

SHIRE OF SHARK BAY MINUTES

20 December 2017

ORDINARY COUNCIL MEETING



Seniors Christmas Luncheon – Shark Bay



20 DECEMBER 2017



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MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

The minutes of the Ordinary meeting of the Shark Bay Shire Council held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 20 December 2017 commencing at 3.00 pm.

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1.0 DECLARATION OF OPENING

The President declared the meeting open at 3.00 pm.

2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell	President
Cr K Laundry	Deputy President
Cr L Bellottie	
Cr J Burton	
Cr K Capewell	
Cr E Fenny	
Cr G Ridgley	

Mr P Anderson	Chief Executive Officer
Ms A Pears	Executive Manager Finance and Administration
Ms L Butterly	Executive Manager Community Development
Mr B Galvin	Works Manager
Mrs R Mettam	Executive Assistant

APOLOGIES

VISITORS

1 visitor from 3.07pm.

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There is no previous public questions on notice.

4.0 PUBLIC QUESTION TIME

The President opened public question time at 3.00pm and as there was no visitors in the gallery to ask questions, the President closed public question time at 3.00pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

There are no applications for leave of absence.

6.0 PETITIONS

There were no petitions presented to the Ordinary Council meeting.

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

7.0 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 29 NOVEMBER 2017

Moved Cr Laundry
Seconded Cr Fenny

Council Resolution

That the minutes of the Ordinary Council meeting held on 29 November 2017, as circulated to all Councillors, be confirmed as a true and accurate record.

7/0 CARRIED

8.0 ANNOUNCEMENTS BY THE CHAIR

The President wished everybody a Merry Christmas.

The President advised that 4 Councillors attended the site visit at Little Lagoon entrance to view the areas proposed to be closed.

Ms Margaret Prior in hospital after an accident and that Council had sent her some flowers.

9.0 PRESIDENT'S REPORT

GV00002

Council Committee Membership

Member	Audit Committee
Member	Western Australian Local Government Association Country Zone – Gascoyne Region
Member	Development Assessment Panel
Member (Chair)	Local Emergency Management Advisory Committee
Deputy Delegate	Gascoyne Regional Road Group
Deputy Delegate	The Aviation Community Consultation Group

Meeting Attendance

5 December 2017	Thank a Volunteer breakfast Stakeholder Branding workshop Minister visit Environment
8	Shire's Christmas function
20	Site visit – Little Lagoon / Nicholson Point Ordinary Council meeting Annual Electors Meeting

Signatures

Councillor	<i>Councillor Cowell</i>
Date of Report	14 December 2017

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That the President's activity report for December 2017 be received.

7/0 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

10.0 COUNCILLORS' REPORTS

10.1 CR BURTON
GV00018

Committee Membership

Member Audit Committee
Member Shark Bay Arts Council

Meeting Attendance

12 December 2017 Attended the Shark Bay Arts Council Annual General Meeting.

Signatures

Councillor *Councillor Burton*

Date of Report 13 December 2017

Moved Cr Laundry
Seconded Cr Ridgley

Council Resolution

That Councillor Burton's December 2017 report on activities as Council representative be received.

7/0 CARRIED

10.2 CR RIDGLEY
GV00008

Nil Report for the December 2017 Ordinary Council meeting.

10.3 CR LAUNDRY
GV00013

Committee Membership

Member Audit Committee
Member Shark Bay Community Resource Centre Committee
Member Shark Bay Bowling Club Inc Committee
Proxy Member For Cr Cowell on the Development Assessment Panel

Meeting Attendance

5 December 2017 Meeting with Architect RAC and Department of Biodiversity, Conservation and Attractions at Monkey Mia
10 December Attended the Shark Bay Bowling Club committee meeting
11 December School Awards Speech and Presentation at Shark Bay School

Signatures

Councillor *Councillor Laundry*
Date of Report 12 December 2017

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Moved Cr Ridgley
Seconded Cr Bellottie

Council Resolution

That Councillor Laundry's December 2017 report on activities as Council representative be received.

7/0 CARRIED

10.4 CR BELLOTTIE
GV00010

Nil Report for the December 2017 Ordinary Council meeting.

10.5 CR FENNY
GV00017

Nil Report for the December 2017 Ordinary Council meeting.

10.6 CR CAPEWELL
GV00005

Nil Report for the December 2017 Ordinary Council meeting.

20 DECEMBER 2017

11.0 ADMINISTRATION REPORT

11.1 ORDINARY ELECTIONS 21 OCTOBER 2017
GV00001

Author
Chief Executive Officer

Disclosure of Any Interest
Nil

Moved Cr Laundry
Seconded Cr Fenny

Council Resolution

That the report from the Western Australian Electoral Commission on the conduct and results of the 2017 Ordinary Elections for the Shire of Shark Bay be noted.

7/0 CARRIED

Background

The Council resolved to have the 2017 Ordinary Elections conducted by the Western Australian Electoral Commission by postal voting.

Unless other arrangements are made, the Chief Executive Officer is to be the Returning Officer of a Local Government, however, if a Local Government wishes to have the Western Australian Electoral Commission conduct a postal voting election then the Local Government must make a declaration to this effect before the eightieth (80) day before an election according the section 4.20(4) of the **Local Government Act 1995** and is to decide that the election is to be held as a postal election in accordance with section 4.61 of the **Local Government Act 1995**.

Comment

The Western Australian Electoral Commission has provided a report on the 2017 election for Councillors information, circulated as attachment #1 at the end of this report.

The report shows a very healthy voter participation rate of 60.6%, this clearly shows a very good rate of community participation in the electoral process and the overall effect of postal voting. The conduct of the elections by postal vote provides for a greater ability for electors to participate in the election process. While the voting in person is still relevant the ability for absent owners to participate in the election by postal voting ensures a greater representation of the community.

The conduct of the election by the Electoral Commission and by postal vote also provides for increased levels of separation from the process for the administration.

Legal Implications

Local Government (Elections) Regulations 1997.
Local Government Act 1995.

MINUTES OF THE ORDINARY COUNCIL MEETING

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Policy Implications

There are no policy implications relevant to this report

Financial Implications

The Council included \$13,200 (GST Inc.) in the 2017/2018 budget for the 2017 Election. The final cost from the Electoral Commission was \$12,818.75 (GST Inc.) which equates to a saving of \$381.25.

Strategic Implications

There are no strategic implications relevant to this report

Voting Requirements

Simple majority required.

Signature

Chief Executive Officer

P Anderson

Date of Report

8 December 2017

20 DECEMBER 2017

ATTACHMENT # 1

Shire of Shark Bay

Ordinary Election

21 October 2017



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INTRODUCTION

A total of 85 local governments requested that the Electoral Commissioner conduct their ordinary elections by post in October 2017. This compares with 82 local governments in 2015, 76 in 2013 and 74 in 2011.

The Western Australian Electoral Commission was engaged by the Shire of Shark Bay to use postal voting for the October 2017 elections.

Within this report the *Local Government Act 1995* is referred to as the Act and regulations within the *Local Government (Elections) Regulations 1997* are referred to as regulations. The Western Australian Electoral Commission is abbreviated to the Commission.

The report that follows provides information about the election process together with the election results.

ELECTION TIMETABLE

The election timetable is prescribed by the Act. A copy of the timetable used for this election appears in Appendix 1. Key dates for this election were:

Close of the roll	1 September 2017
Opening of nominations	7 September 2017
Close of nominations	14 September 2017
Dispatch of packages to electors commenced	22 September 2017

RETURNING OFFICER

Appointment

In accordance with section 4.20(4) of the Act, the Electoral Commissioner appointed Mr Graham Little to be the Returning Officer for the election. The Electoral Commissioner is also required to appoint one or more Deputy Returning Officers under section 4.21(2) of the Act. Several staff members from the Electoral Commission were appointed as Deputy Returning Officers to assist with those electoral processes conducted centrally.

Duties

The Returning Officer was responsible for:

- receiving nominations from candidates;
- receiving and recording nomination fees;
- conducting the draws for positions on the ballot papers;
- receiving and reviewing candidate profiles and photographs;
- issuing replacement voting packages;
- organising the count;
- declaring the result of the elections; and
- parcelling the ballot papers and election material for storage by the Shire of Shark Bay.

Support for Returning Officer

The role of the Commission was to support the Returning Officer by:

- providing all handbooks, manuals and forms;
- arranging for the printing of materials for the voting packages;
- producing the residents roll;
- arranging for the secure dispatch of ballot packages;
- recording the return of votes by mail;
- notifying the Minister for Local Government of the results of the election;
- providing electoral information on the Commission's website;
- seeking legal advice as required; and
- preparing the election report.

ADVERTISING

Statutory Advertising

The Act requires the placement of three statutory advertisements in a newspaper with statewide circulation. The Commission placed all statutory advertising in *The West Australian*.

The first advertisement was a *Notice of Close of Enrolments*, which appeared in *The West Australian* on Wednesday 16 August 2017 in accordance with section 4.39(2) of the Act.

The second advertisement was a *Call for Nominations* notice, which appeared in *The West Australian* on Wednesday 30 August 2017 in accordance with section 4.47(1) of the Act.

The third advertisement was a *Notice of Election*, which appeared in *The West Australian* on Wednesday 20 September 2017 in accordance with section 4.64(1) of the Act.

The *Notice of Close of Enrolments* was placed on the Shire's public noticeboard and on a noticeboard at every local government library in the district on Wednesday 9 August 2017.

The *Call for Nominations* notice was placed on the Shire's public noticeboard and on a noticeboard at every local government library in the district on Monday 28 August 2017.

The *Notice of Election* was placed on the Shire's public noticeboard and on a noticeboard at every local government library in the district on Wednesday 20 September 2017.

Advertisements announcing the election results were placed in *The West Australian* on Thursday 26 October 2017 and placed on public noticeboards on Wednesday 25 October 2017.

Appendix 2 shows the noticeboard advertisements described above.

Campaign Advertising

The Commission, in conjunction with the Department of Local Government, Sport and Cultural Industries and the Western Australian Local Government Association, undertook a paid

creative advertising campaign primarily focussing on regional radio, the internet and social media.

The campaign was created to encourage more and a greater diversity of people to nominate as candidates, as well as to increase public awareness of local government elections in general.

The campaign consisted of three phases - enrolment and the roll close; standing as a candidate and nominations close; voting and the election date. The campaign used the tag line "Be a vocal local".

The Commission Website

The Shire of Shark Bay had a visual presence on the Commission's website at www.elections.wa.gov.au in terms of logo, address and link to its home page, as seen below. People visiting the Commission's website could view a broad range of electoral information, including:

- key dates and deadlines for the election;
- how to vote information;
- lists of candidates (after close of nominations);
- Returning Officer and local government contact details; and
- Australia Post daily package return figures.

Local Government Elections

2017 Ordinary Election Shark Bay Results

West Coast Electoral Office
Care of Mandurah, 11/10 6714 6878
Attn of Ms Catherine G. G. G. G.
Returning Officer (77)

Make us your first preference

CANDIDATE	Votes	Percentage	Party of First
MR JEFFREY J. J. J. J.	134	21.0%	19 October 2017
MR JEFFREY J. J. J. J.	137	21.8%	19 October 2017
MR JEFFREY J. J. J. J.	145	23.0%	19 October 2017
MR JEFFREY J. J. J. J.	146	23.2%	
MR JEFFREY J. J. J. J.	147	23.4%	
MR JEFFREY J. J. J. J.	148	23.6%	
MR JEFFREY J. J. J. J.	149	23.8%	
MR JEFFREY J. J. J. J.	150	24.0%	
MR JEFFREY J. J. J. J.	151	24.2%	
MR JEFFREY J. J. J. J.	152	24.4%	
MR JEFFREY J. J. J. J.	153	24.6%	
MR JEFFREY J. J. J. J.	154	24.8%	
MR JEFFREY J. J. J. J.	155	25.0%	
MR JEFFREY J. J. J. J.	156	25.2%	
MR JEFFREY J. J. J. J.	157	25.4%	
MR JEFFREY J. J. J. J.	158	25.6%	
MR JEFFREY J. J. J. J.	159	25.8%	
MR JEFFREY J. J. J. J.	160	26.0%	

**SHIRE OF SHARK BAY
ELECTION REPORT**

**ORDINARY ELECTIONS
21 OCTOBER 2017**

The election results were available to the public on the Internet on election night.

ELECTORAL ROLLS

The rolls closed at 5.00 pm on 1 September 2017 in accordance with section 4.39(1) of the Act.

The Chief Executive Officer prepared the owners and occupiers roll. The Electoral Commissioner prepared the residents roll.

Electronic rolls were produced on thumb drives. These were made available as soon as possible after roll close to ensure that candidates had the opportunity to use them for their election campaign when nominations opened.

Candidates and members of council were provided with one free copy of the residents roll and the owners and occupiers roll on request.

Candidate Information USB's

Each candidate was provided with an information package on a thumb drive that contained:

- a handbook entitled *Information for Candidates*;
- a handbook entitled *Information for Scrutineers*;
- a booklet entitled *Formality of Ballot Papers*;
- a booklet entitled *Service Charter for Postal Elections*;
- Form LG 08 *Nomination for Election by Candidate*;
- Form LG 09 *Nomination for Election by Agent*;
- Form LG 09A *Disclosure of Gifts*;
- Form LG 18 *Appointment of Scrutineer*;
- Department of Local Government Factsheets; and
- Section 5A – Disclosure of Gifts

NOMINATIONS

Nominations opened on 7 September 2017 and closed at 4.00 pm 14 September 2017 in accordance with Section 4.49(a) of the Act.

Nominations were called for the following councillor vacancies:

Ward name	No of vacancies	Length of term
Denham	2	4 year term
Denham	1	2 year term
Useless Loop/Pastoral	1	4 year term

Candidates were required to supply the following when they nominated for a vacancy:

- nomination form;
- profile of no more than 150 words;
- nomination deposit of \$80.00; and
- photograph (optional).

At the close of nominations the Returning Officer had accepted seven nominations for councillor.

Only one nomination was received for the following vacancy:

Ward name	Expiry of Term	Name of Candidate
Useless Loop/Pastoral	16 October 2021	FENNY, Edmund

The candidate was therefore declared elected unopposed by the Returning Officer.

A draw was conducted for ballot paper position for the other elections. The candidates are listed in ballot paper order, as follows:

Ward	Expiry of term	Candidates Nominated
Denham	16 October 2021 and 19 October 2019	BELLOTTIE, Laurence (Ben) BURTON, Jamie LAUNDRY, Kevin BURVILL, Sharyn O'BRIEN, Peter LIVESEY, George

PRODUCTION OF ELECTION PACKAGES AND MAIL-OUT

The Commission created a postal list for the election, comprising electors from the owners and occupiers roll and the residents roll. Following the electronic merge of data from these two rolls, duplicate records were eliminated. This is designed to ensure that each eligible elector receives only one election package for each voting entitlement.

Election packages contain a ballot paper with candidate profiles attached, a ballot paper envelope with an elector certificate attached, a reply paid envelope and an information brochure.

Reply paid envelopes were printed as soon as it was confirmed that the election was to be held. Candidate profiles and secure printed ballot papers were then produced according to a schedule that enabled the mail-out to commence from 22 September 2017.

Each ballot paper envelope was overprinted with the elector's name and address and a barcode using information from the postal list. The name and address served as the address label and the barcode enabled the elector's name to be marked off the roll when the voting package was returned.

A total of 462 election packages were dispatched by Australia Post to electors in the Shire of Shark Bay.

Extra packages were sent to the Shire of Shark Bay for issuing replacement or provisional voting papers.

ISSUE OF REPLACEMENT AND PROVISIONAL VOTING PAPERS

Electors who lost, spoilt or misplaced their ballot papers or claimed not to have received an election package were entitled to apply for a replacement under regulation 45. People who claimed to have been omitted from the roll in error were entitled to apply for provisional voting papers under regulation 46. The Returning Officer provided training to Shire of Shark Bay administration staff to issue replacement and provisional voting papers from the dispatch date up to and including election day.

A total of two replacement voting papers were issued for these elections, as indicated in Appendix 3.

No provisional election packages were issued.

VOTING PACKAGES RECEIVED

Appendix 4 contains daily totals of voting packages received and other statistics. Approximately 62.5% of the final number was received by the end of the first five business days. By way of comparison, 42.6% were returned during the first week in the 2015 ordinary postal elections.

CHECKING OF POSTAL VOTING PAPERS

In accordance with regulation 52, the checking process was conducted prior to election day at the Commission's Operations Centre from Monday 2 October 2017.

Postal voting packages were checked to ensure that the elector certificates had been completed correctly and electors' names were then marked off the roll using the barcode scanning process. The elector certificates were then removed so that the ballot paper envelopes had no identifying voter information on them. The ballot papers were then removed from the ballot paper envelopes and placed in a sealed ballot box. Some packages did not contain a ballot paper; therefore the number of packages recorded as received was not equal to the number of ballot papers admitted to the count.

ELECTION DAY

Section 4.62 of the Act requires that there must be at least one polling place in the district open between the hours of 8.00 am and 6.00 pm on election day. This polling place was located at Shire of Shark Bay, 65 Knight Terrace, Denham.

Staff at this polling place accepted hand-delivered voting packages and issued replacement and provisional voting papers. A total of 64 voting packages representing 11.8% of the total number of packages, were processed or replaced on election day.

COUNTING OF VOTES

The ballot box was opened after 6.00 pm and papers were sorted and counted by staff.

DECLARATION OF RESULTS

The Returning Officer publicly declared the results of the election following the completion of counting in accordance with section 4.77 of the Act.

**SHIRE OF SHARK BAY
ELECTION REPORT****ORDINARY ELECTIONS
21 OCTOBER 2017**

The following candidates were elected to the council of the Shire of Shark Bay for the terms given below.

Ward	Expiry of term	Councillors elected
Denham	18 October 2021	BELLOTTIE, Laurence (Ben) BURTON, Jamie
Denham	19 October 2019	LAUNDRY, Kevin
Useless Loop/Pastoral	18 October 2021	FENNY, Edmund

Appendix 5 contains complete details of the election results.

The Returning Officer subsequently gave local public notice of the result in accordance with regulation 80.

The result was transmitted to the Commission and uploaded to the Commission's website.

REFUND OF NOMINATION FEES

Nomination fees were refunded to all candidates who were elected. Those candidates who received at least 5% of the total number of valid votes included in the count also had their nomination fee refunded.

STORAGE OF ELECTION MATERIAL

Following the election all ballot papers, forms and election material used at the election were sealed in security boxes and returned to the Shire of Shark Bay for storage in accordance with regulation 82.

ELECTOR PARTICIPATION

In a postal election, the number of electors who return packages measures participation.

A total of 280 packages were returned giving a participation rate of 60.6%. The state average for local governments using the postal voting method in 2017 was 34.5%.

A further two packages had no certificate attached, so no name could be marked off the roll and they were rejected from further scrutiny.

The names of 278 electors were marked off the roll. Of these electors, three (0.8%) had incomplete elector certificates or were signed on behalf of the elector and were rejected from further scrutiny by the Returning Officer.

The remaining 275 election packages were opened. Of these, one package did not contain a ballot paper. As a result, 274 councillor ballot papers were admitted to the count, as shown in Appendix 6.

Appendix 7 details enrolment and voter participation. Other details on voter participation are at Appendices 8 to 11.

CANDIDATE PARTICIPATION

Appendix 12 provides statistical information on the candidates.

UNCLAIMED MAIL

As at Friday 17 November 2017, 27 election packages had been returned as unclaimed mail, representing 5.4% of the total number of packages dispatched. Of these, 25 were from electors on the residents' roll and two were from electors on the owners' and occupiers' roll. Unclaimed packages in the 2015 postal elections represented 4.6%.

The details of unclaimed mail from electors on the residents' roll have been forwarded to the Australian Electoral Commission to verify an ongoing entitlement to be enrolled. If not, the process to have their names removed from the roll will commence.

Details of unclaimed mail from electors on the owner's and occupier's roll have been sent to the Shire of Shark Bay for follow-up.

LATE MAIL

Between 6.00 pm on 21 October 2017 and close of business on Friday 27 October 2017, two election packages (0.4% of the total dispatched) were returned too late to be admitted to the count.

This compares with two packages (0.4% of the total dispatched) in the 2015 ordinary elections. Electors are encouraged to post their votes early, but a small number of packages are invariably either posted late or delayed in the mail.

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SHIRE OF SHARK BAY
ELECTION REPORT

ORDINARY ELECTIONS
21 OCTOBER 2017

STATUTORY REPORT

In accordance with regulation 81, a report of the result of the election was sent to the Minister for Local Government on Friday 3 November 2017.

COMPLAINTS

No written complaints were made to the Returning Officer.

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY
ELECTION REPORT

ORDINARY ELECTIONS
21 OCTOBER 2017

Appendix 1
Election Timetable

Days to Polling Day	Local Government Act	References to Act/Rogs	Day	Date
80	Last day for declaration to have the Electoral Commissioner conduct a postal election.	LGA 4.20 (2)(3)(4)	Wed	2/08/2017
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.6(1)(5)	Wed	2/08/2017
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Sat	12/08/2017
70	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments.	LGA 4.39(2)	Sat	12/08/2017
10	Preferred date Wednesday 16 August 2017		to	to
56			Sat	26/08/2017
56	Last day for the CEO to advise the Electoral Commissioner of the need to prepare a residents roll.	LGA 4.49(1)		26/08/2017
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. Preferred date Wednesday 30 August 2017	LGA 4.47(1)	Sat	26/08/2017
50	Close roll 5.00 pm	LGA 4.39(1)	Fri	1/09/2017
45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Wed	6/09/2017
44	Nominations Open First day for candidates to lodge completed nomination paper in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.45(6)	Thu	7/09/2017
38	If a candidate's nomination is withdrawn not later than 4.00 pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Wed	13/09/2017
37	Close of Nominations 4.00 pm on the 37th day before election day.	LGA 4.45(6)	Thu	14/09/2017
36	Last day for the CEO to prepare & certify an owners & occupiers roll for the election. Last day for the Electoral Commissioner to prepare & certify a residents roll.	LGA 4.49(1) LGA 4.49(2)	Fri	15/09/2017
29	Commencement of lodgement of Country Local Government District election packages with Australia Post. Delivery dependent on normal Australia Post standards.		Fri	22/09/2017
26	Public Holiday		Mon	25/09/2017
24	Commencement of lodgement of Metropolitan Local Government District election packages with Australia Post. Delivery dependent on normal Australia Post standards.		Wed	27/09/2017
22	The preparation of any supplementary roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 16(2)	Fri	29/09/2017
19	Last day for the Returning Officer to give Statewide public notice of the election. Preferred date Wednesday 20 September 2017	LGA 4.64(1)	Mon	2/10/2017
18	Commence processing returned election packages.		Mon	2/10/2017
0	Election Day Close of poll 6.00 pm	LGA 4.7	Sat	21/10/2017

Post Election Day	Post Declaration	References to Act/Rogs		Date
5	Election result advertisement.	LGA 4.77	Thu	26/10/2017
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg. 81	Sat	4/11/2017
26	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 26 days after notice is given of the result of the election.	LGA 4.81(1)	Sat	18/11/2017

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY
ELECTION REPORT

ORDINARY ELECTIONS
21 OCTOBER 2017



LOCAL GOVERNMENT ORDINARY POSTAL ELECTION
ELECTION NOTICE
Shire of Shark Bay
Local Government Act 1995, s.141

The Shire of Shark Bay is to hold an election by postal ballot on Saturday, 21 October 2017 in accordance with the provisions of the Electoral Act 1992.

Division Ward: 3 Councillors
BELLUTTE, Laurence (Ret)
BIRTON, Janie
LAINSVY, Kevin
SUFFALL, George
DUBBIN, Ross
LIVESY, George

Candidate(s) Elected (Proposed)
George Suffall (21 October 2017) GEORGE SUFFALL

Ballot Packages will be sent to all electors on the local government account roll whose name is on the roll in their electorate.

Registration Packages can be obtained from the City of Shark Bay office by post on 14 and 15 October 2017 or in person at the City of Shark Bay office on 16 October 2017.

Roll your vote early. Completed postal voting packages must reach the Returning Officer's Mail Office on or before 10 October 2017.

The early vote online package is an optional offer to vote from the privacy of your home. You must register your online election by 10 October 2017 and you must use the online package to vote on or before 10 October 2017.

Counting Place:
Shire of Shark Bay, 10000000

The count of votes will commence at 10 o'clock on the day of the election at the Shire of Shark Bay Administration Centre.

Sharon LITTLE
RETURNED OFFICER
08 945 4171




LOCAL GOVERNMENT ORDINARY POSTAL ELECTION
NOTICE OF RESULTS
Shire of Shark Bay

The result of the Ordinary Election, conducted by a postal ballot on Saturday, 21 October 2017 is as follows:

Ward	Position	Candidate	Votes	Term of Office
Division Ward	Councillors	BELLUTTE, Laurence (Ret)	794	4 year term
		BIRTON, Janie	529	4 year term
		LAINSVY, Kevin	748	2 year term
		SUFFALL, George	100	
		DUBBIN, Ross	74	
		LIVESY, George	79	

Laurence James Robert BELLUTTE is elected as Councillor for the Division Ward and will hold office until 10 October 2021.

Janie Marie Ralyn BIRTON is elected as Councillor for the Division Ward and will hold office until 10 October 2021.

Kevin Thomas LAINSVY is elected as Councillor for the Division Ward and will hold office until 10 October 2019.

CANDIDATES ELECTED UNPROPOSED
George Suffall (21 October 2017) GEORGE SUFFALL

Ward:
Division Ward

George Suffall is elected as Councillor for the Division Ward and will hold office until 10 October 2021.

Sharon LITTLE
RETURNED OFFICER
08 945 4171



20 DECEMBER 2017

SHIRE OF SHARK BAY
ELECTION REPORT

ORDINARY ELECTION
SATURDAY 21 OCTOBER 2017

Appendix 3

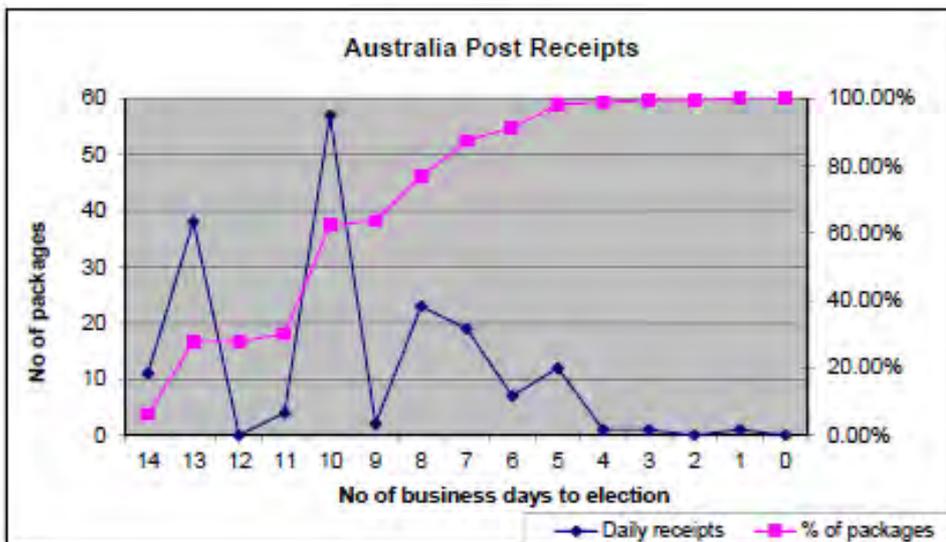
Replacement and Provisional Election Packages Issued

WARD	Replacement Election Packages	Provisional Election Packages
Denham	2	0
Total	2	0

Appendix 4

Receipt of packages from Australia Post

Business Days To Election	Daily Receipts	Cumulative totals	% of packages issued	% of packages received
14	11	11	2.38%	6.25%
13	38	49	10.61%	27.84%
12	0	49	10.61%	27.84%
11	4	53	11.47%	30.11%
10	57	110	23.81%	62.50%
9	2	112	24.24%	63.64%
8	23	135	29.22%	76.70%
7	19	154	33.33%	87.50%
6	7	161	34.85%	91.48%
5	12	173	37.45%	98.30%
4	1	174	37.66%	98.86%
3	1	175	37.88%	99.43%
2	0	175	37.88%	99.43%
1	1	176	38.10%	100.00%
0	0	176	38.10%	100%



20 DECEMBER 2017

SHIRE OF SHARK BAY
ELECTION REPORTORDINARY ELECTION
SATURDAY 21 OCTOBER 2017

Appendix 5

Election Result

USELESS LOOP/PASTORAL

Candidate	Votes	Expiry of term
FENNY, Edmund	Elected Unopposed	16 October 2021

DENHAM

Candidate	Votes	Expiry of term
BELLOTTIE, Laurence (Ben)	184 (25.00%)	16 October 2021
BURTON, Jamie	159 (21.60%)	16 October 2021
LAUNDRY, Kevin	149 (20.24%)	19 October 2019
BURVILL, Sharyn	100 (13.59%)	
O'BRIEN, Peter	74 (10.05%)	
LIVESEY, George	70 (9.51%)	
Total Valid Votes	736	
Informal	0 (0.00%)	
Total Votes Received	736	

Appendix 6

Checking Process and Ballot Paper Reconciliation

Number of packages dispatched	462
-------------------------------	-----

Packages returned by voters	Packages	% of electors
Total returned (This is defined as the participation rate)	280	60.6%
Rejected from further checking - elector not identified	2	0.4%
Total envelopes to be checked	278	60.2%

Elector certificate check		
Rejected - declaration not signed	3	0.6%
Rejected - person ineligible	0	0.0%
Total ballot paper envelopes to be opened	275	59.5%

Ballot paper extraction	Councillor	% of eligible electors
Total ballot paper envelopes to be opened	275	59.5%
No ballot paper enclosed	1	0.2%
Not admitted by RO determination	0	0.0%
Ballot papers admitted to count	274	59.3%

Count of ballot papers		
Formal ballot papers	274	59.3%
Informal ballot papers	0	0.0%
Total ballot papers counted	274	59.3%

20 DECEMBER 2017

SHIRE OF SHARK BAY
ELECTION REPORTORDINARY ELECTION
SATURDAY 21 OCTOBER 2017**Appendix 7****Enrolment and Voter Participation**

WARD	Enrolment¹	Voters Participation²	Percentage Participation
Denham	462	278	60.2%
Not identified ³		2	
Total	462	280	60.8%

¹ Enrolment - electors at the close of roll, corrections up to close of poll and provisional voters.

² Voters participation - returned voting packages (accepted and rejected).

³ Electors were unidentifiable because they returned a package with no elector certificate attached.

Appendix 8

Elector and Voter Participation by Age

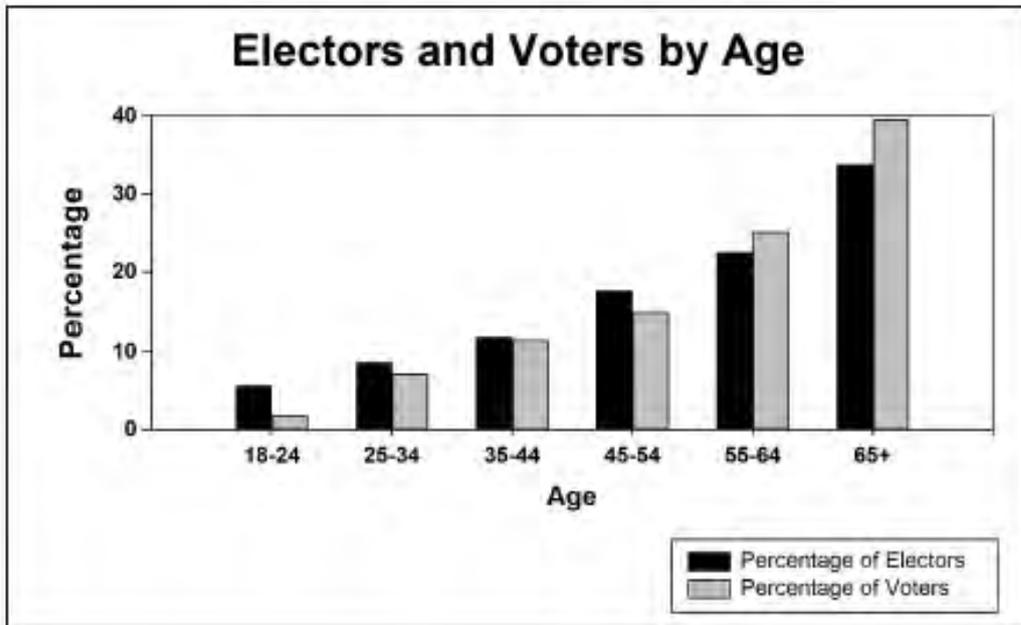
Age	Electors ¹	Percentage of Electors	Voters ²	Percentage of Voters
18-24	28	5.6%	5	1.8%
25-34	40	8.7%	20	7.2%
35-44	55	11.9%	32	11.5%
45-54	81	17.5%	41	14.7%
55-64	104	22.5%	70	25.2%
65+	158	33.8%	110	39.6%
No DOB ³	0	0.0%	0	0.0%
Not identified ⁴			2	
Total	462	100.0%	280	100.0%

¹ Elector figures for contested elections only.

² Voters - returned voting packages (accepted and rejected).

³ No DOB - Voters for whom a date of birth was not supplied.

⁴ Electors were unidentifiable because they returned a package with no elector certificate attached.



Appendix 9

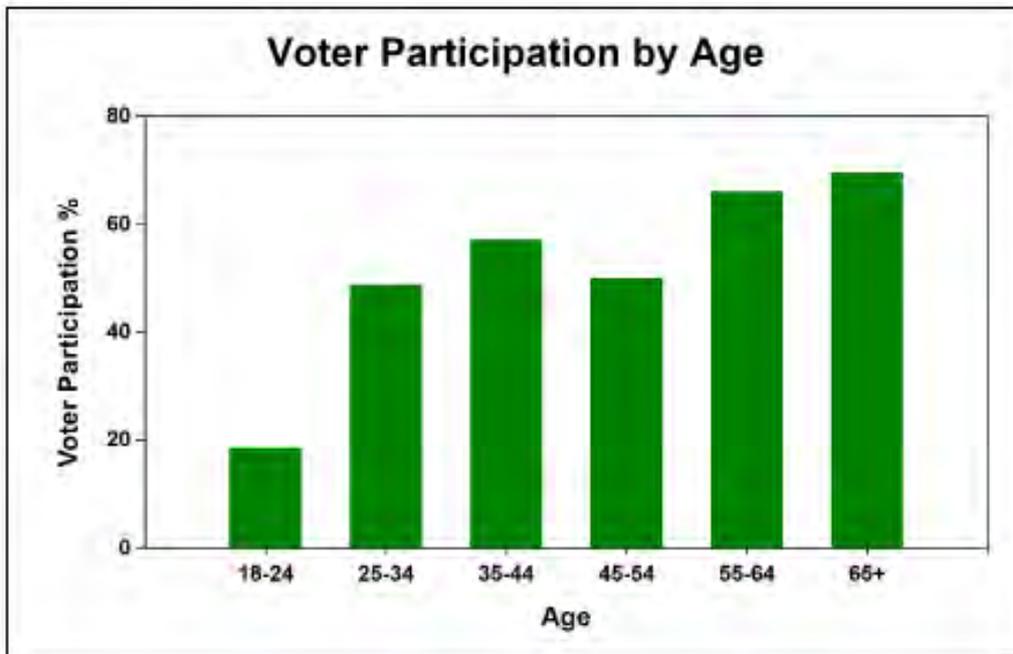
Voter Participation by Age

WARD	18-24	25-34	35-44	45-54	55-64	65+	No DOB ²	Total
Denham	5	20	32	41	70	110	0	278
Not identified ³								2
Total Voters	5	20	32	41	70	110	0	280
Total Electors	26	40	55	81	104	158	0	462
Voter Participation	19.2%	50.0%	58.2%	50.6%	67.3%	70.5%		60.6%

¹ Voters - returned voting packages (accepted and rejected).

² No DOB - Voters for whom a date of birth was not supplied.

³ Voters were unidentifiable because they returned a package with no elector certificate attached.

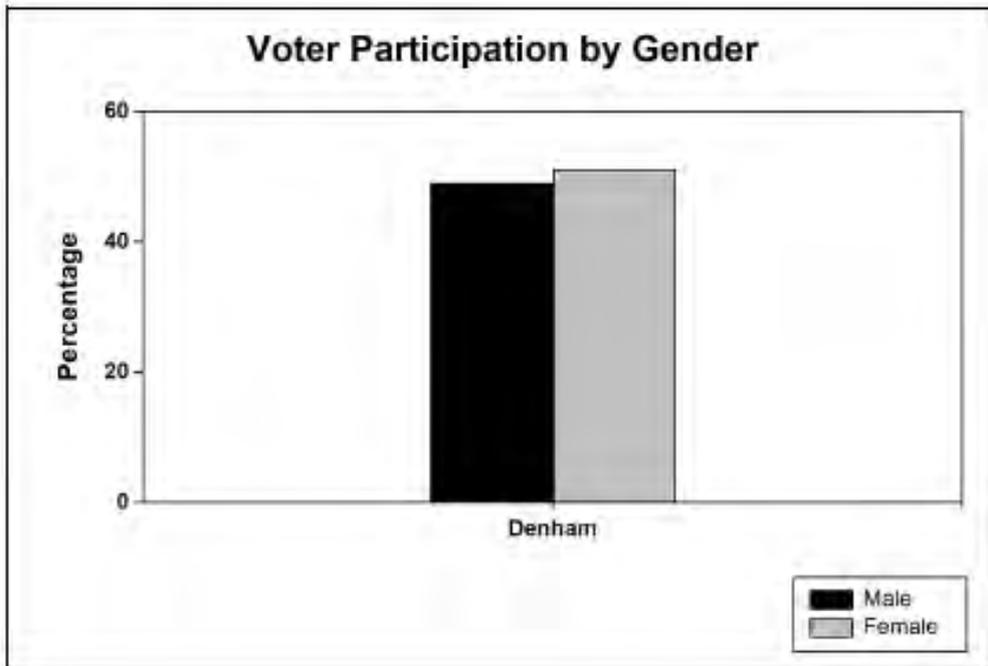


Appendix 10

Voter Participation by Gender

WARD	Male		Female		Not Identified ¹	Total
	Number	%	Number	%		
Denham	138	48.8%	142	51.1%		278
Total	136	48.6%	142	50.7%	2	280

¹ Voters were unidentifiable because they returned a package with no elector certificate attached.



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SHIRE OF SHARK BAY
ELECTION REPORTORDINARY ELECTION
SATURDAY 21 OCTOBER 2017**Appendix 11****Elector and Voter Participation
by Enrolment Category****Electors by Ward and Enrolment Category¹**

WARD	Residents		Owners / Occupiers		Total
Denham	443	95.9%	19	4.1%	462
Total	443	95.9%	19	4.1%	462

Voter Participation by Ward and Enrolment Category¹

WARD	Residents		Owners / Occupiers		Total
Denham	265	95.3%	13	4.7%	278
Not identified ²					2
Total	265	95.3%	13	4.7%	280

¹ Elector figures for contested elections only.² Voters were unidentifiable because they returned a package with no elector certificate attached.

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SHIRE OF SHARK BAY
ELECTION REPORT

ORDINARY ELECTION
SATURDAY 21 OCTOBER 2017

Appendix 12

Candidacy Statistics

Number of Candidates

Electorate	Number of Candidates
Denham	6
Useless Loop/Pastoral	1
Total	7

Shire of Shark Bay Candidate Information

Number of male candidates	5
Number of female candidates	2
Number of male candidates elected	3
Number of female candidates elected	1
Number of sitting members re-elected	3
Number of sitting members not re-elected	0
Average age of candidates	54
Age range of candidates	34 - 73

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11.2 MONKEY MIA JETTY – LOCAL GOVERNMENT PROPERTY LOCAL LAW
LE00011

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Ridgley

Nature of Interest: Financial Interest as works from the Monkey Mia Jetty.

Cr Ridgley left the Council Chamber at 3.14pm

Moved Cr Fenny
Seconded Cr Laundry

Council Resolution

1. **That Council note the draft revision of the Shire of Shark Bay Local Government Property Local Law – Part 7 Monkey Mia Jetty submitted by McLeods solicitors.**
2. **The Council utilise option 2 in the report presented to draft amendments to the Shire of Shark Bay Local Government Property Local Law – Part 7 Monkey Mia Jetty to enable a final draft to be submitted for Council consideration at the February 2018 Ordinary Council meeting for commencement of the statutory processes required by the Local Government Act s.3.12.**

6/0 CARRIED

Cr Ridgley returned to Council Chamber at 3.36pm.

BACKGROUND

The Council at the ordinary meeting held in November 2017 resolved the following:

That Council note the correspondence from McLeod's solicitors in regard to Monkey Mia Wild Sights – Local Government Property Local Law prosecution.

That Council in consideration of the ambiguity identified by the magistrate in the Local Government Property Local Law Part 7 Monkey Mia Jetties and Boat Ramp request the administration to commence the process to amend the Local Law.

COMMENT

The Council must now establish what amendments, if any are required to the Local Law it considers necessary to the Local Laws for the statutory process to commence.

A full copy of the Local Government Property Local Law part 7 Monkey Mia Jetties and Boat Ramps is located at Attachment # 1.

A proposed draft was prepared by McLeods solicitors (Attached # 2) that only addressed the areas that the Magistrate found were to be ambiguous.

The Council can consider redrafting the Local Law to only address the ambiguity that the Magistrate identified or review the whole of part seven to ensure that the Local Law is clear in its interpretation.

The options that Council may consider are as follows:

Option 1

The Council could consider leaving the Local Law as is, however as the Magistrate indicated the Local Law can in its current form be interpreted in two different ways.

This presents an issue for the Council as if there is any ambiguity in legislation that is identified by the Magistrate they are obligated to apply the interpretation most favourable to the accused and therefore dismiss any charges that utilise this clause.

This option is not favoured as it is not in the interests of the Council or the community to have legislation in place that can be interpreted in different ways.

Option 2

The original intent of Council in 2015 was to ensure safe access to the jetty and to limit the mooring at the northern end of the jetty face.

The original intent of Council in 2015 was to ensure safe access to the jetty and inclusion of the deemed obstructions provisions at section 7.5(2), clearly indicated Council's intent to maintain the northern face of the jetty clear of vessels when other vessels were approaching or departing.

If this is still the intent of Council this can be addressed by the removal of clause 7.5(1) and 7.5(3) while retaining clause 7.5(2) deemed obstruction.

There would also be some wording that may need to be varied in clause 7.3 to reflect this change, and would remove the areas that the Magistrate found that contributed to the ambiguity of the Local Law.

This would put the onus on a moored vessel to ensure it was not moored in a deemed to be obstructing position regardless if it was requested to move or not.

Option 3

The Council could also amend the Local Law in a manner that enables berthing on the northern face of the jetty, but requires circumstances where the vessel that is deemed to be obstructing can remain in place if any other vessel provides written acknowledgement that they were not obstructed.

A draft amendment has been constructed by McLeod's that address this option. (refer Attachment # 2)

The application of this concept is outlined in the draft letter (attachment 3) requiring the owner of the vessel that was deemed to obstruct having to request the owner of the obstructed vessel to provide written confirmation within a certain time frame that they were not actually obstructed.

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Option 4

In addition to amendments to the areas that were identified as ambiguous the Council may also consider any other section of the Local Law that it considers redrafting to ensure the application is clear and readily understood.

This could extend to a number of clauses in section 7.3 such as the time permitted on the jetty.

Option 5

The Council could also consider utilising section 7.14 of the current Local Law as follows:

Jetty may be closed

When indicated by placement of appropriate warning and relevant signage, unless the prior written authorisation of the Local Government has been obtained, a person shall not moor, use or go on to any part of the jetty which is –

(a) Under construction or repair: or

(b) Closed

Modified penalty \$500

This would make sections of clause 7.5 (2) redundant and in the first instance would not require any amendment to the Local Law as the closure would override sections of 7.5 (2).

The Council must also be cognisant that any action to address the anomalies identified in the Local Law should be in the best interests of the community and the ongoing safe utilisation of the facility.

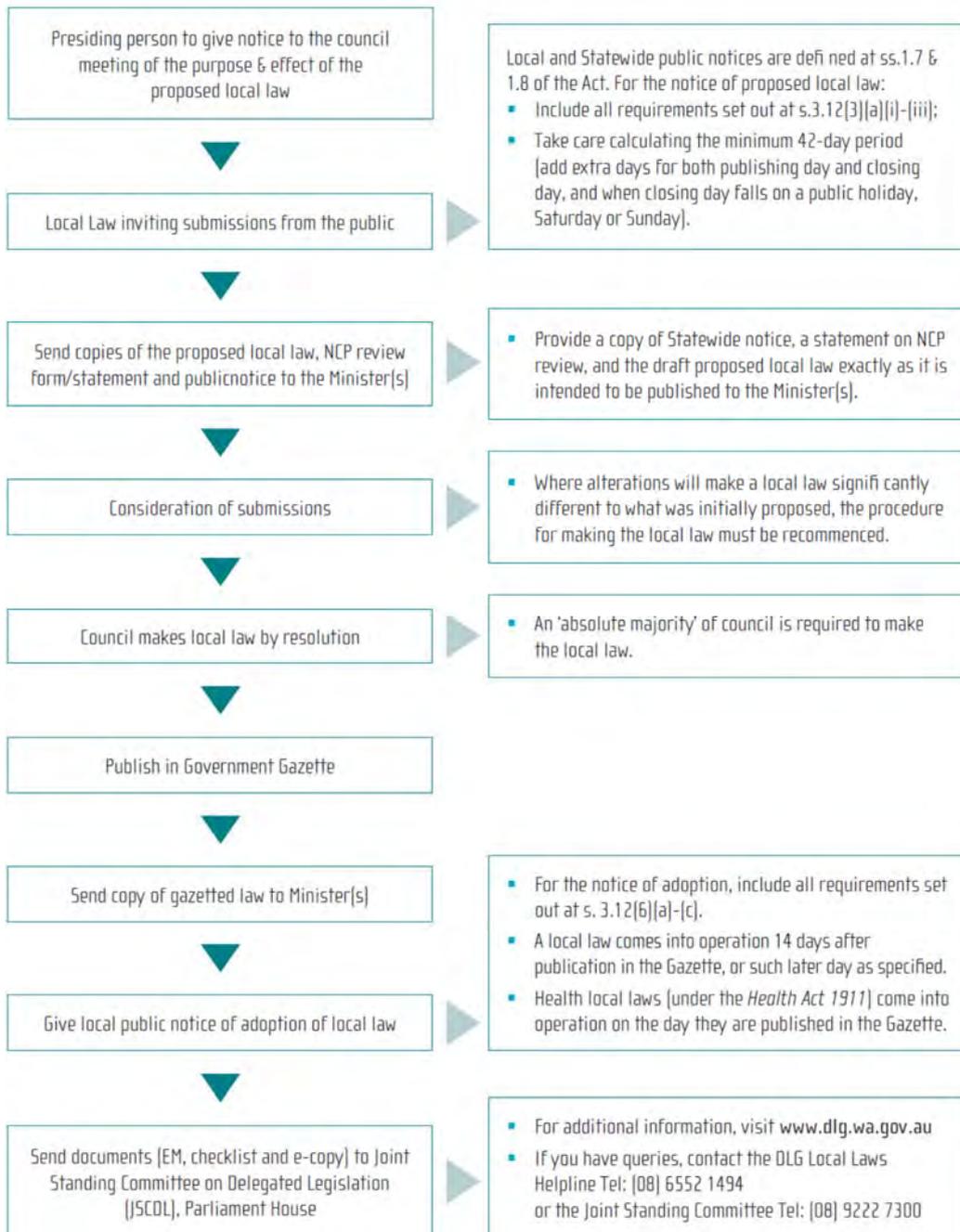
LEGAL IMPLICATIONS

The Shire if it considers an amendment is required will have to undertake the process in accordance with the *Local Government Act 1995*.

A guideline follows:

MINUTES OF THE ORDINARY COUNCIL MEETING

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(Extract from Department of Local Government 'Operational Guidelines – Local Laws', November 2011)

The Act requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect is included in the agenda for the meeting and that the minutes of the meeting include the purpose and effect of the proposed local law.

Note that the process to amend or make a local law requires public consultation. In particular, the Local Government Act requires State wide advertising and local public notice of the proposed local laws for a period of in excess of 42 days.

MINUTES OF THE ORDINARY COUNCIL MEETING

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The results are to be brought back to Council for consideration, after which it may then decide to make the local law.

If as a result of public comments, there are significant amendments to the proposed local law, then the advertising process must re-commence.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

In the event the Council considers the Local Law needs to be redrafted there will be additional cost in the vicinity of \$3,500 - \$4,500 a majority of which would be advertising and consultation.

There would be costs associated with the redrafting to reflect Councils intent of the use of the facility.

This in some part, if Council considers this option, has been assisted by the preliminary drafts that have been completed by McLeod's in assessing the ambiguity that was identified by the Magistrate.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a medium risk item to Council as a Local Law requires clarity to ensure the original intent of Council can be legally administered by the administration.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

8 December 2017

ATTACHMENT # 1

PART 7 - MONKEY MIA JETTIES AND BOAT RAMP

Division 1 - Preliminary

7.1 Interpretation

In this Part –

boat ramp means the place adjacent to Reserve 1686 where vehicles equipped with trailers launch and retrieve vessels;

cargo means bulk produce, such as grain, coal, oil or mineral ore and includes the catch of a fishing vessel;

commercial jetty means the western jetty, being a concrete and steel structure extending northwards for 55 metres, located adjacent to Reserve 1686, and includes the approaches to the jetty within 5 metres of built infrastructure;

commercial vessel means a vessel which is not used solely for pleasure or recreation and the use of which is in the course of any business or in connection with any commercial transaction, and includes any Government vessel other than one that belongs to an arm of the Defence Force;

fish means an aquatic organism of any species (whether alive or dead) and includes –

- (a) the eggs, spat, spawn, seeds, spores, fry, larva or other source of reproduction or offspring of an aquatic organism; and
- (b) a part only of an aquatic organism (including the shell or tail); and
- (c) live rock and live sand;

fishing or fishing activity means any of the following –

- (a) searching for fish;
- (b) attempting to take fish;
- (c) taking fish;
- (d) engaging in any other activity that can reasonably be expected to result in the taking of fish;

fishing vessel means a vessel used or intended to be used for catching fish for trading or manufacturing purposes;

moor means to secure a vessel in place by cables or by lines, and if the context permits, includes a stationary vessel alongside a jetty, but not secured to the jetty, and positioned so as to restrict approach to or departure from the jetty;

pleasure vessel a vessel held wholly for the purpose of recreational or sporting activities and not for hire or reward;

recreational jetty means the eastern jetty located adjacent to Reserve 1686 and utilised for launching and retrieval of vessels, and includes the approaches to the jetty within 5 metres of built infrastructure;

sign includes any notice, mark, structure or device on which may be shown words, numbers, expressions, colours or symbols;

vessel means any kind of vessel used or capable of being used in navigation by water.

7.2 Application of this Part

This Part applies to the commercial jetty, the recreational jetty and the boat ramp located adjacent to Reserve 1686.

DIVISION 2 - COMMERCIAL JETTY

7.3 When vessels may be moored

- (1) Without the prior written authorisation of the local government, a person in control of a vessel may moor the vessel to the commercial jetty if –
 - (a) the vessel is in distress, and then only –
 - (i) to effect the minimum repairs necessary to enable the vessel to be moved elsewhere;
 - (ii) the vessel is moored to the side of the jetty; and
 - (iii) is not deemed to be obstructing in accordance with clause 7.5;
 - (b) the vessel is not a commercial vessel, and –
 - (i) the embarking or disembarking of passengers is in progress;
 - (ii) is not deemed to be obstructing in accordance with clause 7.5;
 - (iii) the vessel is moored for no longer than 30 minutes; and
 - (iv) a period of more than 30 minutes has passed since the vessel last departed the jetty;
 - (c) the vessel is a commercial vessel other than a fishing vessel, and –
 - (i) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (ii) is not deemed to be obstructing in accordance with clause 7.5;
 - (iii) the vessel is moored for not more than two hours; and
 - (iv) a period of more than one hour has passed since the boat last cast off from the jetty.
 - (d) the vessel is a fishing vessel, and –
 - (i) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (ii) is not deemed to be obstructing in accordance with clause 7.5;
 - (iii) for not more than two hours; and
 - (iv) a period of more than one hour has passed since the boat last cast off from the jetty.
- (2) Any person reprovisioning or carrying out routine maintenance shall complete the task in as soon as practicable, and no other activity on the vessel is permitted during this time.

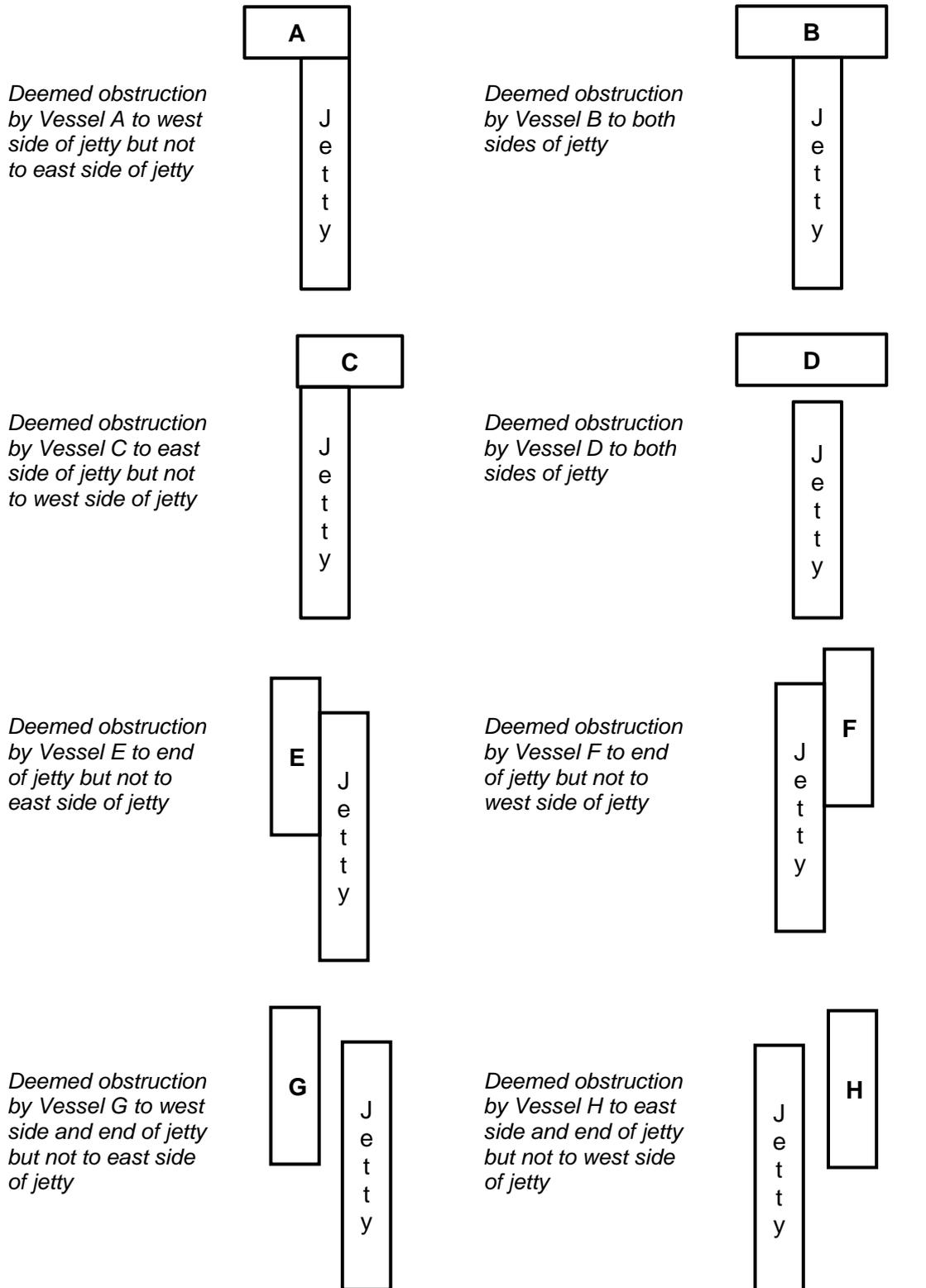
7.4 Berthing fees

The local government may, in accordance with sections 6.16 to 6.19 of the Act, determine and impose fees for mooring at the commercial jetty.

7.5 Deemed obstruction by vessels

- (1) When requested to provide unimpeded approach or departure for another commercial vessel or vessel in distress, a vessel shall not remain moored to the commercial jetty in such a manner as to obstruct another vessel approaching the commercial jetty intending to moor to the jetty, or departing the jetty.
- (2) A moored vessel will be deemed to obstruct a vessel approaching the commercial jetty intending to moor to the jetty, or departing the jetty if –
 - (a) when moored to the side of the jetty, a portion of the vessel extends beyond the end of the jetty; or
 - (b) when moored at the end of the jetty, a portion of the vessel extends beyond the side of the jetty .

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- (3) Where a vessel is moored in compliance sub-clause 7.3(1) and subclause 7.5(2), no obstruction is deemed to exist.

7.6 Vehicles on jetty

- (1) A person shall not drive a vehicle of a gross vehicle mass exceeding ten tonnes on to the commercial jetty.

- (2) Only vehicles servicing vessels shall be permitted on the commercial jetty immediately prior to and until completion of unloading and loading of vehicle with a maximum time of 30 minutes other than professional fishermen while loading or unloading.

7.7 Cargo

- (1) A person in control of a vessel shall not allow the boat to be moored to the commercial jetty for the purpose of loading or discharging cargo or other goods –
- (a) until the cargo or other goods are ready to be loaded or discharged; and
 - (b) without the written authorisation of the Local Government –
 - (i) for longer than two hours; and
 - (ii) unless a period of more than one hour has passed since the boat last cast off from the jetty.
- (2) A person in control of cargo or other goods intended for loading on to a boat shall –
- (a) not allow the cargo to be stored or placed on the jetty unless and until the vessel is moored to the jetty; and
 - (b) load the cargo onto the boat as soon as practicable after the boat is moored to the jetty.
- (3) Any person unloading cargo or other goods from a boat on to the jetty shall remove the cargo, or cause it to be removed from the jetty as soon as practicable.

7.8 Vessel moored is to be attended

A vessel moored to the commercial jetty is to be attended at all times by a person licenced and authorised by the owner to operate the vessel.

Division 3 - Recreational jetty

7.9 Use of recreational jetty

Except with the prior written authorisation of the Local Government, use of the recreation jetty is limited to –

- (a) pleasure vessels;
- (b) launching and retrieving of vessels; or
- (c) a vessel in distress, and then only to effect the minimum repairs necessary to enable the boat to be moved elsewhere.

7.10 Vehicles on recreational jetty

A person shall not drive a vehicle on the recreational jetty.

Division 4 - Boat Ramp

7.11 Obstruction

The vehicle and boat trailer are permitted on the boat ramp for only such time as is required for the launching or retrieval of a vessel as quickly as practicable.

Division 5 - General

7.12 Method of mooring vessel

A person in control of a vessel shall not moor the vessel to a jetty, or to any part of a jetty, except to such mooring piles, ring bolts or other fastenings as are provided.

7.13 No private fixtures

- (1) A person shall not affix any private fenders, structure or item to a jetty.
- (2) Where private fixtures have been attached, the Local Government may give notice requiring the removal of the private fixtures within a specified period.
- (3) Should the private fixtures not be removed within the required period, the local government may undertake the work and recover the cost as a debt.

7.14 Jetty may be closed

When indicated by placement of appropriate warnings and relevant signage, unless the prior written authorisation of the Local Government has been obtained, a person shall not moor, use or go on to any part of a jetty which is –

- (a) under construction or repair; or
- (b) closed.

7.15 Nuisance on jetties or beach access to jetties

- (1) A person shall not place any object, sign, cargo or item of any nature or behave in such a manner as to cause any obstruction or impede the free passage of other persons –
 - (a) on a jetty; or
 - (b) within 5 metres of the approach to the built infrastructure of a jetty.
- (2) A vehicle shall not be parked in a manner that obstructs access to or from the jetty.

7.16 Authorised person may order removal of a vessel

Notwithstanding anything to the contrary in this local law, a person shall immediately remove a vessel moored to or standing alongside a jetty, upon being directed to do so by an authorised person.

7.17 Authorised person may direct removal of obstruction

An authorised person may direct a person who, in the opinion of the authorised person is in charge of cargo or other goods, or item which remains on a jetty contrary to any provision of this Part or creates an obstruction in any way, to remove the goods or items from the jetty.

7.18 Bicycles on jetties

A person shall not ride or have a bicycle on a jetty.

7.19 Rubbish from jetty

- (1) A person shall not throw or cause to be thrown any glass, stone or other missile, or any filth, dirt, rubbish or other matter of a similar nature from a jetty.

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- (2) A person shall not deposit any commercial rubbish from charter boats or offal into any rubbish bin located on a jetty.

7.20 Liquor on boats

A person shall not sell alcoholic beverages from a boat while moored to, or alongside a jetty.

7.21 Fishing from jetty

Fishing from a jetty is prohibited.

7.22 Swimming from a jetty

Swimming, including diving, jumping and the like, from, under or within 5 metres of a jetty or vessel moored to the jetty, is prohibited.

7.23 Explosives on jetties

Except with the prior written authorisation of the Local Government, a person shall not land, place or handle on a jetty any explosives as defined in regulation 8 of the *Dangerous Goods Safety (Explosives) Regulations 2007*..

7.24 Penalties

- (1) The local government may by notice in writing suspend a person from mooring a vessel to the commercial jetty where the person has been convicted, or has paid the modified penalty, within the last 12 months in respect of 2 or more offences under Part 7 of this local law.
- (2) The local government may by notice in writing cancel the suspension referred to in subclause (1) once a person has been convicted, or has paid the modified penalty, for only one offence under Part 7 of the local law within the last 12 months

ATTACHMENT # 2

Proposed amendments to clauses 7.1, 7.3 and 7.5 of the Shire of Shark Bay Local Government Property Local law

7.1 Interpretation

In this Part –

obstruct means to slow, block or hinder the movement, progress, or action of a vessel, vehicle or person;

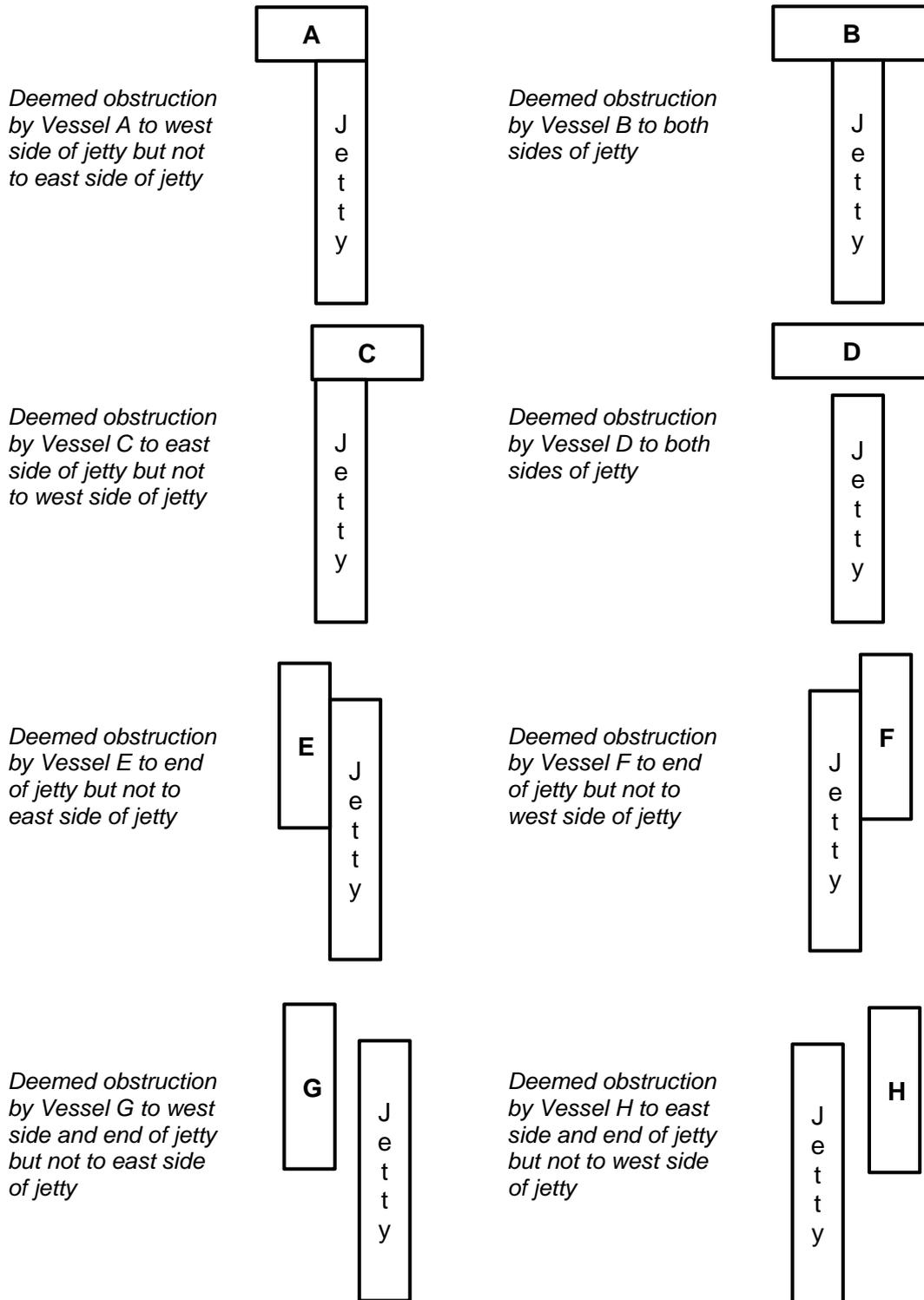
7.3 WHEN VESSELS MAY BE MOORED

- (1) Without written authorisation of the local government, a person shall not moor a vessel to the commercial jetty unless –
 - (e) the vessel is not a commercial vessel and –
 - (v) the vessel is not deemed to be obstructing another vessel under clause 7.5(2);
 - (vi) the vessel is moored for no longer than 30 minutes; and
 - (vii) a period of more than one hour has passed since the vessel last departed the jetty;
 - (f) the vessel is a commercial vessel other than a fishing vessel and –
 - (v) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (vi) the vessel is not deemed to be obstructing another vessel under clause 7.5(2);
 - (vii) the vessel is not moored for more than two hours; and
 - (viii) a period of more than one hour has passed since the vessel last departed the jetty.
 - (g) the vessel is a fishing vessel, and –
 - (v) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (vi) the vessel is not deemed to be obstructing another vessel under clause 7.5(2);
 - (vii) the vessel is not moored between the hours of 6.00 pm and 6.00 am on the next day;
 - (viii) the vessel is not moored for more than two hours; and
 - (ix) a period of more than one hour has passed since the vessel last departed the jetty.
- (2) A person shall not moor a vessel to the commercial jetty if the local government has suspended that person from mooring a vessel to the commercial jetty under clause 7.24(1).

7.5 OBSTRUCTION BY VESSELS

- (4) A person shall not moor a vessel to the commercial jetty in such a manner as to obstruct another vessel mooring to or departing from the commercial jetty.
- (5) Without limiting the effect of subclause (1) and unless subclause (3) applies, a vessel moored at the commercial jetty will be deemed to obstruct a vessel if –
 - (c) when moored at the end of the commercial jetty, a portion of the vessel extends beyond the side of the jetty as shown by Vessels A – D in the diagrams below; or
 - (d) when moored to the side of the commercial jetty, a portion of the vessel extends beyond the end of the jetty as shown by Vessels E – F in the diagrams below.

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(6) Subclause (2) shall not apply if the operator of the vessel deemed to have been obstructed advises the CEO of the local government in writing within 14 days of the date of the deemed obstruction that the vessel was not in fact obstructed.

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ATTACHMENT # 3

[date]

[name]

[address]

Dear [name]

Local Government Property Local Law – Obstruction of Commercial Jetty

On [date], you moored your vessel, [vessel name], to the commercial jetty at Monkey Mia in a manner which was deemed to have obstructed another vessel under clause 7.5(2) of the Shire of Shark Bay Local Government Property Local Law. As a result, you may have committed an offence under clauses 7.3(1) or 7.5(1) of the Local Law.

Pursuant to clause 7.5(3) of the Local Law, if the operator of the vessel deemed to have been obstructed (the 'other vessel') advises the CEO of the Shire in writing within 14 days of the deemed obstruction that the other vessel was not actually obstructed, then your vessel will not be deemed to have obstructed the other vessel.

In view of the above, if you do not want to be given an infringement notice as a result of the deemed obstruction, the operator of the other vessel must provide written confirmation to the CEO within 14 days of the date of the deemed obstruction that they were not actually obstructed on that day. If no written confirmation is received within 14 days, you will be deemed to have obstructed the other vessel and you may be issued with an infringement notice.

Yours faithfully

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11.3 ELECTED MEMBER TRAINING REQUEST – EFFECTIVE COMMUNITY LEADERSHIP
GV00006

Author

Executive Assistant

Disclosure of Any Interest

Disclosure of Interest: Cr Laundry

Nature of Interest: Impartiality Interest as person asking to attend training

Moved Cr Burton

Seconded Cr Fenny

Council Resolution

That Council approve Cr Laundry's request to attend the Western Australian Local Government Elected Members training course – Effective Community Leadership, being held in Perth on Tuesday 13 March 2018.

6/1 CARRIED

Background

The Western Australian Local Government Association hold Elected Member training at various times throughout the year.

Councillor Laundry has requested permission to attend the Effective Community Leadership course being held in Perth on Tuesday 13 March 2018.

Comments

Councils newly adopted conference and training attendance allows for a budget allocation for each councillor that council considers adequate.

As the policy was introduced in November 2017 the current 2017/18 budget does not have an individual councillor allocation as indicated in the policy.

The council may consider a variation to the budget to address this issue at the midyear review to be conducted in February 2018.

As there is no individual councillor allowance the request in accordance with council policy is required to be put to council for consideration.

Legal Implications

There are no legal implications relative to this report

Policy Implications

Conference & Training Attendance - POLICY STATEMENT

1. Budget allocation

The council will on an annual basis allocate funding that it considers adequate for each individual Councillor to undertake professional development in accordance with this policy, excluding approvals in accordance with section 2 (a)

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Any requests for professional development in excess of the annual individual Councillor allowance must be presented to the council for consideration.

Councillors will submit a report to council on their training outcomes and expenditure of their allocated training allowance on annual basis.

2. Approval

Subject to the clause for overseas travel, Councillors may attend conferences and training following:

- (a) Approval by the Council through a resolution passed at a Council meeting for attendance at conferences, and all other events outside of Western Australia; and
- (b) Approval of the (president and CEO) for training, seminars, forums, workshops, courses, information and trainings sessions and events held within Western Australia.

Where the (president and CEO) cannot support a Councillor request, a report is to be prepared for the next Ordinary Council Meeting for a decision.

3. Conferences and training that may be attended

The conferences and training to which this policy applies shall generally be limited to:

- Events organised by the Western Australian Local Government Association (WALGA), Australian Local Government Association (ALGA) and Australian Local Government's Women's Association (ALGWA);
- Special 'one off' conferences called or sponsored by or for WALGA and/or Gascoyne zone of WALGA on important issues;
- Annual conferences of the major professions in Local Government;
- Conferences, seminars or training courses which advance the development of Councillor's in their roles; or
- Any meetings or conferences of organisations or bodies on which a Councillor of the Council may be elected, or appointed to be a delegate or member by Council or WALGA.

4. Payment of conference and training costs

Conference and training expenses will only be paid or reimbursed when:

- The attendance is authorised by the (president and/or CEO), or by Council through a resolution passed at a Council meeting; and

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- The attendance and expenses incurred comply with the requirements of this Policy.
- Due to exceptional circumstances, Council approves a reimbursement (though a resolution passed at a Council meeting) of conference and training expenses incurred that have not been approved by Council prior to attendance.

The following shall apply for Councillor's authorised and/or appointed as delegates under this policy to attend conferences or training.

5. Expenses

5.1 Reimbursement

Costs of vehicle hire, taxi fares, parking and meal expenses which are reasonably required and incurred in attending conferences, will be reimbursed by the Council on provision of receipts and completion of a Shire claim form.

5.2 Meals for others

Council will generally not meet the costs of meals or refreshments for other persons (other than partners). The main exception is where it is indicated on the claim form that the meal or refreshments provided is in response to a meal or refreshments previously received from that person or that person's local government.

5.3 Booking Arrangements

Registration, travel and accommodation for Councillor's will be arranged by the CEO's Executive Assistant. In general all costs including airfares, registration fees and accommodation will be paid direct and in advance by the Shire.

5.4 Registration

The Council will pay all normal registration costs for Councillor's charged by organisers, including those relating to official luncheons, dinners and tours or inspections which are relevant to the interests of Council.

5.5 Accommodation

The Council will pay reasonable double room or twin share accommodation costs for Councillors including the night before and/or after the conference where this is necessary because of travel and/or conference timetables.

Where available, accommodation shall normally be booked at the venue of the conference.

5.6 Travel

All reasonable travel costs for Councillor's to and from the conference location and venue will be met by the Council. Where appropriate, travel will be provided by air and will normally be at economy rates but may be upgraded to business class in recognition of any physical disability of the attendee.

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Councillors using private vehicles in accordance with this Policy may claim 'kilometre' allowance at the date of travel as per The Local Government Industry Award 2010 rates.

5.7 Accompanying Persons

The partners of Councillors are entitled to attend authorised conferences (as outlined in Policy Statement 2 of this Policy) as an accompanying person with Council meeting conference program and meal expenses where the conference is within Western Australia. Expenses in relation to partners' tours, sporting activities and other such activities shall be the responsibility of the Councillor.

Where a Councillor is accompanied at a conference outside Western Australia, all costs for or incurred by the accompanying person, including travel, meals, registration and/or participation in any conference program, are to be borne by the Councillor and not by the Council. The accompanying person's registration and any program fees will be paid by the Shire at the time of registration with the Councillor reimbursing the Shire when requested.

5.8 Reimbursement of Expenses

Councillors attending conference and training events are entitled to be reimbursed for 'normally accepted' living costs while travelling. Such costs would include but are not limited to:

- (a) Taxi fares to and from the airport and to and from the venue if the accommodation used is a substantial distance from the venue;
- (b) Meals for the Councillor;
- (c) Refreshments for the Councillor (to a maximum of \$50 per day); and
- (d) Vehicle hire, petrol and parking.

Expenses will generally be reimbursed from the time a Councillor leaves home to attend a conference or training to the time the Councillor returns home.

Should the Councillor extend a visit by leaving prior to the time necessary to arrive at the conference/training or returning after the time at which the Councillor could have returned following the conference/training, reimbursements will be paid for the:

- (a) days of the conference and training; and
- (b) the cost of travel from the airport directly to the accommodation to be used for the conference and training and also vice versa, from accommodation to the airport.

Where a Councillor attending an approved conference or training program requiring overnight accommodation elects to stay at private accommodation, Council will pay an allowance of \$100 per night to offset meals and other expenses. Councillors wishing to claim this allowance shall complete an Expenses Reimbursement form.

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Where a Councillor attending an approved conference, training or development program incurs child care expenses, Council will reimburse these expenses to a maximum of \$80 per day on provision of receipts and an appropriate claim form.

Where Councillors attend conferences, seminars, or training and development, they shall be entitled to a daily allowance of \$25 for sundry expenses in addition to other expenses allowed under this policy. The daily allowance can be paid either prior to, or at the conclusion of attending conferences etc. as part of a reimbursement claim.

Financial Implications

Separate Members training expenses has not yet been set in Council's budget allocations as per Council's Policy Manual.

Training Expenses for Members has a budget of \$10,000 for the 2017/2018 financial year. Currently \$0 has been spent of this allocation. At the Ordinary Council meeting held on the 29 November 2017 at item 11.3 Council resolved that Cr Fenny, Ridgley, Burton and Cowell be authorised to attend Councillor training in Carnarvon in late January 2018. This cost will be in the vicinity of \$8,000.

The costs association with Councillor training is \$515.00. Travel and accommodation would be approximately \$1,160.00 for two nights' accommodation/meals and flights return to Perth.

Cr Laundry has requested to stay at the Northbridge Hotel costing \$136.00 per night plus meals plus taxi / bus fare to venue (2.9kms).

Normally when attending Western Australian Local Government Association training previously staff and Councillors have stayed at the Murry Hotel, which costs \$179.00 per night but this includes breakfast and it is a short walk to the training venue.

Strategic Implications

4.2.2 Implement effective training programs for administration and councillors

Risk Management

Low risk association with this report

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

12 December 2017

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Shire of Shark Bay

Travel and Accommodation Request Form

Traveler Details			
Name:	COUNCILLOR KEVIN LAUNDRY		
Mobile Phone:	0402464204		
Travel Required (please tick as required)			
Flights:	<input checked="" type="checkbox"/>	Accommodation:	<input checked="" type="checkbox"/>
Car Hire:	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Flight 1	Flight 2
Airline: SKIPPERS	Airline: SKIPPERS
Date: 12-3-2018	Date: 14-3-2018
Departing Airport: 3.45 PM (MONKEY MIA)	Departing Airport: PERTH 1.30 PM
Arriving Airport: 7.15 PM (PERTH)	Arriving Airport: MONKEY MIA 3.45 PM
Time (AM or PM Departure): PM	Time (AM or PM Departure): PM
Flight # (if known)	Flight # (if known)

Accommodation - Preferred Hotel or Address of Preferred Location or Unit #	
Hotel/Address/Unit #: NORTHBRIDGE HOTEL 210 LAKE ST. NORTHBRIDGE	
Arrival Date: 12-3-2018	Departure Date: 14-3-2018

Car Hire	
Company:	
Pick-up Location:	Drop-off Location:

Drivers Licence	
Drivers Licence Number:	Date of Birth:
State/Country Issued:	Expiry Date:

Reason for Travel
COUNCIL TRAINING

GL Charge Code

Authorised By

OFFICE USE ONLY			
Purchase Order #:	Name on Credit Card:		
Booking Emailed: <input type="checkbox"/>	Calendar Updated: <input type="checkbox"/>		
Confirmation Received	Flight/s: <input type="checkbox"/>	#	Accommodation: <input type="checkbox"/>
Cleaner Notified (if applicable): <input type="checkbox"/>	Car: <input type="checkbox"/>		
Officer:	Date:		

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12.0 FINANCE REPORT

12.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Declaration of Interest:

Nature of Interest:

Moved Cr Ridgley
Seconded Cr Capewell

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$484,472.84 be accepted.

7/0 CARRIED

Comment

The schedules of accounts for payment covering -
Municipal fund credit card direct debits for the month of November 2017 totalling \$1,208.52

Municipal fund account cheque number 26867 totalling \$156.92

Municipal fund direct debits to Council for the month of November 2017 totalling \$19,865.50

Municipal fund account electronic payment numbers MUNI 22319 to 22412 and 22415 to 22418 totalling \$307,878.20

Municipal fund account for November 2017 payroll totalling \$109,799

No Trust fund account cheque numbers were issued for November 2017

Trust fund Police Licensing for November 2017 cheque number 171805 totalling \$16,286.05 and

Trust fund account electronic payment numbers 22413 to 22414 and 22454 to 22479 totalling \$29,278.65.

The schedule of accounts submitted to each member of Council on 15 December 2017 has been checked and are fully supported by vouchers and invoices. All vouchers and invoices have been duly certified as to the receipt of goods and services and the cost of goods and services received.

LEGAL IMPLICATIONS

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

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POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The payments listed have been disbursed throughout the month.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author

A Pears

Chief Executive Officer

P Anderson

Date of Report

12 December 2017

MINUTES OF THE ORDINARY COUNCIL MEETING

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**SHIRE OF SHARK BAY – CREDIT CARD PERIOD
NOVEMBER 2017**

CREDIT CARD TOTAL \$1,208.52

CEO

DATE	NAME	DESCRIPTION	AMOUNT
29/9/2017	JAYCAR ELECTRONICS	USB LEAD FOR CEO COMPUTER	29.95

\$29.95

EMCD

19/9/2017	ANTIQUÉ BOOK SHOP	SBDC - PROMOTION	58.50
30/9/2017	FACEBOOK	SBDC - PROMOTION	3.20
5/10/2017	POS CENTRAL	PRINTER	509.00
13/10/2017	GO DADDY	WEB HOSTING - PROMOTION	250.54

\$821.24

EMFA

13/9/2017	BUDGET CAR RENTAL	TRAINING- CAR RENTAL D WILSON	158.03
16/9/2017	FLOWER DESIGN	GIFT FOR SICK EMPLOYEE	60.00
6/10/2017	DROPBOX INTERNATIONAL	FOR TRANSFER OF INFORMATION VIA DROPBOX	139.00

\$357.03

**SHIRE OF SHARK BAY – MUNI CHQ
NOVEMBER 2017**

CHEQUE 26867-26867

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
26867	09/11/2017	WATER CORPORATION - OSBORNE PARK	65 KNIGHT TCE LOT 302 SHIRE OFFICE SERVICE CHARGE	-156.92
			TOTAL	\$156.92

MINUTES OF THE ORDINARY COUNCIL MEETING

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**SHIRE OF SHARK BAY – DIRECT DEBITS
NOVEMBER 2017**

DD	DATE	NAME		DESCRIPTION	AMOUNT
DD14003.1	06/11/2017	BANKWEST MASTERCARD	CORPORATE	SEE ATTACHED WITH DETAILS	-1208.52
DD14019.1	12/11/2017	ING DIRECT		SUPERANNUATION CONTRIBUTIONS	-46.53
DD14019.2	12/11/2017	MACQUARIE SUPER ACCUMULATOR		PAYROLL DEDUCTIONS	-410.59
DD14019.3	12/11/2017	PRIME SUPERANNUATION		SUPERANNUATION CONTRIBUTIONS	-218.24
DD14019.4	12/11/2017	AMP SUPERANNUATION		PAYROLL DEDUCTIONS	-594.54
DD14019.5	12/11/2017	AUSTRALIAN SUPER		PAYROLL DEDUCTIONS	-1075.28
DD14019.6	12/11/2017	AUSTRALIAN SUPERANNUATION	ETHICAL	PAYROLL DEDUCTIONS	-382.97
DD14019.7	12/11/2017	CBUS SUPER		SUPERANNUATION CONTRIBUTIONS	-195.03
DD14019.8	12/11/2017	SUN SUPERANNUATION		PAYROLL DEDUCTIONS	-369.26
DD14019.9	12/11/2017	REST		SUPERANNUATION CONTRIBUTIONS	-267.63
DD14027.1	21/11/2017	VIVA ENERGY AUSTRALIA		VIVA FUEL ACCOUNT FOR OCTOBER 2017	-205.10
DD14032.1	26/11/2017	ING DIRECT		SUPERANNUATION CONTRIBUTIONS	-114.78
DD14032.2	26/11/2017	MACQUARIE SUPER ACCUMULATOR		PAYROLL DEDUCTIONS	-410.59
DD14032.3	26/11/2017	PRIME SUPERANNUATION		SUPERANNUATION CONTRIBUTIONS	-241.44
DD14032.4	26/11/2017	AMP SUPERANNUATION		PAYROLL DEDUCTIONS	-594.54
DD14032.5	26/11/2017	AUSTRALIAN SUPER		PAYROLL DEDUCTIONS	-1075.27
DD14032.6	26/11/2017	AUSTRALIAN SUPERANNUATION	ETHICAL	PAYROLL DEDUCTIONS	-382.97
DD14032.7	26/11/2017	CBUS SUPER		SUPERANNUATION CONTRIBUTIONS	-195.03
DD14032.8	26/11/2017	SUN SUPERANNUATION		PAYROLL DEDUCTIONS	-362.81
DD14032.9	26/11/2017	REST		SUPERANNUATION CONTRIBUTIONS	-220.13
DD14019.10	12/11/2017	WALGA SUPERANNUATION PLAN P/ L		PAYROLL DEDUCTIONS	-3321.15
DD14019.11	12/11/2017	BT SUPER FOR LIFE		SUPERANNUATION CONTRIBUTIONS	-825.92
DD14019.12	12/11/2017	HOSTPLUS PTY LTD		SUPERANNUATION CONTRIBUTIONS	-1161.75
DD14019.13	12/11/2017	MERCER SUPER TRUST		SUPERANNUATION CONTRIBUTIONS	-237.16
DD14019.14	12/11/2017	MTAA SUPERANNUATION		SUPERANNUATION CONTRIBUTIONS	-191.48
DD14019.15	12/11/2017	MLC SUPER FUND		SUPERANNUATION CONTRIBUTIONS	-150.52

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DD14019.16	12/11/2017	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-147.15
DD14019.17	12/11/2017	WESTPAC SECURITIES	SUPERANNUATION CONTRIBUTIONS	-202.13
DD14032.10	26/11/2017	WALGA SUPERANNUATION PLAN P/L	PAYROLL DEDUCTIONS	-3312.18
DD14032.11	26/11/2017	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-825.92
DD14032.12	26/11/2017	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1172.80
DD14032.13	26/11/2017	MERCER SUPER TRUST	SUPERANNUATION CONTRIBUTIONS	-237.16
DD14032.14	26/11/2017	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-191.48
DD14032.15	26/11/2017	MLC SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-176.69
DD14032.16	26/11/2017	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-147.15
DD14032.17	26/11/2017	WESTPAC SECURITIES	SUPERANNUATION CONTRIBUTIONS	-202.13
			TOTAL	\$19,865.50

**SHIRE OF SHARK BAY – MUNI EFT
NOVEMBER 2017
EFT 22319-22412, 22415-22418**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22319	03/11/2017	ANDREW ROBERT HARDING	WHITE CARD & POLICE CLEARANCE REIMBURSEMENT	-111.60
EFT22320	03/11/2017	AIR LIQUIDE	RENTAL OF CYLINDERS	-70.69
EFT22321	03/11/2017	ATC MIDWEST APPRENTICE & TRAINEESHIP	TRAINEE PAY	-109.38
EFT22322	03/11/2017	AUSCOINSWEST	MERCHANDISE - SBDC	-310.20
EFT22323	03/11/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	RUBBER MATTING SHEET FOR TRAILER, MDF MOULDINGS	-240.14
EFT22324	03/11/2017	BRIAN JOHN GALVIN	RATES REIMBURSEMENT-SALARY SACRIFICE	-1519.93
EFT22325	03/11/2017	CENTAMAN SYSTEMS PTY LTD	ANNUAL LICENSE AND SUPPORT FEE 17/18	-4190.05
EFT22326	03/11/2017	FORTUS CPS WEAR PARTS	GRADER CUTTING EDGES	-2084.04
EFT22327	03/11/2017	DENHAM PAPER AND CHEMICAL SUPPLIES	PAPER BAGS FOR MERCHANDISE	-298.90
EFT22328	03/11/2017	FELICITY BETTESWORTH	REIMBURSEMENT - STAFF MORNING TEA	-28.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22329	03/11/2017	GASCOYNE OFFICE EQUIPMENT	REPAIR OFFICE AND DEPOT RICOH PHOTOCOPIER	-379.50
EFT22330	03/11/2017	GREAT NORTHERN RURAL SERVICES	5L GRAZON EXTRA-FOR KILLING CACTUS	-222.37
EFT22331	03/11/2017	GERALDTON TYREPOWER	TYRES FOR BOBCAT TRAILER	-52.50
EFT22332	03/11/2017	J & T FREIGHT	FREIGHT – REPLAS, HOSEMANIA, STATE WIDE BEARINGS, SUNNY BRUSHWARE, DIGGAWEST,	-1772.80
EFT22333	03/11/2017	MOMAR AUSTRALIA PTY LTD	SUPPLY SUPERPINE DISINFECTANT DSD GRAPHITE AEROSOL NUTCRACKER AEROSOL FREIGHT INCLUDED	-1044.73
EFT22334	03/11/2017	PAUL GREGORY ANDERSON	SALARY SACRIFICE REIMBURSEMENT	-3415.23
EFT22335	03/11/2017	PRESTIGE INSTALLATIONS (WA) PTY LTD	SERVICE AND CLEAN ALL REC CENTRE AIRCONDITIONERS	-1067.00
EFT22336	03/11/2017	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE	-368.50
EFT22337	03/11/2017	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	MM FAMILY MONTH PASS	-14175.00
EFT22338	03/11/2017	ROSHER E & MJ	BUSHES FOR KUBOTO RIDE ON MOWER	-81.25
EFT22339	03/11/2017	RAY WHITE REAL ESTATE SHARK BAY	RENT ON 34 HUGHES ST	-730.84
EFT22340	03/11/2017	WINC AUSTRALIA PTY LIMITED	OFFICE, DEPOT AND SBDC STATIONERY	-1485.43
EFT22341	03/11/2017	SHARK BAY RESOURCE CENTRE	SPORTS AND REC CENTRE MANAGEMENT	-7100.15
EFT22342	03/11/2017	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT-OCTOBER 2017	-20587.04
EFT22343	03/11/2017	SHARK BAY SKIPS	MARINA AND MAIN ROADS - SKIP BINS	-4774.00
EFT22344	03/11/2017	MCKELL FAMILY TRUST	MONTHLY-RUBBISH COLLECTION & STREET SWEEPING OCTOBER 2017	-11367.28
EFT22345	03/11/2017	SHARK BAY CAR HIRE	CAR HIRE TO TRANSPORT DOCTOR	-495.00
EFT22346	03/11/2017	TELSTRA CORPORATION LIMITED	1300 PHONE # SBDC	-29.35
EFT22347	03/11/2017	TRUCKLINE PARTS CENTRE	OIL FILTERS, FUEL FILTERS, AIR FILTERS- MULTI TYRED ROLLER, VIBE ROLLER, TOOL CARRIER	-583.91
EFT22348	03/11/2017	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES, HAMELIN POOL STRUCTURE PLAN, SCHEME REVIEW, WANNOO WASTE DISPOSAL SITE AND HUGHES ROAD CLOSURE FOR OCTOBER 2017	-10005.99

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22349	03/11/2017	WELLARD CONTRACTING & PLANT HIRE SERVICE	LABOUR HIRE FOR MONKEY MIA RD SHOULDER MAINTENANCE	-11162.25
EFT22350	08/11/2017	BOSS ATTACHMENTS PTY LTD	SUPPLY A XC17 CRUSHER BUCKET INCLUDES: CRUSHER BUCKET, CARRIER HEAD PLATE, HOSES, PRE DELIVERY, COMMISSIONING, TRAINING AND FREIGHT.	-23965.62
EFT22351	09/11/2017	ALLELECTRIX PTY LTD	SUPPLY & INSTALL VAST BOX UNIT 9 PENSIONER UNITS	-673.20
EFT22352	09/11/2017	AUSTRALIA POST	LOCAL POST – OCTOBER 2017	-887.85
EFT22353	09/11/2017	ATC MIDWEST APPRENTICE & TRAINEESHIP	TRAINEE PAY	-109.38
EFT22354	09/11/2017	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY COMMISSION OCTOBER 2017	-917.19
EFT22355	09/11/2017	SHARK BAY SCHOOL	END OF YEAR BOOK AWARD DONATION	-81.93
EFT22356	09/11/2017	DEPARTMENT OF TRANSPORT	SEARCH FEES FOR OCTOBER 2017	-13.40
EFT22357	09/11/2017	GASCOYNE OFFICE EQUIPMENT	PRINTER CARTRIDGES -DEPOT	-775.00
EFT22358	09/11/2017	MARKET FORCE ADVERTISING LTD	ADVERT MIDWEST TIMES WED 18 OCTOBER 2017 FOR ADDITIONAL FEES RE BOOKING OF FLIGHTS FROM SBDC, SPECIAL COUNCIL MEETING 25/10/2017 AT 1 PM	-334.47
EFT22359	09/11/2017	MCLEODS SOLICITORS	LEGAL COSTS RE: K MURPHY OCTOBER 2017	-1679.41
EFT22360	09/11/2017	MOORE STEPHENS	STRATEGIC PLAN UPDATE	-2310.00
EFT22361	09/11/2017	WINC AUSTRALIA PTY LIMITED	OFFICE STATIONERY	-154.28
EFT22362	09/11/2017	ST JOHN AMBULANCE - SHARK BAY	RATE PRIZE - P BERRYMAN DONATION - ST JOHNS AMBULANCE SHARK BAY	-100.00
EFT22363	09/11/2017	SUNPRINTS CLOTHING COMPANY	MERCHANDISE – T SHIRTS	-7477.80
EFT22364	09/11/2017	HOLIDAY GUIDE PTY LTD	COMMISSION FOR OCTOBER 2017-SBDC	-48.15
EFT22365	10/11/2017	CHAMPION SHEDS & STEEL	SUPPLY, DELIVER AND INSTALLATION OF SHED TO REFUSE SITE PART PAYMENT	-26452.91
EFT22366	10/11/2017	DAVID GRAY AND CO PTY LTD	SUPPLY 3 X 20L PY FOG	-1135.20
EFT22367	10/11/2017	DENHAM IGA X-PRESS	MONTHLY ACCOUNT- OCTOBER 2017	-539.04
EFT22368	10/11/2017	SHARK BAY SUPERMARKET	MONTHLY ACCOUNT – OCTOBER 2017	-111.12
EFT22369	10/11/2017	REFUEL AUSTRALIA	FUEL SUPPLIES OCTOBER 2017	-18834.20
EFT22370	10/11/2017	HORIZON POWER	STREET LIGHTING	-3258.73

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22371	10/11/2017	TOLL IPEC PTY LTD	FREIGHT- PURCHER, PROFESSIONAL PC SUPPORT, STATE ADMINISTRATIVE TRIBUNAL, LIBRARY, JASON SIGNS	-244.70
EFT22372	10/11/2017	J & T FREIGHT	FREIGHT – BUNNINGS, ONESTEEL, THINK WATER, PURCHER, GREAT NORTHERN RURAL	-868.15
EFT22373	10/11/2017	JASON SIGNMAKERS	SIGNAGE FOR LITTLE LAGOON AND NICHOLSON POINT	-278.69
EFT22374	10/11/2017	THE BLOCK MAKERS	SUPPLY 104 (13 PACKS) FLUSH LIMESTONE BLOCKS/FORESHORE WALL EXTENSION	-2288.00
EFT22375	10/11/2017	TOTAL UNIFORMS	18 FIRE WARDEN CAPS	-228.38
EFT22376	10/11/2017	WURTH AUSTRALIA PTY LTD	SPRAY BOTTLES, BRAKE CLEANER, DRILL BITS, UNIVERSAL SCRAPER, ADHESIVE TAPE, SUPERGLUE	-342.03
EFT22377	14/11/2017	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	-25712.00
EFT22378	20/11/2017	ATC MIDWEST APPRENTICE & TRAINEESHIP	TRAINEE PAYROLL	-109.38
EFT22379	20/11/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	56 BAGS OF COASTAL CRÈME CEMENT, DEPOT TOOLS AND VARIOUS MDF MOULDINGS AND 112 BAGS OF COASTAL GREY CEMENT	-1652.51
EFT22380	20/11/2017	BRIAN JOHN GALVIN	REIMBURSEMENTS – SALARY SACRIFICE	-1475.67
EFT22381	20/11/2017	CENTRAL REGIONAL TAFE	CERT II TRAINING FOR LUKE MILLS, LUKE PORTER, OPERATE AND MAINTAIN CHAINSAWS FOR ANDREW HARDING	-6612.40
EFT22382	20/11/2017	CDH ELECTRICAL	EARTHING OF ALL SOLAR PANELS AND RETERMINATION OF DEFECTIVE SOLAR CONNECTIONS - ROOF DEPOT SHED	-1160.50
EFT22383	20/11/2017	GERALDTON HYDRAULICS	HYDRAULIC HOSES WITH CRIMPS AND BRAIDS FOR CATERPILLAR TOOL CARRIER	-218.24
EFT22384	20/11/2017	HORIZON POWER	ELECTRICITY –SHIRE PROPERTIES FOR OCTOBER 2017	-6699.39
EFT22385	20/11/2017	JACQUELINE AUDREY BRENNAN	REFUND FOR DOG STERILISATION	-30.00
EFT22386	20/11/2017	LASER CORPS WA	LASER TAG AT THE SHARK BAY OVAL NATIONAL YOUTH WEEK 2018	-2175.00

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22387	20/11/2017	MCLEODS BARRISTERS AND SOLICITORS	AUDIT LETTER FOR MOORE STEPHENS	-165.00
EFT22388	20/11/2017	THE MURRAY HOTEL	AMBER PHILLIPPS, WALGA TRAINING	-278.00
EFT22389	20/11/2017	OUTBACK COAST AUTOMOTIVES	TYRE REPAIR FOR TOWN UTE	-45.00
EFT22390	20/11/2017	PURCHER INTERNATIONAL PTY LTD	SUPPLY 1 AIR BAG IVECO PRIME MOVER	-282.83
EFT22391	20/11/2017	PROFESSIONAL PC SUPPORT	REMOTE SERVER MAINTENANCE, AGREEMENT PPS AGENT AND ANTIVIRUS, AGREEMENT PPS IRONPORT SERVICE RENEWAL	-2428.50
EFT22392	20/11/2017	SHARK BAY NEWSAGENCY	NEWSPAPERS ACCOUNTS FROM JULY TO OCTOBER 2017	-578.59
EFT22393	20/11/2017	STRAYA CONTRACTING PTY LTD	M2 SUPPLY AND LAY CROSSOVERS @ 133 , 147, 155, 135 KNIGHTS TCE	-8805.44
EFT22394	20/11/2017	SHIRE OF SHARK BAY	BUILDING SERVICES LEVY FOR SHED TRANSFER TO TRUST FOR PAYMENT	-61.65
EFT22395	20/11/2017	WESTRAC EQUIPMENT PTY LTD	HOSE FOR CATERPILLAR INTEGRATED TOOL CARRIER	-103.47
EFT22396	20/11/2017	YADGALAH ABORIGINAL CORPORATION	DAILY DRY HIRE MINI EXCAVATOR @ \$400 GST INC PER DAY	-4400.00
EFT22397	23/11/2017	ASHDOWN INGRAM	BOSCH 24V REG WITH D+ TERM AND FREIGHT	-120.45
EFT22398	23/11/2017	BUNNINGS BUILDING SUPPLIES PTY LTD	BAILEY FERTILIZER, 6 ALUMINIUM LADDERWELD PLATFORM LADDER FOR SBDC	-1554.20
EFT22399	23/11/2017	GERALDTON INDEPENDENT BUILDING SUPPLIES	DURAPLANK , CHIPBOARD, SCREWS – SBDC	-443.30
EFT22400	23/11/2017	GERALDTON MOWER & REPAIRS	TUNGSTEN CHAINS FOR STIHL MS 211C	-110.00
EFT22401	23/11/2017	RJ & D HEWITT	SUPPLY AND INSTALL PERSONAL ACCESS GATE AT THE FRONT OF DEPOT.	-1953.00
EFT22402	23/11/2017	TOLL IPEC PTY LTD	FREIGHT- LIBRARY, JASON SIGNS	-69.62
EFT22403	23/11/2017	INDEPENDENCE STUDIOS	MERCHANDISE ORDER SBDC	-1005.18
EFT22404	23/11/2017	MIDWEST MOWERS & SMALL ENGINES	BLOWER WITH VAC KIT	-569.00
EFT22405	23/11/2017	MARTINE PERRET PHOTOGRAPHER	MERCHANDISE - SBDC	-430.20
EFT22406	23/11/2017	OUTBACK COAST AUTOMOTIVES	TYRE REPAIR & WHEEL ALIGNMENT - FORD RANGER	-111.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22407	23/11/2017	OPTEON (MIDWEST WA) PTY LTD	INDEPENDENT PROPERTY ADVICE-MONKEY MIA RD -AQUACULTURE SITE	-3850.00
EFT22408	23/11/2017	PAULS TYRES	NEW GRADER TYRES SUPPLIED AND FITTED	-3714.00
EFT22409	23/11/2017	RAY WHITE REAL ESTATE SHARK BAY	RENT ON 34 HUGHES ST	-1191.66
EFT22410	23/11/2017	SHARK BAY FREIGHTLINES	FREIGHT – 2 PALLETS CEMENT	-440.00
EFT22411	23/11/2017	NORTHERN GLASS	PENSIONER UNIT 9 - FLYSCREENS ON WINDOWS UNIT 3 – REPLACEMENT LEAKING WINDOW	-297.00
EFT22412	23/11/2017	TELSTRA CORPORATION LIMITED	MONTHLY LANDLINE ACCOUNT	-1420.58
EFT22413	22414	TRUST		
EFT22415	29/11/2017	TOLL IPEC PTY LTD	FREIGHT – PC PROFESSIONAL, PURCHER	-92.90
EFT22416	29/11/2017	MIDWEST CONTRACTING	MAINTENANCE GRADE EASTERN ROADS ROAD 1 - BUTCHERS TRACK - 80 KM ROAD 2 - WOODLEIGH-BYRO RD - 101 KM ROAD 3 - GILROY RD - 32 KM ROAD 4 - TALISKER RD TO YALARDY - 20 KM ROAD 5 - WOODLEIGH-BYRO RD TO WOODLEIGH STATION WEST - 27 KM ROAD 6 - WOODLEIGH-BYRO RD TO WOODLEIGH STATION EAST - 27 KM ROAD 7 - CARBLA STATION ACCESS RD - 10 KM ROAD 8 - HAMLIN STATION ACCESS RD ADJOINING HAMLIN POOL CARAVAN PARK RD. - 1.2 KM TOTAL 298.2 KM	-32340.00
EFT22417	29/11/2017	OUTBACK COAST AUTOMOTIVES	TYRE REPAIR TO P165 ISUZU UTE	-442.20
EFT2241	29/11/2017	LIBERTY ONESTEEL METALCENTRE	COLORBOND SHEETS FOR DEPOT MAINTENANCE	-758.46
EFT22454	22479	TRUST		
TOTAL				\$307,878.20

MINUTES OF THE ORDINARY COUNCIL MEETING

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**SHIRE OF SHARK BAY – TRUST CHEQUE
NOVEMBER 2017
TRUST CHEQUE # 171805**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
171805	30/11/2017	COMMISSIONER OF POLICE	POLICE LICENSING NOVEMBER	-16286.05
			TOTAL	\$16,286.05

**SHIRE OF SHARK BAY – TRUST EFT
NOVEMBER 2017
EFT 22413-22414, 22454-22479**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT22413	28/11/2017	BRIAN CHILD	GYM CARD DEPOSIT REFUND	-20.00
EFT22414	28/11/2017	DAVID LITTLE	CASUAL LIBRARY BOND REFUND	-50.00
EFT22454	30/11/2017	JAMES SNR POLAND	BOOKEASY SALES NOVEMBER 2017	-32.00
EFT22455	30/11/2017	SHARK BAY AVIATION	BOOKEASY SALES NOVEMBER 2017	-2371.50
EFT22456	30/11/2017	BLUE DOLPHIN CARAVAN PARK	BOOKEASY SALES NOVEMBER 2017	-238.00
EFT22457	30/11/2017	BAY LODGE MIDWEST OASIS	BOOKEASY SALES NOVEMBER 2017	-968.00
EFT22458	30/11/2017	BLUE LAGOON PEARLS	BOOKEASY JEWELLERY SALES NOVEMBER 2017	-1400.00
EFT22459	30/11/2017	SHARK BAY COASTAL TOURS	BOOKEASY SALES NOVEMBER 2017	-1963.50
EFT22460	30/11/2017	DENHAM SEASIDE CARAVAN PARK	BOOKEASY SALES NOVEMBER 2017	-774.74
EFT22461	30/11/2017	HARTOG COTTAGES	BOOKEASY SALES NOVEMBER 2017	-545.60
EFT22462	30/11/2017	HERITAGE RESORT	BOOKEASY SALES NOVEMBER 2017	-352.00
EFT22463	30/11/2017	INTEGRITY COACH LINES	BOOKEASY SALES NOVEMBER 2017	-170.85
EFT22464	30/11/2017	MONKEY MIA YACHT CHARTERS	BOOKEASY SALES NOVEMBER 2017	-6537.52
EFT22465	30/11/2017	MONKEYMIA WILDSIGHTS	BOOKEASY SALES NOVEMBER 2017	-4376.76
EFT22466	30/11/2017	NANGA BAY RESORT	BOOKEASY SALES NOVEMBER 2017	-114.75
EFT22467	30/11/2017	DENHAM NATURETIME	BOOKEASY SALES NOVEMBER 2017	-2173.60
EFT22468	30/11/2017	WA OCEAN PARK PTY LTD	BOOKEASY SALES NOVEMBER 2017	-1160.30
EFT22469	30/11/2017	RAC TOURISM	BOOKEASY SALES NOVEMBER 2017	-58.08
EFT22470	30/11/2017	SHARK BAY HOTEL MOTEL	BOOKEASY SALES NOVEMBER 2017	-131.75

MINUTES OF THE ORDINARY COUNCIL MEETING

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EFT22471	30/11/2017	SHARK BAY CARAVAN PARK	BOOKEASY SALES NOVEMBER 2017	-144.50
EFT22472	30/11/2017	SHARK BAY COACHES AND TOURS	BOOKEASY SALES NOVEMBER 2017	-132.00
EFT22473	30/11/2017	SHARK BAY HOLIDAY COTTAGES	BOOKEASY SALES NOVEMBER 2017	-109.65
EFT22474	30/11/2017	SHIRE OF SHARK BAY	BOOKEASY SALES NOVEMBER 2017	-3980.72
EFT22475	30/11/2017	TRADEWINDS SEAFRONT APARTMENTS	BOOKEASY SALES NOVEMBER 2017	-704.00
EFT22476	30/11/2017	WICKED CAMPERS	BOOKEASY SALES NOVEMBER 2017	-508.30
EFT22477	30/11/2017	WULA GURA NYINDA ECO ADVENTURES	BOOKEASY SALES NOVEMBER 2017	-198.88
EFT22478	30/11/2017	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING LEVY 65 BROCKMAN STREET	-56.65
EFT22479	30/11/2017	SHIRE OF SHARK BAY	COLLECTION FEE 65 BROCKMAN STREET	-5.00
			TOTAL	\$29,278.65

20 DECEMBER 2017

12.2 FINANCIAL REPORTS TO 30 NOVEMBER 2017
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Declaration of Interest:

Nature of Interest:

Moved Cr Capewell
Seconded Cr Cowell

Council Resolution

**That the monthly financial report to 30 November 2017 as attached be received.
7/0 CARRIED**

Comment

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **30 November 2017** are attached.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The financial report shows that the finances of the Shire are in line with its adopted budget.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author
Chief Executive Officer
Date of Report

A Pears
P Anderson
13 December 2017

SHIRE OF SHARK BAY						
MONTHLY FINANCIAL REPORT						
For the Period Ended 30 November 2017						
LOCAL GOVERNMENT ACT 1995						
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996						
<u>TABLE OF CONTENTS</u>						
Compilation Report						
Monthly Summary Information						
Statement of Financial Activity by Program						
Statement of Financial Activity By Nature or Type						
Statement of Capital Acquisitions and Capital Funding						
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Note 2	Explanation of Material Variances					
Note 3	Net Current Funding Position					
Note 4	Cash and Investments					
Note 6	Receivables					
Note 7	Cash Backed Reserves					
Note 8	Capital Disposals					
Note 9	Rating Information					
Note 10	Information on Borrowings					
Note 11	Grants and Contributions					
Note 12	Trust					
Note 13	Capital Acquisitions					

MINUTES OF THE ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 30 November 2017							
		Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note						
Operating Revenues							
Governance		\$ 26,092	\$ 6,665	\$ 806	\$ (5,859)	(87.91%)	▼
General Purpose Funding - Rates	9	1,261,908	1,266,453	1,266,268	(185)	(0.01%)	▼
General Purpose Funding - Other		951,069	461,135	486,339	25,204	5.5%	▲
Law, Order and Public Safety		74,560	43,774	18,240	(25,534)	(58%)	▼
Health		2,450	1,659	960	(699)	(42.13%)	▼
Housing		86,210	35,317	41,330	6,013	17.0%	▲
Community Amenities		277,400	231,085	260,011	28,926	12.52%	▲
Recreation and Culture		264,077	100,979	198,742	97,763	96.8%	▲
Transport		424,858	209,088	249,869	40,781	19.5%	▲
Economic Services		857,420	459,925	410,499	(49,426)	(10.7%)	▼
Other Property and Services		48,000	21,500	12,093	(9,407)	(43.8%)	▼
Total Operating Revenue		4,274,044	2,837,580	2,945,157	107,577	3.79%	
Operating Expense							
Governance		(316,123)	(269,651)	(131,413)	138,238	(51.3%)	▲
General Purpose Funding		(120,131)	(50,220)	(45,716)	4,504	(9.0%)	▲
Law, Order and Public Safety		(369,108)	(210,123)	(119,948)	90,175	(42.9%)	▲
Health		(64,505)	(26,527)	(24,622)	1,905	(7.2%)	▲
Housing		(174,554)	(75,143)	(72,869)	2,274	(3.0%)	▲
Community Amenities		(646,090)	(282,297)	(298,123)	(15,826)	5.6%	▼
Recreation and Culture		(2,320,535)	(1,098,130)	(929,345)	168,785	(15.4%)	▲
Transport		(1,513,695)	(621,345)	(694,190)	(72,845)	11.7%	▼
Economic Services		(1,161,813)	(543,257)	(441,659)	101,598	(18.7%)	▲
Other Property and Services		(47,500)	(42,882)	(99,692)	(56,810)	132.5%	▼
Total Operating Expenditure		(6,734,054)	(3,219,575)	(2,857,577)	361,998	(11.2%)	
Funding Balance Adjustments							
Add back Depreciation		1,689,050	703,765	834,034	130,269		
Adjust (Profit)/Loss on Asset Disposal	8	53,802	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(717,158)	321,770	921,615	599,844	186.42%	
Capital Revenues							
Grants, Subsidies and Contributions	11	902,247	419,107	122,644	(296,463)	(70.7%)	▼
Proceeds from Disposal of Assets	8	245,000	0	0	0		
Total Capital Revenues		1,147,247	419,107	122,644	(296,463)	(70.7%)	
Capital Expenses							
Land Held for Resale							
Land and Buildings	13	(140,000)	(54,452)	(9,950)	44,502	81.73%	▲
Infrastructure - Roads	13	(1,092,536)	(479,125)	(236,914)	242,211	50.6%	▲
Infrastructure - Public Facilities	13	(624,121)	(227,068)	(128,884)	98,184	43.2%	▲
Infrastructure - Streetscapes	13	(7,500)	(7,500)	0	7,500	100.0%	▲
Infrastructure - Footpaths	13	(50,000)	0	0	0	0.00%	▲
Infrastructure - Drainage	13	(44,715)	(24,465)	(13,441)	11,024	0.00%	▲
Heritage Assets	13	(20,000)	(20,000)	0	20,000	100.0%	▲
Plant and Equipment	13	(758,000)	(676,335)	(2,113)	674,222	99.7%	▲
Furniture and Equipment	13	(21,000)	(15,165)	(11,043)	4,122	0.00%	▲
Total Capital Expenditure		(2,757,872)	(1,504,110)	(402,345)	1,101,765	73.3%	
Net Cash from Capital Activities		(1,610,625)	(1,085,003)	(279,701)	805,302	74.22%	
Financing							
Proceeds from Self Supporting Loans		5,342	0	0	0	0.00%	
Transfer from Reserves	7	640,581	384,692	384,692	0	0.00%	
Repayment of Debentures	10	(67,020)	(33,061)	(33,061)	0	0.0%	
Transfer to Reserves	7	(479,050)	(343,273)	(343,273)	0	0.0%	
Net Cash from Financing Activities		99,853	8,358	8,358	0	0.00%	
Net Operations, Capital and Financing		(2,227,930)	(754,875)	650,272	1,405,147	186.14%	▲
Opening Funding Surplus(Deficit)	3	2,227,930	2,227,930	2,324,597	96,667		
Closing Funding Surplus(Deficit)	3	(0)	1,473,055	2,974,869	1,501,814	(101.95%)	▲

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

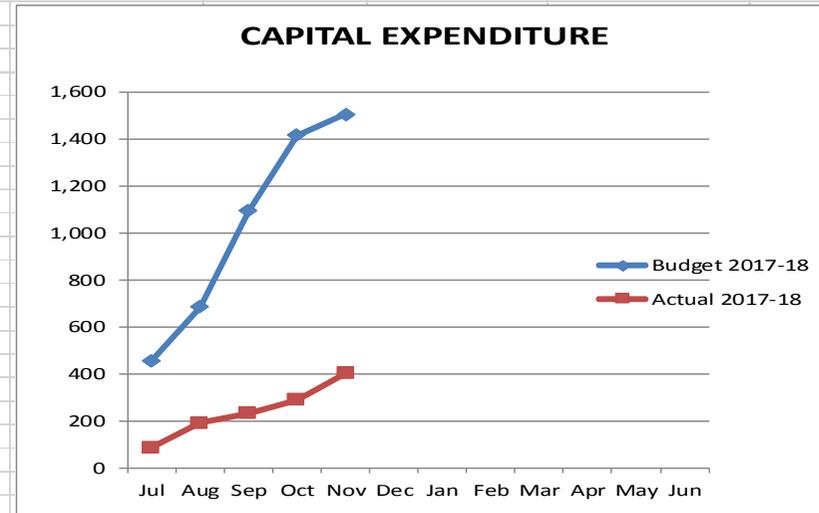
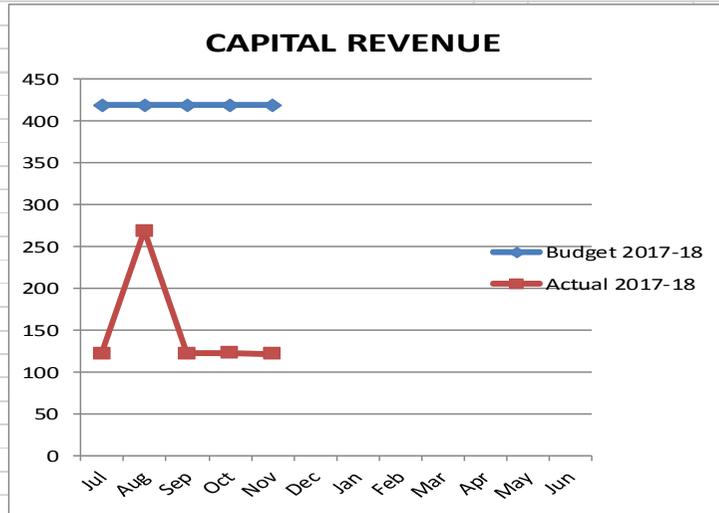
SHIRE OF SHARK BAY				
STATEMENT OF FINANCIAL ACTIVITY				
(By Nature or Type)				
For the Period Ended 30 November 2017				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
Operating Revenues				
Rates	9	\$ 1,261,908	\$ 1,261,908	\$ 1,266,268
Operating Grants, Subsidies and Contributions	11	1,400,524	741,935	690,604
Fees and Charges		1,395,260	752,466	864,249
Interest Earnings		47,060	11,609	18,738
Other Revenue		159,200	69,662	58,253
Profit on Disposal of Assets	8	10,092	0	47,045
Total Operating Revenue		4,274,044	2,837,580	2,945,157
Operating Expense				
Employee Costs		(2,224,126)	(968,194)	(867,272)
Materials and Contracts		(2,227,667)	(1,213,516)	(864,300)
Utility Charges		(172,022)	(69,022)	(65,500)
Depreciation on Non-Current Assets		(1,689,050)	(703,765)	(834,034)
Interest Expenses		(14,360)	(3,672)	(3,198)
Insurance Expenses		(162,150)	(162,150)	(151,241)
Other Expenditure		(180,785)	(99,256)	(72,032)
Loss on Disposal of Assets	8	(63,894)	0	0
Total Operating Expenditure		(6,734,054)	(3,219,575)	(2,857,577)
Funding Balance Adjustments				
Add back Depreciation		1,689,050	703,765	834,034
Adjust (Profit)/Loss on Asset Disposal	8	53,802	0	0
Adjust Provisions and Accruals		0	0	0
Net Cash from Operations		(717,158)	321,770	921,615
Capital Revenues				
Grants, Subsidies and Contributions	11	902,247	419,107	122,644
Proceeds from Disposal of Assets	8	245,000	0	0
Total Capital Revenues		1,147,247	419,107	122,644
Capital Expenses				
Land Held for Resale			0	0
Land and Buildings	13	(140,000)	(54,452)	(9,950)
Infrastructure - Roads	13	(1,092,536)	(479,125)	(236,914)
Infrastructure - Public Facilities	13	(624,121)	(227,068)	(128,884)
Infrastructure - Streetscapes	13	(7,500)	(7,500)	0
Infrastructure - Footpaths	13	(50,000)	0	0
Infrastructure - Drainage	13	(44,715)	(24,465)	(13,441)
Heritage Assets	13	(20,000)	(20,000)	0
Plant and Equipment	13	(758,000)	(676,335)	(2,113)
Furniture and Equipment	13	(21,000)	(15,165)	(11,043)
Total Capital Expenditure		(2,757,872)	(1,504,110)	(402,345)
Net Cash from Capital Activities		(1,610,625)	(1,085,003)	(279,701)
Financing				
Proceeds from Self Supporting Loans		5,342	0	0
Transfer from Reserves	7	640,581	384,692	384,692
Repayment of Debentures	10	(67,020)	(33,061)	(33,061)
Transfer to Reserves	7	(479,050)	(343,273)	(343,273)
Loans to Community Groups				
Net Cash from Financing Activities		99,853	8,358	8,358
Net Operations, Capital and Financing		(2,227,930)	(754,875)	650,272
Opening Funding Surplus(Deficit)	3	2,227,930	2,227,930	2,324,597
Closing Funding Surplus(Deficit)	3	(0)	1,473,055	2,974,869

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 November 2017

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	9,950	9,950	54,452	140,000	44,502
Infrastructure Assets - Roads	13	0	236,914	236,914	479,125	1,092,536	242,211
Infrastructure Assets - Public Facilities	13	126,490	2,394	128,884	227,068	624,121	98,184
Infrastructure Assets - Footpaths	13	0	0	0	0	50,000	0
Infrastructure Assets - Drainage	13	3,441	10,000	13,441	24,465	44,715	11,024
Infrastructure Assets - Streetscapes	13	0	0	0	7,500	7,500	7,500
Heritage Assets	13	0	0	0	20,000	20,000	20,000
Plant and Equipment	13	2,113	0	2,113	676,335	758,000	674,222
Furniture and Equipment	13	9,814	1,229	11,043	15,165	21,000	4,122
Capital Expenditure Totals		141,858	260,487	402,345	1,504,110	2,757,872	1,101,765



MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 November 2017	
1. SIGNIFICANT ACCOUNTING POLICIES	
(a) Basis of Preparation	
	This report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.
	Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.
	The Local Government Reporting Entity
	All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.
	In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.
	All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 16 to this budget document.
(b) Rounding Off Figures	
	All figures shown in this report, other than a rate in the dollar, are rounded to the nearest dollar.
(c) Rates, Grants, Donations and Other Contributions	
	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.
(d) Goods and Services Tax (GST)	
	Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).
	Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.
	Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.
(e) Superannuation	
	The Council contributes to a number of Superannuation Funds on behalf of employees.
	All funds to which the Council contributes are defined contribution plans.

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(f) Cash and Cash Equivalents					
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.					
Bank overdrafts are shown as short term borrowings in current liabilities in the statement of financial position.					
(g) Trade and Other Receivables					
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.					
Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.					
Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.					
(h) Inventories					
General					
Inventories are measured at the lower of cost and net realisable value.					
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.					
Land Held for Resale					
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.					
Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.					
Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.					
(i) Fixed Assets					
Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.					
Mandatory Requirement to Revalue Non-Current Assets					
Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.					

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY						
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY						
For the Period Ended 30 November 2017						
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)						
(j) Fixed Assets (Continued)						
<i>Land Under Control</i>						
In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.						
Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.						
Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014.						
<i>Initial Recognition and Measurement between Mandatory Revaluation Dates</i>						
All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.						
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at 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 Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.						
Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework.						

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(j) Fixed Assets (Continued)					
Revaluation					
Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.					
Transitional Arrangement					
During the time it takes to transition the carrying value of non-current assets from the cost approach to the fair value approach, the Council may still be utilising both methods across differing asset classes.					
Those assets carried at cost will be carried in accordance with the policy detailed in the Initial Recognition section as detailed above.					
Those assets carried at fair value will be carried in accordance with the Revaluation Methodology section as detailed above.					
Land Under Roads					
In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government.					
Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.					
In respect of land under roads acquired on or after 1 July 2008, as detailed above, Local Government (Financial Management) Regulation 16(a)(i) prohibits local governments from recognising such land as an asset.					
Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4(2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.					
Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Council.					
Depreciation					
The depreciable amount of all fixed assets including buildings but excluding freehold land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.					

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 November 2017			
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)			
(j) Fixed Assets (Continued)			
Major depreciation periods used for each class of depreciable asset are:			
Buildings			10 to 50 years
Furniture and Equipment			5 to 10 years
Plant and Equipment			5 to 10 years
Heritage			25 to 100 years
Sealed Roads and Streets			
- Subgrade			Not Depreciated
- Pavement			80 to 100 years
- Seal	Bituminous Seals		15 to 22 years
	Asphalt Surfaces		30 years
Formed Roads (Unsealed)			
- Subgrade			Not Depreciated
- Pavement			18 years
Footpaths			40 to 80 years
Drainage Systems			
- Drains and Kerbs			20 to 60 years
- Culverts			60 years
- Pipes			80 years
- Pits			60 years
The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.			
An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.			
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.			
When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.			
Capitalisation Threshold			
Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.			
(k) Fair Value of Assets and Liabilities			
When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:			
Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.			

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)				
	(k) Fair Value of Assets and Liabilities (Continued)				
	As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.				
	To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).				
	For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.				
	<i>Fair Value Hierarchy</i>				
	AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:				
	Level 1				
	Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.				
	Level 2				
	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.				
	Level 3				
	Measurements based on unobservable inputs for the asset or liability.				
	The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.				
	<i>Valuation techniques</i>				
	The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:				
	Market approach				
	Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.				

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(k) Fair Value of Assets and Liabilities (Continued)					
Income approach					
Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.					
Cost approach					
Valuation techniques that reflect the current replacement cost of an asset at its current service capacity.					
Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Council gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability and considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.					
As detailed above, the mandatory measurement framework imposed by the Local Government (Financial Management) Regulations requires, as a minimum, all assets carried at a revalued amount to be revalued at least every 3 years.					
(l) Financial Instruments					
Initial Recognition and Measurement					
Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (ie trade date accounting is adopted).					
Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.					
Classification and Subsequent Measurement					
Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method, or cost.					
Amortised cost is calculated as:					
(a) the amount in which the financial asset or financial liability is measured at initial recognition;					
(b) less principal repayments and any reduction for impairment; and					
(c) plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method.					

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 November 2017	
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)
(I)	Financial Instruments (Continued)
	The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.
	<i>(i) Financial assets at fair value through profit and loss</i>
	Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.
	<i>(ii) Loans and receivables</i>
	Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.
	Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.
	<i>(iii) Held-to-maturity investments</i>
	Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.
	Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.
	<i>(iv) Available-for-sale financial assets</i>
	Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.
	They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.
	Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.
	<i>(v) Financial liabilities</i>
	Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 November 2017				
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)				
(l) Financial Instruments (Continued)				
<i>Impairment</i>				
A financial asset is deemed to be impaired if, and only if, there is objective evidence of impairment as a result of one or more events (a "loss event") having occurred, which has an impact on the estimated future cash flows of the financial asset(s).				
In the case of available-for-sale financial assets, a significant or prolonged decline in the market value of the instrument is considered a loss event. Impairment losses are recognised in profit or loss immediately. Also, any cumulative decline in fair value previously recognised in other comprehensive income is reclassified to profit or loss at this point.				
In the case of financial assets carried at amortised cost, loss events may include: indications that the debtors or a group of debtors are experiencing significant financial difficulty, default or delinquency in interest or principal payments; indications that they will enter bankruptcy or other financial reorganisation; and changes in arrears or economic conditions that correlate with defaults.				
For financial assets carried at amortised cost (including loans and receivables), a separate allowance account is used to reduce the carrying amount of financial assets impaired by credit losses. After having taken all possible measures of recovery, if management establishes that the carrying amount cannot be recovered by any means, at that point the written-off amounts are charged to the allowance account or the carrying amount of impaired financial assets is reduced directly if no impairment amount was previously recognised in the allowance account.				
<i>Derecognition</i>				
Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.				
Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.				
(m) Impairment of Assets				
In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.				
Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.				
Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116) whereby any impairment loss of a revaluation decrease in accordance with that other standard.				

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)				
(m)	Impairment of Assets (Continued)				
	For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.				
(n)	Trade and Other Payables				
	Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.				
(o)	Employee Benefits				
	Short-Term Employee Benefits				
	Provision is made for the Council's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.				
	The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.				
	Other Long-Term Employee Benefits				
	Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.				
	The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.				

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(p) Borrowing Costs					
Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.					
(q) Provisions					
Provisions are recognised when the Council has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.					
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.					
(r) Current and Non-Current Classification					
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. 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 the 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 sale where it is held as non-current based on the Council's intentions to release for sale.					

MINUTES OF THE ORDINARY COUNCIL MEETING

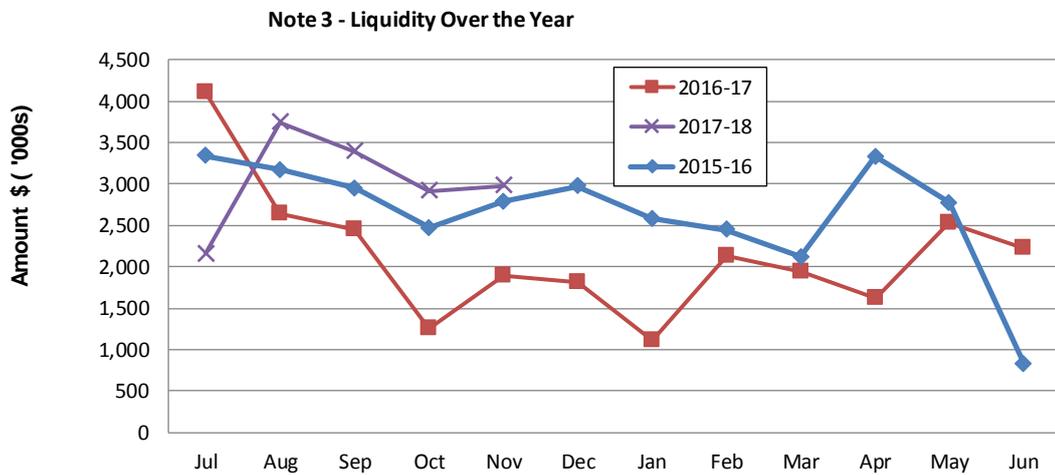
20 DECEMBER 2017

Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 30 November 2017					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(5,859)	(87.9%)	▼	Timing	Variance due to no insurance claims YTD and nominal reimbursements as budget estimated.
General Purpose Funding - Rates	(185)	(0.0%)	▼	Timing	No Reportable Variance
General Purpose Funding - Other	25,204	5.5%	▲	Timing	Variance due to Increase in FAG Grant \$8K and YTD budget to actual timing
Law, Order and Public Safety	(25,534)	(58.3%)	▼	Timing	Variance due to timing of Coastal Hazards Identification Grant not yet received \$15K and FESA Grant taken up as income \$10K in 16/17 FY
Health	(699)	(42.1%)	▼	Timing	Variance due to no Septic Tank Application Fees charged YTD
Housing	6,013	17.0%	▲	Timing	Variance due to Pensioner Units Rent Received in Advance .
Community Amenities	28,926	12.5%	▲	Timing	Variance due to Sale of Scrap Metal and increase in collection of refuse site fees received in advance of YTD budget.
Recreation and Culture	97,763	96.8%	▲	Timing	Increase in collection of SBDC entrance fees and merchandise sales and Park Passes and Tourism WA RVCSGP Grant \$24K not included in budget
Transport	40,781	19.5%	▲	Timing	Variance due to proceeds of sale of asset-Single Cab 4x4 awaiting finalisation and Monkey Mia Jetty charges YTD budget to actual timing differences.
Economic Services	(49,426)	(10.7%)	▼	Timing	Variance due to \$50K Contribution - Monkey Mia not received
Other Property and Services	(9,407)	(43.8%)	▼	Timing	Decrease in refunds income compared to budget estimate
Operating Expense					
Governance	138,238	(51.3%)	▲	Timing	Due to Year to Date Budget timing and underspend in overall costs.
General Purpose Funding	4,504	(9.0%)	▲	Timing	Reduction in YTD Governance Overheads in line with Budget
Law, Order and Public Safety	90,175	(42.9%)	▲	Timing	Due to Coastal Hazards Identification program \$60K not commenced, cancellation of Cat Program \$10K due to lack of funding, general underspend in Ranger Services \$9K, Fire Prevention \$6K and Contribution to Biosecurity Council \$5K.
Health	1,905	(7.2%)	▲	Timing	Unspent in Consultant Fees and Governance Overhead ytd in comparison to budget
Housing	2,274	(3.0%)	▲	Timing	No Reportable Variance.
Community Amenities	(15,826)	5.6%	▼	Timing	Due to Planning Consultant Fees increase
Recreation and Culture	168,785	(15.4%)	▲	Timing	Variance due to the Battle off Shark Bay \$103K not yet commenced, Cape Inscription maintenance not commenced 28K, website development not commenced 10k and Walk Trail improvements not commenced.
Transport	(72,845)	11.7%	▼	Timing	Due mainly to Useless Loop Road and Country Roads Maintenance and increased depreciation due to Fair Valuations.
Economic Services	101,598	(18.7%)	▲	Timing	Due to \$10K Skate Park Consultation project not commenced, \$23K Destination Shark Bay Branding project not commenced, \$25K Festival 2018 Grant Funding Assistance Project not commenced and underspend in overall costs.
Other Property and Services	(56,810)	132.5%	▼	Timing	Due to under recovery of Public Works Overheads costs .
Capital Revenues					
Grants, Subsidies and Contributions	(296,463)	(70.7%)	▼	Timing	Community Bus Grant \$150K has not been received plus \$79K The Battle off Shark Bay Grant was included in the 16/17 year. In addition RRG 40% claim for Nanga and Ocean Park Roads have been deferred until works are completed via Main Roads Contractor.
Proceeds from Disposal of Assets	0	0.0%	▲	Timing	No reportable variance.
Capital Expenses					
Land and Buildings	44,502	81.7%	▲	Timing	Town Oval Toilets, Recreation Signage, Denham Town Hall and Staff Housing Projects not commenced.
Infrastructure - Roads	242,211	50.6%	▲	Timing	Road Projects recently commenced.
Infrastructure - Public Facilities	98,184	43.2%	▲	Timing	Refuse and Recycling project recently commenced and Park and Recreation Improvements yet to commence.
Infrastructure - Footpaths	0	0.0%	▲	Timing	No Reportable Variance.
Infrastructure - Drainage	11,024	0.0%	▲	Timing	Drain Kestrals and Sump Upgrade projects completed, drainage upgrades not yet commenced.
Infrastructure - Streetscapes	7,500	0.0%	▲	Timing	No Reportable Variance
Heritage Assets	20,000	100.0%	▲	Timing	Stables refurbishment yet to commence
Plant and Equipment	674,222	99.7%	▲	Timing	No Plant and Equipment has been purchased.
Furniture and Equipment	4,122	0.0%	▲	Timing	No Reportable Variance

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 November 2017				
Note 3: NET CURRENT FUNDING POSITION				
		Positive=Surplus (Negative=Deficit)		
	Note	30 Nov 2017	30th June 2017	30 Nov 2016
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	2,591,276	2,096,415	1,339,288
Cash Restricted	4	1,196,830	1,909,228	1,266,223
Receivables - Rates	6	446,646	21,187	317,208
Receivables -Other	6	227,696	123,224	299,617
Interest / ATO Receivable		13,896	6,948	17,082
Inventories		187,603	187,603	190,159
		4,663,947	4,344,605	3,429,577
Less: Current Liabilities				
Payables		(288,514)	(534,870)	(76,193)
Royalties for Regions Funding				(197,101)
Accruals			(43,154)	
Provisions		(203,734)	(203,734)	0
		(492,248)	(781,758)	(273,294)
Less: Cash Reserves	7	(1,196,830)	(1,238,250)	(1,266,223)
Net Current Funding Position		2,974,869	2,324,597	1,890,060



Comments - Net Current Funding Position

MINUTES OF THE ORDINARY COUNCIL MEETING

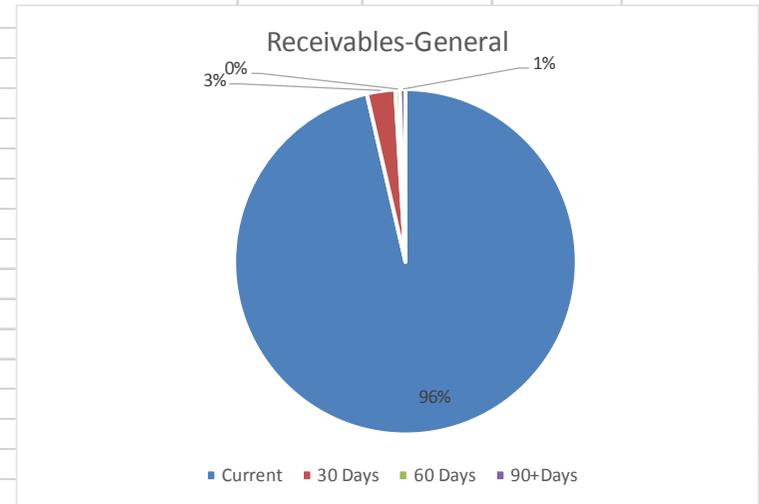
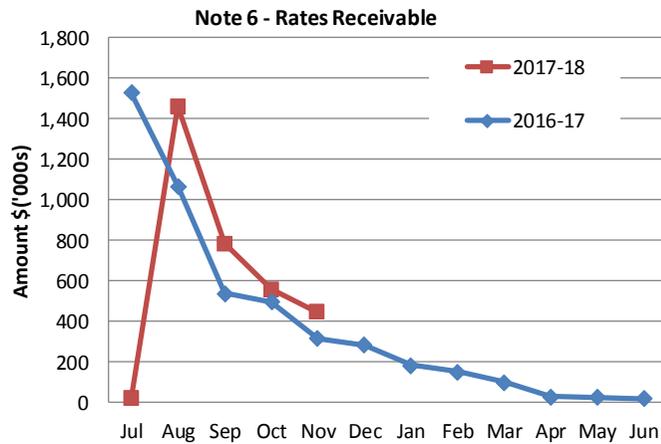
20 DECEMBER 2017

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 November 2017							
Note 4: CASH AND INVESTMENTS							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.10%	116,215			116,215	Bankwest	At Call
Reserve Bank Account	0.00%		6,830		6,830	Bankwest	At Call
Telenet Saver	1.10%	974,261			974,261	Bankwest	At Call
Trust Bank Account	0.00%			11,349	11,349	Bankwest	At Call
Cash On Hand		800			800		On Hand
(b) Term Deposits							
Municipal Investment	2.35%	1,500,000			1,500,000	Bankwest	1/12/2017
Reserve Investment	2.35%		1,190,000		1,190,000	Bankwest	31/01/2018
Total		2,591,276	1,196,830	11,349	3,799,455		
Comments/Notes - Investments							

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 30 November 2017				
Note 6: RECEIVABLES				
Receivables - Rates Receivable	30 Nov 2017	30 June 2017	Receivables - General	Current 30 Days 60 Days 90+Days
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	21,187	25,814	Receivables - General	218,900 6,065 986 1,182
Levied this year	1,566,223	1,520,406	Total Receivables General Outstanding	227,133
Less Collections to date	(1,140,764)	(1,525,033)	Amounts shown above include GST (where applicable)	
Equals Current Outstanding	446,646	21,187		
Net Rates Collectable	446,646	21,187		
% Collected	71.86%	98.63%		



Comments/Notes - Receivables Rates

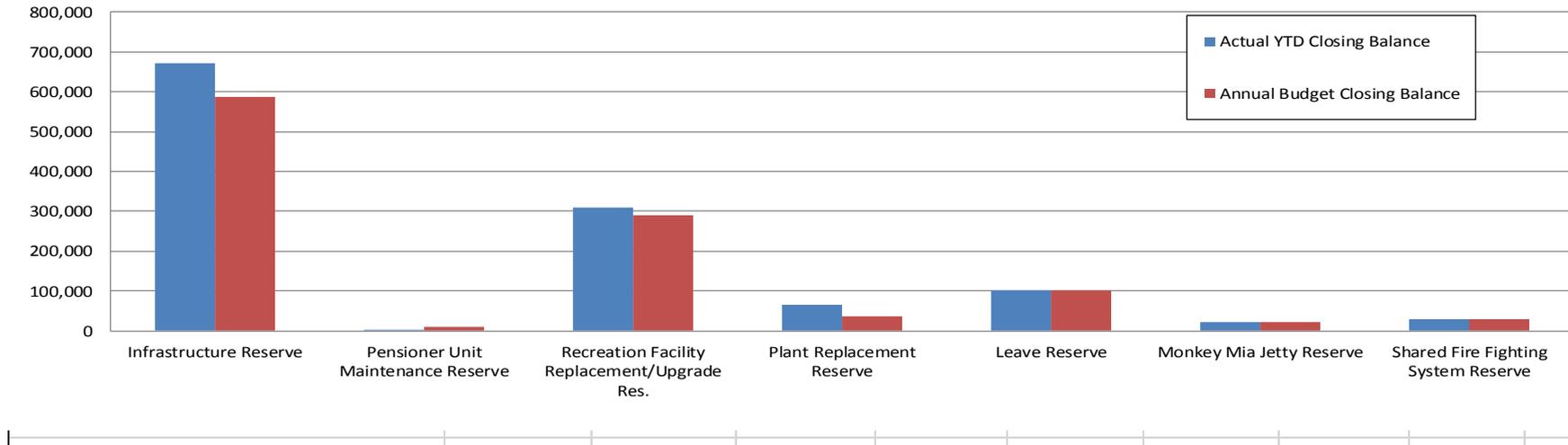
No major issues at this time .

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 30 November 2017									
<u>Note 7: Cash Backed Reserve</u>									
2017-18									
Name	Opening Balance	Annual Budget Interest Earned	Actual Interest Earned	Annual Budget Transfers In (+)	Actual Transfers In (+)	Annual Budget Transfers Out (-)	Actual Transfers Out (-)	Annual Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure Reserve	725,034	15,000	4,736	107,240	0	(260,628)	(58,692)	586,646	671,078
Pensioner Unit Maintenance Reserve	732	70	5	10,000	0	0	0	10,802	737
Recreation Facility Replacement/Upgrade Res.	307,765	6,500	2,127	0	0	(23,750)	0	290,515	309,892
Plant Replacement Reserve	55,128	2,500	378	335,000	335,000	(356,203)	(326,000)	36,425	64,506
Leave Reserve	100,199	1,800	688	0	0	0	0	101,999	100,887
Monkey Mia Jetty Reserve	21,122	400	145	0	0	0	0	21,522	21,267
Shared Fire Fighting System Reserve	28,269	540	194	0	0	0	0	28,810	28,463
	1,238,249	26,810	8,273	452,240	335,000	(640,581)	(384,692)	1,076,719	1,196,830

Note 7 - Year To Date Reserve Balance to End of Year Estimate



MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
Note 7a: Cash Backed Reserve Detail - Amended Budget					
2017-18	Opening Balance	Source of Funds	Transfers In (+)	Transfers Out (-)	Closing Balance
Name	\$		\$	\$	\$
Infrastructure Reserve	725,034				
Interest		Investment	15,000		
Transfer of funds		General Revenue	107,240		
Staff Housing				3,977	
Abultion Depot				10,000	
Drain Kestrals				4,715	
Hughes Street Sump				10,000	
Footpath Upgrades				50,000	
Old Jail and Stables 16-17				1,936	
Netta's Beach Toilet				150,000	
Westend Carpark to DOT Carpark Limestone Wall/Beach Upgrade				30,000	
	725,034		122,240	260,628	586,646
Pensioner Unit Maintenance Reserve	732				
Interest		Investment	70		
Transfer of Funds		General Revenue	10,000		
Upgrade to Units					
	732		10,070	0	10,802
Recreation Facility Replacement/Upgrade Res.	307,765				
Interest		Investment	6,500		
Charlie Sappie Park				13,750	
Pioneer Park Improvements				10,000	
	307,765		6,500	23,750	290,515
Plant Replacement Reserve	55,128				
Interest		Investment	2,500		
Depreciation		General Funds	335,000		
CEO Vehicle				28,000	
EMFA Vehicle				7,000	
EMCD Vehicle				7,000	
Vehicle Ranger				25,000	
Dual Cab Truck 5T				90,000	
Excavator				155,000	
Country Supervisor- Dual Cab Ute				28,000	
Major Plant Items				16,203	
	55,128		337,500	356,203	36,425
Leave Reserve	100,199				
Interest		Investment	1,800		
Transfer of Funds		General Funds	0		
LSL Taken					
	100,199		1,800	0	101,999
Monkey Mia Jetty Reserve	21,122				
Interest		Investment	400		
	21,122		400	0	21,522
Shared Fire Fighting System Reserve	28,270				
Interest		Investment	540	0	
	28,270		540	0	28,810
Total	\$1,238,250		\$479,050	\$640,581	\$1,076,719

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 November 2017							
Note 8 CAPITAL DISPOSALS							
Budget Profit/(Loss) of Asset Disposal					Original Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 11 2017		
\$	\$	\$	\$		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
				Plant and Equipment	\$	\$	\$
				Governance			
55,000	(3,750)	46,000	(5,250)	CEO Vehicle	(5,250)		5,250
34,765	(13,323)	28,000	6,559	EMFA Vehicle	6,559		(6,559)
37,866	(13,400)	28,000	3,534	EMCD Vehicle	3,534		(3,534)
				Law, Order, Public Safety			
32,000	(5,250)	20,000	(6,750)	Rangers Vehicle	(6,750)		6,750
				Transport			
51,000	(13,500)	30,000	(7,500)	Dual Cab Truck 5T	(7,500)		7,500
123,500	(10,356)	70,000	(43,144)	Excavator	(43,144)		43,144
32,000	(7,750)	23,000	(1,250)	Town Ute Single Cab	(1,250)		1,250
366,131	(67,329)	245,000	(53,802)		(53,802)	0	53,802
Comments - Capital Disposal/Replacements							

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 30 November 2017											
Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2017/18 Budget Rate Revenue \$	2017/18 Budget Interim Rate \$	2017/18 Budget Back Rate \$	2017/18 Budget Total Revenue \$	
Note 9: RATING INFORMATION											
RATE TYPE											
Differential General Rate											
GRV Rateable Property	0.094627	301	3,606,327	341,256		341,256	341,260			341,260	
GRV Vacant	0.094627	17	337,194	31,908		31,908	31,910			31,910	
GRV - Commercial	0.097244	43	2,041,030	198,478		198,478	198,500			198,500	
GRV - Industrial/Residential	0.104714	45	619,128	64,831		64,831	64,800			64,800	
GRV Industrial /Residential Vacant	0.094627	2	17,099	1,618		1,618	1,619			1,619	
GRV Rural Commercial	0.098348	5	304,201	29,917		29,917	29,918			29,918	
GRV Resort	0.103811	2	1,112,800	115,521		115,521	115,520			115,520	
UV General	0.194257	6	1,150,738	223,539		223,539	223,540			223,540	
UV Mining	0.264952	1	6,990	1,852		1,852	1,852			1,852	
UV Pastoral	0.133037	11	617,362	82,132		82,132	82,130			82,130	
UV Exploration	0.254752	9	615,590	153,112		153,112	156,823			156,823	
Sub-Totals		442	10,428,459	1,244,164	0	0	1,244,164	1,247,872	0	0	1,247,872
Minimum Payment											
GRV Rateable Property	825.00	67	511,894	70,125	5,419	7,530	83,074	55,275		55,275	
GRV Vacant	825.00	85	283,570	55,275			55,275	70,125		70,125	
GRV - Commercial	825.00	25	154,340	20,625			20,625	20,625		20,625	
GRV - Industrial/Residential	825.00	3	19,760	2,475			2,475	2,475		2,475	
GRV Industrial /Residential Vacant	515.00	0	0	0			0	0		0	
Rural Commercial	825.00	0	0	0			0	0		0	
GRV Resort	825.00	0	0	0			0	0		0	
UV General	860.00	5	8,160	4,300		17,404	21,704	4,300		4,300	
UV Mining	860.00	1	596	860			860	860		860	
UV Pastoral	860.00	0	0	0			0	0		0	
UV Exploration	860.00	0	0	860		-118	742	0		0	
Sub-Totals		186	978,320	6,020	0	17,286	184,755	153,660		153,660	
Excess Rates 16/17 Impact							(22,549)				
Concessions							(177,763)			(177,285)	
Amount from General Rates							1,228,607			1,224,247	
Specified Area Rates							37,661			37,661	
Totals							1,266,268			1,261,908	
Comments - Rating Information											

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 November 2017								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-17	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Loan 57 Monkey Mia Bore	194,230	0	14,457	29,210	179,773	165,020	3,117	8,460
Loan 53 - Staff Housing	43,286	0	10,310	20,960		22,326	(1,335)	2,000
Loan 56 - Staff Housing	63,544	0	8,294	16,850		46,694	1,417	3,900
	301,060	0	33,061	67,020	179,773	234,040	3,198	14,360

All debenture repayments are financed by general purpose revenue except Loan 57 which is funded through a Specified Area Rate.

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 November 2017								
Note 11: GRANTS AND CONTRIBUTIONS								
Program/Details	Grant Provider	Approval	2017-18 Annual Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received/Invoiced	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	694,911	0	348,414	0	336,202	12,212
Grants Commission - Roads	WALGGC	Y	183,748	0	92,762	0	113,038	(20,276)
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	7,510	0	3,754	0	1,877	1,877
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	40,000	0	20,000	0	10,000	10,000
Coastal Hazards Identification	Department of Planning	Y	15,000	0	15,000	0	0	15,000
RECREATION AND CULTURE								
Tourism WA WIFI Contribution	Tourism WA	Y	7,097	0	7,097	0	0	7,097
Community Bus	Lotterywest	N	150,000	0	0	150,000	0	150,000
The Battle off Shark Bay	Department of Environment & Energy	Y	79,760	0	0	79,760	0	79,760
Tourism WA RVCSGP Grant	Tourism WA	Y	0	0	0	0	24,879	0
TRANSPORT								
Road Preservation Grant	State Initiative - Main Roads WA	Y	57,908	0	57,908	0	57,908	0
Useless Loop Road - Mtce	Main Roads WA	Y	315,000	0	126,000	0	126,000	0
Contributions - Road Projects	Pipeline	Y	8,350	0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	199,877	0	0	0	0	0
RRG Grants - Capital Projects	Regional Road Group	Y	472,610	0	0	378,694	122,644	256,050
ECONOMIC SERVICES								
Contribution - Monkey Mia	Dept. of Parks and Wildlife	N	50,000	0	50,000	0	0	50,000
Destination Shark Bay Brand Dev.	Gascoyne Development Commission	Y	20,000	0	20,000	0	20,000	0
Thank A Volunteer Day	Dept. Of Local Government and Communities	Y	1,000	0	1,000	0	700	300
TOTALS			2,302,771	0	741,935	608,454	813,248	562,020
			Operating		741,935		690,604	
			Non-operating		608,454		122,644	
					1,350,389		813,248	
Comments - Operating and Non Operating Grants								

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 2017					
Note 12: TRUST FUND					
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 17	Amount Received	Amount Paid	Closing Balance 30-Nov-17	
	\$	\$	\$	\$	
BCITF Levy	0	1260	(1,260)	0	
Library Card Bond	50	150	(150)	50	
Bookeasy- Sales	0	198,356	(197,976)	380	
Kerb/Footpath Deposit	4,300	999	(1,000)	4,299	
Bond Key	2,080	760	(500)	2,340	
Hall Bond	0			0	
Police Licensing	1,393	161,131	(160,631)	1,893	
Election Deposit	0	560	(560)	0	
Marquee Deposit	0			0	
Building Licence Levy	0	1,342	(1,342)	0	
Road Reserve - Hughes Street	2,000		0	2,000	
Rates Unidentified Deposit	210		0	210	
	10,033	364,558	(363,419)	11,349	

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

CAPITAL WORKS PROGRAM 2017/18								
Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Land and Buildings								
Buildings								
Housing								
Staff housing Capital Works								
Staff Housing - 5 Spaven Way	1.2.4	CEO	(10,000)	(3,334)	0	(3,334)	0	
Staff Housing - 65 Brockman St	1.2.4	EMCD	(10,000)	(3,334)	(9,950)	6,616	9,950	
Staff Housing - 51 Durlacher St	1.2.4	EMFA	(10,000)	(3,334)	0	(3,334)	0	
Staff Housing - 80 Durlacher St	1.2.4	EMCD	(10,000)	(3,334)	0	(3,334)	0	
Pensioner Units Capital	3.7.1	EMCD	(20,000)	(6,666)	0	(6,666)	0	
Housing Total			(60,000)	(20,002)	(9,950)	(10,052)	9,950	
Recreation and Culture								
Denham Town Hall	3.7.1	EMCD	(20,000)	(9,035)	0	(9,035)	0	
Recreation Centre Signage	3.7.1	EMCD	(15,000)	(15,000)	0	(15,000)	0	
Town Oval Toilets	3.7.1	EMCD	(25,000)	(10,415)	0	(10,415)	0	
Recreation and Culture Total			(60,000)	(34,450)	0	(34,450)	0	
Transport								
Depot- New Ablution	3.7.1	WKM	(20,000)	0	0	0	0	
Transport Total			(20,000)	0	0	0	0	
Land and Buildings Total			(140,000)	(54,452)	(9,950)	(44,502)	9,950	
Drainage/Culverts								
Transport								
Drainage upgrades	1.1.2	WKM	(30,000)	(12,500)	0	(12,500)	0	
Drain Kestrals - Foreshore	1.1.2	WKM	(4,715)	(1,965)	(3,441)	1,476	0	
Hughes Street Sump Upgrade	1.1.2	WKM	(10,000)	(10,000)	(10,000)	0	10,000	
Drainage/Culverts Total			(44,715)	(24,465)	(13,441)	(11,024)	10,000	
Footpaths								
Transport								
Footpath Construction-Denham Footpath Plan	1.1.2	WKM	(50,000)	0	0	0	0	
Footpaths Total			(50,000)	0	0	0	0	

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Furniture & Office Equip.								
Governance								
New Photocopier	1.1.2	EMFA	(11,000)	(11,000)	(9,814)	(1,186)		
Governance Total			(11,000)	(11,000)	(9,814)	(1,186)	0	
Recreation And Culture								
Discovery Centre - Furniture & Equipment	2.4.1	EMCD	(10,000)	(4,165)	(1,229)	(2,936)	1,229	
Recreation And Culture Total			(10,000)	(4,165)	(1,229)	(2,936)	1,229	
Furniture & Office Equip. Total			(21,000)	(15,165)	(11,043)	(4,122)	1,229	
Heritage Assets								
Recreation And Culture								
Refurbishment of Old Stables - c/fwd	2.2.2	WKM	(20,000)	(20,000)	0	(20,000)	0	
Recreation And Culture Total			(20,000)	(20,000)	0	(20,000)	0	
Heritage Assets Total			(20,000)	(20,000)	0	(20,000)	0	
Plant , Equipment and Vehicles								
Governance								
CEO Vehicle	1.1.2	CEO	(74,000)	(74,000)	0	(74,000)		
EMFA Vehicle	1.1.2	EMFA	(35,000)	0	0	0		
EMCD Vehicle	1.1.2	EMCD	(35,000)	0	0	0		
Total Governance			(144,000)	(74,000)	0	(74,000)	0	
Law, Order and Public Safety								
Ranger Vehicle	1.1.2	WKM	(45,000)	(45,000)	0			
Total Law, Order and Public Safety			(45,000)	(45,000)	0	0	0	
Recreation and Culture								
Community Bus	1.1.6	WKM	(150,000)	(150,000)	0	(150,000)	0	
Recreation and Culture			(150,000)	(150,000)	0	(150,000)	0	
Transport								
Dual Cab Truck 5T	1.1.6	WKM	(120,000)	(120,000)	0	(120,000)		
Excavator	1.1.6	WKM	(225,000)	(225,000)	0	(225,000)		
Dual Cab Ute - Country	1.1.6	WKM	(51,000)	(51,000)	0	(51,000)		
Camp Upgrades 16-17	1.1.6	WKM	(3,000)	(3,000)	(346)	(2,654)		
Major Plant Items	1.1.6	WKM	(20,000)	(8,335)	(1,767)	(6,568)		
Transport Total			(419,000)	(407,335)	(2,113)	(405,222)	0	
Plant , Equipment and Vehicles Total			(758,000)	(676,335)	(2,113)	(629,222)	0	

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	2016/17 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Public Facilities								
Community Amenities								
Refuse Tip and Recycling	2.4.2	WKM	(388,341)	(16,665)	(97,222)	80,557	0	
Community Amenities Total			(388,341)	(16,665)	(97,222)	80,557	0	
Recreation And Culture								
Foreshore Revitalisation	3.7.1	CEO	0	0	0	0		
Lotterywest - Playground	3.7.1	WKM	0	0	0	0		
Recreation Grounds	3.2.2	WKM	(25,000)	(7,643)	0	(7,643)		
Charlie Sappie Park	2.2.1	WKM	(13,750)	(5,730)	(732)	(4,998)		
Pioneer Park Improvements	3.2.2	WKM	(10,000)	(10,000)	0	(10,000)		
Westend Carpark to DOT Carpark Limestone Wall and	3.2.3	WKM	(30,000)	(30,000)	(28,536)	(1,464)		
Netta's Beach Toilet	3.2.2	WKM	(150,000)	(150,000)	0	(150,000)		
Town Oval Bore C/F 16-17	3.7.1	WKM	(7,030)	(7,030)	(2,394)	(4,636)	2,394	
Recreation And Culture Total			(235,780)	(210,403)	(31,662)	(178,741)	2,394	
Public Facilities Total			(624,121)	(227,068)	(128,884)	(98,184)	2,394	

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Roads (Non Town)								
Transport								
R2R Knight Terrace 16-17	1.1.6	WKM	(148,283)	(148,283)	(148,283)		148,283	
R2R Old Knight Terrace 16-7	1.1.6	WKM	(35,462)	(35,462)	(37,067)		37,067	
R2R Projects 17/18	1.1.6	WKM	(199,876)	0	0			
Useless Loop Road - RRG 17-18	1.1.6	WKM	(459,915)	(191,630)	(51,564)		51,564	
Nanga Road - RRG 17-18	1.1.6	WKM	(159,000)	(66,250)	0		0	
Ocean Park Road - RRG 17-18	1.1.6	WKM	(90,000)	(37,500)	0		0	
Transport Total			(1,092,536)	(479,125)	(236,914)	0	236,914	
Roads (Non Town) Total			(1,092,536)	(479,125)	(236,914)	0	236,914	
Streetscapes								
Economic Services								
Welcome Signage	2.1.3	EMCD	0	0	0	0		
Overlander - Solar Light Improvements	2.1.3	EMCD	(7,500)	(7,500)	0	(7,500)	0	
Economic Services Total			(7,500)	(7,500)	0	(7,500)	0	
Capital Expenditure Total			(2,757,872)	(1,504,110)	(402,345)	(814,554)	260,487	

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12.3 RATES INTEREST WRITE-OFF – SHARK BAY SHANGRI-LA PTY LTD
P1016

AUTHOR

Executive Manager Finance and Administration

DISCLOSURE OF ANY INTEREST

Declaration of Interest:

Nature of Interest:

Officer Recommendation Option 1

That Council:

- (a) Write-off the interest accrued to 14 December 2017 being \$148.24 and convert the assessment to instalment adding on the option cost of \$30; and
- (b) Write-Off any further interest accruals on the outstanding rates accrued after 14 December 2017;

on Assessment A4179 Shark Bay Shangri-la due to non receipt of 2017-18 rate notice.

ABSOLUTE MAJORITY REQUIRED

Officer Recommendation Option 2

That Council deny the request to write-off interest accruals as the rates notice was readdressed twice to Baylodge 113 Knight Terrace and that their postal address had not been updated to the new address of 285B Mabena Place, Ocean Reef.

ABSOLUTE MAJORITY REQUIRED

Moved Cr Fenny
Seconded Cr Laundry

Council Resolution

That Council:

- (c) Write-off the interest accrued to 14 December 2017 being \$148.24 and convert the assessment to instalment adding on the option cost of \$30; and**
- (d) Write-Off any further interest accruals on the outstanding rates accrued after 14 December 2017;**

on Assessment A4179 Shark Bay Shangri-la due to non receipt of 2017/2018 rate notice.

7/0 CARRIED BY ABSOLUTE MAJORITY REQUIRED

BACKGROUND

A letter has been received from Robert and Thelma Niese of Shark Bay Shangri-la requesting waiving of interest on the 2017/2018 rates assessment on the basis that they did not receive any rate notices. A copy of their letter dated 29 November 2017 and received on the 4 December 2017 is attached for your information.

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*“Sharkbay Shangri-La Pty) Ltd.,
113 Knight Terrace
Denham
Shark Bay WA 6537*

*Councillors
Shire of Shark Bay
PO Box 126
Denham
Shark Bay WA 6537*

29th November 2017

Honourable councillors,

*We are writing to request that you consider waiving any interest charged on the rates assessment for the property situated at 113 Knight Terrace, Denham as there was no notice **received** by the owners of the property namely Sharkbay Shangri-la Pty Ltd. An email was received today from your office which is attached to this letter and to which has been replied to explaining that the invoice was never received and the fact that the Final Rates Notice was sent back to the Shire Office donates that it was not received.*

An explanation can only be that the person who sorts the mail at the Post Office did not put the mail into the Bay Lodge box for collection as they probably did not connect that they always go to Bay Lodge.

We fail to understand why it took so long to contact us with regards to this as surely as the registered owners of the property you have all our details and could have written to our Perth address which is

28B Mabena Place Ocean Reef WA 6027 or contacted someone at Bay Lodge.

We have today paid \$2000 on this account and we will endeavour to catch up so that the other half of the rates account can be paid in instalments as we have always done before without additional charge of interest.

We would also like to point out that we and other businesses supplying accommodation to the town of Denham are having to compete with the locals that rent out their homes to holiday makers on Stayz.com, Air B & B and Couch Surfers, they do not have to pay what we have to pay in respect of rates, water rates and services and other overhead expenses which at times make us wonder if it is worth the huge effort and expense and sacrifices made in order to carry out our business.

We trust that you will look at our request to waive the interest favourably.

Sincerely

*Robert & Thelma Niese(Directors)
Sharkbay Shangri-la Pty Ltd
Premises of Bay Lodge”*

Our rates officer Donnelle Oakley emailed the following to owners of the property on the 4 December 2017:

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“Hello Thelma,

Thank you for your notice I will forward this onto the Executive Manager of Finance for an item to be drawn up for Councils consideration.

Your first notice was sent 18/8/17 and returned to our office where it was readdressed to BAYLODGE. It is assumed that this was received at 113 Knight Terrace as this was not returned. The final notice, posted 27/10/017, was also returned and readdressed to Baylodge and a copy emailed to yourself. I agree with you that the post office is not aware of the Sharkbay Shangri-La is the Baylodge. On both occasions when the notices were returned, they were readdressed to Baylodge.

At this time we have the address of the property owned by **Sharkbay Shangri-La Pty Ltd at 82 Farrington Road Leeming WA 6149, with a postal address of 113 Knight Terrace Denham WA 6537**. These details can only be changed by the owners of the property in writing. If you would like these details changed, please advise at your earliest convenience to avoid future disputes.

Thank you for your time Thelma.

Regards,

Donnelle Oakley
Finance Officer

Shire Office: 08 9948 1218

Address : 65 Knight Tce, Denham, WA 6537

Shire Depot: 08 9948 1013

Shark Bay World Heritage Discovery & Visitor Centre: 08 9948 1590

Visitors Centre Website: <http://www.sharkbayvisit.com.au/>

Shire Website: <http://www.sharkbay.wa.gov.au/>



Please consider the environment before printing this e-mail

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

If you received it in error you may not disclose or use it - please notify us then delete it.

MINUTES OF THE ORDINARY COUNCIL MEETING

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From: NIESE Thelma [<mailto:accountant@carmel.wa.edu.au>]
Sent: Wednesday, 29 November 2017 2:57 PM
To: Donnelle <Debtors@sharkbay.wa.gov.au>
Subject: Dispute interest

Hi Donnelle

Please can you forward my attached letter and copy of the email I sent to you to one of your councillors so it can be tabled at the next council meeting. I will post off the original.

Kind regards

Thelma Niese
Sharkbay Shangri-la Pty Ltd”

We confirm that the 2016/2017 rates on the property were paid via instalments.

We have received the \$2,000 payment from the property owner as indicated in the above letter.

COMMENT

The outstanding rates consist of the following:

Financial Year	Rates	Rate Interest Accrued to 30 September 2017	Emergency Service Levy Fees	ESL Interest Accrued to 30 September 2017	Domestic Rubbish Charge	Payment Received
2017/2018	\$6,826.53	\$141.96	\$325.80	\$6.28	\$362.00	-\$2,000.00
	Total Owing at 14 December 2017			\$5,662.57		

The property owners have requested that Council waive interest that has accrued on the outstanding rates and Emergency Service Levies, totalling \$148.24.

The option cost of paying rates in four instalments is \$30.

LEGAL IMPLICATIONS

Section 6.12 of the Local Government Act 1995 permits Council to defer, grant discounts, waive or write off debts.

6.12. *Power to defer, grant discounts, waive or write off debts*

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*

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20 DECEMBER 2017

(c) *write off any amount of money,*

which is owed to the local government.

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

[Section 6.12 amended by No. 64 of 1998 s. 39.]

Section 6.51 of the Local Government Act 1995 permits Council to accrue interest on overdue rates or service charges.

6.51. *Accrual of interest on overdue rates or service charges*

- (1) *A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on —*
 - (a) *a rate or service charge (or any instalment of a rate or service charge); and*
 - (b) *any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.*

** Absolute majority required.*

- (2) *The rate of interest that may be set by the local government under this section is not to exceed the rate for the time being prescribed as the maximum rate of interest that may be set for the purposes of this section.*
- (3) *Accrued interest is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.*
- (4) *If a person is entitled under the Rates and Charges (Rebates and Deferments) Act 1992 or under this Act (if the local government in a particular case so resolves) to a rebate or deferment in respect of a rate or service charge —*
 - (a) *no interest is to accrue in respect of that rate or service charge payable by that person; and*
 - (b) *no additional charge is to be imposed under section 6.45(3) on that person.*
- (5) *Regulations may provide for the method of calculation of interest.*

[Section 6.51 amended by No. 1 of 1998 s. 21(1); No. 49 of 2004 s. 62.]

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The write off of \$148.24 will reduce the interest receivables for 2017/2018 financial year.

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STRATEGIC IMPLICATIONS

Outcome 4.1 The Shire is efficient in its operations, actively listens to the community and anticipates and responds to the community's needs.

RISK MANAGEMENT

This is a low risk item to Council as the interest revenue was not factored into the 2017/2018 budget.

VOTING REQUIREMENTS

Absolute Majority Required

SIGNATURES

Author

A Pears

Chief Executive Officer

P Anderson

Date of Report

14 December 2017

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13.0 TOWN PLANNING REPORT

13.1 APPLICATION TO USE EXISTING HOUSE AS BED AND BREAKFAST AND HOLIDAY HOUSE - LOT 29 (13) MAINLAND STREET, DENHAM
P1114

Author

Liz Bushby, Town Planning Innovations

Disclosure of Any Interest

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved Cr Capewell
Seconded Cr Fenny

Council Resolution

That Council:

1. **In accordance with Clause 4.4.2 (a) of the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme'), determine that the 'holiday home' use may be consistent with the objectives of the Residential zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval.**
2. **Note that a 'Bed and Breakfast' is required to be advertised for public comment under the Scheme.**
3. **Note that the application has already been advertised in accordance with Clause 9.4 of the Scheme and that no written submissions or objections have been received.**
4. **Approve the application lodged by Stephen & Therese Morris for a 'Holiday Home' and 'Bed and Breakfast' on Lot 29 (13) Mainland Street, Denham subject to the following conditions:**
 - (i) **The existing dwelling on Lot 29 may be used as a large holiday home however shall not accommodate more than 8 people at any one time (as stated in the application), unless otherwise approved in writing by the Chief Executive Office.**
 - (ii) **The existing dwelling may be used as a bed and breakfast which allows for guests to stay when the owners are in residence.**
 - (iii) **The Fire and Emergency Plan lodged as part of the application forms part of this approval.**
 - (iv) **The owner / applicant to be responsible for implementation of the Fire and Emergency Plan and shall ensure a copy of the plan is displayed within the holiday home / bed and breakfast at all times for guests.**

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- (v) **The owner shall ensure that the holiday home is managed by a local resident, person, entity or business at all times of use (as stated in the application).**
 - (vi) **All carparking is to be fully accommodated on site at all times.**
 - (vii) **Any sign for the business must be located within the property boundaries and the sign face shall not exceed an area of 0.2 square metres.**
5. **Include a footnote / advice note on any planning approval to advise the applicant that:**
- (a) **Planning approval does not negate the need to comply with any separate legislation such as health requirements.**
 - (b) **It is recommended that you liaise with your insurance company as many residential public liability insurance policies exclude the use of premises for short rentals. Please note that the Shire takes no responsibility for safety and public liability of guests in the accommodation.**
 - (c) **A future inspection of the premises will be conducted by the Shires Building Surveyor or Environmental Health Officer in 2018.**

7/0 CARRIED

BACKGROUND

Council is to consider an application to use an existing dwelling at 13 Mainland Street as a 'Bed and Breakfast' (when the owners are staying in the house) or a 'Holiday Home' (for guests to use the entire house when vacant).

- *Existing development*

The lot has been developed with an existing house and ancillary outbuildings. It has an approximate area of 1615m².

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Source: Landgate

Lots to the south have been developed for short stay / tourist accommodation.

- *Requirement for Planning Approval*

It is recognised that historically holiday accommodation has likely occurred in Denham without obtaining any local government approval. This situation is not unique to Denham, and holiday accommodation has occurred uncontrolled in many coastal locations.

Technically, under the Shires current Scheme, planning approval is required for all “*development on land zoned and reserved under the Scheme*”. It is important to note that ‘development’ does not only include buildings and construction works, but can also include the use of land.

Although the Shire may not have actively policed holiday homes that have become established in Denham over many years, legally holiday homes require planning approval, similar to other forms of accommodation such as Bed and Breakfast and short stay accommodation.

- *Zoning*

The subject property is zoned ‘Residential R12.5/30’ under the Shire of Shark Bay Local Planning Scheme No 3 (‘the Scheme’).

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COMMENT

- *Proposed Development*

The owner of the abovementioned lot has lodged a planning application proposing to:

- (1) Cater for a maximum of one family or 4 adult guests and provide a 'bed and breakfast' service when the owners are in residence. The owners and guests would both stay in the existing house and guests would be provided with breakfast.
- (2) Rent the entire house out as a holiday house when it is not being occupied by the owners. The house can accommodate a maximum of 8 guests.

The owners spend time in both Denham and Perth, therefore seek a dual approval for 2 landuses to provide flexibility and ensure compliance with the Shire's Scheme.

In support of the application the owners have lodged a site plan showing available on site parking, a fire and emergency evacuation plan and confirmed that there will be a property manager available during any months when they are not in town.

- *Landuse Classification (holiday home)*

When an application is lodged, part of the planning assessment involves examining the landuse definitions in the Scheme, and determining the 'best fit' landuse classification.

If the landuse is listed in the Scheme's Zoning table, it dictates the permissibility of the use in the relevant zone. If the landuse is not listed in the Schemes zoning table, then Council has discretion to consider the use as a 'Use Not Listed'.

In this case the owner has applied for approval of two landuses, being a 'Bed and Breakfast' and a 'Holiday Home'.

The Shires Scheme has a definition for 'short term accommodation' however it does not apply to the proposed application as it specifically refers to "*two or more attached dwellings.....on one lot let for holiday purposes....*".

As the Scheme does not have a specific landuse definition for the proposed use, it is recommended that other sources for landuse classification be considered for the 'holiday home' component.

The Western Australian Planning Commission has guidelines for 'Holiday Homes – Short stay use of residential dwellings' ('Western Australian Planning Commission APC Guidelines').

The Western Australian Planning Commission Guidelines include definition for standard and large holiday homes as follows:

A standard holiday home is defined as 'means a single house (excluding ancillary accommodation), which might also be used for short stay accommodation for no more than six people (but does not include a bed and breakfast, guesthouse, chalet and short stay accommodation unit).'

A large holiday home means '*premises conforming to the definition of holiday home (standard) with the exception that the premises provide short stay accommodation for more than six people but not more than 12 at any one time.*'

Town Planning Innovations recommends that Council consider the landuse as a large 'holiday home'.

- *Process for a Use Not Listed (holiday home)*

A 'holiday home' is a landuse that is not specifically listed in the Zoning Table of the Scheme.

Under Clause 4.4.2 of the Scheme Council has three options in determining any application involving a 'Use Not Listed as follows:

- | | |
|----------|--|
| Option 1 | Determine that the use is consistent with the objectives of the Residential zone and is therefore permitted; |
| Option 2 | Determine that the use <u>may</u> be consistent with the objectives of the Residential zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or |
| Option 3 | Determine the use is not consistent with the objectives of the Residential zone and is therefore not permitted. |

Town Planning Innovations does not recommend Option 1 as the objective of the Residential zone is primarily to cater for residential uses, and approval of the development as a 'permitted' use will set a precedent for all future 'holiday home' applications to also be processed as permitted uses. There may be circumstances where Council receives an application for a holiday home in a Residential zone and consider the location to be unsuitable.

Town Planning Innovations recommends Council pursue Option 2, and consider that the proposed 'holiday home' use may be consistent with the objective of the Residential zone. Whilst the Residential zone is to provide for housing, there is discretion under the Scheme to consider non residential uses having regard to normal planning considerations such as amenity, streetscape, landuse compatibility etc

- *Landuse Classification (Bed and Breakfast)*

The Shires Scheme has a definition for 'Bed and Breakfast' which '*means a dwelling, used by a resident of the dwelling, to provide accommodation for persons away from their normal place of residence on a short term commercial basis and includes the provision of breakfast.*'

A 'Bed and Breakfast' is listed as an 'A' use in 'Table 1: Zoning Table' in the Scheme, which means '*the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.4.*'

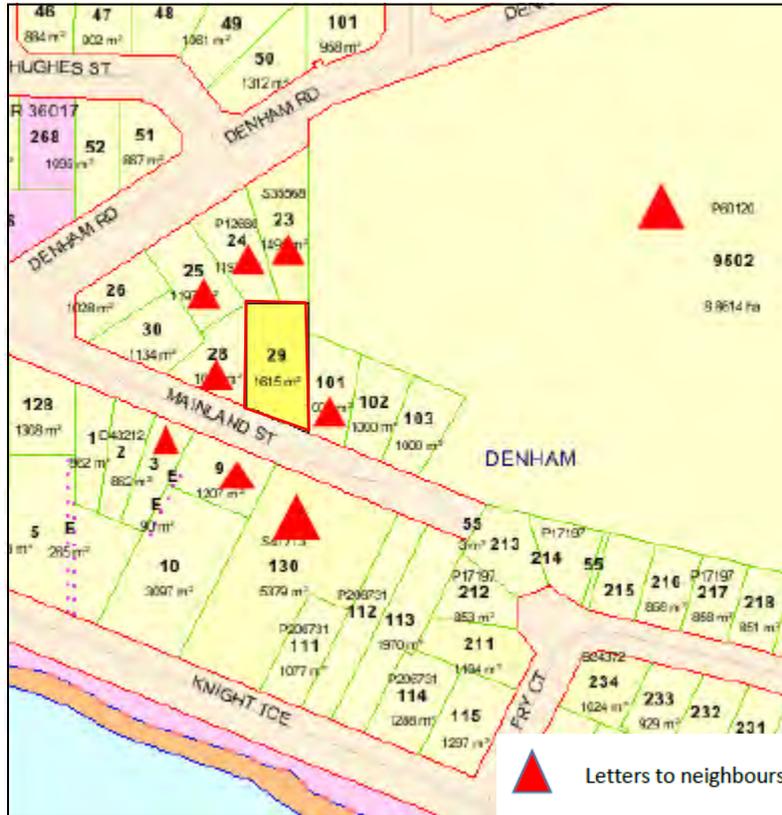
Essentially this means Council has discretion to consider the Bed and Breakfast component once it has been advertised for public comment.

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- *Consultation*

To expedite processing, the application has been advertised for 14 days in accordance with Clause 9.4 of the Scheme.

No submissions have been received, and advertising closed on the 8 December 2017. The plan below shows the extent of neighbour consultation undertaken by the Shire.



Consultation plan

- *Amenity*

In some local authorities there has been issues with landuse conflict between holiday homes and dwellings used as permanent residences. The habits of holiday makers can be different from those of residents, and conflict can occur in the form of noise, anti-social behaviour and the like.

In Denham there has not been significant documented evidence of this type of landuse conflict.

When the owner is in residence and using the house as a Bed and Breakfast they have the ability to effectively manage the use, and it is in their interest for guests to behave appropriately.

The owner has confirmed that when they are not in Denham, the holiday home use / property will be managed for them by Christopher and Catherine Rewi who live locally.

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- *Carparking*

The existing dwelling is serviced by a driveway from the south lot boundary which provides on site carparking. The applicant has submitted a plan (below) showing 4 carparking spaces.



Additional cars could be stacked in the driveway if required. It is recommended that a condition require all carparking to be on site.

- *Fire and Emergency Response Plan*

As occupiers of the dwelling will be unfamiliar with the house layout, the WAPC Guidelines recommend an emergency response plan be required.

Whilst this can be a condition of planning approval, the owners have provided a fire and emergency plan which includes a fire escape route map, cyclone information and local emergency contact details.

- *Location*

The Western Australian Planning Commission Guidelines generally recommend that holiday home locations be identified in a local planning strategy or local planning policy. Town Planning Innovations is of the understanding that historically there has not been

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any major conflicts between holiday accommodation and residential dwellings in Denham.

The proposed holiday home component generally complies with the Western Australian Planning Commission Guidelines which state that as a guide, holiday homes “*are most appropriate in areas of high tourism amenity and close to key tourist attractions such as the beach, town centre or rural areas.*”

The subject dwelling is within walking distance of the beach and services in town. It is also directly opposite established holiday/ tourist accommodation.

- *Building standard*

The Western Australian Planning Commission Guidelines also recommend that dwellings comply with the Building Code of Australia and be inspected to ensure the dwelling is of a “safe and adequate standard”.

Safety has already been addressed in the Management Plan. Town Planning Innovations will request that the premises be inspected in 2018 by the Shires Building Surveyor or Environmental Health Officer.

- *Term of Planning Approval*

Council has the option of limiting the term of the planning approval issued for the use. This would allow Council to re-assess the suitability of the site, location and landuse compatibility.

Town Planning Innovations has not recommended limiting the term of approval as limitations have not been placed on other approvals issued by the Shire (eg. 7B Fry Court).

Once a new Town Planning Scheme is effective, Council may decide to limit the term of future approvals.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

Western Australian Planning Commission guidelines for ‘Holiday Homes – Short stay use of residential dwellings’ – explained in the body of this report.

FINANCIAL IMPLICATIONS

The Shire pays fees to Liz Bushby (Town Planning Innovations) for planning advice.

Tourism and businesses have local economic benefits.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

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RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required.

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

9 December 2017

20 DECEMBER 2017

13.2 SIGN PROPOSAL (IN ROAD RESERVE) – SHARK BAY ROAD / USELESS LOOP ROAD, NANGA RD00002

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as Executive Officer for the World Heritage Advisory Committee for referral of the item.

Moved Cr Ridgley
Seconded Cr Capewell

Council Resolution

That Council:

1. **Note that a sign request has been lodged by Kieran Wardle to Main Roads Western Australia to direct visitors to Dirk Hartog Island and the Ferry.**
2. **Note that Main Roads Western Australia has advised that the Shire of Shark Bay should provide comment on the preferred sign content.**
3. **Endorse the following wording for the left hand side of the sign:**

**TURN OFF 1 KM FOR
DIRK HARTOG ISLAND
BARGE
(Distance 135km)**

**(BARGE MUST BE BOOKED IN ADVANCE)
4WD ACCESS ONLY**

4. **Endorse the following wording for the right hand side of the sign:**

STEEP POINT

BLOWHOLES

CAMPING

FISHING

DIRK HARTOG ISLAND ECO LODGE

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5. Note the request by Main Roads Western Australia that secondary signage be considered along Useless Loop Road however advise there is already an information bay in the area.
6. Authorise the Chief Executive Officer to advise Main Roads Western Australia and Kieran Wardle of the Council resolution.
7. Authorise the Chief Executive Officer to lodge any application / formal documentation required by Main Roads Western Australia to progress the sign proposal.
8. Note that all costs associated with the erection and maintenance of the sign will be borne by Main Roads Western Australia.

7/0 CARRIED

BACKGROUND

- **Request for new sign**

A request was lodged by Mr Kieran Wardle to Main Roads Western Australia for a sign to be erected on Shark Bay Road near the Useless Loop Road intersection. Mr Wardle has advised that the main objective is to direct visitors to Dirk Hartog Island and the barge.



Aerial of Shark Bay Road / Useless loop intersection

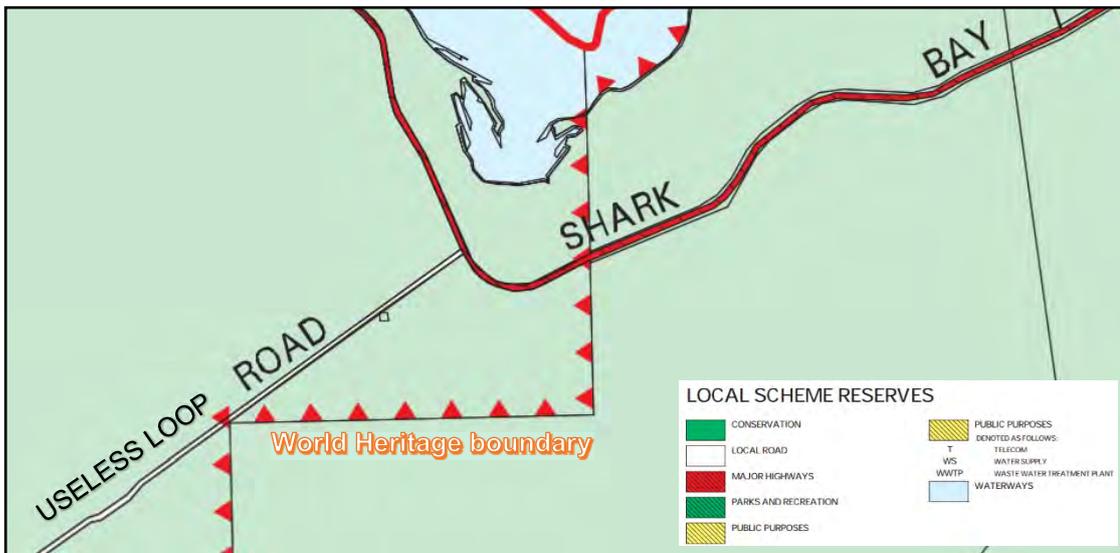
20 DECEMBER 2017

• **Scheme Reservation**

The sign is proposed in the road reserve of Shark Bay Road which falls under Main Roads jurisdiction. The road reserve is a Local Scheme Reserve for Major Highways, and it falls within the Special Control Area for world heritage.

Any sign would be funded, erected and maintained by Main Roads Western Australia.

The sign does not require planning approval as it is a public work being developed by a public authority. Main Roads Western Australia has an obligation to consult with the Shire.



Extract Shire of Shark Bay Local Planning Scheme No 3

COMMENT

Main Roads Western Australia has referred the informal request by Mr Wardle to the Shire for advice. It is the Shires role to advise Main Roads Western Australia of the preferred content of the sign, and to apply for the sign.

Main Roads Western Australia has advised as follows:

- As per Main Roads Western Australia Service and Tourist Sign Policy, Main Roads shall be responsible for carrying out the installation and maintenance of signs on State roads, and retains ownership of all signs.
- The services/attractions shown on the sign shall be nominated by the local government following confirmation that, where applicable, services/attractions have been assessed for tourist signing under Tourism Western Australia's 'assessment criteria' for tourist attractions and that such criteria have been met.
- Main Roads would want to see additional supportive signage along Local Government Roads showing the route to Dirk Hartog Island and the ferry to reinforce the message that would be displayed on the proposed tourist signs on Shark Bay Road.

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- The Shire of Shire Bay can advise which tourist attractions should be added to the right hand side panel. It should be noted that a minimum of two and a maximum of five specific services/attractions shall be displayed.
- The number of services relating to accommodation shall not exceed half the total number of services/attractions listed on the right hand side.
- Once Main Roads has received the confirmation from the Shire, Main Roads will review the sign application and proceed with approval (If applicable).

There has been informal discussions between Town Planning Innovations and Main Roads Western Australia and a general agreeance that the sign should not entice motorist to access Dirk Hartog Island without knowing that bookings are essential. Main Roads Western Australia has also indicated that they do not generally support including Tamala Station or Carrarang Station on the sign, where camping is seasonal.

An example of the sign format is included below:



*Town site or Major Resort Sign
(MR-VG-2)*

A 'mock up' of a sign face has been compiled by Town Planning Innovations below, however Council is to determine the preferred wording.



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Other places for consideration include Steep Point and Edel Land.

• **Consultation**

A. MR WARDLE

Mr Wardle has been advised that a report is being referred to the December Council meeting.

B. CENTRE MANAGER – SHARK BAY WORLD HERITAGE DISCOVERY AND VISITOR CENTRE

The Shire Chief Executive Officer consulted with the Centre Manager of the Shark Bay World Heritage Discovery and Visitor Centre who advised that:

- Recommend the term 'barge' instead of 'ferry' as visitors associate ferry's with a passenger vessel that can carry large numbers of people to the island.
- Suggest Dirk Hartog Island Eco Lodge, Camping, Coastal scenery, blowholes, and fishing.

Officer Comment: The suggested wording is to be considered by Council who can modify the officer recommendation as they see fit. Generally support reference to barge instead of ferry.

C. SHARK BAY WORLD HERITAGE ADVISORY COMMITTEE

Town Planning Innovations referred the matter to the Shark Bay World Heritage Advisory Committee and the following comments from members have been received:

- Suggested wording for sign content:

TURNOFF 1 km for
STEEP POINT
EDEL LAND (Prop. Nat Park)
DIRK HARTOG ISLAND (Ferry)
135 km
4WD Access Only

- Suggest the sign state 'Ferry MUST be booked in advance' or something similar.
- Concern if there are multiple signs in the future they could have visual impact and should be spaced apart.

Officer Comment: The suggested wording is to be considered by Council who can modify the officer recommendation as they see fit. Generally support wording that 'Barge MUST be booked in advance'. The places are to be listed on the right hand side of the sign.

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D. DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS
- PARKS & WILDLIFE SERVICES

Town Planning Innovations also referred the matter to the Department of Biodiversity, Conservation and Attractions (Parks and Wildlife Service) who advised as follows:

- Visitors travelling to Dirk Hartog Island and proposed Edel Land (Steep Point) National Parks need to book in advance, have good four wheel driving capabilities and be well prepared and self-sufficient. These visitors would likely know where the Useless Loop Road turnoff is.
- The sign content as presented could entice people who are not prepared with appropriate vehicles and supplies into areas that require a lot of preparation and raises possible visitor safety concerns.
- The term “ferry” could give the wrong impression of the service provided and “barge” may be more accurate.
- The large amount of information on the draft sign may be too much for people to absorb when travelling at 110km/hr and necessitates a very large sign that would impact on the area’s natural scenic quality.
- Given that the Department of Biodiversity, Conservation and Attractions has an information bay at the turnoff for visitors travelling to Steep Point, it is preferred that the turnoff sign be simplified, and also refer to Steep Point, and that visitors be directed to the information bay for information about Steep Point and Dirk Hartog Island. Department of Biodiversity, Conservation and Attractions is prepared to consider redesign the existing information bay signs to include information about Dirk Hartog Island.

Officer Comment: The sign has been requested to assist visitors to locate the turn off, and it cannot be assumed that all visitors are familiar with the area. Town Planning Innovations has no concerns over the size of the sign as it will have to meet Main Roads Western Australia stringent requirements and assessment (including safety aspects). The reference to ‘barge’ is supported as it has been suggested by multiple stakeholders.

- Images of an existing information bay panel and a suggested alternative design for the turnoff sign (by Parks and Wildlife Services) are included below and overpage for the Shire’s consideration.

DIRK HARTOG ISLAND STEEP POINT *i* Turnoff 1 km

Suggested alternative by Parks and Wildlife Services

Going to Steep Point or False Entrance?

Whether you're going fishing or visiting the western-most part of the Australian mainland get ready for spectacular scenery and soft, sand tracks.

On the way you will drive through a botanical transition where eucalypts appear in the vegetation. This is one of the reasons for Shark Bay's World Heritage listing. The coastal scenery along the Zuytdorp Cliffs is so spectacular it is also one of Shark Bay's World Heritage values. In some places you can see the fish swimming in the clear water, while at others you may see humpback whales breaching. You are going somewhere remote and spectacular. Make sure you're ready to enjoy it - check the things you should know before you go.

Things you should know before you go...

about getting there

- Rough, soft sand tracks - high clearance 4WD vehicles with low range capability only
- Tyre pressure must be reduced to 20 psi or lower on sand tracks
- It takes about 3 hours to drive the 140 km to Steep Point
- Ensure your vehicle is well prepared with safety and recovery equipment
- Unlicensed off-road vehicles (quads, motor bikes) are not permitted
- Drive only on existing vehicle tracks
- Take care on blind bends and dangerous rises

about camping

- Campsites must be booked before arrival
- If you haven't booked, call 9048 3993 before going any further
- There are no water, food, fuel or vehicle services at Steep Point
- Register on arrival and display your camping permit on your vehicle dashboard
- Open fires only in approved containers at camp sites and only between May and September
- Portable gas barbecues preferred
- Firewood collection is not allowed
- Do not empty chemicals into toilets
- Where there are no toilets, bury human waste to a depth of 50 cm and not on beaches

for your safety

- Steep Point is remote and potentially dangerous - your safety is your responsibility
- Protect yourself from the sun and avoid dehydration
- Take at least 10 litres of water per person per day

and please remember...

- Firearms, weapons and fireworks are not permitted
- No pets allowed (except guide dogs)
- All native wildlife is protected. Leave plants, animals, rocks, shells and soils as you find them
- Help prevent the spread of weeds. Do not bring seeds and non-native plant material into the area
- Aided by Department of Fisheries and marine park regulations
- Fishing is not permitted in Surf Point and Sandy Point sanctuary zones

Going to Dirk Hartog Island National Park via Steep Point?

Please check your vehicle, equipment and camping gear. Don't take weeds or other pests onto the island. Bookings are required for the lodge and camping on Dirk Hartog Island.

CLIFF RISK AREA

Beware of unpredictable wind gusts and waves.

For your safety:

- Keep well clear of cliff edges
- Be prepared for sudden wind gusts
- Watch out for large waves
- Supervise children at all times

Example of a panel form existing information bay

LEGAL IMPLICATIONS

Planning and Development Act 2005 – Part 1, Section (6)(1) states that ‘.....nothing in this Act interferes with the right of the Crown, or the Governor, or the Government of the State, or a local government —
(a) to undertake, construct or provide any public work; and

MINUTES OF THE ORDINARY COUNCIL MEETING

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(b) to take land for the purposes of that public work.'

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

Public Works Act 1902 - defines what constitutes a public work under section 2.

POLICY IMPLICATIONS

There are no known policy implications associated with this matter.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this matter.

RISK MANAGEMENT

There are no known risk implications associated with this matter.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

9 December 2017

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SBWHAC Cowell Comment

From: [Cheryl Cowell](#)
To: [liz](#)
Subject: RE: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Date: Thursday, 30 November 2017 3:48:11 PM
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)

OK, makes sense.

Could we not have 'Ferry MUST be booked in advance'

Or something similar?

CC

From: liz [mailto:liz@tخطيط.com.au]
Sent: Thursday, 30 November 2017 3:35 PM
To: Cheryl Cowell; Tom Day; Diana Walker; pgreen@westnet.com.au; Phillip Scott
Cc: Paul Anderson
Subject: RE: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017

Hi Cheryl,

In my informal discussions with them MRWA wanted the pre-booking ferry information to be included as they didn't want visitors to drive all the way to the 'ferry' not understanding that they have to book in advance, and that there is no regular 'ferry' service as such. FYI

Kind Regards

Liz Bushby

Town Planning Innovations
PO Box 223
Guildford WA 6935
T 0488910869 (Tuesday to Friday)

This email and any attachments may be confidential. Please notify the sender immediately if you have received this message in error. Please do not alter or delete this advice.

From: Cheryl Cowell [mailto:cheryl.cowell@dpra.wa.gov.au]
Sent: Thursday, 30 November 2017 2:18 PM
To: Tom Day <tmday@wn.com.au>; Diana Walker <diatom@inet.net.au>; pgreen@westnet.com.au; Phillip Scott <pscott@prestonconsulting.com.au>
Cc: liz <liz@tخطيط.com.au>
Subject: FW: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Importance: High

Hi Guys

If you would like me to contact MRWA to clarify any concerns with this proposal, let me know.

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Given there are other 'attractions' along this road, I think they should also be mentioned, not just the DHI Ferry and accommodation lodge,

i.e. TURNOFF 1 km for
 STEEP POINT
 EDEL LAND (Prop. Nat Park)
 DIRK HARTOG ISLAND (Ferry)
 135 km
 4WD Access Only

I don't think the pre-booking ferry info is appropriate on a road sign such as this and it only refers to one 'attraction'.

Cheers
Cheryl

From: Cheryl Cowell
Sent: Thursday, 30 November 2017 1:37 PM
To: Diana Walker; Geoff Wardle; Keith Capewell; Paul Anderson (ceo@sharkbay.wa.gov.au); Peter Green; Phillip Scott; Robert Morgan; Therese Morris; Tom Day
Cc: Steve Nicholson; liz (liz@tخطيط.com.au)
Subject: FW: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Importance: High

Hi All
As per Liz's emails below and the attached mock-up sign, can you please respond with any comments back to me by **COB next Thursday 7th December.**
Cheers
Cheryl

From: liz [<mailto:liz@tخطيط.com.au>]
Sent: Thursday, 30 November 2017 10:18 AM
To: Cheryl Cowell
Cc: 'Joanna Yorke'; Paul Anderson
Subject: FW: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Importance: High

Hi Cheryl,

I have sent this to Parks and Wildlife Services and I wasn't sure if you may also want to email it to the SBWHAC Committee members for comment as well – I will leave that to your discretion.

My agenda reports are due to the Shire by the 8 December 2017 so unfortunately we only have a short time to consult, but welcome comments on and up the 8th December 2017. A copy of the email to Parks and Wildlife services is included below and explains the situation.

Regards
Liz Bushby

MINUTES OF THE ORDINARY COUNCIL MEETING

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From: liz
Sent: Thursday, 30 November 2017 10:10 AM
To: Nigel Sercombe <nigel.sercombe@dbca.wa.gov.au>
Cc: 'sue.hancock@dbca.wa.gov.au' <sue.hancock@dbca.wa.gov.au>; 'steve.nicholson@dbca.wa.gov.au' <steve.nicholson@dbca.wa.gov.au>; 'Joanna Yorke' <record@sharkbay.wa.gov.au>; Paul Anderson <CEO@sharkbay.wa.gov.au>
Subject: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Importance: High

Hi Nigel,

Keiren Wardle has lodged a request to Main Roads WA seeking a sign on Shark Bay Road near the intersection of Useless Loop Road to advise people of the turnoff to Dirk Hartog Island (and the ferry).

I have been liaising with Main Roads and it is up to Council to suggest the wording for the proposed sign. I want to provide Council with a list of places they can consider including, and I thought that Parks and Wildlife services may have some suggestions.

I have done a mock up of a sign (attached) and seek your comments & a list of any other potential places of interests that could be considered by Council. The sign can have 5 places listed on the right hand side with no more than half of those referring to accommodation. MRWA indicated they would not support including Tamala Station or Carralong Station.

I have to complete an report by the **8 December 2017** hence I can only give you a week to comment but thought you would be interested in this.

Kind Regards
Liz Bushby

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20 DECEMBER 2017

From: PAULINO Andre (NOO) [<mailto:andre.paulino@mainroads.wa.gov.au>]
Sent: Wednesday, 22 November 2017 9:55 AM
To: liz <liz@tpiplanning.com.au>
Subject: Signing of Town sites and Major Resorts

Hi Liz,

Please see section below in regards to the signage:

1.1.1 Signing of Town sites and Major Resorts

If a town site or major resort qualifies for signing on a State road in accordance with the conditions set out in Section 7.4.2, an advance sign applied in accordance with Main Roads' technical standards and guidelines shall be displayed similar to the following:

*Town site or Major Resort
Sign
(MR-VG-2)*

1.1.2 Responsibilities for Town site or Major Resort Signs

1.1.2.1 Costs

The cost of installing and maintaining signing on State roads shall be met by Main Roads.

1.1.2.2 Installation, Maintenance and Sign Ownership

Main Roads shall be responsible for carrying out the installation and maintenance of signs on State roads, and retains ownership of the signs.

1.1.3 Approval of Town site or Major Resort Signs

1.1.3.1 Applications

Applications for new or replacement signs shall, in the first instance, be made directly to the local government responsible for the municipality in which the town site or major resort is located, for assessment in accordance with the conditions of approval as set out in Section 7.4.2 above. Applications forwarded directly to Main Roads shall be redirected to the local government.

Following assessment by the local government, written application shall be forwarded, by either the local government or applicant directly, to Main Roads' Traffic Technical Services Manager in the Perth metropolitan area, or to the appropriate Regional Manager in regional areas. The application shall include a written statement from the local government confirming that the application has been assessed as meeting the relevant conditions for signing.

1.1.3.2 Main Roads' Approval

Signing located within the boundaries of State roads shall be approved by Main Roads' Traffic Technical Services Manager in the Perth metropolitan area, or by the appropriate Regional Manager in regional areas.

20 DECEMBER 2017

I'll also forward you the drawings in a few minutes

Andre PAULINO
NETWORK OPERATIONS OFFICER
Mid West – Gascoyne – Carnarvon Office
470 Robinson Street
p: (08) 99410 731 m: +61 428 722 168
w: www.mainroads.wa.gov.au



mainroads
WESTERN AUSTRALIA



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MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SBWHAC Green Comment

From: pgreen@westnet.com.au
To: [Cheryl Cowell](#); [Tom Day](#); [Diana Walker](#); [Phillip Scott](#)
Cc: [liz](#)
Subject: Re: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Date: Thursday, 30 November 2017 5:23:44 PM
Attachments: [image019.png](#)
[image020.png](#)
[image021.png](#)
[image022.png](#)
[image023.png](#)

Hi Cheryl,

I do not have a problem with any sign which provides information to Tourists/Visitors, however I would clarify that by mentioning the following,

- a) if you travel between Learmonth and Exmouth town site (25 km), there used to be over 50 signs, not all tourist related but an eyesore,
- b) one of those signs was a DEC sign which mentioned distance to National Parks,
- c) if one is allowed for DHI others should be also,
- d) if other attractions wish to have signage, so be it, but at appropriate points along the road, and spaced apart, or,
- e) council create an information bay where all signage for attractions can be displayed?

Regards,

Peter Green

From: Cheryl Cowell
Sent: Thursday, November 30, 2017 2:18 PM
To: Tom Day ; Diana Walker ; pgreen@westnet.com.au ; Phillip Scott
Cc: [liz \(liz@tpiplanning.com.au\)](mailto:liz@tpiplanning.com.au)
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- i.e.
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 - EDEL LAND (Prop. Nat Park)
 - DIRK HARTOG ISLAND (Ferry)
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I don't think the pre-booking ferry info is appropriate on a road sign such as this and it only

MINUTES OF THE ORDINARY COUNCIL MEETING

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Cheers
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Sent: Thursday, 30 November 2017 10:10 AM
To: Nigel Sercombe <nigel.sercombe@dbca.wa.gov.au>

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Cc: 'sue.hancock@dbca.wa.gov.au' <sue.hancock@dbca.wa.gov.au>;
'steve.nicholson@dbca.wa.gov.au' <steve.nicholson@dbca.wa.gov.au>; 'Joanna Yorke'
<record@sharkbay.wa.gov.au>; Paul Anderson <CEO@sharkbay.wa.gov.au>
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20 DECEMBER 2017

Andre PAULINO
NETWORK OPERATIONS OFFICER
Mid West – Gascoyne - Camarvon Office
470 Robinson Street
p: (08) 99410 731 m: +61 426 722 168
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mainroads
WESTERN AUSTRALIA



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MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SBWHAC Phil Comment

From: [Phil Scott](mailto:Phil.Scott)
To: pgreen@westnet.com.au; [Cheryl Cowell](mailto:Cheryl.Cowell@dbca.wa.gov.au); [Tom Day](mailto:Tom.Day@wn.com.au); [Diana Walker](mailto:Diana.Walker@diatom@iinet.net.au)
Cc: [liz](mailto:liz@tpiplanning.com.au)
Subject: RE: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Date: Friday, 1 December 2017 5:56:20 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Hi Cheryl,

I agree with your approach of listing a number of locations that are likely to be destinations for information – but it does raise the question of who is paying. I don't see why DHI should pay for a sign for other locations – although if they are happy to then no problem there. The main point here is that people are not getting lost.

Regards,
Phil

From: pgreen@westnet.com.au [mailto:pgreen@westnet.com.au]
Sent: 30 November 2017 17:24
To: Cheryl Cowell <cheryl.cowell@dbca.wa.gov.au>; Tom Day <tmday@wn.com.au>; Diana Walker <diatom@iinet.net.au>; Phil Scott <psscott@prestonconsulting.com.au>
Cc: liz@tpiplanning.com.au
Subject: Re: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017

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MINUTES OF THE ORDINARY COUNCIL MEETING

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 135 km
 4WD Access Only

I don't think the pre-booking ferry info is appropriate on a road sign such as this and it only refers to one 'attraction'.

Cheers

Cheryl

From: Cheryl Cowell
Sent: Thursday, 30 November 2017 1:37 PM
To: Diana Walker; Geoff Wardle; Keith Capewell; Paul Anderson (ceo@sharkbay.wa.gov.au); Peter Green; Phillip Scott; Robert Morgan; Therese Morris; Tom Day
Cc: Steve Nicholson; liz (liz@tخطيط.com.au)
Subject: FW: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Importance: High

Hi All

As per Liz's emails below and the attached mock-up sign, can you please respond with any comments back to me by **COB next Thursday 7th December.**

Cheers

Cheryl

From: liz (<mailto:liz@tخطيط.com.au>)
Sent: Thursday, 30 November 2017 10:18 AM
To: Cheryl Cowell
Cc: 'Joanna Yorke'; Paul Anderson
Subject: FW: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Importance: High

Hi Cheryl,

I have sent this to Parks and Wildlife Services and I wasn't sure if you may also want to email it to the SBWHAC Committee members for comment as well – I will leave that to your discretion.

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

My agenda reports are due to the Shire by the 8 December 2017 so unfortunately we only have a short time to consult, but welcome comments on and up the 8th December 2017. A copy of the email to Parks and Wildlife services is included below and explains the situation.

Regards

Liz Bushby

Town Planning Innovations
PO Box 223
Guildford WA 6935
T 0488910869 (Tuesday to Friday)

This email and any attachments may be confidential. Please notify the sender immediately if you have received this message in error. Please do not alter or delete this advice.

From: liz

Sent: Thursday, 30 November 2017 10:10 AM

To: Nigel Sercombe <nigel.sercombe@dbca.wa.gov.au>

Cc: 'sue.hancock@dbca.wa.gov.au' <sue.hancock@dbca.wa.gov.au>; 'steve.nicholson@dbca.wa.gov.au' <steve.nicholson@dbca.wa.gov.au>; 'Joanna Yorke' <record@sharkbay.wa.gov.au>; Paul Anderson <CEO@sharkbay.wa.gov.au>

Subject: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017

Importance: High

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Kind Regards

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20 DECEMBER 2017

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T 0488910869 (Tuesday to Friday)

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From: PAULINO Andre (NOO) [<mailto:andre.paulino@mainroads.wa.gov.au>]
Sent: Wednesday, 22 November 2017 9:55 AM
To: liz <liz@tpiplanning.com.au>
Subject: Signing of Town sites and Major Resorts

Hi Liz,

Please see section below in regards to the signage:

1.1.1 Signing of Town sites and Major Resorts

If a town site or major resort qualifies for signing on a State road in accordance with the conditions set out in Section 7.4.2, an advance sign applied in accordance with Main Roads' technical standards and guidelines shall be displayed similar to the following:



*Town site or Major Resort Sign
(MR-VG-2)*

1.1.2 Responsibilities for Town site or Major Resort Signs

1.1.2.1 Costs

The cost of installing and maintaining signing on State roads shall be met by Main Roads.

1.1.2.2 Installation, Maintenance and Sign Ownership

Main Roads shall be responsible for carrying out the installation and maintenance of signs on State roads, and retains ownership of the signs.

1.1.3 Approval of Town site or Major Resort Signs

1.1.3.1 Applications

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20 DECEMBER 2017

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1.1.3.2 Main Roads' Approval

Signing located within the boundaries of State roads shall be approved by Main Roads' Traffic Technical Services Manager in the Perth metropolitan area, or by the appropriate Regional Manager in regional areas.

Ill also forward you the drawings in a few minutes

Andre PAULINO
NETWORK OPERATIONS OFFICER
Mid West – Gascoyne - Camarvon Office
470 Robinson Street
p: (08) 99410 731 m: +61 428 722 168
w: www.mainroads.wa.gov.au



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MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

SBWHAC Referral Email to Members

From: [Cheryl Cowell](#)
To: [Diana Walker](#); [Geoff Wardle](#); [Keith Capewell](#); [Paul Anderson \(ceo@sharabay.wa.gov.au\)](#); [Peter Green](#); [Phillip Scott](#); [Robert Morgan](#); [Therese Morris](#); [Tom Day](#)
Cc: [Steve Nicholson](#); [liz](#)
Subject: FW: Opportunity to comment on sign content - Shark Bay Road / Useless Loop Road - by 8 December 2017
Date: Thursday, 30 November 2017 1:37:22 PM
Attachments: [image017.png](#)
[image019.png](#)
[image020.png](#)
[image021.png](#)
[image022.png](#)
[image023.png](#)
[EXAMPLE MOCK UP SIGN.pdf](#)
Importance: High

Hi All

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Cheryl

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MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

<record@sharkbay.wa.gov.au>; Paul Anderson <CEO@sharkbay.wa.gov.au>

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20 DECEMBER 2017



mainroads
WESTERN AUSTRALIA



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20 DECEMBER 2017

13.3 PROPOSED TRANSPORTABLE HOME / ANCILLARY DWELLING – LOT 115 (88) DURLACHER STREET, DENHAM
P1206

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved Cr Laundry
Seconded Cr Fenny

Council Resolution

That Council:

1. **Approve Application No 27/2017 lodged by Malcolm Dair for an ancillary dwelling on Lot 115 (88) Durlacher Street Denham subject to the following conditions and footnote advice:**
 - (i) **The plans lodged with this application dated shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
 - (ii) **The ancillary accommodation is not approved for holiday accommodation.**
 - (iii) **Prior to the issue of a Building Permit, a Bushfire Attack Level assessment by an accredited fire consultant is to be lodged as the lot is within a bushfire prone area as declared by the Commissioner of Fire and Emergency services.**
 - (iv) **All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land unless otherwise approved in writing by the Chief Executive Officer.**
 - (v) **Within 6 months of the issue of a Building Permit, all external walls of the dwelling shall be painted in a colour that harmonises and blends in with the colour of the existing single dwelling on the lot, to the satisfaction of the Chief Executive Officer.**
 - (v) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

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FOOTNOTE ADVICE:

- (a) This is a planning consent only and a separate Building Permit is required. Before you start building work, the ancillary dwelling will need to be assessed by a qualified building surveyor, including any specific bush fire construction requirements that may be applicable to your building. You will need to lodge a bushfire attack level assessment as part of the Building Permit process.
7/0 CARRIED

BACKGROUND

Lot 115 has an approximate area of 850m², has been developed with a single house. A location plan is included below for ease of reference.



The lot is zoned Residential with a flexible R10/20 density code under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme').

COMMENT

• ***Description of proposed development***

The applicant proposes to transport an 18m² transportable building onto the lot to be used for 'ancillary accommodation' for a family member.

The building has a floor area of 6 metres x 3 metres. The wall height is 2.9 metres and the roof height is 3 metres.

20 DECEMBER 2017

The building will be located in the south east portion of the lot with a 2 metre side and rear setback.

A site plan and photographs are included below for ease of reference.

SITE PLAN AND PHOTOGRAPHS



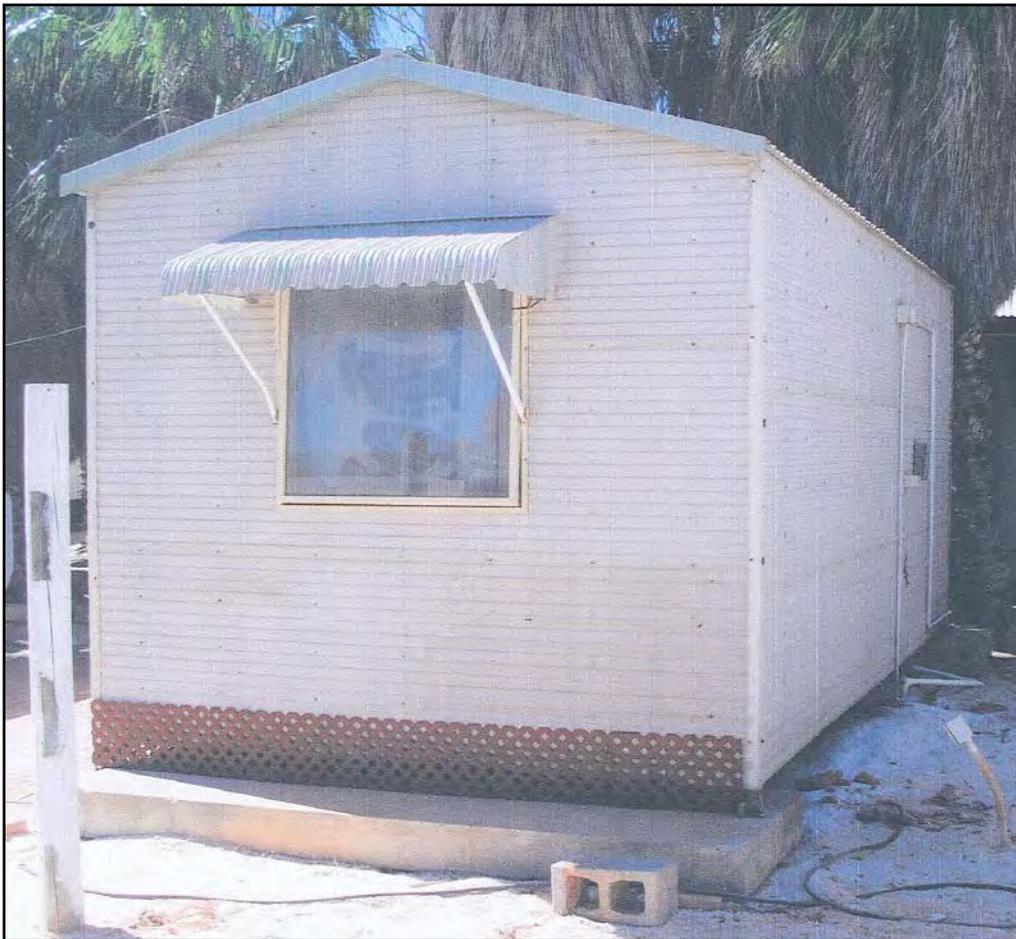
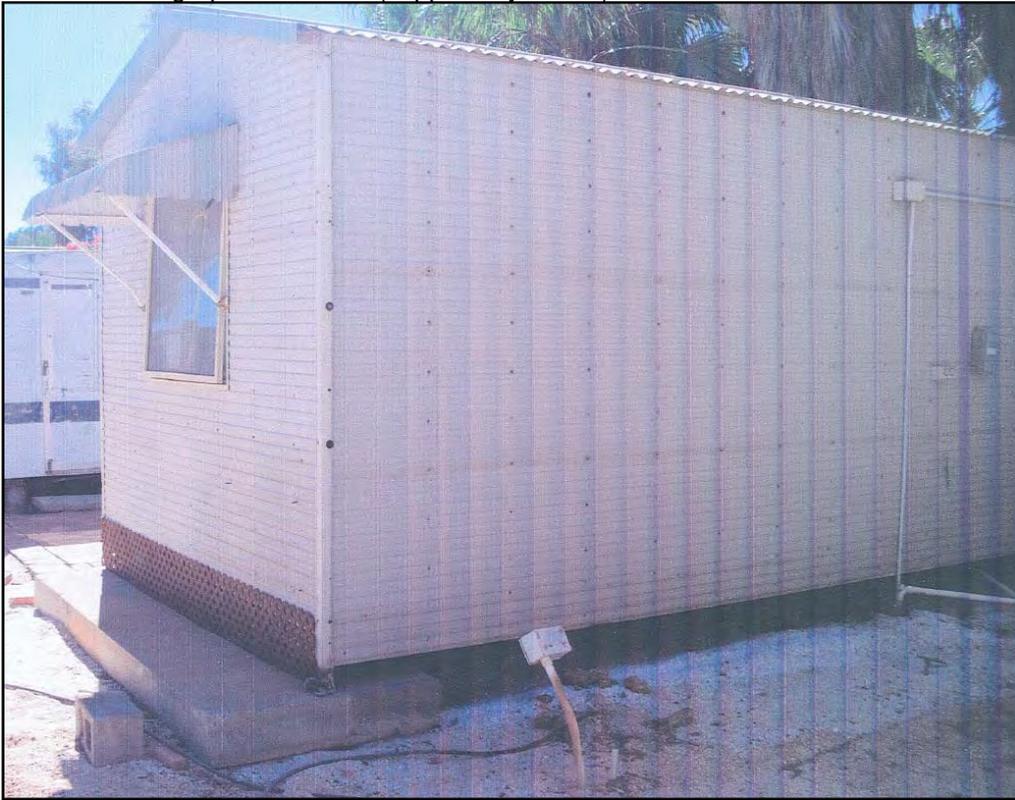
Aerial – Not to Scale



MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Photograph of location (supplied by owner)



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- **Landuse Permissibility / Definition**

The Scheme lists 'ancillary accommodation' as a 'D' use in the Residential zone under 'Table 1 – Zoning Table' of the Scheme. This means that the use is not permitted unless the local government has exercised its discretion by granting planning approval.

The Scheme does not define 'ancillary accommodation' as historically it has been defined in the Residential Design Codes. The term 'ancillary accommodation' has been replaced with the term 'ancillary dwelling' in the current version of the Residential Design Codes.

In the past, occupation of any ancillary dwelling has been restricted to use by family members only.

This restriction was removed as part of a review of the Residential Design Codes by the Western Australian Planning Commission to encourage diversity in accommodation types, and to provide a means for residents to live in proximity but with autonomy.

The Residential Design Code Guidelines include the following explanation:

Ancillary Dwelling '.... is essentially an independent dwelling, which may or may not be physically attached, on the same lot (with a minimum lot size of 450m²) as a single house.

Such dwellings would include, for example, 'Fonzie Flats' (studios located above garages); separate rear studios; and self-contained quarters within a single house; for example, a second storey or separate ground floor wing that may have a shared lobby/entry or separate external access.

There is no longer a restriction regarding occupancy of ancillary dwellings by family members of the primary dwelling. While an ancillary dwelling is a self-contained dwelling, the extent of facilities provided would be at the discretion of the landowner.'

The building is proposed as a 'ancillary dwelling' which is defined under the Residential Design Codes as a 'self contained dwelling on the same lot as a single house which may be attached to, integrated with or detached from the single house'.

- **State Planning Policy 3.1 - Residential Design Codes ('the Codes')**

The Residential Design Codes ('R Codes') operate as a State Planning Policy produced by the Western Australian Planning Commission. The R Codes provide a basis for the control and assessment of residential development throughout Western Australia.

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

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

Under the Codes there are specific 'deemed to comply' requirements for ancillary dwellings as summarised in the table below:

Clause 5.5.1 C1 'deemed to comply' criteria	Officer Comment (Town Planning Innovations)
Ancillary dwelling associated with a single house and on the same lot where:	
(i) the lot is not less than 450m ² in area	Complies. The lot has an area of 850m ² .
(ii) there is a maximum plot ratio area of 70m ²	Complies. The outbuilding is only 18m ² .
(iii) parking is provided in accordance with clause 5.3.3 C3.1; and	Complies. The existing driveway can accommodate 2 cars to service the existing single dwelling and one car for the ancillary dwelling.
(iv) complies with all other R-Code provisions, only as they apply to single houses, with the exception of clauses :	Complies with setback requirements. A 1 metre setback is required to the side and rear and the dwelling will be setback 2 metres to the side and rear boundary.
(a) 5.1.1 Site Area	(a) Noted. Site areas that apply to 'grouped dwellings' do not apply to 'ancillary dwellings' under the R-Codes.
(b) 5.2.3 Street surveillance	(b) Noted.
(c) 5.3.1 Outdoor living areas	(c) Noted

The application complies with the 'Deemed to Comply' requirements of the Residential Design Codes.

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

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

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

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

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

Lot 115 is within the declared bushfire prone area (pink area).



The applicant is required to provide a Bushfire Attack Level assessment by an accredited Level 1 Bushfire Attack Level Assessor to comply with current requirements.

Town Planning Innovations has liaised with the Shires Environmental Health Officer, and irrespective of State Planning Policy 3.7, a Bushfire Attack Level Assessment has to be provided as part of the separate Building Permit process.

The *Building Act 2011* sets out the minimum technical requirements for design and construction, including for certain habitable buildings in bushfire prone areas.

The Bushfire Attack Level determines whether the building has to meet any higher construction standards to comply with building requirements.

It is therefore recommended that a Bushfire Attack Level be required as a condition of any planning approval.

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- **Streetscape**

The proposed development is small scale and will be substantially setback from the street. The building appears in sound condition based on photos, however external painting is recommended to upgrade the appearance.

Council can impose additional upgrading conditions if deemed desirable to ensure protection of the visual amenity of the area.

- **Consultation**

The application has not been advertised for public comment. Council has discretion to advertise the application and seek neighbours comment.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 – Regulations 61(1)(d) only exempts ancillary outbuildings from requiring planning approval where they comply with the ‘deemed to comply’ requirements of the Residential Design Codes.

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

Shire of Shark Bay Local Planning Scheme No 3 – Under Clause 5.13.2 the local government may permit the erection or placement of any new transported, transportable or prefabricated home on a lot providing that the design of the building is to the satisfaction of the local government, and in its opinion does not adversely affect the amenity of other properties in the vicinity.

Building Act 2011 – explained in the body of this report.

POLICY IMPLICATIONS

There are no Local Planning Policy implications associated with this report. The requirements of State Planning Policy 3.7 is explained in this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications associated with this report.

RISK MANAGEMENT

There are no known risks associated with this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author
Chief Executive Officer
Date of Report

L Bushby
P Anderson
13 December 2017

20 DECEMBER 2017

14.0 BUILDING REPORT

There are no building reports for the December Ordinary Council meeting.

15.0 HEALTH REPORT

There are no health reports for the December Ordinary Council meeting.

16.0 WORKS REPORT

There are no works reports for the December Ordinary Council meeting.

17.0 TOURISM, RECREATION AND CULTURE REPORT

**17.1 SHARK BAY YOUTH GROUP ASSOCIATION INCORPORATED
CS00003**

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

NIL

Moved Cr Capewell
Seconded Cr Burton

Council Resolution

That Council agrees to support the Shark Bay Youth Group Association Inc., for the free use of the Shark Bay Recreation Centre, kitchen, meeting room and equipment for Youth Group Sessions every second Friday throughout school terms starting Week 1 Friday 2 February to Week 9 Friday 7 December 2018.

7/0 CARRIED

BACKGROUND

Over time, the Shark Bay Parents and Citizens Association has provided ongoing support to the activities of the Shark Bay Youth Group. The Shark Bay Youth Group has grown in strength and is keen to extend its reach in terms of what it can offer young people in our community.

Over the past twelve months, the Shark Bay Youth Group has successfully completed a range of youth group meetings and activities along with two Leadership Camps offered within the Shark Bay area – Big Lagoon and Nanga Bay.

The Shark Bay Youth Group's Objectives are:

1. To afford the opportunity for personal development through the provision of programs that enhance life skills, self-image and vocational motivation in youth attending high school
2. To provide an opportunity for social interaction for youth attending high school

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

3. To generate in young people a sense of responsibility and ownership for the actions they undertake and to develop their citizenship and involvement in their communities
4. To provide an opportunity for youth attending high school to develop as individuals and enjoy new challenges.

COMMENT

Under their own incorporation, the Shark Bay Youth Group will be able to apply for youth development grants and able to allocate fundraising monies to meeting their stated objectives.

With sessions running every second Friday between 6pm-10pm, the Shark Bay Youth Group is formally seeking support for free and ongoing use of the Shark Bay Recreation Centre for Youth Group Sessions throughout 2018 and would access to the kitchen, courts and meeting room (including use of equipment).

LEGAL IMPLICATIONS

There are not legal implications relating to this report.

POLICY IMPLICATIONS

There are no policy implications relating to this report

FINANCIAL IMPLICATIONS

Under the Shire of Shark Bay – Fees and Charges 2017/18 Venue Hire, the cost of 'Long-term Seasonal Users' Community Groups (Shark Bay domiciled) is:

- Once a week - \$426.30

Given the Shark Bay Youth Group Association has requested 20 weeks throughout 2018, this amounts to a possible charge of \$8,526.

There is potential to discuss with the Shark Bay Youth Group Association that they consider applying for a grant that allows cover of 'room hire' thereby the Shire recovers costs associated with such long-term use.

STRATEGIC IMPLICATIONS

Social Objective: 3.1.2

Attract and retain youth and families.

RISK MANAGEMENT

The Shark Bay Youth Group Association will provide an updated Insurance policy to the Shire Administration.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Butterly

Chief Executive Officer

P Anderson

Date of Report

11 December 2017

20 DECEMBER 2017

18.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

19.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Moved Cr Burton
Seconded Cr Ridgley

Council Resolution

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

- 19.1 Adoption of Strategic Community Plan 2018/2028.**
- 19.2 Proposed Shed – Lot 556, Reserve 49108 Monkey Mia Road, Denham.**
- 19.3 Australia Day Nominations.**
- 19.4 Proposed rehabilitation and Track Closures at Little Lagoon entrance.**

19.1 ADOPTION OF STRATEGIC COMMUNITY PLAN
CM00020

AUTHOR
Chief Executive Officer

DISCLOSURE OF ANY INTEREST
Nil

Moved Cr Capewell
Seconded Cr Laundry

Council Resolution

That Council adopt the draft Strategic Community Plan 2018/2028 as attached.
5/2 CARRIED BY ABSOLUTE MAJORITY REQUIRED

BACKGROUND

Section 5.56 of the *Local Government Act 1995* requires councils to plan for the future of the district. As part of this planning, Regulation 19C and 19DA of the Local Government (Administration) Regulations 1996 requires councils to develop a Strategic Community Plan for a period of at least 10 years and a Corporate Business Plan for at least 4 years.

In planning for the future, councils are to have regard for the capacity of its current resources and the anticipated capacity of its future resources and therefore included with these two planning documents is the Long Term Financial Plan for a period of 15 years.

20 DECEMBER 2017

COMMENT

Strategic Community Plan 2018/2028

The Strategic Community Plan has been developed in consultation with the community who were asked to share their visions and aspirations and invited to participate in the review of the Plan. Surveys were distributed to over 500 local residents, e- surveys were advertised on the Shire website and a community workshop was held in September 2017.

The most common responses from the community included maintaining the pristine environment and keeping the small town friendly culture.

The Council has incorporated these sentiments into the draft Strategic Community Plan and has balanced the requirements of a tourist destination, with an emphasis on promoting growth in this area, and maintaining the requirements of the local resident population.

Once adopted, local public notice of adoption of the Strategic Community Plan must be made in accordance with the regulations.

Following the adoption of the Strategic Community plan the Corporate Business plan will be developed and presented to council for consideration. The Corporate Business Plan sets out the priority actions required to achieve the objectives in the Strategic Community Plan over the next 4 years.

The Corporate Business Plan also draws upon the other planning documents which form part of Council's integrated planning. These include the Asset Management Plan, the Workforce Plan, and the Long Term Financial Plan.

The Corporate Business Plan shows the actions that will be undertaken to achieve each objective and the timing of each action. Some actions are ongoing while others relate to specific projects.

In conjunction with the Corporate Business the Long Term Financial plan will be reviewed. The Long Term Financial Plan has been developed for 15 years to complement the Strategic Community Plan and is one component of a number of integrated planning documents which has been prepared to achieve compliance with the Local Government (Administration) Regulations 1996.

The Long Term Financial Plan has been developed to achieve improvement in the target ratios levels set out by the Department of Local Government and Communities. The Long Term Financial Plan shows improvements in these ratios over the period.

LEGAL IMPLICATIONS

Section 5.56 of the *Local Government Act 1995* requires councils to plan for the future of the district. Regulation 19C and 19DA govern the requirements for these documents.

POLICY IMPLICATIONS

There are no policy implications with this item.

FINANCIAL IMPLICATIONS

The Corporate Business Plan sets out the actions for the next 4 years in order to achieve the objectives in the Community Strategic Plan. The major projects over this

MINUTES OF THE ORDINARY COUNCIL MEETING

20 DECEMBER 2017

time are expected to be funded by grant or reserve funds and the balance of actions will be funded from operations.

STRATEGIC IMPLICATIONS

Outcome 4.2 Shark Bay Council is efficient and effective in its operations, actively listens to the community and anticipates and responds to the community's needs.

RISK MANAGEMENT

This is a high risk item for Council. Should Council not adopt this recommendation it will be in breach of the Local Government Act. Changes can be made to the documents once adopted however public notice of changes must be given.

VOTING REQUIREMENTS

Absolute Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

18 December 2017

20 DECEMBER 2017

19.2 PROPOSED SHED – LOT 556, RESERVE 49108 MONKEY MIA ROAD, DENHAM
RES 49108

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved Cr Bellottie

Seconded Cr Ridgley

Council Resolution

That Council:

1. **Note that the Chief Executive Officer has signed the owners section of the Planning Application form for the proposed shed planned within Lot 556, Reserve 49108 as there is a Management Order to the Shire of Shark Bay for the Reserve.**
2. **Approve the application lodged by TPG for a shed on Lot 556, Reserve 49108 Monkey Mia Road, Denham subject to the following conditions:**
 - (i) **The plans lodged with this application (received 19 December 2017) shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.**
 - (ii) **Lodgement of a detailed colour and material schedule for separate written approval by the Shire Chief Executive Officer. The detailed colour and material schedule shall require separate written approval prior to the issue of a building permit.**
 - (iii) **All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the reserve boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.**
 - (iv) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**
3. **Advise the applicant(s) via footnotes on the planning consent as follows:**
 - (a) **Planning approval is not consent for any site or construction works. The applicant is advised that a separate building permit approval is required prior to commencement of works.**

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- (b) In regards to Condition (ii), the Shire encourages use of the Shark Bay World Heritage Advisory Committee colour palettes. The Committee has developed colour palettes for Dirk Hartog Island and Peron Peninsula which are a useful guide.**

7/0 CARRIED

BACKGROUND

An application has been lodged for a shed on Reserve 49108 associated with operation of the existing waste water treatment plant already established on the land.

The infrastructure on this reserve services the Monkey Mia Dolphin Resort.

- *Location and Ownership*

There is a Management Order to the Shire of Shark Bay for Reserve 49108. There is a 99 year lease to the RAC.

- *Relevant Council decisions*

Council considered the issue of leasing the new Reserve 49108 at the March 2012 meeting (Item 11.4 – OCM 28 March 2012).

Council granted conditional approval for upgrading of the existing Waste Water Treatment Plant on Reserve 1686 at the April 2012 meeting (Item 13.3 – OCM 26 April 2012).

- *Council Role*

The Shire has two separate roles in dealing with this application. The first role is as one of the owners of the land (due to the Management Order), and the second role is as the relevant decision making authority for the planning application.

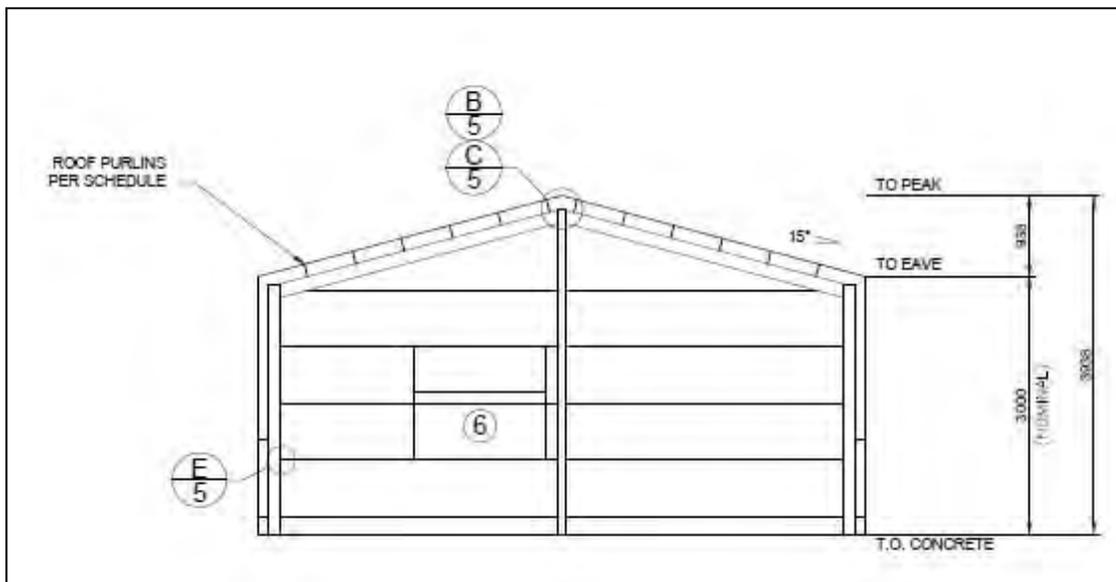
COMMENT

- *Description of proposed development*

The applicant proposes a new shed with a floor area of 84m². The shed will be located in the eastern portion of the site – refer site plan overpage.



The shed will have a wall height of 3 metres and maximum height of 3.9 metres to the peak roof pitch.



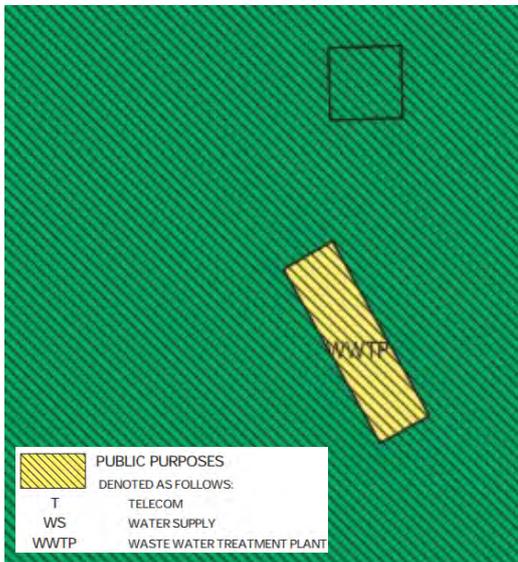
- *Zoning and relevant Scheme provisions*

Part of the land is reserved as 'Public Purpose – Waste Water Treatment Plant' and a portion is reserved as 'Parks and Recreation' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme').

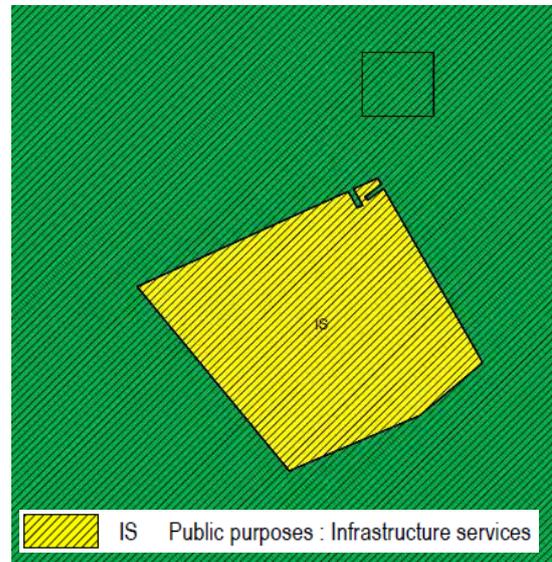
The dual reservation has occurred as the original reserve boundary was expanded.

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The cadastra will be updated as part of the Draft Shire of Shark Bay Local Planning Scheme No 4 to reflect the current boundaries of Reserve 49108.



Current Scheme No 3



Draft Scheme No 4

The subject land is also contained within a Special Control Area applicable to the Shark Bay World Heritage Property.

- *Consultation*

The Scheme includes provisions allowing applications to be referred to the 'Department of Environment and Conservation' and the 'Shark Bay World Heritage Advisory Committee'.

No consultation has occurred as the proposed development is minor, and there is no Council meeting in January 2018. Referral to the December Council meeting will expedite processing of the application.

- *Visual Impact / aesthetics*

Visual impact is most relevant in terms of protecting the World Heritage values of the area.

It is noted that the shed is of a low building scale, is not bulky in appearance, and will be located a significant distance from Monkey Mia Road.

LEGAL IMPLICATIONS

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

The Regulations include 'Deemed Provisions' that automatically apply and override parts of the Shire of Shark Bay Local Planning Scheme No 3.

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

Shire of Shark Bay Local Planning Scheme No 2 ('the Scheme') –

Under Clause 3.2.1 of the Scheme '*a person must not use a reserve; or commence to carry development on a Local reserve, without first having obtained planning approval...*'.

Under Clause 3.2.2 of the Scheme, in determining an application for planning approval Council must have due regard to '*the matters set out in Clause 10.2 and the ultimate purpose intended for the reserve*'.

Clause 10.2 discusses general planning considerations such as the compatibility of development with its setting, amenity, effect on the natural environment, relationship to development on adjoining land etc.

POLICY IMPLICATIONS

There are no policy implications associated with this development.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire has lodged a Draft Local Planning Scheme No 4 with the Western Australian Planning Commission seeking final approval by the Minister for Planning.

Changes proposed under the Draft Scheme are explained in the body of this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author	<i>L Bushby</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	19 December 2017

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19.3 AUSTRALIA DAY NOMINATIONS
CR00001

AUTHOR

EXECUTIVE MANAGER COMMUNITY DEVELOPMENT

DISCLOSURE OF ANY INTEREST

NIL

Officer Recommendation

1. That Council notes that the Shire administration has not paid the \$550 fee to the Australia Day Council towards the 2018 Australia Day Awards.
2. That Council consider the following options:
 - a. That Council nominate a community member to receive a Shark Bay Australia Day Certificate of Appreciation, or
 - b. Implement a Council selection-committee, promote a Shark Bay – Australia Day Award and seek nominations from the community.

Moved Cr Ridgley

Seconded Cr Cowell

Council Resolution

1. **That Council notes that the Shire administration has not paid the \$550 fee to the Australia Day Council towards the 2018 Australia Day Awards.**
2. **That the administration call for nominations for the Shark Bay Australia Day Awards in the categories of citizen, youth and community groups.**
3. **That Cr Burton, Cr Laundry, Cr Cowell and Cr Fenny, be authorised to select the successful candidates in all categories for the Shark Bay – Australia Day Awards.**

7/0 CARRIED

BACKGROUND

Each year the Shire of Shark Bay has asked for nominations for the Premiers Australia Day Awards. In 2015 the award system changed and it was renamed the WA Citizen of the Year Award.

The Australia Day Council also implemented a fee structure for being a part of the award process. The fees are from \$550 each year for a Council to participate. The payment of the fee entitles Council to official certificates for the nominated winners of each award, a medallion for each winner and assistance with Australia-wide advertising for the presentation ceremony.

COMMENT

Reflecting on previous years it has been difficult to engage the community to nominate people and community groups for the award. Often Council will receive only one and sometimes no nominations at all from each of the three categories. Due to limited population, there have been the same people nominated each year.

The nominations are based on a person's contribution to the well-being and support to the community. Council also recognises these contributions through the Thank a

MINUTES OF THE ORDINARY COUNCIL MEETING

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Volunteer event held each year in December. As is the practice, the Community Development team has planning in place to facilitate the opportunity for Council to host a BBQ breakfast on the morning of Australia Day 2018.

LEGAL IMPLICATIONS

There are no legal implications related to this report

POLICY IMPLICATIONS

There are no policy implications related to this report

FINANCIAL IMPLICATIONS

Up to \$1,500 has been budgeted towards the cost of the Australia Day Breakfast in 2018.

STRATEGIC IMPLICATIONS

Outcome 3.1 Existing strong community spirit and pride will be fostered, promoted and encouraged.

RISK MANAGEMENT

There is no risk associated with this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author	L Butterly
Chief Executive Officer	<i>P Anderson</i>
Date of Report	19 December 2017

The President adjourned the Ordinary Council meeting at 4.53pm,

The President reconvened the Ordinary Council meeting at 5.27pm

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19.4 SITE VISIT ON WALK TRAILS
PK00001

Moved Cr Fenny
Seconded Cr Bellottie

Council Resolution

That Council suspend Standing Orders, clause 9.5 Limitation on number speeches to be suspended at 5.30 pm for open discussion on the Walk Trail site visit.

7/0 CARRIED

Moved Cr Bellottie
Seconded Cr Ridgley

Council Resolution

That Council reinstate Standing Orders at 5.47 pm.

7/0 CARRIED

Councillor Motion

That Council seek community consultation on the proposed closure of the 4wd track at little lagoon at the following locations:

- A At the fishing / viewing platform; or
- B From the roundabout;

Moved Cr Laundry
Seconded Cr Ridgley

Council resolution

That the motion be put.

3 / 4 MOTION LOST

Moved Cr Capewell
Seconded Cr Bellottie

Council Resolution

That Council seek community consultation on the proposed closure of the 4wd track at little lagoon at the following locations:

- A At the fishing / viewing platform; or**
- B From the roundabout; or**
- C No closure of tracks**

4/3 CARRIED

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20 MATTERS BEHIND CLOSED DOORS

Council staff left Council chamber at 6.08 pm

Moved Cr Fenny
Seconded Cr Burton

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 **CHIEF EXECUTIVE OFFICER – PERFORMANCE APPRAISAL AND SALARY REVIEW**
PE00007

Author
Shire President

Disclosure of Any Interest
Disclosure of Interest: Mr P Anderson
Nature of Interest: Financial Interest as contract remuneration

Mr Anderson and Mrs Mettam left the Council Chamber at 6.11pm.

Moved Cr Laundry
Seconded Cr Bellottie

Council Resolution

- 1. The Chief Executive Officer's Self-Assessment Report be noted.**
- 2. The negotiated Key Result Areas for 2017/2018 be endorsed.**
- 3. That the Chief Executive Officer's total reward package and benefits, as a component of the contract of employment, be negotiated within the parameters of Band 4 of the Salaries and Allowances tribunal determination, with any increases paid retrospectively from 28 September 2017.**
- 4. It be noted that the aggregated performance rating obtained from the Elected Members' survey for the review period 28 September 2016 to 28 September 2017 equates to a level of Highly Satisfactory.**

7/0 CARRIED BY ABSOLUTE MAJORITY

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Mr Anderson and Mrs Mettam returned to Council Chamber at 6.38pm.

Moved Cr Bellottie
Seconded Cr Fenny

Officer Recommendation

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

7/0 CARRIED

At 6.40Pm the President read aloud the Council decision that had been taken during the time the meeting was closed to the public in accordance with Council's Local Laws relating to Standing Orders clause 12.7(3)(a)(b)(c)(d)(e).

21 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 28 February 2018, commencing at 3.00 pm.

22 CLOSURE OF MEETING

As there was no further business the President closed the Ordinary Council meeting at 6.40 pm.