

SHIRE OF SHARK BAY MINUTES

31 July 2019

ORDINARY COUNCIL MEETING



SHARK BAY -DENHAM FORESHORE



31 JULY 2019



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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

31 JULY 2019

The minutes of the Ordinary meeting of the Shark Bay Shire Council held in the Council Chamber at the Shark Bay Recreation Centre, Francis Street, Denham on 31 July 2019 commencing at 3.00 pm.

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1.0 DECLARATION OF OPENING

The President declared the meeting open at 3.01 pm.

2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell President

Cr L Bellottie

Cr J Burton

Cr E Fenny

Cr G Ridgley

Vacant Position Denham Ward

Mr P Anderson Chief Executive Officer

Mr B Galvin Works Manager

Ms K Knott Administration Assistant

Mrs R Mettam Executive Assistant

APOLOGIES

Cr K Laundry Deputy President

VISITORS

2 Visitors in the gallery.

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There are no previous public questions on notice.

4.0 PUBLIC QUESTION TIME

The President opened public question time at 3.02pm.

Mr Triplett of Overlander Roadhouse spoke about the item 13.4, in the Council agenda, requesting approval for the liquor license for the Roadhouse.

The President asked if Mr Triplett would like the item brought forward. Mr Triplett said it was ok to leave as is.

The President closed public question time at 3.03pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

There were no applications for leave of absence for the July 2019 Ordinary Council meeting.

6.0 PETITIONS

There were no petitions presented to the July 2019 Ordinary Council meeting.

MINUTES OF THE ORDINARY COUNCIL MEETING

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7.0 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 JUNE 2019

Moved Cr Burton
Seconded Cr Fenny

Council Resolution

That the minutes of the Ordinary Council meeting held on 26 June 2019, as circulated to all Councillors, be confirmed as a true and accurate record.

5/0 CARRIED

8.0 ANNOUNCEMENTS BY THE CHAIR

Cr Laundry and Cr Bellottie will be attending the Western Australian Local Government Convention being held from the 7 – 9 August 2019.

The President advised that the Governor, the Honourable Kim Beazley AC will be visiting the Shire of Shark Bay on the 27 and 28 August 2019.

9.0 PRESIDENT'S REPORT

GV00002

Council Committee Membership

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

Meeting Attendance

3 July 2019	Western Australian Local Government Association State Council Meeting Governance Team Meeting and Strategic Forum
26 July	NAIDOC Week Ceremony at Yadgalah Aboriginal Corporation Meeting with Michael Dolton, Horizon Power – Community Manager
31 July	Induction to the Gascoyne Development Commission Board by the Chief Executive Officer Mr Tym Donaldson Ordinary Council meeting

Signatures

Councillor	<i>Councillor Cowell</i>
Date of Report	22 July 2019

Moved Cr Bellottie
Seconded Cr Ridgley

Council Resolution

That the President's activity report for July 2019 be received.

5/0 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

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10.0 COUNCILLORS' REPORTS

10.1 CR BURTON
GV00018

Committee Membership

Member	Audit Committee
Member	Shark Bay Arts Council

Meeting Attendance

8 July 2019	NAIDOC Police Flag raising ceremony
13 July	Far Western Speedway Championships
14 July	Winter Festival
26 July	NAIDOC Yadgalah Aboriginal Corporation flag raising ceremony and morning tea
31 July	WA Country Health Midwest Health community discussion on Patient Assisted Travel Scheme at Denham Hall

Signatures

Councillor	<i>Councillor Burton</i>
Date of Report	19 July 2019

Moved Cr Ridgley
Seconded Cr Bellottie

Council Resolution

That Councillor Burton's July 2019 report on activities as Council representative be received.

5/0 CARRIED

10.2 CR RIDGLEY
GV00008

Councillor Ridgley gave a verbal report to the July 2019 Ordinary Council meeting on the following issues:

1. Regional Airport passenger number increases
2. Houtman Celebrations in Geraldton
3. Crystal Cruise ships touring proposal.

10.3 CR LAUNDRY
GV00013

Committee Membership

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

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Meeting Attendance

8 July 2019 Attended Raising of the Flag ceremony for NAIDOC week.

Signatures

Councillor *Councillor Laundry*
Date of Report 17 July 2019

Moved Cr Burton
Seconded Cr Ridgley

Council Resolution

That Councillor Laundry's July 2019 report on activities as Council representative be received.

5/0 CARRIED

10.4 CR BELLOTTIE
GV00010

Committee Membership

Member Audit Committee
Member Development Assessment Panel

Meeting Attendance

8 July 2019 NAIDOC Police Flag raising ceremony
26 July NAIDOC Yadgalah Aboriginal Corporation flag raising ceremony and morning tea

Signatures

Councillor *Councillor Bellottie*
Date of Report 19 July 2019

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

That Councillor Bellottie's July 2019 report on activities as Council representative be received.

5/0 CARRIED

10.5 CR FENNY
GV00017

Nil Councillor Report for the July 2019 Ordinary Council meeting.

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11.0 ADMINISTRATION REPORT

**11.1 INFRINGEMENT # O-FM-17709 – MONKEY MIA JETTY
LE00011**

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Ridgley

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

Cr Ridgley left the Council Chamber at 3.23pm

Officer Recommendation

That Council:

Option 1

Request the administration to withdraw infringement # O-FM-17709 and advise Mr Raven that no further action will be taken in regard to this matter.

OR

Option 2

Refuse the request to withdraw infringement # O-FM-17709 and instruct the administration to advise Mr Raven that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.

Moved Cr Fenny

Seconded Cr Burton

Councillor Recommendation

That Council request the administration to withdraw infringement # O-FM-17709 and advise Mr Raven that no further action will be taken in regard to this matter.

1/3 LOST

Moved Cr Bellottie

Seconded Cr Cowell

Council Resolution

That Council refuse the request to withdraw infringement # O-FM-17709 and instruct the administration to advise Mr Raven that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.

3/1 CARRIED

Cr Fenny is recorded as voting against the motion

BACKGROUND

On the 4 June 2019 infringement # O-FM-17709 was issued to a vessel that was moored to the Monkey Mia jetty in Excess of the two hour limit in breach of the Shire of Shark Bay Local Government Property Local Law part 7 Monkey Mia jetties and Boat Ramp section 7.3(1)(c)(iii).

The infringement was identified by the ranger utilising the CCTV equipment located at Monkey Mia.

31 JULY 2019

COMMENT

Mr Harvey Raven has sent an email on 28 June 2019 requesting that this infringement be considered by Council.

Hello Paul,

On the 27th April, 2019 "Shotover" was alongside the jetty to be in calm water as a steady platform was required to facilitate drilling an accurate hole in a deck fitting that is a rig attachment point.

Ordinarily we would have used a generator but we chose to use a battery drill. I point out that although we expected the job to need only one battery, we had 4 batteries on hand.

It transpired that 4 batteries weren't enough despite frequent sharpening of the drill bit.

To continue the job we borrowed a 240v drill from the Blue Lagoon work barge that was tied along the eastern side of the jetty.

The job took much longer than anticipated. By the time the 2 hour time limit was up the job was not complete and the rig was unable to be re-attached. We stayed alongside to complete the work as we were reliant on the Pearl Farm barge for power.

By the time the job was complete we had less than an hour before boarding time for our cruise. If we left the jetty, we would have had to stay off the jetty for an hour to avoid a \$500 fine, so chose to stay alongside longer to tidy up after the job.

I hereby respectfully request that no fine be levied for our staying beyond the 2 hour time limit due to our mitigating circumstances and ask that you kindly pass this request along to the Shire Councillors for their consideration.

I await their response.

Cheers,
Harvey Raven

LEGAL IMPLICATIONS

The infringement has been issued in accordance with the Shire of Shark Bay Property Local Law part 7 Monkey Mia jetties and Boat Ram section 7.3(1)(c)(iii)

7.3 When vessels may be moored

- (1) Without the prior written authorisation of the local government, a person in control of a vessel may moor the vessel to the commercial jetty if –
- (a) the vessel is in distress, and then only –
 - (i) to effect the minimum repairs necessary to enable the vessel to be moved elsewhere;
 - (ii) the vessel is moored to the side of the jetty; and
 - (iii) is not deemed to be obstructing in accordance with clause 7.5;
 - (b) the vessel is not a commercial vessel, and –
 - (i) the embarking or disembarking of passengers is in progress;
 - (ii) is not deemed to be obstructing in accordance with clause 7.5;
 - (iii) the vessel is moored for no longer than 30 minutes; and
 - (iv) a period of more than 30 minutes has passed since the vessel last departed the jetty;

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- (c) the vessel is a commercial vessel other than a fishing vessel, and –
 - (i) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (ii) is not deemed to be obstructing in accordance with clause 7.5;
 - (iii) the vessel is moored for not more than two hours; and
 - (iv) a period of more than one hour has passed since the boat last cast off from the jetty.
- (d) the vessel is a fishing vessel, and –
 - (i) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (ii) is not deemed to be obstructing in accordance with clause 7.5;
 - (iii) for not more than two hours; and
 - (iv) a period of more than one hour has passed since the boat last cast off from the jetty.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

The modified penalty for the infringement is \$500.00.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

1 July 2019

31 JULY 2019

O-FM-17709 / LE00011
Paul Anderson

4 June 2019

RAVEN MULTIHULLS PTY LTD T/AS MONKEY MIA WILDSIGHTS
PO BOX 22
DENHAM WA 6537

Dear Harvey

Infringement Notice

It is alleged that on 27 April 2019 from 13:08:36 to 16:48:30 your vessel Shotover exceeded the time that is allowed by the Local Government Property Local Law Part 7 - Monkey Mia Jetties and Boat Ramp by 1 hour and 40 minutes.

In accordance with the Local Law please find attached Infringement Notice No. O-FM-17709.

For your information I can advise that the Council at the ordinary meeting held in February 2019 resolved the following:

That Council consider the application of the Shire of Shark Bay Local Government Property Local Law part 7 Monkey Mia Jetty clause 7.3 when Vessels may be moored and instruct the administration not to consider any applications for mooring at the Monkey Mia jetty in excess of the two hour limit and that any disputed infringements issued for mooring over this limit are to be presented to Council for consideration.

If you require any further information relative to the above, please contact Paul Anderson, Chief Executive Officer on (08) 99 481 218 or email ceo@sharkbay.wa.gov.au .

Yours sincerely

Paul Anderson
Chief Executive Officer

31 JULY 2019

O-FM-17709 / LE00011

Local Government Act 1995

Shire of Shark Bay Local Government Property Local Law

INFRINGEMENT NOTICE

Date: 4 June 2019

SHIRE OF SHARK BAY

To:
RAVEN MULTIHULLS PTY LTD T/AS MONKEY MIA WILDSIGHTS
Of:
PO BOX 22
DENHAM WA 6537

It is alleged that on 27 April 2019 from 13:08:36 to 16:48:30 your vessel Shotover exceeded the time that is allowed by the Local Government Property Local Law Part 7 - Monkey Mia Jetties and Boat Ramp by 1 hour and 40 minutes.

Section 7.3(c)(iii) of the *Shire of Shark Bay Local Government Property Amendment Local Law 2015* states:

7.3 WHEN VESSELS MAY BE MOORED

- (1) Without the prior written authorisation of the local government, a person in control of a vessel may moor the vessel to the commercial jetty if –
- (c) the vessel is a commercial vessel other than a fishing vessel, and –
 - (iii) the vessel is moored for not more than two hours

The modified penalty for the offence is \$500 and is due 28 days from the date the infringement is issued.

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at 65 Knight Terrace, Denham, within a period of 28 days after the giving of this notice.

Signature.....
Paul Anderson
Chief Executive Officer

31 JULY 2019

11.2 INFRINGEMENT # O-FM-17794 – MONKEY MIA JETTY
LE00011

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Ridgley

Nature of Interest: Financial Interest as this infringement is against his business

Officer Recommendation

That Council:

Option 1

Request the administration to withdraw infringement # O-FM-17794 and advise Mr Ridgley that no further action will be taken in regard to this matter.

OR

Option 2

Refuse the request to withdraw infringement # O-FM-17794 and instruct the administration to advise Mr Ridgley that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.

Moved Cr Bellottie

Seconded Cr Burton

Council Resolution

That Council refuse the request to withdraw infringement # O-FM-17794 and instruct the administration to advise Mr Ridgley that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.

3/1 CARRIED

Cr Ridgley returned to the Council Chamber at 3.34 pm.

BACKGROUND

On the 4 July 2019 infringement # O-FM-17794 was issued to a vessel that was moored to the Monkey Mia jetty in Excess of the two hour limit in breach of the Shire of Shark Bay Local Government Property Local Law part 7 Monkey Mia jetties and Boat Ramp section 7.3(1)(c)(iii).

The infringement was identified by the ranger utilising the CCTV equipment located at Monkey Mia.

COMMENT

Mr Greg Ridgley has sent an email on 17 July 2019 requesting that this infringement be considered by Council.

Regarding the infringement received on 4th July 2019.

On the 11th June 2019 our vessel Aristocat2 was on the Monkey Mia jetty in excess of the 2 hour limit.

At the time we had Philip Woods repairing the electrical system, we had hoped to finish in the 2 hour time limit.

31 JULY 2019

Due to the complexity of the job this was not possible, we did not go to the mooring as tools and materials were needed to be used were in his vehicle, which had to be accessed easily.

We rarely use the jetty over the 2 hour time limit, this was one of the occasions when the job could not be done quickly.

I hope this is enough information to warrant using the jetty in excess of the 2 hour limit.

Regards

Greg Ridgley



Monkey Mia Yacht Charters Pty Ltd ^{Ltd}_{SP}
PO Box 46, Denham WA 6537
Local: 1800 030 427 International: +61 (8) 9948 1446
Email: info@perfectnaturecruises.com.au
www.perfectnaturecruises.com.au

LEGAL IMPLICATIONS

The infringement has been issued in accordance with the Shire of Shark Bay Property Local Law part 7 Monkey Mia jetties and Boat Ram section 7.3(1)(c)(iii)

7.3 When vessels may be moored

- (2) Without the prior written authorisation of the local government, a person in control of a vessel may moor the vessel to the commercial jetty if –
- (e) the vessel is in distress, and then only –
 - (iv) to effect the minimum repairs necessary to enable the vessel to be moved elsewhere;
 - (v) the vessel is moored to the side of the jetty; and
 - (vi) is not deemed to be obstructing in accordance with clause 7.5;
 - (f) the vessel is not a commercial vessel, and –
 - (v) the embarking or disembarking of passengers is in progress;
 - (vi) is not deemed to be obstructing in accordance with clause 7.5;
 - (vii) the vessel is moored for no longer than 30 minutes; and
 - (viii) a period of more than 30 minutes has passed since the vessel last departed the jetty;
 - (g) the vessel is a commercial vessel other than a fishing vessel, and –
 - (v) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (vi) is not deemed to be obstructing in accordance with clause 7.5;
 - (vii) the vessel is moored for not more than two hours; and
 - (viii) a period of more than one hour has passed since the boat last cast off from the jetty.
 - (h) the vessel is a fishing vessel, and –
 - (v) the person has made payment of berthing fees imposed in accordance with clause 7.4;
 - (vi) is not deemed to be obstructing in accordance with clause 7.5;
 - (vii) for not more than two hours; and
 - (viii) a period of more than one hour has passed since the boat last cast off from the jetty.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

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FINANCIAL IMPLICATIONS

The modified penalty for the infringement is \$500.00.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

17 July 2019

31 JULY 2019

O-FM-17794 / LE00011
Paul Anderson
4 July 2019

MONKEY MIA YACHT CHARTERS (ARISTOCAT)
PO BOX 46
DENHAM WA 6537

Dear Greg

Infringement Notice

It is alleged that on 11 June 2019 from 13:15pm to 16:06pm your vessel Aristocat exceeded the time that is allowed by the Local Government Property Local Law Part 7 - Monkey Mia Jetties and Boat Ramp by 51 minutes.

Section 7.3 (1)(c)(iii) of the *Shire of Shark Bay Local Government Property Amendment Local Law 2015* states:

7.3 WHEN VESSELS MAY BE MOORED

- (1) Without the prior written authorisation of the local government, a person in control of a vessel may moor the vessel to the commercial jetty if –
 - (c) the vessel is a commercial vessel other than a fishing vessel, and –
 - (iii) the vessel is moored for not more than two hours

Please find attached Infringement Notice No. O-FM-17794 for \$500.00

If you require any further information relative to the above, please contact Paul Anderson, Chief Executive Officer on (08) 99 481 218 or email ceo@sharkbay.wa.gov.au .

Yours sincerely

Paul Anderson
Chief Executive Officer

31 JULY 2019

O-FM-17794 / LE00011

Local Government Act 1995

Shire of Shark Bay Local Government Property Local Law

INFRINGEMENT NOTICE

Date: 4 July 2019

SHIRE OF SHARK BAY

To:
MONKEY MIA YACHT CHARTERS (ARISTOCAT)
Of:
P. O BOX 46
DENHAM WA 6537

It is alleged that on 11 June 2019 from 13:15pm to 16:06pm to your vessel Aristocat exceeded the time that is allowed by the Local Government Property Local Law Part 7 - Monkey Mia Jetties and Boat Ramp by 51 minutes.

Section 7.3 (1)(c)(iii) of the *Shire of Shark Bay Local Government Property Amendment Local Law 2015* states:

7.3 WHEN VESSELS MAY BE MOORED

- (1) Without the prior written authorisation of the local government, a person in control of a vessel may moor the vessel to the commercial jetty if –
- (c) the vessel is a commercial vessel other than a fishing vessel, and –
 - (iii) the vessel is moored for not more than two hours.

The modified penalty for the offence is \$500 and is due 28 days from the date of the infringement.

If you do not wish to have a complaint of the alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an authorised person at 65 Knight Terrace, Denham, within a period of 28 days after the giving of this notice.

Name and title of authorised person giving the notice –

Signature.....
Paul Anderson
Chief Executive Officer

31 JULY 2019

12.0 FINANCE REPORT

12.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Nil

Moved Cr Burton
Seconded Cr Cowell

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$537,393.92 be accepted.

5/0 CARRIED

Comment

The schedules of accounts for payment covering -

Municipal fund credit card direct debits for the month of June 2019 totalling \$3,378.09

Municipal fund account cheque numbers 26903 to 26904 totalling \$10,657.51

Municipal fund direct debits to Council for the month of June 2019 totalling \$19,000.63

Municipal fund account electronic payment numbers MUNI 25118 to 25142, 25144 to 25166, 25168, 25171 to 25211 and 25213 to 25233 totalling \$344,461.34

Municipal fund account for June 2019 payroll totalling \$104,156.00

No Trust fund account cheque numbers were issued for June 2019 totalling \$0

Trust fund Police Licensing for June 2019 transaction number 181912 totalling \$21,078.85 and

Trust fund account electronic payment numbers 25143, 2516, 25169 to 25170, 25212 and 25240 to 25270 totalling \$34,661.50

The schedule of accounts submitted to each member of Council on 26 July 2019 has been checked and are fully supported by vouchers and invoices. All vouchers and invoices have been duly certified as to the receipt of goods and services and the cost of goods and services received.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

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FINANCIAL IMPLICATIONS

The payments listed have been disbursed throughout the month.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author *A Pears*

Chief Executive Officer *P Anderson*

Date of Report 17 July 2019

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**SHIRE OF SHARK BAY – CREDIT CARD
PERIOD - JUNE 2019**

CREDIT CARD TOTAL \$3,378.09

CEO

DATE	NAME	DESCRIPTION	AMOUNT
23/5/19	REX	RETURN FLIGHTS FOR WINTER MARKETS – LADYBIRD ENTERTAINMENT	\$1,357.84
27/5/19	SUPER RETAIL GROUP	YOGA MATS AND BLOCKS FOR RECREATION CENTRE	\$329.80
10/6/19	CITY OF PERTH	PARKING FOR WORLD HERITAGE COASTAL PLANNING MEETING IN PERTH – CEO	\$14.64
			\$1702.28

EMFA

DATE	NAME	DESCRIPTION	AMOUNT
21/5/19	REX	RETURN FLIGHT FOR RHONDA METTAM – RECORDS TRAINING	\$804.86
22/5/19	DWER – WATER	CLEARING PERMIT APPLICATION – GRAVEL PIT WHALEBONE	\$200.00
22/5/19	PAYPAY – BELONG	1GB SIM FOR TELEVISION COMMUNICATION WITH N-COM	\$10.00
24/5/19	SHIRE OF SHARK BAY	NUMBER PLATE CHANGE – P193 – WORKS MANAGER VEHICLE	\$17.70
29/5/19	GERRARD HYDRAULICS	HYDRAULIC PARTS FOR JINKER – P175	\$79.42
3/6/19	WINDMILL ROADHOUSE	EMFA FUEL – P170	\$66.84
4/6/19	BIG W WARNBRO	REPLACEMENT HUAWEI NOVA PHONE – INSURANCE CLAIM	\$389.00
11/6/19	PAYPAL – RAJIBKAISER	HUAWEI NOVA REPLACEMENT PHONE COVER – INSURANCE CLAIM	\$8.99
			\$1,576.81

BILLING MC

DATE	NAME	DESCRIPTION	AMOUNT
14/6/19	BANKWEST	FACILITY FEE FOR CREDIT CARDS	\$99.00
			\$99.00

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SHIRE OF SHARK BAY – MUNI CHQ

JUNE 2019

CHEQUE # 26903-26904

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
26903	17/06/2019	WATER CORPORATION - OSBORNE PARK	WATER CONSUMPTION AND SERVICE RATES FOR SHIRE PROPERTIES	-9600.46
26904	27/06/2019	MADEPI PTY LTD	RATES REFUND FOR ASSESSMENT A4399 LOT E09/02254 PASTORAL MINING TENEMENT WA 6537	-1057.05
			TOTAL	\$10,657.51

SHIRE OF SHARK BAY – DIRECT DEBITS

JUNE 2019

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD14969.1	09/06/2019	WA LOCAL GOV SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-3572.99
DD14969.2	09/06/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-274.72
DD14969.3	09/06/2019	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-277.43
DD14969.4	09/06/2019	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-415.01
DD14969.5	09/06/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-208.08
DD14969.6	09/06/2019	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-394.27
DD14969.7	09/06/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-387.32
DD14969.8	09/06/2019	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	-415.65
DD14969.9	09/06/2019	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-484.01
DD14983.1	28/06/2019	EXETEL PTY LTD	INTERNET SERVICES JULY 2019	-445.77
DD14996.1	23/06/2019	WA LOCAL GOV SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-3747.63

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD14996.2	23/06/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-422.65
DD14996.3	23/06/2019	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-248.68
DD14996.4	23/06/2019	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-415.01
DD14996.5	23/06/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-208.09
DD14996.6	23/06/2019	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-394.27
DD14996.7	23/06/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-470.05
DD14996.8	23/06/2019	GUILD SUPER	SUPERANNUATION CONTRIBUTIONS	-415.65
DD14996.9	23/06/2019	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-577.48
DD14969.10	09/06/2019	MACQUARIE SUPER ACCUMULATOR	SUPERANNUATION CONTRIBUTIONS	-147.93
DD14969.11	09/06/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1346.15
DD14969.12	09/06/2019	REST	SUPERANNUATION CONTRIBUTIONS	-393.46
DD14969.13	09/06/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-395.56
DD14969.14	09/06/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-186.57
DD14969.15	09/06/2019	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-208.09
DD14996.10	23/06/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1334.38
DD14996.11	23/06/2019	REST	SUPERANNUATION CONTRIBUTIONS	-422.61
DD14996.12	23/06/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-396.46
DD14996.13	23/06/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-186.58
DD14996.14	23/06/2019	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-208.08
			TOTAL	\$19,000.63

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

**SHIRE OF SHARK BAY – MUNI EFT
JUNE 2019**

EFT 25118-25142, 25144-25166, 25168, 25171-25211, 25213-25233

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25118	06/06/2019	ASHDOWN INGRAM	DEPOT WORKSHOP CONSUMABLES	-197.45
EFT25119	06/06/2019	ASK WASTE MANAGEMENT CONSULTANCY SERVICES	WASTE MANAGEMENT REVIEW PROGRESS PAYMENT	-11667.70
EFT25120	06/06/2019	BRIAN CHILD	TOILET REPAIRS AT DOT, PENSIONER UNITS AND PUBLIC TOILET KNIGHT TERRACE	-700.00
EFT25121	06/06/2019	BOC LIMITED	GAS CYLINDER RENTAL MAY 2019	-47.26
EFT25122	06/06/2019	BRIAN JOHN GALVIN	SALARY SACRIFICE WATER AND ELECTRICITY REIMBURSEMENT	-643.31
EFT25123	06/06/2019	BATAVIA MARINE & INDUSTRIAL	PAINT FOR MONKEY MIA JETTY MAINTENANCE	-264.00
EFT25124	06/06/2019	BATTERY MART	BATTERIES FOR GENERATOR PP005 AND VELSHEDA GALLA	-360.80
EFT25125	06/06/2019	BURTON TILING MAINTENANCE & RENOVATIONS	INSURANCE CLAIM PENSIONER UNIT 5 - REPLACE MIRROR CABINET	-239.80
EFT25126	06/06/2019	CIVIQ PTY LTD	WATER FILTERS FOR SHARK BAY RECREATION CENTRE	-324.50
EFT25127	06/06/2019	EMMA ELAINE CRAIG	REIMBURSEMENT FOR SBDC MATERIALS - TROLLEY WHEELS	-62.00
EFT25128	06/06/2019	GERALDTON HYDRAULICS	HYDRAULIC PARTS FOR JINKER P175	-185.82
EFT25129	06/06/2019	HORIZON POWER	MAY 2019 STREET LIGHTING CHARGES	-3403.04
EFT25130	06/06/2019	TOLL IPEC PTY LTD	SHIRE FREIGHT FOR PARTS FOR PP127 AND P175, SBDC MERCHANDISE AND LIBRARY MATERIALS	-115.24
EFT25131	06/06/2019	MARKET FORCE ADVERTISING	ADVERTISING EMCD POSITION AND HOLIDAY HOUSES DRAFT POLICY OF THE TOWN PLANNING SCHEME	-2434.33
EFT25132	06/06/2019	MAX MARINE	SUBMERSIBLE PUMP FOR VELSHEDA GALLA	-415.80
EFT25133	06/06/2019	N-COM PTY LTD	3G UPGRADE OF REMOTE CONTROL UNIT AT DEPOT AND 6 MONTHLY MAINTENANCE VISIT INCLUSIVE OF TRAVEL AND ACCOMMODATION	-8124.76
EFT25134	06/06/2019	OEM GROUP PTY LTD	STEPRITE SAFETY PLATFORM FOR DEPOT	-2689.83
EFT25135	06/06/2019	RUIC FIRE	REVIEW OF SUNDAY ISLAND BUSHFIRE MANAGEMENT PLAN	-660.00
EFT25136	06/06/2019	RYCO HYDRAULICS PTY LTD	HYDRAULIC PARTS FOR JINKER P175 REPAIRS	-349.15
EFT25137	06/06/2019	R & L COURIERS	SHIRE FREIGHT FOR MAY 2019	-357.50
EFT25138	06/06/2019	WINC AUSTRALIA PTY LIMITED	SHIRE OFFICE STATIONERY	-303.93
EFT25139	06/06/2019	SHARK BAY CLEANING SERVICE	SHIRE OFFICE TOILET ROLLS	-30.80

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25140	06/06/2019	MCKELL FAMILY TRUST	MAY RUBBISH COLLECTION AND STREET SWEEPING	-11366.28
EFT25141	06/06/2019	TELSTRA CORPORATION LTD	SHIRE SMS CHARGES TO PUBLIC	-232.83
EFT25142	06/06/2019	URL NETWORKS PTY LTD	MAY 2019 SHIRE PHONE CALLS	-261.95
EFT25144	12/06/2019	AUSTRALIAN TAXATION OFFICE	BUSINESS ACTIVITY STATEMENT MAY 2019	-23736.00
EFT25145	13/06/2019	SHARK BAY BRIDGE CLUB	SHIRE COMMUNITY ASSISTANCE GRANT	-874.00
EFT25146	13/06/2019	AUSCOINSWEST	SBDC MERCHANDISE	-572.00
EFT25147	13/06/2019	BOOLBARDIE COUNTRY CLUB	SHIRE COMMUNITY ASSISTANCE GRANT	-1500.00
EFT25148	13/06/2019	DEPARTMENT OF BIODIVERSITY, CONSERVATION AND ATTRACTIONS	SBDC - HOLIDAY PARK PASSES	-828.08
EFT25149	13/06/2019	CL & JE COXHEAD PLUMBING	LITTLE LAGOON BBQ REPAIRS	-668.00
EFT25150	13/06/2019	DAVRIC AUSTRALIA PTY LTD	SBDC MERCHANDISE	-394.73
EFT25151	13/06/2019	CDH ELECTRICAL	YEARLY ELECTRICAL INSPECTIONS TO: SHARK BAY DISCOVERY CENTRE, SHARK BAY RECREATION CENTRE, SHIRE DEPOT, TAMALA CAMP, SHIRE OFFICE, SHIRE HOUSE'S, PP127 PRESSURE TEST, YEARLY AIRCON SERVICE TO SHARK BAY DISCOVERY CENTRE, QUARTERLY RCD TESTING	-10142.70
EFT25152	13/06/2019	ETCHED GLASS DESIGN	SBDC MERCHANDISE	-977.05
EFT25153	13/06/2019	SHARK BAY SUPERMARKET	MAY 2019 SHIRE SUPERMARKET ACCOUNT	-610.92
EFT25154	13/06/2019	FAR WEST ELECTRICAL	REPAIRS TO PENSIONER UNIT 5-7 LIGHTING	-154.99
EFT25155	13/06/2019	REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)	SHIRE BULK FUEL AND OIL - MAY 2019	-8833.34
EFT25156	13/06/2019	ILLION SOLUTIONS	COMMISSION ON RATES A1230	-1.10
EFT25157	13/06/2019	MIDWEST CONTRACTING	MAINTENANCE GRADING OF SHARK BAY EASTERN ROADS – CARBLA ROAD, WOODLEIGH ROAD, WOODLEIGH EAST ROAD, WOODLEIGH-BYRO ROAD 60 KMS	-20570.00
EFT25158	13/06/2019	TRUE VALUE HARDWARE	MAY 2019 SHIRE HARDWARE ACCOUNT	-262.65
EFT25159	13/06/2019	MOORE STEPHENS	INTERIM BILLING - AUDIT FEES	-12569.26
EFT25160	13/06/2019	SHARK BAY COMMUNITY RESOURCE CENTRE	MANAGEMENT OF RECREATION CENTRE - MAY 2019	-4768.75
EFT25161	13/06/2019	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING SHIRE PREMISES - MAY 2019	-20587.04

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25162	13/06/2019	SHARK BAY SKIPS	APRIL AND MAY 2019 SKIP BINS, MAIN ROADS, USELESS LOOP AND DOT	-11913.00
EFT25163	13/06/2019	MOORE STEPHENS	FINANCIAL MANAGEMENT REVIEW	-6186.64
EFT25164	13/06/2019	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES MAY 2019	-6806.25
EFT25165	13/06/2019	VISIT MERCHANDISE	SBDC MERCHANDISE	-700.70
EFT25166	13/06/2019	WESTLINE CONTRACTING	LINEMARKING KNIGHT TERRACE AS PER QUOTE 289	-8993.60
EFT25168	17/06/2019	AUSTRALIAN TAXATION OFFICE	FRINGE BENEFIT TAX RETURN 1 APRIL 18 TO 31 MARCH 2019	-3552.49
EFT25171	21/06/2019	SHIRE OF NORTHAMPTON	HEALTH INSPECTIONS PROVIDED BY WENDY DALLYWATER FROM JANUARY TO MAY 2019	-5885.00
EFT25172	21/06/2019	RADROCK ADVENTURES	HIRE CLIMBING WALL AND DUAL BUNGEE TRAMPOLINES FOR YOUTH COMMUNITY EVENT	-2420.00
EFT25173	21/06/2019	ASM ECLIPSE PTY LTD	SBDC MERCHANDISE	-105.60
EFT25174	21/06/2019	AUSTRALIA POST	AUSTRALIA POST CHARGES FOR MAY 2019	-111.87
EFT25175	21/06/2019	BOOEASY AUSTRALIA PTY LTD	APRIL AND MAY 2019 COMMISSION ON BOOKINGS MADE VIA BOOEASY	-1575.54
EFT25176	21/06/2019	BRIDGESTONE SERVICE CENTRE	P156 -REPAIR, SUPPLY AND FIT NEW GRADER TYRE, SUPPLY NEW TYRES FOR P168	-2956.00
EFT25177	21/06/2019	COTERRA ENVIRONMENT	ENVIRONMENTAL SERVICES FOR DENHAM LANDFILL FACILITY - MALLEEFOWL SURVEY	-4983.00
EFT25178	21/06/2019	CARNARVON RANGELAND BI-SECURITY ASSOCIATION	SHIRE CONTRIBUTION TO CARNARVON RANGELANDS BIOSECURITY ASSOCIATION	-5500.00
EFT25179	21/06/2019	CARNARVON MOTOR GROUP	OILS AND FILTERS FOR SERVICING P170	-411.85
EFT25180	21/06/2019	CANDICE USZKO	SALARY SACRIFICE - INTERNET CHARGES	-79.00
EFT25181	21/06/2019	DOUBLE DECKER GAME BUS	50% DEPOSIT FOR WINTER MARKET - DOUBLE DECKER GAME BUS HIRE	-2150.00
EFT25182	21/06/2019	CDH ELECTRICAL	QUARTERLY RCD TESTING AND PAT TESTING - MARCH 2019	-363.00
EFT25183	21/06/2019	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES MAY 2019	-10.20
EFT25184	21/06/2019	EMMA ELAINE CRAIG	SALARY SACRIFICE - UTILITIES (WATER)	-204.82
EFT25185	21/06/2019	DENHAM IGA X-PRESS	MAY 2019 IGA ACCOUNT	-1011.30
EFT25186	21/06/2019	FAR WEST ELECTRICAL	REINSTALLATION OF CCTV AND EVACUATION SIREN IN NEW DEPOT OFFICE, REPLACE CONTACTOR IN TV TRANSMITTER,	-1773.64

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
			ELECTRICAL REPAIRS TO SHIRE OFFICE LIBRARY LIGHT, SBDC, PP005 AND DENHAM HALL	
EFT25187	21/06/2019	GREAT NORTHERN RURAL SERVICES	FENCE DROPPERS FOR MAINTENANCE OF COUNTRY ROADS	-289.63
EFT25188	21/06/2019	HOUSE OF MUGS	SBDC MERCHANDISE	-430.44
EFT25189	21/06/2019	HORIZON POWER	ELECTRICITY 26 APRIL TO 27 MAY 2019 SHIRE PROPERTIES	-7111.52
EFT25190	21/06/2019	TOLL IPEC PTY LTD	FREIGHT - SIGNS FOR LITTLE LAGOON	-13.37
EFT25191	21/06/2019	SHARK BAY MARINE REPAIR AND SERVICES	REMOVAL OF BEACH SAND FROM BOAT RAMP AT MONKEY MIA	-660.00
EFT25192	21/06/2019	JOHN TOTTERDELL	SBDC MERCHANDISE	-420.00
EFT25193	21/06/2019	KICK SOLUTIONS	VISITOR INFORMATION CENTRE BUSINESS CARDS	-189.00
EFT25194	21/06/2019	LGIS RISK MANAGEMENT	OSH CONTRACT FOR SERVICES PROVIDED 2018-2019	-11880.00
EFT25195	21/06/2019	LANDGATE (WA LAND INFORMATION AUTHORITY)	MINING TENEMENTS MINIMUM CHARGE MAY 2019	-39.00
EFT25196	21/06/2019	MCLEODS BARRISTERS AND SOLICITORS	LEGAL COSTS – DIRK HARTOG ISLAND BUSHFIRE MANAGEMENT PLAN, DOG ATTACK SUNTER PLACE, PARKING ISSUES APRIL AND MAY, AGREEMENT FOR SHELL COLLECTION AND DISPLAY	-5578.10
EFT25197	21/06/2019	PAUL GREGORY ANDERSON	MARCH-JUNE 2019 SALARY SACRIFICE	-2728.84
EFT25198	21/06/2019	PEST-A-KILL	RODENT MONITORING & BAITING OF SHIRE PREMISES	-330.00
EFT25199	21/06/2019	PROFESSIONAL PC SUPPORT	REPLACEMENT COMPUTER FOR EXECUTIVE ASSISTANT	-2780.80
EFT25200	21/06/2019	RYCO HYDRAULICS PTY LTD	TOOLS FOR WORKSHOP - HAND PUMP FOR JINKER	-1783.23
EFT25201	21/06/2019	RUBY 9 YOGA PTY LTD	COMMUNITY WELLNESS WEEKEND - YOGA	-600.00
EFT25202	21/06/2019	SHARK BAY CAFE	CATERING FOR WELLNESS WEEKEND	-195.00
EFT25203	21/06/2019	SHARK BAY NEWSAGENCY	PRINTING PAPER FOR SHIRE OFFICE	-399.50
EFT25204	21/06/2019	SUNNY SIGN COMPANY	LITTLE LAGOON SIGNS - COASTAL RESTORATION AREA	-159.50
EFT25205	21/06/2019	TELSTRA CORPORATION LTD	REFUSE SITE MOBILE PHONE CHARGES	-25.00
EFT25206	21/06/2019	TRAFFIC FORCE	PREPARATION OF TRAFFIC MANAGEMENT PLAN FOR COUNTRY ROADS	-350.90
EFT25207	21/06/2019	URBIS	SHARK BAY BUSINESS CONFIDENCE AND OUTLOOK ANALYSIS SURVEY 2019	-17287.60
EFT25208	21/06/2019	VALENTINES PAINTING SERVICE	INTERIOR PAINTING OF 65 BROCKMAN STREET	-8580.00

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25209	21/06/2019	HOLIDAY GUIDE PTY LTD (FORMERLY WEST-OZ WEB SERVICES)	COMMISSION FOR MAY 2019	-69.30
EFT25210	21/06/2019	WATER TECHNOLOGY	DENHAM TOWNSITE COASTAL HAZARD RISK MANAGEMENT & ADAPTATION PLAN - CAP & COASTWEST GRANT APPLICATIONS	-5635.52
EFT25211	21/06/2019	WURTH AUSTRALIA PTY LTD	WORKSHOP CONSUMABLES - BRAKE CLEANER AND DUAL CARTRIDGE GUN	-212.03
EFT25213	28/06/2019	SHARK BAY AVIATION	AERIAL PHOTOGRAPHY SERVICE FOR SHARK BAY DISCOVERY CENTRE WEBSITE DEVELOPMENT	-1085.00
EFT25214	28/06/2019	BUNNINGS BUILDING SUPPLIES PTY LTD	240L GREEN WHEELIE BINS FOR ONSELLING	-817.72
EFT25215	28/06/2019	DRAGONSPIRIT MASSAGE AND HEALING	COMMUNITY WELLNESS WEEKEND - YOGA	-600.00
EFT25216	28/06/2019	TOLL IPEC PTY LTD	FREIGHT FOR SBDC, SHARK BAY RECREATION CENTRE AND DEPOT	-906.48
EFT25217	28/06/2019	INDEPENDENCE STUDIOS PTY LTD	SBDC MERCHANDISE	-2138.62
EFT25218	28/06/2019	ITVISION	SYNERGY SOFT UPGRADE FOR 19/20 FINANCIAL YEAR	-1331.00
EFT25219	28/06/2019	JESSE GRAY	REPAIRS TO 65 BROCKMAN STREET	-385.00
EFT25220	28/06/2019	LODESTONE INDUSTRIES	MAGNETS FOR METALLIC WALLS - SHIRE DEPOT OFFICE	-301.18
EFT25221	28/06/2019	MCLEODS BARRISTERS AND SOLICITORS	LEGAL REVIEW OF SITE SHARED LICENCE DEED - MATTER 44232	-1254.99
EFT25222	28/06/2019	MIDWEST CONTRACTING	MAINTENANCE GRADING OF SHIRE OF SHARK BAY EASTERN ROADS – TALISKER ROAD, GILROYD ROAD, YARLARDY ROAD, YARLARDY TALISKER ROAD AND WOODLEIGH-BYRO ROAD 50 KMS	-22660.00
EFT25223	28/06/2019	MONKEYMIA WILDSIGHTS	ACCOMMODATION ENVIRONMENTAL HEALTH OFFICER VISIT - 24-27 JUNE 2019	-375.30
EFT25224	28/06/2019	OUTBACK COAST AUTOMOTIVES AND RADIATORS	P177 SUPPLY AND FIT TYRES	-671.00
EFT25225	28/06/2019	PROFESSIONAL PC SUPPORT	ICT REMOTE CONNECTION TO EXECUTIVE ASSISTANT NEW COMPUTER	-38.50

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25226	28/06/2019	SHARK BAY NEWSAGENCY	MAY 2019 NEWSPAPERS AND STATIONERY	-338.78
EFT25227	28/06/2019	SHARK BAY COMMUNITY RESOURCE CENTRE	REIMBURSEMENT FOR SPORTING EQUIPMENT PURCHASED FOR THE SHARK BAY RECREATION CENTRE	-1465.14
EFT25228	28/06/2019	SHARK BAY CLEANING SERVICE	FINAL CLEAN UNIT 10	-518.10
EFT25229	28/06/2019	SHIRE OF CARNARVON	SHIRE OF SHARK BAY CONTRIBUTION TO THE COMMUNITY EMERGENCY SERVICES MANAGER FOR 2018/19	-13865.86
EFT25230	28/06/2019	SUNPRINTS CLOTHING COMPANY	SBDC MERCHANDISE	-3785.33
EFT25231	28/06/2019	TELSTRA CORPORATION LTD	JUNE 2019 SHIRE MOBILE PHONE ACCOUNT	-446.49
EFT25232	28/06/2019	TRUCKLINE PARTS CENTRE	FILTERS FOR: P146, P174, PP127, P156, PP005	-995.38
EFT25233	28/06/2019	WELLARD CONTRACTING & PLANT HIRE SERVICE	LABOUR HIRE FOR EAGLE BLUFF ROAD	-1551.00
			TOTAL	\$344,461.34

**SHIRE OF SHARK BAY – TRUST TRANSACTION
JUNE 2019
TRUST POLICE LICENSING TRANSACTION # 181912**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
181912	30/06/2019	COMMISSIONER OF POLICE	POLICE LICENSING JUNE 2019	-21078.85
			TOTAL	\$21,078.85

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

**SHIRE OF SHARK BAY – TRUST EFT
JUNE 2019**

EFT 25143, 25167, 25169-25170, 25212, 25240-25270

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25143	12/06/2019	JOHNNY BONBONI	GYM CARD DEPOSIT REFUND	-20.00
EFT25167	17/06/2019	ROBERT AND ROSEMARY MCCASKIE	GYM CARD DEPOSIT REFUND	-20.00
EFT25169	18/06/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL PERMIT 3310 17 FRY CT DENHAM	-56.65
EFT25170	18/06/2019	SHIRE OF SHARK BAY	BSL COLLECTION FEE PERMIT 3310 17 FRY CRT DENHAM	-5.00
EFT25212	21/06/2019	MARK SEWELL	GYM CARD DEPOSIT REFUND	-20.00
EFT25240	30/06/2019	JAMES SNR POLAND	BOOKEASY JUNE 2019	-116.00
EFT25241	30/06/2019	MAC ATTACK FISHING CHARTERS	BOOKEASY JUNE 2019	-1100.75
EFT25242	30/06/2019	SHARK BAY AVIATION	BOOKEASY JUNE 2019	-1636.80
EFT25243	30/06/2019	BLUE DOLPHIN CARAVAN PARK	BOOKEASY JUNE 2019	-663.00
EFT25244	30/06/2019	BAY LODGE MIDWEST OASIS	BOOKEASY JUNE 2019	-1056.00
EFT25245	30/06/2019	BLUE LAGOON PEARLS	BOOKEASY JUNE 2019	-68.00
EFT25246	30/06/2019	NINGALOO CORAL BAY	BOOKEASY JUNE 2019	-130.05
EFT25247	30/06/2019	HOWARD COCK	BOOKEASY JUNE 2019	-51.92
EFT25248	30/06/2019	SHARK BAY COASTAL TOURS	BOOKEASY JUNE 2019	-2059.20
EFT25249	30/06/2019	DENHAM SEASIDE CARAVAN PARK	BOOKEASY JUNE 2019	-619.52
EFT25250	30/06/2019	RAC EXMOUTH CAPE HOLIDAY PARK	BOOKEASY JUNE 2019	-242.25
EFT25251	30/06/2019	HINCHY PUBLICATIONS	BOOKEASY JUNE 2019	-22.16
EFT25252	30/06/2019	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOKEASY JUNE 2019	-103.70
EFT25253	30/06/2019	HERITAGE RESORT	BOOKEASY JUNE 2019	-158.40
EFT25254	30/06/2019	INTEGRITY COACH LINES (AUST) PTY LTD	BOOKEASY JUNE 2019	-649.40
EFT25255	30/06/2019	KINGS NINGALOO REEF TOURS	BOOKEASY JUNE 2019	-678.30
EFT25256	30/06/2019	KALBARRI SUNSEA VILLAS	BOOKEASY JUNE 2019	-110.50
EFT25257	30/06/2019	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	BOOKEASY JUNE 2019	-3027.20

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25258	30/06/2019	MONKEYMIA WILDSIGHTS	WILDSIGHTS JUNE 2019	-2174.48
EFT25259	30/06/2019	NANGA BAY RESORT	BOOKEASY JUNE 2019	-505.75
EFT25260	30/06/2019	DENHAM NATURETIME - 4WD TOURS/PHOTOGRAPHY TOURS	BOOKEASY JUNE 2019	-4008.40
EFT25261	30/06/2019	OCEANSIDE VILLAGE	BOOKEASY JUNE 2019	-563.20
EFT25262	30/06/2019	SHARK BAY SCENIC QUAD BIKE TOURS	BOOKEASY JUNE 2019	-306.00
EFT25263	30/06/2019	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOKEASY JUNE 2019	-2766.96
EFT25264	30/06/2019	SHARK BAY DIVE AND MARINE SAFARIS	BOOKEASY JUNE 2019	-4081.00
EFT25265	30/06/2019	SHARK BAY HOTEL MOTEL	BOOKEASY JUNE 2019	-93.50
EFT25266	30/06/2019	SHARK BAY 4WD TOURS	BOOKEASY JUNE 2019	-672.38
EFT25267	30/06/2019	SHARK BAY HOLIDAY COTTAGES	BOOKEASY JUNE 2019	-929.00
EFT25268	30/06/2019	SHIRE OF SHARK BAY	SBDC BOOKING COMMISSION JUNE 2019	-4312.76
EFT25269	30/06/2019	SHARK BAY SEAFRONT APARTMENTS	BOOKEASY JUNE 2019	-594.88
EFT25270	30/06/2019	WULA GURA NYINDA ECO ADVENTURES	BOOKEASY JUNE 2019	-1038.39
			TOTAL	\$34,661.50

31 JULY 2019

12.2 FINANCIAL REPORTS TO 30 JUNE 2019
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Fenny
Seconded Cr Cowell

Council Resolution

That the monthly financial report to 30 June 2019 as attached be received.
5/0 CARRIED

Comment

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **30 June 2019** are attached. . Please note that this is not the final report for the end of the financial year. The final report will be presented with the Annual Report after Auditing.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author
Chief Executive Officer
Date of Report

A Pears
P Anderson
23 July 2019

31 JULY 2019

SHIRE OF SHARK BAY						
MONTHLY FINANCIAL REPORT						
For the Period Ended 30 June 2019						
LOCAL GOVERNMENT ACT 1995						
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996						
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MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 30 June 2019							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance		69,574	69,574	65,985	(3,589)	(5.16%)	▼
General Purpose Funding - Rates	9	1,326,088	1,326,088	1,315,134	(10,954)	(0.83%)	▼
General Purpose Funding - Other		1,012,154	1,012,154	2,020,136	1,007,981	99.6%	▲
Law, Order and Public Safety		84,988	84,988	55,792	(29,195)	(34%)	▼
Health		2,500	2,500	2,039	(461)	(18.45%)	▼
Housing		108,160	108,160	107,917	(243)	(0.2%)	▼
Community Amenities		322,096	322,096	326,586	4,490	1.39%	▲
Recreation and Culture		292,986	292,986	320,841	27,855	9.5%	▲
Transport		580,987	580,987	575,580	(5,407)	(0.9%)	▼
Economic Services		886,723	886,723	880,949	(5,774)	(0.7%)	▼
Other Property and Services		35,000	35,000	40,607	5,607	16.0%	▲
Total Operating Revenue		4,721,255	4,721,256	5,711,567	990,312	20.98%	
Operating Expense							
Governance		(342,920)	(342,920)	(250,535)	92,385	(26.9%)	▲
General Purpose Funding		(115,441)	(115,441)	(104,031)	11,410	(9.9%)	▲
Law, Order and Public Safety		(353,889)	(353,889)	(323,780)	30,109	(8.5%)	▲
Health		(74,736)	(74,736)	(62,937)	11,799	(15.8%)	▲
Housing		(210,285)	(210,285)	(218,585)	(8,300)	3.9%	▼
Community Amenities		(779,181)	(779,181)	(691,963)	87,218	(11.2%)	▲
Recreation and Culture		(2,246,975)	(2,246,975)	(2,016,862)	230,113	(10.2%)	▲
Transport		(1,670,677)	(1,670,677)	(1,432,501)	238,176	(14.3%)	▲
Economic Services		(1,218,468)	(1,218,468)	(1,117,067)	101,401	(8.3%)	▲
Other Property and Services		(34,750)	(34,750)	(20,869)	13,881	(39.9%)	▲
Total Operating Expenditure		(7,047,322)	(7,047,322)	(6,239,130)	808,192	(11.5%)	
Funding Balance Adjustments							
Add back Depreciation		1,961,780	1,961,780	1,748,305	(213,475)		
Adjust (Profit)/Loss on Asset Disposal	8	110,032	110,032	13,646	(96,386)		
Adjust in Pensioner Rates Non Current		0	0	8,948			
Adjust Provisions and Accruals		10,000	10,000	0			
Net Cash from Operations		(244,254)	(244,254)	1,243,337	1,488,643		
Capital Revenues							
Grants, Subsidies and Contributions	11	519,673	519,673	519,673	0	0.0%	▼
Proceeds from Disposal of Assets	8	290,091	290,091	260,910	(29,180)	10.1%	
Total Capital Revenues		809,764	809,764	780,583	(29,180)	(3.6%)	
Capital Expenses							
Land Held for Resale							
Land and Buildings	13	(261,355)	(261,355)	(198,479)	62,876	24.06%	▼
Infrastructure - Roads	13	(555,227)	(555,227)	(559,573)	(4,346)	(0.8%)	▲
Infrastructure - Public Facilities	13	(880,787)	(880,787)	(29,285)	851,502	96.7%	▼
Infrastructure - Streetscapes	13	0	0	0	0	0.0%	▲
Infrastructure - Footpaths	13	(46,980)	(46,980)	(46,980)	0	0.0%	▲
Infrastructure - Drainage	13	0	0	0	0		▲
Plant and Equipment	13	(748,221)	(748,221)	(668,279)	79,942	10.7%	▼
Furniture and Equipment	13	(18,805)	(18,805)	(17,467)	1,338	0.0%	▲
Total Capital Expenditure		(2,511,375)	(2,511,375)	(1,520,062)	991,313	39.5%	
Net Cash from Capital Activities		(1,701,612)	(1,701,612)	(739,479)	962,132	56.54%	
Financing							
Proceeds from Loans		800,000	800,000	0	800,000	(100.0%)	
Transfer from Reserves	7	736,503	736,503	736,503	0	0.0%	
Repayment of Debentures	10	(84,414)	(84,414)	(70,599)	13,815	16.4%	
Transfer to Reserves	7	(999,313)	(999,313)	(940,426)	58,887	0.0%	
Net Cash from Financing Activities		452,776	452,776	(274,522)	872,702	160.6%	
Net Operations, Capital and Financing		(1,493,090)	(1,493,090)	229,335	1,722,425	115.36%	▼
Opening Funding Surplus(Deficit)	3	1,493,090	1,493,090	1,493,090	0		
Closing Funding Surplus(Deficit)	3	0	0	1,722,425	1,722,425		▲

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.

Depreciation has not been run for June until Fair Valuation for Plant and Equipment and end of year accounts have been finalised.

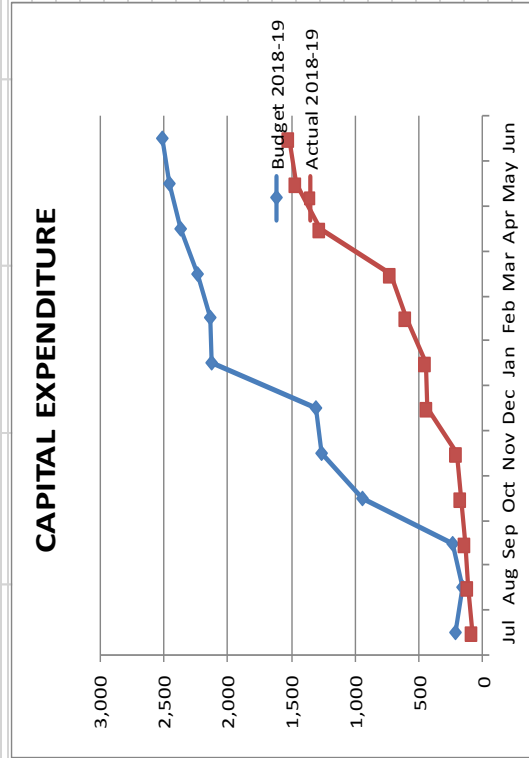
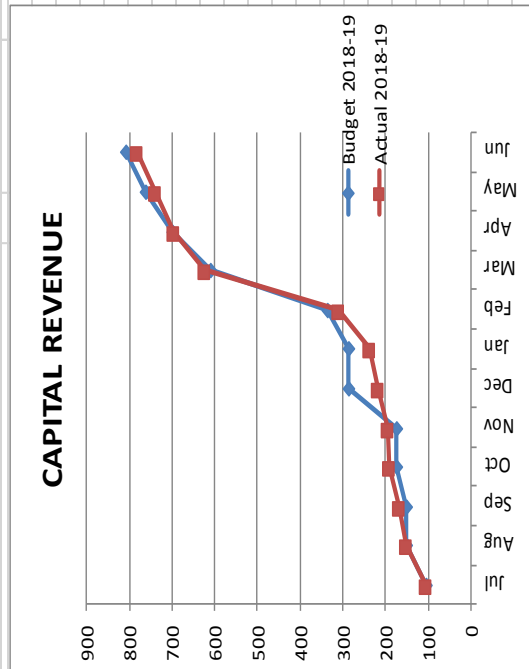
MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY				
STATEMENT OF FINANCIAL ACTIVITY				
(By Nature or Type)				
For the Period Ended 30 June 2019				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
Operating Revenues		\$	\$	\$
Rates	9	1,326,088	1,326,088	1,315,134
Operating Grants, Subsidies and Contributions	11	1,459,631	1,459,632	2,430,128
Fees and Charges		1,623,598	1,623,598	1,587,992
Interest Earnings		55,405	55,405	64,958
Other Revenue		236,533	236,533	291,746
Profit on Disposal of Assets	8	20,000	20,000	21,608
Total Operating Revenue		4,721,255	4,721,256	5,711,567
Operating Expense				
Employee Costs		(2,243,191)	(2,243,191)	(2,181,836)
Materials and Contracts		(2,143,562)	(2,143,562)	(1,756,810)
Utility Charges		(178,281)	(178,281)	(151,747)
Depreciation on Non-Current Assets		(1,961,780)	(1,961,780)	(1,748,305)
Interest Expenses		(24,755)	(24,755)	(10,331)
Insurance Expenses		(150,426)	(150,426)	(147,871)
Other Expenditure		(215,295)	(215,295)	(206,973)
Loss on Disposal of Assets	8	(130,032)	(130,032)	(35,255)
Total Operating Expenditure		(7,047,322)	(7,047,322)	(6,239,130)
Funding Balance Adjustments				
Add back Depreciation		1,961,780	1,961,780	1,748,305
Adjust (Profit)/Loss on Asset Disposal	8	110,032	110,032	13,646
Adjust in Pensioner Rates Non Current		0	0	8,948
Adjust Provisions and Accruals		10,000	10,000	0
Net Cash from Operations		(244,254)	(244,254)	1,243,337
Capital Revenues				
Grants, Subsidies and Contributions	11	519,673	519,673	519,673
Proceeds from Disposal of Assets	8	290,091	290,091	260,910
Total Capital Revenues		809,764	809,764	780,583
Capital Expenses				
Land Held for Resale				
Land and Buildings	13	(261,355)	(261,355)	(198,479)
Infrastructure - Roads	13	(555,227)	(555,227)	(559,573)
Infrastructure - Public Facilities	13	(880,787)	(880,787)	(29,285)
Infrastructure - Streetscapes	13	0	0	0
Infrastructure - Footpaths	13	(46,980)	(46,980)	(46,980)
Infrastructure - Drainage	13	0	0	0
Plant and Equipment	13	(748,221)	(748,221)	(668,279)
Furniture and Equipment	13	(18,805)	(18,805)	(17,467)
Total Capital Expenditure		(2,511,375)	(2,511,375)	(1,520,062)
Net Cash from Capital Activities		(1,701,612)	(1,701,612)	(739,479)
Financing				
Proceeds from Loans		800,000	800,000	0
Transfer from Reserves	7	736,503	736,503	736,503
Repayment of Debentures	10	(84,414)	(84,414)	(70,599)
Transfer to Reserves	7	(999,313)	(999,313)	(940,426)
Net Cash from Financing Activities		452,776	452,776	(274,522)
Net Operations, Capital and Financing		(1,493,090)	(1,493,090)	229,335
Opening Funding Surplus(Deficit)	3	1,493,090	1,493,090	1,493,090
Closing Funding Surplus(Deficit)	3	0	0	1,722,425

SHIRE OF SHARK BAY
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING
For the Period Ended 30 June 2019

Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	53,507	144,972	198,479	261,355	261,355	62,876
Infrastructure Assets - Roads	13	0	559,573	559,573	555,227	555,227	(4,346)
Infrastructure Assets - Public Facilities	13	28,797	487	29,285	880,787	880,787	851,502
Infrastructure Assets - Footpaths	13	46,980	0	46,980	46,980	46,980	0
Infrastructure Assets - Drainage	13	0	0	0	0	0	0
Infrastructure Assets - Streetscapes	13	0	0	0	0	0	0
Plant and Equipment	13	21,507	646,772	668,279	748,221	748,221	79,942
Furniture and Equipment	13	0	17,467	17,467	18,805	18,805	1,338
Capital Expenditure Totals		150,792	1,369,271	1,520,062	2,511,375	2,511,375	991,313



MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 June 2019				
1. SIGNIFICANT ACCOUNTING POLICIES				
(a) Basis of Preparation				
This report has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this budget are presented below and have been consistently applied unless stated otherwise.				
Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.				
The Local Government Reporting Entity				
All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.				
In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.				
All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears at Note 16 to this budget document.				
(b) Rounding Off Figures				
All figures shown in this report, other than a rate in the dollar, are rounded to the nearest dollar.				
(c) Rates, Grants, Donations and Other Contributions				
Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.				
Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.				
(d) Goods and Services Tax (GST)				
Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).				
Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.				
Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.				
(e) Superannuation				
The Council contributes to a number of Superannuation Funds on behalf of employees.				
All funds to which the Council contributes are defined contribution plans.				

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 June 2019				
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)				
(f) Cash and Cash Equivalents				
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks, other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.				
Bank overdrafts are shown as short term borrowings in current liabilities in the statement of financial position.				
(g) Trade and Other Receivables				
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.				
Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.				
Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.				
(h) Inventories				
General				
Inventories are measured at the lower of cost and net realisable value.				
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.				
Land Held for Resale				
Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.				
Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.				
Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.				
(i) Fixed Assets				
Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.				
Mandatory Requirement to Revalue Non-Current Assets				
Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.				

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 June 2019					
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)					
(j) Fixed Assets (Continued)					
<i>Land Under Control</i>					
In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.					
Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.					
Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014.					
<i>Initial Recognition and Measurement between Mandatory Revaluation Dates</i>					
All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.					
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.					
Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework.					

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 June 2019					
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

31 JULY 2019

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 June 2019			
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)			
(j) Fixed Assets (Continued)			
Major depreciation periods used for each class of depreciable asset are:			
Buildings			10 to 50 years
Furniture and Equipment			5 to 10 years
Plant and Equipment			5 to 10 years
Heritage			25 to 100 years
Sealed Roads and Streets			
- Subgrade			Not Depreciated
- Pavement			80 to 100 years
- Seal	Bituminous Seals		15 to 22 years
	Asphalt Surfaces		30 years
Formed Roads (Unsealed)			
- Subgrade			Not Depreciated
- Pavement			18 years
Footpaths			40 to 80 years
Drainage Systems			
- Drains and Kerbs			20 to 60 years
- Culverts			60 years
- Pipes			80 years
- Pits			60 years
The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.			
An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.			
Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in profit or loss in the period which they arise.			
When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained surplus.			
Capitalisation Threshold			
Expenditure on items of equipment under \$5,000 is not capitalised. Rather, it is recorded on an asset inventory listing.			
(k) Fair Value of Assets and Liabilities			
When performing a revaluation, the Council uses a mix of both independent and management valuations using the following as a guide:			
Fair Value is the price that Council would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.			

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 June 2019				
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

31 JULY 2019

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 June 2019				
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

31 JULY 2019

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 June 2019				
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)				
(l) 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

31 JULY 2019

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 June 2019					
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

31 JULY 2019

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 June 2019	
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

31 JULY 2019

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 June 2019	
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.
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	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.
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	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

31 JULY 2019

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 June 2019					
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

31 JULY 2019

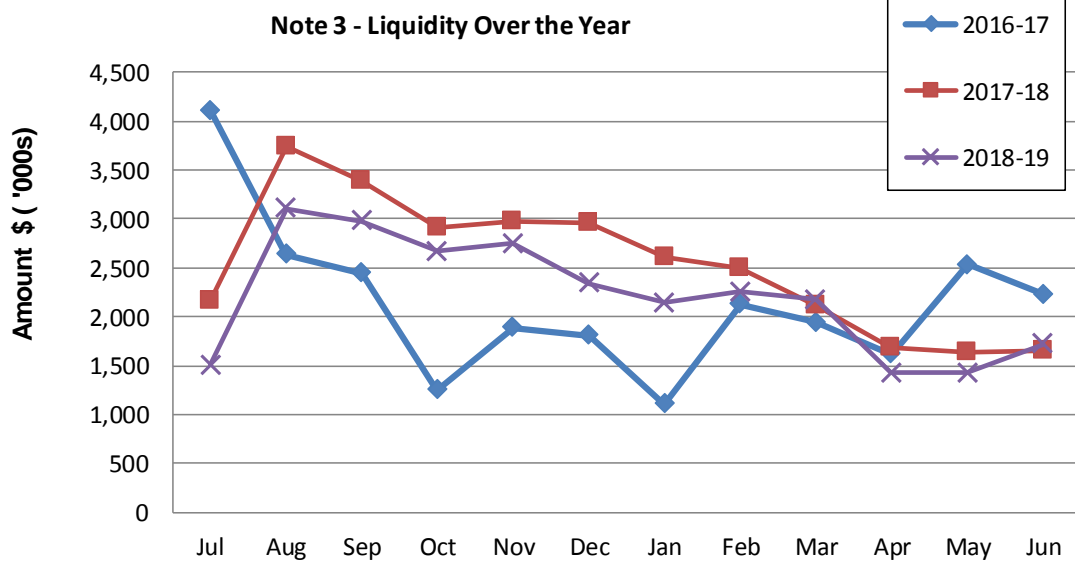
Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 30 June 2019					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(3,589)	(5.2%)	▼	Timing	No Reportable Variance
General Purpose Funding - Rates	(10,954)	(0.8%)	▼	Timing	Excess Rates Impact has not been taken up as income in June 2019 to change of AAS.
General Purpose Funding - Other	1,007,981	99.6%	▲	Timing	Interest Earned and Commission in excess of Budget plus FAGS of \$ 997K received in advance for 19/20 financial year.
Law, Order and Public Safety	(29,195)	(34.4%)	▼	Timing	CHRMAP Grant Funding budgeted to be received earlier offset by FESA Bush Fire Brigade and SES Overspend 17-18 reimbursement
Health	(461)	(18.4%)	▼	Timing	No Reportable Variance
Housing	(243)	(0.2%)	▼	Timing	No Reportable Variance
Community Amenities	4,490	1.4%	▲	Timing	No Reportable Variance
Recreation and Culture	27,855	9.5%	▲	Permanent	Insurance Reimbursement received of \$31K for Bore Exploration Costs
Transport	(5,407)	(0.9%)	▼	Timing	No Reportable Variance
Economic Services	(5,774)	(0.7%)	▼	Timing	No Reportable Variance
Other Property and Services	5,607	16.0%	▲	Timing	Variance due to Diesel Fuel Rebate and Workers Compensation Reimbursement
Operating Expense					
Governance	92,385	(26.9%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
General Purpose Funding	11,410	(9.9%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Law, Order and Public Safety	30,109	(8.5%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Health	11,799	(15.8%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Housing	(8,300)	3.9%	▼	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Community Amenities	87,218	(11.2%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Recreation and Culture	230,113	(10.2%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Transport	238,176	(14.3%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Economic Services	101,401	(8.3%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Other Property and Services	13,881	(39.9%)	▲	Timing	Overall underspend in expenses plus Depreciation not run for June until Fair Valuation of Plant and Equipment and End of Year Financials finalised
Capital Revenues					
Grants, Subsidies and Contributions	0	0.0%	▼	Timing	Variance due to timing of RRG Road Grants not in line with YTD Budget Timing
Proceeds from Disposal of Assets	(29,180)	0.0%	▲	Timing	No Reportable Variance
Capital Expenses					
Land and Buildings	62,876	24.1%	▼	Timing	Pensioner and Staff housing expenditure is down compared to Budget
Infrastructure - Roads	(4,346)	(0.8%)	▲	Timing	No Reportable Variance
Infrastructure - Public Facilities	851,502	96.7%	▼	Timing	Little Lagoon signage and barriers not completed and will be carried forward into 19/20 plus Town Bore to commence in 2019/2020.
Infrastructure - Footpaths	0	0.0%	▲	Timing	No Reportable Variance
Plant and Equipment	79,942	10.7%	▼	Timing	EMFA Vehicle, Major Plant Items and Jinker Brake Upgrade to be carried forward to 19-20 Financial Year.
Financing					
Loan Principal	13,815	16.4%	▼	Timing	No reportable variance.

Note: YTD budgets are an estimation at the time of preparing the annual budget.

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 June 2019			
Note 3: NET CURRENT FUNDING POSITION			
		Positive=Surplus (Negative=Deficit)	
	Note	30 June 2019	30 June 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	1,992,599	1,857,205
Cash Restricted	4	1,904,459	1,696,562
Receivables - Rates	6	31,927	36,581
Receivables -Other	6	68,343	73,711
Interest / ATO Receivable		7,427	6,948
Inventories		113,037	218,244
		4,117,793	3,889,251
Less: Current Liabilities			
Payables		(238,478)	(336,175)
Provisions		(252,431)	(203,734)
		(490,909)	(539,909)
Less: Cash Reserves	7	(1,904,459)	(1,696,562)
Net Current Funding Position		1,722,425	1,652,780



Comments - Net Current Funding Position

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 June 2019							
Note 4: CASH AND INVESTMENTS							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.10%	81,065			81,065	Bankwest	At Call
Reserve Bank Account	0.00%		325,459		325,459	Bankwest	At Call
Telenet Saver	1.10%	1,910,634			1,910,634	Bankwest	At Call
Trust Bank Account	0.00%			10,974	10,974	Bankwest	At Call
Cash On Hand		900			900		On Hand
(b) Term Deposits							
Municipal Investment					0		
Municipal Investment					0		
Reserve Investment	2.25%		1,579,000		1,579,000	Bankwest	1/08/2019
Total		1,992,599	1,904,459	10,974	3,908,033		
Comments/Notes - Investments							
Surplus funds invested for terms conducive to cashflow requirements.							

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 June 2019				
Note 6: RECEIVABLES				
Receivables - Rates Receivable	30 June 2019	30 June 2018	Receivables - General	Current 30 Days 60 Days 90+Days
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	36,581	25,814	Receivables - General	25,513 5,306 1,902 1,355
Levied this year	1,742,151	1,288,212	Total Receivables General Outstanding	34,076
Less Collections to date	(1,746,805)	(1,277,445)	Amounts shown above include GST (where applicable)	
Equals Current Outstanding	31,927	36,581		
Net Rates Collectable	31,927	36,581		
% Collected	98.21%	97.22%		

Month	2017-18	2018-19
Jul	~50	~50
Aug	~1,450	~1,650
Sep	~800	~1,100
Oct	~550	~750
Nov	~450	~550
Dec	~400	~450
Jan	~250	~350
Feb	~150	~200
Mar	~100	~150
Apr	~80	~100
May	~50	~50
Jun	~50	~50

Category	Percentage
Current	75%
30 Days	15%
60 Days	6%
90+Days	4%

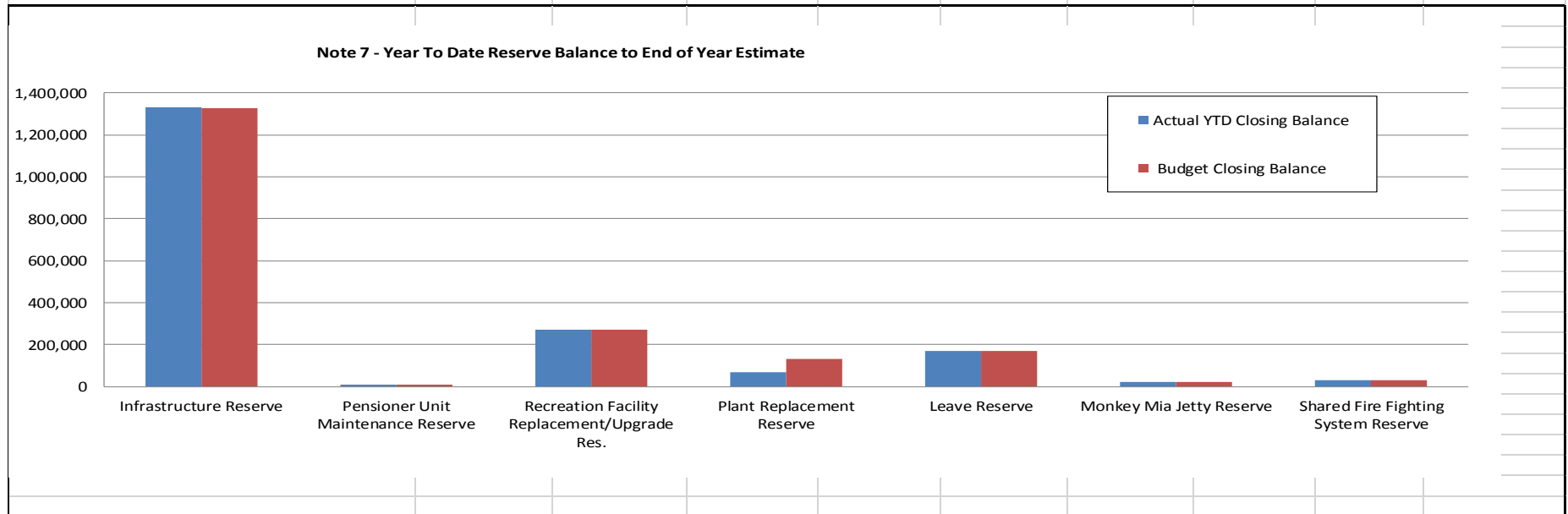
Comments/Notes - Receivables Rates	Receivables-General
	No major issues at this time

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
For the Period Ended 30 June 2019

Note 7: Cash Backed Reserve									
2018-19									
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Infrastructure Reserve	1,035,753	13,500	17,220	449,596	449,596	(170,365)	(170,365)	1,328,484	1,332,204
Pensioner Unit Maintenance Reserve	10,748	15	168	25,000	25,000	(25,000)	(25,000)	10,763	10,916
Recreation Facility Replacement/Upgrade Res.	264,546	5,000	4,932	0	0	0	0	269,546	269,477
Plant Replacement Reserve	205,609	1,100	1,243	468,227	404,591	(541,138)	(541,138)	133,798	70,304
Leave Reserve	133,402	2,000	2,861	33,900	33,900	0	0	169,302	170,163
Monkey Mia Jetty Reserve	21,587	400	392	0	0	0	0	21,987	21,978
Shared Fire Fighting System Reserve	28,891	575	524	0	0	0	0	29,466	29,415
	1,700,535	22,590	27,339	976,723	913,087	(736,503)	(736,503)	1,963,345	1,904,459



MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 June 2019							
Note 8 CAPITAL DISPOSALS							
Actual YTD Profit/(Loss) of Asset Disposal					Annual Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 06 2019		
\$	\$	\$	\$		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
				Plant and Equipment	\$	\$	\$
				Governance			
60,081	(3,646)	48,182	(8,254)	CEO Vehicle	(10,111)	(8,254)	1,857
				EMFA Vehicle	9,000	0	(9,000)
37,866	(17,866)	22,274	2,274	EMCD Vehicle	6,000	2,274	(3,726)
97,947	(21,512)	70,456	(5,980)		4,889	(5,980)	(10,869)
				Transport			
5,300	(2,657)	0	(2,643)	Depot Office Building	(2,643)	(2,643)	0
52,081	(24,036)	32,273	4,228	Dual Cab Ute Works Manager	4,228	4,228	0
43,253	(15,184)	28,818	749	Dual Cab Ute Town	(10,568)	749	11,317
41,763	(13,013)	23,364	(5,387)	Dual Cab Ute Country	(11,046)	(5,387)	5,659
16,000	(15,107)	11,000	10,107	Ride on Lawn Mower	10,107	10,107	0
155,000	(66,016)	70,000	(18,984)	Town Loader	(65,885)	(18,984)	46,901
72,000	(52,000)	25,000	5,000	Multi Tyred Rubber Roller	5,000	5,000	0
				Vibration Roller	(22,542)		22,542
650	(368)	0	(282)	Box Trailer -8x5	0	(282)	(282)
1,050	(595)	0	(455)	Trailer - General Purpose	0	(455)	(455)
380,097	(186,320)	190,455	(7,666)		(93,349)	(7,666)	85,683
478,044	(207,831)	260,910	(13,646)		(88,460)	(13,646)	74,814
Comments - Capital Disposal/Replacements							

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 30 June 2019											
Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2018/19 Budget Rate Revenue \$	2018/19 Budget Interim Rate \$	2018/19 Budget Back Rate \$	2018/19 Budget Total Revenue \$	
Note 9: RATING INFORMATION											
RATE TYPE											
Differential General Rate											
GRV Residential	0.098885	309	3,681,102	365,446	136	365,582	365,446	136		365,582	
GRV Commercial	0.101620	43	2,123,918	214,353	528	215,007	214,353	528	126	215,007	
GRV Vacant	0.098885	17	331,334	32,764	1,848	34,612	32,764	1,848		34,612	
GRV Rural Commercial	0.102773	5	304,200	31,264	214	31,528	31,264	214	51	31,528	
GRV Industrial/Residential	0.109426	45	619,128	67,749	334	68,086	67,749	334	4	68,086	
GRV Industrial/Residential Vacant	0.098885	2	17,100	1,691		1,691	1,691			1,691	
GRV Rural Resort	0.108482	2	1,112,800	120,719	1,866	122,585	120,719	1,866		122,585	
UV General	0.200085	7	1,150,738	238,613	-68,851	169,762	238,613	-68,851		169,762	
UV Pastoral	0.137028	11	617,360	84,596		84,596	84,596			84,596	
UV Mining	0.272901	1	6,990	1,969		1,984	1,969		15	1,969	
UV Exploration	0.262395	8	601,023	162,797	14,587	178,418	162,797	15,471	1,034	179,302	
Sub-Totals		450	10,565,693	1,321,960	(49,338)	1,273,852	1,321,960	-48,454	1,215	1,274,721	
Minimum Payment											
GRV Residential	850.00	59	443,150	51,000		51,000	51,000			51,000	
GRV Commercial	850.00	17	93,832	14,450		14,450	14,450			14,450	
GRV Vacant	850.00	84	274,870	70,550		70,550	70,550			70,550	
GRV Rural Commercial	850.00	0	0			0	0			0	
GRV Industrial/Residential	850.00	3	19,760	2,550		2,550	2,550			2,550	
GRV Industrial/Residential Vacant	530.00	0	0			0	0			0	
GRV Rural Resort	850.00	0	0			0	0			0	
UV General	890.00	7	23,060	6,230		6,230	6,230			6,230	
UV Pastoral	890.00	0	0			0	0			0	
UV Mining	890.00	1	596	890		890	890			890	
UV Exploration	890.00	1	1,941	890		890	890			890	
Sub-Totals		172	857,209	146,560	0	146,560	146,560	0	0	146,560	
Excess Rates 17/18 and 18/19 Impact						(20,084)				(10,000)	
Concessions						(121,118)				(121,117)	
Amount from General Rates						1,279,210				1,290,164	
Specified Area Rates						35,924				35,924	
Totals						1,315,134				1,326,088	
Comments - Rating Information											

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 June 2019								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2018/19 Actual	2018/19 Budget	2018/19 Actual	2018/19 Budget	2018/19 Actual	2018/19 Budget
			\$	\$	\$	\$	\$	\$
Loan 57 Monkey Mia Bore	165,022	0	30,406	30,406	134,616	134,616	7,128	7,114
Loan 53 - Staff Housing	22,333	0	22,333	22,333	0	0	440	441
Loan 56 - Staff Housing	46,707	0	17,860	17,861	28,847	28,846	2,763	2,760
Loan - Town Oval Bore	0	800,000	0	13,814	0	786,186	0	14,440
	234,062	800,000	70,599	84,414	163,463	949,648	10,331	24,755

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

31 JULY 2019

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 June 2019								
Note 11: GRANTS AND CONTRIBUTIONS								
Program/Details	Grant Provider	Approval	2018-19 Amended Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
		(Y/N)	\$	\$	\$	\$	Received/Invoiced	Not Received
							\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	719,551	0	719,551	0	1,456,980	0
Grants Commission - Roads	WALGGC	Y	215,001	0	215,001	0	474,415	0
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	6,248	0	6,248	0	9,897	0
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	34,740	0	34,740	0	35,314	0
Coastal Hazard Risk Management & Adaption Plan	WA Planning Commission	Y	32,500	0	32,500	0	0	32,500
RECREATION AND CULTURE								
Upgrade Town Hall Stage	Shark Bay Entertainers Contribution	Y	3,500	0	0	3,500	3,500	0
Upgrade Town Hall Stage	Lotteries Commission	Y	45,855	0	0	45,855	45,855	0
CCTV - Recreation Centre	Department of Industry, Innovation and Science	Y	6,125	0	0	6,125	6,125	0
Contributions - HMAS Sydney Exhibit	Visitors to Discovery Centre	Y	0	0	0	0	335	0
Contributions - RADROCK Climbing	Visitors to RADROCK	Y	0	0	0	0	62	0
Little Lagoon Trail Signage and Barriers	Department of Industry, Innovation and Science	Y	20,000	0	0	20,000	20,000	0
TRANSPORT								
Road Preservation Grant	State Initiative - Main Roads WA	Y	106,056	0	106,056	0	106,056	0
Useless Loop Road - Mtce	Main Roads WA	Y	330,000	0	330,000	0	330,000	0
Contributions - Road Projects	Pipeline	Y	8,900	0	8,900	0	8,900	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	199,878	0	0	199,878	199,878	0
RRG Grants - Capital Projects	Regional Road Group	Y	232,065	0	0	232,065	232,065	0
CCTV - Monkey Mia	Dept. of Industry, Innovation & Science	Y	6,125	0	0	6,125	6,125	0
ECONOMIC SERVICES								
Support for Local Road Safety Activities	WALGA	Y	1,500	0	1,500	0	1,500	0
CCTV Foreshore	Dept. of Industry, Innovation & Science	Y	6,125	0	0	6,125	6,125	0
Destination Shark Bay Brand Development	Shark Bay Tourism Association	Y	3,000	0	3,000	0	3,000	0
Reusable Rubbish Bags	Keep Australia Beautiful Western Australia	Y	2,136	0	2,136	0	2,670	0
WA Youth Week 18/19	Department of Communities	Y				0	1,000	0
TOTALS			1,979,305	0	1,459,632	519,673	2,949,801	32,500
			Operating		1,459,632		2,430,128	
			Non-operating		519,673		519,673	
					1,979,305		2,949,801	
Comments - Operating and Non Operating Grants								

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 June 2019				
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 18	Amount Received	Amount Paid	Closing Balance 30-Jun-19
	\$	\$	\$	\$
CITF Levy	0	2,619	(2,619)	0
Library Card Bond	50	400	(200)	250
Bookeasy- Sales	0	466,220	(466,220)	0
Kerb/Footpath Deposit	4,300	0	(500)	3,800
Bond Key	2,300	2,020	(900)	3,420
Hall Bond	0	950	(950)	0
Police Licensing	2,063	247,454	(248,520)	997
Election Deposit	0	0	0	0
Marquee Deposit	0			0
Building Licence Levy	0	2,873	(2,873)	0
Road Reserve - Hughes Street	2,298	0		2,298
Tour Sales	0			0
Property Rental Bonds	1,820		(1,820)	0
Rates Unidentified Deposit	210			210
	13,041	722,535	(724,601)	10,974

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

CAPITAL WORKS PROGRAM 2018/19								
Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Land and Buildings								
Housing								
Staff housing Capital Works								
Staff Housing - 5 Spaven Way	1.1.2	CEO	(10,000)	(10,000)	0	10,000	0	Carried Forward to 19/20 FY
Staff Housing - 65 Brockman St	1.1.2	EMCD	(10,000)	(10,000)	0	10,000	0	Carried Forward to 19/20 FY
Staff Housing - 51 Durlacher St	1.1.2	EMFA	(10,000)	(10,000)	0	10,000	0	Carried Forward to 19/20 FY
Staff Housing - 80 Durlacher St	1.1.2	EMCD	(10,000)	(10,000)	0	10,000	0	Carried Forward to 19/20 FY
Pensioner Units Capital	1.1.3	EMCD	(25,000)	(25,000)	(3,857)	21,143	3,857	Carried Forward to 19/20 FY
Housing Total			(65,000)	(65,000)	(3,857)	61,143	3,857	
Recreation and Culture								
Denham Town Hall Stage Upgrade	2.2.1	EMCD	(56,355)	(56,355)	(53,507)	2,848	0	Complete
Recreation and Culture Total			(56,355)	(56,355)	(53,507)	2,848	0	
Transport								
Depot- New Building	2.2.1	WKM	(140,000)	(140,000)	(141,115)	(1,115)	141,115	Complete
Transport Total			(140,000)	(140,000)	(141,115)	(1,115)	141,115	
Land and Buildings Total			(261,355)	(261,355)	(198,479)	62,876	144,972	
Footpaths								
Transport								
Footpath Construction-Denham Footpath Plan	1.1.2	WKM	(46,980)	(46,980)	(46,980)	0	0	Complete
Transport Total			(46,980)	(46,980)	(46,980)	0	0	
Footpaths Total			(46,980)	(46,980)	(46,980)	0	0	

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Furniture & Office Equip.								
Governance								
New IP Phone System	1.1.2	EMFA	(15,000)	(15,000)	(13,662)	1,338	13,662	Complete
Governance Total			(15,000)	(15,000)	(13,662)	1,338	13,662	
Transport								
Ricoh Photocopier	1.1.2	EMFA	(3,805)	(3,805)	(3,805)	0	3,805	Complete
Transport Total			(3,805)	(3,805)	(3,805)	0	3,805	
Furniture & Office Equip. Total			(18,805)	(18,805)	(17,467)	1,338	17,467	
Plant , Equipment and Vehicles								
Governance								
CEO Vehicle	1.1.2	CEO	(63,802)	(63,802)	(63,388)	414	63,388	Complete
EMFA Vehicle	1.1.2	EMFA	(35,000)	(35,000)	0	35,000		To occur in July 2019.
EMCD Vehicle	1.1.2	EMCD	(23,282)	(23,282)	(23,282)	(0)	23,282	Complete
Total Governance			(122,084)	(122,084)	(86,670)	35,414	86,670	
Transport								
Major Plant Items	1.1.2	WKM	(20,000)	(20,000)	0	20,000	0	
Dual Cab Ute - Works Manager	1.1.2	WKM	(55,000)	(55,000)	(56,388)	(1,388)	56,388	Complete
Dual Cab Ute - Town	1.1.2	WKM	(45,000)	(45,000)	(44,741)	259	44,741	Complete
Excavator	1.1.2	WKM	(16,000)	(16,000)	(3,666)	12,334	3,666	Complete
Multi Tyred Rubine Roller	1.1.2	WKM	(163,630)	(163,630)	(138,000)	25,630	138,000	Complete
Town Loader	1.1.2	WKM	(195,000)	(195,000)	(234,050)	(39,050)	234,050	Complete
Ride on Lawn Mower	1.1.2	WKM	(45,000)	(45,000)	(38,516)	6,484	38,516	Complete
Dual Cab Ute - Country	1.1.2	WKM	(45,000)	(45,000)	(44,741)	259	44,741	Complete
Transport Total			(584,630)	(584,630)	(560,102)	24,528	560,102	
Denham Marine Facilities								
Boat Jinker Brake System Upgrade	1.1.2	WKM	(20,000)	(20,000)	0	20,000	0	
Boat Jinker Hydraulics Upgrade	1.1.2	WKM	(21,507)	(21,507)	(21,507)	(0)	0	Complete
Denham Marine Facilities Total			(41,507)	(41,507)	(21,507)	20,000	0	
Plant , Equipment and Vehicles Total			(748,221)	(748,221)	(668,279)	79,942	646,772	

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

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								
Refuse Tip and Recycling	2.1.1	WKM	(7,412)	(7,412)	(7,188)	224		Complete
Community Amenities Total			(7,412)	(7,412)	(7,188)	224	0	
Other Recreation And Sport								
CCTV Installation	2.2.1	WKM	(6,125)	(6,125)	(6,125)	0		Complete
Little Lagoon Signage and Barriers	2.2.1	WKM	(55,000)	(55,000)	(3,234)	51,766		Project has commenced and will be CF to 19/20 FY.
Town Oval Bore	2.2.1	WKM	(800,000)	(800,000)	(487)	799,513	487	Project will commence in 19/20 FY.
Other Recreation And Sport Total			(861,125)	(861,125)	(9,846)	851,279	487	
Monkey Mia Boating Facilities								
CCTV Installation	2.2.1	WKM	(6,125)	(6,125)	(6,125)	0		Complete
Monkey Mia Boating Facilities Total			(6,125)	(6,125)	(6,125)	0	0	
Economic Services								
CCTV Installation	2.2.1	WKM	(6,125)	(6,125)	(6,125)	0		Complete
Economic Services Total			(6,125)	(6,125)	(6,125)	0	0	
Public Facilities Total			(880,787)	(880,787)	(29,285)	851,502	487	

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Roads (Non Town)								
Transport								
R2R Projects 18/19	1.1.1	WKM	(199,878)	(199,878)	(201,048)	(1,170)	201,048	Complete
Useless Loop Road - RRG 18-19	1.1.1	WKM	(229,958)	(229,958)	(231,991)	(2,033)	231,991	Complete
Eagle Bluff Road - RRG 17-18 C/F	1.1.1	WKM	(35,391)	(35,391)	(36,389)	(998)	36,389	Complete
Eagle Bluff Road - RRG 18-19	1.1.1	WKM	(90,000)	(90,000)	(90,144)	(144)	90,144	Complete
Transport Total			(555,227)	(555,227)	(559,573)	(4,346)	559,573	
Roads (Non Town) Total			(555,227)	(555,227)	(559,573)	(4,346)	559,573	
Capital Expenditure Total			(2,511,375)	(2,511,375)	(1,520,062)	991,313	1,369,271	

31 JULY 2019

12.3 INTERIM AUDIT REPORT 2018 / 2019
FM00003

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

That Council notes the advice from the auditors, Moore Stephens, that the interim audit has been completed and the actions administration has taken to address the auditor's recommendations.

5/0 CARRIED

Background

The Shire's auditor, Moore Stephens, conducted its interim audit visit from the 29 April to 3 May 2019.

Generally, the interim audit report and the matters raised are provided for general information. This report provides an opportunity for the matters to be addressed and assists with ensuring compliance with legislation.

Comment

Moore Stephens has advised that the interim audit has been completed and that the matters raised are provided for the purposes of general information only and are not part of the formal audit report.

A copy of the auditor's letter is attached for Council's information.

The Audit advice from Moore Stevens now needs be noted by Council. However, all the recommendations are being implemented by the responsible officer.

Legal Implications

Although the interim audit is not part of the final audit report, it does assist the auditor to confirm the Shire's compliance with legislation under Part 7 of the *Local Government Act 1995*.

Policy Implications

There are no policy issues with this matter.

Financial Implications

The interim audit forms part of the overall engagement of the auditor.

Strategic Implications

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

4.1.3 Maintain accountability and financial responsibility

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Risk Management

This item is low risk as there are no matters requiring attention.

Voting Requirements

Simple Majority Required

Signature

Executive Manager Finance
and Administration

A Pears

Chief Executive Officer

P Anderson

Date of Report

8 July 2019

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

MOORE STEPHENS

1 July 2019

Cr Cheryl Cowell
The Chairman
Audit Committee
Shire of Shark Bay
65 Knight Terrace
DENHAM WA 6537

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Dear Cr Cowell

INTERIM AUDIT VISIT

We have completed our onsite procedures in respect of our interim audit visit from 29 April – 3 May 2019 and attach two matters raised with management during our exit meeting.

Please note, we will follow this up during our final visit later in the year to help ensure appropriate action has been implemented.

This letter, together with the attached matters are provided for the purposes of general information only and are not part of our formal audit reporting process. Our audit and management reports will be formally issued at the conclusion of our audit in respect of the year ended 30 June 2019.

If you have any queries regarding these or other matters, please contact me.

Yours sincerely



Greg Godwin
Partner
Moore Stephens

Cc:- Mr Paul Anderson (Chief Executive Officer)

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MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

SHIRE OF SHARK BAY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
Fixed assets below \$5,000 not removed from the register.	Y		
Investment in Local Government House Trust.			Y

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly. A significant rating could indicate the need for a modified audit opinion in the current year, or in a subsequent reporting period if not addressed. However even if the issue is not likely to impact the audit opinion, it should be addressed promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

31 JULY 2019

SHIRE OF SHARK BAY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Fixed Assets below \$5,000 not removed from the register

Finding

From 1 July 2018, Regulation 17A(5) of the Local Government (Financial Management) Regulations 1996 requires assets with a fair value at the date of acquisition under \$5,000 to be excluded from the assets of a local government entity.

We reviewed the fixed asset register at 1 July 2018 and noted many individual assets with a fair value below \$5,000 remain in the register, the total fair value of these assets is approximately \$258,000.

Rating: Significant

Implication

Non-compliance with Regulation 17A(5) of the Local Government (Financial Management) Regulations 1996 and assets are likely to be misstated.

Recommendation

Management should review the asset register and ensure any assets acquired with a fair value at date of acquisition under \$5,000 are excluded from the register.

Management Comment

We have scheduled for the removal of all assets with a fair value at the date of acquisition under \$5,000 to be removed from the Shire's asset register by the 30 June 2019.

Responsible Person: Andres Pears Executive Manger Finance and Administration

Completion Date: 30 June 2019

31 JULY 2019

SHIRE OF SHARK BAY

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2019

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

2 Investment in Local Government Trust

Finding

We have noted the Shire has 2 units in the Local Government House Trust which were not reported in last year's annual financial report.

Rating: Minor

Implication

The statutory accounts do not include all assets owned by the Shire.

Recommendation

To help ensure financial assets have been reported correctly, the investment in the Local Government House Trust should be recorded in the books and adjusted to fair value each year.

Management Comment

Historically, due to the immateriality of the Investment amount, this has not been brought to account within the Shire's financial statements. However we have spoken at length with the Trustees of the Local Government Trust and will take up the fair valuation of the investment as at 30 June 2018 as the fair valuation will not be available for 30 June 2019 until at least December 2019.

Responsible Person: Andrea Pears Executive Manager Finance and Administration

Completion Date: 30 June 2019

31 JULY 2019

12.4 FINANCIAL MANAGEMENT REVIEW 2019
CM00036

AUTHOR

Executive Manager Financial and Administration

DISCLOSURE OF ANY INTEREST

NIL

Moved Cr Cowell
Seconded Cr Fenny

Council Resolution

That Council:-

- 1. Adopts the Financial Management Review 2019;**
- 2. Notes that the Chief Executive Officer has undertaken a review of the financial management systems and procedures in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations and considers that the systems are appropriate and effective for Council's operations.**

5/0 CARRIED

BACKGROUND

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 requires the Chief Executive Officer (CEO) to:

(c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 4 financial years) and report to the local government the results of those reviews.

The last full Financial Management review was undertaken in 2016 with specific financial system processes reviews (such as payroll, expenditure, rates, receipting and receivables) undertaken in 2017 and 2018. Moore Stephens was engaged to undertake the Financial Management Review and this was carried out in May 2019.

COMMENT

A copy of the report on the Financial Management Review is attached at the end of the report for Council's information.

The review examined the financial systems and procedures of Council including:

Bank Reconciliations	Trust Funds
Receipts and Receivables	Rates
Fees and Charges	Credit Card Procedures
Costs and Admin Allocations	Inventory
Minutes and Meetings	Budget
Long Term Financial Plan	Registers
Audit Committee	Insurance
Storage of Documents / Record	
Keeping System	Investments
General Journals	Financial Reports
Borrowings	

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The report has highlighted opportunities for improvement in four areas. These areas are all low risk and relate to the following procedures:

1. Purchase, Payments and Payables – One instance where there was no evidence of review on the month end creditors' reconciliation between the general ledger and the subsidiary ledger for creditors by a senior staff member independent of preparation.*

Improvement

Whilst only one instance was noted, it does allow for improvement in the internal control environment.

2. Payroll – One instance where there was no evidence of the preparer on the payroll reconciliation between the payroll report and the general ledger.*

Improvement

Whilst only one instance was noted, it does allow for improvement in the internal control environment.

3. Fixed Assets – One Instance where there was no evidence of review on the fixed assets' reconciliations between the fixed asset register and the general ledger fixed asset accounts by a senior staff member independent of preparation.*

Improvement

Whilst only one instance was noted, it does allow for improvement in the internal control environment.

4. General Compliance and Other Audit Matters – The Shire has not removed assets with a fair value at acquisition below \$5,000 from the fixed assets register as required by Local Government (Financial Management) Regulation 17A(5).

Improvement

To help ensure compliance with the above regulation, all fixed assets with a fair value at acquisition below \$5,000 should be removed from the fixed asset register.

Based on the work described in the report, Moore Stephens states that "we consider the overall effectiveness of the financial management system and procedures of the Shire to be sound and appropriate for the Shire's current level of operations."

*** Note Items 1-3 above: The one instance referred above all related to September 2018 during a period of staff changeover and training as reports can only be generated once and cannot be reproduced. All evidence of supporting documentation and review for each prior and post monthly reporting periods were adequately completed and authorised by the Executive Manager of Finance and Administration.**

LEGAL IMPLICATIONS

Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 requires the CEO to undertake reviews of the appropriateness and effectiveness of the Financial Management systems and procedures.

POLICY IMPLICATIONS

There are no policy implications associated with this item.

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.

STRATEGIC IMPLICATIONS

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

4.1.3 Maintain accountability and financial responsibility

RISK MANAGEMENT

This is a low risk item – there are no major issues in the Council's financial management systems and procedures.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author	<i>A Pears</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	8 July 2019

31 JULY 2019



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Disclaimer

The objective of this review as outlined in greater detail in Part 1.0 of this report as presented, is to assist the Chief Executive Officer of the Shire of Shark Bay discharge responsibilities in respect to Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996 (as amended).

It has been prepared by Moore Stephens (WA) Pty Ltd for this sole purpose.

It is not intended to be used by any other individual or organisation.

Confidential – this document and the information contained in it are confidential and should not be used or disclosed in any way without our prior consent.

Moore Stephens (WA) Pty Ltd carries on business separately and independently from other Moore Stephens member firms around Australia and worldwide. Services provided under this engagement are provided by Moore Stephens (WA) Pty Ltd and not by any other independent Moore Stephens member firm. No other independent Moore Stephens member has any liability for services provided by other members.

1.0 Executive Summary

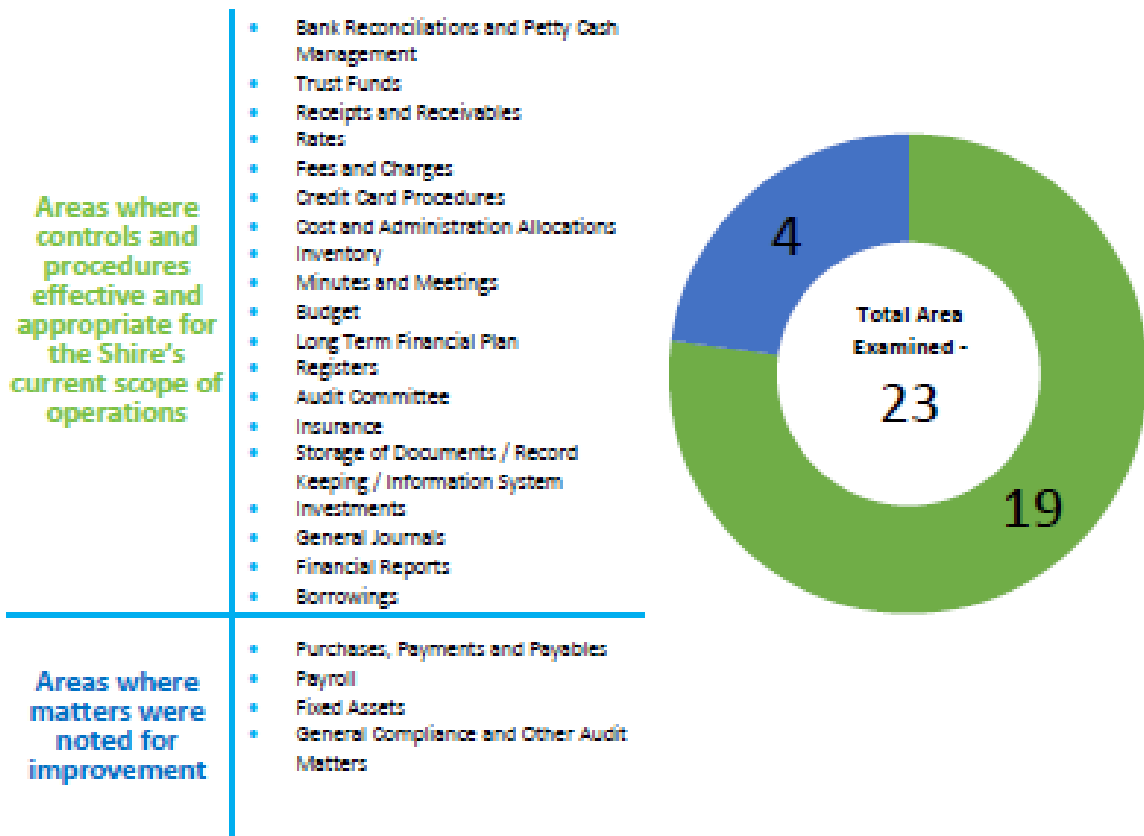
The objective of our review as outlined in our engagement letter dated 14 February 2019 is to provide a report, based on our understanding of the Shire and associated risks, to the CEO on the appropriateness and effectiveness of the Shire's financial management systems and procedures as required by Financial Management Regulation 5(2)(c).

It includes a high-level understanding of the key financial systems that support the financial processes undertaken by the Shire and the performance of review procedures designed to evaluate the appropriateness and effectiveness of the control environment of the Shire's financial management system.

We did not necessarily examine compliance with provisions of the Act or Regulations, which were not financial in nature.

The review constitutes an advisory engagement which is not subject to assurance or other standards issued by the Australian Auditing and Assurance Standard Board and, consequently no opinions or conclusions are intended to convey assurance, either expressed or implied.

To this end, we examined the following financial systems and processes of the Shire covering the period 1 July 2018 to 31 March 2019 and found:



The procedures performed for each area in respect of the review have been included in Appendix A.

Detailed observations relating to matters noted for improvement may be found in Part 2.0 on the following pages.





1.0 Executive Summary (continued)

Whilst a few areas have been noted as requiring attention, we consider the overall effectiveness of the financial management system and procedures of the Shire to be sound and appropriate for the Shire's current level of operations.

Addressing the issues highlighted will help to ensure the controls and procedures established are not compromised in the future and the integrity of the financial management system is maintained.




We trust this report will assist in the ongoing review and improvement of the Shire's financial management practices and procedures.

2.0 Matters Noted for Improvement

Area	Rating	Matters Identified / Improvements
General Compliance and Other Audit Matters		<p>The Shire has not removed assets with a fair value at acquisition below \$5,000 from the fixed assets register as required by Local Government (Financial Management) Regulation 17A(5).</p> <p>Improvement: To help ensure compliance with the above regulation, all fixed assets with a fair value at acquisition below \$5,000 should be removed from the fixed asset register.</p>
Purchases, Payments and Payables		<p>One instance where there was no evidence of review on the month end creditors' reconciliation between the general ledger and the subsidiary ledger for creditors by a senior staff member independent of preparation.</p> <p>Improvement: Whilst only one instance was noted, it does allow for improvement in the internal control environment.</p>
Payroll		<p>One instance where there was no evidence of the preparer on the payroll reconciliation between the payroll report and the general ledger.</p> <p>Improvement: Whilst only one instance was noted, it does allow for improvement in the internal control environment.</p>
Fixed Assets		<p>One instance where there was no evidence of review on the fixed assets' reconciliations between the fixed asset register and the general ledger fixed asset accounts by a senior staff member independent of preparation.</p> <p>Improvement: Whilst only one instance was noted, it does allow for improvement in the internal control environment.</p>

Please Note: The rating assessment as detailed above is our assessment based on the circumstances surrounding the procedures performed. They are intended to be used in the context of our rating assessment to the organisation as a whole. They are provided solely to assist you understand the nature of the matters raised and to prioritise any remedial action.

Key for Rating Assessment:

<p>Significant Issue represents a weakness which will/may have an adverse effect on the ability to achieve business objectives. Requires immediate management action.</p>	
<p>Moderate Issue represents a weakness which may become more serious if not addressed. Requires management action within a reasonable time period.</p>	
<p>Minor Issue represents an opportunity for improvement. Management should consider cost/benefit analysis within a reasonable time period.</p>	

Appendix A – Review Procedures

The following reviews were undertaken to evaluate the appropriateness and effectiveness of financial management system controls:

System	Description of Procedures Performed
Bank Reconciliation and Petty Cash Management	<p><u>Bank Reconciliation</u> An examination of bank reconciliations and procedures for the period under review to ensure they are up to date as well as being prepared regularly and promptly for all bank accounts.</p> <p><u>Petty Cash Management</u> We also examined the petty cash system and procedures and concluded whether these were being properly controlled and maintained.</p>
Trust Funds	Trust funds held by the Shire were examined through testing a sample of receipts and refunds to determine proper accountability in the Shire's financial management system and compliance with regulatory requirements.
Receipts and Receivables	The Shire's end of day banking procedures was examined to determine if they were adequate in ensuring cash collections are being recorded and allocated properly to the general ledger. Detailed testing of a sample of receipts was performed. This included tracing to individual receipt detail, bank deposits, general ledger and bank statements to ensure banking was correctly performed.
Rates	<p>The Shire's rating procedures were examined to determine if they were adequate in ensuring rates were being imposed or raised correctly. This also included inspection of the rate record, rate notices, instalment notices, valuation reconciliations and general ledger.</p> <p>We selected a sample of rate notices, instalment rate notices and interim rate notices for the period under review. This included:</p> <ul style="list-style-type: none"> - re-performing the calculations on the rate notices; - ascertaining whether the valuations applied agree to Landgate's valuation roll/report and rates per dollar imposed are as per adopted budget; - ensuring the rate system is properly updated; and - checking proper posting to the general ledger.
Fees and Charges	<p>Fees and Charges imposed at the time of budget adoption were found to be in accordance with legislative requirements.</p> <p>Detailed testing of a sample of fees and charges was performed. This included tracing to receipts, the adopted fees and charges schedule and the general ledger to ensure they were correctly charged, and their allocation/posting was correctly performed.</p>
Purchases, payments and payables (including purchase orders)	A sample of payment transactions was selected and tested to determine whether purchases were authorised/budgeted, and payments were supported, certified/authorized and correctly allocated. The Shire's purchases, payments and payables system was also examined to determine if adequate controls were in place in ensuring liabilities are properly recorded and payments are properly controlled.

Appendix A – Review Procedures (continued)

System	Description of Procedures Performed
Credit Card Procedures	<p>A review of the Shire's credit card procedures was performed to determine if adequate controls are in place.</p> <p>Three credit cards are currently in use. We selected a sample of credit card transactions from 1 July 2018 to 31 March 2019 across all credit cards to determine whether they are legitimate and usual in the context of the Shire's operations. This included:</p> <ul style="list-style-type: none"> - Sighting tax invoices; - Ascertaining whether the transactions are for bona fide Shire business, and - Determining whether transactions are in line with the credit card policy.
Payroll	<p>Detailed testing of a sample of individual employees was selected from different pay runs and for each employee's pay the following tests were performed to help ensure:</p> <ul style="list-style-type: none"> - the employee existed; - the correct rate of pay was used; - non-statutory deduction authorities are on hand; - time sheets were properly completed and authorised; - hours worked were properly authorised; and - allocations were reasonable and correctly posted. <p>We also tested the first pay of a sample of new employees and the last pay of a sample of terminated employee. The Shire's payroll system was also reviewed to determine if adequate controls were in place to help ensure wages and salaries are properly processed and payments are properly controlled.</p>
Cost and administration allocations	<p>The Shire's cost and administration allocations system was examined to determine if indirect costs have been properly allocated to various jobs/programs. This included review of the allocation basis and rates used to ensure they are appropriate and regularly reviewed.</p>
Inventory	<p>The Shire's inventory system and procedures was examined to determine if stock has been properly managed and recorded. This include review of the controls over receipts, issues of stock and updating the stock ledger against regular stock takes.</p>
Minutes and Meetings	<p>Council and Committee meeting minutes were reviewed to ensure compliance with procedures and protocols.</p>
Budget	<p>The Shire's budgetary system and procedures was examined to determine if:</p> <ul style="list-style-type: none"> - A structured process is in place and being managed properly; - The Budget is properly constructed and based on reasonable assumptions in line with the Shire's strategic documents; - The Budget includes all relevant and necessary details and was properly adopted; and - The Budget is subject to proper half yearly review and variances are properly dealt with. <p>Ensured the annual budget and the budget review documents were lodged with the Department of Local Government, Sport and Cultural Industries within the statutory timeframes.</p>

Appendix A –Review Procedures (continued)

System	Description of Procedures Performed
Fixed assets (including depreciation, acquisition, and disposal of property)	<p>The fixed assets system including controls over acquisition and disposal of assets, updating of the fixed assets register, depreciation of fixed assets and reconciliation of the fixed assets register to the general ledger was examined.</p> <p>A sample of asset additions and disposals was selected and testing performed to ensure:</p> <ul style="list-style-type: none"> - tax invoices existed; - correct posting to the general ledger; - fixed assets register was promptly updated; and - classification of assets was correct. <p>In addition, a sample of assets was selected and testing performed to ensure the depreciation rates used are in line with the Shire's accounting policy.</p>
Long Term Financial Plan	<p>Reviewed the Strategic Community Plan and Corporate Business Plan which comprise the Long Term Financial Plan to ensure they are up to date and complied with legislative requirements.</p>
Registers	<p><u>Financial Interest Register</u></p> <p>The register was examined to ensure compliance with regulatory requirements.</p> <p><u>Tender Register</u></p> <p>The Shire's tender process was reviewed to determine if adequate controls were in place to ensure the tendering of goods and services is being managed properly. This included walking through a sample of tenders selected for review from inception through to award of tender against the tender register, minutes and relevant supporting documentation.</p> <p><u>Delegation Register</u></p> <p>The register was examined to ensure compliance with regulatory requirements.</p>
Audit Committee	<p>The Shire's establishment of its audit committee and the constituted membership was examined by us and considered satisfactory</p>
Insurance	<p>Discussions with staff and review of policy documents revealed policies are current. Evidence also exists to suggest an annual review of insurance risks occurs.</p>
Financial Reports	<p>A review of the Shire's systems and procedures over the annual financial report and monthly financial reports was performed to determine if:</p> <ul style="list-style-type: none"> - Structured reporting processes are in place and being properly managed; - Reports are properly constructed based on balanced trial balances; - Reports include all relevant and necessary details as required for proper financial/management reporting purposes; and - Monthly reports with variance analysis are presented to Council for adoption in a timely manner. - Annual financial report presented to council as required. - Annual financial report lodged with the Department of Local Government, Sport and Cultural Industries within statutory time frames.

Appendix A –Review Procedures (continued)

System	Description of Procedures Performed
Storage of documents / Record keeping / information system	The Shire's record keeping / storage system and IT general control environment surrounding its information systems (such as access to the computer system, regular changes to passwords and data backup) were examined to determine if adequate controls and safeguards are in place.
Investments	A review of the Shire's controls and procedures over investments was performed to determine if investments were properly recorded and managed.
General Journals	The Shire's journal procedures were examined to determine if they were sufficiently reviewed / approved at every staff level before processing.
Borrowings	A review of the Shire's controls and procedure over borrowings was performed to determine if borrowings were properly recorded and managed. This includes the review of controls over the take-up of loans, repayments of loans and updating of the Shire's loan register against regular reconciliations.
General Compliance and Other Matters	A review of the fixed asset register to confirm whether assets acquired for cost / fair value at date of acquisition of less than \$5,000 have been removed as required by Local Government (Financial management) Regulation 17A(5).

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31 JULY 2019

13.0 TOWN PLANNING REPORT

13.1 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – NORTH WEST COASTAL HIGHWAY, NERREN NERREN RD00018

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved Cr Burton
Seconded Cr Fenny

Council Resolution

That Council:

- 1. Approve application no. 20/2019 for telecommunications infrastructure on a portion of North West Coastal Highway road reserve, Nerren Nerren subject to the following conditions and footnotes:**
 - (i) The plans lodged with the application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.**
 - (ii) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

Footnote:

- (a) Planning consent is not an approval to commence construction. A separate building permit must be obtained for all work.**
- (b) It is noted that the applicant refers to this site as Nerren Nerren North.**

5/0 CARRIED

BACKGROUND

North West Coastal Highway falls under the care and control of Main Roads Western Australia. Main Roads Western Australia has signed the planning application form and approved access to the road reserve for the purpose of constructing a telecommunications tower and associated infrastructure.

The Highway is a Local Scheme Reserve for 'Primary Distributor Road' under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme').

31 JULY 2019

COMMENT

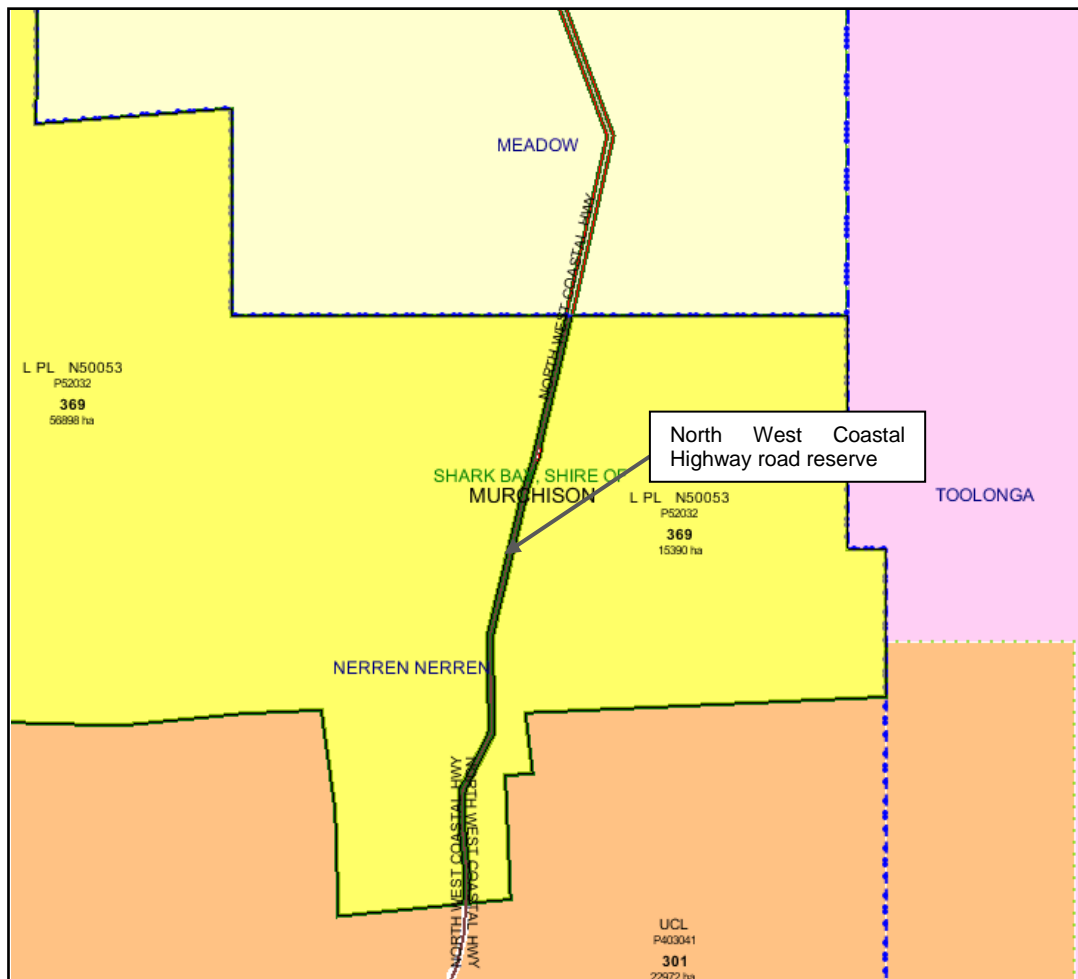
- *Description of Application*

The Western Australian Police has advised that they have reached an agreement with Main Roads Western Australia to lease a portion of the North West Coastal Highway in Nerren Nerren for construction of telecommunications infrastructure.

The Western Australian Police have received funding through the Royalties for Regions initiative to upgrade the current police radio communication safety network in the area.

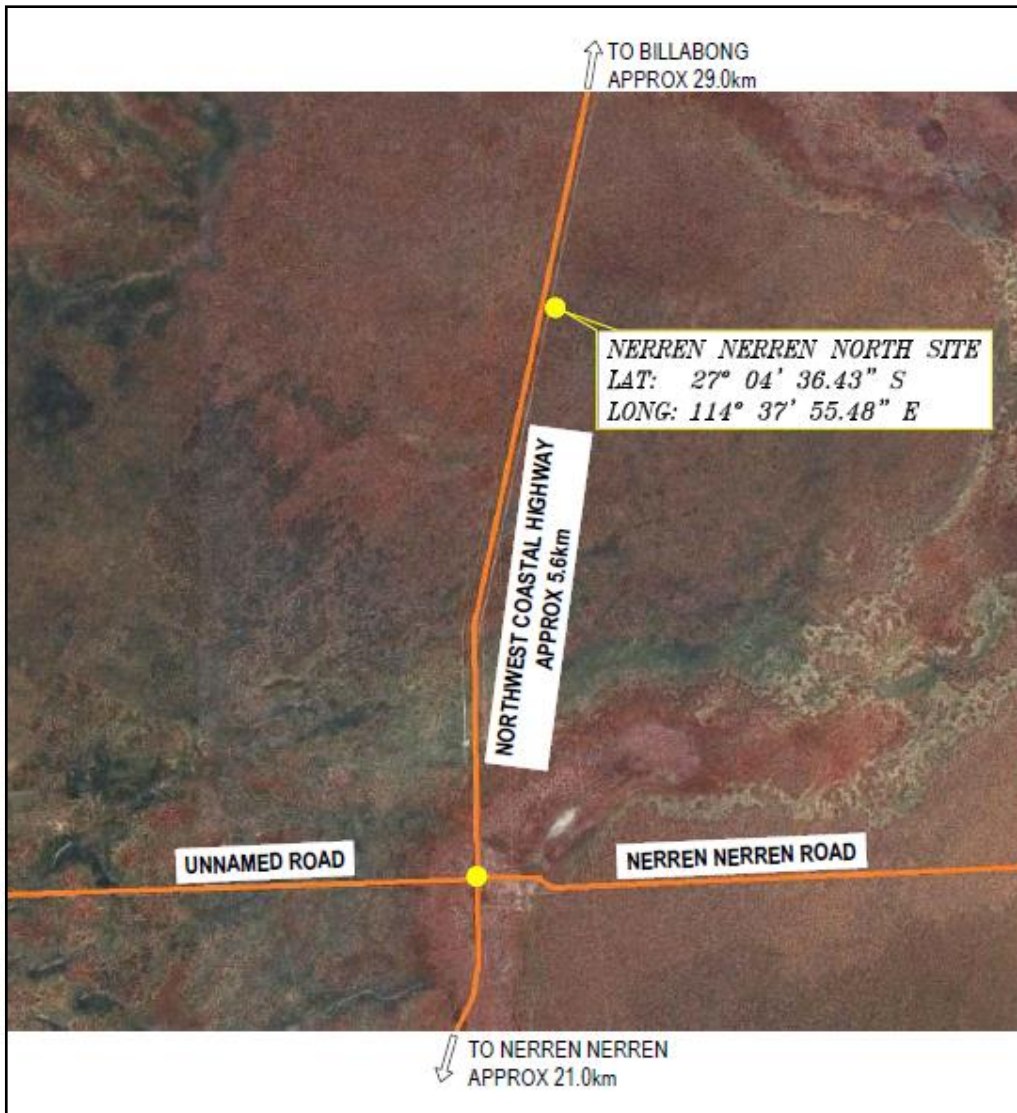
A 40 metre telecommunication tower with ground solar arrays and communications hut is proposed in the road reserve approximately 29 kilometres to the south of the Billabong Roadhouse.

Location plans and an elevation plan are included below and over page for ease of reference. The closest property is located at adjacent Lot 369.



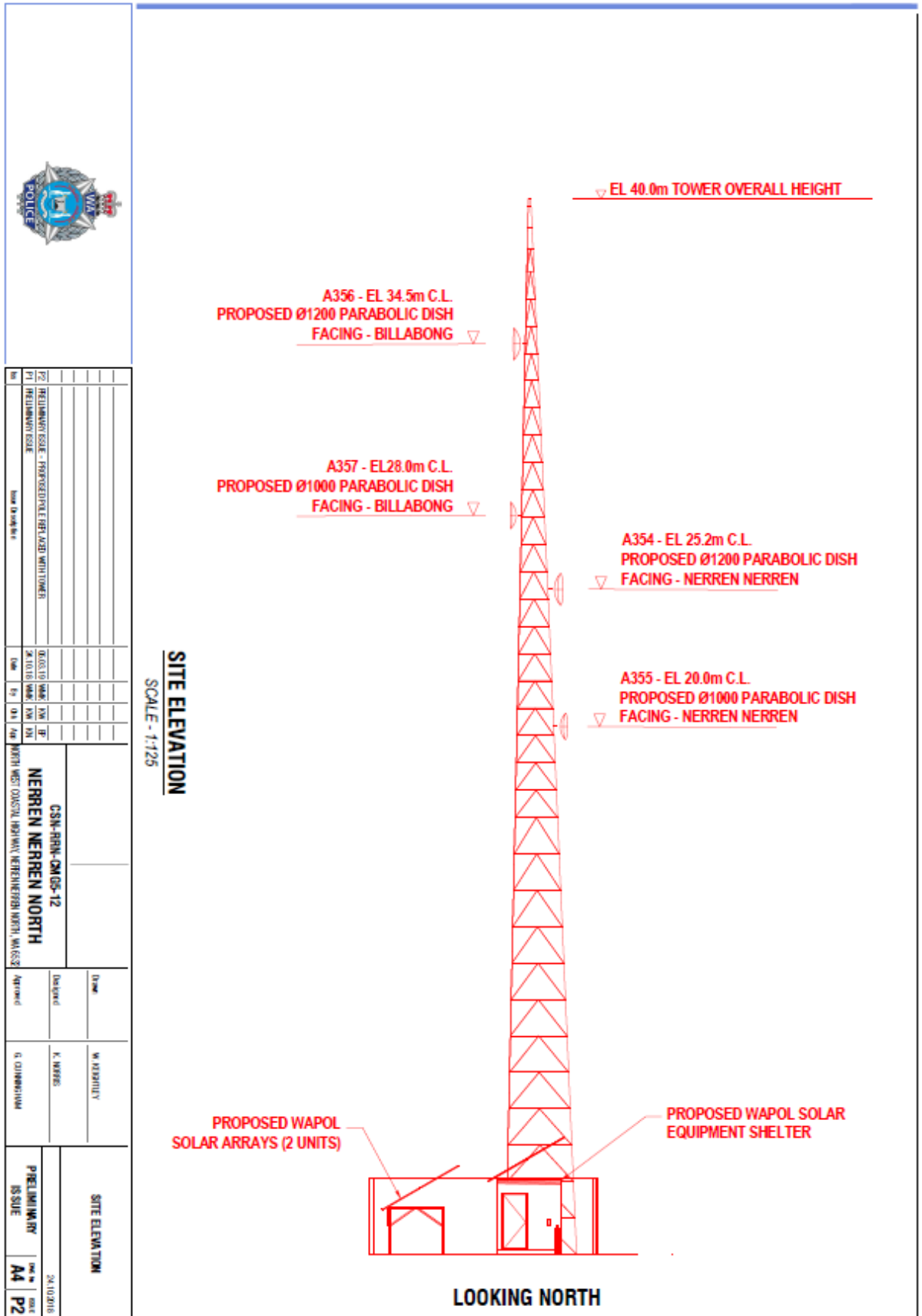
Above: Plan showing approximate location

31 JULY 2019



Above: Location Plan lodged by applicant

31 JULY 2019



Above: Elevation Plan lodged by applicant

31 JULY 2019

- *Proposed Land Use and Permissibility*

The proposed development is construed as *'telecommunications infrastructure'* defined in the Scheme as *'means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.'*

The Scheme does not prohibit any land use within the existing local scheme reserve, and the proposed land use will not conflict with the Scheme objective for the 'Primary Distributor Road' reserve *'to set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.'*

It is recognised that the proposed development will assist improve police and emergency service communications within the locality.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Clause 1 refers to the term 'reserve' as *'means land reserved under this Scheme for a public purpose'*.

Clause 66 (2) requires consultation with Main Roads Western Australia as it states as follows:

If an application for development approval relates to proposed development on land that is reserved under this Scheme for a public purpose and vested in a public authority, the local government must provide a copy of the application to that authority for objections and recommendations before making a decision on the application.'

Town Planning Innovations has liaised with Main Roads Western Australia who has signed the development application form.

Clause 67 outlines 'matters to be considered by Council' including *' in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve'*.

Shire of Shark Bay Local Planning Scheme No 4 - Explained in the body of the report.

POLICY IMPLICATIONS

There are no local planning policies applicable to this development.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

16 July 2019

31 JULY 2019

13.2 PROPOSED TELECOMMUNICATIONS INFRASTRUCTURE – NORTH WEST COASTAL HIGHWAY, MEADOW RD00018

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved Cr Fenny
Seconded Cr Burton

Officer Recommendation

That Council:

1. **Approve the application for telecommunications infrastructure on a portion of North West Coastal Highway road reserve (known as Lot 299), Meadow subject to the following conditions and footnotes:**
 - (i) **The plans lodged with the application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved in writing by the Shire Chief Executive Officer.**
 - (ii) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

Footnote:

- (a) **Planning consent is not an approval to commence construction. A separate building permit must be obtained for all work.**

5/0 CARRIED

BACKGROUND

North West Coastal Highway falls under the care and control of Main Roads Western Australia. Main Roads Western Australia has signed the planning application form and approved access to the road reserve for the purpose of constructing a telecommunications tower and associated infrastructure.

The Highway is a Local Scheme Reserve for 'Primary Distributor Road' under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme').

31 JULY 2019

COMMENT

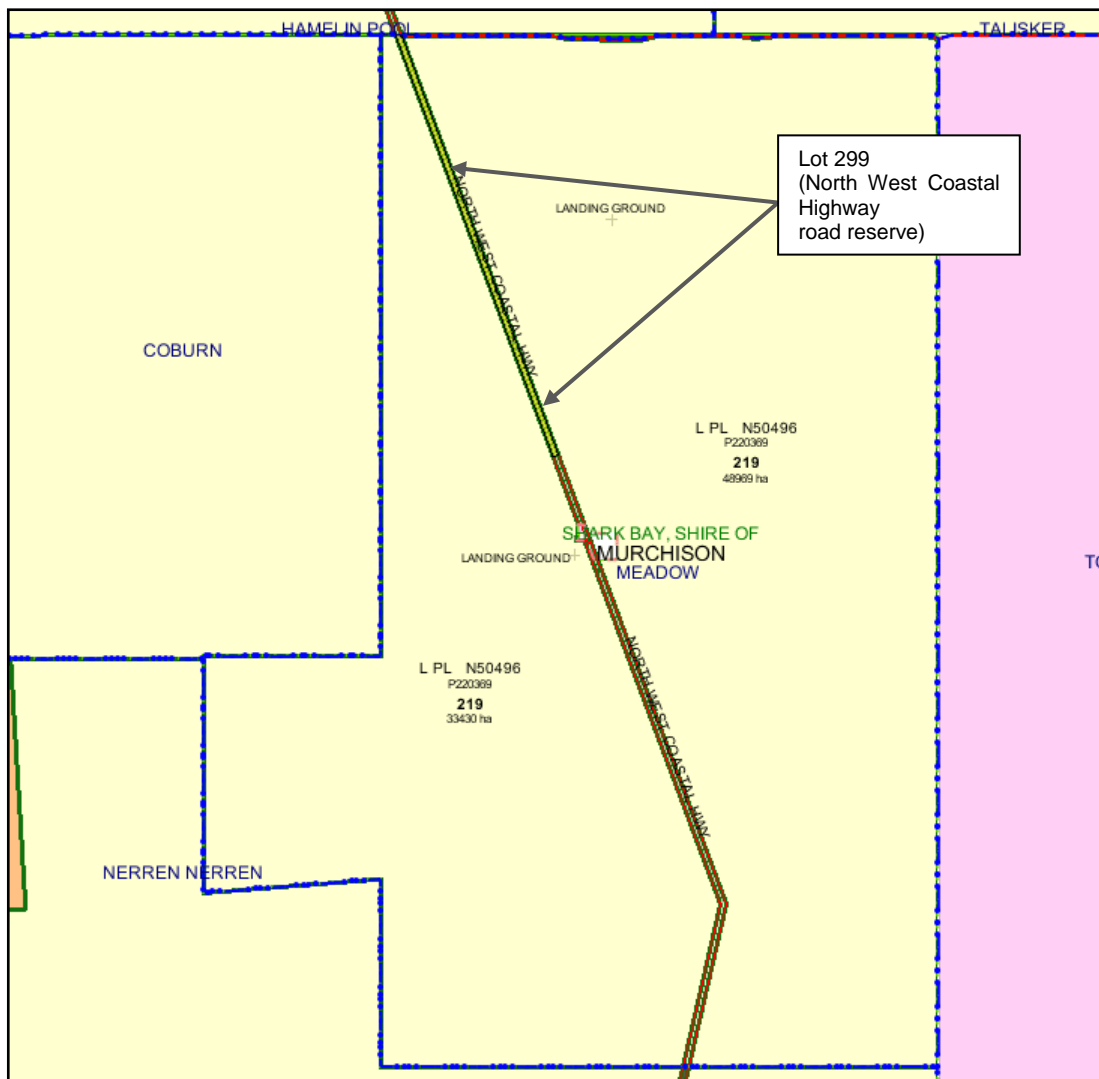
- *Description of Application*

The Western Australian Police has advised that they have reached an agreement with Main Roads Western Australia to lease a portion of Lot 299 within the North West Coastal Highway for construction of telecommunications infrastructure.

The Western Australian Police have received funding through the Royalties for Regions initiative to upgrade the current police radio communication safety network in the area.

A 30 metre telecommunication tower with ground solar arrays and communications hut is proposed in the road reserve approximately 19 kilometres to the north of the Billabong Roadhouse.

Location plans and an elevation plan are included below and over page for ease of reference.

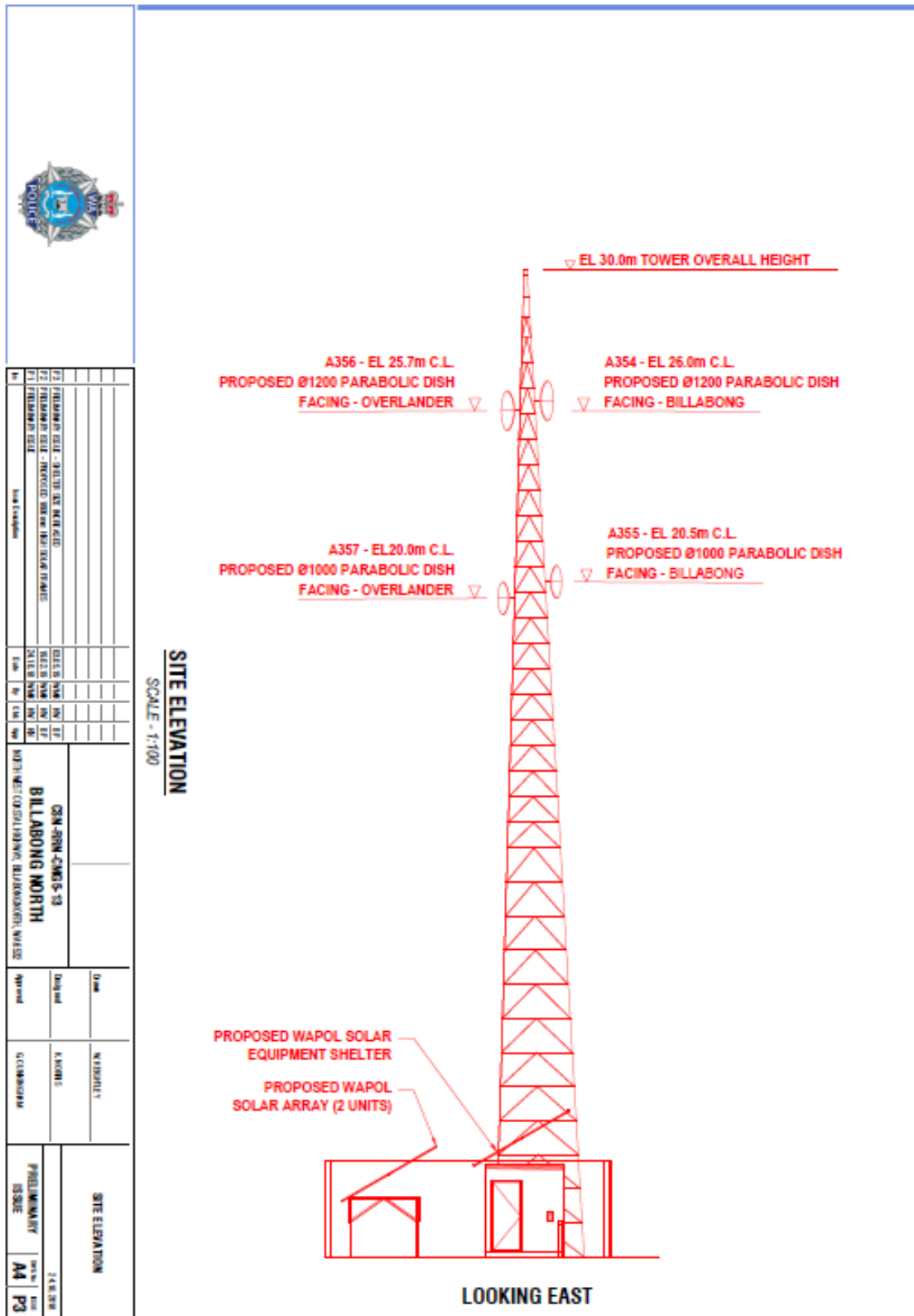


Above: Plan showing Lot 299

31 JULY 2019



Above: Location Plan lodged by applicant



Above: Elevation Plan lodged by applicant

31 JULY 2019

- *Proposed Land Use and Permissibility*

The proposed development is construed as *'telecommunications infrastructure'* defined in the Scheme as *'means premises used to accommodate the infrastructure used by or in connection with a telecommunications network including any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure related to the network.'*

The Scheme does not prohibit any land use within the existing local scheme reserve, and the proposed land use will not conflict with the Scheme objective for the 'Primary Distributor Road' reserve *'to set aside land required for a primary distributor road being a road classified as a Regional Distributor or Primary Distributor under the Western Australian Road Hierarchy.'*

It is recognised that the proposed development will assist improve police and emergency service communications within the locality.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Clause 1 refers to the term 'reserve' as *'means land reserved under this Scheme for a public purpose'*.

Clause 66 (2) requires consultation with Main Roads Western Australia as it states as follows:

If an application for development approval relates to proposed development on land that is reserved under this Scheme for a public purpose and vested in a public authority, the local government must provide a copy of the application to that authority for objections and recommendations before making a decision on the application.'

Town Planning Innovations has liaised with Main Roads Western Australia who has signed the development application form.

Clause 67 outlines 'matters to be considered by Council' including *' in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve'*.

Shire of Shark Bay Local Planning Scheme No 4 - Explained in the body of the report.

POLICY IMPLICATIONS

There are no local planning policies applicable to this development.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

16 July 2019

31 JULY 2019

13.3 REVISED BUSHFIRE MANAGEMENT PLAN FOR LOT 62 AND 303 DIRK HARTOG ISLAND P4281

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as an employee of the Department of Biodiversity, Conservation and Attractions – World Heritage Project Officer

Moved Cr Fenny
Seconded Cr Cowell

Council Resolution

A. That Council:

- 1. Support the revised Bushfire Management Plan prepared by Ecosystem Solutions dated the 8 July 2019 (Revision D) for existing and future development (camping areas, camp kitchen, café/bar and tourist centre) on Lots 62 and 303 Dirk Hartog Island, however note that a Local Development Plan and formal development application has to be lodged for separate consideration.**

- 2. Advise Kieran Wardle, Hypermarket Pty Ltd, and Ecosystem Solutions as follows:**
 - (i) The revised Bushfire Management Plan is generally supported and the location and widths of strategic fire breaks are accepted by the Shire.**

 - (ii) Support for the Bushfire Management Plan should not be construed as support for proposed development or continuation of unauthorised camping activities that operate without any Shire approval.**

Any formal Local Development Plan and development application will need to address the provisions of the Shire of Shark Bay Local Planning Scheme No 4.

 - (ii) The Shire notes the advice that a planning consultant has been engaged to progress a Local Development Plan and development application on the proponents behalf – Attachment 1.**

- 3. Authorise the Chief Executive Officer to issue a 2019/2020 fire break notice specifically for Lots 62 and 303 requiring installation of strategic firebreaks with a width of 4 metres and where vehicle access tracks are utilised a 6 metre width in accordance with Figure 14 of the Bushfire Management Plan prepared by Ecosystem Solutions dated the 8 July 2019 (Revision D).**

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4. Authorise the Chief Executive Officer to investigate including additional provisions for future 2019/2020 fire break notices to cover existing endorsed Bushfire Management Plans. Example wording (from the Shire of Plantagenet which will be reviewed) is as follows:

'Bushfire Management Plans

In addition to the requirements of this notice, where a Bushfire Management Plan has been endorsed by the Shire as part of a development approval, property owners must ensure their property meets the requirements outlined in the Bushfire Management Plan. This includes (but is not limited to):

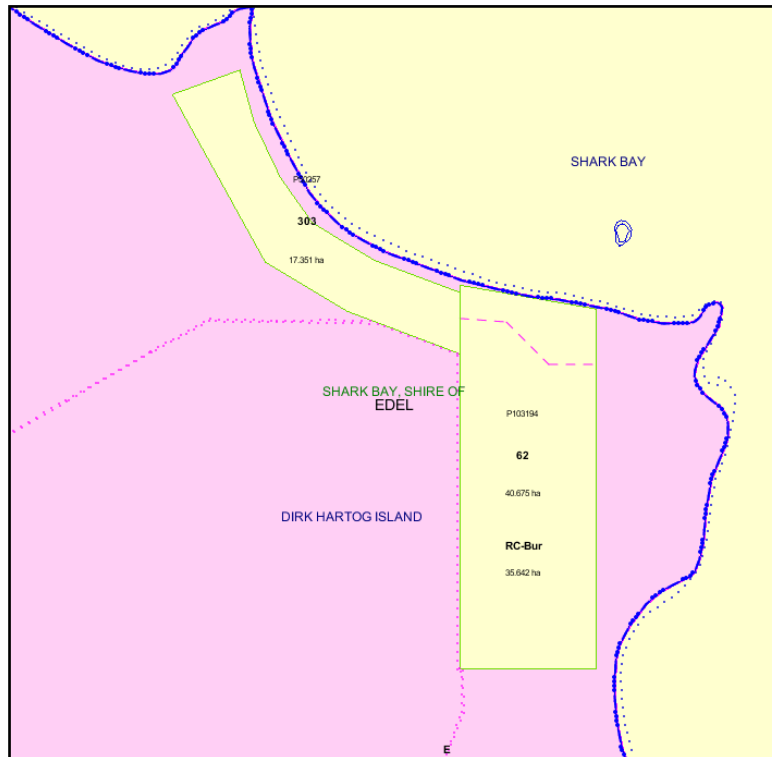
1. **Lots 130 and 501 Monkey Mia Road, Monkey Mia**
2. **Lots 62 and 303 Dirk Hartog Island**
3. **Lots 350 & 351 Hamelin Pool Road, Hamelin Pool**
4. **Lot 365 Useless Loop Road, Useless Loop (Tamala Station) and on adjacent Unallocated Crown Land '**

5/0 CARRIED

BACKGROUND

Town Planning Innovations was contacted by a bushfire consultant last year advising that they were preparing a Bushfire Management Plan in support of a future development application for existing and proposed camping areas on Lots 62 and 303 Dirk Hartog Island.

A location plan is included below for ease of convenience.



Lot 62 contains the existing Dirk Hartog Island Eco-lodge. The lodge provides accommodation consisting of six double/twin rooms with en-suites. There is also a separate 3 bedroom villa, ancillary outbuildings and solar array.

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Information on existing accommodation and camping is available on line - www.dirkharthogisland.com/homestead-camping/

There are 'Homestead Camp Grounds' with a shared rustic camp kitchen (Salty's Camp Kitchen) – refer plan below.

Shire Administration has advised that there is:

- (1) no record of any planning approval for camping on these lots; and
- (2) no licences issued for camping under the Caravan Parks and Camping Grounds Act 1995.



Extract Bushfire Management Plan

It therefore appears that existing camping is unauthorised and does not have any Shire approval.

- **Ownership**

Both Lots 62 and 303 are owned by Hypermarket Pty Ltd. The contact person that Town Planning Innovations has been dealing with is Kieran Wardle.

- **Restrictive Covenants**

There are restrictive covenants recorded on the Certificate of Titles of Lots 62 and 300 which place limitations on the number of Visitor Accommodation Units to three times the number of hectares of land (rounded down), and includes other conditions such as restricting the use of the land to low impact ecotourism.

The covenants are administered by the Department of Planning, Lands and Heritage. The Shire has written to the Department of Planning, Lands and Heritage to check that the number restrictions do not apply to campers.

31 JULY 2019

- ***Bushfire Management Plan***

A Bushfire Management Plan was referred to the Council meeting held on the 26 June 2019. It was resolved as follows:

'That Council:

- A. *Note that a Bushfire Management Plan has been lodged for existing and future development (camping areas and camp kitchen) on Lots 303 and 62 Dirk Hartog Island, however no Local Development Plan or formal development application has been lodged.*
- B. *Note that 3 Options are included in this report for Council consideration that specifically discuss fire break requirements.*
- C. *Resolve to pursue Option 3 and require the Bushfire Management Plan to be amended to include strategic internal fire breaks that connect and build on the existing track system.*
- D. *Advise Kieran Wardle, Hypermarket Pty Ltd, and Ecosystem Solutions as follows:*
 - (i) *The Bushfire Management Plan is generally supported with the exception of the proposal not to install any firebreaks.*
 - (ii) *The Shire is prepared to consider a variation to the existing firebreak notice requirements, however requests that the plan be revised to include:*
 - *Strategic fire breaks in locations that maximise protection of proposed development from all sides, connect to existing tracks and are of a sufficient width to minimise or slow the spread of fire.*
 - *Fire breaks should be located having regard for fire source, likely direction (prevailing winds), weather and may also have a dual function for controlled pedestrian access to the beach.*
 - *If possible, strategic firebreaks should be located in areas more devoid of vegetation.*
 - *The existing tracks are not considered wide enough to be effective firebreaks having regard that surrounding land is within flame zone, the site is remote from emergency services and tourism is a vulnerable land use.*
 - *The Shire will not mandate that firebreaks have to follow perimeter lot boundaries and is prepared to allow some flexibility, however still requires some strategic firebreaks to be included as a management measure with the objective to maximise visitor safety and protection of lives.*
 - (iii) *Support for the Bushfire Management Plan should not be construed as support for proposed camping or continuation of unauthorised camping activities that operate without any Shire approval.*

The Shire has not received any formal Local Development Plan and development application so has no information on how the land use will be managed or how the provisions of the Shire of Shark Bay Local Planning Scheme No 4 will be addressed.

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- (iv) *The lots are zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 4. A Local Development Plan and development application is required to be lodged for separate consideration.*

The Local Development Plan will need to address the following in accordance with Schedule B of the Scheme:

- *A Management Plan that addresses visitor access, servicing, maintenance, waste disposal, effluent disposal, service areas, rubbish management and the transport of construction material;*
 - *The proposed development is to be of a high architectural quality and be designed to be low scale and sympathetic to the location taking into account topography, physical characteristics and unique character of the surrounding area;*
 - *Coastal setbacks in accordance with relevant state planning policy;*
 - *Bushfire management in accordance with relevant state planning policy;*
 - *An environmental report that demonstrates that the Local Development Plan and proposed use and/or development will have a low impact on the natural environment, not compromise the high conservation values and have regard for the need to protect the ecological values and special attributes of the island. The report should include information on building envelopes, visitor numbers, a vegetation assessment and how biosecurity measures to mitigate the risks of feral incursions and disease impacts to the National Park will be achieved.*
- (v) *Seek written advice from the owner within 28 days as to their future intentions as unauthorised camping cannot continue in the longer term as it is in breach of the Shires Local Planning Scheme No 4 and the **Caravan Park and Camping Grounds Act 1995**.*

- E. *Authorise the Chief Executive Officer to write to the Department of Planning, Lands and Heritage (Gascoyne Land Management Team) and seek written advice on whether the covenant restrictions applicable to Lots 303 and 62 restricting 'Visitor Accommodation units' applies to camping and/ or maximum visitor numbers. '*

COMMENT

- *Bushfire Management Plan*

The applicant was encouraged to lodge the Bushfire Management Plan as it was anticipated that it would assist to expedite the subsequent planning process.

The Bushfire Management Plan was generally supported in June 2019 with the exception that the Shire requested that the Plan to be amended to include strategic internal fire breaks that connect and build on the existing track system.

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A revised Bushfire Management Plan (Revision D) dated 8 July 2019 has been lodged which:

1. Includes additional development using sea containers as a café/bar and tourist centre; and
2. Includes strategic fire breaks ranging from 4 metres to 6 metres.

The strategic firebreaks are shown as a red dotted line on the plan over page:



Above: Extract from Bushfire Management Plan (Figure 14)

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In the revised Bushfire Management Plan the fire consultant has advised:

- The vegetation is classified as Class C Shrubland, with an average height of 2 metres.
- The recommended width of a firebreak to slow the spread of fire is two to three times the height of the nearest vegetation, which results in a recommended firebreak width of 4 to 6 metres. It should be noted that firebreaks provide a break in fuel however they do not stop the spread of embers, which can travel long distances.
- The majority of the vegetation and potential fire source is to the west, north and south of the site, with minimal vegetation between the lot boundary and ocean, with the beach serving as a firebreak. Therefore, there is no recommended firebreak along the eastern lot boundary.
- Strategic firebreaks will be installed around the proposed development and will occur predominately within existing tracks and proposed Asset Protection Zones to minimise the amount of vegetation modification required, as illustrated in Figure 14.
- The north western portion of the firebreak will connect back to the future and current camping site access track to ensure any vehicle travelling along this firebreak track has an exit point.
- Firebreaks will be a width of 4 metres and where vehicle access tracks are utilised the width will be 6 metres to comply with the requirements of a public road / private driveway horizontal clearance.

Town Planning Innovations cannot provide the Shire with advice on how effective the strategic fire breaks will be in the event of a fire emergency, however it is recognised that:

- (i) The Bushfire Management Plan has been prepared by a Level 3 accredited fire consultant and they have included information explaining their recommended fire break locations and widths; and
- (ii) The revised Bushfire Management Plan represents a compromise between the proponent and the Shire.

The Shire Chief Executive Officer is the Chief Fire Bushfire Control Officer and has advised the strategic fire break widths are of an adequate width.

- *Fire break notice*

Town Planning Innovations liaised with the Department of Fire and Emergency services over firebreak issues associated with the subject land. They recommended that any fire break notice be replaced with a new notice specific to the new requirements for Lots 62 and 303 on Dirk Hartog Island.

As the 2018/2019 fire break period has passed, it is recommended firebreak notices for 2019/2020 be reviewed.

The Shire has approved a number of Bushfire Management Plans as part of the development approval process for various sites, such as Monkey Mia Dolphin Resort. Firebreak notices can be utilised to ensure that owners implement recommendations within Bushfire Management Plans for mitigation measures such as maintain asset protection zones.

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- *Future Development*

Continuation of existing unauthorised camping activities in the absence of all necessary approvals is undesirable. For the time being, it is recommended that the operator be provided with opportunity to progress formal applications to the Shire.

Since the June Council meeting Kieran Wardle has advised that he has engaged Joe Douglas from Exurban Rural & Regional Planning to prepare the required planning applications – Attachment 1.

LEGAL IMPLICATIONS

Shire of Shark Bay Local Planning Scheme No 4 – There are special use provisions applicable to the lots.

Caravan Park and Camping Grounds Act 1995 – A licence is required for camping grounds and none has been applied for or issued for Lots 303 and 62.

Bushfires Act 1954 – The Shires 2018/19 fire break notice currently requires a 2 metre fire break for rural land.

The Shire may be liable if it knowingly approves a Bushfire Management Plan or fire break variation, where either is known to be flawed.

POLICY IMPLICATIONS

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

State Planning Policy 3.7 states that any Bushfire Attack Level assessment or Bushfire Attack Level contour map should be prepared by an accredited Bushfire Planning Practitioner.

Fire practitioners are accredited through Fire Protection Association Australia which is the national peak body for fire safety.

The Bushfire Management Plan for Lots 303 and 62 has been prepared by a Level 3 accredited bushfire consultant.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

The Shire of Shark Bay Local Planning Strategy recognises potential for eco tourism on freehold lots at Dirk Hartog Island.

Although this is not a Shire document, it is noted that there is a 'Shark Bay Terrestrial Reserves and Proposed Reserve Additions Management Plan' (2012) produced by the then known Department of Environment and Conservation (now known as the Department of Biodiversity, Conservation and Attractions).

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Relevant to Lots 303 and 62 it states:

- Dirk Hartog Island currently provides tourist accommodation and services at the homestead. The proposed ecotourism development on Dirk Hartog Island within the freehold lots at Sunday Island Bay and adjacent to the homestead lot is likely to result in an increased level of commercial tourism on the island.
- Following analysis to define the type and level of recreation that can be sustained on Dirk Hartog Island National Park, a number of visitor management settings have been proposed for the Island including 'Highly Modified', 'Recreation', 'Natural-Recreation' and 'Natural'.
- The freehold homestead and proposed adjacent lot and the proposed Sunday Island Bay freehold lots have a 'Highly Modified' setting. In these areas there will be high-level recreation, education and interpretation and group activities specifically catered for.
- Most people visiting the island stay overnight at the homestead, with some staying in one of the four huts or camping on a beach at several sites along the east coast. Visitor numbers to Dirk Hartog Island National Park have been estimated to be less than 500 per year (excluding visitors to the homestead). Visitor numbers are expected to remain low unless additional facilities and infrastructure are provided. Boat access is expected to increase slightly.
- Private tourism developments exist and others are likely to be proposed for Dirk Hartog Island. It is important that, such tourism developments do not adversely impact on World Heritage and other key values and this will be monitored through the approvals process.
- Dirk Hartog Island currently provides tourist accommodation and services at the homestead. The eco-tourism development at the homestead and the proposed eco-tourism development within the freehold lots at Sunday Island Bay and area adjacent to the homestead is likely to result in an increased level of commercial tourism on the island.
- Creation of the proposed national park and the proposed development of eco-tourism accommodation with the freehold lots on Dirk Hartog Island, will increase demand for the development of day-use sites on the island over the life of this plan.

In regards to access it also states '*Access to Dirk Hartog Island National Park is seasonal, difficult and costly because of the barge access and limits of vehicle numbers. Limited numbers will be retained by limiting private and tour operator vehicles initially to a maximum of 10, until benchmarks can be established to monitor any environmental degradation caused by vehicles. This will also ensure a measure of control on vehicle and visitor numbers and a means of limiting environmental damage to tracks, especially in the summer months.*'

RISK MANAGEMENT

The Shire may be liable if it knowingly approves a Bushfire Management Plan that is known to have any significant flaws.

The Shire may engage an independent fire consultant to review any revised Bushfire Management Plan to gain independent advice on strategic fire breaks if desired in the future.

VOTING REQUIREMENTS

Simple Majority Required

MINUTES OF THE ORDINARY COUNCIL MEETING

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SIGNATURES

Author *L Bushby*
Chief Executive Officer *P Anderson*
Date of Report 19 July 2019



DIRK HARTOG ISLAND

19th July 2019

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

Dear Paul,

Thank you for your letter dated 4th July 2019 in regard to the Bushfire Management Plan and existing camp grounds for Lot 62 and 303 on Dirk Hartog Island

Michael Sidebottom from Breakaway Tourism Pty Ltd was appointed in early 2018 to prepare and lodge the required documents to make sure our facilities on Dirk Hartog Island complied with the Shires requirements. It is my understanding that Michael had prepared documents with advice from Liz Bushby and lodgement was imminent, however, due to his ongoing health issues, Michael has not been able to complete the application process.

A town planner has now been formally engaged to assist with preparation of the documentation and plans required to secure the necessary approvals to the existing camping ground use on Lots 62 & 303 Dirk Hartog Island.

Following the Shire's consideration and endorsement of the amended Bushfire Management Plan (emailed to Liz Bushby 11th July 2019) referred to in your correspondence which sets the parameters for the existing and proposed development and use of the land, the town planning consultant will progress and finalise preparation of applications to the Shire to formalise the existing camping ground use.

It is anticipated applications will be submitted to the Shire sometime during August 2019 and I appreciate the camping ground use cannot continue on the land in the longer term given the specific requirements of Local Planning Scheme No.4 and the Caravan Park and Camping Grounds Act 1995 and are making every effort to secure the necessary approvals as quickly as possible.

I look forward to obtaining the Shires approval and continuing to provide a unique holiday destination for both the domestic and international traveller.

Kind Regards

Kieran Wardle
Dirk Hartog Island Pty Ltd
Director

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13.4 APPLICATION FOR LIQUOR LICENCE – LOT 174 NORTH WEST COASTAL HIGHWAY, HAMELIN POOL (OVERLANDER)
P2003

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

That Council:

1. **Authorise the Chief Executive Officer to issue a Section 40 Certificate for Lot 174 North West Coastal Highway, Hamelin Pool for the Overlander Roadhouse confirming that the proposal will comply with all relevant planning laws, namely the Shire of Shark Bay Local Planning Scheme No 4.**

2. **Note that historical approvals exist for the site and recognise that the Overlander and restaurant have been established on Lot 174 for an extended time period.**

5/0 CARRIED

BACKGROUND

- *Zoning*

Lot 174 is zoned 'Special Use' under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme').

The Special Use zone allows for a range of discretionary uses including:

- Ancillary dwelling
- Camping ground
- Caravan park
- Fuel depot
- Holiday accommodation
- Hotel
- Restaurant / café
- Roadhouse
- Service station
- Single house
- Shop
- Transport depot
- Waste disposal facility
- Waste storage facility
- Workforce accommodation

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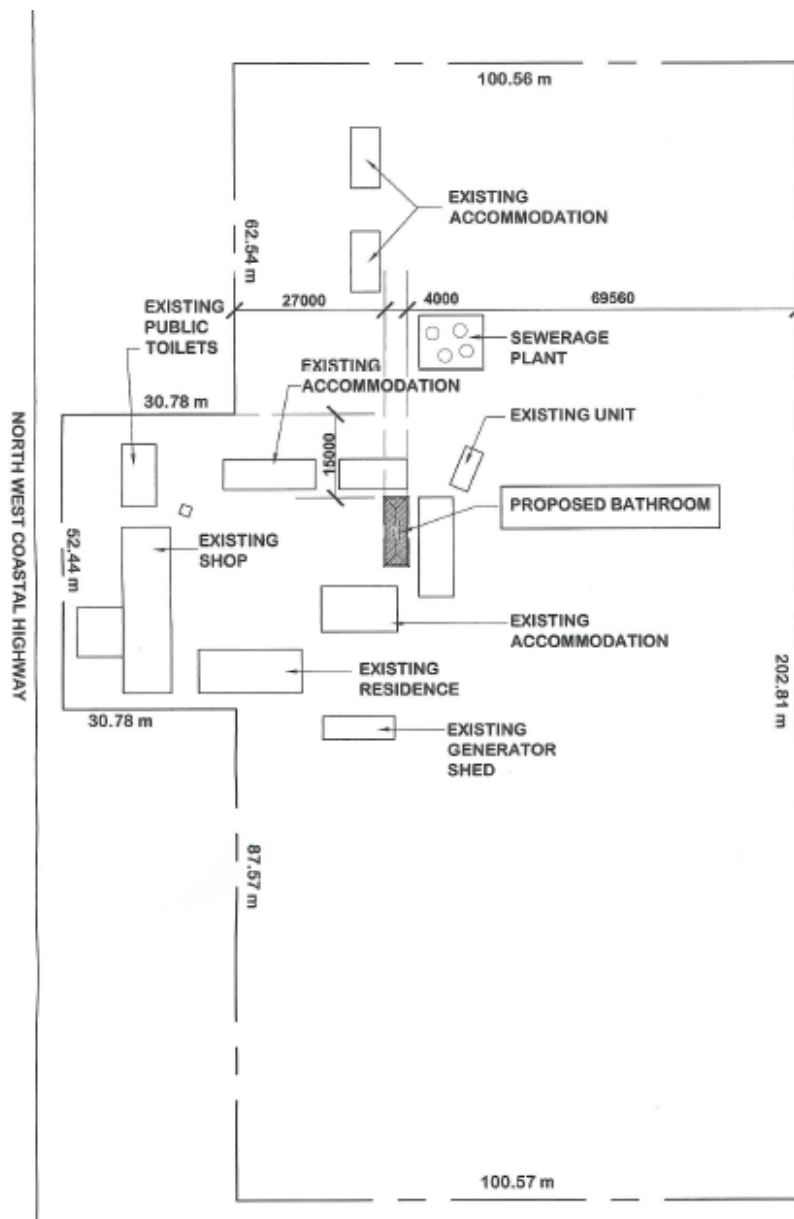
- *Existing Development*

Lot 174 has been developed with the Overlander Roadhouse which includes provision of fuel, restaurant, caravan park, camping area and accommodation rooms.

It is located approximately 700 kilometres from Perth, situated at the turn off to Shark Bay and Monkey Mia, between Geraldton and Carnarvon.

The original planning approvals have not been traced therefore Town Planning Innovations has been unable to check whether existing development has been approved as a roadhouse, service station, restaurant or combination of both. Notwithstanding the above, it is recognised that the roadhouse has been established for an extended time period.

There was a planning approval issued in April 2012 for an amenities building (bathroom) on Lot 174 – refer site plan below.



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In 2014 planning approval was issued for a caravan park on Lot 174 with conditions stipulating that it was limited to a maximum of 10 caravans and occupation was to be for short stay.

The existing roadhouse / restaurant is a registered food business in accordance with the *Food Act 2008*. The existing food registration issued by the Shire is for a '*food business (takeaway shop and restaurant)*' for '*foods made to order to take-away or eat in the restaurant*'.

COMMENT

- *Proposed liquor licence*

An application has been lodged to the Shire of Shark Bay seeking support for a liquor licence.

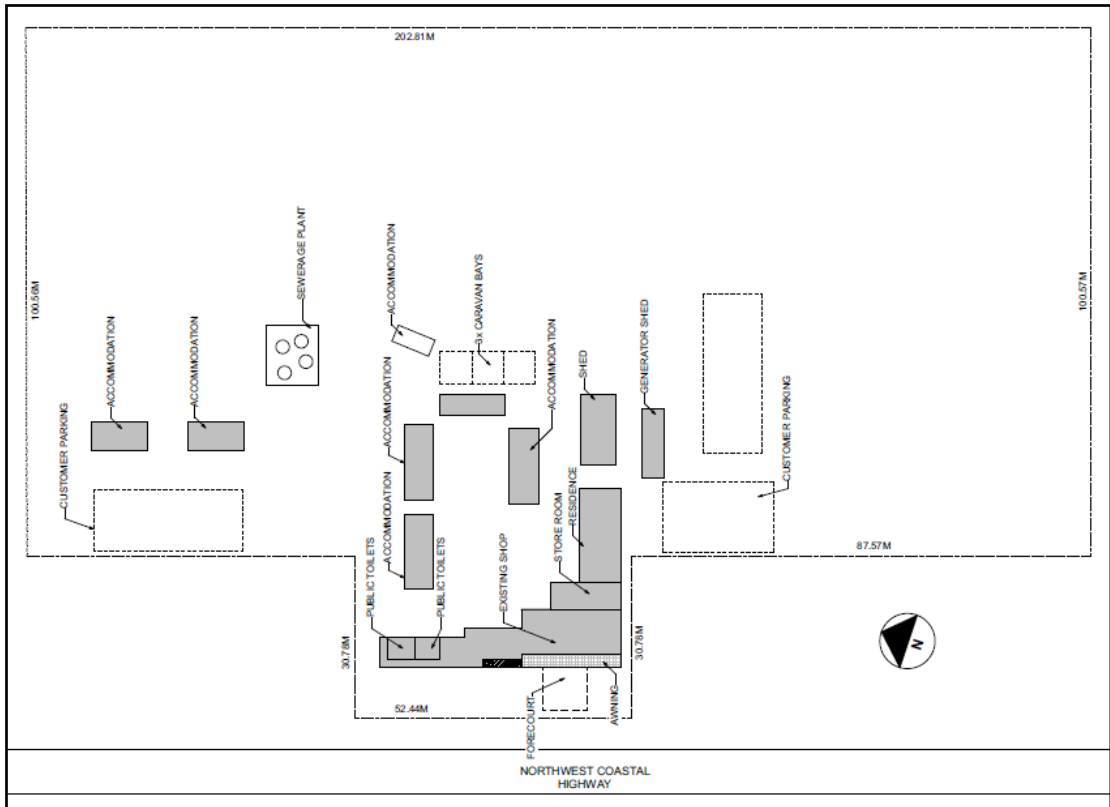
The application has been lodged by 'Hospitality and Food Service Consultants' who advise that:

- a. The roadhouse already includes a restaurant known as 'Nanutarra'.
- b. Meals provided include breakfast, lunch, dinner and snacks. The restaurant is open from 6.00am to 10.00pm 7 days a week, 365 days per year.
- c. It is proposed to apply for a Restaurant Liquor Licence and 2 Extended Trading Permits.
- d. The Extended Trading Permit for 'Lodgers/Residential Accommodation' will allow for the sale of alcohol to any lodger residing in the accommodation on the same lot.
- e. The Extended Trading Permit for 'sell liquor without a meal (restricted)' will allow liquor to be sold by table service to patrons in the restaurant / alfresco area with or without a meal.
- f. Meals will be available at all times that liquor is serviced and no bar will be built. Liquor will be available in a fridge located behind the counter / point of sale.
- g. The existing alfresco area is 53m² and includes 20 seats and 6 tables.
- h. The internal area will include 12 seats and 3 tables.

The application includes a site plan and photographs – refer overpage.

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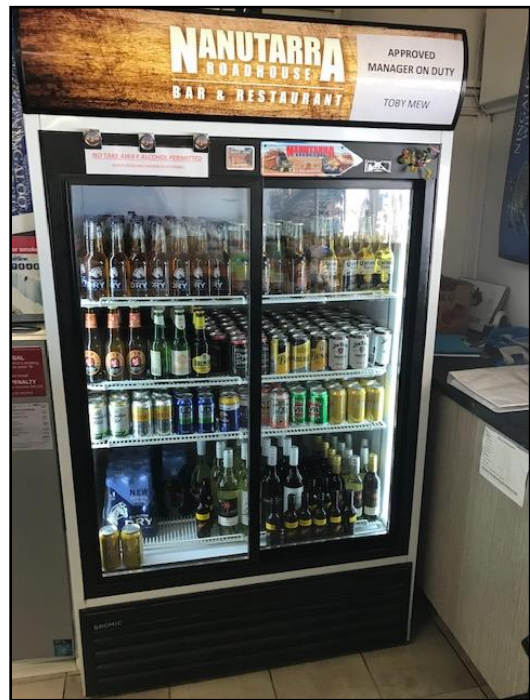
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Above: Site Plan



Above: Inside Dining



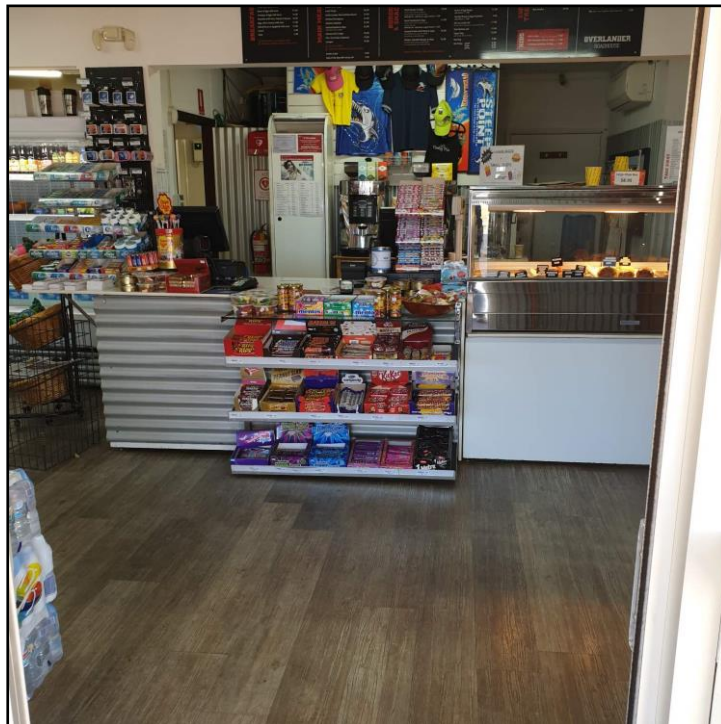
Above: Fridge

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Above: Outdoor area



Above: Counter

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The applicant has lodged supporting information including a harm minimisation plan, food menu, photographs, managers approval certificates etc

The House Management Plan which forms part of the Harm Minimisation Plan states:

- Overlander Roadhouse policy is to ensure our patrons have fun within a safe and friendly environment, by complying with and following our code of conduct, management plan, through the responsible service of liquor.
- Overlander Roadhouse will provide responsible service of liquor staff ongoing responsible service of liquor training with appropriate materials and development to ensure our compliance with the *Liquor Control Act 1988*.
- Overlander Roadhouse is committed to ensure liquor will be sold in a responsible manner, minimising harm and/or ill health caused to people due to the use of liquor.
- Lodgers limit per order which is only available to on site residential lodgers, is a limited purchase of 1 x 6 pack of beer or 3 x ready to drink mixers or 1 x bottle of wine (not combined purchases)
- Staff will not serve liquor to juveniles or any person who appears to be drunk.

In order to proceed, the applicant has requested that the Shire provide:

1. A Section 40 Certificate

A Section 40 Certificate provides certification to the Department of Racing, Gaming and liquor that the proposal:

- (a) will comply with all relevant planning laws,
- (b) will comply if consent were to be given (in the form of a new planning approval) or
- (c) will not comply with the planning laws (for the following reasons)

Effectively a Section 40 confirms if the proposal is consistent with existing planning approvals and the Shire of Shark Bay Local Planning Scheme No 4.

The lack of records on Lot 174 means that Town Planning Innovations cannot confirm exactly what has been issued with planning consent, however the Shire may be prepared to issue a Section 40 based on local knowledge that the roadhouse, restaurant and accommodation have known to be in operation for a long time period. Certainly the proposed 'restaurant' liquor licence would be consistent with the 'restaurant' food registration certificate issued by the Shire.

2. A Section 39 Certificate

The Section 39 Certificate certifies that the premises complies with any relevant health legislation, therefore will be assessed by the Shires Environmental Health Officer.

LEGAL IMPLICATIONS

Liquor Control Act 1988 – Information on licences from the Department of Racing, Gaming and Liquor (website) is summarised below:

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Licensed restaurants

The focus of a restaurant is to supply and sell meals prepared on the premises for people to consume at the restaurant. A restaurant licence authorises the sale and supply of liquor, ancillary to a meal, to a patron seated at a dining table (or other fixed structure used as a table).

For a restaurant licence to be issued, a venue must have a kitchen that is equipped to provide meals and a dining area that is always set up with tables and chairs for dining. It must also have sufficient toilet facilities.

Liquor without a meal permits

Where a restaurant has an Extended Trading Permit (Liquor without a Meal), alcohol can be supplied whether or not it is ancillary to a meal, providing:

- The liquor is consumed on the premises by a person sitting at a table; and
- The sale and consumption of liquor at the premises does not contravene any conditions imposed on the licence.

If the licensed premises also provides accommodation, liquor may be served to lodgers either in their rooms or in a place to which the permit applies, whether or not the liquor is served with or without a meal.

Extended Trading Permit

An Extended Trading Permit is used where the licensee wishes to extend their predetermined trading hours or licensed area on an ongoing basis. An Extended Trading Permit is designed to allow a licensee to trade in the usual manner for longer or in an area not usually considered part of the licensed area.

Extended Trading Permit - Lodgers/residential accommodation

This permit type is used to authorise a restaurant licensee to sell and supply liquor at any time to a lodger who is residing in the residential accommodation operated by the licensee and located at the restaurant premises.

Sell liquor without a meal (Restricted)

This permit type authorises the licensee to sell liquor via table service for consumption on the premises whether or not ancillary to a meal. A maximum numbers limitation will be imposed on the premises & permit of 120 patrons or, if the capacity of the premises is lower, a lesser number will apply.

Strict conditions may apply to liquor without a meal permits including, but not restricted to:

- The restaurant must always be set up and presented for dining.
- Tables can't be removed or shifted in order to create dance floors.
- The kitchen must be open and operating at all times liquor is available and the restaurant's regular full menu must be available at all times.
- Liquor may only be consumed by patrons seated at a dining table.
- Table service only by restaurant staff, no bar service.
- The venue can't be advertised as anything but a restaurant.
- The permit does not automatically apply to an area currently trading under an al fresco extended trading permit. This would need to be requested.

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Shire of Shark Bay Local Planning Scheme No 4 -

Explained in the body of the report.

POLICY IMPLICATIONS

There are no local planning policies applicable to this development.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

19 July 2019

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13.5 INVITATION FOR SHIRE COMMENT ON PROPOSED WORKS APPROVAL – WASTE WATER TREATMENT PLAN AND LANDFILL (COBURN ZIRCON PROJECT)
P2005

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as an employee of the Department of Biodiversity, Conservation and Attractions – World Heritage Project Officer

Moved Cr Fenny

Seconded Cr Ridgley

Council Resolution

That Council:

- 1. Authorise the Chief Executive Officer to advise the Department of Water and Environmental Regulation that the Shire has no objections to the proposed works approval for a waste water treatment plant and landfill for the Coburn Zircon Project (Your reference : DER2019/000290) subject to all separate necessary approvals being obtained.**
- 2. Authorise the Shires Planning Consultant, Town Planning Innovations, to refer a copy of this report to McLeod’s for written advice on the land use classification and permissibility.**
- 3. Authorise the Chief Executive Officer to write to Strandline Resources Limited and advise the company that the proposed mining operation is exempt from planning approval in accordance with Section 120(1) of the *Mining Act 1978*. The mining accommodation is also exempt as it is conducive to the mining operation and is located within the mining lease area(s).**

5/0 CARRIED

BACKGROUND

- *Coburn Zircon Project*

Strandline Resources Limited is involved in the Coburn Zircon Project which is a proposal to establish excavation and processing of a large low grade heavy mineral sand deposit known as the Amy Zone. The Amy Zone is approximately 27 kilometres long, 3 kilometres wide and between 10 and 40mm thick.

Based on the original Public Environmental Review the Project comprises the construction, operation, rehabilitation and closure of:

- a series of open pit mines which will be backfilled with tailings;
- processing plants (concentrators);
- haul road and access corridors;
- an accommodation camp;
- office buildings, workshops and support facilities;

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- a borefield; and
- supporting infrastructure such as a power plant, reverse osmosis desalination plant, power lines and pipelines.

The project proposes accommodation for approximately 200 people although the proponent indicates that due to shifts/rosters the maximum number of staff on site at any one time expected to be around 166 people.

The road connecting the mine site to the North West Coastal Highway will be a private road traversing the Coburn and Meadow pastoral leases.

- *Previous Planning Approval - 2011*

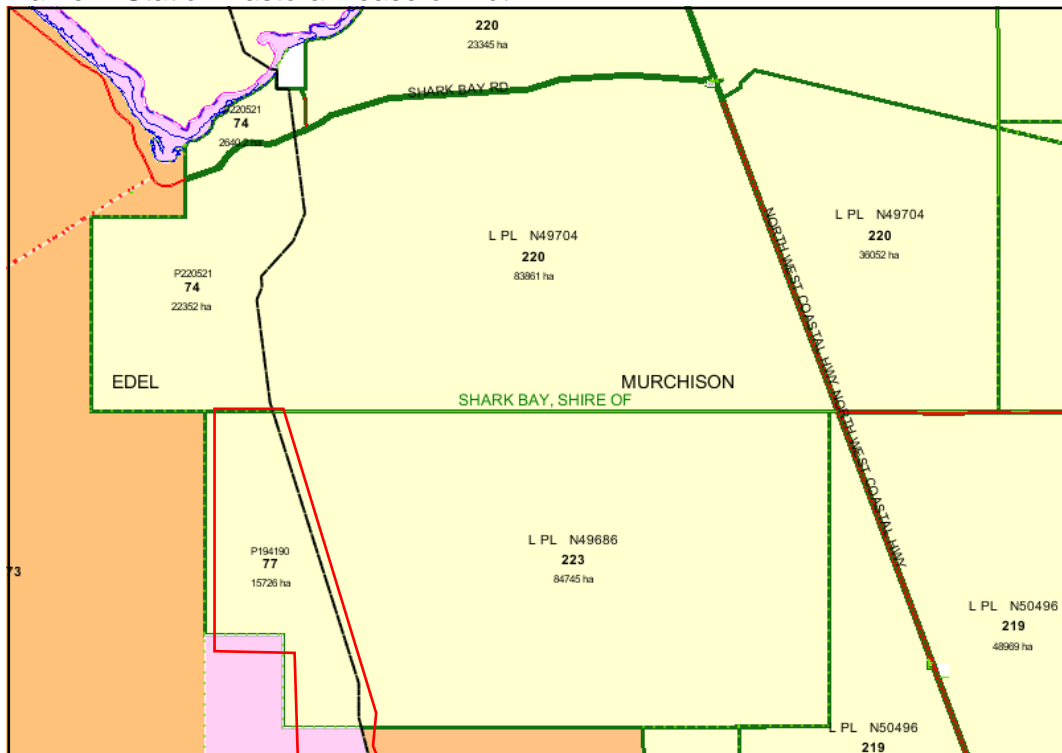
A planning application for this project was lodged by Gunson Resources Limited in 2011 and was conditionally approved by Council on the 25 May 2011. A copy of the report is included as Attachment 1.

As the development did not substantially commence within 2 years the existing approval has expired.

- *Mining Leases*

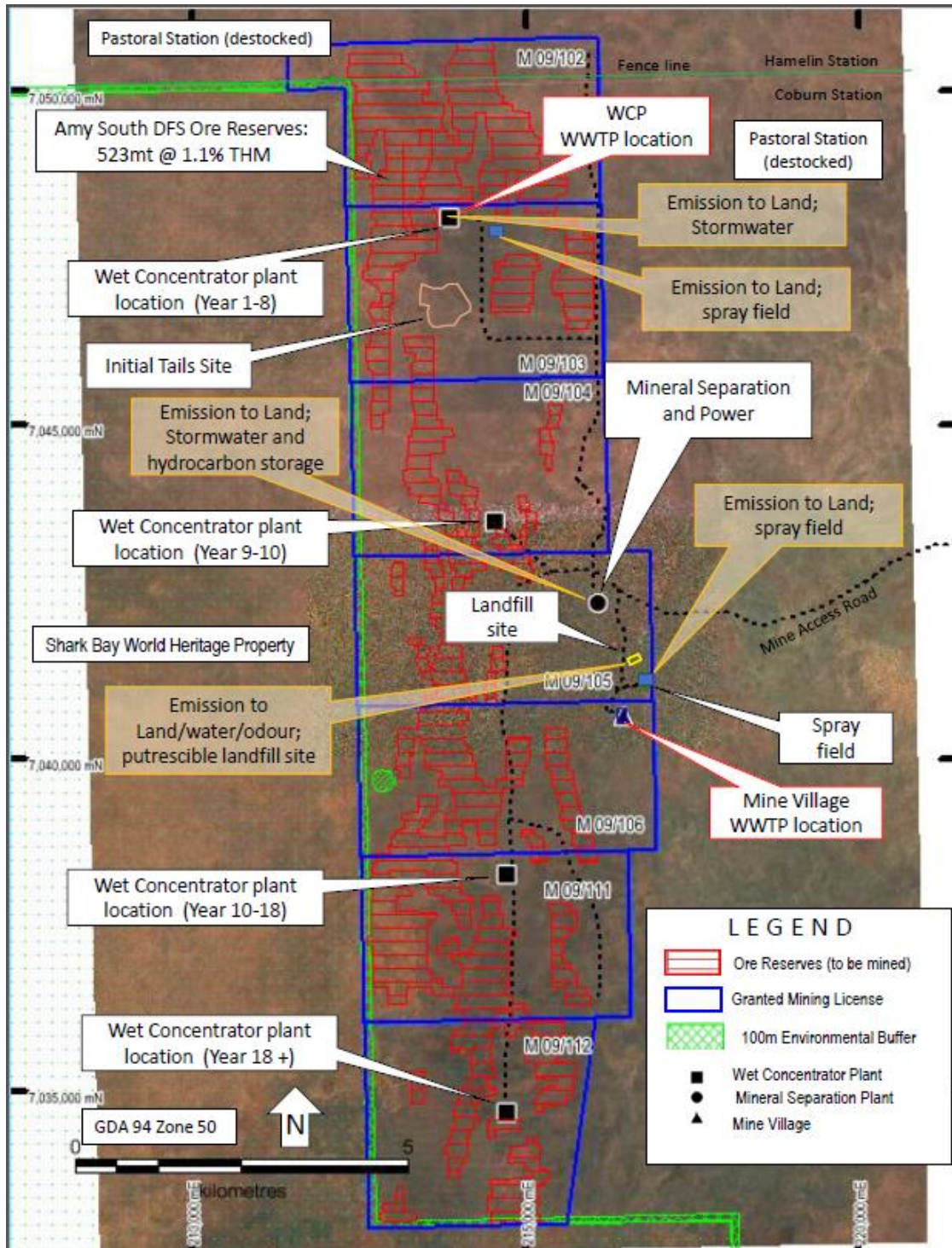
Seven Mining Leases have been secured for the project including M09102, M09/103, M09/104, M09/105, M09/106, M09/111, and M09/112.

All of the mining leases are located on Lot 77 which forms part of the Carbla Station Pastoral Lease, with the exception that a northern portion appears to traverse the Hamelin Station Pastoral Lease on Lot 74.



Location Plan – Lot 77 and portion of Lot 74

All mining, accommodation and infrastructure are proposed within the existing mining leases – refer plan below.



- *Environmental Approvals*

The Project was assessed as a Public Environmental Review under Part IV of the Western Australian Environmental Protection Act 1986.

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The Public Environmental Review was issued in July 2005 for an eight-week public review period and the Report and Recommendations of the Western Australian Environmental Protection Authority was published as Environmental Protection Authority Bulletin 1211 in December 2005.

Environmental approval for the Project was granted by the State Minister for the Environment in May 2006 (Ministerial Statement No. 723) and the Commonwealth Minister for Environment and Heritage in July 2006.

A copy of Ministerial Statement No. 723 is included as Attachment 2.

Since obtaining Ministerial Approval, three non-substantial changes have been sought and approved, which have been included as attachments to Ministerial Statement 723.

COMMENT

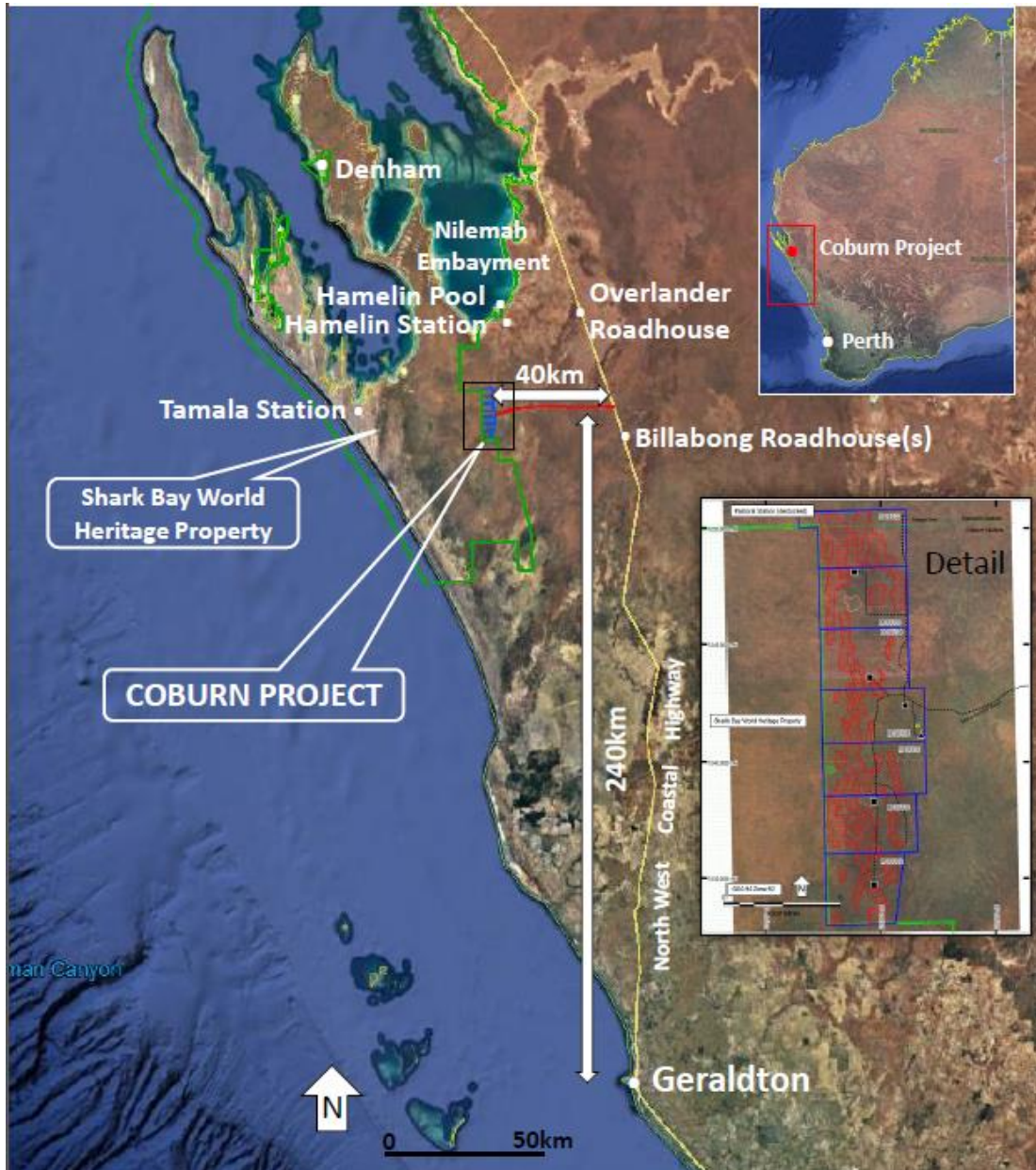
- *Description of Proposal for comment*

Strandline Resources Limited have applied to the Department of Water and Environmental Regulation seeking a works approval for a waste water treatment plant and landfill associated with proposed accommodation for the Cockburn Zircon project.

The proponent has indicated on the application form that '*this new application is necessary due to the upcoming expiry of a current licence*'.

The application includes design details of the proposed waste water treatment and a 1.8 hectare landfill area. A copy of the application is available to Councillors on request.

A location plan is included overpage for ease of reference.



- *Proposed Land Use and Permissibility*

Although the Shire has only been requested to comment on the proposed works approval, it seems practical to also review the Cockburn Zircon project in context of the current local planning scheme and planning framework.

It is not entirely clear from the 2011 Council report whether the land use was construed as an 'extractive industry' or a 'mining operation' as it is described as an 'extractive industry/mine site'.

At the time of the 2011 approval, the Shire of Shark Bay Local Planning Scheme No 3 was operative. There is no specific reference in the 2011 approval to the accommodation component however that clearly formed part of the application.

Both an 'extractive industry' and a 'mining industry' were an 'A' use in the then 'Rural/Pastoral' zone under the Shire of Shark Bay Local Planning Scheme No 3.

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On the application form lodged to the Department of Water and Environmental Regulation the applicant states that:

'Shire approvals for building and construction was previously approved by the Shark Bay Shire in May 2011. The approval was valid for only 2 years and will have to be re-submitted and approved again. The access road from the North West Coastal Highway will also need to be constructed to the satisfaction of Main Roads Western Australia'.

There have been significant changes since the original 2011 application as the Shire of Shark Bay Local Planning Scheme No 4 has been operative since October 2018.

The subject land is zoned 'Rural' under the Shire of Shark Bay Local Planning Scheme No 4.

There are several terms and definitions in Scheme No 4 (and the *Mining Act 1978*) that are relevant as follows:

Term	Description
Minerals (Scheme 4)	has the meaning given in the <i>Mining Act 1978</i> section 8(1);
minerals (Mining Act 1978)	means naturally occurring substances obtained or obtainable from any land by mining operations carried out on or under the surface of the land, but does not include — (a) soil; or (b) a substance the recovery of which is governed by the Petroleum and Geothermal Energy Resources Act 1967 or the Petroleum (Submerged Lands) Act 1982; or (ba) without limiting paragraph (b), geothermal energy resources as defined in the Petroleum and Geothermal Energy Resources Act 1967 section 5(1); or (c) a meteorite as defined in the Museum Act 1969; or (d) any of the following substances if it occurs on private land — (i) limestone, rock or gravel; or (ii) shale, other than oil shale; or (iii) sand, <u>other than mineral sand</u> , silica sand or garnet sand; or (iv) clay, other than kaolin, bentonite, attapulgite or montmorillonite;
Predominant use (Scheme 4)	means the primary use of premises to which all other uses carried out on the premises are incidental;
Incidental use (Scheme 4)	means a use of premises which is consequent on, or naturally attaching, appertaining or relating to, the predominant use;
Landuse definition	Description
Extractive Industry (Scheme 4)	means premises, other than premises used for mining operations, that are used for the extraction of basic raw materials including by means of ripping, blasting or dredging and may include facilities for any of the following purposes — (a) the processing of raw materials including crushing, screening, washing, blending or grading; (b) activities associated with the extraction of basic raw materials including wastewater treatment, storage, rehabilitation, loading, transportation, maintenance and administration;
Mining Operations (Scheme 4)	means premises where mining operations, as that term is defined in the <i>Mining Act 1978</i> section 8(1) is carried out;
Mining Operations (Mining Act 1978)	mining operations means any mode or method of working whereby the earth or any rock structure stone fluid or mineral bearing substance may be disturbed removed washed sifted crushed leached roasted distilled

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	<p>evaporated smelted combusted or refined or dealt with for the purpose of obtaining any mineral or processed mineral resource therefrom whether it has been previously disturbed or not and includes —</p> <p>(a) the removal of overburden by mechanical or other means and the stacking, deposit, storage and treatment of any substance considered to contain any mineral; and</p> <p>(b) operations by means of which salt or other evaporites may be harvested; and</p> <p>(c) operations by means of which mineral is recovered from the sea or a natural water supply; and</p> <p>(da) operations by means of which a processed mineral resource is produced and recovered; and</p> <p>(d) the doing of all acts incident or conducive to any such operation or purposes;</p>
Workforce Accommodation	<p>means premises, which may include modular or relocatable buildings, used —</p> <p>(a) primarily for the accommodation of workers engaged in construction, resource, agricultural or other industries on a temporary basis; and</p> <p>(b) for any associated catering, sporting and recreation facilities for the occupants and authorised visitors.</p>
Landuse	Permissibility
Extractive Industry	Listed as an 'A' use in the Rural zone which means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the deemed provisions
Workforce Accommodation	Listed as an 'I' use in the Rural zone which means that the use is permitted if it is incidental, ancillary or subordinate to the predominate use of the land and it complies with all relevant development standards or requirements of this Scheme
Mining Operation	Listed as a 'D' use in the Rural zone which means that the use is not permitted unless the local government has exercised its discretion by granting development approval

The 'Mining Operation' definition specifically includes references to minerals as follows:

“...mineral bearing substance may be disturbed removed washed sifted crushed leached roasted distilled evaporated smelted combusted or refined or dealt with for the purpose of obtaining any mineral or processed mineral resource.... and includes —

- (a) the removal of overburden by mechanical or other means and the stacking, deposit, storage and treatment of any substance considered to contain any mineral....
- (da) operations by means of which a processed mineral resource is produced and recovered; and
- (d) the doing of all acts incident or conducive to any such operation or purposes;..”

It is clear from the application lodged to the Department of Water and Environmental Regulation that the proposal is for processing of 'heavy mineral sand deposit' which falls under the 'mineral' term as defined in the Shire of Shire Bay Local Planning Scheme No 4. 'Mineral sand' is not excluded from the 'mineral' term in the Scheme.

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The 2011 planning application described the proposal as mining including:

- (i) A plant comprising a series of six spiral stages that remove silica and other lighter specific gravity minerals, allowing valuable heavy metals to be concentrated to 90% heavy metals.
- (ii) Dry circuits utilise gas as the heat source and a combination of magnetic and electrostatic separation to produce ilmenite, rutile, leucoxene and zircon products.

It is also clear from the 2011 application that the purpose of processing is to produce mineral products.

Based on the information available, Town Planning Innovations is of the view that the proposal is for a 'mining operation' rather than an 'extractive industry'.

The Shire obtained legal advice on the land use classification and permissibility as:

- (i) It is important to provide correct information to Strandline Resources Limited on whether a new planning application needs to be lodged;
- (ii) There was a previous planning application which was approved; and
- (iii) There is added complexity due to the interaction of the Mining Act 1978 with planning legislation.

This agenda report (in draft form) was referred to McLeods Barristers and solicitors. A copy of their advice is included as Confidential Attachment 3.

LEGAL IMPLICATIONS

Mining Act 1978 -

Section 120(1) of the *Mining Act 1978* provides that '*...the provisions of any planning scheme in force under the Planning and Development Act 2005... shall not operate to prohibit or affect thecarrying out of any mining operations authorised by this Act.*'

Essentially this means Mining Operations are exempt from the need for any planning approval as the *Mining Act 1978* overrides both the *Shires Local Planning Scheme No 4* and the *Planning and Development Act 2005*. This is the case for the salt mining operation that occurs at Useless Loop within the Shire of Shark Bay.

Relevant State Administrative Tribunal decision -

The issue of whether planning approval is required for 'mining accommodation' was considered by the State Administrative Tribunal in the case of *Panoramic Resources Limited and Lanfranchi Nickel Mines Pty Ltd and Shire of Coolgardie (2010) Western Australian State Administrative Tribunal 159*.

The question considered by the Tribunal was whether the mining accommodation constituted a lawful act and fell under paragraph (d) of the 'Mining Operations' definition which allows '*the doing of all acts incident or conducive to any such operation or purposes*'.

The Tribunal considered that construction of the village was not necessary an activity that was 'incident to' mining operations, however in that specific case the construction of the village would be 'conducive to' the mining operations undertaken at the site.

31 JULY 2019

On that basis the Tribunal decided that the proposed mining accommodation village did fall within the 'mining operations' definition therefore Section 120 of the Mining Act applied, with the effect that planning approval was not required for the construction of the village.

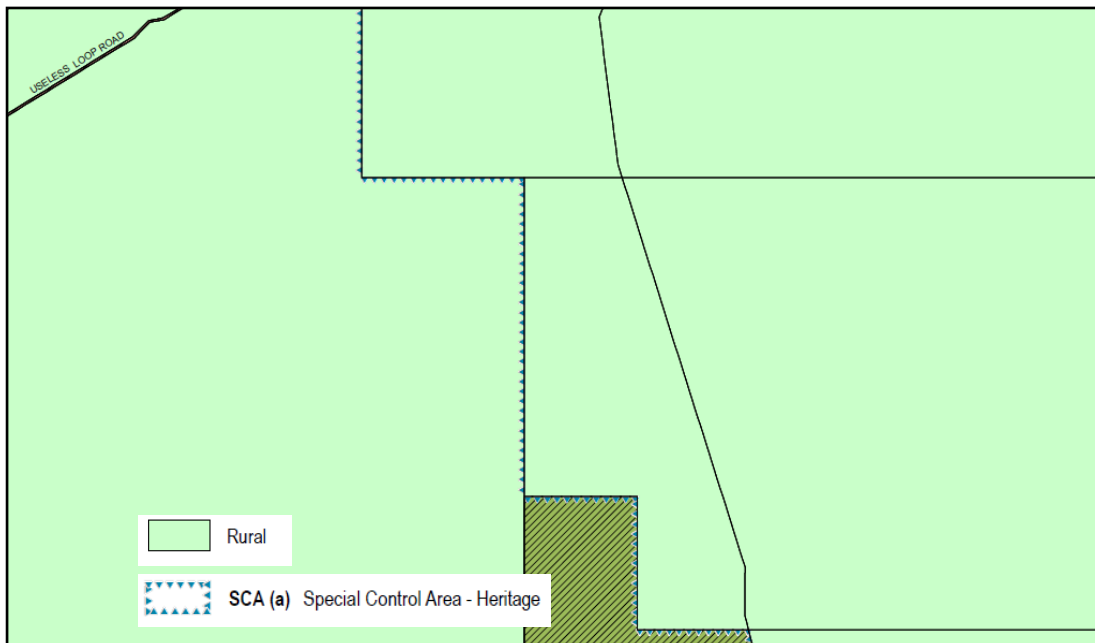
In the Panoramic Resources case the mining accommodation was located in the mining lease area of the mine itself, which is comparable to the situation for the Cockburn Zircon project. The Cockburn Zircon project has other similarities with the Panoramic Resources case as some of the recognised benefits of the accommodation include management of employee fatigue and reduction in employee turnover by reducing travel time to the minesite.

Planning and Development (Local Planning Schemes) Regulations 2015 –

Clause 67 outlines 'matters to be considered by Council'.

Shire of Shark Bay Local Planning Scheme No 4 - Explained in the body of the report.

The Cockburn Zircon project is adjacent to, but outside of, the Special Control Area for the Shark Bay World Heritage Property – refer extract of Scheme Map below.



The objectives of the Rural zone are:

- To provide for the maintenance or enhancement of specific local rural character.
- To protect broad acre agricultural activities such as cropping and grazing and intensive uses such as horticulture as primary uses, with other rural pursuits and rural industries as secondary uses in circumstances where they demonstrate compatibility with the primary use.
- To maintain and enhance the environmental qualities of the landscape, vegetation, soils and water bodies, to protect sensitive areas especially the natural valley and watercourse systems from damage.

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- To provide for the operation and development of existing, future and potential rural land uses by limiting the introduction of sensitive land uses in the Rural zone.
- To provide for a range of non-rural land uses where they have demonstrated benefit and are compatible with surrounding rural uses.
- To ensure that Rural uses are compatible with World Heritage Values, minimise land degradation, promote soil conservation and ensure the sustainable use of land for rural purposes.
- To provide for tourism or ecotourism uses that are compatible with rural activities and the World Heritage Values.

POLICY IMPLICATIONS

There are no local planning policies applicable to this development.

FINANCIAL IMPLICATIONS

The Shire pays consultancy fees to Liz Bushby of Town Planning Innovations for planning advice. Hourly rates are paid to McLeod's for any legal advice.

STRATEGIC IMPLICATIONS

There are no strategic implication relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author	<i>L Bushby</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	17 July 2019

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ATTACHMENT # 1

ORDINARY COUNCIL MINUTES – 25 MAY 2011

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Moved Cr Hanscombe
Seconded Cr Ridgley

COUNCIL RESOLUTION

That Council suspend Standing Orders.

5/0 CARRIED

Moved Cr Ridgley
Seconded Cr Wake

COUNCIL RESOLUTION

That Council resume Standing Orders.

5/0 CARRIED

13.0 TOWN PLANNING REPORT

13.1 DEVELOPMENT APPLICATION 3/2011 – COBURN ZIRCON PROJECT

P2005

Author

Manager Regulatory Services

Disclosure of Any Interest

Declaration of Interest: Cr Wake

Nature of Interest: Proximity/Financial Interest – Mine on Pastoral Lease Shareholder

Cr Wake left the meeting at 1.43pm

Moved Cr Ridgley
Seconded Cr McLaughlin

Council Resolution

That Council advise the proponent Mr David Harley on behalf of Gunson Resources Limited, that in relation to Development Application 3/2011 it grants conditional approval to establish an extractive industry/mine site with long term accommodation and other associated infrastructure to support and operate the project upon Lease 311/441 Coburn Road within the Shire of Shark Bay subject to:

1. To be used for the purpose of the Coburn Zircon Mineral Sands Project Extractive Industry being a mine site with associated infrastructure.
2. To be developed in accordance with the endorsed plan.
3. Compliance in all respects with the Building Regulations 1989 (as amended). Two sets of working drawings and specifications are required to be submitted with the building application.

Confirmed at Council meeting 29 June 2011 Signed By the President Cheryl Cowell _____

31 JULY 2019

ORDINARY COUNCIL MINUTES – 25 MAY 2011

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4. The layout of the site and the size of the proposed buildings and works shown on the endorsed plan shall not be altered for any reason without the consent of the Shire's Planning Officer.
5. The consent of Council being sought and obtained prior to any change of use of the premises.
6. All exterior metal cladding, including the roof, shall be of patent pre-treated finish, such as Colorbond, to the satisfaction of the Shire's Planning Officer.
7. The submission of an overall landscape and planting plan for the approval of the Shire's Planning Officer prior to the release of the Building Permit.
8. The use hereby permitted shall comply with the definition of "A" Use/Zoning Schedule as contained in the Shire of Shark Bay's Town Planning Scheme No. 3 (as amended).
9. Objections/submissions will be received by the Shire of Shark Bay in relation to the Extractive Industry/Mine Site proposal until 4.00 pm Wednesday 18 May 2011. Any objections/submission received by or up to that period will be tabled at the Council meeting on the 25 May 2011 and considered.
10. No advertising sign shall be erected without the further approval of the Shire of Shark Bay.
11. All landscaping and site works to be completed prior to the occupation of the premises.
12. Compliance with all aspects of the *Health Act 1911* (as amended).
13. Compliance with Council's and the Department of Environmental Protection's Waste Disposal requirements.
14. The driveways, crossings and parking areas shall be constructed, sealed and drained in accordance with plans and specifications approved by the Shire's Engineering Officer.
15. Access to the site from the North West Coastal Highway to be constructed to the satisfaction of Main Roads Western Australia and Condition 11 of the Miscellaneous Licence 09/21 covering the proposed road.

This approval is valid for two (2) years from the date of approval. All conditions of approval are required to be met within this time period.

4/0 CARRIED

Correspondence from Gunson Resources Limited dated 18 May 2011 REF: C1 E1.1, Development Application 3/2011, was tabled and considered.

Précis

At an ordinary meeting of the Shark Bay Shire Council held on the 20 April 2011, Council at item 13.1 considered Development Application 3/2011 on behalf of Gunson Resources Ltd to establish a mine site with long term accommodation and other associated infrastructure to support and operate the project on lease 3114/441 Coburn Road and resolved;

That Council advise the proponent Gunson Resources Limited that "In Principal" support for development application 3/2011 is granted pending due

Confirmed at Council meeting 29 June 2011 Signed By the President Cheryl Cowell _____

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ORDINARY COUNCIL MINUTES – 25 MAY 2011

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process of advertising in accordance with the provisions of Town Planning Scheme No. 3 (as amended) and further consideration by Council after the completion of that process.

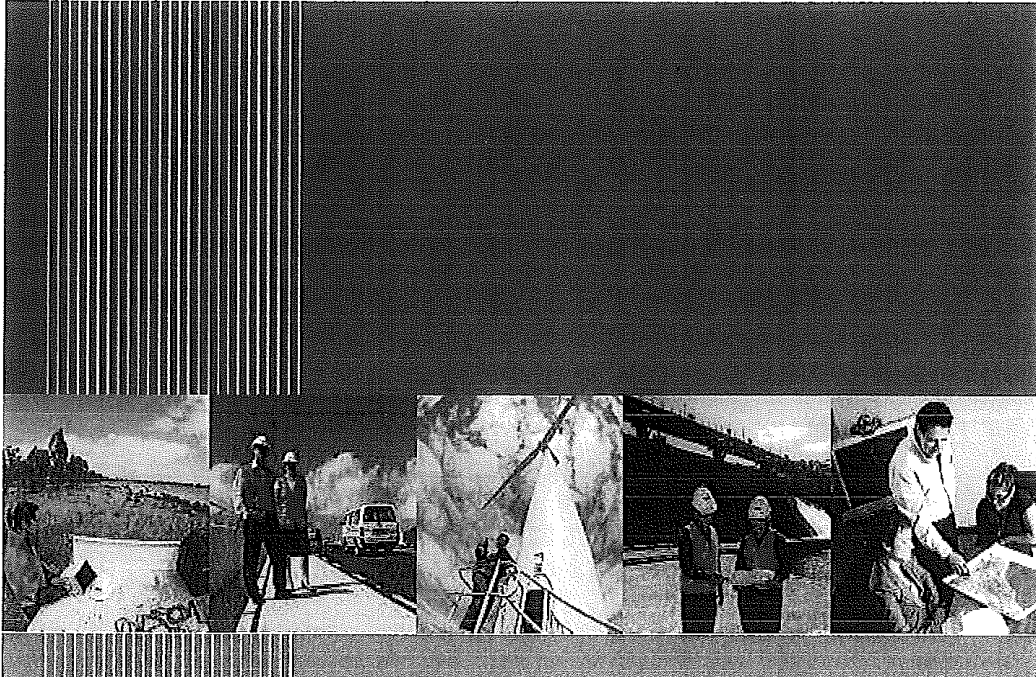
That Council administration staff pursue discussion with Gunson Resources Limited in regards to establishment of a road connecting the mine site to the Useless Loop Road and housing options in the Denham Townsite and sourcing employees.

This report now considers Development Application 3/2011 and recommends conditional approval.

Background

As previously advised this development has already been subject to a Public Environmental Review via Environmental Protection Authority Assessment No. 1491

Confirmed at Council meeting 29 June 2011 Signed By the President Cheryl Cowell _____



Report

Application for Planning Approval for the Coburn Zircon Project

15 MARCH 2011

Prepared for
Gunson Resources Limited
Level 1, 985 Wellington Street
WEST PERTH WA 6005

42907635


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MINUTES OF THE ORDINARY COUNCIL MEETING

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Coburn Zircon Project - Application for Planning Approval

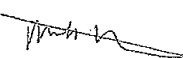
Project Manager:


.....
Karen Ariyaratnam
Associate Environmental
Scientist

URS Australia Pty Ltd

Level 3, 20 Terrace Road
East Perth WA 6004
Australia
T: 61 8 9326 0100
F: 61 8 9326 0296

Principal-In-Charge:


.....
Mark Goldstone
Senior Principal
Environmental Scientist

Date: 15 March 2011
Reference: 42907635/TESG0176/
0
Status: Final

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Coburn Zircon Project - Application for Planning Approval

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Appendices

Appendix A	Shire of Shark Bay Form for Application for Planning Approval
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Coburn Zircon Project - Application for Planning Approval

Abbreviations

Abbreviation	Description
BOD	Biochemical Oxygen Demand
DEC	Department of Environment and Conservation
DFS	Detailed Feasibility Study
DIA	Department of Indigenous Affairs
DMP	Department of Mines and Petroleum
DMU	Dozer Mining Units
DoW	Department of Water
DRF	Declared Rare Flora
ELA	Exploration Licence Application
EMP	Environmental Management Plan
EP	Estimated Persons
EPA	Environmental Protection Authority
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>
FESA	Fire and Emergency Services Authority
HDPE	high-density polyethylene
HM	heavy minerals
HMC	heavy mineral concentrate
IR	Industrial Relations
kV	kilovolts
kVa	kilovolt amperes
kWe	kilowatt-electric
LNG	Liquefied Natural Gas
LPG	Liquid Petroleum Gas
MRWA	Main Roads Western Australia
MSP	Mineral Separation Plant
MW	megawatts
NWCH	North West Coastal Highway
OH&S	Occupational Health and Safety
PER	Public Environmental Review
PWD	process water dam
RO	reverse osmosis
SBWHP	Shark Bay World Heritage Property
SEWPC	Department of Sustainability, Environment, Water, Population and Communities
UV	ultra-violet
WA	Western Australia
WCP	Wet Concentrator Plant
WWTP	waste water treatment plant

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Introduction

1.1 The Proponent

The Proponent for the Coburn Zircon Project (the Project) is:

Gunson Resources Limited
Level 1, 985 Wellington Street
West Perth WA 6005

Contact:

Mr David Harley
Tel: (08) 9226 3130
Fax: (08) 9226 3136
Email: harley@gunson.com.au

The contact person for the environmental component of the Project is:

Ms Karen Ariyaratnam
URS Australia Pty Ltd
Level 3, 20 Terrace Road
East Perth WA 6004
Tel: (08) 9326 0100
Fax: (08) 9326 0296
Email: karen_ariyaratnam@urscorp.com

1.2 Project Objectives

This Application for Planning Approval document has been prepared for the purpose of obtaining approval for the development of the Project from the Shire of Shark Bay Council as required under the Shire of Shark Bay Town Planning Scheme No. 3. The Form of Application for Planning Approval is attached as Appendix A.

1.3 Description of Proposal

1.3.1 Overview

Gunson Resources Limited (Gunson) is developing the Coburn Zircon Project in the Shark Bay district of Western Australia (WA), approximately 250 km north of Geraldton and 84 km southeast of Denham (Figure 1). The Project Area is located immediately east of the Shark Bay World Heritage Property (SBWHP) and the Project will comprise the mining and processing of a heavy mineral sand deposit approximately 18 km long, up to 3 km wide and between 10 m and 40 m thick.

The Project was assessed as a Public Environmental Review (PER) under Part IV of the Western Australian *Environmental Protection Act 1986*. In addition, the Project is considered to be a "controlled action" under the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act). The environmental assessment was conducted in accordance with the bilateral agreement between the Commonwealth of Australia and WA, meaning that the Commonwealth accredited the WA environmental impact assessment process.

The PER (URS, 2005) was issued in July 2005 for an eight-week public review period and the Report and Recommendations of the WA Environmental Protection Authority (EPA) was published as EPA Bulletin 1211 in December 2005. Environmental approval for the Project was granted by the State

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1 Introduction

Minister for the Environment in May 2006 (Ministerial Statement No. 723) and the Commonwealth Minister for Environment and Heritage in July 2006.

The Project comprises the construction, operation, rehabilitation and closure of:

- Access roads and haul roads.
- Borrow pits.
- Infrastructure hardstands.
- Power plant, power lines and hydrocarbon storage area.
- Accommodation village (village).
- Offices, workshop and store with car park.
- Wastewater treatment plant (WWTP).
- Landfill.
- Water supply bores and pipelines.
- Reverse osmosis (RO) plant.
- A series of mining pits. All pits will be backfilled with tailings and overburden.
- A 2,200 tonnes per hour (tph) Wet Concentrator Plant (WCP).
- A 30 tph Mineral Separation Plant (MSP) that consists of wet and dry mineral separation sections.
- A 75 m x 75 m lined process water dam (PWD).
- Mining contractor compound.
- Vehicle wash down bay.

The key characteristics of the Project as approved by the WA Minister for the Environment are summarised within Table 1-1. However, it should be noted that Gunson submitted a Section 45C Application to the EPA in December 2010 to amend the key characteristics table of the Project. These are also provided in Table 1-1.

Table 1-1 Key Characteristics of the Project

Aspect	Approved Project as defined in Ministerial Statement No. 723	Description of proposed change to the Project in Section 45C Application
Project Life	Approximately 12 years	Approximately 18 years
Number of Pits	Nine pits	Not more than nine pits
Rate of Mining	Approximately 2,300 tph for the first two years, increasing to 4,600 tph in Year 3 (~15 million tpa for Years 1 and 2, and 30 million tpa for Years 3 to 12)	Approximately 2,300 tph for the first two years. Not more than 4,600 tph from Year 3 (~18 million tpa for Years 1 and 2, and not more than 36 million tpa from Year 3)
Mining Method	Bulldozers*	Bulldozers and in-pit screening modules
Estimated Footprint of Disturbance	Approximately 3,695 hectares	Approximately 3,695 hectares (different boundary within Project Area)
Rate of Processing	Approximately 2,200 tph for the first two years increasing to 4,400 tph in Year 3 (~140,000 tpa of Heavy Mineral Concentrate from Year 1 increasing to 280,000 tpa from Year 3)	Approximately 2,200 tph for the first two years. Not more than 4,400 tph from Year 3 (~145,000 tpa of Heavy Mineral Product from Year 1, and not more than 300,000 tpa from Year 3)

MINUTES OF THE ORDINARY COUNCIL MEETING

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Coburn Zircon Project - Application for Planning Approval

1 Introduction

Table 1-1 (continued)

Aspect	Approved Project as defined in Ministerial Statement No. 723	Description of proposed change to the Project in Section 45C Application
Estimated Volume of Tailings	2,180 tph for each 2,200 tph concentrator	Approximately 2,180 tph for the first two years. Not more than 4,360 tph from Year 3
Volume of Process Water	Up to 18 GL/annum at full production	Not more than 12 GL/annum for the first two years. Not more than 18 GL/annum from Year 3
Estimated Total Volume of Refined Product	Ilmenite – 1,400 kt HiTi – 380 kt Zircon – 660 kt	Ilmenite – 1,550 kt Zircon – 730 kt Rutile – 169 kt Leucoxene – 97 kt

Note: tph – tonnes per hour, tpa – tonnes per annum, GL/annum – Gigalitres per annum, kt – kilo tonnes

1.3.2 Land Tenure and Ownership

Gunson has spent approximately \$20 million on the Project since its inception in 1999 and all Project tenements are wholly owned by Gunson (Table 1-2). The Project comprises seven approved mining leases (M09/102, M09/103, M09/104, M09/105, M09/106, M09/111 and M09/112), three approved exploration licences (E09/939, E09/940 and E09/941), one approved miscellaneous licence (L09/21) and a total of five exploration licence applications (ELA09/942, ELA09/943, ELA09/944, ELA09/957 and ELA09/1695). The area covered by this tenement complex is approximately 1,195 km².

Exploration of the area covered by the approved mining leases and exploration licences has been in progress since 1999. Gunson submitted a Mining Proposal to the Department of Mines and Petroleum (DMP) in December 2010 and received approval from the DMP for the construction phase in February 2011. Table 1-2 provides the detail of each of the tenements.

Table 1-2 Gunson Tenement Ownership

Tenement	Area (km ²)	Grant/ Application Date	Notes
E09/939	98.0	18 June 1999	1
E09/940	98.0	18 June 1999	1
E09/941	179.0	18 June 1999	1
ELA 09/942	196.0	12 May 1998	2
ELA 09/943	61.6	12 May 1998	2
ELA 09/944	176.4	15 May 1998	2
ELA 09/957	196.0	21 July 1998	2
ELA 09/1695	110.5	25 August 2009	2
M09/102	9.98	25 October 2004	-
M09/103	9.99	25 October 2004	-
M09/104	9.99	25 October 2004	-

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MINUTES OF THE ORDINARY COUNCIL MEETING

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Coburn Zircon Project - Application for Planning Approval

1 Introduction

Table 1-2 (continued)

Tenement	Area (km ²)	Grant/ Application Date	Notes
M09/105	10.0	25 October 2004	-
M09/106	10.0	25 October 2004	-
M09/111	9.99	14 July 2005	-
M09/112	9.90	14 July 2005	-
L09/21	9.55	8 January 2007	3

Notes:

- 1 No mining (exploration) conditions on portions overlapping the Shark Bay World Heritage Property.
- 2 Exploration Licence Application (ELA).
- 3 Infrastructure tenement for mine access road. There is an agreement in place with underlying pastoral lessee (Meadow Station) at the eastern end.

In addition to the mining tenements outlined above, Gunson purchased the Coburn pastoral lease 3114/441 in April 2005, which covers most of the proposed mining area and the majority of the access road linking the mining area to the North West Coastal Highway (NWCH). The total area of the Coburn pastoral lease is 1,007 km². Approximately 2.5 km of the initial section of the access road abutting the NWCH traverses the Meadow Pastoral Lease.

Ownership of the Coburn pastoral lease enabled Gunson to provide an area to the east of the Project Area as a conservation offset. This 42 km² offset area was agreed with the WA Minister for the Environment in March 2006.

There are two registered native title claims covering the Project Area. A native title agreement covering mining activities on the southern half of the mining area was signed with the Nanda People in September 2004. Discussions have also been held with the Malgana People concerning an agreement to cover mining in the northern area, however, as it will take at least seven years for mining to reach the Malgana claim area, negotiations have been deferred.

Construction Activities

2.1 Clearing and Construction Activities

Pre-production earthworks will be required to prepare areas for construction of the WCP, MSP, power plant, village, offices, workshop, store and amenities (Figure 2). These earthworks will include clearing and stockpiling vegetation and topsoil close to where it was removed.

All sites will require earthworks for levelling. This will primarily be conducted by cut and fill to minimise earthworks, but some areas may require removal and stockpiling of material.

Other areas to be cleared of vegetation include areas for mining, overburden stockpiling, PWD, initial clay fines settling area, initial sand tailings disposal, mineral concentrate stockpiles and the mining contractor's compound.

The estimated area required for each facility during the construction phase is provided in Table 2-1.

Table 2-1 Indicative Area of Disturbance for Construction

Infrastructure	Area (ha)
Access Road, Haul Roads and Access Tracks	178
MSP, Power Plant, PWD, Office, Workshop, Stores, RO Plant and Wash Down Bay	23
Village	3
Initial Mining Area (including WCP site, mining starter pit, laydown areas, initial overburden and tailings area, and contractor compound)	63
Calcrete and Clay/Sand Borrow Pits	41
Landfill	2
Total	310

Source: Gunson Resources (2009)

2.2 Construction Works

The early works for the Project comprise the sourcing of water, excavation of calcrete borrow pits and clay/sand borrow pits, construction of the access road from the NWCH, construction of two main infrastructure hardstands, construction of the village and construction of the landfill.

2.2.1 Water Supply for Construction

Water will be required during the construction phase of the Project, primarily for road construction, dust suppression and domestic use. Table 2-2 presents the approximate quantities of water required during construction activities.



Coburn Zircon Project - Application for Planning Approval

2 Construction Activities

Table 2-2 Quantities of Water Required during Construction

Activity	Estimated Volume (kL per day)
Access Road Construction	2,000
Village Construction	360
Dust Suppression	600

During construction of the Project, water will be sourced from the following bores:

- CPB1.
- CPB14.
- CPB16 (proposed bore for the construction of the access road, to be located east of the Coburn homestead).
- No. 7 bore.
- No. 8 bore.
- No. 14 bore.
- Brockman No. 1.
- Meadow No. 8.

Gunson has received a groundwater licence from the Department of Water (DoW), GWL 159157(2), for a staged groundwater allocation. The licence application allows for an allocation of 600,000 kL (0.6 GL) for the first phase of construction. The application for the construction of CPB16 has been submitted to the DoW.

2.2.2 Borrow Pits

The mine access road will be constructed within miscellaneous licence L09/21 (Figure 3). Material for the construction of the access road will be sourced from borrow pits. Up to 200,000 m³ of calcrete and 65,000 m³ of clay/sand will be required for construction. It is envisaged that the borrow pits will be up to 3 m in depth and the combined area of disturbance will be approximately 40.8 ha.

Locations of the seven calcrete and six clay/sand borrow pits within miscellaneous licence L09/21 are shown in Figure 3.

Targeted searches for Declared Rare Flora and Priority Flora in the borrow pit, landfill and village areas will be conducted prior to ground-disturbing activities.

2.2.3 Access Road

Access to the mine site will be gained from the NWCH, approximately 15 km north of the Billabong Roadhouse. The proposed access road will be constructed alongside the existing Coburn Road which is listed by Main Roads Western Australia (MRWA) as a Shire road. Culverts and drains will discharge storm water away from the road onto the existing Coburn Road, which lies below ground level in most places. Gunson is currently in discussions with the Shire regarding options for the tenure of Coburn Road.

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The speed limit for the access road will vary between 70 to 90 km/hr. It is anticipated that the construction of the access road will commence with the western section through the dunes in May 2011, with the remaining sections of the road expected to be completed by approximately November 2011.

The access road will be constructed to the following specifications:

- It will be approximately 43 km long from the NWCH to the mine office/power plant, with an additional 2 km southern branch to the village (Figure 3).
- The road will be constructed from bitumen with a 10 mm prime seal and a maximum width of 8 m, plus a 1 m unsealed shoulder on each side of the road.
- The depth of the basecourse from the NWCH to 2 km west of No. 7 Bore will be 200 mm, whilst the basecourse through the sand dune country (2 km west of No. 7 Bore to 800 m southwest of the power plant) will be 275 mm deep.
- The road will be constructed approximately 45 cm above ground level with table drains at 300 mm below ground level.
- Table drain offshoots, perpendicular to the road, will be installed every 500 m and will be 15 m long.
- The eastern section of the road from the NWCH to the Coburn Homestead will drain into the existing Coburn Road. The Coburn Road will be bunded to prohibit access and facilitate run-off water storage.
- Cleared material and debris will be spread along sand batters to reduce erosion.
- Road safety signs, white posts and two cattle grids will be erected in the appropriate locations, as required.

Gunson is consulting with MRWA on the final design for the intersection of the access road with the NWCH. MRWA has nominated the location of the intersection to be approximately 200 m north of the current Coburn Road intersection. Lighting at the intersection will be provided by four solar powered pole lights.

2.2.4 Infrastructure Hardstands

During the initial phase of construction, two hardstands will be constructed. The first will be the initial WCP hardstand site constructed at the end of the 6.5 km unsealed access road (Figure 2). The WCP hardstand will occupy an area of approximately 300 x 300 m, with a compacted basecourse to a thickness of approximately 275 mm.

The WCP comprises a series of processing modules that will be moved as the mining operations progress northwards. The WCP would be moved forward approximately 1 to 2 km every one to two years.

The second main hardstand will be constructed to accommodate the power plant and MSP facilities at the end of the 43 km sealed main access road (Figure 2). This hardstand will occupy an area of approximately 300 x 350 m with a compacted basecourse to a thickness of approximately 275 mm.

The MSP will be a facility designed to process Heavy Mineral Concentrate (HMC) from the WCP. It will comprise a wet section and dry section to separate the concentrate into market acceptable ilmenite, zircon, rutile and leucoxene products.

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2.2.5 Initial Construction Accommodation

The contractors responsible for the initial construction activities such as the mine access road and water supply will be accommodated at nearby roadhouses on the NWCH and the Coburn homestead.

2.2.6 Accommodation Village, Offices and Infrastructure

It is expected that the construction workforce will be sourced primarily from Carnarvon, Denham and Geraldton. Professional and specialised staff will be recruited from around Australia. The estimated construction workforce will total approximately 100 personnel and the operation workforce will total 128 personnel.

It is proposed that the operation workforce will operate under a drive-in/drive-out roster, with employees being supplied with on-site accommodation at the village. In addition to the full-time workforce, additional engineering personnel will be required on a regular basis to carry out scheduled shutdown maintenance. Daily air services between Perth and Geraldton allow day visits to the operation.

The preliminary layout of the village is presented as Figure 4 and will include 32 four-person accommodation units including cyclone tie downs, with individual ensuites. Accommodation units will be arranged in four unit clusters joined by 2 m wide continuous verandas over stabilised limestone paths.

The common facilities area will comprise the following group of transportable buildings separated by a landscaped and paved outdoor recreation area:

- One administration office, combining reception, village managers' office and general office. A 2 m wide veranda will be constructed on the northern elevation.
- One freestanding kitchen and dining facility capable of accommodating 70 persons per sitting.
- One amenities building comprising male and female toilets with common lobby.
- One open plan recreation area and television/reading room.
- Sick bay and shop.
- One gym/store/linen store.
- Two separate laundry units to support a 128 person village.

It is planned to construct a multi-purpose sports court facility, fenced on all sides to a height of 3 m. The playing surface will be formed in concrete and surfaced with an approved synthetic grass or equivalent product with ultra-violet (UV) protection. Lighting will be provided to facilitate night sports.

Screened drying areas will be supplied that include clothes lines.

Waste water generated at the village will be treated in a 150 Estimated Person (EP) sized WWTP. The WWTP will comply with Local Government and Department of Health regulations.

Power supply to the village will be from the Coburn power plant, however until the plant is operational the village will be supplied by a separate 750 kilovolt ampere (kVa) portable generator.

The buildings and infrastructure for the proposed village and workshop area will be constructed to withstand the climate prevailing in the Shark Bay district. Buildings will be designed in accordance with the relevant Australian Standards and regulations.

A workshop, office and stores area will be located east of the MSP and power plant, as shown on Figure 5. It will incorporate:

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- One office unit (approximately 324 m²) containing 20 offices (10 private and 10 open plan), reception, meeting/induction/training room, tea room/kitchen and toilets. A free standing external roofed lean-to will be provided for the housing of a standard sized ambulance.
- One stores area (approximately 400 m²) with concrete floor containing two offices in an open plan with allowances for forklift movement. A nominal 2,025 m² laydown area fenced by 2.1 m high barbed wire fence and 6 m wide gates will be located behind the store.
- One workshop (approximately 240 m²) with concrete floor.

It is anticipated that the construction of the village will commence in July 2011 and completed by approximately October 2011. Construction of the offices and workshops is anticipated to commence in August 2011 and be completed by November 2011.

2.2.7 Reverse Osmosis Desalination Plant

Bore water will be refined by a RO plant located near the office and workshop area to supply potable water to storage tanks serving the village, WCP, MSP, office and workshop facilities (Figure 5).

The RO plant will produce approximately 1,100 kL/day of potable water and will be fed by a float valve-filled raw water storage tank. RO water produced will be stored in a 500 m³ capacity MSP RO water tank, which supplies the MSP, along with four smaller 150 m³ capacity tanks at the village, administration facilities, WCP and mining contractor's compound. The village RO water tank will be supplied by dedicated pumps. Due to the WCP and mining contractor compound relocating as mining progresses northwards, these facilities will have RO water trucked to them by a 15 m³ water cart trailer and stored in separate RO water storage tanks. An estimated single trailer per day is required to meet the RO requirements in both of these areas.

Brine water discharge from the RO plant will be pumped to the PWD located adjacent to the MSP, where it will be diluted with bore water. The RO plant will be constructed and operated in accordance with DMP and Department of Environment and Conservation (DEC) regulations, and with the standard design requirements including the installation of isolation valves, air bleed valves and scour valves in the system.

Power for the RO plant will come from the main distribution board at the power plant.

It is anticipated that the RO plant will be constructed in July 2011 and completed by approximately August 2011.

2.2.8 Power Plant

One diesel generator with a capacity of approximately 1.7 megawatts (MW) will be installed to provide site power during the construction phase (Figure 5). However, for the operational phase of the Project, the calculated maximum electrical load is 8,050 kilowatt-electric (kWe), with an average load of approximately 7,250 kWe. This will be supplied by a site power plant operating on natural gas which is intended to be delivered via a lateral pipeline connected to the Dampier to Bunbury Natural Gas Pipeline.

The power plant will consist of a number of independent generating sets connected to a common 11 kilovolt (kV) busbar and will be positioned adjacent to the MSP. The total number of generators will be governed by a minimum operating philosophy of N+1, where N equals the number of generators

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required to be in operation at any one time to cope with maximum demand. This will ensure maximum reliability of the power supply.

Gunson will be seeking approval for the installation of the lateral gas pipeline when construction details are finalised. In the meantime, Liquefied Natural Gas (LNG) is to be used in place of the piped gas at the start of operations until approvals have been obtained. In this instance, LNG will be stored in approved storage facilities in close proximity to the power plant (Figure 5). The LNG storage facility will be constructed and operated in accordance with relevant Australian Standards and government regulations.

A separate standby (emergency) diesel generator rated to approximately 750 kW will be installed remote from the power plant to provide local back-up power for the village. This will allow continued operation of critical village services in the event of a power failure.

2.2.9 Power Distribution

Overhead power lines will be constructed to distribute electricity to the various project loads. The operating voltage for the lines will be 11 kV for the village and MSP, and 33 kV for the WCP due to the longer transmission distance. Overhead conductor sizes will be selected to meet the future power transmission requirements. Power poles will be of steel construction designed to withstand the maximum prescribed wind loading at the Project site.

The power line supplying the WCP will generally run parallel to the mine access road and power requirements for mining and slurry pumping equipment will be accessed from different points along this line as required.

A separate line from the power plant will supply power to the administration office, workshop and village. Power supply for the process water bores will also be sourced from the overhead power lines, as required.

In conjunction with the overhead power lines, an optical fibre cable will be installed to establish the communications system backbone for the Project site. This optical fibre system will be used to support the telephone and IT systems in the office, process areas and village, as well as the remote process control requirements at the process water bores.

2.2.10 Sewage and Grey Water

Waste water generation will occur at various locations around the site, namely the village, offices, WCP and workshops. Each location requires a suitable treatment system coupled with a WWTP.

There will be a low volume of waste generated from site personnel from the crib rooms and ablutions on the mine site. There will typically be a total of 100 personnel on the site during the construction stage. It is anticipated that each of these personnel will generate 10–50 L of wastewater per day as a result of flushing toilets and washing.

Waste water generated by the village will be treated in an Ecomax 150 EP WWTP or similar, to comply with Local Government and Department of Health standards and regulations. The liquid waste is initially directed into the anaerobic chambers in the waste water treatment plant system. From the anaerobic chambers, the waste water is diverted to an Ecomax cell, where the water flows through a filter media that is designed to absorb pollution and kill bacteria. Any water leaving the cell is removed through evaporation or sub-surface drip irrigation.

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The final effluent from the Ecomax or similar systems meets or exceeds the WA EPA specification for nutrient removal systems, and meets the National Health and Medical Research Council Guidelines for reclaimed effluent. The effluent is clear, colourless and odourless, has ultra low phosphorous levels, low ammonia levels, low nitrate levels and the Biochemical Oxygen Demand (BOD) levels is likely to meet drinking water standards.

Outfall from other smaller WWTPs at the office, WCP and workshop will be pumped to locally landscaped areas or to sub-surface drip irrigation located away from the facility being serviced. These smaller stand-alone systems will be based on the proprietary "Envirocycle" system or similar, and will be designed with contingency to accommodate additional loading due to maintenance days or similar.

2.2.11 Car Parking

A car park with approximately 80 bays will be established at the entrance to the village (Figure 4). Each individual car bay will be approximately 5.5 m x 2.5 m.

Car parking bays will also be situated at the site office and workshop.

2.3 Other Facilities

2.3.1 Landfill

A landfill approximately 120 m x 150 m will be established to the north of the village for domestic waste such as general refuse, green waste and putrescibles (Figure 2). The landfill area of approximately 2 ha will be fenced to discourage native and feral animals from entering the area.

It is anticipated that the landfill will be constructed in September 2011, with the design based on the DEC recommendations and managed in accordance with the Environmental Protection (Rural Landfill) Regulations 2002. The Bellan Cage system is being considered for the Project, with further discussion required to assess its suitability for the location and size of the landfill.

Minimising the quantities of materials going to landfill will result in a reduction of clearing required for landfill. For example, wastes unsuitable for disposal at the on-site landfill will be collected by appropriate contractors and disposed to appropriately licensed landfills, waste disposal or recycling facilities, where possible.

2.3.2 Process Water Dam

A PWD will be constructed adjacent to the power plant and MSP (Figure 5). The dam will be approximately 75 m x 75 m and will hold approximately 20,000 kL of water. The dam will be excavated to a depth of approximately 4 m and lined with a high-density polyethylene (HDPE) liner. Approximately 22,000 m³ of earth will be excavated from the site to construct the dam. During excavation of the site, topsoil will be stored separately for rehabilitation purposes. Subsoil will be stockpiled and, where practical, will be used for construction of the dam walls or road making.

Process water required for operations will be pumped from the borefield and stored in the lined PWD. The dam will offer 29-hour capacity based upon steady state water consumption, should a single bore pumping system fail. Excess water produced by the MSP, including waste water from the RO plant, will be directed to the PWD, where it will be diluted with bore water and re-used in the process. The

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process water pump transfers water from the PWD to the WCP over a distance of approximately 7 km to replenish the process water tank at the WCP.

Water levels in the PWD and the process water tank will be transmitted to the MSP control room to enable the prevention of overflow at the PWD and the plant. Variable speed drives will be installed to control the pumping rates at the process water bores and PWD. In addition, a pressure valve system will be installed, which is designed to shut the flow should the pipes be damaged.

2.3.3 Haul Roads & Access Tracks

Internal roads branching off the sealed main access road will be constructed with unsealed surfaces. An unsealed haul road approximately 6.5 km x 10 m will be constructed from the end of the bitumen sealed road at the workshop and office area to the initial WCP site. A 1.5 km x 10 m unsealed access track will also be constructed from the end of the bitumen sealed road to proposed water bore, CPB3 (Figure 2).

Other access tracks include access to the additional water bores and landfill. The roads will be cleared, graded and regularly maintained. Heavily trafficked site roads will be constructed with basecourse material for durability. As the mine path progresses, additional roads will be constructed as access is required. The speed limit on internal roads will vary between 30 to 50 km/hr.

2.3.4 Mining Contractor Compound

The mining contractor compound will initially be located between the southern two mining pits A and B (Figure 2) along the internal pit access road and relocated as mining advances northward. The size of the compound will be approximately 200 m x 200 m, to allow for heavy earthmoving machine parking, light and heavy vehicle maintenance workshops and contractors offices and amenities.

2.3.5 Fuel Storage

As discussed in Section 2.2.8, the power supply for the construction phase of the Project will be dependent on diesel, which will be trucked to site from Geraldton.

Diesel will be initially stored in approved storage facilities in close proximity to the power plant, before being stored in the mining contractor's compound during operations. The diesel storage facilities will be constructed in accordance with the Australian Standards (AS1940-2004). The diesel storage tanks will be doubled-skinned or constructed within self-bunded containment structures.

Liquid Petroleum Gas (LPG) will be stored in controlled locations in close proximity to the village.

2.3.6 Vehicle Wash Down Bay

A vehicle wash down bay will be established alongside the main access road, approximately 100 m east of the administration office and store area (Figure 5). Use of the wash down bay will assist in preventing the introduction and spreading of weed species within the Project Area.

The wash down bay would consist of a drive-over wheel and undercarriage vehicle wash system and water treatment system. The wash down water will be captured and treated in a Clearmake, or similar, waste water treatment and recycling system. The system is designed to remove silt, oil and grease from the water, then filter and disinfect the water, making it safe to reuse for vehicle wash down. The

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system would be designed to comply with Local Government, EPA and Occupational Health & Safety requirements.

2.3.7 Fire Protection

Fire water for the village, workshop, office and stores will be stored in tanks situated near these facilities. Pressurised water will be supplied to a dedicated fire ring main. A fire fighting system consisting of hose reels and fire extinguishers will service the village and workshop, office and stores areas. All fire fighting systems and equipment will comply with local regulatory and Fire and Emergency Services Authority (FESA) requirements. A fire truck will service the entire site. Gunson will ensure that suitably trained personnel are available to use this equipment in the event of a fire.

2.3.8 Airstrip

A small existing airstrip located immediately west of Coburn homestead is under investigation for upgrading for use by small and emergency aircraft only.

2.4 Landscaping

Areas surrounding the buildings will be landscaped in an effort to improve the visual amenity of the village, with a longer term view of providing both shade and windbreaks. To achieve the above objectives, a landscape plan will be implemented which will incorporate soil conditioning, selection and planting of local native species to be reticulated with the grey water.

2.5 Timing

Table 2-3 presents the anticipated commencement and completion dates for construction activities.

Table 2-3 Anticipated Timing for Construction Activities

Construction Activity	Commencement	Completion
Access road & hardstands	May 2011	November 2011
Village	July 2011	October 2011
Offices/workshops/car parks	August 2011	November 2011
Landfill	September 2011	September 2011
RO plant	July 2011	August 2011
WCP, MSP	October 2011	February 2013

During the construction period, early works through to construction of the WCP, MSP and associated infrastructure, construction activities will occur during daylight hours, seven days a week.



Operational Activities

3.1 Mining and Mineral Processing

3.1.1 Clearing and Earthworks

The majority of pre-mining earthworks will be associated with the initial pit development. Initial clearing of the pit will cover an area of approximately 400 m by 350 m. The proposed layout for initial pit development is shown in Figure 2. It is anticipated that steady state mining will commence in the first quarter of 2013 and will continue for approximately 18 years.

Overburden from the initial pit development will be placed off the mining path. The stockpiles will vary in size depending on the width of the pit and the area/volume available for stockpiling. The stockpile areas will be cleared and stripped of topsoil. After placement of the overburden, the areas will be shaped to match the surrounding contours and the topsoil returned as part of the rehabilitation process. The topsoil/vegetation will be removed from the borrow pits which will also be contoured and rehabilitated.

3.1.2 Mining, Wet Separation and Tailings Return

Mining of the Amy Zone ore body will be carried out using a conventional dry strip mining method using two Dozer Mining Units (DMU), which alternately supply feed to the WCP.

Bulldozers will push the ore into two movable DMUs operating alternately. The ore is conveyed into a feed box positioned at the head of a double deck screen, where it is slurried before being distributed over the screen surface. Material greater than 3 mm is discarded as oversize off the back of the screen and this material remains in the pit or is used to construct roads within the pit. The undersize is pumped as a slurry to the WCP surge bin via a series of booster pumps.

When the distance between the DMUs and the WCP exceeds the capability of the pumping units, the WCP will be relocated.

The mining rate will be approximately 2,300 tph. After removal of the oversize, the WCP throughput will be approximately 2,200 tph. The plant comprises a series of six spiral stages that remove silica and other lighter specific gravity minerals, allowing valuable heavy minerals (HM) to be concentrated to 90% HM. The HMC produced is stockpiled and allowed to drain before being trucked to the MSP located adjacent to the power plant (Figure 5).

Sand tailings and clay fines (slimes) from the WCP will be returned to the mined-out area(s) behind the DMUs as the mining operation moves forward. Water recovered from the tailings through the use of cyclone stackers, will be recycled to the mining and wet concentrating processes.

Mining will commence at the southernmost pit (Figure 2) and infrastructure will be progressively relocated as mining proceeds at approximately one to two kilometres per annum.

This mining system may be duplicated from Year 3 of the mine life, with the duplication of the mining and concentrator equipment.

Relocatable facilities will be provided at the WCP consisting of a maintenance office, production/day crew office, crib room, toilet block, workshop and equipment storage area.

3 Operational Activities

3.1.3 Mineral Processing

The MSP will be a fixed facility designed to treat approximately 30 tph of HMC from the WCP, and will be located adjacent to the power plant (Figure 5).

The MSP consists of five processing circuits, two wet and three dry. The wet circuits utilise gravity separation equipment - spiral separators, concentrating tables, up-current classifiers and attritioners to remove silica and low specific gravity minerals from the economic higher specific gravity minerals. The dry circuits utilise gas as the heat source and a combination of magnetic and electrostatic separation to produce ilmenite, rutile, leucoxene and zircon products.

Tailings from the MSP will be dewatered and returned to the mine void. Tailings water will be pumped to the PWD and re-used.

All products will be stored in separate product bins prior to being trucked to Geraldton for export.

A laboratory building will also be installed adjacent to the MSP facility. This will consist of a single 12 m x 6 m building which will be air conditioned with potable water connection point.

A weighbridge and adjoining hut will be installed adjacent to the MSP to record truck weights and movements.

3.2 Water Supply for Operations

During the operational phase of the Project, water will be required for the transportation of ore from the pit and for mineral concentrating. As discussed in Appendix D of the PER (URS, 2005), the volume of water required will depend on a range of factors, including:

- Operational factors such as:
 - the capacity of, and type of liner used for, the PWD.
 - sand tailings strategies.
 - clay fines (slimes) management strategies.
 - in-pit water management.
- The fines content of the sand tailings and superficial formations.
- The hydraulic conductivity of the disposed tailings and the *in situ* superficial groundwater formations.
- The hydraulic conductivity of the shallow Toolonga Calcilutite Formation beneath the ore body, and the structure and form of the Toolonga Calcilutite contact.
- Climatic factors such as evaporation rates.
- The effectiveness of tailings water recovery, which in turn will depend on the thickness of sand beneath the pit floor and the rate of sand-stacker advance.

During the operational phase, process water will be sourced from groundwater pumped from production bores, pit dewatering bores and in-pit sumps. The volume of process water required is expected to be not more than 12 GL/annum for the first two years of the Project life. Three to four bores, each supplying approximately 100 L/second, will be required during this period.

The volume of process water required will increase when full production is reached after Year 2. Up to 10.4 GL/annum of water will be required under an optimal tailings drainage configuration, but not more than 18 GL/annum may be required if non-optimal conditions occur.

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The production bores will pump continually to a lined PWD. The PWD will hold sufficient water for approximately 29 hours of plant operation should all three bores fail. Separate dam pumps will supply raw water for process purposes, sewage systems and for further refinement for domestic use to a number of separate and smaller storage tanks located adjacent to major facilities such as the village, offices, mining contractor workshop, the WCP, the power plant and the MSP.

Potable water for the village and mine office/workshop complex will be treated on-site through the RO plant, with the waste water from the RO plant being discharged into the PWD for re-use.

3.3 Vegetation and Topsoil Return After Mining

Vegetation will be cleared and topsoil stripped on a periodic basis immediately ahead of the mine face, then placed immediately behind the mine operations onto areas previously prepared for rehabilitation, however some stockpiling will be required for the initial mine pit.

Direct return of topsoil will increase the potential success of the revegetation programme as it will prevent or reduce the amount of biological deterioration in the soil. The topsoil (top 10 cm) will contain the majority of the viable seed store, and also a large amount of vegetation. Scrapers or similar will generally be used to clear and return vegetation and topsoil.

Direct return of vegetation from cleared areas to the rehabilitation sites behind the mine, will decrease the drag force exerted by the flow of air over the ground, which will decrease the potential for wind erosion.

Rehabilitation will occur periodically during the year with most rehabilitation activities to occur in the months of April/May, when wind speeds are decreased, and prior to the onset of the rainy season. Results from the Rehabilitation Benchmarking Study (see Appendix E of the PER) indicate that rain has the ability to compact the soil surface. This compaction was generally in the form of a thin surface crust that would assist in the reduction of wind erosion. Rainfall will also result in seed germination and growth of early colonisers that will further stabilise the soil surface.

In other areas to be cleared of vegetation and topsoil but not mined, the vegetation and topsoil will be pushed into separate stockpiles and the topsoil will be seeded to allow it to retain a seed bank and micro-organisms, and decrease wind erosion potential. This vegetation and topsoil will be returned to the sites from where it was removed once use of that area has finished.

Health, Safety and Environmental Management

4.1 Health & Safety

During construction, all contractors will be required to comply with AS4801 (Standard for Safety Management Systems) as a minimum. They must also be able to demonstrate compliance with the Environment, Health and Safety Project Management Plan as documented in Gunson's Detailed Feasibility Study (DFS).

The Managing Contractor, in conjunction with Gunson, will be responsible for developing a safety policy during the initial phase of the Project. This policy will set out guidelines for the Project safety procedures and the safety targets for the Project. Particular emphasis will be placed on site attendance of project personnel and the occupation of the site by the construction team and various contractors.

As detailed in the DFS, the policy will address the following issues:

- The legislative responsibilities of Gunson and the Managing Contractor under the *Occupational Safety and Health Act 1984*.
- The legislative responsibilities of contractors under the *Occupational Safety and Health Act 1984*.
- The legislative responsibilities of employees under the *Occupational Safety and Health Act 1984*.
- The establishment of safety protocols and management systems required by the *Occupational Safety and Health Act 1984* and how they will be practically implemented to suit the needs of the Project.
- Any Industrial Relations (IR) issues that need to be addressed as part of the overall safety management program.

All new employees attending site will be required to complete the necessary Gunson site induction programmes.

The Managing Contractor will employ an experienced Safety Manager for the term of the Project. The Safety Manager will be responsible for implementing the Project's safety policy, developing procedures in conjunction with the Construction Manager, and implementing the provisions of the *Occupational Safety and Health Act 1984*. This will include enforcing all safety procedures and rules on the construction site and organising regular communications with contractors to ensure adherence to policy, procedures and rules.

Contractors will be required to support the Project's safety protocols, provide individual safety management plans, perform Job Safety Analysis and ensure their employees are provided with Personal Protective Equipment to the standard defined by the overall site policy.

Contractors must also provide a nominated individual at supervisory level, who has received adequate training in Occupational Health and Safety (OH&S) and who will be responsible for safety procedures within the contract.

Contractors will be required to provide adequately equipped First Aid kits and have at least one formally qualified First Aid person on each shift to administer minor injuries not requiring medical attention from a doctor. In the event of a more serious injury, Gunson will make available site First Aid facilities and personnel to all Project related employees.

The Managing Contractor's Project Manager will ensure that adequate records are kept of all safety incidents, irrespective of whether First Aid is required. The Safety Manager will report Lost Time Injury Frequency Rate, Disabling Injury Frequency Rate and Medically Treated Injury Frequency Rate, along with severity information, on a weekly basis as a minimum.

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4 Health, Safety and Environmental Management

4.2 Environment

All contractors will be made aware of the site environmental conditions and constraints at the time of induction. Gunson's environmental staff will audit site works on a periodic basis to identify issues of concern or non-conformance with site environmental policies and procedures.

A series of management plans have been prepared for the Project and these are known collectively as the Environmental Management Plan (EMP). The purpose of the EMP is to provide measures to prevent or mitigate potential impacts to the environment and heritage values during construction and operation of the Project. The EMP comprises the following management plans, which have been reviewed by the relevant government authorities and have been approved by the EPA:

- Progressive Rehabilitation Programme.
- Priority Flora, Flora and Vegetation Management Plan.
- Declared Rare Flora Management Plan.
- Fauna Management Plan.
- Bush Fire Management Plan.
- Dust Management Plan.
- Solid and Liquid Waste Management Plan.
- Hydrocarbon Management Plan.
- Radiation Management Plan.
- Aboriginal Heritage Management Plan.
- Preliminary Closure Plan.

In addition, a Groundwater Mounding Management Plan has been prepared and submitted to the EPA for approval.

Contractors must be able to demonstrate compliance with the EMP in all tender documentation.

4.3 Regulator Contacts

The Shire of Shark Bay has requested a list of the major contacts Gunson and URS have been liaising with for the Project. These are as follows:

- Amy White: Office of the Environmental Protection Authority - Statement Management Branch
Ph - 6467 5423
- Jacqueline Lane: Office of the Environmental Protection Authority - Proposal Implementation Monitoring Branch
Ph - 6467 5119
- Stephen Lance: DMP Environment Section
Ph - 9222 3504
- Melissa Cundy: DEC (Geraldton)
Ph - 9921 5955
- Ernie Reynolds: Main Roads WA (Network Manager)
Ph - 9941 0777
- Brian Lloyd: Department for Planning and Infrastructure, Pastoral Land Business Unit
Ph - 9347 5009.

During the stakeholder consultation process, Gunson has identified and consulted with the following stakeholders:

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- Department of Sustainability, Environment, Water, Populations and Communities (formerly the Department of Environment, Water, Heritage and the Arts).
- DEC.
- EPA.
- DMP (formerly Department of Industry and Resources).
- Department of Indigenous Affairs (DIA).
- Department of Agriculture and Food.
- Shire of Shark Bay.
- City of Geraldton.
- SBWHP Scientific Advisory Committee.
- SBWHP Community Consultative Committee.
- Gascoyne Development Commission.
- Mid-West Development Commission.
- Conservation Council of WA.
- The Wildflower Society of Western Australia.
- FESA.
- Adjoining pastoral lease holders.
- Yamatji Land and Sea Council.
- Nanda Aboriginal Working Group.
- Malgana Aboriginal Working Group.
- Other Aboriginal people with an interest in the area.

Gunson will continue the consultation process throughout the construction, operation and decommissioning phases in accordance with its Sustainability Policy.

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5

References

Gunson Resources Limited (2009) *Revised Disturbance Area NSCA 2*. Internal Memorandum dated 21 December 2009.

URS Australia Pty Ltd (2005) *Coburn Mineral Sand Project Public Environmental Review*. Prepared by URS Australia Pty Ltd for Gunson Resources Limited, July 2005.



Limitations

URS Australia Pty Ltd (URS) has prepared this report in accordance with the usual care and thoroughness of the consulting profession for the use of Gunson Resources Limited and only those third parties who have been authorised in writing by URS to rely on the report. It is based on generally accepted practices and standards at the time it was prepared. No other warranty, expressed or implied, is made as to the professional advice included in this report. It is prepared in accordance with the scope of work and for the purpose outlined in the Proposal dated 14 September 2010.

The methodology adopted and sources of information used by URS are outlined in this report. URS has made no independent verification of this information beyond the agreed scope of works and URS assumes no responsibility for any inaccuracies or omissions. No indications were found during our investigations that information contained in this report as provided to URS was false.

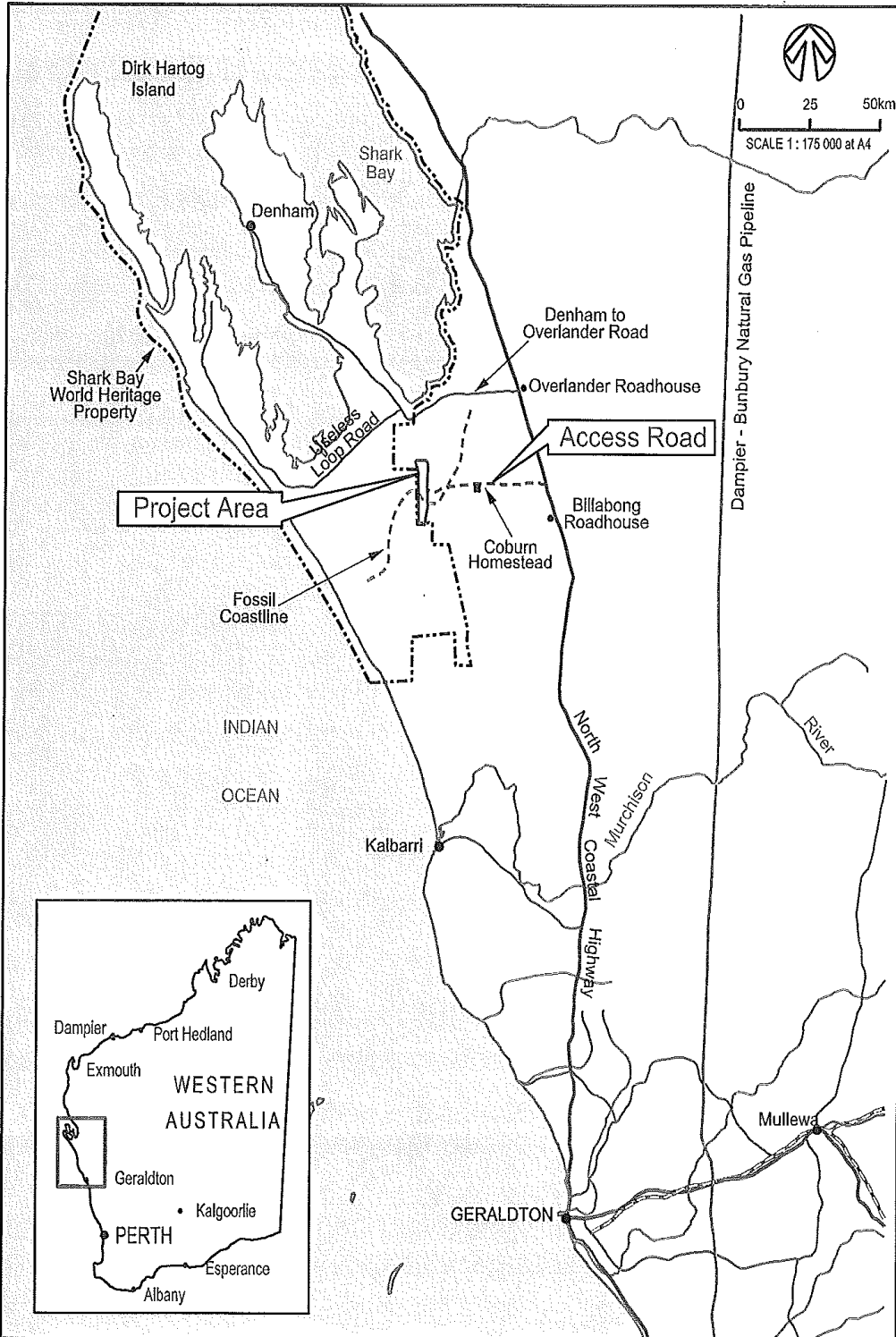
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MINUTES OF THE ORDINARY COUNCIL MEETING

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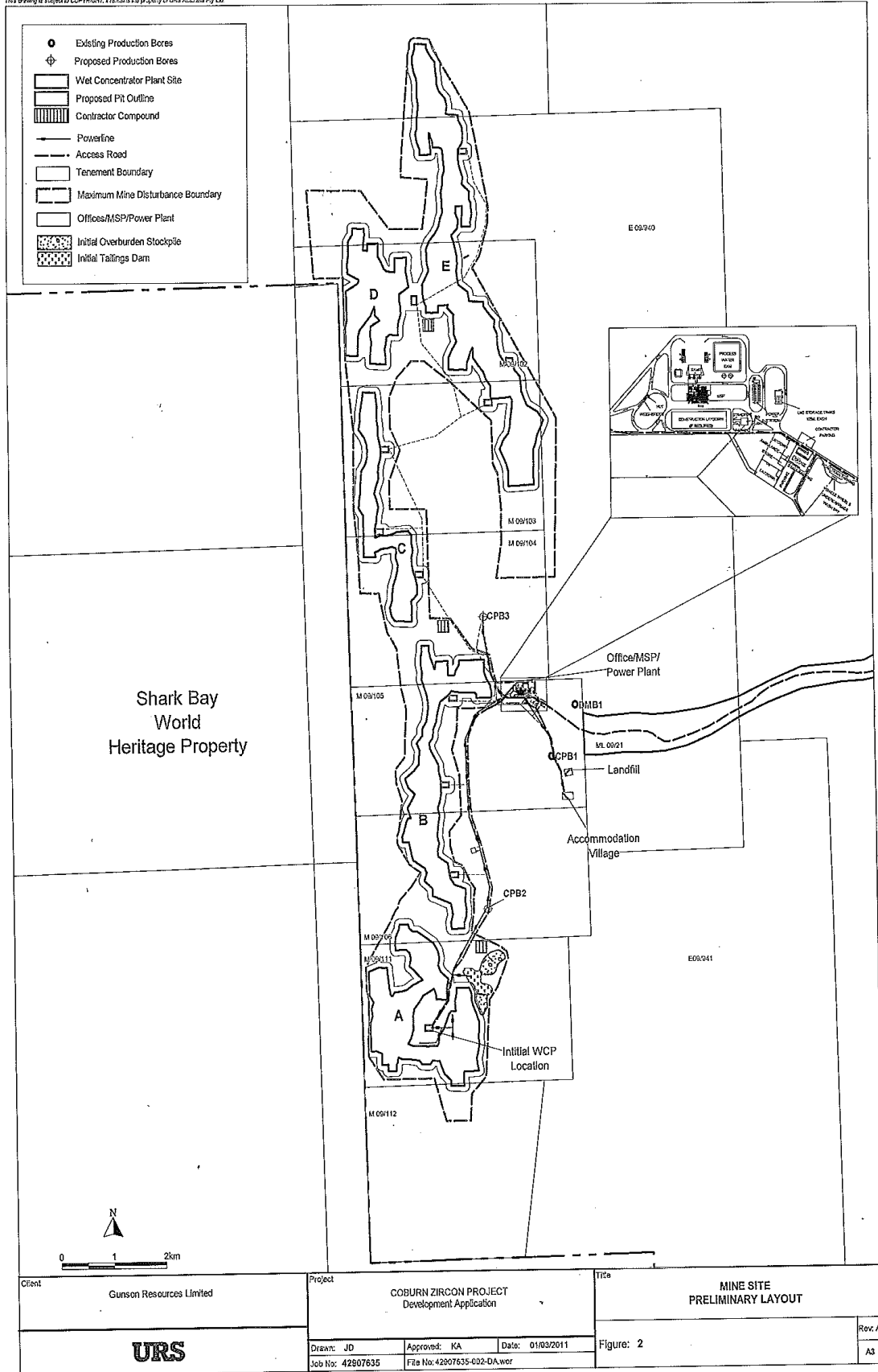
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Client Gunson Resources Limited	Project COBURN ZIRCON PROJECT Development Application	Title REGIONAL SETTING
	Drawn: JD Job No.: 42907635	Approved: KA File No.: 42907635-007.dgn
	Date: 01/03/2011 Figure: 1	Rev. A A4

MINUTES OF THE ORDINARY COUNCIL MEETING

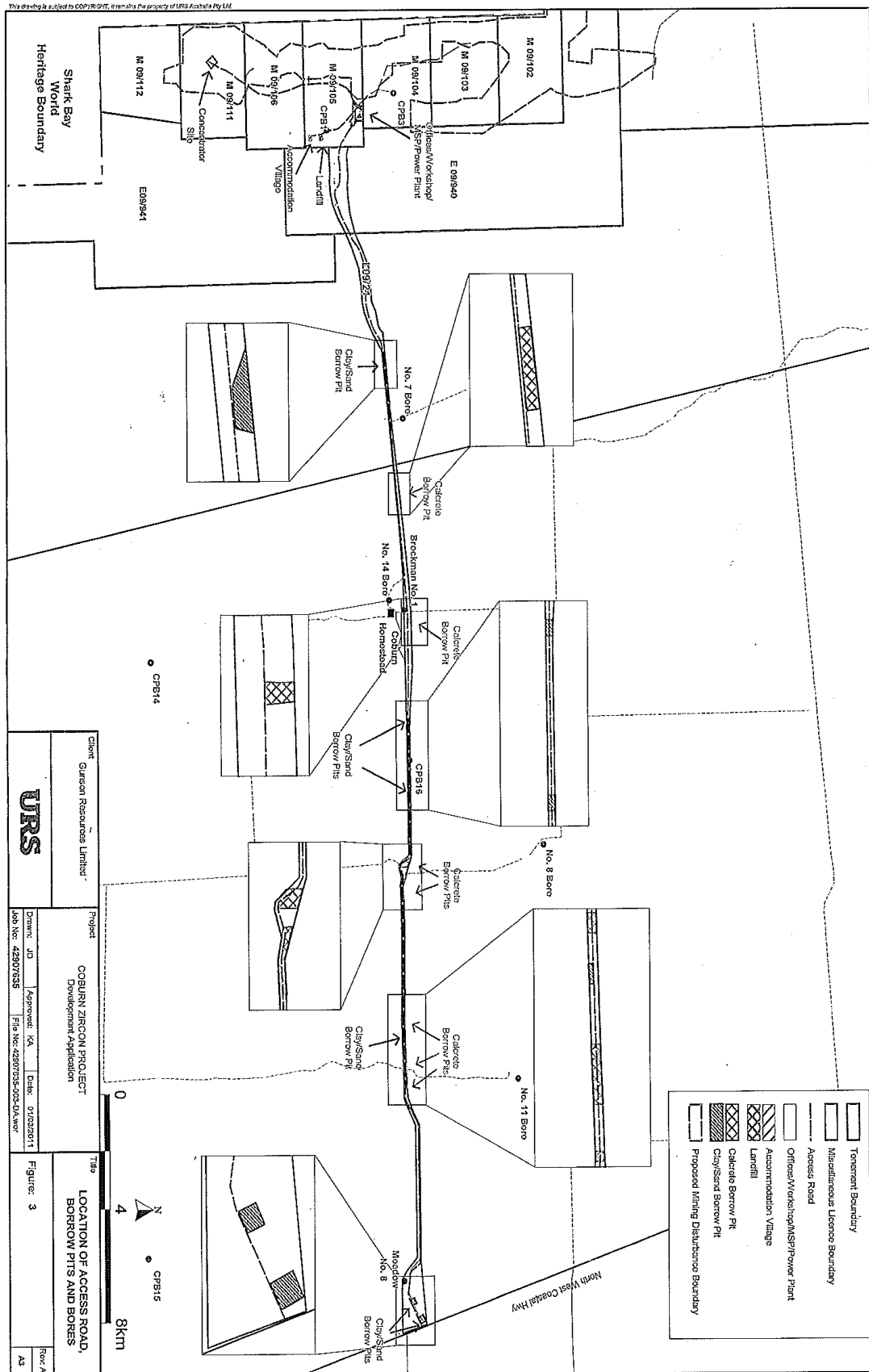
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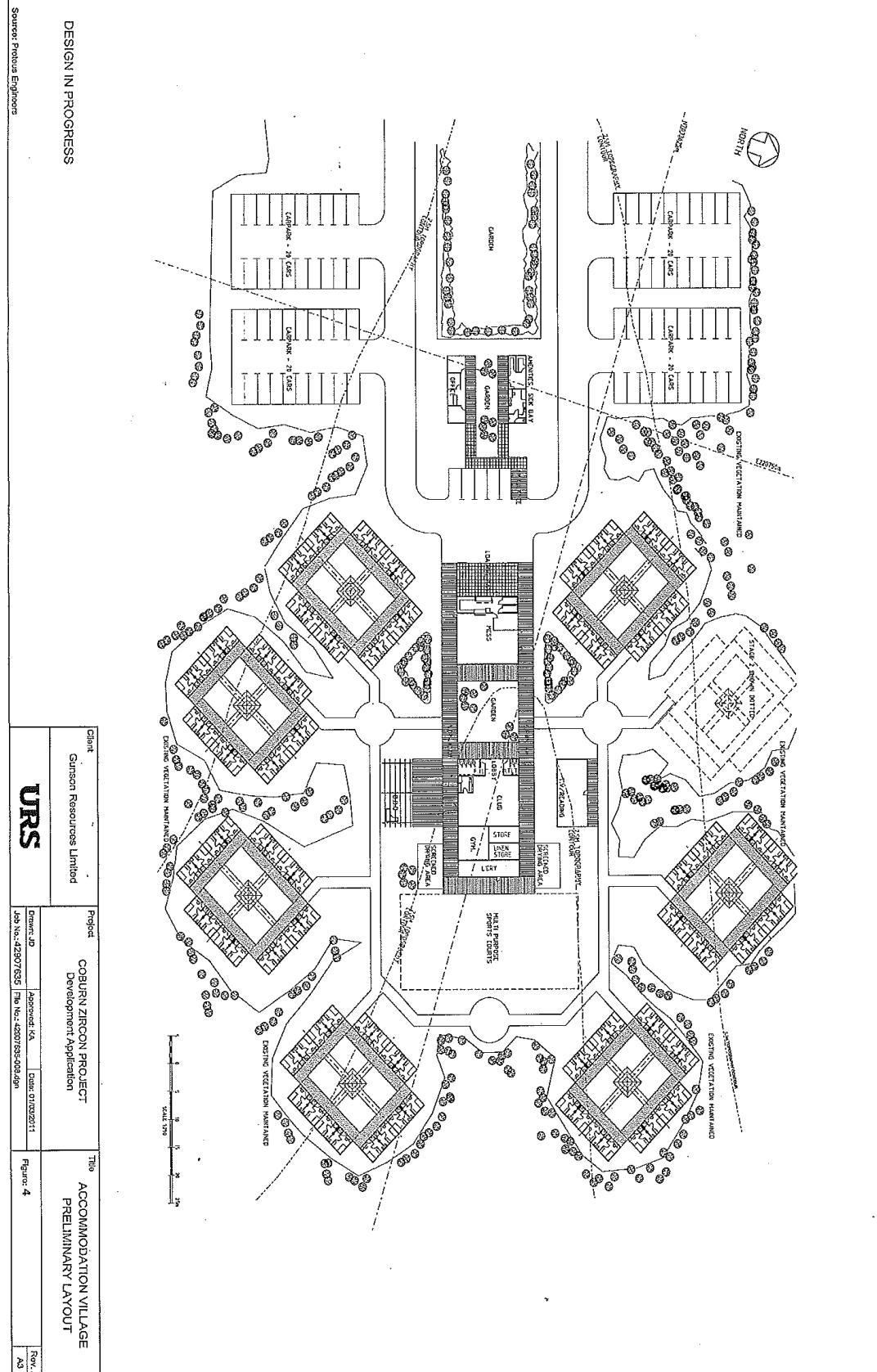
MINUTES OF THE ORDINARY COUNCIL MEETING

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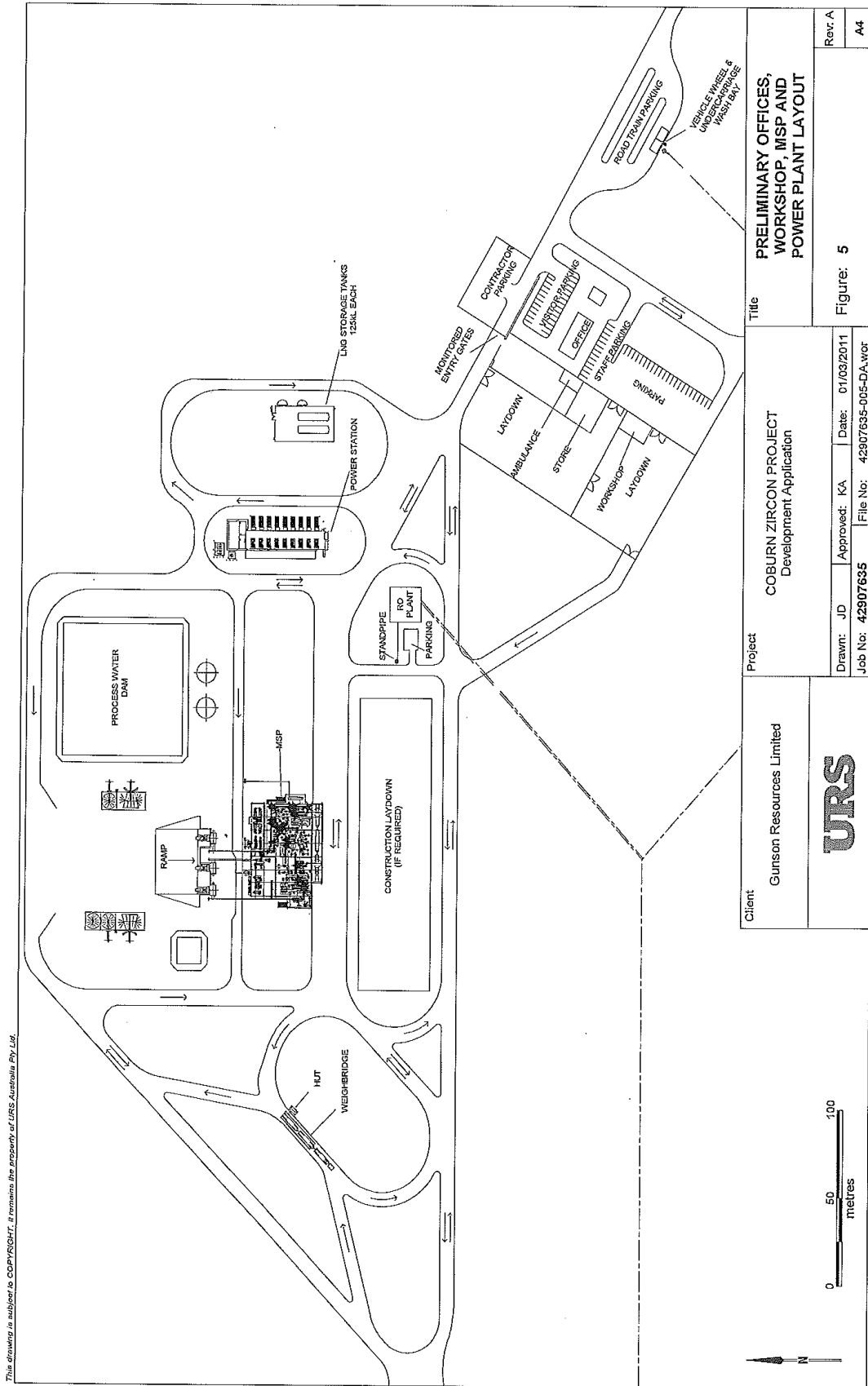
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DESIGN IN PROGRESS
Source: Protocus Engineers

<p>URS</p>	<p>Client Gimson Resources Limited</p>	<p>Project COBURN ZIRCON PROJECT Development Application</p>	<p>The ACCOMMODATION VILLAGE PRELIMINARY LAYOUT</p>
	<p>Job No: 42507033</p>		
<p>Drawn: JG</p>	<p>Approved: SA</p>	<p>Figure: 4</p>	<p>Rev: A</p>
<p>Job No: 42507033</p>	<p>File No: 42507033-001.dgn</p>	<p>Scale: 1:500</p>	<p>AS</p>

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Comment

Many of the development issues/concerns/potential environmental impacts have already been addressed through the Public Environment Review but it is equally important through this process that the conditions of approval applied to this development actually occur on the ground in accordance with the approval. This relates to the development of all the onsite infrastructure in accordance with the approved development application.

One of the major issues in addressing this proposal was the interaction of the proposed mine access road with the North West Coastal Highway. This is being addressed by Main Roads in Carnarvon and will form Condition 11 of Miscellaneous Licence 09/21 covering the proposed road.

The advertising period required for this project does not officially conclude until 4.00 pm on Wednesday 18 May 2011. If any objections/submissions are received by or up to that period they will be tabled at the Council meeting on the 25 May 2011. At the time of compiling this report no objections/submissions had been received.

Legal Implications

The Shire of Shark Bay Town Planning Scheme No.3 (as amended)

Policy Implications

All relevant policies pursuant to the Town Planning Scheme

Financial Implications

Sound economic development within the region

Strategic Implications

Major industry within the region but unfortunately given the distance from Denham the opportunities associated with the development may be limited

Voting Requirements

Simple Majority Required

Signatures

Author *J McKechnie*

Chief Executive Officer *P Anderson*

Date of Report 13 May 2011

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ATTACHMENT # 2



Hon Mark McGowan MLA
Minister for the Environment;
Racing and Gaming

Statement No.

000723

187 St George's Terrace, Perth WESTERN AUSTRALIA 6000
Telephone: (+61 8) 9222 9411 Facsimile: (+61 8) 9222 9410
Email: mark.mcgowan@dpj.wa.gov.au + Website: www.ministers.wa.gov.au/mcgowan/

**STATEMENT THAT A PROPOSAL MAY BE IMPLEMENTED
(PURSUANT TO THE PROVISIONS OF THE
ENVIRONMENTAL PROTECTION ACT 1986)**

**COBURN MINERAL SAND PROJECT
84 KILOMETRES SOUTH-EAST OF DENHAM
SHIRE OF SHARK BAY**

Proposal: The development of the Coburn Mineral Sand Project, 84 kilometres south-east of Denham in the Shire of Shark Bay, including the excavation and processing of a low-grade heavy mineral sand deposit, as documented in schedule 1 of this statement.

Proposal Area: The proposal area is all areas where disturbance will occur through the mining of Pits 1 to 9, placement of infrastructure, borrow pits, haul roads, access road and other facilities as described within Figure 2 of Schedule 1.

Proponent: Gunson Resources Limited

Proponent Address: Level 2, 33 Richardson Street, WEST PERTH WA 6005

Assessment Number: 1491

Report of the Environmental Protection Authority: Bulletin 1211

The proposal referred to above may be implemented by the proponent subject to the following conditions and procedures:

1 Implementation

1-1 The proponent shall implement the proposal as documented in schedule 1 of this statement subject to the conditions and procedures of this statement.

2 Proponent Commitments

2-1 The proponent shall implement the environmental management commitments documented in schedule 2 of this statement.

Published on

22 MAY 2006

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3 Proponent Nomination and Contact Details

- 3-1 The proponent for the time being nominated by the Minister for the Environment under section 38(6) or (7) of the *Environmental Protection Act 1986* is responsible for the implementation of the proposal until such time as the Minister for the Environment has exercised the Minister's power under section 38(7) of the Act to revoke the nomination of that proponent and nominate another person as the proponent for the proposal.
- 3-2 If the proponent wishes to relinquish the nomination, the proponent shall apply for the transfer of proponent and provide a letter with a copy of this statement endorsed by the proposed replacement proponent that the proposal will be carried out in accordance with this statement. Contact details and appropriate documentation on the capability of the proposed replacement proponent to carry out the proposal shall also be provided.
- 3-3 The nominated proponent shall notify the Department of Environment of any change of contact name and address within 60 days of such change.

4 Commencement and Time Limit of Approval

- 4-1 The proponent shall substantially commence the proposal within five years of the date of this statement or the approval granted in this statement shall lapse and be void.

Note: The Minister for the Environment will determine any dispute as to whether the proposal has been substantially commenced.

- 4-2 The proponent shall make application for any extension of approval for the substantial commencement of the proposal beyond five years from the date of this statement to the Minister for the Environment, prior to the expiration of the five-year period referred to in condition 4-1.

The application shall demonstrate that:

1. the environmental factors of the proposal have not changed significantly;
2. new, significant, environmental issues have not arisen; and
3. all relevant government authorities have been consulted.

Note: The Minister for the Environment may consider the grant of an extension of the time limit of approval not exceeding five years for the substantial commencement of the proposal.

5 Compliance Audit and Performance Review

- 5-1 The proponent shall prepare an audit program and submit compliance reports to the Department of Environment which address:

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1. the status of implementation of the proposal as defined in schedule 1 of this statement;
2. evidence of compliance with the conditions and commitments; and
3. the performance of the environmental management plans and programs.

Note: Under sections 48(1) and 47(2) of the *Environmental Protection Act 1986*, the Chief Executive Officer of the Department of Environment is empowered to monitor the compliance of the proponent with the statement and should directly receive the compliance documentation, including environmental management plans, related to the conditions, procedures and commitments contained in this statement.

5-2 The proponent shall submit a performance review report every five years after the start of operations, to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority, which addresses:

1. the major environmental issues associated with implementing the project; the environmental objectives for those issues; the methodologies used to achieve these; and the key indicators of environmental performance measured against those objectives;
2. the level of progress in the achievement of sound environmental performance, including Australian industry benchmarking, and the use of best available technology where practicable;
3. significant improvements gained in environmental management, including the use of external peer reviews;
4. stakeholder and community consultation about environmental performance and the outcomes of that consultation, including a report of any on-going concerns being expressed; and
5. the proposed environmental objectives over the next five years, including improvements in technology and management processes.

5-3 The proponent may submit a report prepared by an independent auditor to the Chief Executive Office of the Department of Environment on each condition/commitment of this statement which requires the preparation of a management plan, programme, strategy or system, stating whether the requirements of each condition/commitment have been fulfilled within the timeframe stated within each condition/commitment.

5-4 Each year during the life of the proposal, the proponent shall prepare and submit to the Department of Environment an Annual Environmental Report.

The purpose of the Annual Environmental Report is to report on:

- implementation of the proponent's environmental management commitments as attached in Schedule 2; and

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- outcomes of any monitoring programs and performance reviews associated with the implementation of Management Plans required by this statement.

5-5 The proponent shall make the Annual Environmental Reports required by condition 5-4 publicly available.

6 Project Buffer Areas adjacent to the Shark Bay World Heritage Property

6-1 The proponent shall delineate and maintain a 100-metre Protective Buffer between the project area and the boundary of the Shark Bay World Heritage Property.

6-2 The proponent's mining activities shall not adversely disturb or impact on vegetation within the 100-metre Protective Buffer required by condition 6-1, except in the circumstance that the disturbance is associated with the implementation of the Groundwater Mounding Management Plan required by condition 7-1.

7 Groundwater

7-1 Prior to commencement of productive mining, the proponent shall prepare a Groundwater Mounding Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority, the Department of Conservation and Land Management and the Water and Rivers Commission.

The objective of this Plan is to monitor and manage groundwater mounding to prevent the loss of vegetation as a result of this proposal, outside the proposal area.

7-2 The Groundwater Mounding Management Plan required by condition 7-1 shall include:

1. identification of groundwater level 'threshold' and 'limit' criteria for groundwater levels in the Shark Bay World Heritage Property and in the 100 metre buffer between the proposal area and the Shark Bay World Heritage Property;
2. identification of management responses and timelines for their implementation in the event that 'threshold' and 'limit' criteria for groundwater levels are exceeded;
3. modelling of groundwater mounding, including rates of groundwater rise;
4. a monitoring programme, including schedule and reporting, to characterise groundwater mounding;
5. identification of 'threshold' and 'limit' criteria for health of vegetation and selected indicator species at risk due to mining activities;
6. identification of management responses and timelines for their implementation in the event that 'threshold' and 'limit' criteria for monitoring of vegetation health and selected indicator species are exceeded;
7. identification of the baseline health condition of vegetation at risk due to groundwater mounding, and the identification of appropriate reference sites near the proposal area;
8. a statistically rigorous monitoring programme, including schedule and reporting, to record any changes in the health of vegetation and selected deep-rooted indicator species subsequent to ground-disturbing activities;
9. strategies to maximise water use efficiency and recycling; and

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10. identification of activities and infrastructure associated with implementing the plan.
- 7-3 The proponent shall implement the Groundwater Mounding Management Plan required by condition 7-1.
- 7-4 The proponent shall make the Groundwater Mounding Management Plan required by condition 7-1 publicly available.
- 7-5 The proponent shall review annually and revise as required the Groundwater Mounding Management Plan required by condition 7-1.
- 7-6 In the event that the 'threshold' for groundwater levels and/or health monitoring of vegetation and selected indicator species arising from condition 7-2 is/are exceeded following the commencement of mining, but do not exceed 'limit' levels arising from condition 7-2, the proponent shall:
1. implement the management responses referred to in condition 7-2; and
 2. report the exceedance and the management responses implemented to the Department of Environment,
- but may continue mining.
- 7-7 In the event that the 'limit' criteria for groundwater levels arising from condition 7-2 are exceeded, the proponent shall immediately suspend all mining which is contributing to exceedance of the 'limit' criteria and report the exceedance to the Minister for the Environment.
- 7-8 The proponent shall not recommence mining which has been suspended in accordance with condition 7-7 until the proponent has received written advice from the Minister for the Environment that mining may recommence.
- 7-9 In the event that the 'limit' criteria for vegetation health and selected indicator species arising from condition 7-2 are exceeded, the proponent shall immediately suspend all mining which is contributing to exceedance of the 'limit' criteria and report the exceedance to the Minister for the Environment.
- 7-10 The proponent shall not recommence mining which has been suspended in accordance with condition 7-9 until the proponent has received written advice from the Minister for the Environment that mining may recommence.
- 7-11 The proponent shall report within the Annual Environmental Reports required by condition 5-4 the outcomes of any monitoring programs and performance reviews associated with the implementation of the Groundwater Mounding Management Plan required by condition 7-1.

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8 Flora and Vegetation

- 8-1 Prior to commencement of ground-disturbing activities, the proponent shall prepare a Flora and Vegetation Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority and the Department of Conservation and Land Management.

The objective of this Plan is to ensure the conservation of significant flora species and vegetation communities which occur in the vicinity of and within the proposal area as shown in Figure 2 of Schedule 1.

- 8-2 The Flora and Vegetation Management Plan required by condition 8-1 shall include:

1. appropriately timed searches for Declared Rare Flora and Priority Flora in the area to be disturbed prior to the development of each pit and associated infrastructure, including haul roads;
2. the management, monitoring and reporting of impacts on Declared Rare Flora and Priority Flora species within the proposal area;
3. any targeted surveys which are required prior to ground-disturbing activities to provide further information on the conservation status of each of the Declared Rare Flora species found; and
4. reporting procedures and schedule.

- 8-3 The proponent shall implement the Flora and Vegetation Management Plan required by condition 8-1.

- 8-4 The proponent shall make the Flora and Vegetation Management Plan required by condition 8-1 publicly available.

- 8-5 In the event that Declared Rare Flora and/or species listed as threatened under the *Environment Protection and Biodiversity Conservation Act 1999*, are identified in the project area, the proponent shall prepare a Declared Rare Flora Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority and the Department of Conservation and Land Management.

- 8-6 The Declared Rare Flora Management Plan required by condition 8-5 shall include:

1. the recorded location of Declared Rare Flora species;
2. a description of the habitat in which the Declared Rare Flora was found, and the extent of the contiguous area of the same habitat in the local area;
3. offsite surveys to determine the extent of rare flora species;
4. the degree of impact of the proposed works on the Declared Rare Flora or its identified contiguous habitat;
5. a management strategy for the protection of Declared Rare Flora species, in the event that approval to impact the declared rare or priority flora has not been provided pursuant to the *Wildlife Conservation Act 1950*, including:
 - a) identification of a protected buffer area around the Declared Rare Flora;
 - b) delineation of the location of the Declared Rare Flora buffer area to prevent accidental damage to the protected area;
 - c) consideration of relocating Declared Rare Flora species;

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- d) education of workers as to the protection of the Declared Rare Flora location;
 - e) specific management measures for topsoil stripping within areas of the contiguous Declared Rare Flora habitat; and
 - f) specific management measures for site rehabilitation and topsoil replacement within areas previously included as contiguous Declared Rare Flora habitat.
6. post-activity monitoring plan for Declared Rare Flora and regeneration of vegetation within areas previously included as contiguous Declared Rare Flora habitat, including monitoring for Declared Rare Flora plants.
- 8-7 The proponent shall implement the Declared Rare Flora Management Plan required by condition 8-5.
- 8-8 The proponent shall make the Declared Rare Flora Management Plan required by condition 8-5 publicly available.
- 8-9 The proponent shall not disturb vegetation communities S5 and S10 identified within Figure 3 of Schedule 1, and shall leave an undisturbed buffer of at least 50 metres in width around the vegetation communities.
- 8-10 The proponent shall report within the Annual Environmental Reports required by condition 5-4 the outcomes of any monitoring programs and performance reviews associated with the implementation of the Flora and Vegetation Management Plan required by condition 8-1 and the Declared Rare Flora Management Plan required by condition 8-5.

9 Fauna

- 9-1 Prior to commencement of ground-disturbing activities, the proponent shall prepare a Fauna Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority and the Department of Conservation and Land Management.
- 9-2 The Fauna Management Plan required by condition 9-1 shall include:
1. establishment of permanent fauna monitoring sites;
 2. additional fauna surveys ahead of mining to identify any significant or unknown species;
 3. a baseline survey of the distribution and abundance of the Malleefowl (*Leipoa ocellata*) at, and in the immediate vicinity of, the proposal area;
 4. monitoring of Malleefowl populations both inside and outside the proposal area for comparison, and to show where populations may be declining, stable or increasing;
 5. predator baiting, particularly to control populations of cats and foxes, throughout the proposal area and appropriate buffers, developed in consultation with the Department of Agriculture and the Department of Conservation and Land Management;
 6. investigate and implement best practice directional lighting and/or light shields to reduce impacts of light overspill on fauna;

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7. feral animal control strategies, where native fauna is made more vulnerable due to activities associated with mining;
 8. fencing around water dams and open seepage interception trenches to prevent encroachment by large and medium sized animals;
 9. escape mechanisms such as mesh or 'self-rescue mats' to allow animals to exit water ponds and open seepage interception trenches;
 10. regular inspection of process water ponds or open seepage interception trenches for trapped animals; and
 11. reporting procedures and schedule.
- 9-3 The proponent shall implement the Fauna Management Plan required by condition 9-1.
- 9-4 The proponent shall make the Fauna Management Plan required by condition 9-1 publicly available.
- 9-5 In the event that Threatened Fauna, other than Malleefowl, and including those listed as "threatened" under the *Environment Protection and Biodiversity Conservation Act 1999*, are identified in the project area, the proponent shall prepare a Threatened Fauna Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority and the Department of Conservation and Land Management.
- 9-6 The Threatened Fauna Management Plan required by condition 9-5 shall include:
1. the recorded location of Threatened Fauna species;
 2. a description of the habitat in which the Threatened Fauna is found;
 3. the degree of impact of the proposed works on Threatened Fauna or its identified habitat;
 4. a management strategy for the protection of Threatened Fauna species, including relocation, or other action recommended by the Department of Conservation and Land Management; and
 5. post-activity monitoring plan for Threatened Fauna species.
- 9-7 The proponent shall implement the Threatened Fauna Management Plan required by condition 9-5.
- 9-8 The proponent shall make the Threatened Fauna Management Plan required by condition 9-5 publicly available.
- 9-9 The proponent shall report within the Annual Environmental Reports required by condition 5-4 the outcomes of any monitoring programs and performance reviews associated with the implementation of the Fauna Management Plan required by condition 9-1 and the Threatened Fauna Management Plan required by condition 9-5.
- 10 Progressive Rehabilitation Programme**
- 10-1 Prior to commencement of ground-disturbing activities, the proponent shall prepare a Progressive Rehabilitation Programme for areas of native vegetation disturbed by activities related to the mining operation, to the requirements of the Minister for the

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Environment on advice of the Environmental Protection Authority and the Department of Conservation and Land Management.

The objective of this Programme is to ensure that all disturbed areas are rehabilitated with vegetation communities representative of the vegetation communities that existed prior to the implementation of the project. These representative communities shall contain dominant species of the overstorey and understorey of local provenance, and comparable vegetation structure.

10-2 The Progressive Rehabilitation Programme required by condition 10-1 shall include:

1. a framework to ensure that the site is left in an environmentally acceptable condition;
2. examination of available rehabilitation technologies and methods for mineral sand operations in Western Australia, where possible;
3. rehabilitation of all disturbed areas;
4. progressive development and refinement of completion criteria;
5. a rehabilitation schedule;
6. revegetation requirements;
7. management measures;
8. monitoring and maintenance of rehabilitated areas;
9. annual review; and
10. remedial actions.

10-3 The Progressive Rehabilitation Programme required by condition 10-1 shall relate to all areas of native vegetation disturbed during the mining operation, and shall consist of the following Management Plans:

1. a Soil Management Plan;
2. a Revegetation Management Plan, and
3. a Weed Management Plan.

10-4 The Soil Management Plan referred to in condition 10-3 shall include the following:

1. baseline evaluation of standard soil properties both, prior to and following mining, including chemical (pH, sodicity, electrical conductivity, organic carbon, cation exchange capacity, exchangeable cations, available nutrients (N, P, K) phosphorus retention capacity), physical (texture, structure, stability, water retention characteristics, clay mineralogy) and biological properties (root abundance, biological activity);
2. operational handling of soils during mining and rehabilitation;
3. a strategy for the characterisation and management of dispersive clays in the soil profile, including amelioration of any impact on the rehabilitated soil profile;
4. methods for minimising soil erosion following mining;
5. record-keeping of soil profile reconstruction information;
6. performance criteria, including completion criteria, for the soil profile reconstruction;
7. contingency actions to be carried out in the event that performance criteria are not being met;

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8. a review mechanism which modifies work procedures based on the results of monitored outcomes.

Note: The preparation of this Plan shall include advice from the Department of Industry and Resources, the Department of Agriculture and the Commissioner of Soil and Land Conservation.

10-5 The Revegetation Management Plan required by condition 10-3 shall include the following:

1. delineation of areas of vegetation proposed to be disturbed by the mining activity;
2. a baseline vegetation study identifying the appropriate techniques for regeneration or revegetation of the vegetation types affected by clearing;
3. development of performance criteria, including completion criteria, for revegetation (these shall include but not be limited to species richness, total cover and relevant cover of dominant species);
4. methods for revegetation of disturbed areas;
5. a monitoring program to determine revegetation success;
6. a recalcitrant species program; and
7. contingency actions to be carried out in the event that performance criteria are not being met.

10-6 The Weed Management Plan required by condition 10-3 shall have the following objectives:

- to manage or eradicate both noxious and environmental weeds;
- to maintain the abundance, species diversity and productivity of vegetation communities in undisturbed areas by controlling the diversity and density of weed species; and
- to prevent the introduction and spreading of new weed species within the proposal area.

and shall include:

1. baselines studies to provide information to the Department of Conservation and Land Management and the Department of Agriculture regarding the extent and nature of weed species within and adjacent to the proposal area;
2. monitoring of existing weeds and management so as not to affect areas adjacent to the proposal area;
3. determination of weed monitoring control sites in the Shark Bay World Heritage Property, in consultation with the Department of Conservation and Land Management;
4. performance criteria for weed management; and
5. reporting procedures and schedule.

10-7 The proponent shall implement the Progressive Rehabilitation Programme required by condition 10-1 until such time as the Minister for the Environment determines, on advice of the Environmental Protection Authority, that the proponent's rehabilitation responsibilities have been fulfilled.

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- 10-8 In the event that the criteria listed below are not achieved within seven years following the commencement of commissioning, prior to further mining, the proponent shall review the Progressive Rehabilitation Programme required by condition 10-1 to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority and shall demonstrate that these criteria can be met if mining continues:
1. the rehabilitation area shows no signs of major surface instability, with over 60% of the surface soil having developed a crust;
 2. zone infiltration, zone stability and zone nutrients indexes rates are comparable to those found in reference sites;
 3. projected foliage cover values of local provenance native species is greater than 20% of the foliage cover values of reference sites; and
 4. average species diversity is greater than 20% of the average species diversity value of analogue sites (excluding weeds).
- 10-9 The proponent shall position pits (for extraction of calccrete to be used for the construction of roads) to avoid areas of high biodiversity value, and shall initiate rehabilitation of each pit within four weeks following cessation of its use.
- 10-10 The proponent shall subject all mining equipment and vehicles entering the site to appropriate hygiene measures to prevent the introduction of soil-borne plant diseases in consultation with the Department of Conservation and Land Management.
- 10-11 The proponent shall maintain an open area for drying of clay or slimes not exceeding 40 hectares at any one time.
- 10-12 Beyond the start-up process of the first six months of mining, except in exceptional circumstances, the proponent shall initiate rehabilitation on not less than 80% of the total area mined during each year of mining, excluding those areas of clay or slimes identified by condition 10-11 which have not dried out and are unsuitable for rehabilitation.
- Note: 'Exceptional circumstances' may include instances where climatic conditions prevent the commencement of rehabilitation programmes (eg. excessive wind impacting on direct seeding; or inadequate rainfall to promote germination or growth of seed or tube stock within areas rehabilitated).
- 10-13 Beyond the start-up process of the first six months of mining, except in exceptional circumstances, the proponent shall return topsoil to mined-out areas within three months of its excavation.
- Note: 'Exceptional circumstances' may include instances where inclement weather prevents the handling and/or transport of stored material.
- 10-14 The proponent shall report within the Annual Environmental Reports required by condition 5-4 the outcomes of any monitoring programs and performance reviews associated with the implementation of the Progressive Rehabilitation Programme required by condition 10-1 and its associated Soil Management Plan, Revegetation Management Plan and Weed Management Plan required by condition 10-3.

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11 Bush Fire Management

11-1 Prior to commencement of ground-disturbing activity, the proponent shall prepare a Bush Fire Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority.

11-2 The Bush Fire Management Plan required by condition 11-1 shall include:

1. bush fire prevention measures;
2. bush fire detection and reporting procedures;
3. fire brigade and the proponent's fire suppression equipment and preparedness measures; and
4. training of personnel for fighting fires.

11-3 The proponent shall implement the Bush Fire Management Plan required by condition 11-1.

11-4 The proponent shall make the Bush Fire Management Plan required by condition 11-1 publicly available.

Note: In the preparation of advice to the Minister for the Environment, the Environmental Protection Authority expects that the advice of the following agencies will be obtained:

- Department of Conservation and Land Management; and
- Fire and Emergency Services Authority.

11-5 The proponent shall report within the Annual Environmental Reports required by condition 5-4 the outcomes of any monitoring programs and performance reviews associated with the implementation of the Bush Fire Management Plan required by condition 11-1.

12 Dust

12-1 Prior to ground-disturbing activity, the proponent shall prepare a Dust Management Plan to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority.

12-2 The Dust Management Plan required by condition 12-1 shall include:

1. baseline and ongoing monitoring;
2. prevention of visible dust in the Shark Bay World Heritage Property;
3. details of management and/or mitigation measures to minimise dust;
4. monitoring of the effects of dust and saline water used for dust suppression on vegetation;
5. preventative measures to minimise fugitive dust sources as part of daily operations;
6. monitoring of deposited dust levels at the boundary of the proposal area and at Hamelin Pool for the initial three years of the project to provide baseline data;

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7. provision for continuous improvements in dust management; and
 8. monitoring and reporting.
- 12-3 Prior to ground-disturbing activity, the proponent shall implement the Dust Management Plan required by condition 12-1.
- 12-4 The proponent shall make the Dust Management Plan required by condition 12-1 publicly available.
- 12-5 The proponent shall report within the Annual Environmental Reports required by condition 5-4 the outcomes of any monitoring programs and performance reviews associated with the implementation of the Dust Management Plan required by condition 12-1.

13 Mine Closure

- 13-1 Prior to ground-disturbing activities, the proponent shall prepare a Preliminary Closure Plan which provides the framework to ensure that the site is left in an environmentally acceptable condition, to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority.
- 13-2 The Preliminary Closure Plan required by condition 13-1 shall be prepared to be consistent with the Australian and New Zealand Minerals and Energy Council / Minerals Council of Australia (ANZMEC/MCA) *Strategic Framework for Mine Closure* and shall address:
1. outcomes of stakeholder consultation;
 2. conceptual plans for the removal or, if appropriate, retention of plant and infrastructure;
 3. long-term management of ground and surface water systems affected by mining operations;
 4. management of noxious materials to avoid the creation of contaminated areas (including acid-generating materials);
 5. reporting procedures and schedule; and
 6. a contingency plan for the care and maintenance phase.

Note: In the preparation of advice to the Minister for the Environment, the Environmental Protection Authority expects that the advice of the following agencies will be obtained:

- Department of Conservation and Land Management;
- Department of Industry and Resources; and
- Water and Rivers Commission.

- 13-3 The proponent shall make the Preliminary Closure Plan required by condition 13-1 publicly available.
- 13-4 At least three years prior to the anticipated date of closure, or at a time agreed with the Environmental Protection Authority, the proponent shall prepare a Final Closure Plan which is consistent with the ANZMEC/MCA *Strategic Framework for Mine Closure*

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and is designed to ensure that the site is left in an environmentally acceptable condition, to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority.

13-5 The Final Closure Plan required by condition 13-4 shall address:

1. removal or, if appropriate, retention of plant and infrastructure in consultation with relevant stakeholders;
2. the final form of land forms and voids;
3. reconciliation of volumes of areas to be mined, the volumes of areas remaining to be filled with tailings and the final landform determined in 2. above to demonstrate that there is sufficient material remaining either to be mined or through management of the tailings to achieve the desired landform;
4. long-term management of ground and surface water systems affected by mining;
5. rehabilitation and revegetation of all disturbed areas to a standard suitable for the agreed new land use(s) and which aim to restore the original vegetation communities in accordance with agreed performance criteria defined within condition 10-8; and
6. identification of contaminated areas, including provision of evidence of notification and proposed management measures to relevant statutory authorities.

Note: In the preparation of advice to the Minister for the Environment, the Environmental Protection Authority expects that the advice of the following agencies will be obtained:

- Department of Conservation and Land Management;
- Department of Industry and Resources; and
- Water and Rivers Commission.

13-6 The proponent shall implement the Final Closure Plan required by condition 13-4 until such time as the Minister for the Environment determines, on advice of the Environmental Protection Authority, that the proponent's closure responsibilities have been fulfilled.

13-7 The proponent shall make the Final Closure Plan required by condition 13-4 publicly available.

13-8 The proponent shall report within the Annual Environmental Reports required by condition 5-4 the outcomes of any monitoring programs and performance reviews associated with the implementation of the Preliminary Closure Plan required by condition 13-1 and the Final Closure Plan required by condition 13-4.

Procedures

1. Where a condition states "to the requirements of the Minister for the Environment on advice of the Environmental Protection Authority", the Environmental Protection Authority will provide that advice to the Department of Environment for the preparation of written notice to the proponent.

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- 2 The Environmental Protection Authority may seek advice from other agencies or organisations, as required, in order to provide its advice to the Department of Environment.
- 3 Where a condition lists advisory bodies, it is expected that the proponent will obtain the advice of those listed as part of its compliance reporting to the Department of Environment.

Notes

- 1 The Minister for the Environment will determine any dispute between the proponent and the Environmental Protection Authority or the Department of Environment over the fulfilment of the requirements of the conditions.
- 2 The proponent is required to apply for a Works Approval and Licence for this project under the provisions of Part V of the *Environmental Protection Act 1986*.
- 3 Within this statement, to "have in place" means to "prepare, document, implement and maintain for the duration of the proposal".
- 4 The proponent is required to apply for registration under the *Radiation Safety Act 1975*.

**HON MARK MCGOWAN MLA
MINISTER FOR THE ENVIRONMENT;
RACING AND GAMING**

22 MAY 2006

Schedule 1

The Proposal (Assessment No. 1491)

The proposal is to develop the Coburn Mineral Sand Project, 84 kilometres south-east of Denham in the Shire of Shark Bay. This involves the excavation and processing of a low-grade heavy mineral sand deposit which will be trucked 250 kilometres south to Geraldton for direct export.

The Key Proposal Characteristics are shown in Table 1.

Table 1 – Key Proposal Characteristics

Element	Description
Project Life	Approximately 12 Years.
Number of Pits	Nine pits.
Rate of Mining	Approximately 2,300 tph for the first two years, increasing to 4,600 tph in Year 3 (~15 million tpa for Years 1 and 2, and 30 million tpa for Years 3 to 12).
Mining Method	Bucket-wheel excavators and in-pit screening modules.
Estimated Footprint of Disturbance	Approximately 3,695 hectares.
Rate of Processing	Approximately 2,200 tph for the first two years increasing to 4,400 tph in Year 3 (~140,000 tpa of Heavy Mineral Concentrate from Year 1 increasing to 280,000 tpa from Year 3).
Estimated Volume of Tailings	2,180 tph for each 2,200 tph concentrator.
Volume of Process Water	Up to 18 GL/annum at full production.
Estimated Total Volume of Refined Product	Ilmenite – 1,400 kt HfTi – 380 kt Zircon – 660 kt

Abbreviations:
 tph – tonnes per hour
 tpa – tonnes per annum
 GL/annum – gigalitres per annum
 kt – kilotonnes

Figures (attached)

Figure 1 – Regional location

Figure 2 – Proposed layout of Amy Zone Operation.

Figure 3 - Location of vegetation communities S5 and S10 within the vicinity of the proposal area.

Note: The “proposal area” is defined as all areas where disturbance will occur through the mining of Pits 1 to 9, placement of infrastructure, borrow pits, haul roads, access road and other facilities as described within Figure 2 of Schedule 1.

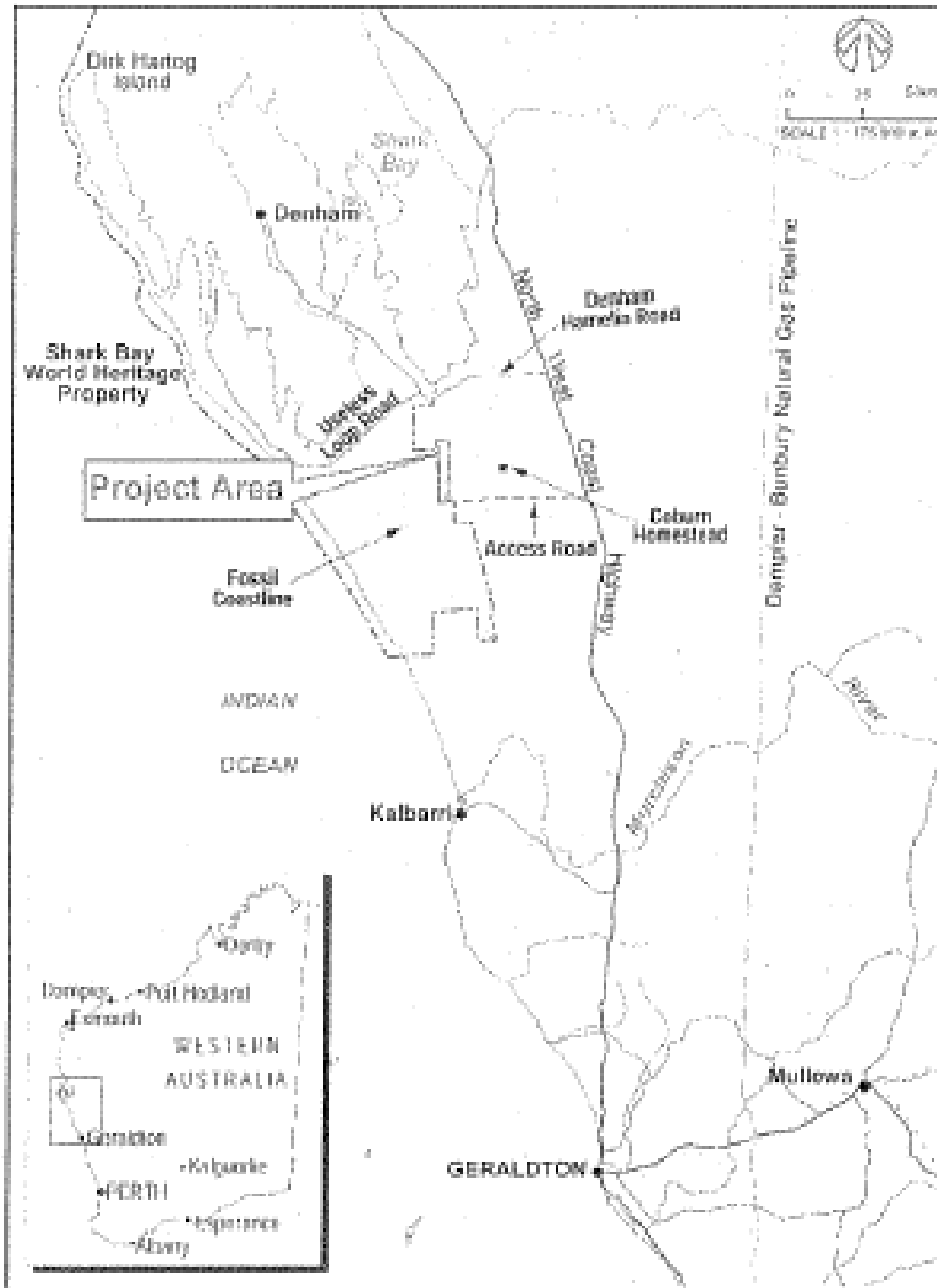


Figure 1. Regional location

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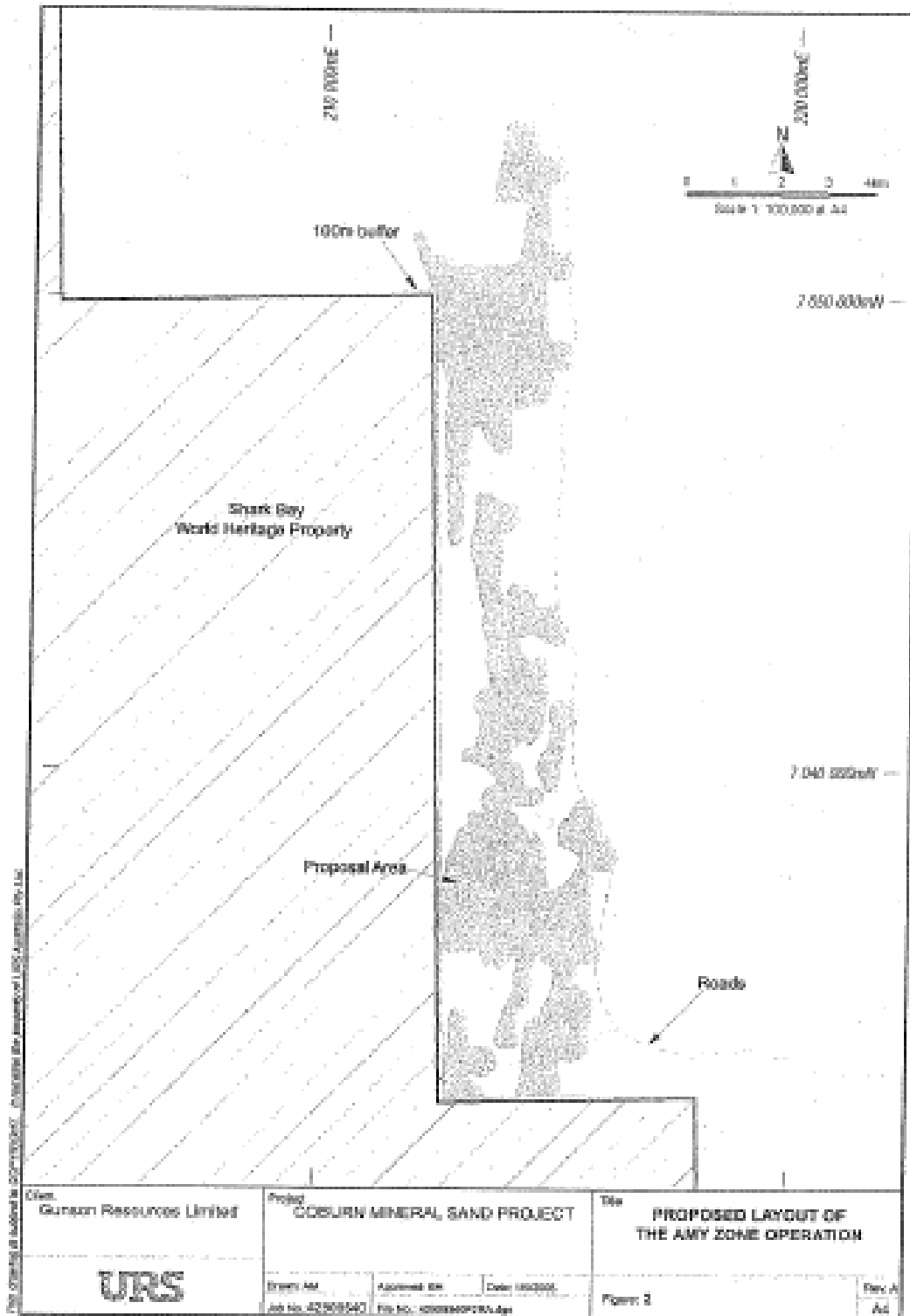


Figure 2. Proposed layout of the Amy Zone Operation.

Note: The proposal area is defined as all areas where disturbance will occur through the mining of Pits 1-9, placement of infrastructure, borrow pits, haul roads, access road and other facilities.

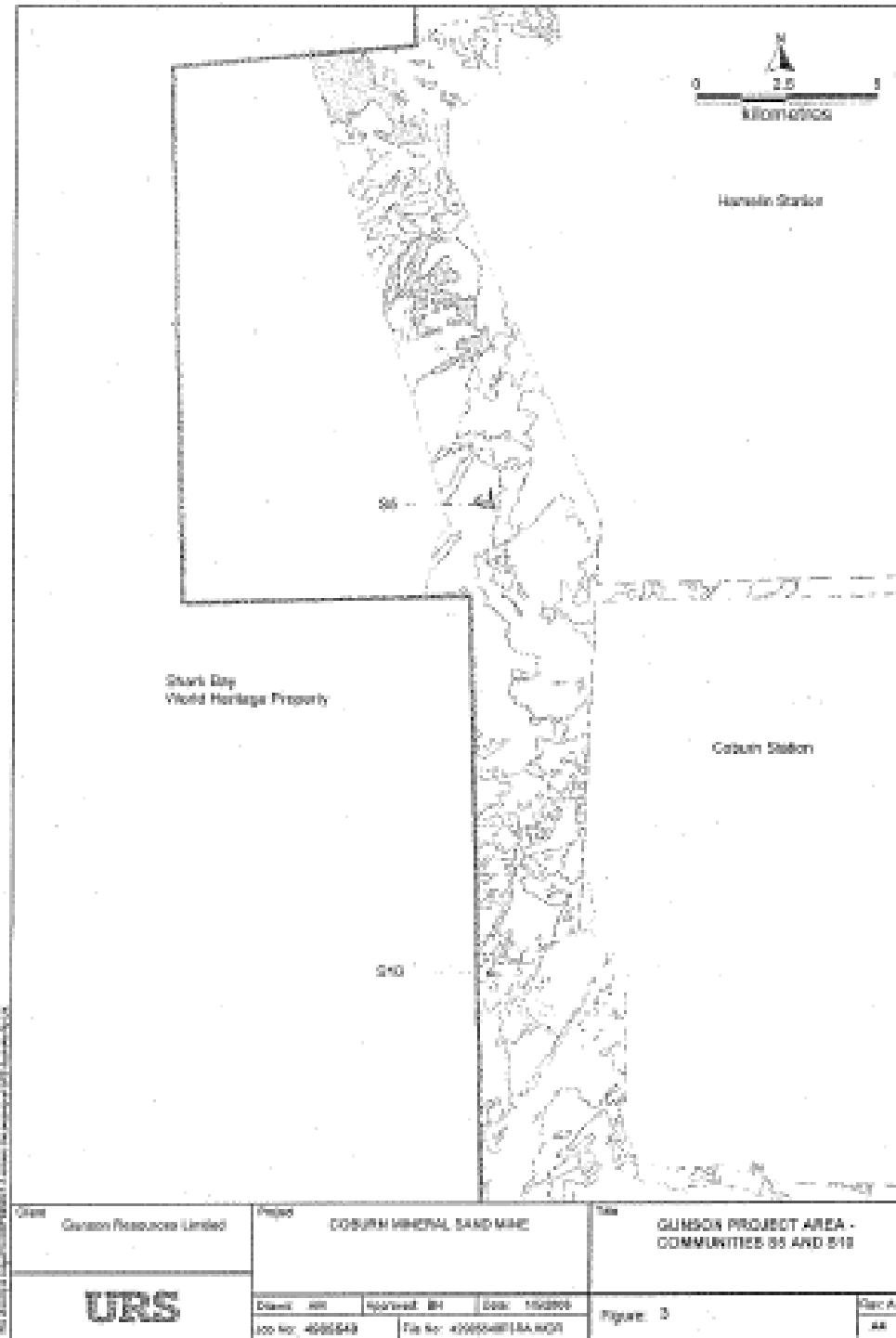


Figure 3. Location of vegetation communities S5 and S10 within the vicinity of the proposal area.

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Schedule 2

Proponent's Environmental Management Commitments

April 2005

**COBURN MINERAL SAND PROJECT
84 KILOMETRES SOUTH-EAST OF DENHAM
SHIRE OF SHARK BAY**

(Assessment No. 1491)

Gunson Resources Limited

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Proponent’s Environmental Management Commitments – April 2005

COBURN MINERAL SAND MINE (Assessment No. 1491)

Note: The term “commitment” as used in this schedule includes the entire row of the table and its six separate parts as follows:

- a commitment topic;
- the objective of the commitment;
- the ‘action’ to be undertaken by the proponent;
- the timing requirements of the commitment; and
- the body/agency to provide technical advice to the Department of Environment.

Topic	Objective	Actions	Timing	Advice
Priority Flora Management	Maintain the abundance, diversity and productivity of priority flora at species and ecosystem levels through the avoidance or management of adverse impacts and improvement in knowledge	<ol style="list-style-type: none"> 1. Finalise the draft Priority Flora Management Plan with consideration of comments received during the public review period of the Public Environmental Review document and in consultation with relevant stakeholders. 2. Implement the Priority Flora Management Plan. 	<p>Finalise prior to construction phase of the project.</p> <p>Implement during construction and operational phases of the project.</p>	CALM
Stygofauna	Maintain the abundance, diversity, geographical distribution and productivity of stygofauna at species and ecosystem levels through the avoidance or management of adverse impacts and improvement in knowledge	<ol style="list-style-type: none"> 3. Conduct a stygofauna survey in the southern portion of the Proposal area using existing bores. 4. Conduct re-sampling of the bores located in the northern portion of the proposal area. 5. If stygofauna are found in these areas, then sampling outside the proposal area will be conducted to demonstrate that these species occur outside the Proposal area. 	<p>Survey of southern portion prior to construction phase of the project</p> <p>Re-sampling of bores in the northern portion of the Proposal area before commencement of mining at Pit 9.</p>	CALM

MINUTES OF THE ORDINARY COUNCIL MEETING

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Solid and Liquid Waste Management	To minimise, re-use or recycle wastes where practicable and to ensure that any wastes requiring disposal are disposed of in an environmentally acceptable and approved manner.	6. Finalise the draft Solid and Liquid Waste Management Plan with consideration of comments received during the public review period of the PER and in consultation with relevant stakeholders. 7. Implement the Solid and Liquid Waste Management Plan.	Finalise prior to construction phase of the project. Implement during construction and operational phases of the project.	DoIR
Hydrocarbon Management	Ensure that hydrocarbons are handled, utilised, stored and disposed of in an environmentally acceptable and approved manner.	8. Finalise the draft Hydrocarbon Management Plan with consideration of comments received during the public review period of the PER and in consultation with relevant stakeholders. 9. Implement the Hydrocarbon Management Plan.	Finalise prior to construction phase of the project. Implement during construction and operational phases of the project.	DoIR
Radiation Management	To ensure all radiological impacts are in accordance with the ALARA Principle and comply with currently accepted standards and codes of practice.	10. Finalise the draft Radiation Management Plan with consideration of comments received during the public review period of the PER and in consultation with relevant stakeholders. 11. Implement the Radiation Management Plan.	Finalise prior to construction phase of the project. Implement during construction and operational phases of the project.	Radiological Council of WA DoIR
Aboriginal Heritage Management	To ensure that changes to the biophysical environment do not adversely affect historical and cultural associations and comply with relevant heritage legislation.	12. Finalise the draft Aboriginal Heritage Management Plan with consideration of comments received during the public review period of the PER and in consultation with relevant stakeholders. 13. Implement the Aboriginal Heritage Management Plan during the construction and operational phases of the Project.	Finalise prior to construction phase of the project. Implement during construction and operational phases of the project.	DIA
Research		14. Contribute funds and supporting scientific research into the ecology of the Shark Bay World Heritage Property.	Within three years of ground disturbing activities	CALM

MINUTES OF THE ORDINARY COUNCIL MEETING

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Shark Bay World Heritage Property	Reduce and manage impacts on the world heritage values of the conservation estate associated with the Shark Bay World Heritage Property	15. Improve stock proof fencing between the project and the Shark Bay World Heritage Property.	Prior to re-stocking of the Coburn Pastoral lease.	CALM
Reducing pressures on biodiversity values within the Coburn Pastoral lease		16. De-stocking the Coburn Pastoral Lease for no less than 5 years to allow vegetation to recover and then re-stocking it at a rate well below its carrying capacity, as defined by the Pastoral Lands Board.	Ongoing throughout life of project	CALM Pastoral Lands Board
Education		17. Contribution of funds to the Shark Bay Interpretive Centre in Denham.	Within one year of commencement of construction.	Shire of Shark Bay
Conservation Offsets	<p>Increase the area of conservation estate within the Shark Bay Region through securing "Conservation Offset Areas".</p> <p>The eventual objective for the offset area is for it to be incorporated into the adjacent Nature Reserve, which falls within the Shark Bay World Heritage Property, or managed for conservation under the terms of a conservation covenant or similar agreement.</p>	<p>18. Relinquish mineral and pastoral rights for an area of approximately 4200 hectares of remnant vegetation that is contiguous with the Zuytdorp Nature Reserve so that it can be managed for conservation purposes.</p> <p>Note: The Conservation Offset Area to which commitment 20 relates is described within Attachment 1 to the Proponent's Environmental Management Commitments.</p> <p>19. Contribute funds to the Camarvon Artesian Basin Rehabilitation Project.</p>	<p>During the lifetime of the project.</p> <p>During the life of the project.</p>	<p>CALM</p> <p>DoW</p>

MINUTES OF THE ORDINARY COUNCIL MEETING

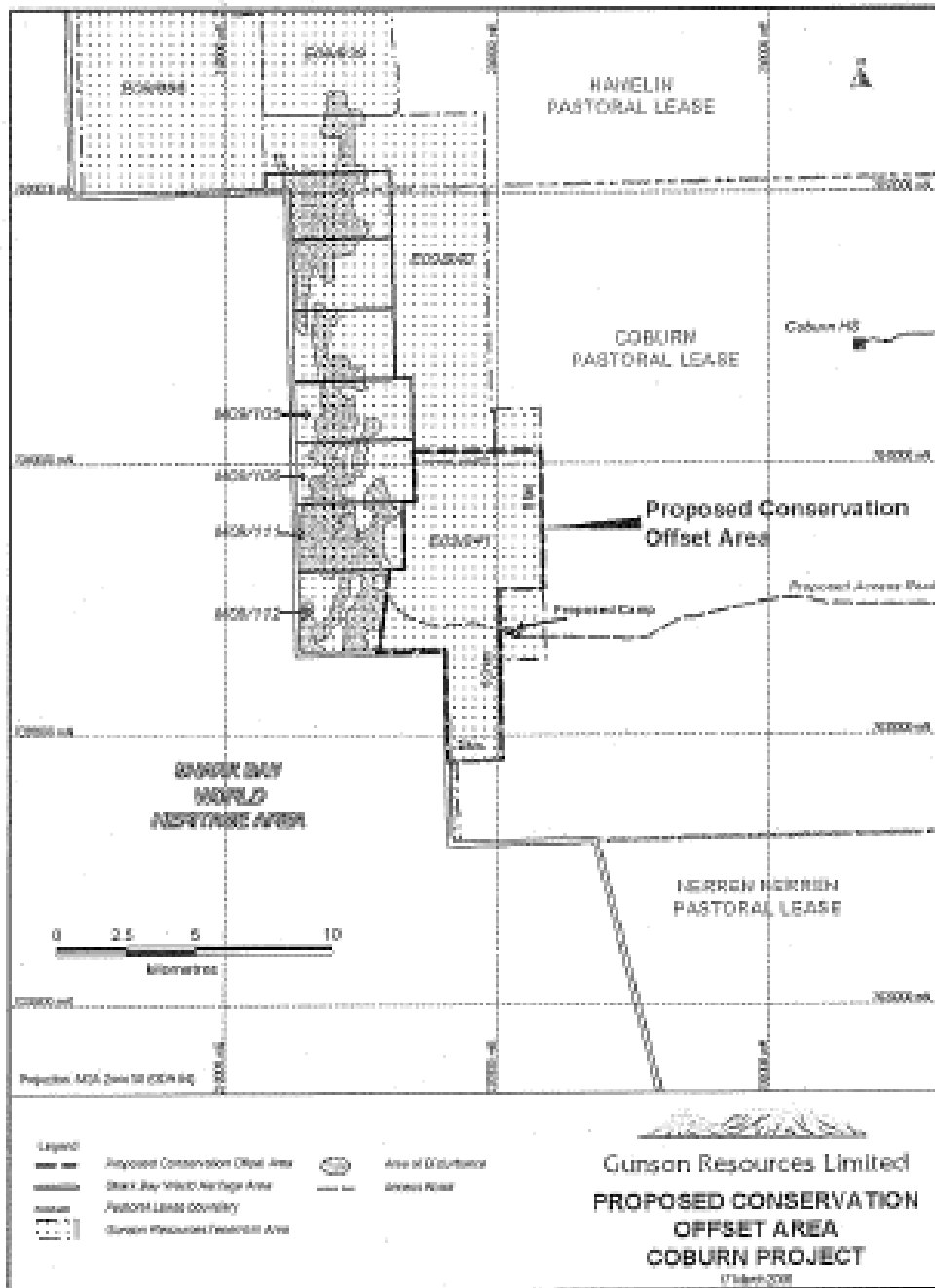
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Abbreviations

CALM Department of Conservation and Land Management
DIA Department of Indigenous Affairs
DoIR Department of Industry and Resources
DoW Department of Water

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Attachment 1 to Proponent's Environmental Management Commitments - Conservation Offset Area - Coburn Project - April 2006



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Attachment 1

**Attachment to Statement 723
Change to description of Proposal**

Proposal: Coburn Mineral Sand Project, 84 Kilometres South-east of Denham, Shire of Shark Bay
Proponent: Gunson Resources Limited
Change: Change to the mining method and the locations of the mine infrastructure.

Features of currently approved Proposal:

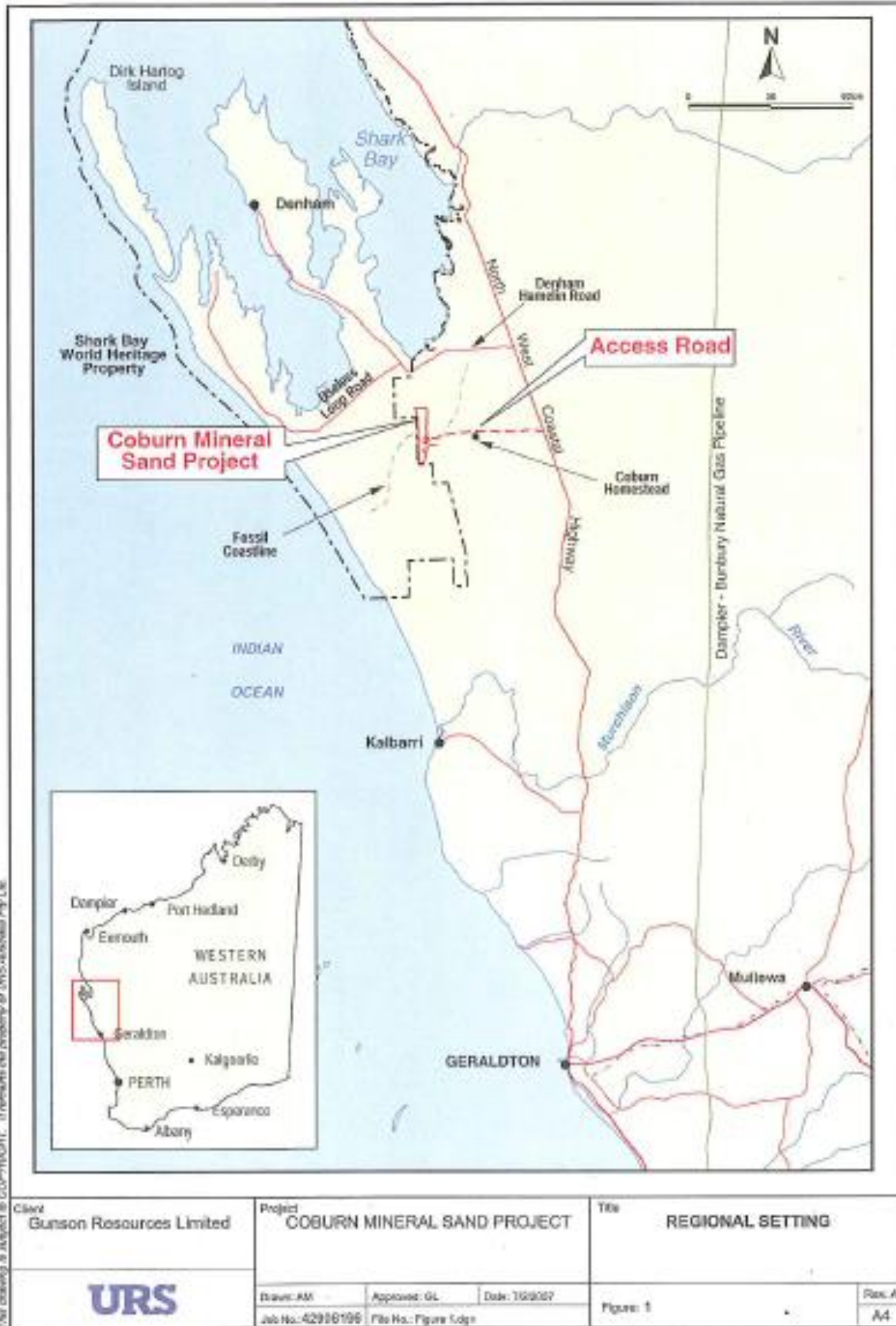
Element	Quantities / Description
Mining Method	Bucket Wheel Excavators.
Access Road	Access Road connects the Project Area and the North West Coastal Highway at the southern end of the Project Area.
Accommodation Camp Location	Near the Access Road at the southern end of the Project Area.
Power Plant Location	Movable generators located adjacent to the concentrator.
Borrow Pits	Along the southern Access Road, details not specified.

Features of approved change to Proposal:

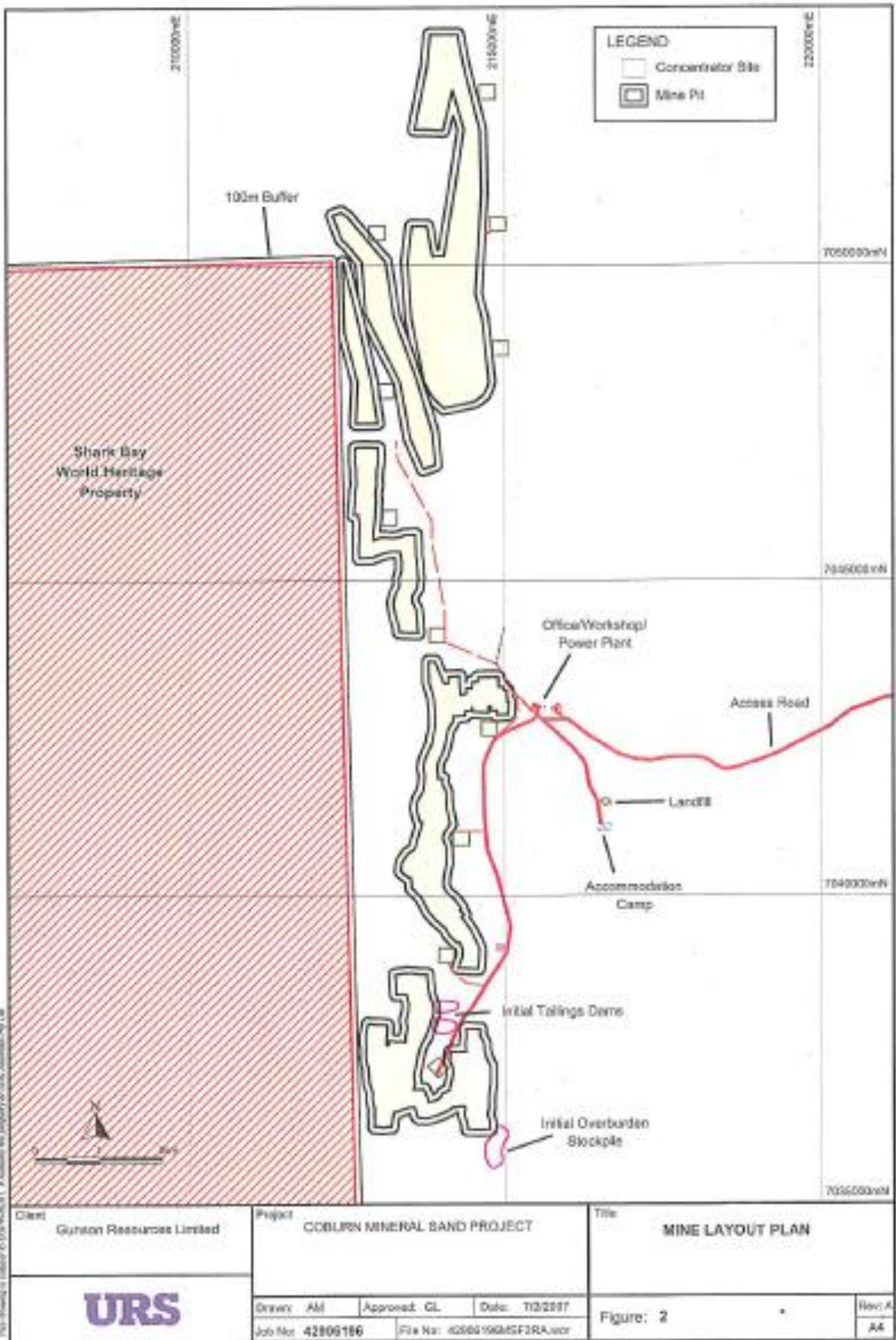
Element	Quantities / Description
Mining Method	Bulldozers.
Access Road	Access Road connects the Project Area and the North West Coastal Highway midway along the Project Area. The new location is approximately 9 km north of the original road alignment (See Figure 1 of Attachment 1).
Accommodation Camp Location	Near the Access Road midway along the Project Area. The new location is approximately 10 km north-west of the original location.
Power Plant Location	Fixed power plant located adjacent to the Access Road (See Figure 2 of Attachment 1).
Borrow Pits	Located along the Access Road route for the construction activities.

Approved: 16/3/07

31 JULY 2019



31 JULY 2019



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Attachment 2 to Ministerial Statement 723

Change to Proposal

Proposal: Cobum Mineral Sand Project, 84 km Southeast of Denham, Shire of Shark Bay

Proponent: Gunson Resources Limited

Change: Change to project life and location of disturbance footprint

Key Characteristics Table:

Element	Description of proposal	Description of approved change to proposal
Project Life	Approximately 12 years.	Not more than 18 years.
Number of Pits	Nine pits.	Removed as not environmentally relevant
Rate of Mining	Approximately 2,300 tph for the first two years, increasing to 4,600 tph in Year 3 (~15 million tpa for Years 1 and 2, and 30 million tpa for Years 3 to 12).	Approximately 2,300 tph for the first two years. Approximately 4,600 tph from Year 3 (~18 million tpa for Years 1 and 2, and not more than 36 million tpa from Year 3).
Mining Method	Bulldozers.	Removed as not environmentally relevant
Disturbance Footprint	Approximately 3,695 hectares.	Not more than 3,695 hectares.
Rate of Processing	Approximately 2,200 tph for the first two years increasing to 4,400 tph in Year 3 (~140,000 tpa of Heavy Mineral Concentrate from Year 1 increasing to 280,000 tpa from Year 3).	Approximately 2,200 tph for the first two years. Approximately 4,400 tph from Year 3 (~145,000 tpa of Heavy Mineral Concentrate from Year 1, and not more than 300,000 tpa from Year 3).
Estimated Volume of Tailings	2,180 tph for each 2,200 tph concentrator	Approximately 4,360 tph from Year 3.
Volume of Process Water	Up to 18 GL/annum at full production	Up to 18 GL/annum from Year 3.
Total Volume of Refined Product	Ilmenite – 1,400 kt HITI – 380 kt Zircon – 660 kt	Removed as not environmentally relevant
Access Road	Access Road connects the Project Area and the North West Coast Highway midway along the Project Area. The new location is approximately 9 km north of the original location.	Removed as location is already included in the 'Disturbance Footprint'.
Accommodation Camp Location	Near the Access Road midway along the Project Area. The new location is approximately 10 km north-west of the original location.	Removed as location is already included in the 'Disturbance Footprint'.

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Power Plant Location	Fixed power plant located adjacent to the Access Road (See Figure 2 of Attachment 1)	Removed as location is already included in 'Disturbance Footprint'.
Borrow Pits	Located along the Access Road route for the construction activities	Removed as location is already included in the 'Disturbance Footprint'.

Abbreviations:

tph – tonnes per hour

tpa – tonnes per annum

GL/annum – gigalitres per annum

List of Figures:

- Figure 2 – Revised proposal area disturbance footprint (URS 2011, Job No 42907635)

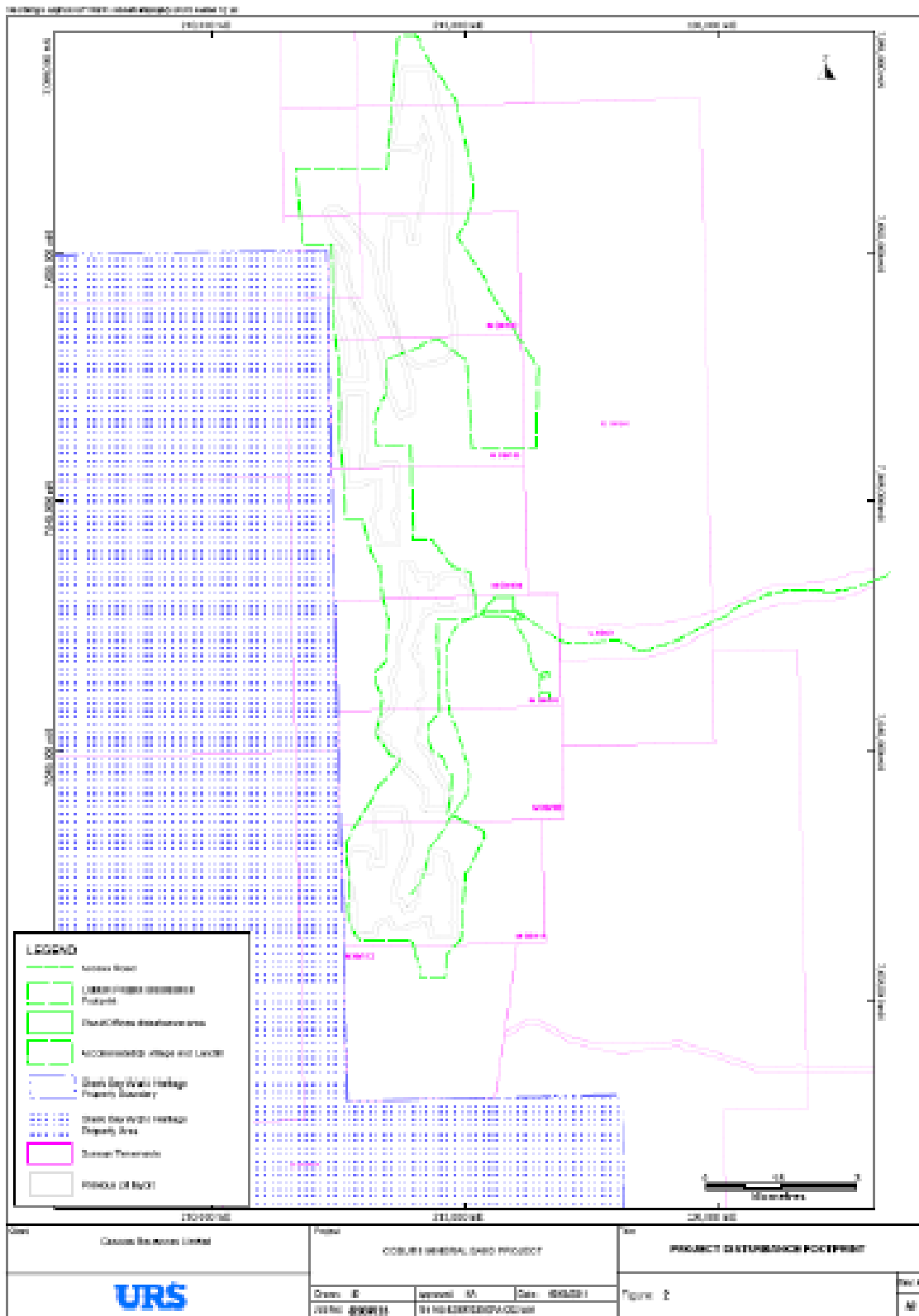
Note 1: The "proposal area" is defined as all areas where disturbance will occur through the mining of pits, placement of infrastructure, borrow pits, haul roads, access road, accommodation camp, power plant and other facilities.

Dr Chris Whitaker
DEPUTY CHAIRMAN
Environmental Protection Authority
under delegated authority

Approval date: 21 September 2011

MINUTES OF THE ORDINARY COUNCIL MEETING

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Attachment 3 to Ministerial Statement 723

Change to proposal under section 45C of the *Environmental Protection Act 1986*

This attachment replaces Schedule 1 and all previous attachments in Ministerial Statement 723

Proposal: Coburn Mineral Sand Project

Proponent: Gunson Resources Limited

The Proposal (Assessment No.1491)

Development of the Coburn Mineral Sand Project, 84 kilometres Southeast of Denham in the Shire of Shark Bay. This involves the excavation and processing of a low-grade heavy mineral sand deposit which will be trucked 250 kilometres south to Geraldton for direct export.

Changes:

To remove time restrictions on the:

- "Rate of Mining", and the "Rate of Processing"; and
- "Estimated Volume of Tailings".

Key Characteristics Table:

<u>Element</u>	<u>Description of proposal</u>	<u>Description of approved change to proposal</u>
Project Life	Not more than 18 years.	Not more than 18 years.
Rate of Mining	Approximately 2,300 tph for the first two years. Approximately 4,600 tph from year 3 (~18 million tpa for Years 1 and 2, and not more than 36 million tpa from year 3).	Approximately 4,600 tph (not more than 36 million tpa).
Disturbance Footprint	Not more than 3,695 hectares.	Not more than 3,695 hectares.
Rate of Processing	Approximately 2,200 tph for the first two years. Approximately 4,400 tph from year 3 (~145,000 tpa of Heavy Mineral Concentrate from Year 1, and not more than 300,000 tpa from Year 3).	Approximately 4,400 tph (not more than 300,000 tpa of Heavy Mineral Concentrate).

MINUTES OF THE ORDINARY COUNCIL MEETING

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<u>Element</u>	<u>Description of proposal</u>	<u>Description of approved change to proposal</u>
Estimated Volume of Tailings	Approximately 4,360 tph from Year 3.	Approximately 4,360 tph.
Volume of Process Water	Up to 18 GL/annum from Year 3.	Up to 18 GL/annum from Year 3.

Note: Text in bold in the Key Characteristic Table, indicates change/s to the Proposal.

List of Figures: Figures 1 to 4 replace all Figures in Schedule 1.

Figures (attached)

Figure 1 – Regional location of Coburn Project

Figure 2 – Coburn Mineral Sand Project Mine Layout and Disturbance Footprint

Figure 3 – Location of Vegetation Communities S5 and S10 within the Project Area

Figure 4 – Proposed conservation offset area

Approved 10 April 2014

Dr Paul Vogel
 CHAIRMAN
 Environmental Protection Authority
 Under delegated authority



Figure 1: Regional location of Cobum Project

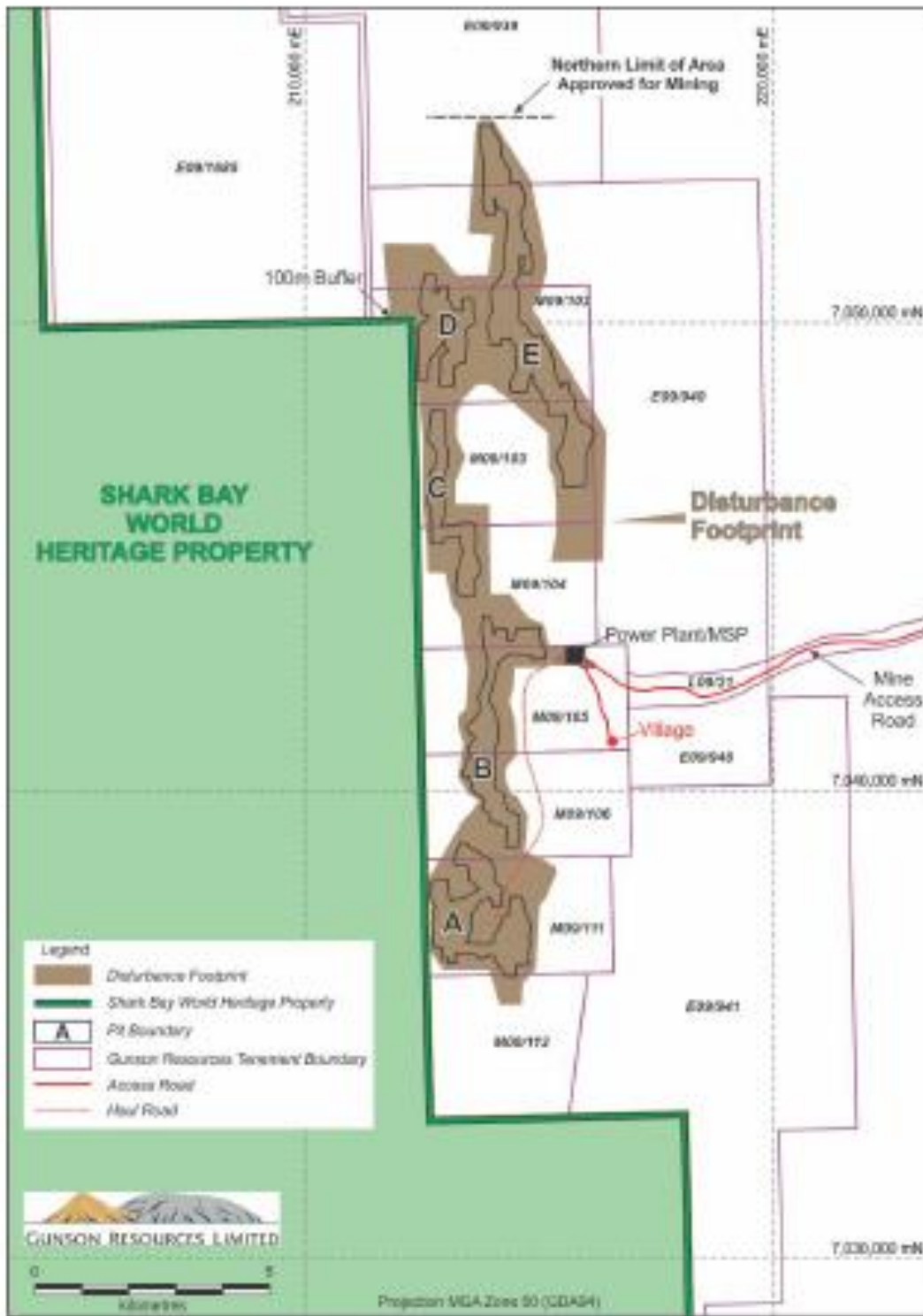


Figure 2: Coburn Mineral Sand Project Mine Layout and Disturbance Footprint

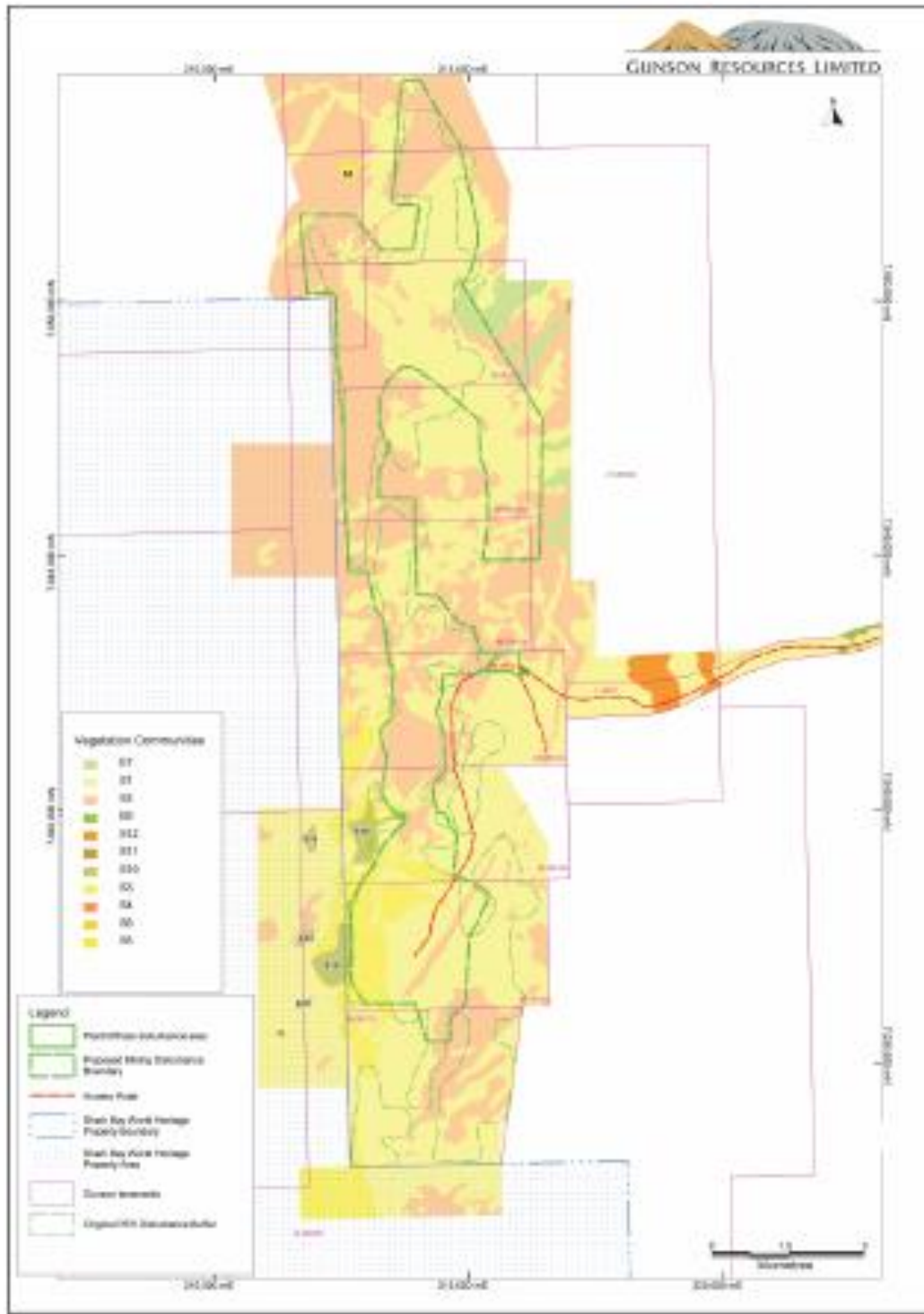


Figure 3: Location of Vegetation Communities S5 and S10 within the Project Area

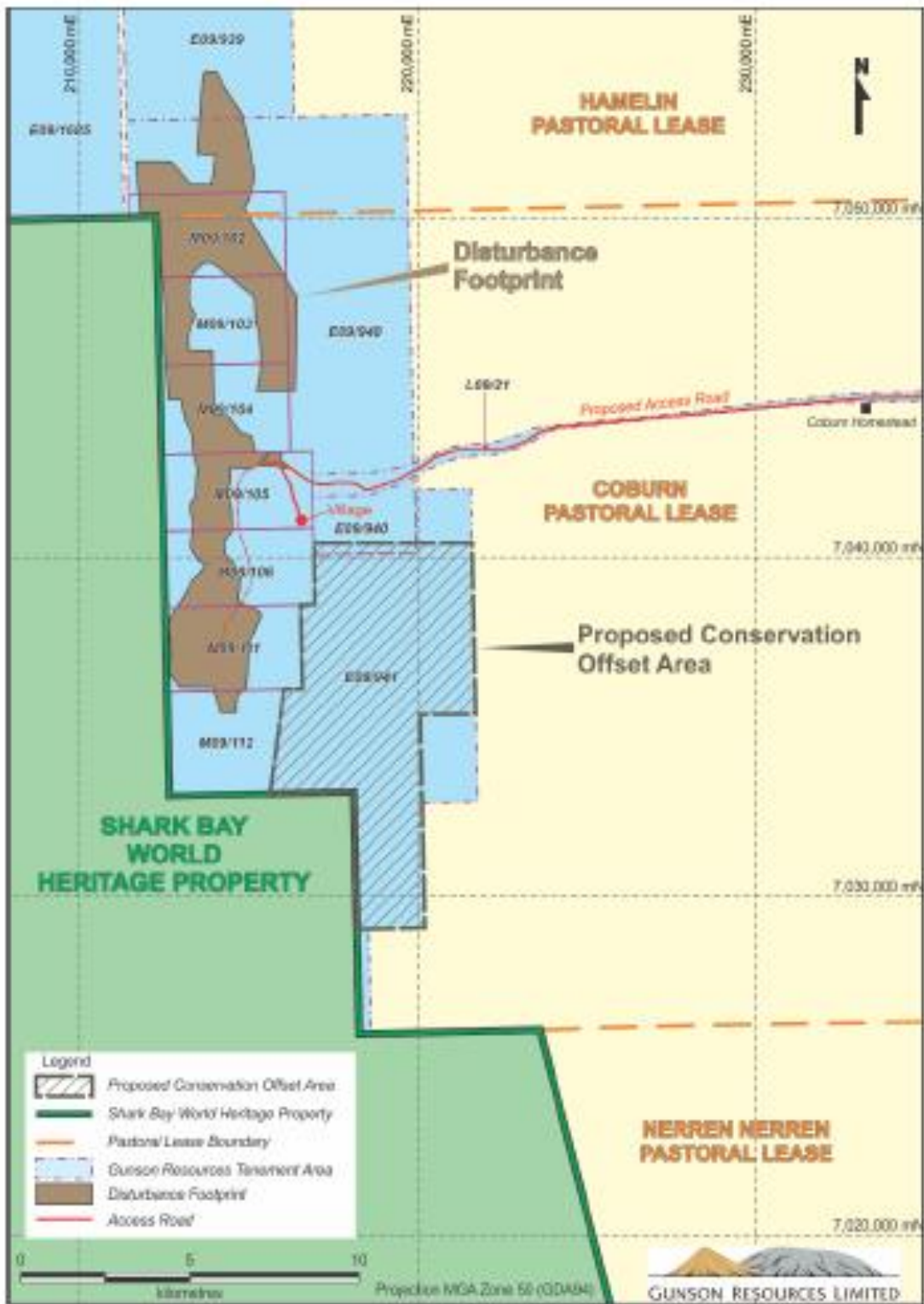


Figure 4: Proposed conservation offset area

ATTACHMENT # 3 – see confidential attachment

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14.0 TOURISM, RECREATION AND CULTURE REPORT

14.1 SHARK BAY ECONOMIC SURVEY
CM00020, CM00001 & FM00006

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Burton
Seconded Cr Cowell

Council Resolution

That Council note the findings of the Shire of Shark Bay Business and Economic conditions survey and approve the document for public distribution and incorporate, where considered appropriate, the key findings and suggestions in the 2020 review of the Shires Strategic Plan.

5/0 CARRIED

BACKGROUND

The survey of Shark Bay Businesses and Organisations was developed and implemented by Urbis emerged out of the Shire of Shark Bay's requirement to better understand how business confidence and economic conditions in Shark Bay are trending over and above anecdotal reports.

- The purpose of the survey and the associated analysis is to provide the Shire with an evidence base to inform its planning and investment decisions around community infrastructure and service provision.
- The project was funded through the Federal Government's Building Better Regions Fund – Community Investment Stream.
- The survey methodology was to email a 25 question on-line survey (through Survey Monkey online survey tool)
- The survey methodology is intend to be repeatable at (nominally) two year intervals to enable and develop a longitudinal analysis of business confidence and conditions in Shark Bay into the future.

COMMENT

The survey findings overall were positive and appears to support the councils efforts in improving infrastructure and promotion of the area. This combined with increased private investment has led to a positive economic outlook

The survey results and key findings were as follows:

Of the survey respondents, 74% had some exposure to accommodation and / or tourism services.

The substantial majority were small businesses that had a long association with Shark Bay and which operate all year round.

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76% of respondents had 12 month revenues below \$1.5 million with more than half below \$500,000. This underscores the importance of small business to the Shark Bay community.

Profit margins are slim, particularly at the lower end of the revenue range. Slim margins can often equate to the proprietor's wage and can constrain reinvestment options for small businesses.

The surveyed respondent employed 259 people, equivalent to about 62% of the Shark Bay local government area reported in the 2016 census.

There is an average of 4.9 employees per business (including the business owner) with a strong bias towards part time employment.

While conditions over the past 12 months have been relatively volatile compared to three year period prior to the survey, 43% of businesses reported an increase in revenue. There has been a general medium term improvement in business conditions with a strong 69% reporting an increase in revenues of at least 10% over the past three years.

There is no overarching single reason cited for the improvement in business conditions although it is notable that the improvement in conditions has coincided with the investment in the foreshore redevelopment and other infrastructure investments by the Shire.

The outlook for business and economic conditions, visitor activity and employment intentions reported by the survey respondents is strongly positive.

Air services provided by Regional Express Airlines were generally viewed favourably more than 42% of respondents rating the service as good to excellent.

Implications and Recommendations

Analysis of the respondent reported revenue bands and rates of change in business revenues over the past three years points to an approximate 70% increase in Shark Bay business revenues over the past three years. This is a very positive result.

The positive environment of the past three years appear to reverse the 2011-2016 contraction in employed people and labour force reported in the 2016 census.

The positive three-year outlook suggests a continuation of a growth trajectory (barring major shocks), although individual businesses may face challenges.

Respondent feedback, and the imperatives of economic development, suggest that the shire (and by association, the shire community and businesses) should, going forward, focus on capacity building and supporting business in shark bay. This extends to exploring options of further developing tourism related infrastructure and events designed to generate both community cohesion and ownership, and visitor activity.

The document included the opportunity for those survey to consider in their opinion what the Shire can undertake to contribute to the ongoing economic development of the Shire.

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WHAT CAN THE SHIRE DO?

The introduction of new / expanded tourism related infrastructure is the most favoured suggestion for Shire actions.

This may include a range of options including fishing jetties, walk and bike trails, dive trails, outdoor art and so forth.

Implied in these response is the preference for specific activity generating investment as opposed to 'conventional' civic infrastructure and facilities like lighting, shade and footpaths.

There was also solid support for promotion and management of events and festivals as a way of generating visitor interest in Shark Bay. Respondents also favoured the Shire taking a more active role in advocating for increased services in Shark Bay.

A key point here is the extent to which the Shire can control or influence elements to stimulate economic and visitor activity in Shark Bay. While the Shire has limited capacity to determine the resource allocation decisions of state agencies, it can extend its relationships with external stakeholders to lobby for resource allocation in Shark Bay.

A further component of the report included the opportunity for additional suggestions and the following was put forward in their order of preference;

Introduce new tourism products / infrastructure (e.g. dive / snorkel trails, fishing jetties etc.)

Support / project manage community events / festivals

Advocate for other agencies to establish / extend a presence in Shark Bay (e.g. health, education, police, research organisations etc.)

Improve streetscape infrastructure (e.g. lighting, signage, footpaths)

Improve facilities in public areas (e.g. toilets, barbeques, seating, shade etc.)

Improve / expand public open space

Other Suggestions included the following:

Develop a marina

Renaming Denham to Shark Bay

Working with tourism operators to see better coordination of key tourism elements

Introduction of a 4WD track from Kalbarri to Shark Bay

Attraction of permanent GP services

Develop outdoor art trails

Promote Shark Bay as a fishing and wilderness destination

The Council can now consider the suggestions further in line with its annual Strategic Plan review and incorporate funding, staff resources and/or strategies to address specific items that the Council resolves to further advance.

It is also pleasing to see that a number of the suggestions raised currently are incorporated into the Councils current Strategic Plan, either as a direct action or in an advocacy to lobby for the services.

LEGAL IMPLICATIONS

There are no legal implications with this item

POLICY IMPLICATIONS

There are no policy implications with this item.

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FINANCIAL IMPLICATIONS

The Corporate Business Plan sets out the actions for the next 4 years in order to achieve the objectives in the Community Strategic Plan. The major projects over this time are expected to be funded by grant or reserve funds and the balance of actions will be funded from operations.

Any items additional to the adopted Strategic Resource Plan (Long Term Financial Plan) that Council identify from the survey can be included in the annual review and costed.

STRATEGIC IMPLICATIONS

Outcome 4.1 Shark Bay Council is efficient and effective in its operations, actively listens to the community and anticipates and responds to the community's needs.

4.1.2 Review, update and maintain operational plans.

RISK MANAGEMENT

There is minimal risk associated with this item

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

26 June 2019

31 JULY 2019

14.2 SHARK BAY COMMUNITY MEN'S SHED
RES36153 / RES24426 / RES40498

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

That Council authorise the Shire Administration to investigate new potential development sites for Shark Bay Men's Shed to utilise the existing water, power and sewage connection:

1. Adjacent to the Shark Bay Recreation Centre on Shire Reserve 36153
2. Adjacent to the Herald Denham Centre Units on Shire Reserve 24426 or 40498

And

That Council authorise for the Shire Administration to re-apply for a Lotterywest grant on behalf of the Shark Bay Men's Shed at a new location identified by Council.

AMENDMENT TO OFFICERS RECOMMENDATION

Reason: The Council considered that a preference should be placed on investigating the suitability of Reserve 24426 or 40498 and amended the recommendation.

Moved Cr Bellottie

Seconded Cr Fenny

Council Resolution

That Council authorise the Shire Administration to investigate new potential development sites for Shark Bay Men's Shed to utilise the existing water, power and sewage connection:

- 1. Adjacent to the Shark Bay Recreation Centre on Shire Reserve 36153**
- 2. Adjacent to the Herald Denham Centre Units on Shire Reserve 24426 or 40498**

with the priority on investigating the suitability on Reserves 24426 or 40498.

And

That Council authorise for the Shire Administration to re-apply for a Lotterywest grant on behalf of the Shark Bay Men's Shed at a new location identified by Council.

5/0 CARRIED

BACKGROUND

The Shark Bay Men's Shed was formed on the 8 March 2018 followed by an Annual General Meeting on the 18 July 2018.

At the October 2018 Ordinary Council Meeting, Council agreed to the provision of up to \$20,000 in the draft 2019/2020 budget for site works on Shire Reserve 40344 adjacent to Shark Bay Bowling, Sport and Recreation Club Inc. for the development of the Shark Bay Men's Shed. Consequently the Shire Administration applied for a Lotterywest grant on behalf of the Shark Bay Men's Shed on 21 March 2019.

MINUTES OF THE ORDINARY COUNCIL MEETING

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The Lotterywest application budget summary:

Supplier	Items	Amount (\$)
Lotterywest	<ul style="list-style-type: none">ContractorsMaterials	\$146,779.00
Shire of Shark Bay	<ul style="list-style-type: none">\$20,000 site works\$9,941 land value	\$29,941.00
Shark Bay Men's Shed	<ul style="list-style-type: none">LabourDraftingEngineering	\$19,300.00
Total:		\$196,020.00

The Shire's application received feedback from Lotterywest on 11 June 2019 and stated the application of \$146,799.00 was inadequate cost to construct a building for 21 Men's Shed members and the building didn't provide an opportunity for dual use with other community groups.

Upon reviewing the Lotterywest feedback, the Shark Bay Men's Shed do not wish to proceed with the location at the Shire Reserve 40344 adjacent to the Shark Bay Bowling, Sport and Recreation Club Inc. The Shark Bay Men's Shed President has requested for the Shire Administration to investigate new potential development sites for Shark Bay Men's Shed.

There are two possible potential sites located on Shire Reserves:

1. Adjacent to the Shark Bay Recreation Centre on Shire Reserve 36153
2. Adjacent to the Herald Denham Centre Units on Shire Reserve 24426 or 40498

The above mentioned possible sites may potentially decrease cost of site works by utilising existing water, power and sewage connection and provide a suitable community co-location.

COMMENT

With the Shark Bay Men's Shed being constructed on Shire Reserve, it is advantageous that the Shire place an in-kind value on the land on which the shed is to be constructed. This value will form part of the Shire's in-kind contribution towards the Lotterywest grant application.

The Shire Reserve 36153 & 24426 currently do not have an official listed land value. Consequently the Shire Administration wishes to reflect the same price (\$9,941.00) from the original location adjacent to the Shark Bay Bowling, Sport and Recreation Club Inc. With the site works already proposed in the 2019/2020 budget the Shire's total in-kind contribution of \$29,941.00 will remain the same towards the new Lotterywest grant application.

Lotterywest will support applications for the purchase of a building or, construction, fit-out and/or renovations to a building. This can be to house organisations delivering services to the community or providing community meeting places or to co-locate multiple community service organisations. (Ref: lotterywest.wa.gov.au).

For community groups who are not registered for Goods and Services Tax (GST) Lotterywest will only allow a grant of up to \$15,000. Given this scenario, it is recommended that the Shire Administration continue with the application on behalf of the Shark Bay Men's Shed.

31 JULY 2019

The two potential development sites have the land capacity for the proposed Shark Bay Men's Shed building of 120m².

1. The potential location adjacent to the Shark Bay Recreation Centre will be beneficial to the recreation precinct by contributing active recreation activities to the precinct. Parking is currently provided on site at the Shark Bay Recreation Centre, additional parking can be increased behind the building if required.
2. The potential location adjacent to the Herald Denham Centre Units provides an accessible location for the tenants at the Herald Denham Centre Units. This location may also support the increase of future Men Shed members.

Participation in active recreation contributes to an individual's mental and physical well-being, and the development of strong networks and support structures within the community. The Shark Bay Men's Shed supports the Shire's Strategic Community Plan and will contribute to the community's recreation activities by providing opportunities during the shed's proposed operating hours of Monday – Friday from 9am to 3.30pm.

Since the original Lotterywest grant application, the Shark Bay Men's Shed have confirmed their membership has increased to 29 members. Shark Bay Men's Shed will require to update their Business and Marketing Plan to demonstrate the new building will provide a co-location for other community groups to use, when appropriate. The Shark Bay Men's Shed will provide additional information regarding the Shed's operating hours, proposed program schedule and the Association's estimated 2019/2020 income and expenses. This information will support the Shire's business case and highlight dual use of the building, in response to Lotterywest's feedback.

The new Lotterywest grant application will include the following documentation to support the new proposal:

- Site drawings on the appropriate Shire Reserve
- Rectified budget
- Rectified Shark Bay Men's Shed Business and Marketing Plan
- Letter of support from community groups.

LEGAL IMPLICATIONS

Reporting, budget and acquittal requirements under the Lotterywest Grant Agreement.

POLICY IMPLICATIONS

There are no policy implication relating to this report

FINANCIAL IMPLICATIONS

\$20,000.00 allocated to site works from 2019/2020 Budget.

\$9,941.00 Shire in-kind contribution towards reserve land.

STRATEGIC IMPLICATIONS

3. Social: A safe, welcoming and inclusive community
- 3.1 Strong sense of spirit and pride in an inclusive community

RISK MANAGEMENT

There are no risks associated with this item.

VOTING REQUIREMENTS

Simple Majority Required

31 JULY 2019

SIGNATURES

Author
Chief Executive Officer
Date of Report

C. Uszko
P Anderson
19 July 2019

ATTACHMENTS

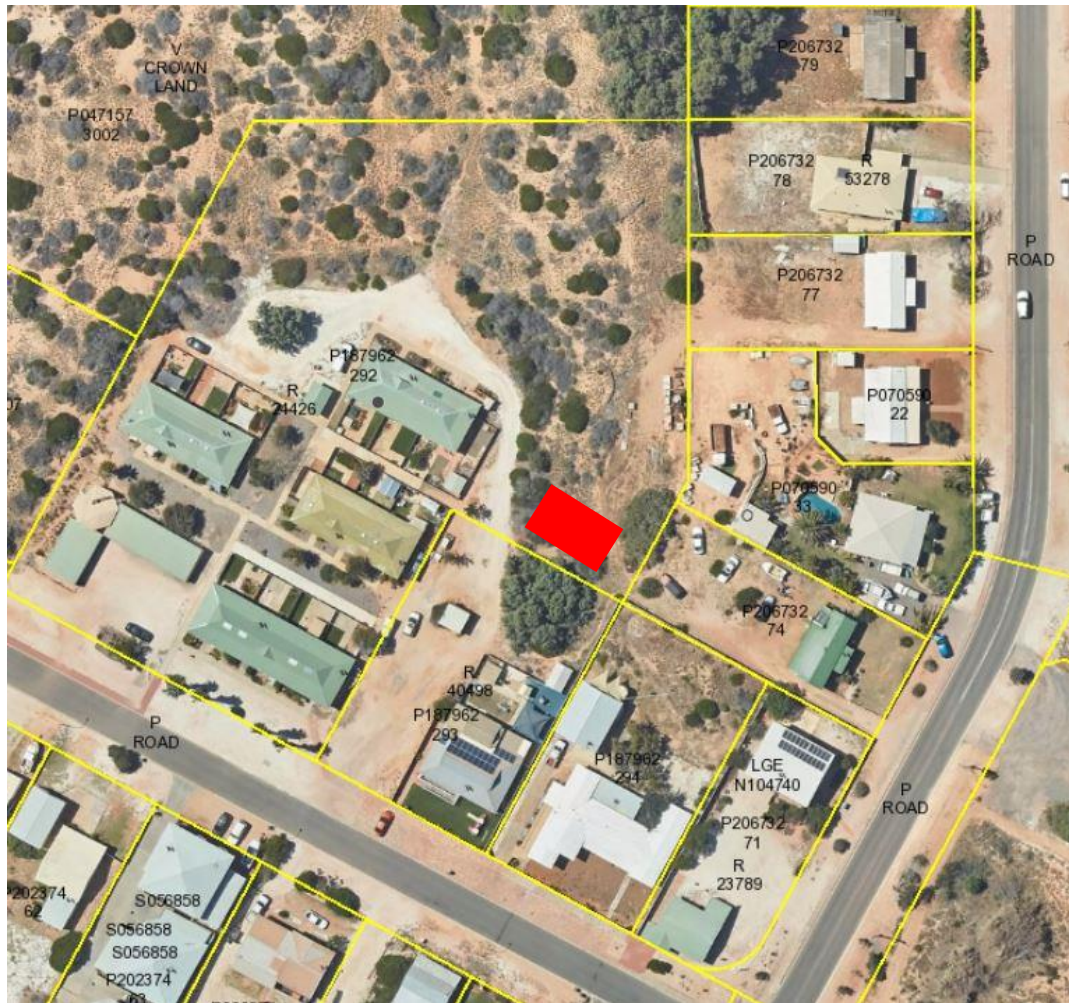
1. Adjacent to the Shark Bay Recreation Centre on Shire Reserve 36153



- Proposed Men's Shed on Shire Reserve 36153
- Previous proposed Men's Shed location on Shire Reserve 40344

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2. Adjacent to the Herald Denham Centre Units on Shire Reserve 24426 or 40498



■ Proposed Men's Shed on Shire Reserve 24426 or 40498

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15.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Moved Cr Cowell
Seconded Cr Burton

Council Resolution

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

16.1 Shark Bay Salt Site License

16.2 Application for use of the Town Common

5/0 CARRIED

16.1 SHARK BAY SALT SITE LICENSE
P3001

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Burton
Seconded Cr Cowell

Council Resolution

That Council note and endorse the affixing of the Council seal and signing by the President and Chief Executive Officer of the license between the Shire of Shark Bay and the Shark Bay Resources Pty Ltd for the installation of transmission equipment at the Shire Depot and Shark Bay World Heritage Discovery and Visitor Centre.

5/0 CARRIED

BACKGROUND

The Shire depot and Shark Bay World Heritage Discovery and Visitor Centre are both located on reserves vested in the Shire.

The Council with the introduction of satellite television services constructed a digital television and radio transmission service which is situated at the Shire Depot.

The facility has a television and radio facility that comprises a purpose built air-conditioned room, a mast and satellite dishes.

The equipment room and mast was originally designed to have capacity for additional equipment as required.

COMMENT

Shark Bay Recourses embarked on a project to upgrade their communications equipment and through discussions with the Shire administration have established that the Shires mast and equipment room with an additional small satellite dish at the roof

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

of the Shark Bay World Heritage Discovery and Visitor Centre would provide what is required.

The Depot and the Shark Bay World Heritage Discovery and Visitor Centres and both situated on reserves and the administration when considering the request by Shark Bay Resources consider that to ensure security of tenure and clarity of responsibilities, a license to occupy is the most effective agreement to enter into by both parties.

The licenses ensures that any proposed transmissions and equipment must not interfere with the Councils transmissions of the television and radio equipment.

The area that could be allocated to Shark Bay Resources will have minimal impact upon any future equipment the Shire may erect and the licence also has at item 7 a tenure term of 3 years with two options of another 2 years each (7) year's total.

LEGAL IMPLICATIONS

There are no policy implications relative to this report

POLICY IMPLICATIONS

There are no policy implications relative to this report

FINANCIAL IMPLICATIONS

The license includes a \$3,000 per annum (indexed by CPI) license fee payable to the Shire and the payment of all utilities associated with the operation of Shark Bay Resources equipment.

The Shire has no Obligation to maintain Shark Bay Resources equipment and any damage to the Shires facilities by the installation of Shark Bay Resources equipment is also their responsibility.

STRATEGIC IMPLICATIONS

Addresses Council's objective Outcome 1.6

To enhance the provision of adequate boating/recreational facilities that meets the needs of the general community.

RISK MANAGEMENT

There is minimal risk associated with this proposal, the majority of identified risks have been mitigated by the proposed license.

Any risk to councils existing equipment and transmission will also be assessed prior to and following the installation of Shark Bay Resources equipment.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

29 July 2019

31 JULY 2019

16.2 APPLICATION FOR USE OF THE TOWN COMMON
RES49809

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Bellottie

Seconded Cr Cowell

Council Resolution

That the administration be requested to liaise with the Denham Dirt Karts Association (Inc.) to identify a suitable site to establish a site for their proposed operations of a dirt kart track and report back to Council.

5/0 CARRIED

Background

The Shire of Shark Bay has a Management Order on Reserve 49809 which has a current purpose classified as Town Common. The area of the reserve is 1,139.223 hectares.

The Council in 2009 considered a policy in relation to the common and advertised the policy for comment. (Attached at end of the item) it is unclear if the policy was formally adopted, however the principles of the policy appeared to have been put into place.

The license allowed for an applicant to apply for a term of up to five years.

Given the area is Reserve vested in the Council the Council Property Local Laws can be applied to this area.

There are currently 3 licenses issued to utilise an area of the common, they are:

Mrs Margaret Hargreaves

License Issued 1 July 2015 expires 30 June 2020

Area 1,500m²

Mr Henk Van Eek

License issued 1 July 2015 expires 30 June 2020

Area 5 Hectare

Mr Gary Desmond and Mr Harold Hoult

License Issued 1 July 2015 expires 30 June 2020

Area 15 hectares

There are conditions on the issued licenses relating to the tenure and stock control devices relevant to the license approval which will be further investigated to ensure compliance with the original approvals issued.

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Comment

A request for an area of the common has been submitted by Mr Des Matthews on behalf of Denham Dirt Karts Association Inc. (attached at end of the item).

Denham Dirt Karts Association Inc. has identified the area that they would like to occupy which is an area that has previously been occupied and used for the stocking of horses of horses.

The common has predominately been utilised for the tenure of stock and the management order vesting refers only to the area as common and council has the condition that

The shire of shark bay reserves the right to refuse the issue of a license for an activity that is not considered appropriate to reserve 49809 – common.

The application states the purpose is to create a dirt kart track for members. There is no further detail in regard to the area required for the track and the amount of clearing of the vegetation that would be required to facilitate the track.

The application does not provide any information in regard to why this activity is not being undertaken at the speedway facility, but It is understood that there are safety restrictions, policies and conditions of use that apply to the speedway vehicles that must also be applied to the dirt karts.

The will ensure compliance with the councils policy and conditions imposed on other licenses that have been issued for occupation of the common.

Legal Implications

The council has a policy in place in regard to use of the common which should be adhered to by all users

The council property local law also has clauses that refer to the behaviour of individuals who utilise council property.

Any application for use of the common needs to be in the first instance approved by the council and then by the Minister for lands.

The use of the common for purposes other than stock tenure may not be in line with the designated purpose of the reserve and council and the minister would have to agree to an amendment to the purpose of the reserve.

Policy Implications

The council policy does not clearly indicate that an area approved under licence is required to be fenced.

Financial Implications

The currently fees for ongoing use of the common is \$500per annum and the applicant will need to supply a copy of their Certificate of Currency for Public Liability Insurance once the Minister for Lands has issued approval.

Strategic Implications

There are no strategic implications relative to this report.

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Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

15 July 2019

Policy for the Occupation and use of the Town Common

- a) The shire is to maintain a register of all occupiers of the town common along with the following base data;
 1. The area and location of land being utilised along with the specific infrastructure thereon.
 2. The number of stock being grazed.
 3. Other activities that are being undertaken. E.g., sand extraction, trail bike riding etc.

- b) Occupiers of the town common
 1. All occupiers of the town common will require a license to be granted for the designated purpose of occupation of the town common for a term not exceeding (5) years and be subject to the approval in writing from the minister for lands.

The approved licence will specify all current activities undertaken pursuant to the licence and detail any conditions of approval relative to that occupation.

- c) Reporting Requirements
 1. A report will be provided to council on an annual basis detailing current occupiers of the town common that includes their infrastructure, stock

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details, cubic metres of sand removed and other details of change that may have occurred.

- d) General Policy Statement for Occupiers
1. All occupiers of the town common will observe basic requirements for its occupation.
 2. Activities are to be controlled and maintained to ensure long term environmental sustainability and ultimate re-instatement of its land use.
 3. Due respect is to be observed to other occupiers of the town common with regard to mutual required services and infrastructure.
 4. Activity infrastructure will be required to be set back a specified distance from the access road as determined by the shire.
 5. An area stock control device will be required to access the town common.
 6. Speed limits will be specified on the access road within the town common.
 7. Occupiers of the town common are required to address issues of concern directly to the shire and not to other occupiers.
- B) That “General Policy Statement for occupiers” includes licensed occupiers of the common are to ensure that all activities conform to any relevant legislation/statutory requirements.
- C) That current occupiers/users of the Town Common be advised that they will be required to apply for a license to occupy and or utilise the Town Common for whatever purpose by 31 March 2009.

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019



REGISTER NUMBER 3005/DP54344	
DUPLICATE SYSTEM N/A	DATE DUPLICATED/ISSUED N/A

**RECORD OF QUALIFIED CERTIFICATE
OF
CROWN LAND TITLE**
UNDER THE TRANSFER OF LAND ACT 1893
AND THE LAND ADMINISTRATION ACT 1997

VOLUME
LR3147

PAGE
378

NO DUPLICATE CREATED

The undemonstrated land is Crown land in the name of the STATE of WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

R. Roberts
REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 3005 ON DEPOSITED PLAN 54344

**STATUS ORDER AND PRIMARY INTEREST HOLDER:
(FIRST SCHEDULE)**

~~STATUS ORDER/INTEREST: RESERVE UNDER MANAGEMENT ORDER~~

PRIMARY INTEREST HOLDER: SHIRE OF SHARK BAY OF PO BOX 126, DENHAM
(XE K668081) REGISTERED 28 JULY 2008

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)**

1. K668080 RESERVE 49809 FOR THE PURPOSE OF COMMON REGISTERED 28.7.2008.
K668081 MANAGEMENT ORDER. CONTAINS CONDITIONS TO BE OBSERVED.
REGISTERED 28.7.2008.

Warning: (1) A current search of the deeds of the land should be obtained where detail of position, dimensions or area of the lot is required.
Let as described in the land description may be a lot or location.
(2) The land and interests etc. shown herein may be affected by interests etc. that can be, but are not, shown on the register.
(3) The interests etc. shown herein may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: DP54344 (SHEET 1,2).
PREVIOUS TITLE: LR3123-797.
PROPERTY STREET ADDRESS: NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AREA: SHIRE OF SHARK BAY.

NOTE 1: K668080 CORRESPONDENCE FILE 11819-1508-0390

MINUTES OF THE ORDINARY COUNCIL MEETING

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DUPLICATE

FORM LAA-1023

SECTION 48

WESTERN AUSTRALIA
LAND ADMINISTRATION ACT 1997
TRANSFER OF LAND ACT 1993 AS AMENDED

MANAGEMENT ORDER (XE)

RESERVE DESCRIPTION (NOTE 1)

49809

EXTENT

Whole

VOLUME

3147

FOLIO

378

MANAGEMENT BODY (NOTE 2)

Shire of Shark Bay of PO Box 126, Denham WA 6537

CONDITIONS (NOTE 3)

(i) To be used for its designated purpose of "Common" only.
(ii) Power to licence for the designated purpose is granted for the whole or any portion thereof for any term not exceeding five (5) years from the date of licence subject to the approval in writing of the Minister for Lands being first obtained to each and every licence pursuant also to the provisions of Section 13 of the Land Administration Act 1997.

THE MINISTER FOR LANDS (IN THE NAME OF AND ON BEHALF OF THE STATE OF WESTERN AUSTRALIA) ORDERS THAT THE CARE, CONTROL AND MANAGEMENT OF THE ABOVE RESERVE BE PLACED WITH THE ABOVE DESCRIBED MANAGEMENT BODY FOR THE PURPOSE FOR WHICH THE LAND IS RESERVED UNDER SECTION 41 OF THE LAND ADMINISTRATION ACT 1997, AND FOR PURPOSES ANCILLARY OR BENEFICIAL TO THAT PURPOSE SUBJECT TO THE CONDITIONS STATED ABOVE

Dated this 28th day of July in the year 2008

ATTESTATION



SENIOR STATE LAND OFFICER
STATE LANDS - MID WEST
STATE LAND SERVICES

31 JULY 2019

SHIRE OF SHARK BAY

65 Knight Terrace
Denham WA 6537
PO Box 126 Denham WA 6537

RES49809



Telephone (08) 9948 1218

Facsimile (08) 9948 1237

Email admin@sharkbay.wa.gov.au

All correspondence to the
Chief Executive Officer

**APPLICATION FOR USE OF PORTION OF
RESERVE 49809 - COMMON**

As a condition of the licence approval for the use of a portion of Reserve 49809 - Common, the Applicant acknowledges and agrees that:

- Occupation of the common will require that all activities conform with any relevant legislation or other statutory requirements, including the Reserve 49809 - Common Policy;
- Licence approval will be granted with the acknowledgment and agreement that the Shire of Shark Bay, its officials, employees and agents shall not be held responsible for personal injuries or damages sustained or property or stock lost or stolen on the Reserve;
- The Shire of Shark Bay reserves the right to refuse the issue of a licence for an activity that is not considered appropriate to Reserve 49809 - Common.

SIGNATURE: _____

DATE: 15TH JULY 2019

PLEASE PRINT FULL NAME: DES MATTHEWS

TELEPHONE NUMBER: 08 9948 1133

ADDRESS: 73-75 KNIGHT TERRACE, DENHAM 0427 334 008

* The person signing this application on behalf of an organization must have the authority to sign on behalf of said group or organization, and by signing this certifying that he/she has such authority.

CONTACT DETAILS

FIRST NAME:	<u>DES</u>
LAST NAME:	<u>MATTHEWS</u>
BUINESS/ORGANISATION NAME:	<u>DENHAM DIRT KARTS ASSOCIATION (INC)</u>
POSTAL ADDRESS:	<u>73-75 KNIGHT TERRACE DENHAM</u>
HOME PHONE NUMBER:	<u>08 9948 1133</u>
WORK PHONE NUMBER:	<u>0427 334 008</u>

MINUTES OF THE ORDINARY COUNCIL MEETING

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FAX NUMBER:

Reserve 49809-Common, Use

Please provide a short description of the activities that you wish to undertake at Reserve 49809 - Common. Eg: Stock tenure.

CREATE A DIRT GO-KART RACE TRACK FOR USE OF MEMBERS AND PARTICIPANTS

List the vehicles which will be used to access to Common?

COMMITTEE AND MEMBERS

What infrastructure or stock control devices will be utilised?
Please tick appropriate box.

Shed Caravan Shade structure Internal fences Gates

Location and Area in m² to be fenced Example:

USE EXISTING SHADE STRUCTURE

40m
800m² 20m

Or None of the above

Length of time you wish to utilize the Common within a period of 5 years?

5 years + longer

2
Shire of Shark Bay
Application for Use of portion of Reserve 49809 - Common

MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019

Stock Application

I herby apply for permission to occupy a portion of the Shire of Shark Bay Reserve 49809 Common for the following stock:-

- () horse/s
- () cattle
- () sheep
- () camels
- () chickens

N/A.

Other considerations that may be applicable? Eg: Special Circumstances.

On receipt of your application it will be placed in the Agenda for the upcoming Council meeting for approval of your licence. Once approved by the Shire of Shark Bay Council the licence will then be referred to the Minister of Land pursuant to the provisions of Section 20 of the *Land Administration Act 1997*. I accept that Annual fees will apply to this licence in accordance with Council's Fees and Charges.

I have read and understood all parts of the application for use of porting of Reserve 49809 - Common and am fully aware of all that is required of me as a lessee. I agree to abide by the Licence to Occupy once approved by the Minister of Lands. I have attached a copy of my Public Liability Insurance certificate.

Signed By Lessee

DES MATTHEWS ON BEHALF

Print full name:

DENHAM DIRT KARTS ASSOCIATION (INC)

Signed:

Date:

15TH JULY 2019

➤ **How to lodge this application**

BY POST;

Address the application to:

The Chief Executive Officer
Shire of Shark Bay
PO Box 126
Denham WA 8537

Courier or personal Delivery:

Shire Offices
65 Knight Terrace
Denham WA 8537

Electronically:

admin@sharkbay.wa.gov.au

Contact the Shire offices on:

Phone:

08) 9948 1218

Fax:

08) 9948 1237

E-mail:

admin@sharkbay.wa.gov.au

Web:

www.sharkbay.wa.gov.au

3

Shire of Shark Bay

Application for Use of portion of Reserve 49809 - Common

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Licence is subject to General Policy Statement upon and for the duration of occupation-

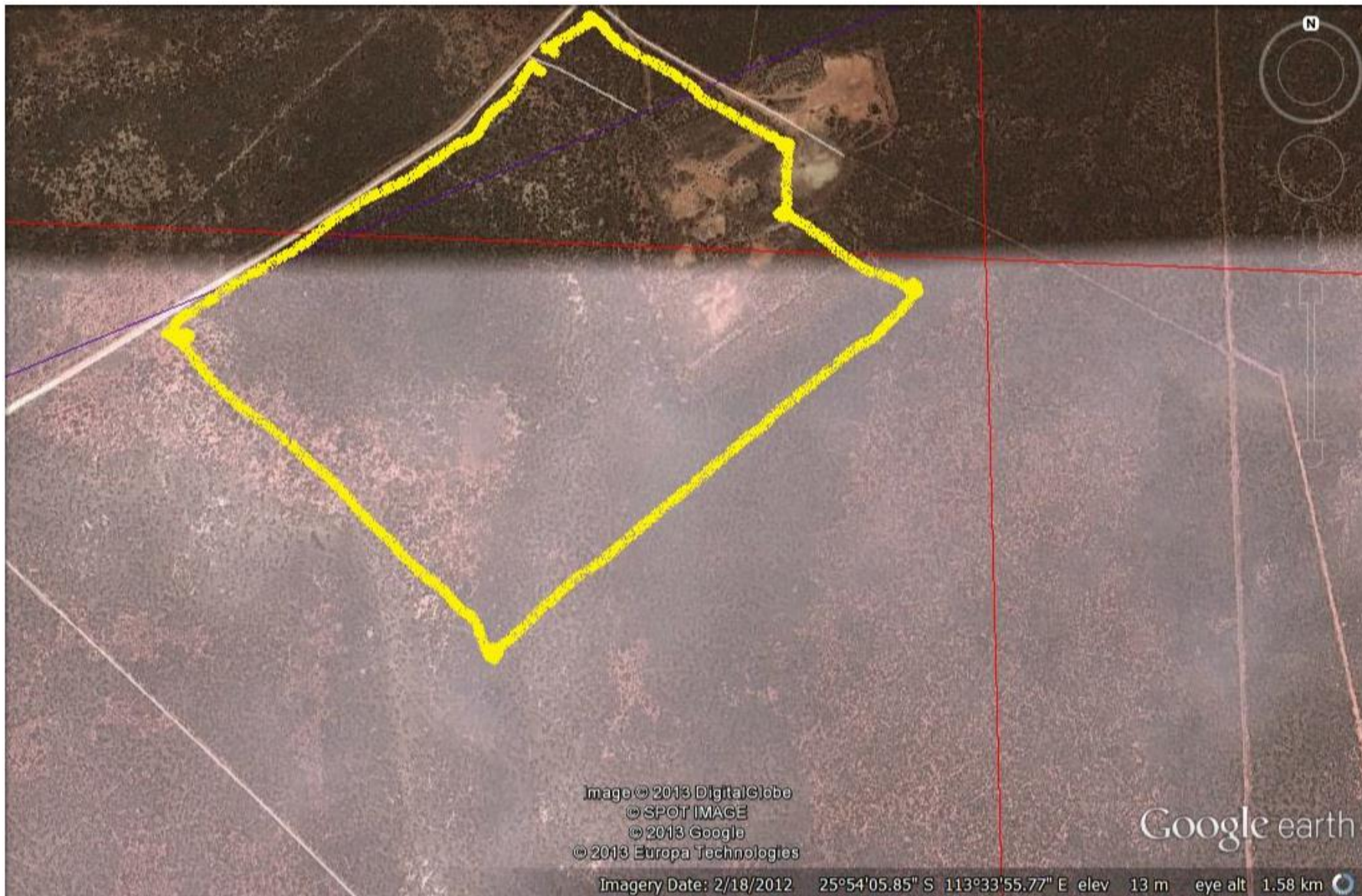
- *All occupiers of the Common will observe basic requirements for its occupation.*
- *All occupiers of the Common will ensure that all of their activities conform to any relevant legislation or other statutory requirement.*
- *Illegal activities of any nature are not to take place at the Common.*
- *The Shire of Shark Bay, its officials, employees and agents shall not be held responsible for personal injuries or damages sustained or property or stock lost or stolen on the Common.*
- *Activities are to be controlled and maintained to ensure long term environmental sustainability and ultimate re-instatement of its land use.*
- *Occupiers are to be responsible for any damages caused to the Common other than general deterioration of the site.*
- *The Common will be left clean and tidy; all rubbish etc is to be removed.*
- *Due respect is to be observed to other occupiers of the Common with regard to mutual required services and infrastructure.*
- *Occupiers are asked to contribute to a positive relationship with other Common users.*
- *The area utilized must have a stock control measure in place to secure their stock.*
- *Stock numbers must be maintained within the license approval. Any additional stock must be approved by Council.*
- *Activity infrastructure will be required to be set back a specified distance from the access road as determined by the Shire.*
- *Speed limits will be observed on the access and external road within the Common.*
- *Occupiers of the Common are required to address issues of concern directly to the Shire and not to other occupiers.*
- *Proof of current Public Liability Insurance to \$10,000,000.*

Failure to comply with these provisions may result in the cancellation of the licence to occupy.

7

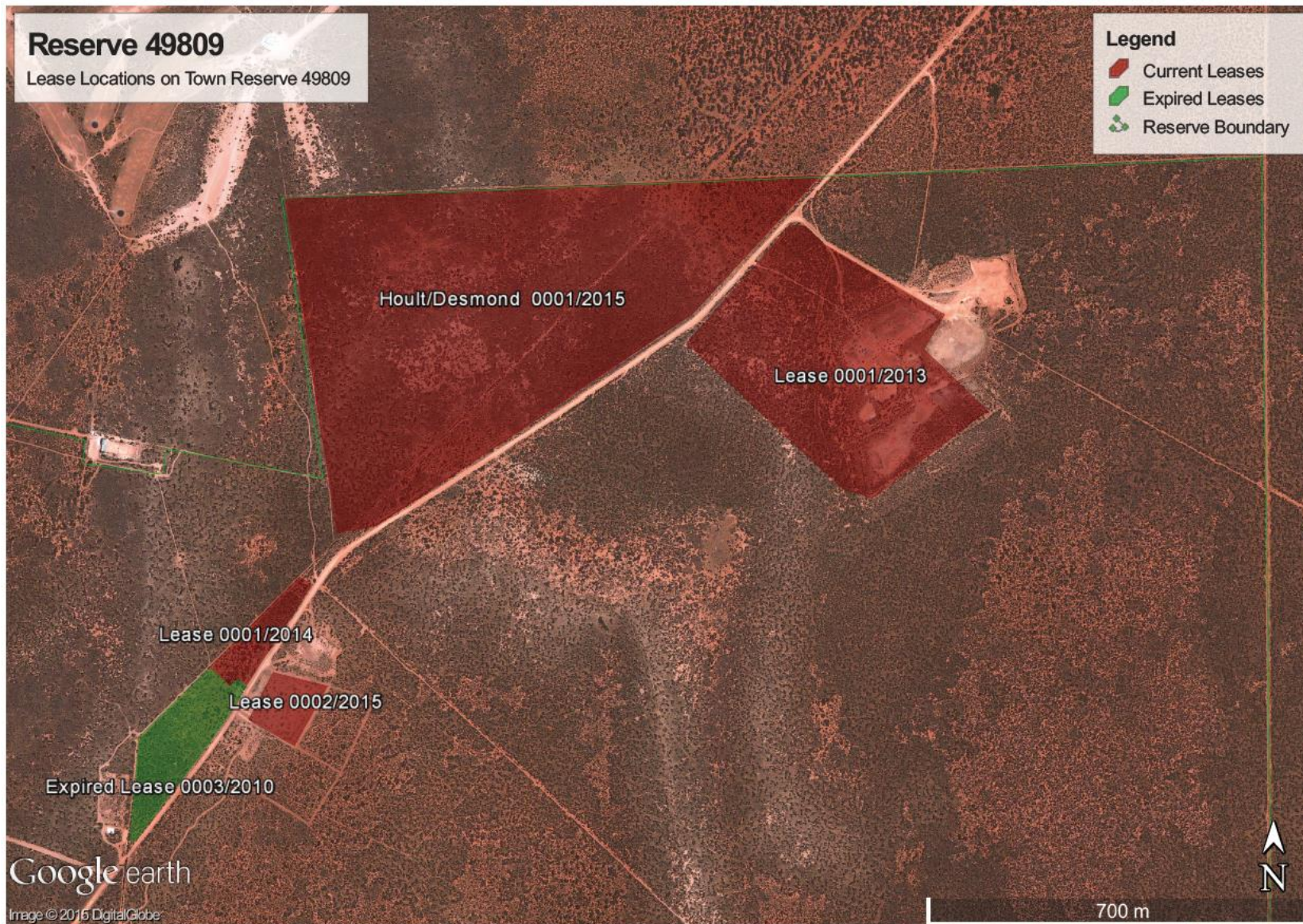
MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019



MINUTES OF THE ORDINARY COUNCIL MEETING

31 JULY 2019



31 JULY 2019

17.0 MATTERS BEHIND CLOSED DOORS

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

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

5/0 CARRIED

Mr Brian Galvin and visitors in the Gallery left the Council Chamber at 4.30 pm
Cr Bellottie left the Council Chamber at 4.30pm

17.1 WESTERN AUSTRALIAN PLANNING COMMISSION DECISION – LOT 149 DURLACHER STREET, DENHAM P1428

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Declaration of Interest: Cr Bellottie

Nature of Interest: Proximity Interest as the property is across the road from Councillors residence.

Moved Cr Fenny
Seconded Cr Cowell

Council Resolution

That Council consider the officers recommendation contained within the body of the confidential report.

4/0 CARRIED

Moved Cr Fenny
Seconded Cr Ridgley

Council Resolution

That Council:

- 1. Note that the Western Australian Planning Commission has requested that the Shire provide a list of conditions for their consideration of a 5 lot strata for Lot 149 Durlacher Street Denham (WAPC Ref: 84-19).**
- 2. Note that the Shire only provides recommendations and comments on strata applications that include vacant lots, and the application will be determined by the Western Australian Planning Commission.**
- 3. Authorise the Chief Executive Officer to advise the Western Australian Planning Commission that:**

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- (i) **The Shire does not agree with the Commission's interpretation of the Scheme requirements which clearly base a higher R40 density on having first achieved development approval and commencement of development. It is not logical that any strata subsequent to development approval be inconsistent in density or the number of dwellings / lots.**
- (ii) **Any decision to support the application will set an undesirable precedent for future applications for corner lots throughout Denham town site, which is disappointing given that the Shires Scheme was only approved by the Minister for Planning in October 2018.**
- (iii) **The Shire has no conditions to recommend as on approval for four grouped dwellings on Lot 149 it was not anticipated that any fifth strata lot could be created. The Commission should consider requiring easements for any shared party walls.**

4/0 CARRIED

Cr Bellottie returned to Council Chamber at 4.44pm

Moved Cr Fenny
Seconded Cr Ridgley

Council Resolution

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

5/0 CARRIED

18.0 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 28 August 2019, commencing at 3.00 pm.

19.0 CLOSURE OF MEETING

As there was no further business the President closed the Ordinary Council meeting at 4.46pm.