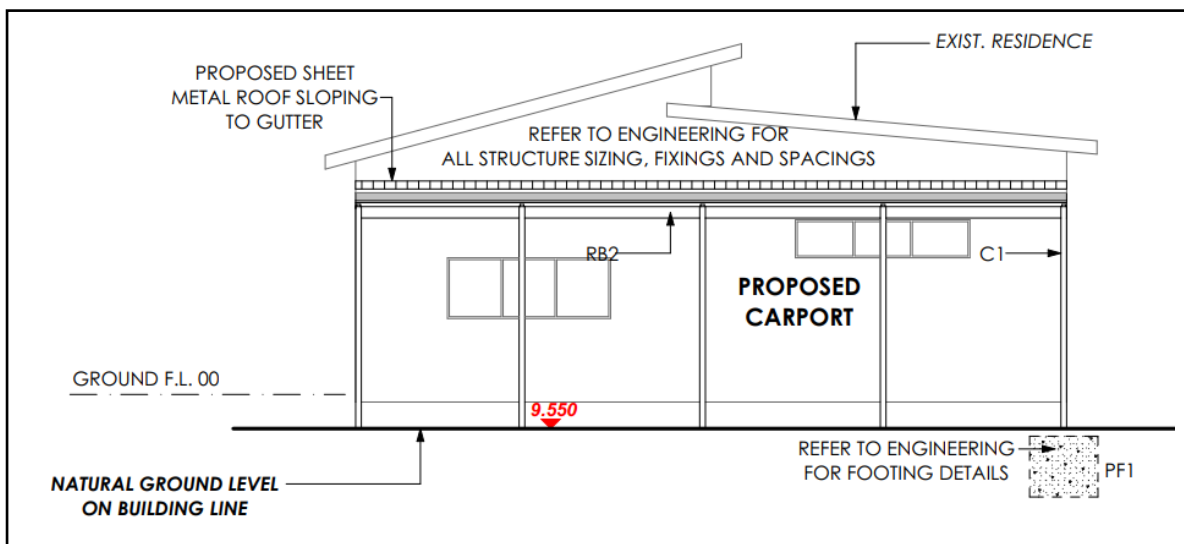
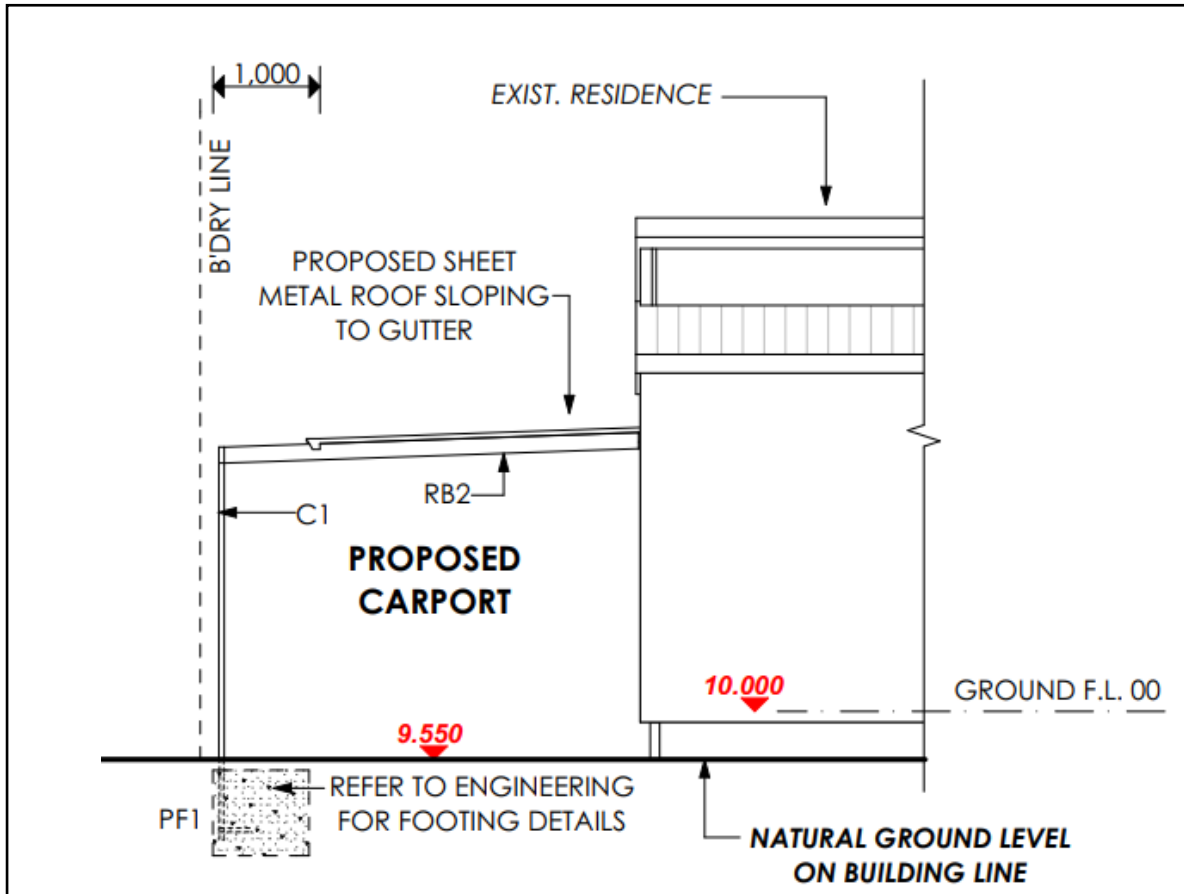
A site plan is included over page.

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Elevations are included below.



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- ***Residential Design Codes***

The Residential Design Codes (R-Codes) have minimum setbacks to buildings.

Town Planning Innovations liaised with the Department for Planning, Lands and Heritage on the R-Codes as this application proposes posts with a nil side lot boundary setback, and posts do not constitute a boundary wall.

The Department has advised that the R Code side setback requirements still apply to the posts, as they form part of the carport as a building.

The application complies with all of the requirements of the Residential Design Codes, with the exception that a nil setback to the posts are proposed (to the north boundary) in leui of the 'deemed to comply' 1.5 metre setback.

Town Planning Innovations is of the view that the posts having nil setback will not cause any visual impact, noting that the roof cover is setback 1 metre.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no known local policy implications.

The Residential Design Codes operate as a State Planning Policy.

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 no known risk associated with this application.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

D Chapman

Date of Report

15 November 2023

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

liz

From: Design WA <designwa@dplh.wa.gov.au>
Sent: Friday, 22 September 2023 11:10 AM
To: liz
Cc: Design WA
Subject: RE: R Code question - carport - Shire of Shark Bay - TPI

Hi Liz,

You can point the applicant to the content on the DPLH website regarding the Ministers deferral and requested rework of the amended R-Codes (Medium Density Housing Code): [Medium Density Housing Code \(www.wa.gov.au\)](http://www.wa.gov.au)

As the R-Codes 2021 remain applicable to the site, my policy interpretation advice is below:

- Clause 5.1.3, C3.1(ii) affords a nil setback of pillars and posts for patios, verandahs and equivalent structures. As a carport is a defined term, it cannot be considered an 'equivalent structure'. Medium Density includes carports in a similar provision so yes, it would have been exempt under the Medium Density Housing Code.
- As per the note under clause 5.1.3 - *Pillars and posts with a horizontal dimension of 450mm by 450mm, or less, do not constitute a boundary wall.*
- Pillars and posts constitute part of the 'building' and therefore require to be setback in accordance with table 2a.

Feel free to give me a call should you wish to discuss.

Kind regards,

Matthew Tallon
Senior Planning Officer | Reform, Design and State Assessment
Department of Planning, Lands and Heritage
140 William Street, Perth WA 6000
wa.gov.au/dplh | 6551 9656 |



The Department acknowledges the Aboriginal people of Western Australia as the traditional custodians of this land, and we pay our respects to their Elders, past and present.

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From: liz <liz@tخطيط.com.au>
Sent: Wednesday, 20 September 2023 3:47 PM
To: Design WA <designwa@dplh.wa.gov.au>
Subject: R Code question - carport - Shire of Shark Bay - TPI

Good Afternoon,

I seek assistance as I advised this applicant that their carport would comply with the new medium density design codes, but now they have lodged an application for a Building Permit I have to re-examine it as per the 2021 Codes.

MINUTES OF THE ORDINARY COUNCIL MEETING

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The lot is zoned R30, and the carport roof meets the setbacks under Table 2a. But, it does propose poles on the lot boundary.

I am uncertain as to whether there is side boundary variation as:

1. The poles are on the lot boundary, but it doesn't appear I can classify it as a boundary wall under Clause 5.1.3 C302(iii) as the 'wall' definition talks about it being solid.
2. The Codes don't talk about poles on the boundary for carports except for Clause 5.1.3 C3.1(ii) but the pole height is 3 metres.

Can they have poles on the side lot boundary as long as the roof meets the setbacks in Table 2a?

Regards,

Liz Bushby
Town Planning Innovations
Consultant Planner for Shire of Shark Bay
Mobile: 0488910869

Please note that I work between Tuesday to Friday. All emails sent to and from TPI relating to the Shire of Shark Bay, are also sent to and recorded by the Shire of Shark Bay for record keeping purposes.

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This notice should not be removed.

29 NOVEMBER 2023

12.4 PROPOSED ABLUTION BUILDING – LOT 130 (RESERVE 40727) MONKEY MIA ROAD,
MONKEY MIA
P2024 / RES40727

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Vankova
Seconded Cr Ridgley

Council Resolution

That Council:

- A. Note that the application has been referred to the Department of Biodiversity, Conservation and Attractions, and the Shark Bay World Heritage Advisory Committee and no adverse submissions have been received.**
- B. Approve the application for an ablution building on Lot 130 (Reserve 40727) Monkey Mia Road, Denham subject to the following conditions:**
- 1. The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
 - 2. 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.**

Footnote:

- (i) This is a planning consent only, and a separate building permit approval is required.**

5/0 CARRIED

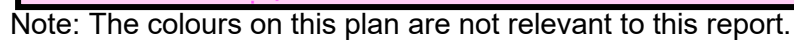
BACKGROUND

• Location

The Monkey Mia Dolphin Resort is located within Reserve 40727 and adjacent Lot 501.

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

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- **Existing Development**

Existing development has occurred over an extended time period and includes backpacker accommodation, a lodge, camping, caravan park, short stay accommodation, a shop, pool, restaurant, amenities and recreation facilities.

In August 2017, Council granted approval for significant redevelopment of the Monkey Mia Dolphin Resort which included 129 accommodation vehicle sites, 86 unpowered caravan sites, 12 beachfront cabins, new commercial and administrative buildings, staff accommodation and new guest facilities.

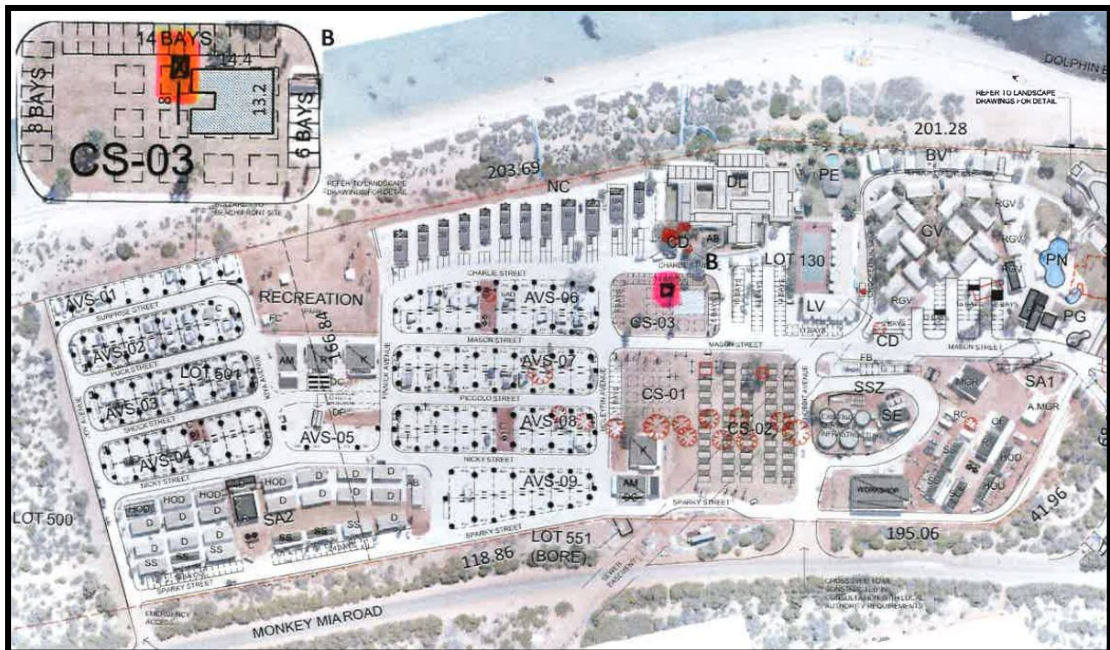
In April 2022, Council granted retrospective planning approval for external works adjacent to the existing Monkey Bar, pool, and redevelopment of the tennis court area.

The last approval issued by the Shire was for a change of flag poles on Lot 501 in April 2023.

COMMENT

- **Description of Works**

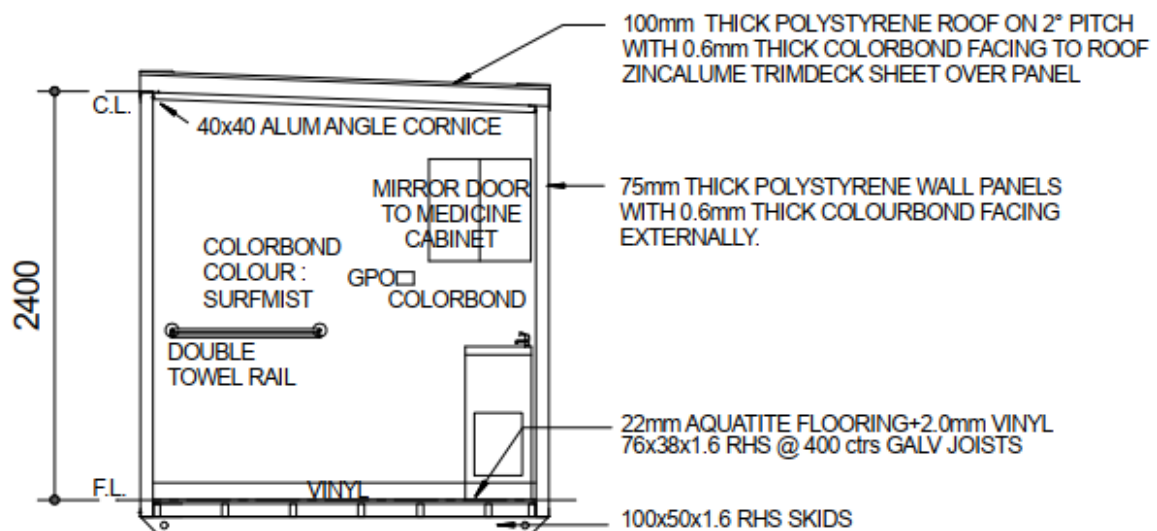
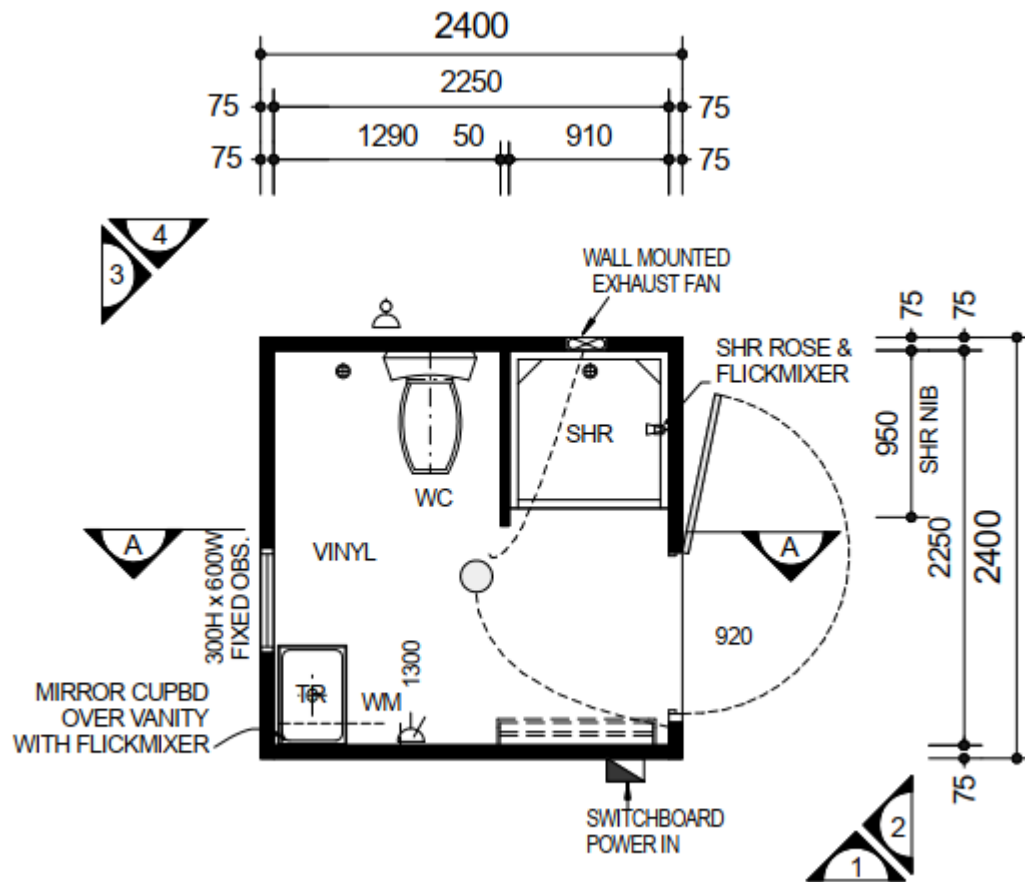
A small ablution building is proposed central to the lot which will contain a shower, sink and toilet – refer to the site plan below.



The building will measure 2.4 metres wide, by 2.4 metres depth, with a 2.4 metre height – refer to the plans over page.

The structure will be constructed out of colorbond in a surfmist colour, which is consistent with the Peron Peninsular Colour Palette published by the Department of Biodiversity, Conservation and Attractions.

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- **Consultation**

The application has been referred to the Department of Biodiversity, Conservation and Attractions and the Shark Bay World Heritage Advisory Committee (as it is a Scheme requirement).

The Department of Biodiversity, Conservation and Attractions emailed the Shire and advised they have no comment on the proposal. No other submissions were received.

Town Planning Innovations liaised with the Shires Environmental Health Officer who advised that the applicant *'has confirmed that the proposed ablution block will be for the use of those people (researchers) who stay in the existing accommodation building on this block, so the volume of wastewater being generated is not going to increase, it is only for their/the researcher's convenience that the ablution block is being installed.'*

There are no environmental health issues associated with the proposal.

LEGAL IMPLICATIONS

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

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

Regulation 60 of the 'deemed provisions' requires that a person must not commence or carry out works on, or use, land in the Scheme area unless the person has obtained the development approval of the local government or it is exempt from the requirement for planning.

Regulation 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 –

- **Zoning**

Lot 130 is zoned 'Special Use' (No 8) under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme'). There are specific land use controls and conditions applicable to Monkey Mia listed in Schedule B of the Scheme.

- **Land Subject to Inundation**

The lot is potentially subject to inundation being a coastal location.

Clause 32.1(a) states that *'no development shall be constructed upon any land within an area considered by the local government as being vulnerable to coastal storm*

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surge inundation unless granted specific development approval by the local government.'

Clause 32.1 outlines a minimum finished floor level of 4.2 metres Australian Height Datum for habitable buildings, and explains the circumstances where Council has discretion to vary the floor level.

Under Clause 32.1(c) Council can vary the minimum finished floor level for '*any minor non habitable development that is ancillary to existing tourist development in the Scheme Area*'.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

15 November 2023

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

liz

From: Wendy Dallywater <eho@northampton.wa.gov.au>
Sent: Thursday, 19 October 2023 9:09 AM
To: liz
Cc: Kristy Blackman
Subject: FW: [EXTERNAL]:FW: New ablutions at Monkey Mia Dolphin Resort - TPI

Hello Liz,

Martin Grenside has confirmed that the proposed ablution block will be for the use of those people (researchers) who stay in the existing accommodation building on this block, so the volume of wastewater being generated is not going to increase, it is only for their/the researcher's convenience that the ablution block is being installed.

I have no objections or concerns relating to this application.

Thank you.

Regards,

Wendy Dallywater
Environmental Health Officer
Shire of Northampton
P 9934 1202 - Northampton Office
P 9937 1097 - Kalbarri Office
M 0429 341 228
eho@northampton.wa.gov.au

Shire of Shark Bay
P 9948 1218



From: Wendy Dallywater
Sent: Thursday, October 19, 2023 9:04 AM
To: RAC Monkey Mia Manager <manager@racmonkeymia.com.au>
Subject: RE: [EXTERNAL]:FW: New ablutions at Monkey Mia Dolphin Resort - TPI

Hello Martin,

Thank you for clarifying this for me. The addition of the single ablution block is not going to increase wastewater volumes and impact on the wastewater treatment system that services Monkey Mia Resort. So this is fine from my point of view.

Regards,

Wendy Dallywater
Environmental Health Officer
Shire of Northampton
P 9934 1202 – Northampton Office

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

P 9937 1097 – Kalbarri Office
M 0429 341 228
eho@northampton.wa.gov.au



From: RAC Monkey Mia Manager <manager@racmonkeymia.com.au>
Sent: Wednesday, October 18, 2023 4:32 PM
To: Wendy Dallywater <eho@northampton.wa.gov.au>
Subject: RE: [EXTERNAL]:FW: New ablutions at Monkey Mia Dolphin Resort - TPI

Hi Wendy

Yes correct the research group are wanting to install this single unisex block for their use. Everything else is staying the same. Tents only on the grassed area and no other increase in powered sites. I think the map just showed site lines for some purpose but to do with our booking system so we could allocate a space on the grass for the campers.

Regards,



Martin Grenside
Resort Manager – Monkey Mia Dolphin Resort

Giving back to WA since 1905

RAC Monkey Mia Dolphin Resort
1 Monkey Mia Road, Monkey Mia, WA 6537
T 08 99481320 M 0458 284 357 E
martin.grenside@racmonkeymia.com.au

**I acknowledge the Malgana people as
the Traditional Custodians of the land
on which I work**

From: Wendy Dallywater <eho@northampton.wa.gov.au>
Sent: Wednesday, October 18, 2023 3:38 PM
To: RAC Monkey Mia Manager <manager@racmonkeymia.com.au>; Martin Grenside <martin.grenside@racmonkeymia.com.au>
Cc: liz@tpiplanning.com.au; Kristy Blackman <ao@sharkbay.wa.gov.au>
Subject: [EXTERNAL]:FW: New ablutions at Monkey Mia Dolphin Resort - TPI

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Martin,

Liz Bushby has forwarded your planning application onto me for comment on the proposed installation of a new transportable single Unisex Ablution Block at RAC Monkey Mia Dolphin Resort.

MINUTES OF THE ORDINARY COUNCIL MEETING

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According to your Site Map (attached) the proposed ablution block will go next to the building used by groups that come to do research around Monkey Mia area. The grassed area to the west of this building was used for tents. Is this still the case or are you looking to have caravan/camper van sites on this block as well? Are you looking to increase site numbers in the Park? I ask this as your Site Plan appears to have markings around the edge of the block which could be sites or could be parking spaces or could be something else. It is hard to tell as the quality of reproduction is not the best and zooming in or making the plan larger in size does not make it clearer.

Regards,

Wendy Dallywater
Environmental Health Officer
Shire of Northampton
P 9934 1202 - Northampton Office
P 9937 1097 - Kalbarri Office
M 0429 341 228
eho@northampton.wa.gov.au



Shire of Shark Bay
P 9948 1218



From: liz <liz@tخطيط.com.au>
Sent: Tuesday, October 17, 2023 3:32 PM
To: Wendy Dallywater <eho@northampton.wa.gov.au>
Cc: Kristy Blackman <ao@sharkbay.wa.gov.au>
Subject: New ablutions at Monkey Mia Dolphin Resort - TPI

Hi Wendy,

This will be connected to sewer. Is there anything they need to do for you?

Regards,

Liz Bushby
Town Planning Innovations
Consultant Planner for Shire of Shark Bay
Mobile: 0488910869

Please note that I work between Tuesday to Friday. All emails sent to and from TPI relating to the Shire of Shark Bay, are also sent to and recorded by the Shire of Shark Bay for record keeping purposes.

From: Kristy Blackman <ao@sharkbay.wa.gov.au>
Sent: Wednesday, 11 October 2023 3:38 PM
To: liz <liz@tخطيط.com.au>
Subject: FW: I-AP-34863 - RE: [EXTERNAL]:RE: development application

Hi Liz,

Have assigned 47/2023 to this one 😊

Kristy Blackman

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

Administration Officer

Shire Office: 08 9948 1218
Address: 65 Knight Tce, Denham, WA 6537
Shire Depot: 08 9948 1013
Shark Bay World Heritage Discovery & Visitor Centre: 08 9948 1590
Visitors Centre Website: <http://www.sharkbayvisit.com.au/>
Shire Website: <http://www.sharkbay.wa.gov.au/>

I would like to acknowledge the Malgana Peoples 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.



Please consider the environment before printing this e-mail

This message (including attachments) is confidential and may be privileged.

From: Martin Grenside <martin.grenside@racmonkeymia.com.au>

Sent: Tuesday, 10 October 2023 3:57 PM

To: Kristy Blackman <ao@sharkbay.wa.gov.au>

Subject: I-AP-34863 - RE: [EXTERNAL]:RE: development application

Hi Kristy

Please see completed docs attached.

This ablation block will be connected to sewer and potable water also.

Regards,



Martin Grenside

Resort Manager – Monkey Mia Dolphin Resort

Giving back to WA since 1905

RAC Monkey Mia Dolphin Resort

1 Monkey Mia Road, Monkey Mia, WA 6537

T 08 99481320 M 0458 284 357 E

martin.grenside@racmonkeymia.com.au

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

**I acknowledge the Malgana people as
the Traditional Custodians of the land
on which I work**

From: Kristy Blackman <ao@sharkbay.wa.gov.au>
Sent: Wednesday, September 27, 2023 2:00 PM
Cc: Martin Grenside <martin.grenside@racmonkeymia.com.au>
Subject: [EXTERNAL]:RE: development application

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Marty,

Please attached forms you require for planning approval.

This development is subject to planning due to the following;

- (1) It is on land subject to inundation and Clause 32.1(a) of the Shires Local Planning Scheme requires no development to occur on land subject to inundation unless granted specific development approval by the local government.
- (2) This is a new structure.

Please complete;

- a) The attached planning application form
- b) Include a site plan showing where the new ablution is going
- c) A letter explaining if it is to connect into existing sewer

If you have any further questions, please don't hesitate to contact me.

Regards,

Kristy Blackman
Administration Officer

Shire Office: 08 9948 1218
Address: 65 Knight Tce, Denham, WA 6537
Shire Depot: 08 9948 1013
Shark Bay World Heritage Discovery & Visitor Centre: 08 9948 1590
Visitors Centre Website: <http://www.sharkbayvisit.com.au/>
Shire Website: <http://www.sharkbay.wa.gov.au/>

*I would like to acknowledge the Malgana Peoples 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.*

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023



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This message (including attachments) is confidential and may be privileged.

From: Martin Grenside <martin.grenside@racmonkeymia.com.au>
Sent: Wednesday, September 27, 2023 9:26 AM
To: Rhonda Mettam <Rhonda@sharkbay.wa.gov.au>
Subject: development application

Hi

We would like to install one of these ablutions blocks – See attached. Could I get the form required to be completed. It is cyclone rated and comes as a completed unit.

Regards,



Martin Grenside
Resort Manager – Monkey Mia Dolphin Resort

Giving back to WA since 1905

RAC Monkey Mia Dolphin Resort
1 Monkey Mia Road, Monkey Mia, WA 6537
T 08 99481320 M 0458 284 357 E
martin.grenside@racmonkeymia.com.au

**I acknowledge the Malgana people as
the Traditional Custodians of the land
on which I work**

* This message has been scanned by the XL2 spam filtering system

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29 NOVEMBER 2023

12.5 PROPOSED ALTERATIONS TO EXISTING BUILDING – LOT 251 (5) VLAMINGH CRESCENT, DENHAM P1317

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Fenny
Seconded Cr Smith

Council Resolution

That Council:

1. **Approve the Development Application for alterations to the existing building (commercial kitchen installation) on Lot 251 (5) Vlamingh Crescent, Denham subject to the following conditions and footnotes:**
 - (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.**
 - (ii) **All waste products associated with the fish smoking process are to be disposed of off site as stated in the application documentation.**
 - (iii) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

Footnotes:

- (a) **Please be advised that you will need to apply for a Food Business Registration Certificate by completing and lodging a Food Act 2008 Notification / Registration Application Form with detailed information to the Shire.**
 - (b) **A separate Building Permit may be required. Please liaise with the City of Greater Geraldton who provide building services to the Shire of Shark Bay in regards to construction requirements.**
2. **Note that Lot 251 is within a declared bushfire prone area, and support the planning application without a Bushfire Attack Level assessment for the following reasons:**
 - (a) **The proposal is to use part of the existing building so there is no real intensification of land use;**

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- (b) The use 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.

5/0 CARRIED

BACKGROUND

Lot 251 has been developed with industrial sheds. The applicant has advised that a fishing business operates from the property.

A location plan is included below for ease of reference.



Above: Location Plan

COMMENT

- *Description of Application*

The applicant has advised that they propose to convert a portion of the existing building into a commercial kitchen – refer Attachment 1.

Physical alterations will be made to meet the required health standards for a food premises.

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The alteration works will include:

- Line existing walls with insulated cool room panels and tiles;
- Gyprocking the ceiling;
- Installation of a new window to the west wall;
- Existing door to be painted and sealed so the kitchen is separated from the rest of the industrial shed.
- Installation of appliances, stainless steel benches and sinks. There is already hot/cold water available.
- There will be no shop front at the premises.

An electric smoker is proposed to be located outside, adjacent to the kitchen, on an existing concrete slab. It will be protected and sheltered by an existing wood and shade cloth fence.

The fish smoking process is described by the applicant as follows:

- Fish will be received processed (filleted, skin on) so no processing of the whole fish will be done on site.
- Fish will be placed in brine solution. The base ingredients will be salt, sugar and water.
- The brined fish will be placed in a fridge.
- Fish removed from brine and patted dry, then placed back in fridge to dry further.
- Fish placed on smoker racks and placed in smoker.
- Cooked fish then cooled, vacuum packed, labelled and placed in fridge for storage until transported to sale location.

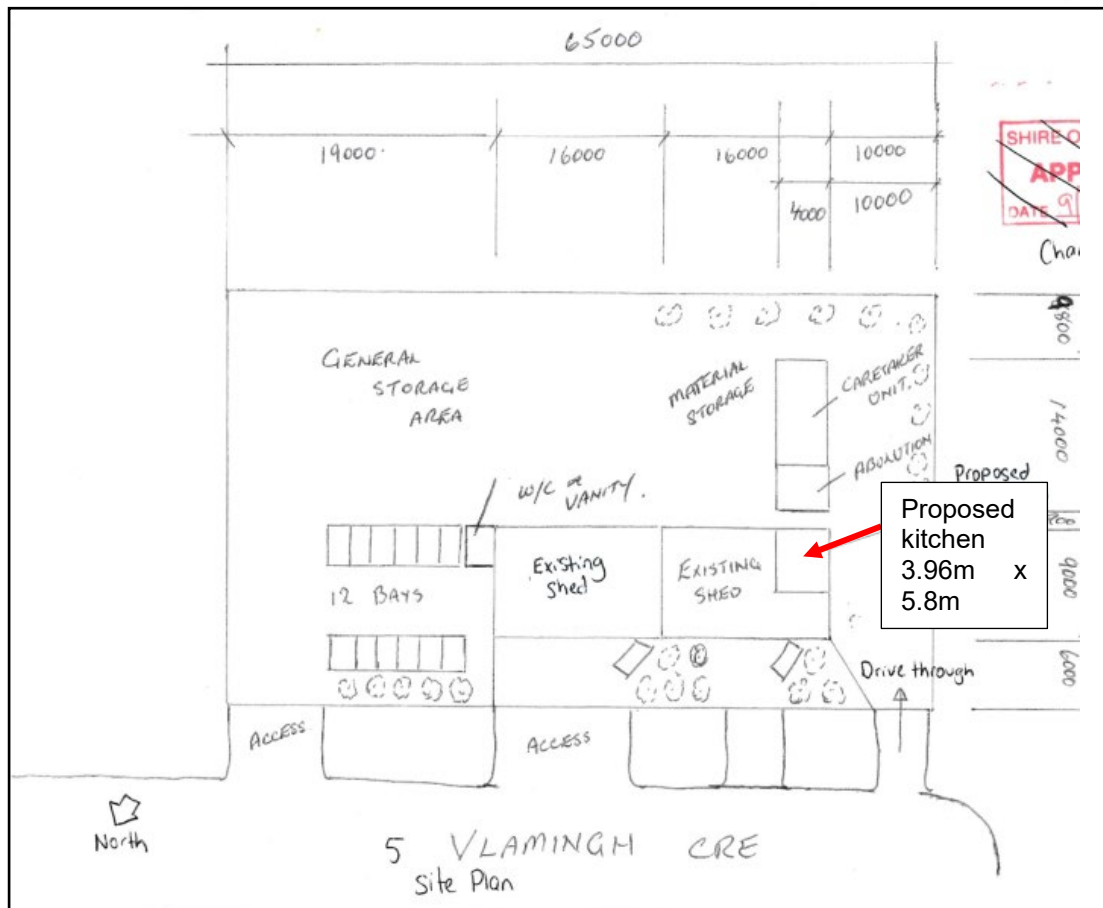
It is anticipated that there will be around 200kg per week of fresh fish consisting of local mullet or other local available suitable fish. This business is intended as a project to keep the owners busy during the slower summer fishing season.

The applicant has advised that they have aspirations to increase the reach of undervalued, sustainable, local fish by making it an accessible, ready to eat, approachable product.

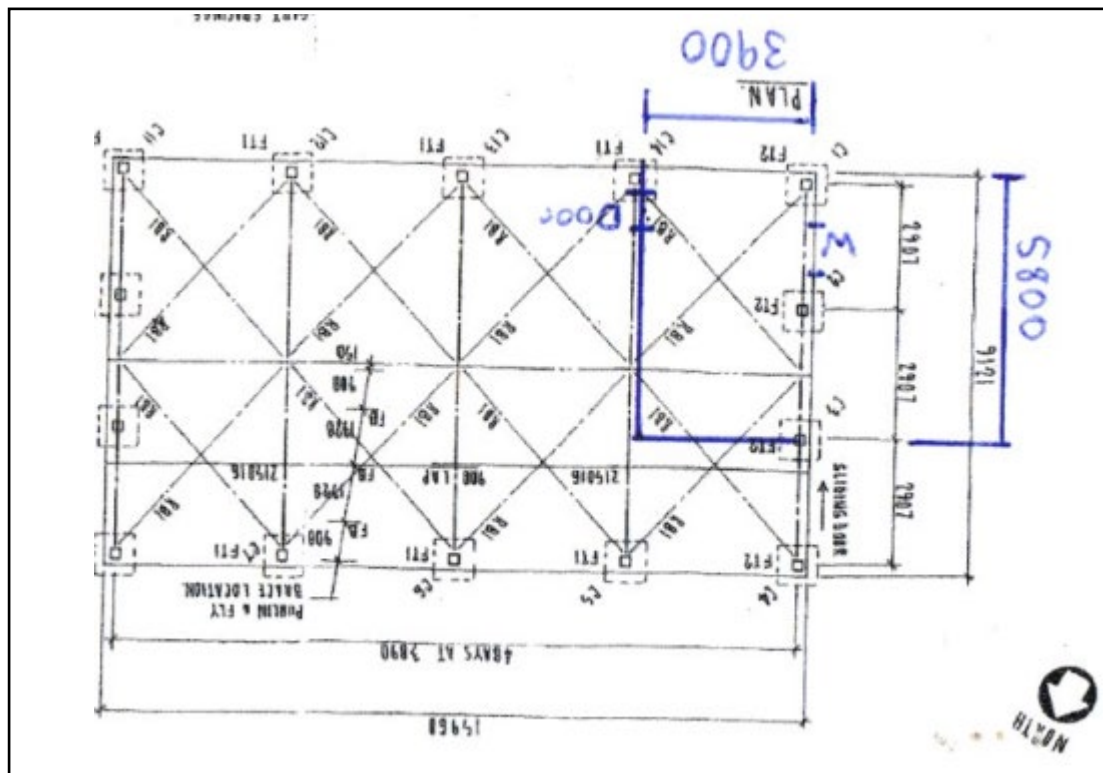
A site plan is included over page.

MINUTES OF THE ORDINARY COUNCIL MEETING

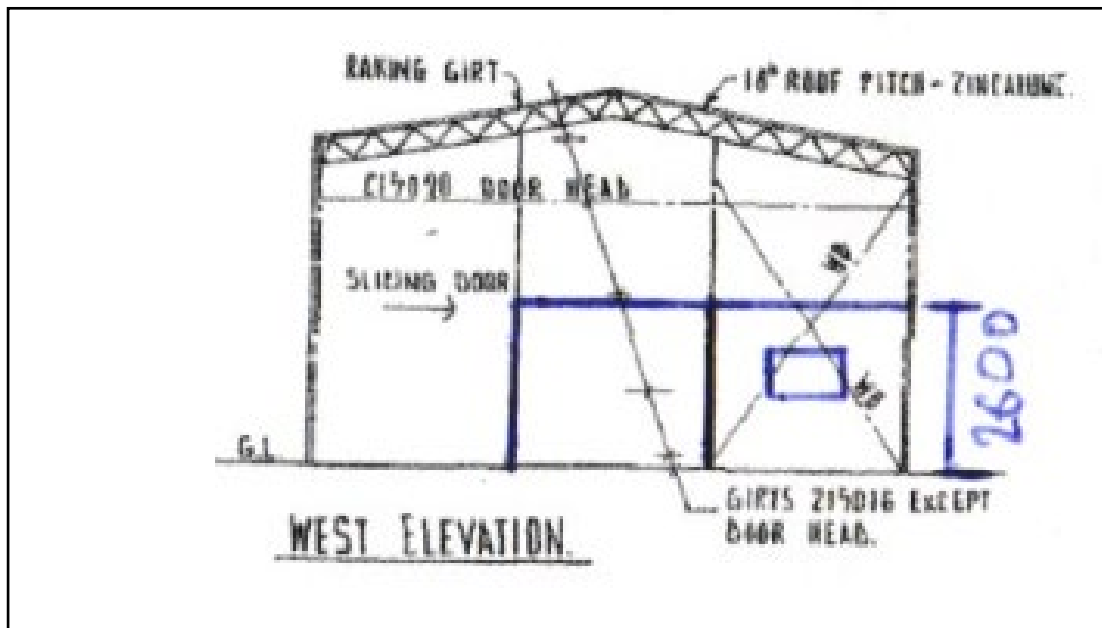
29 NOVEMBER 2023



A floor plan is included below. An elevation is included over page.



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- Zoning and Proposed Land Use / Works***

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

An 'Industry' is listed as 'P' use in the General Industry zone under 'Table 1: Zoning Table' of the Scheme. The 'P' symbol *'means that the use is permitted if it complies with all relevant development standards or requirements of this Scheme'*.

The 'Industry' definition under the Scheme allows for processing of substances, and there is nothing preventing operation of a food premises within an industrial building, as long as they can comply with the separate health requirements.

The Shires Environmental Health Officer has provided the applicant with preliminary advice.

The owners need planning approval for their proposed works.

- 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.

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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).

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) The proposal is to use part of the existing building so there is no real intensification of land use;
- b) The use 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 61(2)(b) exempts permitted uses from the need for planning approval, except where there is a works component.

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.

Food Act 2008 – Before operating a food business it has to be registered with the local government. The owners have been advised that will need to apply for a Food Business Registration Certificate by completing and lodging a Food Act 2008 Notification / Registration Application Form with detailed information to the Shire.

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.

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

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

16 November 2023

ATTACHMENT # 1

5 Vlamingh Crescent

Denham

Business proposal

We are proposing to begin a small business smoking local fish. We plan to convert an area of an existing shed into a commercial kitchen. The area is already enclosed and has been used as temporary accommodation in the past while a caretakers cottage was constructed. It is currently a workshop kitchen.

We will need to line the existing walls with a combination of tiles and insulated cool room panels, and the ceiling with Gyprock and paint. One window will be added on the West wall of the kitchen. The existing door will be painted and fitted with seals to ensure the kitchen area is fully separated from the shed area.

We will then install appliances and stainless steel benches. Plumbing with hot and cold water already exists to the West wall of the shed and this will be used to supply a hand washing sink and food preparation sink.

Cleaning will be done with a tap and sink located outside the shed. All waste water is plumbed to an existing septic tank.

The electric smoker will be located outside on the West wall of the kitchen. There is a concrete slab to support it and an existing wood and shade cloth fence to protect from the wind. We have chosen to use an electric smoker instead of a traditional charcoal smoker in order to reduce environmental impact. This will also reduce any risk of fire, as the fuel and ignition source are well contained.

We do not plan to have a shopfront at the premises.

This business is intended as a project to keep us busy during the slower summer fishing season and allow us the opportunity to travel out of Denham for work. We hope to increase the reach of undervalued, sustainable, local fish by making it an accessible, ready to eat, approachable product.

Details of the cooking facilities

We will use an electric powered hot smoker, designed to reach a temperature high enough to cook the product while infusing it with smoke flavour.

The smoker is designed to be sealed during operation to reduce the escape of smoke and keep the temperature steady. It will be placed outside in a sheltered area. In order to reduce any fire risk, we will have fire plan in place with appropriate fire extinguishers and water source accessible, as well as monitoring the smoker during use.

Fish smoking process

- Fish will be received processed (filleted, skin on) so no processing of the whole fish will be done on site.
- Fish will be placed in brine solution. The base ingredients will be salt, sugar and water.

- The brined fish will be placed in a fridge.
- Fish removed from brine and patted dry, then placed back in fridge to dry further.
- Fish placed on smoker racks and placed in smoker.
- Cooked fish then cooled, vacuum packed, labelled and placed in fridge for storage until transported to sale location.

We would aim for around 200kg per week of fresh fish consisting of local mullet or other local available suitable fish.

Effects to the surrounding area

Any trimming from the fish fillets will be disposed of at the local tip offal pit area.

Smoking wood will be sourced from smoking supply shops. Ash will be disposed of appropriately at the local tip. We will be using an electric powered smoker, not charcoal, to minimise waste ash and amount of smoke produced.

The smoker we intend to use will be powered by electricity and well sealed so there will not be a constant release of smoke during cooking.

We are located in the industrial area. Most of our neighbours are commercial businesses. The Council yard on the South East facing boundary, and vacant land to the South West (see attached satellite image). The nearest residential house is on the opposite side of our block to the smoking area.

The smoking area faces vacant land. Based on this we do not anticipate the amount of smoke generated will cause a problem to the neighbouring properties.

Myself and my husband will be the only employees at this stage. It will be a weekly activity more than daily, as we will be balancing the smoking with working on our fishing business. Deliveries will be received inside the yard, and will not impact surrounding businesses or residents.

Notes to be read with submitted plans

Internal block walls are preexisting, 2600mm high.

West and South walls to be lined internally with fridge panels.

North and East walls to be internally tiled.

Ceiling to be lined with Gyprock on studs at maximum 600mm centres.

Flooring will remain polished concrete and will be sealed to be non-porous.

One aluminium frame window to be added on the West wall, South end as marked on the attached floor plan.

MINUTES OF THE ORDINARY COUNCIL MEETING

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The originally marked window and external door on the West wall, North end do not exist and will not be added.

There is a preexisting door in the East wall, South end that will remain.

Plumbing will remain to the West wall, to be connected to a food preparation sink and a hand washing sink.

The room is already powered. Food safe light fittings to be installed as required on the new ceiling. GPOs will be relocated if necessary.

Bench measurements are approximate examples.

29 NOVEMBER 2023

12.6 PROPOSED PLANNING REFORMS AND CHANGES TO PLANNING LEGISLATION
LP00014 / LP00015

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Fenny
Seconded Cr Smith

Council Resolution

That Council:

- 1. Authorise Liz Bushby of Town Planning Innovations to complete the on line survey and provide general feedback to the Western Australian Planning Commission on the *Draft Planning and Development (Local Planning Scheme) Amendment Regulations (No 3)* and proposed changes to the Shire Councils role in dealing with single houses and associated development as outlined in the body of this report.**

5/0 CARRIED

BACKGROUND

The State Government has been undertaking a series of planning reforms since 2019 when their Action Plan for Planning Reform document was released. The reforms have taken place in stages in the form of changes to planning legislation.

A number of changes have already been implemented in 2020/2021, such as exempting certain types of development from the need for planning approval under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

An example is that any single house that complies with the Residential Design Codes does not need planning approval (which does apply to lots that are Subject to Inundation under the Shires Scheme).

COMMENT

The Minister for Planning introduced the [*Planning and Development Amendment Bill 2023 \(Bill\)*](#) to Parliament on 18 October 2023. It introduces a wide range of changes.

Town Planning Innovations has summarised the main changes in a table.

Key Changes	Summary
1. Establishment of a permanent development assessment pathway for significant developments	There is an existing 'significant development pathway' which was put in place to streamline the planning process for developments of a state significance during the COVID-19 pandemic.

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

Key Changes	Summary
<p>1. (Continued)</p> <p>Establishment of a permanent development assessment pathway for significant developments</p>	<p>It was established in 2020 and initially it was planned to cease on the 29 December 2023.</p> <p>Under the 'significant development pathway' applications are lodged to the Western Australian Planning Commission. The Western Australian Planning Commission is responsible for processing and determining the application.</p> <p>The Western Australian Planning Commission is also responsible for signing off on compliance with any conditions of approval, in consultation with local government.</p> <p>The Bill will permanently establish a 'significant development pathway' with the Western Australian Planning Commission as the decision maker.</p> <p><i>Draft Planning and Development (Significant Development) Regulations 2023</i> include provisions outlining eligibility criteria for the pathway and a series of general procedural provisions.</p> <p>Applicants may opt-in to the new pathway if the development is valued at \$5 million or more.</p> <p>The Bill also introduces new provisions whereby a prospective applicant can lodge a submission to the Minister for Planning requesting authorisation by the Premier for lodgement and determination of an application by the Western Australian Planning Commission.</p> <p>The significant development pathway is intended for applications that raise matters of State or regional importance.</p> <p>Only the 'Applicant Guide' for the significant development pathway was advertised. Advertising closed on the 17 November 2023.</p>
<p>2.</p> <p>Changes to local government roles and responsibilities in decision making on development applications for single houses</p>	<p>The state government has prepared <i>Draft Planning and Development (Local Planning Scheme) Amendment Regulations (No 3) 2023</i>, which will introduce changes whereby all single houses in any zone will be determined by the Shire Chief Executive Officer instead of Council. The Chief Executive Officer can delegate authority to an authorised employee to make these determinations.</p>

MINUTES OF THE ORDINARY COUNCIL MEETING

29 NOVEMBER 2023

Key Changes	Summary
<p>2. <i>(Continued)</i> Changes to local government roles and responsibilities in decision making on development applications for single houses</p>	<p>Development to be determined by the Chief Executive Officer includes anything defined as a 'prescribed single house development' – refer to the draft definition under 'legal implications' in this report.</p> <p>This will not only include single houses, but ancillary development such as carports, outbuildings, house extensions etc</p> <p>This means that most single houses and associated development will not be referred to Council for a decision, and will instead be determined by local government officers.</p> <p>Currently the only exclusion will be if the development is proposed on a 'heritage listed place'.</p> <p>Consultation on the changes closes on the 31 January 2024.</p> <p>A Fact Sheet on the changes is included as Attachment 1.</p>
<p>3. Further reforms to the Development Assessment Panel system, including threshold changes.</p>	<p>The Bill proposes changes to the Development Assessment Panel system which will:</p> <ul style="list-style-type: none"> - Reduce the number of panels from five to three to improve consistency in decision-making. - Appoint full-time, fixed term specialist members, and retain the current pool of sessional members. - Remove mandatory applications so the Development Assessment Panel system will be entirely opt-in for any development valued at \$2 million or more. - Enable community housing development proposals of any size or value to opt-in to the pathway. - Clarify that Responsible Authority Reports are to be submitted by the Chief Executive Officer and not the Council of the local government.
<p>4. Reform of the Western Australian Planning Commission</p>	<p>The Bill includes provisions to implement the recommendations of the review of the Western Australian Planning Commission undertaken, which is consistent with the State Governments Action Plan.</p> <p>The review sought to increase the efficiency and strategic focus of the Western Australian Planning Commission.</p>

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Key Changes	Summary
4. (Continued) Reform of the Western Australian Planning Commission	Amendments are proposed to reform the Western Australian Planning Commission to improve efficiency, streamline membership, and clarify its role as expert advisor and independent decision-making body with the necessary technical expertise. The changes will be implemented through the <i>Planning and Development Amendment Bill 2023</i> .

Town Planning Innovations offers the following comments on each major change:

1. Establishment of a permanent development assessment pathway for significant developments

It is clear that state planning is taking a greater interest and increased active role in processing and determining significant development applications (instead of local governments).

Based on the information available, these applications will be advertised for public comment, and the Shire will be consulted during the advertising period.

All processing, including community consultation, is undertaken by the Western Australian Planning Commission, although they would seek assistance to promote advertising on the Shires website.

2. Changes to local government roles and responsibilities in decision making on development applications for single houses

Only the *Draft Planning and Development (Local Planning Scheme) Amendment Regulations 2023 (No 3)* are being advertised for public comment, until the 31 January 2024. The close of consultation date is unfortunate timing as most local government Councils do not meet in January 2024.

These are the Regulations which will outline the new local governments role and responsibilities in decision making on single house proposals.

The idea behind the changes is to streamline processing of single houses and associated development through determination by the Chief Executive Officer. The Chief Executive Officer can also grant delegation to any employee.

Town Planning Innovations recommends that the Shire support lodgement of a submission on the changes to raise the following issues:

- (a) The only exclusion is where the development is proposed on a 'heritage protected place'. The definition of a 'heritage protected place' only includes places listed or proposed to be listed on the State Heritage Register, or on a heritage list adopted under a local planning scheme.

Places within the Shark Bay World Heritage Area should also be excluded.

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- (b) The proposal includes all single houses and associated development in any zone. The exclusions should be expanded for single houses in any Commercial or Tourism zone, where land use compatibility requires a higher level of consideration.
- (c) Object to outbuildings being included, noting that there have been a number of controversial large outbuilding applications in the Shire of Shark Bay due to its coastal location.
- (d) The Shire has significant areas 'subject to inundation' along its extensive coastlines, including lots along Knight Terrace in Denham townsite. Development on lots 'subject to inundation' should be excluded so that coastal issues and minimum floor areas can be considered by Council.
- (e) Provide flexibility for the Chief Executive Officer to delegate authority to an external planning consultant (who is not an employee) as a 'back up' for the Chief Executive Officer (ie in the event that the Chief Executive Officer has a proximity or financial interest that causes a conflict, or during periods where the Shire is short staffed).
- (f) Raise concern that objectors to development are normally provided with an opportunity to attend Council meetings and make deputations, which provides an open accountable process, and at least gives them a chance to have their say.

Increasing delegation to Chief Executive Officer's for such a broad range of development reduces opportunities for the local community to have their say in a meeting environment. Traditionally public consultation and opportunities for presentations to Council meetings has been an integral part of the planning process for many regional Shires.

- (g) There are a number of very remote sites in the Shire of Shark Bay, where consideration has to be given to sensitive environments, access, bushfire risk, and how development will be serviced. An example is the freehold lots on Dirk Hartog Island. Development of lots on Islands, which is a unique situation, should be excluded from being a 'prescribed single house development'.

It is noted that this could be addressed if development on places in the Shark Bay World Heritage Property are excluded, which would be in line with the existing exclusion for 'heritage protected places'.

3. Further reforms to the Development Assessment Panel system, including threshold changes.

Town Planning Innovations is of the view that making Development Assessment Panel applications 'optional' rather than 'mandatory' may result in an increase of applications being determined by the Western Australian Planning Commission through the 'significant development' pathway.

It re-enforces that there is clearly an increased interest and level of state planning involvement for substantial applications.

4. *Reform of the Western Australian Planning Commission*

The changes aim to provide greater clarity and understanding around the role and functions of the Western Australian Planning Commission.

Some of the changes will provide a better planning outcome such as ensuring that the Chair of the Western Australian Planning Commission has a recognised planning qualification, with diverse skills and expertise relevant to integrated land use planning.

Some increases in delegated authority are also being introduced to streamline decision making. This will likely decrease the number of proposals that need to be referred to the Western Australian Planning Commission Statutory Planning Committee.

The Committee is the Western Australian Planning Commission's regulatory decision-making body. Its functions include approval of the subdivision of land, approval of leases and licences, approval of strata schemes, advice to the Minister on local government planning schemes and scheme amendments, and the determination of certain development applications under the Metropolitan Region Scheme.

LEGAL IMPLICATIONS

Shire of Shark Bay Local Planning Scheme No 4 – The proposed changes to state legislation would override any provisions of the Scheme.

Draft Planning and Development (Local Planning Scheme) Amendment Regulations 2023 (No 3) –

A 'prescribed single house development' (to be determined by the Chief Executive Officer) is defined as:

- (a) the erection of, or alterations or additions to, a single house; or
- (b) the erection or installation of, or alterations or additions to, any of the following that is ancillary or incidental to a single house —
 - (i) an ancillary dwelling;
 - (ii) an outbuilding;
 - (iii) an external fixture;
 - (iv) a boundary wall or fence;
 - (v) a patio;
 - (vi) a pergola;
 - (vii) a verandah;
 - (viii) a deck;
 - (ix) a garage;
 - (x) a carport.

Development in a 'heritage-protected place' is not a prescribed single house development.

Draft Clause 84C(1) states that 'when a prescribed development approval function is performed in relation to prescribed single house development, the function must be performed for and on behalf of the local government by —

- (a) the local government Chief Executive Officer; or
- (b) an authorised employee.

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Draft Clause 84C(2) states that 'a prescribed development approval function cannot be performed by the local government in relation to prescribed single house development otherwise than in accordance with subclause (1) (for example, the function cannot be performed by the council of the local government or a committee of that council).'

Draft Clause 84C(3) effectively outlines that in performing a prescribed development approval function, the Chief Executive Officer is not subject to any direction of the Council.

A copy of the Draft Provisions is included as Attachment 2.

Planning and Development (Local Planning Schemes Regulations 2015 –

Defined a Heritage Protected Place as a place –

- (a) that is entered in the State Register of Heritage Places under the *Heritage Act 2018* section 42; or
- (b) that is under consideration for entry into the State Register of Heritage Places as described in subclause (2); or
- (c) that is the subject of an order under the *Heritage Act 2018* Part 4; or
- (d) that is the subject of a heritage agreement that has been certified under the *Heritage Act 2018* section 90; or
- (e) that is included on a heritage list as defined in clause 7; or
- (f) that is within a heritage area as defined in clause 7.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

No strategic implications have been identified.

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

17 November 2023

ATTACHMENT # 1



Planning Reform



Information Sheet

Local Government Role and Responsibility in the Decision Making Process for Single Houses

Overview and Background

Changes proposed through the Planning and Development Amendment Bill 2023 (**Bill**) will provide the ability to specify that certain types of development applications relating to single houses are to be determined by authorised local government officers. The types of development applications that will be covered by these changes are:

- Single houses; and
- Development ancillary or incidental to that (i.e. any renovations or additions to a single house).

This does not apply in heritage protected places (houses on the State or local register, or in a heritage area). This means that most single house developments will not go to Council for a decision and will instead be determined by local government officers. It is noted that many local government's currently delegate the majority of decision making to their Chief Executive Officer (**CEO**) or planning staff and this practice is encouraged to continue but it is acknowledged that places with heritage value can be of significant public interest to involve the Council.

The intent of this reform is to reduce unnecessary red tape, provide a consistent process for how single house developments are dealt with across the State and improve efficiencies in decision making to assist with the delivery of housing. The changes will also enable the Council to focus on strategic planning, ensuring that local planning frameworks are contemporary and fit for purpose.

Disclaimer

The information in this document provides a summary of the proposed reforms and associated background information, to assist with project understanding.

Planning Reform



Proposed Changes

Part 4 of the Bill proposes to introduce a new section 257C which will provide the ability for Regulations to:

- Prescribe what the development approval functions of the local government are (prescribed development approval function).
- Specify that for certain types of single house developments these functions must be done by the CEO of the local government or employees authorised by the CEO and cannot be done by the Council or a committee of the Council.
- Deal with other matters including the performance of development approval functions, authorisation of local government employees and any supplementary or incidental matters.

Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (**Deemed Provisions**) is proposed to be amended to:

- Identify the development approval functions that these regulations apply to (any decision relating to a development application).
- Define the type of development this applies to being a “prescribed single house development” as:
 - New or alteration and additions to an existing single house;
 - Any development associated with a single house such as ancillary accommodation, patios, boundary walls or fences, garages or carports; and
 - Exclude this part from applying to a heritage protected place (houses on the State or local register, or in a heritage area).
- Outline that development approval functions for the above types of development are to be done by the CEO of the local government or employees authorised by the CEO. Such applications cannot be determined by the Council.
- Outline that such decisions cannot be subject to the direction of the Council. However, Councils have an important role to play in strategic planning for their communities to ensure the local planning frameworks (strategies, schemes and policies) are contemporary and fit for purpose.
- Outline provisions relating to the authorisation of employees who can perform these functions.

The amendments to the Deemed Provisions are required to be separately consulted on. Consultation activities will occur early in 2024.

Planning Reform



3. More Information and Questions

If you require further information, please contact Reform Delivery on 6551 8002 or email planningreform@dplh.wa.gov.au.

Acronyms and Abbreviations Used

- **Bill** – Planning and Development Amendment Bill 2023
- **CEO** – Chief Executive Officer
- **Deemed Provisions** – Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*

29 NOVEMBER 2023

ATTACHMENT # 2

Western Australia

Planning and Development (Local Planning Schemes) Amendment Regulations (No. 3) 2023

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Planning and Development Act 2005

Planning and Development (Local Planning Schemes) Amendment Regulations (No. 3) 2023

Made by the Governor in Executive Council.

1. Citation

These regulations are the *Planning and Development (Local Planning Schemes) Amendment Regulations (No. 3) 2023*.

2. Commencement

These regulations come into operation as follows —

- (a) regulations 1 and 2 — on the day on which these regulations are published on the WA legislation website;
- (b) the rest of the regulations — on [date].

3. Regulations amended

These regulations amend the *Planning and Development (Local Planning Schemes) Regulations 2015*.

4. Schedule 2 Part 10 Division 2A inserted

After Schedule 2 Part 10 Division 2 insert:

Division 2A — Performance of development approval functions in relation to single houses

84A. Terms used

In this Division —

DRAFT

page 1

***Planning and Development (Local Planning Schemes) Amendment
Regulations (No. 3) 2023***

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authorised employee means an employee of the local government authorised by the local government CEO under clause 84D;

prescribed development approval function means any of the following —

- (a) a function of the local government under clause 61A(2) or (4) or Part 8 or 9;
- (b) a function of approving further details of any works or use under a condition of a kind referred to in clause 74(1) imposed on a development approval;
- (c) a function of the local government under this Scheme that is ancillary or incidental to a function referred to in paragraph (a) or (b);

prescribed single house development has the meaning given in clause 84B.

84B. Prescribed single house development

(1) In this Division, ***prescribed single house development*** means development that consists of —

- (a) the erection of, or alterations or additions to, a single house; or
- (b) the erection or installation of, or alterations or additions to, any of the following that is ancillary or incidental to a single house —
 - (i) an ancillary dwelling;
 - (ii) an outbuilding;
 - (iii) an external fixture;
 - (iv) a boundary wall or fence;
 - (v) a patio;
 - (vi) a pergola;
 - (vii) a verandah;
 - (viii) a deck;
 - (ix) a garage;
 - (x) a carport.

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- (2) Despite subclause (1), development in a heritage-protected place is not ***prescribed single house development***.

84C. Performance of prescribed development approval functions in relation to prescribed single house development

- (1) When a prescribed development approval function is performed in relation to prescribed single house development, the function must be performed for and on behalf of the local government by —
- (a) the local government CEO; or
 - (b) an authorised employee.
- (2) A prescribed development approval function cannot be performed by the local government in relation to prescribed single house development otherwise than in accordance with subclause (1) (for example, the function cannot be performed by the council of the local government or a committee of that council).
- (3) In performing a prescribed development approval function for and on behalf of the local government in relation to prescribed single house development, the local government CEO or an authorised employee —
- (a) is not subject to the direction of the council of the local government or a committee of that council; and
 - (b) may, if the performance of the function is dependent on the opinion, belief or state of mind of the local government, perform the function on the opinion, belief or state of mind of the CEO or authorised employee (as the case requires).

84D. Authorisation of employees

- (1) The local government CEO may authorise any employee of the local government to perform prescribed development approval functions for and on behalf of the local government in relation to prescribed single house development.

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- (2) An authorisation under this clause must be in writing and may be general or limited to prescribed development approval functions of a specified class.

Clerk of the Executive Council

29 NOVEMBER 2023

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There were no motions of which previous notice have been given for the November 2023 Ordinary Council meeting.

14.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

There were no questions by members of which due notice haven been given for the November 2023 Ordinary Council meeting.

15.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There were no urgent business items presented to the November 2023 Ordinary Council meeting.

16.0 MATTERS BEHIND CLOSED DOORS

There were not matters behind closed doors presented to the November 2023 Ordinary Council meeting.

17.0 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 13 December 2023, commencing at 3.00 pm.

18.0 CLOSURE OF MEETING

As there was no further business, the President closed the Ordinary Council meeting at 4.15 pm.