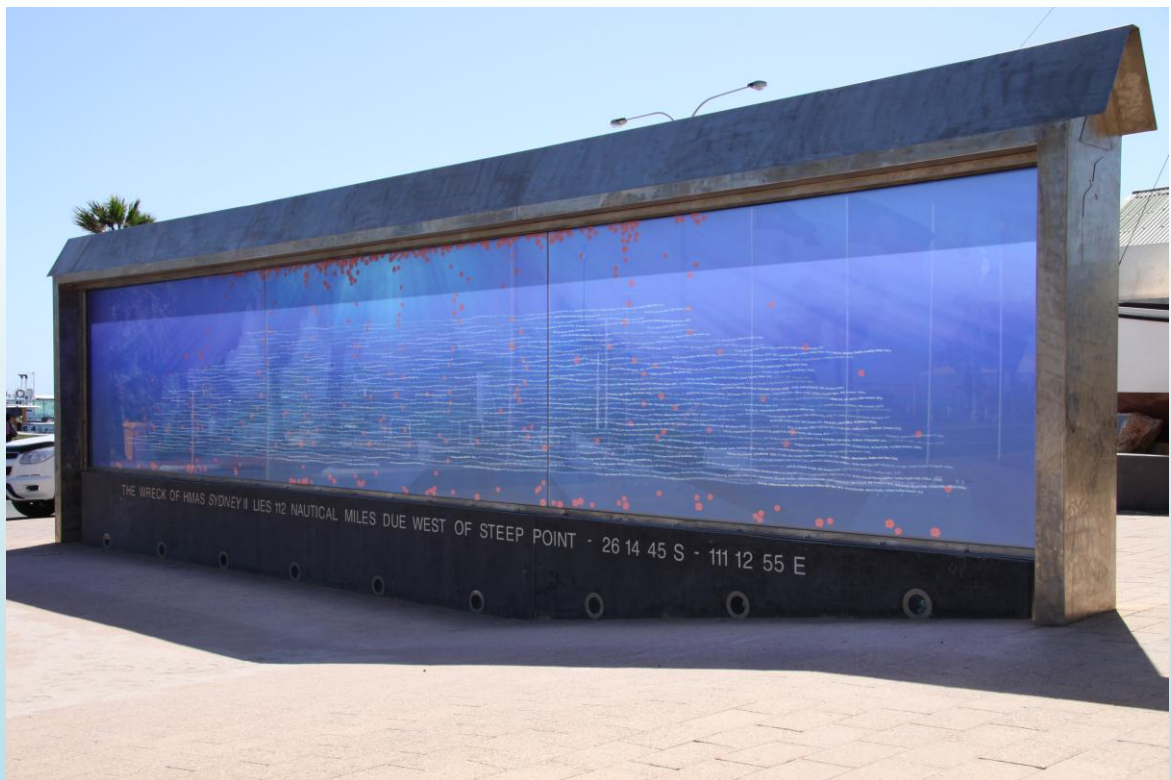


# Shire of Shark Bay

## Minutes of the Ordinary Council meeting held on 26 March 2014







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

The Minutes of the Ordinary meeting of the Shark Bay Shire Council held in the Council Chamber Denham on 226 March 2014 commencing at 3.05pm



Paul Anderson  
**CHIEF EXECUTIVE OFFICER**  
 21 March 2014

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**1. DECLARATION OF OPENING**

The President declared the meeting open at 3.05 pm.

**2. RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED**

**ATTENDANCES**

Cr C Cowell	President
Cr J Hanscombe	Deputy President
Cr K Capewell	
Cr M Prior	
Cr G Ridgley	
Cr B Wake	
Cr L Bellottie	

Mr P Anderson	Chief Executive Officer
Ms C Wood	Executive Manager Finance and Administration
Ms S Burvill	Executive Manager Community, Tourism and Economic Development
Mr B Galvin	Works Manager
Mrs R Mettam	Executive Assistant
Mrs F Hoult	EA Assistant

**APOLOGIES**

**VISITORS**

**3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE**

Nil

**4. PUBLIC QUESTION TIME**

The President opened Public Question time at 3.06 pm.  
The President closed Public Question Time with no public present at 3.06 pm.

**5. APPLICATIONS FOR LEAVE**

Nil

**6. PETITIONS**

Nil

**7. CONFIRMATION OF MINUTES**

**7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 FEBRUARY 2014**

Moved	Cr Capewell
Seconded	Cr Wake

**Council Resolution**

**That the minutes of the ordinary council meeting held on 26 February 2014, as circulated to all councillors, be confirmed as a true and accurate record.**

**7/0 CARRIED**

**8. ANNOUNCEMENTS BY THE CHAIR**

The President advised Councillors that a copy of the Code of Conduct has been issued to each Councillor and that they need to abide by the code.

The President reminded Councillors of the HMAS Sydney Memorial dedication tomorrow. Cr Wake gave his apologies for the event.

**9. PRESIDENT'S REPORT**

GV00002

Committee Membership

Delegate	Gascoyne Development Commission Board
Member	Gascoyne Revitalisation Steering Committee
Member (President)	Shark Bay 2016 Commemoration Advisory Committee
Member (Deputy Chair)	Regional Collaboration Group – Gascoyne
Member	Development Assessment Panel
Member/Community Affairs Rep	Gascoyne Regional Planning Committee
Member (President)	Country Local Government Fund
Member	Denham Maritime Facilities Infrastructure Working Group
Deputy Member	Shark Bay Marine Facilities Management Committee

Attendance

27 February 2014	Regional Road Group meeting, Carnarvon Western Australian Local Government Association Gascoyne Zone meeting, Carnarvon
04 March 2014	Official opening, One70 Western Australian Local Government Association, Perth
05 March	Deputy State Councillor induction, Perth
06 March	State Council meeting, Perth
15 March	Met with Minister Baston and pastoralists – Hamelin Pool
18 March	Shark Bay 2016 Commemoration Advisory Committee meeting

General Matters

**MEETING DISCUSS DROUGHT SITUATION IN GASCOYNE REGION**

**HAMELIN PASTORAL LEASE SATURDAY 13 MARCH 2014**

COMMENCED 11.15am

**PRESENT;** Hon Ken Baston, Minister for Agriculture, Food and Fisheries; Vern Ferdinands, Principal Policy Advisor for the Minister;  
Cheryl Cowell, President, Shire of Shark Bay; Cr John Hanscombe and Cr Margaret Prior, Shire of Shark Bay Council; Sharyn Burvill, Manager Economic, Tourism and Community Development, Shire of Shark Bay;  
Pastoralists – Brian, Mary and Martin Wake, Hamelin; David Gooch, Manberry; Brian Veitch, Tamala; John Craig, Marron; Sam Fenny, Carbla, James Hacon, Wahroonga.

Drought

A brief background for the calling of the meeting was provided by Cheryl who advised that due to a request by B Wake, the Minister had been invited by the Shire of Shark Bay to

observe first-hand the drought conditions which currently exist on some of the pastoral properties within the Shire.

The Minister acknowledged that his reports show the Shark Bay area as currently being particularly dry. He then provided information on two schemes being offered by the Federal Government – a productivity loan, which all agricultural and horticultural enterprises across the State are eligible for, which comprises a five year loan with a 4.5% interest rate to a maximum of \$200 000, with up to \$421,500 of off farm assets with a maximum \$400 000 for liquid assets such as cash, shares and FMD's. The Minister is currently seeking endorsement to combine the two streams for a maximum total of \$821 500.

The alternative scheme is a drought concession loan scheme which is part of the Drought Support Package announced by the Federal Government on the 26<sup>th</sup> February 2014, which allows for pastoralists and farmers in severe drought affected areas to borrow up to \$1.0m for a 5 year period at a 4% interest rate. The State is happy to administer these loans and the Federal Minister is keen to distribute these funds as soon as possible. There is a requirement that should the loan be unable to be repaid within the five year period, it must then be able to be re-financed. It therefore needs to be determined what the capacity of the pastoralist is to repay the loan. Astute farmers who have been in business for a long time will usually be eligible as their past record will reflect their capacity to repay the debt. This loan does not require an equity test of the property.

Details of these programs are available from Vern who further advised that the Federal governments drought concessional loan scheme guidelines are yet to be finalised and is therefore delaying the roll out of these funds. The rules to access these loans will apply Australia wide and therefore need to be adapted to circumstances applicable in WA.

J Craig raised the issue of the 2015 pastoral lease renewals and the Minister conceded that the issue had been under discussion for some years. J Craig advised that security of tenure is an issue which can affect the ability of pastoralists to secure loans and affect eligibility for drought relief. The Minister did not consider that this would be a deterrent from the Federal Minister's point of view. As Queensland and NSW pastoralists have different tenure to those in WA, this is likely to contribute to their debt being nowhere near as high as that of pastoralists in WA.

It was noted that the closing date for the productivity loan is the end of April 2014. Both types of loans can be used for re-stocking purposes. It is possible to reduce the interest to 4% on monies owed to the bank. The Minister advised that the State Government last year made available grants of \$25,000 to eligible farmers, which was not on the basis of a loan. He also advised that the Federal loan scheme for the national drought program has been signed by the states. The consensus of the pastoralists was that to qualify for these loans, it appeared that those with good business acumen were being penalised.

It was considered that the timing of the grant rounds needs to be revisited and that the productivity loan should also include funds to meet re-stocking and shearing expenses, following good rains. During the dry time, stock are sold at a loss due to low prices and re-stocked when prices are high plus the animals need to re-acclimatise. It was advised that to date, only 11 applications had been received for the productivity loan program.

Farm Managed Deposits (FMDs) should be linked to farm bank accounts, rather than the current system of linking to individuals, companies and businesses should be considered, and the interest earned should be tax free. The Minister advised that there is \$3.8b currently held in FMD's across Australia and there was discussion on how these should be managed with all agreeing that the system for FMD's needs reviewing.

D Gooch believed that no pastoralists wanted a 'free feed' and many were too proud to seek relief. Centre Link payments may be applicable in some circumstances and details of the qualification criteria are on the internet website. Values for off-farm assets would need to be taken into account, as does who is involved in the business, etc. in order to gauge eligibility for assistance.

Vern advised that there were few financial counsellors in the Gascoyne and that he would contact Chris Wheatcroft, CEO of the Rural Financial Counselling Service (RFCS), to ascertain where these are situated and how they can be accessed by pastoralists –

**ANSWER:** Advice from the RFCS is that there 1800 612 004 should be called in the first instance allowing callers to be advised of their local RFCS councillor however I know of 3 councillors John Dymond 0429 986 181, Robyn Lewis 0457 838 970 and Kathy McKenna 0448 770 960 all of whom can be of assistance.

Vern also mentioned that funds would be made available from within the recently announced Drought Support Package to cater for social issues such as mental health concerns.

The Minister commented that pastoralists and farmers need to realise they are running a business. He advised that markets for sheep and cattle are being re-opened and the prospects for the future appear good. He stated that markets are a big focus, with negotiations with Egypt (cattle and sheep), an MOU with China (live sheep), interest from Vietnam (sheep meat) and Jakarta (cattle) all taking place. He believed it will soon be difficult to meet the demand for sheep meat across Northern Australia and the future demand for sheep meat will be significant.

Whilst not reverting to the old Exceptional Circumstances rules, an actual decline does need to be proven. The Gascoyne area does need to be declared 'drought affected'. In the past, the Pastoralists and Graziers Association have been asked to help canvass pastoralists in need of relief, however D Gooch considered that pastoralists require documentary evidence that declares their property is in drought which diminishes any psychological reasoning that they are in any way to blame for their situation. There was discussion on options for the delivery and timing of funding and Vern pointed out that there needs to be a governance structure and accountability for the taxpayer funded government monies.

The responsibility for the process of definition and declaration of drought within an area or property requires clarification.

**ACTION** – Vern to provide guidelines to pastoralists as soon as they become available.

B Wake considered that a cap had been imposed on the industry by the Government in relation to exports and, combined with a lack of rain, this has contributed to a loss of income and an inability to produce assets. There needs to be a better environment for the export industry and any progress that can be achieved in that regard, would be a bonus.

The Minister strongly encouraged the pastoralists to communicate with Vern in regard to details of their situation. It was noted that the Pastoral Land Board collects monthly rainfall data from pastoralists.

#### Biosecurity

B Wake raised the issue of the Biosecurity Group and urged the Minister to secure funds to establish a full time DAFWA position operating out of Carnarvon, rather than have the Group run by volunteers. He advised that although the Department agreed to provide help, they are continually diminishing services, personnel and resources to the Group.

Pastoralists considered that they have a significant biosecurity risk for which the Government has relinquished its authority. The Minister conceded that biosecurity is one of the biggest issues in the area with over 150 declared species listed. He considered that a departmental officer could service a large area and would not necessarily have to be located in Carnarvon.

**ACTION** Investigate options to engage a DAFWA employee to assist the Group.

As DAFWA had reduced by 400 employees over the past four years, the Minister considered that the department had lost 'ground contact' and advised there would be no further staff reductions. Whilst scientific research and development, border control, etc. were also vital, he was very aware of the biosecurity issues. However, he pointed out that on freehold land in the south of the state, owners were responsible for weed and vermin issues on their land. Carnarvon Rangelands Biosecurity Group has advised that the group cannot be incorporated as the financial situation of each member is unable to be produced. D Gooch considered that the biosecurity group has to use volunteers to carry out core government business.

#### General



26 MARCH 2014

It was agreed that water allocation needs to be tied to the land with the Carnarvon horticultural industry a prime example. Grazing rights without a water allocation is pointless. The Minister advised that he has been discussing this issue with the Minister for Lands. ESCAS – whilst the title will remain, the red tape associated with it will be streamlined. The Director General of DAFWA and Commonwealth Government officers are currently working on a solution with Foreign Affairs to find a diplomatic solution. The meeting closed at 12.45pm

Date of Report 18 March 2014

Moved Cr Prior  
Seconded Cr Hanscombe

**Council Resolution**

**That the Presidents Activity Report for March 2014 be received.**

**7/0 CARRIED**

**10. COUNCILLORS' REPORTS**

10.1 Cr Wake  
GV00007

Committee Membership

Member	Works Committee
Member	Audit Committee
Member	Gascoyne Regional Road Group
Member	Development Assessment Panel
Deputy Delegate	Gascoyne Zone of Western Australian Local Government Association

Attendance

27 February 2014	Western Australian Local Government Association Gascoyne Zone meeting - Carnarvon Regional Road Group meeting – Carnarvon
15 March	Meeting with the Minister for Agriculture and Fisheries, Hon Ken Baston MP at Hamelin Pool Station
26 March	Ordinary Council meeting

Date of Report 26 March 2014

Moved Cr Capewell  
Seconded Cr Ridgley

**Council Resolution**

**That Councillor Wake's March 2014 report on activities as a Council representative is received.**

**7/0 CARRIED**

26 MARCH 2014

10.2 Cr Capewell  
GV00005

Nil

10.3 Cr Hanscombe  
GV00003

Committee Membership

Member Shark Bay Health Advisory Committee  
Member St John Ambulance Shark Bay Sub Centre  
Member Audit Committee  
Member Works Committee  
Proxy Member for Cr Cowell Development Assessment Panel

Attendance

15 March 2014 Meeting with the Minister for Agriculture and Fisheries, Hon Ken Baston MP at Hamelin Pool Station

Date of Report 26 March 2014

Moved Cr Wake  
Seconded Cr Prior

Council Resolution

**That Councillor Hanscombe's March 2014 report on activities as a Council representative is received.**

**7/0 CARRIED**

10.4 Cr Bellottie  
GV00010  
Nil

10.5 Cr Ridgley  
GV00008

Committee Membership

Member Works Committee  
Member Audit Committee  
Member Shark Bay Marine Facilities Management Committee  
Member Shark Bay Community Resource Committee  
Member Shark Bay 2016 Commemoration Advisory Committee  
Member Regional Collaboration Group - Gascoyne

Attendance

5 February 2014 Shark Bay Community Resource Centre meeting at new office  
18 March Shark Bay 2016 Commemoration Advisory Committee meeting

Date of Report 17 March 2014

26 MARCH 2014

Moved Cr Prior  
Seconded Cr Wake

**Council Resolution**

**That Councillor Ridgley's March 2014 report on activities as a Council representative is received.**

**7/0 CARRIED**

10.6 Cr Prior  
GV00006

**Committee Membership**

Member	Audit Committee
Member	Shark Bay Commerce and Tourism Committee
Member	Shark Bay Arts Council Inc
Member	The Aviation Community Consultation Group
Deputy Member	2 <sup>nd</sup> Deputy for Works Committee

**Attendance**

27 February	Western Australian Local Government Association Country Zone Meeting in Carnarvon
10 March	Shark Bay Arts Council Meeting
11 March	Shark Bay Tourism Association Meeting
15 March	Meeting with Hon Ken Baston MLC at Hamelin Station
19 March	The Aviation Community Consultation Group in Carnarvon

Date of Report 17 March 2014

Moved Cr Bellottie  
Seconded Cr Ridgley

**Council Resolution**

**That Councillor Prior's March 2014 report on activities as a Council representative is received.**

**7/0 CARRIED**

**11. ADMINISTRATION REPORT**

**11.1 ORDINARY COUNCIL MEETINGS – COMMENCEMENT TIME**

CM00001

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Ridgley

Seconded Cr Prior

**Council Resolution**

**That the starting time of the Ordinary Council meetings from 25 June 2014 will now commence at 3.00 pm, with the exception of the August meeting which is held at Useless Loop, which will commence at 9.30am.**

**5/2 CARRIED**

Background

The Ordinary Council Meetings have historically been held on the last Wednesday in each month commencing at 9.00am.

At the October 2013 Ordinary Council meeting, Council resolved the following:

***That the starting time of the Ordinary meetings of Council be amended to 3.00 pm for a trial period of 6 months commencing with the November 2013 meeting.***

Comment

The starting time has been discussed by councillors due to the difficulty of some councillors being able to attend the meetings at the established commencement time of 9.00 am due to personal or business commitments.

The 9.00 am starting time may also be an impediment to a person considering standing for Council in future whose business or personal commitments prohibits them from attending Council meetings during essentially business hours.

The proposal to vary the meeting start times has run for the trial period of 6 months and now needs to be considered again allowing enough time for Council staff to advertise the start times as in accordance with the Local Government Act regulations.

It is of course crucial to ensure the public is informed of any change as this impacts upon their ability to attend Council meetings and make representations at public question time.

Legal Implications

The *Local Government Act 1995* section 5.25(1)(g) requires the Council to give Local Public Notice of the dates and times of the meetings for the next 12 months and Local Public Notice of any proposed change to the previously published times and dates.

Policy Implications

Nil

Financial Implications

There is still the possibility that one councillor may need to be accommodated overnight. This may vary dependent upon the time of closure of the meeting.

Estimated cost \$180 per person per night including breakfast.

	Morning Start	Afternoon Start
Morning tea	\$50	0
Lunch	\$350	0
Afternoon tea	0	\$50
Evening meal 14 @ \$20 each	0	\$350
Accommodation 1 @\$180	0	\$180
Total per meeting	\$400	\$580

There is still the issue with overtime / time in lieu dependent upon the finishing times of the meeting. There is also the staff costs to take into consideration, all contract staff are not paid overtime and are required to work reasonable hours to fulfil their duties. However there may be some concession in taking time off equivalent to the hours worked after normal business hours. Non contract staff above certain levels in the award are not paid overtime also, but there would be an expectation to take time in lieu. This will, due to staff resources, make an impact upon productivity. If there is any overtime paid this would increase costs to the Council.

Strategic Implications

Nil

Voting Requirements

Simple Majority Required

Date of Report

6 March 2014

11.2 PEDESTRIAN ACCESS WAY HUGHES STREET  
P1077

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved            Cr Ridgley  
Seconded       Cr Prior

**Council Resolution**

**That the Department of Lands be advised that Lot 155 on plan 12666 comprising of a Pedestrian Access Way is not required by the Shire of Shark Bay and the Shire has no objection to the sale of the land to adjoining property owners.**

**7/0 CARRIED**

Background

Following enquiries regarding the status of Reserves in the Hughes Street, Denham - Hamelin Road it has been established that there is a Pedestrian Access Way linking Hughes Street to Reserve 1917.

The Pedestrian Access Way has been established under Section 20a of the Town Planning and Development Act and would have been a condition of the development of the subdivision at the time.

Comment

The Pedestrian Access Way would appear to link Hughes Street to Reserve 1917 which is a Class "C" unmanaged Reserve with a historical purpose of Police Station (1892) and Post Office and Police Station (1977).

Reserve 1917 was gazetted on 3 June 1892 and is still listed for government purposes and is an unmanaged Reserve.

The Pedestrian Access Way given the development and status of land in the vicinity would now only be useful to reduce the distance to access Reserve 1917 from Hughes Street.

There may have been some use for the land in previous plans but the history of any requirement for the Pedestrian Access Way is difficult to establish.

Legal Implications

The Shire could have a Management Order granted to the Shire to manage the land in accordance with the *Land Administration Act 1997*, or if the council considers it has no use for the land as a Pedestrian Access Way, the land could be offered to the adjoining neighbours by the State at market value with the proceeds going to the State.

The Shire would achieve income through rates raised if the value of the property increased in Gross rental value due to an increase in size.

Policy Implications

Nil

Financial Implications

Dependent upon the development on adjoining lots 56 and 55, there may be an expectation for council to develop or maintain the Pedestrian Access Way.

The costs to develop or maintain this area would be dependent upon the degree it was developed and maintain but it would be envisaged that these cost would be minimal.

Strategic Implications

Nil

Voting Requirements

Simple Majority Required

Date of Report

10 March 2014

26 MARCH 2014



Government of Western Australia  
Department of Lands

Regional and Metropolitan Services

Your ref: P1077/o-pr-10730 Our ref 00006-2014

Enquiries: Terry McKinley Ph: (08) 6552 4665  
Fax: (08)6552 4413  
Terry.mckinley@lands.wa.gov.au

19 February 2014

Chief Executive Officer  
Shire of Shark Bay  
PO Box 126  
DENHAM WA 6537

RECEIVED

25 FEB 2014

Shire of Shark Bay

Dear Sir

**EASEMENT HUGHES STREET DENHAM**

I refer to your letter dated 6 August 2013 and regret the delay in responding. The land referred to is lot 155 on Plan 12666 and is a Pedestrian Accessway vested under section 20A of the Town Planning and Development Act in Certificate of Title Volume 2745 Folio 856.

Hope this information is what you required.  
Please contact me on the above number if you require further assistance.

Yours faithfully

  
Terry McKinley  
**MID WEST REGION  
REGIONAL and METRO SERVICES**

Gordon Stephenson House, 140 William Street Perth Western Australia 6000 PO Box 1143 West Perth Western Australia 6872  
Telephone (08) 6552 4400 Facsimile (08) 6552 4417 Freecall: 1800 735 784 (Country only)  
Email: [info@lands.wa.gov.au](mailto:info@lands.wa.gov.au) Website: [www.lands.wa.gov.au](http://www.lands.wa.gov.au)  
ABN: 68 565 723 484



MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

o-pr-10730 P1071



Government of Western Australia  
Department of Lands

Regional and Metropolitan Services

Your ref: P1077/o-pr-10730 Our ref 00006-2014 Job

RECEIVED

Enquiries: Terry McKinley Ph: (08) 6552 4665  
Fax: (08)6552 4413  
Terry.mckinley@lands.wa.gov.au

10 MAR 2014

5 March 2014

Shire of Shark Bay

Chief Executive Officer  
Shire of Shark Bay  
PO Box 126  
DENHAM WA 6537


Dear Sir

**PAW HUGHES STREET DENHAM**

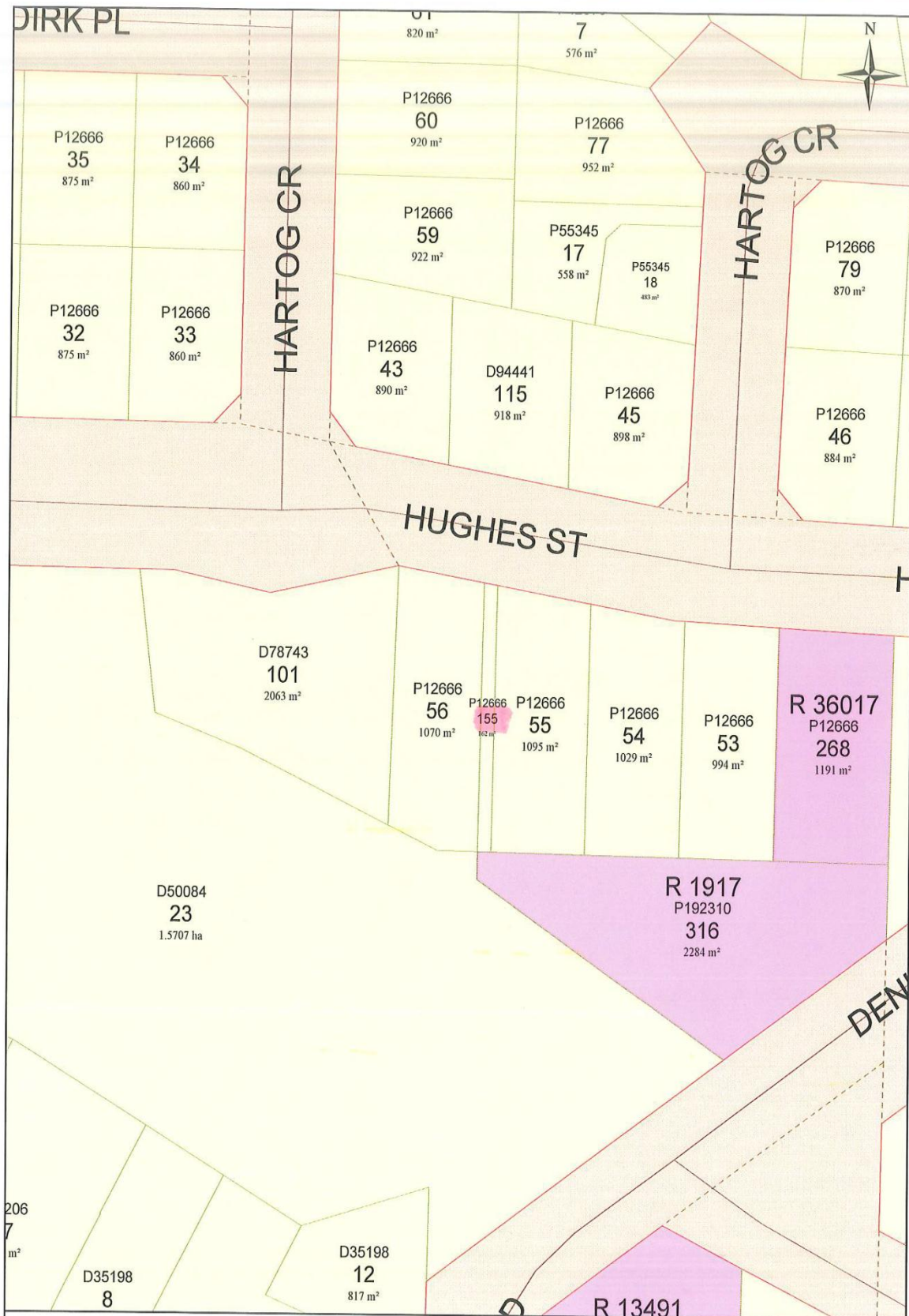
I refer to my letter dated 19 February 2014 concerning the above and advise that the Pedestrian Accessway (lot 155) shown on the enclosed plan is unmanaged. Please advise if council would accept a Management Order over the land if it is still required. If it is not would council have any objections for disposal into the adjoining lots 55 and 56.

I await your further response.

Yours faithfully

  
Terry McKinley  
MID WEST REGION  
REGIONAL and METRO SERVICES

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 MGA : SW=754125.676,7129684.26 Zone 49 / NE=754327.339,7129947.507 Zone 49  
 Lat/Long : -25°55'45.480", 113°32'14.106" / -25°55'36.804", 113°32'21.165" H 263mm by W 201mm

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11.3 WORKFORCE PLAN

CM00002

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved           Cr Ridgley  
Seconded       Cr Cowell

**Council Resolution**

**That Council adopt the Workforce Plan as amended and forward a copy to the Department of Local Government.**

**7/0 CARRIED**

Background

The Shire of Shark Bay's Workforce Plan was assessed by council staff at a workshop involving Council's senior staff.

Workforce planning is the structured process the Shire uses to make sure it has the right people in the right place at the right time, to meet the objectives of the Strategic Community Plan.

Workforce planning helps managers to anticipate change (rather than being surprised by events), identify the important issues driving workforce change, and then do something about them.

It gives managers a strategic basis for making human resource decisions and provides a methodical plan to address current and future workforce issues, within and across Divisions.

This process is in line with the Department of local government's integrated planning framework.

Comment

This plan shares our workforce challenges and vision to build a sustainable workforce for the future.

We have developed our ten-year Strategic Community Plan and our four-year Corporate Plan which outline our hopes and aspirations for our community. These plans have been reviewed in 2012 and 2013. Our Workforce Plan, as part of the Western Australian local government's integrated planning framework, helps us ensure that the Shire has the right people in the right place at the right time to meet the needs of our Strategic Community Plan.

The Shire faces a range of workforce challenges and opportunities. We have a dedicated workforce which is strongly committed to making a difference in our workplace.

Our workforce faces many challenges. Even though many of our workers are relatively young, we are operating in an environment of an overall ageing workforce.

There is significant competition for talented people, especially in remote locations. Organisations worldwide are increasingly having trouble retaining staff, especially younger members of the workforce.

All of these challenges are present within an environment in which the Shire is under increasing pressure, through cost shifting and rising customer expectations to deliver more services without additional financial resources. This requires a workforce that is increasing skilled, and able to work flexibly and productively across the organisation in order to deliver the Shire's Strategic Community Plan objectives.

Legal Implications

The Local Government (administration) Regulations 1996 have been amended to require local governments to adopt a workforce plan, a strategic community plan and a corporate business plan.

Policy Implications

Nil

Financial Implications

The Strategic Plan, Corporate Business Plan and 10 year Financial Plan will set the strategic and financial direction of the Shire. The financial implications will form the major component of the budget and all proposals will obviously be dependent upon the funding that is available in any given year.

Strategic Implications

The workforce plan aids in achieving the strategic objections of the Council for a four year period.

Voting Requirements

Absolute Majority Required

Date of Report

12 March 2014



Department of Local Government and Communities  
Department of Regional Development



# Shire of Shark Bay Workforce Plan

*Development of this plan has been supported by the Department of Local Government and Communities funded from the Royalties for Regions Country Local Government Fund, which is administered by the Department of Regional Development.*

*Prepared by*  
**Allan Bandt**



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MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

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## 1. Introduction

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Welcome to the Workforce Plan for the Shire of Shark Bay.

This plan shares our workforce challenges and vision to build a sustainable workforce for the future.

We have developed our ten-year Strategic Community Plan and our four-year Corporate Plan which outline our hopes and aspirations for our community. These plans have been reviewed in 2012 and 2013. Our Workforce Plan, as part of the Western Australian local government's integrated planning framework, helps us ensure that the Shire has the right people in the right place at the right time to meet the needs of our Strategic Community Plan.

The Shire faces a range of workforce challenges and opportunities. We have a dedicated workforce which is strongly committed to making a difference in our workplace.

Our workforce faces many challenges. Even though many of our workers are relatively young, we are operating in an environment of an overall ageing workforce. There is significant competition for talented people, especially in remote locations. Organisations worldwide are increasingly having trouble retaining staff, especially younger members of the workforce.

All of these challenges are present within an environment in which the Shire is under increasing pressure, through cost shifting and rising customer expectations to deliver more services without additional financial resources. This requires a workforce that is increasing skilled, and able to work flexibly and productively across the organisation in order to deliver the Shire's Strategic Community Plan objectives.

Our Workforce Plan strives to address these challenges and I look forward to your contribution in making it a success.

*Chief Executive Officer*



## **2. Integrated Planning Framework**

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### **2.1 What is Workforce Planning?**

Workforce planning is the structured process the Shire uses to make sure it has the right people in the right place at the right time, to meet the objectives of the Strategic Community Plan.

Workforce planning helps managers to anticipate change (rather than being surprised by events), identify the important issues driving workforce change, and then do something about them.

It gives managers a strategic basis for making human resource decisions and provides a methodical plan to address current and future workforce issues, within and across Divisions.

### **2.2 Key Principles of Workforce Planning**

- Building workforce strategies that are aligned and add value to the Shire's strategic direction and values.
- Ensuring the Workforce Planning Process is integrated into the Shire's Integrated Planning Process.
- Actively involving executive, managers, supervisors, employees and other stakeholders in the developing, communicating and implementing the Strategic Workforce Plan.
- Utilise a risk management approach to workforce planning, identifying areas that are "Mission Critical".
- Establishing effective implementation processes to ensure the successful execution of core strategies.
- Continually monitoring and evaluating the progress towards implementing the workforce strategies and measuring their contribution towards meeting the Shire's strategic goals.

### **2.3 Integration with the Integrated Planning and Reporting Framework**

Workforce Planning supports the requirements of the Integrated Planning and Reporting Framework required of all Councils in Western Australia.

The four elements of the framework are:

- Strategic Community Planning
- Corporate Business Planning
- Budgeting
- Reporting

The Shire has a Strategic Community Plan and a Corporate Business Plan in place.

These plans are informed and supported by a Financial Plan, an Asset Management Plan and a 4 year Workforce Plan.

## 2.4 Workforce Planning Model

There are four key steps in the Workforce Planning model that forms part of the Integrated Planning Framework:



Each step asks the following questions:

STEP 1	“Where are we now as an organisation regarding our workforce?”
STEP 2	“What are the workforce implications of our Strategic Community Plan, our key business drivers and our operating environment?”
STEP 3	“What Strategies can we put in place to meet our future requirements?”
STEP 4	“How will we know we have achieved the objectives of our Workforce Plan?”

### **3. Step 1 Analysis of the Internal and External Environment**

---

#### **3.1 Overview**

This first step of the Workforce Planning process focuses upon the identification of the major internal and external changes in the environment that are likely to influence or inform the strategic requirements of the workforce plan.

Some of the key external factors to be considered include:

#### *Analysing and Understanding the External Environment*

- Identifying the key social, competitive, economic, political, technological, industry and customer trends and influences and their associated workforce implications.
- Identifying any key external workforce benchmarking data.

#### *Understanding the Business Direction*

- Understanding the key business direction of the Shire (planned growth, contraction etc.) and the workforce implications.
- Understanding the organisational values and culture, and the workforce implications.
- Understanding the Shire's areas of distinctive competence and the workforce implications.

#### *Understanding the External Labour Market*

- Identifying the external labour market demand for key occupational groups.
- Assessing current competition for labour for key occupational groups.
- Identifying external supply for labour for key occupational jobs.

#### *Understanding the Workforce Profile*

- Organisational structure
- Number of employees
- Job descriptions
- Awards and agreements
- Total Council payroll
- Overtime usage
- Absenteeism
- Employment types
- Training budget
- Total vacant positions

#### *Workforce Demographics*

- Workforce by age and gender
- Age distribution
- Turnover rates by age and gender

### 3.2 Environmental Analysis –The Future

There are a range of external trends and challenges that may influence and determine the key strategies developed in the Strategic Workforce Plan. These key trends include:

#### *Socio Demographic Trends*

- An ageing Public Sector and Local Government Workforce along with a population decline in younger workers.
- A multi-generational workforce, each with their own needs, aspirations and expectations.
- A significant growth in the indigenous population.
- Continued Western Australian Population Growth.
- Increased overseas migration.
- Greater work/life balance expectations.

#### *Competition*

- Continuing competition from the resources sector for employees.
- Projected talent and skill shortages.
- An increasingly globalised workforce competing for talent.

#### *Economic*

- Projected business and employment growth.
- Major structural changes around productivity and amalgamations.
- Cost of living and inflationary pressures within WA may provide opportunities to recruit close to home.
- Volatility in the mining sector and broader industry which may bring some short term recruitment challenges and opportunities.

#### *Corporate Social Responsibility and Sustainability*

- Greater acceptance and assimilation of corporate social responsibility (CSR) in business, communities and homes, making it a potential recruitment and workforce issue.
- Greater recruitment and utilisation of local and indigenous population
- Environmental or greening issues becoming critical for many organisations when considering employment.
- Environmental “green tape” becoming a compliance issue requiring specific capabilities within an organisation.

#### *Political*

- WA Local Government Reforms, if enacted, will bring with them a range of merger and related workforce issues and potential recruitment opportunities.
- The Integrated and Reporting Frameworks and Guidelines initiatives being implemented may require additional local resources as well as new capabilities.
- Limited resources, coupled with a reduced supply of workers, are forcing Governments to redefine the way in which they deliver resources. This may require the cessation of some services, restructuring, reengineering of current work processes, all of which have workforce implications.

- The soundness and transparency of Australian Corporate Governance is becoming an increasing issue, bringing with it a range of workforce considerations.

#### *Technology*

- Emerging trends and technologies present local governments with both challenges and opportunities in managing information, delivering services, improving processes and decision making.
- Technology provides a range of tools to assist workforce management including communicating with employees, e learning, employee monitoring and connecting between individual employees.
- Technologies such as social media, cloud based computing, GIS etc. will be of particular importance and application.

#### *Industry*

- There is an increasing lack of sustainability in financing assets, with ageing community infrastructure playing a major role. There is a heavy reliance on State or Federal Funding.
- Significant cost shifting from State and Federal government to the Local level without the necessary resources.
- Population increases and growing economies are demanding greater scope of services, placing additional pressure on already existing limited resources.

#### *Customers*

- Many customers are becoming better informed and assertive about their rights.
- Baby Boomers in particular are emerging as a group who will actively advocate for their own and/or community issues.
- Many customers are seeking customised services, including a variety of technology delivery channels.

### 3.3 The External Labour Market

The following analysis of external labour market demand indicates that the Shire can expect increasing difficulties in attracting and retaining staff in key occupations. This is due mainly to continuing labour demand in the Mining; Construction and Professional Services, Scientific and Technical Service, Public Service, Community and Health Sectors. This is based upon the **Occupations in High and Medium Demand** research, based on industry critical occupations, and areas of high growth forecasts in the WA State Priorities Occupation List 2012 and Department of Training & Workforce Development Sept 2012 "Where The Jobs Are". This information is also supported by discussions with a Local Government recruitment consultant who recruits for Country Shires and observations from national recruitment agencies.

Some of the specific positions that are regarded as being in high demand include:

- Environmental Health Officers
- Health and Safety Officers
- Building Supervisors
- Building and Engineering technicians
- Works Managers
- Civil and Electrical Engineers
- Works Crews
- Planners
- Finance /Accountants
- Truck Drivers
- Waste Management
- General Clerks
- Receptionists
- Electricians
- Carpenters and Joiners
- Corporate Development
- Community Services and Child Care

It is noted that the external market is somewhat volatile due to changing economic conditions in the mining, manufacturing and construction industries. Given the current levelling off in demand in the mining sector and possible local government amalgamations, there may be some short-term recruitment opportunities for the Shire. For example, there is some anecdotal information that some metropolitan CEOs and professional staff are seeking regional local government employment in the likelihood that there will be some forced amalgamations.

The Diagram on the following page outlines a summary of the key external labour market demand and current competition for labour for key jobs within the Shire.

*External Labour Market Demand and Current Competition for Labour*

Census Group	External labour market demand	Current competition for labour	Executive	Finance & Admin	Tourism, Community, Economic	Infrastructure
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Corporate Services/Governance	Chief Executive Officer	High	Private/ Public Sector	Blue			
	Executive Manager Finance & Administration	High	Private/ Public Sector		Blue		
	Finance Officer(creditors)	Medium	Public /Private Sector		Blue		
	Finance Officer(debtors))	Medium	Public /Private Sector		Blue		
	Administration Officer	Medium	Public Sector		Blue		
	Senior Finance Officer (Payroll)	High	Private/Public Sector		Blue		
	Customer Service Officers	Low	Private/Public Sector		Blue	Blue	
	Executive Officer	Medium	Public Sector	Blue			

Engineering/Infrastructure	Manager Infrastructure	High	Mining/Cons				Blue
	Town Crew Supervisor	High	Mining/Cons				Blue
	Country Crew Supervisor	High	Mining/Cons				Blue
	Town Services Officers	High	Mining/Cons				Blue
	Tip Attendant	Medium	Mining				Blue
	Plant Operator/ General Hand	High	Mining/Cons				Blue

*External Labour Market Demand and Current Competition for Labour (cont.)*

Census Group	External labour market demand	Current competition for labour	Executive	Finance & Admin	Tourism, Community, Economic	Infrastructure
--------------	-------------------------------	--------------------------------	-----------	-----------------	------------------------------	----------------

Human /Community Services	Executive Manager Tourism, Community & Economic	High				
	SBWH Centre Co-Coordinator	High				
	Community Development Officer	High				

Planning & Environ	Ranger	Medium				
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**3.4 Workforce Profile – An Overview**

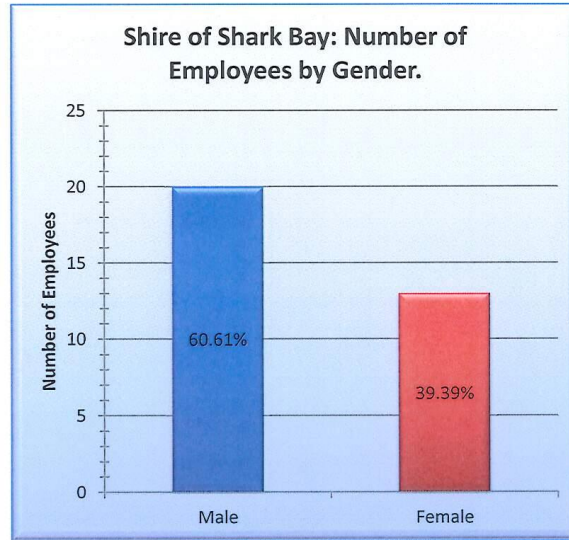
Information	Overview of the Operations Division (as at 30 <sup>th</sup> June 2012)
Number of Employees	There are 27 employees in the Shire as at 30 June 2012. This definition includes full time, part time and casual staff as well as those staff on long service leave and maternity leave, and staff on contracts.
Full Time Employees	23.92 Full Time Employees.
Gender	39% of the workforce is female; 61% are male.
Diversity	A recent Staff Diversity Questionnaire indicates all staff (with the exception of one 457 visa holder) are of an English speaking background. The Shire has no indigenous employees.
Education and Qualifications	Approximately 11% of employees hold a University Degree or Diploma. Approximately 6% of employees hold a VET Diploma or Advanced VET Diploma. Approximately 6% of employees hold a Certificate 3 or 4.
Total Wages	\$1,672,331
Employment Type	The majority of staff is permanent and full time. There are 20 full time workers; 6 part time workers; 5 casual and 2 contracts.
Contract Labour	Regulatory Services (Plumbing, building) are currently contracted out to Gray and Lewis. Building and Health Services are provided by the Shire of Northampton.
Overtime	There is minimal overtime usage, limited to mainly to outdoor staff working in more remote areas, away from home.
Vacant Positions	There were no vacant positions at the 30 June 2012
Annual/Long Service Leave Liability	\$187,703
Awards and Agreements	Local Government Award for all staff except the Chief Executive Officer who is on an individual contract.
Training Budget	\$59,000 (plus training travel budget \$15,600)

### 3.5 Workforce Demographics

This section contains an analysis of some key workforce metrics such as age, gender and terminations. It includes full time, part time and casual staff as well as those on leave including long service and maternity leave. All staff on the payroll are included, including seasonal workers and staff on contracts. It does not include contractors, agency staff or group apprentices.

This data provides a valuable source of data in the development of strategies to retain and engage our workforce as well as informing us of our recruitment needs.

*Gender of Total Organisation*

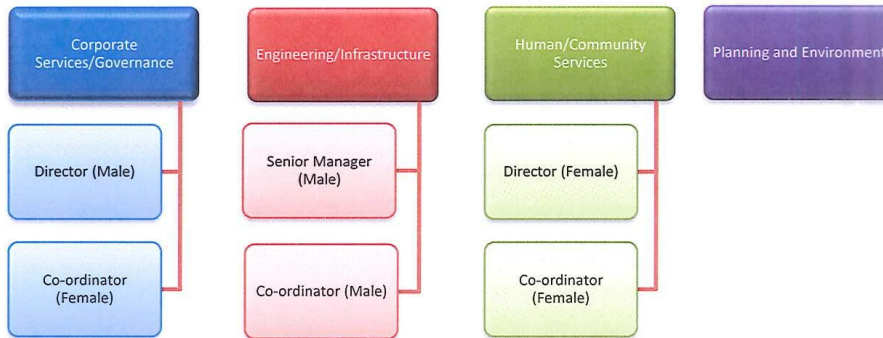


The overall gender composition of the Shire workforce is approximately 61% male and 39% female. The under representation of females especially in a time of talent shortage provides an opportunity to actively tap this under represented group as a targeted source of future recruitment.

*Management Structure by Gender (and Business Streams)*

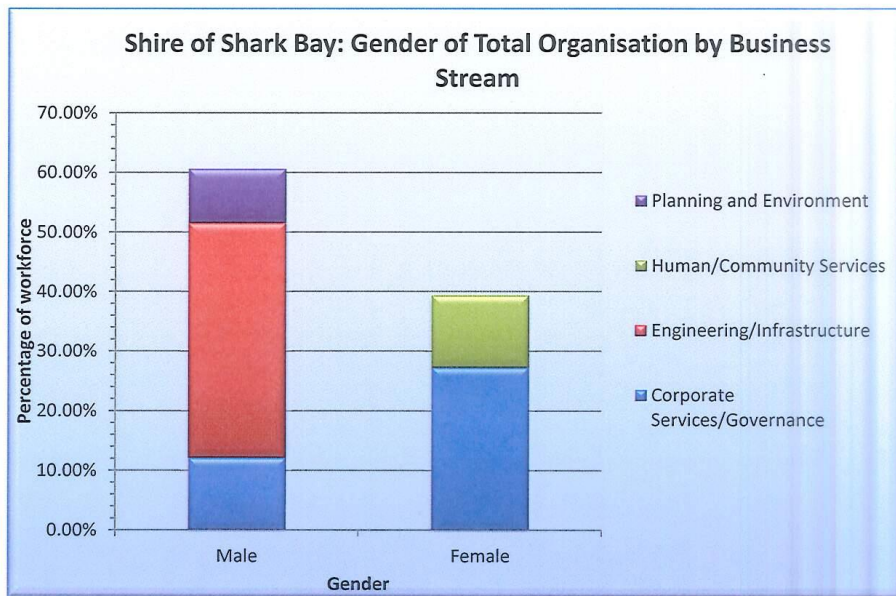
Shire of Shark Bay: Management Structure											
Level	Business Stream										
	Corporate Services/ Governance		Engineering/ Infrastructure		Human/ Community Services		Planning and Environment		Total Workforce		
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female	Total
Level 2 - Director	1					1			1	1	2
Level 3 - Senior Manager			1						1	0	1
Level 4 - Co-ordinator		1	1			1			1	2	3

*Management Structure*



*Gender of Total Organisation by Business Stream*

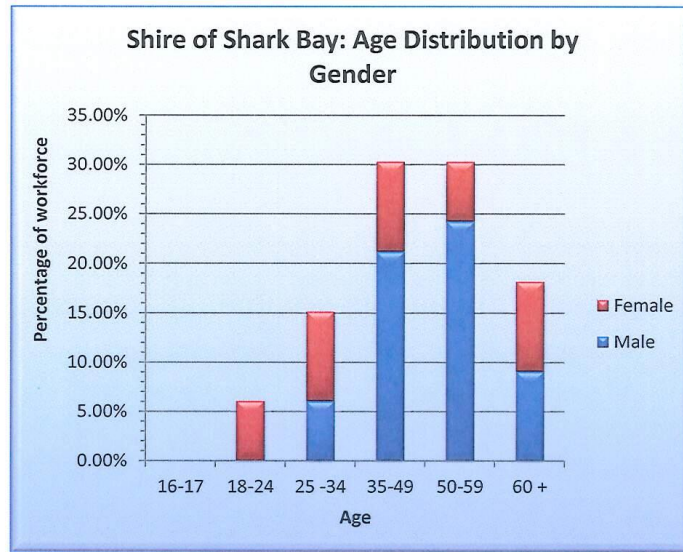
The following graph describes the workforce gender composition by age and the four business streams as outlined in the Australian Local Government Workforce and Employment Census.



A predominance of male staff is employed in the Engineering and Infrastructure areas and a majority of female staff in the Corporate Services and Community Services Sector. In a period of competition for talent there may be opportunities to actively recruit from under-represented areas. That is, there

could be greater active recruitment of males in to the Human and Community Service streams and more active recruitment of females into the Engineering and Infrastructure areas. There is also the overall opportunity to more actively recruit females into the organisation. Not only does this potentially expand the recruitment pool, it also brings more diversity to underrepresented gender areas with the Shire.

*Age Distribution (by Gender)*



Approximately 33% of male employees and 15 % of female employees are over the age of 50 years. We are also aware that 35 percent are over the age of 55. This figure is important as it represents entry into the retirement eligibility age.

There is a need to develop a range of strategies to continue to attract and retain mature workers within the Shire (e.g. flexible work arrangements, transition to retirement etc).

The relatively small pool of younger employees is of concern as younger people are often a source of innovation as well as representing the talent pool for the future.

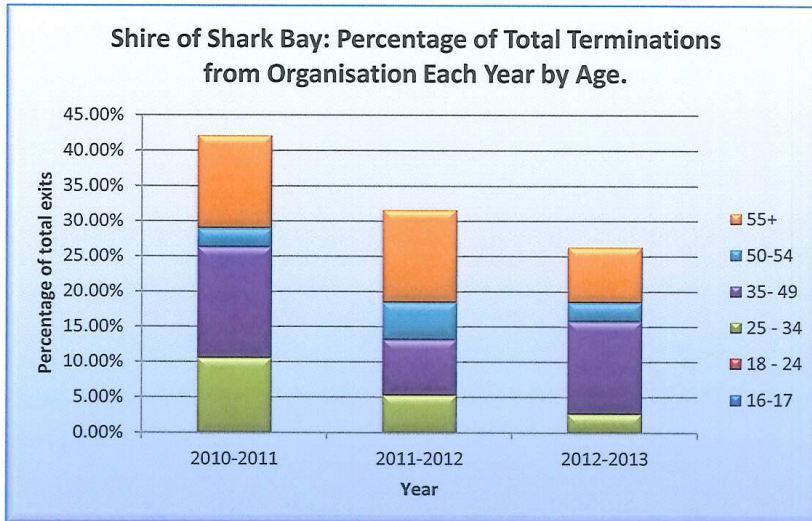
Customised and innovative ways to attract and retain younger workers will need to be considered.

**Termination Rates**

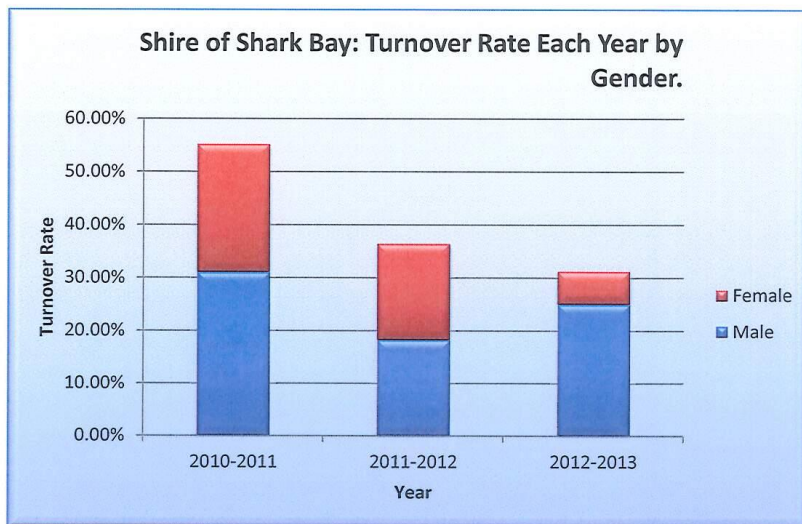
Below are the graphs showing the exit rates for the Shire of Shark Bay by age, gender and after varying lengths of employment. The approximate turnover rates for the last three years are:

- 2010/11: Fifty Five percent
- 2011/12: Thirty Six percent
- 2012/13: Thirty One percent (Year to Date)

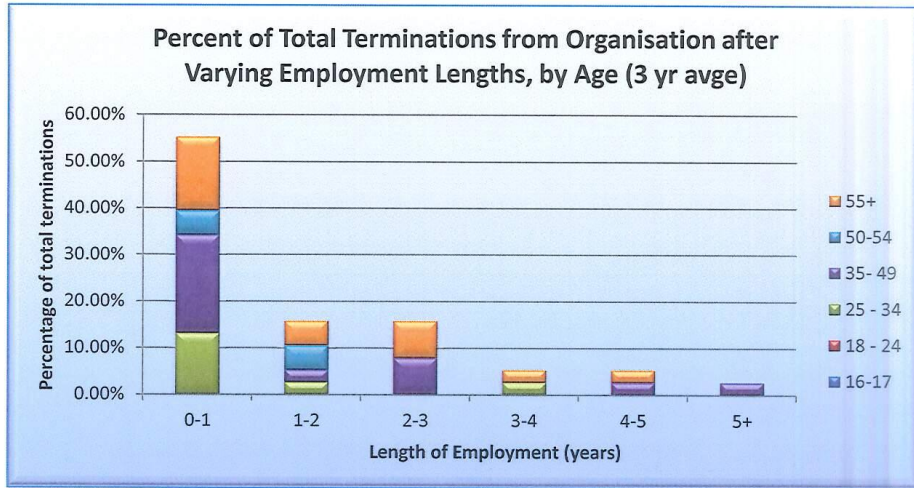
Whilst these figures include casual and contract staff, they none the less represent a high level of turnover, bringing with them a high level of associated costs. It is noted that these turnover rates are positively trending downwards. There is potentially a range of recruitment, on boarding and engagement strategies to be considered here.



During the 2010/2011 and 2012/2013 years the 35-49 year old age group is significantly higher in its terminations, which need to be investigated. Potential strategies include building career structures and rewarding work in order to retain mid-career employees.



A larger percentage of male exits for each of the years is an issue of concern. The causes of this will need to be investigated.



There are a significant number of terminations in the 0-1 year group which needs to be further investigated as to the possible reasons. Strategies that need to be considered include more rigorous selection techniques, better supervision and on boarding.



## 4. Step 2 Strategic Community Plan Workforce Implications

### 4.1 Overview

This section addresses:

- The Strategic Community Plan and Corporate Business Plan
- Key risk areas
- Future workforce demand and requirements
- Workforce Supply Demand Analysis
- Analysis of Gaps, Risks and Issues

### 4.2 Strategic Community Plan Analysis

The Shire of Shark Bay in 2011 completed the development of its ten-year Strategic Community Plan, along with a review in 2012 and more recently in May 2013. A four year summary of the next four years' priorities in this plan have recently been established and incorporated into the development of the four year Corporate Business Plan. This plan is being driven by four key objectives:

<b>Economic:</b>	Sustainable growth and progress.
<b>Environment:</b>	Protecting our precious natural environment and retaining our lifestyle values and community spirit.
<b>Social:</b>	A safe and welcoming community where everyone is valued and has the opportunity to contribute and belong.
<b>Civic leadership:</b>	Respect for the rights of citizens, appropriate service delivery and a commitment to openness, transparency, honesty and fairness.

The Shire has commitments to a large number of grant funded projects which are urgently requiring attention to meet funding acquittal requirements. Some of these projects are of a large size and will require some short term additional resources and dedicated project management.

**4.3 Key Risk Areas**

A position may be deemed business critical if it:

1. *drives the delivery of core business, the Community Strategic Plan and future vision*
2. *requires skills that are extremely difficult to source or replace*
3. *is where central knowledge is held by an individual or core position*

Positions have been assessed in terms of current risk against the above criteria.

The following table identifies actions for ensuring sustained business continuity for critical positions with a current high risk value.

Position	Current Risk	Reason	Specialist Skills	Action Plan
Chief Executive Officer	High	1,2,3	Leadership and comprehensive experience in local government and working with an elected body. Strategic, project management and analytical skills.	Provide structured acting placements for members of the Executive team to build executive bench strength.
Executive Officer	High	1,3	Able to provide project and planning support to the Executive level. High level computing skills. Sound knowledge of Shire Policies and procedures.	Internal coaching of others to take on parts of the role (e.g.) Finance Officers. Ensure all key processes and procedures are documented and understood by all. Try and have internal capacity in place before occupant leaves.
Executive Manager Finance and Administration	High	1,2,3	Strong business acumen, understanding of financial, human resources information systems, Local Government management knowledge. Accounting experience, knowledge of accounting practices and principles. Accounting qualification preferred.	Internal coaching of others to take on parts of the role. Ensure all key processes and procedures are documented and understood by all. Consider external recruitment if position becomes vacant to reflect higher level competency requirements
Senior Financial Officer(Payroll)	High	1,2	Knowledge of financial and payroll systems. Knowledge and experience of accounting and HR computer applications	Significantly restructure role and function to provide greater Human Resource focus. Recruit externally. Coach Finance Officer to take on the role.
Executive Manager Tourism Community and Economic Development	High	1,2,3	Conceptual, analytical skills Leadership, strategic thinking Commercial and financial acumen Facilities and events management Economic Management	Coach, train and develop Community Development Officer Activities officer as possible replacements. Support any educational training undertaken required Provide leadership training to existing Executive Manager
Manager Infrastructure – Works Manager	High	1,3	Broad knowledge of local government infrastructure requirements. Strong leadership and operational skills. Financial, Human Resource Skills.	Coaching, Training of Country Crew Supervisor and Town Crew Supervisor. Ensure all key processes and procedures are documented and understood by all.

**4.4 Future Workforce Demands and Requirements**

Following discussions with individual Executive members the following additional resources will or may be required. Obviously these requests will need to be subject to the normal budgetary process. Some listed below have already been budgeted for.

Division	Resource Requirements	Comments
Financial Services and Administration	Additional Human Resource Capacity.	Need to utilise services of Finance Officer(Creditors)
Tourism ,Community and Economic Development	Additional Grants Officer/ Community Development Officer Assistant.	Potential for growth as community expectations increases. More resources will allow for more grants to be attracted.
Infrastructure	Plant Officers/General Hand or Town Services Officer (up to 4).	Grant funded. Opportunity to over recruit permanent staff for replacement purposes

**4.5 Workforce Supply Demand Analysis**

*Resourcing*

The Shire is confident that its current level of workforce resourcing is adequate to meet current needs. Overall, there is minimal increase in the request for additional resources in the next 5 years. Most of the increases are around natural growth and requirements to maintain additional infrastructure, or slowly grow Community Development Services.

*Finance and Administration*

The Shire is actively considering the way in which it can deliver its future services more efficiently and effectively. This is within an operating environment of continual demands based upon external cost shifting of service provision to the local level, increasing community expectations and the opportunities and threats arising with potential amalgamations.

In meeting these challenges, the Shire will increasingly be reviewing its core functions in terms of potential outsourcing, in sourcing and collaborations.

The Community Services, Economic Development, Tourism and Infrastructure Departments are under considerable pressure from the elected members, as part of the Corporate Business Planning initiatives to acquit all existing large projects as well as seeking funds for new ones. This will place considerable pressure on Finance and Administration staff to support project management, business modelling and financial analysis. New skills may well be required to ensure this occurs.

The above initiatives will have a significant impact upon Financial Services and Administration in reviewing its own services in order to better utilise its own resources and gain greater efficiencies.

*Tourism, Community and Economic Development*

There is the potential for rapid growth in this area as community expectations rise and State and Federal Governments shift costs and services to Local Government.

With more resources the Branch is of the view that it can attract more grants funding which is a strategic priority of the Shire.

The Shire has a strong commitment to improving infrastructure and promoting area tourism and life style, all of which will require additional resources.

Community services have a strong culture of being available to the community, responding to needs, active participation, and open communication and supporting volunteers, clubs, groups - all of which require specific skill sets. Community Services also wants to build a strong culture of customer service and innovation.

The branch is envisaging changes in the way in which services are being delivered. They will in some instances become facilitators of events rather than doers e.g. grant seeking, building the capacity of clubs and groups to reduce the reliance on the Shire.

The Branch has also identified the potential for rapid growth as community expectations increase and with more resources they can attract more grant funding.

There may be a requirement for an additional Grants Officer or Community Development Officer Assistant.

*Infrastructure*

Ensuring all services are maintained to a satisfactory and improved standard and ensuring that a suitable and capable workforce is available for future projects and developments, are the two major priorities for the Department. An increase in Town Services requirements and an increase in management responsibility and workload are envisaged.

There will be an increase in works operational staff requirements as a range of new works projects initiatives come to fruition e.g. Revitalising Town Centre, Marina ,new jetty and boat ramp.

It is envisaged that the Infrastructure Services will require the equivalent of an additional 4 Full Time Employees during the construction phase of about two years. Whilst these workers will be resourced from grant funds, the Shire may wish to over recruit some additional permanent employees to have a pool of workers for the future, taking into account the natural attrition that will occur. A business case will need to be established to support this idea.

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## 5. Step 3 Strategies to Meet Future Workforce Needs

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### 5.1 Identification of Key Themes and Issues

#### *Diversity*

There are significantly more males than females within the organization, and particularly in the infrastructure services areas. There is also an under representation of males in the community development and tourism areas.

This disproportionate gender mix within in some business streams and overall under representation of women in the organization has the potential to limit diversity of approach as well as not maximizing the opportunity to source talent from alternative or underrepresented areas.

#### *Workforce profile*

Approximately forty eight percent of the workforce is over 50 years of age. This represents a knowledge risk when mature workers retire and there can be productivity and safety issues associated with a mature workforce.

The relatively small percentage of young employees can limit innovation that comes from younger, different perspectives as well limiting the source of future talent .The 35-49 year old age group is thirty per cent of the workforce which provides a rich source of long term talent. However, there is a significantly high turnover of staff in this age group, which needs to be addressed.

#### *Turnover-year 1*

There is a significantly high level of turnover within the first year of employment, which is costly and unproductive. Issues to be considered include the selection process, orientation, induction and supervision during the first few months.

#### *Business shifts*

There has been a significant shift in the nature of Local Government business in recent years and this is being evidenced within the Shire. Whilst the core businesses of the Shire are still required, there has been growth in what have been traditionally the non-core services in the areas of community development, economic development and tourism.

Due to Federal and State Government cost shifting, there have also been a significant number of additional services that the Shire has to now undertake.

This has significant skill and resourcing implications.

#### *Service delivery models*

Along with the business shifts and growth identified above, there is a significant need for the Shire to determine how it delivers its services in the most efficient and effective manner. This includes reengineering processes for greater efficiency, considering alternative delivery models such as in sourcing, outsourcing and collaborative approaches. This will have significant implications for the finance and administrative areas as they will be required to be driving these processes. It will also impact upon infrastructure services that have a significant number of projects to deliver.

*A culture of customer service and innovation*

There is a need, particularly in the Tourism and Finance and Administration areas, to build a stronger customer service focus and to become more innovative in solving issues that are confronting the Shire. This may require a change strategy along with the necessary customer service, business-partnering skills.

*Workforce capability*

There are significant skill gaps within the existing workforce's ability to deliver the projects and changes that are required. There has been a recent training need analysis completed but a training program has not yet been developed. The training need analysis will also need to be updated to reflect the skill issues emerging from this review.

*Succession management*

There is a range of initiatives being undertaken by individual areas to identify potential replacements in managerial and other business critical positions. There are however some critical gaps and a systematic succession management process is required to address this.

*A different approach to recruitment*

Given the major difficulties associated with attracting and retaining employees in the remote location of Shark Bay, a range of alternative and innovation solutions needs to be considered. These could include over recruiting in some areas in anticipation of turnover, identifying spouses of incoming government workers who are coming in to the regions, utilizing students and backpackers as casuals, targeting grey nomads etc.

*Greater workforce flexibility*

Seasonal work, fluctuations in project demands etc., require greater flexibility in how work is designed, multi skilling, and appointing staff with more generic skill sets.

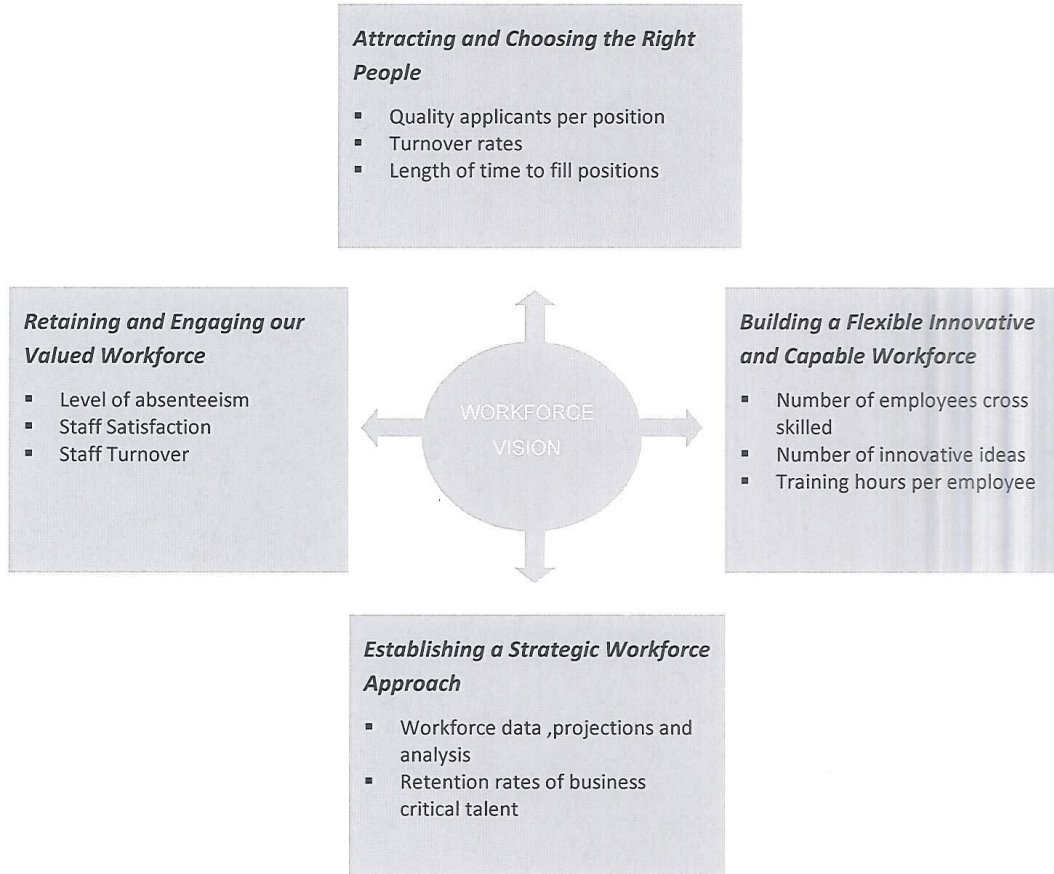
There may also be a more significant use of casual staff.

*Project management capability*

Many of the priorities in the Community Strategic Plan will require a significant increase in the number of large projects to be managed. This will require some significant project management up skilling, dedicated project management resources and ensuring the inclusion of project management funds in any project grants being sought.

5.2 Performance Outcomes and Measures

**WORKFORCE PLAN PERFORMANCE SCORECARD**



### 5.3 Workforce Strategies

Four key outcome areas have been identified to drive the core strategies of the workforce plan.

These are:

***Attracting and Choosing the Right People***

Attracting and retaining people with the capability and commitment to contribute to Local Government in a remote setting.

***Retaining and Engaging our Valued Workforce***

Building and retaining a highly engaged workforce, committed and connected to the Shire and its Community.

***Building a Flexible, Innovative and Capable Workforce***

A flexible, innovative and skilled workforce, able to respond to the changing needs and growth of the Community.

***A Strategic Workforce Approach***

Ensuring the strategic capability and capacity to position the Shire to meet its strategic objectives through sound workforce analysis, planning and leadership.

A one-page summary of the workforce vision, outcomes and performance measures has been prepared separately, which identifies the key strategies to be put in place.



## 6. Step 4

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### 6.1 Evaluation

The ongoing evaluation of the Workforce Plan needs to address the following:

- The progress towards meeting the performance indicator targets.
- The progress towards meeting strategic actions of the workforce plan.

Outlined below are some suggested approaches and checklists that will help assist in the ongoing implementation, monitoring and evaluation of the plan.

### 6.2 Implementation

Based upon the consultants and research and observations since 1990 we have found that the history of strategic workforce planning initiatives is strewn with good plans that have not been successfully implemented. We believe that the true value of the plan is lost if it is not implemented effectively.

Research and experience shows that strategy implementation fails for the reasons outlined in the following checklists.

Checklist 1 on the following page may assist in the identification of some of the specific implementation issues that need to be considered.

Checklist 2 identifies some of the steps that may be required to ensure the workforce plan is effectively implemented. Some of these steps are general in nature and will need to be adapted further to the Shire's own particular circumstances.

***Checklist 1: Why Strategic Workforce Planning Fails***

Research and experience shows that strategy implementation fails for the following reasons.

It may be useful for the Shire to assess the following potential problem areas and identify any potential areas of risk to the of the workforce plan.

MOST COMMON PROBLEMS ENCOUNTERED	ATTENTION REQUIRED? (✓ TICK)
1. Time required to implement changes was underestimated.	
2. Major problems surfaced during implementation that had not been identified beforehand.	
3. Uncontrollable factors in the external environment had an adverse impact on implementation.	
4. Competing activities and crises distracted management from implementing the decision.	
5. The plan was not communicated adequately throughout the Shire.	
6. Coordination of implementation activities was not effective enough.	
7. Key implementation tasks and activities were not defined in sufficient detail: - the actual work required to implement strategies - who will be involved and accountable for each task - how long each task will take - what resources will be needed	
8. Processes for monitoring and reporting progress were not defined.	
9. Leadership and direction provided by department managers were not effective.	
10. Capabilities of employees involved were not sufficient.	
11. Business control systems such as performance measurement, budgets, human resource information were not realigned to support the new strategies.	
12. Information systems used to monitor implementation were inadequate.	

Checklist 2: Implementation Steps

ACTION	ATTENTION REQUIRED (✓ TICK)
1. Finalise Strategic Workforce Plan including one year priorities.	
2. Finalise one page summary version of plan.	
3. Establish a Workforce Planning Champion	
4. Establish Staff Friendly short version of the Plan	
5. Provide additional training and resource support for the Administration Manager.	
6. Assignment of responsibilities for key outcomes and strategy areas.	
7. Prepare performance targets and measures for the workforce scorecard	
8. Incorporate relevant workforce strategies into Executive Managers, Managers and Coordinators performance agreements.	
9. Incorporate Workforce Strategies into Corporate Business plan	
10. Incorporate Workforce Strategies into budgeting process.	
11. Prepare Communication Strategy for Workforce Plan	
12. Establish Quarterly Review Meetings to monitor achievement of performance measures and achievement of workforce strategies.	
13. Establish Workforce Planning Calendar.	
14. Six month mini 'strategic review'.	
15. Conduct annual review of plan.	

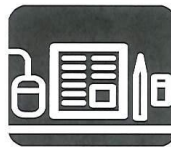
*Communicating the Workforce Plan*

Once the Workforce Plan is completed, it is helpful to continuously communicate its progress, and the desired changes that you are seeking in the Strategic Human Resource Plan.

Communicating the progress of the Workforce Plan is critical, especially if the plan has major workforce and cultural change as part of its strategy.

Some **possible** ideas for communicating the plan include:-

- Print the plan in a simple one-page "trifold" fashion and distribute it to all employees, along with a cover letter from the Chief Executive Officer
- Develop a set of handouts/overhead slides/slide presentation for "standard use" by all executives and managers.
- Hold meetings with managers as a group to hear from the Chief Executive Officer and the Executive Manager Finance and Administration about the strategic workforce plan strategic priorities.
- Hold work unit/work team meetings with managers to examine the impact on staff and allow staff to ask questions about the plan and pose their own concerns.
- Conduct meetings with key stakeholders to review results, thank them for their help and discuss potential impact on stakeholders.
- Develop posters that depict the "New Workplace Culture" that you are creating.
- Provide Workforce Planning progress reports on the web site.
- Publish internal Workforce Plan newsletters to keep people posted on the progress of the plan's implementation - the successes, breakdowns and modifications - over the first 12 - 18 months.
- Circulate the "report card results" of your "Key People Success Measures" each quarter or six months.



**12. FINANCE REPORT**

**12.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED**

Author

Finance Officer / Accounts Payable

Disclosure of any interest

Declaration of Interest: Cr Capewell

Nature of Interest: Financial Interest as Wife owns Upholstery Business subject to enquiry

Cr Capewell left the Council Chamber at 3.58 pm

Moved Cr Prior  
Seconded Cr Ridgley

**Council Resolution**

**That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$982,781.71 be accepted.**

**6/0 CARRIED**

Cr Capewell returned to the Council Chamber at 4.05 pm

Comment

The schedules of accounts for payment covering - Municipal fund account cheque numbers 26586-26600 totalling \$59,035.21

Municipal fund account electronic payment numbers MUNI EFT 15007-15169 totalling \$791,460.25

Municipal fund account for payroll periods beginning 09/02/2014 ending 09/03/2014 totalling \$97,897.00

Trust fund account cheque numbers 990-992 totalling \$60.00

Trust fund account electronic payment numbers 15007-15169 totalling \$17,172.75

Trust fund Police Licensing for February 2014 totalling \$17,156.50

The schedule of accounts submitted to each member of Council on 21 March 2014 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.

Date of Report

17 March 2014

26 MARCH 2014

**SHIRE OF SHARK BAY  
ORDINARY COUNCIL MEETING 26 MARCH 2014  
MUNI CHQS 26586-26600**

<b>CHQ</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
26586	20/02/2014	WATER CORPORATION	TOWN OVAL DESALINATED USAGE NOVEMBER 2013 TO JANUARY 2014	-749.89
26587	21/02/2014	HORIZON POWER	ELECTRICAL CONNECTION SES BUILDING	-47398.52
26588	21/02/2014	WATER CORPORATION	RECREATION CENTRE DESALINATED USAGE NOVEMBER 2013 TO JANUARY 2014	-98.28
26589	26/02/2014	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-696.19
26590	26/02/2014	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-328.38
26591	26/02/2014	ASTERON SUPER	SUPERANNUATION CONTRIBUTIONS	-362.32
26592	26/02/2014	AXA AUSTRALIA	SUPERANNUATION CONTRIBUTIONS	-374.24
26593	26/02/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-374.40
26594	26/02/2014	SHIRE OF SHARK BAY	PAYROLL DEDUCTIONS	-680.00
26595	06/03/2014	HORIZON POWER	SBDC ELECTRICITY MONTHLY ACCOUNT	-3823.23
26596	12/03/2014	HORIZON POWER	STREET LIGHT MONTHLY ACCOUNT	-2905.18
26597	12/03/2014	SHARK BAY NEWSAGENCY	MONTHLY NEWSPAPER AND STATIONARY ACCOUNT	-468.24
26598	12/03/2014	THOMAS LACHLAN	MEAL EXPENSES HEALTH CONSULTANT	-66.42
26599	12/03/2014	WATER CORPORATION	FISH CLEANING FACILITIES SERVICE CHARGE	-49.92
26600	17/03/2014	NOEL GUTHRIE	REFUND OF 6 WEEKS RENT PAID IN ADVANCE AS VACATING PENSIONER UNIT 1	-660.00
<b>TOTAL</b>				<b>\$59,035.21</b>

26 MARCH 2014

**SHIRE OF SHARK BAY  
ORDINARY COUNCIL MEETING 26 MARCH 2014  
MUNI EFTS 15007-15169**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT15007	20/02/2014	MCGRATH HOMES	CONSTRUCTION OF EMERGENCY SERVICES BUILDING	-115459.13
EFT15008	20/02/2014	STATE LIBRARY OF WA	LOST BOOKS	-63.80
EFT15009	20/02/2014	BAJA DATA & ELECTRICAL SERVICES	INSTALL POWERPOINTS AND MAINTENANCE TO SBDC, MAINTENANCE PENSIONER UNITS 1,12 AND DENHAM SERVICE JETTY, CABLE TRAY AND CONNECTIONS AT DIGITAL TV SITE	-2040.50
EFT15010	20/02/2014	BOC LIMITED	DEPOT CONTAINER RENTAL	-73.08
EFT15011	20/02/2014	CUTBACK PLUMBING & GAS	CONNECTING WATER AND SEWERAGE, INSTALLING TRAFFICE, SEPTIC AND LEACH DRAINS TO SES BUILDING. EXCAVATOR HIRE TO SES BUILDING AND STAFF HOUSING SITE	-29700.00
EFT15012	20/02/2014	CDH ELECTRICAL	TV INSTALLATION OUTLET 5 SPAVEN WAY	-118.06
EFT15013	20/02/2014	GERALDTON AGRICULTURAL SERVICES	HOSE AND REEL FOR SLIDE ON FIRE UNIT	-473.00
EFT15014	20/02/2014	ATOM-GERALDTON INDUSTRIAL SUPPLIES	2 BEACON LIGHTS FOR WORKS VEHICLES AND OHS EQUIPMENT	-335.14
EFT15015	20/02/2014	HOSEXPRESS	HYDRUALIC HOSES FOR KOBELCO EXCAVATOR	-60.68
EFT15016	20/02/2014	UHY HAINES NORTON	FINANCIAL ACTIVITY STATEMENTS DECEMBER 2013 AND JANUARY 2014, FINALISING ANNUAL FINANCIAL STATEMENT	-10274.00
EFT15017	20/02/2014	HERITAGE RESORT SHARK BAY	ACCOMMODATION FOR GYM INSPECTOR	-153.00
EFT15018	20/02/2014	JJ HAWKINS	DELIVERY OF BLOCKS FOR OVAL PLAYGROUND	-1836.05
EFT15019	20/02/2014	KOALA MARKETING	MERCHANDISE SBDC	-1095.52
EFT15020	20/02/2014	LANDGATE	GRV VALUATION	-132.56
EFT15021	20/02/2014	LANDMARK OPERATIONS	DELINEATORS FOR USELESS LOOP ROAD	-611.60
EFT15022	20/02/2014	MURRAY VIEWS	MERCHANDISE SBDC	-2277.08



MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15023	20/02/2014	PEST-A-KILL	MICE MONITORING & BAITING HALL,SBDC, OFFICE AND DEPOT	-198.00
EFT15024	20/02/2014	PAPER PLUS OFFICE NATIONAL	STATIONARY	-588.71
EFT15025	20/02/2014	MP ROGERS & ASSOCIATES	TENDER PREPARATION MONKEY MIA JETTY	-3057.04
EFT15026	20/02/2014	SHARK BAY COMMUNITY RESOURCE CENTRE	SPORTS AND REC CENTRE MANAGEMENT JANUARY 2014	-6914.50
EFT15027	20/02/2014	SHARK BAY SKIPS	MONTHLY ACCOUNT JETTY AND USELESS LOOP TURN OFF	-3412.00
EFT15028	20/02/2014	SAFE MASTER SAFETY PRODUCTS	ANCHOR POINT MAINTENANCE FOR FISHERIES, REC CENTRE AND SBDC FISHERIES PORTION REIMBURSABLE	-2794.00
EFT15029	20/02/2014	TRUCKLINE PARTS CENTRE	PARTS FOR VARIOUS WORKS PLANT AND VEHICLES	-576.58
<i>EFT15030</i>	<i>-EFT15030</i>	<i>USED IN TRUST</i>		
EFT15031	21/02/2014	ANTHONY COURT	REIMBURSEMENT FUEL USELESS LOOP SES	-311.56
EFT15032	21/02/2014	BRIAN JOHN GALVIN	REIMBURSEMENT WORKS MANAGER UTILITIES	-418.99
EFT15033	21/02/2014	RUSSELL TODD CHAMBERLAIN	RENT 39 DURLACHER STREET MONTHLY	-1157.30
EFT15034	21/02/2014	GYM CARE	TECHNICIAN TO MAINTAIN GYM EQUIPMENT	-2898.50
EFT15035	21/02/2014	GRAY & LEWIS LAND USE PLANNERS	REVIEW OF TOWN PLANNING SCHEME AND GENERAL PLANNING ADVICE MONTHLY ACCOUNT	-7033.13
EFT15036	21/02/2014	TOLL IPEC	FREIGHT	-89.65
EFT15037	21/02/2014	OAKLEY EARTHWORKS	CONCRETE PADS EMERGENCY SERVICES SHEDS	-18237.70
EFT15038	21/02/2014	SHARK BAY CLEANING SERVICE	MONTHLY ACCOUNT	-5346.00
EFT15039	21/02/2014	STEVEN MATTHEWS	REIMBURSEMENT FUEL USELESS LOOP SES	-127.18
EFT15040	21/02/2014	TROPICAL LIFESTYLE	GAZEBO FOR RECREATION CENTRE	-6891.00
EFT15041	25/02/2014	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-754.21
EFT15042	25/02/2014	AUSTSAFE SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-107.22
EFT15043	25/02/2014	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-728.54
EFT15044	25/02/2014	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	-711.73
EFT15045	25/02/2014	ONE STEP SUPER	SUPERANNUATION CONTRIBUTIONS	-347.32
EFT15046	25/02/2014	MLC NOMINEES	SUPERANNUATION CONTRIBUTIONS	-237.74
EFT15047	25/02/2014	WA LOCAL GOV SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	-6726.05
EFT15048	25/02/2014	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-353.10

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT15049	25/02/2014	REST	SUPERANNUATION CONTRIBUTIONS	-782.42
EFT15050	25/02/2014	SMA SUPER	SUPERANNUATION CONTRIBUTIONS	-324.74
EFT15051	25/02/2014	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	-793.76
EFT15052	26/02/2014	MCGRATH HOMES	CONSTRUCTION OF EMERGENCY SERVICES BUILDING IN DENHAM	-75880.66
EFT15053	26/02/2014	CARROLL AND RICHARDSON FLAGWORLD	NEW TOURISM & ABORIGINAL FLAGS	-600.01
EFT15054	26/02/2014	GERALDTON TROPHY CENTRE	PLAQUES FOR SHARK BAY ART AWARDS WINNING ARTWORKS	-115.00
EFT15055	26/02/2014	HOSEXPRESS	PARTS FOR KOBELCO EXCAVATOR AND LOW LOADER	-318.94
EFT15056	26/02/2014	TOLL IPEC	FREIGHT	-36.30
EFT15057	26/02/2014	TELSTRA CORPORATION LIMITED	MOBILE PHONE MONTHLY ACCOUNT	-344.12
EFT15058	26/02/2014	WALGA	2014 LOCAL GOVERNMENT DIRECTORIES FOR COUNCILLORS	-329.70
EFT15059	26/02/2014	WEST-OZ WEB SERVICES	COMMISSION JANUARY 2014	-36.05
EFT15060	27/02/2014	LAURENCE JAMES MICHAEL BELLOTTIE	MEETING ATTENDANCE	-520.00
EFT15061	27/02/2014	BAJA DATA & ELECTRICAL SERVICES	FAN MAINTENANCE PENSIONER UNIT 13, INSTALL NEW FEED AIRCONDITONER REPLACEMENT OFFICE	-627.21
EFT15062	27/02/2014	BITUMEN SURFACING	STELLA ROWLEY DRIVE RESURFACING	-130158.60
EFT15063	27/02/2014	CHERYL COWELL	MEETING ATTENDANCE	-1706.00
EFT15064	27/02/2014	DEPARTMENT OF TRANSPORT	ANNUAL JETTY FEE MONKEY MIA	-631.76
EFT15065	27/02/2014	JOHN JOSEPH HANSCOMBE	MEETING ATTENDANCE	-717.00
EFT15066	27/02/2014	KEITH MICHAEL CAPEWELL	MEETING ATTENDANCE	-520.00
EFT15067	27/02/2014	MARGARET PRIOR	MEETING ATTENDANCE	-520.00
EFT15068	27/02/2014	GREGORY LEON RIDGLEY	MEETING ATTENDANCE	-520.00
EFT15069	27/02/2014	SHARK BAY FREIGHTLINES	FREIGHT	-1515.68
EFT15070	27/02/2014	BRIAN WAKE	MEETING ATTENDANCE	-520.00
EFT15071	-EFT15071	USED IN TRUST		
EFT15072	28/02/2014	BATAVIA COAST TRIMMERS	SHADE SAILS FOR FORESHORE	-3321.00
EFT15073	28/02/2014	S.A.BURTON	RETILING GYMNASIUM SHOWER AND MAINTENANCE AT PENSIONER UNIT 12	-1590.60
EFT15074	28/02/2014	TOLL IPEC	FREIGHT	-90.56
EFT15075	28/02/2014	LAURA GRAY	CONSERVATION MANAGEMENT PLAN FOR OLD JAIL	-13816.00

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT15076	28/02/2014	RICHARD CLAUDE MORONEY	RESTORATION SBDC MAINTENANCE FEBRUARY 2014	-30.00
EFT15077	28/02/2014	SKIPPERS AVIATION	PERTH FLIGHT COUNCILLOR COWELL OPENING OF WALGA OFFICES	-612.00
EFT15078	28/02/2014	SHARK BAY ELECTRICAL	REPLACE LIGHT BOX AND TIMERS FOR MULTI PURPOSE COURTS	-1866.58
EFT15079	28/02/2014	SHARK BAY FREIGHTLINES	FREIGHT	-268.01
EFT15080	28/02/2014	TELSTRA CORPORATION LIMITED	MONTHLY LANDLINE PHONE ACCOUNT	-1299.15
EFT15081	28/02/2014	THE BLOCK MAKERS	RETAINING BLOCKS FOR STAFF HOUSING PROJECT	-617.00
EFT15082	28/02/2014	BRIAN WAKE	COUNCILLOR TRAVEL REIMBURSEMENT	-594.06
<i>EFT15083</i>	<i>-EFT15083</i>	<i>USED IN TRUST</i>		
EFT15084	28/02/2014	CONWAY HIGHBURY	REVIEW OF LOCAL LAWS AND POLICIES	-2772.00
EFT15085	28/02/2014	DENHAM VILLAS	ACCOMMODATION FOR PLANNING CONSULTANT	-130.00
EFT15086	28/02/2014	GHD	PREPARATION OF DENHAM TOWNSITE STRUCTURE PLAN	-4295.50
EFT15087	28/02/2014	SKIPPERS AVIATION	FLIGHTS FOR MS C MURPHY AND MS R MARIE CONSULTANTS ON DENHAM TOWNSITE STRUCTURE PLAN	-1224.00
EFT15088	28/02/2014	SHARK BAY CAR HIRE	MONTHLY DOCTOR CAR HIRE ACCOUNT	-440.00
<i>EFT15089</i>	<i>-EFT15102</i>	<i>USED IN TRUST</i>		
EFT15103	06/03/2014	BEST WESTERN HOSPITALITY INN GERALDTON	DOT TRAINING ACCOMODATION FOR L WHALLEY, ONE NIGHT REIMBURSABLE	-278.00
EFT15104	06/03/2014	S.A.BURTON	MATERIALS FOR TILING OF ENTRANCE AND PASSAGE SES BUILDING	-1767.21
EFT15105	06/03/2014	DEPARTMENT OF PARKS AND WILDLIFE	HOLIDAY PARK PASSES	-396.00
EFT15106	06/03/2014	COLLINS DISTRIBUTORS	MERCHANDISE SBDC	-1962.46
EFT15107	06/03/2014	DUN & BRADSTREET	SOLICITORS COSTS ASSOCIATED WITH RAVEN MULITHULLS	-320.50
EFT15108	06/03/2014	SHARK BAY SUPERMARKET	MONTHLY ACCOUNT	-40.47
EFT15109	06/03/2014	SHARK BAY FUEL & SERVICE CENTRE	MONTHLY ACCOUNT	-613.09
EFT15110	06/03/2014	HERITAGE RESORT SHARK BAY	COUNCIL MEETING REFRESHMENTS	-214.50
EFT15111	06/03/2014	MITCHELL & BROWN	LED TV AND ACCESSORIES SBDC	-1929.00

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT15112	06/03/2014	NORDIC HOMES	STAFF HOUSING CONSTRUCTION	-120836.86
EFT15113	06/03/2014	THE NOSH AND NOD	BOOEASY FEBRUARY 2014-ERROR SHOULD HAVE COME FROM TRUST CORRECTION MADE 17/3/2014	-123.25
EFT15114	06/03/2014	PURCHER INTERNATIONAL	PARTS FOR IVECO	-2925.33
EFT15115	06/03/2014	PRESTIGE INSTALLATIONS	REPLACE AIRCONDITIONER MEETING ROOM OFFICE AND MAINTENANCE TO AIRCONDITIONERS AT HALL AFTER VANDALISM	-2887.50
EFT15116	06/03/2014	BUCKINGHAM PEWTER	MERCHANDISE SBDC	-528.00
EFT15117	06/03/2014	REECE	WELDER HIRE FOR MONKEY MIA BORE TO CHANGE OUTLET VALVE	-282.85
EFT15118	06/03/2014	SKIPPERS AVIATION	ADAM MORRIS FLIGHTS FOR CARAVAN AND CAMPING SHOW	-612.00
EFT15119	06/03/2014	SHARK BAY TAXI SERVICE	SHIRE/OVERLANDER RUN MONTHLY ACCOUNT	-1166.00
EFT15120	06/03/2014	SHARK BAY COMMUNITY RESOURCE CENTRE	SPORTS AND REC CENTRE MANAGEMENT FEBRUARY 2014, SUPPLY OF INSCRIPTION POSTS JANUARY AND FEBRUARY 2014 AND ST ANDREWS ANGLICAN CHURCH PRINTING DONATION	-6499.10
EFT15121	06/03/2014	SHARK BAY AIR CHARTER	CARNARVON FLIGHTS FOR REGIONAL ROAD GROUP AND WALGA ZONE MEETINGS FOR CR COWELL, MR ANDERSON, MR GALVIN	-669.05
EFT15122	06/03/2014	MCKELL FAMILY TRUST	MONTHLY ACCOUNT STREETSWEeping AND RUBBISH COLLECTION	-9477.74
EFT15123	06/03/2014	STEVE FULLSTON	CONCRETING VERANDA FOR EMERGENCY SERVICES BUILDING	-10701.00
EFT15124	06/03/2014	TELSTRA CORPORATION	MONTHLY ACCOUNT FOR PUBLIC COMMUNITY MESSAGES SMS	-166.93
EFT15125	06/03/2014	TRUCKLINE PARTS CENTRE	LIGHTS FOR VARIOUS WORKS VEHICLES AND PLANT	-1061.88
EFT15126	06/03/2014	CUTBACK PLUMBING AND GAS	MAINTENANCE PENSIONER UNIT 12 AND 6 AND SES BUILDING	-371.80
EFT15127	06/03/2014	TELSTRA CORPORATION LIMITED	MONTHLY ACCOUINT FOR 1300 SBDC PHONE	-28.91
EFT15128	12/03/2014	DENHAM BOBCATS	BOBCAT HIRE FOR GROUND LEVELLING PENSIONER UNITS	-570.00
EFT15129	12/03/2014	P.G & S. J WOOD	INSTALL PHONE LINE IN COUNCIL CHAMBER	-100.00
EFT15130	12/03/2014	FX HANGING SYSTEM	PICTURE RAILS FOR RECREATION CENTRE	-389.60

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT15131	12/03/2014	AUSTRALIA POST	MONTHLY POSTAL ACCOUNT	-188.36
EFT15132	12/03/2014	BOOEASY AUSTRALIA	BOOEASY MONTHLY ACCOUNT	-396.00
EFT15133	12/03/2014	BOC LIMITED	DEPOT CONTAINER RENTAL MONTHLY ACCOUNT	-67.74
EFT15134	12/03/2014	BATTERY MART	BATTERY FOR ROLLER	-279.40
EFT15135	12/03/2014	COUNTRY ARTS WA	COUNTRY ARTS WA ANNUAL FEE	-110.00
EFT15136	12/03/2014	DAVID GRAY & CO	WHEELIE BIN PARTS	-541.20
EFT15137	12/03/2014	DENHAM IGA X-PRESS	MONTHLY ACCOUNT	-169.00
EFT15138	12/03/2014	GEARING BUTCHER'S	CLEAN UP AUSTRALIA DAY CATERING	-35.15
EFT15139	12/03/2014	GERALDTON FUEL COMPANY	MONTHLY FUEL ACCOUNT	-15133.73
EFT15140	12/03/2014	THINK WATER GERALDTON	PARTS FOR TOWN OVAL, INFORMATION BAY AND WATER PUMP	-443.40
EFT15141	12/03/2014	UHY HAINES NORTON	SUPPLY OF RATES COMPARISON REPORT	-198.00
EFT15142	12/03/2014	HITS RADIO	ADVERTISING FEBRUARY 2014	-462.00
EFT15143	12/03/2014	HAMES SHARLEY PLANNING AND URBAN DESIGN	FORESHORE AND MAIN STREET REVITALISATION PLAN	-2750.00
EFT15144	12/03/2014	INHOUSE AUDIO VISUAL	LECTERN WITH AMPLIFIER AND SPEAKER FOR SBDC	-1637.00
EFT15145	12/03/2014	TOLL IPEC	FREIGHT	-345.00
EFT15146	12/03/2014	MITRE 10 SHARK BAY MARINE & HARDWARE	MONTHLY HARDWARE ACCOUNT	-1804.02
EFT15147	12/03/2014	NORTHERN GUARDIAN	ADVERTISING ADOPTION OF DOG LAW AND ADOPTION OF AMENDMENT AND REPEAL LOCAL LAW	-355.60
EFT15148	12/03/2014	OAKLEY EARTHWORKS	CONCRETE PADS AT EMERGENCY SERVICES SHEDS	-36723.43
EFT15149	12/03/2014	OCEANSIDE VILLAGE	ACCOMMODATION FOR MR TOM LACHLAN HEALTH CONSULTANT	-450.00
EFT15150	12/03/2014	PROFESSIONAL PC SUPPORT	COMPUTER HARDWARE OFFICE, SBDC AND DEPOT	-8052.00
EFT15151	12/03/2014	RAY WHITE REAL ESTATE SHARK BAY	MONTHLY RENT 34 HUGHES STREET	-1127.00
EFT15152	12/03/2014	SKIPPERS AVIATION	FLIGHT MS L BUSHBY FOR COUNCILLOR WORKSHOP	-612.00
EFT15153	12/03/2014	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT	-9346.68
EFT15154	12/03/2014	TOTALLY WORKWEAR	UNIFORMS FOR NEW FULLTIME DEPOT CREW	-2093.47
EFT15155	-EFT15155	USE IN TRUST		
EFT15156	14/03/2014	SHIRE OF NORTHAMPTON	BUILDING AND HEALTH CONSULTANT FEES 11 JULY 2013-24 JANUARY 2014	-20245.50

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT15157	14/03/2014	BATTERY MART	BATTERIES FOR FIRE SOLUTION AT SBDC, FISHERIES AND DPAW FISHERISED AND DPAW PORTION REIMBURSABLE	-473.00
EFT15158	14/03/2014	S.A.BURTON	SUPPLY AND INSTALL SHELVING TO REC CENTRE STORE ROOMS	-2138.80
EFT15159	14/03/2014	FIRE RESCUE SAFETY AUSTRALIA	PURCHASES FOR USELESS LOOP SES	-1518.00
EFT15160	14/03/2014	GERALDTON FUEL COMPANY	OIL DEPOT RESTOCK AND IVECO	-3750.00
EFT15161	14/03/2014	HERITAGE RESORT SHARK BAY	REFRESHMENTS STAFF FUNCTION	-319.87
EFT15162	14/03/2014	JASON SIGNSMAKERS	SIGNS FOR USELESS LOOP ROAD	-1728.10
EFT15163	14/03/2014	MIDWEST KERBING	SUPPLY AND LAY KERB FOR BARNARD STREET	-11132.00
EFT15164	14/03/2014	WURTH AUSTRALIA	TOOLS AND HARDWARE DEPOT	-1237.72
EFT15165	17/03/2014	GERALDTON TOYOTA	AIR FILTER FOR BUS	-98.12
EFT15166	17/03/2014	CHUBB FIRE & SECURITY	SECURITY MONITORING SBDC APRIL TO JUNE 2014	-139.67
EFT15167	17/03/2014	GRAY & LEWIS LAND USE PLANNERS	GENERAL PLANNING FEBRUARY 2014	-3650.63
EFT15168	17/03/2014	MCLEODS BARRISTERS AND SOLICITORS	ADVICE ON AGREEMENT FOR OCCUPATION SES SITE	-2621.27
EFT15169	17/03/2014	SHARK BAY CLEANING SERVICE	MONTHLY ACCOUNT AND CLEAN UP AFTER VANDALS	-6963.00
<b>TOTAL</b>				<b>\$791,460.25</b>

**SHIRE OF SHARK BAY  
ORDINARY COUNCIL MEETING 26 MARCH 2014  
TRUST CHQS 990-992**

<b>CHQ</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
990	20/02/2014	LAURENCE JAMES MICHAEL BELLOTTIE	GYM CARD DEPOSIT REFUND	-20.00
991	20/02/2014	MICHAEL JOHN BULLOCK	GYM CARD DEPOSIT REFUND	-20.00
992	27/02/2014	ALISON TRUE	GYM CARD DEPOSIT REFUND	-20.00
<b>TOTAL</b>				<b>\$60.00</b>

26 MARCH 2014

**SHIRE OF SHARK BAY  
ORDINARY COUNCIL MEETING 26 MARCH 2014  
TRUST EFTS 15007-15169**

<b>EFT</b>	<b>DATE</b>	<b>NAME</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
EFT15030	20/02/2014	JOLIJN SONNAERT	GYM CARD DEPOSIT REFUND	-20.00
EFT15071	27/02/2014	HELEN RIIKNURM	GYM CARD DEPOSIT REFUND	-20.00
EFT15083	28/02/2014	JOLIJN SONNAERT	GYM CARD DEPOSIT REFUND	-20.00
EFT15089	28/02/2014	PRIORITY SHARK BAY	TOURS FEBRUARY 2014	-2505.60
EFT15090	28/02/2014	BAY LODGE MIDWEST OASIS	BOOKEASY FEBRUARY 2014	-263.50
EFT15091	28/02/2014	HARTOG COTTAGES	BOOKEASY FEBRUARY 2014	-998.75
EFT15092	28/02/2014	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOKEASY FEBRUARY 2014	-202.60
EFT15093	28/02/2014	KALBARRI EDGE RESORT	BOOKEASY FEBRUARY 2014	-449.88
EFT15094	28/02/2014	MONKEY MIA YACHT CHARTER	TOURS FEBRUARY 2013	-1268.50
EFT15095	28/02/2014	ASPEN MONKEY MIA	BOOKEASY FEBRUARY 2014	-856.92
EFT15096	28/02/2014	MONKEYMIA WILDSIGHTS	TOURS FEBRUARY 2014	-3917.55
EFT15097	28/02/2014	OCEANSIDE VILLAGE	BOOKEASY FEBRUARY 2014	-144.50
EFT15098	28/02/2014	SHARKBAY CARAVAN PARK	BOOKEASY FEBRUARY 2014	-143.75
EFT15099	28/02/2014	SHIRE OF SHARK BAY	TOUR AND BOOKEASY COMMISSION FEBRUARY 2014	-2468.97
EFT15100	28/02/2014	SHARK BAY SCENIC QUAD BIKE TOURS	TOURS FEBRUARY 2014	-500.25
EFT15101	28/02/2014	TRADEWINDS SEAFRONT APARTMENTS	BOOKEASY FEBRUARY 2014	-1411.00
EFT15102	28/02/2014	WULA GUDA NYINDA	TOURS FEBRUARY 2014	-1960.98
EFT15155	13/03/2014	JADE SLAPP	GYM CARD DEPOSIT REFUND	-20.00
<b>TOTAL</b>				<b>\$17,172.75</b>





# Shire of Shark Bay

## MONTHLY FINANCIAL REPORT

**For the Period Ended 28th February 2014**

**LOCAL GOVERNMENT ACT 1995**

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

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MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 28th February 2014							
	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Governance		14,060	11,988	33,988	22,000	183.52%	▲
General Purpose Funding		1,164,046	861,138	845,260	(15,878)	(1.84%)	
Law, Order and Public Safety		36,260	26,993	27,926	933	3.46%	
Health		1,950	1,288	977	(311)	(24.15%)	
Housing		86,810	57,693	55,281	(2,412)	(4.18%)	
Community Amenities		328,306	296,581	218,318	(78,263)	(26.39%)	▼
Recreation and Culture		240,300	161,430	159,988	(1,442)	(0.89%)	
Transport		507,391	280,265	117,953	(162,312)	(57.91%)	▼
Economic Services		844,470	442,173	206,875	(235,298)	(53.21%)	▼
Other Property and Services		10,000	9,820	16,634	6,814	69.39%	▲
<b>Total (Ex. Rates)</b>		<b>3,233,593</b>	<b>2,149,369</b>	<b>1,683,200</b>	<b>(466,169)</b>		
<b>Operating Expense</b>							
Governance		(342,988)	(223,929)	(238,848)	(14,919)	(6.66%)	▼
General Purpose Funding		(102,278)	(68,168)	(60,039)	8,129	11.92%	▲
Law, Order and Public Safety		(218,156)	(145,498)	(150,356)	(4,858)	(3.34%)	
Health		(63,029)	(42,024)	(23,264)	18,760	44.64%	▲
Education and Welfare		0	0	0	0		
Housing		(118,378)	(88,709)	(62,633)	26,076	29.40%	▲
Community Amenities		(1,055,045)	(700,599)	(448,450)	252,149	35.99%	▲
Recreation and Culture		(1,644,299)	(1,116,368)	(971,899)	144,469	12.94%	▲
Transport		(1,831,614)	(1,225,092)	(1,033,240)	191,852	15.66%	▲
Economic Services		(1,103,685)	(726,291)	(413,654)	312,637	43.05%	▲
Other Property and Services		(30,000)	(51,279)	(157,329)	(106,050)	(206.81%)	▼
<b>Total</b>		<b>(6,509,472)</b>	<b>(4,387,957)</b>	<b>(3,559,711)</b>	<b>828,246</b>		
<b>Funding Balance Adjustment</b>							
Add back Depreciation		1,988,668	1,325,768	1,124,456	(201,312)	(15.18%)	▼
Adjust (Profit)/Loss on Asset Disposal	8	(22,000)	(27,064)	68,140	95,204	(351.78%)	
Adjust Provisions and Accruals		0	0	0	0		
<b>Net Operating (Ex. Rates)</b>		<b>(1,309,211)</b>	<b>(939,884)</b>	<b>(683,914)</b>	<b>255,970</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	3,720,077	2,633,084	2,111,563	(521,521)	(19.81%)	▼
Proceeds from Disposal of Assets	8	284,000	189,333	74,000	(115,333)	(60.92%)	▼
Transfer from Reserves	7	373,000	0	0	0		
<b>Total</b>		<b>4,377,077</b>	<b>2,822,417</b>	<b>2,185,563</b>	<b>(636,854)</b>		
<b>Capital Expenses</b>							
Land and Buildings	8	(2,480,182)	(1,836,239)	(1,353,004)	483,235	26.32%	▲
Infrastructure - Roads	8	(969,682)	(597,766)	(530,892)	66,874	11.19%	▲
Infrastructure - Public Facilities	8	(1,700,910)	(919,311)	(547,695)	371,616	40.42%	▲
Infrastructure - Footpaths	8	(100,000)	(83,328)	(43,058)	40,270	48.33%	▲
Infrastructure - Drainage	8	(60,000)	(15,000)	0	15,000	100.00%	▲
Heritage Assets	8	(25,000)	(5,000)	(20,141)	(15,141)	(302.82%)	▼
Plant and Equipment	8	(813,500)	(18,000)	(228,295)	(210,295)	(1168.30%)	▼
Furniture and Equipment	8	(38,000)	(32,344)	(12,460)	19,884	61.48%	▲
Loan Principal	10	(99,264)	(79,955)	(79,955)	(0)	(0.00%)	
Transfer to Reserves	7	(495,402)	(75,420)	(75,420)	0	0.00%	
<b>Total</b>		<b>(6,781,940)</b>	<b>(3,662,363)</b>	<b>(2,890,920)</b>	<b>771,443</b>		
<b>Net Capital</b>		<b>(2,404,863)</b>	<b>(839,946)</b>	<b>(705,357)</b>	<b>134,589</b>		
<b>Total Net Operating + Capital</b>		<b>(3,714,074)</b>	<b>(1,779,830)</b>	<b>(1,389,271)</b>	<b>390,559</b>		
Opening Funding Surplus(Deficit)	3	2,623,870	2,623,870	2,623,870	0	0.00%	
Rate Revenue	9	1,090,204	1,089,648	1,082,569	(7,079)	(0.65%)	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>1,933,688</b>	<b>2,317,168</b>	<b>383,480</b>		
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.							▲ ▼

<b>Shire of Shark Bay</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 28th February 2014</b>	
<b>1. SIGNIFICANT ACCOUNTING POLICIES</b>	
	The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:
<b>(a) Basis of Accounting</b>	This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).
<b>(b) The Local Government Reporting Entity</b>	All Funds through which the Council controls resources to carry on its functions have been included in this statement.
	In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.
	All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.
<b>(c) Rounding Off Figures</b>	All figures shown in this statement are rounded to the nearest dollar.
<b>(d) Rates, Grants, Donations and Other Contributions</b>	Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.
<b>(e) Goods and Services Tax</b>	In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.
<b>(f) Cash and Cash Equivalents</b>	Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
	For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.
<b>(g) Trade and Other Receivables</b>	Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.
	Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**Shire of Shark Bay**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28th February 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(h) Inventories**

**General**

Inventories are valued 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 of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	25 to 50 years
Construction other than Buildings (Public Facilities)	5 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Heritage Assets	25 to 50 years
Roads	25 years
Footpaths	50 years
Sewerage Piping	75 years
Water Supply Piping and Drainage Systems	75 years

<b>Shire of Shark Bay</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 28th February 2014</b>	
<b>1. SIGNIFICANT ACCOUNTING POLICIES (Continued)</b>	
<b>(k) Trade and Other Payables</b>	Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year 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 and are usually paid within 30 days of recognition.
<b>(l) Employee Benefits</b>	The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:
<b>(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)</b>	The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.
<b>(ii) Annual Leave and Long Service Leave (Long-term Benefits)</b>	The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.
<b>(m) Interest-bearing Loans and Borrowings</b>	All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.  After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.  Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.  <b>Borrowing Costs</b> 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.
<b>(n) Provisions</b>	Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.  Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.
<b>(o) Current and Non-Current Classification</b>	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. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28th February 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(p) Nature or Type Classifications**

**Rates**

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

**Operating Grants, Subsidies and Contributions**

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

**Non-Operating Grants, Subsidies and Contributions**

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

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

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

**Service Charges**

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

**Interest Earnings**

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

**Other Revenue / Income**

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

**Employee Costs**

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

**Materials and Contracts**

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

**Utilities (Gas, Electricity, Water, etc.)**

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

**Shire of Shark Bay**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28th February 2014**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

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

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

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

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

In order to discharge its responsibilities to the community, the Council has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

**GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, television and radio re-broadcasting, swimming facilities, walk trails, youth recreation, Shark Bay World Heritage Discovery and Visitor Centre, boat ramps, foreshore, public halls and Shark Bay Recreation Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase, marine facilities and cleaning of streets.

**ECONOMIC SERVICES**

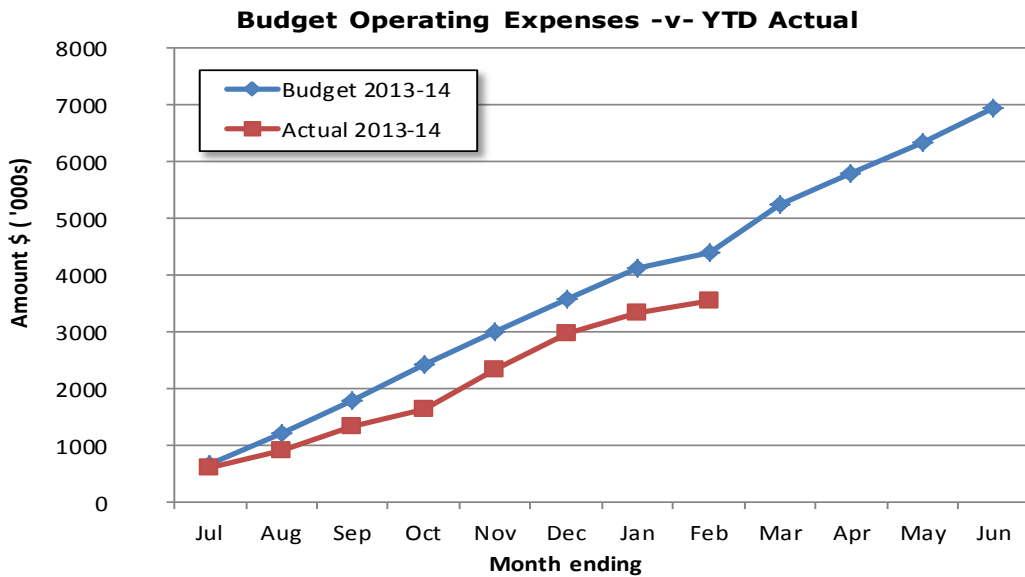
Tourism, community development, pest control, building services, caravan parks and private works.

**OTHER PROPERTY & SERVICES**

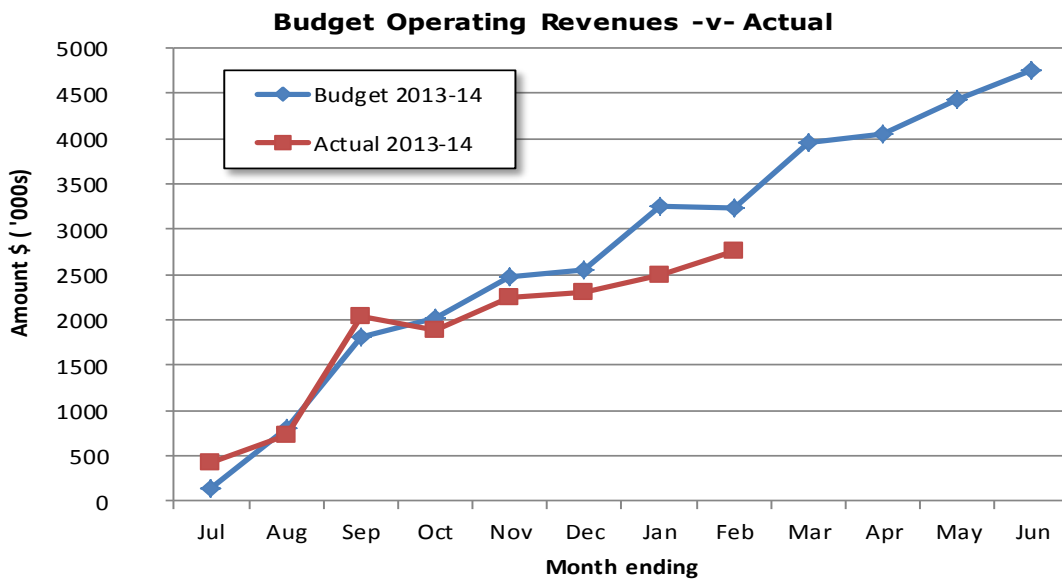
Plant works, plant overheads and stock of materials.

**Shire of Shark Bay  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28th February 2014**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Operating Expenses**



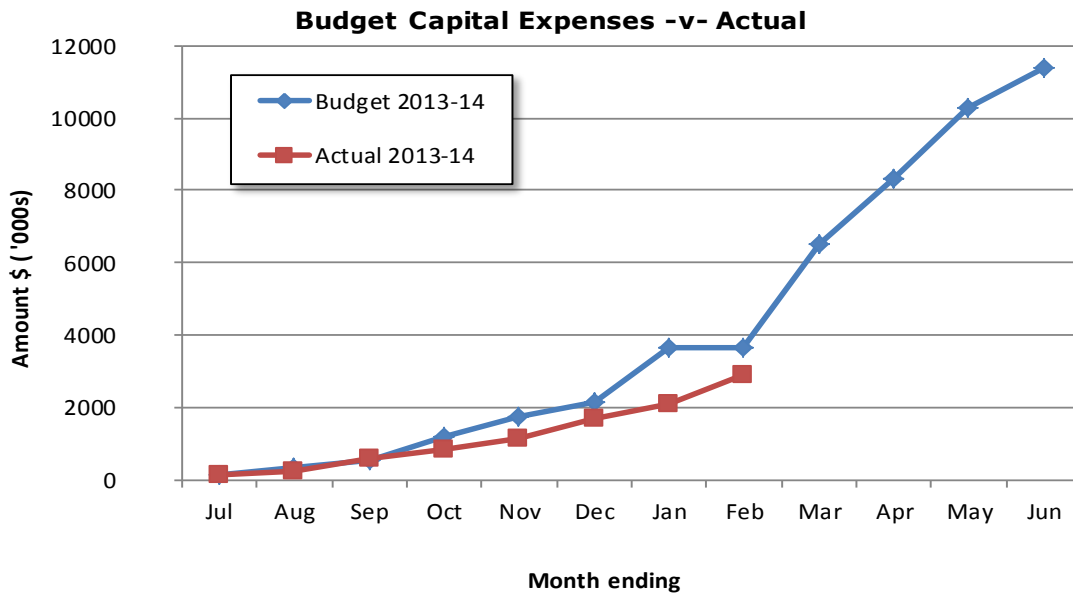
**Comments/Notes - Operating Revenues**

The Actual Operating Revenue decreased in October due to a Credit Note being posted for Useless Loop funding income.



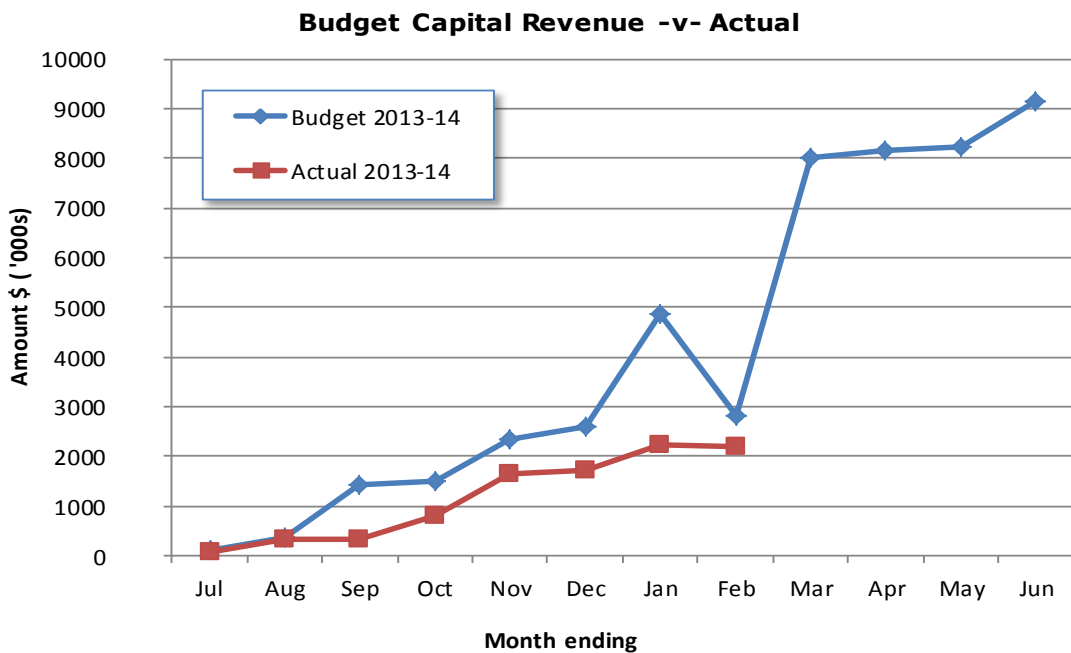
**Shire of Shark Bay**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28th February 2014**

**Note 2 - Graphical Representation - Source Statement of Financial Activity**



**Comments/Notes - Capital Expenses**

This includes Reserves movement.



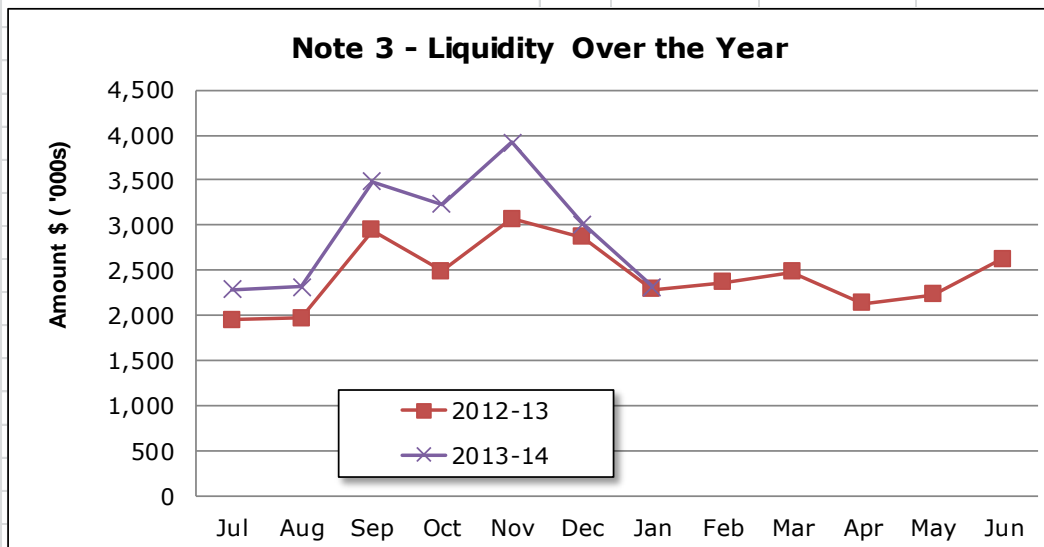
**Comments/Notes - Capital Revenues**

This includes Reserves movement.

**Shire of Shark Bay  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 28th February 2014**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
	Note	YTD 28 Feb 2014	30th June 2013	YTD 28 Feb 2013
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,904,646	1,371,960	1,987,912
Cash Restricted	4	1,949,089	3,201,625	1,914,958
Receivables - Rates	6	174,096	6,217	72,732
Receivables -Other	6	467,518	366,815	390,366
Interest / ATO Receivable/Trust		18,368	26,229	43
Inventories		139,424	139,424	132,355
		4,653,141	5,112,270	4,498,366
<b>Less: Current Liabilities</b>				
Payables		(159,578)	(387,426)	(215,046)
Provisions		(227,306)	(227,306)	0
		(386,884)	(614,732)	(215,046)
Less: Cash Reserves	7	(1,949,089)	(1,873,668)	(1,914,958)
<b>Net Current Funding Position</b>		<b>2,317,168</b>	<b>2,623,870</b>	<b>2,368,362</b>



**Comments - Net Current Funding Position**

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 28th February 2014							
<b>Note 4: CASH AND INVESTMENTS</b>							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	1.25%	268,510			268,510	BankWest	At Call
Telenet Saver	2.50%	1,243,810			1,243,810	BankWest	At Call
Trust Bank Account	0.00%			14,779	14,779	BankWest	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal Gold	4.25%	391,626	1,949,089		2,340,715	BankWest	23-Jun-14
Trust	4.25%			83,636	83,636	BankWest	23-Jun-14
<b>Total</b>		<b>1,904,646</b>	<b>1,949,089</b>	<b>98,415</b>	<b>3,952,150</b>		
<b>Comments/Notes - Investments</b>							

MINUTES OF THE ORDINARY COUNCIL MEETING

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Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 28th February 2014							
<b>Note5: BUDGET AMENDMENTS</b>							
Amendments to original budget since budget adoption. Surplus/(Deficit)							
GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus				0
	<b>Permanent Changes</b>						
	Opening surplus adjustment				189,255		189,255
5200905	Advertising - General	26/02/2014-19.1	Operating Expenses		4,000		193,255
5200975	Printing & Stationery - Governance	26/02/2014-19.1	Operating Expenses		5,000		198,255
5201444	Financial Management Review	26/02/2014-19.1	Operating Expenses			(5,000)	193,255
5200590	Recruitment/Relocation Costs	26/02/2014-19.1	Operating Expenses			(4,000)	189,255
5101281	Strategic Planning	26/02/2014-19.1	Operating Expenses		5,000		194,255
5101126	Donations - Cash	26/02/2014-19.1	Operating Expenses			(5,000)	189,255
GC35202	CLGF Local 13/14 Eastern Knight Tce Toilets	26/02/2014-19.1	Capital Revenue			(100,000)	89,255
35205526	Foreshore Public Toilets	26/02/2014-19.1	Capital Expenses		100,000		189,255
35205459	Swimming Pontoon Capital	26/02/2014-19.1	Capital Expenses		506		189,761
35205528	Foreshore - Playground Equipment Capital Works	26/02/2014-19.1	Capital Expenses		7,590		197,351
35205459	Swimming Pontoon Capital	26/02/2014-19.1	Capital Expenses		78,988		276,339
35205528	Foreshore - Playground Equipment Capital Works	26/02/2014-19.1	Capital Expenses		87,940		364,279
35205459	Swimming Pontoon Capital	26/02/2014-19.1	Capital Expenses		506		364,785
35205528	Foreshore - Playground Equipment Capital Works	26/02/2014-19.1	Capital Expenses		4,470		369,255
35605690	HMAS Sydney II Memorials	26/02/2014-19.1	Capital Expenses			(12,000)	357,255
GC35303	CLGF Local 13/14 Playground Equipment	26/02/2014-19.1	Capital Revenue			(100,000)	257,255
GC35304	CLGF Local 13/14 Pontoon	26/02/2014-19.1	Capital Revenue			(80,000)	177,255
45103360	Roads to Recovery Grant - Capitial	26/02/2014-19.1	Capital Revenue			(60,000)	117,255
45103385	Grants - Road Projects	26/02/2014-19.1	Capital Revenue			(110,000)	7,255
45180029	Francis Street - Capital Works	26/02/2014-19.1	Capital Expenses		110,000		117,255
45156694	Little Lagoon Road (Seal) R2R	26/02/2014-19.1	Capital Expenses		60,000		177,255
50205728	Welcome Signage	26/02/2014-19.1	Capital Expenses		6,000		183,255
50202860	Dirk Hartog Celebrations 2016	26/02/2014-19.1	Operating Expenses		6,000		189,255
	<b>Changes Due to Timing</b>						189,255
30203326	Grants - Waste Disposal	26/02/2014-19.1	Capital Revenue			(378,341)	(189,086)
30105576	Refuse Site Shed	26/02/2014-19.1	Capital Expenses		87,000		(102,086)
30105578	Refuse Site Recycling Initiatives	26/02/2014-19.1	Capital Expenses		291,341		189,255
30303395	Grants - Town Planning & Regional Development	26/02/2014-19.1	Operating Revenue			(425,000)	(235,745)
30302858	Marina Facilities Planning	26/02/2014-19.1	Operating Expenses		425,000		189,255
35205546	Denham Recreation Jetty Replacement	26/02/2014-19.1	Capital Expenses		2,200,000		2,389,255
35303334	Grant - Recreation Jetty Replacement Denham	26/02/2014-19.1	Capital Revenue			(2,200,000)	189,255
45403507	Grant - R4R Monkey Mia Jetty	26/02/2014-19.1	Capital Revenue			(1,750,000)	(1,560,745)
45403507	Monkey Mia Jetty Capital Works	26/02/2014-19.1	Capital Expenses		1,750,000		189,255
	Increase Transfer to Recreation Reserve	26/02/2014-19.1	Opening Surplus(Deficit)			(189,255)	0
							0
	<b>Closing Funding Surplus (Deficit)</b>			<b>0</b>	<b>5,418,596</b>	<b>(5,418,596)</b>	<b>0</b>
			<b>Classifications Pick List</b>				
			Operating Revenue				
			Operating Expenses				
			Capital Revenue				
			Capital Expenses				
			Opening Surplus(Deficit)				
			Non Cash Item				

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 28th February 2014				
<b>Note 6: RECEIVABLES</b>				
<b>Receivables - Rates Receivable</b>		<b>YTD 28 Feb 2014</b>	<b>YTD 30 June 2013</b>	
		\$	\$	<b>Receivables - General</b>
				Current    30 Days    60 Days    90+Days
				\$                    \$                    \$                    \$
Opening Arrears Previous Years		6,217	12,873	Receivables - General
Levied this year		1,119,537	1,010,102	446,366    3,539    50    17,563
Less Collections to date		(951,658)	(1,016,758)	<b>Total Receivables General Outstanding</b>
Equals Current Outstanding		<b>174,096</b>	<b>6,217</b>	<b>467,518</b>
				<b>Amounts shown above include GST (where applicable)</b>
<b>Net Rates Collectable</b>		<b>174,096</b>	<b>6,217</b>	
% Collected		84.54%	99.39%	

Month	2012-13 (\$'000s)	2013-14 (\$'000s)
Jul	1,350	900
Aug	550	1,500
Sep	350	1,200
Oct	600	550
Nov	50	450
Dec	50	350
Jan	50	200
Feb	50	50
Mar	50	50
Apr	50	50
May	50	50
Jun	50	50

Age Group	Percentage
Current	95%
30 Days	1%
60 Days	0%
90+Days	4%

<b>Comments/Notes - Receivables Rates</b>	<b>Comments/Notes - Receivables General</b>
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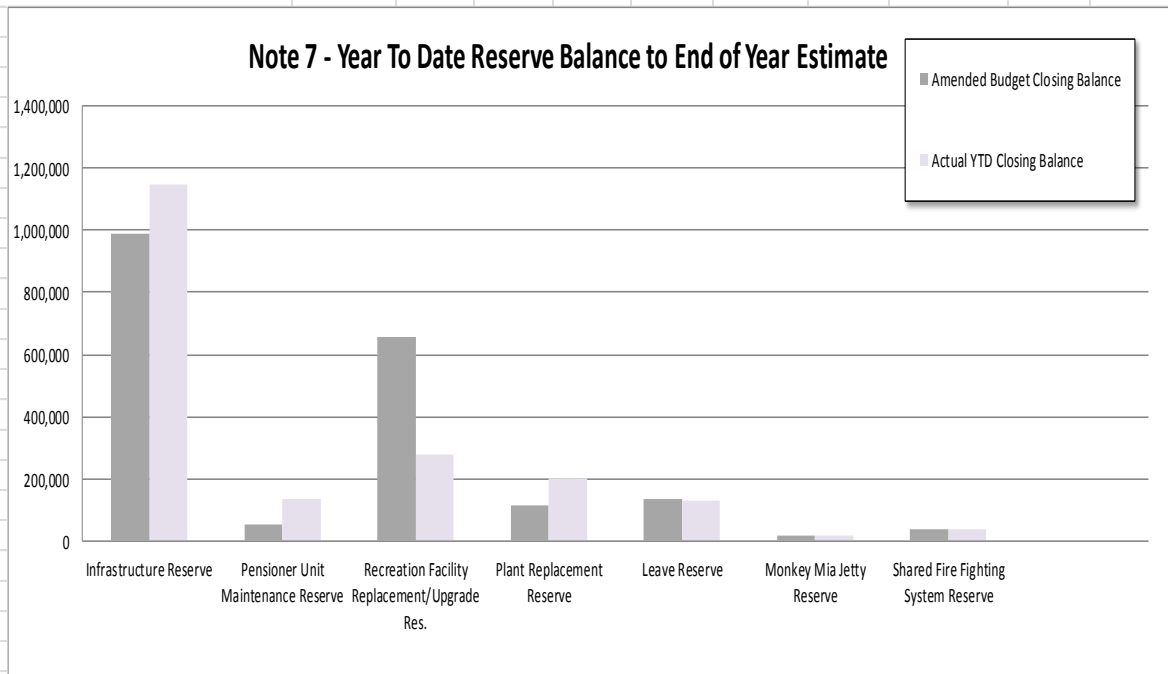
MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

**Shire of Shark Bay**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 28th February 2014**

**Note 7: Cash Backed Reserve**

2013-14										
Name	Opening Balance	Amended Budget Interest Earned	Actual Interest Earned	Amended Budget Transfers In (+)	Actual Transfers In (+)	Amended Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Amended Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Infrastructure Reserve	1,106,067	0	42,775	80,532	0	(200,000)	0		986,599	1,148,842
Pensioner Unit Maintenance Reserve	127,230	0	7,960	7,614	0	(83,000)	0		51,844	135,190
Recreation Facility Replacement/Upgrade Res.	266,106	0	10,291	389,903	0	0	0		656,009	276,397
Plant Replacement Reserve	194,803	0	7,534	8,340	0	(90,000)	0		113,143	202,337
Leave Reserve	125,335	0	4,767	6,696	0	0	0		132,031	130,102
Monkey Mia Jetty Reserve	18,466	0	714	790	0	0	0		19,256	19,180
Shared Fire Fighting System Reserve	35,662	0	1,379	1,527	0	0	0		37,189	37,041
	<b>1,873,669</b>	<b>0</b>	<b>75,420</b>	<b>495,402</b>	<b>0</b>	<b>(373,000)</b>	<b>0</b>		<b>1,996,071</b>	<b>1,949,089</b>



MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 28th February 2014							
Note 8: CAPITAL DISPOSALS AND ACQUISITIONS							
Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget YTD 28 Feb 2014		
Cost	Accum Depr	Proceeds	Profit (Loss)		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$		\$	\$	\$
				<b>Plant and Equipment</b>			
			0	CEO Vehicle	(4,000)	0	4,000
			0	EMFA Vehicle	(8,000)	0	8,000
			0	EMTED Vehicle	(10,000)	0	10,000
			0	Water Tanker	0	0	0
150,000	(7,860)	74,000	(68,140)	Front End Loader	20,000	(68,140)	(88,140)
			0	Community Bus	10,000	0	(10,000)
			0	Country Ute	2,000	0	(2,000)
			0	Town Ute	12,000	0	(12,000)
<b>150,000</b>	<b>(7,860)</b>	<b>74,000</b>	<b>(68,140)</b>		<b>22,000</b>	<b>(68,140)</b>	<b>(90,140)</b>
<b>Comments - Capital Disposal/Replacements</b>							
Comments				Summary Acquisitions	Amended Current Budget YTD 28 Feb 2014		
					Annual Budget	Actual	Variance
					\$	\$	\$
				<b>Land and Buildings</b>	2,480,182	1,353,004	(1,127,178)
				<b>Infrastructure Assets - Roads</b>	969,682	530,892	(438,790)
				<b>Infrastructure Assets - Public Facilities</b>	1,700,910	547,695	(1,153,215)
				<b>Infrastructure Assets - Footpaths</b>	100,000	43,058	(56,942)
				<b>Infrastructure Assets - Drainage</b>	60,000	0	(60,000)
				<b>Heritage Assets</b>	25,000	20,141	(4,859)
				<b>Plant and Equipment</b>	813,500	228,295	(585,205)
				<b>Furniture and Equipment</b>	38,000	12,460	(25,540)
				<b>Capital Totals</b>	<b>6,187,274</b>	<b>2,735,545</b>	<b>(3,451,729)</b>
<b>Comments - Capital Acquisitions</b>							

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 28th February 2014							
Note 8: CAPITAL DISPOSALS AND ACQUISITIONS							
Actual YTD Profit/(Loss) of Asset Disposal				Disposals	Amended Current Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 28 Feb 2014		
					Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
\$	\$	\$	\$	\$	\$	\$	
				<b>Plant and Equipment</b>			
			0	CEO Vehicle	(4,000)	0	4,000
			0	EMFA Vehicle	(8,000)	0	8,000
			0	EMTED Vehicle	(10,000)	0	10,000
			0	Water Tanker	0	0	0
150,000	(7,860)	74,000	(68,140)	Front End Loader	20,000	(68,140)	(88,140)
			0	Community Bus	10,000	0	(10,000)
			0	Country Ute	2,000	0	(2,000)
			0	Town Ute	12,000	0	(12,000)
<b>150,000</b>	<b>(7,860)</b>	<b>74,000</b>	<b>(68,140)</b>		<b>22,000</b>	<b>(68,140)</b>	<b>(90,140)</b>
<b>Comments - Capital Disposal/Replacements</b>							
Comments				Summary Acquisitions	Amended Current Budget		
					YTD 28 Feb 2014		
				Annual Budget	Actual	Variance	
				\$	\$	\$	
				Land and Buildings	2,480,182	1,353,004	(1,127,178)
				Infrastructure Assets - Roads	969,682	530,892	(438,790)
				Infrastructure Assets - Public Facilities	1,700,910	547,695	(1,153,215)
				Infrastructure Assets - Footpaths	100,000	43,058	(56,942)
				Infrastructure Assets - Drainage	60,000	0	(60,000)
				Heritage Assets	25,000	20,141	(4,859)
				Plant and Equipment	813,500	228,295	(585,205)
				Furniture and Equipment	38,000	12,460	(25,540)
				<b>Capital Totals</b>	<b>6,187,274</b>	<b>2,735,545</b>	<b>(3,451,729)</b>
<b>Comments - Capital Acquisitions</b>							



MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Comments	Land and Buildings	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance
		\$	\$	\$
	Shire Office Carpark Capital Works	50,000	0	(50,000)
	Shire Offices - Upgrade & Refurbish	0	28	28
	Emergency Services Building Site Works	100,000	81,476	(18,524)
	Emergency Services Building Constructio	1,229,000	817,194	(411,806)
	Capital Works 5 Spaven Way	5,000	0	(5,000)
	Capital Works 65 Brockman St	5,000	0	(5,000)
	Capital Works 80 Durlacher St	10,000	0	(10,000)
	Capital Works 51 Durlacher St	5,000	8,469	3,469
	Construction Staff Housing Sunter Place	806,682	287,273	(519,409)
	Pensioner Units Capital Maint	15,000	15,642	642
	Pensioner Units Fencing	30,000	39,727	9,727
	Pensioner Units Exterior Painting	18,000	0	(18,000)
	Pensioner Units Capital Plumbing	10,000	0	(10,000)
	Pensioner Units Landscaping	10,000	0	(10,000)
	Denham Town Hall Capital Works	25,000	6,105	(18,895)
	Crc Landscaping And Car Park	20,000	35,637	15,637
	Crc Fencing	25,000	29,435	4,435
	Crc - Old Jail Restoration Plan	16,500	12,911	(3,589)
	Public Conveniences Town Oval - Capital	30,000	0	(30,000)
	Sport and Recreation Centre Capital Work	50,000	0	(50,000)
	Recreation Centre Construction	0	16	16
	Depot Shed Resheeting	20,000	19,091	(909)
	<b>Capital Totals</b>	<b>2,480,182</b>	<b>1,353,004</b>	<b>(1,127,178)</b>

Comments	Infrastructure Assets - Roads	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Ocean Park Road - Country Roads	17,328	16,331	(997)
	Useless Loop Road Rrg	324,923	3,245	(321,678)
	Stella Rowley Drive Rrg	90,000	119,470	29,470
	Woodleigh/Byro Road-Rrg-(Cap)	193,066	214,846	21,780
	Hughes Street-Reseals(Capital) R2R	40,308	52,904	12,596
	Durlacher Street-Reseals (Cap) R2R	182,415	0	(182,415)
	Barnard Street - Seal R2R	102,642	116,197	13,555
	Knight Terrace- Capital Works	5,000	4,499	(501)
	Welcome Signage	14,000	3,400	(10,600)
	<b>Capital Totals</b>	<b>969,682</b>	<b>530,892</b>	<b>(438,790)</b>

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Comments	Infrastructure Assets - Public Facilities	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance (Under)Over
			\$	\$
	Refuse Site Shed	30,000	0	(30,000)
	Foreshore Bbq Facilities	8,600	51	(8,549)
	Foreshore Gazebo Re-Roofing	9,500	51	(9,449)
	Rock Wall - Capital Works	10,000	0	(10,000)
	Knight Terrace Boat Ramp	0	125	125
	Fencing - Multi Purpose Courts	30,000	0	(30,000)
	Sb Recreation Centre Grounds	720,000	141,469	(578,531)
	Charlie Sappie Park Capital Works	15,000	0	(15,000)
	Town Oval Shade Shelter Upgrade	6,500	11,852	5,352
	Town Oval Bore Capital	10,000	444	(9,557)
	Digital TV Upgrade	300,000	314,084	14,084
	HMAS Sydney II Memorials	82,000	60,025	(21,975)
	Monkey Mia Boat Car Park Plan	9,310	6,529	(2,781)
	Monkey Mia Jetty Capital Works	450,000	2,779	(447,221)
	Denham Commercial Jetty Capital Work	5,000	0	(5,000)
	Winch House and Jinker Capital Works	15,000	0	(15,000)
	Marina Development Planning	0	1,981	1,981
	Monkey Mia Bore Replacement	0	8,307	8,307
	<b>Capital Totals</b>	<b>1,700,910</b>	<b>547,695</b>	<b>(1,153,215)</b>
Comments	Infrastructure Assets - Footpaths	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Hughes St Footpath Construction	50,000	32,866	(17,134)
	Footpath Construction (As Per Denham	50,000	10,192	(39,808)
	<b>Capital Totals</b>	<b>100,000</b>	<b>43,058</b>	<b>(56,942)</b>
Comments	Infrastructure Assets - Drainage	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Drainage/Sump Construction	30,000	0	(30,000)
	Foreshore Drainage Capital Works	30,000	0	(30,000)
	<b>Capital Totals</b>	<b>60,000</b>	<b>0</b>	<b>(60,000)</b>
Comments	Heritage Assets	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Day Care Centre Capital Works	5,000	4,630	(370)
	Velsheda / Galla - Capital Works	5,000	0	(5,000)
	Cape Inscription Restoration Capital	15,000	15,511	511
	<b>Capital Totals</b>	<b>25,000</b>	<b>20,141</b>	<b>(4,859)</b>

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Comments	Plant and Equipment	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	CEO Vehicle Replacement	68,000	0	(68,000)
	EMFA Vehicle Replacement	48,000	0	(48,000)
	EMTED Vehicle Replacement	45,000	0	(45,000)
	DFES -SES Capital Expenditure	0	0	0
	Loop Ses Personnel Carrier	76,000	0	(76,000)
	Loop Ses Rescue Equipment	4,500	0	(4,500)
	Community Bus	110,000	0	(110,000)
	Depot Tools and Major Plant	15,000	4,416	(10,584)
	Country Ute Replacement	45,000	0	(45,000)
	Town Ute Replacement	44,000	0	(44,000)
	Semi Water Tanker	120,000	0	(120,000)
	Water Tanker/Trailer - Evanco 2000L	8,000	0	(8,000)
	Front-End Loader	230,000	223,879	(6,121)
	<b>Capital Totals</b>	<b>813,500</b>	<b>228,295</b>	<b>(585,205)</b>
Comments	Furniture and Equipment	Amended Current Budget		
		YTD 28 Feb 2014		
		Budget	Actual	Variance (Under)Over
		\$	\$	\$
	Computer Hardware Upgrade/New	5,000	0	(5,000)
	Computer Software Upgrade/New	5,000	1,700	(3,300)
	Office Furniture & Equipment	5,000	2,756	(2,244)
	Council Chambers Furniture and Equipm	2,000	0	(2,000)
	SBDC - Furniture & Equipment	16,000	7,394	(8,606)
	Communications Upgrade	5,000	611	(4,389)
	<b>Capital Totals</b>	<b>38,000</b>	<b>12,460</b>	<b>(25,540)</b>

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

For the Period Ended 28th February 2014

Shire of Shark Bay												
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY												
For the Period Ended 28th February 2014												
Note 9: RATING INFORMATION												
	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$	
<b>RATE TYPE</b>												
<b>Differential General Rate</b>												
GRV	8.1923	303	3,996,587	327,412	(1,961)	0	325,451	327,912	0	0	327,912	
GRV - Commercial	8.1923	54	3,762,267	327,118	0	0	327,118	308,216	0	0	308,216	
GRV - Industrial	8.1923	39	548,945	49,579	0	0	49,579	45,217	0	0	45,217	
UV	18.4012	4	654,884	123,543	(4,174)	0	119,369	124,507	0	0	124,507	
UV Mining	18.4012	12	597,632	113,606	0	0	113,606	109,971	0	0	109,971	
UV Pastoral	10.1643	12	757,960	77,041	0	0	77,041	77,041	0	0	77,041	
<b>Sub-Totals</b>		424	10,318,275	1,018,299	(6,135)	0	1,012,164	992,864	0	0	992,864	
<b>Minimum Rates</b>												
	<b>Minimum \$</b>											
GRV	727.00	169	962,409	122,863	0	0	122,863	122,863	0	0	122,863	
GRV - Commercial	727.00	26	177,274	3,635	0	0	3,635	18,902	0	0	18,902	
GRV - Industrial	727.00	6	46,233	0	0	0	0	4,362	0	0	4,362	
UV	727.00	5	7,193	0	0	0	0	3,635	0	0	3,635	
UV Mining		5	134	0	0	0	0	3,635	0	0	3,635	
<b>Sub-Totals</b>		211	1,193,243	126,498	0	0	126,498	153,397	0	0	153,397	
UV Pastoral Concession							1,138,662				1,146,261	
Concession							(53,057)				(53,057)	
<b>Amount from General Rates</b>							<b>1,082,569</b>				<b>1,090,204</b>	
Ex-Gratia Rates							0				6,886	
Specified Area Rates							36,968				36,968	
<b>Totals</b>							<b>1,119,537</b>				<b>1,134,058</b>	
<b>Comments - Rating Information</b>												
All land except exempt land in the Shire of Shark Bay is rated according to its Gross Rental Value (GRV) in town sites or Unimproved Value (UV) in the remainder of the Shire.												
The differential rates detailed above for the 2013/14 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.												
The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.												

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 28th February 2014								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-13	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Amended Budget \$	Actual \$	Amended Budget \$	Actual \$	Amended Budget \$
Loan 48 - McCleary Property	100,532		20,636	20,636	79,896	79,896	1,544	3,522
Loan 48 - McCleary Property - Shire Office	85,638		24,224	24,224	61,414	61,414	2,679	4,135
Loan 53 - Staff Housing	130,161		16,235	16,236	113,926	113,925	3,465	6,663
Loan 56 - Staff Housing	134,313		6,550	13,297	127,763	121,016	2,779	7,001
Loan 57 - Monkey Mia Bore	300,000		12,310	24,871	287,690	275,129	2,742	11,591
	750,644	0	79,955	99,264	670,689	651,380	13,208	32,912
All debenture repayments were financed by general purpose revenue.								
(b) New Debentures								
No new debentures were raised during the reporting period.								

MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 28th February 2014								
<b>Note 11: GRANTS AND CONTRIBUTIONS</b>								
Program/Details GL	Grant Provider	Approval	2013-14 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
<b>GENERAL PURPOSE FUNDING</b>								
Grants Commission - General	WALGCC	Y	753,968	0	753,968	0	550,880	203,089
Grants Commission - Roads	WALGCC	Y	194,564	0	194,564	0	145,127	49,437
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	7,160	0	7,160	0	5,370	1,790
Grant FESA - SES	Dept. of Fire & Emergency Serv.		23,000	0	23,000	0	16,331	6,669
FESA SES Capital Grants	Dept. of Fire & Emergency Serv.	Y	560,500	0	0	560,500	301,368	259,132
Grants - Other Law, Order and Public Safety	LotteryWest & GDC \$100K	\$249K Y	349,000	0	0	349,000	0	349,000
Contribution - SES			300,000	0	0	300,000	132,262	167,738
<b>HOUSING</b>								
Grants - Staff Housing	Regional Development & Lands	Y	378,341	0	0	378,341	378,341	0
<b>COMMUNITY AMENITIES</b>								
Grants - Town Planning and Regional Development	Dept. Regional Development	Y	75,000	0	75,000	0	0	75,000
<b>RECREATION AND CULTURE</b>								
Denham Hall Hire - Contra	Shire of Shark Bay		4,000	0	4,000	0	0	4,000
Grants - Public Facilities	Country Local Govt. Fund	Y	54,832	0	0	54,832	54,832	0
Grants - Recreation and Culture	LotteryWest	Y	376,500	0	0	376,500	376,500	0
Walk Trail Grant Funding	LotteryWest	N	1,500	0	1,500	0	0	1,500
Contributions & Donations Sport and Recreation	LotteryWest	Y	500,000	0	0	500,000	0	500,000
Grants - Youth Activities	Dept. of Communities	Y	1,000	0	1,000	0	1,000	0
<b>TRANSPORT</b>								
Road Preservation Grant	State Initiative	Y	77,741	0	77,741	0	77,741	0
Useless Loop Road - Mtce	Main Roads WA	Y	314,000	0	314,000	0	0	314,000
Contributions - Road Projects	Ocean Park	Y	0	7,000	7,000	0	7,000	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	192,071	0	0	192,071	20,293	171,778
RRG Grants - Capital Projects	Regional Road Group	Y	335,115	0	0	335,115	295,449	39,666
Grant - RBFS MM Boat Ramp Facilities	Dept. of Transport	Y	123,718	0	0	123,718	78,718	45,000
Grant - R4R Monkey Mia Jetty	Dept. of Regional Development	Y	250,000	0	0	250,000	250,000	0
<b>ECONOMIC SERVICES</b>								
Contributions-Seniors Projects	Council of the Aged WA	Y	500	500	1,000	0	1,000	0
Contribution - Monkey Mia Res			48,500	0	48,500	0	0	48,500
Festivals / Events - Other Grants	Various		0	4,000	4,000	0	4,000	0
Grants - Tourism and Area Promotion	Royalties for Regions	Y	300,000	0	0	300,000	300,000	0
<b>TOTALS</b>			<b>5,221,010</b>	<b>11,500</b>	<b>1,512,433</b>	<b>3,720,077</b>	<b>2,996,212</b>	<b>2,236,298</b>

26 MARCH 2014

<b>Shire of Shark Bay</b>				
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>				
<b>For the Period Ended 28th February 2014</b>				
<b>Note 12: TRUST FUND</b>				
Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:				
Description	Opening Balance 1-Jul-13	Amount Received	Amount Paid	Closing Balance 28-Feb-14
	\$	\$	\$	\$
Shark Bay Aerobics Group	141	0	0	141
Hall Bond - Expense	0	270	(270)	0
Election Deposits	0	320	(320)	0
BCITF Levy	0	3,002	(2,562)	440
Library Card Bond	200	300	(450)	50
Bond Marina Facilities	4,306	168	0	4,474
Kerb/Footpath Deposit	2,700	3,500	0	6,200
Building Completion Bond	71,955	2,665	0	74,620
Denham Youth Group	1,378	1,114	(1,378)	1,114
Bond Key	2,350	1,300	(1,640)	2,010
Man in the Biosphere	701	0	0	701
Police Licensing	5,531	167,899	(172,890)	540
Public Open Space	0	0	0	0
Clearing Account	2,364	148	(2,512)	0
Len Thompson Trust	800	0	0	800
Community Bus	2,100	600	(1,800)	900
Policeman's Ball	751	0	(751)	0
Community Chest	6,750	263	0	7,013
Building License Levy	0	1,664	(1,484)	180
Fundraising Collection	170	0	0	170
Marquee Deposit	700	1,400	(2,100)	0
Public Open Space Trust Reserve	0	0	0	0
Hillside Residential Dual Use Path	0	0	0	0
Tour Sales	0	164,790	(164,671)	119
Bookeasy Sales	0	72,500	(72,621)	(121)
Unspecified Trust Items	0	0	(937)	(937)
	<b>102,897</b>	<b>421,903</b>	<b>(426,385)</b>	<b>98,415</b>

<b>Shire of Shark Bay</b>	
<b>NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY</b>	
<b>For the Period Ended 28th February 2014</b>	
<b>Note 13: MAJOR VARIANCES</b>	
Comments/Reason for Variance	
<b>13.1 OPERATING REVENUES</b>	
<b>13.1.1 GOVERNANCE</b>	
Insurance Reimbursement for assessed wages in 2012/13.	
<b>13.1.2 GENERAL PURPOSE FUNDING</b>	
No Reportable Variance	
<b>13.1.3 LAW, ORDER AND PUBLIC SAFETY</b>	
No Reportable Variance	
<b>13.1.4 HEALTH</b>	
No Reportable Variance	
<b>13.1.5 HOUSING</b>	
No Reportable Variance	
<b>13.1.6 COMMUNITY AMENITIES</b>	
Grant yet to be received	
<b>13.1.7 RECREATION AND CULTURE</b>	
No Reportable Variance	
<b>13.1.8 TRANSPORT</b>	
Grants yet to be received	
<b>13.1.9 ECONOMIC SERVICES</b>	
Main Roads work to be undertaken in next 4 months	
<b>13.1.10 OTHER PROPERTY AND SERVICES</b>	
Miscellaneous reimbursements	
<b>13.2 OPERATING EXPENSE</b>	
<b>13.2.1 GOVERNANCE</b>	
Miscellaneous increases in Materials and contracts due to timing of payments	
<b>13.2.2 GENERAL PURPOSE FUNDING</b>	
Miscellaneous underexpenditure	
<b>13.2.3 LAW, ORDER AND PUBLIC SAFETY</b>	
No Reportable Variance	
<b>13.2.4 HEALTH</b>	
Consultant charges not received	
<b>13.2.5 HOUSING</b>	
Maintenance of housing is variable throughout the year	
<b>13.2.6 COMMUNITY AMENITIES</b>	
Plans and strategies yet to be completed	
<b>13.2.7 RECREATION AND CULTURE</b>	
These savings are made up of miscellaneous minor underexpenditure in all areas.	
<b>13.2.8 TRANSPORT</b>	
Maintenance of streets and roads to be completed	
<b>13.2.9 ECONOMIC SERVICES</b>	
Main Roads private works to be undertaken over the next 4 months	
<b>13.2.10 OTHER PROPERTY AND SERVICES</b>	
Under recovery of overheads	



<b>13.3 CAPITAL REVENUE</b>
<b>13.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS</b>
Grants still to be received
<b>13.3.2 PROCEEDS FROM DISPOSAL OF ASSETS</b>
Sale of assets to be undertaken
<b>13.3.3 PROCEEDS FROM NEW DEBENTURES</b>
Not applicable
<b>13.3.4 PROCEEDS FROM SALE OF INVESTMENT</b>
Not applicable
<b>13.3.5 PROCEEDS FROM ADVANCES</b>
Not applicable
<b>13.3.6 SELF-SUPPORTING LOAN PRINCIPAL</b>
Not applicable
<b>13.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>
Not applicable
<b>13.4 CAPITAL EXPENSES</b>
<b>13.4.1 LAND HELD FOR RESALE</b>
Not applicable
<b>13.4.2 LAND AND BUILDINGS</b>
Delay in commencing projects
<b>13.4.3 PLANT AND EQUIPMENT</b>
Year to date budget incorrect - planned replacement of plant and equipment will continue to June
<b>13.4.4 FURNITURE AND EQUIPMENT</b>
Purchases delayed - will continue to end of year
<b>13.4.5 INFRASTRUCTURE ASSETS - ROADS</b>
Projects progressing - underexpenditure relates to YTD budget level
<b>13.4.6 INFRASTRUCTURE ASSETS - OTHER</b>
Delay in commencing projects - due to receipt of grants
<b>13.4.7 PURCHASES OF INVESTMENT</b>
Not applicable
<b>13.4.8 REPAYMENT OF DEBENTURES</b>
No Reportable Variance
<b>13.4.9 ADVANCES TO COMMUNITY GROUPS</b>
Not applicable
<b>13.4.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)</b>
No Reportable Variance
<b>13.4.11 TRANSFER FROM RESERVES (RESTRICTED ASSETS)</b>
No Reportable Variance
<b>13.5 OTHER ITEMS</b>
<b>13.5.1 RATE REVENUE</b>
No Reportable Variance
<b>13.5.2 OPENING FUNDING SURPLUS(DEFICIT)</b>
As per amended budget

**13. TOWN PLANNING REPORT**

**13.1 Alterations And Additions To Existing Residence – Lot 156 (43) Durlacher Street, Denham**

P1188

Author

Liz Bushby, Gray & Lewis Landuse Planners

Disclosure of Any Interest

Disclosure of Interest: Gray & Lewis

Nature of Interest: Financial Interest as receive planning fees for advice to the Shire – Section 5.65 of *Local Government Act 1995*

Moved Cr Ridgley

Seconded Cr Hanscombe

**Council Resolution**

**That Council:**

1. **Approve the application lodged by Peter and Lynette Ferrick for alterations and additions to an existing two storey single dwelling on Lot 156 (43) Durlacher Street, Denham subject to the following conditions:**
  - (i) **All development shall be in accordance with the plans lodged on the 7 March 2014 as part of this application and conditions imposed in this planning approval.**
  - (ii) **Permanent screening (louvers) to be provided along the south side of the upper storey balcony (as shown on south elevation plan) to the satisfaction of the Shire Chief Executive Officer.**
  - (iii) **All stormwater from roofed and paved areas shall be collected and disposed of on-site unless otherwise approved in writing by the Shire Chief Executive Officer, and any associated drains, drainage pits and / or soak wells shall be maintained in a clean and clear condition free of obstruction from anything. All drainage associated with the new development to be fully contained within the property boundaries with no water discharge into adjacent land.**
  - (iv) **The development approved is to be substantially commenced within 2 years to the satisfaction of the Shires Chief Executive Officer. If the development is not substantially commenced within two years the planning consent will expire and become void.**
2. **Advise the applicant via footnotes on the formal planning approval letter that:**
  - (a.) **A planning consent is not an approval to commence any site works or construction. A separate building permit must be obtained for all works and the plans will need to comply with the conditions of this planning approval.**

3. **Note that the variation to the Residential Design Codes ('the Codes') has not been referred to adjacent landowners for comment due to the minor nature of the variation, and the use of screening to minimise the extent of any overlooking consistent with Performance Criteria of the Codes.**

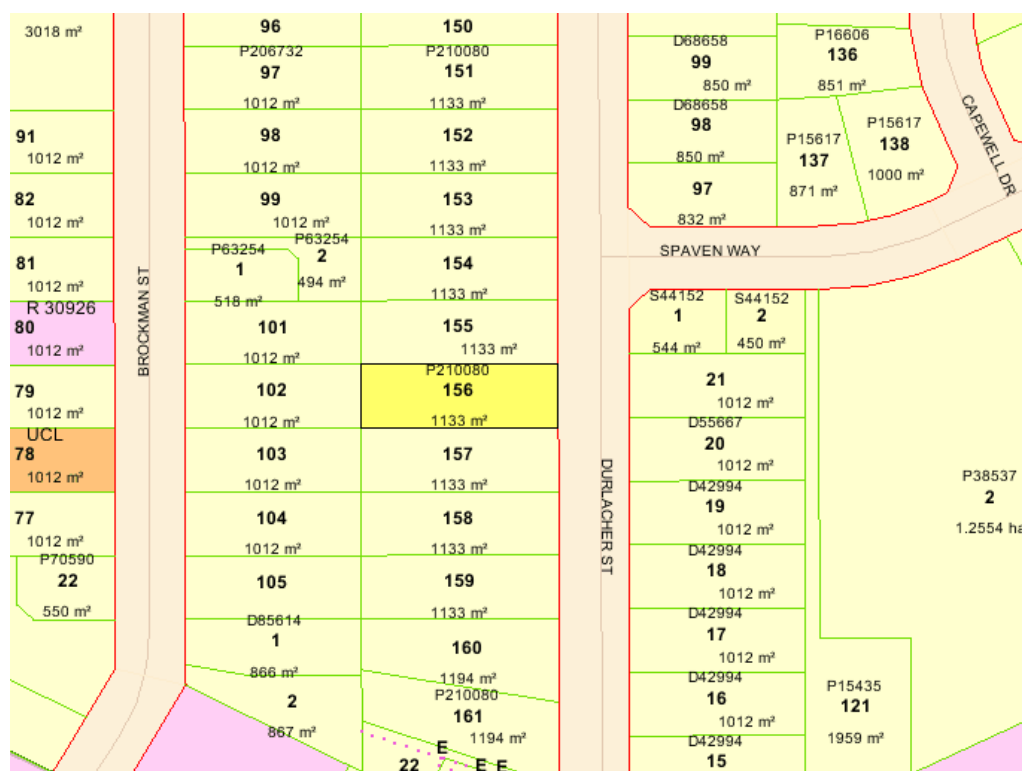
**7/0 CARRIED**

Précis

Council is to consider an application for alterations and additions to an existing residence on Lot 156 (43) Durlacher Street, Denham.

Background

Lot 156 is located south west of the Durlacher Street / Spaven Way intersection – location plan below.



- *History of Applications*

A building application was lodged in October 2013 for alterations and additions to an existing residence. The plans included a rear upper storey verandah / balcony extension which did not have any screening and proposed a variation to the 7.5 metre side privacy setback required by the Residential Design Codes.

Accordingly the applicant was advised by correspondence dated 15 October 2013 that the proposed development required planning approval for any variation to the Residential Design Codes, and was invited to lodge a planning application.

A planning application was received on the 7 March 2014 with revised plans.

Comment

- *Proposed Development*

There is an existing two storey dwelling located on Lot 156 which has a rear upper storey verandah.

The application proposes reconstruction of an existing ground floor patio and a 14.58m<sup>2</sup> rear upper storey balcony extension. A privacy screen is proposed on the south side of the rear balcony.

There is an existing 1.3 metre retaining wall to the rear of the existing house, however the area of the proposed development is flat having already been filled and retained. As the retained area has been historically developed and established, it is treated as the Natural Ground Level. The Shire's Building Surveyor has inspected the property.

- *Residential Design Codes*

The application complies with the requirements of the Residential Design Codes with the exception of a minor privacy setback variation measured from the rear balcony to the south west.

The Residential Design Codes have 'deemed to comply' requirements for Privacy and Overlooking.

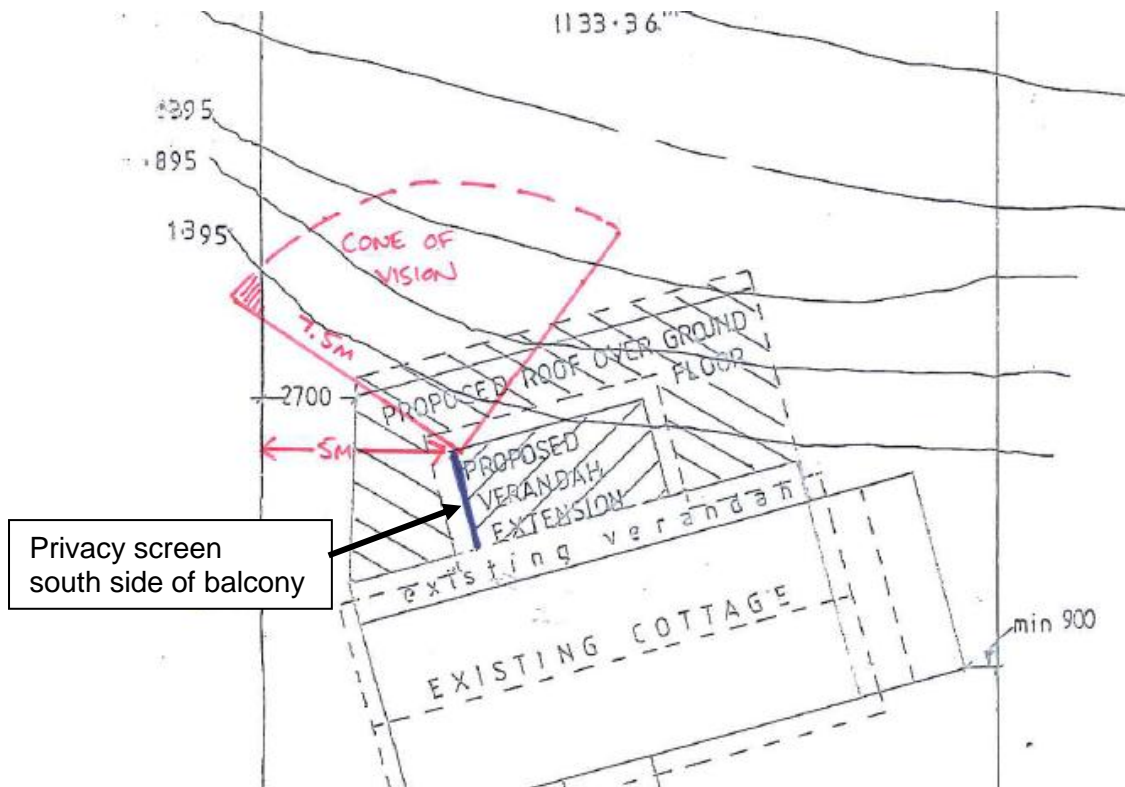
Under the 'deemed to comply' requirements a minimum setback of 7.5 metres is required between the upper storey balcony and the lot boundaries. The privacy setback does not apply where screening is provided.

Privacy setbacks are measured at 90 degrees to the boundary using a 'cone of vision' sightline. Privacy has been assessed and is summarised below:

Elevation (upper storey rear balcony)	Privacy requirement	Provided	Compliance
Rear West	7.5 metre setback	19 to 20 metres	Complies
South – side	7.5 metre setback	Privacy Screen provided so setback does not apply	Complies
North – side	7.5 metre setback	8.8 to 9.6 metres	Complies

There is a marginal privacy intrusion of the 7.5 metre cone of vision traversing approximately one metre into adjacent Lot 157 to the south.

The applicant has minimised the direct overlooking of habitable spaces on adjacent Lot 157 with the location the screening device on the south side of the balcony, meeting performance criteria of the Codes.



- *Consultation*

Council has discretion to refer any application or any variation to the Residential Design Codes to affected neighbours for comment.

Under Clause 4.1.3 of the Codes it is not necessary to seek comment from an adjoining neighbour where the Council is satisfied that it will not adversely impact on the adjoining residential property or the street.

Gray & Lewis has not advertised the application as the minor privacy setback intrusion will not have any major impact on amenity.

Conditional approval of the application is recommended.

#### Legal Implications

Shire of Shark Bay Local Planning Scheme No 3 – explained in the body of this report.

#### Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority Required

Date of Report

12 March 2014

**14. BUILDING REPORT**

Nil

**15. HEALTH REPORT**

Nil

**16. WORKS REPORT**

**16.1 FORESHORE AND MAIN STREET REVITALISATION BUSINESS CASE**

Author

Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Hanscombe

Nature of Interest: Proximity Interest as Lease shop 51 Knight Terrace and Own 19B Knight Terrace

Disclosure of Interest: Cr Ridgley

Nature of Interest: Proximity Interest as lease office on Knight Terrace

Cr Hanscombe left the Council Chamber at 5.29 pm

Cr Ridgley left the Council Chamber at 5.30 pm

Moved            Cr Bellottie  
Seconded       Cr Capewell

**Council Resolution**

**That the business case for the Foreshore and Main Street Revitalisation Plan be endorsed and submitted to the Gascoyne Advisory group for consideration of the \$5.7m allocated funding.**

**That the Foreshore and Main Street Revitalisation plan be progressed in the following order as funds become available**

Order	Preference
1	Stage 1b
2	Stage 5
3	Stage 1a
4	Stage 4
5	Stage 2
6	Stage – Upgrade of existing town infrastructure
7	Stage 3

**5/0 CARRIED**

Cr Hanscombe returned to the Council Chamber at 5.44 pm

Background

The Council at the ordinary meeting held in February 2014 resolved the following

***That the Submission comments and amendments to the Draft Foreshore and Main Street Revitalisation plan be noted.***

***That Draft Foreshore and Main Street Revitalisation plan as amended be endorsed and a Business Case, to be utilised to access funding from the Gascoyne Revitalisation Funds (\$5.7m) and other funding sources for the project be developed for presentation and consideration by Council.***

The business case has been developed and is attached for Council's consideration

#### Comment

The business case has been structured to access the \$5.7m allocated to the Shark Bay Maritime Facilities Stage 1 Denham Foreshore and Existing Marine Facility Improvements listed in the Gascoyne revitalisation funding.

This includes all the works identified by the community consultation along the main street and the foreshore including additional works to the existing marine facilities.

There are a number of stages to the project which based on the magnitude of costs included in the document are in excess of the \$5.7m allocated.

The estimated costs will only be confirmed once the specific areas of projects have been subject to the tender process.

There are areas of the total project that the Council staff may be able to undertake, whilst this will reduce the capital outlay it will inhibit the councils ability to undertake other projects.

There are also areas where the \$5.7m can be used to leverage funding to assist the completion of the overall plan

As Council is aware the project scope has been broken down into 3 main areas with 5 stages within the areas. These 5 stages have been individually costed.

It will assist the overall process if the council would consider assigning priorities to the areas and stages. This will enable the tender process to commence and works to commence expediently.

#### Legal Implications

Local Government Tender Regulations

#### Policy Implications

Nil

#### Financial Implications

Funding of \$5.7m has been allocated through the Gascoyne Revitalisation Fund for the project.



This funding allocation following the adoption of the business case by council still requires the approval of the Gascoyne Advisory Committee, Department of Regional Development and the State Cabinet.

As previously advised the estimated costing which will have to be confirmed by the tender process, which is included in the business case follows;

Stage 1 Department of Transport Marine Area

Estimated including designs and preliminaries

\$4,475,377

(Denham Timber jetty estimates removed as it is separately funded project)

Stage 1 B Town Centre

Estimated costs including Designs and preliminaries

\$1,576,388

Stage two town play centre

Estimated costs including Designs and preliminaries

\$1,462,233

Stage three water play facility

Estimated costs including Designs and preliminaries

\$644,568

Stage 4 west end George Wear Park and boat ramp area

Estimated costs including Designs and preliminaries

\$287,721

Stage 5 east end of Gordon Peter area B

Estimated costs including Designs and preliminaries

\$1,047,679

General town infrastructure sea wall upgrades

Estimated costs including Designs and preliminaries

\$2,259,353

Total estimated project cost including all Design and preliminary costs

\$11,753,319

Given the estimated costs are in excess of the amount currently allocated external funding sources will have to be identified or council will have to utilise its own resources to undertake the complete project.

The business case will give Council the opportunity to explore alternative funding sources for specific aspects of the project, such as lottery west for playground and community equipment.

#### Strategic Implications

Addresses Council's strategic objective 1.7 to enhance the provision of adequate boating/recreational facilities that meets the needs of the general community

#### Voting Requirements

Simple Majority Required

Date of Report

10 March 2014

16.2 MONKEY MIA JETTY DEMOLITION AND CONSTRUCTION TENDER

CM00025

Author

Chief Executive Officer

Disclosure of Any Interest

Declaration of interest: Cr Ridgley

Nature of Interest: Financial Interest as Commercial Operator on Jetty

Moved Cr Capewell

Seconded Cr Wake

Council Resolution

**That the design specifications and tender documentation for the construction for the New Monkey Mia jetty be endorsed.**

**The demolition of the existing Monkey Mia jetty and construction of a new jetty at Monkey Mia, in accordance with the design specification endorsed by the Council be advertised for public tender with a closing date of 16 May 2014.**

**6/0 CARRIED**

Cr Ridgley returned the Council Chamber at 5.53 pm

Background

The Shire of Shark Bay following damage to the Monkey Mia jetty had a structural report undertaken which was received in August 2009.

The report indicated a number of issues with the jetty and the summary of findings is indicated as follows;

*Based on the results of the calculations, the jetty located at Monkey Mia is not capable of carrying either pedestrian or vehicle loading when analyzed strictly in accordance with the modern Australian Standards. The jetty would have been designed to the current standards at the time of its construction, and may have well met the minimum standard requirements at the time of design.*

*It is noteworthy that even in an as new condition, some members fail under the minimum vehicle and pedestrian loads prescribed in AS 1170.0: 2002 and would require an upgrade to meet these criteria. When one deviates from the standards to more accurately model the way in which vehicle loads are likely to be applied to the jetty, a 2500kg maximum allowable load is achievable.*

The refurbishment or replacement of the jetty was an item the Council was considering and had been allocated \$650,000 from the Royalty for Regions Gascoyne Revitalization funding for this project.

Subsequent to the initial funding allocation and costing to repair or replace the jetty a further \$1.35m has been applied for and granted from the Royalty for Regions Gascoyne Revitalization funding, taking the total project funding to \$2.0 million. The Council also committed \$200,000 towards this project making a total budget of \$2.2m.

To assist the Council in its deliberations in regard to the design of the jetty a working group was set up comprised of existing users, Department of Environment representatives and Council members.

There was a consensus at the meetings that the jetty be replaced with a longer jetty that enabled a greater number of vessels to utilize the jetty simultaneously.

There are a number of differing views in relation to the ongoing use and suitability of the jetty and any proposals for the craft that currently utilize the facility.

Discussion had been held as the design and construction of a replacement jetty and the ability of a new jetty to meet the requirements of all current users.

These concepts were presented to the Marine Engineer Mr. Martin Searle who drafted up some proposals for the working group to discuss.

The consensus of the working group was towards a longer jetty that was straight out that allowed for an increased number of vessels to safely berth simultaneously.

Mr. Martin Searle the consulting Marine Engineer was requested to draft up proposals that met these criteria.

These drawings which were presented to Council and the working group indicate a jetty length of 54 metres with a constant width of 3.5 metres.

The existing jetty is 3.25 metres wide for a distance of 36.3 metres and then widens to 6.0 metres for a distance of 4.95 metres, making a total length of 41.25 metres. These measurements are from the outside edges of the jetty and from the edge of the concrete apron.

The jetty has also been designed so as to enable a viewing platform to be added to the western section for the first 30 meters.

This would enable the viewing platform to be utilized by visitors to the area when viewing the dolphin interaction area.

Subsequently the council at the ordinary meeting held in August 2011 resolved the following:

***The proposed Monkey Mia Jetty replacement design concept be endorsed and the proposal be forwarded to the Marine Parks and Reserves Authority and Department of Transport for comment and approval.***

All approvals since this resolution have been sourced and the business case was presented to Regional Development and Lands for the amount of \$2.0m, this was subsequently progressed through the approvals process and a financial agreement was signed in November 2013.

A payment of \$250,000 has been received with a further \$1,750,000 to be received when works commence.

#### Comment

The plan endorsed by the council (attached) for the replacement jetty was discussed with MP Rogers and associates who are Coastal and Port engineers and were subsequently commissioned to design the specifications and tender documentation.

The design brief and tender documentation is now attached for council consideration and possible endorsement to authorise the undertaking of the tender process for this project.

The project has been designed to enable a viewing platform to be constructed dependent upon the final tender prices that are received.

Legal Implications

Local Government Tender Regulations

Policy Implications

Nil

Financial Implications

Funding of \$2,000,000 has been allocated through the Gascoyne revitalisation fund for the project with council allocating a further \$200,000.

This funding has been approved and the first payment of \$250,000 being received in the 2013/14 financial year.

Strategic Implications

Addresses Council's strategic objective 1.6 to enhance the provision of adequate boating/recreational facilities that meets the needs of the general community

Voting Requirements

Simple Majority Required

Date of Report

10 March 2014

**17. TOURISM, RECREATION AND CULTURE REPORT**

**17.1 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE**

RC00006

Author

Executive Manager Tourism Community and Economic Development

Disclosure of Any Interest

Nil

Moved

Cr Cowell

Seconded

Cr Capewell

**Council Resolution**

**That Ms Neroli Needham be appointed to the Shark Bay 2016 Commemoration Advisory Committee in the Community Member position.**

**6/1 CARRIED**

Background

At the February 2014 Council meeting, Council resolved to readvertise for a suitable person to fill the vacant Community Member position on the Shark Bay 2016 Commemoration Advisory Committee.

Comment

As a result of this advertising, three expressions of interest have been received from, Ms Neroli Needham, Mr Joe McLaughlin and Ms Sara Rawlings which are attached.

Legal Implications

The committee was formed under the Local Government Act 1995 and has no delegated authority.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Strategic objective 1.1 – Promote the Dirk Hartog Celebrations, involve the community and build on exposure of the event.

Voting Requirements

Simple Majority Required

Dated

19 March 2014

26 MARCH 2014

**Neroli Needham**

Mobile: 0418 730 274

Email: [neroli.needham@gmail.com](mailto:neroli.needham@gmail.com)

17 March 2016

Sharyn Burvill  
Executive Manager Tourism,  
Community and Economic Development  
Shire of Shark Bay  
65 Knight Terrace  
Denham WA 6537

Dear Sharyn

**re: Vacancy, Community Member,  
Shark Bay 2016 Commemoration Advisory Committee**

Further to our telephone conversation this morning, please accept this letter as confirmation of my request to be considered for the above position.

You asked that the letter address my interest in the role; quite simply, it stems from: a love of the region; the desire to see it continue to develop sustainably; and a feeling that the way in which we approach the 2016 event – the image we present of Shark Bay and its community, the activities we promote – could be instrumental in determining whether that occurs or not.

Take tourism, for example – given its importance to our economy. From my perspective, the ideal would be to encourage forms that maximize economic benefit but minimize the risk of detrimental impacts on either the lifestyle and culture of the local community or the natural environment. Three forms of tourism - 'eco', 'adventure' and 'cultural' – stand out in my mind as falling into the low-impact/high-growth category and I'd love to see us promote products that combine the lot! Obvious elements of tailored packages are indigenous culture, the area's natural beauty and the scientific aspects of our World Heritage status. But imagine, also, groups of photographers, artists and/or history buffs 4WDiving and/or kayaking to, say, the sites of the inscription post, Zuytdorp wreck or Uranie encampment on Peron Peninsula, all of which remain, essentially, as they were 400 years ago.

I think I'd better leave it at that (or I'll start to rabbit ☺) but look forward to hearing the outcome of my nomination in due course.

Sincerely

Neroli

26 MARCH 2014

**Sharyn Burvill**

---

**From:** McLaughlin <mcl@inet.net.au>  
**Sent:** Tuesday, 4 March 2014 3:35 PM  
**To:** Sharyn Burvill  
**Subject:** dhi

Hi Sharyn

I would like to forward my expression of interest in been on the DHI 2016 celebration committee.

Cheers

Joe

This message was scanned by the PPS MailScan Messaging Gateway

26 MARCH 2014

**Sharyn Burvill**

---

**From:** Sara Rawlings <sararawlings22@gmail.com>  
**Sent:** Tuesday, 18 March 2014 10:35 AM  
**To:** Sharyn Burvill  
**Subject:** 2016 Committee

Shire of Shark Bay  
Sharyn Burvill  
Executive Manager  
Tourism, Community & Economic Development  
Knights Terrace  
Denham WA 6537

Dear Sharyn,

I would like to try to get onto the Committee if this is possible. I have a huge interest in the History of Shark Bay and would very much like to be involved as much as I can with this celebration and event for 2016.

I am very much involved in this community and know that I am respected as part of this friendly small township. I am currently the Secretary and Volunteer of The VMR Shark Bay Inc., also a member of the SES. I joined both of these Emergency services when I moved to Denham a year ago. I am also involved with the SBTA, Tourism Association and have been lucky enough to have had an input into the new Visitor Guide, the old planner, which is hopefully going to print tomorrow. I am looking forward to that as it is an achievement and a fresh look for the area with the promotional side of things for Shark Bay. I am not a member currently of that organisation but have been invited to many of the meetings. I have also attended many meetings with the GDC and the National Landscapes workshops and the foreshore progress meetings.

Hopefully you or the Committee will see my value and worth to this town. I would really like to give my time and effort to helping things happen with regard to the events for 2016 and the wonderful opportunity we have as a town to really put ourselves on the map so to speak. Dirk Hartog Island is so important and Des Matthews has a wonderful idea that he may share at the first meeting later on today. It will urge people to really want to visit this beautiful place, the place of the first European landing in Australia.

Thank you for your time.

Yours sincerely,

Sara

**SRD~Sara Rawlings Design**  
**sararawlings22@gmail.com**  
**0421 320 601**



17.2 REQUEST FOR FINANCIAL ASSISTANCE – SHARK BAY FISHING FIESTA  
GS00008

Author

Executive Manager Tourism Community and Economic Development

Disclosure of Any Interest

Nil

Moved           Cr Ridgley  
Seconded       Cr Hanscombe

**Council Resolution**

- 1) The Shire of Shark Bay grants \$4,000 in financial assistance to the Shark Bay Fishing Club so that fireworks can be included in the 2014 Fishing Fiesta.**
- 2) That the funding be allocated from the May 2014 round of Donations and Financial Assistance.**

**6/1 CARRIED**

Background

For several years the Shark Bay Fishing Fiesta Committee has applied for financial assistance from the Shire of Shark Bay to provide fireworks as part of the closing of the event.

In October 2013 the Shark Bay Fiesta Committee informed the Shire that they did not have the resources to organise the fireworks for the 2014 event and therefore did not apply for funding through the normal grant process in the November round of Donations and Financial Assistance. However on 12 March 2014, the Committee approached the Shire for financial assistance as their committee now has the capacity to organise the fireworks.

Comment

In previous years the Shire has granted the Fiesta's requests for \$6,000 in both direct financial assistance and in kind support. This year the event is being held at the Shark Bay's Heritage Resort so the Shire's marquee, fencing and labour will not be required. The Shark Bay Fishing Fiesta Committee has requested financial assistance of \$4,000 to include fireworks in the overall event.

Legal Implications

Nil

Policy Implications

Nil

Financial Implications

Funding would be advanced from the May 2014 Donations and Financial Assistance grant allocation.

Strategic Implications

Outcome 4.1.4 Facilitate cultural and family events.

Voting Requirements

Simple Majority Required

Date of Report

17 March 2014

26 MARCH 2014

Paul Anderson,  
CEO  
Shire of Shark bay  
Dated: 11<sup>th</sup> March 2014

Dear Paul,

**Transmission by email ONLY.**

**RE: Shark Bay Fishing Fiesta. (a) Fireworks (b) Markets on the foreshore.**

We are attempting to finalise the above activities of the Fiesta and would like to know if the shire has given any further consideration to staging the Fireworks display on the 16<sup>th</sup> May 2014 at the conclusion of the Annual Fishing Fiesta. We confirm the Fishing Club advised the Shire in October 2013 that they did not have the resources etc. to do the Fireworks for 2014. The information was provided, so that the Shire may have the opportunity to supply the fireworks direct. As it was funded through a Shire grant process, having the Shire complete the application and funding for 2014, would make the whole process more efficient with less red tape.

The Heritage would organize the deployment and return of the Barge, and provide accommodation, food etc. The shire would only have to fund the fireworks as they have done in previous years and obtain the appropriate licence etc. The estimated cost from Midwest fireworks is approx. \$3,000. Hopefully this could be offset against the fact the Shire does not have to erect or dismantle the marquee or fence, which I have been informed to be a very similar in cost.

We also would like to invite stall holders and markets to operate adjacent to the Hotel as they have done previously ,especially last year mother's day which was a huge success and very popular and with the community of Denham and local community group as a fund raising venue. This is a very important factor as it brings people to the foreshore and creates a vibrant hub and increases the activity. The businesses on the foreshore (CBD) welcome the activity even though some are in competition, however the more stalls there are the greater potential to have more people and everyone is a winner. Our foreshore is our vista and we should be having as much activity on it as possible, this strategy is well proven worldwide and after our redevelopment of the foreshore and the new jetty it will be even more so and more relevant that it is used.

We are very committed and confident moving forward that if we have the support to build on previous successes of years gone by making Shark Bay the winner. The town and businesses cannot afford for the Fishing Fiesta not to be a success in the current climate.

We realize this request is a relatively short noticed, however very much achievable in the time frame given and should you require a meeting to go over the finer details I would be more than happy to make myself available at your convenience, and would appreciate any assistance you may be able to provide and feedback on these matters.

We look forward to working together.

Kind Regards

Des

The President adjourned the Ordinary Council meeting at 6.15 pm.  
The President reconvened the Ordinary Council meeting at 6.46 pm.

17.3 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE - RECOMMENDATIONS FROM THE MEETING OF 18 MARCH 2014

RC00007

Author

Executive Manager Tourism Community and Economic Development

Disclosure of Any Interest

Nil

Officers Recommendation

1. That Council note the minutes of the Shark Bay 2016 Commemoration Advisory Committee held on 18 March 2014 (attached).
2. That the administration investigates options for funding an Events Coordinator to organise the 2016 commemoration event and report back to Council at the Ordinary Council Meeting 28 May 2014.
3. That the administration research information relating to Hartog's voyage in 1616, and purchase equipment up to \$7,000 to install an information timeline using various communication mediums.
4. That the administration investigates the feasibility and long term sustainability of developing a Shark Bay Wind Festival.
5. That the administration investigate the availability and costs associated with the Leeuwin and Duyfken participating in the commemoration and report back to Council at the Ordinary Council Meeting 28 May 2014.
6. That the administration investigates options for the production and distribution of commemorative medals and coins and report back to Council at the Ordinary Council Meeting 28 May 2014.
7. That Council research the request to change the Queen's Birthday public holiday from Monday 26 September 2016 to Monday 24 October 2016, as the change would only be an incentive for potential visitors from the Gascoyne region to visit Shark Bay, and would have no effect on the decision to travel for those from the rest of Western Australia.

Moved Cr Capewell

Seconded Cr Ridgley

**AMENDMENT TO OFFICERS RECOMMENDATION**

Reason: Council felt that as it is a national event that it would be appropriate to liaise with the other shires in the region to all have the same day for the Queen's public holiday in honour of the event.

**Council Resolution**

1. That Council note the minutes of the Shark Bay 2016 Commemoration Advisory Committee held on 18 March 2014 (attached).
2. That the administration investigates options for funding an Events Coordinator to organise the 2016 commemoration event and report back to Council at the Ordinary Council Meeting 28 May 2014.
3. That the administration research information relating to Hartog's voyage in 1616, and purchase equipment up to \$7,000 to install an information timeline using various communication mediums.
4. That the administration investigates the feasibility and long term sustainability of developing a Shark Bay Wind Festival.

5. That the administration investigate the availability and costs associated with the Leeuwin and Duyfken participating in the commemoration and report back to Council at the Ordinary Council Meeting 28 May 2014.
6. That the administration investigates options for the production and distribution of commemorative medals and coins and report back to Council at the Ordinary Council Meeting 28 May 2014.
7. That Council staff research the request to change the Queen's Birthday public holiday from Monday 26 September 2016 to Monday 24 October 2016.

**6/1 CARRIED**

#### Background

The Shark Bay 2016 Commemoration Advisor Committee held their inaugural meeting on 18 March 2014 and requested that Council consider the following recommendations for activities associated with the 2016 event.

#### **Committee Recommendation 1**

That staff investigate sources of funding to employ an Events Coordinator.

#### Comment

Potential sources of funding to employ an Events Coordinator may be Events Corp, Lotterywest and the Department of Premier and Cabinet.

A clearer picture of possible events to include in the commemoration will be needed to determine the period of employment for an Events Coordinator.

#### Financial Implications

If staff are unable to secure funding to employ an Events Coordinator, Council may need to reconsider the scale of the event or look at including costs associated with employing a Coordinator into the 2014/2015, 2015/2016 and 2016/2017 annual budgets.

#### **Committee Recommendation 2**

That staff investigate options for a countdown clock with timeline stories of Hartog's journey and related information.

#### Comment

Staff time will be required to investigate display options and compile the information to be displayed. This proposal gives an opportunity to display information about the journey in a highly visible manner for an extended period of time before October 2016, therefore increasing awareness among visitors over peak tourist periods and encouraging them to return to the region. The displays could be re-used again at further anniversaries and events.

#### Financial Implications

The current 2013/2014 budget for the commemorative event is \$19,000 which could be used to purchase the equipment required to display or project the countdown clock.

#### **Committee Recommendation 3**

That staff work with the Shark Bay Tourist Association to investigate the feasibility of holding a recurring wind festival incorporating wind surfing, sailboarding, kite flying and other wind related activities.

Comment

The Shark Bay Tourism Association have investigated the possibility of establishing a wind festival in Shark Bay, however the Association did not have the resources to see the project through to completion.

Given that there are currently several festivals of this type occurring in Western Australia, research would need to be conducted into whether there would be sufficient interest in an additional festival in a remote area.

If an Events Coordinator could secure an inaugural festival, is there sufficient interest among the local community to ensure that the festival continues to run into the future? The Tourism Association does not currently have the resources to organise the event and there is a danger that, if a festival was started and no community group agreed to continue its organisation, there may be an expectation that it would fall to Council to continue to run future events.

Financial Implications

There is a potential for an expectation that Council organise future wind festival events which could impact on staffing levels.

**Committee Recommendation 4**

That staff investigate whether the Leeuwin sailing ship and/or the Duyfken replica ship would be available to sail to Shark Bay in October 2016 to participate in the commemoration and in the lead up to the event at strategic times.

Comment

Since the meeting of 18 March Mr Grenside has advised as follows:

*I have spoken to the Captain of the Leeuwin (Anne-Marie) and she is very keen to be involved on the 2016 celebrations, Anne-Marie will be flying in on Anzac day this year and would love to catch up with some if not all of the advisory committee and meet/speak to various people to see where they can fit in. I believe there has also been some discussion down in Perth about the Leeuwin attending so all looks promising at present.*

Financial Implications

There is no cost to investigations other than staff time, however there may be cost associated with visits from either or both ships which would need to be considered if confirming attendance.

**Committee Recommendation 5**

That staff investigate options for producing commemorative medals and coins.

Comment

The Discovery Centre currently has a machine that dispenses coins bearing an imprint of the Batavia and could be adapted to include 2016 commemorative coins. The Centre also currently stocks pewter replicas of both the Hartog and Vlamingh plates and shipwreck coasters.

Staff can investigate other options for medals with the current suppliers and seek alternative sources. Once the information is available, Council may wish to

determine the use of the medals, whether they should be sold or given as gifts, and associated costs.

Financial Implications

Costs associated with production of medals and coins would be presented to council for consideration prior to production.

**Committee Recommendation 6**

That Council write to neighbouring Councils to seek agreement to change the date of the Queen's birthday public holiday from Monday 26 September 2016 to Monday 24 October 2016 to facilitate activities surrounding the commemoration.

Comment

In accordance with the *Public and Bank Holidays Act 1972 WA*, the process to change the date of a Public Holiday is as follows:

**Power of Governor to alter day appointed for a public holiday or bank holiday**

(1) *The Governor may, from time to time, by proclamation declare that, instead of a day referred to in section 5, some other day shall be a public holiday or bank holiday, or both, in any year either throughout the State or within such district or locality as is specified in the proclamation, and in that case such other day shall accordingly be a public holiday or bank holiday, or both, as the case may be, instead of the day so referred to in that section.*

(2) *A proclamation made under subsection (1) shall be published in the Government Gazette at least 3 weeks before the first day to be affected thereby.*

(3) *Where a proclamation is made under subsection (1), the Governor may, from time to time, vary or cancel it by subsequent proclamation published in the Government Gazette at least 3 weeks before the first day to be affected thereby.*

The Advisory Committee's recommendation has the intent of changing the date of the Queen's Birthday holiday throughout the Gascoyne region to ensure that there is long weekend close to the landing date as part of the overall event to encourage travel to Shark Bay by people in the region.

The current September date of the Queen's Birthday is specific to Western Australia, with the rest of Australia having the public holiday in June. The Advisory Committee's recommendation would only be specific to the local region and would therefore have no incentive for visitors from the rest of Western Australia or other states to travel during this time.

As the 400<sup>th</sup> anniversary of Dirk Hartog's landing will fall on a Tuesday in 2016, It could be questioned whether a public holiday on the Monday before would encourage people from the local region to travel to the event.

There may be a financial impact on local businesses that would need to pay staff at overtime rates for working on a public holiday.

Financial Implications

Nil

Legal Implications

If Council agree to Recommendation 6 and the neighbouring Councils were in favour of the proposal, Council would need to apply to the Governor of Western Australia for

approval to change the date of the public holiday in accordance with the *Public and Bank Holidays Act 1972 WA*.

Policy Implications

Nil

Strategic Implications

Strategic Outcome 1.1.1 Promote the Shire's Dirk Hartog Celebrations involve the community and build on exposure of the event.

Voting Requirements

Simple Majority Required

Date of Report

19 March 2014

26 MARCH 2014



# Shire of Shark Bay

65 Knight Terrace, Denham  
PO Box 126, Denham 6537

Telephone (08) 9948 1218 Facsimile (08) 9948 1237  
Email admin@sharkbay.wa.gov.au

## Meeting Minutes

### SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE

The unconfirmed minutes of the Shark Bay 2016 Commemoration Advisory Committee meeting held on the 18 March 2014

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# MINUTES OF THE ORDINARY COUNCIL MEETING

26 MARCH 2014

UNCONFIRMED MINUTES OF THE SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE – 18 MARCH 2014

1. **DECLARATION OF OPENING**

The meeting was opened by Cr Cowell as the Chairperson for this committee appointed by Council at 3.08pm.

2. **RECORD OF ATTENDANCES/APOLOGIES**

Attendances	Cr C Cowell	President
	Cr G Ridgley	Councillor
	Mr M Grenside	Shark Bay Tourism Association
	Mr D Matthews	Shark Bay Tourism Association
	Mr K Wardle	Shark Bay Community Member
	Vacant	Shark Bay Community Member
	Ms J Dwyer	Gascoyne Development Commission
	Mr P Anderson	Chief Executive Officer
	Ms S Burvill	Executive Manager Tourism Community and Economic Development
	Mr A Morris	Discovery Centre Manager
Apologies	Mr S Webster	Gascoyne Development Commission

3. **CONFIRMATION OF MINUTES**

As this was the inaugural meeting there were no previous minutes to confirm.

4. **FINANCIAL REPORTS**

The report was noted.

The current Shire of Shark Bay Budget 2013/2014 has an allocation of \$19,000 for 2016 related expenditure, however this is a notional figure and no expenditure has been made so far in this financial year.

UNCONFIRMED MINUTES OF THE SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE – 18 MARCH 2014

5. EVENT MANAGEMENT

5.1 EVENT CO-ORDINATOR FOR 2016 CELEBRATIONS  
RC00007

Author

Executive Manager Tourism Community and Economic Development

Declaration of Interest

Nil

Moved Cr G Ridgley  
Seconded Mr M Grenside

Committee Recommendation

**That staff investigate sources of funding to employ an Events Coordinator.**

**6/0 CARRIED**

Background

The Shire of Shark Bay's Strategic Plan identifies the 2016 Commemoration of Dirk Hartog's landing at Cape Inscription as a high priority, with the aim to promote the celebrations, raise the educational profile and awareness of Dirk Hartog's landing and to involve the community in raising exposure of the event.

Comment

The role of the Shark Bay 2016 Commemoration Advisory Committee is to collaboratively consider the activities that may form part of the 2016 celebrations of the 400 year anniversary of the landing of Dirk Hartog on Australian Soil and

- Develop and recommend events to the Council for support and/or funding;
- prioritise submissions in order of local importance and impact;
- provide local input and report to Council on the status of projects;
- provide collective leadership and strategic direction to the Shark Bay Community.

While the Committee and Council will make recommendations concerning activities to be included, the Shire does not have the capacity to implement these recommendations with the current staffing arrangements. Given the importance of this commemoration it would be advantageous to employ a dedicated event coordinator to ensure a successful and professional event is delivered for our community and visitors. Extending the period of employment past the event itself, would allow the coordinator to finalise all matters including grant acquittals.

Legal Implications

NIL

Policy Implications

Nil

UNCONFIRMED MINUTES OF THE SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE – 18 MARCH 2014

Financial Implications

If the Shire is unsuccessful in sourcing funding to employ an events coordinator, this Committee may need to re-assess the scale of the event to a level achievable by the current staff.

Strategic Implications

Strategic Outcome 1.1.1 Promote the Shire's Dirk Hartog Celebrations, involve the community and build on exposure of the event.

Voting Requirements

Simple Majority Required

Signatures

Executive Manager	S Burvill
Chief Executive Officer	P Anderson

Date of Report	13 March 2014
----------------	---------------

**6. GENERAL BUSINESS**

**6.1 2016 COUNTDOWN CLOCK**

Declaration of Interest

Nil

Moved	Mr K Wardle
Seconded	Mr D Matthews

**Committee Recommendation**

**That staff investigate options for a countdown clock with timeline stories of Hartog's journey and related information.**

**6/0 CARRIED**

Background

Mr Wardle suggested that a "countdown clock" be developed to project or display information related to Dirk Hartog's journey, Information for a story line will need to be compiled and can be included in various websites including the Shire, Tourism WA, Coral Coast, Monkey Mia and operator sites.

UNCONFIRMED MINUTES OF THE SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE – 18 MARCH 2014

6.2 SHARK BAY WIND FESTIVAL

Declaration of Interest

Nil

Moved Mr D Matthews  
Seconded Mr G Ridgley

Committee Recommendation

**That staff work with the Shark Bay Tourist Association to investigate the feasibility of holding a recurring wind festival incorporating wind surfing, sailboarding, kite flying and other wind related activities.**

**6/0 CARRIED**

Background

Mr Matthews indicated that the Shark Bay Tourism Association has done research into holding a wind festival in Shark Bay over the summer months when winds are high and tourist activity is generally quiet.

Currently there are successful wind related events held at various locations in Western Australia and associated organisations can be contacted to gauge interest in a Shark Bay festival.

6.3 LEEWIN AND DUYFKEN

Declaration of Interest

Nil

Moved Cr G Ridgley  
Seconded Mr M Grenside

Committee Recommendation

**That staff investigate whether the Leeuwin sailing ship and/or the Duyfken replica ship would be available to sail to Shark Bay in October 2016 to participate in the commemoration and in the lead up to the event at strategic times.**

**6/0 CARRIED**

Background

Mr Grenside indicated that the Monkey Mia resort had entered into a 10 year contract with the Leeuwin Ocean Adventure Foundation for the sailing ship to visit Monkey Mia in May of each year. He advised that he has a good relationship with the Foundation and would be willing to contact them to suggest that the ship visit Shark Bay for the commemoration.

It was further suggested he that the Duyfken replica ship also be contacted.

UNCONFIRMED MINUTES OF THE SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE – 18 MARCH 2014

6.4 PRODUCTION OF COMMEMORATIVE MEDALS AND COINS

Declaration of Interest

Nil

Moved Mr M Grenside  
Seconded M K Wardle

Committee Recommendation

**That staff investigate options for producing commemorative medals and coins.**

**6/0 CARRIED**

Background

Ms Cowell suggested that commemorative medals and coins could be produced. Options to be explored could include materials, sale of items in the Discovery Centre or giving medals to local community members.

6.4 CHANGE OF PUBLIC HOLIDAY

Declaration of Interest

Nil

Moved Cr C Cowell  
Seconded Ms J Dwyer

Committee Recommendation

**That Council write to neighbouring Councils to seek agreement to change the date of the Queen's birthday public holiday from Monday 26 September 2016 to Monday 24 October to facilitate activities surrounding the commemoration.**

**6/0 CARRIED**

Background

Dirk Hartog landed on Dirk Hartog Island on 25 October and left on 27 October. In 2016 these dates fall on a Tuesday and Thursday which are not ideal days to attract maximum visitor numbers.

If Monday 24 October was a public holiday in the region, it would allow more scope for activities to occur over the weekend, with the commemoration being planned by the State Government closing the event on the Tuesday.

7. NEXT MEETING

The next meeting will be held on Thursday 1 May 2014 at 3.00pm.

8. CLOSE

As there was no further business the chairperson closed the meeting at 4.40pm.

26 MARCH 2014

**18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**19. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**

Nil

**20. MATTERS BEHIND CLOSED DOORS**

Moved Cr Capewell

Seconded Cr Wake

**Council Resolution**

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

**7/0 CARRIED**

**20.1 Supply of Semi-Water Tanker  
PS2013/2014-08**

**Author**

Works Manager

**Disclosure of Any Interest**

Nil

Moved Cr Wake

Seconded Cr Prior

**Council Resolution**

**That the recommendation submitted by the Works Manager in the confidential evaluation report for supply of a water tanker be considers**

**7/0 CARRIED**

Moved Cr Wake

Seconded Cr Prior

**Council Resolution**

**That Council appointment Howard Porter for the supply of a new Semi Water Tanker for the purchase price submitted of \$98,600.00 GST exclusive. Howard Porter has provided the most advantageous Tender and best value for money to the Shire of Shark Bay based on the assessment of the compliance criteria, qualitative criteria and pricing structures offered under Supply of Semi Water Tanker.**

**7/0 CARRIED**

Moved Cr Hanscombe

Seconded Cr Prior

**Council Resolution**

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

**7/0 CARRIED**

**21. DATE AND TIME OF NEXT MEETING**

The next Ordinary meeting of Council will be held on the 30 April 2014 in Council Chambers commencing at 3.00 pm.

**22. CLOSURE OF MEETING**

As there was no further business the President closed the Ordinary Council meeting at 7.15 pm.