

# SHIRE OF SHARK BAY UNCONFIRMED MINUTES

28 February 2024

## ORDINARY COUNCIL MEETING



SHARK BAY AUSTRALIA DAY 2024 AWARD WINNERS



28 FEBRUARY 2024



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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.

28 FEBRUARY 2024

The unconfirmed 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 28 February 2024 commencing at 1.00 pm.

**TABLE OF CONTENTS**

<b>1.0</b>	<b>Declaration of Opening</b>	<b>4</b>
<b>2.0</b>	<b>Acknowledgement of Country</b>	<b>4</b>
<b>3.0</b>	<b>Record of Attendances / Apologies / Leave of Absence Granted</b>	<b>4</b>
<b>4.0</b>	<b>Response To Previous Public Questions On Notice</b>	<b>4</b>
<b>5.0</b>	<b>Public Question Time</b>	<b>4</b>
<b>6.0</b>	<b>Applications For Leave Of Absence</b>	<b>6</b>
6.1	Application For Leave Of Absence – Councillor Fenny	6
6.2	Application For Leave Of Absence – Councillor Bellottie	8
<b>7.0</b>	<b>Petitions</b>	<b>10</b>
<b>8.0</b>	<b>Confirmation Of Minutes</b>	<b>10</b>
8.1	Confirmation of the Minutes of the Ordinary Council meeting held on 13 December 2023	10
8.2	Confirmation of the Minutes of the Special Council meeting held on 12 February 2024	10
<b>9.0</b>	<b>Announcements By The Chair</b>	<b>10</b>
<b>10.0</b>	<b>Administration Report</b>	<b>12</b>
10.1	Development Assessment Panels	12
<b>11.0</b>	<b>Finance Report</b>	<b>14</b>
11.1	Schedule of Accounts Paid to be Received	14
11.2	Financial Reports To 31 December 2023	37
11.3	Financial Reports To 31 January 2024	61
<b>12.0</b>	<b>Town Planning Report</b>	<b>85</b>
12.1	Delegated Authority For Holiday House Applications	85
12.2	Proposed Chalets In Existing Caravan Park – Lot 100 (1) Stella Rowley Drive, Denham	90
12.3	Proposed Office – Lot 285 (33) Vlamingh Crescent, Denham	101
12.4	Planning Application Seeking Retrospective Approval For Retaining Walls – Lot 17 (16) Terry Dechamps Way, Denham	108
<b>13.0</b>	<b>Motions of Which Previous Notice Has Been Given</b>	<b>128</b>
<b>14.0</b>	<b>Questions by Members of Which Due Notice Has Been Given</b>	<b>128</b>
<b>15.0</b>	<b>Urgent Business Approved By The Person Presiding Or By Decision</b>	<b>128</b>
<b>16.0</b>	<b>Matters Behind Closed Doors</b>	<b>128</b>
16.1	Legal Advice On Planning Application For Retaining Walls – Lot 17 (16) Terry Deschamps Way, Denham	129
16.2	Design and Construction of Essential Worker Accommodation Request for Quotation	130
16.3	PERFORMANCE APPRAISAL AND SALARY REVIEW – Chief Executive Officer	131
<b>17.0</b>	<b>Date And Time Of Next Meeting</b>	<b>132</b>
<b>18.0</b>	<b>Closure of Meeting</b>	<b>132</b>

28 FEBRUARY 2024

**1.0 DECLARATION OF OPENING**

The President declared the Ordinary Council meeting open at 1.07pm.

**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 P Stubberfield	Deputy President
Cr G Ridgley	
Cr M Smith	
Cr M Vankova	

Mr D Chapman	Chief Executive Officer
Mrs D Wilkes	Deputy Chief Executive Officer
Mrs R Mettam	Executive Assistant

**APOLOGIES**

Cr Fenny	Application for Leave of Absence Item 6.1 of this agenda
Cr L Bellottie	Application for Leave of Absence Item 6.2 of this agenda

**VISITORS**

4 visitors in the gallery

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

There were no previous public questions on notice.

**5.0 PUBLIC QUESTION TIME**

The President opened public question time at 1.08pm.

Ms Janine Guenther asked since short-term holiday rentals needed to be registered, how many applications for short-term holiday rentals have been rejected based on the relevant points listed in the Shire of Shark Bay Local Planning Scheme No. 4 under 32.15.

And how many have been approved.

The President advised that the Shire of Shark Bay has a Holiday House policy which was adopted by Council in 2020.

The Chief Executive Officer advised that the Council take on notice Ms Guenther's questions.



28 FEBRUARY 2024

Ms Faye Castling asked about the recycling of cardboard within the Shire.

The Chief Executive Officer replied that the Bailing machine is being used and arrangements are being organised for the cardboard to be transported to Perth and recycled.

Mr Tim Hargreaves would like to know how much support he can get from Council with the ongoing social / community problems.

The President replied hopefully it will be addressed by the Department of Communities and other appropriate Departments.

The President closed public question time at 1.25pm

28 FEBRUARY 2024

**6.0 APPLICATIONS FOR LEAVE OF ABSENCE**

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

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Stubberfield

Seconded Cr Smith

**Council Resolution**

**Councillor Fenny is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on Wednesday 28 February 2024.**

**5/0 CARRIED**

Background

Councillor Fenny has applied for leave of absence from the Ordinary meeting of Council scheduled for Wednesday 28 February 2024. The Council in accordance with Section 2.25 of the ***Local Government Act 1995*** as amended may by resolution grant leave of absence to a member.

Comment

Councillor Fenny has advised the Chief Executive Officer, he will be unable to attend the Ordinary Council meeting of Council scheduled to be held on Wednesday 28 February 2024 and has requested leave of absence be granted by Council for this meeting.

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

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

Legal Implications

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

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

28 FEBRUARY 2024

- (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                      8 February 2024

28 FEBRUARY 2024

6.2 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR BELLOTTIE  
GV00010

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved

Cr Smith

Seconded

Cr Vankova

**Council Resolution**

**Councillor Bellottie is *granted* leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on Wednesday 28 February 2024.**

**5/0 CARRIED**

Background

Councillor Bellottie has applied for leave of absence from the ordinary meeting of Council scheduled for Wednesday 28 February 2024. 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 28 February 2024 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

- (6) A council may, by resolution grant leave of absence to a member.
- (7) 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.
- (8) The granting of leave, or refusal to grant leave and reasons for that refusal, is to be recorded in the minutes for the meeting.
- (9) 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.
- (10) 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 –

28 FEBRUARY 2024

- c) If no meeting of the council at which a quorum is present is actually held on that day; or
- d) If the non attendance occurs while –
  - iv. 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)
  - v. while proceedings in connection with the disqualification of the member have been commenced or are pending; or
  - vi. while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no financial implications relative to this report.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer      *D Chapman*

Date of Report                      20 February 2024

28 FEBRUARY 2024

**7.0 PETITIONS**

No petitions were presented to the February 2024 Ordinary Council meeting.

**8.0 CONFIRMATION OF MINUTES**

**8.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 13 DECEMBER 2023**

Moved            Cr Stubberfield  
Seconded       Cr Vankova

**Council Resolution**

**That the minutes of the Ordinary Council meeting held on 13 December 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 12 FEBRUARY 2024**

Moved            Cr Vankova  
Seconded       Cr Stubberfield

**Council Resolution**

**That the minutes of the Special Council meeting held on 12 February 2024, as circulated to all Councillors, be confirmed as a true and accurate record.**

**5/0 CARRIED**

**9.0 ANNOUNCEMENTS BY THE CHAIR**

9.1 The President read aloud the Proclamation for International Dark Sky Week 2024

**Astrotourism Towns, Western Australia**

WHEREAS, the experience of standing beneath the Milky Way in the Shire of Shark Bay, inspires feelings of wonder and awe, and encourages a growing interest in science and nature, especially among young people and visitors to our community; and

WHEREAS, the Shire of Shark Bay, is known for its world-class dark night sky and invites visitors to see the spectacular Milky Way at our dark sky locations including [PLACE]; and

WHEREAS, the Shire of Shark Bay, is participating in Western Australia's Astrotourism Towns Project to share and protect its dark night sky with the aims of



28 FEBRUARY 2024

building regional tourism and growing community awareness about the reduction of light pollution; and

WHEREAS, 80% of the world's population, including people in cities like Perth, lives under a dome of light pollution - excessive artificial lighting at night that disrupts natural darkness - and may never experience the visual wonder or ecological and health benefits of living under a dark sky; and

WHEREAS, Astrotourism WA CEO, Carol Redford is a Dark Sky Advocate with DarkSky International, the globally-recognised authority on light pollution. DarkSky International has created International Dark Sky Week to raise awareness of light pollution, and provide free education, resources, and solutions to the public to encourage the protection of and enjoyment of dark skies and responsible outdoor lighting.

Therefore, I, Cheryl Lorraine Cowell, Shire President of the Shire of Shark Bay, do hereby declare 2-8 April 2024 as:

### **INTERNATIONAL DARK SKY WEEK**

The Shire of Shark Bay gives permission to DarkSky International to publish this proclamation in its efforts to promote International Dark Sky Week.

In the Shire of Shark Bay, I ask each resident to join me, not only in observing and celebrating this important week, but also in raising awareness and support for protecting our precious dark sky so that we can share it with visitors for many decades to come.

- 9.2 The Chief Executive Officer made an announcement and gave a Presentation to Cr Cowell the President of the Shire of Shark Bay, with a certificate of appreciation from the Western Australian Local Government Association for the following dedication:

- Zone Councillor 2011 to Current
- Zone Deputy Chair 2013 – 2015
- Zone Chair 2015 – 2023
- Deputy State Councillor 2013 – 2015
- State Councillor 2015 – 2023

28 FEBRUARY 2024

**10.0 ADMINISTRATION REPORT**

**10.1 DEVELOPMENT ASSESSMENT PANELS**  
LP00003

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved

Cr Smith

Seconded

Cr Stubberfield

**Council Resolution**

**That Council nominate the following four elected members,**

**Cr Stubberfield and Cr Smith as the delegates**

**And Deputies are to be:**

**Cr Cowell for Cr Smith, and**

**Cr Ridgley for Cr Stubberfield**

**to sit on the Development Assessment Panel to the 26 January 2026.**

**5/0 CARRIED**

Background

The Minister for Planning; Culture and the Arts; Science and Innovation, Mr John Day has requested Council nominate four elected members of Council to sit on Development Assessment Panels in 2011.

The Planning and Development (Development Assessment Panels) Regulations 2011 (the regulations), which establish the operational framework for Development Assessment Panels were gazetted on the 24 March 2011.

Fifteen Development Assessment Panels will become operational on the 1 July 2011. The Gascoyne Region will form a joint Development Assessment Panel. Each Development Assessment Panel has a total of five members, comprising three specialist members, one being the presiding member and two Local Government members.

(Established: 01/07/2011)

Once Councillors have been elected to this panel they then have to be approved as this is a ministerial appointment.

*The objective of the Development Assessment Panel is to determine applications made to local government that meet the type and value thresholds specified under the Planning and Development (Development Assessment Panels) Regulations 2011.*

28 FEBRUARY 2024

At the Special Council meeting held on the 25 October 2023 Council resolved the following:

***That the resolution made at the Special Council meeting held on the 27 October 2021 stands until the 26 January 2024.***

***That Councillor Cowell and Councillor Bellottie confirmed as Council's representatives and Councillor Ridgley is the Deputy delegate for Councillor Cowell and Councillor Fenny is the Deputy delegate for Councillor Bellottie on the Development Assessment Panel.***

***That the administration bring a report back to a future Council meeting to allocate members for the next term of office as directed by the Government of Western Australia's Development Assessment Panels.***

Comment

Council now needs to appoint Councillors as the member for the Development Assessment Panels and their deputy delegates.

The term of office will be from 28 February 2024 to 26 January 2026

Legal Implications

*Planning and Development Act 1995*

Shire of Shark Bay Town Planning Scheme No. 4

Policy Implications

All relevant policies pursuant to the Town Planning Scheme

Financial Implications

The financial impost that will be placed on Council would be costs associated with travel and accommodation when the Development Assessment Panel is required to convene.

Strategic Implications

State Government legislative requirement that regional Local Authorities will have to accommodate.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

*D Chapman*

Date of Report

16 February 2024

28 FEBRUARY 2024

**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 Ridgley

Seconded

Cr Vankova

**Council Resolution**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$930,666.34 be accepted.**

**5/0 CARRIED**

Comment

The schedules of accounts for payment covering -

Municipal fund BPay payments for the month of January 2024 totalling \$1,759.84

Municipal fund credit card direct debits for the month of December 2023 and January 2024 totalling \$10,604.03

Municipal fund direct debits to Council for the month of December 2023 and January 2024 totalling \$66,247.98

Municipal fund account electronic payment numbers MUNI 31809 to 31901 for December 2023 and 31902 to 31999 for January 2024 totalling \$532,206.92

Municipal fund account for December 2023 and January 2024 payroll totalling \$291,055.97

Municipal fund Police Licensing for December 2023 and January 2024 transaction numbers 220330 and 222335 totalling \$28,791.60 and

No Trust fund account cheque numbers were issued for December 2023 and January 2024 totalling \$0

The schedule of accounts submitted to each member of Council on **23 February 2024** 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.

28 FEBRUARY 2024

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

Chief Executive Officer

*D Chapman*

Date of Report

22 February 2024

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY – MUNI

ELECTRONIC BPAY TRANSACTIONS  
JANUARY 2024

NAME	DATE	DESCRIPTION	AMOUNT
BPAY	04/01/2024	AWARE SUPER	377.96
BPAY	04/01/2024	GESB	1381.88
		<b>TOTAL</b>	<b>1,759.84</b>

## SHIRE OF SHARK BAY – CREDIT CARD

PERIOD – DECEMBER 2023

**TOTAL      \$2,614.05**

## EMCD

DATE	NAME	DESCRIPTION	AMOUNT
26/10/2023	THE GOOD GUYS	SMART TV FOR TRANSIT HOUSE – 16A SUNTER PLACE	\$ 295.00
30/10/2023	SURVEY MONKEY	SURVEY TO GYM MEMBERS REGARDING GYM EQUIPMENT UPGRADE	\$ 90.00
03/11/2023	SHIRE OF SHARK BAY	MOTOR VEHICLE LICENCE 3 NOVEMBER 2023 TO 02 NOVEMBER 2024 FOR NEW CATERPILLAR ROLLER (P216)	\$ 115.35
10/11/2023	ST JOHN AMBULANCE	PROVIDE FIRST AID COURSE FOR BUILDING AND PLANNING ADMINISTRATION OFFICER	\$ 170.00
		<b>TOTAL</b>	<b>\$ 670.35</b>

## SFA

DATE	NAME	DESCRIPTION	AMOUNT
17/10/2023	PAPER PLUS	BATTERIES 9V FOR FORESHORE GARDENS	\$ 36.20
18/10/2023	LEADING ROLES	LUNCH AND LEARN WEBINAR COURSE FOR SUPERVISOR ADMINISTRATION AND FINANCE	\$ 495.00
20/10/2023	LOCAL GOVERNMENT MANA	2023/2024 FULL MEMBERSHIP LG PROFESSIONALS WA	\$ 531.00



UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

27/10/2023	STARLINK AUSTRALIA	STARLINK INTERNET 20 SEPTEMBER TO 19 OCTOBER 2023 FOR TAMALA CAMP (PP118), REFUSE SITE AND BUSH FIRE BRIGADE	\$	452.00
1/11/2023	SHIRE OF SHARK BAY	MOTOR VEHICLE LICENCE 28 NOVEMBER 2023 TO 30 JUNE 2024 FOR FINANCE VEHICLE (P211)	\$	258.60
1/11/2023	STATEWIDE APPLIANCE	TWO COFFEE MILK TANKS FOR COFFEE MACHINE AT ADMINISTRATION OFFICE	\$	140.90
4/11/2023	BELONG	BELONG INTERNET FOR RECREATION CENTRE DOOR ENTRY	\$	15.00
4/11/2023	BELONG	BELONG INTERNET FOR DENHAM HALL DOOR ENTRY	\$	15.00
		<b>TOTAL</b>	<b>\$</b>	<b>1,943.70</b>

**SHIRE OF SHARK BAY – CREDIT CARD  
PERIOD – JANUARY 2024**

**TOTAL \$7,989.98**

**CEO**

DATE	NAME	DESCRIPTION	AMOUNT
23/11/2023	IKEA PTY LTD	STORAGE CABINETS - SBDC	\$ 3249.00
23/11/2023	IKEA PTY LTD	STORAGE CABINETS, TABLES AND CHAIRS – SBDC	\$ 1628.00
24/11/2023	ON THE DECK - CARNARVON	ZONE MEETING - COFFEES	\$ 19.50
27/11/2023	HARVEY NORMAN ONLINE	DASH CAMERA – WORKS MANAGER VEHICLE	\$ 691.99
		<b>TOTAL</b>	<b>\$ 5,588.49</b>

**EMCD**

DATE	NAME	DESCRIPTION	AMOUNT
23/11/2023	WOOLWORTHS ONLINE	SELECTION OF GIFTS - 2023 SENIORS CHRISTMAS LUNCH	\$ 92.00
23/11/2023	WOOLWORTHS ONLINE	CATERING SUPPLIES - 2023 SENIORS CHRISTMAS LUNCH	\$ 114.60
23/11/2023	WOOLWORTHS ONLINE	SELECTION OF GIFTS - 2023 SENIORS CHRISTMAS LUNCH	\$ 15.00
23/11/2023	CUSTOM DESIGN & CUTT	OFF CUTS & LASER CUTTING - COMMUNITY DEVELOPMENT PROJECT	\$ 66.00

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

26/11/2023	REJECT SHOP	LOLLY JARS - SHIRE CHRISTMAS PARTY 2023	\$ 110.00
29/11/2023	WOOLWORTHS ONLINE	CATERING SUPPLIES - 2023 SENIORS CHRISTMAS LUNCH	\$ 404.49
		<b>TOTAL</b>	<b>\$ 802.09</b>

**SFA**

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
20/11/2023	SHARK BAY BAKERY	STAFF REFRESHMENTS STAFF MEETING	\$ 53.00
22/11/2023	TELSTRA PREPAID	12 MONTH PREPAID INTERNET FOR FINANCE SUPERVISOR INTERNET WORK LAPTOP FOR WORKING FROM HOME	\$ 160.00
24/11/2023	SHIRE OF SHARK BAY	CATERING LUNCH FOR STAFF TRAINING - NUTS AND BOLTS - REVENUE AND EXPENDITURE OFFICERS	\$ 36.50
24/11/2023	BIG W ONLINE	NEW CHRISTMAS TREE - FRONT COUNTER	\$ 56.95
27/11/2023	STARLINK AUSTRALIA PTY	STARLINK INTERNET 20 DECEMBER 2023 TO 19 JANUARY 2024 FOR TAMALA CAMP (PP118), REFUSE SITE AND BUSH FIRE BRIGADE	\$ 452.00
29/11/2023	AUDIBLE LIMITED	BUILDING AND PLANNING OFFICER MISTAKENLY USED CREDIT CARD TO PURCHASE AUDIO BOOK FOR PERSONAL USE - WILL REIMBURSE THE SHIRE	\$ 14.95
30/11/2023	CARNARVON GATEWAY MOTEL	ACCOMODATION AND MEALS FOR MAIN ROADS TRAINING - M. BULLOCK & C. MCGILL	\$ 796.00
4/12/2023	BELONG	BELONG INTERNET 04 DECEMBER 2023 TO 03 JANUARY 2024 FOR RECREATION CENTRE DOOR ENTRY	\$ 15.00
4/12/2023	BELONG	BELONG INTERNET 04 DECEMBER 2023 TO 03 JANUARY 2024 FOR DENHAM HALL DOOR ENTRY	\$ 15.00
		<b>TOTAL</b>	<b>\$ 1,599.40</b>

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

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

<b>DD #</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
DD17535.1	03/12/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-3006.99
DD17535.2	03/12/2023	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-675.09
DD17535.3	03/12/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	-292.50
DD17535.4	03/12/2023	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-313.11
DD17535.5	03/12/2023	AMP SUPER DIRECTIONS FUND	SUPERANNUATION CONTRIBUTIONS	-265.36
DD17535.6	03/12/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17535.7	03/12/2023	CRUELTY FREE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-242.53
DD17535.8	03/12/2023	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-511.43
DD17535.9	03/12/2023	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-495.02
DD17536.1	21/12/2023	VIVA ENERGY AUSTRALIA	MONTHLY FUEL CARD ACCOUNT - NOVEMBER 2023	-105.02
DD17540.1	15/12/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE AND SERVICE CHARGES	-3151.26
DD17540.2	20/12/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE AND SERVICE CHARGES	-4957.92
DD17540.3	21/12/2023	WATER CORPORATION - OSBORNE PARK	EMERGENCY SERVICES BUILDING - WATER USAGE AND SERVICE CHARGES	-449.17
DD17540.4	27/12/2023	WATER CORPORATION - OSBORNE PARK	DEPOT - WATER USAGE	-162.27
DD17540.5	07/12/2023	WATER CORPORATION - OSBORNE PARK	FISH CLEANING FACILITIES - WATER USAGE	-0.74
DD17540.6	18/12/2023	WATER CORPORATION - OSBORNE PARK	SHIRE PROPERTIES - WATER USAGE AND SERVICE CHARGES	-2336.01
DD17544.1	17/12/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1879.25
DD17544.2	17/12/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	-585.00
DD17544.3	17/12/2023	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-313.11
DD17544.4	17/12/2023	AMP SUPER DIRECTIONS FUND	SUPERANNUATION CONTRIBUTIONS	-320.36
DD17544.5	17/12/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-349.79

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17544.6	17/12/2023	CRUELTY FREE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-158.35
DD17544.7	17/12/2023	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-497.02
DD17544.8	17/12/2023	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-513.48
DD17544.9	17/12/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-4027.68
DD17546.1	31/12/2023	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-338.78
DD17546.2	31/12/2023	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	-487.50
DD17546.3	31/12/2023	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-288.81
DD17546.4	31/12/2023	AMP SUPER DIRECTIONS FUND	SUPERANNUATION CONTRIBUTIONS	-265.36
DD17546.5	31/12/2023	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17546.6	31/12/2023	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-497.02
DD17546.7	31/12/2023	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17546.8	31/12/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-4027.67
DD17546.9	31/12/2023	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17535.10	03/12/2023	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-4621.60
DD17535.11	03/12/2023	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-341.31
DD17535.12	03/12/2023	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-407.28
DD17535.13	03/12/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-81.78
DD17535.14	03/12/2023	CARE SUPER	SUPERANNUATION CONTRIBUTIONS	-160.35
DD17535.15	03/12/2023	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-301.44
DD17544.10	17/12/2023	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-426.38
DD17544.11	17/12/2023	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-423.36
DD17544.12	17/12/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-126.38
DD17544.13	17/12/2023	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-275.00
DD17544.14	17/12/2023	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-841.13
DD17546.10	31/12/2023	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-26.02
DD17546.11	31/12/2023	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-275.00
DD17546.12	31/12/2023	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1391.64
DD17546.13	31/12/2023	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-516.35
			<b>TOTAL</b>	<b>\$43,610.26</b>

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

**SHIRE OF SHARK BAY – MUNI DIRECT DEBITS  
JANUARY 2024**

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17560.1	14/01/2024	URL NETWORKS PTY LTD	SHIRE OFFICES TELEPHONE CHARGES	-104.00
DD17562.1	14/01/2024	VIVA ENERGY AUSTRALIA	MONTHLY FUEL CARDS - DECEMBER 2023	-540.09
DD17565.1	02/01/2024	EXETEL PTY LTD	SHIRE ADMINISTRATION OFFICE - INTERNET CHARGES	-382.35
DD17568.1	14/01/2024	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-205.66
DD17568.2	14/01/2024	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-288.81
DD17568.3	14/01/2024	AMP SUPER DIRECTIONS FUND	SUPERANNUATION CONTRIBUTIONS	-265.36
DD17568.4	14/01/2024	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17568.5	14/01/2024	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-497.02
DD17568.6	14/01/2024	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17568.7	14/01/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3947.02
DD17568.8	14/01/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-299.58
DD17568.9	14/01/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1786.00
DD17571.1	19/01/2024	WATER CORPORATION - OSBORNE PARK	COMMUNITY STANDPIPE - SERVICE CHARGES	-31.16
DD17571.2	31/01/2024	WATER CORPORATION - OSBORNE PARK	COMMUNITY STANDPIPE - WATER USAGE	-11.47
DD17580.1	28/01/2024	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1678.41
DD17580.2	28/01/2024	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-516.36
DD17580.3	28/01/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	-502.50
DD17580.4	28/01/2024	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-288.81
DD17580.5	28/01/2024	AMP SUPER DIRECTIONS FUND	SUPERANNUATION CONTRIBUTIONS	-265.36
DD17580.6	28/01/2024	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-470.41
DD17580.7	28/01/2024	CRUELTY FREE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-180.39
DD17580.8	28/01/2024	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-497.02
DD17580.9	28/01/2024	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-470.41

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD17568.10	14/01/2024	AUSTRALIAN RETIREMENT TRUST	SUPERANNUATION CONTRIBUTIONS	-703.61
DD17568.11	14/01/2024	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-275.00
DD17568.12	14/01/2024	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-516.35
DD17580.10	28/01/2024	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3864.44
DD17580.11	28/01/2024	EQUIP SUPER	SUPERANNUATION CONTRIBUTIONS	-128.24
DD17580.12	28/01/2024	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-376.33
DD17580.13	28/01/2024	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-136.45
DD17580.14	28/01/2024	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-193.29
DD17580.15	28/01/2024	ASGARD ELEMENTS SUPER ACCOUNT	SUPERANNUATION CONTRIBUTIONS	-275.00
			<b>TOTAL</b>	<b>\$22,637.72</b>

**SHIRE OF SHARK BAY – MUNI EFT  
DECEMBER 2023  
EFT 31809 - 31901**

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31809	01/12/2023	SHARK BAY AVIATION	BOOKEASY OPERATOR PAYMENT - NOVEMBER 2023	-616.80
EFT31810	01/12/2023	HARTOG COTTAGES	BOOKEASY OPERATOR PAYMENT - NOVEMBER 2023	-290.40
EFT31811	01/12/2023	ISLAND LIFE ADVENTURES PTY LTD	BOOKEASY OPERATOR PAYMENT - NOVEMBER 2023	-4356.00
EFT31812	01/12/2023	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	BOOKEASY OPERATOR PAYMENT - NOVEMBER 2023	-7330.40
EFT31813	01/12/2023	PINNACLE COACHLINES	BOOKEASY OPERATOR PAYMENT - NOVEMBER 2023	-218.94
EFT31814	01/12/2023	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOKEASY OPERATOR PAYMENT - NOVEMBER 2023	-396.42
EFT31815	01/12/2023	SHARK BAY DIVE AND MARINE SAFARIS	BOOKEASY OPERATOR PAYMENT - NOVEMBER 2023	-4593.08



## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31816	01/12/2023	SHARK BAY 4WD TOURS	BOOEASY OPERATOR PAYMENT - NOVEMBER 2023	-7526.64
EFT31817	01/12/2023	SHARK BAY COASTAL TOURS	BOOEASY OPERATOR PAYMENT - NOVEMBER 2023	-4268.00
EFT31818	01/12/2023	DENHAM WA PTY LTD	BOOEASY OPERATOR PAYMENT - NOVEMBER 2023	-475.20
EFT31819	01/12/2023	SHIRE OF SHARK BAY	BOOEASY OPERATOR COMMISION - NOVEMBER 2023	-4271.95
EFT31820	01/12/2023	TASMAN HOLIDAY PARKS - DENHAM SEASIDE	BOOEASY OPERATOR PAYMENT - NOVEMBER 2023	-1169.52
EFT31821	07/12/2023	AUSTRALIA POST	MONTHLY POSTAL SERVICE - NOVEMBER 2023	-160.01
EFT31822	07/12/2023	ABROLHOS STEEL PTY LTD	ELTRAK CARRIAGE FOUR WHEEL FOR DEPOT SHED DOORS	-2803.20
EFT31823	07/12/2023	AIYANA JOAN CHRISTI WRIGHT	SBDC MERCHANDISE - SERVING BOARDS	-220.00
EFT31824	07/12/2023	BRANDCONNECT AUSTRALIA	SBDC MERCHANDISE - TOTE BAGS, PENS, AND KEY RINGS	-2959.00
EFT31825	07/12/2023	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKING FEE - OCTOBER 2023	-1011.32
EFT31826	07/12/2023	BOC LIMITED	CONTAINER RENTAL - NOVEMBER 2023	-42.53
EFT31827	07/12/2023	BEAVIS & SMITH CLEANING & CHEMICALS	MONTHLY CLEANING ACCOUNT - NOVEMBER 2023	-21580.99
EFT31828	07/12/2023	C J D EQUIPMENT PTY LTD	HYDRAULIC CYLINDER FOR VOLVO WHEEL LOADER (P191)	-1265.36
EFT31829	07/12/2023	CROMMELINS MACHINERY	9HP ROBIN ENGINE KEY SHAFT FOR PEDESTRIAN VIBRATING ROLLER (PP113)	-1204.50
EFT31830	07/12/2023	CORSIGN	ALUMINIUM STENCIL SETS FOR TOWN STREET MAINTENANCE	-599.50
EFT31831	07/12/2023	ETCHED GLASS DESIGN	SBDC MERCHANDISE - VARIOUS GLASSES AND PRESENTATION CYLINDERS	-2608.75
EFT31832	07/12/2023	SHARK BAY SUPERMARKET	SUPERMARKET ACCOUNT - NOVEMBER 2023	-312.26
EFT31833	07/12/2023	FAR WEST ELECTRICAL	INSTALLATION AND TESTING OF TWO AIR CONDITIONERS AT REFUSE SITE OFFICE DONGA	-3031.48

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31834	07/12/2023	GERALDTON HYDRAULICS	HOSETAILS, RED BUSH FITTINGS AND T-BOLT CLAMPS FOR FREIGHTLINER PRIME MOVER (P174)	-414.32
EFT31835	07/12/2023	GERALDTON LOCK AND KEY	SUPPLY MORTICE LOCK TO REPLACE DISCONTINUED LOCK AND KEY CUTS - SHARK BAY RECREATION CENTRE	-235.01
EFT31836	07/12/2023	HORIZON POWER	STREET LIGHTING - NOVEMBER 2023	-4463.62
EFT31837	07/12/2023	TEAM GLOBAL EXPRESS PTY LTD (PREVIOUSLY IPEC, TOLL)	FREIGHT - THINK WATER AND PURCHER	-187.69
EFT31838	07/12/2023	JASON SIGNMAKERS	STEEL POSTS AND CUSTOM SIGNS FOR BOAT RAMP CAR PARK	-2295.46
EFT31839	07/12/2023	MADISON MUELLER ART	SBDC MERCHANDISE - TOWELS INCLUDING FREIGHT	-385.50
EFT31840	07/12/2023	DENHAM NATURETIME - 4WD TOURS/PHOTOGRAPHY TOURS	SBDC MERCHANDISE - SPEAK OF THE DEVIL BOOKS, MUGS AND POSTCARDS	-259.00
EFT31841	07/12/2023	PATRICIA POPE	SBDC MERCHANDISE - PAINTED CANVAS	-150.00
EFT31842	07/12/2023	PRINTLOGIC	ADVERTISEMENT IN AUSTRALIA'S CORAL COAST HOLIDAY PLANNER 2024	-1139.00
EFT31843	07/12/2023	XL2	MANAGED IT SERVICES	-247.50
EFT31844	07/12/2023	QUEENSBERRY INFORMATION TECHNOLOGY	ANNUAL PAYMENT FOR BOOKEASY GATEWAY FEES - SEPTEMBER 2022 TO AUGUST 2023	-544.50
EFT31845	07/12/2023	R & L COURIERS	MONTHLY FREIGHT ACCOUNT - OCTOBER 2023	-555.50
EFT31846	07/12/2023	LYONS ENTERPRISES-SHARK BAY CAR HIRE	MONTHLY CAR HIRE FOR VISITING MEDICAL STAFF INCLUDING FUEL - NOVEMBER 2023	-1255.10
EFT31847	07/12/2023	WINC AUSTRALIA PTY LIMITED	CUSTOM STAMP FOR CREDIT CARD PAYMENTS	-218.90
EFT31848	07/12/2023	SHARK BAY NEWSAGENCY & POSTAL AGENCY	NEWSAGENCY ACCOUNT - JULY TO NOVEMBER 2023	-457.58
EFT31849	07/12/2023	SHARK BAY COMMUNITY RESOURCE CENTRE	THANK A VOLUNTEER DAY 2023 - CATERING AND SUPPLY OF EVENT CERTIFICATES	-200.00
EFT31850	07/12/2023	MOORE AUSTRALIA	CONTRACT FINANCIAL SERVICES TASKS - COMPILATION OF THE STATEMENT OF FINANCIAL ACTIVITY, END OF MONTH INDEPENDENT REVIEW	-3712.50

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
			SERVICE AND REPORT TO THE CEO FOR THE PERIOD ENDING 31 OCTOBER 2023	
EFT31851	07/12/2023	SMITH SCULPTORS	PROGRESSIVE PAYMENT - PROJECT MANAGEMENT AND REPRODUCTION OF DIGITAL ARTWORK FOR HMAS SYDNEY II MEMORIAL INSURANCE CLAIM	-12650.00
EFT31852	07/12/2023	TELSTRA LIMITED	SHIRE MOBILE TELEPHONE SERVICES - OCTOBER TO NOVEMBER 2023	-323.56
EFT31853	07/12/2023	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES - NOVEMBER 2023	-4455.00
EFT31854	07/12/2023	UNIMEC PTY LTD	DUMP VALVE ASSEMBLY AND DRIVE BELTS FOR PEDESTRIAN VIBRATING ROLLER (PP113)	-281.38
EFT31855	07/12/2023	MARIE ANNE GAMBLE	RENT SUBSIDY FOR DENHAM DAY CARE EDUCATOR - 19 NOVEMBER TO 16 DECEMBER 2023 (4 WEEKS)	-2000.00
EFT31856	07/12/2023	SHARK BAY WIND & WATER ASSOCIATION INCORPORATED	COMMUNITY ASSISTANCE GRANT 2023/2024 - SIGNIFICANT EVENT FUNDING FOR 2024 SHARK BAY DOWNWINDERS	-8000.00
EFT31857	15/12/2023	ABROLHOS STEEL PTY LTD	VARIOUS PARTS FOR PENSIONER GARAGE DOORS	-2846.05
EFT31858	15/12/2023	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY BOOKING FEE - NOVEMBER 2023	-779.46
EFT31859	15/12/2023	FAR WEST ELECTRICAL	SBDC REPLACE FAULTY LIGHT SWITCHES AND INSTALL DOUBLE GPO IN KITCHEN FOR FRIDGE	-434.62
EFT31860	15/12/2023	REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)	MONTHLY FUEL ACCOUNT	-35237.58
EFT31861	15/12/2023	THINK WATER GERALDTON	RETICUALTION PARTS	-806.65
EFT31862	15/12/2023	DENHAM WA PTY LTD	MONTHLY SUPERMARKET ACCOUNT	-1639.38
EFT31863	15/12/2023	GRAYT MAINTENANCE SOLUTIONS	MONTHLY RUBBISH TRUCK HIRE	-4799.96
EFT31864	15/12/2023	MCLEODS BARRISTERS AND SOLICITORS	ANNUAL AUDIT FEE 2023	-187.00
EFT31865	15/12/2023	MICHELLE FANALI	REIMBURSEMENT FOR WORKING WITH CHILDREN CARD	-87.00
EFT31866	15/12/2023	SHARK BAY MARINE AND HARDWARE	MONTHLY HARWARE ACCOUNT - NOVEMBER 2023	-1058.53

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31867	15/12/2023	OUTBACK COAST AUTOMOTIVES AND RADIATORS	SUPPLY, FIT & BALANCE - TYRES AND FREIGHT FOR WORKS MANAGER VEHICLE (P209)	-2456.30
EFT31868	15/12/2023	PURCHER INTERNATIONAL PTY LTD	GEAR PUMP - FREIGHTLINER PRIMEMOVER (P174)	-1560.90
EFT31869	15/12/2023	PEST-A-KILL	SHIRE PROPERTIES - ANNUAL PEST SERVICES	-6905.80
EFT31870	15/12/2023	XL2	UNINTERRUPTABLE POWER SUPPLY AND 24 PORT SWITCH	-3284.15
EFT31871	15/12/2023	QUEST INNALOO	ACCOMODATION - DOT TRAINING - FINANCE OFFICER REVENUE (REIMBURSABLE FROM DOT)	-1026.00
EFT31872	15/12/2023	SHARK BAY SKIPS PTY LTD	MONTHLY SKIP BIN LIFTS - USELESS LOOP ROAD ONCHARGABLE	-4065.60
EFT31873	15/12/2023	SHARK BAY COMMUNITY RESOURCE CENTRE	MONTHLY SUPPLY OF INSCRIPTION POST	-14.00
EFT31874	15/12/2023	SUMMER GYPSEA	SBDC - ASSORTED MERCHANDISE	-651.00
EFT31875	15/12/2023	VEND LTD	SBDC POINT OF SALE PROGRAM (VEND) - ANNUAL SUBSCRIPTION DECEMBER 2023- DECEMBER 2024	-2148.00
EFT31876	15/12/2023	WESTRAC EQUIPMENT PTY LTD	FILTERS AND YELLOW HAZARD PAINT FOR CATERPILLAR GRADER (P210)	-154.00
EFT31877	15/12/2023	WA HOLIDAY GUIDE PTY LTD	MONTHLY BOOEASY BOOKING MARKETING FEE (OCTOBER & NOVEMBER)	-83.60
EFT31878	19/12/2023	NAPA AUTO PARTS	ALTERNATOR AND FILTERS - COMMUNITY BUS (P077)	-741.20
EFT31879	19/12/2023	AIYANA JOAN CHRISTI WRIGHT	RATES REFUND FOR ASSESSMENT A1094 67 HUGHES STREET DENHAM 6537	-1000.00
EFT31880	19/12/2023	BURTON TILING MAINTENANCE & RENOVATIONS	SUPPLY OF MATERIALS FOR KITCHEN RENOVATION - PENSIONER UNIT 3	-8481.62
EFT31881	19/12/2023	SHARK BAY SCHOOL	SHARK BAY SCHOOL - ACADEMIC EXCELLENCE AWARDS - YEARS 1 TO 6	-210.55
EFT31882	19/12/2023	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-82.50
EFT31883	19/12/2023	CENTIGRADE SERVICES PTY LTD	SBDC - REPLACE AC 3 CONDENSER FANS AND SITE MEASURE THE FAILED COILS IN AC 2 & 4	-7862.03

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31884	19/12/2023	FAR WEST ELECTRICAL	PENSIONER UNITS - BOLLARD LIGHTING - REPAIRED WIRING, REPOSITIONING AND TESTING	-198.00
EFT31885	19/12/2023	HILLE THOMPSON DELFOS	SURVEY - RE: BOUNDARY RE-ESTABLISHMENT & DETAIL SURVEY LOT 46 (7) FREYCINET DRIVE, DENHAM	-4015.00
EFT31886	19/12/2023	LITTLE RIPPERS TECHNOLOGY	STANDARD DOG BAG DISPENSERS AND BAGS	-968.00
EFT31887	19/12/2023	MIDWEST COURIERS	PICK UP CATERIN SUPPLIES FROM WOOLWORTHS 30/11/2023 - SENIORS CHRISTMAS PARTY	-74.65
EFT31888	19/12/2023	GARY DAVIS	RATES REFUND FOR ASSESSMENT A1185- 37 DURLACHER STREET DENHAM WA 6537, PENSIONER REBATE	-580.65
EFT31889	19/12/2023	MIDWEST FIRE PROTECTION SERVICE	ANNUAL SERVICE ALARM SYSTEM	-1138.04
EFT31890	19/12/2023	PURCHER INTERNATIONAL PTY LTD	FILTER KITS AND AIR CLEANER ELEMENTS - FUSO CANTER - (P208) AND 5 TONNE TIP TRUCK (P212)	-514.97
EFT31891	19/12/2023	XL2	XL2 WORKSTATION MONITORING AND REMOTE MANAGEMENT AGENT, XL2 WORKSTATION MONITORING AND REMOTE MANAGEMENT AGENT, WEBROOT SECURE ANYWHERE BUSINESS ENDPOINT PROTECTION, BACKUP SERVICE, MANAGED PHONE SYSTEM - ADMIN, MANAGED PHONE SYSTEM - SBDC, MANAGED PHONE SYSTEM - DEPOT, MANAGED PHONE SYSTEM - REC CENTRE, BACKUP SOFTWARE, COMPUTER LICENCE FEES	-2260.25
EFT31892	19/12/2023	PAULS TYRES	TYRES, VALVES, LUGS TRAILER PLUG, OIL FILTERS INCLUDING FREIGHT (P161 SKID STEER, P217CREW 4X4 TRUCK, P174 FREIGHTLINER PRIME MOVER, P183 COASTMAC TRAILER, P155 HPORTER SEMI TRAILER, P182 COASTMAC TRAILER BOX TOP)	-6377.50
EFT31893	19/12/2023	MP ROGERS & ASSOCIATES	PROJECT MANAGEMENT FEES FOR DENHAM FINGER JETTY	-1373.41

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31894	19/12/2023	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	CATERING FOR SHIRE OF SHARK BAY CHRISTMAS FUNCTION ON FRIDAY 8 DECEMBER 2023	-4411.50
EFT31895	19/12/2023	SHARK BAY BAKERY	PENSIONER UNIT MEETING - CATERING	-740.00
EFT31896	19/12/2023	SHORELINE DESIGNS	SBDC MERCHANDISE	-700.00
EFT31897	19/12/2023	SOFIE ALICE HAYES (SOFIE SEYAH ILLUSTRATION)	SBDC MERCHANDISE - 2024 CALENDARS AND SCARVES	-390.00
EFT31898	19/12/2023	TELSTRA LIMITED	BUSH FIRE BRIGADE SATELLITE PHONES	-90.00
EFT31899	19/12/2023	TRUCKLINE PARTS CENTRE	BOTTLE JACK SQUAT 20,000KG - FREIGHTLINER PRIME MOVER (P196) AND 4X4 CREW TRUCK (P217)	-325.58
EFT31900	19/12/2023	TOTALLY WORKWEAR	DEPOT STAFF UNIFORMS - SHORTS AND SHIRTS WITH NAME AND LOGO	-532.52
EFT31901	19/12/2023	MARIE ANNE GAMBLE	RENT SUBSIDY FOR DENHAM DAY CARE EDUCATOR – 17 DECEMBER 2023 TO 16 JANUARY 2024 (4 WEEKS)	-2000.00
			<b>TOTAL</b>	<b>\$233,036.92</b>

**SHIRE OF SHARK BAY – MUNI EFT  
JANUARY 2024  
EFT 31902 – 31999**

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31902	03/01/2024	SHARK BAY AVIATION	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-16.80
EFT31903	03/01/2024	BAY LODGE MIDWEST OASIS	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-422.40
EFT31904	03/01/2024	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-253.30
EFT31905	03/01/2024	ISLAND LIFE ADVENTURES PTY LTD	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-528.00



## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31906	03/01/2024	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-4694.80
EFT31907	03/01/2024	OCEANSIDE VILLAGE	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-880.00
EFT31908	03/01/2024	PINNACLE COACHLINES	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-54.14
EFT31909	03/01/2024	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-63.36
EFT31910	03/01/2024	SHARK BAY DIVE AND MARINE SAFARIS	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-4197.60
EFT31911	03/01/2024	SHARK BAY 4WD TOURS	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-2958.56
EFT31912	03/01/2024	SHARK BAY COASTAL TOURS	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-712.80
EFT31913	03/01/2024	SHIRE OF SHARK BAY	BOOEASY OPERATOR COMMISSION - DECEMBER 2023	-2101.34
EFT31914	03/01/2024	TASMAN HOLIDAY PARKS - DENHAM SEASIDE	BOOEASY OPERATOR PAYMENT - DECEMBER 2023	-677.60
EFT31915	04/01/2024	AUSTRALIA POST	MONTHLY POSTAL / MAIL SERVICE	-141.80
EFT31916	04/01/2024	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-206.25
EFT31917	04/01/2024	BLACKWOODS ATKINS	VARIOUS DEPOT TOOLS - BATTERIES, IMPACT WRENCH, HOLES AW	-2709.35
EFT31918	04/01/2024	BEAVIS & SMITH CLEANING & CHEMICALS	SHIRE PROPERTIES AND FACILITIES - MONTHLY CLEANING	-21679.80
EFT31919	04/01/2024	GERALDTON MOWER & REPAIRS SPECIALISTS	VARIOUS DEPOT TOOLS - BRUSHCUTTER, BLOWER, POLE PRUNER, TACHO	-2689.90
EFT31920	04/01/2024	HORIZON POWER	STREET LIGHTING - DECEMBER 2023	-4612.43
EFT31921	04/01/2024	KIM ELLEN RYAN	REIMBURSEMENT OF PERSONAL EXPENSES - DEPARTMENT OF TRANSPORT TRAINING	-286.50
EFT31922	04/01/2024	LANDGATE (WA LAND INFORMATION AUTHORITY)	LANDGATE WA SLIP SUBSCRIPTION SERVICE - SMALL	-2533.00

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31923	04/01/2024	LIFTRITE HIRE & SALES	RECEIVER - KOBELCO EXCAVATOR (PP127)	-312.83
EFT31924	04/01/2024	MARKET FORCE PTY LTD	ADVERTISEMENTS FOR APPLICATION OF BORE LICENCE - MONKEY MIA BORE WEST AUSTRALIAN NEWSPAPER AND MIDWEST TIMES 29/11/23	-523.68
EFT31925	04/01/2024	MIDWEST CONTRACTING	GRADER HIRE MAINTENANCE GRADING OF EASTERN ROADS - BUTCHERS TRACK, WOODLEIGH BYRO AND HAMELIN STATION ROAD INCLUDING WATER TRUCK & ACCOMMODATION	-16544.00
EFT31926	04/01/2024	MIDWEST COURIERS	FREIGHT COSTS INCLUDING FUEL LEVY - BATTENS PENSIONER SHED DOOR	-128.70
EFT31927	04/01/2024	NATURALISTE PLUMBING PTY LTD	SUPPLY AND INSTALL HOT WATER SYSTEM - 16A SUNTER PLACE	-2360.00
EFT31928	04/01/2024	PURCHER INTERNATIONAL PTY LTD	VARIOUS EXHAUST PARTS - FREIGHTLINER PRIME MOVER - (P174)	-709.21
EFT31929	04/01/2024	XL2	COMPUTER SUPPORT – CHANGE EMCD EMAIL NAME, UPDATING PHONE MESSAGE OVER THE HOLIDAY PERIOD, SERVERS OFFLINE	-247.50
EFT31930	04/01/2024	SHARK BAY BAKERY	SENIORS CHRISTMAS LUNCH - DINNER ROLLS	-36.00
EFT31931	04/01/2024	SHARK BAY SERVICES	BATTERIES - TOYOTA UTE (P200) AND TORO RIDE ON MOWER (P192)	-470.00
EFT31932	04/01/2024	SHARK BAY COMMUNITY RESOURCE CENTRE	RECREATION CENTRE MANAGEMENT - DECEMBER 2023	-2495.63
EFT31933	04/01/2024	SHORELINE DESIGNS	SBDC MERCHANDISE - SHELL PILLARS	-700.00
EFT31934	04/01/2024	SAFE MASTER SAFETY PRODUCTS	RECERTIFICATION OF HEIGHT SAFETY SYSTEM, SBDC AND REC CENTRE, INCLUDES TRAVEL AND ACCOMMODATION	-2662.00
EFT31935	04/01/2024	MOORE AUSTRALIA	MOORE AUSTRALIA - CONTRACT FINANCIAL SERVICES TASKS - DECEMBER 2023	-12930.50
EFT31936	04/01/2024	TELSTRA LIMITED	SHIRE MOBILE TELEPHONES - DECEMBER 2023	-352.79
EFT31937	09/01/2024	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	-39206.00
EFT31938	16/01/2024	ASM ECLIPSE PTY LTD	SBDC MERCHANDISE	-1785.58

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31939	16/01/2024	BOOEASY AUSTRALIA PTY LTD	BOOEASY BOOKING FEE - DECEMBER 2023	-386.33
EFT31940	16/01/2024	BOC LIMITED	MONTHLY CONTAINER RENTAL – DECEMBER 2023	-212.78
EFT31941	16/01/2024	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-371.25
EFT31942	16/01/2024	CHUBB FIRE & SECURITY LTD	SHARK BAY DISCOVERY CENTRE - QUARTERLY PREVENTATIVE SECURITY MONITORING	-296.78
EFT31943	16/01/2024	CORSIGN	BEACH EMERGENCY NUMBERS - SIGNAGE, FRAMES, POSTS & CAPS CYCLONE RATED AS PER SPECIFICATIONS FREIGHT INCLUDED	-12353.00
EFT31944	16/01/2024	DEBORAH ANN WILKES	REIMBURSEMENT OF FUEL - EMFA CAR (P211)	-95.90
EFT31945	16/01/2024	SHARK BAY FUEL FISHING AND CAMPING CENTRE	MONTHLY SHIRE ACCOUNT - DECEMBER 2023	-53.45
EFT31946	16/01/2024	SHARK BAY SUPERMARKET	MONTHLY SUPERMARKET ACCOUNT - DECEMBER 2023	-59.05
EFT31947	16/01/2024	FAR WEST ELECTRICAL	REPAIR DOT COMPUTER CONNECTION, INCLUDING DIAGNOSIS, IMPLEMENTATION OF FIXES, AND POST SYSTEM REPAIR CHECKS	-281.15
EFT31948	16/01/2024	REFUEL AUSTRALIA	MONTHLY FUEL ACCOUNT – DECEMBER 2023	-11468.39
EFT31949	16/01/2024	HORIZON POWER	SHIRE PROPERTIES ELECTRICITY CHARGES – NOVEMBER 2023	-6180.10
EFT31950	16/01/2024	DENHAM WA PTY LTD	MONTHLY SUPERMARKET ACCOUNT - DECEMBER 2023	-1179.48
EFT31951	16/01/2024	TEAM GLOBAL EXPRESS PTY LTD	MONTHLY FREIGHT ACCOUNT - DECEMBER 2023	-1047.68
EFT31952	16/01/2024	GRAYT MAINTENANCE SOLUTIONS	MONTHLY RUBBISH TRUCK HIRE	-5399.96
EFT31953	16/01/2024	MARKET CREATIONS	sharkbayvisit.com.au - DOMAIN NAME REGISTRATION	-165.00
EFT31954	16/01/2024	MIDWEST FIRE PROTECTION SERVICE	QUARTERLY SERVICING OF FIRE PUMP SYSTEM, SHARK BAY RECREATION CENTRE	-817.30
EFT31955	16/01/2024	MURRAY VIEWS	SBDC MERCHANDISE	-3542.99
EFT31956	16/01/2024	OAG - OFFICE OF THE AUDITOR GENERAL	AUDIT FOR THE YEAR ENDED 30 JUNE 2023	-33869.00

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31957	16/01/2024	XL2	RENEWAL - RAPIDSSL WILDCARD CERTIFICATE - @sharkbay.wa.gov.au 36 MONTHS, CDO CALENDAR AND ADD IN SUPPORT, HARDWARE SUPPORT	-1569.92
EFT31958	16/01/2024	QUALITY PRESS	SHARK BAY WORLD HERITAGE AREA MAPS	-1640.10
EFT31959	16/01/2024	MP ROGERS & ASSOCIATES	PROJECT MANAGEMENT FEES FOR DENHAM FINGER JETTY	-671.44
EFT31960	16/01/2024	LYONS ENTERPRISES-SHARK BAY CAR HIRE	MONTHLY CAR HIRE FOR VISITING MEDICAL STAFF INCLUDES FUEL – DECEMBER 2023	-1140.70
EFT31961	16/01/2024	SHARK BAY SERVICES	GENERATOR BATTERY (PP005)	-275.00
EFT31962	16/01/2024	SHARK BAY SKIPS PTY LTD	MONTHLY SKIP BIN LIFTS - USELESS LOOP ROAD AND FORESHORE (ONCHARGEABLE)	-4030.40
EFT31963	18/01/2024	LAURENCE JAMES MICHAEL BELLOTTIE	COUNCILLOR PAYMENTS - OCTOBER TO DECEMBER 2023	-2020.00
EFT31964	18/01/2024	CHERYL LORRAINE COWELL	COUNCILLOR PAYMENTS - OCTOBER TO DECEMBER 2023	-6693.75
EFT31965	18/01/2024	EDMUND GEORGE FENNY	COUNCILLOR PAYMENTS - OCTOBER TO DECEMBER 2023	-2020.00
EFT31966	18/01/2024	MARK CORBETT SMITH	COUNCILLOR PAYMENTS - OCTOBER TO DECEMBER 2023	-2020.00
EFT31967	18/01/2024	MIROSLAVA VANKOVA	COUNCILLOR PAYMENTS - OCTOBER TO DECEMBER 2023	-2190.91
EFT31968	18/01/2024	PIETR JON STUBBERFIELD	COUNCILLOR PAYMENTS - OCTOBER TO DECEMBER 2023	-2280.43
EFT31969	18/01/2024	GREGORY LEON RIDGLEY	COUNCILLOR PAYMENTS - OCTOBER TO DECEMBER 2023	-2020.00
EFT31970	19/01/2024	AUSTRALIAN COMMUNICATIONS AUTHORITY	2024 ACMA LICENCE BROADCASTING AND RETRANSMISSION - 6 LICENCES	-270.00
EFT31971	19/01/2024	BURTON TILING MAINTENANCE & RENOVATIONS	SUPPLY OF MATERIALS FOR KITCHEN RENOVATION WORKS AND VINYL FLOORING - PENSIONER UNIT 11	-8468.42
EFT31972	19/01/2024	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-495.00

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31973	19/01/2024	CELLARBRATIONS DENHAM	REFRESHMENTS FOR 2023 THANK A VOLUNTEER DAY	-470.97
EFT31974	19/01/2024	COHERA-TECH PTY LTD	ANNUAL PEOPLE COUNTING REPORTING SERVICE - 01 FEBRUARY 2024 TO 31 JANUARY 2025	-378.00
EFT31975	19/01/2024	FAR WEST ELECTRICAL	PROVISION OF CONDUIT FOR SOLAR BARBECUES	-36.23
EFT31976	19/01/2024	TTFT SALTWATER UNIT TRUST T/A BEACHSIDE BUSINESS PTY LTD	GIFT CERTIFICATE FOR \$100 - 3RD PRICE RATES INCENTIVE	-100.00
EFT31977	19/01/2024	NATURALISTE PLUMBING PTY LTD	SUPPLY AND INSTALL AUTO CHANGE OVER REGULATOR TO BBQ, HOOK GAS TO BBQ, COMMISSION, COMPLIANCE BADGE AND CERTIFICATE OF COMPLIANCE LODGED	-2400.00
EFT31978	19/01/2024	OCEANFRONT HOTEL PTY LTD T/A SHARK BAY HOTEL	CATERING FOR 2023 THANK A VOLUNTEER DAY	-350.00
EFT31979	19/01/2024	XL2	MONTHLY WORKSTATION MONITORING AND SUPPORT, WEBROOT ENDPOINT PROTECTION, BACK UP SERVICES, MANAGEMENT FEE FOR VOIP PHONE SYSTEM AND COMPUTER LICENCES - FEBRUARY 2024 AND 2 MONTHLY SERVER MAINTENANCE	-2590.25
EFT31980	19/01/2024	REDFISH TECHNOLOGIES PTY LTD	ONSITE REVIEW OF MULTIPURPOSE ROOM (RECREATION CENTRE) SPECIALIST RECORDING & AUDIO-VISUAL SOLUTIONS INCLUDING TRAVEL	-1173.04
EFT31981	30/01/2024	ANDREW PHILIP INGOE	CROSSOVER REIMBURSEMENT - 48 HARTOG CRESCENT	-960.78
EFT31982	30/01/2024	ART ON THE MOVE	ART ON THE MOVE EXHIBITION - TWO SNAKES DREAMING	-3000.00
EFT31983	30/01/2024	BUNNINGS BUILDING SUPPLIES PTY LTD	KEY LOCK CYLINDER FOR CHILDCARE CENTRE	-50.37
EFT31984	30/01/2024	BATTERY MART	S80L4AGM BATTERY FOR WORKS MANAGER VEHICLE (P209)	-425.70
EFT31985	30/01/2024	BURTON TILING MAINTENANCE & RENOVATIONS	INSURANCE CLAIM - SUPPLY OF MATERIALS FOR VINYL FLOORING TO PENSIONER UNIT 12	-2323.20
EFT31986	30/01/2024	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER CHARGES	-1278.75

## UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

EFT #	DATE	NAME	DESCRIPTION	AMOUNT
EFT31987	30/01/2024	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES - OCTOBER TO DECEMBER 2023	-1583.82
EFT31988	30/01/2024	DATA #3	ACROBAT PRO FOR TEAMS GOVERNMENT - 1 YEAR COVERAGE 18 FEBRUARY 2024 TO 17 FEBRUARY 2025	-3797.86
EFT31989	30/01/2024	WESTERN AUSTRALIAN ELECTORAL COMMISSION	RETURNING OFFICER FEES - 2023 LOCAL GOVERNMENT ORDINARY ELECTION (INCLUDES TRAVEL, ACCOMMODATION, FEES, TRAINING AND SUPPORT)	-7358.85
EFT31990	30/01/2024	FAR WEST ELECTRICAL	LIGHTING REPAIRS AT BARBECUE HUTS AT FORESHORE AND TOWN OVAL	-5125.60
EFT31991	30/01/2024	HORIZON POWER	SHIRE PROPERTIES ELECTRICITY CHARGES - DECEMBER 2023	-8046.21
EFT31992	30/01/2024	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT – BOC GERALDTON GAS & GEAR	-73.26
EFT31993	30/01/2024	LANDGATE (WA LAND INFORMATION AUTHORITY)	GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO G2023/10	-74.15
EFT31994	30/01/2024	NATURALISTE PLUMBING PTY LTD	PLUMBING AUDIT ON ALL SHIRE ABLUTIONS	-360.00
EFT31995	30/01/2024	XL2	MANAGED IT SERVICES	-540.00
EFT31996	30/01/2024	LYONS ENTERPRISES-SHARK BAY CAR HIRE	CAR HIRE FOR VISITING MEDICAL STAFF INCLUDING FUEL - JANUARY 2024	-1379.40
EFT31997	30/01/2024	TELSTRA LIMITED	BUSH FIRE BRIGADE SATELLITE PHONES - 14 JANUARY TO 13 FEBRUARY 2024	-90.00
EFT31998	30/01/2024	TOURISM COUNCIL	SBDC - TOURISM COUNCIL MEMBERSHIP 2024 RENEWAL	-1650.00
EFT31999	30/01/2024	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES - DECEMBER 2023	-4083.75
			<b>TOTAL</b>	<b>\$299,170.00</b>

UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

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

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
05/12/2023	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 03 DECEMBER 2023	\$61,860.26
18/12/2023	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 17 DECEMBER 2023	\$56,541.00
19/12/2023	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 31 DECEMBER 2023	\$46,070.00
		<b>TOTAL</b>	<b>\$164,471.26</b>

**SHIRE OF SHARK BAY – MUNI  
ELECTRONIC PAYROLL TRANSACTIONS  
JANUARY 2024**

<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
16/01/2024	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 14 JANUARY 2024	\$64,045.50
30/01/2024	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 28 JANUARY 2024	\$62,539.21
		<b>TOTAL</b>	<b>\$126,584.71</b>

UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

**SHIRE OF SHARK BAY  
DECEMBER 2023  
POLICE LICENSING TRANSACTION**

<b>CHQ</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
220330	31/12/2023	COMMISSIONER OF POLICE	POLICE LICENSING DECEMBER 2023	11,574.90
			<b>TOTAL</b>	<b>\$11,574.90</b>

**SHIRE OF SHARK BAY  
JANUARY 2024  
POLICE LICENSING TRANSACTION #222335**

<b>CHQ</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
222335	31/01/2024	COMMISSIONER OF POLICE	POLICE LICENSING JANUARY 2024	\$17216.70
			<b>TOTAL</b>	<b>\$17,216.70</b>



28 FEBRUARY 2024

11.2 FINANCIAL REPORTS TO 31 DECEMBER 2023  
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Deputy Chief Executive Officer Ms D Wilkes left the Council Chamber at 1.43pm

Moved

Cr Ridgley

Seconded

Cr Vankova

**Council Resolution**

**That the monthly financial report to 31 December 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 December 2023** are attached.

VARIANCE ANALYSIS

**Revenue from operating activities** - Actual Revenue of \$3,057,783 as of 31 December 2023 was \$189,278 less than the year-to-date budget. At present, operating revenue is inflated by profit on asset disposals, currently reflecting \$144,908 over budget, on finalisation of the annual financials (annual final audit) this amount will be processed in the asset register and will be recognised in the profit or loss on disposal.

An increase in Other Revenue year to date of \$63,150, specifically Community Development Program Employer Incentive Funding, Visitor Centre booking commission, merchandise sales and diesel fuel rebate income being higher than year to date budget.

It should be noted that revenue from grants, subsidies and contributions is under budget by \$212,282 primarily due to a \$130,000 contract liability relative to the Department of Planning Lands and Heritage planning strategy review grant and Regional Road Group Funding yet to be received.

**Expenditure from operating activities** - Actual Expenditure of \$5,589,573 as of 31 December 2023 is more than the year-to-date budget by \$1,945,038. This is substantially due to actual depreciation being \$2,177,530 more than budgeted. An increase in road depreciation occurred due to the revaluation of road assets in 2022/2023 and a significant reduction in the remaining useful life of unsealed road pavements.

**Capital Revenue** - Capital Revenue is \$1,297,436 less than year to date budget due to Social Housing Economic Recovery Package Community Housing Project, Denham

28 FEBRUARY 2024

Finger Jetty, Seawall Revetment, and Regional Road Group grant income not yet received.

**Capital Expenditure** - Capital Expenditure is consequently \$2,609,634 less than year to date budget. This is due to payment actuals being less than the year-to-date budget, broken up between payments for property, plant and equipment \$1,615,466, specifically capital works on staff housing, Social Housing Economic Recovery Package Community Housing Project, road sweeper and pensioner units' capital works, and payments for construction and infrastructure \$994,168, specifically the foreshore seawall/revetment upgrade, Roads to Recovery, and Denham finger jetty.

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

20 February 2024

28 FEBRUARY 2024

**SHIRE OF SHARK BAY**

**MONTHLY FINANCIAL REPORT**

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

**For the period ended 31 December 2023**

***LOCAL GOVERNMENT ACT 1995***

***LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

**TABLE OF CONTENTS**

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

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

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	1,488,455	1,488,455	1,476,967	(11,488)	(0.77%)	▼
Rates excluding general rates	113,772	113,772	123,547	9,775	8.59%	▲
Grants, subsidies and contributions	770,438	645,858	433,576	(212,282)	(32.87%)	▼
Fees and charges	1,717,150	853,373	831,615	(21,758)	(2.55%)	▼
Interest revenue	117,250	56,082	48,498	(7,584)	(13.52%)	▼
Other revenue	141,189	74,702	137,852	63,150	84.54%	▲
Profit on asset disposals	24,483	14,819	5,728	(9,091)	(61.35%)	▼
	<b>4,372,737</b>	<b>3,247,061</b>	<b>3,057,783</b>	<b>(189,278)</b>	<b>(5.83%)</b>	
<b>Expenditure from operating activities</b>						
Employee costs	(2,803,877)	(1,326,771)	(1,206,143)	120,628	9.09%	▲
Materials and contracts	(2,317,521)	(952,387)	(732,812)	219,575	23.06%	▲
Utility charges	(179,775)	(90,161)	(79,048)	11,113	12.33%	▲
Depreciation	(1,881,680)	(948,542)	(3,126,072)	(2,177,530)	(229.57%)	▼
Finance costs	(20,139)	(7,088)	(4,637)	2,451	34.58%	▲
Insurance	(242,362)	(199,293)	(261,163)	(61,870)	(31.04%)	▼
Other expenditure	(229,781)	(120,293)	(118,807)	1,486	1.24%	▲
Loss on asset disposals	(145,336)	0	(60,891)	(60,891)	0.00%	▼
	<b>(7,820,471)</b>	<b>(3,644,535)</b>	<b>(5,589,573)</b>	<b>(1,945,038)</b>	<b>(53.37%)</b>	
Non-cash amounts excluded from operating activities	2(b) 2,002,533	933,723	3,182,176	2,248,453	240.81%	▲
<b>Amount attributable to operating activities</b>	<b>(1,445,201)</b>	<b>536,249</b>	<b>650,386</b>	<b>114,137</b>	<b>21.28%</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	8,069,996	1,740,104	442,668	(1,297,436)	(74.56%)	▼
Proceeds from disposal of assets	327,000	159,727	159,727	0	0.00%	
	<b>8,396,996</b>	<b>1,899,831</b>	<b>602,395</b>	<b>(1,297,436)</b>	<b>(68.29%)</b>	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(5,245,985)	(2,010,723)	(395,257)	1,615,466	80.34%	▲
Payments for construction of infrastructure	(4,553,570)	(1,533,446)	(539,278)	994,168	64.83%	▲
	<b>(9,799,555)</b>	<b>(3,544,169)</b>	<b>(934,535)</b>	<b>2,609,634</b>	<b>73.63%</b>	
<b>Amount attributable to investing activities</b>	<b>(1,402,559)</b>	<b>(1,644,338)</b>	<b>(332,140)</b>	<b>1,312,198</b>	<b>79.80%</b>	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	1,189,340	0	0	0	0.00%	
	<b>1,189,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>						
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%	
	<b>(1,150,208)</b>	<b>(40,760)</b>	<b>(40,760)</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>	<b>39,132</b>	<b>(40,760)</b>	<b>(40,760)</b>	<b>0</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	2(a) 2,808,628	2,808,628	2,967,522	158,894	5.66%	▲
Amount attributable to operating activities	(1,445,201)	536,249	650,386	114,137	21.28%	▲
Amount attributable to investing activities	(1,402,559)	(1,644,338)	(332,140)	1,312,198	79.80%	▲
Amount attributable to financing activities	39,132	(40,760)	(40,760)	0	0.00%	
<b>Surplus or deficit after imposition of general rates</b>	2(a) 0	<b>1,659,779</b>	<b>3,245,008</b>	<b>1,585,229</b>	<b>95.51%</b>	▲

### 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

| 2

28 FEBRUARY 2024

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

	<b>Actual 30 June 2023 \$</b>	<b>Actual as at 31 December 2023 \$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	12,103,541	11,348,293
Trade and other receivables	146,630	1,025,920
Inventories	129,762	129,762
Other assets	40,645	33,406
<b>TOTAL CURRENT ASSETS</b>	<b>12,420,578</b>	<b>12,537,381</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	11,217	11,217
Other financial assets	40,745	40,745
Property, plant and equipment	28,741,170	28,370,726
Infrastructure	71,946,339	69,910,356
<b>TOTAL NON-CURRENT ASSETS</b>	<b>100,739,471</b>	<b>98,333,044</b>
<b>TOTAL ASSETS</b>	<b>113,160,049</b>	<b>110,870,425</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,075,865	143,297
Other liabilities	3,277,741	4,032,360
Borrowings	34,324	17,257
Employee related provisions	288,217	282,731
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,676,147</b>	<b>4,475,645</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	667,174	667,174
Employee related provisions	43,110	43,110
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>710,284</b>	<b>710,284</b>
<b>TOTAL LIABILITIES</b>	<b>5,386,431</b>	<b>5,185,929</b>
<b>NET ASSETS</b>	<b>107,773,618</b>	<b>105,684,496</b>
<b>EQUITY</b>		
Retained surplus	39,744,832	35,992,593
Reserve accounts	5,010,342	5,034,035
Revaluation surplus	63,018,444	64,657,868
<b>TOTAL EQUITY</b>	<b>107,773,618</b>	<b>105,684,496</b>

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

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 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.

#### 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 01 February 2024

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

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

### 2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening	Actual as at	Actual as at
		1 July 2023	30 June 2023	31 Dec 2023
		\$	\$	\$
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>				
Cash and cash equivalents		11,663,686	12,103,541	11,348,293
Trade and other receivables		142,412	146,630	1,025,920
Inventories		140,182	129,762	129,762
Other assets		40,645	40,645	33,406
		11,986,925	12,420,578	12,537,381
<b>Less: current liabilities</b>				
Trade and other payables		(500,313)	(1,075,865)	(143,297)
Other liabilities		(3,384,911)	(3,277,741)	(4,032,360)
Borrowings		(34,324)	(34,324)	(17,257)
Employee related provisions		(282,731)	(288,217)	(282,731)
		(4,202,279)	(4,676,147)	(4,475,645)
<b>Net current assets</b>		<b>7,784,646</b>	<b>7,744,431</b>	<b>8,061,736</b>
<b>Less: Total adjustments to net current assets</b>	2(c)	<b>(4,976,018)</b>	<b>(4,776,909)</b>	<b>(4,816,728)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,808,628</b>	<b>2,967,522</b>	<b>3,245,008</b>

#### (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)
	\$	\$	\$
<b>Non-cash amounts excluded from operating activities</b>			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(24,483)	(14,819)	(5,728)
Add: Movement in liabilities associated with restricted cash	0	0	941
Add: Loss on asset disposals	145,336	0	60,891
Add: Depreciation	1,881,680	948,542	3,126,072
<b>Total non-cash amounts excluded from operating activities</b>	<b>2,002,533</b>	<b>933,723</b>	<b>3,182,176</b>

#### (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 Dec 2023
	\$	\$	\$
<b>Adjustments to net current assets</b>			
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	34,324	17,257
- Current portion of employee benefit provisions held in reserve	0	199,109	200,050
<b>Total adjustments to net current assets</b>	<b>(4,976,018)</b>	<b>(4,776,909)</b>	<b>(4,816,728)</b>

#### CURRENT AND NON-CURRENT CLASSIFICATION

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

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 DECEMBER 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. % %	
<b>Revenue from operating activities</b>			
<b>General rates</b> Difference in revaluations at time of rate modelling.	(11,488)	(0.77%)	▼
<b>Rates excluding general rates</b> Interim rating for GRV Residential, Vacant and back rates.	9,775	8.59%	▲
<b>Grants, subsidies and contributions</b> Grant - Regional North Local Government contract liability. Coburn Resources Education contribution not yet received. One third of the Useless Loop funding received. Balance of FAGS grants funding received.	(212,282)	(32.87%)	▼
<b>Fees and charges</b> Refuse site fees, development applications, camping fees, caravan park leases and private works actual income higher than YTD budget. MRWA Monkey Mia and MRWA Shark Bay roads, DOT Marina Facility Agreement, merchandise sales and caravan park registration actual income less than YTD budget.	(21,758)	(2.55%)	▼
<b>Interest revenue</b> Interest earnings are higher than the YTD budget profiled at 6/12th of the annual budget.	(7,584)	(13.52%)	▼
<b>Other revenue</b> CDP Employer Incentive Funding, Visitor Centre booking commission, merchandise sales and diesel fuel rebate actual income higher than YTD budget. Fire System Monitoring Reimbursement - no income received.	63,150	84.54%	▲
<b>Profit on asset disposals</b> Some plant items still to be traded.	(9,091)	(61.35%)	▼
<b>Expenditure from operating activities</b>			
<b>Employee costs</b> Most YTD budgets are profiled as 6/12th of the annual budget. Admin salaries and wages, insurance workers compensation, refuse sit maintenance, town streets, country roads, community development salaries, annual leave, allowances, personal leave, staff training, superannuation, deputy works supervisor YTD actuals are lower than YTD budgets. SBDC salaries and wages, Useless Loop Road maintenance, MRWA Shark Bay Road, overhead allocations YTD actuals are higher than YTD budgets.	120,628	9.09%	▲
<b>Materials and contracts</b> Most YTD budgets are profiled as 6/12th of the annual budget. Members conferences, election expenses, elected member training, shire rebranding, pensioner units maintenance, Regional North Local Government, cleaning BBQs, SBDC opening, crossovers, town streets, community events and festivals and plant operating costs YTD actuals are lower than YTD budget. Salaries and wages admin, maintenance - Country Roads and town streets YTD actuals are lower than YTD budget.	219,575	23.06%	▲
<b>Utility charges</b> YTD budgets are profiled as 6/12th of the annual budget.	11,113	12.33%	▲
<b>Depreciation</b> YTD budgets are profiled as 6/12th of the annual budget. There was a revaluation of asset classes in 2022-23 so some depreciation expenses are more than the previous year calculations.	(2,177,530)	(229.57%)	▼
<b>Finance costs</b> Interest Loan - Town Bore	2,451	34.58%	▲
<b>Insurance</b> Insurance general is profiled as 6/12th of the annual budget. Workers compensation and BRING Centre insurance allocations to be reviewed.	(61,870)	(31.04%)	▼
<b>Loss on asset disposals</b> Some plant items still to be traded.	(60,891)	0.00%	▼
<b>Non-cash amounts excluded from operating activities</b> Asset depreciation, loss on asset disposals, profit on asset disposals.	2,248,453	240.81%	▲
<b>Inflows from investing activities</b>			
<b>Proceeds from capital grants, subsidies and contributions</b> Grants contract liabilities - SHERP Community Housing, Seawall Revetment, Beach Emergency Numbers, Regional Road Group. Finger Jetty grant not yet received. LRCI and R2R funding received is higher than the YTD budget. Unbudgeted grant received - Cyclone Seroja Resilience.	(1,297,436)	(74.56%)	▼
<b>Outflows from investing activities</b>			
<b>Payments for property, plant and equipment</b> Dual Cab Truck ST and Multi Tyred rubber roller YTD actual is higher than YTD budget. Capital works staff housing, SHERP Community Housing, Pensioner Units, Heritage Stables, Dual Cab Country and Road Sweeper YTD actuals are lower than YTD budgets.	1,615,466	80.34%	▲
<b>Payments for construction of infrastructure</b> Disability beach access and equipment, CCTV installation, BBQ replacement Little Lagoon, Regional Road Group YTD actuals are higher than YTD budgets. Seawall upgrade, town oval reticulation/resurfacing, Roads to Recovery, Denham finger jetty YTD actuals are lower than YTD budgets.	994,168	64.83%	▲
<b>Surplus or deficit at the start of the financial year</b> Refer to note 2(a) for detail of differences.	158,894	5.66%	▲
<b>Surplus or deficit after imposition of general rates</b> Due to variances described above	1,585,229	95.51%	▲

Please refer to the compilation report

| 6



28 FEBRUARY 2024

**SHIRE OF SHARK BAY**  
**SUPPLEMENTARY INFORMATION**

**TABLE OF CONTENTS**

1	Key Information	2
2	Key Information - Graphical	3
3	Cash and Financial Assets	4
4	Reserve Accounts	5
5	Capital Acquisitions	6
6	Disposal of Assets	8
7	Receivables	9
8	Other Current Assets	10
9	Payables	11
10	Rate Revenue	12
11	Other Current Liabilities	13
12	Grants and contributions	14
13	Borrowings	15
14	Capital grants and contributions	16

Please refer to the compilation report

| 1

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 DECEMBER 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	\$2.97 M	\$0.16 M
Closing	\$0.00 M	\$1.66 M	\$3.25 M	\$1.59 M
Refer to Statement of Financial Activity				

Cash and cash equivalents			Payables		Receivables	
	\$11.35 M	% of total		\$0.14 M	% Outstanding	
Unrestricted Cash	\$6.31 M	55.6%	Trade Payables	\$0.09 M		Rates Receivable \$0.72 M 81.1%
Restricted Cash	\$5.03 M	44.4%	0 to 30 Days		63.2%	Trade Receivable \$0.72 M 20.9%
			Over 30 Days		36.8%	Over 30 Days
			Over 90 Days		0.0%	Over 90 Days 0.7%
Refer to 3 - Cash and Financial Assets			Refer to 9 - Payables		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)	\$0.54 M	\$0.65 M	\$0.11 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$1.60 M	% Variance	YTD Actual	\$0.43 M	% Variance	YTD Actual	\$0.83 M	% Variance
YTD Budget	\$1.60 M	(0.1%)	YTD Budget	\$0.65 M	(32.9%)	YTD Budget	\$0.85 M	(2.5%)
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)	(\$1.64 M)	(\$0.33 M)	\$1.31 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.16 M	%	YTD Actual	\$0.54 M	% Spent	YTD Actual	\$0.44 M	% Received
Adopted Budget	\$0.33 M	(51.2%)	Adopted Budget	\$4.55 M	(88.2%)	Adopted Budget	\$8.07 M	(94.5%)
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

| 2

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 DECEMBER 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

| 3

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 DECEMBER 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	687,616	0	687,616	Bankwest	Variable	NA
Municipal Telenet Saver Account	Cash and cash equivalents	1,866,738	0	1,866,738	Bankwest	Variable	NA
SHERP Telenet Saver Account	Cash and cash equivalents	827,020	0	827,020	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
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
<b>Total</b>		<b>6,314,258</b>	<b>5,034,035</b>	<b>11,348,293</b>			
<b>Comprising</b>							
Cash and cash equivalents		6,314,258	5,034,035	11,348,293			
		<b>6,314,258</b>	<b>5,034,035</b>	<b>11,348,293</b>			

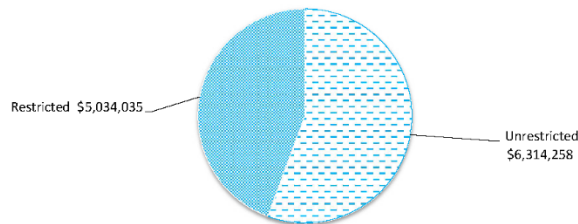
#### KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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

| 4

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 DECEMBER 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 \$
<b>Restricted by Legislation</b>										
Monkey Mia Bore reserve	0	0	15,200	0	15,200	0	0	0	0	0
<b>Restricted by Council</b>										
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
	<b>5,010,342</b>	<b>0</b>	<b>1,115,884</b>	<b>(1,189,340)</b>	<b>4,936,886</b>	<b>5,010,342</b>	<b>23,693</b>	<b>0</b>	<b>0</b>	<b>5,034,035</b>

Please refer to the compilation report

| 5

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

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

## INVESTING ACTIVITIES

### 5 CAPITAL ACQUISITIONS

	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
Capital acquisitions	\$	\$	\$	\$
Buildings	4,360,200	1,698,272	14,672	(1,683,600)
Furniture & Office Equip.	30,000	0	82	82
Plant, Equip. & Vehicles	828,785	285,451	378,561	93,110
Heritage Assets	27,000	27,000	1,942	(25,058)
<b>Acquisition of property, plant and equipment</b>	<b>5,245,985</b>	<b>2,010,723</b>	<b>395,257</b>	<b>(1,615,466)</b>
Roads (Non Town)	528,117	0	155,998	155,998
Footpaths	163,120	100,000	96,840	(3,160)
Town Streets	597,350	237,350	4,346	(233,004)
Public Facilities	3,264,983	1,196,096	282,094	(914,002)
<b>Acquisition of infrastructure</b>	<b>4,553,570</b>	<b>1,533,446</b>	<b>539,278</b>	<b>(994,168)</b>
<b>Total capital acquisitions</b>	<b>9,799,555</b>	<b>3,544,169</b>	<b>934,535</b>	<b>(2,609,634)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	8,069,996	1,740,104	442,668	(1,297,436)
Other (disposals & C/Fwd)	327,000	159,727	159,727	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	1,644,338	332,140	(1,312,198)
<b>Capital funding total</b>	<b>9,799,555</b>	<b>3,544,169</b>	<b>934,535</b>	<b>(2,609,634)</b>

#### 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.

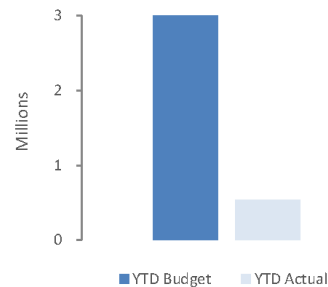
#### Initial recognition and measurement for assets held at cost

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

| 6

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

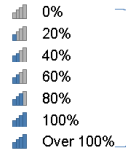
## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 DECEMBER 2023

## 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.

		Current Budget	Adopted Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Account Description					
<b>Capital Expenditure</b>					
Furniture & Office Equip.					
	05204975 Office Furniture & Equipment	30,000	0	0	0
	35305506 Gymnasium Equipment	0	0	82	82
	<b>Furniture &amp; Office Equip. Total</b>	<b>30,000</b>	<b>0</b>	<b>82</b>	<b>82</b>
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	6,666	(7,159)	(13,825)
	45205506 Prime Mover	250,000	0	0	0
	45205510 Dual Cab Truck 5T	105,000	105,000	122,090	17,090
	45205512 Multi Tyred Rubber Roller	180,000	0	202,437	202,437
	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)
	<b>Plant, Equip. &amp; Vehicles Total</b>	<b>828,785</b>	<b>285,451</b>	<b>378,561</b>	<b>93,109</b>
Buildings					
	09128000 Capital Works Staff Housing	52,000	25,992	0	(25,992)
	25104775 SHERP - Community Housing Project	4,118,200	1,647,280	240	(1,647,040)
	25104785 Pensioner Units Capital Works	60,000	25,000	10,557	(14,443)
	35104702 Denham Town Hall Capital Works	80,000	0	0	0
	35304736 Sport and Recreation Buildings Capital Works	50,000	0	0	0
	36004998 SBDC Airconditioner Upgrade	0	0	225	225
	09102810 Grant - Essential Worker Accommodation	0	0	3,650	3,650
	<b>Buildings Total</b>	<b>4,360,200</b>	<b>1,698,272</b>	<b>14,672</b>	<b>(1,683,600)</b>
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	47,495	47,495
	35205540 CCTV Upgrades	50,000	0	0	0
	35205541 Seawall Upgrade - Capital Works	2,146,649	862,649	17,520	(845,129)
	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	203,000	158,350	(44,650)
	35305512 Access Bicycle and Walking Paths - Recreation Precinct	30,000	0	0	0
	35305586 Parks & Gardens Capital Exp	12,000	0	547	547
	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	119,217	20,559	(98,658)
	35305302 CCTV Installation - Recreation	0	0	6,465	6,465
	35312163 Limestone Wall Replacemnet - East End CP (LRCI)	0	0	3,196	3,196
	35605502 BBQ Replacment Little Lagoon - (LRCI)	0	0	27,962	27,962
	<b>Public Facilities Total</b>	<b>3,264,983</b>	<b>1,196,096</b>	<b>282,094</b>	<b>(914,000)</b>
Heritage Assets					
	35605182 Heritage Stables Refurbishment	27,000	27,000	1,942	(25,058)
	<b>Heritage Assets Total</b>	<b>27,000</b>	<b>27,000</b>	<b>1,942</b>	<b>(25,058)</b>
Footpaths					
	45145250 Town Footpaths - Dual Use Path Construction	163,120	100,000	96,840	(3,160)
	<b>Footpaths Total</b>	<b>163,120</b>	<b>100,000</b>	<b>96,840</b>	<b>(3,160)</b>
Town Streets					
	45156690 Roads To Recovery - R2R	597,350	237,350	4,346	(233,004)
	<b>Town Streets Total</b>	<b>597,350</b>	<b>237,350</b>	<b>4,346</b>	<b>(233,004)</b>
Roads (Non Town)					
	45165670 Regional Roads Group - RRG	528,117	0	155,998	155,999
	<b>Roads (Non Town) Total</b>	<b>528,117</b>	<b>0</b>	<b>155,998</b>	<b>155,999</b>
	<b>Grand Total</b>	<b>9,799,555</b>	<b>3,544,169</b>	<b>934,535</b>	<b>(2,609,632)</b>

Please refer to the compilation report

17

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

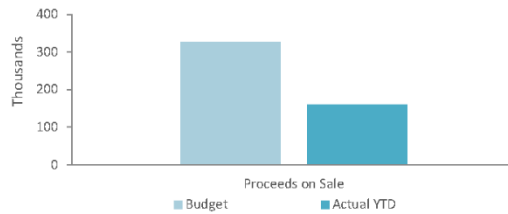
28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 DECEMBER 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	Plant and equipment	400,000	254,664	0	(145,336)	0	0	0	0
	Plant and equipment	47,853	72,336	24,483	0	0	0	0	0
MV203	Toyota Prado	0	0	0	0	53,141	54,545	1,404	0
MV187	Multipac Multi Wheeled Roller	0	0	0	0	110,891	50,000	0	(60,891)
MV178	WA Hino 300 Series 817	0	0	0	0	50,858	55,182	4,324	0
	Dual Cab - Ranger	0	0	0	0	0	0	0	0
	Dual Cab - Gardener	0	0	0	0	0	0	0	0
	Dual Cab Ute - Town Supervisor	0	0	0	0	0	0	0	0
	Dual Cab Truck 4x4	0	0	0	0	0	0	0	0
		<b>447,853</b>	<b>327,000</b>	<b>24,483</b>	<b>(145,336)</b>	<b>214,890</b>	<b>159,727</b>	<b>5,728</b>	<b>(60,891)</b>



Please refer to the compilation report

| 8



28 FEBRUARY 2024

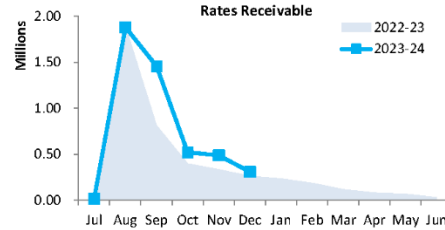
SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 2023

## OPERATING ACTIVITIES

## 7 RECEIVABLES

## Rates receivable

	30 Jun 2023	31 Dec 2023
	\$	\$
Opening arrears previous years	34,985	31,192
Levied this year	1,915,923	1,600,514
Less - collections to date	(1,919,716)	(1,323,802)
Gross rates collectable	31,192	307,904
Net rates collectable	31,192	307,904
% Collected	98.4%	81.1%



## Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(1,229)	527,435	131,663	2,746	4,405	665,020
Percentage	(0.2%)	79.3%	19.8%	0.4%	0.7%	
<b>Balance per trial balance</b>						
Trade receivables						665,020
Other receivables						19,717
GST receivable						33,279
<b>Total receivables general outstanding</b>						<b>718,016</b>

Amounts shown above include GST (where applicable)

## KEY INFORMATION

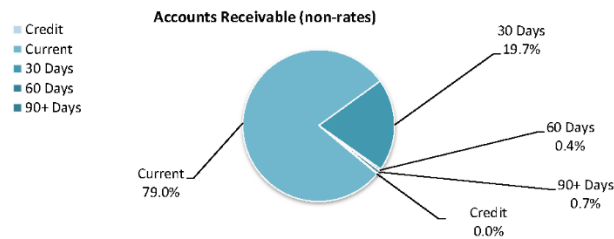
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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.



28 FEBRUARY 2024

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

## OPERATING ACTIVITIES

## 8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 Dec 2023
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Stock on hand	129,762	0	0	129,762
<b>Other assets</b>				
Prepayments	6,067	0	(6,067)	0
Accrued income	34,578	0	(1,172)	33,406
<b>Total other current assets</b>	<b>170,407</b>	<b>0</b>	<b>(7,239)</b>	<b>163,168</b>

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.

28 FEBRUARY 2024

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

## OPERATING ACTIVITIES

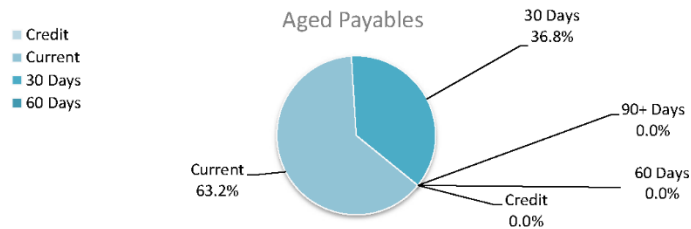
## 9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	58,207	33,908	0	0	92,115
Percentage	0.0%	63.2%	36.8%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						92,115
Other payables						11,633
Bond Liability						33,192
Prepaid Rates						6,357
<b>Total payables general outstanding</b>						<b>143,297</b>

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.



# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

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

## OPERATING ACTIVITIES

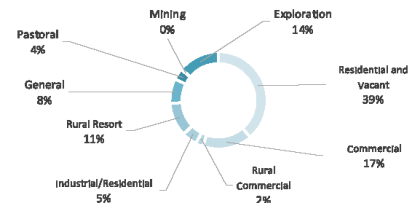
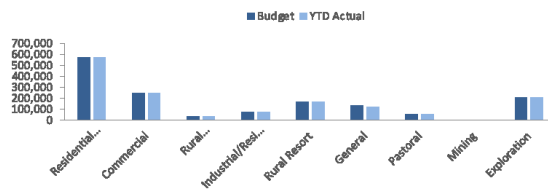
### 10 RATE REVENUE

#### 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 \$
<b>Gross rental value</b>									
Residential and Vacant	0.1022	394	5,575,693	570,056	0	570,056	571,465	0	571,465
Commercial	0.1051	41	233,198	245,141	0	245,141	245,141	0	245,141
Rural Commercial	0.1063	5	341,522	36,290	0	36,290	36,290	0	36,290
Industrial/Residential	0.1131	47	648,097	73,324	0	73,324	74,795	0	74,795
Rural Resort	0.1122	2	1,474,654	165,400	0	165,400	165,400	0	165,400
<b>Unimproved value</b>									
General	0.1455	7	922,203	134,180	0	134,180	122,262	0	122,262
Pastoral	0.0996	11	544,677	54,274	0	54,274	54,274	0	54,274
Mining	0.1985	1	9,350	1,856	0	1,856	2,024	0	2,024
Exploration	0.1908	13	1,089,739	207,934	0	207,934	205,316	0	205,316
<b>Sub-Total</b>		<b>521</b>	<b>10,839,133</b>	<b>1,488,455</b>	<b>0</b>	<b>1,488,455</b>	<b>1,476,967</b>	<b>0</b>	<b>1,476,967</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
Residential and Vacant	866	92	295,702	79,672	0	79,672	78,806	9,005	87,811
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
<b>Unimproved value</b>									
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
<b>Sub-total</b>		<b>121</b>	<b>422,278</b>	<b>103,676</b>	<b>0</b>	<b>103,676</b>	<b>101,944</b>	<b>9,005</b>	<b>110,949</b>
Concession						(4,904)			(2,401)
<b>Total general rates</b>						<b>1,587,227</b>			<b>1,585,515</b>
<b>Specified area rates</b>									
Monkey Mia Bore Replacement	0.010630		1,411,050	15,000	0	15,000	14,999	0	14,999
<b>Total specified area rates</b>			<b>1,411,050</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>14,999</b>	<b>0</b>	<b>14,999</b>
<b>Total</b>						<b>1,602,227</b>			<b>1,600,514</b>

#### KEY INFORMATION

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



Please refer to the compilation report

| 12

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 DECEMBER 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 Dec 2023 \$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		193,018	0	109,078	(91,762)	193,018
Capital grant/contributions liabilities		3,084,723	0	1,072,801	(335,498)	3,839,342
<b>Total other liabilities</b>		<b>3,277,741</b>	<b>0</b>	<b>1,181,879</b>	<b>(427,260)</b>	<b>4,032,360</b>
<b>Employee Related Provisions</b>						
Provision for annual leave		147,458	0	0	0	147,458
Provision for long service leave		140,759	0	0	(5,486)	135,273
<b>Total Provisions</b>		<b>288,217</b>	<b>0</b>	<b>0</b>	<b>(5,486)</b>	<b>282,731</b>
<b>Total other current liabilities</b>		<b>3,565,958</b>	<b>0</b>	<b>1,181,879</b>	<b>(432,746)</b>	<b>4,315,091</b>

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.

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 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 Dec 2023	Current Liability 31 Dec 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
FESA Grant - Operating Bush Fire Brigade	1,819	5,840	(5,952)	1,707	1,707	11,655	5,828	4,742
Grant FESA - SES	0	11,738	(11,738)	0	0	53,806	26,904	26,903
Planning & Strategy - Regional North LG	130,000	0	0	130,000	130,000	130,000	130,000	0
Coburn Resources Education Contribution	5,000	0	0	5,000	5,000	5,000	5,000	0
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	264,000	132,000
Community Development	0	1,000	(885)	115	115	1,000	1,000	885
DoC - Day Care Provider Accommodation Subsidy	24,000	0	(14,000)	10,000	10,000	25,000	12,498	14,000
Every Club - Gaming & Wagering Commission	7,200	0	(3,687)	3,513	3,513	7,200	3,600	3,687
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	43,174
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
	<b>193,019</b>	<b>49,078</b>	<b>(91,762)</b>	<b>150,335</b>	<b>150,335</b>	<b>760,563</b>	<b>645,732</b>	<b>433,413</b>
<b>Contributions</b>								
Donations - HMAS Sydney Exhibit	0	0	0	0	0	250	126	163
Contribution to Road Maintenance - Pipeline	0	0	0	0	0	9,625	0	0
Caravan Park Leases Mun	0	60,000	0	60,000	60,000	0	0	0
	<b>0</b>	<b>60,000</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>	<b>9,875</b>	<b>126</b>	<b>163</b>
<b>TOTALS</b>	<b>193,019</b>	<b>109,078</b>	<b>(91,762)</b>	<b>210,335</b>	<b>210,335</b>	<b>770,438</b>	<b>645,858</b>	<b>433,576</b>

Please refer to the compilation report

| 14

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

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

FINANCING ACTIVITIES

## 11 BORROWINGS

### Repayments - borrowings

#### Information on borrowings

Particulars	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			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)
<b>Total</b>		<b>701,499</b>	<b>0</b>	<b>0</b>	<b>(17,067)</b>	<b>(34,324)</b>	<b>684,432</b>	<b>667,175</b>	<b>(4,637)</b>	<b>(20,139)</b>
Current borrowings		34,324					17,257			
Non-current borrowings		667,175					667,175			
		<b>701,499</b>					<b>684,432</b>			

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

| 15

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 DECEMBER 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 Dec 2023	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
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	400,000	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	0	0	0	0	0	297,245	0	107,170
RRG Grants - Capital Projects	0	150,492	(100,483)	50,009	50,009	352,078	140,831	100,483
Local Road and Community Infrastructure Program Grant	329,098	409,956	(217,495)	521,559	521,559	830,191	50,000	217,495
Grant - Finger Jetty	0	0	0	0	0	314,403	314,403	0
DFES - Local Government Resilience LGRF16 Seroja	0	500,000	0	500,000	500,000	0	0	0
	<b>3,084,722</b>	<b>1,072,801</b>	<b>(335,498)</b>	<b>3,822,025</b>	<b>3,822,025</b>	<b>8,069,996</b>	<b>1,740,104</b>	<b>442,668</b>

Please refer to the compilation report

| 16



28 FEBRUARY 2024

11.3 FINANCIAL REPORTS TO 31 JANUARY 2024  
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Deputy Chief Executive Officer Ms D Wilkes returned to Council Chamber at 1.45pm.

Moved

Cr Vankova

Seconded

Cr Stubberfield

**Council Resolution**

**That the monthly financial report to 31 January 2024 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 January 2024** are attached.

VARIANCE ANALYSIS

**Revenue from operating activities** - Actual revenue as of 31 January 2024 was \$167,070 less than the year-to-date budget. At present, operating revenue is inflated by profit on asset disposals, currently reflecting \$144,908 over budget, on finalisation of the annual financials (annual final audit) this amount will be processed in the asset register and will be recognised in the profit or loss on disposal.

An increase in Other Revenue year to date of \$70,720, specifically Community Development Program Employer Incentive Funding, Visitor Centre booking commission, merchandise sales and diesel fuel rebate income being higher than year to date budget.

It should be noted that revenue from grants, subsidies and contributions is under budget by \$226,280 primarily due to a \$130,000 contract liability relative to the Department of Planning Lands and Heritage planning strategy review grant funding yet to be received.

**Expenditure from operating activities** - Actual expenditure as of 31 January 2024 is greater than the year-to-date budget by \$2,006,003. This is substantially due to actual depreciation being \$2,368,302 more than budgeted. An increase in road depreciation

28 FEBRUARY 2024

occurred due to the revaluation of road assets in 2022/2023 and a significant reduction in the remaining useful life of unsealed road pavements.

Notably, employee costs are \$219,083, and expenditure on materials and contracts \$230,530 less than the year-to-date budget.

**Capital Revenue** - Capital Revenue is \$2,504,461 less than year to date budget due to Social Housing Economic Recovery Package Community Housing Project and Denham Finger Jetty, Denham foreshore seawall/revetment, Regional Road Group and Cyclone Seroja resilience grant income not yet received.

**Capital Expenditure** - Capital Expenditure is consequently \$3,563,818 less than year to date budget. This is broken up between payments for property, plant and equipment \$2,062,873, specifically capital works on staff housing, Social Housing Economic Recovery Package Community Housing Project, road sweeper and pensioner units' capital works, and payments for construction and infrastructure \$1,500,945, specifically Denham seawall/revetment upgrade, Denham finger jetty and Roads to Recovery being lower than year to date budgets.

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

20 February 2024

28 FEBRUARY 2024

**SHIRE OF SHARK BAY**

**MONTHLY FINANCIAL REPORT**

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

**For the period ended 31 January 2024**

***LOCAL GOVERNMENT ACT 1995***

***LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996***

**TABLE OF CONTENTS**

Statement of Financial Activity	2
Statement of Financial Position	3
Note 1 Basis of Preparation	4
Note 2 Statement of Financial Activity Information	5
Note 3 Explanation of Material Variances	6

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024

	Adopted Budget Estimates	YTD Budget Estimates	YTD Actual	Variance* \$	Variance* %	Var.
Note	(a) \$	(b) \$	(c) \$	(c) - (b) \$	((c) - (b))/(b) %	
<b>OPERATING ACTIVITIES</b>						
<b>Revenue from operating activities</b>						
General rates	1,488,455	1,488,455	1,476,967	(11,488)	(0.77%)	▼
Rates excluding general rates	113,772	113,772	123,547	9,775	8.59%	▲
Grants, subsidies and contributions	770,438	664,328	438,048	(226,280)	(34.06%)	▼
Fees and charges	1,717,150	937,709	956,284	18,575	1.98%	▲
Interest revenue	117,250	68,687	49,405	(19,282)	(28.07%)	▼
Other revenue	141,189	85,192	155,912	70,720	83.01%	▲
Profit on asset disposals	24,483	14,819	5,729	(9,090)	(61.34%)	▼
	<b>4,372,737</b>	<b>3,372,962</b>	<b>3,205,892</b>	<b>(167,070)</b>	<b>(4.95%)</b>	
<b>Expenditure from operating activities</b>						
Employee costs	(2,803,877)	(1,569,737)	(1,350,654)	219,083	13.96%	▲
Materials and contracts	(2,317,521)	(1,124,030)	(893,500)	230,530	20.51%	▲
Utility charges	(179,775)	(107,267)	(96,484)	10,783	10.05%	▲
Depreciation	(1,881,680)	(1,108,351)	(3,476,653)	(2,368,302)	(213.68%)	▼
Finance costs	(20,139)	(7,088)	(7,087)	1	0.01%	▼
Insurance	(242,362)	(206,471)	(261,163)	(54,692)	(26.49%)	▼
Other expenditure	(229,781)	(158,905)	(141,420)	17,485	11.00%	▲
Loss on asset disposals	(145,336)	0	(60,891)	(60,891)	0.00%	▼
	<b>(7,820,471)</b>	<b>(4,281,849)</b>	<b>(6,287,852)</b>	<b>(2,006,003)</b>	<b>(46.85%)</b>	
Non-cash amounts excluded from operating activities	2(b) 2,002,533	1,093,532	3,532,756	2,439,224	223.06%	▲
<b>Amount attributable to operating activities</b>	<b>(1,445,201)</b>	<b>184,645</b>	<b>450,796</b>	<b>266,151</b>	<b>144.14%</b>	
<b>INVESTING ACTIVITIES</b>						
<b>Inflows from investing activities</b>						
Proceeds from capital grants, subsidies and contributions	8,069,996	2,840,104	335,643	(2,504,461)	(88.18%)	▼
Proceeds from disposal of assets	327,000	159,728	159,728	0	0.00%	▲
	<b>8,396,996</b>	<b>2,999,832</b>	<b>495,371</b>	<b>(2,504,461)</b>	<b>(83.49%)</b>	
<b>Outflows from investing activities</b>						
Payments for property, plant and equipment	(5,245,985)	(2,464,097)	(401,224)	2,062,873	83.72%	▲
Payments for construction of infrastructure	(4,553,570)	(2,066,446)	(565,501)	1,500,945	72.63%	▲
	<b>(9,799,555)</b>	<b>(4,530,543)</b>	<b>(966,725)</b>	<b>3,563,818</b>	<b>78.66%</b>	
<b>Amount attributable to investing activities</b>	<b>(1,402,559)</b>	<b>(1,530,711)</b>	<b>(471,354)</b>	<b>1,059,357</b>	<b>69.21%</b>	
<b>FINANCING ACTIVITIES</b>						
<b>Inflows from financing activities</b>						
Transfer from reserves	1,189,340	0	0	0	0.00%	▲
	<b>1,189,340</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>	
<b>Outflows from financing activities</b>						
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%	▲
	<b>(1,150,208)</b>	<b>(40,760)</b>	<b>(40,760)</b>	<b>0</b>	<b>0.00%</b>	
<b>Amount attributable to financing activities</b>	<b>39,132</b>	<b>(40,760)</b>	<b>(40,760)</b>	<b>0</b>	<b>0.00%</b>	
<b>MOVEMENT IN SURPLUS OR DEFICIT</b>						
<b>Surplus or deficit at the start of the financial year</b>	2(a) 2,808,628	2,808,628	2,967,522	158,894	5.66%	▲
Amount attributable to operating activities	(1,445,201)	184,645	450,796	266,151	144.14%	▲
Amount attributable to investing activities	(1,402,559)	(1,530,711)	(471,354)	1,059,357	69.21%	▲
Amount attributable to financing activities	39,132	(40,760)	(40,760)	0	0.00%	▲
<b>Surplus or deficit after imposition of general rates</b>	2(a) 0	<b>1,421,802</b>	<b>2,906,204</b>	<b>1,484,402</b>	<b>104.40%</b>	

### 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

| 2

28 FEBRUARY 2024

**SHIRE OF SHARK BAY  
STATEMENT OF FINANCIAL POSITION  
FOR THE PERIOD ENDED 31 JANUARY 2024**

	<b>Actual 30 June 2023 \$</b>	<b>Actual as at 31 January 2024 \$</b>
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	12,103,541	11,703,999
Trade and other receivables	146,630	321,106
Inventories	129,762	129,762
Other assets	40,645	0
<b>TOTAL CURRENT ASSETS</b>	<b>12,420,578</b>	<b>12,154,867</b>
<b>NON-CURRENT ASSETS</b>		
Trade and other receivables	11,217	11,217
Other financial assets	40,745	40,745
Property, plant and equipment	28,741,170	28,287,731
Infrastructure	71,946,339	69,674,960
<b>TOTAL NON-CURRENT ASSETS</b>	<b>100,739,471</b>	<b>98,014,653</b>
<b>TOTAL ASSETS</b>	<b>113,160,049</b>	<b>110,169,520</b>
<b>CURRENT LIABILITIES</b>		
Trade and other payables	1,075,865	74,036
Other liabilities	3,277,741	4,057,911
Borrowings	34,324	17,257
Employee related provisions	288,217	282,731
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,676,147</b>	<b>4,431,935</b>
<b>NON-CURRENT LIABILITIES</b>		
Borrowings	667,174	667,174
Employee related provisions	43,110	43,110
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>710,284</b>	<b>710,284</b>
<b>TOTAL LIABILITIES</b>	<b>5,386,431</b>	<b>5,142,219</b>
<b>NET ASSETS</b>	<b>107,773,618</b>	<b>105,027,301</b>
<b>EQUITY</b>		
Retained surplus	39,744,832	35,335,398
Reserve accounts	5,010,342	5,034,035
Revaluation surplus	63,018,444	64,657,868
<b>TOTAL EQUITY</b>	<b>107,773,618</b>	<b>105,027,301</b>

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

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024

### 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.

#### 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 February 2024

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024

### 2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

		Adopted Budget Opening	Actual as at	Actual as at
		1 July 2023	30 June 2023	31 Jan 2024
		\$	\$	\$
<b>(a) Net current assets used in the Statement of Financial Activity</b>				
<b>Current assets</b>				
Cash and cash equivalents		11,663,686	12,103,541	11,703,999
Trade and other receivables		142,412	146,630	321,106
Inventories		140,182	129,762	129,762
Other assets		40,645	40,645	0
		11,986,925	12,420,578	12,154,867
<b>Less: current liabilities</b>				
Trade and other payables		(500,313)	(1,075,865)	(74,036)
Other liabilities		(3,384,911)	(3,277,741)	(4,057,911)
Borrowings		(34,324)	(34,324)	(17,257)
Employee related provisions		(282,731)	(288,217)	(282,731)
		(4,202,279)	(4,676,147)	(4,431,935)
<b>Net current assets</b>		<b>7,784,646</b>	<b>7,744,431</b>	<b>7,722,932</b>
<b>Less: Total adjustments to net current assets</b>	2(c)	<b>(4,976,018)</b>	<b>(4,776,909)</b>	<b>(4,816,728)</b>
<b>Closing funding surplus / (deficit)</b>		<b>2,808,628</b>	<b>2,967,522</b>	<b>2,906,204</b>

#### (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)
	\$	\$	\$
<b>Non-cash amounts excluded from operating activities</b>			
<b>Adjustments to operating activities</b>			
Less: Profit on asset disposals	(24,483)	(14,819)	(5,729)
Add: Movement in liabilities associated with restricted cash	0	0	941
Add: Loss on asset disposals	145,336	0	60,891
Add: Depreciation	1,881,680	1,108,351	3,476,653
<b>Total non-cash amounts excluded from operating activities</b>	<b>2,002,533</b>	<b>1,093,532</b>	<b>3,532,756</b>

#### (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 Jan 2024
	\$	\$	\$
<b>Adjustments to net current assets</b>			
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	34,324	17,257
- Current portion of employee benefit provisions held in reserve	0	199,109	200,050
<b>Total adjustments to net current assets</b>	<b>(4,976,018)</b>	<b>(4,776,909)</b>	<b>(4,816,728)</b>

#### CURRENT AND NON-CURRENT CLASSIFICATION

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

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 JANUARY 2024

### 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. % %	
<b>Revenue from operating activities</b>			
General rates	(11,488)	(0.77%)	▼
Difference in revaluations at time of rate modelling.			
Rates excluding general rates	9,775	8.59%	▲
Interim rating for GRV Residential, Vacant and back rates.			
Grants, subsidies and contributions	(226,280)	(34.06%)	▼
Grant - Regional North Local Government and Coburn Resources Education are a contract liability. One third of the Useless Loop funding received. Balance of FAGS grants funding received.			
Fees and charges	18,575	1.98%	▲
Development applications, camping fees, caravan park leases, brickles sand and private works actual income higher than YTD budget.			
MRWA Monkey Mia and MRWA Shark Bay roads, DOT Marina Facility Agreement, merchandise sales actual income less than YTD budget.			
Interest revenue	(19,282)	(28.07%)	▼
Interest earnings are lower than the YTD budget and are profiled at 7/12th of the annual budget.			
Other revenue	70,720	83.01%	▲
CDP Employer Incentive Funding, Visitor Centre booking commission, merchandise sales and diesel fuel rebate actual income higher than YTD budget.			
Fire System Monitoring Reimbursement - no income received.			
Profit on asset disposals	(9,090)	(61.34%)	▼
Some plant items still to be traded.			
<b>Expenditure from operating activities</b>			
Employee costs	219,083	13.96%	▲
Most YTD budgets are profiled as 7/12th of the annual budget.			
Some YTD actuals are lower than the YTD budget as there are vacant employment positions.			
All equipment hire, community events and festivals, pensioner units maintenance, foreshore parks, MRWA Shark Bay Road, SBDC salaries and wages, Useless Loop road maintenance YTD actuals are higher than YTD budgets.			
Materials and contracts	230,530	20.51%	▲
Most YTD budgets are profiled as 7/12th of the annual budget.			
Members conferences, policy and local law review, election expenses, elected member training, shire rebranding, CEO performance review, OHS reviews, shire website, software licence fees, shire office maintenance, emergency management consultant, pensioner units maintenance, Regional North Local Government, Health consultant fees, cleaning BBQs, SBDC operating, TV transmitter, crossovers, town streets, country roads, Monkey Mia Jetty, Denham marina slipway haulage, community events and festivals, plant operating costs YTD actuals are lower than YTD budget.			
Salaries and wages admin, software licence fees, cleaning BBQ facilities, maintenance - Country Roads, Useless Loop road maintenance, MRWA Shark Bay Road, plant operations costs YTD actuals are lower than YTD budget.			
Utility charges	10,783	10.05%	▲
YTD budgets are profiled as 7/12th of the annual budget.			
Depreciation	(2,368,302)	(213.68%)	▼
YTD budgets are profiled as 7/12th of the annual budget.			
There was a revaluation of asset classes in 2022-23 so some depreciation expenses are more than the previous year calculations.			
Insurance	(54,692)	(26.49%)	▼
Insurance general is profiled as 7/12th of the annual budget.			
Workers compensation and BRING Centre Insurance allocations to be reviewed.			
Other expenditure	17,485	11.00%	▲
Members conference expenses, insurance workers compensation, emergency management consultant, crossovers YTD actuals are higher than YTD budget - these items may also require revision and reallocated to materials and contracts.			
SES Denham operating and Council assistance program YTD actuals are lower than YTD budget.			
Loss on asset disposals	(60,891)	0.00%	▼
Some plant items still to be traded.			
Non-cash amounts excluded from operating activities	2,439,224	223.06%	▲
Asset depreciation, loss on asset disposals, profit on asset disposals.			
<b>Inflows from investing activities</b>			
Proceeds from capital grants, subsidies and contributions	(2,504,461)	(88.18%)	▼
Grants contract liabilities - SHERP Community Housing, Seawall Revetment, Beach Emergency Numbers, Regional Road Group, Cyclone Seroja resilience, RRG.			
Finger Jetty grant not yet received.			
LRCI funding received is higher than the YTD budget.			
<b>Outflows from investing activities</b>			
Payments for property, plant and equipment	2,062,873	83.72%	▲
Dual Cab Truck ST and Multi Tyred rubber roller YTD actual is higher than YTD budget.			
Office furniture and equipment, capital works staff housing, SHERP Community Housing, Pensioner Units, Heritage Stables, Dual Cab Country and Road Sweeper YTD actuals are lower than YTD budgets.			
Payments for construction of infrastructure	1,500,945	72.63%	▲
Disability beach access and equipment, BBQ replacement Little Lagoon, Regional Road Group YTD actuals are higher than YTD budgets.			
Seawall upgrade, town oval reticulation/resurfacing, Roads to Recovery, Denham finger jetty YTD actuals are lower than YTD budgets.			
<b>Surplus or deficit at the start of the financial year</b>	158,894	5.66%	▲
Refer to note 2(a) for detail of differences.			
<b>Surplus or deficit after imposition of general rates</b>	1,484,402	104.40%	▲
Due to variances described above			

Please refer to the compilation report

| 6



28 FEBRUARY 2024

**SHIRE OF SHARK BAY**  
**SUPPLEMENTARY INFORMATION**  
**TABLE OF CONTENTS**

1	Key Information	2
2	Key Information - Graphical	3
3	Cash and Financial Assets	4
4	Reserve Accounts	5
5	Capital Acquisitions	6
6	Disposal of Assets	8
7	Receivables	9
8	Other Current Assets	10
9	Payables	11
10	Rate Revenue	12
11	Borrowings	13
12	Other Current Liabilities	14
13	Grants and contributions	15
14	Capital grants and contributions	16

Please refer to the compilation report

| 1

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

### 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	\$2.97 M	\$0.16 M
Closing	\$0.00 M	\$1.42 M	\$2.91 M	\$1.48 M
Refer to Statement of Financial Activity				

Cash and cash equivalents		
	\$11.70 M	% of total
Unrestricted Cash	\$6.67 M	57.0%
Restricted Cash	\$5.03 M	43.0%
Refer to 3 - Cash and Financial Assets		

Payables		
	\$0.07 M	% Outstanding
Trade Payables	\$0.02 M	
0 to 30 Days		99.5%
Over 30 Days		0.5%
Over 90 Days		0.0%
Refer to 9 - Payables		

Receivables		
	\$0.06 M	% Collected
Rates Receivable	\$0.26 M	83.9%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		25.8%
Over 90 Days		9.9%
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)	\$0.18 M	\$0.45 M	\$0.27 M
Refer to Statement of Financial Activity			

Rates Revenue			Grants and Contributions			Fees and Charges		
YTD Actual	\$1.60 M	% Variance	YTD Actual	\$0.44 M	% Variance	YTD Actual	\$0.96 M	% Variance
YTD Budget	\$1.60 M	(0.1%)	YTD Budget	\$0.66 M	(34.1%)	YTD Budget	\$0.94 M	2.0%
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)	(\$1.53 M)	(\$0.47 M)	\$1.06 M
Refer to Statement of Financial Activity			

Proceeds on sale			Asset Acquisition			Capital Grants		
YTD Actual	\$0.16 M	%	YTD Actual	\$0.57 M	% Spent	YTD Actual	\$0.34 M	% Received
Adopted Budget	\$0.33 M	(51.2%)	Adopted Budget	\$4.55 M	(87.6%)	Adopted Budget	\$8.07 M	(95.8%)
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

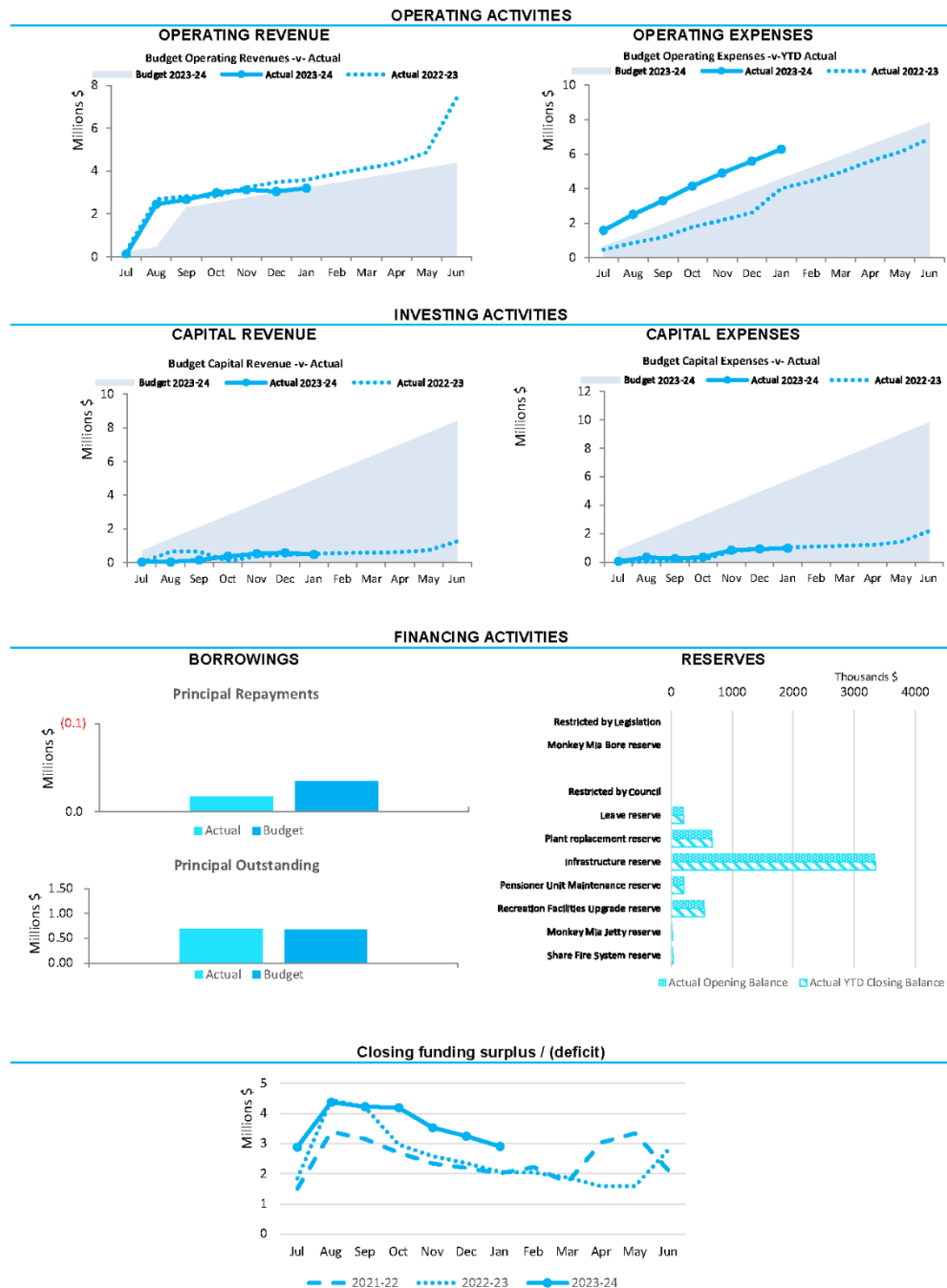
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# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

### 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

| 3

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

### 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	1,054,202	0	1,054,202	Bankwest	Variable	NA
Municipal Telenet Saver Account	Cash and cash equivalents	1,855,858	0	1,855,858	Bankwest	Variable	NA
SHERP Telenet Saver Account	Cash and cash equivalents	827,020	0	827,020	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
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
<b>Total</b>		<b>6,669,964</b>	<b>5,034,035</b>	<b>11,703,999</b>			
<b>Comprising</b>							
Cash and cash equivalents		6,669,964	5,034,035	11,703,999			
		<b>6,669,964</b>	<b>5,034,035</b>	<b>11,703,999</b>			

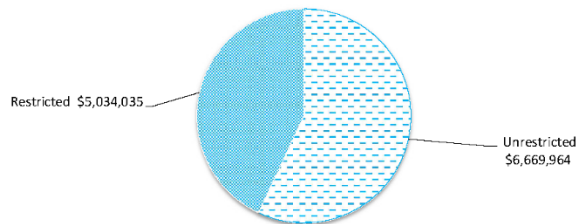
#### KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments 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.



# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

### 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 \$
<b>Restricted by Legislation</b>										
Monkey Mia Bore reserve	0	0	15,200	0	15,200	0	0	0	0	0
<b>Restricted by Council</b>										
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
	<b>5,010,342</b>	<b>0</b>	<b>1,115,884</b>	<b>(1,189,340)</b>	<b>4,936,886</b>	<b>5,010,342</b>	<b>23,693</b>	<b>0</b>	<b>0</b>	<b>5,034,035</b>

Please refer to the compilation report

| 5

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

## INVESTING ACTIVITIES

### 5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings	4,360,200	2,119,424	10,392	(2,109,032)
Furniture & Office Equip.	30,000	30,000	2,954	(27,046)
Plant, Equip. & Vehicles	828,785	287,673	385,936	98,263
Heritage Assets	27,000	27,000	1,942	(25,058)
<b>Acquisition of property, plant and equipment</b>	<b>5,245,985</b>	<b>2,464,097</b>	<b>401,224</b>	<b>(2,062,873)</b>
Roads (Non Town)	528,117	0	168,031	168,031
Footpaths	163,120	100,000	96,840	(3,160)
Town Streets	597,350	237,350	4,346	(233,004)
Public Facilities	3,264,983	1,729,096	296,284	(1,432,812)
<b>Acquisition of infrastructure</b>	<b>4,553,570</b>	<b>2,066,446</b>	<b>565,501</b>	<b>(1,500,945)</b>
<b>Total capital acquisitions</b>	<b>9,799,555</b>	<b>4,530,543</b>	<b>966,725</b>	<b>(3,563,818)</b>
<b>Capital Acquisitions Funded By:</b>				
Capital grants and contributions	8,069,996	2,840,104	335,643	(2,504,461)
Other (disposals & C/Fwd)	327,000	159,728	159,728	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	1,530,711	471,354	(1,059,357)
<b>Capital funding total</b>	<b>9,799,555</b>	<b>4,530,543</b>	<b>966,725</b>	<b>(3,563,818)</b>

#### 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.

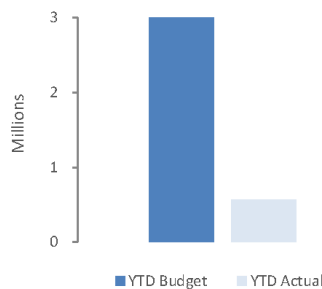
#### Initial recognition and measurement for assets held at cost

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

| 6

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

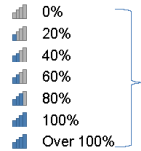
## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

## 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.

Level of completion indicator, please see table at the end of this note for further detail.		Adopted			
Account Description		Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Furniture & Office Equip.					
	05204975 Office Furniture & Equipment	30,000	30,000	0	(30,000)
	36005001 SBDC - Discovery Centre Upgrade (LRCI)	0	0	2,954	2,954
	Furniture & Office Equip. Total	30,000	30,000	2,954	(27,046)
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	8,888	216	(8,672)
	45205506 Prime Mover	250,000	0	0	0
	45205510 Dual Cab Truck 5T	105,000	105,000	122,090	17,090
	45205512 Multi Tyred Rubber Roller	180,000	0	202,437	202,437
	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	287,673	385,936	98,262
Buildings					
	09128000 Capital Works Staff Housing	52,000	30,324	0	(30,324)
	25104775 SHERP - Community Housing Project	4,118,200	2,059,100	240	(2,058,860)
	25104785 Pensioner Units Capital Works	60,000	30,000	5,211	(24,789)
	35104702 Denham Town Hall Capital Works	80,000	0	0	0
	35304736 Sport and Recreation Buildings Capital Works	50,000	0	1,066	1,066
	36004998 SBDC Airconditioner Upgrade	0	0	225	225
	09102810 Grant - Essential Worker Accommodation	0	0	3,650	3,650
	Buildings Total	4,360,200	2,119,424	10,392	(2,109,032)
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	47,495	47,495
	35205540 CCTV Upgrades - Foreshore ( LRCI)	50,000	0	0	0
	35205541 Seawall Upgrade - Capital Works	2,146,649	1,290,649	17,520	(1,273,129)
	35205542 Beach Emergency Numbers Signage - Capital Expenditure	11,230	11,230	11,364	134
	35302284 Little Lagoon Upgrades, Gazebo, Bollards and Signage	5,000	5,000	0	(5,000)
	35305511 Town Oval and Recreation Reticulation/Resurfacing	203,000	203,000	158,350	(44,650)
	35305512 Access Bicycle and Walking Paths - Recreation Precinct	30,000	0	0	0
	35305586 Parks & Gardens Capital Exp	12,000	0	547	547
	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	219,217	21,170	(198,047)
	35305302 CCTV Installation - Recreation	0	0	6,465	6,465
	35312163 Limestone Wall Replacemnet - East End CP (LRCI)	0	0	3,196	3,196
	35605502 BBQ Replacment Little Lagoon - (LRCI)	0	0	30,177	30,177
	Public Facilities Total	3,264,983	1,729,096	296,284	(1,432,811)
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	168,031	168,030
	Roads (Non Town) Total	528,117	0	168,031	168,030
	Grand Total	9,799,555	4,530,543	966,725	(3,563,818)

Please refer to the compilation report

17

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

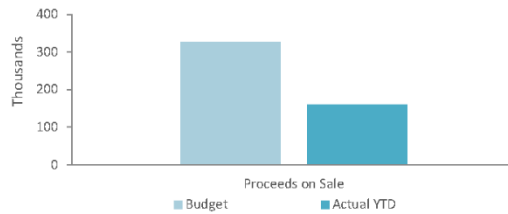
28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

## 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)
		\$	\$	\$	\$	\$	\$	\$	\$
	<b>Plant and equipment</b>								
	Plant and equipment	400,000	254,664	0	(145,336)	0	0	0	0
	Plant and equipment	47,853	72,336	24,483	0	0	0	0	0
MV203	Toyota Prado	0	0	0	0	53,141	54,545	1,404	0
MV187	Multipac Multi Wheeled Roller	0	0	0	0	110,891	50,000	0	(60,891)
MV178	WA Hino 300 Series 817	0	0	0	0	50,858	55,183	4,325	0
	Dual Cab - Ranger	0	0	0	0	0	0	0	0
	Dual Cab - Gardener	0	0	0	0	0	0	0	0
	Dual Cab Ute - Town Supervisor	0	0	0	0	0	0	0	0
	Dual Cab Truck 4x4	0	0	0	0	0	0	0	0
		<b>447,853</b>	<b>327,000</b>	<b>24,483</b>	<b>(145,336)</b>	<b>214,890</b>	<b>159,728</b>	<b>5,729</b>	<b>(60,891)</b>



Please refer to the compilation report

| 8



# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

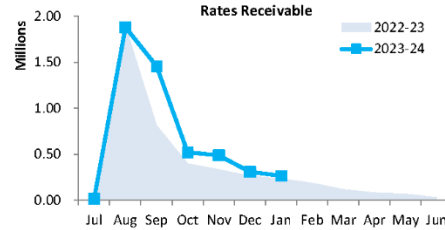
## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

## OPERATING ACTIVITIES

### 7 RECEIVABLES

#### Rates receivable

	30 June 2023	31 Jan 2024
Opening arrears previous years	\$ 34,985	\$ 31,192
Levied this year	1,915,923	1,600,514
Less - collections to date	(1,919,716)	(1,368,638)
Gross rates collectable	<b>31,192</b>	<b>263,068</b>
Net rates collectable	<b>31,192</b>	<b>263,068</b>
% Collected	98.4%	83.9%



#### Receivables - general

	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(943)	29,379	5,639	470	3,776	38,321
Percentage	(2.5%)	76.7%	14.7%	1.2%	9.9%	
<b>Balance per trial balance</b>						<b>38,321</b>
Trade receivables						
Other receivables						19,717
<b>Total receivables general outstanding</b>						<b>58,038</b>

Amounts shown above include GST (where applicable)

#### KEY INFORMATION

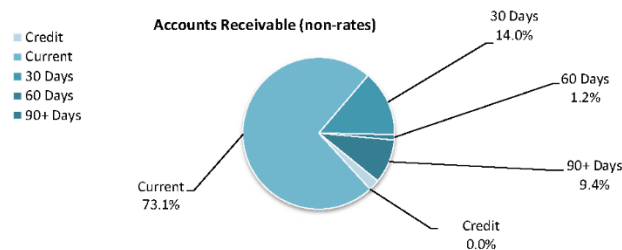
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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.



28 FEBRUARY 2024

SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2024

## OPERATING ACTIVITIES

## 8 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 Jan 2024
	\$	\$	\$	\$
<b>Other current assets</b>				
<b>Inventory</b>				
Stock on hand	129,762	0	0	129,762
<b>Other assets</b>				
Prepayments	6,067	0	(6,067)	0
Accrued income	34,578	0	(34,578)	0
<b>Total other current assets</b>	<b>170,407</b>	<b>0</b>	<b>(40,645)</b>	<b>129,762</b>
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.

28 FEBRUARY 2024

SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2024

## OPERATING ACTIVITIES

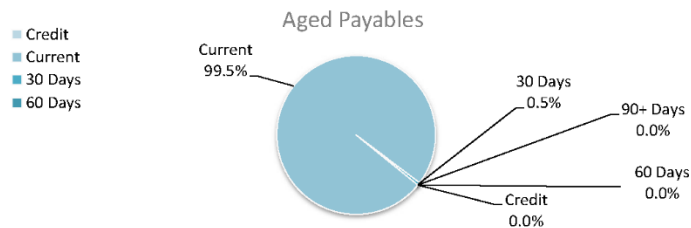
## 9 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	21,958	121	0	0	22,079
Percentage	0.0%	99.5%	0.5%	0.0%	0.0%	
<b>Balance per trial balance</b>						
Sundry creditors						22,079
Other payables						10,552
Esl Liability						373
Bond Liability						34,101
Prepaid Rates						6,931
<b>Total payables general outstanding</b>						<b>74,036</b>

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.



# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

## OPERATING ACTIVITIES

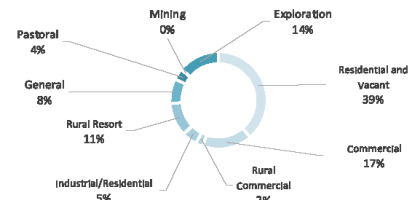
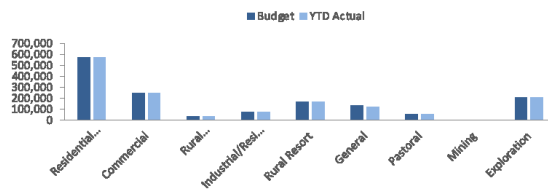
### 10 RATE REVENUE

#### 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 \$
<b>Gross rental value</b>									
Residential and Vacant	0.1022	394	5,575,693	570,056	0	570,056	571,465	0	571,465
Commercial	0.1051	41	233,198	245,141	0	245,141	245,141	0	245,141
Rural Commercial	0.1063	5	341,522	36,290	0	36,290	36,290	0	36,290
Industrial/Residential	0.1131	47	648,097	73,324	0	73,324	74,795	0	74,795
Rural Resort	0.1122	2	1,474,654	165,400	0	165,400	165,400	0	165,400
<b>Unimproved value</b>									
General	0.1455	7	922,203	134,180	0	134,180	122,262	0	122,262
Pastoral	0.0996	11	544,677	54,274	0	54,274	54,274	0	54,274
Mining	0.1985	1	9,350	1,856	0	1,856	2,024	0	2,024
Exploration	0.1908	13	1,089,739	207,934	0	207,934	205,316	0	205,316
<b>Sub-Total</b>		<b>521</b>	<b>10,839,133</b>	<b>1,488,455</b>	<b>0</b>	<b>1,488,455</b>	<b>1,476,967</b>	<b>0</b>	<b>1,476,967</b>
<b>Minimum payment</b>									
<b>Gross rental value</b>									
Residential and Vacant	866	92	295,702	79,672	0	79,672	78,806	9,005	87,811
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
<b>Unimproved value</b>									
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
<b>Sub-total</b>		<b>121</b>	<b>422,278</b>	<b>103,676</b>	<b>0</b>	<b>103,676</b>	<b>101,944</b>	<b>9,005</b>	<b>110,949</b>
Concession						(4,904)			(2,401)
<b>Total general rates</b>						<b>1,587,227</b>			<b>1,585,515</b>
<b>Specified area rates</b>									
Monkey Mia Bore Replacement	0.010630		1,411,050	15,000	0	15,000	14,999	0	14,999
<b>Total specified area rates</b>			<b>1,411,050</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>14,999</b>	<b>0</b>	<b>14,999</b>
<b>Total</b>						<b>1,602,227</b>			<b>1,600,514</b>

#### KEY INFORMATION

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



Please refer to the compilation report

| 12

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2024

FINANCING ACTIVITIES

## 11 BORROWINGS

### Repayments - borrowings

#### Information on borrowings

Particulars	Loan No.	1 July 2023	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Town Oval Bore	58	701,498	0	0	(17,067)	(34,324)	684,431	667,174	(4,637)	(20,139)
<b>Total</b>		<b>701,498</b>	<b>0</b>	<b>0</b>	<b>(17,067)</b>	<b>(34,324)</b>	<b>684,431</b>	<b>667,174</b>	<b>(4,637)</b>	<b>(20,139)</b>
Current borrowings		34,324					17,257			
Non-current borrowings		667,174					667,174			
		<b>701,498</b>					<b>684,431</b>			

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

| 13

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

## SHIRE OF SHARK BAY SUPPLEMENTARY INFORMATION FOR THE PERIOD ENDED 31 JANUARY 2024

## 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 Jan 2024 \$
<b>Other current liabilities</b>						
<b>Other liabilities</b>						
Contract liabilities		193,018	0	79,399	(110,151)	162,266
Capital grant/contributions liabilities		3,084,723	0	1,146,565	(335,643)	3,895,645
<b>Total other liabilities</b>		<b>3,277,741</b>	<b>0</b>	<b>1,225,964</b>	<b>(445,794)</b>	<b>4,057,911</b>
<b>Employee Related Provisions</b>						
Provision for annual leave		147,458	0	0	0	147,458
Provision for long service leave		140,759	0	0	(5,486)	135,273
<b>Total Provisions</b>		<b>288,217</b>	<b>0</b>	<b>0</b>	<b>(5,486)</b>	<b>282,731</b>
<b>Total other current liabilities</b>		<b>3,565,958</b>	<b>0</b>	<b>1,225,964</b>	<b>(451,280)</b>	<b>4,340,642</b>
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.

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2024

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 Jan 2024	Current Liability 31 Jan 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Grants and subsidies</b>								
FESA Grant - Operating Bush Fire Brigade	1,819	7,545	(5,140)	4,224	4,224	11,655	8,742	5,140
Grant FESA - SES	0	40,354	(26,903)	13,451	13,451	53,806	40,356	26,903
Planning & Strategy - Regional North LG	130,000	0	0	130,000	130,000	130,000	130,000	0
Coburn Resources Education Contribution	5,000	0	0	5,000	5,000	5,000	5,000	0
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	264,000	132,000
Community Development	0	1,000	(1,000)	0	0	1,000	1,000	1,000
DoC - Day Care Provider Accommodation Subsidy	24,000	0	(18,000)	6,000	6,000	25,000	14,581	18,000
Every Club - Gaming & Wagering Commission	7,200	0	(3,608)	3,592	3,592	7,200	3,600	3,608
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	43,174
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
	<b>193,019</b>	<b>79,399</b>	<b>(110,151)</b>	<b>162,267</b>	<b>162,267</b>	<b>760,563</b>	<b>664,181</b>	<b>437,847</b>
<b>Contributions</b>								
Donations - HMAS Sydney Exhibit	0	0	0	0	0	250	147	201
Contribution to Road Maintenance - Pipeline	0	0	0	0	0	9,625	0	0
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,875</b>	<b>147</b>	<b>201</b>
<b>TOTALS</b>	<b>193,019</b>	<b>79,399</b>	<b>(110,151)</b>	<b>162,267</b>	<b>162,267</b>	<b>770,438</b>	<b>664,328</b>	<b>438,048</b>

Please refer to the compilation report

| 15

# UNCONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING

28 FEBRUARY 2024

SHIRE OF SHARK BAY  
SUPPLEMENTARY INFORMATION  
FOR THE PERIOD ENDED 31 JANUARY 2024

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 Jan 2024	Liability	Budget	Budget	Revenue
	\$	\$	(As revenue)	\$	\$	\$	\$	\$
<b>Capital grants and subsidies</b>								
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	1,400,000	17,520
Grant - Beach Emergency Numbers Signage	0	12,353	(12,353)	0	0	11,230	11,230	12,353
Roads To Recovery Grant - Cap	0	0	0	0	0	297,245	0	0
RRG Grants - Capital Projects	0	257,662	(120,433)	137,229	137,229	352,078	140,831	120,433
Local Road and Community Infrastructure Program Grant	329,098	376,550	(184,271)	521,377	521,377	830,191	150,000	184,271
Grant - Finger Jetty	0	0	0	0	0	314,403	314,403	0
DFES - Local Government Resilience LGRF16 Seroja	0	500,000	(1,066)	498,934	498,934	0	0	1,066
	<b>3,084,722</b>	<b>1,146,565</b>	<b>(335,643)</b>	<b>3,895,644</b>	<b>3,895,644</b>	<b>8,069,996</b>	<b>2,840,104</b>	<b>335,643</b>

Please refer to the compilation report

| 16



28 FEBRUARY 2024

**12.0 TOWN PLANNING REPORT**

**12.1 DELEGATED AUTHORITY FOR HOLIDAY HOUSE APPLICATIONS**  
GV00016 / PE 00131

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Ridgley  
Seconded       Cr Smith

**Council Resolution**

**That Council:**

1. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to:
  - a. Determine any new (first time) formal applications lodged for holiday houses, and note that any initial approval is only for 12 months.
  - b. Determine any application seeking a renewal of a holiday house approval to streamline the application process.
  - c. This delegation will be for a maximum of 12 months (until March 2025).
2. Note that:
  - a. The delegation only relates to single houses.
  - b. Where there is a valid objection and / or a variation to the existing (or reviewed) Local Planning Policy, the Chief Executive Officer can still refer any application to Council.

0/5 LOST

BACKGROUND

- ***Relevant Council decision : Local Planning Policy No 1 Holiday Houses in Residential Areas (September 2020)***

The Shire Council adopted Local Planning Policy No 1 (with modifications) at the meeting held in September 2020.

- ***Relevant Council decision : Holiday Houses (July 2021)***

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

- "1. Note that:

28 FEBRUARY 2024

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

- ***Relevant Council decision : Delegated Authority (March 2022)***

On the 30 March 2022, Council adopted the following resolution at its Ordinary Meeting;

*‘Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to:*

- (A) *Determine any new (first time) formal applications lodged for holiday houses, and note that any initial approval is only for 12 months. This delegation will be for a maximum of 12 months (until March 2023).*
  - (B) *Determine any application seeking a renewal of a holiday house approval to streamline the application process. This delegation will be for a maximum of 2 years (until March 2024).’*

- ***Relevant Council decision : Delegated Authority (March 2023)***

On the 29 March 2023, Council adopted the following resolution at its Ordinary Meeting;

- ‘1. *Pursuant to Clause 82(1) and 82(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine any new (first time) formal applications lodged for holiday houses, and note that any initial approval is only for 12 months. This delegation will be for a maximum of 12 months (until March 2024).*
- 2. *Note that:*
  - a. *A further report on delegated authority will be referred to Council in March 2024.*
  - b. *The Chief Executive Officer has delegation to determine applications seeking a subsequent (renewal) of approval for holiday houses which is valid until March 2024.*

28 FEBRUARY 2024

- c. *The Chief Executive Officer will support a longer approval period of 3 years for 'second time' renewal applications, where the owners have complied with their existing planning approval and no major issues are identified.'*

COMMENT

- *New 'first time' applications for holiday houses*

The majority of applications processed over the last 12 months by the Shire have been 'renewals'.

The existing delegated authority which allows the Shire Chief Executive Officer to determine 'first time' applications for holiday houses is due to expire next month.

The use of delegated authority has streamlined the planning process, reduced the Shires costs, and allowed planning resources to be diverted into other areas (noting there will be a review of the Shires Local Planning Strategy this year).

There are clear benefits associated with using delegated authority as:

- a) There have been cases where the application process has been protracted due to a lack of quorum at Council meetings (eg 127 Knight Terrace);
- b) The compilation of an increasing number of agenda reports for referral to Council has placed a strain on the resources of both TPI and Shire officers;
- c) It allows streamlining of the planning process, and quicker turnarounds for owners / applicants;
- d) It only applies to single houses.

Where a unit development or a grouped dwelling is proposed for short stay accommodation, those applications are still referred to Council.

This report recommends that Council grant a new delegated authority to allow the Chief Executive to continue to determine 'first time' applications for a further one year period (until March 2025).

- *Applications to renew an approval (second time applications)*

The initial planning approval for all holiday house applications have been limited to 12 months.

Second time applications or 'renewals' have been issued for 3 years where there has been no complaints, and owners have complied with their planning conditions, such as construction of crossovers.

The renewal applications have a more simplified application lodgement process, although they are still advertised for public comment.

This report recommends that Council grant a new delegated authority to allow the Chief Executive to continue to determine 'renewal' applications for a further one year period (until March 2025).

28 FEBRUARY 2024

- *Other short term accommodation applications*

Holiday House applications only include single houses on a lot. Other 'short stay' applications proposing to use a grouped dwelling for short stay accommodation are referred to Council.

At the time of writing this report, applications for new short stay applications (strata units) being processed include:

- 1A Mead Street
- 35B Fry Court
- 1 Leeds Court

The above applications relate to strata/grouped dwellings so will be referred to a future Council meeting for determination.

LEGAL IMPLICATIONS

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

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

*Shire of Shark Bay Local Planning Scheme No 4* – There are specific provisions that apply to Holiday Houses in Residential zones under Clause 32.15.

Under Clause 32.15.5, the local government may issue subsequent Development approvals for a Holiday house and has discretion to limit the term of approval to one year, 3 years or up to a maximum of 5 years as deemed appropriate by the local government.

POLICY IMPLICATIONS

The Shire has a Local Planning Policy on Holiday Houses, which is due to be reviewed.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Town Planning Innovations for general planning advice. There will be cost savings for the Shire if TPI has to prepare less agenda reports.

STRATEGIC IMPLICATIONS

*State implications –*

The State Government is progressing legislation to increase regulation around the Short-Term Rental Accommodation sector. Short-Term Rental Accommodation refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis.

A state wide Short-Term Rental Accommodation register is expected to be rolled out around mid-2024. All owners will be required to register their premises with the State by the 1 January 2025. Property owners will have until 1 January 2026 to provide evidence of compliance with local planning requirements to remain registered.

28 FEBRUARY 2024

The *Planning and Development (Local Planning Schemes) Regulations 2015* will be amended to include new tourist related land use definitions. When that occurs TPI will need to consider the implications for the Shires Scheme, and whether a Scheme Amendment needs to be pursued.

*Local implications –*

Currently there are no long term residential rentals available in Denham on the Ray White website. The lack of long term rentals has implications for the Shire, local businesses and tourist operators who need workers to sustain ongoing growth.

The issue of holiday accommodation needs to be examined strategically as part of the Local Planning Strategy Review process, and a review of the Shire's existing Holiday House policy.

A Councillor workshop on the Strategy Review is being looked at for March 2024.

RISK MANAGEMENT

There are no known risks associated with this item.

VOTING REQUIREMENTS

Absolute Majority Required

SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*D Chapman*

Date of Report

20 February 2024

28 FEBRUARY 2024

12.2 PROPOSED CHALETs IN EXISTING CARAVAN PARK – LOT 100 (1) STELLA ROWLEY DRIVE, DENHAM P4404

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Stubberfield  
Seconded       Cr Ridgley

**Council Resolution**

**That Council:**

**A.     Approve the Development Application for the relocation of 10 existing chalets and construction of 8 new chalets as part of the existing caravan park on Lot 100 (1) Stella Rowley Drive, Denham subject to the following conditions and footnotes:**

- 1.       The plans lodged with the application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.**
- 2.       The owner shall carry out all works necessary to implement the recommendations in the Bushfire Management Plan dated 6 December 2023 prepared by Element including and not limited to:**
  - (i)     Ensure internal accessways are maintained with a minimum trafficable width of 6m and loop access for fire appliance vehicles.**
  - (ii)    Maintain adjacent road reserve and verge area in a low threat condition, in accordance with AS3959.**

**All works associated with implementation of the Bushfire Management Plan to be at the developers cost.**

- 3.       Prior to occupation and use of the chalets, the owner shall lodge an updated Bushfire Emergency Evacuation Plan with contact details as recommended in the Bushfire Management Plan dated 6 December 2023 prepared by Element.**
- 4.       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 road reserve unless otherwise approved in writing by the Chief Executive Officer.**

28 FEBRUARY 2024

5. **All development shall be connected to reticulated sewer.**
6. **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) **This is only a planning consent. 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.**
- (b) **The owners are advised to lodge a revised site plan with their annual application for a separate Caravan Park and Camping Ground Licence in accordance with the Caravan Parks and Camping Grounds Act 1995.**

**5/0 CARRIED**

**BACKGROUND**

The Denham Seaside Caravan Park originally operated on Lot 309 and 310 Stella Rowley Drive Denham.

Planning approval for 20 overflow sites on Lot 309 Stella Rowley Drive Denham was approved by Council at the Ordinary Meeting held on the 30 June 2010.

An application for expansion of the caravan park by approximately 50 sites was approved on the 9 September 2019. A Bushfire Management Plan was approved as part of the 2019 application, and included a requirement for the owner to maintain the verge to a low fuel standard.

Lot 309 and 310 were amalgamated and are now known as Lot 100 (1) Stella Rowley Drive, Denham. Planning approval for a desalination plant for water supply on Lot 100 was issued in November 2020.

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

28 FEBRUARY 2024



*Above: Location Plan*

COMMENT

- *Description of Application*

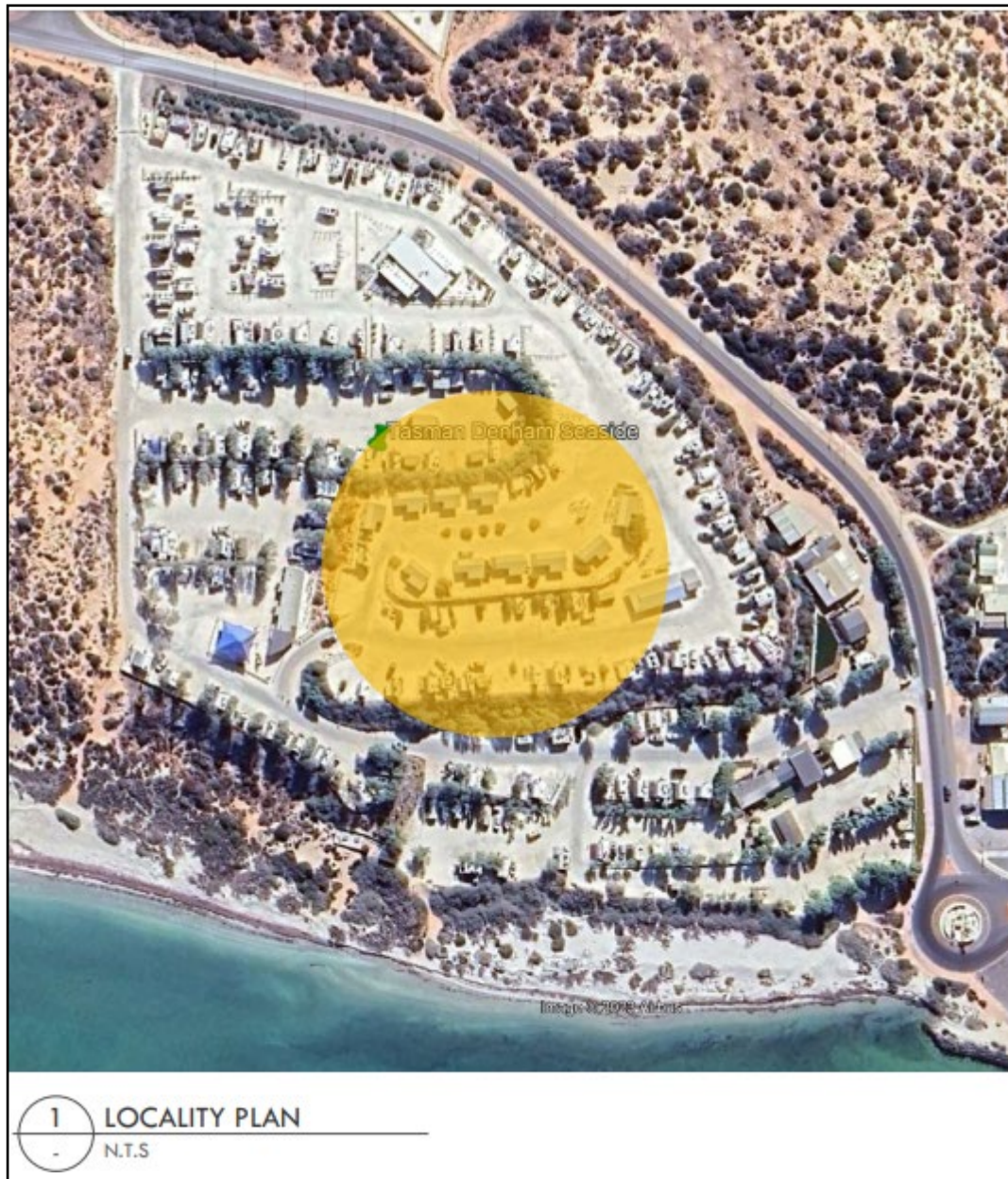
Tasman Holiday Parks purchased Lot 100 in 2022 and seek to provide an improved tourism offering within the Denham townsite.

The proposed development seeks to increase the number of chalets on site to provide an increased level of amenity for guests of the caravan park.

Development is proposed fairly central to the lot – refer locality plan over page.

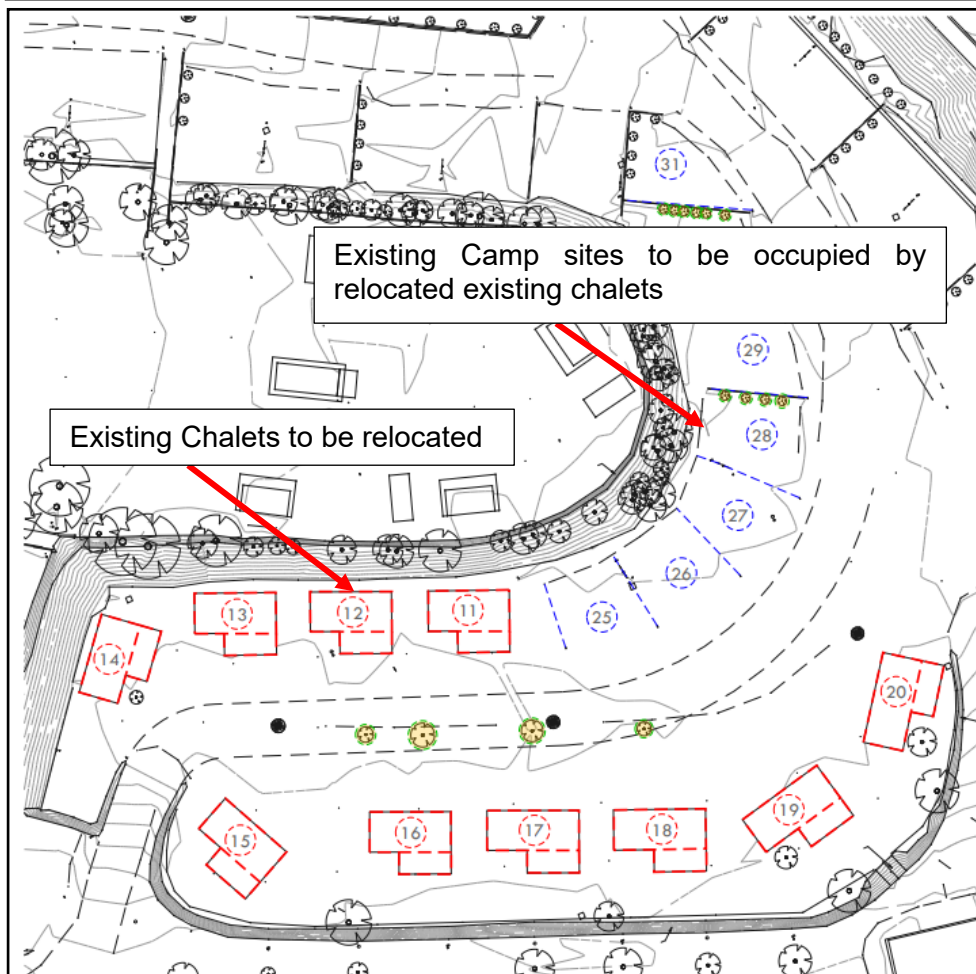
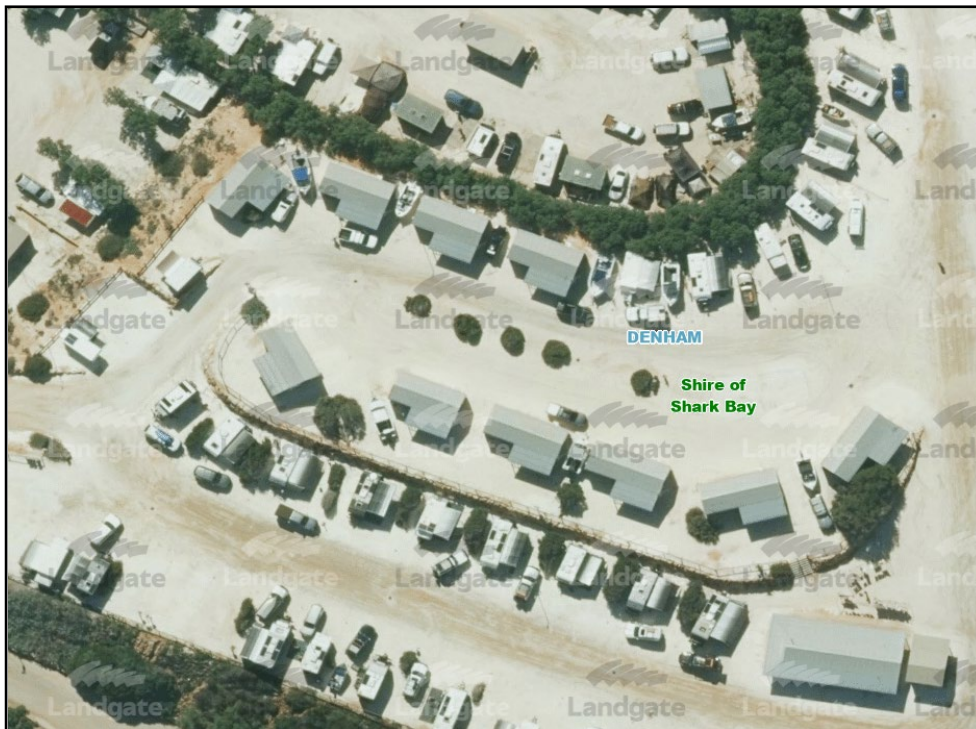


28 FEBRUARY 2024



There are existing chalets on sites 11 to 20 as shown on the existing aerial and existing site plan overpage. Sites 25 to 31 are existing camp sites.

28 FEBRUARY 2024

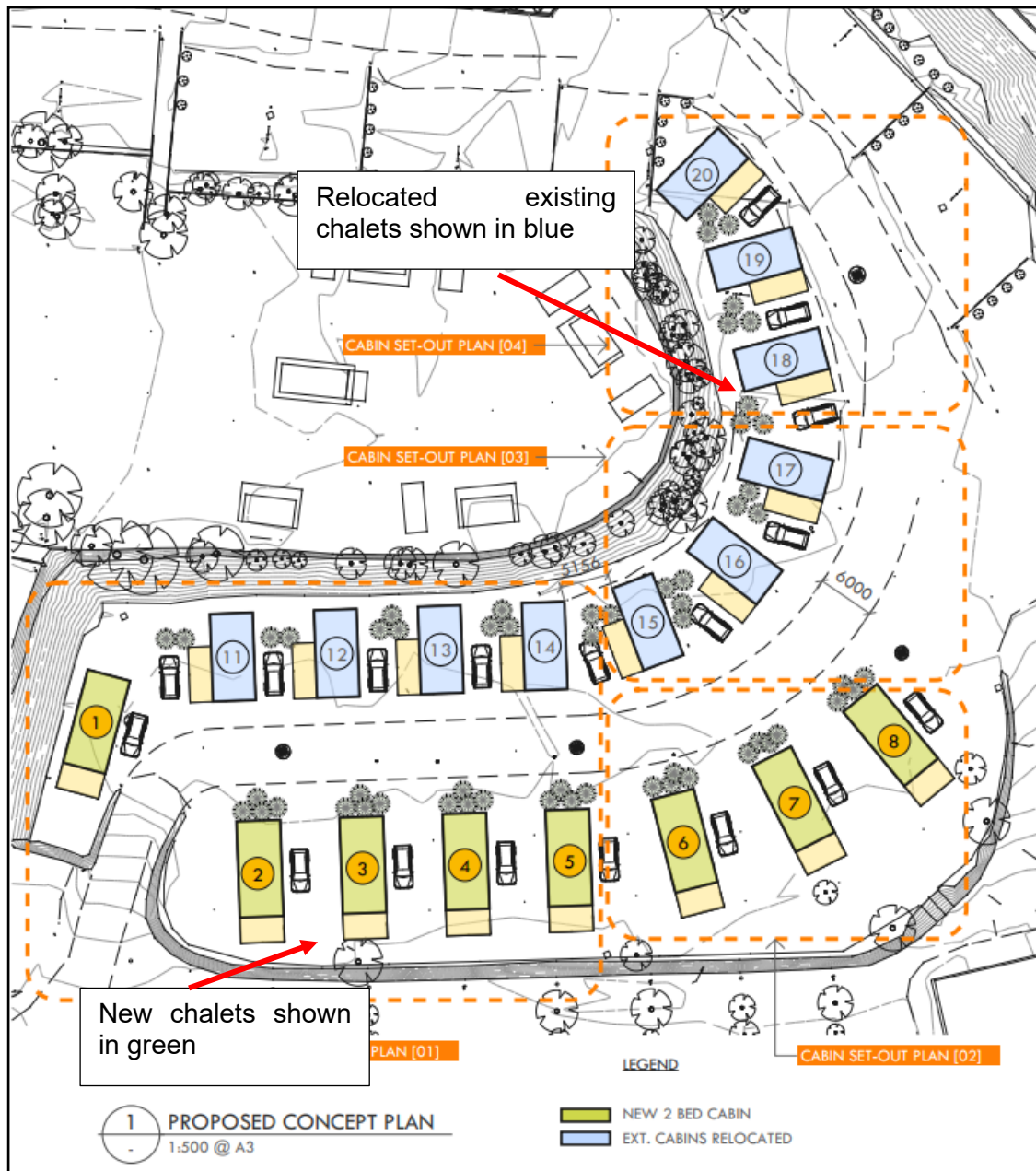


Above: Existing site plan



28 FEBRUARY 2024

The application proposes to relocate ten (10) existing chalets and install eight (8) new chalets. Both the proposed new and relocated chalets will be located centrally within the existing caravan park and will result in the removal of seven (7) camp sites.

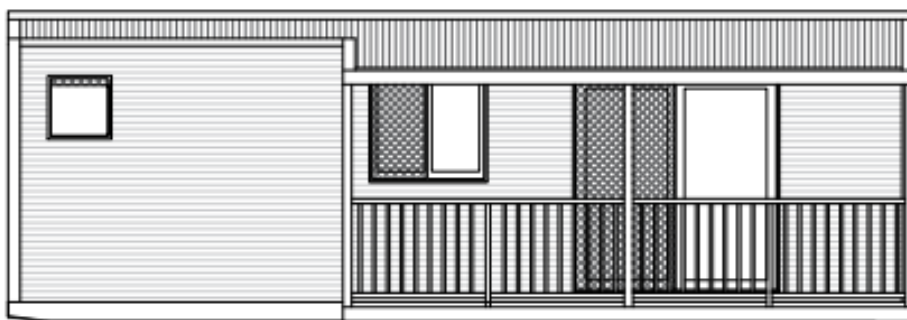


Elevations of the existing chalets to be relocated are included over page.

28 FEBRUARY 2024



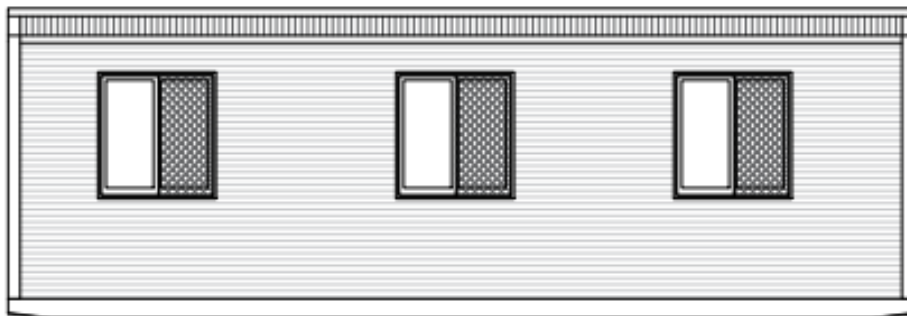
ELEVATION A  
SCALE 1/75



ELEVATION B  
SCALE 1/75



ELEVATION C  
SCALE 1/75



ELEVATION D  
SCALE 1/75

28 FEBRUARY 2024

The new chalets will be self-contained with two bedrooms. Coloured 3-D elevations for the new chalets are included below.

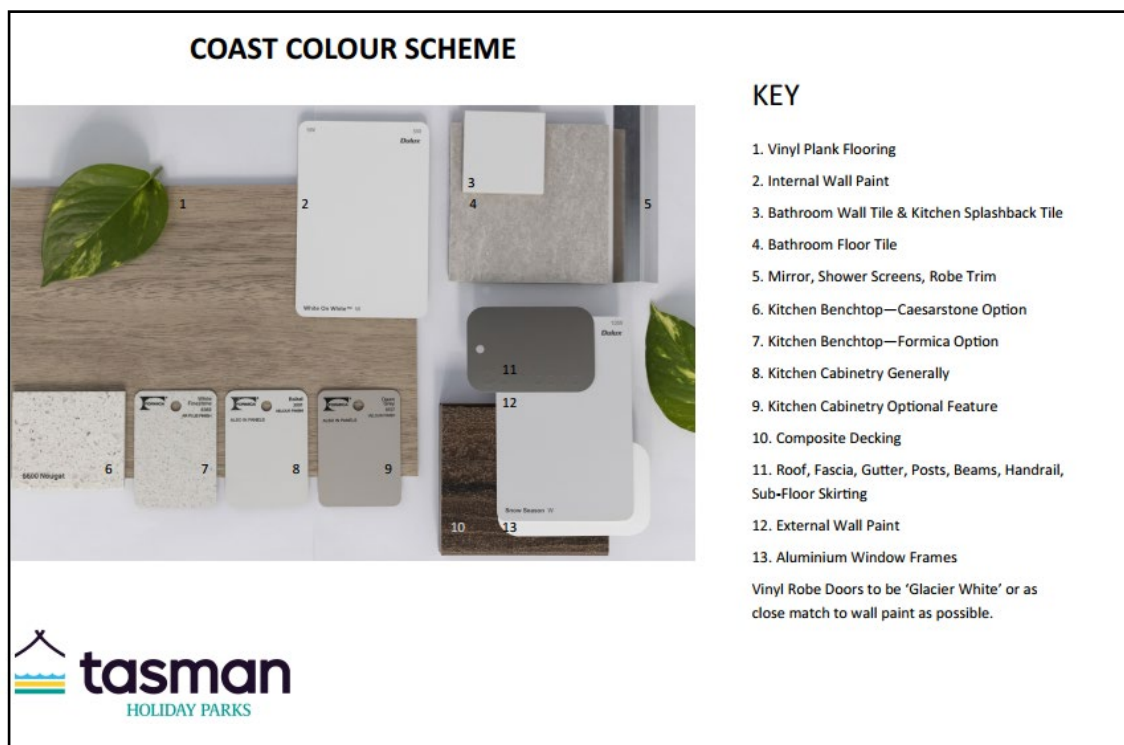


28 FEBRUARY 2024

The external finishes and colours for the new chalets are summarised as follows:

- External walls - horizontal weatherboard cladding painted light grey.
- Roof – dark grey colorbond sheeting (exact shade will be determined by the energy efficiency report).
- Windows and sliding exterior door frames - white aluminium.

The colour scheme has been based on coastal influences.



Each relocated and new chalet will be provided with car parking areas immediately adjacent to each building.

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

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

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

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The lot is partially within the declared bushfire prone area (pink area) and tourism uses are considered to be 'vulnerable' land uses.

A Bushfire Management Plan was supported for the caravan park expansion in 2019.



28 FEBRUARY 2024

An updated Bushfire Management Plan has been lodged in support of this application. The Bushfire Management Plan examines factors such as slope, setbacks to development, and vegetation types within 100 to 150 metres.

The Bushfire Management Plan identifies that all chalets can achieve an acceptable Bushfire Attack Level rating of Bushfire Attack Level-12.5.

The Bushfire Management Plan recommends that the landowner, in liaison with the Shire, manage vegetation in the road reserve/verge to a low threat state to the standard applied to Asset Protection Zones. This is consistent with the 2019 Bushfire Management Plan.

A Draft Bushfire Emergency Evacuation Plan has been included. Details such as contact details for local fire control officers and on site staff need to be added to the Bushfire Emergency Evacuation Plan. The Bushfire Emergency Evacuation Plan recommends that the Bushfire Emergency Evacuation Plan be finalised prior to occupation of the chalets.

The Draft Bushfire Emergency Evacuation Plan is comprehensive and is generally supported.

- *Coastal Issues*

The natural ground levels surrounding the proposed development are not less than 15 metres so the chalets will have a finished floor level well in excess of the requirements of the Shire of Shark Bay Local Planning Scheme No 4 for 'land subject to inundation'.

The location of the proposed chalets is considered acceptable given they will not be subject to any immediate coastal erosion and can be relocated.

#### 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 –*

Lot 100 Stella Rowley Drive is zoned 'Special Use' (No 1) under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme').

A caravan park is a 'D' use in the applicable Special Use zone which '*means that the use is not permitted unless the local government has exercised its discretion by granting development approval*'. In other words Council has discretion to consider the proposed development as part of a caravan park under the Scheme.

The general definitions under the Scheme describe a 'chalet' as 'means a dwelling forming part of a tourist development or caravan park that is —

28 FEBRUARY 2024

- (a) a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and
- (b) designed to provide short-term accommodation for guests’.

Under Clause 32.1(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.’

POLICY IMPLICATIONS

There are no policy implication relative to this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

*L Bushby*

Chief Executive Officer

*D Chapman*

Date of Report

20 February 2024



28 FEBRUARY 2024

12.3 PROPOSED OFFICE – LOT 285 (33) VLAMINGH CRESCENT, DENHAM  
P1324

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Smith  
Seconded       Cr Ridgley

**Council Resolution**

**That Council:**

1.     **Note that the Development Application for an ancillary office on Lot 285 (33) Vlamingh Crescent, Denham is being advertised for public comment as a variation to the setback requirements of the Shire of Shark Bay Local Planning Scheme are proposed.**
2.     **Note that Lot 285 is within a declared bushfire prone area, and support the planning application without a Bushfire Attack Level assessment for the following reasons:**
  - (a)     **The proposed office is ancillary to the existing business so there is no real intensification of land use;**
  - (b)     **The use will not significantly increase bushfire risk; and**
  - (c)     **A Bushfire Attack Level dictates any higher construction standards for habitable buildings only.**
3.     **Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the Development Application for an ancillary office on Lot 285 (33) Vlamingh Crescent, Denham.**

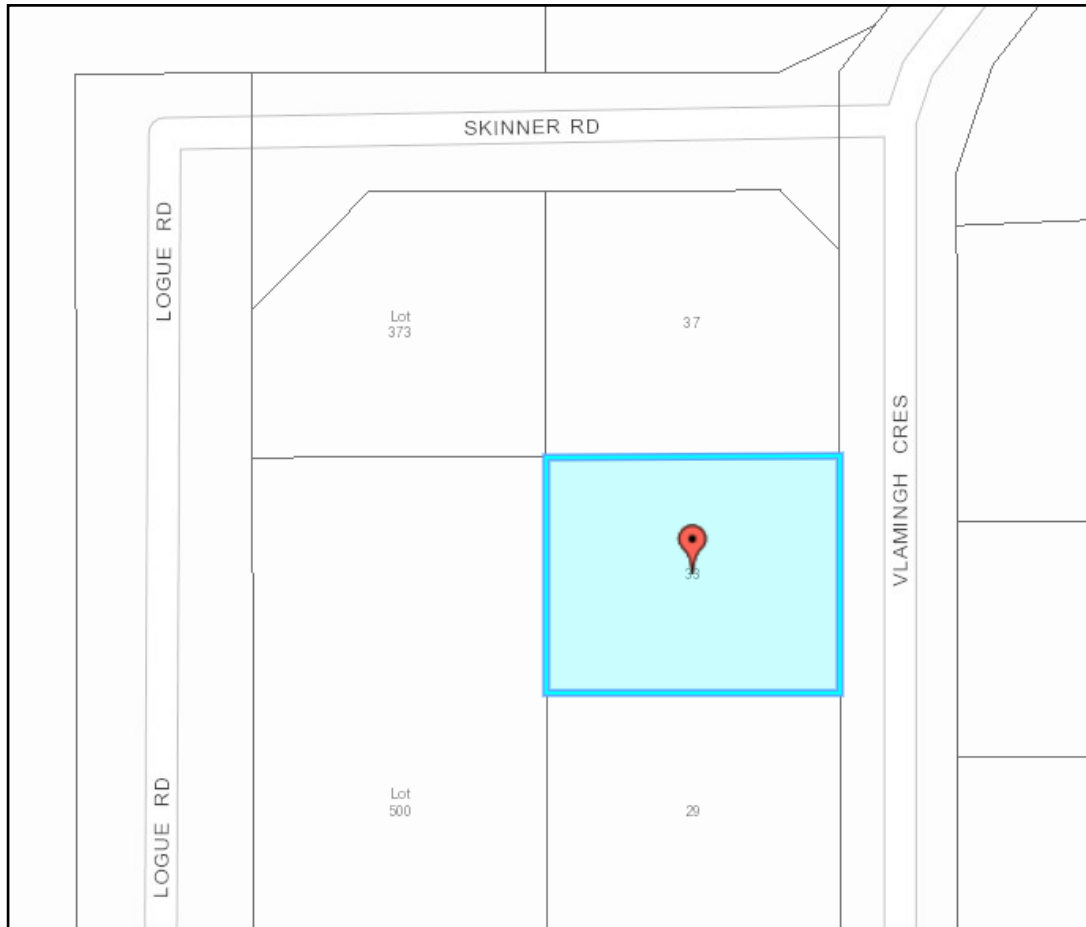
**5/0 CARRIED**

**BACKGROUND**

Lot 285 has been developed with industrial sheds. The owner, Robert Morgan, invented technology known as 'TWC' which is used to restore the natural balance in aquatic ecosystems by providing a natural bacteria. Denham is used as the main business base, although products are being rolled out world-wide.

28 FEBRUARY 2024

A location plan is included below for ease of reference.



*Above: Location Plan*

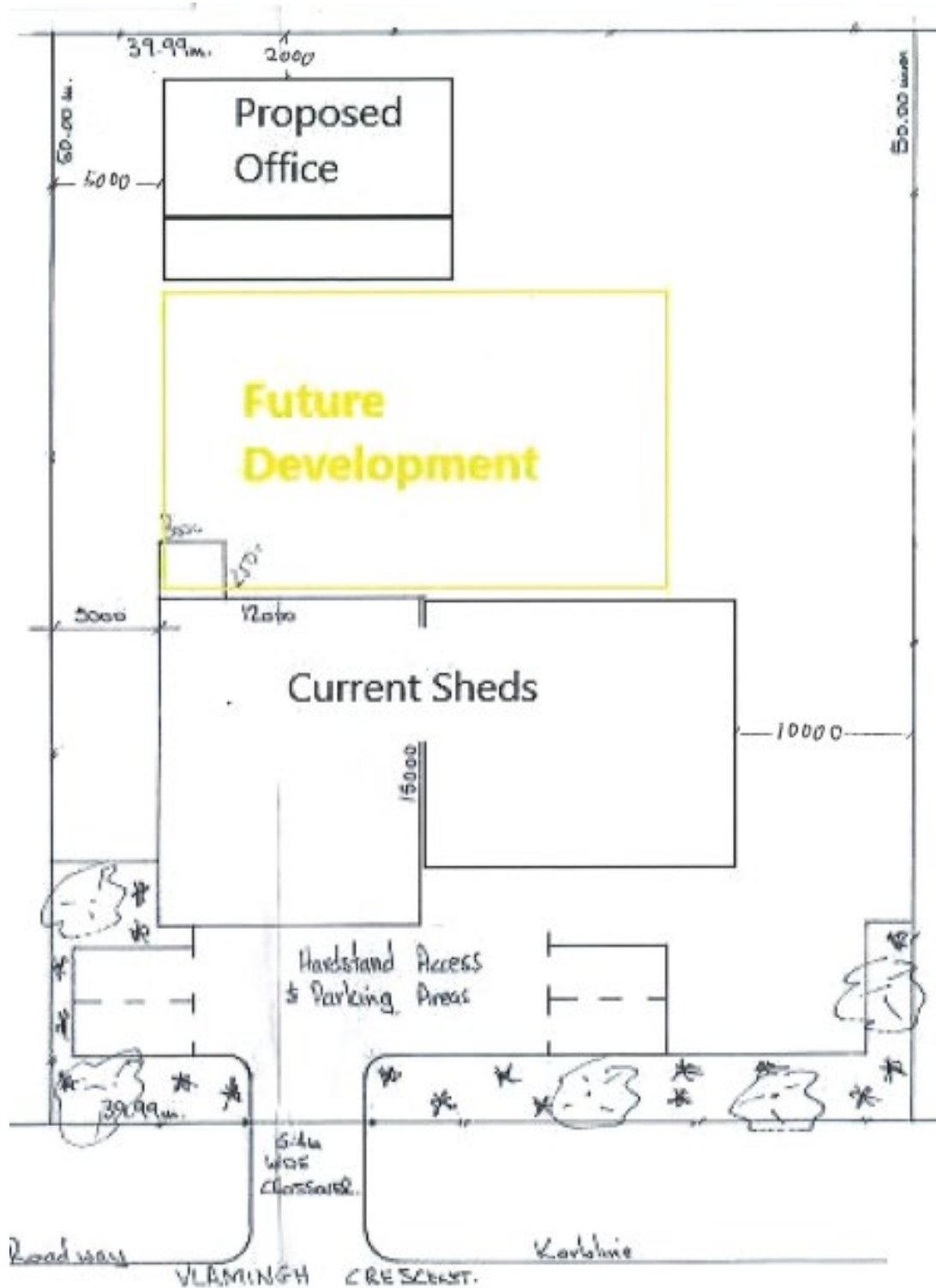
COMMENT

- *Description of Application*

The application is for a stand-alone office with staff toilet/shower amenities. The office is proposed to the rear of the existing industrial shed, and will have a floor area of 70m<sup>2</sup>.

The owner is looking at expanding the existing industrial shed in the future, so proposes to locate the office in the south west corner of the lot so as not to restrict any potential future shed expansion.

28 FEBRUARY 2024



There is existing parking to the front of the existing industrial shed, and staff numbers are not proposed to be increased. As existing staff will utilise the office, Town Planning Innovations considers that existing car parking is sufficient.

28 FEBRUARY 2024



*Above: The lot has one constructed crossover and a second unconstructed crossover.*

As the office development is minor, there is no staff increase, and there will not be any increase of traffic, Town Planning Innovations is not recommending upgrading of the existing second crossover for this proposal.

If the owner expands the industrial shed in the future, then car parking and access will be re-assessed as part of that separate future application, and upgrading of the second crossover may be considered.

The office floor plan and elevation is included over page.



Whilst the proposed 2 metre rear setback is supported, the application is being advertised for 14 days due the scheme variation.

- 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.

28 FEBRUARY 2024

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.

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

- (a) The proposed office is ancillary to the existing business so there is no real intensification of land use;
- (b) The use will not significantly increase bushfire risk; and
- (c) A Bushfire Attack Level dictates any higher construction standards for habitable buildings only.

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

#### LEGAL IMPLICATIONS

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

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

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

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

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

An office is listed as an 'I' use in 'Table1: Zoning Table' which '*means that the use is permitted if it is incidental, ancillary or subordinate to the predominate use of the land and it complies with all relevant development standards or requirements of this Scheme*'.

Setback requirements are explained in the body of this report.

#### POLICY IMPLICATIONS

There are no policy implication relative to this report.



28 FEBRUARY 2024

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

20 February 2024

28 FEBRUARY 2024

12.4 PLANNING APPLICATION SEEKING RETROSPECTIVE APPROVAL FOR RETAINING WALLS – LOT 17 (16) TERRY DECHAMPS WAY, DENHAM P4200

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Ridgley  
Seconded       Cr Cowell

**Council Resolution**

**That Council:**

1.     **Note that there is a separate Confidential item in this agenda (Item Number 16.1) on legal advice relating to the application seeking retrospective approval for retaining walls on Lot 17 (16) Terry Deschamps Way, Denham.**
2.     **Note that:**
  - **The application has been advertised for public comment;**
  - **One objection has been received from the owners of adjacent Lot 16 (14) Terry Deschamps Way; and**
  - **The issues raised in the objection are summarised in Table 1 in the body of this report.**
3.     **Note and acknowledge the issues raised in the objection, however support the officer comments outlined in Table 1 in the body of this report.**
4.     **Note that Town Planning Innovations has advised the objector in writing that:**
  - **There are records of surveyed levels that pre-date excavation and retaining wall works;**
  - **The retaining wall only needs to be of a height to deal with the levels at the shared boundary of Lots 17 and 16; and**
  - **Any issue of trespassing is a civil matter.**
5.     **Approve the application seeking retrospective approval for retaining walls on Lot 17 (16) Terry Deschamps Way, 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 separately in writing by the Chief Executive Officer.**
  2.     **The retaining walls to be maintained in good condition at all times to the satisfaction of the Chief Executive Officer.**



28 FEBRUARY 2024

**Footnote:**

- (i) **This is a planning consent only and owner needs to apply for a separate building certificate for the constructed retaining wall.**

6. **Authorise the Chief Executive Officer to write to the objector and advise of the Council decision.**

Deputy Chief Executive Officer Ms D Wilkes left the Council Chamber at 2.26pm and returned to the Council Chamber at 2.27pm.

**5/0 CARRIED**

**BACKGROUND**

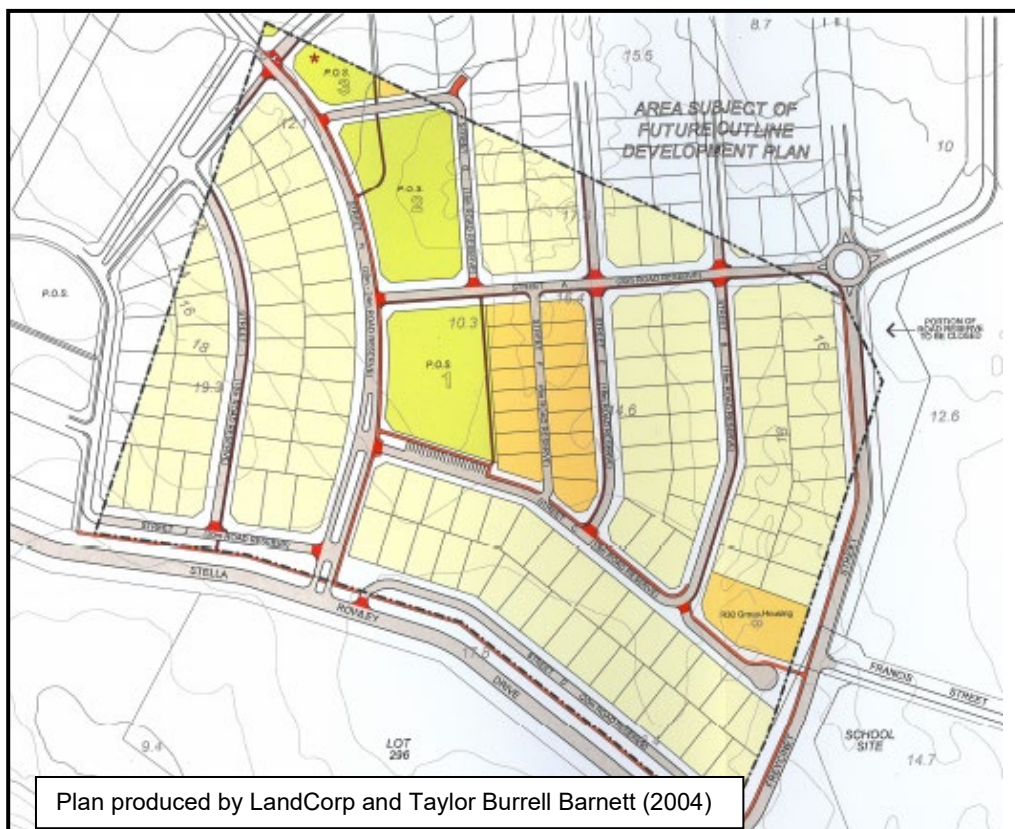
- Outline Development Plan***

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

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

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

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



28 FEBRUARY 2024

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

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

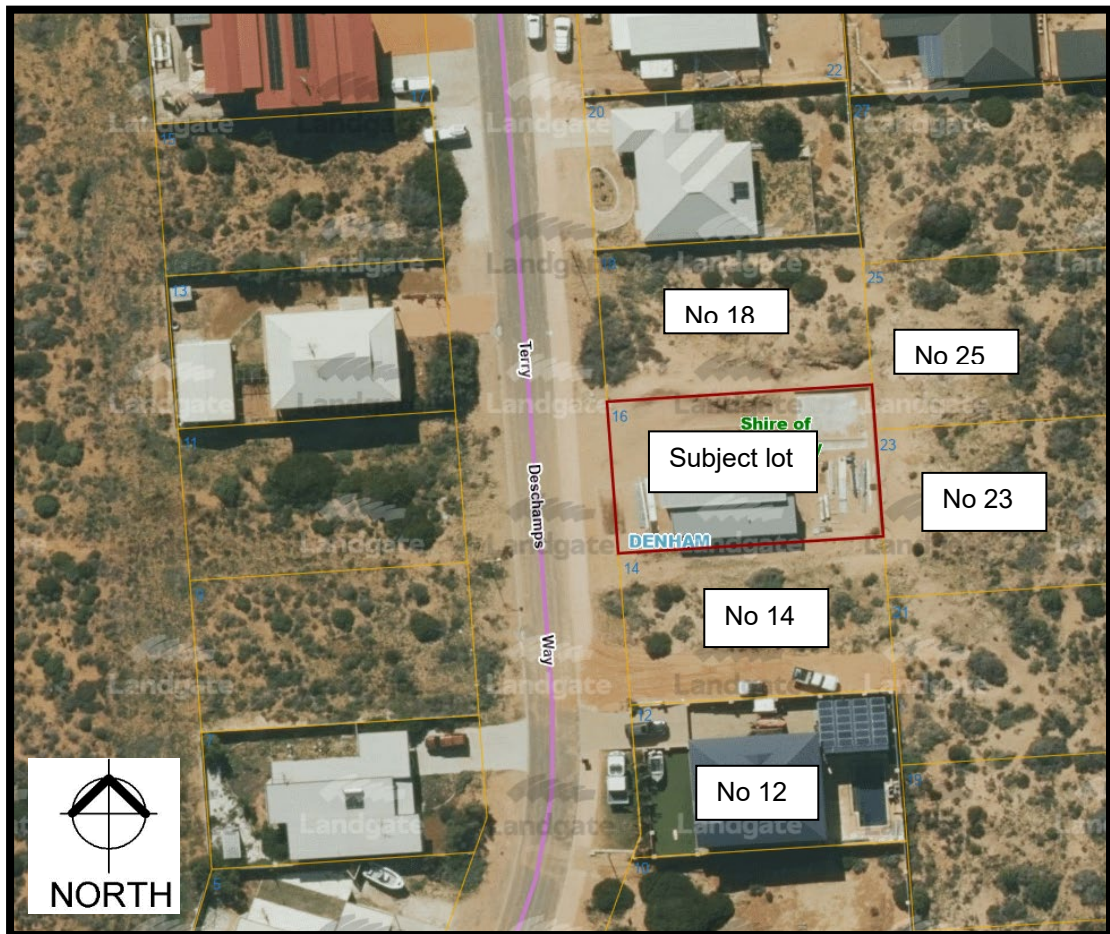
Zuideveld Marchant Hur architects assessed the original house plans for Lot 17 and deemed them compliant with the Design Guidelines. They do not assess the plans against the requirements of the Residential Design Codes.

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

- **Location**

Lot 17 has an area of approximately 630m<sup>2</sup> and has been developed with a single house, outbuilding and retaining walls.

A location plan is included below.



Above: Location Plan. Aerial may not be current.

28 FEBRUARY 2024

- ***Existing Building Permit for single house / site inspection***

Prior to the issue of a Building Permit, Town Planning Innovations had assessed preliminary house plans for the lot to confirm that it met the Residential Design Codes (R-Codes), so no planning approval was required. The plans did not show any retaining walls more than 0.5 metres from Natural Ground Level, and the applicant (Evoke Living Homes) confirmed in writing that the Finished Floor Level for the dwelling was also less than 0.5 metres from Natural Ground Level.

The Shire issued a Building Permit for a single house on Lot 17 on the 27 May 2021. The Permit did not include any retaining walls.

A site inspection was conducted on the 1 June 2022. It was clear that portions of the retaining wall exceeded 0.5 metres above Natural Ground Level, which meant they required planning approval, and none had been granted.

COMMENT

- ***Description of application***

The owner has lodged an application seeking retrospective planning approval for the existing retaining walls on Lot 17.

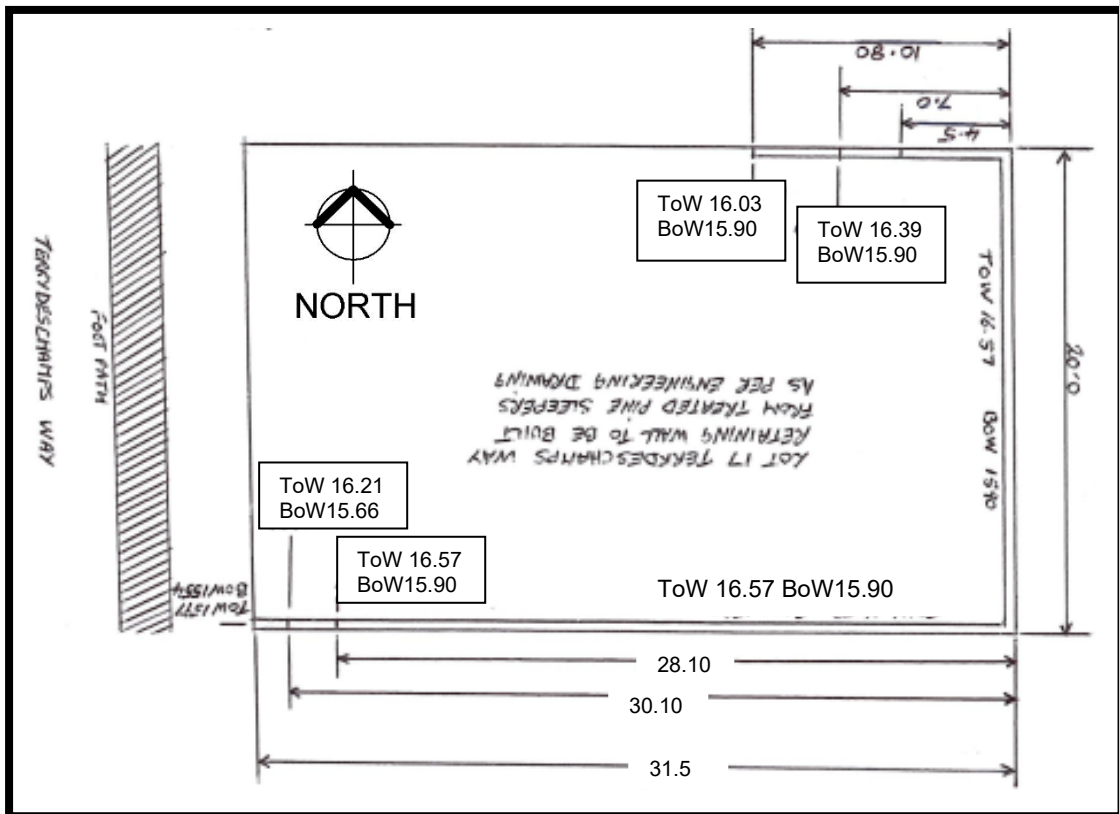
At the request of the Shire, the owner engaged a licenced surveyor to confirm the Top of Wall height which is 16.57 metres Above Height Datum (AHD).

The application is for:

- a) A 31.5m long retaining wall ranging from 0.53m to 0.67m along the southern boundary; and
- b) A 20 metre long retaining wall at a 0.67m height along the rear east lot boundary.

28 FEBRUARY 2024

The site plan shows the Top of Wall (ToW) heights and Bottom of wall (BoW) heights.



A 10.8 metre long retaining wall ranging from 0.13m to 0.49 has been constructed along the northern boundary, however that complies with the Residential Design Codes.

The retaining walls are required as Lot 17 has been excavated to provide a flat area for the approved single house. The approved Finished Floor Level for the house was 16.04m Australian Height Datum (AHD).



28 FEBRUARY 2024

A photograph of the retaining wall constructed along the southern boundary is included below for reference.



- ***Zoning and Density Code***

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

28 FEBRUARY 2024

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

The R15 density code dictates the site requirements that apply under the Residential Design Codes (R-Codes).

- **Consultation and Neighbour Objection**

The application was advertised for public comment, and one objection from the owner of No 14 Terry Deschamps Way has been received. Lot 14 is vacant and the objection is to the retaining wall on the southern boundary of Lot 17.

Details of the objection are in Table 1 below. The submitter has lodged photographs which are included as Attachment 1.

Table 1	
Objection	Town Planning Innovations Officer Comments
We are responding to the request of retrospective approval for the existing retaining walls at Lot 17 (16) Terry Deschamps Way, Denham. We do not accept and/or support this request as this has impacted our natural ground heights of our property located at 14 Terry Deschamps way, Denham.	Noted.
When purchasing our land in 2013 we did so with the elevations that can achieve ocean views, the property located at Lot 17 (16) Terry Deschamps also had similar elevations and had decided to potentially ignore the Landcorp guidelines of maintaining the natural topography of the land when commencing building works.	<p>This is a statement.</p> <p>Zuideveld Marchant Hur architects assessed the original house plans for Lot 17 and deemed them compliant with the Design Guidelines. They administer the Guidelines for Development WA (who have taken over the estate from LandCorp).</p> <p>A significant portion of Lot 17 had levels of 16.0m AHD and below, whereas Lot 16 included an embankment of up to 17.11m AHD.</p> <p>The lot levels provided prospects for retaining to be employed to resolve those level differences.</p>
The neighbouring property has excavated and prepared his land levels to match the road height leaving a substantial height variation between the two properties.	<p>Under the R-Codes a 0.5 metre retaining wall on any lot boundary is permitted and is 'deemed to comply'.</p> <p>The Shire is considering retaining walls that are 17 centimetres higher than the</p>

28 FEBRUARY 2024

	<p>'permitted' retaining wall height of 0.5 metres below Natural Ground Level.</p> <p>The height of the constructed retaining wall is only 3cm lower than the highest ground level between Lots 17 and 16 prior to the construction of the retaining wall (that being the ground level of 16.60m AHD at the south eastern corner of Lot 17 shown on a survey plan by HTD dated February 2021).</p> <p>The issue of any alleged unauthorised excavation is a civil matter.</p>
We have previously discussed our concerns with the owner of Lot 17 (16) Terry Deschamps during his commencement of works and we have so far been unable to come to a suitable arrangement of works for a engineered retaining wall to support the height variation between the two properties.	Noted. This is a statement.
Unfortunately whilst we were away in January 2022 the property owner from Lot 17 (16) Terry Deschamps continued with his works and removed a substantial amount of ground soil from our property ( without consent ) and this has further impacted our levels.	<p>Noted. This is a statement.</p> <p>Based on site levels established on a survey plan by HTD dated February 2021, the 'as constructed' retaining wall appears to be of a sufficient height to retain the soil on the adjacent property at Lot 16, as existed prior to the construction of the retaining wall.</p>
<p>We are wanting the neighbouring property to mitigate the issue and increase the retaining height (potentially a 1.6m difference) to suit the original levels that have been impacted and by doing so with a structurally engineered design to allow the reinstatement of our pre-existing ground levels.</p> <p>We appreciate that the level from our home located at 12 Terry Deschamps Way is higher than 14 Terry Deschamps and a gentle change in contour as we continue down the street, but the drastic changes in ground levels cannot be maintained on our property at 14 Terry Deschamps way, without undermining our own property at 12 Terry</p>	<p>Noted.</p> <p>From Town Planning Innovation's discussion with the owner of Lot 16 is that their concern stems around allegations that the owner of Lot 17 has altered their lot levels, and that if their lot levels had not been altered, a higher retaining wall would have been needed on the southern boundary of Lot 17.</p> <p>The HTD survey plan of the Lot 17 pre-construction levels dated 19 February 2021 does not support the claim by the owners of Lot 16 that a 1.6m high retaining wall is required. To the contrary, the existing 0.67m high retaining wall appears to be sufficient to</p>



28 FEBRUARY 2024

Deschamps Way, Denham on the opposite boundary.	retain the pre-existing soil levels along the boundary between the properties.
I have included some original photos at the completion of our build in 2009/10 and some street images indicating the existing heights, we are certainly happy to negotiate what needs to be considered and would like to see that the owners of Lot 17 (16) Terry Deschamps way, Denham are going to be required to remediate somewhat of the issues that they have caused.	Noted – refer to Attachment 1.

Town Planning Innovations provided a summary of the objection to the owner of Lot 17 who has commented as follows:

- The finished floor level of my house is set 1-2m above the road height.
- After clearing Lot 17 I had a discussion with the owners of 12 Terry Deschamps way on site. I fully disclosed to them the cut height of my block and the height of the retaining wall. I also discussed that they would need to reduce the height on their boundary to form the new level as each block must step down to finish at the height of Lot 19 a finished build.
- It was not until after the retaining wall was complete that the neighbor raised some concerns, I offered a solution to raise the retaining wall by 400mm this was instantly rejected.
- During construction of the retaining wall soil was removed from the boundary of 16 & 14 Terry Deschamps way after completion of construction the soil was reinstated behind the wall.
- The height the neighbor wants to maintain I believe is unrealistic, Lot 15 and 19 have finished build heights and the remaining three blocks in between must step down to finish at the height of Lot 19.

*Note: Lot 19 is located near the corner of Terry Deschamps Way and Oxenham Close, and contains an existing dwelling.*

- **Residential Design Codes – Retaining Walls**

The Residential Design Codes (R-Codes) permit retaining walls on lot boundaries (behind the front setback) where they do not exceed 0.5m above or below Natural Ground Level.

The R-Codes have a table that outlines minimum setbacks for retaining walls based on the height as follows:



28 FEBRUARY 2024

Height of site works and/ or retaining walls	Required minimum setback
0.5m or less	0m
1m	1m
1.5m	1.5m
2m	2m
2.5m	2.5m
3m	3m

Above: R Code setback table

The R-Codes require the assessment to 'take the nearest higher value for all height and length calculations'.

The 'deemed to comply' setback for the southern and eastern retaining wall (based on a maximum height of 0.67 metres above Natural Ground Level) is one metre.

Both the southern and eastern retaining walls entail a variation to the 'deemed to comply' requirements of the R-Codes as they are more than 0.5 metres high and are proposed on common lot boundaries with a nil setback.

To approve the application, Council needs to be satisfied that the retaining walls meet the alternative Design Principles as summarised in Table 2 below.

Table 2	
Clause 5.3.7 Site Works	Town Planning Innovations Officer Comments
P7.1 Development that considers and responds to the natural features of the site and requires minimal excavation/fill.	The retaining wall is only 17 cm higher than is permitted by the R-Codes. A 0.67m retaining wall is proposed in lieu of 0.5m.  Refer P7.2.
Where excavation/fill is necessary, all finished levels respecting the natural ground level at the lot boundary of the site and as viewed from the street.	The height of the constructed retaining wall is only 3cm lower than the highest ground level between Lots 17 and 16 prior to the construction of the retaining wall,  The R-Code Guidelines state that – - Development below natural ground level only rarely affects neighbouring sites, although it may be necessary to take account of the location of essential services, particularly

28 FEBRUARY 2024

	<p>where protected by a registered easement.</p> <ul style="list-style-type: none"> <li>- Excavation below natural level is not usually as visually obtrusive as filling above natural level.</li> <li>- Excavation behind the street setback line is normally acceptable, provided the resulting spaces and rooms conform to Building Codes Australia standard.</li> </ul> <p>The retaining walls do not have a negative visual impact on neighbouring lots or the street.</p>
Retaining walls that result in land which can be effectively used for the benefit of residents and do not detrimentally affect adjoining properties and are designed, engineered and landscaped having due regard to clauses 5.3.7 and 5.4.1	<p>The retaining walls do not have a negative visual impact on neighbouring lots or the street.</p> <p>Engineering Certification has been provided for the retaining walls.</p> <p>Landscaping is not practical on the site.</p> <p>Clause 5.4.1 relates to visual privacy which is not relevant to the proposal.</p>

- ***Future Fencing***

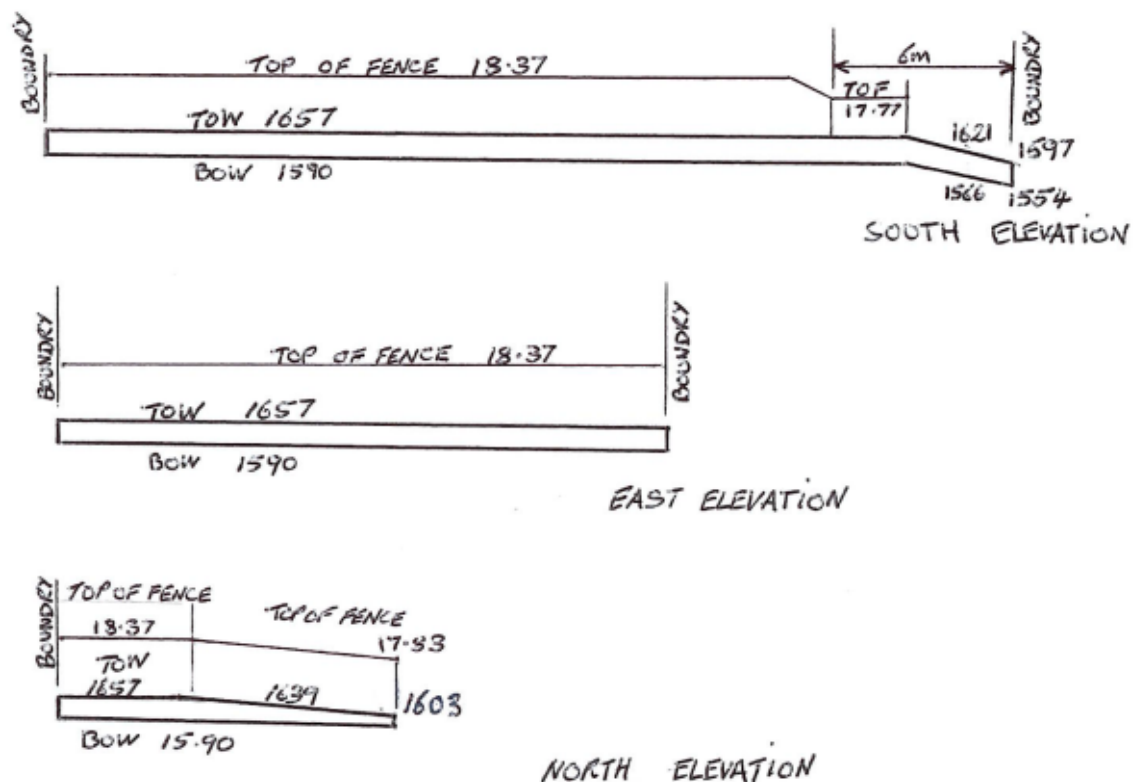
The owner of Lot 17 has lodged separate Building Permits for retaining walls and fencing, which will be processed by the City of Greater Geraldton.

If planning approval is issued for the retaining walls, then the owner of Lot 17 intends to construct a 1.2 metre high front fence along the south lot boundary.

The R-Codes permit 1.2 metre solid fencing in the front setback area, and do not control the heights of dividing fences behind the front setback line.

A fencing plan is included over page included below for information.

28 FEBRUARY 2024

LEGAL IMPLICATIONSPlanning 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 – Partially explained in the body of this report.

Clause 25 (1) states that the R-Codes, modified as set out in clause 26, are to be read as part of this Scheme.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

28 FEBRUARY 2024

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

20 February 2024

28 FEBRUARY 2024

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**ATTACHMENT # 1**



28 FEBRUARY 2024





28 FEBRUARY 2024



28 FEBRUARY 2024





28 FEBRUARY 2024



28 FEBRUARY 2024



28 FEBRUARY 2024





28 FEBRUARY 2024

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

There were no motions of which previous notice have been given.

**14.0 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

All visitors left the gallery at 2.41pm.

Cr Vankova left the Council Chamber at 2.41pm and returned to Council Chamber at 2.42pm.

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

Moved            Cr Stubberfield  
Seconded       Cr Smith

**Council Resolution**

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

**16.3 Performance Appraisal and Salary Review – Chief Executive Officer.**

**5/0 CARRIED**

**16.0 MATTERS BEHIND CLOSED DOORS**

Moved            Cr Stubberfield  
Seconded       Cr Vankova

**Council Resolution**

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

**5/0 CARRIED**

28 FEBRUARY 2024

16.1 LEGAL ADVICE ON PLANNING APPLICATION FOR RETAINING WALLS – LOT 17 (16) TERRY DESCHAMPS WAY, DENHAM  
P4200

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Nil

Moved            Cr Smith  
Seconded       Cr Ridgley

**Council Resolution**

**That Council:**

**1. Note:**

- (a)     That there is a separate item in this agenda (Item Number 12.4) on an application seeking retrospective approval for retaining walls on Lot 17 (16) Terry Deschamps Way, Denham.
- (b)     The legal advice as outlined in the body of this report.

**5/0 CARRIED**

28 FEBRUARY 2024

16.2 DESIGN AND CONSTRUCTION OF ESSENTIAL WORKER ACCOMMODATION REQUEST FOR QUOTATION  
RFQ 2023/2024-09

AUTHOR

Chief Executive Officer

Moved Cr Stubberfield

Seconded Cr Smith

**Council Resolution**

**That Council consider the Officer's Recommendation contained within the body of the confidential report.**

**5/0 CARRIED**

Moved Cr Smith

Seconded Cr Stubberfield

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Ridgley

Nature of Interest: Impartiality Interest as had a quote from one of the proponents for a house previously which did not occur.

**Council Resolution**

**That Council:**

- 1. Accept the recommendation to award Request for Quotation RFQ 2023/2024-09 the Design and Construction of Essential Worker Accommodation to K Waters Pty Ltd T/A Northern Aspect Construction for the delivery of five (5) 3-bedroom, 2-bathroom dwellings; and**
- 2. Authorises the Chief Executive Officer to enter in negotiations with K Waters Pty Ltd T/A Northern Aspect Construction for the potential delivery of six (6) dwellings and or an increase in the size of the five (5) dwellings proposed in their submission within the original budget endorsed by Council at the June 2023 Ordinary Council Meeting prior to contract execution.**

**5/0 CARRIED**

28 FEBRUARY 2024

16.3 PERFORMANCE APPRAISAL AND SALARY REVIEW – CHIEF EXECUTIVE OFFICER PE00131

Author

Shire President

Disclosure of Any Interest

Nil

The Chief Executive Officer, Mr D Chapman, Deputy Chief Executive Officer, Ms D Wilkes and the Executive Assistant, Mrs R Mettam left the Council Chamber at 3.22 pm

Moved Cr Vankova

Seconded Cr Smith

**Council Resolution**

1. The Chief Executive Officer's Self-Assessment comments be noted.
2. The Key Result Areas for 2023/2024 be agreed.
3. That the aggregated performance rating of Highly Satisfactory obtained from the Elected Members' survey for the review period be endorsed.

**5/0 CARRIED BY ABSOLUTE MAJORITY**

Moved Cr Stubberfield

Seconded Cr Smith

**Council Resolution**

1. That an increase of 3.5% in the Chief Executive Officer's total reward package and benefits be applied, as a component of the contract of employment, within the parameters of Band 4 of the Salaries and Allowances Tribunal determination,
2. The Tribunal considered this appropriate, given the economic conditions, the wider public service framework and the mandatory 0.5% superannuation increase to be paid from July 2023.

**5/0 CARRIED BY ABSOLUTE MAJORITY**

Moved Cr Stubberfield

Seconded Cr Vankova

**Council Resolution**

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

**5/0 CARRIED**

The Chief Executive Officer, Mr D Chapman and the Executive Assistant, Mrs R Mettam returned to Council Chamber at 3.46pm

**At 3.48 pm the President read aloud the Council decision that had been taken during the time the meeting was closed to the public in accordance with Council's Local Laws relating to Standing Orders clause 12.7(3)(a)(b)(c)(d)(e).**

28 FEBRUARY 2024

**17.0 DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 27 March 2024, commencing at 1.00 pm.

**18.0 CLOSURE OF MEETING**

As there was no further business, the President closed the Ordinary Council meeting at 3.50 pm.