

Shire of Shark Bay

Minutes of the Ordinary Council meeting held on the 25 February 2015



Australia Day 2015 – Shark Bay



25 FEBRUARY 2015



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MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

The minutes of the Shark Bay Shire Council held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 25 February 2015 commencing at 3.14 pm.

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MINUTES OF THE ORDINARY COUNCIL MEETING

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1. DECLARATION OF OPENING

The President declared the meeting open at 3.14 pm.

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

ATTENDANCES

Cr C Cowell	President
Cr K Capewell	Deputy President
Cr L Bellottie	
Cr K Laundry	
Cr M Prior	
Cr B Wake	

Mr P Anderson	Chief Executive Officer
Ms C Wood	Executive Manager Finance and Administration
Mrs G McBride	Executive Manager Community Development
Mr B Galvin	Works Manager
Mrs R Mettam	Executive Assistant

APOLOGIES

Cr G Ridgley	Leave of Absence approved item 5.2 - OCM 25 February 2015
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VISITORS

Mr Paul Dickenson – Premiers 2015 Australia Day Award recipient
2 Visitors

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

No Public Questions on Notice.

4. PUBLIC QUESTION TIME

The President opened Public Question Time at 3.14 pm.

Mr Hargreaves asked if Council endorsed environmental damage that the current practises of enclosing animals in restricted areas in the Common.

The President thanked Mr Hargreaves for his question and advised that Council would consider this matter when he made a formal submission.

The President closed Public Question Time at 3.18 pm.

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5. APPLICATIONS FOR LEAVE

5.1 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR COWELL
GV00002

Author

Executive Assistant

Disclosure of Any Interest

Disclosure of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as personal item refers to self.

Cr Cowell vacated the Chair and left Council Chamber at 3.19 pm.

Cr Capewell assumed the Chair

Moved Cr Laundry

Seconded Cr Bellottie

Council Resolution

Councillor Cowell is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on the 25 March 2015.

5/0 CARRIED

Cr Cowell returned to Council Chamber at 3.20 pm and assumed the Chair.

Background

Councillor Cowell has applied for leave of absence from the ordinary meeting of Council scheduled for 25 March 2015. The Council in accordance with Section 2.25 of the ***Local Government Act 1995*** as amended may by resolution grant leave of absence to a member.

Comment

Councillor Cowell has advised the Chief Executive Officer due to work commitments she will be unable to attend the Ordinary meeting of Council scheduled to be held on the 25 March 2015 and has requested leave of absence be granted by Council for this meeting.

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

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

Legal Implications

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

- (1) A council may, by resolution grant leave of absence to a member.
- (2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the minister.
- (3) The granting of leave, or refusal to grant leave and reasons for that refusal, is to be recorded in the minutes for each meeting.
- (4) A member who is absent, without first obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council.
- (5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council –
 - a. If no meeting of the council at which a quorum is present is actually held on that day; or
 - b. If the non attendance occurs while –
 - (i) the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5)
 - (ii) while proceedings in connection with the disqualification of the member have been commenced or are pending; or
 - (iii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending

Policy Implications

There are no policy implications associated with this report.

Financial Implications

There are no financial implications associated with this report.

Strategic Implications

There are no strategic implications associated with this report.

Voting Requirements

Simple Majority Required

Signatures

Author
Chief Executive Officer
Date of Report

R Mettam
P Anderson
17 February 2015

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5.2 APPLICATION FOR LEAVE OF ABSENCE – COUNCILLOR RIDGLEY
GV00008

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Capewell

Seconded Cr Bellottie

Council Resolution

Councillor Ridgley is granted leave of absence in accordance with Section 2.25 of the *Local Government Act 1995* for the Ordinary meeting of Council scheduled to be held on 25 February 2015.

6/0 CARRIED

Background

Councillor Ridgley has applied for leave of absence from the ordinary meeting of Council scheduled for 25 February 2015. The Council in accordance with Section 2.25 of the ***Local Government Act 1995*** as amended may by resolution grant leave of absence to a member.

Comment

Councillor Ridgley has advised the Chief Executive Officer due to work commitments he will be unable to attend the Ordinary meeting of Council scheduled to be held on 25 February 2015 and has requested leave of absence be granted by Council for this meeting.

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

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

Legal Implications

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

- (6) A council may, by resolution grant leave of absence to a member.
- (7) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the minister.
- (8) The granting of leave, or refusal to grant leave and reasons for that refusal, is to be recorded in the minutes for the meeting.
- (9) A member who is absent, ***without first obtaining leave of the council***, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council.
- (10) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council –

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- a) If no meeting of the council at which a quorum is present is actually held on that day;
or
- b) If the non attendance occurs while –
 - a. the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5)
 - b. while proceedings in connection with the disqualification of the member have been commenced or are pending; or
 - c. while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending

Policy Implications

There are no Policy implications associated with this report

Financial Implications

There are no financial implications associated with this report

Strategic Implications

There are no Strategic implications associated with this report

Voting Requirements

Simple Majority Required

Signatures

Author	<i>R Mettam</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	23 February 2015

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6. **PETITIONS**

No petitions presented to Council.

7. **CONFIRMATION OF MINUTES**

7.1 **CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 17 DECEMBER 2014**

Moved Cr Capewell
Seconded Cr Wake

Council Resolution

That the minutes of the ordinary council meeting held on 17 December 2014, as circulated to all councillors, be confirmed as a true and accurate record.

6/0 CARRIED

8. **ANNOUNCEMENTS BY THE CHAIR**

Mr Paul Dickenson will be attending the Council meeting and his Premier's Australia Day Award will be presented to him.

9. **PRESIDENT'S REPORT**

GV00002

Council Committee Membership

Member	Audit Committee
Member	Gascoyne Zone of Western Australian Local Government Association
Member	Western Australian Local Government Association Country Zone – Gascoyne Region
Member	Development Assessment Panel
Member (Chair)	Shark Bay 2016 Commemoration Advisory Committee
Deputy Delegate	Shark Bay Marine Facilities Management Committee
Deputy Delegate	Works Committee
Deputy Delegate	Gascoyne Regional Road Group
Deputy Delegate	Gascoyne Regional Collaboration Group

Other Committee Membership

Member	Gascoyne Development Commission Board
Member	Gascoyne Development Commission Audit Sub-Committee
Member	Ningaloo-Shark Bay National Landscapes Steering Committee
Member (Chair)	Local Emergency Management Committee
Member	Gascoyne Regional Tourism Strategy steering committee
Deputy Delegate	Western Australian Local Government Association – State Council Committee

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Meeting Attendance

7 January 2015 Shire Presidents and Chief Executive Officer's meeting
Gascoyne Junction
8 Teleconference J Keeling Department of Regional
Development re Denham foreshore funding
14 Shark Bay 2016 Commemoration Advisory Committee meeting
26 Australia Day Celebrations
9 February Met with Mark Adams of Department of Environmental
Regulation
10 Met with Minister Redman – Carnarvon
10 Attended official opening of Vince Catania's new offices
12 Teleconference Royal Automobile Club re Monkey Mia Resort
17 Gascoyne Development Commission Grant funding application
deliberations - Carnarvon
18 Gascoyne Development Commission Board Meeting
19 Shark Bay 2016 Commemoration Advisory Committee meeting
Local Emergency Management Committee meeting
25 February Ordinary Council Meeting
26 Western Australian Local Government Association Gascoyne
Zone meeting – Carnarvon
Regional Road Group meeting – Shire of Carnarvon

General Matters

Nil

Signatures

Councillor *Councillor Cowell*
Date of Report 12 February 2015

Moved Cr Prior
Seconded Cr Capewell

Council Resolution

That the President's activity report for February 2015 be received.

6/0 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

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10. COUNCILLORS' REPORTS

10.1 Cr Wake
GV00007

Committee Membership

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

Meeting Attendance

4 February 2015	Elector's Meeting
25	Ordinary Council Meeting

General Matters

Tourists on the North West Coastal Highway are consistent with February figures.

Mustering is ongoing on pastoral properties.

Temperatures are extremely high, the prolonged drought continues, although there have been some welcome isolated thunderstorms. Some fires have resulted from lightning strikes. There have also been some severe dust storms.

A biosecurity risk is current at the Nilemah bore due to leakage. This situation needs to be addressed and so the community is seeking assistance from the Shire to resolve. Electors are also seeking an update on the progress of repairs at the bore on the Tamala Road for similar reasons.

I note that the missing logos on the Entrance Walls at the Overlander end of the Shark Bay Road have not been replaced. How is this progressing?

Signatures

Councillor *Councillor Wake*

Date of Report 15 February 2015

Moved Cr Capewell
Seconded Cr Laundry

Council Resolution

That Councillor Wake's February 2015 report on activities as Council representative be received.

6/0 CARRIED

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10.2 Cr Capewell
GV00005
Nil to report

10.3 Cr Laundry
GV00013
Nil to report

10.4 Cr Bellottie
GV00010

Committee Membership

Member	Audit Committee
Member	Works Committee
Member	St John's Ambulance – Shark Bay Sub Centre

Meeting Attendance

17 February 2015	St John's Ambulance meeting
18	Gascoyne Development Commission Board meeting
	Opening of Mr Vincent Catania's office

Signatures

Councillor	<i>Councillor Bellottie</i>
Date of Report	25 February 2015

Moved	Cr Capewell
Seconded	Cr Laundry

Council Resolution

That Councillor Bellottie's February 2015 report on activities as Council representative be received.

6/0 CARRIED

10.5 Cr Ridgley
GV00008
Nil to report

10.6 Cr Prior
GV00006

Committee Membership

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

Meeting Attendance

14 January 2015	Shark Bay Commerce and Tourism Association meeting
25 January	Australia Day awards and breakfast
4 February	Annual Electors' meeting

General Matters

Nil to report

Signatures

Councillor	<i>Councillor Prior</i>
Date of Report	10 February 2015

Moved	Cr Laundry
Seconded	Cr Capewell

Council Resolution

That Councillor Prior's February 2015 report on activities as Council representative be received.

6/0 CARRIED

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11. ADMINISTRATION REPORT

11.1 DEVELOPMENT ASSESSMENT PANELS – REQUEST FOR LOCAL GOVERNMENT NOMINATIONS

LP00003

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Cowell

Seconded Cr Prior

Council Resolution

That Council

- 1. Nominate two elected members being Cr Laundry and Cr Cowell to sit on the Development Assessment Panel.**
- 2. Nominate Cr Wake and Cr Bellottie in order, as the alternate members on the Development Assessment Panel.**

6/0 CARRIED

Background

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

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

This report provides a copy of Planning Bulletin 106/2011 which details the legislative provisions for Development Assessment Panels and requires that in accordance with the Regulations Council nominates four Councillors to sit on the Panel, being two members and two alternate members.

25 FEBRUARY 2015



Planning Bulletin 106/2011
- New legislative provisions for
development assessment panels



March 2011

1. Introduction

As part of the Government's commitment to streamlining and improving the planning approvals process in Western Australia, the WA Parliament passed the *Approvals and Related Reforms (No. 4) (Planning) Act 2010* (the '2010 Amendment Act'). The provisions of the 2010 Amendment Act, except part three, commenced on 22 November 2010.

The 2010 Amendment Act contains a number of amendments to the *Planning and Development Act 2005* (the 'PD Act') that are designed to improve the planning system. Part 3 of the 2010 Amendment Act contains the heads of powers required to introduce development assessment panels ('DAPs') in this State, through the making of regulations by the Governor. The details on how these panels will be established, administered and operated are set out in the new *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations').

2. What are DAPs?

DAPs are panels comprising a mix of technical experts and local government representatives with the power to determine applications for development approvals in place of the relevant decision-making authority. The introduction of DAPs is one of the fundamental principles of the national Development Assessment Forum's ('DAF') leading practice model for development assessment. This model also promotes limiting referrals to agencies with a relevant role for advice only, avoiding the need for separate approval processes. South Australia and New South Wales have already introduced development assessment panels into their planning systems in accordance with the DAF model. Victoria has also recently passed legislation to implement development assessment commissions to perform the role of development assessment panels.

The introduction of DAPs in Western Australia will have significant benefits for local governments, the development industry, landowners, the general community and other stakeholders. They aim to help to improve the planning system by providing more transparency, consistency and reliability in decision-making on complex development applications. As regulations prepared under this part will clearly identify what classes of development applications are to be determined by development assessment panels, applicants will be well aware of who will be determining their application, regardless of the location of the development. The determination of complex applications will also be improved by the involvement of experts with technical knowledge on the panel.

The involvement of independent experts will also help to strike an appropriate balance between local representation and professional advice in decision-making by ensuring that decisions made by the panel are based on the planning merits of an application. Finally, the use of development assessment panels will help to address issues with dual approvals by making the relevant panel the single decision-making authority under both local and region planning schemes.

Following the gazetting of the DAP regulations the Minister will establish fifteen different DAPs on **2 May 2011**, however, these will not start to consider new applications until 60 days after their establishment. Therefore, DAPs will commence operation on **1 July 2011**.

3. Purpose

The purpose of this planning bulletin is to provide an overview of new provisions that take effect under part 11A of the *Planning and Development Act 2005* and the DAP regulations. Where appropriate, the relevant section or regulation is quoted in brackets. Please note this document is only a guide and not intended otherwise to have any legal effect.

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website at www.daps.planning.wa.gov.au

4. Glossary

In this planning bulletin:

Administrative officers means members of the DAP Secretariat.

2010 Amendment Act means the *Approvals and Related Reforms (No. 4) (Planning) Act 2010*, which amended the PD Act.

DAP means a Development Assessment Panel.

DAP regulations means the *Planning and Development (Development Assessment Panels) Regulations 2011*.

DAP secretariat means officers of the Department assisting DAPs, defined in the DAP regulations as administrative officers.

CEO means the Director General of the Department of Planning.

The Department means the Department of Planning.

JDAP means a Joint Development Assessment Panel.

LDAP means a Local Development Assessment Panel.

Minister means the Minister for Planning.

PD Act means the *Planning and Development Act 2005*.

PDR means the *Planning and Development Regulations 2009*.

TPR means the *Town Planning Regulations 1967*, including the *Model Scheme Text*, and its equivalent as amended from time-to-time.

WAPC means the Western Australian Planning Commission.

The above definitions are for guidance purposes only. Readers are otherwise

directed to the various definitions found in the PD Act and DAP regulations. To the extent of any inconsistency, the definitions in the PD Act and DAP regulations prevail.

5. Summary of new sections in the PD Act

Part 3 of the 2010 Amendment Act introduces a new Part 11A - Development Assessment Panels into the PD Act. In summary, the new sections contain the following:

- The Governor may prescribe mandatory classes or kinds of development applications that must be determined by a DAP, as if the DAP was the responsible authority (either the relevant local government and/or WAPC), under the relevant local or region scheme, or interim development order (s.171A(2)(a)). A determination of (or failure to determine) a prescribed development application by a DAP is to be regarded, and take effect, as if was made by the relevant local government or the Western Australian Planning Commission.
- The Governor may also prescribe opt-in classes or kinds of development applications that must be determined by a DAP, where an applicant has elected such an application to be determined by the DAP (s.171A(2)(b)).
- The Governor may also prescribe regulations allowing additional functions to be delegated to the relevant DAP by the responsible authority (s.171B). It is intended that small local governments, and the WAPC if relevant, will use this section to delegate to the relevant DAP the power to determine development applications that are not of a class prescribed under section 171A.
- The Minister will establish a development assessment panel for each local government area, by the publication of an Order in the *Gazette* (s.171C). Two different types of development assessment panels will be established by the Minister:
 - *Local development assessment panels*, which will be established to service a single local government, where that local government is deemed to be a high-growth local government with enough development to support its

own panel, by determining applications made under the local planning scheme (and if applicable, the relevant region planning scheme); and

- *Joint development assessment panels*, which will be established to service two or more local governments that are not high-growth local governments, by determining applications made under each local planning scheme (and if applicable, the relevant region planning scheme).

- The Governor may prescribe regulations concerning the constitution, procedures and conduct of DAPs (s.171D).
- The Governor may prescribe regulations concerning the administration and costs of DAPs (s.171E).
- The DAP regulations are to be reviewed as soon as practicable after the expiry of 2 years from the day on which regulations made under this Part first come into operation (s.171F).

6. Summary of the new DAP regulations

To give effect to these new provisions in the PD Act, the *Planning and Development (Development Assessment Panels) Regulations 2011* ('DAP regulations') have been introduced. The DAP regulations contain six Parts, with three additional schedules.

This planning bulletin will now summarise the contents of each part and schedule. For details of the provisions summarised in this Planning Bulletin, please refer to the full regulations, which are available from the State Law Publisher.

6.1 Part 1 – Preliminary

This part states that regulations one and two come into operation on the day of gazettal and that the rest of the DAP regulations come into operation on the day on which section 43 of the 2010 Amendment Act comes into operation.

This part also contains the terms used in the DAP regulations (r.3). Readers should note that many terms used in the DAP regulations, such as the 'Development Assessment Panel' itself, are defined in section 4 of the PD Act rather than the DAP regulations.

The following definitions in the DAP regulations are of particular note:

- "DAP application", which includes mandatory applications (r.5) and opt-in applications (r.7). Importantly, delegated applications (r.19) are not technically "DAP applications", however, for the most part are practically treated as if they were DAP applications (r.21(2)(b));
- "DAP member" means both a specialist member and a local government member, and also includes an alternate member;
- "excluded development application", which makes it clear that even where a development application falls within the financial thresholds of a DAP application, certain types of applications, such as the construction of a single house, cannot be determined by DAPs. Furthermore, subsection (d) makes it clear that even when the DAP regulations commence operation, DAPs will not begin considering development applications until 60 days after they are established by the Minister.

6.2 Part 2 – Development applications and determinations

This part sets out what types of development applications will be determined by DAPs, and the process to be followed in the lodgement, assessment and determination of such applications.

The DAP regulations reflect the policy direction set out in the Policy Statement regarding mandatory DAP applications and applications that will be subject to the "opt-in" process. These applications are defined as follows:

- *Mandatory DAP Applications* (r.5): An application for development where the estimated cost of development is \$7 million or more (and \$15 or more in the City of Perth), and which is not an excluded development application. Such an application must be determined by a DAP (s.171A(2)(a) of the PD Act).
- *Optional DAP Applications* (r.6 & r.7): An application for development of a total value of more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) which is not an excluded development application and has not been delegated to the DAP by the relevant local government. Such

an application must be determined by a DAP when the applicant has elected to have the DAP determine the application (s.171A(2)(ba) of the PD Act).

This part also sets out the processes to be followed in relation to the making and assessment of DAP applications, including the role of local governments and the WAPC, as well as the role of the Department of Planning and the DAP. In summary, the process is as follows:

- The applicant lodges a DAP application (r.7(2)(a)) with the relevant local government (Form 1, sch.3, r.10(1)(a)), together with the new DAP determination fee (r.10(1)(b), sch.1). It should be noted that the DAP application and DAP fee is an addition, not a replacement, to the ordinary development application form prescribed under any planning scheme(s) (r.10(2)) and fee prescribed under the PDR (r.10(3)). Thus, an applicant will in many cases submit two forms and pay two fees, one for the DAP and one for the local government.
- The local government notifies the Department of the receipt of the DAP application and confirmation that the applicant has paid the DAP fee, within seven days of receipt (r.11). The local government also remits the DAP fee to the Department within 30 days (r.10(5)).
- The responsible authority (the local government or the Western Australian Planning Commission (WAPC)) assesses the application in the usual way, in accordance with the relevant local or region planning scheme. Local governments and/or the WAPC will undertake the same advertising and referrals for DAP applications as currently apply under their schemes (r.9(b)).
- The responsible authority prepares a report containing its recommendations on how the DAP application should be determined (r.12).
- The DAP Secretariat, comprising officers of the Department (r.49), organises the DAP meeting where that application will be determined. This may involve administrative tasks not included in the regulations, such as notifying DAP members, organising deputy members to attend if required, and liaising with the local government in organising the venue for the DAP meeting. Local governments will

also usually assist in providing a venue, electronic equipment and catering for DAP members as required (r.50).

- At least 5 days before a DAP meeting the Department puts the agenda for the meeting on the DAP website, along with details of the time, date and location of the meeting (r.39(1)). It also provides this information to the applicant (r.15) and relevant local government (r.39(2)).
- The DAP conducts a public meeting (r.40) to determine the application(s) (r.16). The meeting procedures under Division two of part four of the DAP regulations are to be followed, as well as the procedures set out in any Practice Notes (i.e. Standing Orders) issued by the CEO. The DAP is otherwise required to determine a DAP application in accordance with the provisions of the relevant planning instrument (r.16(1)). Any determination made by a DAP will be taken to be a determination made by the responsible authority (r.8(1)(a)).
- The Department sends notification of the decision made by the DAP to the applicant in accordance with the relevant planning instrument (r.16(1)) and also gives a copy to the responsible authority (r.16(2)).
- Where a decision has been granted, an applicant may also make a minor application seeking to amend or cancel the approval or any conditions imposed (r.17). A minor amendment application is made by submitting the prescribed form (Form 2, sch.3) to the relevant local government with the prescribed minor fee.
- By contrast to other applications, the DAP will usually meet to determine any r.17 minor amendment application through means of instantaneous communication r.40(4)(a).
- If an applicant is dissatisfied with a decision of either a DAP application or r.17 minor amendment application, he or she can seek a review from the State Administrative Tribunal (r.18(2)). In any such review, the application will be defended by the DAP (r.18(3)).

6.3 Part 3 – Delegation to DAPs

This Part allows local governments and the WAPC to delegate the power to determine development applications that (s.171B & r.19):

- fall within the optional DAP application thresholds, being more than \$3 million but less than \$7 million (more than \$10 million but less than \$15 million in the City of Perth) and where the application is not an excluded development application; but
- where an applicant has decided not to opt-in to have the matter determined by a DAP; and
- where the responsible authority nevertheless decides that the application is of a class of development that should be delegated to a DAP for determination.

It is intended that local governments (and the Western Australian Planning Commission if relevant) will more likely use this section to delegate to the relevant DAP the power to determine development applications that are not of a mandatory class prescribed under section 171A.

All delegations made under this part will be published in the *Government Gazette* (r.20). In providing clarity about what types of applications have been delegated to a DAP, the Department will ensure that all delegation instruments relating to DAPs are listed on the DAP website (r.20(3)).

The fact that a local government has decided to delegate certain matters to a DAP does not preclude that local government from nonetheless making a determination on a delegated development application (r.21(1)). Furthermore, although delegated applications do not technically fall within the definition of a 'DAP application', the procedures mostly otherwise apply as if they were DAP applications (r.21(2)(b)).

Finally, it is important to note that an applicant is not required to pay a DAP fee for a delegated application, although the relevant local government fee under the Planning and Development Regulations 2009 will still be payable in the usual manner. Subject to any agreement with the CEO, if a local government chooses to delegate any matter to a DAP, the local government must pay the DAP fee (r.22). This is to ensure applicants are not imposed with an additional fee for an application they

did not choose to have determined by a DAP, whilst ensuring DAPs are still provided with the prescribed fee necessary to resource a DAP decision. It will remain wholly a matter for local governments whether they exercise their discretions in delegating any classes of applications to DAPs (r.23).

6.4 Part 4 – Development assessment panels

This part comprises of four divisions:

Division one – DAP members

Division two – Specialist members

Division three – Meetings

Division four – Conduct of DAP members.

Division one – DAP members

This Division concerns DAP members more generally, and sets out:

- the composition of DAPs (r.23 & r.25);
- the process by which local government members are nominated and appointed (r.23 & r.25);
- how alternate members will be appointed and used (r.28);
- the term of office for DAP members (r.29);
- the requirement for all DAP members to attend training before sitting on a DAP (r.30);
- fees and allowances that DAP members will be paid (sch.2, r.31); and
- the circumstances in which a DAP member's office becomes vacant or a member may be removed from office (r.32);
- leaves of absence for DAP members (r.33); and
- extension of terms of office during vacancy in membership (r.34).

All DAPs will comprise of the following membership (r.23(1) and r.25(1)):

- Two local government representatives; and
- Three specialist members – one of whom is the presiding member (with a planning qualification and experience), one of whom is the deputy presiding member

(also with a planning qualification and experience), and one who will otherwise possess relevant qualifications and/or expertise.

This division also sets out the process by which local government members are nominated and appointed to a DAP. Local government representatives are nominated by the relevant local government, and appointed by the Minister (r.24 and r.25).

All DAP members, with some exceptions, are paid sitting fees under Schedule two (r.31). DAP members who are already considered on the 'public payroll' will not ordinarily be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.31(6)). However, there is scope for the Minister to give written consent on a case-by-case basis to allow such persons to be paid.

Alternate members will be appointed in the same way, and will sit on the DAP when a DAP member is unable to perform the functions of the member by reason of illness, absence or other cause. Obviously, only a local government alternate can sit in for a local government member (r.28(4)), as can a specialist alternate for a specialist member (r.28(5)).

The Minister is required to appoint one of the three specialist members as the presiding member of the DAP. The presiding member must be a planning expert. At all DAP meetings that the presiding member attends, that person will preside over the meeting. The Minister is also required to appoint a Deputy Presiding Member, to preside when the presiding member is absent. The Deputy Presiding Member must also be a planning expert (r.27).

All DAP members are appointed for two years (r.29(2)). The regulations allow for DAP members to continue sitting on a DAP for up to three months once their term has expired, or until the vacancy is filled (r.34). DAP members can be reappointed to the same DAP following the expiry of their term, or may be replaced by another person (r.29(3)).

This division also sets out the circumstances in which the Minister can remove a DAP member from office (r.32(3)). This includes:

- neglect of duty
- misconduct or incompetence

- mental or physical incapacity to carry out duties in a satisfactory manner; or
- absence from 3 DAP meetings without leave first being obtained.

Finally, this division states that a DAP member's office becomes vacant if the DAP member's situation changes in any of the following ways (r.32(1)):

- the DAP member dies, resigns or is removed from office by the Minister;
- the DAP member becomes a bankrupt or a person whose affairs are under insolvency laws;
- the DAP member is convicted of an offence punishable by imprisonment for more than 12 months; or
- the DAP member is convicted of an offence under section 266 of the PD Act which deals with failing to act honestly, failing to declare a conflict of interest, disclosing information or making improper use of information.

Division two – Specialist members

This Division set outs how specialist members and alternate special members are appointed. Specialist members with the required qualifications and experience are listed on a register (r.35). The register is then reviewed by a special short-list working group, which compiles a list of nominees for the Minister to consider (r.36 & r.38). Specialist members are then appointed by the Minister (r.37).

Division three – Meetings

This Division sets out the meeting procedures to be followed by all DAPs, including the taking of minutes. Meetings are to be conducted in accordance with this Division, as well as the Standing Orders published by the Department (referred to in the DAP regulations as practice notes, r.40(5)).

All DAP meetings will be open to the public (r.30(2)). The presiding member has the power to invite a person to make a presentation to the DAP on a DAP application (r.40(3)). The presiding member also has the power to allow a person to attend a DAP meeting by telephone or other means of instantaneous communication (r.43). The circumstances in which these powers will be exercised will be set out in the Standing Orders.

The quorum for a DAP is the presiding member (or deputy presiding member), one other specialist member and one local government member. Each DAP member has one vote. In the event of a deadlocked vote, the Presiding Member has the deciding vote (r.42).

Finally, this division also requires minutes of the DAP meeting to be kept by an officer of the local government hosting the DAP meeting, or another person approved by the CEO of the Department. Minutes will be provided to the Department within 5 days of the meeting, and put on the DAP website within 10 days after the meeting, after they have been confirmed by the DAP (r.44).

Division four – Conduct of DAP members

This division requires all DAP members to abide by certain rules of conduct (r.45). These requirements are in addition to the requirements regarding conflict of interest and use of information that are set out in section 266 of the PD Act.

This division requires the CEO of the Department to prepare a Code of Conduct (r.45(1)), which must be complied with by all DAP members (r.45(2)). The Minister can remove a member from a DAP for breaching the Code of Conduct (r.32(4)).

This division also sets out what rules apply regarding the acceptance of gifts (r.46). These requirements are similar to those currently in place under the *Local Government Act 1995* and the *Local Government (Rules of Conduct) Regulations 2007*. There are two types of gifts addressed in this Division:

- **Prohibited gifts** which are gifts worth \$300 or more, or two or more gifts that are in total worth \$300 or more; and
- **Notifiable gifts** which are gifts worth between \$50 and \$300, or two or more gifts that are in total worth between \$50 and \$300.

DAP members are not permitted to accept a prohibited gift from a known applicant, or a person "who it is reasonable to believe" may be intending to undertake development that the DAP will be required to determine (r.46(2)). However, DAP members are permitted to accept notifiable gifts as long as they notify the CEO of the Department that they have accepted such a gift (r.46(3)). Failure to notify the Department may result in the Minister removing that DAP member from the DAP (r.32(4)).

Finally, this Division also emphasises the professional behaviour expected of DAP members. DAP members are not to make statements about the competency or honesty of local government officers or public sector officers, or use offensive or objectionable expressions regarding those officers (r.47). Only the presiding member is permitted to publicly comment on determinations made by the DAP (r.48).

6.5 Part 5 – Administration

This part will set out how administrative support will be provided to each DAP. Most support will be provided by the DAP Secretariat, such as organising agendas, organising meetings, booking travel for DAP members and paying the sitting fees of DAP members (r.49). However, each local government will also be required to undertake some administrative tasks on behalf of the DAP, including taking minutes at DAP meetings, provide a venue for DAP meetings, organise catering and provide electronic equipment if required (r.50). The DAP Secretariat is also required to establish and maintain a DAP website, which will have information about each DAP created (r.51).

This part also contains the primary enforcement provisions for the successful operation of the DAP system (r.52). Where necessary, the Minister can order a DAP, a local government, the WAPC, or the Department to provide any necessary information or document to him or her (r.52(3) and s.18 PD Act). The Minister can also order that such information be provided to the DAP (r.52(2)(d)), or make use of the Western Australian Planning Commission's and local government's staff to obtain such information (r.52(3)(d)).

Finally, this division requires the CEO of the Department to prepare an annual report on the performance of DAPs (r.53).

6.6 Part 6 – Miscellaneous

This Part contains transitional provisions dealing with what happens to a DAP application if the Order establishing the DAP is amended or revoked before the application is determined (r.54). For example, if a DAP application has been forwarded to the DAP but not determined when the Order creating the DAP is revoked, then that application is to be forwarded to the new Local Development

Assessment Panel (LDAP) or Joint Development Assessment Panel (JDAP) created to serve that local government. The new LDAP or JDAP will determine the application. The provisions support section 171I of the PD Act.

In addition, this Part requires the Department to conduct an annual review of the new DAP fee (r.55). The Department will provide the information collected during each annual review to the Standing Committee of the Legislative Council that will review the DAP regulations after two years of operation, under new section 171F of the PD Act.

6.7 Schedule 1 – Fees for applications

Schedule 1 contains the item of fees payable by an applicant when submitting a DAP application (r.10 & r.17). The relevant fee is calculated on estimated cost of development. It is important to note the following:

- The DAP fee is in addition to any local government development application fee payable under the Planning and Development Regulations 2009 (PDR) (r.10(3)). Therefore, DAP applications may in effect require two fees be paid – one for the DAP under this schedule and one for the local government under the PDR.
- The fee for an r.17 minor amendment application is prescribed under item 2 (currently only \$150), as distinct from other ordinary DAP applications under item 1 (currently ranging from \$3,376 to \$6,320).

A delegated application (r.19) is not technically a DAP application, although in many other respects the application is treated the same way. Thus, an application is not required to pay the DAP fee under schedule one is required. The DAP fee will instead be paid by local government (r.22).

6.8 Schedule 2 – Fees for DAP members

Schedule two sets out the relevant sitting fees for DAP members (r.31). It is important to distinguish the relevant fees for:

- presiding members, compared with other members, where presiding members are entitled to a slightly higher fee to reflect additional responsibilities imposed under the regulations;

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- ordinary DAP applications, compared with r.17 minor amendment applications, to reflect the scale and complexity of ordinary DAP applications, as well as to reflect that ordinary applications are open to the public whilst r.17 applications are determined through instantaneous means;
- fees for determining an applications, compared to attending a proceeding before the State Administrative Tribunal, where the fees are otherwise the same; and
- training fees, where both prospective presiding members and all other members are entitled to the same fee, and only at the satisfactory completion of the training.
- most DAP members, compared with those considered on the 'public payroll', who without the written consent of the Minister will not be entitled to sitting fees, including: all Commonwealth, State and Local Government employees, current and retired judicial officers and employees of public academic institutions (r.30(6) & r.31(6)).

6.9 Schedule 3 – Forms

Finally, Schedule 3 contains the relevant DAP forms. Again, it is important to distinguish between:

- DAP application forms compared with local government development application forms. As noted above, DAP application forms are submitted in addition to, not a replacement of, local government development application forms prescribed under each relevant local planning schemes (r.10(2)).
- An ordinary DAP application form, which is intended to cover mandatory (r.5), opt-in (r.6 & r.7) and delegated (r.19) applications, compared with minor amendment applications (r.17).

7. Further information

Legislation, including copies of the DAP regulations, the 2010 Amendment Act and amended PD Act can be obtained from the State Law Publisher at:

10 William Street
Perth WA 6000
Phone: (08) 9321 7688
Fax: (08) 9321 7536
Email: sales@dpc.wa.gov.au
Website: www.slp.wa.gov.au

Copies can also be obtained from the DAP website at www.daps.planning.wa.gov.au

Please note a range of manuals will also be available for local governments, DAP members and applicants. These documents will provide further details on the procedures outlined in this bulletin, and will be available on the DAP website.

For further information, please refer to the DAP website or contact the Department of Planning at:

Albert Facey House
469 Wellington Street
Perth 6000
Western Australia
Tel: (08) 9264 7777
Fax: (08) 9264 7566

MINUTES OF THE ORDINARY COUNCIL MEETING

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Disclaimer

This planning bulletin is intended as a guide only. It is not intended to be comprehensive or to cover particular circumstances.

Readers are advised to refer to the legislation, which is available from the State Law Publisher, and to seek professional legal advice should they have specific legal questions in relation to their particular circumstances.

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Published by the
Western Australian Planning Commission
Albert Facey House
469 Wellington Street
Perth WA 6000

Published March 2011

ISSN 1324-9142

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MINUTES OF THE ORDINARY COUNCIL MEETING

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Comment

The current members on this panel are Cr Cowell and Cr Wake with the alternate delegate being Cr Capewell. No second delegate was nominated after Cr Hanscombe resigned.

These appointments will expire on the 26 April 2015 and now require new or continued representation.

Legal Implications

Planning and Development Act 1995

Shire of Shark Bay Town Planning Scheme No. 3

Policy Implications

All relevant policies pursuant to the Town Planning Scheme

Financial Implications

The financial impost that will be placed on Council will include travel and possibly accommodation.

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.

Voting Requirements

Simple Majority Required

Signatures

Author *R Mettam*

Chief Executive Officer *P Anderson*

Date of Report 19 January 2015

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11.2 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN
CM00013

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Capewell

Seconded Cr Prior

Council Resolution

That Council adopt the recommendation by the Audit Committee to adopt the Local Government Compliance Audit Return for the period 1 January 2014 to 31 December 2014 as completed and return it to the Department of Local Government as a true and correct record of the information contained therein.

6/0 CARRIED BY ABSOLUTE MAJORITY

Comments

The Audit Compliance Return now focuses on areas of compliance that are considered high risk, such as financial interest disclosures, procurement and tendering, delegation and use of delegated power and the recruitment and appointment of the Chief Executive Officer.

The Compliance Audit Return has been completed and checked. It now needs to be adopted by Council. A certified copy of the Return is to be submitted to the Department of Local Government by 31 March 2015. The Audit Committee has viewed and recommended the Council adopt the Compliance Audit Return as attached below.

The Compliance Return is an excellent internal control to assess the Shire of Shark Bay's statutory compliance.

Council has complied with all sections of the return.

Background

The Statutory Compliance Audit Return for the period 1 January 2014 to 31 December 2014 is due. Regulations 14 and 15 of the *Local Government (Audit) Regulations 1996* require all local governments to complete the Statutory Compliance Audit Return.

The Compliance Audit Return is to be -

- 1 Presented to Council at a meeting of the Council.
- 2 Adopted by the Council.
- 3 The adoption recorded in the minutes of the meeting at which it is adopted.

After the Compliance Audit Return has been presented to the Council a certified copy of the Return along with the relevant section of the minutes and any additional

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information explaining or qualifying the Compliance Audit is to be submitted to the Director General, Department of Local Government by 31 March 2015.

Legal Implications

Section 7.13 (1)(i) of the *Local Government Act 1995*.

Regulation 14 – Compliance audit return to be prepared – *Local Government (Audit) Regulations 1996*

Regulation 15 – Completion of compliance audit return – *Local Government (Audit) Regulations 1996*

Policy Implications

There are no policy implications relative to this report

Financial Implications

There are no financial implications relative to this report

Strategic Implications

There are no strategic implications relative to this report

Voting Requirements

Absolute Majority Required

Signatures

Author

R Mettam

Chief Executive Officer

P Anderson

Date of Report

27 January 2015

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
Department of Local Government and Communities

Shark Bay - Compliance Audit Return 2014

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government and Communities together with a copy of section of relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a)(b)(c) F&G Reg 7,9	Has the local government prepared a business plan for each major trading undertaking in 2014.	N/A		Rhonda Mettam
2	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2014.	N/A		Rhonda Mettam
3	s3.59(2)(a)(b)(c) F&G Reg 7,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2014.	N/A		Rhonda Mettam
4	s3.59(4)	Has the local government given Statewide public notice of each proposal to commence a major trading undertaking or enter into a major land transaction for 2014.	N/A		Rhonda Mettam
5	s3.59(5)	Did the Council, during 2014, resolve to proceed with each major land transaction or trading undertaking by absolute majority.	N/A		Rhonda Mettam

Delegation of Power / Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16, 5.17, 5.18	Were all delegations to committees resolved by absolute majority.	N/A	No delegations made to any of Council's committees	Rhonda Mettam
2	s5.16, 5.17, 5.18	Were all delegations to committees in writing.	N/A		Rhonda Mettam
3	s5.16, 5.17, 5.18	Were all delegations to committees within the limits specified in section 5.17.	N/A		Rhonda Mettam
4	s5.16, 5.17, 5.18	Were all delegations to committees recorded in a register of delegations.	N/A		Rhonda Mettam
5	s5.18	Has Council reviewed delegations to its committees in the 2013/2014 financial year.	N/A		Rhonda Mettam
6	s5.42(1),5.43 Admin Reg 18G	Did the powers and duties of the Council delegated to the CEO exclude those as listed in section 5.43 of the Act.	Yes		Rhonda Mettam
7	s5.42(1)(2) Admin	Were all delegations to the CEO	Yes		Rhonda Mettam

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Department of Local Government and Communities - Compliance Audit Return



Government of Western Australia
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	Reg 18G		resolved by an absolute majority.		
8	s5.42(1)(2) Admin Reg 18G	Were all delegations to the CEO in writing.	Yes		Rhonda Mettam
9	s5.44(2)	Were all delegations by the CEO to any employee in writing.	Yes		Rhonda Mettam
10	s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority.	Yes		Rhonda Mettam
11	s5.46(1)	Has the CEO kept a register of all delegations made under the Act to him and to other employees.	Yes		Rhonda Mettam
12	s5.46(2)	Were all delegations made under Division 4 of Part 5 of the Act reviewed by the delegator at least once during the 2013/2014 financial year.	Yes		Rhonda Mettam
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record as required.	Yes		Rhonda Mettam

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	If a member disclosed an interest, did he/she ensure that they did not remain present to participate in any discussion or decision-making procedure relating to the matter in which the interest was disclosed (not including participation approvals granted under s5.68).	Yes		Rhonda Mettam
2	s5.68(2)	Were all decisions made under section 5.68(1), and the extent of participation allowed, recorded in the minutes of Council and Committee meetings.	Yes		Rhonda Mettam
3	s5.73	Were disclosures under section 5.65 or 5.70 recorded in the minutes of the meeting at which the disclosure was made.	Yes		Rhonda Mettam
4	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly elected members within three months of their start day.	Yes		Rhonda Mettam
5	s5.75(1) Admin Reg 22 Form 2	Was a primary return lodged by all newly designated employees within three months of their start day.	Yes		Rhonda Mettam
6	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all continuing elected members by 31 August 2014.	Yes		Rhonda Mettam
7	s5.76(1) Admin Reg 23 Form 3	Was an annual return lodged by all designated employees by 31 August 2014.	Yes		Rhonda Mettam
8	s5.77	On receipt of a primary or annual return, did the CEO, (or the Mayor/ President in the case of the CEO's return) on all occasions, give written	Yes		Rhonda Mettam

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			acknowledgment of having received the return.		
9	s5.88(1)(2) Admin Reg 28	Admin	Did the CEO keep a register of financial interests which contained the returns lodged under section 5.75 and 5.76	Yes	Rhonda Mettam
10	s5.88(1)(2) Admin Reg 28	Admin	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70 and 5.71, in the form prescribed in Administration Regulation 28.	Yes	Rhonda Mettam
11	s5.88 (3)		Has the CEO removed all returns from the register when a person ceased to be a person required to lodge a return under section 5.75 or 5.76.	Yes	Rhonda Mettam
12	s5.88(4)		Have all returns lodged under section 5.75 or 5.76 and removed from the register, been kept for a period of at least five years, after the person who lodged the return ceased to be a council member or designated employee.	Yes	Rhonda Mettam
13	s5.103 Admin Reg 34C & Rules of Conduct Reg 11	Admin Reg	Where an elected member or an employee disclosed an interest in a matter discussed at a Council or committee meeting where there was a reasonable belief that the impartiality of the person having the interest would be adversely affected, was it recorded in the minutes.	N/A	Rhonda Mettam
14	s5.70(2)		Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to the Council or a Committee, did that person disclose the nature of that interest when giving the advice or report.	Yes	Rhonda Mettam
15	s5.70(3)		Where an employee disclosed an interest under s5.70(2), did that person also disclose the extent of that interest when required to do so by the Council or a Committee.	Yes	Rhonda Mettam
16	s5.103(3) Admin Reg 34B	Admin Reg	Has the CEO kept a register of all notifiable gifts received by Council members and employees.	Yes	Rhonda Mettam

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Was local public notice given prior to disposal for any property not disposed of by public auction or tender (except where excluded by Section 3.58(5)).	Yes		Rhonda Mettam
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property.	Yes		Rhonda Mettam

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Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Reg 30G (1)	Did the CEO establish and maintain an electoral gift register and ensure that all 'disclosure of gifts' forms completed by candidates and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the candidates.	Yes	No gifts received by candidates	Rhonda Mettam

Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act.	Yes		Rhonda Mettam
2	s7.1B	Where a local government determined to delegate to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority.	N/A		Rhonda Mettam
3	s7.3	Was the person(s) appointed by the local government to be its auditor, a registered company auditor.	Yes		Rhonda Mettam
4	s7.3	Was the person(s) appointed by the local government to be its auditor, an approved auditor.	Yes		Rhonda Mettam
5	s7.3, 7.6(3)	Was the person or persons appointed by the local government to be its auditor, appointed by an absolute majority decision of Council.	Yes		Rhonda Mettam
6	Audit Reg 10	Was the Auditor's report for the financial year ended 30 June 2014 received by the local government within 30 days of completion of the audit.	Yes		Rhonda Mettam
7	s7.9(1)	Was the Auditor's report for 2013/2014 received by the local government by 31 December 2014.	Yes		Rhonda Mettam
8	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken by the local government, was that action undertaken.	Yes		Rhonda Mettam
9	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a report prepared on any actions undertaken.	Yes		Rhonda Mettam

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10	S7.12A(3), (4)	Where the local government determined that matters raised in the auditor's report (prepared under s7.9(1) of the Act) required action to be taken by the local government, was a copy of the report forwarded to the Minister by the end of the financial year or 6 months after the last report prepared under s7.9 was received by the local government whichever was the latest in time.	Yes		Rhonda Mettam
11	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives of the audit.	Yes		Rhonda Mettam
12	Audit Reg 7	Did the agreement between the local government and its auditor include the scope of the audit.	Yes		Rhonda Mettam
13	Audit Reg 7	Did the agreement between the local government and its auditor include a plan for the audit.	Yes		Rhonda Mettam
14	Audit Reg 7	Did the agreement between the local government and its auditor include details of the remuneration and expenses to be paid to the auditor.	Yes		Rhonda Mettam
15	Audit Reg 7	Did the agreement between the local government and its auditor include the method to be used by the local government to communicate with, and supply information to, the auditor.	Yes		Rhonda Mettam

Local Government Employees

No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve the process to be used for the selection and appointment of the CEO before the position of CEO was advertised.	N/A		Rhonda Mettam
2	s5.36(4) s5.37(3), Admin Reg 18A	Were all vacancies for the position of CEO and other designated senior employees advertised and did the advertising comply with s.5.36(4), 5.37(3) and Admin Reg 18A.	Yes		Rhonda Mettam
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position of CEO under section 5.36(4).	N/A		Rhonda Mettam
4	Admin Regs 18E	Did the local government ensure checks were carried out to confirm that the information in an application for employment was true (applicable to CEO only).	N/A		Rhonda Mettam
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss a designated senior employee.	Yes		Rhonda Mettam

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Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Where the CEO is not the complaints officer, has the local government designated a senior employee, as defined under s5.37, to be its complaints officer.	N/A		Rhonda Mettam
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that result in action under s5.110(6)(b) or (c).	Yes		Rhonda Mettam
3	s5.121(2)(a)	Does the complaints register maintained by the complaints officer include provision for recording of the name of the council member about whom the complaint is made.	Yes		Rhonda Mettam
4	s5.121(2)(b)	Does the complaints register maintained by the complaints officer include provision for recording the name of the person who makes the complaint.	Yes		Rhonda Mettam
5	s5.121(2)(c)	Does the complaints register maintained by the complaints officer include provision for recording a description of the minor breach that the standards panel finds has occurred.	Yes		Rhonda Mettam
6	s5.121(2)(d)	Does the complaints register maintained by the complaints officer include the provision to record details of the action taken under s5.110(6)(b)(c).	Yes		Rhonda Mettam

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Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	s3.57 F&G Reg 11	Did the local government invite tenders on all occasions (before entering into contracts for the supply of goods or services) where the consideration under the contract was, or was expected to be, worth more than the consideration stated in Regulation 11(1) of the Local Government (Functions & General) Regulations (Subject to Functions and General Regulation 11(2)).	Yes		Rhonda Mettam
2	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than inviting tenders for a single contract.	Yes		Rhonda Mettam
3	F&G Reg 14(1)	Did the local government invite tenders via Statewide public notice.	Yes		Rhonda Mettam
4	F&G Reg 14, 15 & 16	Did the local government's advertising and tender documentation comply with F&G Regs 14, 15 & 16.	Yes		Rhonda Mettam
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer, notice of the variation.	N/A		Rhonda Mettam
6	F&G Reg 18(1)	Did the local government reject the tenders that were not submitted at the place, and within the time specified in the invitation to tender.	N/A		Rhonda Mettam
7	F&G Reg 18 (4)	In relation to the tenders that were not rejected, did the local government assess which tender to accept and which tender was most advantageous to the local government to accept, by means of written evaluation criteria.	Yes		Rhonda Mettam
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17.	Yes		Rhonda Mettam
9	F&G Reg 19	Was each tenderer sent written notice advising particulars of the successful tender or advising that no tender was accepted.	Yes		Rhonda Mettam
10	F&G Reg 21 & 22	Did the local governments' advertising and expression of interest documentation comply with the requirements of F&G Regs 21 and 22.	Yes		Rhonda Mettam
11	F&G Reg 23(1)	Did the local government reject the expressions of interest that were not submitted at the place and within the time specified in the notice.	N/A		Rhonda Mettam
12	F&G Reg 23(4)	After the local government considered	Yes		Rhonda Mettam

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		expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services.		
13	F&G Reg 24	Was each person who submitted an expression of interest, given a notice in writing in accordance with Functions & General Regulation 24.	Yes	Rhonda Mettam
14	F&G Reg 24E	Where the local government gave a regional price preference in relation to a tender process, did the local government comply with the requirements of F&G Reg 24E in relation to the preparation of a regional price preference policy (only if a policy had not been previously adopted by Council).	N/A	Rhonda Mettam
15	F&G Reg 11A	Does the local government have a current purchasing policy in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$100,000 or less.	Yes	Rhonda Mettam

I certify this Compliance Audit return has been adopted by Council at its meeting on _____

Signed Mayor / President, Shark Bay

Signed CEO, Shark Bay

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11.3 ANNUAL ELECTORS MEETING 4 FEBRUARY 2015
GV00011

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Prior
Seconded Cr Capewell

Council Resolution

The minutes of the annual electors meeting held on Wednesday 4 February 2015 be noted.

6/0 CARRIED

Background

The annual general meeting of electors relating to the financial year ended 30 June 2014 was held on Wednesday 4 February 2015. A copy of the minutes of the meeting is attached.

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

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

The minutes have been made available for inspection since 6 February 2015.

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

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

Comment

There were no resolutions or decisions adopted at the meeting that required the attention of the Council.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Legal Implications

Local Government Act 1995

Policy Implications

There are no policy implications relative to this report

Financial Implications

There are no financial implications relative to this report

Strategic Implications

There are no strategic implications relative to this report

Voting Requirements

Simple Majority Required

Signatures

Officer

R Mettam

Chief Executive Officer

P Anderson

Date of Report

6 February 2015

25 FEBRUARY 2015



SHIRE OF SHARK BAY

ANNUAL ELECTORS' MEETING

Wednesday 4 February 2015

7.00 pm

Shark Bay Recreation Centre – Council Chamber

MINUTES



P Anderson
CHIEF EXECUTIVE OFFICER



DISCLAIMER

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

The Shire of Shark Bay disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission does so at that person's or legal entity's own risk.

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

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

ANNUAL ELECTORS MEETING - MINUTES – 4 FEBRUARY 2015

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1. **Declaration Of Opening**

The President Cr Cowell declared the Annual Electors meeting open at 7.01 pm.

2. **Attendances And Apologies**

ATTENDANCES

Cr C Cowell	President
Cr K Capewell	Deputy President
Cr M Prior	
Cr B Wake	
Cr L Bellottie	
Cr K Laundry	

Mr P Anderson	Chief Executive Officer
Ms C Wood	Executive Manager Finance and Administration
Mrs G McBride	Executive Manager Community Development
Mr B Galvin	Works Manager
Mrs R Mettam	Executive Assistant

APOLOGIES

Cr G Ridgley

VISITORS

Mr J McBride
Mr J McLaughlin
Mrs M Wake
Mr J Hanscombe
Mrs C Hanscombe
Mrs F Castling
Mr G Livesey
Ms S Baker
Mr P Wood
Mr D Matthews
Mrs B Matthews
Mrs S Capewell

3. **Receiving Of The Annual Report Of The Shire Of Shark Bay For The Year Ending 30 June 2014**

Moved Cr Wake
Seconded Cr Prior

Officer Recommendation

That the Annual Report, including the Annual Financial Statements, Presidents Report and Auditors Report of the Shire of Shark Bay for the Year ending 30 June 2014 be received.

CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

ANNUAL ELECTORS MEETING - MINUTES – 4 FEBRUARY 2015

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4. General Business

Written question from Ms Fay Castling asking the following:
What responsibility does the Council have with respect to feral cats, goats and rabbits within the boundaries of the Denham Township?

President replied that rabbits were baited a couple of years ago with Pindan. Feral Goats are controlled via a Parks and Wildlife culling program and cats are policed through State Government Act. The Department of Parks and Wildlife also have cat traps for residents to use.

Ms Castling asked whether the Shark Bay Scenic Quad Bike Tours have had approval to change the original designated routes and tracks. She was advised by the President that the designated tracks for operation of the quad bikes have not been changed and they are required to renew their licence each year. She then enquire how frequently the tracks are monitored and the state of the tracks assessed and asked whether a ranger could check these every six months so that it is ensured that they are complying with the set route. The President agreed to this being undertaken.

Mrs Wake asked about the Ward Boundaries Review and when will it come up to Council again. Will the same recommendations be made and how did the recommendation come about to abolish the wards system.

The President advised that the ward review will be rescheduled to the February Council meeting. The Officer's recommendation in the report to Council was in line with the guidelines for representation regarding ward boundaries advised by the *Local Government Act* guidelines and the Local Government Advisory board, which will make the final decision. Mrs Wake put forward her view that the ward boundaries should not alter. Councillor Prior commented that the officer's recommendation to Council previously was well researched and put forward five alternate options for consideration.

Mrs Wake would like to see the Ward system kept.

Mrs Wake asked the Shires position on amalgamation.

President advised opposition to the amalgamation of the Shire of Shark Bay. The President provided background on the push by the previous Minister for Local Government for smaller shires to be amalgamated and that this Council had been proactive in forming a regional collaboration group with the other coastal shires in the Gascoyne Region – Carnarvon and Exmouth, whilst Upper Gascoyne had collaborated with Murchison Shire. The funding received in regard to the collaborative group had allowed several plans to be finalised and regional projects such as waste disposal to be explored.

Mr McLaughlin urged the Council not to be complacent in regard to amalgamations and the implications of any boundary changes.

Mrs Wake asked about Shark Bay 2016 Commemoration celebration and asked for an update on the last 12 months and how the shire plans to promote the event.

MINUTES OF THE ORDINARY COUNCIL MEETING

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ANNUAL ELECTORS MEETING - MINUTES – 4 FEBRUARY 2015

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The President detailed the program of proposed events and the progress so far, which includes the formation of a local 2016 advisory committee to Council and the State Government funding contribution for projects and events associated with the commemoration.

Ms Castling asked if Council would be reducing the cost of entry to the Shark Bay World Heritage Discovery and Visitor Centre.

Chief Executive Officer replied that Council could consider the option in their budget process.

Mr Hanscombe asked what action Council intended to take in regard to the anonymous perpetrator of a Facebook page which has been spreading lies and innuendoes in regard to the Shire and community members.

The President and Chief Executive Officer advised that any issues raised should be referred to the appropriate authorities and then the Council can deal with them in the appropriate manner.

Mrs Capewell thanked the Shire for all the hard work put in by all the Shire staff as the town is looking great and commended all employees and Councillors for their efforts.

5. **Closure Of Meeting**

As there was no further business the President closed the Annual Electors meeting at 8.02 pm.

25 FEBRUARY 2015

11.4 REVIEW OF WARDS AND REPRESENTATION – OUTCOME OF PUBLIC CONSULTATION AND RECOMMENDATION TO LOCAL GOVERNMENT ADVISORY BOARD - RESUBMITTED
GV00012

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Officers Recommendation

Option 1 :

That in accordance with Schedule 2.2(9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that:

1. An order be made under s2.2 (1) of the Act to abolish all of the Wards into which the Shire is presently divided, to come into effect for the Ordinary Council elections scheduled for October 2015;
2. As part of that order, those Councillors whose terms expire in 2015, complete their terms as normal and nominations are called to fill these vacancies;

And

That a submission be made to the Local Government Advisory Board requesting that the remaining Councillors whose terms expire in 2017 continue until their terms expire, and represent the electors of the whole district.

Or

Option 2:

That all Councillor Positions be declared vacant and nominations be called to fill all vacancies at the Ordinary Council elections scheduled for October 2015.

Moved Cr Laundry
Seconded Cr Cowell

Councillor Motion

That in accordance with Schedule 2.2(9) of the *Local Government Act 1995* (the Act), it is recommended to the Local Government Advisory Board that:

3. An order be made under s2.2 (1) of the Act to abolish all of the Wards into which the Shire is presently divided, to come into effect for the Ordinary Council elections scheduled for October 2015;
4. As part of that order, those Councillors whose terms expire in 2015, complete their terms as normal and nominations are called to fill these vacancies;

And

That a submission be made to the Local Government Advisory Board requesting that the remaining Councillors whose terms expire in 2017 continue until their terms expire, and represent the electors of the whole district.

3/3 TIED / LOST

25 FEBRUARY 2015

Moved Cr Wake
Seconded Cr Bellottie

Council Resolution

That the Shire of Shark Bay Council have two Ward system being Denham Ward and Useless Loop/Pastoral Ward with 5 Councillors in the Denham Ward and 2 in the Useless Loop/Pastoral Ward.

4/2 CARRIED

Background

This item was tabled at the Ordinary Council meeting held on the 29 October 2014. Council resolved the following:

“Council Resolution

That in accordance with Schedule 2.2(9) of the Local Government Act 1995 (the Act), it is recommended to the Local Government Advisory Board that:

- 1. *An order be made under s2.2 (1) of the Act to abolish all of the Wards into which the Shire is presently divided, to come into effect for the Ordinary Council elections scheduled for October 2015;***
- 2. *As part of that order, those Councillors whose terms expire in 2015, complete their terms as normal and nominations are called to fill these vacancies;***
- A *That a submission be made to the Local Government Advisory Board requesting that the remaining Councillors whose terms expire in 2017 continue until their terms expire, and represent the electors of the whole district.***

The vote was cast and resulted in a tied vote

3/3 TIED

The President exercised a casting vote and the item was recorded as 4/3, however due to the item requiring an absolute majority the item was lost.

The Local Government Act 1995 Section 5.21 (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.

Due to an administrative oversight the item was not carried by an absolute majority, which required;

In relation to a council, means a majority comprising enough of the members for the time being of the council for their number to be more than 50% of the number of offices (whether vacant or not) of member of the council

The casting vote of the presiding member is not included in the voting of items requiring an absolute majority vote. Therefore for the Shire of Shark bay an absolute majority would always require 4 members of the council to vote in the affirmative.

The administration now has to re-table this item for clarification of voting.

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A local government that has a ward system is required to carry out reviews of:

- a) its ward boundaries; and
- b) the number of offices of councillor for each ward from time to time so that not more than eight years elapse between successive reviews.

The purpose of a review is to evaluate the current arrangements and consider other options to find the system of representation that best reflects the characteristics of the district and its people.

Any of the following may be considered:

- Creating new wards in a district already divided into wards;
- Changing the boundaries of a ward;
- Abolishing any or all of the wards into which a district is divided;
- Changing the name of a district or a ward;
- Changing the number of offices of councillor on a council; and
- Specifying or changing the number of offices of councillor for a ward.

At its meeting held on 30 July 2014, Council resolved to undertake a review of its ward system and representation. A discussion paper (including an additional option requested for inclusion by Council) was made available to the public as part of the process and is attached at the end of this report.

Comment

Section 2.2 of the *Local Government Act 1995* provides for a district to be divided into wards. Schedule 2.2 of the *Local Government Act 1995* sets out the process to review wards and representation.

- Clause 8 of Schedule 2.2 requires a council to assess options against the following factors:
- Community of interest;
- Physical and topographical features;
- Demographic trends;
- Economic factors; and
- The ratio of councillors to electors in the various wards.

Proposals to change ward boundaries are assessed by the Local Government Advisory Board, which in turn makes recommendations to the Minister for Local Government.

An assessment of the options available to the Shire, their effect and application to the criteria listed above, and associated conclusions are set out below.

Features of the District

Community of interest

Denham is the main services and commercial centre of the district. Settlements also exist at Monkey Mia, Nanga, Overlander, Billabong, Hamelin Pool Telegraph Station and Useless Loop. Useless Loop is a "closed" mining town located 250km from Denham by road or 25km across the bay from Denham.

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Outside Denham and Useless Loop, there is a community of interest between pastoralists, another with tourism services providers at Hamelin Pool, and with services providers (roadhouse) operators along the North West Coastal Highway.

Physical and topographical features

The Shire comprises an area of some 24,000 km². Shark Bay's shoreline has a 'W' shape formed by two peninsulas, Edel Land and Peron, three large outlying islands, and an eastern coastal strip.

Large areas of the Shire are parks and reserves. It is a World Heritage listed area.

Major roads include the North West Coastal Highway, the Denham-Useless Loop Road, and the Denham-Monkey Mia Road.

Demographic trends

The Shire's population is relatively stable. There was a slight drop (approximately 5%) in population from 2001 to 2006 but levels are now almost identical to the 2001 ABS census figures. The Shire is home to slightly more males than females.

From the 2011 ABS Census figures, the majority of the Shire's permanent resident population live in town sites. Around 10% of the Shire's population is of Aboriginal or Torres Strait Islander descent.

Economic factors

Denham is the main area for commercial activity in the Shire. Activities include tourism, fishing and associated industries, and regional services supporting the tourism, pastoral, fishing and other industries.

The tourist resort of Monkey Mia is located to the east of Denham.

Salt mining is undertaken at Useless Loop, which is a closed town (permission is required to enter from the mine owners).

The eastern areas of the Shire are home to pastoral and grazing properties.

Ratio of Councillors to Electors

The ratio of Councillors to electors as at October 2013 was:

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham	5	432	86	-10.97%
Pastoral	1	38	38	+51.19%
Useless Loop	1	75	75	-3.67%
Total	7	545	78	

This criteria is of particular interest to the Local Government Advisory Board. The Board has advised that a deviation of no more than plus or minus 10% in the ration of councillors to electors is acceptable to it. Two of the Shire's three wards are outside that limit.

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An assessment of the options set out in the discussion paper consider by Council on 30 July against the above criteria is set out below.

Option 1 – Retain current number of councillors (seven); no wards

Under this option, the Shire dispenses with wards altogether. The number of Councillors is kept at the present level of seven.

Application of this option against the criteria set out in Schedule 2.2 results in the following:

Community of Interest

Having no wards results in the entire district being treated as one community of interest and does will not reflect different communities of interest in terms of town or pastoral activities.

Physical and topographical features

Physical or topographical features are not reflected in this option.

Demographic trends

While having 'no wards' does not take into account any changes in demographic trends that may influence the Shire, its population is relatively stable anyway and this criteria does not appear to warrant significant weighting.

Economic factors

This option does not reflect the different economic activities undertaken in the Shire.

Ratio of councillors to electors

Under this option the ratio of councillors to electors would be 1:78.

Given that there are no wards, the question of an imbalance between 'one vote/ one value' does not arise.

Option 2 – Increase to nine councillors; reduce from three to two wards by combining Pastoral and Useless Loop Wards.

Under this option, the present wards of Useless Loop and Pastoral are combined. In order to achieve a ratio of no more than + or – 10% of electors per councillor, it is necessary to increase the number of councillors from 7 to 9.

Application of this option against the criteria set out in Schedule 2.2 results in the following:

Community of Interest

The communities of interest that would result from this option would be reflected in the Denham Ward, but a combined Pastoral and Useless Loop Ward does not reflect communities of interest.

Physical and topographical features

Physical or topographical features are not reflected in this option.

Demographic trends

As with all others, this option does not take into account any changes in demographic trends that may influence the Shire, however its population is

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relatively stable anyway and this criteria does not appear to warrant significant weighting.

Economic factors

This option does not reflect the different economic activities undertaken in the Shire.

Ratio of councillors to electors

In order to achieve an acceptable ratio of electors to councillors of no more than + or – 10% it would also be necessary to increase the number of councillors for the Denham Ward to 7 (total councillors would then be 9):

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham	7	432	62	-1.91%
Pastoral & Useless Loop	2	113	57	6.70%
Total	9	545	61	

Option 3 - Increase from seven (7) to fourteen (14) councillors; retain current number of Wards (three).

Retain the current Wards, but increase the number of councillors in the Useless Loop and Denham Wards so that the ratio of councillors to electors is as close as it can be to the lowest, which is the Pastoral Ward. Total councillors would then be 14, the maximum allowable under the Act.

Application of this option against the criteria set out in Schedule 2.2 results in the following:

Community of Interest

This option reflects communities of interest.

Physical and topographical features

This option reflects the physical and topographical features of the district.

Demographic trends

As with all others, this option does not take into account any changes in demographic trends that may influence the Shire, however its population is relatively stable anyway and this criteria does not appear to warrant significant weighting.

Economic factors

This option reflects the different economic activities undertaken in the Shire.

Ratio of councillors to electors

In order to achieve an acceptable ratio of electors to councillors of no more than + or – 10% it would also be necessary to increase the number of councillors for

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the Denham Ward to 11 and Useless Loop ward to 2 (total councillors would then be 14, the maximum allowed under the Local Government Act).

Ratios under this option are:

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham	11	432	39	-0.88%
Pastoral	1	38	38	2.39%
Useless Loop	2	75	38	3.67%
Total	14	545	39	

Option 4 - Retain present number of councillors (seven), reduce from three to two Wards by combining Denham and Pastoral Wards

Under this option, Wards are reduced from three to two by combining the Denham and Pastoral Wards, with the Useless Loop Ward retained. The present number of elected members is retained at seven.

Community of Interest

This option does not reflect communities of interest present in the Shire.

Physical and topographical features

Physical or topographical features are not reflected in this option.

Demographic trends

As with all others, this option does not take into account any changes in demographic trends that may influence the Shire, however its population is relatively stable anyway and this criteria does not appear to warrant significant weighting.

Economic factors

This option does not reflect the different economic activities undertaken in the Shire.

Ratio of councillors to electors

Maintaining the present number of councillors at seven, combining the Denham and Pastoral Wards, and retaining the Useless Loop Ward, produces the following ratio of electors per councillor:

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation

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Denham/Pastoral	6	470	78	-1%
Useless Loop	1	75	75	4%
Total	7	545	78	

Option 5 – Maintain current wards, boundaries and councillors

Under this option, the present number of councillors is maintained at seven, with three Wards, with no changes.

Community of interest

This option reflects existing communities of interest.

Physical and topographical features

This option reflects physical and topographical features.

Demographic trends

As with all others, this option does not take into account any changes in demographic trends that may influence the Shire, however its population is relatively stable anyway and this criteria does not appear to warrant significant weighting.

Economic factors

This option reflects the different economic activities undertaken in the Shire.

Ratio of councillors to electors

This option does not result in an acceptable ratio of councillors to electors in two of the Shire's three Wards:

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham	5	432	86	-10.97%
Pastoral	1	38	38	+51.19%
Useless Loop	1	75	75	-3.67%
Total	7	545	78	

Consultation

The review was advertised for comment from the public ending on 1 October. It was publicised via the Northern Guardian, the Inscription Post, the Shire notice board and its website. The criteria to be used and possible options were detailed in a discussion paper, also available on the website and Council's office.

Five submissions were received and are summarised as follows:

- Three submission supporting Options that see retention of a Pastoral Ward or a Wards system, and in essence:
 - Supporting retention of the present wards and current number of councillors (Option 5) and opposing no wards (Option 1);

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- submitting that the needs of the pastoral area of the Shire is different to the Useless Loop and Denham wards; and
- opposing an increase in the number of Councillors to 14 under option 3;
- Two submissions supporting no wards (Option 1), and:
 - Retaining the present number of councillors:
 - Noting that the Shire has in the past struggled to fill a vacancy for councillors for the Useless Loop Ward; and
 - Highlighting a potential lack of representation in cases where (say) a conflict of interest that may arise, thereby reducing representation when having a single councillor from the Pastoral Ward.

Conclusion

A simple 'yes' or 'no' assessment of the options available to the Shire against the above criteria is:

Option	Community of interest	Physical and topographical features	Demographic trends	Economic factors	Within ratio
Option 1 – retain current number of councillors (seven); no wards	No	No	No	No	Yes
Option 2 – increase to nine councillors; reduce from three to two wards by combining Pastoral and Useless Loop wards	No	No	No	No	Yes
Option 3 – increase from seven to 14 councillors; retain current number of wards (three)	Yes	Yes	No	Yes	Yes
Option 4 – retain present number of councillors (seven), reduce from three to two wards by combining Denham and Pastoral wards	No	No	No	No	Yes
Option 5 – retain status quo of 3 wards and 7 councillors	Yes	Yes	No	Yes	No

As noted above, an overriding criteria applied by the Local Government Advisory Board is the ratio of electors per Councillor.

Given the disparities in representation, Option 5 (retention of the status quo) is simply not open to the Shire. While it could request the Local Government Advisory Board to

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consider the case given the size of the Pastoral Ward in particular, this will result in either the Shire being directed to re-submit a review or the Board doing so itself at the Shire's expense under clause 10.3 of Schedule 2.2 of the Act.

Options 2 and 3 see an expansion in the number of elected members from the present level of seven to between nine and fourteen (a local government must have a minimum of six and may have a maximum of 14 councillors where a district is divided into Wards, plus a Mayor or President elected at large), with Wards being reduced to two under Option 2.

Increasing to between nine and fourteen councillors would see an increase in costs without (arguably) an improvement in decision making processes, but that aside relatively speaking Shark Bay is a small local government in terms of the number of electors residing in the district. It is considered that the Shire should maintain the present number of councillors at seven. This has proven to be a workable and efficient number.

There seems to be no support for increasing the number of councillors as set out in Options 2 and 3.

Both Options 2 and 4 seek to maintain some level of differentiation between the different areas of the district by combining the Pastoral and Useless Loop Wards (Option 2) or the Denham and Pastoral Wards (Option 4). Both meet the criteria of the ratio of councillor to electors being within plus or minus 10% of the average, but sees areas with different communities of interest combined.

There is no ideal outcome, but it is considered that Option 1 (no wards) is the most suitable for the Shire. Options 2, 3 and 4 all maintain some mixture of Wards but given that the majority of electors reside in the Denham Ward, the majority of electors will always be drawn from a Ward that includes Denham. Use of Wards does not seem to produce a significant degree of additional benefit that having Wards might.

A councillor is elected to represent the interests of the whole district, not a part of the community or a Ward. In particular, s2.10 of the *Local Government Act 1995* sets out the role of a councillor:

2.10. Role of councillors

A councillor —

- (a) represents the interests of electors, ratepayers and residents of the district; and*
- (b) provides leadership and guidance to the community in the district; and*
- (c) facilitates communication between the community and the council; and*
- (d) participates in the local government's decision-making processes at council and committee meetings; and*
- (e) performs such other functions as are given to a councillor by this Act or any other written law.*

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Similarly, an elector does not have to reside within a particular Ward to be elected as a councillor for that Ward – they may reside at, or be an owner or occupier of any property in the entire district.

Advantages of having no Wards include:

- Elected members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result broadening the views beyond the immediate concerns of those in a Ward.
- The smaller town sites and rural areas have the whole Council working for them.
- Members of the community who want to approach an elected member can speak to any elected member.
- Social networks and communities of interest are often spread across a local government and elected members can have an overview of these.
- Elected members can use their specialty skills and knowledge for the benefit of the whole local government.
- There is balanced representation with each elected member representing the whole community.
- The election process is much simpler for the community to understand and for the Council to administer.

The disadvantages of a no Ward system include:

- Electors may feel that they are not adequately represented if they don't have an affinity with any of the elected members.
- Elected members living in a certain area may have a greater affinity and understanding of the issues specific to that area.
- There is potential for an interest group to dominate the Council.
- Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues.
- It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

Option 1 (no Wards) is considered the most suitable for the Shire.

If this option is not considered suitable by council, then Option 4 (combine Pastoral and Denham Wards; seven councillors) is considered the next most suitable.

Implementation of Proposed Changes

The process to bring about Option 1 (no wards) is relatively simple and can be done with minimal disruption. A recent change in the interpretation of the legislation of the Local Government Advisory Board has provided the option for councils to request that all offices of councillor not be declared vacant to implement a change from a Wards system to no Wards.

If a Local Government resolves to abolish the ward system and does not wish to declare all offices of councillor vacant, then this must be communicated in a submission to the board. If the request is supported, at the next ordinary elections councillors complete

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their terms as normal and nominations are called to fill these vacancies. The remaining councillors who still have two years in office represent the electors of the whole district.

Clauses 1 and 2 of Schedule 4.2 of the Act require that as near as is practical half of the number of offices of councillor are to retire at each election. At present, four councillors of the Shire have terms expiring in 2015, and three in 2017.

If Council choses Option 1, all that would be necessary is for Council to request in its submission to the Board that:

1. A change to a 'no Wards' system come into effect at the next ordinary council elections scheduled for October 2015;
2. Those councillors whose terms expire in 2015, complete their terms as normal and nominations are called to fill these vacancies;

And

Providing they agree, the remaining councillors whose terms expire in 2017 continue until their terms expire, and represent the electors of the whole district.

Or

That all Councillor positions be declared vacant and nominations be called the fill all vacancies at the ordinary council elections scheduled for October 2015

Similarly, if Council were to support Option 4 (combine Denham and Pastoral Wards, seven councillors) with effect from the next Ordinary elections, it is not necessary for any offices of councillor to be declared vacant. Council can request in its submission that:

1. The Denham and Pastoral Wards be merged, with effect at the next ordinary council elections scheduled for October 2015;
2. The two Wards of the Shire be known as the Useless Loop Ward and the Denham/Pastoral Ward;
3. The council be comprised of 7 councillors, 6 from the Denham/Pastoral Ward and one from the Useless Loop Ward;
4. Those councillors whose terms expire in 2015, complete their terms as normal and nominations are called to fill these vacancies; and
5. Providing they agree, the remaining Denham and Pastoral Ward councillors whose terms expire in 2017 continue until their terms expire, and agree to represent the electors of the combined Denham/Pastoral Ward.

Legal Implications

Schedule 2.2.of the *Local Government Act 1995* sets out the requirement for, and process to, review representation at least once every 8 years. Further statutory issues are as listed above.

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Policy Implications

There are no policy implication relevant to this report.

Financial Implications

The Shire has struggled to fill vacancies for particular Wards in the past. Having 'no Wards' may reduce the need for and cost of, extraordinary council elections.

Declaring vacant of all the positions will create an additional cost at the ordinary elections in 2015, however the amount is dependent upon the requirement of a contested election, which would be reduced given the increased number of positions.

Strategic Implications

Ensuring that the Council remains representative of the community will assist in ensuring a healthy democracy at a local level. The recommended outcome of 'no Wards' will assist in ensuring this is maintained.

Voting Requirements

Absolute Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

6 February 2015

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Shire of Shark Bay

Review of Wards and Representation

August 2014

Background

The Shire of Shark Bay has resolved to undertake a review of its ward system to comply with the requirements of the *Local Government Act 1995* (the Act).

Schedule 2.2 of the Act requires local governments with wards to carry out reviews of the ward boundaries and the number of Councillors for each ward from time to time so that no more than eight years elapse between successive reviews.

The last review of wards in the Shire was undertaken in 2006 and it is now appropriate to carry out another review.

Current situation

The Council of the Shire is presently made up of 7 members, and is divided into 3 wards. At the October 2013 elections the ratios of electors to councillors were:

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham	5	432	86	-10.97%
Pastoral	1	38	38	+51.19%
Useless Loop	1	75	75	-3.67%
Total	7	545	78	

The % ratio deviation gives a clear indication of the % difference between the average councillor/elector ratio for the whole local government and the councillor/elector ratio for each ward.

It can be seen that there is a significant imbalance in representation across the Shire with the Pastoral Ward being over represented and the Denham Ward being under represented. A balanced representation would be reflected in the % ratio deviation being within plus or minus 10%.

Review process

The review process involves a number of steps:

- The council resolves to undertake the review;
- Public submission period opens;
- Information provided to the community for discussion;
- Public submission period closes;
- The Council considers all submissions and relevant factors and makes a decision;
- The Council submits a report to the Local Government Advisory Board (the Board) for its consideration; and
- If a change is proposed, the Board submits a recommendation to the Minister for Local Government (the Minister).

Any changes approved by the Minister where possible will be in place for the next ordinary election where possible.

Factors to be considered

When considering changes to wards and representation, Schedule 2.2 of the Act specifies factors that must be taken into account by a local government as part of the review process:

1. Community of interest;
2. Physical and topographic features;
3. Demographic trends;
4. Economic factors; and
5. Ratio of Councillors to Electors in the various wards.

The Board offers the following interpretation of these factors.

1. Community of interest

The term community of interest has a number of elements. These include a sense of community identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.

Neighborhood's, suburbs and towns are important units in the physical, historical

and social infrastructure and often generate a feeling of community and belonging.

2. Physical and topographic features

These may be natural or man-made features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may be relevant as may other man made features such as railway lines and freeways.

3. Demographic trends

Several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government.

4. Economic factors

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the area. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.

5. Ratio of Councillors to Electors in the various wards

It is expected that each local government will have similar ratios of electors to Councillors across the wards of its district.

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5. Ratio of Councillors to Electors in the various wards

It is expected that each local government will have similar ratios of electors to Councillors across the wards of its district.

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Options to consider

The Shire is basically comprised of the Denham townsite and Monkey Mia resort, the closed mining town of Useless Loop, and the rest. There are few other aspects of the above criteria around which ward boundaries could be based.

In terms of options to assist discussion and community submissions, and in seeking to keep the deviation of ratios of councillors to electors to below plus or minus 10%, the following may assist:

Option 1

Retain current numbers of councillors (7) and have no wards. The ratio of councillors to electors would be 1:78.

Option 2

Combine the Pastoral and Useless Loop Wards. In order to achieve an acceptable ratio of electors to councillors it would also be necessary to increase the number of councillors for the Denham Ward to 7 (total councillors would then be 9):

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham	7	432	62	-1.91%
Pastoral and Useless Loop	2	113	57	6.70%
Total	9	545	61	

Option 3

Retain the current wards, but increase the number of councillors in the Useless Loop and Denham wards so that the ratio of councillors to electors is as close as it can be to the lowest, which is the Pastoral ward (total councillors would then be 14, the maximum allowable under the Act):

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham	11	432	39	-0.88%
Pastoral	1	38	38	2.39%
Useless Loop	2	75	38	3.67%
Total	14	545	39	

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Option 4

Combine the Denham and Pastoral Wards, and retain the Useless Loop Ward, and retain the present number of elected members:

Ward	Councillors	Electors	Councillor to elector ratio	% ratio deviation
Denham/Pastoral	6	470	78	-1%
Useless Loop	1	75	75	4%
Total	7	545	78	

Others

Members of the public should feel free to make any other suggestions or observations in terms of the criteria described above.

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Public submissions

Members of the community are invited to make a written submission about any aspect of ward boundaries and representation and lodge it at:

Shire of Shark Bay
65 Knight Terrace
Denham WA 6537

Fax: 08 9948 1237

Submissions will also be accepted by email: admin@sharkbay.wa.gov.au

All submissions must be received by 4 pm on 1 October 2014

Thank you for your interest and involvement in this review. Council welcomes your comments on any matters that may assist it to make informed and responsible decisions for the benefit of the people of the Shire of Shark Bay.

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To CEO
Mr. Paul Anderson,

We are writing to you in regards to the proposed changes of the ward and the mentioned imbalance of the representation of councillors to the Pastoral ward.

We thank you for the opportunity to have our comments taken into consideration.

Pastoral life is very different to the life in a town and therefore it cannot be compared to that. It would be detrimental to the pastoralists not to have any representation at all, as our needs are very different to those of the town or the mine-site.

Putting the Pastoral ward and Useless Loop together does not seem a correct solution either as we both have complete different needs and expectations from the Shire.

There are other criteria to determine representation, like the physical and topographic features and Economic factors.

At the moment these do not appear to have been addressed in the possible options suggested.

It is important to note that the Pastoral Ward provides a large portion of the rate base to the Shire, without using most services provided.

The land area of the Pastoral Ward is the largest in the Shire.

These two factors should be taken into consideration when making the decision.

The social and economic difference of the Pastoral Ward, warrants an individual to represent us.

If there was a change to wards would this take a complete re-election for all wards and all councillors and thus incurring an unnecessary expense to the ratepayers?

Yours Sincerely

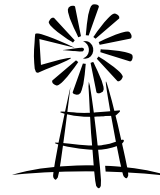
Brian Veitch and Joke Veitch-Vaneechoutte
Managers
Tamala Station
99483994

Cc: All Councillors of the Shire of Shark Bay

25 FEBRUARY 2015

Hamelin Pool Pastoral Co

PMB 72 via GERALDTON WA 6530
Ph. 08 9942 5914 Fax 08 9942 5939
Email: hamelin@bigpond.com



1st September 2014

Paul Anderson
Chief Executive Officer
Shire of Shark Bay
65 Knight Terrace
Denham WA 6537

Dear Paul

Review of Wards

We have considered the recommendations put forward for the Council to consider in this review. Firstly, all of the options are based on ratios of councilors to electors and no consideration is given to the other factors which may be used to decide ward boundaries. We support the retention of the current ward structure. The other options given are based on only one factor – population- and the realistic recommendations (option 3 is not realistic) support the elimination or amalgamation of the pastoral ward.

Other factors to consider are:-

Community of Interest

Residents in the pastoral ward have a sense of community identity and belonging. They face similarities in isolation and the challenges this entails, such as transport and access to education to name a few. There are no schools, limited postal services, few shops and large distances to travel to access any of these. This ward has similar economic activities. There are tourism operators who have a different set of challenges to their town counterparts and there are pastoralists who are not represented anywhere else. There are little or no services provided for the rates paid. We all operate businesses and there is a sense of community amongst us and we rely on one another for emotional and community support. To counter the debate based purely on population statistics, factors like this need to be given a weighting in the decision process.

Physical and Topographic features.

The pastoral ward represents a small amount of people, however, it accounts for the major land area of the Shire. This ward encompasses the major road infrastructure in the Shire, thousands of hectares of parks and reserves, many kilometres of coastline and several islands, as well as pastoral properties and tourism businesses. It generates a considerable percentage of the Shire rate base and has issues that are not understood or appreciated by people who reside in the town or several other small residential nodes. For the Council to retain a balance on all issues in the Shire, it is imperative that this area continues to maintain its individual representation.

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Economic Factors

The economy of the ward is very different from the residential nodes of the Shire. From a pastoral perspective, there is a lack of understanding that they are operating businesses and that seasons impact incomes. The tourism and related operators need to be self-reliant and operate without the support of other businesses. Mining has another set of unique challenges and many residents in other parts of the Shire see the economic benefits of mining for the rate base of the Shire but are not aware of economic restraints faced by mining companies.

Demographic trends

It is unlikely that there will be significant population growth in the pastoral ward in the short term. Gunson Resources have a proposed mine on the Coburn and Hamelin leases and if this was to come into production this situation could change.

Comments on proposed options

Option 1 - This option disadvantages the pastoral ward as historically where this has occurred in other Shires the pastoral councilor is lost. This fails to retain a healthy democracy.

Option 2 - Again this is purely population driven, and increases the number of councilors to 9 which is unsustainable.

Option 3 - This is also population driven and 14 councilors are unsustainable.

Option 4 – We strongly support this.

Local Government Minister Tony Simpson addressed this ward issue when in Shark Bay for the opening of the new playground. He indicated his support for maintaining Local Government representation for large areas of land as this assisted in maintaining a healthy democracy, even though there is an imbalance in the ratio of councilors to electors. We maintain that in your role as CEO a strong case needs to be developed to retain the status quo, and further, to request the support of the Minister to achieve this.

Yours sincerely

Mary & Brian Wake

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I submit that the ward system be cancelled and it be open to all candidate's

Patricia Cox

Hamelin Pool Caravan Park Resident

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CEO Shire of Shark Bay
Knight Terrace
Denham 6537

Dear Sir

I wish to make a submission regarding the review of wards and the representation from each.

As the shire of Shark Bay is sparsely populated and the majority of the population is gathered into a node that is centred on the town of Denham there is a danger that the isolated residents and ratepayers will be disenfranchised by the abolishment of wards within the shire. I believe that there is some move from within the council to reduce the influence of the pastoral and Useless Loop ward councillors in council by claiming that they are over represented by numbers voters in their respective wards.

However I believe that there is a good argument to maintain the status quo as the pastoral and Useless Loop ward ratepayers need a voice on council to highlight their disadvantages when compared to the rest of the population of the shire. Most councillors are from the Denham ward which is situated in the extreme west of the shire and are remote from the problems that the pastoral and Useless Loop experience. I believe that dedicated wards that these two minor areas of the shire represent should continue to exist. The experience and day to day knowledge of good representatives from these two wards will enhance the council with all round knowledge and will lead to better decision making for the overall development of the shire, not just for the major town site.

Without representation, the pastoral and Useless Loop issues would soon cease to be relevant if all councillors were from the Denham ward as would happen, as this is where the majority of voters reside. The likelihood of anyone from outside the town of Denham been elected would be exceptionally slim if the ward system was abolished. In my opinion this would be to the overall detriment of the shire.

The pastoral areas of the shire are the front door to the western areas of the shire including the town of Denham and the resort of Monkey Mia and as such need to be considered to be an important integral part of the shire, not as seen now to be an annoyance.

I believe that council should be cautious when considering any possibility to abolish the current ward structure as if this is done, then that argument could be used against the shire when opposing any amalgamation of shires as that is basically the same thing only on a different scale.

I wish to submit that the numbers of councillors should remain at the current number as this is adequate to give a spread of views and helps prevent a concept of cronyism that could develop when only a small number of councillors meet to vote on issues that have a large impact on the community.

Joe McLaughlin

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Shire of Shark Bay
65 Knight Terrace
Denham WA 6537

Review of Wards and Representation

On behalf of my wife as a Rate Payer & myself as a member of the Electorate I submit that the Ward system be done away with and there be open representation for the 7 Council seats.

Our thinking has been influenced by –

. the recent absence of any interested candidates for the Useless Loop ward from that locality

. and the evident conflict of interest in the Pastoral ward with the one Councillor and the one neighbour & subsequent inability for that one Councillor from that Ward to discuss or vote on issues relevant to mutual commercial activities.

Thank you.

Timothy Wynn Hargreaves & Margaret Anne Hargreaves
Residents 44 years

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Nerren-Nerren Pastoral Company.

Attention Councillors and CEO,
Shire of Shark Bay,
Denham, W.A.

Dear President Cowell and all Councillors,

I understand the matter of Ward Boundary Review is again on the agenda for the February 25th 2015 Council meeting.


I am attaching a copy of a submission against ward amalgamation forwarded to the Shire on a previous review (2006). We believe the points raised are relevant to the present review and deserve consideration.

Thank you for your time and opportunity to contribute.

Yours faithfully,



(H.J. Crawford)



(W.E.A. Crawford)

15th February 2015.

Hereunder some thoughts and suggestions re above review.

Shark Bay Shire has a unique set of circumstances with regard the area and interests of ratepayers of our Shire. It is evident that there are three separate entities within its boundaries. The town of Denham is the governing centre and has the largest population concentration and growth. Outside the town centre there is an area of 25,000 sq. kilometres of land area within the shire boundaries, around half the size of the state of Tasmania. Within this area are scattered pastoral properties of large area but small population. Some other population centres are around tourist developments, roadhouses and hotel developments and mining operations. The largest population centre other than the town of Denham is Useless Loop mining operation. This townsite is situated on the mining lease and is a "closed town" to public access. It has been an accepted fact by our council that all areas of our shire deserve representation. Given the population concentration within the Denham townsite it is only right that that is the area of most councillor representation. At present that is five (5) councillors. As Useless Loop is a "closed town" it is sensible that a representative

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E: Wards and Representation Review:

from that town should come from within the Useless Loop area. The rest of the shire area, the greater part of the 25,000 sq. km., is sparsely populated but ratepayer none the less who pay their rates and expect Shire services. The unfortunate geographic position of the town of Denham and the vast area within our shire boundaries, means that a greater number of the outer area residents do not use the town of Denham as a business or recreation centre, thus not allowing them to be seen as members / ratepayers of the greater community. Each of these three separate entities of our Shire have different expectations and needs from our Council, and to facilitate that, each of these areas needs representation within our Council. Presently that is served with one member from each of the other areas of our Shire. A total of seven (7) councillors with knowledge and interests across the whole Shire area. This seems a reasonable representation already with the majority number of councillors from the Denham town, allowing the majority of ratepayers being represented by the majority of councillors. To change this "ward" system could disenfranchise some of the outer shire area ratepayers. Given that this is the third call for a review since 2003, it would appear that the Local Government Review Board (LGRB) is determined to impose its own agenda on the Shire of Shark Bay (SBS) regardless of the direction of the Council and/or local people.

Open ward system would not be acceptable to the ratepayers from the outer areas of the Shire. Because the majority of eligible voters are within the town area and because residents from outside the town area may be "unknown" to this majority of voters and because of Shark Bay past voting participation (up to almost 100% at some elections) it would be impossible for a candidate from out of town to obtain enough votes for election. This type of change could mean the complete disenfranchising of the complete rural or non Denham area of the Shire..

The amalgamation of the present Pastoral and Useless Loop wards would achieve a balance of voter numbers to councillors within wards if there was a reduction of one councillor from the current situation. This would be acceptable to the LGAB but I do not believe it would be acceptable to the ratepayers within this Shire area. The town site at Useless Loop is isolated at the northern end of Carnarung Peninsula and is a "closed" mining town. The position of Useless Loop is even more isolated from the rural areas of the Shire than Denham and from the other ratepayers within the rural area of the Shire. Being a "closed" town it could also be argued that prospective candidates may be excluded from entering the town area to canvas votes etc. There is even less interaction between Useless Loop and the rural areas of the shire than Denham. There is no common interest and very few residents are known to each other throughout the wider ward area.

To achieve representation from all sections of our community, the status quo needs to remain. This will allow each entity of our Shire to have a representative voice on Council with knowledge from within each designated ward. This may not appease the LGAB agenda but Shark Bay is unique and deserves a unique solution. The biggest problem here is size (25,000 sq. km.) and small population (80-100 registered voters outside the town area)..

As an alternative to the status quo could this be a "unique" suggestion?

Suggest to the LGAB that SBS retain 5 councillors from within the Town ward. Combine the present Useless Loop and Pastoral wards into one Rural & Mining ward and retain 2 councillors for that ward. Request that because the "Rural & Mining ward" area is around 25,000 sq. km., that the "Large District Allowance" (LDA) be implemented as per the State

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E: Wards and Representation Review:

Electoral Commission guidelines for State electoral boundaries.

This LDA guideline states; "Some large districts (100,000 sq. km. or greater) with smaller populations will qualify for a large district allowance. This allowance is calculated by multiplying 1.5% by the square kilometres of the district and adding the number of electors in the district. The final number must be within a range of 20% less or 10% greater than the average district enrolment."

This guideline is printed in the W.A. Electoral Commission change to Electoral Boundaries pamphlet printed August 2005. Remembering this guideline is for State electoral boundaries and we would need to request or suggest it be implemented or revised for our large Local Government ward boundaries.

Perhaps using this formula it could be proved to retain 2 councillors for the combined Pastoral and Useless Loop ward. (Rural & Mining Ward)

(25,000 sq. km. x 1.5% = 375 (LDA) + 80 approx registered voters combined = 455)

Given the Town ward is 1 councillor to approx 110 voters, 2 councillors from a Rural & Mining ward could possibly be justified.

This scenario would have the effect of giving the LGAB part of what they want, namely the amalgamation of the outer wards, and if acceptable, give what the SBS have requested in the last two reviews, that the status quo as regard councillor numbers remain.

With regards the election of councillors for this ward in the future, the registered voter numbers from Useless Loop and the wider Pastoral region are about equal, so a candidate from either section of the ward would have an equal chance.

Our preferred position on ward representation within the Shire of Shark Bay is that it remain as at present acknowledging that there is an imbalance of numbers of electors within each ward but also clearly agreeing that the majority of councillors are from the Denham Town ward with ward boundaries remaining as at present.

Our second preference would be to retain five (5) councillor from the Town ward and an amalgamated Rural & Mining ward with two (2) councillors.

If the present Pastoral ward is retained, we would suggest a change of name for such a ward. Instead of Pastoral we consider Rural Ward would be a more appropriate name. This is a very diverse ward with regard the type of ratepaying businesses within that area. Not only are there pastoral properties, but tourist operations, hotel / motel, roadhouses, caravan parks and mining operations. If an amalgamated Pastoral and Useless Loop ward is proposed we would suggest it be Rural & Mining ward.

Thank you for the opportunity to comment on this matter.

We look forward to an outcome suitable to all.

Yours faithfully



MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

11.5 OCCUPATIONAL SAFETY AND HEALTH CONTRACTED SERVICES FOR 2014
PE00032

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Capewell

Seconded Cr Cowell

Council Resolution

That Council endorse the Local Government Insurance Service's report on Occupational Safety and Health Contracted Services to the Shire of Shark Bay for the period of January 2014 to December 2014.

6/0 CARRIED

Background

The Shire of Shark Bay has contracted the Local Government Insurance Service to supply Occupational Safety and Health guidance since 2010.

Each year the consultants have supplied support and direction as to allowing Council staff to become compliant with the Act.

Comment

In the current report as attached, targets have been set for the 2015 year and will be actioned. Some of the actions have already been instigated.

Legal Implications

Compliant with the *Occupational Safety and Health Act 1984*

Policy Implications

There are no policy implications relevant to this item

Financial Implications

Consultant's costs have been allocated in Council Budget

Application of funding reduces cost and of Council incurring claims and penalties.

Strategic Implications

There are no strategic implications relevant to this item

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

9 February 2015



Occupational Safety and Health Contracted Services
Summary – January 2014 to December 2014
Shire of Shark Bay





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Executive Summary

The purpose of this report is to provide the Shire of Shark Bay with a summary of the Occupational Safety and Health (OSH) contracted services provided by LGIS for the 2014 period. The OSH contracted services were conducted by Katherine Kempin (Senior OSH Consultant) and covers the period from 1st January 2014 until 31st December 2014.

A total of three on site OSH service visits comprising of at least two days duration for each visit were provided to the Shire of Shark Bay. Other ongoing advice and support was delivered throughout this period by the OSH Consultant when off site from the Shire of Shark Bay.

Senior management have demonstrated their commitment to continually improve OSH within the Shire of Shark Bay by appointing an LGIS OSH Consultant to identify gaps within the current OSH system and provide assistance and support in bridging those gaps in an effective manner.

It is important to note that the implementation of any identified gaps within the OSH system can only be effective when it is supported by all employees and the Shire as a whole.

MINUTES OF THE ORDINARY COUNCIL MEETING

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Service Visit

February 2014

17th – 18th February 2014 - Onsite

- Workplace Inspections - Administration/Library Building, Depot, Shark Bay Discovery Centre, Waste Facility and Recreation Centre
- Floor plan inspection and emergency equipment identification for the development of Emergency Evacuation Diagrams - Administration/Library Building, Depot, Shark Bay Discovery Centre, Waste Facility and Recreation Centre
- Inspection and development of MSDS register for chemicals within Administration and Shark Bay Discovery Centre. Further advice and support for the Depot and Waste Facility to conduct an MSDS register for their sites.
- Emergency Warden training for employees of Administration/Library Building, Depot, Shark Bay Discovery Centre and Waste Facility.
- Contractors Community Resource Centre (CRC) were also provided with Emergency Warden training to better support theirs and the communities safety at the Recreation Centre.

Other various ad hoc safety advice and recommendations were provided whilst liaising with key personnel on site.

May 2014

15th - 16th May 2014 – Onsite

- Final review of the Evacuation Diagrams – Administration/Library Building, Depot, Shark Bay Discovery Centre and Waste Facility. Final review of the Recreation Centre was conducted by a Shark Bay employee.
- Conducted emergency evacuation drills, debriefing session with wardens and provided documentation of the drill for Shire's records – Administration/Library Building, Depot, and Shark Bay Discovery Centre. The evacuation at the Waste Facility was abandoned due to only the site employee and the LGIS OSH Consultant being present at the time. The LGIS OSH Consultant discussed an emergency scenario with the employee and was satisfied with the responses given in how they would control the situation. Further discussions were had with the employee regarding site improvements that could better facilitate an evacuation and appropriately respond to other potential emergency situations.
- Attendance at Depot Toolbox meeting to respond to varying queries and provide appropriate safety advice.
- Review of the OSH Induction Manual and OSH Policy.

Other various ad hoc safety advice and recommendations were provided whilst liaising with key personnel on site.

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MINUTES OF THE ORDINARY COUNCIL MEETING

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November 2014

26th – 28th November 2014 – Onsite

- Delivery of Evacuation Diagrams – Administration/Library Building, Depot, Shark Bay Discovery Centre, Waste Facility and Recreation Centre. Key personnel were instructed in the placement of the Evacuation Diagrams for all sites to ensure conformance with AS 3745.
- Further review and finalisation of the OSH Induction Manual.
- Development of a Hazard/Incident/Accident Reporting and Investigation Procedure.
- Development and adoption of the Shire's OSH Management Plan for 2015.

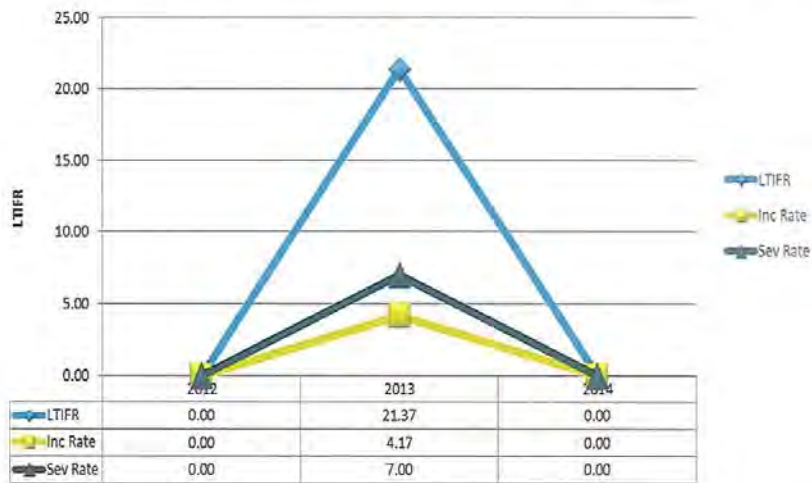
Other various ad hoc safety advice and recommendations were provided whilst liaising with key personnel on site.



Injury Statistics

The following graphs provide the injury statistics for the Shire of Shire Bay. Years are calendar (January 1 – December 30). They include Lost Time Injury Frequency Rate (LTIFR), Incidence Rate, Severity Rate, Total Cost of Claims and Average Cost of Claims (LTI) and Total Cost and Number of all claims. Formulas for these calculations can be found in Australian Standard 1885.1-1990.

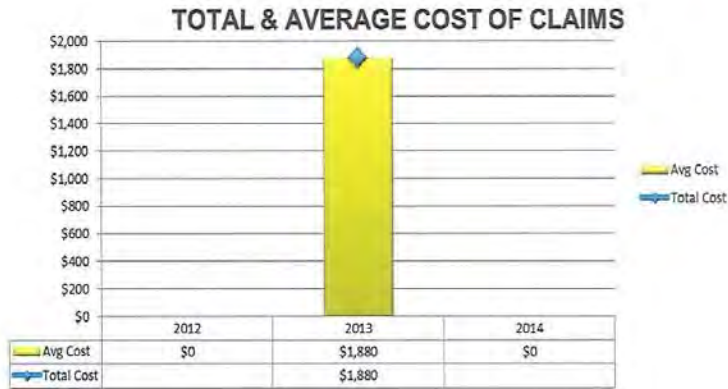
LOST TIME INJURY FREQUENCY, INCIDENT & SEVERITY RATE



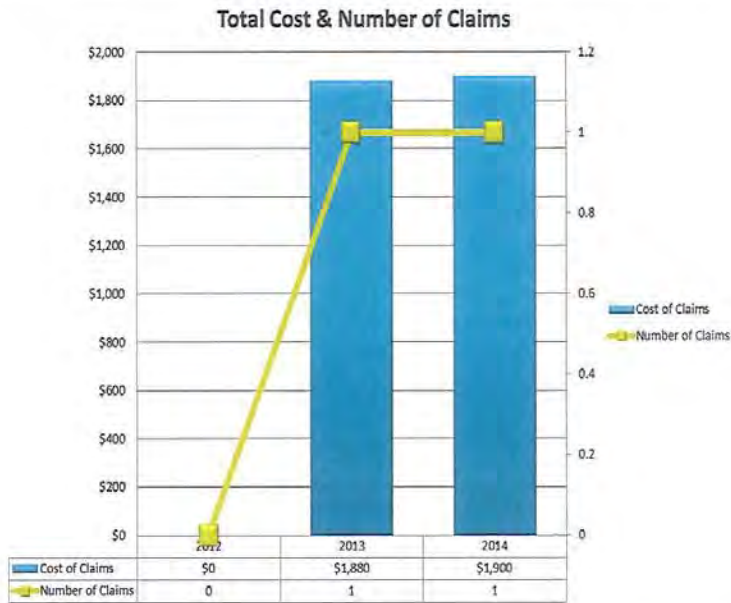
In the above graph, the Lost Time Injury Frequency Rate (LTIFR), Incidence rates and Severity Rate increased within the 2013 period. This increase is reflective of the Shire receiving one LTI claim within the 2013 period, otherwise the results can be interpreted as good.

MINUTES OF THE ORDINARY COUNCIL MEETING

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In the above graph, the Total and Average Cost of LTI claims is reflective of the claim made within the 2013 period. Although the data may appear negative the cost is considered to be fairly low.



In the last three calendar years the injury statistics for the Shire have been reasonably low which is pleasing to see. It is important to remember that near miss costs, such as property damage (e.g. vehicles) can be significant and are worth recording also.

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Priorities for 2015

It is suggested that the Shire targets the areas listed below in the upcoming year:

- Continue to promote and support the full involvement of all employees in OSH activities reflective of the Shire's core objectives and legislative requirements.
- Increase focus on hazard, incident and injury free reporting, recording and investigation within the workplace.
- Implement an appropriate means of capturing and recording incidents/hazards/risks/near misses that occur within the workplace and the implementation of suitable control measures. Consideration to be given to utilise the LGIS hazard management register and program for the recording of incidents/hazards/risks/near misses to better compile this information into more quantifiable trend analysis.
- Ensure employee inductions and re-inductions are complete for all personnel to effectively implement and reinforce the OSH Manual.
- OSH to be an agenda item for all toolbox and other departmental meetings to ensure effective communication on OSH issues.
- A training register to be developed for all roles to identify qualifications and licensing requirements.
- Conduct at least one emergency evacuation drill for all occupied Shire buildings and document accordingly.
- Senior management with key personnel to conduct bi-monthly workplace inspections for the Administration/Library Building, Depot, Shark Bay Discovery Centre and Waste Facility. Workplace inspections to be reported to executive committee and any control measures to be effectively implemented within a reasonable timeframe.
- Review the asbestos register and asbestos management plan to ensure control measures have been effectively implemented and budgeted for.
- Continue to review on a regular basis OSH policies and procedures and ensure they have been effectively communicated and implemented within the Shire.
- Continue to proactively work through the targets within the Shire OSH Management Plan 2015.



Appendices

Appendix A OSH Management Plan



Appendix A

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SHIRE OF SHARK BAY OSH MANAGEMENT PLAN JANUARY 2015

OSH Targets for 2015:

- Complete at least six documented workplace inspections of Administration/Library, Depot and Discovery Centre
- Hold at least four management meetings per year where OSH is an agenda item

ITEM	ACTION	RESPONSIBILITY	DUE BY	COMPLETED
1.0 OSH POLICY	Implement OSH Policy to all employees	CEO/Executive Managers	January 2015	
2.0 PLANNING	Implement OSH Management Plan	CEO/Executive Management, Senior Finance Officer	January 2015	
	Review OSH Management Plan		December 2015	
3.0 IMPLEMENTATION	Once OSH Management Plan is passed by Executive Committee, provide safety statistics on a quarterly basis to senior management	Katherine to provide CATS information in report format for Paul	Quarterly for 2015	
4.0 TRAINING	Develop a training register inclusive of OSH training and includes expiry dates of current qualifications and training required (OSH on as needed basis)	Senior Finance Officer, Finance Officer	April 2015	

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ITEM	ACTION	RESPONSIBILITY	DUE BY	COMPLETED
5.0 CONSULTATION, COMMUNICATION AND REPORTING	Accident/Incident/Hazard Reporting Procedure training/implementation for all employees OSH to be an agenda item on all team meetings/toolbox and minutes recorded	LGIS/Senior Finance Officer	March 2015	
6.0 DOCUMENTATION	Review procedures – Injury Management, OSH Resolution, Purchasing/Hire Lease and others as required	CEO/Executive Management	Ongoing 2015	
7.0 HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF RISKS	Implement Hazard Identification reporting Review the implementation and training of Safety Management Plans and Safe Work Method Statements for High Risk Construction Work Review the Asbestos Assessment, Asbestos Register and Asbestos Management Plan	LGIS to assist Finance Officer (OSH & Claims) and provide templates where required Senior Finance Officer to review, LGIS to provide instruction and training Katherine to provide templates Works Manager to implement Contract out to third party – assisted by Building Maintenance for access to buildings CEO to provide a list of assets	March 2015 August 2015 – check progress August 2015 – check progress	

25 FEBRUARY 2015



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MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015



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MINUTES OF THE ORDINARY COUNCIL MEETING

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12. FINANCE REPORT

12.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any interest

Nil

Moved Cr Laundry
Seconded Cr Capewell

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$1,903,475.90 be accepted.

6/0 CARRIED

Comment

The schedules of accounts for payment covering - Municipal fund account cheque numbers 26697 to 26725 totalling \$32,557.48

Municipal fund account electronic payment numbers MUNI EFT 16722 to 17110 totalling \$1,559,462.34

Municipal fund account for December 2014 and January 2015 payroll totalling \$203,824.00.

Direct Debits to Council account for December 2014 and January 2015 totalling \$4,249.76

Trust fund account cheque numbers 1046 to 1047 totalling \$1,846.76

Trust fund account electronic payment numbers 16803 to 17110 totalling \$67,586.56 and

Trust fund Police Licensing for December 2014 and January 2015 totalling \$33,949.00.

The schedule of accounts submitted to each member of Council on 25 February 2015 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.

Voting Requirements

Simple Majority Required

Signature

Author
Chief Executive Officer
Date of Report

D Oakley
P Anderson
6 February 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

**SHIRE OF SHARK BAY
MUNI CHEQUES 26697-26725 TO 31 JANUARY 2015**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
26697	02/12/2014	HORIZON POWER	ELECTRICITY EMERGENCY SERVICES BUILDING AND 6/34 HUGHES STREET	-281.33
26698	04/12/2014	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-569.76
26699	04/12/2014	AXA AUSTRALIA	SUPERANNUATION CONTRIBUTIONS	-633.29
26700	04/12/2014	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-582.08
26701	04/12/2014	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-602.46
26702	12/12/2014	HORIZON POWER	STREET LIGHTS NOVEMBER 2014	-3079.79
26703	12/12/2014	HORIZON POWER	SHIRE ELECTRICITY BI MONTHLY ACCOUNTS	-4177.85
26704	12/12/2014	WATER CORPORATION	SHIRE WATER BI MONTHLY ACCOUNTS	-6393.09
26705	16/12/2014	BELINDA RUSSELL	EQUAL 2ND RESIDENTIAL PRIZE HORIZON POWER SHARK BAY CHRISTMAS LIGHTS COMPETITION	-200.00
26706	16/12/2014	JACQUELINE JOYCE FITZPATRICK	EQUAL 2ND RESIDENTIAL PRIZE SHARK BAY CHRISTMAS LIGHTS COMPETITION	-200.00
26707	16/12/2014	KERRIE O'NEILL	1ST PRIZE RESIDENTIAL SHARK BAY CHRISTMAS LIGHT COMPETITION	-250.00
26708	16/12/2014	SHARK BAY CRC	1ST PRIZE BUSINESS SHARK BAY CHRISTMAS LIGHTS COMPETITION	-200.00
26709	16/12/2014	SURF N DOLPHIN	2ND PRIZE BUSINESS SHARK BAY CHRISTMAS LIGHTS COMPETITION	-150.00
26710	18/12/2014	ELGAS LIMITED	RUBBISH TIP GAS	-165.00
26711	18/12/2014	KEVAN JOSEPH LAWSON	REMOVE REPLACE OLD WINDOW WITH NEW SLIDING DOOR	-6385.50
26712	19/12/2014	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-379.84
26713	19/12/2014	AXA AUSTRALIA	SUPERANNUATION CONTRIBUTIONS	-317.19
26714	19/12/2014	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-375.13
26715	19/12/2014	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-333.07
26717	06/01/2015	SILVER CHAIN NURSING ASSOCIATION	RATES REFUND FOR ASSESSMENT A4010	-685.63

MINUTES OF THE ORDINARY COUNCIL MEETING

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CHQ	DATE	NAME	DESCRIPTION	AMOUNT
26718	09/01/2015	ELGAS LIMITED	GAS CYLINDER SUNTER PLACE	-161.00
26719	09/01/2015	HORIZON POWER	ELECTRICITY SBDC MONTHLY ACCOUNT	-1807.68
26720	16/01/2015	HORIZON POWER	STREET LIGHTS DECEMBER 2014	-3191.22
26721	16/01/2015	WATER CORPORATION	FISH CLEANING FACILITIES SERVICE CHARGE	-50.58
26722	28/01/2015	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-373.76
26723	28/01/2015	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-346.06
26724	28/01/2015	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-289.95
26725	30/01/2015	HORIZON POWER	ELECTRICITY EMERGENCY SERVICES BUILDING AND 6/34 HUGHES STREET	-376.22
			TOTAL	\$32,557.48

MINUTES OF THE ORDINARY COUNCIL MEETING

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**SHIRE OF SHARK BAY
MUNI EFTS 16722-17110 TO 31 JANUARY 2015**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16722	02/12/2014	ABSOLUTE IRRIGATION	INSTALLATION OF TIMBER UNDER DIVIDING FENCE, SUNTER PLACE STAFF HOUSING	-396.00
EFT16723	02/12/2014	AUSTRALIA POST	MONTHLY POSTAGE ACCOUNT	-371.88
EFT16724	02/12/2014	SHARK BAY BAKERY	REFRESHMENTS FOR SPEAR THROWING ARTEFACT CEREMONY OCM 26 NOVEMBER 2014	-48.00
EFT16725	02/12/2014	BAJA DATA & ELECTRICAL SERVICES	INVESTIGATE UPS FAULT AT DISCOVERY CENTRE	-99.00
EFT16726	02/12/2014	BRIAN JOHN GALVIN	WORKS MANAGER UTILITY REIMBURSEMENT	-398.81
EFT16727	02/12/2014	S.A.BURTON	PENSIONER UNIT 5 REPLACE BLIND AND REPAIR FRONT DOOR	-1491.22
EFT16728	02/12/2014	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA PASSES FOR RESALE	-1868.20
EFT16729	02/12/2014	CAMERON LANGRIDGE	MERCHANDISE	-297.40
EFT16730	02/12/2014	CDH ELECTRICAL	ELECTRICAL WORK AT DEPOT, PENSIONER UNITS 5 AND 1, REPAIR TENNIS COURT LIGHTS, TEST SAFETY SWITCHES 80 DURLACHER	-2002.32
EFT16731	02/12/2014	DENHAM PAPER AND CHEMICAL SUPPLIES	SOAP DISPENSOR SUPPLIED AND FITTED OVAL	-158.01
EFT16732	02/12/2014	GYM CARE	SERVICING OF GYM EQUIPMENT	-3806.00
EFT16733	02/12/2014	GASCOYNE DEVELOPMENT COMMISSION	CONTRIBUTION 2014 ROYAL SHOW DISPLAY	-200.00
EFT16734	02/12/2014	ATOM-GERALDTON INDUSTRIAL SUPPLIES	DEPOT AIR COMPRESSOR	-1113.96
EFT16735	02/12/2014	THINK WATER GERALDTON	BUTTERFLY VALVES	-657.00
EFT16736	02/12/2014	GRAY & LEWIS LAND USE PLANNERS	GENERAL PLANNING	-4393.13
EFT16737	02/12/2014	UHY HAINES NORTON	ROADS TO RECOVERY ANNUAL RETURN AUDIT	-2420.00
EFT16738	02/12/2014	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	ACCOMMODATION AND MEALS FOR SHOULDER MAINTENANCE SHARK BAY ROAD	-8160.00
EFT16739	02/12/2014	HITS RADIO	RADIO ADVERTISING OCTOBER 2014	-532.40
EFT16740	02/12/2014	TOLL IPEC	FREIGHT	-168.96
EFT16741	02/12/2014	IT VISION	SYNERGY UPGRADE	-1257.30
EFT16742	02/12/2014	JJ HAWKINS	MARRI WOODCHIP FOR REC CENTRE GROUNDS	-11671.00
EFT16743	02/12/2014	JOHANNA RAMSAY	AVIATION POSITION PAPER SUBMISSION	-1320.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16744	02/12/2014	JASON SIGNMAKERS	SAFETY SIGNS WORKS DEPARTMENT	-215.60
EFT16745	02/12/2014	WA OCEAN PARK	ENTRY FOR NATIONAL SENIORS WEEK OUTING	-198.00
EFT16746	02/12/2014	PAPER PLUS OFFICE NATIONAL	STATIONERY	-791.52
EFT16747	02/12/2014	RUST BULLET AUSTRALASIA	RUST PROOFING PRODUCTS	-1282.53
EFT16748	02/12/2014	G & J ROBINS	PRIZES/MEAT REIMBURSEMENTS SENIOR WEEK	-23.70
EFT16749	02/12/2014	REPLAS	SEATING FOR NETTA'S GAZEBO	-1864.37
EFT16750	02/12/2014	REECE PTY LTD	WATER COOLER DEPOT & TOWN BORE VALVE TAP	-1885.49
EFT16751	02/12/2014	SHARK BAY HOTEL MOTEL	OCM REFRESHMENTS	-100.00
EFT16752	02/12/2014	SHARK BAY CRC	COPYING DONATION KARATE, ST ANDREWS AND DENHAM SENIORS	-13.00
EFT16753	02/12/2014	SALTWATER CAFE	OCM REFRESHMENTS	-132.00
EFT16754	02/12/2014	TELSTRA CORPORATION LIMITED	LANDLINE AND MOBILE MONTHLY ACCOUNT	-2583.60
EFT16755	02/12/2014	TOTALLY WORKWEAR	SHIRE DEPOT STAFF WORK WEAR	-4911.93
EFT16756	02/12/2014	WALGA	ADVERTISING EXECUTIVE MANAGER COMMUNITY DEVELOPMENT POSITION IN SATURDAY 18/10/14 WEST AUSTRALIAN AND PUBLIC NOTICE FOR PROPOSED DISPOSITION OF PROPERTY	-1717.21
EFT16757	02/12/2014	WEST AUSTRALIAN NEWSPAPERS	ADVERTISING DRAFT DENHAM TOWNSITE PLAN, REC CENTRE MANAGEMENT, OUTLINE DEVELOPMENT PLAN AND FEES AND CHARGES AMENDMENTS	-582.40
EFT16758	02/12/2014	CARNARVON SIGNS	2 DISCOVERY CENTRE BANNERS	-680.00
EFT16759	04/12/2014	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-633.75
EFT16760	04/12/2014	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-1200.70
EFT16761	04/12/2014	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-493.43
EFT16762	04/12/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-732.84
EFT16763	04/12/2014	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	-1215.20
EFT16764	04/12/2014	ONE STEP SUPER	SUPERANNUATION CONTRIBUTIONS	-889.96
EFT16765	04/12/2014	MLC NOMINEES	SUPERANNUATION CONTRIBUTIONS	-461.03
EFT16766	04/12/2014	WA LOCAL GOV SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	-14401.92
EFT16767	04/12/2014	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-575.97
EFT16768	04/12/2014	REST	SUPERANNUATION CONTRIBUTIONS	-1851.32

MINUTES OF THE ORDINARY COUNCIL MEETING

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16769	04/12/2014	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-1393.89
EFT16770	04/12/2014	SMA SUPER	SUPERANNUATION CONTRIBUTIONS	-516.24
EFT16771	05/12/2014	SYLVIA MARTIN	TRAINING ACCOMMODATION REIMBURSEMENT	-826.30
EFT16772	05/12/2014	P.G & S. J WOOD	REPAIRS TO FIRE UNIT SBDC	-200.00
EFT16773	05/12/2014	J & K HOPKINS	OFFICE FURNITURE	-499.00
EFT16774	05/12/2014	ALLELECTRIX	INSTALL NEW OUTLETS AT OFFICE, REPAIR WORKS EXTENSION LEAD AND REPAIR JETTY POWER OUTLET	-973.58
EFT16775	05/12/2014	KF & PD BURKETT	CONTRACT FIRE BREAKS	-1237.50
EFT16776	05/12/2014	BOLTS R US	BOLTS FOR TRUCK	-71.54
EFT16777	05/12/2014	SHARK BAY SCHOOL	EOY COURTESY AND CONSIDERATION AWARD	-82.84
EFT16778	05/12/2014	DENHAM IGA X-PRESS	MONTHLY ACCOUNT	-285.63
EFT16779	05/12/2014	SHARK BAY SUPERMARKET	MONTHLY ACCOUNT	-318.99
EFT16780	05/12/2014	THE FLOWER POT	WREATH FOR REMEMBERANCE DAY	-85.00
EFT16781	05/12/2014	SHARK BAY FUEL & SERVICE CENTRE	MONTHLY ACCOUNT	-123.22
EFT16782	05/12/2014	HERITAGE RESORT SHARK BAY	REFRESHMENTS WALGA ZONE & REGIONAL ROAD GROUP MEETINGS	-374.00
EFT16783	05/12/2014	TOLL IPEC	FREIGHT	-20.84
EFT16784	05/12/2014	KRUIZE ASPHALT & CONTRACTING	ASPHALT AT EMERGENCY SERVICES AND TOWN HALL, BARNARD STREET AND PRIVATE WORKS IGA MOBILISATION, ACCOMMODATION AND MEALS	-111994.62
EFT16785	05/12/2014	MARITIME CONSTRUCTIONS	DESIGN AND CONSTRUCTION MONKEY MIA JETTY	-461627.65
EFT16786	05/12/2014	MCLEODS BARRISTERS AND SOLICITORS	INTERPRETATION OF MONKEY MIA LEASE AND MONKEYMIA EXTENSION OF RESERVE	-2356.79
EFT16787	05/12/2014	PROFESSIONAL PC SUPPORT	INSTALL MS OFFICE TO SERVER AND IRONPORT MAILBOX FILTERING RENEWAL TO 13 DEC 2015	-1720.00
EFT16788	05/12/2014	PAULS TYRES	TYRE REPAIR AND SUPPLY TO SHIRE VEHICLES	-1957.50
EFT16789	05/12/2014	SHARK BAY TAXI SERVICE	OVERLANDER RUN NOVEMBER AND HAMELIN DELIVERY	-1441.00
EFT16790	05/12/2014	SHARK BAY CRC	6 DECEMBER INSCRIPTION POSTS	-12.00
EFT16791	05/12/2014	SHARK BAY CLEANING SERVICE	MONTHLY ACCOUNT	-11836.27
EFT16792	05/12/2014	SHARK BAY FREIGHTLINES	FREIGHT	-165.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16793	05/12/2014	SHARKBAY CARAVAN PARK	REFUND OF OVERPAYMENT	-475.50
EFT16794	05/12/2014	MCKELL FAMILY TRUST	RUBBISH COLLECTION AND STREET SWEEPING MONTHLY ACCOUNT	-9681.56
EFT16795		CANCELLED EFT		
EFT16796	05/12/2014	TELSTRA CORPORATION LIMITED	COMMUNITY SMS MESSAGES MONTHLY ACCOUNT	-250.38
EFT16797	05/12/2014	TOTALLY WORKWEAR	DEPOT UNIFORMS	-170.01
EFT16798	05/12/2014	VT BEAVIS	SUNTER PLACE STAFF HOUSING SHED FLOORS	-913.00
EFT16799	05/12/2014	DALE PHYLLIS WILSON	TRAINING PARKING AND FUEL REIMBURSEMENT	-31.75
EFT16800	05/12/2014	SHARK BAY CLEANING SERVICE	CLEANING OF UNIT 6/34 HUGHES STREET	-539.00
EFT16801	08/12/2014	AUSTRALIAN TAXATION OFFICE	PAYROLL DEDUCTIONS	-13033.00
EFT16802	09/12/2014	SHARK BAY CAR HIRE	MONTHLY ACCOUNT DOCTOR CAR HIRE	-440.00
EFT16803	-EFT16804	USED IN TRUST		
EFT16805	12/12/2014	TREMOR EARTHMOVING	MONKEY MIA CAR PARK ROAD BASE	-3982.00
EFT16806	12/12/2014	J & K HOPKINS	OFFICE FURNITURE	-876.00
EFT16807	12/12/2014	AMORA SHELLS	MERCHANDISE	-969.00
EFT16808	12/12/2014	BUNNINGS BUILDING SUPPLIES	DECK SPIKES FOR SERVICE JETTY, FOLDING CLOTHES LINES FOR SUNTER PLC STAFF HOUSING, PAINT FORESHORE PLAYGROUND	-1003.84
EFT16809	12/12/2014	BOC LIMITED	CONTAINER RENTAL MONTHLY ACCOUNT	-72.55
EFT16810	12/12/2014	S.A.BURTON	RENOVATION MATERIALS PENSIONER UNIT 2, SES SHED CABINET INSTALLATION	-6234.49
EFT16811	12/12/2014	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA PASSES FOR RESALE	-1341.00
EFT16812	12/12/2014	CLEAN CLOTH COTTON TRADERS	RAGS FOR DEPOT	-189.20
EFT16813	12/12/2014	CONWAY HIGHBURY	REVIEW OF WARDS AND REPRESENTATION	-1584.00
EFT16814	12/12/2014	DENHAM DIESEL SERVICES	SBDC DIESEL PUMP REPAIRS	-396.00
EFT16815	12/12/2014	CDH ELECTRICAL	CONNECT AIRCON AT PHARMACY, REPAIR HALL TOILET LIGHTS, INSTALL GPO, LIGHT AND FAN IN SES SHED	-1147.45
EFT16816	12/12/2014	THE DOG TIDY COMPANY	DOG BAG REFILLS	-1055.00
EFT16817	12/12/2014	GERALDTON FUEL COMPANY	BULK FUEL AND FUEL CARD MONTHLY ACCOUNT	-13610.21
EFT16818	12/12/2014	GHD	DENHAM TOWNSITE STRUCTURE PLAN	-6664.90
EFT16819	12/12/2014	HERITAGE RESORT SHARK BAY	THANK A VOLUNTEER DAY REFRESHMENTS	-199.93

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16820	12/12/2014	TOLL IPEC	FREIGHT	-99.80
EFT16821	12/12/2014	LANDGATE	GRV VALUATION	-36.55
EFT16822	12/12/2014	SHARK BAY MITRE 10	MONTHLY HARDWARE ACCOUNT	-1566.87
EFT16823	12/12/2014	MIDWEST KERBING	KERBING FOR SES CARPARK	-12454.20
EFT16824	12/12/2014	MURFETT LEGAL	CONSTRUCTION OF RECREATION CENTRE	-56897.10
EFT16825	12/12/2014	PURCHER INTERNATIONAL	AIR FILTERS FOR WORKS PLANT	-618.83
EFT16826	12/12/2014	PRESTIGE INSTALLATIONS	AIR CONDITIONER SHOP 5 MCLEARY HOUSE	-4224.00
EFT16827	12/12/2014	PAULS TYRES	TYRES FOR WORKS PLANT	-530.00
EFT16828	12/12/2014	MP ROGERS & ASSOCIATES	MANAGEMENT MONKEY MIA JETTY REPLACEMENT	-12034.82
EFT16829	12/12/2014	RICHARD CLAUDE MORONEY	MONTHLY ACCOUNT SBDC MAINTENANCE	-31.00
EFT16830	12/12/2014	SHARK BAY HOTEL MOTEL	CATERING FOR THANK A VOLUNTEER DAY EVENT	-200.00
EFT16831	12/12/2014	GET STITCHED	REPAIR 6 BANNERS	-200.00
EFT16832	12/12/2014	TELSTRA CORPORATION LIMITED	1300 PHONE SBDC NOVEMBER 2014	-29.18
EFT16833	-EFT16834	USED IN TRUST		
EFT16835	16/12/2014	GERALDTON TOYOTA	REPLACEMENT OF WORKS MANAGER VEHICLE	-54098.16
EFT16836	18/12/2014	GERALDTON TOYOTA	FILTERS FOR WORKS VEHICLES	-292.86
EFT16837	18/12/2014	GAYNA MCBRIDE	DISHWASHER AND RELOCATION REIMBURSEMENT	-924.60
EFT16838	18/12/2014	ALLELECTRIX	ADDITIONAL OFFICE PHONE & DATA OUTLET WORK	-307.26
EFT16839	18/12/2014	AUSTRALIA POST	MONTHLY POSTAGE ACCOUNT	-165.06
EFT16840	18/12/2014	ARTISTIC REMOVALS	RELOCATION OF EMCD	-4510.00
EFT16841	18/12/2014	AUSQ TRAINING	BASIC TRAFFIC MANAGEMENT AND CONTROLLER GROUP TRAINING COURSE	-4600.00
EFT16842	18/12/2014	LAURENCE JAMES MICHAEL BELLOTTIE	MEETING ATTENDANCE FEE	-547.30
EFT16843	18/12/2014	BAJA DATA & ELECTRICAL SERVICES	REPAIRS TO LIGHTS PENSIONER UNITS 11 AND 12	-153.45
EFT16844	18/12/2014	S.A.BURTON	CONSTRUCT SHELVES AND INSTALL BASINS TO BATHROOM PENSIONER UNIT 1	-1000.00
EFT16845	18/12/2014	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA PASSES FOR RESALE	-576.00
EFT16846	18/12/2014	CHERYL LORRAINE COWELL	MEETING ATTENDANCE FEE	-1795.03
EFT16847	18/12/2014	CONPLANT AUSTRALIA	HEADLIGHTS FOR ROLLER	-263.27
EFT16848	18/12/2014	FORTUS CPS WEAR PARTS	CUTTING BLADES FOR CAT LOADER	-587.73
EFT16849	18/12/2014	CARNARVON MOTOR GROUP	REPLACEMENT OF TOWN SUPERVISOR VEHICLE	-43276.81

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16850	18/12/2014	FAST FINISHING SERVICES	BINDING OF ORDINARY COUNCIL MEETING MINUTES FEBRUARY 2012 - SEPTEMBER 2014	-302.50
EFT16851	18/12/2014	GASCOYNE OFFICE EQUIPMENT	SERVICE & MAINTENANCE RICOH PHOTOCOPIERS	-403.30
EFT16852	18/12/2014	ATOM-GERALDTON INDUSTRIAL SUPPLIES	CUTTING DISCS FOR DEPOT	-308.00
EFT16853	18/12/2014	THINK WATER GERALDTON	POLY NIPPLES TOWN OVAL	-75.15
EFT16854	18/12/2014	GRAY & LEWIS LAND USE PLANNERS	GENERAL PLANNING AND REVIEW OF DRAFT TOURISM STRATEGY	-7049.19
EFT16855	18/12/2014	HITACHI CONSTRUCTION MACHINERY	FILTERS FOR GRADER	-419.17
EFT16856	18/12/2014	UHY HAINES NORTON	END OF YEAR AUDIT 2014 AND FAIR VALUE WORK	-13556.39
EFT16857	18/12/2014	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	ACCOMMODATION AND MEALS ROAD CREW AND ROBBRO	-1920.00
EFT16858	18/12/2014	HITS RADIO	RADIO ADVERTISING NOVEMBER 2014	-520.30
EFT16859	18/12/2014	TOLL IPEC	FREIGHT	-56.52
EFT16860	18/12/2014	JOHN FAMLONGA	RENEW FORESHORE PLAYGROUND EQUIPMENT	-2926.00
EFT16861	18/12/2014	JOHANNA RAMSAY	AIRPORT OPERATIONS STUDY	-3850.00
EFT16862	18/12/2014	KEITH MICHAEL CAPEWELL	MEETING ATTENDANCE FEE	-755.21
EFT16863	18/12/2014	MIDWEST AUTO GROUP	FILTERS WORKS VEHICLE	-80.17
EFT16864	18/12/2014	LANDGATE	GRV VALUATION	-36.55
EFT16865	18/12/2014	KEVIN LAUNDRY	MEETING ATTENDANCE FEE	-547.30
EFT16866	18/12/2014	OPUS	VALUATION OF ROADS IN ACCORDANCE AASB 116	-495.00
EFT16867	18/12/2014	PRESTIGE INSTALLATIONS	REPAIR AIRCONDITIONER IVECO TRUCK	-1788.60
EFT16868	18/12/2014	PEST-A-KILL	MICE MONITORING & BAITING SHIRE BUILDINGS, FLEA TREATMENT FOR CONFERENCE ROOM	-374.00
EFT16869	18/12/2014	MARGARET PRIOR	MEETING ATTENDANCE FEE	-547.30
EFT16870	18/12/2014	PAPER PLUS OFFICE NATIONAL	STATIONERY	-877.44
EFT16871	18/12/2014	PHONOGRAPHIC PERFORMANCE COMPANY OF AUSTRALIA	LICENCE PUBLIC PERFORMANCE OF PROTECTED SOUND RECORDINGS & MUSIC VIDEOS	-84.15
EFT16872	18/12/2014	PROJECT 3	PHASE ONE 2016 FESTIVAL OF DISCOVERY PREPARATION	-16500.00
EFT16873	18/12/2014	PATHTECH	ALCO-SENSOR INSTRUMENT SET WORKS DEPT	-925.10
EFT16874	18/12/2014	GREGORY LEON RIDGLEY	MEETING ATTENDANCE FEES	-547.30
EFT16875	18/12/2014	RAY WHITE REAL ESTATE SHARK BAY	RENT ON 34 HUGHES STREET	-1127.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16876	18/12/2014	SKIPPERS AVIATION	RETURN FLIGHT CLINT DOAK AND REIMBURSABLE FLIGHT D MORTON	-939.00
EFT16877	18/12/2014	SHARK BAY BOWLING CLUB INC.	CATERING FOR CHRISTMAS SHIRE FUNCTION	-1540.00
EFT16878	18/12/2014	SHARK BAY HOTEL MOTEL	DECEMBER OCM REFRESHMENTS	-100.00
EFT16879	18/12/2014	SHARK BAY NEWSAGENCY	NEWSPAPERS AND STATIONERY NOVEMBER 2014	-151.78
EFT16880	18/12/2014	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT	-6736.13
EFT16881	18/12/2014	SHARK BAY FREIGHTLINES	FREIGHT	-3283.55
EFT16882	18/12/2014	SHARKRON EARTHMOVING CONSULTANCY & SUPERVISORY SERVICES	REPAIRS TO ROLLER INCLUDING TRAVEL TIME	-1120.00
EFT16883	18/12/2014	SUNPRINTS CLOTHING COMPANY	SBDC MERCHANDISE	-1982.01
EFT16884	18/12/2014	TRUCKLINE PARTS CENTRE	PARTS FOR IVECO TRUCK	-75.41
EFT16885	18/12/2014	VT BEAVIS	FOOTPATH CONSTRUCTION CAPEWELL & SUNTER	-18727.11
EFT16886	18/12/2014	VANGUARD PRESS	SHARK BAY MAPS	-2645.50
EFT16887	18/12/2014	WESTERN AUSTRALIAN GOVERNMENT ASSOCIATION	LOCAL ADVERTISEMENT FOR TENDER OF SURPLUS VEHICLES	-579.59
EFT16888	18/12/2014	BRIAN WAKE	MEETING ATTENDANCE FEE	-547.30
EFT16889	18/12/2014	WAYFOUND	SIGNAGE STRATEGY	-6050.00
EFT16890	19/12/2014	CDH ELECTRICAL	REPAIRS TO SKATE PARK LIGHT CONTROLLER	-415.09
EFT16891	19/12/2014	OAKLEY EARTHWORKS	EMERGENCY SERVICES BUILDING DISABLE ACCESS RAMP	-646.80
EFT16892	19/12/2014	MCKELL FAMILY TRUST	CPI ADJUSTMENT 2010-2014	-16047.39
EFT16893	19/12/2014	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-396.66
EFT16894	19/12/2014	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-789.60
EFT16895	19/12/2014	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-322.86
EFT16896	19/12/2014	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-244.28
EFT16897	19/12/2014	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	-795.46
EFT16898	19/12/2014	ONE STEP SUPER	SUPERANNUATION CONTRIBUTIONS	-372.20
EFT16899	19/12/2014	MLC NOMINEES	SUPERANNUATION CONTRIBUTIONS	-285.30
EFT16900	19/12/2014	WA LOCAL GOV SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	-9607.54
EFT16901	19/12/2014	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-383.98
EFT16902	19/12/2014	REST	SUPERANNUATION CONTRIBUTIONS	-1208.11
EFT16903	19/12/2014	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-514.33

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16904	19/12/2014	SMA SUPER	SUPERANNUATION CONTRIBUTIONS	-344.16
EFT16905	19/12/2014	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	-1474.40
EFT16906	06/01/2015	MARITIME CONSTRUCTIONS	CONSTRUCTION OF MONKEY MIA JETTY	-265233.10
EFT16907	06/01/2015	TELSTRA CORPORATION LIMITED	MOBILE AND LANDLINE MONTHLY ACCOUNTS	-2142.07
EFT16908	-EFT16937	USED IN TRUST		
EFT16938	09/01/2015	P.G & S. J WOOD	INSTALL PHONE LEAD-INS SUNTER PLACE HOUSES	-800.00
EFT16939	09/01/2015	ALLELECTRIX	REPAIRS TO DEPOT INVERTER	-99.00
EFT16940	09/01/2015	AUTO ONE	SPOTLIGHTS, WIRING HARNESS WORK VEHICLE	-600.50
EFT16941	09/01/2015	BORNEO EXHIBITION GROUP INC	COMMUNITY DONATION ROUND 2 14/15	-2750.00
EFT16942	09/01/2015	CORAL COAST PLUMBING	INSTALL HOT WATER UNIT HEAT PUMPS AND COMMISSION OF SUNTER STAFF HOUSES	-889.05
EFT16943	09/01/2015	CHUBB FIRE & SECURITY	SBDC MONITORING DIALLER 01/01/15 TO 31/03/15	-139.67
EFT16944	09/01/2015	DENHAM IGA X-PRESS	MONTHLY ACCOUNT	-275.85
EFT16945	09/01/2015	SHARK BAY SUPERMARKET	MONTHLY ACCOUNT	-52.93
EFT16946	09/01/2015	UHY HAINES NORTON	BUDGET WORKSHOP STAFF TRAINING	-880.00
EFT16947	09/01/2015	HERITAGE RESORT SHARK BAY	OCM DECEMBER REFRESHMENTS	-108.95
EFT16948	09/01/2015	TOLL IPEC	FREIGHT	-149.63
EFT16949	09/01/2015	KOMATSU AUSTRALIA	MIRROR FOR LOADER	-148.50
EFT16950	09/01/2015	MCLEODS BARRISTERS AND SOLICITORS	INTERPRETATION OF MONKEY MIA LEASE, EXTENSION OF MONKEY MIA RESERVE, BRIKLAY BUILDERS, LEASE SHOP 3 MCLEARY HOUSE AND GENERIC LEASE	-2854.39
EFT16951	09/01/2015	MITRE 10 SHARK BAY	MONTHLY HARDWARE ACCOUNT	-1034.75
EFT16952	09/01/2015	ASPEN MONKEY MIA	BOBCAT WORK MONKEY MIA BOAT RAMP JULY2014	-132.00
EFT16953	09/01/2015	PRECEDENT COMMUNICATIONS AUSTRALIA	WEBSITE MAINTENANCE DUE TO HACKING	-712.80
EFT16954	09/01/2015	PAULS TYRES	REPAIRS TO IVECO TRUCK TYRE	-52.50
EFT16955	09/01/2015	MP ROGERS & ASSOCIATES	MANAGEMENT MONKEY MIA JETTY REPLACEMENT	-11921.38
EFT16956	09/01/2015	G & J ROBINS	SENIORS CHRISTMAS LUNCH REIMBURSEMENT	-809.52
EFT16957	09/01/2015	RICHARD CLAUDE MORONEY	SBDC DECEMBER MAINTENANCE	-31.00
EFT16958	09/01/2015	SHARK BAY TOURISM ASSOCIATION	COMMUNITY DONATION ROUND 2 14/15	-6000.00
EFT16959	09/01/2015	SHARK BAY SKIPS	SKIP BINS MONTHLY ACCOUNT	-3410.00

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16960	09/01/2015	MCKELL FAMILY TRUST	RUBBISH COLLECTION AND STREET SWEEPING MONTHLY ACCOUNT	-10940.28
EFT16961	09/01/2015	SHARK BAY CAR HIRE	DOCTOR CAR HIRE MONTHLY ACCOUNT	-495.00
EFT16962	09/01/2015	SUNPRINTS CLOTHING COMPANY	SBDC MERCHANDISE	-4438.17
EFT16963	09/01/2015	TELSTRA CORPORATION LIMITED	COMMUNITY SMS MESSAGES MONTHLY ACCOUNT	-282.58
EFT16964	09/01/2015	TRAFFIC CALMING AUSTRALIA	KERBING FOR KESTRALS	-10643.60
EFT16965	09/01/2015	TOTALLY WORKWEAR	DEPOT STAFF WORK WEAR	-485.68
EFT16966	09/01/2015	VISIT MERCHANDISE	SBDC MERCHANDISE	-725.18
EFT16967	09/01/2015	WALGA	TABLET PC, ROMANSII POCKET RAMM INSTALLED	-1100.00
EFT16968	15/01/2015	SHARK BAY CLEANING SERVICE	SBDC MONTHLY ACCOUNT	-12239.20
EFT16969	-EFT17004	CANCELLED EFTS		
EFT17005	16/01/2015	P.G & S. J WOOD	SUPPLY AND INSTALL NEW DATA CABLE TO SBDC	-385.00
EFT17006	16/01/2015	GAYNA MCBRIDE	6 MONTH VEHICLE SERVICE REIMBURSEMENT	-331.40
EFT17007	16/01/2015	@ ALL DECOR	VINYL FLOORING PENSIONER UNITS SUPPLY	-485.00
EFT17008	16/01/2015	LAURENCE JAMES MICHAEL BELLOTTIE	MEETING ATTENDANCE FEE	-547.30
EFT17009	16/01/2015	BUNNINGS BUILDING SUPPLIES	PROTECTIVE COATING FOR FORESHORE TABLES	-116.85
EFT17010	16/01/2015	BAJA DATA & ELECTRICAL SERVICES	ELECTRICAL FAULT FORESHORE BBQ	-99.00
EFT17011	16/01/2015	BOOKEASY AUSTRALIA	BOOKEASY MONTHLY FEE	-226.48
EFT17012	16/01/2015	BOC LIMITED	RESPIRATION MASKS AND MONTHLY CONTAINER RENTAL	-574.91
EFT17013	16/01/2015	S.A.BURTON	PURCHASE AND INSTALLATION OF KITCHEN BLIND PENSIONER UNIT 1	-220.00
EFT17014	16/01/2015	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA PASSES FOR RESALE	-1912.50
EFT17015	16/01/2015	CHERYL LORRAINE COWELL	MEETING ATTENDANCE FEE	-1795.03
EFT17016	16/01/2015	SHARK BAY FUEL & SERVICE CENTRE	MONTHLY ACCOUNT	-169.01
EFT17017	16/01/2015	GERALDTON FUEL COMPANY	FUEL CARD MONTHLY ACCOUNT	-1213.16
EFT17018	16/01/2015	UHY HAINES NORTON	REGULATION 17 REVIEW	-3850.00
EFT17019	16/01/2015	HITS RADIO	RADIO ADVERTISING DECEMBER 2014	-532.40
EFT17020	16/01/2015	TOLL IPEC	FREIGHT	-36.98
EFT17021	16/01/2015	KEITH MICHAEL CAPEWELL	MEETING ATTENDANCE FEE	-755.21
EFT17022	16/01/2015	LANDGATE	GRV VALUATION	-36.55
EFT17023	16/01/2015	KEVIN LAUNDRY	MEETING ATTENDANCE FEE	-547.30

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17024	16/01/2015	MIDWEST FIRE PROTECTION SERVICE	QUARTERLY SERVICE ALARM SYSTEM	-1300.64
EFT17025	16/01/2015	PURCHER INTERNATIONAL	SPEED SENSOR AND AIR CONDENSER FUSO	-609.07
EFT17026	16/01/2015	PLUMOVATION	REPAIR TO PENSIONER UNIT 1 BASIN, UNIT 8 LEAK IN WALL, UNIT 2 BLOCKED DRAIN AND 80 DURLACHER SINK MIXER	-1254.00
EFT17027	16/01/2015	MARGARET PRIOR	MEETING ATTENDANCE FEE	-547.30
EFT17028	16/01/2015	PROFESSIONAL PC SUPPORT	SERVER UPGRADE AND PC FIXES	-4098.00
EFT17029	16/01/2015	PAPER PLUS OFFICE NATIONAL	STATIONERY	-1627.11
EFT17030	16/01/2015	GREGORY LEON RIDGLEY	MEETING ATTENDANCE FEES	-547.30
EFT17031	16/01/2015	RAY WHITE REAL ESTATE SHARK BAY	MONTHLY RENT ON 34 HUGHES ST	-1127.00
EFT17032	16/01/2015	STATE EMERGENCY SERVICE SHARK BAY	BALANCE OF SES OPERATING GRANT 14/15	-25214.75
EFT17033	16/01/2015	SHARK BAY TAXI SERVICE	SHIRE/OVERLANDER RUN DECEMBER 2015	-1166.00
EFT17034	16/01/2015	SHARK BAY CRC	SPORTS AND REC CENTRE MANAGEMENT DECEMBER AND NOVEMBER, PRINTING THANK A VOLUNTEER CERTIFICATES, 6 INSCRIPTIONS, PHOTOCOPYING DONATION FOR DENHAM SENIORS, KARATE CLUB AND ST ANDREWS	-8327.35
EFT17035	16/01/2015	SHARK BAY FREIGHTLINES	FREIGHT	-927.29
EFT17036	16/01/2015	SHARK BAY SKIPS	SKIP BINS MONTHLY ACCOUNTS	-2728.00
EFT17037	16/01/2015	TRUCKLINE PARTS CENTRE	TRAILER ELECTRICS AND TAILLIGHTS IVECO TRUCK	-181.87
EFT17038	16/01/2015	VT BEAVIS	SUNTER PLACE CROSSOVER PRIVATE WORKS	-971.85
EFT17039	16/01/2015	BRIAN WAKE	MEETING ATTENDANCE FEES	-547.30
EFT17040	16/01/2015	WURTH AUSTRALIA	DEPOT HAND CLEAN AND RATCHET	-163.04
EFT17041	20/01/2015	WA LOCAL GOV SUPERANNUATION PLAN	S HUNN SUPERANNUATION FOR AUGUST 2014	-43.44
EFT17042	20/01/2015	AUSTRALIANSUPER	E WARD SUPERANNUATION FOR AUGUST 2014	-59.46
EFT17043	28/01/2015	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT	-6736.13
EFT17044	28/01/2015	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-403.50
EFT17045	28/01/2015	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	-789.22
EFT17046	28/01/2015	AMP SUPERLEADER	SUPERANNUATION CONTRIBUTIONS	-332.14
EFT17047	28/01/2015	CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	-200.00
EFT17048	28/01/2015	HOSTPLUS	SUPERANNUATION CONTRIBUTIONS	-851.92
EFT17049	28/01/2015	ONE STEP SUPER	SUPERANNUATION CONTRIBUTIONS	-377.90

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EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17050	28/01/2015	JOHN AND GAYNA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-950.37
EFT17051	28/01/2015	MLC NOMINEES	SUPERANNUATION CONTRIBUTIONS	-202.70
EFT17052	28/01/2015	WA LOCAL GOV SUPERANNUATION PLAN	SUPERANNUATION CONTRIBUTIONS	-8695.00
EFT17053	28/01/2015	WESTPAC SECURITIES ADMINISTRATION	SUPERANNUATION CONTRIBUTIONS	-377.90
EFT17054	28/01/2015	REST	SUPERANNUATION CONTRIBUTIONS	-1036.68
EFT17055	28/01/2015	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-377.97
EFT17056	28/01/2015	SMA SUPER	SUPERANNUATION CONTRIBUTIONS	-343.96
EFT17057	28/01/2015	AUSTRALIANSUPER	SUPERANNUATION CONTRIBUTIONS	-521.98
EFT17058		USED IN TRUST		
EFT17059	30/01/2015	ALLELECTRIX	INSTALL DATA CABLE SBDC, REPAIRS TO FORESHORE BBQ	-453.86
EFT17060	30/01/2015	AUSTRALIA'S CORAL COAST	PERTH CARAVAN AND CAMPING SHOW 2015	-990.00
EFT17061	30/01/2015	ADAM MORRIS	FOOD, TRAVEL AND PARKING REIMBURSEMENT ROYAL SHOW 2014	-213.76
EFT17062	30/01/2015	AUSTRALIA POST	POSTAGE MONTHLY ACCOUNT	-115.94
EFT17063	30/01/2015	ALLTOOLS W.A	DEPOT CORDLESS GRINDERS	-1230.00
EFT17064	30/01/2015	AUSCOINSWEST	MERCHANDISE	-776.60
EFT17065	30/01/2015	BUNNINGS BUILDING SUPPLIES	BASE PAD DEPOT	-31.32
EFT17066	30/01/2015	BOOKEASY AUSTRALIA	BOOKEASY MONTHLY FEES	-198.00
EFT17067	30/01/2015	BRIAN JOHN GALVIN	WORKS MANAGER UTILITY REIMBURSEMENT	-454.18
EFT17068	30/01/2015	BATTERY MART	BATTERIES FOR GALLA BILGE, DEPOT GEN SET AND TRACTOR	-739.20
EFT17069	30/01/2015	DEPARTMENT OF PARKS AND WILDLIFE	MONKEY MIA PASSES FOR RESALE	-396.00
EFT17070	30/01/2015	CHERYL LORRAINE COWELL	GASCOYNE REGIONAL SHIRE PRESIDENTS AND CEOS MEETING FUEL, ACCOMMODATION AND MEAL.	-303.40
EFT17071	30/01/2015	CUMMINS ENGINE COMPANY	GRADER PARTS	-268.87
EFT17072	30/01/2015	CHILD SUPPORT AGENCY	CONTRACTOR DEDUCTION	-2726.70
EFT17073	30/01/2015	DAVID GRAY & CO	WIND PROOF BIN BASES	-1584.00
EFT17074	30/01/2015	DEPARTMENT OF TRANSPORT	JETTY 4119 MONKEY MIA LICENCE RENEWAL	-647.55
EFT17075	30/01/2015	DEPARTMENT OF TRANSPORT	SEARCH FEES FOR SHIRE FINE RECIPIENTS	-9.75
EFT17076	30/01/2015	ATOM-GERALDTON INDUSTRIAL SUPPLIES	SUNSCREEN,WELDING GLOVES, EARPLUGS, RIGGER GLOVES FOR DEPOT	-259.31

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17077	30/01/2015	HARVEY NORMAN ELECTRICS GERALDTON	STOVE AND FRIDGE FOR OVERLANDER HALL	-3728.00
EFT17078	30/01/2015	TOLL IPEC	FREIGHT	-107.67
EFT17079	30/01/2015	JASON SIGNMAKERS	R2R AND JETTY SIGNAGE	-2138.40
EFT17080	30/01/2015	KOMATSU AUSTRALIA	PARTS FOR LOADER	-111.22
EFT17081	30/01/2015	MCLEODS BARRISTERS AND SOLICITORS	ADVICE BUILDING/WALL ISSUE LOT 55 DURLACHER	-298.90
EFT17082	30/01/2015	PRESTIGE INSTALLATIONS	REPAIR AND MAINTAIN AIR CON UNIT 8 PENSIONER UNITS, OFFICE, DENHAM HALL AND FUSO TRUCK	-2029.50
EFT17083	30/01/2015	PLUMOVATION	PLUMBING CONNECTIONS TO SES SHED AND REPAIR JETTY TAP	-803.00
EFT17084	30/01/2015	RICHARD CLAUDE MORONEY	SBDC MONTHLY MAINTENANCE	-31.00
EFT17085	30/01/2015	SHARK BAY FREIGHTLINES	FREIGHT	-1255.15
EFT17086	30/01/2015	MCKELL FAMILY TRUST	RUBBISH COLLECTION AND STREET SWEEPING MONTHLY ACCOUNT	-10670.24
EFT17087	30/01/2015	TELSTRA CORPORATION	MONTHLY LANDLINE AND MOBILE ACCOUNTS	-3650.24
EFT17088	30/01/2015	TOTAL UNIFORMS	EMC UNIFORM	-25.30
EFT17089	30/01/2015	VT BEAVIS	CONCRETE PATHS FOR REC CENTER	-9128.50
EFT17090	30/01/2015	WALGA	ADVERTISE AMENDED COUNCIL MEETING TIMES DECEMBER 2014	-372.99
EFT17091	-EFT17110	USED IN TRUST		
TOTAL				\$1,559,462.34

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

**SHIRE OF SHARK BAY
TRUST CHEQUES 1046-1047 TO 31 JANUARY 2014**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
1046	09/12/2014	WENDY BAKER	GYM CARD DEPOSIT REFUND	-20.00
1047	31/01/2015	BUILDING & CONSTRUCTION IND TRAINING FUND	BCITF JANUARY 2015	-1826.76
TOTAL				\$1,846.76

**SHIRE OF SHARK BAY
TRUST EFTS 16803-17110 TO 31 JANUARY 2014**

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16803	09/12/2014	FRANCESCA HOULT	MARQUEE DEPOSIT REFUND	-970.00
EFT16804	09/12/2014	LUCIMARA BALINT	GYM CARD DEPOSIT REFUND	-20.00
EFT16833	12/12/2014	HELEN PATRICIA MORGAN	GYM CARD DEPOSIT REFUND	-20.00
EFT16834	12/12/2014	RICHARD BROGAN	GYM CARD DEPOSIT REFUND	-20.00
EFT16908	31/12/2014	PRIORITY SHARK BAY	TOUR BOOKINGS DECEMBER 2014	-1239.75
EFT16909	31/12/2014	BAY LODGE MIDWEST OASIS	BOOKEASY DECEMBER 2014	-757.35
EFT16910	31/12/2014	BLUE LAGOON PEARLS	TOUR BOOKINGS DECEMBER 2014	-52.20
EFT16911	31/12/2014	SHARK BAY COASTAL TOURS	TOUR BOOKINGS DECEMBER 2014	-3318.18
EFT16912	31/12/2014	DENHAM SEASIDE CARAVAN PARK	BOOKEASY DECEMBER 2014	-520.20
EFT16913	31/12/2014	DENHAM VILLAS	BOOKEASY DECEMBER 2014	-654.50
EFT16914	31/12/2014	EMILY ELIZABETH WARD	ART SALES DECEMBER 2014	-28.00
EFT16915	31/12/2014	GASCOYNE OFFSHORE AND MARINE SERVICES	BOOKEASY DECEMBER 2014	-793.65
EFT16916	31/12/2014	HARTOG COTTAGES	BOOKEASY DECEMBER 2014	-2501.25

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT16917	31/12/2014	HERITAGE RESORT SHARK BAY	BOOKEASY DECEMBER 2014	-340.00
EFT16918	31/12/2014	HAMELIN STATION STAY	ACCOMMODATION SALES DECEMBER 2014	-52.70
EFT16919	31/12/2014	INTEGRITY COACH LINES	TOUR BOOKINGS DECEMBER 2014	-440.30
EFT16920	31/12/2014	MONKEY MIA YACHT CHARTERS	TOUR BOOKINGS DECEMBER 2014	-5880.41
EFT16921	31/12/2014	ASPEN MONKEY MIA	BOOKEASY DECEMBER 2014	-1010.65
EFT16922	31/12/2014	MONKEYMIA WILDSIGHTS	TOUR BOOKINGS DECEMBER 2014	-7720.74
EFT16923	31/12/2014	NANGA BAY RESORT	BOOKEASY DECEMBER 2014	-726.75
EFT16924	31/12/2014	WA OCEAN PARK	TOUR BOOKINGS DECEMBER 2014	-826.50
EFT16925	31/12/2014	OCEANSIDE VILLAGE	BOOKEASY DECEMBER 2014	-1122.00
EFT16926	31/12/2014	SHARK BAY HOTEL MOTEL	BOOKEASY DECEMBER 2014	-752.25
EFT16927	31/12/2014	SHARK BAY HOLIDAY COTTAGES	BOOKEASY DECEMBER 2014	-701.25
EFT16928	31/12/2014	SHARKBAY CARAVAN PARK	BOOKEASY DECEMBER 2014	-484.50
EFT16929	31/12/2014	SHARK BAY COACHES	BOOKEASY DECEMBER 2014	-204.00
EFT16930	31/12/2014	SIETSKE HUNN	ART SALES DECEMBER 2014	-28.00
EFT16931	31/12/2014	SHIRE OF SHARK BAY	TOURS COMMISSION DECEMBER 2014	-5894.19
EFT16932	31/12/2014	SHARK BAY SCENIC QUAD BIKE TOURS	TOUR BOOKINGS DECEMBER 2014	-609.00
EFT16933	31/12/2014	TRADEWINDS SEAFRONT APARTMENTS	BOOKEASY DECEMBER 2014	-484.50
EFT16934	31/12/2014	UNREAL FISHING CHARTERS	TOUR BOOKINGS DECEMBER 2014	-435.00
EFT16935	31/12/2014	WULA GUDA NYINDA	TOUR BOOKINGS DECEMBER 2014	-4536.18
EFT16936	31/12/2014	DEPARTMENT OF COMMERCE BUILDING COMMISSION	BUILDING PERMIT DECEMBER 2014	-820.76
EFT16937	31/12/2014	SHIRE OF SHARK BAY	BUILDING LEVY COLLECTION FEE DEC 2014	-5.00
EFT17058	29/01/2015	TAMMY CROASDALE	GYM CARD DEPOSIT REFUND	-20.00
EFT17091	31/01/2015	JAMES SNR POLAND	ART SALES JANUARY 2015	-64.00
EFT17092	31/01/2015	BLUE LAGOON PEARLS	TOUR SALES JANUARY 2015	-52.20
EFT17093	31/01/2015	SHARK BAY COASTAL TOURS	TOUR SALES JANUARY 2015	-783.00
EFT17094	31/01/2015	DEPARTMENT OF COMMERCE - BUILDING COMMISSION	BUILDING LEVY JANUARY 2015	-35.50
EFT17095	31/01/2015	HARTOG COTTAGES	BOOKEASY JANUARY 2015	-1828.00
EFT17096	31/01/2015	MONKEY MIA YACHT CHARTERS	TOUR SALES JANUARY 2015	-4435.34
EFT17097	31/01/2015	ASPEN MONKEY	BOOKEASY JANUARY 2015	-1063.35
EFT17098	31/01/2015	MONKEYMIA WILDSIGHTS	TOUR SALES JANUARY 2015	-5170.11
EFT17099	31/01/2015	OCEAN CENTRE HOTEL	BOOKEASY JANUARY 2015	-169.15
EFT17100	31/01/2015	WA OCEAN PARK	TOUR SALES JANUARY 2015	-330.60

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT17101	31/01/2015	OCEANSIDE VILLAGE	BOOKEASY JANUARY 2015	-769.25
EFT17102	31/01/2015	SHARK BAY HOTEL MOTEL	BOOKEASY JANUARY 2015	-280.50
EFT17103	31/01/2015	SHARK BAY HOLIDAY COTTAGES	BOOKEASY JANUARY 2015	-339.15
EFT17104	31/01/2015	SHARKBAY CARAVAN PARK	BOOKEASY JANUARY 2015	-89.25
EFT17105	31/01/2015	SIETSKE HUNN	CARD SALE JANUARY 2015	-3.50
EFT17106	31/01/2015	SHIRE OF SHARK BAY	TOUR COMMISSION JANUARY 2015	-3456.25
EFT17107	31/01/2015	SHARK BAY SCENIC QUAD BIKE TOURS	TOUR SALES JANUARY 2015	-1218.00
EFT17108	31/01/2015	TRADEWINDS SEAFRONT APARTMENTS	BOOKEASY JANUARY 2015	-561.00
EFT17109	31/01/2015	UNREAL FISHING CHARTERS	BOOKEASY JANUARY 2015	-425.00
EFT17110	31/01/2015	WULA GUDA NYINDA	TOUR SALES JANUARY 2015	-2523.65
TOTAL				\$67,586.56

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY

MONTHLY FINANCIAL REPORT

For the Period Ended 31 December 2014

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 31 December 2014							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		6,150	2,900	56,765	53,865	1857.41%	▲
General Purpose Funding - Rates	9	1,204,172	1,203,338	1,220,338	17,000	1.41%	▲
General Purpose Funding - Other		2,029,119	1,033,042	1,012,164	(20,878)	(2.02%)	▼
Law, Order and Public Safety		74,436	74,269	24,333	(49,936)	(67.24%)	▼
Health		1,500	1,500	751	(749)	(49.93%)	▼
Housing		84,560	42,306	43,925	1,619	3.83%	▲
Community Amenities		267,200	217,094	227,896	10,802	4.98%	▲
Recreation and Culture		244,307	118,822	161,524	42,702	35.94%	▲
Transport		436,541	233,981	239,371	5,390	2.30%	▲
Economic Services		861,845	408,359	410,589	2,230	0.55%	▲
Other Property and Services		36,000	10,002	12,740	2,738	27.37%	▲
Total Operating Revenue		5,245,830	3,345,613	3,410,396	64,783		
Operating Expense							
Governance		(259,368)	(176,166)	(229,907)	(53,741)	30.51%	▼
General Purpose Funding		(191,533)	(143,755)	(147,351)	(3,596)	2.50%	▼
Law, Order and Public Safety		(283,998)	(185,450)	(141,633)	43,817	(23.63%)	▲
Health		(67,923)	(32,120)	(20,823)	11,297	(35.17%)	▲
Housing		(108,593)	(57,988)	(96,088)	(38,100)	65.70%	▼
Community Amenities		(655,312)	(331,471)	(343,312)	(11,841)	3.57%	▼
Recreation and Culture		(1,668,236)	(873,220)	(888,566)	(15,346)	1.76%	▼
Transport		(1,909,497)	(935,800)	(771,163)	164,637	(17.59%)	▲
Economic Services		(1,224,386)	(608,051)	(618,374)	(10,323)	1.70%	▼
Other Property and Services		(43,500)	(58,935)	(55,766)	3,169	(5.38%)	▲
Total Operating Expenditure		(6,412,346)	(3,402,956)	(3,312,984)	89,972		
Funding Balance Adjustments							
Add back Depreciation		1,906,098	953,040	1,102,667	149,627		
Adjust (Profit)/Loss on Asset Disposal	8	24,276	0	59,662	59,662		
Adjust Provisions and Accruals				0	0		
Net Cash from Operations		763,858	895,697	1,259,742	364,045		
Capital Revenues							
Grants, Subsidies and Contributions	11	3,096,525	2,537,098	1,873,045	(664,053)	(26.17%)	▼
Proceeds from Disposal of Assets	8	178,000	0	135,455	135,455		▲
Total Capital Revenues		3,274,525	2,537,098	2,008,500	(528,598)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(727,270)	(599,121)	(376,782)	222,339	37.11%	▲
Infrastructure - Roads	13	(856,981)	(368,812)	(147,489)	221,323	60.01%	▲
Infrastructure - Public Facilities	13	(3,459,886)	(1,169,556)	(2,101,851)	(932,295)	(79.71%)	▼
Infrastructure - Streetscapes	13	(25,000)	(12,225)	(5,500)	6,725	55.01%	▲
Infrastructure - Footpaths	13	(50,400)	(16,800)	(56,164)	(39,364)	(234.31%)	▼
Infrastructure - Drainage	13	(30,000)	(10,002)	(10,172)	(170)	(1.70%)	▼
Heritage Assets	13	(74,000)	(36,862)	(13,573)	23,289	63.18%	▲
Plant and Equipment	13	(857,500)	(688,000)	(575,764)	112,236	16.31%	▲
Furniture and Equipment	13	(27,000)	(7,500)	(10,416)	(2,916)	(38.87%)	▼
Total Capital Expenditure		(6,108,037)	(2,908,878)	(3,297,711)	(388,833)		
Net Cash from Capital Activities		(2,833,512)	(371,780)	(1,289,211)	(917,431)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Transfer from Reserves	7	1,528,900	0	0	0		
Repayment of Debentures	10	(105,311)	(76,661)	(76,290)	371	0.48%	▼
Transfer to Reserves	7	(1,205,578)	0	0	0		
Net Cash from Financing Activities		218,011	(76,661)	(76,290)	371		
Net Operations, Capital and Financing		(1,851,643)	447,256	(105,759)	(553,015)		▼
Opening Funding Surplus(Deficit)	3	1,851,643	1,851,643	1,789,436	(62,207)		▼
Closing Funding Surplus(Deficit)	3	0	2,298,899	1,683,677	(615,222)		▼
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.							
Refer to Note 2 for an explanation of the reasons for the variance.							
This statement is to be read in conjunction with the accompanying Financial Statements and notes.							

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(By Nature or Type)							
For the Period Ended 31 December 2014							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues							
Rates	9	\$ 1,241,140	\$ 1,240,306	\$ 1,257,306	\$ 17,000	1.37%	▲
Operating Grants, Subsidies and Contributions	11	2,390,348	1,222,531	1,210,614	(11,917)	(0.97%)	▼
Fees and Charges		1,375,327	780,557	790,962	10,405	1.33%	▲
Interest Earnings		113,220	54,356	23,007	(31,349)	(57.67%)	▼
Other Revenue		106,850	47,863	124,507	76,644	160.13%	▲
Profit on Disposal of Assets	8	18,947	0	4,000	4,000		▲
Total Operating Revenue		5,245,832	3,345,613	3,410,396	64,783		
Operating Expense							
Employee Costs		(1,817,949)	(935,147)	(902,945)	32,202	3.44%	▲
Materials and Contracts		(2,026,588)	(1,065,466)	(868,072)	197,394	18.53%	▲
Utility Charges		(161,250)	(83,196)	(49,258)	33,938	40.79%	▲
Depreciation on Non-Current Assets		(1,906,098)	(953,040)	(1,102,667)	(149,627)	(15.70%)	▼
Interest Expenses		(26,811)	(13,405)	(7,684)	5,721	42.68%	▲
Insurance Expenses		(168,478)	(168,479)	(129,580)	38,899	23.09%	▲
Other Expenditure		(261,951)	(184,223)	(189,115)	(4,892)	(2.66%)	▼
Loss on Disposal of Assets	8	(43,223)	0	(63,662)	(63,662)		▼
Total Operating Expenditure		(6,412,348)	(3,402,956)	(3,312,984)	89,972		
Funding Balance Adjustments							
Add back Depreciation		1,906,098	953,040	1,102,667	149,627		
Adjust (Profit)/Loss on Asset Disposal	8	24,276	0	59,662	59,662		
Adjust Provisions and Accruals							
Net Cash from Operations		763,858	895,697	1,259,742	364,045		
Capital Revenues							
Grants, Subsidies and Contributions	11	3,096,525	2,537,098	1,873,045	(664,053)	(26.17%)	▼
Proceeds from Disposal of Assets	8	178,000	0	135,455	135,455		▲
Total Capital Revenues		3,274,525	2,537,098	2,008,500	(528,598)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(727,270)	(599,121)	(376,782)	222,339	37.11%	▲
Infrastructure - Roads	13	(856,981)	(368,812)	(147,489)	221,323	60.01%	▲
Infrastructure - Public Facilities	13	(3,459,886)	(1,169,556)	(2,101,851)	(932,295)	(79.71%)	▼
Infrastructure - Streetscapes	13	(25,000)	(12,225)	(5,500)	6,725	55.01%	▲
Infrastructure - Footpaths	13	(50,400)	(16,800)	(56,164)	(39,364)	(234.31%)	▼
Infrastructure - Drainage	13	(30,000)	(10,002)	(10,172)	(170)	(1.70%)	▼
Heritage Assets	13	(74,000)	(36,862)	(13,573)	23,289	63.18%	▲
Plant and Equipment	13	(857,500)	(688,000)	(575,764)	112,236	16.31%	▲
Furniture and Equipment	13	(27,000)	(7,500)	(10,416)	(2,916)	(38.87%)	▼
Total Capital Expenditure		(6,108,037)	(2,908,878)	(3,297,711)	(388,833)		
Net Cash from Capital Activities		(2,833,512)	(371,780)	(1,289,211)	(917,431)		
Financing							
Proceeds from New Debentures		0	0	0	0		
Transfer from Reserves	7	1,528,900	0	0	0		
Repayment of Debentures	10	(105,311)	(76,661)	(76,290)	371	0.48%	
Transfer to Reserves	7	(1,205,578)	0	0	0		
Net Cash from Financing Activities		218,011	(76,661)	(76,290)	371		
Net Operations, Capital and Financing		(1,851,643)	447,256	(105,759)	(553,015)		▼
Opening Funding Surplus(Deficit)	3	1,851,643	1,851,643	1,789,436	(62,207)	(3.36%)	▼
Closing Funding Surplus(Deficit)	3	0	2,298,899	1,683,677	(615,222)		▼

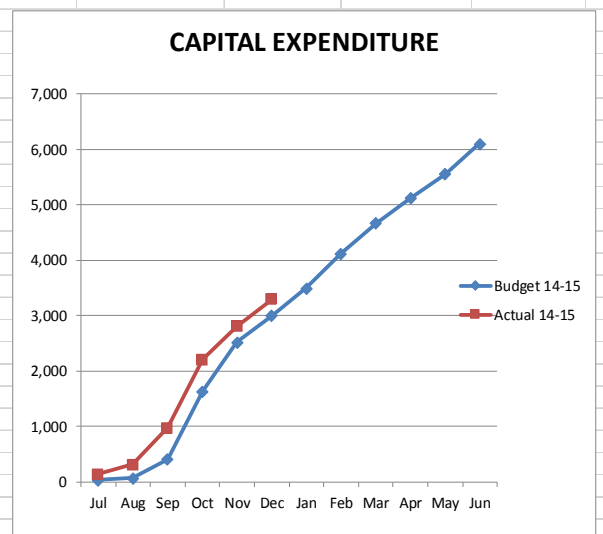
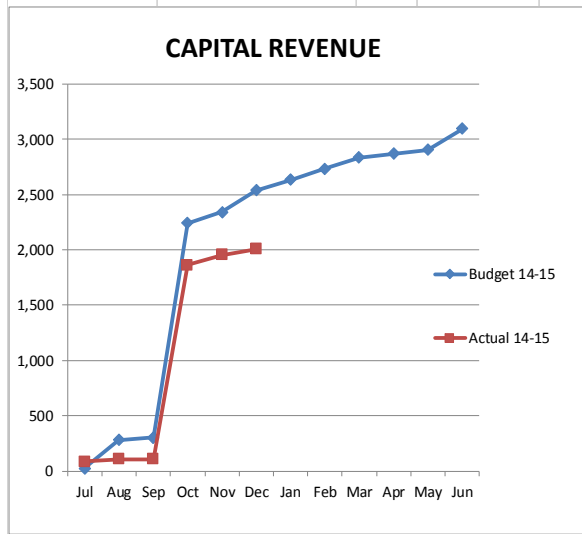
Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY							
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING							
For the Period Ended 31 December 2014							
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	312,725	64,058	376,782	599,121	727,270	222,339
Infrastructure Assets - Roads	13	0	147,489	147,489	368,812	856,981	221,323
Infrastructure Assets - Public Facilities	13	2,002,114	99,737	2,101,851	1,169,556	3,459,886	(932,295)
Infrastructure Assets - Footpaths	13	56,164	0	56,164	16,800	50,400	(39,364)
Infrastructure Assets - Drainage	13	0	10,172	10,172	10,002	30,000	(170)
Infrastructure Assets - Streetscapes	13	5,500	0	5,500	12,225	25,000	6,725
Heritage Assets	13	13,573	0	13,573	36,862	74,000	23,289
Plant and Equipment	13	15,167	560,597	575,764	688,000	857,500	112,236
Furniture and Equipment	13	0	10,416	10,416	7,500	27,000	(2,916)
Capital Expenditure Totals		2,405,242	892,469	3,297,711	2,908,878	6,108,037	(388,833)
Funded By:							
Capital Grants and Contributions				1,966,848	1,205,298	3,096,525	(761,550)
Borrowings				0	0	0	0
Other (Disposals & C/Fwd)				577,992	811,111	1,265,056	233,119
Own Source Funding - Cash Backed Reserves							
Infrastructure Reserve				128,083	187,469	927,900	59,386
Pensioner Unit Maintenance Reserve				21,908	15,000	30,000	(6,908)
Plant Replacement Reserve				560,597	579,000	461,000	18,403
Recreation Facility Reserve				14,657	75,000	110,000	60,343
Total Own Source Funding - Cash Backed Reserves				725,246	856,469	1,528,900	131,223
Own Source Funding - Operations				27,625	36,000	217,556	8,375
Capital Funding Total				3,297,711	2,908,878	6,108,037	(388,833)



MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 December 2014			
1.	SIGNIFICANT ACCOUNTING POLICIES		
(a)	Basis of Preparation		
	The budget 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 budget 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)	2013/14 Actual Balances		
	Balances shown in this budget as 2013/14 Actual are as forecast at the time of budget preparation and are subject to final adjustments.		
(c)	Rounding Off Figures		
	All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.		
(d)	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.		
(e)	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.		
(f)	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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 December 2014			
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)		
(g)	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.		
(h)	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.		
(i)	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.		
(j)	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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 December 2014				
	1. SIGNIFICANT ACCOUNTING POLICIES (Continued)			
	(j) Fixed Assets (Continued)			
	The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:			
	(a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and			
	(b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -			
	(i) that are plant and equipment; and			
	(ii) that are -			
	(I) land and buildings; or			
	(II) infrastructure;			
	and			
	(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.			
	Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.			
	In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.			
	Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the budget as necessary.			
	Land Under Control			
	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.			
	Initial Recognition and Measurement between Mandatory Revaluation Dates			
	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 detailed above.			

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 December 2014			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 December 2014			
	1. SIGNIFICANT ACCOUNTING POLICIES (Continued)		
	(j) Fixed Assets (Continued)		
	Major depreciation periods used for each class of depreciable asset are:		
	Buildings		25 to 50 years
	Construction other than buildings (Public Facilities)		5 to 50 years
	Plant and Equipment		5 to 15 years
	Furniture and Equipment		4 to 10 years
	Heritage		25 to 50 years
	Roads		25 years
	Footpaths		50 years
	Sewerage piping		75 years
	Water supply piping & drainage systems		75 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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 December 2014			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 December 2014			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO AND FORMING PART OF THE BUDGET			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO AND FORMING PART OF THE BUDGET				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO AND FORMING PART OF THE BUDGET			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO AND FORMING PART OF THE BUDGET				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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

25 FEBRUARY 2015

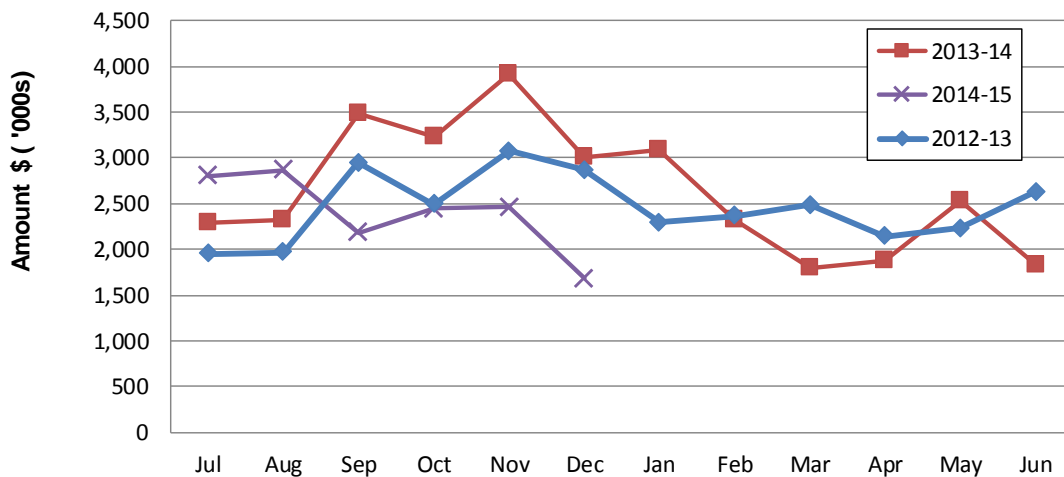
Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 31 December 2014					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	V	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	53,865	1857.41%	▲	Permanent	Reimbursement of Insurance expenses
General Purpose Funding - Rates	17,000	1.41%	▲	Permanent	Rate revenue higher than expected
General Purpose Funding - Other	(20,878)	(2.02%)	▼	Timing	Interest earned on investments not yet matured
Law, Order and Public Safety	(49,936)	(67.24%)	▼	Timing	SES Operating Grants still to be received
Health	(749)	(49.93%)	▼	Timing	Misc fees yet to be received
Housing	1,619	3.83%	▲	Timing	No reportable variance
Community Amenities	10,802	4.98%	▲	Permanent	Rubbish charges raised for Residential and Commercial Properties
Recreation and Culture	42,702	35.94%	▲	Permanent	Increase sales at Shark Bay Discovery Centre
Transport	5,390	2.30%	▲	Permanent	Profit on sale of vehicles
Economic Services	2,230	0.55%	▲	Timing	No reportable variance
Other Property and Services	2,738	27.37%	▲	Permanent	Diesel Fuel Rebate received on a montly basis - previously annually
Operating Expense					
Governance	(53,741)	30.51%	▼	Timing	Administration costs includes risk review expenditure and insurance claim
General Purpose Funding	(3,596)	2.50%	▼	Timing	No reportable variance
Law, Order and Public Safety	43,817	(23.63%)	▲	Timing	YTD budget for SES incorrect funding received quarterly
Health	11,297	(35.17%)	▲	Timing	Awaiting invoices for Health consultant
Housing	(38,100)	65.70%	▼	Timing	Pensioner Units maintenance and depreciation higher than expected.
Community Amenities	(11,841)	3.57%	▼	Timing	Refuse Collection and Site Operations higher than expected.
Recreation and Culture	(15,346)	1.76%	▼	Timing	Maintenance on community buildings higher than expected
Transport	164,637	(17.59%)	▲	Timing	Country road maintenance under expended at this time.
Economic Services	(10,323)	1.70%	▼	Timing	Community Development Salaries higher due to staff resignation.
Other Property and Services	3,169	(5.38%)	▲	Timing	Over recovery on stock issues.
Capital Revenues					
Grants, Subsidies and Contributions	(664,053)	(26.17%)	▼	Timing	Still awaiting capital grant payments which will occur once payments made.
Proceeds from Disposal of Assets	135,455	0.00%	▲		YTD budget incorrect.
Capital Expenses					
Land and Buildings	222,339	37.11%	▲	Timing	Capital expenditure on community buildings yet to be carried out.
Infrastructure - Roads	221,323	60.01%	▲	Timing	Road projects are beginning to be implemented
Infrastructure - Public Facilities	(932,295)	(79.71%)	▼	Timing	Expenditure on Monkey Mia Jetty higher than YTD budget
Infrastructure - Footpaths	(39,364)	(234.31%)	▼	Permanent	Expense from 13/14
Infrastructure - Drainage	(170)	(1.70%)	▼	Timing	No reportable variance
Heritage Assets	23,289	63.18%	▲	Timing	Heritage projects at planning stage
Plant and Equipment	112,236	16.31%	▲	Timing	Community Bus and Scissor Lift yet to be purchased
Furniture and Equipment	(2,916)	(38.87%)	▼	Permanent	Expenditure office equipment
Financing					
Loan Principal	371	0.48%		Timing	No reportable variance

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 December 2014				
Note 3: NET CURRENT FUNDING POSITION				
		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Dec 2014	30th June 2014	YTD 31 Dec 2013
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,736,049	1,077,678	2,836,069
Cash Restricted	4	1,994,965	1,994,965	1,873,669
Receivables - Rates	6	315,637	15,073	349,611
Receivables -Other	6	61,147	1,115,568	145,540
Interest / ATO Receivable/Trust		15,726	6,876	17,376
Inventories		146,545	146,545	139,424
		4,270,069	4,356,705	5,361,689
Less: Current Liabilities				
Payables		(342,275)	(323,153)	(275,574)
Provisions		(249,152)	(249,152)	(227,306)
		(591,427)	(572,305)	(502,881)
Less: Cash Reserves	7	(1,994,965)	(1,994,965)	(1,873,669)
Net Current Funding Position		1,683,677	1,789,436	2,985,139

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

Liquidity will improve after the transfers to the Muni account from Reserves occurs in January.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 31 December 2014							
Note 4: CASH AND INVESTMENTS							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	1.25%	106,310			106,310	Bankwest	At Call
Reserve Bank Account	0.00%		965		965	Bankwest	At Call
Telenet Saver	2.50%	829,039			829,039	Bankwest	At Call
Trust Bank Account	0.00%			6,896	6,896	Bankwest	At Call
Cash On Hand		700			700	Bankwest	On Hand
(b) Term Deposits							
Municipal Gold 1	3.40%	400,000			400,000	Bankwest	Feb 2015
Municipal Gold 2	3.40%	400,000			400,000	Bankwest	Feb 2015
Trust	3.40%			163,817	163,817	Bankwest	Feb 2015
Reserve Investment Account	3.65%		1,994,000		1,994,000	Bankwest	Jan 2015
Total		1,736,049	1,994,965	170,713	3,901,727		
Comments/Notes - Investments							
Surplus funds invested for terms conducive to cashflow requirements							

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY

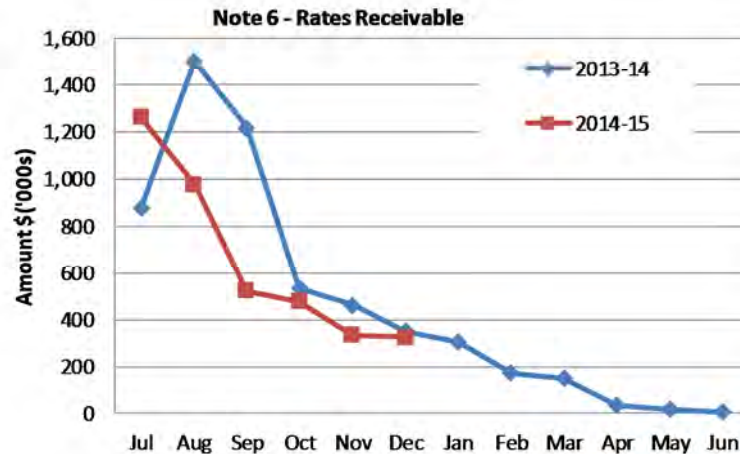
For the Period Ended 31 December 2014

Note 6: RECEIVABLES

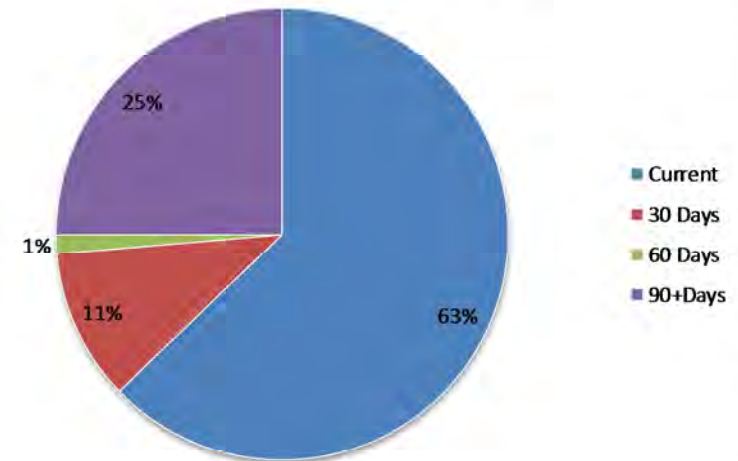
Receivables - Rates Receivable	YTD 31 Dec 2014	30 June 2014
	\$	\$
Opening Arrears Previous Years	5,744	6,217
Levied this year	1,261,346	1,119,537
Less Collections to date	(940,443)	(1,120,010)
Equals Current Outstanding	326,647	5,744
Net Rates Collectable	326,647	5,744
% Collected	74.22%	99.49%

Receivables - General	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	50,975	8,798	1,103	20,300
Total Receivables General Outstanding				81,176

Amounts shown above include GST (where applicable)



Receivables - General



Comments/Notes - Receivables Rates

Collection rate similar to 2013/14 at this time

Comments/Notes - Receivables General

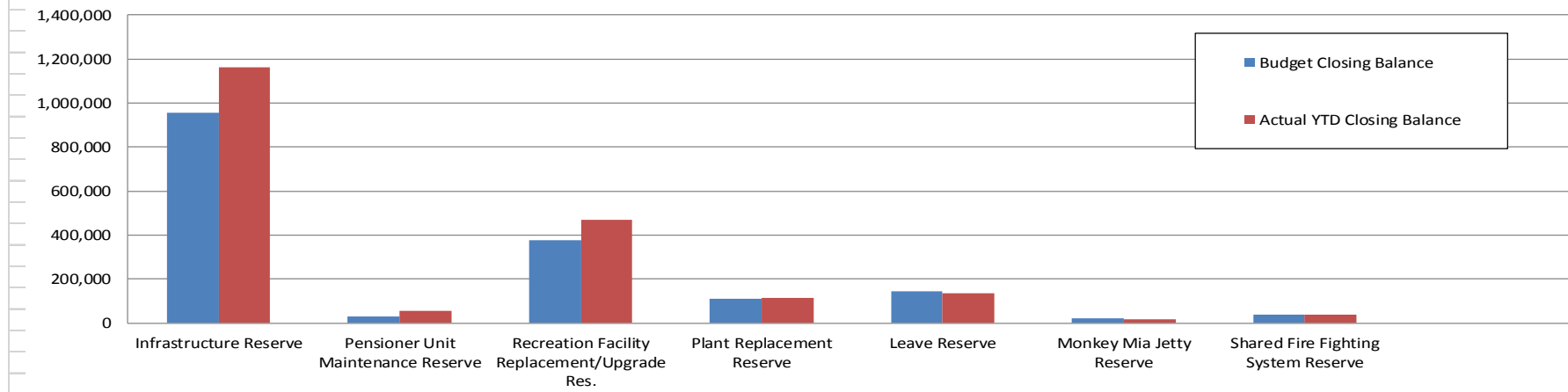
Sundry debtors at an acceptable level

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay										
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										
For the Period Ended 31 December 2014										
<u>Note 7: Cash Backed Reserve</u>										
2014-15										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
Infrastructure Reserve	\$ 1,163,060	\$ 43,000	\$	\$ 676,658	\$ 0	\$ (927,900)	\$ 0		\$ 954,818	\$ 1,163,060
Pensioner Unit Maintenance Reserve	56,875	2,100		0	0	(30,000)	0		28,975	56,875
Recreation Facility Replacement/Upgrade Res.	469,092	17,000		0	0	(110,000)	0		376,092	469,092
Plant Replacement Reserve	114,832	5,000		450,000	0	(461,000)	0		108,832	114,832
Leave Reserve	134,189	4,700		5,000	0	0	0		143,889	134,189
Monkey Mia Jetty Reserve	19,419	720		0	0	0	0		20,139	19,419
Shared Fire Fighting System Reserve	37,498	1,400		0	0	0	0		38,898	37,498
	1,994,965	73,920	0	1,131,658	0	(1,528,900)	0		1,671,643	1,994,965

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



Transfers to be done in January both to and from reserves as per budget.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 December 2014								
Note 8 CAPITAL DISPOSALS								
Actual YTD Profit/(Loss) of Asset Disposal				Current Budget			Comments	
Cost	Accum Depr	Proceeds	Profit (Loss)	YTD 31 12 2014				
				Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance		
\$	\$	\$	\$	\$	\$	\$		
				Plant and Equipment				
			0	Community Bus	18,947	0	(18,947)	
41,544	(12,112)	30,909	1,477	Works Manager Ute	(6,081)	1,477	7,558	
31,830	(8,511)	0	(23,319)	SES Vehicle (Useless Loop)	0	-23,319	(23,319)	
31,197	(9,175)	24,545	2,524	Town Supervisor Ute	(1,838)	2,524	4,362	
148,067	(27,724)	80,000	(40,343)	Grader	(35,304)	(\$40,343)	(5,039)	
252,639	(57,522)	135,455	(59,662)		(24,276)	(59,662)	(35,386)	
Comments - Capital Disposal/Replacements								
Profit on sale of the Works Manager and Town Supervisor Utes has offset the losses on the Grader (expected) and SES Vehicle (unexpected).								

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay												
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY												
For the Period Ended 31 December 2014												
NOTE 9: RATING INFORMATION												
	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$	
Differential General Rate												
Gross Rental Value	8.6183	305	4,011,093	345,080	1,180	0	346,261	345,688	500	0	346,188	
GRV - Commercial	8.6183	54	3,755,697	323,677	0	0	323,677	323,677	0	0	323,677	
GRV - Industrial	8.6183	39	551,945	47,568	0	0	47,568	47,568	0	0	47,568	
Unimproved Value	19.3581	6	671,384	129,967		0	129,967	129,967	1,000	0	130,967	
UV Mining	19.3581	11	701,415	139,645	(6,700)	0	132,945	114,075	0	0	114,075	
UV Pastoral	10.6928	12	757,960	80,799	0	0	80,799	81,047	0	0	81,047	
Sub-Totals		427	10,449,494	1,066,738	(5,520)	0	1,061,218	1,042,022	1,500	0	1,043,522	
Minimum Payment												
	Minimum \$											
Gross Rental Value	765.00	169	955,032	129,285	0	0	129,285	129,285	0	0	129,285	
GRV - Commercial	765.00	28	178,274	21,420	0	0	21,420	21,420	0	0	21,420	
GRV - Industrial	765.00	6	46,233	4,590	0	0	4,590	4,590	0	0	4,590	
Unimproved Value	765.00	5	7,209	3,825	0	0	3,825	3,825	0	0	3,825	
UV Mining		2	0	0	0	0	0	1,530	0	0	1,530	
Sub-Totals		210	1,186,748	159,120	0	0	159,120	160,650	0	0	160,650	
Concessions							(94,577)				(94,481)	
Amount from General Rates							1,125,761				1,109,691	
Specified Area Rates							36,968				36,968	
Totals							1,162,729				1,146,659	
Comments - Rating Information												
Rates raised are higher than budgeted due to revaluations in some categories.												

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 December 2014								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-14	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Loan 48 - McCleary Property	53,675	0	25,927	22,085	27,748	31,590	1,414	2,022
Loan 48 - Shire Office	45,723	0	22,086	25,926	23,637	19,797	1,205	2,373
Loan 53 - Staff Housing	98,693	0	8,514	17,305	90,179	81,388	106	5,559
Loan 56 - Staff Housing	108,482	0	6,948	14,105	101,534	94,377	2,463	6,242
Loan 57 - Monkey Mia Bore	275,129	0	12,815	25,890	262,314	249,239	2,496	10,615
	581,702	0	76,290	105,311	505,412	476,391	7,684	26,811

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 December 2014								
Note 11: GRANTS AND CONTRIBUTIONS								
Program/Details GL	Grant Provider	Approval	2014-15 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	1,438,211	0	1,438,211	0	723,607	714,605
Grants Commission - Roads	WALGGC	Y	419,520	0	419,520	0	211,223	208,297
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	0	0	0	0	1,940	
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	70,426	0	70,426	0	16,461	53,965
FESA SES Capital Grants	Dept. of Fire & Emergency Serv.	Y	88,500	0	0	88,500	0	88,500
COMMUNITY AMENITIES								
Grant - Recycling at Landfill	Gascoyne Development Commission	Y	378,341			378,341	0	378,341
RECREATION AND CULTURE								
Walk Trail Grant Funding	LotteryWest	N	1,500	0	1,500	0	0	1,500
Grant - Community Bus	LotteryWest	N	60,000			60,000	0	60,000
Grant - Jimmy Poland project	LotteryWest	Y	11,000	0	11,000	0	207	10,793
Grant -Tennis Court Resurfacing	Dept. of Sport and Recreation	N	100,000			100,000	0	100,000
TRANSPORT								
Road Preservation Grant	State Initiative	Y	77,741	0	77,741	0	84,500	0
Useless Loop Road - Mtce	Main Roads WA	Y	314,000	0	314,000		120,000	194,000
Contributions - Road Projects	Miscellaneous	Y	0	0	0	0	5,000	0
Contributions - Road Projects	Pipeline	Y	7,650	0	7,650	0	0	7,650
Roads To Recovery Grant - Cap	Roads to Recovery	Y	192,071	0	0	192,071	0	192,071
RRG Grants - Capital Projects	Regional Road Group	Y	295,113	0	0	295,113	118,045	177,068
Grant - MM Boat Ramp Carpark	Dept. of Transport	Y	232,500	0	0	232,500	0	232,500
Grant - R4R Monkey Mia Jetty	Dept. of Regional Development	Y	1,750,000	0	0	1,750,000	1,750,000	0
ECONOMIC SERVICES								
Contributions-Seniors Projects	Council of the Aged WA	Y	1,000	0	1,000	0	800	0
Grants - Youth Activities	Dept. of Communities	Y	1,000	0	1,000	0	2,000	(1,000)
Contribution - Monkey Mia	Dept. of Parks and Wildlife	Y	48,300		48,300		49,876	0
TOTALS			5,486,873	0	2,390,348	3,096,525	3,083,659	2,418,289
			Operating		2,390,348		1,210,614	
			Non-operating		3,096,525		1,873,045	
			5,486,873				3,083,659	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 December 2014				
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 14	Amount Received	Amount Paid	Closing Balance 31-Dec-14
	\$	\$	\$	\$
Election Deposits	240	0	(240)	0
Library Card Bond	50	250	(250)	50
Kerb/Footpath Deposit	4,200	0	0	4,200
Building Completion Bond	71,728	814	0	72,542
Bond Key	1,690	840	(780)	1,750
Police Licensing	2,347	136,479	(138,826)	0
Marquee Deposit	700	700	(1,400)	0
Building Licence Levy		1,485	(1,485)	0
Sunter Place - Recreation Reserve	90,250	1,025	0	91,275
Tours Sales	0	181,876	(181,306)	570
Bookeasy Sales	0	60,345	(61,994)	-1,649
BCITF Levy	0	2,719	(744)	1,975
Hall Bond	0	540	(540)	0
Community Bus	0	600	(600)	0
	171,205	387,673	(388,165)	170,713

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Land Improvements								Level of Completion Indicators
										0% ○
		Governance								20% ○
0%	○	Shire Office Carpark Capital Works	3.7.1	CEO	(20,000)	(9,999)	0	9,999		40% ●
		Governance Total			(20,000)	(9,999)	0	9,999		60% ●
										80% ●
		Buildings								100% ●
		Housing								
100%	●	Construction Staff Housing Sunter Place	1.2.4	CEO	(217,096)	(213,114)	(110,181)	102,933		Completed
100%	●	Staff Housing - 5 Spaven Way	1.2.4	CEO	(3,750)	(1,875)	(3,304)	(1,429)	(3,304)	
100%	●	Staff Housing - 65 Brockman St	1.2.4	EMCD	(3,750)	(1,875)	(3,799)	(1,924)	(3,799)	
100%	●	Staff Housing - 51 Durlacher St	1.2.4	EMFA	(3,750)	(1,875)	(4,085)	(2,210)	(4,085)	
100%	●	Staff Housing - 80 Durlacher St	1.2.4	EMCD	(3,750)	(1,875)	(3,304)	(1,429)	(3,304)	
60%	○	Pensioner Units Capital	1.2.4	EMCD	(30,000)	(15,000)	(21,908)	(6,908)	(21,908)	Units 1, and 5 completed (2,3,4 to be done)
		Housing Total			(262,096)	(235,614)	(146,581)	89,033		
		Law, Order And Public Safety								
100%	●	Emergency Services Building Construction	3.7.1	CEO	(269,991)	(269,991)	(160,562)	109,429		
100%	●	Emergency Services Building Site Works	3.7.1	CEO	(17,183)	(17,183)	(27,356)	(10,173)		Project complete
		Law, Order And Public Safety Total			(287,174)	(287,174)	(187,918)	99,256		
		Recreation And Culture								
5%	○	Recreation Centre - Sound Proofing	3.7.1	EMCD	(50,000)	(50,000)	0	50,000		Accessing Quotes
40%	○	Town Hall Pathways and Wall Extension	3.7.1	WKM	(25,000)	(8,334)	(14,626)	(6,292)		Disabled Carpark asphalt laid
15%	○	Overlander Hall Upgrade	3.7.1	EMCD	(50,000)	0	0	0	0	Quotes awarded
		Recreation And Culture Total			(125,000)	(58,334)	(14,626)	43,708		
		Transport								
100%	●	Depot - Replacement of Depot Walls	3.7.1	WKM	(25,000)	0	(25,615)	(25,615)	(25,615)	Works completed
100%	●	Replacement of Air Conditioners	3.7.1	WKM	(8,000)	(8,000)	(2,043)	5,957	(2,043)	Works completed
		Transport Total			(33,000)	(8,000)	(27,658)	(19,658)		
		Land and Buildings Total			(727,270)	(599,121)	(376,782)	222,339		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Drainage/Culverts								
		Transport								
20%	○	Drainage/Sump Construction	3.7.1	WKM	(30,000)	(10,002)	(10,172)	(170)	(10,172)	Plans Accepted. Orders being placed.
		Transport Total			(30,000)	(10,002)	(10,172)	(170)		
		Drainage/Culverts Total			(30,000)	(10,002)	(10,172)	(170)		
		Footpaths								
		Transport								
100%	●	Footpath Construction	3.7.1	WKM	(50,400)	(16,800)	(56,164)	(39,364)		Construction completed
		Transport Total			(50,400)	(16,800)	(56,164)	(39,364)		
		Footpaths Total			(50,400)	(16,800)	(56,164)	(39,364)		
		Furniture & Office Equip.								
		Governance								
0%	○	Computer Hardware Upgrade/New	1.2.1	EMFA	(5,000)	0	0	0	0	Requirements to be identified
60%	●	Computer Software Upgrade/New	1.2.1	EMFA	(5,000)	(2,500)	(3,291)	(791)	(3,291)	
0%	○	Council Chambers Furniture and Equipment	1.2.1	EMFA	(2,000)	0	0	0	0	Requirements to be identified
20%	○	Office Furniture & Equipment	1.2.1	EMFA	(5,000)	0	(1,730)	(1,730)	(1,730)	
		Governance Total			(17,000)	(2,500)	(5,020)	(2,520)		
		Recreation And Culture								
50%	●	Discovery Centre - Furniture & Equipment	2.4.1	EMCD	(10,000)	(5,000)	(5,395)	(395)	(5,395)	New display to be installed
		Recreation And Culture Total			(10,000)	(5,000)	(5,395)	(395)		
		Furniture & Office Equip. Total			(27,000)	(7,500)	(10,416)	(2,916)		
		Heritage Assets								
		Recreation And Culture								
0%	○	Shade over Velsheda	2.2.2	WKM	(5,000)	(1,194)	0	1,194		Planning stage
100%	●	Directional Plaque	2.2.2	EMCD	(19,000)	(19,000)	(13,573)	5,427		Plaque received and installed
0%	○	Refurbishment of Old Jail and Stables	2.2.2	CEO	(50,000)	(16,668)	0	16,668	0	Investigating funding
		Recreation And Culture Total			(74,000)	(36,862)	(13,573)	23,289		
		Heritage Assets Total			(74,000)	(36,862)	(13,573)	23,289		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Plant , Equipment and Vehicles								
		Law, Order And Public Safety								
0%	○	SES Rescue Equipment	3.7.1	EMFA	(88,500)	(88,500)	0	88,500		Purchases not yet completed by SES
		Law, Order And Public Safety Total			(88,500)	(88,500)	0	88,500		
		Recreation And Culture								
0%	○	Recreation Centre - Scissor Lift	1.6.7	EMCD	(35,000)	0	0	0		Not started
0%	○	Community Bus	1.6.7	EMCD	(110,000)	0	0	0	0	Investigating funding
		Recreation And Culture Total			(145,000)	0	0	0		
		Transport								
100%	●	Fire Fighting Pumps	1.1.6	WKM	(8,000)	(8,000)	(6,576)	1,424		Completed
0%	○	Depot Tools and Major Plant	1.1.6	WKM	(15,000)	(7,500)	(792)	6,708		As required
0%	○	Communications Upgrade	1.1.6	WKM	(5,000)	(5,000)	(979)	4,021		As required
100%	●	Water Tanker	1.1.6	WKM	(120,000)	(120,000)	(101,730)	18,270	(101,730)	Completed
100%	●	Town Supervisor's Ute	1.1.6	WKM	(45,000)	(45,000)	(39,346)	5,654	(39,346)	Completed
100%	●	Works Manager's Ute	1.1.6	WKM	(49,000)	(49,000)	(49,185)	(185)	(49,185)	Completed
0%	○	Major Plant Items	1.1.6	WKM	(25,000)	(15,000)	0	15,000		As required
100%	●	Pallet Racking	1.1.6	WKM	(7,000)	0	(6,820)	(6,820)		Completed
100%	●	Grader	1.1.6	WKM	(350,000)	(350,000)	(370,336)	(20,336)	(370,336)	Completed
		Transport Total			(624,000)	(599,500)	(575,764)	23,736		
		Plant , Equipment and Vehicles Total			(857,500)	(688,000)	(575,764)	112,236		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Public Facilities								
		Community Amenities								
0%	○	Refuse Tip and Recycling	2.4.2	WKM	(378,341)	(126,114)	0	126,114		Awaiting funding
		Community Amenities Total			(378,341)	(126,114)	0	126,114		
		Recreation And Culture								
0%	○	Town Oval Bore	3.7.1	WKM	(30,000)	(26,531)	(1,422)	25,109		preliminary investigations
		Economic Services Total			(30,000)	(26,531)	(1,422)	25,109		
		Recreation And Culture								
0%	○	Foreshore Rock Wall	3.7.1	WKM	(10,000)	(5,001)	0	5,001	0	Awaiting low tides
80%	●	Recreation Centre Grounds	1.6.7	EMCD	(191,545)	(77,034)	(118,831)	(41,797)		Landscaping to be completed
0%	○	Charlie Sappie Park	3.7.1	WKM	(15,000)	(6,549)	(93)	6,456	(93)	Awaiting plans from DPAW
0%	○	Foreshore Revitalisation	3.7.1	CEO	(200,000)	(66,666)	0	66,666	0	Awaiting approval for funding
70%	●	Replacement of Gazebos	3.7.1	WKM	(20,000)	(20,000)	(14,657)	5,343	(14,657)	Nettas installed. Awaiting path installation.
0%	○	Practice Cricket Nets	3.7.1	WKM	(5,000)	(5,000)	0	5,000	0	Researching materials options
10%	○	Tennis Court Resurfacing	3.7.1	EMCD	(100,000)	0	0	0	0	Seeking quotes
		Recreation And Culture Total			(541,545)	(180,250)	(133,582)	46,668		
		Transport								
100%	●	Monkey Mia Jetty	1.6.5	CEO	(2,200,000)	(733,332)	(1,881,861)	(1,148,529)		Completed
20%	○	Monkey Mia Boat Ramp Carpark	1.6.5	WKM	(310,000)	(103,329)	(84,987)	18,342	(84,987)	Awaiting limestone
		Transport Total			(2,510,000)	(836,661)	(1,966,848)	(1,130,187)		
		Public Facilities Total			(3,459,886)	(1,169,556)	(2,101,851)	(932,295)		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	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								
100%	●	Useless Loop Road RRG 13/14	1.1.6	WKM	(52,059)	(44,607)	(75,691)	(31,084)	(75,691)	Completed
0%	○	Woodleigh-Bryo Floodway RRG	1.1.6	WKM	(122,712)	0	0	0	0	Researching culvert options
0%	○	Road Projects R2R	1.1.6	WKM	(192,071)	(64,023)	0	64,023	0	Plan for funding to be developed
8%	○	Useless Loop Road - Resheet RRG	1.1.6	WKM	(229,957)	0	0	0	0	Pot hole repairs
10%	○	Hamelin Pool Road - Reseal RRG	1.1.6	WKM	(90,000)	(90,000)	0	90,000	0	Awaiting sealing contractors
		Transport Total			(686,799)	(198,630)	(75,691)	122,939		
		Roads (Non Town) Total			(686,799)	(198,630)	(75,691)	122,939		
		Streetscapes								
		Economic Services								
35%	○	Information Bay Signage	2.1.3	EMCD	(25,000)	(12,225)	(5,500)	6,725		Signage Audit received - seeking funding
		Economic Services Total			(25,000)	(12,225)	(5,500)	6,725		
		Streetscapes Total			(25,000)	(12,225)	(5,500)	6,725		
		Town Streets								
		Transport								
35%	○	Durlacher Street/Barnard Street R2R	1.1.6	WKM	(170,182)	(170,182)	(71,799)	98,383	(71,799)	Durlacher Plans Accepted
		Transport Total			(170,182)	(170,182)	(71,799)	98,383		
		Town Streets Total			(170,182)	(170,182)	(71,799)	98,383		
		Capital Expenditure Total			(6,108,037)	(2,908,878)	(3,297,711)	(388,833)		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY

MONTHLY FINANCIAL REPORT

For the Period Ended 31 January 2015

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 31 January 2015							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		6,150	22,425	60,228	37,803	168.57%	▲
General Purpose Funding - Rates	9	1,109,692	1,118,507	1,127,043	8,536	0.76%	▲
General Purpose Funding - Other		2,029,119	1,065,590	1,053,039	(12,551)	(1.18%)	▼
Law, Order and Public Safety		74,436	38,397	38,076	(321)	(0.84%)	▼
Health		1,500	750	751	1	0.13%	▲
Housing		84,560	44,767	56,605	11,838	26.44%	▲
Community Amenities		267,200	241,084	239,657	(1,427)	(0.59%)	▼
Recreation and Culture		244,307	134,881	177,953	43,072	31.93%	▲
Transport		436,541	414,814	238,758	(176,056)	(42.44%)	▼
Economic Services		861,845	471,426	427,507	(43,919)	(9.32%)	▼
Other Property and Services		36,000	10,500	14,441	3,941	37.53%	▲
Total Operating Revenue		5,151,350	3,563,141	3,434,057	(129,084)		
Operating Expense							
Governance		(259,366)	(155,854)	(245,464)	(89,610)	57.50%	▼
General Purpose Funding		(97,053)	(62,499)	(59,358)	3,141	(5.03%)	▲
Law, Order and Public Safety		(283,998)	(171,102)	(172,195)	(1,093)	0.64%	▼
Health		(67,923)	(37,594)	(23,319)	14,275	(37.97%)	▲
Housing		(108,593)	(91,070)	(110,033)	(18,962)	20.82%	▼
Community Amenities		(655,312)	(394,962)	(380,515)	14,447	(3.66%)	▲
Recreation and Culture		(1,668,236)	(1,073,665)	(1,048,829)	24,836	(2.31%)	▲
Transport		(1,909,498)	(1,134,855)	(898,454)	236,401	(20.83%)	▲
Economic Services		(1,224,387)	(777,483)	(708,209)	69,275	(8.91%)	▲
Other Property and Services		(43,500)	(43,212)	(96,923)	(53,710)	124.29%	▼
Total Operating Expenditure		(6,317,866)	(3,942,296)	(3,743,298)	198,998		
Funding Balance Adjustments							
Add back Depreciation		1,906,098	1,282,135	1,294,368	12,233		
Adjust (Profit)/Loss on Asset Disposal	8	24,276	40,343	59,662	19,319	47.89%	
Adjust Provisions and Accruals				0	0		
Net Cash from Operations		763,858	943,323	1,044,789	101,466		
Capital Revenues							
Grants, Subsidies and Contributions	11	3,096,525	2,518,773	1,992,090	(526,683)	(20.91%)	▼
Proceeds from Disposal of Assets	8	178,000	135,455	135,455	(0)	(0.00%)	
Total Capital Revenues		3,274,525	2,654,228	2,127,545	(526,683)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(727,270)	(425,394)	(381,057)	44,337	10.42%	▲
Infrastructure - Roads	13	(856,981)	(430,185)	(147,489)	282,696	65.71%	▲
Infrastructure - Public Facilities	13	(3,459,886)	(2,471,120)	(2,114,294)	356,826	14.44%	▲
Infrastructure - Streetscapes	13	(25,000)	0	(364)	(364)		
Infrastructure - Footpaths	13	(50,400)	(22,400)	(56,164)	(33,764)	(150.73%)	▼
Infrastructure - Drainage	13	(30,000)	(13,336)	(10,511)	2,825	21.18%	▲
Heritage Assets	13	(74,000)	(18,572)	(13,573)	4,999	26.92%	▲
Plant and Equipment	13	(857,500)	(597,428)	(583,469)	13,959	2.34%	▲
Furniture and Equipment	13	(27,000)	(19,500)	(10,416)	9,084	46.59%	▲
Total Capital Expenditure		(6,108,037)	(3,997,935)	(3,317,336)	680,598		
Net Cash from Capital Activities		(2,833,512)	(1,343,707)	(1,189,791)	153,915		
Financing							
Proceeds from New Debentures		0	0	0	0		
Transfer from Reserves	7	1,528,900	799,652	799,652	0	0.00%	
Repayment of Debentures	10	(105,311)	(76,661)	(85,080)	(8,419)	(10.98%)	▼
Transfer to Reserves	7	(1,205,578)	(486,690)	(486,690)	0	0.00%	▼
Net Cash from Financing Activities		218,011	236,301	227,882	(8,419)		
Net Operations, Capital and Financing		(1,851,643)	(164,082)	82,880	246,962		▲
Opening Funding Surplus(Deficit)	3	1,851,643	1,851,643	1,789,436	(62,207)		▼
Closing Funding Surplus(Deficit)	3	(0)	1,687,561	1,872,316	184,755		▲

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(By Nature or Type)							
For the Period Ended 31 January 2015							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Rates	9	1,241,140	1,165,475	1,164,011	(1,464)	(0.13%)	▼
Operating Grants, Subsidies and Contributions	11	2,390,348	1,361,200	1,224,015	(137,185)	(10.08%)	▼
Fees and Charges		1,375,325	883,246	843,580	(39,666)	(4.49%)	▼
Interest Earnings		113,220	76,147	62,546	(13,601)	(17.86%)	▼
Other Revenue		106,850	77,073	135,905	58,832	76.33%	▲
Profit on Disposal of Assets	8	18,947	0	4,000	4,000		▲
Total Operating Revenue		5,245,830	3,563,141	3,434,057	(129,085)		
Operating Expense							
Employee Costs		(1,807,949)	(1,077,748)	(1,050,020)	27,728	2.57%	▲
Materials and Contracts		(2,036,587)	(1,214,461)	(1,017,350)	197,111	16.23%	▲
Utility Charges		(161,250)	(74,686)	(52,829)	21,857	29.27%	▲
Depreciation on Non-Current Assets		(1,906,098)	(1,282,135)	(1,294,368)	(12,233)	(0.95%)	▼
Interest Expenses		(26,811)	(13,580)	(10,606)	2,974	21.90%	▲
Insurance Expenses		(168,478)	(147,387)	(129,580)	17,807	12.08%	▲
Other Expenditure		(261,949)	(91,955)	(124,883)	(32,928)	(35.81%)	▼
Loss on Disposal of Assets	8	(43,223)	(40,343)	(63,662)	(23,319)	(57.80%)	▼
Total Operating Expenditure		(6,412,346)	(3,942,296)	(3,743,298)	198,998		
Funding Balance Adjustments							
Add back Depreciation		1,906,098	1,282,135	1,294,368	12,233		
Adjust (Profit)/Loss on Asset Disposal	8	24,276	40,343	59,662	19,319		
Adjust Provisions and Accruals							
Net Cash from Operations		763,858	943,323	1,044,789	101,466		
Capital Revenues							
Grants, Subsidies and Contributions	11	3,096,525	2,518,773	1,992,090	(526,683)	(20.91%)	▼
Proceeds from Disposal of Assets	8	178,000	135,455	135,455	(0)	(0.00%)	
Total Capital Revenues		3,274,525	2,654,228	2,127,545	(526,683)		
Capital Expenses							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(727,270)	(425,394)	(381,057)	44,337	10.42%	▲
Infrastructure - Roads	13	(856,981)	(430,185)	(147,489)	282,696	65.71%	▲
Infrastructure - Public Facilities	13	(3,459,886)	(2,471,120)	(2,114,294)	356,826	14.44%	▲
Infrastructure - Streetscapes	13	(25,000)	0	(364)	(364)		
Infrastructure - Footpaths	13	(50,400)	(22,400)	(56,164)	(33,764)	(150.73%)	▼
Infrastructure - Drainage	13	(30,000)	(13,336)	(10,511)	2,825	21.18%	▲
Heritage Assets	13	(74,000)	(18,572)	(13,573)	4,999	26.92%	▲
Plant and Equipment	13	(857,500)	(597,428)	(583,469)	13,959	2.34%	▲
Furniture and Equipment	13	(27,000)	(19,500)	(10,416)	9,084	46.59%	▲
Total Capital Expenditure		(6,108,037)	(3,997,935)	(3,317,336)	680,598		
Net Cash from Capital Activities		(2,833,512)	(1,343,707)	(1,189,791)	153,915		
Financing							
Proceeds from New Debentures		0	0	0	0		
Transfer from Reserves	7	1,528,900	799,652	799,652	0	0.00%	
Repayment of Debentures	10	(105,311)	(76,661)	(85,080)	(8,419)	(10.98%)	▼
Transfer to Reserves	7	(1,205,578)	(450,000)	(486,690)	(36,690)	(8.15%)	▼
Net Cash from Financing Activities		218,011	272,991	227,882	(45,109)		
Net Operations, Capital and Financing		(1,851,643)	(127,392)	82,880	210,272		▲
Opening Funding Surplus(Deficit)	3	1,851,643	1,851,643	1,789,436	(62,207)	(3.36%)	▼
Closing Funding Surplus(Deficit)	3	0	1,724,251	1,872,316	148,065		▲

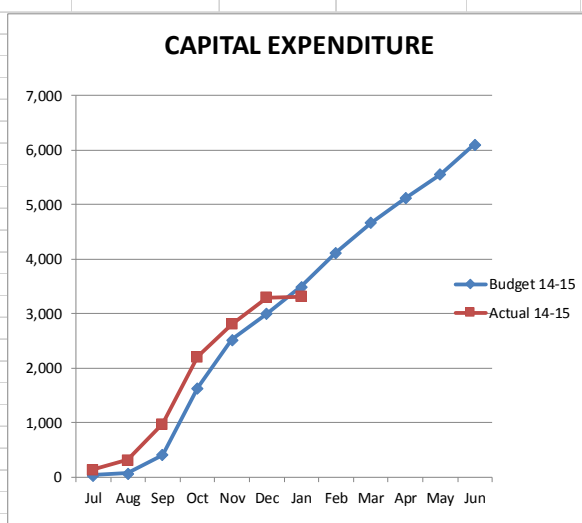
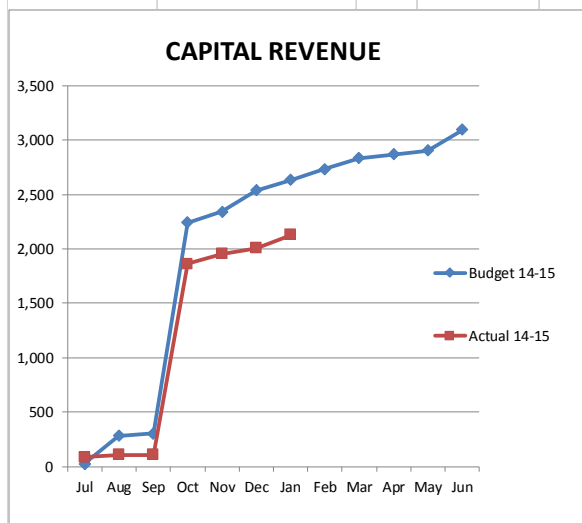
MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY							
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING							
For the Period Ended 31 January 2015							
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	313,366	67,691	381,057	425,394	727,270	44,337
Infrastructure Assets - Roads	13	0	147,489	147,489	430,185	856,981	282,696
Infrastructure Assets - Public Facilities	13	2,012,892	101,402	2,114,294	2,471,120	3,459,886	356,826
Infrastructure Assets - Footpaths	13	56,164	0	56,164	22,400	50,400	(33,764)
Infrastructure Assets - Drainage	13	0	10,511	10,511	13,336	30,000	2,825
Infrastructure Assets - Streetscapes	13	364	0	364	0	25,000	(364)
Heritage Assets	13	13,573	0	13,573	18,572	74,000	4,999
Plant and Equipment	13	22,782	560,687	583,469	597,428	857,500	13,959
Furniture and Equipment	13	0	10,416	10,416	19,500	27,000	9,084
Capital Expenditure Totals		2,419,140	898,196	3,317,336	3,997,935	6,108,037	680,598
Funded By:							
Capital Grants and Contributions				1,968,512	2,568,690	3,096,525	600,178
Borrowings				0	0	0	0
Other (Disposals & C/Fwd)				589,412	688,426	1,265,056	99,014
Own Source Funding - Cash Backed Reserves							
Infrastructure Reserve				126,920	84,348	927,900	(42,572)
Pensioner Unit Maintenance Reserve				21,908	17,500	30,000	(4,408)
Plant Replacement Reserve				568,247	575,701	461,000	7,454
Recreation Facility Reserve				14,657	20,000	110,000	5,343
Total Own Source Funding - Cash Backed Reserves				731,732	697,549	1,528,900	(34,183)
Own Source Funding - Operations				27,680	43,270	217,556	15,589
Capital Funding Total				3,317,336	3,997,935	6,108,037	680,598



MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 31 January 2015	
1.	SIGNIFICANT ACCOUNTING POLICIES
(a)	Basis of Preparation
	The budget 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 budget 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)	2013/14 Actual Balances
	Balances shown in this budget as 2013/14 Actual are as forecast at the time of budget preparation and are subject to final adjustments.
(c)	Rounding Off Figures
	All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.
(d)	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.
(e)	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.
(f)	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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 January 2015			
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)		
(g)	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.		
(h)	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.		
(i)	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.		
(j)	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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2015				
	1. SIGNIFICANT ACCOUNTING POLICIES (Continued)			
	(j) Fixed Assets (Continued)			
	The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:			
	(a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and			
	(b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -			
	(i) that are plant and equipment; and			
	(ii) that are -			
	(I) land and buildings; or			
	(II) infrastructure;			
	and			
	(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.			
	Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.			
	In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.			
	Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the budget as necessary.			
	Land Under Control			
	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.			
	Initial Recognition and Measurement between Mandatory Revaluation Dates			
	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 detailed above.			

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 January 2015			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 January 2015			
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)		
	(j) Fixed Assets (Continued)		
	Major depreciation periods used for each class of depreciable asset are:		
	Buildings		25 to 50 years
	Construction other than buildings (Public Facilities)		5 to 50 years
	Plant and Equipment		5 to 15 years
	Furniture and Equipment		4 to 10 years
	Heritage		25 to 50 years
	Roads		25 years
	Footpaths		50 years
	Sewerage piping		75 years
	Water supply piping & drainage systems		75 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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 January 2015			
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.		
	Fair Value Hierarchy		
	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.		
	Valuation techniques		
	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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 31 January 2015			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO AND FORMING PART OF THE BUDGET				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO AND FORMING PART OF THE BUDGET			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY			
NOTES TO AND FORMING PART OF THE BUDGET			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO AND FORMING PART OF THE BUDGET				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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

25 FEBRUARY 2015

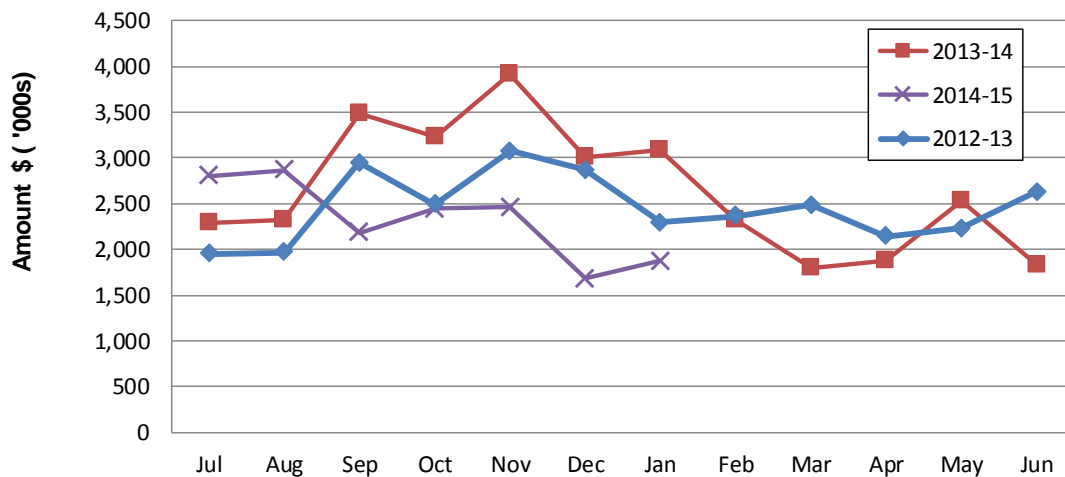
Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 31 January 2015					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	V	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	37,803	168.57%	▲	Permanent	Reimbursement of Insurance expenses
General Purpose Funding - Rates	8,536	0.76%	▲	Permanent	Rate revenue higher than expected
General Purpose Funding - Other	(12,551)	(1.18%)	▼	Timing	YTD budget on Infrastructure Reserve incorrect
Law, Order and Public Safety	(321)	(0.84%)	▼	Timing	No reportable variance
Health	1	0.13%	▲	Timing	No reportable variance
Housing	11,838	26.44%	▲	Timing	Pensioner Units rents paid in advance
Community Amenities	(1,427)	(0.59%)	▼	Permanent	No reportable variance
Recreation and Culture	43,072	31.93%	▲	Permanent	Increase sales at Shark Bay Discovery Centre
Transport	(176,056)	(42.44%)	▼	Permanent	Monkey Mia Boat Ramp Grant yet to be received
Economic Services	(43,919)	(9.32%)	▼	Timing	Monkey Mia Road works yet to commence
Other Property and Services	3,941	37.53%	▲	Permanent	Diesel Fuel Rebate higher than expected
Operating Expense					
Governance	(89,610)	57.50%	▼	Timing	Increase due to Financial review, legal costs, insurance claim and computer support costs
General Purpose Funding	3,141	(5.03%)	▲	Timing	No reportable variance
Law, Order and Public Safety	(1,093)	0.64%	▼	Timing	No reportable variance
Health	14,275	(37.97%)	▲	Timing	Awaiting invoices for Health consultant
Housing	(18,962)	20.82%	▼	Timing	Pensioner Units maintenance higher than expected.
Community Amenities	14,447	(3.66%)	▲	Timing	Planning and Development costs less than expected
Recreation and Culture	24,836	(2.31%)	▲	Timing	Utility costs lower than expected and maintenance on Cape Inscription Lighthouse yet to commence
Transport	236,401	(20.83%)	▲	Timing	Country road maintenance under expended at this time.
Economic Services	69,275	(8.91%)	▲	Timing	Monkey Mia Road works yet to commence
Other Property and Services	(53,710)	124.29%	▼	Timing	Under recovery of Public Works Overheads and Plant costs
Capital Revenues					
Grants, Subsidies and Contributions	(526,683)	(20.91%)	▼	Timing	Still awaiting capital grant payments which will occur once payments made.
Proceeds from Disposal of Assets	(0)	0.00%	▲		No reportable variance
Capital Expenses					
Land and Buildings	44,337	10.42%	▲	Timing	Sound Proofing of Recreation Centre yet to commence
Infrastructure - Roads	282,696	65.71%	▲	Timing	Road projects yet to be commenced
Infrastructure - Public Facilities	356,826	14.44%	▲	Timing	Awaiting funding on Refuse Recycling
Infrastructure - Footpaths	(33,764)	(150.73%)	▼	Permanent	Expense from 13/14
Infrastructure - Drainage	2,825	21.18%	▲	Timing	Work yet to commence
Heritage Assets	4,999	26.92%	▲	Timing	Heritage projects at planning stage
Plant and Equipment	13,959	2.34%	▲	Timing	Community Bus deferred to 15/16 and Scissor Lift yet to be purchased
Furniture and Equipment	9,084	46.59%	▲	Permanent	Requirements to be identified
Financing					
Loan Principal	(8,419)	(10.98%)		Timing	YTD budget incorrect

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2015				
Note 3: NET CURRENT FUNDING POSITION				
		Positive=Surplus (Negative=Deficit)		
	Note	YTD 31 Jan 2015	30th June 2015	YTD 31 Jan 2014
		\$	\$	\$
Current Assets				
Cash Unrestricted	4	1,610,503	1,077,678	2,120,323
Cash Restricted	4	1,682,003	1,994,965	1,873,669
Receivables - Rates	6	274,872	15,073	305,515
Receivables -Other	6	194,758	1,115,568	722,538
Interest / ATO Receivable/Trust		15,726	6,876	17,376
Inventories		144,100	146,545	139,424
		3,921,961	4,356,705	5,178,845
Less: Current Liabilities				
Payables		(118,490)	(323,153)	(100,426)
Provisions		(249,152)	(249,152)	(227,306)
		(367,641)	(572,305)	(327,732)
Less: Cash Reserves	7	(1,682,003)	(1,994,965)	(1,873,669)
Net Current Funding Position		1,872,317	1,789,436	2,977,444

Note 3 - Liquidity Over the Year



Comments - Net Current Funding Position

Liquidity will decrease over the next few months as expenditure on roads and capital projects are completed.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 January 2015								
Note 4: CASH AND INVESTMENTS								
		Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a)	Cash Deposits							
	Municipal Bank Account	1.25%	18,422			18,422	Bankwest	At Call
	Reserve Bank Account	0.00%		1,003		1,003	Bankwest	At Call
	Telenet Saver	2.50%	791,380			791,380	Bankwest	At Call
	Trust Bank Account	0.00%			8,502	8,502	Bankwest	At Call
	Cash On Hand		700			700	Bankwest	On Hand
(b)	Term Deposits							
	Municipal Gold 1	3.40%	400,000			400,000	Bankwest	Feb 2015
	Municipal Gold 2	3.40%	400,000			400,000	Bankwest	Feb 2015
	Trust	3.40%			163,817	163,817	Bankwest	Feb 2015
	Reserve Investment Account	3.50%		1,000,000		1,000,000		July 2015
	Reserve Investment Account	3.30%		681,000		681,000	Bankwest	April 2015
	Total		1,610,503	1,682,003	172,319	3,464,825		
Comments/Notes - Investments								
Surplus funds invested for terms conducive to cashflow requirements								

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2015				
Note 6: RECEIVABLES				
Receivables - Rates Receivable	YTD 31 Jan 2015	30 June 2014	Receivables - General	Current 30 Days 60 Days 90+Days
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	5,744	6,217	Receivables - General	173,922 6,188 2,195 18,177
Levied this year	1,261,346	1,119,537	Total Receivables General Outstanding	200,482
Less Collections to date	(972,062)	(1,120,010)	Amounts shown above include GST (where applicable)	
Equals Current Outstanding	295,028	5,744		
Net Rates Collectable	295,028	5,744		
% Collected	76.72%	99.49%		

Note 6 - Rates Receivable

Month	2013-14 (Amount '000s)	2014-15 (Amount '000s)
Jul	880	1280
Aug	1500	1000
Sep	1200	550
Oct	550	500
Nov	450	350
Dec	350	350
Jan	300	300
Feb	180	
Mar	150	
Apr	50	
May	20	
Jun	0	

Receivables - General

Age Group	Percentage
Current	87%
30 Days	3%
60 Days	1%
90+Days	9%

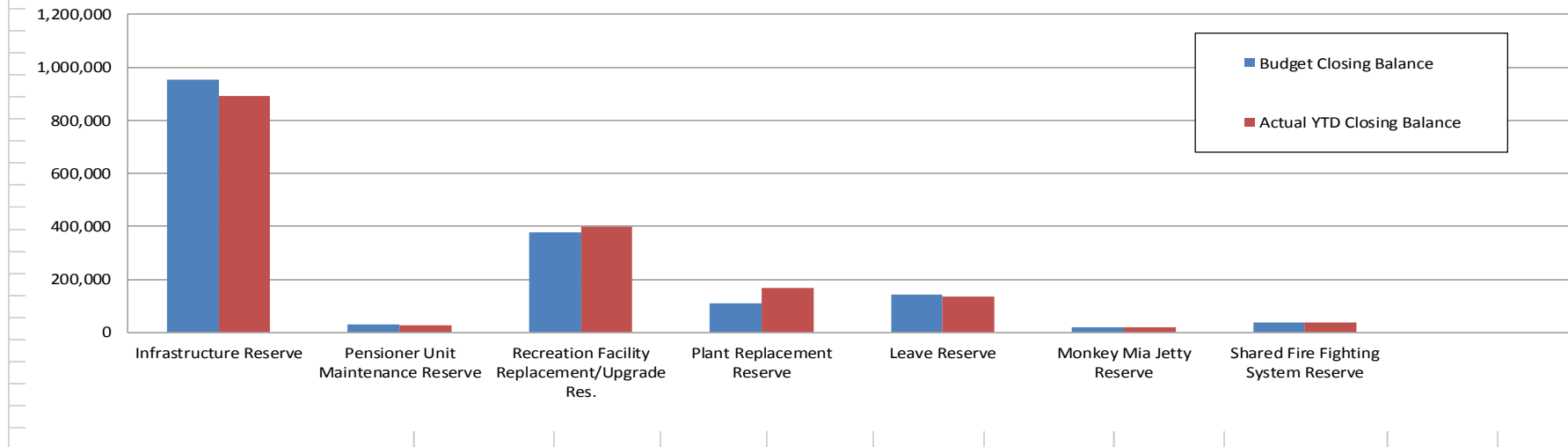
Comments/Notes - Receivables Rates	Comments/Notes - Receivables General
Collection rate similar to 2013/14 at this time	Sundry debtors at an acceptable level

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay										
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										
For the Period Ended 31 January 2015										
Note 7: Cash Backed Reserve										
2014-15										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Infrastructure Reserve	1,163,060	43,000	21,390	676,658	0	(927,900)	(292,900)		954,818	891,550
Pensioner Unit Maintenance Reserve	56,875	2,100	1,046	0	0	(30,000)	(30,000)		28,975	27,921
Recreation Facility Replacement/Upgrade Res.	469,092	17,000	8,627	0	0	(110,000)	(76,897)		376,092	400,822
Plant Replacement Reserve	114,832	5,000	2,112	450,000	450,000	(461,000)	(399,855)		108,832	167,089
Leave Reserve	134,189	4,700	2,468	5,000	0	0	0		143,889	136,657
Monkey Mia Jetty Reserve	19,419	720	357	0	0	0	0		20,139	19,776
Shared Fire Fighting System Reserve	37,498	1,400	690	0	0	0	0		38,898	38,188
	1,994,965	73,920	36,690	1,131,658	450,000	(1,528,900)	(799,652)		1,671,643	1,682,003

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



MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 January 2015								
Note 8 CAPITAL DISPOSALS								
Actual YTD Profit/(Loss) of Asset Disposal				Current Budget			Comments	
				YTD 31 01 2015				
Cost	Accum Depr	Proceeds	Profit (Loss)	Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance		
\$	\$	\$	\$	\$	\$	\$		
								Plant and Equipment
			0		18,947	0	(18,947)	Community Bus
41,544	(12,112)	30,909	1,477	(6,081)	1,477	7,558		Works Manager Ute
31,830	(8,511)	0	(23,319)	0	(23,319)	(23,319)		SES Vehicle (Useless Loop)
31,197	(9,175)	24,545	2,524	(1,838)	2,524	4,362		Town Supervisor Ute
148,067	(27,724)	80,000	(40,343)	(35,304)	(40,343)	(5,039)		Grader
252,639	(57,522)	135,455	(59,662)	(24,276)	(59,662)	(35,386)		
Comments - Capital Disposal/Replacements								
Profit on sale of the Works Manager and Town Supervisor Utes has offset the losses on the Grader (expected) and SES Vehicle (unexpected).								

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay												
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY												
For the Period Ended 31 January 2015												
Note 9: RATING INFORMATION		Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Budget Rate Revenue \$	Budget Interim Rate \$	Budget Back Rate \$	Budget Total Revenue \$
RATE TYPE												
Differential General Rate												
Gross Rental Value		8.6183	305	4,011,093	345,080	1,180	0	346,261	345,688	500	0	346,188
GRV - Commercial		8.6183	54	3,755,697	323,677	0	0	323,677	323,677	0	0	323,677
GRV - Industrial		8.6183	39	551,945	47,568	0	0	47,568	47,568	0	0	47,568
Unimproved Value		19.3581	6	671,384	129,967		0	129,967	129,967	1,000	0	130,967
UV Mining		19.3581	11	701,415	139,645	(5,419)	0	134,226	114,075	0	0	114,075
UV Pastoral		10.6928	12	757,960	80,799	0	0	80,799	81,047	0	0	81,047
Sub-Totals			427	10,449,494	1,066,738	(4,238)	0	1,062,499	1,042,022	1,500	0	1,043,522
		Minimum \$										
Minimum Payment												
Gross Rental Value		765.00	169	955,032	129,285	0	0	129,285	129,285	0	0	129,285
GRV - Commercial		765.00	28	178,274	21,420	0	0	21,420	21,420	0	0	21,420
GRV - Industrial		765.00	6	46,233	4,590	0	0	4,590	4,590	0	0	4,590
Unimproved Value		765.00	5	7,209	3,825	0	0	3,825	3,825	0	0	3,825
UV Mining			2	0	0	0	0	0	1,530	0	0	1,530
Sub-Totals			210	1,186,748	159,120	0	0	159,120	160,650	0	0	160,650
Concessions								(94,577)				(94,481)
Amount from General Rates								1,127,043				1,109,691
Specified Area Rates								36,968				36,968
Totals								1,164,011				1,146,659
Comments - Rating Information												
Rates raised are higher than budgeted due to revaluations in some categories.												

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 31 January 2015									
10. INFORMATION ON BORROWINGS									
(a) Debenture Repayments									
Particulars	Principal 1-Jul-14	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 48 - McCleary Property	53,675	0	22,086	25,926	27,748	31,589	1,414	2,022	
Loan 48 - Shire Office	45,723	0	25,927	22,086	23,637	19,797	1,205	2,373	
Loan 53 - Staff Housing	98,693	0	17,305	17,305	81,388	81,388	3,028	5,559	
Loan 56 - Staff Housing	108,482	0	6,948	14,104	101,534	94,378	2,463	6,242	
Loan 57 - Monkey Mia Bore	275,129	0	12,815	25,890	262,314	249,239	2,496	10,615	
	581,702	0	85,080	105,311	496,622	476,391	10,606	26,811	
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

25 FEBRUARY 2015

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 31 January 2015								
Note 11: GRANTS AND CONTRIBUTIONS								
Program/Details GL	Grant Provider	Approval	2014-15 Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	1,438,211	0	1,438,211	0	723,607	714,605
Grants Commission - Roads	WALGGC	Y	419,520	0	419,520	0	211,223	208,297
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	0	0	0	0	3,880	
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	70,426	0	70,426	0	27,923	42,504
FESA SES Capital Grants	Dept. of Fire & Emergency Serv.	Y	88,500	0	0	88,500	0	88,500
COMMUNITY AMENITIES								
Grant - Recycling at Landfill	Gascoyne Development Commission	Y	378,341			378,341	0	378,341
RECREATION AND CULTURE								
Walk Trail Grant Funding	LotteryWest	N	1,500	0	1,500	0	0	1,500
Grant - Community Bus	LotteryWest	N	60,000			60,000	0	60,000
Grant - Jimmy Poland project	LotteryWest	Y	11,000	0	11,000	0	207	10,793
Grant -Tennis Court Resurfacing	Dept. of Sport and Recreation	N	100,000			100,000	1,000	99,000
TRANSPORT								
Road Preservation Grant	State Initiative	Y	77,741	0	77,741	0	84,500	0
Useless Loop Road - Mtce	Main Roads WA	Y	314,000	0	314,000		120,000	194,000
Contributions - Road Projects	Miscellaneous	Y	0	0	0	0	5,000	0
Contributions - Road Projects	Pipeline	Y	7,650	0	7,650	0	0	7,650
Roads To Recovery Grant - Cap	Roads to Recovery	Y	192,071	0	0	192,071	0	192,071
RRG Grants - Capital Projects	Regional Road Group	Y	295,113	0	0	295,113	236,090	59,023
Grant - MM Boat Ramp Carpark	Dept. of Transport	Y	232,500	0	0	232,500	0	232,500
Grant - R4R Monkey Mia Jetty	Dept. of Regional Development	Y	1,750,000	0	0	1,750,000	1,750,000	0
ECONOMIC SERVICES								
Contributions-Seniors Projects	Council of the Aged WA	Y	1,000	0	1,000	0	800	0
Grants - Community Activities	Dept. of Communities	Y	1,000	0	1,000	0	2,000	(1,000)
Contribution - Monkey Mia	Dept. of Parks and Wildlife	Y	48,300		48,300		49,876	0
TOTALS			5,486,873	0	2,390,348	3,096,525	3,216,106	2,287,782
Operating			2,390,348				1,224,015	
Non-operating			3,096,525				1,992,090	
			5,486,873				3,216,106	

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 31 January 2015				
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 14	Amount Received	Amount Paid	Closing Balance 31-Jan-15
	\$	\$	\$	\$
Election Deposits	240	0	(240)	0
Library Card Bond	50	250	(250)	50
Kerb/Footpath Deposit	4,200	0	0	4,200
Building Completion Bond	71,728	814	0	72,542
Bond Key	1,690	960	(800)	1,850
Police Licensing	2,347	157,740	(157,945)	2,142
Marquee Deposit	700	700	(1,400)	0
Building Licence Levy		1,525	(1,525)	0
Sunter Place - Recreation Reserve	90,250	1,025	0	91,275
Tours Sales	0	196,902	(196,902)	0
Bookeasy Sales	0	69,946	(69,946)	0
BCITF Levy	0	2,839	(2,579)	260
Hall Bond	0	540	(540)	0
Community Bus	0	600	(600)	0
	171,205	433,841	(432,727)	172,319

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY										
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY										
For the Period Ended 31 January 2015										
Note 13: CAPITAL ACQUISITIONS										
Physical % of Completion		Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Land Improvements								Level of Completion Indicators
		Governance								0% ○
0%	○	Shire Office Carpark Capital Works	3.7.1	CEO	(20,000)	0	0	0		20% ○
		Governance Total			(20,000)	0	0	0		40% ●
		Buildings								60% ●
		Housing								80% ●
100%	●	Construction Staff Housing Sunter Place	1.2.4	CEO	(217,096)	(162,239)	(110,341)	51,898		100% ●
100%	●	Staff Housing - 5 Spaven Way	1.2.4	CEO	(3,750)	(1,875)	(3,304)	(1,429)	(3,304)	Completed
100%	●	Staff Housing - 65 Brockman St	1.2.4	EMCD	(3,750)	(1,875)	(3,799)	(1,924)	(3,799)	Completed
100%	●	Staff Housing - 51 Durlacher St	1.2.4	EMFA	(3,750)	(1,875)	(4,085)	(2,210)	(4,085)	Completed
100%	●	Staff Housing - 80 Durlacher St	1.2.4	EMCD	(3,750)	(1,875)	(3,304)	(1,429)	(3,304)	Completed
60%	●	Pensioner Units Capital	1.2.4	EMCD	(30,000)	(17,500)	(21,908)	(4,408)	(21,908)	Units 1, and 5 completed (2,3,4 to be done)
		Housing Total			(262,096)	(187,239)	(146,741)	40,498		
		Law, Order And Public Safety								
100%	●	Emergency Services Building Construction	3.7.1	CEO	(269,991)	(200,000)	(188,399)	11,601		
100%	●	Emergency Services Building Site Works	3.7.1	CEO	(17,183)	0	0	0		Completed
		Law, Order And Public Safety Total			(287,174)	(200,000)	(188,399)	11,601		
		Recreation And Culture								
15%	○	Recreation Centre - Sound Proofing	3.7.1	EMCD	(50,000)	0	0	0		Accessing Quotes - One received
40%	●	Town Hall Pathways and Wall Extension	3.7.1	WKM	(25,000)	(11,112)	(14,626)	(3,514)		Disabled Carpark asphalt laid
15%	○	Overlander Hall Upgrade	3.7.1	EMCD	(50,000)	0	(3,633)	(3,633)	(3,633)	Quotes awarded - March
		Recreation And Culture Total			(125,000)	(11,112)	(18,259)	(7,147)		
		Transport								
100%	●	Depot - Replacement of Depot Walls	3.7.1	WKM	(25,000)	(25,000)	(25,615)	(615)	(25,615)	Works completed
100%	●	Replacement of Air Conditioners	3.7.1	WKM	(8,000)	(2,043)	(2,043)	0	(2,043)	Works completed
		Transport Total			(33,000)	(27,043)	(27,658)	(615)		
		Land and Buildings Total			(727,270)	(425,394)	(381,057)	44,337		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Drainage/Culverts								
		Transport								
20%	○	Drainage/Sump Construction	3.7.1	WKM	(30,000)	(13,336)	(10,511)	2,825	(10,511)	Plans Accepted. Materials received.
		Transport Total			(30,000)	(13,336)	(10,511)	2,825		
		Drainage/Culverts Total			(30,000)	(13,336)	(10,511)	2,825		
		Footpaths								
		Transport								
100%	●	Footpath Construction	3.7.1	WKM	(50,400)	(22,400)	(56,164)	(33,764)		Construction completed
		Transport Total			(50,400)	(22,400)	(56,164)	(33,764)		
		Footpaths Total			(50,400)	(22,400)	(56,164)	(33,764)		
		Furniture & Office Equip.								
		Governance								
0%	○	Computer Hardware Upgrade/New	1.2.1	EMFA	(5,000)	0	0	0	0	Replacement machines and server to be installed
60%	◐	Computer Software Upgrade/New	1.2.1	EMFA	(5,000)	(2,500)	(3,291)	(791)	(3,291)	
0%	○	Council Chambers Furniture and Equipment	1.2.1	EMFA	(2,000)	(2,000)	0	2,000	0	Requirements to be identified
20%	◑	Office Furniture & Equipment	1.2.1	EMFA	(5,000)	(5,000)	(1,730)	3,270	(1,730)	
		Governance Total			(17,000)	(9,500)	(5,020)	4,480		
		Recreation And Culture								
50%	◑	Discovery Centre - Furniture & Equipment	2.4.1	EMCD	(10,000)	(10,000)	(5,395)	4,605	(5,395)	New display to be installed
		Recreation And Culture Total			(10,000)	(10,000)	(5,395)	4,605		
		Furniture & Office Equip. Total			(27,000)	(19,500)	(10,416)	9,084		
		Heritage Assets								
		Recreation And Culture								
0%	○	Shade over Velsheda	2.2.2	WKM	(5,000)	(5,000)	0	5,000		Planning stage
100%	●	Directional Plaque	2.2.2	EMCD	(19,000)	(13,572)	(13,573)	(1)		Plaque received and installed
0%	○	Refurbishment of Old Jail and Stables	2.2.2	CEO	(50,000)	0	0	0	0	Investigating funding
		Recreation And Culture Total			(74,000)	(18,572)	(13,573)	4,999		
		Heritage Assets Total			(74,000)	(18,572)	(13,573)	4,999		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Plant , Equipment and Vehicles								
		Law, Order And Public Safety								
0%	○	SES Rescue Equipment	3.7.1	EMFA	(88,500)	0	0	0		Purchases not yet completed by SES
		Law, Order And Public Safety Total			(88,500)	0	0	0		
		Recreation And Culture								
0%	○	Recreation Centre - Scissor Lift	1.6.7	EMCD	(35,000)	0	0	0		Not started
0%	○	Community Bus	1.6.7	EMCD	(110,000)	0	0	0		Investigating funding -15/16
		Recreation And Culture Total			(145,000)	0	0	0		
		Transport								
100%	●	Fire Fighting Pumps	1.1.6	WKM	(8,000)	(6,576)	(6,576)	0		Completed
5%	○	Depot Tools and Major Plant	1.1.6	WKM	(15,000)	(5,831)	(847)	4,984		As required
5%	○	Communications Upgrade	1.1.6	WKM	(5,000)	(2,500)	(979)	1,521		As required
100%	●	Water Tanker	1.1.6	WKM	(120,000)	(101,730)	(101,730)	0	(101,730)	Completed
100%	●	Town Supervisor's Ute	1.1.6	WKM	(45,000)	(39,450)	(39,436)	14	(39,436)	Completed
100%	●	Works Manager's Ute	1.1.6	WKM	(49,000)	(49,185)	(49,185)	0	(49,185)	Completed
0%	○	Major Plant Items	1.1.6	WKM	(25,000)	(15,000)	(7,560)	7,440		As required
100%	●	Pallet Racking	1.1.6	WKM	(7,000)	(6,820)	(6,820)	0		Completed
100%	●	Grader	1.1.6	WKM	(350,000)	(370,336)	(370,336)	0	(370,336)	Completed
		Transport Total			(624,000)	(597,428)	(583,469)	13,959		
		Plant , Equipment and Vehicles Total			(857,500)	(597,428)	(583,469)	13,959		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
		Public Facilities								
		Community Amenities								
0%	○	Refuse Tip and Recycling	2.4.2	WKM	(378,341)	0	0	0		Awaiting funding
		Community Amenities Total			(378,341)	0	0	0		
		Recreation And Culture								
0%	○	Town Oval Bore	3.7.1	WKM	(30,000)	0	(1,422)	(1,422)		preliminary investigations
		Economic Services Total			(30,000)	0	(1,422)	(1,422)		
		Recreation And Culture								
0%	○	Foreshore Rock Wall	3.7.1	WKM	(10,000)	0	0	0	0	Awaiting low tides
80%	●	Recreation Centre Grounds	1.6.7	EMCD	(191,545)	(96,120)	(129,610)	(33,490)		Landscaping to be completed
0%	○	Charlie Sappie Park	3.7.1	WKM	(15,000)	0	(93)	(93)	(93)	Awaiting plans from DPAW
0%	○	Foreshore Revitalisation	3.7.1	CEO	(200,000)	0	0	0	0	Awaiting approval for funding
70%	⦿	Replacement of Gazebos	3.7.1	WKM	(20,000)	(20,000)	(14,657)	5,343	(14,657)	Nettas installed. Awaiting path installation.
0%	○	Practice Cricket Nets	3.7.1	WKM	(5,000)	0	0	0	0	Researching materials options
10%	○	Tennis Court Resurfacing	3.7.1	EMCD	(100,000)	0	0	0	0	Seeking quotes
		Recreation And Culture Total			(541,545)	(116,120)	(144,360)	(28,240)		
		Transport								
100%	●	Monkey Mia Jetty	1.6.5	CEO	(2,200,000)	(2,200,000)	(1,881,861)	318,139		Completed
50%	⦿	Monkey Mia Boat Ramp Carpark	1.6.5	WKM	(310,000)	(155,000)	(86,652)	68,348	(86,652)	Limestone received, laying of limestone progressing
		Transport Total			(2,510,000)	(2,355,000)	(1,968,512)	386,488		
		Public Facilities Total			(3,459,886)	(2,471,120)	(2,114,294)	356,826		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

Physical % of Completion	Level of Completion Indicator	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								
100%	●	Useless Loop Road RRG 13/14	1.1.6	WKM	(52,059)	(52,059)	(75,691)	(23,632)	(75,691)	Completed
0%	○	Woodleigh-Bryo Floodway RRG	1.1.6	WKM	(122,712)	0	0	0	0	Researching culvert options
0%	○	Road Projects R2R	1.1.6	WKM	(192,071)	(85,364)	0	85,364	0	Plan for funding to be developed
8%	○	Useless Loop Road - Resheet RRG	1.1.6	WKM	(229,957)	(38,326)	0	38,326	0	Pot hole repairs
100%	○	Hamelin Pool Road - Reseal RRG	1.1.6	WKM	(90,000)	(90,000)	0	90,000	0	Reseal Complete
		Transport Total			(686,799)	(265,749)	(75,691)	190,058		
		Roads (Non Town) Total			(686,799)	(265,749)	(75,691)	190,058		
		Streetscapes								
		Economic Services								
35%	○	Information Bay Signage	2.1.3	EMCD	(25,000)	0	(364)	(364)		Signage Audit received - Awaiting Grants
		Economic Services Total			(25,000)	0	(364)	(364)		
		Streetscapes Total			(25,000)	0	(364)	(364)		
		Town Streets								
		Transport								
35%	○	Durlacher Street/Barnard Street R2R	1.1.6	WKM	(170,182)	(164,436)	(71,799)	92,637	(71,799)	Durlacher Plans Accepted, awaiting contractor
		Transport Total			(170,182)	(164,436)	(71,799)	92,637		
		Town Streets Total			(170,182)	(164,436)	(71,799)	92,637		
		Capital Expenditure Total			(6,108,037)	(3,997,935)	(3,317,336)	680,598		

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12.4 BUDGET REVIEW 2014/2015

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Laundry
Seconded Cr Cowell

Council Resolution

That Council -

- 1. Accept the budget review as presented;**
- 2. Adopt the revised budget figures as budget amendments for the year ending 30 June 2015; and**
- 3. Adopt the amended transfers to and from reserves for the year ended 30 June 2015.**

6/0 CARRIED

Background

Local Governments are required to conduct a budget review between 1 January and 31 March each financial year. This is a requirement covered by Regulation 33A of the *Local Government (Financial Management) Regulations 1996* (FM Regulations). The intention of the legislation is to ensure Local Governments conduct at least one budget review between six and nine months into a financial year.

A budget review is a detailed comparison of the year to date actual results with the adopted budget. It determines whether the budget figures adopted by Council in July are still relevant and amends these figures to reflect the change in circumstances over the last 6 months.

Regulation 33A (2) and (3) of the FM Regulations requires the results of the budget review to be submitted to Council within 30 days of the review. Council is then to consider the review and determine whether or not to adopt the review.

Regulation 33A(4) states that within 30 days after Council has made a determination, a copy of the review and determination is to be provided to the Department of Local Government.

Comment

The budget has been reviewed to continue to deliver on strategies adopted by the Council and the maintenance of a high level of service across all programs. Attached is a report on the budget changes for Council's information.

The actual opening surplus on the statement of financial activity as at 1 July 2014 was \$1,789,436, which is \$62,207 less than the estimated opening surplus of \$1,851,643.

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This predominantly occurred due to the retention payments on the Sunter Place housing which were brought into the 13/14 financial statements but not reflected in the budget.

Operating Revenue

Amendments to the original budget resulted in an overall decrease in revenue of \$118,254. This is mainly due to a reduction in operating grants of \$15,932, movement of rate concessions from expenditure to revenue of \$94,577, decrease in fees and charges from private works of \$40,385 and an increase in insurance reimbursements of \$42,413.

Operating Expenditure

The review has increased the operating expenditure budget by \$326,416. This is due to an increase in depreciation, which is a non cash item, of \$313,733. This has come about through the fair value assessment of the Council's building assets which was carried out in 2013/14. Further increases include the increase in loss on sale of vehicles of \$39,386 which is mainly due to the loss on the removal of the SES vehicle from the Council's asset register. This is also a non cash item.

Materials and contracts have increased by \$139,207 which is due to the cost of the Regulation 17 Review, an increase in legal expenses, higher than expected maintenance on the pensioner units, cleaning of the new barbeques at the oval, rectification work on the Recreation Centre (to be funded by reserve), property valuation expense and an increase in allocation for the 2016 celebration project.

Decreases in expenditure are predominantly utility costs of \$36,137 as the installation of solar panels on Council buildings continues to pay dividends to the Shire, insurance expenses and the movement of rates concessions to revenue.

Capital Revenue

Capital revenue has decreased by \$123,244. This is mainly due to the reduced level of capital grants and proceeds of sale associated with the replacement of the community bus which has been deferred to 2015/16.

Capital Expenditure

Capital expenditure has decreased by \$214,730. This is mainly due to the gains of \$91,517 made on carried forward balances in the 2014/15 budget. Savings have also been made in some capital items. Increases have occurred with 2013/14 items being paid for in 2014/15 of \$19,000, new items of an inflatable movie screen for the 2016 celebrations and replacement fire pump for the SBDC firefighting system (to be funded by reserve).

Note 13 of the attached report shows the detail of the capital expenditure.

Financing

The area focuses mainly on transfer to and from reserves and this shows a net gain of \$62,272. This is due to an increase of \$49,452 for transfer from reserves and this reflects extra funding for rectification works for the Recreation Centre, the fire pump

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and long service leave payment for staff who have left the organisation.

The transfer to reserves has decreased by \$12,820 which reflects the decrease in interest payments to reserves due to declining interest rates and a reduction in the level of funds held in these reserves.

Note 7 in the attached report shows the amended budget for reserve action for 2014/15.

Overall the closing funds will remain balanced with a nil surplus/deficit as a result of this budget review.

Legal Implications

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires a Local Government to conduct a budget review between 1 January and 31 March each financial year.

Policy Implications

There are no policy implications associated with this report.

Financial Implications

The amendments result in a nil surplus and more accurately reflect the predicted revenue and expenditure on projects.

Strategic Implications

The budget review has been developed, taking into account the objectives of the Shire of Shark Bay's Strategic Community Plan 2011 and Corporate Business Plan. There are no new initiatives in this budget review which requires an amendment to the Corporate Business Plan.

Voting Requirements

Absolute Majority Required

Signatures

Author	<i>C Wood</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	10 February 2015

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SHIRE OF SHARK BAY						
STATEMENT OF BUDGET AMENDMENTS						
February 2015						
	Note	Annual Budget	Actual to 31 Jan 2015	Amended Annual Budget	Variance	Explanation
Operating Revenues		\$		\$	\$	
Governance		6,150	60,228	60,226	(54,076)	Increase in insurance reimbursements
General Purpose Funding - Rates		1,204,172	1,127,043	1,126,387	77,785	Movement of rate concessions to revenue
General Purpose Funding - Other		2,029,119	1,053,039	2,033,040	(3,921)	Increase in FAG and decrease in interest receipts
Law, Order and Public Safety		74,436	38,076	46,081	28,355	Decrease in SES operating grant
Health		1,500	751	750	750	Decrease in licence fees received
Housing		84,560	56,605	75,680	8,880	Decrease in pensioner unit rentals
Community Amenities		267,200	239,657	280,937	(13,737)	Increase in household rubbish removal receipts
Recreation and Culture		244,307	177,953	225,456	18,851	Profit on sale of community bus - not proceeding
Transport		436,541	238,758	427,009	9,532	Decrease in Useloop Maintenance Grant
Economic Services		861,845	427,507	834,010	27,835	Decrease in private works receipts
Other Property and Services		36,000	14,441	18,000	18,000	Decrease in refunds receipts
Total Operating Revenue		5,245,830	3,434,057	5,127,576	118,254	
Operating Expense						
Governance		(259,368)	(245,464)	(332,721)	73,353	Increase in computer support, legal expenses and financial management review
General Purpose Funding		(191,533)	(59,358)	(104,798)	(86,735)	Movement of rate concessions to revenue
Law, Order and Public Safety		(283,998)	(172,195)	(287,429)	3,431	Decrease in SES operating and increase in loss on sale of SES vehicle
Health		(67,923)	(23,319)	(58,735)	(9,188)	Decrease in health consultant expenses
Housing		(108,593)	(110,033)	(179,077)	70,484	Increase in depreciation and pensioner unit maintenance
Community Amenities		(655,312)	(380,515)	(671,341)	16,029	Increase for economic development strategy
Recreation and Culture		(1,668,236)	(1,048,829)	(1,823,939)	155,703	Increase in depreciation
Transport		(1,909,497)	(898,454)	(1,914,174)	4,677	Increase in depreciation and decrease in maintenance costs on boating facilities
Economic Services		(1,224,386)	(708,209)	(1,348,548)	124,162	Increase in depreciation, salaries, 2016 celebration and property valuation expenses
Other Property and Services		(43,500)	(96,923)	(18,000)	(25,500)	Decrease in refunds expenditure
Total Operating Expenditure		(6,412,346)	(3,743,298)	(6,738,762)	326,416	

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Funding Balance Adjustments						
Add back Depreciation		1,906,098	1,294,368	2,219,831	(313,733)	Non cash items already reflected above
Adjust (Profit)/Loss on Asset Disposal	8	24,276	59,662	63,662	(39,386)	Non cash items already reflected above
Net Cash from Operations		763,858	1,044,789	672,307	91,551	
Capital Revenues						
Grants, Subsidies and Contributions	11	3,096,525	1,992,090	3,023,281	73,244	Decrease in SES capital grant and community bus grant
Proceeds from Disposal of Assets	8	178,000	135,455	128,000	50,000	Community bus sale not proceeding till 2015/16
Total Capital Revenues		3,274,525	2,127,545	3,151,281	123,244	
Capital Expenses						
Land and Buildings	13	(727,270)	(381,057)	(582,718)	(144,552)	Decrease in carry forward amounts for Emergency Services Precinct and Sunter Place
Infrastructure - Roads	13	(856,981)	(147,489)	(926,595)	69,614	Increase in carry forward amount for Usless Loop RRG
Infrastructure - Public Facilities	13	(3,459,886)	(2,114,294)	(3,442,976)	(16,910)	Decrease in carry forward for Recreation Grounds and removal of rock wall project till 2015/16
Infrastructure - Streetscapes	13	(25,000)	(364)	(25,000)	0	
Infrastructure - Footpaths	13	(50,400)	(56,164)	(64,400)	14,000	2013/14 expenditure paid in 2014/15
Infrastructure - Drainage	13	(30,000)	(10,511)	(30,000)	0	
Heritage Assets	13	(74,000)	(13,573)	(68,572)	(5,428)	Savings in Directional Plaque expenditure
Plant and Equipment	13	(857,500)	(583,469)	(711,047)	(146,453)	Decrease in SES capital, community bus and savings in plant purchases
Furniture and Equipment	13	(27,000)	(10,416)	(42,000)	15,000	2013/14 expenditure paid in 2014/15 and Pop Up Screen
Total Capital Expenditure		(6,108,037)	(3,317,336)	(5,893,307)	(214,730)	
Net Cash from Capital Activities		(2,833,512)	(1,189,791)	(2,742,026)	(91,486)	
Financing						
Transfer from Reserves	7	1,528,900	799,652	1,578,352	(49,452)	Recreation Centre rectification, SBDC pump and LSL payment.
Repayment of Debentures	10	(105,311)	(85,080)	(105,311)	0	
Transfer to Reserves	7	(1,205,578)	(486,690)	(1,192,758)	(12,820)	Decrease in interest on reserves.
Net Cash from Financing Activities		218,011	227,882	280,283	(62,272)	
Net Operations, Capital and Financing		(1,851,643)	82,880	(1,789,436)	(62,207)	
Opening Funding Surplus(Deficit)		1,851,643	1,789,436	1,789,436	62,207	
Closing Funding Surplus(Deficit)		0	1,872,316	(0)	0	

MINUTES OF THE ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY					
STATEMENT OF BUDGET AMENDMENTS					
February 2015					
	Note	Annual Budget	Actual to 31 January 2015	Amended Annual Budget	Variance
Operating Revenues		\$		\$	\$
Rates	9	1,241,140	1,164,011	1,163,355	77,785
Operating Grants, Subsidies and Contributions	11	2,390,348	1,224,015	2,374,416	15,932
Fees and Charges		1,375,327	843,580	1,334,942	40,385
Interest Earnings		113,220	62,546	105,600	7,620
Other Revenue		106,850	135,905	149,263	(42,413)
Profit on Disposal of Assets	8	18,947	4,000	0	18,947
Total Operating Revenue		5,245,832	3,434,057	5,127,576	118,256
Operating Expense					
Employee Costs		(1,817,949)	(1,050,020)	(1,814,926)	(3,023)
Materials and Contracts		(2,026,588)	(1,017,350)	(2,165,795)	139,207
Utility Charges		(161,250)	(52,829)	(125,113)	(36,137)
Depreciation on Non-Current Assets		(1,906,098)	(1,294,368)	(2,219,831)	313,733
Interest Expenses		(26,811)	(10,606)	(27,033)	222
Insurance Expenses		(168,478)	(129,580)	(149,887)	(18,591)
Other Expenditure		(261,951)	(124,883)	(172,515)	(89,436)
Loss on Disposal of Assets	8	(43,223)	(63,662)	(63,662)	20,439
Total Operating Expenditure		(6,412,348)	(3,743,298)	(6,738,762)	326,414
Funding Balance Adjustments					
Add back Depreciation		1,906,098	1,294,368	2,219,831	(313,733)
Adjust (Profit)/Loss on Asset Disposal	8	24,276	59,662	63,662	(39,386)
Adjust Provisions and Accruals					0
Net Cash from Operations		763,858	1,044,789	672,307	91,551
Capital Revenues					
Grants, Subsidies and Contributions	11	3,096,525	1,992,090	3,023,281	73,244
Proceeds from Disposal of Assets	8	178,000	135,455	128,000	50,000
Total Capital Revenues		3,274,525	2,127,545	3,151,281	123,244
Capital Expenses					
Land Held for Resale		0		0	0
Land and Buildings	13	(727,270)	(381,057)	(582,718)	(144,552)
Infrastructure - Roads	13	(856,981)	(147,489)	(926,595)	69,614
Infrastructure - Public Facilities	13	(3,459,886)	(2,114,294)	(3,442,976)	(16,910)
Infrastructure - Streetscapes	13	(25,000)	(364)	(25,000)	0
Infrastructure - Footpaths	13	(50,400)	(56,164)	(64,400)	14,000
Infrastructure - Drainage	13	(30,000)	(10,511)	(30,000)	0
Heritage Assets	13	(74,000)	(13,573)	(68,572)	(5,428)
Plant and Equipment	13	(857,500)	(583,469)	(711,047)	(146,453)
Furniture and Equipment	13	(27,000)	(10,416)	(42,000)	15,000
Total Capital Expenditure		(6,108,037)	(3,317,336)	(5,893,307)	(214,730)
Net Cash from Capital Activities		(2,833,512)	(1,189,791)	(2,742,026)	(91,486)
Financing					
Proceeds from New Debentures		0		0	0
Transfer from Reserves	7	1,528,900	799,652	1,578,352	(49,452)
Repayment of Debentures	10	(105,311)	(85,080)	(105,311)	0
Transfer to Reserves	7	(1,205,578)	(486,690)	(1,192,758)	(12,820)
Net Cash from Financing Activities		218,011	227,882	280,283	(62,272)
Net Operations, Capital and Financing		(1,851,643)	82,880	(1,789,436)	(62,207)
Opening Funding Surplus(Deficit)		1,851,643	1,789,436	1,789,436	62,207
Closing Funding Surplus(Deficit)		0	1,872,316	(0)	0

MINUTES OF THE ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY				
STATEMENT OF BUDGET AMENDMENTS				
February 2015				
Capital Acquisitions	Note	Amended Budget	Annual Budget	
		\$	\$	
Land and Buildings	13	582,718	727,270	
Infrastructure Assets - Roads	13	926,595	856,981	
Infrastructure Assets - Public Facilities	13	3,442,976	3,459,886	
Infrastructure Assets - Footpaths	13	64,400	50,400	
Infrastructure Assets - Drainage	13	30,000	30,000	
Infrastructure Assets - Streetscapes	13	25,000	25,000	
Heritage Assets	13	68,572	74,000	
Plant and Equipment	13	711,047	857,500	
Furniture and Equipment	13	42,000	27,000	
Capital Expenditure Totals		5,893,307	6,108,037	
Funded By:				
Capital Grants and Contributions		3,023,381	3,096,525	
Borrowings		0	0	
Other (Disposals & C/Fwd)		968,111	996,056	
Own Source Funding - Cash Backed Reserves				
Infrastructure Reserve		931,900	927,900	
Pensioner Unit Maintenance Reserve		30,000	30,000	
Plant Replacement Reserve		414,855	461,000	
Fire Fighting Equipment Reserve		12,000	0	
Recreation Facility Reserve		178,897	110,000	
Total Own Source Funding - Cash Backed Reserves		1,567,652	1,528,900	
Own Source Funding - Operations		334,163	486,556	
Capital Funding Total		5,893,307	6,108,037	

MINUTES OF THE ORDINARY COUNCIL MEETING

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Shire of Shark Bay					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
31 January 2015					
Note 3: NET CURRENT FUNDING POSITION					
		Positive=Surplus (Negative=Deficit)			
		Note	YTD 31 January 2015	30 June 2014	31 January 2014
			\$	\$	\$
Current Assets					
	Cash Unrestricted	4	1,610,503	1,077,678	2,120,323
	Cash Restricted	4	1,682,003	1,994,965	1,873,669
	Receivables - Rates	6	274,872	15,073	305,515
	Receivables -Other	6	194,758	1,115,568	722,538
	Interest / ATO Receivable/Trust		15,726	6,876	17,376
	Inventories		144,100	146,545	139,424
			3,921,961	4,356,705	5,178,845
Less: Current Liabilities					
	Payables		(118,490)	(323,153)	(100,426)
	Provisions		(249,152)	(249,152)	(227,306)
			(367,641)	(572,305)	(327,732)
	Less: Cash Reserves	7	(1,682,003)	(1,994,965)	(1,873,669)
	Net Current Funding Position		1,872,317	1,789,436	2,977,444

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
1. SIGNIFICANT ACCOUNTING POLICIES				
(a) Basis of Preparation				
The budget 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 budget 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) 2013/14 Actual Balances				
Balances shown in this budget as 2013/14 Actual are as forecast at the time of budget preparation and are subject to final adjustments.				
(c) Rounding Off Figures				
All figures shown in this budget, other than a rate in the dollar, are rounded to the nearest dollar.				
(d) 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.				
(e) 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.				
(f) 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

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SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
	1. SIGNIFICANT ACCOUNTING POLICIES (Continued)			
	(g) 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.			
	(h) 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.			
	(i) 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.			
	(j) 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

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SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
	1. SIGNIFICANT ACCOUNTING POLICIES (Continued)		
	(j) Fixed Assets (Continued)		
	The amendments allow for a phasing in of fair value in relation to fixed assets over three years as follows:		
	(a) for the financial year ending on 30 June 2013, the fair value of all of the assets of the local government that are plant and equipment; and		
	(b) for the financial year ending on 30 June 2014, the fair value of all of the assets of the local government -		
	(i) that are plant and equipment; and		
	(ii) that are -		
	(I) land and buildings; or		
	(II) infrastructure;		
	and		
	(c) for a financial year ending on or after 30 June 2015, the fair value of all of the assets of the local government.		
	Thereafter, in accordance with the regulations, each asset class must be revalued at least every 3 years.		
	In 2013, Council commenced the process of adopting Fair Value in accordance with the Regulations.		
	Relevant disclosures, in accordance with the requirements of Australian Accounting Standards, have been made in the budget as necessary.		
	Land Under Control		
	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.		
	Initial Recognition and Measurement between Mandatory Revaluation Dates		
	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 detailed above.		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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.				

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SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)
(j)	Fixed Assets (Continued)
	Major depreciation periods used for each class of depreciable asset are:
	Buildings
	Construction other than buildings (Public Facilities)
	Plant and Equipment
	Furniture and Equipment
	Heritage
	Roads
	Footpaths
	Sewerage piping
	Water supply piping & drainage systems
	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

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SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
	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

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SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
	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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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

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SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
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

25 FEBRUARY 2015

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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

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SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
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

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MINUTES OF THE ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
February 2015					
Note 5: BUDGET AMENDMENTS					
Program	Description	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running
		\$	\$	\$	\$
OPERATING	Opening Surplus			(62,207)	(62,207)
General Purpose Funding	Rates		20,320		(41,887)
	General Purpose Income		11,928		(29,959)
	Interest on Investments			(7,620)	(37,579)
	Other General Purpose Income			(11,756)	(49,335)
Governance	Members of Council			(16,797)	(66,132)
	Administration other	8,614		(2,479)	(59,998)
Law, Order and Public Safety	Fire Prevention		7,280		(52,717)
	Animal Control			(2,893)	(55,610)
	Other Law, Order and Public Safety	29,254		(62,224)	(88,580)
Health	Health Inspection		4,577		(84,003)
	Preventative Services		3,950		(80,053)
	Other Health			(90)	(80,142)
Housing	Staff Housing	8,916		(13,150)	(84,376)
	Pensioner Units	36,937		(66,214)	(113,653)
Community Amenities	Sanitation - Household Refuse	(2,116)	16,132		(99,637)
	Sanitation - Other	(10)		(3,454)	(103,101)
	Town Planning & Regional Development			(22,151)	(125,252)
	Other community Amenities	1,601	7,180		(116,470)
Recreation and Culture	Public Halls and Civic Centre	63,583		(75,963)	(128,850)
	Foreshore	611	12,419		(115,820)
	Other Recreation and Sport	9,685		(67,915)	(174,051)
	TV & Radio Re-Broadcasting	27,317		(24,946)	(171,679)
	Libraries			(178)	(171,857)
	Other Culture	42,289		(49,847)	(179,415)
	Museum	2,990		(3,090)	(179,515)
	World Heritage	39,245		(25,034)	(165,305)
Transport	Streets, Roads, Bridges, Depot	37,545		(14,956)	(142,715)
	Road Plant Purchases	(2,880)	2,681		(142,914)
	Monkey Mia Boating Facilities	1,693	257		(140,964)
	Denham Marine Facilities	2,366	10,616		(127,982)
Economic Services	Community Development			(15,901)	(143,883)
	Tourism & Areas Promotion			(24,632)	(168,515)
	Building Control		880		(167,635)
	Other Economic Services	44,039		(63,482)	(187,078)
	Private Works			(48,861)	(235,940)
Other Property and Services	Unclassified	1,439	7,500		(227,001)
CAPITAL					
Land and Buildings	Staff Housing		52,096		(174,905)
	Law, Order & Public Safety		87,174		(87,731)
	Streets, Roads, Bridges, Depot		5,282		(82,449)
Footpaths	Streets, Roads, Bridges, Depot			(14,000)	(96,449)
Furniture and Equipment	World Heritage			(15,000)	(111,449)
Heritage Assets	World Heritage		5,428		(106,021)
Plant, Equipment and Vehicles	Law, Order & Public Safety		26,050		(79,971)
	World Heritage			(12,000)	(91,971)
	Other Recreation		110,000		18,029
Transport	Road Plant Purchases		22,403		40,432
Public Facilities	Other Recreation		16,910		57,342
Roads	Streets, Roads, Bridges, Depot			(69,614)	(12,272)
Reserves	Transfer to Reserves		12,820		548
	Transfer from Reserves		49,452		50,000
Sale of Assets	Proceeds from sale			(50,000)	0
		353,118	493,336	(846,454)	

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SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
February 2015					
Note 7: Cash Backed Reserve					
#REF!					
Name	Opening Balance	Amended Budget Interest Earned	Amended Budget Transfers In (+)	Amended Budget Transfers Out (-)	Amended Budget Closing Balance
	\$	\$	\$	\$	\$
Infrastructure Reserve	1,163,060	40,000	676,658	(931,900)	947,818
Pensioner Unit Maintenance Reserve	56,875	1,800	0	(30,000)	28,675
Recreation Facility Replacement/Upgrade Res.	469,092	15,000	0	(178,897)	305,195
Plant Replacement Reserve	114,832	4,000	450,000	(414,855)	153,977
Leave Reserve	134,189	3,500	0	(10,700)	126,989
Monkey Mia Jetty Reserve	19,419	600	0	0	20,019
Shared Fire Fighting System Reserve	37,498	1,200	0	(12,000)	26,698
	1,994,965	66,100	1,126,658	(1,578,352)	1,609,371

SHIRE OF SHARK BAY								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
February 2015								
Note 8 CAPITAL DISPOSALS								
Actual YTD Profit/(Loss) of Asset Disposal				Amended Annual Budget				Comments
Cost	Accum Depr	Proceeds	Profit (Loss)	Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance		
\$	\$	\$	\$	\$	\$	\$		
								Plant and Equipment
								0 Community Bus
41,544	(12,112)	30,909	1,477	0	1,477	1,477		Works Manager Ute
31,830	(8,511)	0	(23,319)	(23,319)	(23,319)	0		SES Vehicle (Useless Loop)
31,197	(9,175)	24,545	2,524	0	2,524	2,524		Town Supervisor Ute
148,067	(27,724)	80,000	(40,343)	(40,343)	(540,343)	(0)		Grader
252,639	(57,522)	135,455	(59,662)	(63,662)	(59,662)	4,000		

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SHIRE OF SHARK BAY											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
February 2015											
	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
Note 9: RATING INFORMATION											
RATE TYPE											
Differential General Rate											
Gross Rental Value	8.6183	305	4,011,093	345,080	1,180	0	346,261	345,688	1,200	0	346,888
GRV - Commercial	8.6183	54	3,755,697	323,677	0	0	323,677	323,677	0	0	323,677
GRV - Industrial	8.6183	39	551,945	47,568	0	0	47,568	47,568	0	0	47,568
Unimproved Value	19.3581	6	671,384	129,967		0	129,967	129,967	-6,700	0	123,267
UV Mining	19.3581	11	701,415	139,645	(6,700)	0	132,945	139,645	0	0	139,645
UV Pastoral	10.6928	12	757,960	80,799	0	0	80,799	80,799	0	0	80,799
Sub-Totals		427	10,449,494	1,066,738	(5,520)	0	1,061,218	1,067,344	-5,500	0	1,061,844
Minimum Payment											
Gross Rental Value	765.00	169	955,032	129,285	0	0	129,285	129,285	0	0	129,285
GRV - Commercial	765.00	28	178,274	21,420	0	0	21,420	21,420	0	0	21,420
GRV - Industrial	765.00	6	46,233	4,590	0	0	4,590	4,590	0	0	4,590
Unimproved Value	765.00	5	7,209	3,825	0	0	3,825	3,825	0	0	3,825
UV Mining		2	0	0	0	0	0	0	0	0	0
Sub-Totals		210	1,186,748	159,120	0	0	159,120	159,120	0	0	159,120
Concessions											
Amount from General Rates											
Specified Area Rates							(94,577)				(94,577)
Totals							1,125,761				1,126,387
							36,968				36,968
							1,162,729				1,163,355

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SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
February 2015					
10. INFORMATION ON BORROWINGS					
(a) Debenture Repayments					
Particulars	Principal 1-Jul-14	New Loans	Principal Repayments	Principal Outstanding	Interest Repayments
			Amended Budget \$	Amended Budget \$	Amended Budget \$
Loan 48 - McCleary Property	53,675	0	22,086	31,589	2,021
Loan 48 - Shire Office	45,723	0	25,926	19,797	2,373
Loan 53 - Staff Housing	98,693	0	17,305	81,388	5,559
Loan 56 - Staff Housing	108,482	0	14,104	94,378	6,292
Loan 57 - Monkey Mia Bore	275,129	0	25,890	249,239	10,787
	581,702	0	105,311	476,391	27,033

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SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
February 2015					
Note 11: GRANTS AND CONTRIBUTIONS					
Program/Details	Grant Provider	Approval	#REF! Amended Budget	Operating	Capital
		(Y/N)	\$	\$	\$
GENERAL PURPOSE FUNDING					
Grants Commission - General	WALGGC	Y	1,447,213	1,447,213	
Grants Commission - Roads	WALGGC	Y	422,446	422,446	
LAW, ORDER, PUBLIC SAFETY					
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	5,820	5,820	
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	34,384	34,384	
FESA SES Capital Grants	Dept. of Fire & Emergency Serv.	Y	62,450	0	62,450
COMMUNITY AMENITIES					
Grant - Recycling at Landfill	Gascoyne Development Commission	Y	378,341		378,341
RECREATION AND CULTURE					
Walk Trail Grant Funding	LotteryWest	N	0	0	
Grant - Community Bus	LotteryWest	N	0		
Grant - Jimmy Poland project	LotteryWest	Y	5,000	5,000	
Grant -Tennis Court Resurfacing	Dept. of Sport and Recreation	N	100,000		100,000
TRANSPORT					
Road Preservation Grant	State Initiative	Y	84,500	84,500	
Useless Loop Road - Mtce	Main Roads WA	Y	300,000	300,000	
Contributions - Road Projects	Miscellaneous	Y	5,000	0	5,000
Contributions - Road Projects	Pipeline	Y	7,650	7,650	
Roads To Recovery Grant - Cap	Roads to Recovery	Y	199,877	0	199,877
RRG Grants - Capital Projects	Regional Road Group	Y	295,113	0	295,113
Grant - MM Boat Ramp Carpark	Dept. of Transport	Y	232,500	0	232,500
Grant - R4R Monkey Mia Jetty	Dept. of Regional Development	Y	1,750,000	0	1,750,000
ECONOMIC SERVICES					
Contributions-Seniors Projects	Council of the Aged WA	Y	800	800	
Grants - Community Activities	Dept. of Communities	Y	2,000	2,000	
Contribution - Monkey Mia	Dept. of Parks and Wildlife	Y	49,876	49,876	
Contribution - Signage Style Guide	Gascoyne Development Commission	N	12,727	12,727	
Contribution - Signage	Tourism Association	N	2,000	2,000	
TOTALS			5,397,697	2,374,416	3,023,281
	Operating		2,374,416		
	Non-operating		3,023,281		
			5,397,697		

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHIRE OF SHARK BAY						
STATEMENT OF BUDGET AMENDMENTS						
February 2015						
	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Budget	Amended Budget	Variance (Under)/Over
Land Improvements	Governance					
	Shire Office Carpark Capital Works	3.7.1	CEO	(20,000)	(20,000)	0
	Governance Total			(20,000)	(20,000)	0
Buildings	Housing					
	Construction Staff Housing Sunter Place	1.2.4	CEO	(217,096)	(165,000)	(52,096)
	Staff Housing - 5 Spaven Way	1.2.4	CEO	(3,750)	(3,500)	(250)
	Staff Housing - 65 Brockman St	1.2.4	EMCD	(3,750)	(3,800)	50
	Staff Housing - 51 Durlacher St	1.2.4	EMFA	(3,750)	(4,100)	350
	Staff Housing - 80 Durlacher St	1.2.4	EMCD	(3,750)	(3,600)	(150)
	Pensioner Units Capital	1.2.4	EMCD	(30,000)	(30,000)	0
	Housing Total			(262,096)	(210,000)	(52,096)
	Law, Order And Public Safety					
	Emergency Services Building Construction	3.7.1	CEO	(269,991)	(200,000)	(69,991)
	Emergency Services Building Site Works	3.7.1	CEO	(17,183)	0	(17,183)
	Law, Order And Public Safety Total			(287,174)	(200,000)	(87,174)
	Recreation And Culture					
	Recreation Centre - Sound Proofing	3.7.1	EMCD	(50,000)	(50,000)	0
	Town Hall Pathways and Wall Extension	3.7.1	WKM	(25,000)	(25,000)	0
	Overlander Hall Upgrade	3.7.1	EMCD	(50,000)	(50,000)	0
	Recreation And Culture Total			(125,000)	(125,000)	0
	Transport					
	Depot - Replacement of Depot Walls	3.7.1	WKM	(25,000)	(25,675)	675
	Replacement of Air Conditioners	3.7.1	WKM	(8,000)	(2,043)	(5,957)
	Transport Total			(33,000)	(27,718)	(5,282)
	Land and Buildings Total			(727,270)	(582,718)	(144,552)

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Budget	Amended Budget	Variance (Under)/Over
Drainage/Culverts	Transport					
	Drainage/Sump Construction	3.7.1	WKM	(30,000)	(30,000)	0
	Transport Total			(30,000)	(30,000)	0
	Drainage/Culverts Total			(30,000)	(30,000)	0
Footpaths	Transport					
	Footpath Construction	3.7.1	WKM	(50,400)	(64,400)	14,000
	Transport Total			(50,400)	(64,400)	14,000
	Footpaths Total			(50,400)	(64,400)	14,000
Furniture & Office Equip.	Governance					
	Computer Hardware Upgrade/New	1.2.1	EMFA	(5,000)	(5,000)	0
	Computer Software Upgrade/New	1.2.1	EMFA	(5,000)	(5,000)	0
	Council Chambers Furniture and Equipment	1.2.1	EMFA	(2,000)	(2,000)	0
	Office Furniture & Equipment	1.2.1	EMFA	(5,000)	(5,000)	0
	Governance Total			(17,000)	(17,000)	0
	Recreation And Culture					
	Inflatable Movie Screen	2.4.1	EMCD	0	(10,000)	10,000
	Discovery Centre - Furniture & Equipment	2.4.1	EMCD	(10,000)	(15,000)	5,000
	Recreation And Culture Total			(10,000)	(25,000)	15,000
	Furniture & Office Equip. Total			(27,000)	(42,000)	15,000
Heritage Assets	Recreation And Culture					
	Shade over Velsheda	2.2.2	WKM	(5,000)	(5,000)	0
	Directional Plaque	2.2.2	EMCD	(19,000)	(13,572)	(5,428)
	Refurbishment of Old Jail and Stables	2.2.2	CEO	(50,000)	(50,000)	0
	Recreation And Culture Total			(74,000)	(68,572)	(5,428)
	Heritage Assets Total			(74,000)	(68,572)	(5,428)

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Budget	Amended Budget	Variance (Under)/Over
Plant , Equipment and Vehicles						
	Law, Order And Public Safety					
	SES Rescue Equipment	3.7.1	EMFA	(88,500)	(62,450)	(26,050)
	Law, Order And Public Safety Total			(88,500)	(62,450)	(26,050)
	Recreation And Culture					
	Recreation Centre - Scissor Lift	1.6.7	EMCD	(35,000)	(35,000)	0
	Replacement Fire Pump	1.6.7	EMCD	0	(12,000)	12,000
	Community Bus	1.6.7	EMCD	(110,000)	0	(110,000)
	Recreation And Culture Total			(145,000)	(47,000)	(98,000)
	Transport					
	Fire Fighting Pumps	1.1.6	WKM	(8,000)	(6,576)	(1,424)
	Depot Tools and Major Plant	1.1.6	WKM	(15,000)	(10,000)	(5,000)
	Communications Upgrade	1.1.6	WKM	(5,000)	(2,500)	(2,500)
	Water Tanker	1.1.6	WKM	(120,000)	(101,730)	(18,270)
	Town Supervisor's Ute	1.1.6	WKM	(45,000)	(39,450)	(5,550)
	Works Manager's Ute	1.1.6	WKM	(49,000)	(49,185)	185
	Major Plant Items	1.1.6	WKM	(25,000)	(15,000)	(10,000)
	Pallet Racking	1.1.6	WKM	(7,000)	(6,820)	(180)
	Grader	1.1.6	WKM	(350,000)	(370,336)	20,336
	Transport Total			(624,000)	(601,597)	(22,403)
	Plant , Equipment and Vehicles Total			(857,500)	(711,047)	(146,453)

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Budget	Amended Budget	Variance (Under)/Over
Public Facilities	Community Amenities					
	Refuse Tip and Recycling	2.4.2	WKM	(378,341)	(378,341)	0
	Community Amenities Total			(378,341)	(378,341)	0
	Recreation And Culture					
	Town Oval Bore	3.7.1	WKM	(30,000)	(30,000)	0
	Economic Services Total			(30,000)	(30,000)	0
	Recreation And Culture					
	Foreshore Rock Wall	3.7.1	WKM	(10,000)	0	(10,000)
	Recreation Centre Grounds	1.6.7	EMCD	(191,545)	(184,635)	(6,910)
	Charlie Sappie Park	3.7.1	WKM	(15,000)	(15,000)	0
	Foreshore Revitalisation	3.7.1	CEO	(200,000)	(200,000)	0
	Replacement of Gazebos	3.7.1	WKM	(20,000)	(20,000)	0
	Practice Cricket Nets	3.7.1	WKM	(5,000)	(5,000)	0
	Tennis Court Resurfacing	3.7.1	EMCD	(100,000)	(100,000)	0
	Recreation And Culture Total			(541,545)	(524,635)	(16,910)
	Transport					
	Monkey Mia Jetty	1.6.5	CEO	(2,200,000)	(2,200,000)	0
	Monkey Mia Boat Ramp Carpark	1.6.5	WKM	(310,000)	(310,000)	0
	Transport Total			(2,510,000)	(2,510,000)	0
	Public Facilities Total			(3,459,886)	(3,442,976)	(16,910)

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	Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Original Budget	Amended Budget	Variance (Under)/Over
Roads (Non Town)	Transport					
	Useless Loop Road RRG 13/14	1.1.6	WKM	(52,059)	(112,468)	60,409
	Woodleigh-Bryo Floodway RRG	1.1.6	WKM	(122,712)	(122,712)	0
	Road Projects R2R	1.1.6	WKM	(192,071)	(199,877)	7,806
	Useless Loop Road - Resheet RRG	1.1.6	WKM	(229,957)	(229,957)	0
	Hamelin Pool Road - Reseal RRG	1.1.6	WKM	(90,000)	(90,000)	0
	Transport Total			(686,799)	(755,014)	68,215
	Roads (Non Town) Total			(686,799)	(755,014)	68,215
Streetscapes	Economic Services					
	Information Bay Signage	2.1.3	EMCD	(25,000)	(25,000)	0
	Economic Services Total			(25,000)	(25,000)	0
	Streetscapes Total			(25,000)	(25,000)	0
Town Streets	Transport					
	Police Station Carpark	1.1.6	WKM	0	(7,145)	7,145
	Durlacher Street/Barnard Street R2R	1.1.6	WKM	(170,182)	(164,436)	(5,746)
	Transport Total			(170,182)	(171,581)	1,399
	Town Streets Total			(170,182)	(171,581)	1,399
	Capital Expenditure Total			(6,108,037)	(5,893,307)	(214,730)

25 FEBRUARY 2015

13. TOWN PLANNING REPORT

13.1 REPORT ON STORM SURGE MODELLING – DENHAM INUNDATION LEVELS

LP00002

Author

Liz Bushby, Gray & Lewis

Disclosure of Any Interest

Disclosure of Interest: Gray and Lewis

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

Moved Cr Laundry

Seconded Cr Prior

Officers Recommendation

That Council:

1. Note the completed Shire of Shark Bay 'Denham Inundation Levels Storm Surge Modelling Report' compiled by MP Rogers and Associates (December 2014) - included as Attachment –Denham Inundation Levels.
2. Note that the minimum Finished Floor Level of 4.2m AHD (Australian Height Datum) will be incorporated into a new Town Planning Scheme as part of the Scheme Review, which will undergo future formal advertising.

AMENDMENT TO OFFICERS RECOMMENDATION

Reason: The Council considered the recommendation to increase the Finished Floor Level to 4.2m AHD excessive and considered that an increase to 3.6 AHD based on the ARI 100 year would suffice and amended the record to reflect this consideration.

Council Resolution

That Council:

- 1.0 Note the completed Shire of Shark Bay 'Denham Inundation Levels Storm Surge Modelling Report' compiled by MP Rogers and Associates (December 2014) - included as Attachment –Denham Inundation Levels.**
- 2.0 Note that the minimum Finished Floor Level of 3.6m AHD (Australian Height Datum) (based on the ARI 100 year) will be incorporated into a new Town Planning Scheme as part of the Scheme Review, which will undergo future formal advertising.**
- 3.0 That the administration be requested to draft up a policy on a position in regard to the discretional options for existing and refurbishment.**

6/0 CARRIED

Background

Council to note a report and recommendations compiled by MP Rogers on inundation levels for Denham townsite.

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- *Existing Scheme Provisions*

As Denham is vulnerable to coastal processes there are provisions in the existing Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme') relating to areas subject to inundation.

Under the Scheme the Shire is required to impose minimum finished floor areas for new development in areas 'subject to inundation'.

The Scheme provisions were introduced as Amendment No 3 to the existing Scheme and were based on 1988 'Foreshore Topography and Storm Surge Level' mapping produced at that time by the then Marines and Harbours WA.

Currently the minimum Finished Floor Level not less than RL 3.2 metres AHD (Australian Height Datum) is imposed however it is based on out of date mapping and is not consistent with current State Planning Policy requirements.

This matter has been raised by Department of Planning in informal discussions as part of the Scheme Review.

- *Scheme Review*

A Scheme review is being undertaken by Gray & Lewis Landuse Planners on behalf of the Shire of Shark Bay.

The Scheme review will implement the recommendations of the Shire of Shark Bay Local Planning Strategy ('the Scheme') already approved by both the Shire and Western Australian Planning Commission.

As part of the Scheme Review process, MP Rogers was engaged to provide advice to the Shire on minimum finished floor levels that should be imposed on new development within Denham townsite.

The new Scheme has been drafted, however was placed on hold pending the MP Rogers report.

- *Previous Council Resolution*

At the Ordinary Meeting of Council held on the 25 June 2014, Council resolved to:

1. Authorise the Chief Executive Officer to engage MP Rogers to undertake a Monte Carlo assessment to determine finished floor levels for new development in Denham townsite for \$27,482.00 (excluding GST).
2. Note that a report on the findings of MP Rogers investigations will be referred to a future Council meeting.
3. Note that the Scheme review project will be placed temporarily on hold until the recommendations of the MP Rogers report can be considered.

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4. Note that landowners seeking to pursue development or structure plans over remote coastal tourist sites, such as Nanga, may still have to conduct their own coastal engineering reports.

Comment

The Western Australian Planning Commission Statement of Planning Policy 2.6 outlines the general requirements for coastal development throughout Western Australia including setback distances (to minimise potential erosion of development areas) and development levels (to minimise potential impacts of flooding).

The Policy requires consideration of a 100 year planning horizon. The development levels are based on a 500 year average reoccurrence interval (ARI) event, plus an allowance for sea level rise over a 100 year planning horizon.

The main difficulty is that there is not sufficient accurate historical water level data for the coast available in which to use as a base to predict the 500 year average reoccurrence interval.

MP Rogers has therefore used available information on the frequency and characteristics of key meteorological events (such as cyclones) and modelling to generate a 'synthetic' database of events and corresponding water levels.

MP Rogers & Associates completed a 'Denham Inundation Levels Surge Modelling Report' in December 2014 – **Attachment - Denham inundation Levels.**

Much of the modelling data is technical, however the key recommendation is that new development should have a minimum Finished Floor Level at or above a level of 4.2m AHD.

This is significantly higher than the current Finished Floor Level requirement of 3.2m AHD.

The increase is due to changes at the State Planning Policy level including:

1. An increase in the required design storm event from 100 ARI relevant under previous policy to the 500 ARI event in the current Policy.
2. An increase in allowance of sea level rise from 0.38m in the previous policy to 0.9m in the current Policy.

Imposing the new recommended minimum finished floor level will introduce a new element into existing streetscapes. Notwithstanding the above, the recommendations by MP Rogers & Associates is to ensure maximum protection of life and new buildings within Denham, and is required to comply with current State Planning Policy 2.6.

Legal Implications

If the Shire approves development that does not comply with the minimum finished floor levels as outlined in the current Shire of Shark Bay Local Planning Scheme No 3

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or the new Shire of Shark Bay Local Planning Scheme No 4 (when gazetted) then it leaves itself open to liability and insurance claims in the event that flooding damage occurs.

Policy Implications

Western Australian Planning Commission Statement of Planning Policy 2.6 is discussed in the body of this report.

Financial Implications

The report by MP Rogers was funded using Grant moneys already secured for the Scheme Review.

Strategic Implications

In the absence of updated minimum floor level requirements incorporated into a new Scheme it would be difficult to process applications for new development in the Denham Town Centre and ensure new buildings are adequately protected from potential flooding.

If the issue is not addressed then it is likely to be raised by Department of Planning as part of their assessment of any new Scheme, and has potential to cause delays.

Voting Requirements

Simple Majority Required

Signatures

Author	<i>L Bushby</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	17 February 2015

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13.2 REPORT ON PLANNING LEGISLATION CHANGES AND UPDATE ON SHIRE OF SHARK BAY SCHEME REVIEW

Author

Liz Bushby, Gray & Lewis

Disclosure of Any Interest

Disclosure of Interest: Gray and Lewis

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

Moved Cr Capewell

Seconded Cr Prior

Council Resolution

That Council note that:

1. **New Local Planning Scheme Regulations are being progressed and will replace the current Town Planning Regulations 1967.**
2. **Draft Town Planning Scheme No 4 will be reformatted to generally comply with the model provisions under the proposed Local Planning Scheme Regulations.**
3. **The reformatted Draft Town Planning Scheme No 4 will be referred to a future Council meeting to consider adoption for the purpose of seeking the Western Australian Planning Commission's consent to commence public advertising.**
4. **The Department of Planning has informally recommended that the Shire follow the format proposed by the Local Planning Scheme Regulations.**

6/0 CARRIED

Background

The purpose of this report is to explain changes proposed to existing planning legislation, and the implications on the Scheme Review.

- *Existing Regulations*

There are existing Town Planning Regulations 1967 ('the 1967 Regulations') which cover a number of matters.

The most significant issue is that they include a Model Scheme Text which sets out a standard format to be used for preparation of Local Planning Schemes.

Variations to the Model Scheme Text by local governments can be approved by the Minister for Planning.

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- *Scheme Review*

A Scheme Review is being undertaken by Gray & Lewis Landuse Planners on behalf of the Shire of Shark Bay.

The Scheme Review will implement the recommendations of the Shire of Shark Bay Local Planning Strategy already approved by both the Shire and Western Australian Planning Commission.

The new Scheme has been drafted based on the existing Model Scheme Text in the 1967 Regulations. The new Scheme has a similar format to the Shire's existing Local Planning Scheme No 3.

Comment

In November 2014, a discussion paper and consultation draft were released for the proposed Planning and Development (Local Planning Schemes) Regulations.

The new Local Planning Schemes Regulations will replace the current 1967 Regulations which are recognised as being outdated and needing improvement.

The Local Planning Schemes Regulations are an initiative of the State Government's planning reform agenda.

Model Provisions

The model provisions in the new Local Planning Schemes Regulations will provide a format template for Local Planning Schemes, much like the current Model Scheme Text.

New Schemes will be required to follow the model provisions. Variations to the model provisions can be approved by the Minister for Planning.

Gray& Lewis is of the understanding that the Local Planning Schemes Regulations will become effective in May 2015.

It is therefore in the Shires' interest that the existing Draft Scheme be reformatted to be consistent with the model provisions in the new Local Planning Schemes Regulations.

The Department of Planning has informally recommended that the draft Scheme be reformatted prior to advertising, as it will save changes being made at the end of the scheme review process.

Deemed Provisions

The Local Planning Schemes Regulations will also introduce 'deemed provisions' that will automatically apply to every Local Planning Scheme in Western Australia as soon as the legislation becomes operative.

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The deemed provisions will become operative without any the need for local governments to amend or review their Schemes. If there is a conflict between a Local Planning Scheme and the deemed provisions, the deemed provisions in the Local Planning Schemes Regulations will prevail.

The deemed provisions mainly deal with administrative matters and procedures that are commonly included in most local planning schemes including local planning policies, heritage protection, structure plans, development applications and approvals, and enforcement and administration.

The Shire does not have to include the deemed provisions in the new Draft Town Planning Scheme No 4, as they will operate as soon as the Local Planning Schemes Regulations become law (around May 2015).

Accordingly large sections of the draft Scheme can be deleted.

Legal Implications

The introduction of the 'deemed provisions' in the Local Planning Schemes Regulations has some legal implications for the existing Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme').

There has been some controversy over the wording of some of the 'deemed provisions'. For example, most local planning schemes include a requirement that local structure plans require the approval of the local government.

The 'deemed provisions' are worded so that structure plans only require the approval of the Western Australian Planning Commission.

McLeods Barrister and Solicitors have released a Planning Law Update on the Local Planning Schemes Regulations, which is included as at the end of the report.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

Gray & Lewis charges consultancy fees to the Shire.

Strategic Implications

It is strategically sound to ensure that the Draft Town Planning Scheme is consistent with the proposed legislative changes, especially since the Local Planning Schemes Regulations are proposed to be finalized by mid 2015.

It may also assist to streamline the scheme review process in the medium to long term as ultimately the Draft Scheme has to be vetted by the Western Australian Planning Commission prior to advertising.

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Voting Requirements

Simple Majority Required

Signatures

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

17 February 2015



Planning Law Update

A review of Planning and Environmental Law in Western Australia

Draft Planning and Development (Local Planning Schemes) Regulations – model and deemed provisions

By Andrew Roberts, Partner, McLeods

In November 2014, a discussion paper and consultation draft were released for the proposed *Planning and Development (Local Planning Schemes) Regulations (LPS Regulations)*. The LPS Regulations are an initiative from phase 1 with the State Government's planning reform agenda.

The LPS Regulations will replace the *Town Planning Regulations 1967* which are widely recognised as needing updating and improvement. The introduction of the LPS Regulations was facilitated by amendments to the *Planning and Development Act* in 2010 which provided for regulations to be made containing model and deemed scheme provisions. These provisions appear in Schedules 1 and 2, respectively, of the LPS Regulations.

While the LPS Regulations cover a range of matters, it is the introduction of the model and deemed provisions that are likely to have the most significant impact on existing and future local planning schemes.

The model provisions

The model provisions will provide a template for schemes much like the current Model Scheme Text does presently. New schemes will be required to include the model provisions, although variations and exclusions will be possible with Ministerial approval. The model provisions will apply when local governments review or amend their current schemes.

While the LPS Regulations contain many provisions similar to the Model Scheme Text provisions, they also contain some interesting additions. Without being exhaustive, these additions include the following:

1. A model provision is to be introduced permitting schemes to specify additional uses for which local reserves can be used.
2. Incidental uses are to be a standard permissibility designation (the others are P, D, A and X uses).
3. The *Residential Design Codes (Codes)* are to be read as part of local planning schemes. Presently, the standard scheme provision requires conformity with the Codes but this is not generally regarded as incorporating them into schemes.
4. The model provisions allow local governments, with the approval of the Commission, to agree to the discharge and modification of any restrictive covenant affecting development in a scheme area. Presently, the restrictive covenant provision in most schemes is concerned with restrictive covenants limiting the number of residential developments which can be constructed. The model provision is much broader in scope.

"it is the introduction of the model and deemed provisions that are likely to have the most significant impact on existing and future local planning schemes"

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5. There are a number of amendments, additions and deletions to the general and land uses definitions presently found in the Model Scheme Text. Of particular note is the introduction of a definition for 'site and development standards', which generally does not exist in most current schemes.
6. Part 7 of the model provisions introduces standard provisions for scheme map legends including the names of zones and reserves, visual appearance, description and objectives for reserve and zones.

Deemed provisions

As the deemed provisions will take effect when the LPS Regulations become operative, they will immediately form part of existing schemes. Consequently, the deemed provisions will become operative for each existing scheme without the need for local governments to amend or review their schemes.

The deemed provisions cover a broad range of matters including local planning policies, heritage protection, structure plans, local development plans, development contributions, development applications and approvals, enforcement and administration. The LPS Regulations also make provision for the inclusion of bush fire risk management provisions, although these are presently unavailable.

Where there is inconsistency between a deemed provision and an existing scheme provision, the deemed provision will prevail. Local governments will need to identify the inconsistencies between their schemes and the deemed provisions so they know whether to apply a scheme or a deemed provision.

"New definitions of general terms and expressions are introduced which will apply to the exclusion of existing scheme definitions"

The scope for inconsistency between the deemed provisions and existing scheme provisions is considerable. The deemed provisions are detailed with respect to many of the subjects with which they deal. Such is the detail of the deemed provisions that they appear to deal with these subjects exhaustively so there may be little room, if any, left for existing scheme provisions to operate in relation to these subjects.

The deemed provisions may introduce some significant changes under some schemes. For example, under most existing schemes structure plans require a local government's approval. Under the deemed provisions, it is only the Commission's approval that is required. This would arguably be an instance of inconsistency where the deemed provision would prevail. Consequently, an effect of the deemed provisions would be to remove the requirement for local government approval of structure plans under their schemes. It is possible for the Commission to delegate this approval power to local governments, but this would be a discretionary matter for the Commission.

Without being exhaustive, the deemed provisions have the following interesting elements:

1. New definitions of general terms and expressions are introduced which will apply to the exclusion of existing scheme definitions for the same terms and expressions if they are inconsistent. A definition of 'substantial commencement' is provided, which is missing from many current schemes. A definition of 'works' is included to more clearly identify the two aspects of development, namely physical development (ie works) and use.
2. The heritage protection provisions introduce 'heritage conservation notices' which can be given to an owner or occupier requiring specified repairs for a place on a heritage list or in a heritage area which is not being 'properly maintained'. The Cities of Stirling and Fremantle recently amended their schemes to introduce comparable provisions. Whether these provisions would have any ongoing operation after the Regulations came into effect is a matter requiring consideration.
3. Where the Commission refuses to approve or unacceptably modifies a structure plan presented by a landowner, a right of review to the State Administrative Tribunal will exist. However, no review rights will exist for local governments who prepare a structure plan which is then refused or unacceptably modified by the Commission.
4. There are substantial provisions relating to local development plans, but it is not clear whether these are intended to replace the detailed area plan provisions which exist in many current schemes.
5. Planning approval will be required for 'works' (a defined term) or the use of land.

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6. Single houses will be exempt from the need for approval where they comply with the deemed-to-comply provisions of the Codes.
7. After an application is approved, subsequent applications can be made to a local government to amend the substantial commencement period, amend or delete conditions and amend the approved development.

While the model provisions will not present local government with any difficulties immediately following the LPS Regulations coming into effect, it is a different story for the deemed provisions which will take immediate effect. To ensure a smooth transition, local governments would be advised to undertake some analysis of the inconsistencies between their existing schemes and the deemed provisions to ensure it is clear which will apply once the LPS Regulations come into operation.

For further information in regard to the above, contact Andrew Roberts on 9424 6210 or andrew.roberts@mcleods.com.au. The information contained in this article should not be relied upon without obtaining further detailed legal advice in the circumstances of each case.



Stirling Law Chambers 220 - 222 Stirling Highway Claremont WA 6010
Telephone (08) 9383 3133 Facsimile (08) 9383 4935 Email mcleods@mcleods.com.au

25 FEBRUARY 2015

13.3 PROPOSED TEMPORARY SHED ON RESERVE 50325, DIRK HARTOG ISLAND
RES 50325

Author

Liz Bushby, Gray & Lewis Landuse Planners

Disclosure of Any Interest

Disclosure of Interest: Gray & Lewis

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

Disclosure of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as a State Government employee of the
Department of Parks and Wildlife – externally funded

Moved Cr Capewell

Seconded Cr Bellottie

Council Resolution

That Council:

1. **Approve the application lodged by the Department of Parks and Wildlife for a temporary shed on Reserve 50325 Dirk Hartog Island subject to the following conditions:**
 - (i) **The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.**
 - (ii) **All access and parking areas immediately adjacent to the proposed buildings are to be maintained to a suitable standard at all times.**
 - (iii) **All stormwater from roofed and paved areas shall be collected and disposed of on-site.**
 - (iv) **The shed colour is to be ‘Woodland Grey’ unless an alternative colour is approved separately in writing by the Chief Executive Officer.**
 - (v) **The shed is to be demolished and all materials are to be removed within 4 years of the issue of a Building Permit, or alternative time period agreed to in writing by the Shire’s Chief Executive Officer.**
2. **Advise the applicant / owners via footnotes on the planning consent as follows:**
 - (a) **Please be advised that that planning approval has been granted for the plans as submitted with your application. The Shire Chief Executive Officer may approve minor changes in consultation with the Shires Building Surveyor however any plans lodged as part of a**

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building permit application shall generally be in accordance with the plans already processed with this planning application.

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

3. Delegate authority to the Chief Executive Officer in accordance with Clause 11.3.1 of the Shire of Shark Bay Local Planning Scheme No 3 to deal with all aspects of the conditions of planning approval and any minor plan variations as part of the building permit process.

6/0 CARRIED

BACKGROUND

An application has been lodged by the Department of Parks and Wildlife for a shed on Reserve 50325 on Dirk Hartog Island.

- *Lot History*

The subject land (Reserve 50325) is crown land which has a management order to the Conservation Council however Department of Parks and Wildlife is the responsible authority for the land.

- *Zoning*

Reserve 50325 is zoned 'Rural / Pastoral' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme'), and is also contained within a Special Control Area (SCA) applicable to the Shark Bay World Heritage Property.

The zoning of the reserve is historic and reflects previous pastoral use of the island.

COMMENT

- *Proposed Development*

Gray & Lewis understands that the Department of Parks and Wildlife staff will be camping in this area as they work on the island to implement a Cat Eradication Program. This location is proposed to be used as an operations base for the Department of Parks and Wildlife staff.

The application includes a storage shed which will be used to house equipment. The proposed storage shed will be located over 300 metres from Herald Bay and has an approximate floor area of 36m².

The shed is temporary and will remain on the island whilst needed for implementation of the Department of Parks and Wildlife programs (approximately 4 years).

The site plan also includes five bays for camper vans which will be parked near the proposed shed and utilised by the Department of Parks and Wildlife staff. The applicant has submitted detailed plans – as at the end of this report.

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- *Access and carparking*

Vehicles can only access the Island by the existing single barge, and there are a number of tracks that provide access around the island.

The Department of Parks and Wildlife has shown that the building will be accessed via the existing Quoin Bluff track.

- *World Heritage and Environmental Matters*

Gray & Lewis informally referred this application to both the Shark Bay World Heritage Advisory Committee and Department of Parks and Wildlife for comment, as permissible under the Scheme.

The Department of Parks and Wildlife has advised that '*the fact that the application has been submitted by the Department reflects Parks and Wildlife's support for an endorsement of the application.*'.

Informal comments have been obtained from the Shark Bay World Heritage Advisory Committee who obtained additional comments from the Department of Parks and Wildlife as summarised below.

Shark Bay World Heritage Advisory Committee Queries / comments	Department of Parks and Wildlife advice to Shark Bay World Heritage Advisory Committee
What are the demolition plans for the shed after the four years of temporary use?	The shed is modular build enabling rapid construction and pull down. There is no requirement for a demolition plan.
Will the shed be used for an alternative purpose?	This is a temporary depot paid for and intended to service the cat team. It will be removed from the site at completion of the work.
What is the sewer / rubbish/power/water use at the temporary site?	Services will be as per the Herald Bay Depot.

- *Coastal Setbacks*

The Western Australian Planning Commission has a 'Statement of Planning Policy No. 2.6 (SPP2.6) – State Coastal Planning Policy'. Council is required to consider any state planning policy in accordance with Clause 10.2(e) of its Scheme.

As the location is remote, assessment under SPP2.6 is on a case by case basis.

As the shed is intended to house the Department of Parks and Wildlife equipment only, and is temporary, any risk can be managed by appropriate retreat should coastal processes become an issue.

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Coastal risks are considered minimal and do not appear to cause any impediment to the development.

- *Visual Impact / aesthetics*

As no site visit can be undertaken it is difficult for Gray & Lewis to undertake a full assessment of visual impact. Building design is a subjective issue and visual impact is most relevant in terms of protecting the World Heritage values of the area.

Notwithstanding the above, it is noted that the proposed building is single storey, is small scale, has a limited floor area, is not bulky in appearance, and will be located a reasonable distance from Herald Bay.

It is not considered that the shed will have any visual impact.

- *Colours*

The Shark Bay World Heritage Advisory Committee has a colour palette for Dirk Hartog Island. Generally applicants are encouraged to utilise these colours for new development.

Despite this, it needs to be recognised that the Dirk Hartog Island colour palette has not been adopted by Council as a Local Planning Policy, and is only used as a general guide by the Shire. Ultimately the Shire is the determining authority and Gray & Lewis is mindful that colour selection is subjective.

The Dirk Hartog Island Colour palette uses colours from the Dulux Range, however includes a note that "*equivalent colours from other manufacturers can be used*".

The applicant has advised that the shed will be 'woodland grey'. The Shire has approved use of the 'woodland grey' colour for another Department of Parks and Wildlife shed within the same Reserve (approved in 2003).

LEGAL IMPLICATIONS

Shire of Shark Bay Local Planning Scheme No 2 – The majority of the scheme requirements are explained in the body of this report.

POLICY IMPLICATIONS

The Western Australian Planning Commission has a 'Statement of Planning Policy No. 2.6 – State Coastal Planning Policy' which is discussed in the body of this report.

FINANCIAL IMPLICATIONS

The Shire pays planning fees to Gray & Lewis for planning advice.

STRATEGIC IMPLICATIONS

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The Shire has a Draft Local Planning Strategy, which recommends that the majority of Dirk Hartog Island be reserved 'Conservation' with the exception of freehold lots which are proposed to be 'Special Use' zones.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

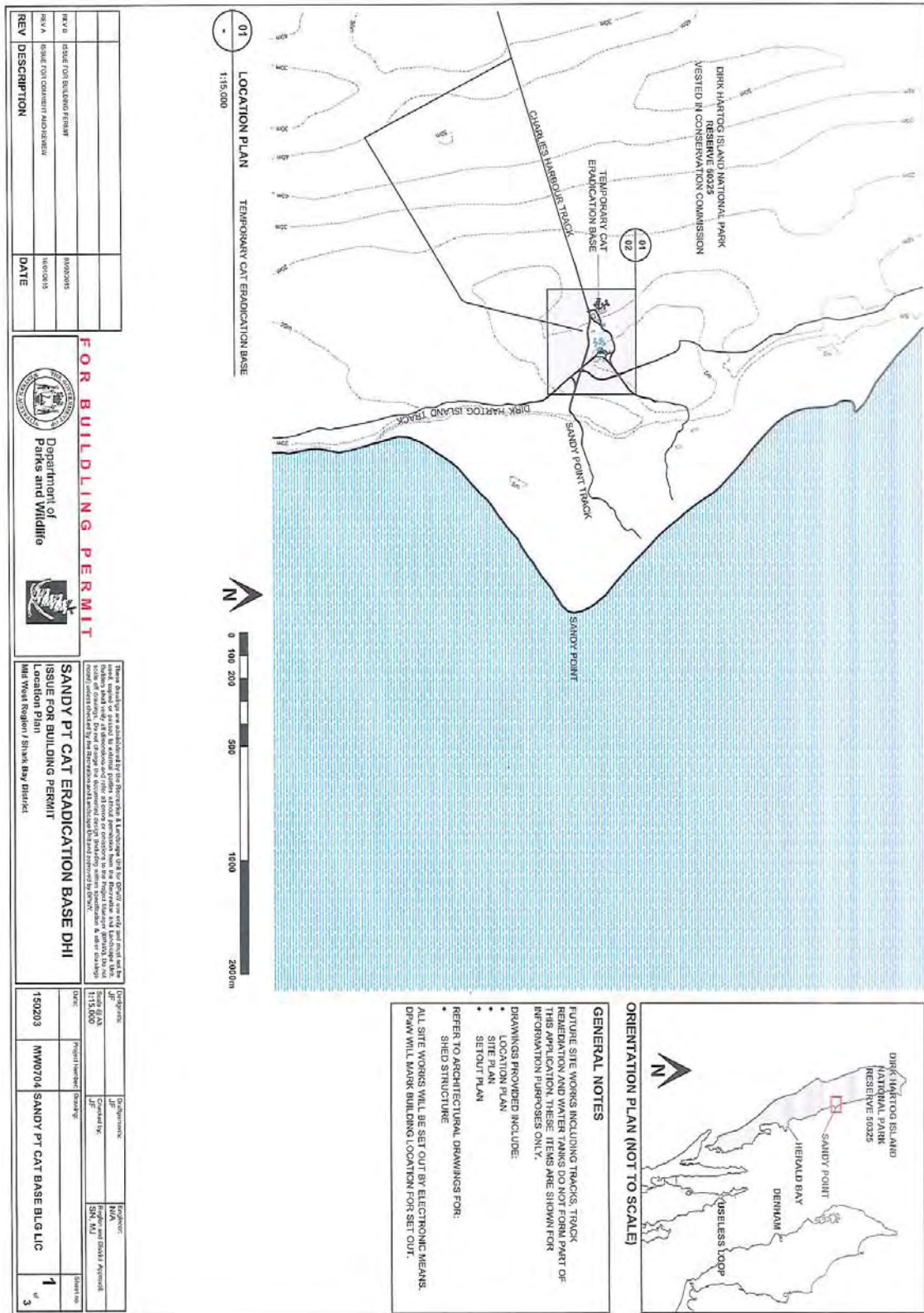
Chief Executive Officer

P Anderson

Date of Report

17 February 2015

25 FEBRUARY 2015



NO.	DATE FOR BUILDING PERMIT	DATE
1	15/02/2015	15/02/2015
REV	DESCRIPTION	DATE
1	ISSUE FOR BUILDING PERMIT	15/02/2015

FOR BUILDING PERMIT

Department of Parks and Wildlife

SANDY PT CAT ERADICATION BASE DHI
ISSUE FOR BUILDING PERMIT
 Location Plan
 Mill West Region / Shink Bay District

DATE	15/02/2015	PROJECT NUMBER	MMW0704	SUBJECT	SANDY PT CAT BASE BLDG LIC
SCALE	1:15,000	PROJECT NAME		PROJECT NO.	1 of 3

GENERAL NOTES

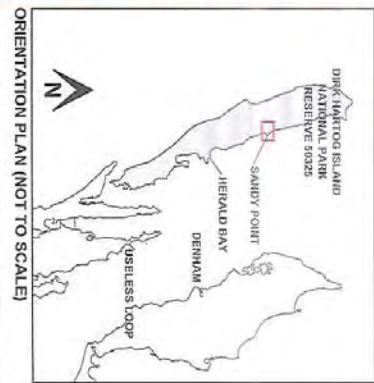
FUTURE SITE WORKS INCLUDING TRACKS, TRACK REMEDIATION AND WATER TANKS DO NOT FORM PART OF THIS APPLICATION, THESE ITEMS ARE SHOWN FOR INFORMATION PURPOSES ONLY.

DRAWINGS PROVIDED INCLUDE:

- SITE PLAN
- SETOUT PLAN
- SHED STRUCTURE

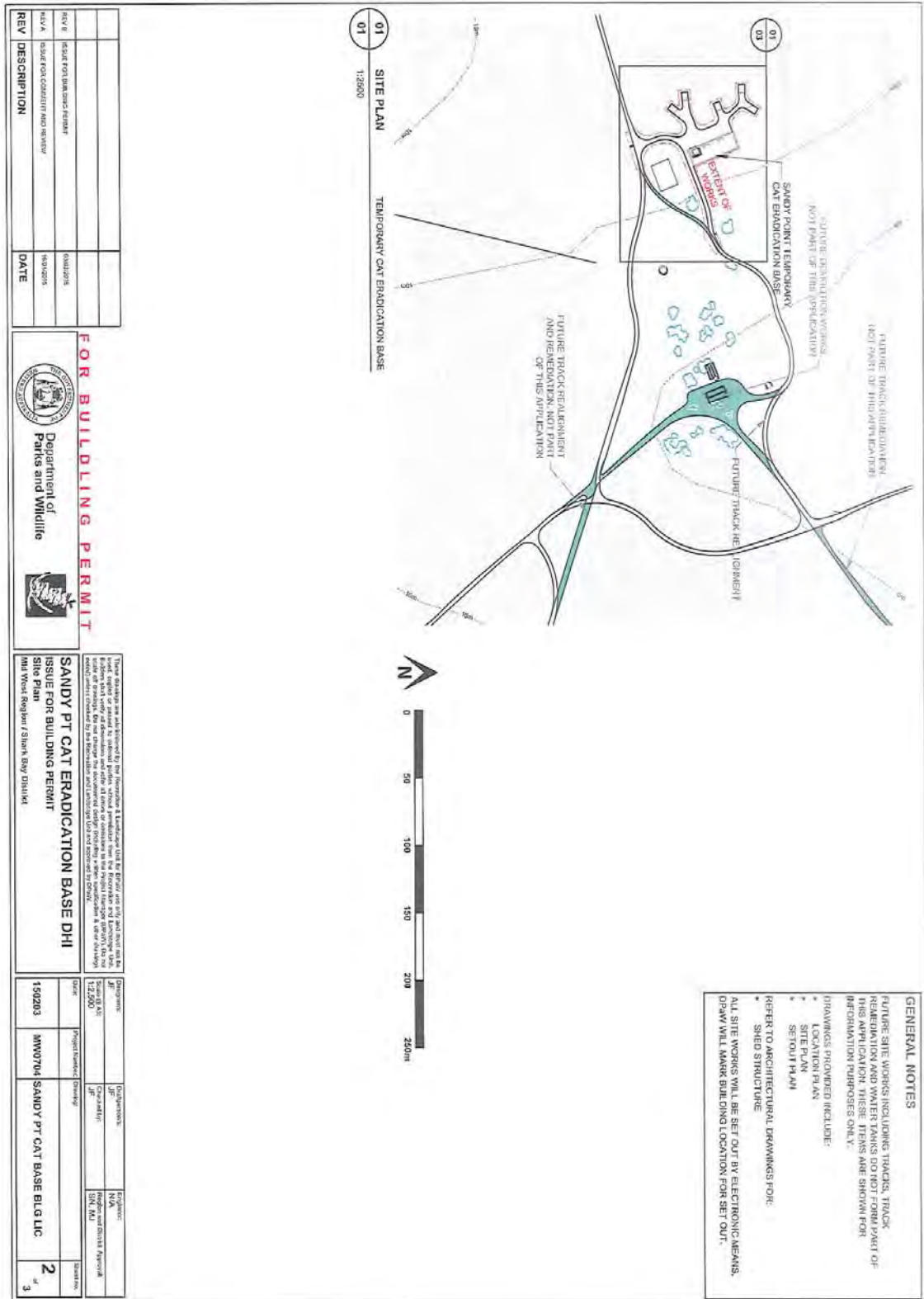
REFER TO ARCHITECTURAL DRAWINGS FOR:

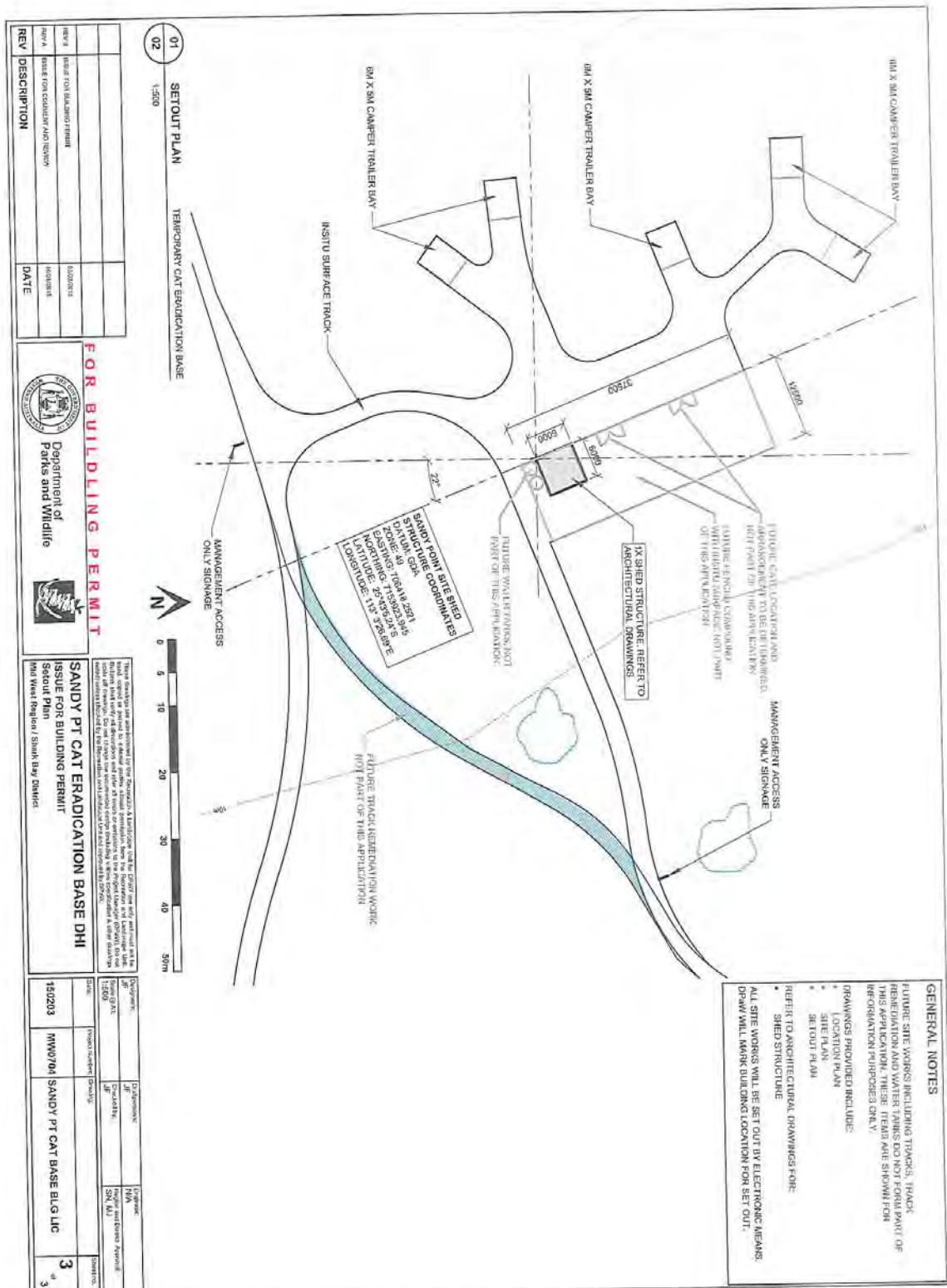
- ALL SITE WORKS WILL BE SET OUT BY ELECTRONIC MEANS. DRAW WILL MARK BUILDING LOCATION FOR SET OUT.



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13.4 PROPOSED TRANSPORTED BUILDING – ABLUTION BLOCK FOR DENHAM SEASIDE TOURIST VILLAGE – LOT 310 STELLA ROWLEY DRIVE, DENHAM P1053

Author

Liz Bushby, Gray & Lewis Landuse Planners

Disclosure of Any Interest

Disclosure of Interest: Gray & Lewis

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

Moved Cr Capewell
Seconded Cr Prior

Council Resolution

That Council:

1. **Approve the application lodged by Ray Stent (Building Consultant) for a transported building (ablution block) on Lot 310 Stella Rowley Drive, Denham subject to the following conditions:**
 - (i) **The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.**
 - (ii) **All stormwater from roofed and paved areas shall be collected and disposed of on-site. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land.**
 - (iii) **The development to be connected to reticulated sewerage.**
 - (iv) **The Finished Floor Level of the building shall be constructed at a minimum of RL 3.2 metre Australian Height Datum.**
2. **Include a footnote / advice note on any planning approval to advise the applicant that:**
 - a. **Planning consent is not an approval to commence any site works or construction. A separate building permit must be obtained for all work.**

6/0 CARRIED

Background

Council is to consider an application for a transportable ablutions block which will be located to the rear of the site.

Lot 310 is zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme'). The land is listed in Schedule 4 of the Scheme as Special Use for '*short term accommodation including Caravan and camping areas, shop and associated uses as approved by the local government.*'

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The lot contains an existing caravan park and associated facilities.

Comment

The application proposes to utilise a transported building for an ablution block. Gray & Lewis has liaised with the owner who verbally advised it is to cater for busy periods, and it will be connected to sewer.

The ablution block is proposed to be located in the north west portion of the lot, between existing caravan / camping bays. The applicant has not submitted a scaled site plan, however has provided a location plan showing where the ablution block will be placed.



The building measures 6 metres in length, 3 metres in width, and 2.4 metres in height. The ablution block will contain 3 women's toilets and 2 men's toilets.

The external walls are made out of white colorbond, and the applicant has provided photographs.

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The proposed development will not be visible from Stella Rowley Drive and is ancillary to the existing caravan park.

Conditional approval of the development is recommended.

Legal Implications

Shire of Shark Bay Local Planning Scheme No 3 ('the Scheme') – Council has discretion to approve ancillary development associated with the caravan park under the Scheme.

Under Clause 5.8.2, a minimum Finished Floor Level not less than RL 3.2 metres AHD applies to 'land subject to inundation'.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

The Shire pays consultancy fees to Gray & Lewis for planning advice.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

17 February 2015

25 FEBRUARY 2015

14. **BUILDING REPORT**

14.1 **AMBULANCE BUILDING HUGHES STREET**

Author

Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as a St John Ambulance committee member

Moved Cr Bellottie
Seconded Cr Capewell

Council Resolution

That the Council provide direction to the administration in regard to the future use or otherwise of the vacated St Johns Ambulance Building situated on Hughes Street Denham.

That Council direct the administration to demolish the St John Ambulance building on Hughes Street.

6/0 CARRIED

Background

The new Emergency Services precinct is completed and St Johns Ambulance have relocated to the new building.

The Council at the Ordinary Meeting held in June 2014 resolved the following:

Council Resolution

That the decision by the St Johns Ambulance Shark Bay Sub Centre in regard to existing ambulance facility in Hughes Street be noted.

That the RSL & Gardening club be advised of the necessity to upgrade the facility at their cost, prior to occupation and be provided with the list of requirements provided by the building inspector as listed in this report.

Advise the Denham Seniors, that Council does not consider that the Ambulance building is suitable to the Denham Senior's needs.

6/0 CARRIED

The RSL and Garden Club representative Mr K Backhouse has now advised that both organisations do not wish to undertake repairs and occupy the building.

25 FEBRUARY 2015

The Council also received a submission from the Denham Seniors Club which was presented to the November 2014 meeting of council.

The resolution of Council follows:

- 1. That the additional submission of an expression of interest for the use of the Old Ambulance building by the Denham Seniors be noted.**
- 2. The Denham Seniors be advised that's Councils resolution of September 2013 as follows remains in force;**

Advise the Denham Seniors, that Council does not consider that the Ambulance building is suitable to the Denham Senior's needs.

The information as presented in previous reports follows;

The current St Johns Ambulance Building which is owned by St Johns is situated on part of Reserve 40498 Hughes Street which is vested in the Shire.

The Shire has previously (1985) granted St Johns use of the land for a period of 21 years or until the lot was no longer required for their purposes.

Enquiries were made regarding the existing facility following the relocation to the new premises with the following correspondence being received.

At last week's St Johns Ambulance Shark Bay Sub Centre committee meeting, the decision taken in relation to the future of the existing ambulance facility in Hughes Street was;

That the premises be left intact and donated to the Shire of Shark Bay on the proviso that the Council will allocate its usage to a Community group or local club for whatever period it deems.

However

Should the Council resolve to demolish the existing buildings, then they will be stripped of fittings which may be either used or sold i.e. air conditioner, stove, etc.

The Committee is aware of two applicants representing three groups who are interested in occupying the existing premises once St Johns Ambulance have vacated.

In due course, please advise the committee of Council's decision in relation to the future of the facility.

The tenure by St Johns on Reserve 40498 was for 21 years from 1985 or until the lot was no longer required for the purposes of a St John Ambulance Sub Branch.

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It could be assumed by the correspondence and the construction of new premises would indicate that the tenure and associated buildings are no longer required by St Johns.

The intent by St Johns of donating the building to the Shire albeit with conditions would also indicate that the tenure is no longer required for the purposes of a St Johns Sub Branch and as such their previous tenure would lapse.

The correspondence received from St Johns places conditions on the Council in relation to the building remaining in place or being demolished, the Council, given the premises are on the Reserve vested in the Council which St Johns are vacating can comply with the conditions imposed by both options or resolve what it considers the appropriate action in relation to the building.

An inspection was undertaken by the contract Building manager and his comments and recommendations are follow;

The old Denham Ambulance Centre is in need of some major maintenance and rectification works:

A. Damaged front corner block-work - this appears to be caused by the internal corner steel columns that support the roof structure expanding due to corrosion and causing the block-work to break away; the footings and foundations under the building appear to be in good condition and do not show any signs of subsidence.

To rectify this issue the following will need to be carried out:

- 1) Safely prop the existing roof framing internally,*
- 2) Remove the damaged block-work,*
- 3) Remove the damage and corroded steel columns,*
- 4) Replace the columns with new galvanised columns and fixings,*
- 5) Replace block-work,*
- 6) Re-grout any penetrations, etc., that have deteriorated and allow ingress of dust and/or moisture etc.,*
- 7) External wall to be sealed with and appropriate sealer and painted.*

B. Roof framing and cladding:

- 1) Chemically treat all internal structural steel for corrosion with specific chemical paints to slow down the corrosion of the metals,*
- 2) Replace any structural steel that is too corroded to treat, (Require further investigation)*
- 3) Repair or replace the roof cladding including flashings, i.e. Colorbond Ultra steel.*

C. General Maintenance:

- 1) Repair all holes in block-work;*
- 2) Prepare and repaint all exposed timber, i.e. door frames, doors, exposed rafters, etc.,*
- 3) Control stormwater runoff from roof to prevent corrosion to adjoin ground and entering neighbouring property,*
- 4) Repair or replace the gas bottle connection valve,*
- 5) Remove the Bougainvillea tree from the buildings or trim to keep away from the buildings,*

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6) *The two front sliding door and tracks are corroded and may need replacing. (Require further investigation)*

D. Electrical:

- 1) Repair and/or replace all electrical conduits that have become brittle with exposure to the elements and including wall fixings,*
- 2) On completion of repairs all exposed electrical conduits to be painted with UV resistant external paint,*
- 3) Electrical contractor to provide Compliance Certification of all electrical work with the relevant legislation, including RCDs and smoke alarms.*

E. Plumbing:

- 1) Repair and replace any/all damaged or brittle drainage pipes from exposure to the elements,*
- 2) On completion of repairs etc., all exposed pipes etc. to be painted with UV resistant external paint.*

F. General:

- 1) Depending on the future use of the building, a suitable parking area will need to be identified and created to allow safe access to and from the site,*
- 2) Depending on the future use of the building, compliance with Public Building legislation will require the installation of fire extinguishers, exit signs, ablution facilities suitable for use by the disabled,*
- 3) Provision of disabled access*

The submissions to St Johns from the Denham Seniors and RSL/Gardening club in regard to the use of the existing building follow;

Denham Seniors

Hi Cheryl

Thanks for your memo re 'the shed'.

Yes the Denham Seniors are interested in having a place we can call home. There are 2 issues we have with the hall which we believe would be addressed if we had a place of our own. One is the need to stack tables and chairs every week, the tables are very heavy and the number of helpers is dwindling as the seniors simply cannot manage the tables. The other issue we have is storage. We believe we would be able to manage if we had full access to the ambo building.

Our intent for its usage is a proper Drop in Centre. We have morning tea for up to 25 people every Wednesday morning plus we could plan other activities at other times of the week. Half days and occasionally an evening. We estimate the maximum would be 3 half days a week.

During the winter months when we have visitors we would need to use the shed part therefore it would be good if that could be spruced up a bit eg roof insulation such as sisalation, ceiling fans, washable floor covering, and walls painted a light colour. If the

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budget would allow it would be great if the shed doors were replaced with a wall with door and window.

We would need parking for 10 to 12 cars, we could arrange for the more disabled to park closest.

We would not be able to afford much rent as we are a Not for Profit organisation. It would be counterproductive to the purpose of the group as a social outing for seniors if we needed to increase our charges. I guess it would be the ambo's charging the rent, we wondered if we could negotiate a contra deal via the shire.

Thank you and the ambo committee for considering our Expression of Interest.

RSL/Gardening Club

Proposal for vacated ambo building

We are getting renewed interest in reforming the RSL as an ongoing concern. Our membership has grown to a stage where this could happen. I would, however personally continue to run Anzac Day and Remembrance Day if this never came to fruition. The RSL does not have any dedicated building at present; consequently I have everything stored at my home, (complete sound equipment and stands, drum, raffles bats and numerous other equipment).

I feel if we had the building it is an incentive for other people to join and have an active participation in the League.

The RSL now has an active role in granting small clubs grants for participation and this year I was able to inject \$1500 into clubs in Denham. This includes the Ambo's which we are glad to donate to. We also sponsor a book prize at the school (\$100.00).

I also run the Garden Club.

We also don't have a club room, consequently I have all the clubs equipment at my home as well. This fills a garden shed that I put up for myself not the club. This also includes our mulcher which sits out in the weather at present. We would like to purchase a cement mixer to mix our own potting mix (secret formula) and this could also be housed at the building. I am sure that we could also do a bit of beautification at the building to make it look a bit more appealing.

The building could be let as is where is, and Council provide it to a Community group, however as indicated the building requires maintenance to rectify a number of major issues regarding public safety, concerns and Council's liability which would have to be addressed.

The Council needs to be cognisant of the ongoing costs associated with retaining buildings that have been replaced with new facilities. While the community organisations may derive benefit from their own separate Council provided premises, the ongoing operational costs and major maintenance costs will be borne by the Council due to the groups limited funding.

The refurbishment of older buildings also needs to be carefully considered as the harsh climatic conditions experienced in Denham are detrimental to buildings that have not had ongoing preventative maintenance.

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Comment

The information presented in the resubmission (attached) is very subjective and provides limited evidence of the ability of the group to source funds to undertake the repairs required for utilisation as a public building and for use as a Seniors Drop in Centre.

The correspondence indicates that the group is becoming self-sufficient and that they could be contribute towards the running of the building.

There is no indication as to the level of contribution or if the running costs of the building have been estimated.

There is also no indication in regard to any contribution towards the ongoing maintenance of the premises, which given the age of the building, notwithstanding any repairs or improvements that may be undertaken would increase over time to maintain the building in a suitable condition for the proposed purpose.

If the Council considered this request to be viable option it could reduce the Council's financial obligations associated with any ongoing maintenance and operational costs associated with the building.

Legal Implications

The Reserve is currently vested for the purposes of a Community Centre and the current use is in accordance with the vesting.

The Council according to the Reserve vesting does not have the authority to sub lease the reserve. But can provide premises for use by Community groups.

Policy Implications

There are no policy implications relevant to this report.

Financial Implications

The estimated cost has been provided by the Contract Manager building and follows

I would estimate general maintenance and structural repairs and providing ambulant and/or facilities suitable for the disabled would cost approximately \$45,000.00, the following is an estimated breakdown:

1) Maintenance

i) External painting of exposed timber	\$2,500.00
ii) Treat structural steel for corrosion	\$1,500.00
iii) Provide storm water runoff i.e. concrete path/fence	\$1,500.00
v) Repair gas bottle connection	\$ 250.00
vi) Remove bougainvillea tree or trim	\$ 500.00
vii) Plumbing and electrical pipes and conduits	\$ 750.00
	\$ 7,000.00

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2) Block-work repair, including new galvanised steel columns, sealing and painting, completed block-work	\$10,000.00	
3) Roof cladding (Colorbond Ultra)		\$15,000.00
4) Ambulant facilities i.e.hand rails,height of pans and hand basins		\$5,000.00
5) Fire extinguishers, exit signs, RCD compliance		\$ 2,500.00
6) Car parking area (site works only)		\$ 2,500.00
7) Miscellaneous, including possible treatment and/or repairs to front doors		\$ 3,000.00
Total		\$45,000.00

The above figures are not meant to be an accurate representation of the potential costs of the repair and maintenance of the existing Ambulance Building but to provide a guide as to the potential financial exposure of the decision to keep the building for future use, and does not include the ongoing maintenance costs these buildings.

The Council should also recognise that any ongoing maintenance and utilities cost including water and electricity may be borne by the Council.

Strategic Implications

Council strategic plan indicates an outcome as follows:

Provide community infrastructure and services that meets the needs of families, youth and retirees.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

12 February 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

1-CR-17434 RES40498

Denham, WA 6537
President: Graham Egan 0438 922 877
Secretary: Coralie Hill 0497 001 533
Treasurer: Jan Arlidge 9948 3142



Denham Seniors

Shark Bay Shire Council
Knight Terrace
Denham, WA 6537

RECEIVED

12 SEP 2014

Shire of Shark Bay

Dear Sir,

We, the Denham Seniors, would like to resubmit an Expression of Interest for the use of the old Ambulance building.

We have read the requirements and cost of the renovations of the building and feel they would make the building suitable for our needs.

We have looked into the possibility of applying for a grant to supplement our own funds, and have had positive feedback regarding this.

Our group is now becoming self sufficient and we also participate in fund raising so feel that we could contribute towards the running costs of the building.

This would give the 220 Senior citizens of Denham a true Drop In Centre which could be utilised on various days during the week for a wide range of activities. This building is also adjacent to the aged persons units which would give them easy access to these facilities.

This would make it available to other like minded Community Groups.

We would gratefully appreciate the Council consider our interest and advice us of the outcome.

Yours sincerely

Graham Egan
President
Denham Seniors

A handwritten signature in black ink, appearing to be 'Graham Egan', written over a light blue circular stamp.

12-10-14

25 FEBRUARY 2015

15. **HEALTH REPORT**

There are no Health Reports

16. **WORKS REPORT**

16.1 **STORMWATER DRAINAGE PLAN**

Author

Works Manager

Disclosure of Any Interest

Nil

Officer Recommendation

That the Denham Drainage Plan prepared for the Shire of Shark Bay be endorsed by Council.

That the recommendations contained within the Denham Drainage Plan be progressively undertaken in line with annual budgeting allocations.

AMENDMENT TO OFFICER RECOMMENDATION

Reason: Based upon additional information provided by the Works Manager in regard to the advice contained within the report, the Council considered that other drainage options should also be investigated.

Moved Cr Bellottie
Seconded Cr Cowell

Council Resolution

That the Denham Drainage Plan prepared for the Shire of Shark Bay be adopted by Council, with the proviso that other drainage options be investigated and these be progressively undertaken in line with annual budgeting allocations.

6/0 CARRIED

Background

There are stormwater drainage issues around the township of Denham that become very evident whenever there is a significant rain event. The Shire was seeking to retain a suitably qualified and experienced consultant to undertake the preparation of a 5 to 10 year Stormwater Drainage Plan for Denham.

There was an allocation in the 2013/14 budget of \$50,000.00 to procure a drainage consultant.

Quotes were called for from 17 suppliers through Western Australia Local Government Association's equote system. The Shire received seven responses. The

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qualitative selection criteria that was decided upon was a weighting system with 50% capability and 50% pricing.

A copy of the Drainage Plan will be submitted along with this report.

Comment

The drainage plan recommended for endorsement was developed by Cardno and submitted to the Works Manager for approval. There were slight inconsistencies which required some additional work to ensure the final modelling was as correct as possible with the information available.

The Shire of Shark Bay has a number of storm water drainage issues including but not limited to:

Brockman St / Knights Tce
 Durlacher St / Knights Tce
 Heritage Resort / Gazebo on foreshore
 Old Knight Tce
 Barnard Street
 Shire Office
 Hughes St / Paget St.

Some of the issues identified, in addition to the above mentioned, when the modelling was run are included in the following extract from the Drainage Report. It gives a brief summary of the results and some proposed solutions. It must be remembered that although the proposed solutions are viable they not the only solutions available but give an idea of the type of solution that may work in the various given situations.

5 Results

Below are the findings of the drainage assessment of Denham. The model was run for the 5, 10 and 100 year ARI events with associated flood mapping presented in Appendix A.

Table 5 identifies areas of inundation and outlines some proposed solutions as agreed by the SoSB

Table 5 Modelling Results

<i>Area</i>	<i>Street Name</i>	<i>Pipe Size (mm)</i>	<i>100yr ARI Maximum Flow (m³/s)</i>	<i>100yr ARI Maximum Velocity (m/s)</i>	<i>100yr Maximum Inundation Depth (m)</i>	<i>Proposed Solution</i>
1	Capewell Drive, Spaven Way	300 - 375	0.25	2.23	0.36	Drainage basins and swales.
2	Southern Brockman Street	300	0.62	0.88	0.35	Expanding current pipe system. Porous Paving.
3	Hughes Street	225-375	0.36	3.3	0.39	Replacing 225 mm pipe with a 375 mm pipe. Constructing drainage

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						<i>basin in southern parkland</i>
4	<i>Denham-Hamelin Road</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>0.45</i>	<i>Install new drainage system. Raise the road's low point to convey runoff to sea via existing open drain.</i>
5	<i>Durlacher Street, Knight Terrace</i>	<i>n/a</i>	<i>n/a</i>	<i>n/a</i>	<i>0.20</i>	<i>Soakwells</i>

Area 1

The current drainage system along Capewell Drive is inadequate to cater for the 5 year ARI event. Due to the systems insufficient capacity inundation occurs at the corner of Capewell Drive and Spaven Way. Modelling predicted a depth of approximately 0.30 m (5 year ARI event) of water at this intersection, the deepest flooding occurring on Spaven Way. There is also flooding both on the east and west side of Capewell Drive which inundates the surrounding residential lots. The maximum flows associated with the pipe network are 0.19 m³/s and 0.25 m³/s for the 5 year and 100 year ARI event, respectively. This occurs at the end of the pipe network just before discharge.

Area 2

The pipe network has insufficient capacity to cater for the 5 year ARI event. The pipes through this section are 300 mm in diameter and can carry a maximum flow of approximately 0.045 m³/s. Inundation occurs to a depth of approximately 0.35 m on the road and surrounding residential lots during the 100 year ARI event

Area 3

Due to the large catchment acting upstream of the pipe network flowing to S2, inundation occurs along the eastern part of Hughes Street. During the 5 year ARI event the pipe network is at full capacity. The max discharge during the 5 year ARI event is 0.24 m³/s with a maximum velocity of 2.13 m/s. During the 5 year to 100 year ARI events flood water flows south onto the adjacent park. The maximum inundation depth on Hughes Street is 0.39 m during the 100 year ARI event

Area 4

There is significant inundation up to 0.45 m deep during the 100 year ARI event along the southern part of Denham-Hamelin Road. This may be caused by a lack of drainage in this area.

Area 5

Flood waters approximately 0.06 m to 0.20 m deep inundate the southern part of Durlacher Street and part of Knight Terrace in the 5 to 100 year ARI event respectively. The cause of the flood water is most likely due to the lack of drainage along Durlacher Street.

As the town of Denham grows and develops there should be a strategy to guide the Shire Staff and future developers with Storm Water Drainage and retention.

The Stormwater Drainage Plan will complement other strategic plans already in place with the intention of promoting positive economic growth with financially sustainable stratagem.

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This Drainage Plan has already been useful to the Shire of Shark Bay with the modelling information contained within, assisting GHD develop plans for the KESTRAL's along the eastern end of Knight Terrace and Durlacher Street-Knight Terrace intersection, ensuring drainage issues associated with these projects were addressed.

Legal Implications

There are no legal implications associated with this report.

Policy Implications

There are no policy implications associated with this report

Financial Implications

One of the major financial benefits of endorsing this document will be the ability of not only the Shire of Shark Bay but also other developers within Denham and abroad to ascertain the drainage requirements for different areas identified within the Report and aid in the design of realistic drainage solutions for any proposed developments.

The implementation of any of the proposed solutions contained within the report will incur a cost to the Shire of Shark Bay. Section seven of the report provides an estimate of costs as stated in the following extract. It can be seen from the notes at the bottom that it is recommended that the Shire of Shark Bay should use the estimated figures for budget purposes only and the Shire of Shark Bay should assess its own contingency provisions based on its financing strategy.

7 Mitigation Costing

A summary of the preliminary opinion of cost estimate is provided in Appendix C for each area. A total costing is provided in Table 11. This is an engineering estimate only and is not based on a detailed design.

The estimate provided with this report may change as Cardno receives more information from the SoSB.

Table 11 Engineering Costings

<i>Area</i>	<i>Subdivisional Construction Costing</i>	<i>Design Costing</i>	<i>Contingency (25%)</i>	<i>Total (Excluding GST)</i>
<i>1</i>	<i>\$145,000</i>	<i>\$10,100</i>	<i>\$36,200</i>	<i>\$191,300</i>
<i>2</i>	<i>\$83,500</i>	<i>\$5,800</i>	<i>\$20,900</i>	<i>\$110,200</i>
<i>3</i>	<i>\$197,500</i>	<i>\$13,800</i>	<i>\$49,400</i>	<i>\$260,700</i>
<i>4</i>	<i>\$686,600</i>	<i>\$10,000</i>	<i>\$171,700</i>	<i>\$868,300</i>
<i>5</i>	<i>\$52,600</i>	<i>\$3,700</i>	<i>\$13,200</i>	<i>\$69,500</i>

These costs are based on a series of assumptions outlined below:

- > No allowance for contamination remedial works.
- > Fees and charges exclude:
 - project management fees;

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- *Landscape Architect;*
 - *Local Authority development contribution cost;*
 - *demolition;*
 - *surveying fees; and*
 - *Landscaping works.*
- > *A construction cost factor of 165 has been applied to Perth construction costs indexed at 100.*
- > *Assumed timing of asphalt and concrete works are being carried out in the area simultaneously and thus no large mobilisation costs are factored into the works.*
- > *This is an opinion of cost only based on previous experience of similar developments.*
- > *Works were assumed to be carried out in summer therefore dewatering was not allowed for.*
- > *Extent of earthworks is dependent on geotechnical investigation to assess the suitability of existing soil.*
- > *Estimate is based on 2006 survey contour data (0.5 m) provided by SoSB. It is recommended that LiDAR data is sourced and the model rerun to confirm results.*
- > *The contingency allowance made above is a suggested figure for budgeting purposes only. The SoSB should assess its own contingency provisions based on its financing strategy and risk profile*

Strategic Implications

The implementation of a five to ten year Stormwater Drainage Plan will enable the Shire to address current stormwater drainage issues with controlled and financially viable solutions.

The Shire will also be able to put into place strategic plans for long term Stormwater Drainage. These plans should assist in guiding any future developments within Denham with the view to promote positive and productive relationships with future developers.

Voting Requirements

Simple Majority Required

Signatures

Author	<i>B Galvin</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	16 February 2015

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17. TOURISM, RECREATION AND CULTURE REPORT

17.1 Australia Day Breakfast

Author

Community Development Officer

Disclosure of Any Interest

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as author of the report in the Councillors daughter

Moved Cr Laundry

Seconded Cr Prior

Council Resolution

That the Australia Day Breakfast report be noted and that \$1,600 be included in the draft 2015/2016 Budget Deliberations.

6/0 CARRIED

Background

The Shire of Shark Bay host the Australia Day Breakfast on the 26 January. The event is funded by the Shire and as in previous years between 80 and 120 community members have been in attendance.

Comment

Australia Day 2015 was celebrated on the 26 January at the Shark Bay Recreation Centre on Francis Street. The event attracted over 110 people. The event was advertised through posters, SMS mobile phone messages and on the Facebook page – Shark Bay Buy and Sell.

The recipients of the Premiers Active Citizenship Awards were announced and awarded at the event. The Shark Bay Community Resource Centre were recipients in the group category, for their development of the Shark Bay Halloween Event and the winner in the individual category was Paul (Dicko) Dickenson for his ongoing efforts to keep visitors and locals safe at Steep Point.

The format was altered this year to allow for the use of the television in the Recreation Centre Meeting Room. The meeting room was set up with chairs and the Shire's lectern. Breakfast was served in the undercover outdoor area. Tables were not provided, this allowed more social interaction with the attendees able to eat their breakfast sandwiches whilst standing.

Mullet, always a welcome staple at the Australia Day Breakfast, was donated by the Shark Bay Fish Factory.

The 2015 Australia Day Awards and Breakfast event as a great success, this new format will be continued during the 2016 event.

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Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There are in policy implications relevant to this report.

Financial Implications

The cost to hold the Australia Day Breakfast event was approximately \$1,600.

It is recommended that \$1,600 be included in the 2015/2016 budget for the event to be held in 2016, this amount allows for growth of the event with further promotion and increased attendance.

Strategic Implications

3.3.2 Promote the assets and lifestyle to the local community

Voting Requirements

Simple Majority Required

Signatures

Community Development Officer

R Stanley

Executive Manager Community Development

G McBride

Date of Report

9 February 2015

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17.2 COMMUNITY DEVELOPMENT – PROPOSED NEW EVENTS 2015

Author

Community Development Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as author of the report is the Councillors daughter

Moved Cr Laundry
Seconded Cr Capewell

Council Resolution

1. Council endorse the development of a 'Cinema by the Sea' event series to be held in Denham and the purchase of an inflatable outdoor cinema screen package.
2. Council endorse the administration coordinating and promoting WA Day celebrations.
3. Council endorse the development and coordination of the Shark Bay Pirate Festival and include \$11,000 in the draft 2015/2016 Budget to run the event.
4. Council endorse administration to provide assistance to the Shark Bay RSL in the development and coordination of Anzac Day 2015 – 100 Gallipoli Commemoration and an annual HMAS Sydney Anniversary event.

6/0 CARRIED

Background

The Community Development Department continues to take steps to ensure the community experience new and innovative events. Some of the proposed events are designed not only for the local community but also to attract and lengthen visitors stay and experience in Shark Bay.

Comment

Proposed additional events for 2015:

1. Cinema by the Sea

The Community Development Team in collaboration with the Shark Bay Business and Tourism Association have identified the need to research and present tourism/community family friendly events toward the end of the school holiday season. This may encourage visitors to stay in Denham for an extra day or two over the School holidays and provides the opportunity to showcase Denham. An event that will provide a unique experience, as well as family entertainment to the Shark Bay community.

A concept has been developed to present a 'cinema by the seaside fair' event atmosphere. The event will centre around a movie being shown on an outdoor

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inflatable screen, within a small fairground precinct consisting of live music and local food outlets, mini games such as ring toss, egg and spoon races etc. This would give local community groups the chance for fundraising opportunities.

In order to present this event the Community Development Team would require to purchase a five (5) meter inflatable cinema screen package and other lesser infrastructure items.

It is proposed that these events be held on the Denham Foreshore at the beginning of the weekend of the school holidays in April, July and October.

Once purchased the inflatable screen can also be used for community events at the amphitheatre in the recreation precinct and other locations within the Shire.

Cost to the Shire: \$11,000 Screen package, \$3,000 entertainment
Venue and infrastructure hire staff time and advertising.

Collaborative Organisations: Shark Bay Business and Tourism Association,
Shark Bay Film Club, Community groups

2. WA Day

The Shire of Shark Bay has been invited to host a live simulcast of Perth's WA Day Celebration's. The broadcast will entail two sessions, the first being the State of the Art Music Festival. This is an artist program showcasing Western Australian contemporary music, featuring an exciting line up of established and emerging artist. Eskimo Joe headlines the festival in 2014.

The second broadcast is WA's Signature Dish 'Grand Final Cook Off'. This program provides the opportunity for home grown chefs to explore locally produced ingredients. Regional 'Cook Offs' are judged by a panel of experts and critics, culminating in a Grand Finale in Perth. This event provides the opportunity for local community groups to fundraise through catering food and drinks at the event.

Cost to the Shire: NIL
Venue hire staff time and advertising.

Collaborative Organisations: Shark Bay Film Club

3. Pirate Feastival

The concept of this event is to provide a platform to showcase Shark Bay's seafood to visitors to the area as a well-designed tourism experience. Celebrating the 'seafood of the bay' can help us to define our social and cultural identity.

Shark Bay Tourism Association have indicated that the administration look at the development of an event in the shoulder (low) seasons of the year to increase visitor numbers.

The pirate themed event is proposed to be held on the mid weekend of the September/October school holidays, this year the date is October 3, 2015. It is

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anticipated this event will grow to attract a significant number of visitors and will also be an additional activity for the local community.

As a 'food festival' the event will incorporate, cooking demonstrations and competition cook offs in which locals can show off their signature dishes. Entertainment, games including sword fighting, best pirate beard and roving entertainers will be used to enhance the seafood showcase and will present the event in a fun and family friendly package. There will be cost to participants for food and drinks, this would serve to recover some of the cost to the council. Sponsorship opportunities would be developed targeting local businesses and community members which will entitle members to free access. Grant funding would be explored to engage a celebrity chef to raise the profile of the event.

Cost to the Shire: \$10 000
Venue hire, staff time, adverting
Collaborative Organisations: Shark Bay Fish Factory, Local Bands, Community Groups, Community Resource Centre

4. Anzac Day 2015 – 100 Commemorations and HMAS Sydney Anniversary

Anzac Day

An event concept is currently being researched and developed to help the Shark Bay community commemorate 100 years since the landing at Gallipoli. This is a significant national day of commemoration and due to diminishing membership the Shark Bay RSL have limited capacity to deliver events.

The event is proposed over a number of venues and targeting different age demographics.

Cost to the Shire: \$5,000 – funding opportunities to be explored.
Venue and infrastructure hire, staff time, advertising
Collaborative Organisations: Shark Bay RSL, Community groups

HMAS Sydney Anniversary

It is also proposed that a morning tea or similar be held in the Rose Freycinet Art Gallery to commemorate the HMAS Sydney Anniversary. A guest speaker will be invited by the RSL to address the attendees.

Cost to the Shire : \$200
Venue hire, staff time, advertising
Collaborative Organisations: Shark Bay RSL

Legal Implications

There are no legal implications relevant to this report.

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Policy Implications

There are no policy implications relevant to this report.

Financial Implications

Costings are within the current budget 2014/2015.

If the Council approves the purchase of the inflatable outdoor cinema screen packages the cost will be \$11,000.

If the Council approves the new initiative events in this financial year

'Cinema by the Sea' – April School Holidays	\$3,000
Anzac Day – 100 years Gallipoli	\$5,000
HMAS Sydney Commemorative Event	\$ 200

Total cost of new proposed events \$7,200

Costing to be included in 2015/2016 budget:

'Cinema by the Sea' – July and October Holidays	\$4,000
Pirate Festival	\$10,000

Strategic Implications

3.3.2 Promote the assets and lifestyle to the local community

3.7.1 Provide community infrastructure and services that meet the needs of families, youth and retirees

4.1.4 Facilitate cultural and family events

Voting Requirements

Simple Majority Required

Signatures

Author *R Stanley*

Executive Manager
Community Development *G McBride*

Date of Report 10 February 2015

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17.3 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE - RECOMMENDATIONS FROM THE MEETING OF 14 JANUARY 2015
RC00007

Author

Executive Manager Community Development

Disclosure of Any Interest

Nil

Moved Cr Laundry
Seconded Cr Cowell

Council Resolution

1. That Council note the minutes of the Shark Bay 2016 Commemoration Advisory Committee held on 14 January 2015 (as attached).
2. That Council receive the Department of Premier and Cabinet Report submitted by Richard Muirhead, Director – National Commemorative Events for the Dirk Hartog 400 year commemoration.
3. That Council endorse the Committee recommendation to prioritise the event concepts for the 'Festival of Discovery' as being:

High Priority Concepts

Welcome and Opening Event
Community Concert
Community Street Fiesta
Films by the Bay
Words of Discovery
Sail Shark Bay
Formal Ball

Medium to Low Concepts

Photos of Discovery
Sculptures by the Bay
Sporting Event

6/0 CARRIED

Background

The Shark Bay 2016 Commemoration Advisory Committee held a committee meeting on 14 January 2015 to discuss and prioritize concepts for the 2016 Dirk Hartog Commemorative Event.

The feedback captured would enable Project3 (Event Contractors) to achieve their project deliverables by April 2015.

High Priority Concepts:

Welcome and Opening event – A welcome event or ceremony is a positive way to start a festival or series of events for VIP's and attendees. An intimate event could be

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held at the Discovery Centre for relatively low cost while also giving an opportunity for a formal welcome to country and acknowledgement of any partners and commercial sponsors.

Community Concert – An outdoor evening concert held on the Denham foreshore featuring profile WA artists free to the general public.

Community Street Fiesta – A free family friendly community event on the Denham foreshore with entertainment, programming and community engagement activities.

Words of Discovery – A group of profile Australian authors could participate in the Festival of Discovery with a relevant repertoire as a part of a Writers Festival that will include panel discussions, workshops and presentations at select unique venues.

Films by the Bay – On the Shark Bay foreshore, an outdoor screen could show a series of documentary films, touring from one of the world's leading film festivals.

Sail Shark Bay – interest has been expressed from the sailing community to hold a sailing event either before or during the celebrations.

Low Priority Concepts:

Photos of Discovery - During the Festival of Discovery, a number of Australia's most exciting photographers could present a program of workshops for visitors and exhibitions, with a focus on specialist underwater, destination imagery and photography for social media. By focussing on clever developments in the field of imagery and digital marketing, it is intended that far reaching social media coverage featuring high quality images would be achieved to raise awareness of the program.

Sculptures by the Bay – A curated selection of interactive sculptures could take up residence on the Shark Bay foreshore, some taking energy from the winds blowing into the Bay, moving, spinning, swaying and maybe even generating power for lights or screens.

Mass Participation Sporting Event – A sporting event could also be established that would then continue on in future years following the celebrations.

Comment

In December the Committee were presented with the event initiatives to be delivered by the State Government by Richard Muirhead, Director National Commemorative Events and Elenna Dionisio, Manager Events, Department of the Premier and Cabinet.

At the January committee meeting a presentation/workshop was embraced to allow for open discussion on all initiatives and concepts that have evolved over the last twelve months by the State Government, the advisory committee and Council.

On Tuesday, 27 January 2015 the Executive Manager Community Development met with the Project3 team at their premises in Fremantle. The meeting provided the opportunity for the team to work through the list and gauge feedback on each area of the project.

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The Executive Manager Community Development and the Director of Project3 Claire Parker held preliminary discussions with key sponsorship stakeholders Tourism WA and Lotteries West. The meetings were well received with both of these funding bodies recognising the importance of the event, appreciating our early engagement and are keen to receive our completed submissions in due course.

The opportunity to meet with other key stakeholders Museum WA, Perth Mint, The Duyfken, and Australia's Coral Coast were well received. A touch base meeting was also held with Richard Muirhead and Elenna Dionisio, Department of the Premier and Cabinet.

In summary there is an element of excitement anticipation for the event that is very encouraging and there is a real opportunity for Shark Bay to gain incredible exposure and publicity if we continue to maintain that enthusiasm.

Financial Implications

The 2014/15 Budget allocation for the 2016 Commemorative Event is \$60,000. Due to previous expenditure of this budget item further funds have been requested and additional \$20,000 in the Budget Review to cover the costs of the Project3 Contract.

Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There are no policy implications relevant to this report.

Strategic Implications

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

Voting Requirements

Simple Majority Required

Signatures

Author	<i>G McBride</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	11 February 2015

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Meeting Minutes

The unconfirmed minutes of the Shark Bay 2016 Commemoration Advisory Committee held in the Council Chamber at the Shark Bay Recreation Centre on Wednesday 14 January 2015 commencing at 3.00 pm.

AGENDA

1. Declaration Of Opening	2
2. Record Of Attendances/Apologies/Leave Of Absence Granted	3
3. Confirmation Of Minutes	3
4. Announcements By The Chair	
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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES - 14 JANUARY 2015



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

MINUTES OF THE ORDINARY COUNCIL MEETING

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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES - 14 JANUARY 2015

1. **DECLARATION OF OPENING**

The Chairperson declared the meeting open at 3.02 pm.

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

Attendances	Cr C Cowell	President
	Cr G Ridgley	Councillor
	Mr M Grenside	Shark Bay Tourism Association
	Mr D Matthews	Shark Bay Tourism Association
	Ms N Needham	Shark Bay Community Member
	Ms J Dwyer	Gascoyne Development Commission
	Ms C Wood	Acting Chief Executive Officer
	Mrs G McBride	Executive Manager Community Development
	Mr A Morris	Shark Bay World Heritage Discovery and Visitor Centre Manager
	Mrs R Stanley	Community Development Officer
Mrs R Mettam	Executive Assistant	
Apologies	Mr S Webster	Gascoyne Development Commission
	Mr K Wardle	Shark Bay Community Member

Visitors

No Visitors attended the committee meeting

3. **CONFIRMATION OF MINUTES**

3.1 **CONFIRMATION OF THE MINUTES OF THE SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE MEETING HELD ON THE 4 NOVEMBER 2014**

Moved Cr Ridgley
Seconded Ms Needham

Committee Resolution

That the minutes of the Shark Bay 2016 Commemoration Advisory Committee meeting held on 4 November 2014 as circulated to all Committee members, be confirmed as a true and accurate record.

6/0 CARRIED

4. **ANNOUNCEMENTS BY THE CHAIR**

Chairperson spoke about the 400th Anniversary of Dirk Hartog's landing presentation update.

5. **FINANCIAL REPORTS**

Project3 has been contracted to provide event and marketing services for the Festival of Discovery at a cost of \$60,000 ex GST. This is a budgeted item and the expenditure to 31 December 2014 is \$15,000 which is the initial payment to Project3.

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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES - 14 JANUARY 2015

6. EVENT MANAGEMENT

6.1 STATE GOVERNMENT 2016 COMMEMORATIVE INITIATIVES

Author

Executive Manager Community Development

Disclosure of Any Interest

Nil

Moved Ms Dwyer
Seconded Cr Ridgley

Committee Resolution

That the Committee receive the Department of Premier and Cabinet Report submitted by Richard Muirhead, Director – National Commemorative Events for the Dirk Hartog 400 year commemoration.

6/0 CARRIED

Background

Richard Muirhead, Director National Commemorative Events and Elenna Dionisio, Department of the Premier and Cabinet, presented a workshop to the Committee on 17 December 2014 outlining the State Government support of the commemorative event and budget allocations. A copy of the presentation is attached for members' info. The activities to be undertaken by the State are listed below.

Year	Item
2015/2016	Replica copies of Hartog's and Vlamingh's plates
	Interpretive panels for Lighthouse Keeper's Cottage
	Simple toilet at Lighthouse Keeper's Cottage
	Statue of Dirk Hartog on Denham foreshore
	Dirk Hartog Interpretive Trail on Denham foreshore
	Upgrade Dirk Hartog material within Shark Bay Discovery Centre
2016/2017	WA Maritime History/Dirk Hartog website
	Preparation of teacher resources for use in schools in 2016
	Morning function at Cape Inscription on 25 October 2016
	Dirk Hartog Festival, Saturday 29 October 2016
	Dirk Hartog Exhibition to tour state via WA Museum facilities
	'2016' Photographic Exhibition
Commemorative journey by the Duyfken *	
Contingency	

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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES - 14 JANUARY 2015

Comment

The State Government as the contract manager is forming an implementation committee to manage the overall project delivery of the above objectives. It is anticipated that the first meeting will be held in Shark Bay in March 2015.

Legal Implications

There are no legal implications relative to this report.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no financial implications to Council relative to the report, but there is State Government Funding allocations.

Strategic Implications

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

Voting Requirements

Simple Majority Required

Signature

Author	<i>G McBride</i>
Acting Chief Executive Officer	<i>C Wood</i>
Date of Report	9 January 2015

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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES - 14 JANUARY 2015

6.2 EVENT CONCEPTS – FESTIVAL OF DISCOVERY

Author

Executive Manager Community Development

Disclosure of Any Interest

Nil

Moved Ms Dwyer
Seconded Cr Ridgley

Committee Resolution

That the Committee suspend Standing Orders, clause 9.5 Limitation on number speeches to be suspended at 3.24 pm for open discussion on presentation by Mrs G McBride on Event Concepts.

6/0 CARRIED

Cr Ridgley left the Council Chamber at 3.25 pm and returned to the Council Chamber at 3.26 pm.

Moved Cr Ridgley
Seconded Ms Needham

Committee Resolution

That the Committee reinstate Standing Orders at 4.29 pm.

6/0 CARRIED

Moved Cr Ridgley
Seconded Mr Matthews

Committee Resolution

The Committee prioritise the event concepts for the 'Festival of Discovery' as being:

High Priority Concepts

Welcome and Opening Event
Community Concert
Community Street Fiesta
Films by the Bay
Words of Discovery
Sail Shark Bay
Formal Ball

Medium to Low Concepts

Photos of Discovery
Sculptures by the Bay
Sporting Event

6/0 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES - 14 JANUARY 2015

Background

In December, Project3 were contracted to deliver the event and marketing services for Council by the end of April covering the following aspects of the event.

- Development of a Festival of Discovery proposed schedule
- Detailed event concepts for the proposed schedule
- Detailed budget breakdowns of event concepts
- Marketing and Promotion Plan
- Development of a Festival of Discovery brand and design concept
- Establishment of a Festival of Discovery website
- Establishment of Festival of Discovery social medial channels
- Sponsorship and Partnership Plan
- Commence applications for government and commercial funding and sponsorship

As presented in the scoping report, the event concepts to form the basis for the 'Festival of Discovery' are:

- Community Concert
- Community Street Fiesta
- Words of Discovery
- Photos of Discovery
- Films by the Bay

In addition other activities that have been discussed by the committee e.g. the Wind Festival and the Leeuwin Foundation Scholarships would also need to be considered.

Comment

Now that the Committee have been presented with the initiatives to be delivered by the State Government for the event it presents an opportune time for the committee discuss the 2016 Commemorative Event concept as a whole.

Developing a clearer direction, by way of prioritising the concept list will assist Project3 to deliver a marketing and event plan in their project time frame.

Legal Implications

There are no legal implications relative to this report.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

Budgeted Item.

Strategic Implications

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

Voting Requirements

Simple Majority Required

Signature

Author
Acting Chief Executive Officer
Date of Report

G McBride
C Wood
9 January 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES - 14 JANUARY 2015

7. **URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**
Nil

8. **NEXT MEETING**

The time and date of the next meeting of the Shark Bay 2016 Commemoration Advisory Committee meeting will be advised.

9. **CLOSURE OF MEETING**

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

25 FEBRUARY 2015

project3

FEBRUARY REPORT DIRK HARTOG 400 YEAR CELEBRATIONS

prepared by
PROJECT3

prepared for
SHIRE OF SHARK BAY

project
DIRK HARTOG 400 YEAR CELEBRATIONS 2016

date
FEBRUARY 2015

events.
digital.
marketing.

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

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- 3.0 CREATIVE DEVELOPMENT
- 4.0 COMMERCIAL CONSIDERATIONS
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ABN 25 874 014 092

1.0 INTRODUCTION

In November 2014 Project3 was appointed by the Shire of Shark Bay to undertake introductory development of the community events for the Dirk Hartog 400 Year Celebrations in October 2016.

The initial scope of work includes development of the event schedule and topline budget requirements, development of a Strategic Marketing Plan and the Commercial Strategy. As part of the Strategic Marketing Plan, development of a brand and graphic elements is being undertaken including establishment of an event website and social media channels.

Commercial opportunities are currently being investigated with initial contact made with key potential funding agencies. As part of the initial process a grant submission was also made to the Gascoyne Development Commission for the current funding round.

2.0 STAKEHOLDERS

To identify the key objectives and progress the planning process, the following stakeholder meetings and discussions have taken place:

Shire of Shark Bay – a number of discussions and meetings have taken place since inception between Project3 and the Shire of Shark Bay representatives

Gascoyne Development Commission – various discussions have taken place between Project3 and the GDC with regards to the future opportunity for the event and preparation of grant submissions

Tourism WA – a number of discussions and meetings have been held between Project3 and Tourism WA investigating funding opportunities and requirements for application

Lotterywest – a number of meetings and phone calls have occurred between Project3 and Lotterywest to further funding opportunities for the event

Department of Premier & Cabinet – Project3 have met with DPC representatives and discussed the opportunities with them to further establish the state government support

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

3.0 CREATIVE DEVELOPMENT

EVENT NAME:

The proposed event name is: "Shark Bay 1616 Festival of Discovery"

Dirk Hartog is the name of the explorer who lead the world tour, discovering the West Coast of Australia – however as his profile is limited outside of Australia, the event name will focus on the Shark Bay region.

'Festival of Discovery' represents that this is a community festival (week of activities for the local and visiting community) about discovery (of new experiences, new land, new wildlife..).

There is a significant festival that takes place in Sydney (and a number around the world) called the 'Festival of Discovery' so these words are to remain below the line/ tagline WITH Shark Bay 1616 taking priority as the main message.

LOGO DEVELOPMENT:

The objectives for branding "Shark Bay 1616 Festival of Discovery" are:

- Present the event in a professional way that portrays credibility and trust
- Be easily recognizable for effective promotion, signage and brand elements which can be applied to other digital and offline collateral.
- Represent the diverse festival activities as a unified experience
- Be appropriate to corporate sponsorship

Shark Bay 1616 requires a worded logo, together with a symbol (as suggested above).

The logo may be used across all general corporate identity collateral (report covers, folder, letterhead or business cards), as well as digital communications (email footer, social media, website etc).

Logo to include:

- Focus on the words "Shark Bay 1616"
- Tagline Festival of Discovery
- Possible touch of history, shipwreck, pirates,

WEBSITE:

Both domain options www.sharkbay1616.com.au and www.1616sharkbay.com.au are available to be registered to present event information and details.

MINUTES OF THE ORDINARY COUNCIL MEETING

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BRAND & MARKETING ACTIVATIONS

2015 Caravan & Camping Show will form the deadline for the announcement of Shark Bay 1616: Festival of Discovery where a flyer will be distributed featuring the logo, design, website and will encourage those interested to visit the website and register for enewsletter updates.

4.0 COMMERCIAL CONSIDERATIONS

Initial exploratory meetings have been held with key funding bodies to identify the opportunities for funding and timelines around application.

A budget will be prepared in conjunction with the event schedule for review. The following ideal revenue target breakdown has been formulated based on discussions to date.

This schedule is still very much a draft topline target following initial investigation. More detailed budgeting and forecasting will be prepared as the event schedule is confirmed and more potential partner discussions take place.

MINUTES OF THE ORDINARY COUNCIL MEETING

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5.0 NEXT STEPS

The following activity must take place as a priority –

CREATIVE:

- Approval of proposed event name
- Finalise the branding elements

COMMERCIAL:

- Identify Sponsorship targets
- Develop commercial strategy
- Prepare Sponsorship proposal

OPERATIONS:

- Agree draft event schedule
- Develop topline budget based on event concepts

It is proposed that the above next steps are completed by Friday 20 February in consultation with the Shire of Shark Bay and pending feedback and advice from the Advisory Committee

25 FEBRUARY 2015

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There are no Motions of Which Previous Notice has been given.

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

Moved Cr Capewell
Seconded Cr Prior

Council Resolution

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

19.1 Shark Bay 2016 Commemoration Advisory Committee

6/0 CARRIED

19.1 SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE
CM00024

Author

Executive Manager Community Development

Disclosure of Any Interest

Nil

Moved Cr Prior
Seconded Cr Cowell

Cr Wake left the Council Chamber at 6.06 pm.

Cr Wake returned to the Council Chamber at 6.08 pm.

Council Resolution

- 1. That Council receive and note the unconfirmed minutes of the Shark Bay 2016 Commemoration Advisory Committee held on 14 February 2015 (attached).**
- 2. That Council note the Stakeholder Engagement Update – Executive Manager Community Development – January 2015**
- 3. That Council note the progress report received from Project3.**
- 4. That the Shark Bay 2016 Commemoration Advisory Committee recommendation that the name for the event as ‘Shark Bay 1616’ be adopted.**

5/1 CARRIED

25 FEBRUARY 2015

Moved Cr Laundry
Seconded Cr Prior

Council Resolution

That the motion may be put.

6/0 CARRIED

Background

In December, Project3 were contracted to deliver the event and marketing services for Council by the end of April - project deliverables as detailed below:

1. Development of a Festival of Discovery proposed schedule
2. Detailed event concepts for the proposed schedule
3. Detailed budget breakdowns of event concepts
4. Marketing and Promotion Plan
5. Development of a Festival of Discovery brand and design concept
6. Establishment of a Festival of Discovery website
7. Establishment of Festival of Discovery social medial channels
8. Sponsorship and Partnership Plan
9. Commence applications for government and commercial funding and sponsorship

The Shark Bay 2016 Commemoration Advisory Committee held a committee meeting on 19 February 2015 predominantly to discuss branding concepts for the Festival.

Project3 (Event Contractors) have delivered a *Branding Development Brief* in order to commence development concepts of a brand for the 2016 Commemorative Event.

Comment

Recommendation 2 - Stakeholder Engagement Update – Executive Manager Community Development – January 2015

The officer delivered an update on meetings held with key stakeholders for the 2016 Commemorative Event in the last week of January.

The officer is pleased to report that all stakeholders are informed and motivated to support the Shark Bay community to celebrate the anniversary of Dirk Hartog's landing at Cape Inscription.

It is important to note that during preliminary discussions held with Lotterywest with their Senior Manager, Grants and Community Development | Mark Teale and our regional Grant Manager | Teresa Smith, it was indicated that as a funding body Lotterywest are keen to see the Shire provide an ongoing legacy for the community and it would potentially support additions to our infrastructure that would support the towns community services.

25 FEBRUARY 2015

Recommendation 3 - Project3 - February Report

A progress report has been received from Project3 advising of their activities to date, in accordance with their contractual obligations.

At present Project3 are working in a concept phase of the proposed schedule and as such there is very little to report. Detailed marketing and communication plans and budgets will be developed as the project evolves in the coming months.

Recommendation 4 - 2016 Commemorative Event – Event Name

From a destination marketing perspective, the 400th commemoration of the Dirk Hartog landing is the most significant marketable event the business and tourism operators have had the opportunity to celebrate and gain exposure for in many years. Potentially the last time an opportunity has arisen with a similar amount of significance was the branding and formation of World Heritage. Naming the event is a significant milestone for Council to reach. The community as a whole and especially the local businesses and operators have anticipated this event for many years.

Project3 Director | Claire Parker and Strategic Marketing Manager | Kathy presented a small briefing to the committee via an electronic messaging medium.

Due to the importance of this decision, the committee spent a considerable amount of time deliberating over the branding concepts. The Dirk Hartog Commemoration on 25 October 2015 - is one brief window of opportunity that will open for only one day next year. The Shire logo itself carries the branding of Dirk Hartog's name, his ship, the date 1616 and the words "First in Australia".

'Shark Bay 1616' as an event name was the chosen title with the tag line potentially changing from year to year.

The message from the committee was for the name to have flexibility in order to evolve the event over future years. Keeping the name constant and revising the tag line in order to promote different tourism aspects of the bay over future events.

It may be suitable to name the inaugural Dirk Hartog 400th Commemorative event – '**Shark Bay 1616**' with a tag ***Dirk Hartog 400 Festival***.

Logo branding was discussed with the committee not able to select any of the options provided by Project3 and found them unsuitable.

It was suggested that a simplistic logo be designed to include the image of the ship. This information will go back to Project3 for further development and also to ensure that the design of the logo be suitable to use in all potential marketing mediums.

Legal Implications

There are no legal implications relevant to this report.

Policy Implications

There are no policy implications relevant to this report.

MINUTES OF THE ORDINARY COUNCIL MEETING

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Financial Implications

The 2014/15 Budget allocation for the 2016 Commemorative Event is \$60,000. Due to previous expenditure of this budget item further funds have been requested and additional \$20,000 in the Budget Review to cover the costs of the Project3 Contract.

Strategic Implications

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

Strategic Action 1.1.4 Ensure there is adequate funding in the budget for the Dirk Hartog event.

Voting Requirements

Simple Majority Required

Signatures

Author	<i>G McBride</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	23 February 2015

25 FEBRUARY 2015



Shire of Shark Bay

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Email admin@sharkbay.wa.gov.au

Meeting Minutes

The unconfirmed minutes of the Shark Bay 2016 Commemoration Advisory Committee held in the Council Chamber at the Shark Bay Recreation Centre on Thursday 19 February 2015 commencing at 3.00 pm.

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25 FEBRUARY 2015

SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015



DISCLAIMER

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

The Shire of Shark Bay disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission does so at that person's or legal entity's own risk.

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

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

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015

1. **DECLARATION OF OPENING**

The Chairperson Cr Cowell declared the meeting open at 3.00 pm.

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

Attendances	Cr C Cowell	President
	Mr D Matthews	Shark Bay Tourism Association
	Ms N Needham	Shark Bay Community Member
	Ms J Dwyer	Gascoyne Development Commission
	Mr P Anderson	Chief Executive Officer
	Mrs G McBride	Executive Manager Community Development
	Mr A Morris	Shark Bay World Heritage Discovery and Visitor Centre Manager
	Mrs R Stanley	Community Development Officer
	Mrs R Mettam	Executive Assistant

Apologies

Cr Ridgley	Councillor
Mr S Webster	Gascoyne Development Commission
Mr K Wardle	Shark Bay Community Member
Mr M Grenside	Shark Bay Tourism Association

Visitors

Nil

3. **CONFIRMATION OF MINUTES**

3.1 **CONFIRMATION OF THE MINUTES OF THE SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE MEETING HELD ON THE 14 JANUARY 2015**

Moved Ms Dwyer
Seconded Cr Cowell

Committee Recommendation

That the minutes of the Shark Bay 2016 Commemoration Advisory Committee meeting held on 14 January 2015 as circulated to all Committee members, be confirmed as a true and accurate record.

4/0 CARRIED

4. **ANNOUNCEMENTS BY THE CHAIR**

Cr Cowell advised the committee that Claire Parker and Kathy Johnston from Project3 would be using Skype to address the committee meeting.

MINUTES OF THE ORDINARY COUNCIL MEETING

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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015

5. FINANCIAL REPORTS

Project3 has been contracted to provide event and marketing services for the Festival of Discovery at a cost of \$60,000 ex GST. The expenditure to 31 January 2015 for this contract is \$35,000.

6. EVENT MANAGEMENT

6.1 STAKEHOLDER ENGAGEMENT UPDATE - EXECUTIVE MANAGER COMMUNITY DEVELOPMENT – JANUARY 2015

Author

Executive Manager Community Development

Disclosure of Any Interest

Nil

Moved Ms Needham

Seconded Ms Dwyer

Committee Recommendation

That the Committee endorse the Stakeholder Engagement Update – Executive Manager Community Development – January 2015

4/0 CARRIED

Background

In January the Executive Manager Community Development visited key event stakeholders in Perth, in order to develop stakeholder relations.

Comment

On Tuesday, 27 January 2015 the Executive Manager Community Development met with the Project3 team at their premises in Fremantle. The meeting provided the opportunity for the team to work through committee recommendations and gauge feedback on each area of the project.

The Executive Manager Community Development and the Director of Project3 Claire Parker then went on to hold preliminary discussions with key sponsorship stakeholders. The meetings were well received with funding bodies recognising the importance of the event, appreciating our early engagement and are keen to receive our completed grant submissions in due course.

Tourism WA

Gwyn Dolphin | Director Events – an introductory meeting to present the event concepts and to scope the potential for funding opportunities. The meeting went well and various funding sources/ideas were discussed.

MINUTES OF THE ORDINARY COUNCIL MEETING

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Lotterywest

Mark Teale | Senior Manager, Grants and Community Development and Teresa Smith | Grants Manager – an introductory meeting to present the event concepts and to scope the potential for funding opportunities. Lotterywest are keen to support the event and to help us to deliver a legacy ongoing for the community of Shark Bay.

Duyfken

John Longley | Chairman and Peter Bowman | Chief Executive Officer – together with Claire Parker from Project3 we met to discuss the Duyfken preliminary plans and how it would fit into the festival timelines. It is proposed that the Duyfken start a commemorative journey from Bunbury, and head up the Western Australian coast visiting as many small towns as it can access. The Duyfken would be educated the public about the commemoration and provide literature about the event and Shark Bay. It would arrive in Denham for the commencement of the event and remain until the official event on Dirk Hartog Island.

The Executive Manager Community Development then met with other key stakeholders as follows:

Western Australian Museum

James Dexter | Director Creative and Regional Development – this was an introductory meeting and general discussion around general issues regarding the Shark Bay Discovery and Visitor Centre and also about the commemorative event plans to date. Western Australian Museum will be members of the State Government Implementation Committee.

Perth Mint

Tina Kircher | Head of Merchandising – this was an introductory meeting and discussions about the commemorative event plans to date. The Perth Mint are in the process of producing a Commemorative Dirk Hartog Coin. Discussions were held about the potential for the Shire of Shark Bay to purchase the coins in a less expensive metal and other merchandising options are being explored.

Coral Coast Australia

Ross MacCulloch | Chairman and David O'Malley | Chief Executive Officer – an introductory meeting and discussions on how the event marketing can be strengthened through Coral Coast marketing channels.

Department of the Premier and Cabinet

Richard Muirhead | State Director, National Commemorative Events and Elenna Dionisio | State Ceremonial and Events - a meeting to provide an event update and

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to discuss logistics for the Implementation Committee meeting to be held in Shark Bay in March.

In summary there is an element of excitement and anticipation for the event that is very encouraging and as the event project begins to unfold there appears to be a real opportunity for Shark Bay to gain incredible exposure and publicity if we continue to maintain that enthusiasm.

Legal Implications

There are no legal implications relative to this report.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

Budgeted.

Strategic Implications

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

Voting Requirements

Simple Majority Required

Signature

Author

G McBride

Chief Executive Officer

P Anderson

Date of Report

13 February 2015

MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015

6.2 PROJECT3 - FEBRUARY REPORT

Author

Executive Manager Community Development

Disclosure of Any Interest

Nil

Moved Ms Dwyer
Seconded Cr Cowell

Committee Recommendation

That the Committee endorse the progress report received from Project3.

4/0 CARRIED

Background

In December, Project3 were contracted to deliver the event and marketing services for Council by the end of April.

Comment

A progress report – February Report (attached) has been received from Project3 advising of their activities to date, in accordance with their contractual obligations.

Legal Implications

There are no legal implications relative to this report.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no financial implications relative to this report.

Strategic Implications

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

Voting Requirements

Simple Majority Required

Signature

Author	<i>G McBride</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	13 February 2015

SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015

project3

FEBRUARY REPORT
DIRK HARTOG 400 YEAR CELEBRATIONS

prepared by
PROJECT3

prepared for
SHIRE OF SHARK BAY

project
DIRK HARTOG 400 YEAR CELEBRATIONS 2016

date
FEBRUARY 2015

events.
digital.
marketing.

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MINUTES OF THE ORDINARY COUNCIL MEETING

25 FEBRUARY 2015

SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015

1.0 INTRODUCTION

In November 2014 Project3 was appointed by the Shire of Shark Bay to undertake introductory development of the community events for the Dirk Hartog 400 Year Celebrations in October 2016.

The initial scope of work includes development of the event schedule and topline budget requirements, development of a Strategic Marketing Plan and the Commercial Strategy. As part of the Strategic Marketing Plan, development of a brand and graphic elements is being undertaken including establishment of an event website and social media channels.

Commercial opportunities are currently being investigated with initial contact made with key potential funding agencies. As part of the initial process a grant submission was also made to the Gascoyne Development Commission for the current funding round.

2.0 STAKEHOLDERS

To identify the key objectives and progress the planning process, the following stakeholder meetings and discussions have taken place:

Shire of Shark Bay – a number of discussions and meetings have taken place since inception between Project3 and the Shire of Shark Bay representatives

Gascoyne Development Commission – various discussions have taken place between Project3 and the GDC with regards to the future opportunity for the event and preparation of grant submissions

Tourism WA – a number of discussions and meetings have been held between Project3 and Tourism WA investigating funding opportunities and requirements for application

Lotterywest – a number of meetings and phone calls have occurred between Project3 and Lotterywest to further funding opportunities for the event

Department of Premier & Cabinet – Project3 have met with DPC representatives and discussed the opportunities with them to further establish the state government support

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3.0 CREATIVE DEVELOPMENT

EVENT NAME:

The proposed event name is: "Shark Bay 1616 Festival of Discovery"

Dirk Hartog is the name of the explorer who lead the world tour, discovering the West Coast of Australia – however as his profile is limited outside of Australia, the event name will focus on the Shark Bay region.

'Festival of Discovery' represents that this is a community festival (week of activities for the local and visiting community) about discovery (of new experiences, new land, new wildlife..).

There is a significant festival that takes place in Sydney (and a number around the world) called the 'Festival of Discovery' so these words are to remain below the line/ tagline WITH Shark Bay 1616 taking priority as the main message.

LOGO DEVELOPMENT:

The objectives for branding "Shark Bay 1616 Festival of Discovery" are:

Present the event in a professional way that portrays credibility and trust
Be easily recognizable for effective promotion, signage and brand elements which can be applied to other digital and offline collateral.
Represent the diverse festival activities as a unified experience
Be appropriate to corporate sponsorship

Shark Bay 1616 requires a worded logo, together with a symbol (as suggested above).

The logo may be used across all general corporate identity collateral (report covers, folder, letterhead or business cards), as well as digital communications (email footer, social media, website etc).

Logo to include:

Focus on the words "Shark Bay 1616"
Tagline Festival of Discovery
Possible touch of history, shipwreck, pirates,

WEBSITE:

Both domain options www.sharkbay1616.com.au and www.1616sharkbay.com.au are available to be registered to present event information and details.

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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015

BRAND & MARKETING ACTIVATIONS

2015 Caravan & Camping Show will form the deadline for the announcement of Shark Bay 1616; Festival of Discovery where a flyer will be distributed featuring the logo, design, website and will encourage those interested to visit the website and register for newsletter updates.

4.0 COMMERCIAL CONSIDERATIONS

Initial exploratory meetings have been held with key funding bodies to identify the opportunities for funding and timelines around application.

A budget will be prepared in conjunction with the event schedule for review. The following ideal revenue target breakdown has been formulated based on discussions to date.

This schedule is still very much a draft topline target following initial investigation. More detailed budgeting and forecasting will be prepared as the event schedule is confirmed and more potential partner discussions take place.

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SHARK BAY 2016 COMMEMORATION ADVISORY COMMITTEE UNCONFIRMED MINUTES – 19 FEBRUARY 2015

6.3 2016 COMMEMORATIVE EVENT – EVENT NAME

Author

Executive Manager Community Development

Disclosure of Any Interest

Nil

Moved Ms Dwyer
Seconded Mr Matthews

Committee Recommendation

That the Committee suspend Standing Orders, clause 9.5 Limitation on number of speeches to be suspended at 3.24 pm for open discussion with Project 3.

4/0 CARRIED

Moved Ms Needham
Seconded Ms Dwyer

Committee Recommendation

That the Committee reinstate Standing Orders at 4.32 pm.

4/0 CARRIED

Moved Ms Needham
Seconded Cr Cowell

Committee Recommendation

That the Committee discuss the Item.

4/0 CARRIED

Moved Cr Cowell
Seconded Ms Dwyer

Committee Recommendation

That the Shark Bay 2016 Commemorative Advisory Committee recommend, to the Shark Bay Shire Council, the name for the event be 'Shark Bay 1616'.

The vote was cast and resulted in a tied vote
The Chairperson Cr Cowell exercised a casting vote and the item was carried -
Local Government Act 1995 Section 5.21 (3) If the votes of members present at a council or a committee meeting are equally divided, the person presiding is to cast a second vote.

2/2 TIED

3/2 CARRIED

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5.0 NEXT STEPS

The following activity must take place as a priority –

CREATIVE:

- Approval of proposed event name
- Finalise the branding elements

COMMERCIAL:

- Identify Sponsorship targets
- Develop commercial strategy
- Prepare Sponsorship proposal

OPERATIONS:

- Agree draft event schedule
- Develop topline budget based on event concepts

It is proposed that the above next steps are completed by Friday 20 February in consultation with the Shire of Shark Bay and pending feedback and advice from the Advisory Committee

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Background

In December, Project3 were contracted to deliver the event and marketing services for Council by the end of April covering the following aspects of the event.

1. Development of a Festival of Discovery proposed schedule
2. Detailed event concepts for the proposed schedule
3. Detailed budget breakdowns of event concepts
4. Marketing and Promotion Plan
5. Development of a Festival of Discovery brand and design concept
6. Establishment of a Festival of Discovery website
7. Establishment of Festival of Discovery social medial channels
8. Sponsorship and Partnership Plan
9. Commence applications for government and commercial funding and sponsorship

Comment

The Shire is now in receipt of the *Branding Brief* (attached) from Project3 Event Contractors.

Due to the timelines of the project and so that the brief can be submitted for initial concepts to a graphic designer, the naming of the event has become a priority.

Naming the event is an important and exciting step, however it is important to note that once named the 'branding' and 'website domain' name will incur additional costs if any changes are required in the future.

Legal Implications

There are no legal implications relative to this report.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

Budgeted.

Strategic Implications

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

Voting Requirements

Simple Majority Required

Signature

Author	<i>G McBride</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	13 February 2015

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project3

BRAND DEVELOPMENT BRIEF
1616 - 2016 DIRK HARTOG CENTENARY

prepared by
PROJECT3

prepared for
SHIRE OF SHARK BAY

project
2016 DIRK HARTOG CENTENARY

date
JANUARY 2015.

events.
digital.
marketing.

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DATE	VERSION	WRITTEN/UPDATED BY	APPROVED BY
5.2.15	1	KJ	CP

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- Shark Bay is considered the resting place of the HMAS Sydney as well as a number of other significant shipwrecks

AUDIT

Aware	Do people know 1616 DIRK HARTOG exists? There is a highly enthusiastic group of historians and other community members who know, however education and knowledge of the historical importance is limited. In addition other tourism properties that have been identified as having a low profile, particularly around engagement with wildlife.
Distinctive	Is 1616 DIRK HARTOG famous for something differentiating? <ul style="list-style-type: none"> - World heritage park - Biodiversity - History - Ship wrecks - Stunning coastal scenery and colours - Fishing
Relevant	Is the key benefit motivating to the right people? The key community benefits of recognizing the significance of the place and providing a legacy of tourism, visitation and updating the market understanding of the place are
Aspirational	Are we recruiting new clients and retaining existing ones? Through promotion of Shark Bay through digital new channels and including new elements of the events as well as history, the story of Shark Bay will reach new markets
Available	Is it a good product, at the right time, place and price? Shark Bay is physically and geographically accessible by those within a four hour drive; pax 5000 is the maximum attendance expected. With this in mind, strong digital communications will be required to expand the reach.
Affordable	Can the people we are aiming at afford us? By targeting the local community through print and international/national community through digital channels the events will be low-cost to participate in either way.
Targets	<ul style="list-style-type: none"> - Local community - Near-local community (4 hr drive) - Historians - Dutch community

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1. INTRODUCTION

This document is an initial brand briefing, to support the development of a logo and branding style guide by an appointed graphic designer.

WHAT IS THE 1616 DIRK HARTOG 400 YEAR CENTENARY?

Dirk Hartog was the first known European explorer to land on the Western Australian coast. On 25 October 1616 his vessel the Eendracht made landfall at Dirk Hartog Island off the coast of Shark Bay. Hartog's landing in 1616 is significant as Hartog left behind a pewter plate inscribed with a record of his visit, the oldest such evidence of European contact with Australia. Tuesday 25 October 2016 will mark the 400th anniversary of his landing.

As part of this centenary, a community fiesta will be held, which may include:

- A festival of words/writers/books (theme possibilities: shipwrecks, travel, exploration..)
- A photography exhibition
- Concert
- Pop up markets and Street Fiesta
- Visiting Tall Ships

WHATS THE 10 YEAR VISION?

The 10-year vision for this event is to hold a high profile first year event, marking the centenary with the '1616 Dirk Hartog Festival of Discovery' as well as government participation through VIP events. Through media coverage, investigate in digital channels and brand development, the event will have the potential to be repeated annually and draw visitors from around Australia and beyond to Shark Bay.

KEY MESSAGES/BENEFITS

- In 1616 Dirk Hartog made landfall at Dirk Hartog Island, making it the earliest known engagement between Europeans and Australia
- 400 years
- Visit or watch online
- First evidence of European contact with Australia
- Shipwrecks, biodiversity, world heritage area
- Outside of the historical recognition, a festival will be held for the community and visitors that will hopefully grow and provide a legacy of tourism
- Shark Bay is a UNESCO World Heritage Site
- http://en.wikipedia.org/wiki/Shark_Bay

CONSIDERATIONS

- Strong community ownership of the events and history
- Shark Bay is a UNESCO World Heritage Site

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2. BRAND POSITIONING INFORMATION

VALUES

- Historical significance
- Discovery of new land
- Consideration of wildlife and nature
- Ocean, seaside, marine

SECTORS

- Tourism and destination promotion
- Community events
- Historical education and recognition
- Travel, transport

EVENT NAME

The event name will be "Shark Bay 1616 Festival of Discovery"

1616 represents the year that Dirk Hartog made landfall at Dirk Hartog Island

Dirk Hartog is the name of the explorer who lead the world tour, discovering the West Coast of Australia – however as his profile is limited outside of Australia, the event name will focus on the Shark Bay region.

'Festival of Discovery' represents that this is a community festival (week of activities for the local and visiting community) about discovery (of new experiences, new land, new wildlife..).

There is a significant festival that takes place in Sydney (and a number around the world) called the 'Festival of Discovery' so these words are to remain below the line/ tagline situ.

STRATEGIC GOALS

The strategic objectives for the branding and positioning of Shark Bay 1616 are:

- Present the marketing and communications collateral in a professional way that portrays credibility and trust
- Support the long-term goals of activating an event with the possibility of repetition
- Be easily recognizable for effective promotion, signage and brand elements which can be applied to other digital and offline collateral.
- Encourage community ownership (will be used by local businesses)
- Represent the diverse festival activities as a unified experience
- Be appropriate to corporate sponsorship

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3.0 MARKET ANALYSIS

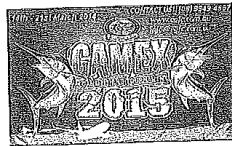
3.1 COMPETITION

There are two main categories of competition – other regional events within a similar driving range, and other tourism experiences. We will focus on other events as the primary competition:

Other events:

Zest Fest
Ord Valley Muster
Taste Great Southern
Gourmet Escape
Shinju Matsuri
Gamex
Mandurah Crab Fest

COMPETITION BRANDING



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3.2 TARGET MARKETS

In order to develop the logo and brand style to be desirable to the target markets and different from the competition, target market segments have been defined:

1. Shark Bay region residents
(PRIMARY)
 - Based in Shark Bay, Denham or within a four hour drive
 - Population Shark Bay: 900
 - Regional area includes Geraldton, Kalbarri up to Camarvon
 - 33% 30-54, 20% 55-74
 - Limited access to digital channels, Direct mail, word of mouth, radio
 - Primary industries: fishing, agriculture, accommodation, conservation
2. Perth residents
(PRIMARY)
 - Road trip lovers/ grey nomads
 - May have an existing connection to Shark Bay
 - Target: From 35+, families with mid-high earning capacity
 - Special interest groups (history, biodiversity, marine life, ship wrecks)
3. Eastern states and international groups
 - Target: From 35+, families with mid-high earning capacity
 - Access to the internet and digital channels
4. Special interest groups
(PRIMARY)
 - Could be based anywhere
 - Primary method of contact = digital through forums, websites, social media
 - Special interest groups (history, biodiversity, marine life, ship wrecks)
 - Access to the internet and digital channels
 - May travel to Shark Bay 2016 or future years
 - May choose to follow the events online
 - Likely to be older age groups
 - Interest groups, study groups, museum members

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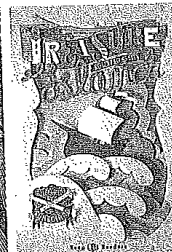
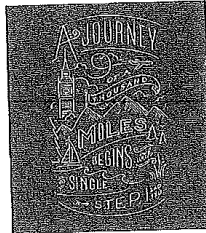
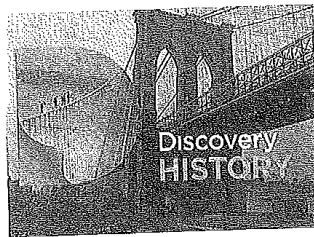
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4.0 BRAND CREATIVE

4.1 TRENDS IN DESIGN

In developing a new brand or logo, a certain percentage of the overall consideration should be given to relevant trends in graphic design, that are being used by other organisations targeting the same market segments. All of these trends could be applicable to Shark Bay 1616 brand development.

Lettering, geometrics, minimalist design against/with photography,



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A mood board is located here:
<https://www.pinterest.com/kathyleefreo/1616dh>

5.0 ARTWORK FILES REQUIRED

LOGO

1616 Dirk Hartog requires a worded logo, together with a symbol (as suggested above).

3 options are required for initial selection, as part of stage one of the brand development and communications plan. The overall brand guidelines and logo will be as important as each other, carried through digital and hard collateral.

The logo may be used across all general corporate identity collateral (report covers, folder, letterhead or business cards), as well as digital communications (email footer, social media, website etc).

Logo to include:

- the words Shark Bay 1616
- the tagline Festival of Discovery
- Possible touch of history, shipwreck, pirates.

Final versions required:

- Stacked and horizontal aligned version.
- Optimised for social media profile images.
- With website address.
- With a transparent background (.png).
- Mono versions (black and white).
- All standard file types.

Collateral required:

A small selection of corporate identity designs are required for Shark Bay 1616 to start activity:

- Business card
- Letterhead template (word)
- E-mail footer

Uses:

- Website and social media
- Sponsorship documentation
- Signage, posters and advertising
- Mono and colour
- Alongside sponsors and event partners

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- Community engagement collateral
- Merchandise and uniforms
- Sponsor gift

SPONSORSHIP DOCUMENT

Document (3 page styles) to provide to potential partners. Should include a cover page, introduction page (50% Images, 50% text) and offer page (25%, 75% text images).

FLYER

Based on the artwork crafted for the presentation document and with the logo, a basic introductory flyer needs to be created for the 2015 Caravan and Camping show in Perth. Content to include features: website address, dates and next steps to learning more and attending.

Infographic style poster/flyer to inform as well as promote

6.0 TIMEFRAME

Initial logo options are requested by 14 February 2015

Flyer for week one March. Sponsorship document week one March.

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7. **URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION**
Nil

8. **NEXT MEETING**

The time and date of the next meeting of the Shark Bay 2016 Commemoration Advisory Committee meeting will be advised.

9. **CLOSURE OF MEETING**

With no further business the Chairperson Cr Cowell closed the Committee meeting at 4.55 pm.

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20. MATTERS BEHIND CLOSED DOORS

Moved Cr Capewell
Seconded Cr Cowell

Council Resolution

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

6/0 CARRIED

20.1 Shark Bay Airport
TT00002

Author

Chief Executive Officer

Disclosure of Any Interest

Disclosure of Interest: Cr Prior

Nature of Interest: Financial Interest as an air operator based at the Shark Bay Airport

Cr Prior left the Council Chamber at 6.59 and asked to be allowed to return for the discussion.

Moved Cr Bellottie
Seconded Cr Laundry

Council Resolution

That Councillor Prior be allowed to return to the Council Chamber for the discussion on the item.

5/0 CARRIED

Cr Prior returned to the Council Chamber at 7.00 pm.

Moved Cr Laundry
Seconded Cr Capewell

Council Resolution

That the confidential report presented by the Chief Executive Officer on the Shark Bay Airport be noted.

Cr Prior left the Council Chamber at 7.15 pm.

5/0 CARRIED

Cr Prior returned to the Council Chamber at 7.16 pm.

Council staff, Mr Galvin, Mrs McBride, Mrs Mettam and Ms Wood left the Council Chamber at 7.16 pm.

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20.2 CHIEF EXECUTIVE OFFICER CONTRACT
PE0008

Author

Shire President

Disclosure of Any Interest

Disclosure of Interest: Mr Paul Anderson

Nature of Interest: Financial Interest as employee's contract

Moved Cr Bellottie

Seconded Cr Cowell

Council Resolution

That Mr Paul Gregory Anderson be appointed Chief Executive Officer with the Shire of Shark Bay in accordance with section 5.6 of the Local Government act 1995 for a period of five (5) years commencing on 28 September 2015 and concluding on 27 September 2020 and the contract of employment be endorsed.

The Chief Executive Officers total reward package and benefits as a component of the contract of employment, be further considered within the parameters of the Salaries and Allowances tribunal determination.

That the President be authorised to liaise with appropriate Western Australian Local Government Association officers to obtain clarity with regard to; whether the location allowance can be included in the total reward package, discuss options under 6.3.4 in the contract in regard to the qualification that 'the employee is to pay the cost of fuel outside of Western Australia' and the amount of paid annual leave entitlement for the majority of Chief Executive Officer's.

6/0 CARRIED

Moved Cr Capewell

Seconded Cr Prior

Council Resolution

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

6/0 CARRIED

21. DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of Council will be held on the 25 March 2015 in Council Chambers commencing at 3.00 pm.

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22. CLOSURE OF MEETING

As there was no further business for the Ordinary Council meeting, the President, closed the meeting at 7.50 pm.