

SHIRE OF SHARK BAY MINUTES

17 December 2019

ORDINARY COUNCIL MEETING



Denham's Blue Tree – Shark Bay Information Bay





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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

TUESDAY 17 DECEMBER 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 Tuesday 17 December 2019 commencing at 3.08 pm.

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TUESDAY 17 DECEMBER 2019

1.0 DECLARATION OF OPENING

The President declared the meeting open at 3.08 pm.

2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell President
Cr L Bellottie
Cr J Burton
Cr G Ridgley
Cr M Smith
Cr P Stubberfield

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

APOLOGIES

Cr E Fenny Leave of Absence approved Ordinary Council meeting
27 November 2019 Item 5.1

VISITORS

Nil

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 3.09 pm and with no visitors in the gallery the President closed public question time at 3.09 pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

There were no applications for leave of absence presented to the December 2019 Ordinary Council meeting

6.0 PETITIONS

There were no petitions presented to the December 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 27 NOVEMBER 2019

Moved Cr Ridgely
Seconded Cr Cowell

Council Resolution

That the minutes of the Ordinary Council meeting held on 27 November 2019, as circulated to all Councillors, be confirmed as a true and accurate record.

6/0 CARRIED

8.0 ANNOUNCEMENTS BY THE CHAIR

An Australian Citizenship Ceremony will be conducted by the President during the Ordinary Council meeting in Council Chamber at 4.30pm.

The President also welcomed Ms Deb Wilkes as Executive Manager Community Development to the Shire of Shark Bay.

9.0 PRESIDENT'S REPORT

GV00002

Council Committee Membership

Member	Audit Committee
Member	Development Assessment Panel
Member (Chair)	Local Emergency Management Advisory Committee
Member (Chair)	Western Australian Local Government Association – Gascoyne Zone
Deputy Delegate	The Aviation Community Consultation Group
Ministerial Appointment	Gascoyne Development Commission

Meeting Attendance

26 November 2019	Community Information Session – Coastal Hazard Risk Management and Adaptation Plan
27	Ordinary Council Meeting and additional Coastal hazard Risk Management and Adaptation Plan presentation
29	Western Australian Local Government Association Gascoyne Zone meeting – Carnarvon
4 December 2019	Western Australian Local Government Association State Council Meetings - Perth
5	Thank a Volunteer event
6	Shire Seniors Christmas luncheon
6	Shire Staff Christmas Function
9	Citizenship Ceremony - Monkey Mia
9	Travel to Carnarvon – Gascoyne Development Commission Board
10	Gascoyne Development Commission Board Meeting
17	Citizenship Ceremony – Denham
17	Ordinary Council Meeting

MINUTES OF THE ORDINARY COUNCIL MEETING

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Signatures

Councillor

Councillor Cowell

Date of Report

9 December 2019

Moved Cr Ridgley

Seconded Cr Burton

Council Resolution

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

6/0 CARRIED

10.0 COUNCILLORS' REPORTS

10.1 CR RIDGLEY

GV00008

Committee Membership

Member Audit Committee

Member Shark Bay Business and Tourism Association

Deputy Delegate Local Emergency Management Advisory Committee

Meeting Attendance

6 December 2019 Attended the Shire Staff Christmas function

Signatures

Councillor

Councillor Ridgley

Date of Report

2 December 2019

Moved Cr Bellottie

Seconded Cr Smith

Council Resolution

That Councillor Ridgley's December 2019 report on activities as Council representative be received.

6/0 CARRIED

10.2 CR FENNY

GV00017

Nil report for the December 2019 Ordinary Council meeting.

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10.3 CR SMITH
GV000

Committee Membership

Member Audit Committee
Member Gascoyne District health Advisory Council
Member Shark Bay Bowling, Sporting and Recreation Club Inc.

Meeting Attendance

10 December 2019 Shark Bay Bowling Sports and Recreation Club

The club is in a stable and financial position.

New Shades between club rooms and greens to go ahead. Quotations have been received and final building approvals to commence.

Noted that lighting towers require replacement due to corrosion. Possible grant to be sort.

Maintenance to sewerage system and cool room is required and may develop into a substantial cost.

Explore option of amalgamation with Croquet, Footy, Soccer and Softball.

New Turf Surface is still on going.

Signatures

Councillor *Councillor Smith*
Date of Report 11 December 2019

Moved Cr Burton
Seconded Cr Ridgley

Council Resolution

That Councillor Smith's December 2019 report on activities as Council representative be received.

6/0 CARRIED

10.4 CR STUBBERFIELD
GV000

Committee Membership

Member Audit Committee
Member Shark Bay Community Resource Centre Committee
Member Zuytdorp Cliffs Track Stakeholders Reference Group

Meeting Attendance

5 December 2019 Attended painting the Blue Tree Project for Mental Health Awareness at the Information Bay

Signatures

Councillor *Councillor Stubberfield*
Date of Report 6 December 2019

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Moved Cr Bellottie
Seconded Cr Ridgely

Council Resolution

That Councillor Stubberfield's December 2019 report on activities as Council representative be received.

6/0 CARRIED

10.5 CR BURTON
GV00018

Committee Membership

Member Audit Committee
Member Shark Bay Arts Council
Proxy Delegate Development Assessment Panel for Councillor Fenny

Meeting Attendance

5 December 2019 Attended the Thank a Volunteer Day event
6 Attended the Seniors Xmas luncheon
6 Attended the Shire Xmas function
8 Attended the P&C Sponsors and Volunteers event
15 Attended the Emergency Service Xmas function

Signatures

Councillor *Councillor Burton*
Date of Report 2 December 2019

Moved Cr Bellottie
Seconded Cr Ridgely

Council Resolution

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

6/ CARRIED

10.6 CR BELLOTTIE
GV00010

Committee Membership

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

Meeting Attendance

29 November 2019 Regional Road Group – Carnarvon
Western Australian Local Government Association – Gascoyne Zone as observer

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- 2 – 4 December Attended the Malgana Science Management Capacity Building Workshop
5 Attended painting the Blue Tree Project for Mental Health Awareness at the Information Bay
6 Attended the Shire Christmas function

Signatures

Councillor *Councillor Bellottie*
Date of Report 3 December 2019

Moved Cr Ridgely
Seconded Cr Smith

Council Resolution

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

6/0 CARRIED

TUESDAY 17 DECEMBER 2019

11.0 FINANCE REPORT

11.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Nil

Moved Cr Bellottie

Seconded Cr Ridgely

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$546,072.44 be accepted.

6/0 CARRIED

Comment

The schedules of accounts for payment covering -
Municipal fund credit card direct debits for the month of November 2019 totalling \$1,474.52

Municipal fund account cheque numbers 26911 totalling \$65.84

Municipal fund direct debits to Council for the month of November 2019 totalling \$19,283.67

Municipal fund account electronic payment numbers MUNI 25916 to 25931, 25933 to 25947, 25948, 25950 to 25971, 25972 to 26002 and 26003 to 26008 totalling \$378,226.23

Municipal fund account for November 2019 payroll totalling \$110,713.00

No Trust fund account cheque numbers were issued for November 2019

Trust fund Police Licensing for November 2019 transaction number 192005 totalling \$15,118.30 and

Trust fund account electronic payment numbers 2591 to 25915, 25932, 25949 and 26020 to 26040 totalling \$21,190.88

The schedule of accounts submitted to each member of Council on 12 December 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.

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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.

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

3 December 2019

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

CREDIT CARD TOTAL \$ 1,474.52

CEO

DATE	NAME	DESCRIPTION	AMOUNT
13/11/2019	REGIONAL EXPRESS DIRECT	AIRFARE E.FENNY – AVIATION MEETING – PO 8893 – TO BE REIMBURSED AS FLIGHT WAS CANCELLED	220.34
			\$220.34

EMFA

DATE	NAME	DESCRIPTION	AMOUNT
30/10/2019	BELONG MOBILE	MONTHLY 1GB CONNECTION FOR TELEVISION WITH N-COMM	10.00
4/11/2019	WINDMILL ROADHOUSE	FUEL EMFA VEHICLE	61.04
11/11/2019	O'BRIEN GLASS	WINDSCREEN REPLACEMENT FOR EMFA VEHICLE - INSURANCE CLAIM	1128.13
13/11/2019	WINDMILL ROADHOUSE	FUEL EMFA VEHICLE	55.01
			\$1,254.18

SHIRE OF SHARK BAY – MUNI CHQ

**NOVEMBER 2019
CHEQUE # 26911**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
26911	29/11/2019	WATER CORPORATION - OSBORNE PARK	SERVICE CHARGES FOR TOILETS AT KNIGHT TERRACE	65.84
			TOTAL	\$65.84

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**SHIRE OF SHARK BAY – MUNI DIRECT DEBITS
NOVEMBER 2019**

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15207.1	21/11/2019	VIVA ENERGY AUSTRALIA	SHELL CARD USAGE FOR OCTOBER 2019	-108.06
DD15215.1	10/11/2019	WA LOCAL GOV SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-2876.25
DD15215.2	10/11/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-434.15
DD15215.3	10/11/2019	REST	SUPERANNUATION CONTRIBUTIONS	-356.10
DD15215.4	10/11/2019	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-258.66
DD15215.5	10/11/2019	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-433.86
DD15215.6	10/11/2019	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-439.75
DD15215.7	10/11/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-603.72
DD15215.8	10/11/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-466.84
DD15215.9	10/11/2019	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1072.90
DD15229.1	28/11/2019	EXETEL PTY LTD	DECEMBER BROADBAND CONNECTION CHARGES SHIRE HOUSES AND SHIRE OFFICES	-375.47
DD15235.1	24/11/2019	WA LOCAL GOV SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-2865.95
DD15235.2	24/11/2019	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-213.77
DD15235.3	24/11/2019	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-434.17
DD15235.4	24/11/2019	REST	SUPERANNUATION CONTRIBUTIONS	-370.84
DD15235.5	24/11/2019	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-258.66
DD15235.6	24/11/2019	AMP SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-433.86
DD15235.7	24/11/2019	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-449.66
DD15235.8	24/11/2019	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-603.71
DD15235.9	24/11/2019	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-433.77
DD15215.10	10/11/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1613.89
DD15215.11	10/11/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-412.39

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DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15215.12	10/11/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-191.62
DD15215.13	10/11/2019	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-213.77
DD15235.10	24/11/2019	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-1084.64
DD15235.11	24/11/2019	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1627.69
DD15235.12	24/11/2019	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-45.51
DD15235.13	24/11/2019	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-412.39
DD15235.14	24/11/2019	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-191.62
			TOTAL	\$19,283.67

SHIRE OF SHARK BAY – MUNI EFT

NOVEMBER 2019

EFT # 25916-25931, 25933-25947, 25948, 25950-25971, 25972-26002, 26003-26008

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25916	08/11/2019	WA MUSEUM	SBDC MERCHANDISE	-1359.22
EFT25917	08/11/2019	DOWLING GIUDICI AND ASSOCIATES	SBDC MERCHANDISE 50% DEPOSIT	-1155.00
EFT25918	08/11/2019	HORIZON POWER	OCTOBER 2019 STREET LIGHTING COSTS	-3821.76
EFT25919	08/11/2019	INDEPENDENCE STUDIOS PTY LTD	SBDC MERCHANDISE	-2061.18
EFT25920	08/11/2019	JURIDA DESIGNS	SBDC MERCHANDISE	-322.35
EFT25921	08/11/2019	MARKET FORCE PTY LTD	DESIGN OF ARTWORK FOR MERCHANDISE ITEMS SBDC	-940.50
EFT25922	08/11/2019	NAUTILUS DESIGN CO	SBDC MERCHANDISE	-400.00
EFT25923	08/11/2019	PATRICIA ANDREW	SBDC MERCHANDISE	-150.00
EFT25924	08/11/2019	LYONS ENTERPRISES-SHARK BAY CAR HIRE	OCTOBER 2019 CAR HIRE FOR MEDICAL STAFF TRANSFERS FROM AIRPORT	-796.49
EFT25925	08/11/2019	WINC AUSTRALIA PTY LIMITED	STATIONERY FOR SBDC	-52.05
EFT25926	08/11/2019	SHARK BAY COMMUNITY RESOURCE CENTRE	COMMUNITY ASSISTANCE GRANTS - ROUND 1 2019/2020	-1100.00
EFT25927	08/11/2019	SHARK BAY COMMUNITY MEN'S SHED	COMMUNITY ASSISTANCE GRANT ROUND 1 2019/2020	-997.00

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CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25928	08/11/2019	SUNPRINTS CLOTHING COMPANY	SBDC MERCHANDISE	-625.08
EFT25929	08/11/2019	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES - OCTOBER 2019	-10106.25
EFT25930	08/11/2019	URL NETWORKS PTY LTD	OCTOBER 2019 SHIRE OFFICES TELEPHONE VOIP CHARGES	-243.34
EFT25931	08/11/2019	WATER TECHNOLOGY	COASTAL HAZARDS IDENTIFICATION PROGRESSIVE PAYMENT- SHARK BAY CHRMAP: WT001483: SQ5652-01	-2060.16
EFT25933	13/11/2019	BUNNINGS BUILDING SUPPLIES PTY LTD	PALLET OF CONCRETE - TOWN STREET MAINTENANCE	-602.80
EFT25934	13/11/2019	BOC LIMITED	GAS CONTAINER RENTAL FOR WORKSHOP SEPTEMBER 2019	-194.63
EFT25935	13/11/2019	DENHAM MEATS	COUNTRY CREW MEALS AT CAMP ACCOMMODATION - RRG USELESS LOOP	-323.50
EFT25936	13/11/2019	SHARK BAY SUPERMARKET	MONTHLY SUPERMARKET ACCOUNT - OCTOBER 2019	-1016.58
EFT25937	13/11/2019	C.M & G.D BELL	LABOUR HIRE FOR USELESS LOOP ROAD MAINTENANCE	-4125.00
EFT25938	13/11/2019	REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)	BULK FUEL DEPOT AND TAMALA, OILS AND VEHICLE FUEL FOR P186 AND P193 OCTOBER 2019	-35362.52
EFT25939	13/11/2019	GERALDTON MOWER & REPAIRS SPECIALISTS	NEW BLOWER VAC FOR DEPOT	-257.60
EFT25940	13/11/2019	MOMAR AUSTRALIA PTY LTD	WORKSHOP CONSUMABLES - HYDROCLEAN	-1249.05
EFT25941	13/11/2019	MIDWEST COURIERS	FREIGHT ACCOUNT - ITEMS FROM BUNNINGS FOR DEPOT, SAFETY EQUIPMENT, ROAD MAINTENANCE	-32.67
EFT25942	13/11/2019	TRUE VALUE HARDWARE	MONTHLY HARDWARE ACCOUNT - OCTOBER 2019	-570.00
EFT25943	13/11/2019	R & L COURIERS	MONTHLY FREIGHT ACCOUNT FOR HOSE MANIA, J&K HOPKINS, BUNNINGS, OFFICE NATIONAL, BATTERY MART, GERALDTON SIGN MAKERS, GERALDTON MOWER REPAIRS AND TRUCKLINE - OCTOBER 2019	-1343.10
EFT25944	13/11/2019	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT OCTOBER 2019 SHIRE PREMISES AND PROPERTIES	-20587.05
EFT25945	13/11/2019	MCKELL FAMILY TRUST	MONTHLY RUBBISH COLLECTION AND ROAD SWEEPING - OCTOBER 2019	-11366.28
EFT25946	13/11/2019	TRUCKLINE PARTS CENTRE	BULK SHIELD PROTECTANT (ARMORAL) FOR DEPOT	-383.16
EFT25947	13/11/2019	AUSTRALIAN TAXATION OFFICE	OCTOBER 2019 BUSINESS ACTIVITY STATEMENT	-12969.00

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CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25948	15/11/2019	STRANDLINE RESOURCES LTD C/- HETHERINGTON EXPLORATION & MINING TITLE SVCS	RATES REFUND FOR ASSESSMENT A3008 LOT E09/00940 PASTORAL MINING TENEMENT 6537	-34.14
EFT25950	15/11/2019	AUSTRALIA POST	OCTOBER 2019 POSTAGE CHARGES FOR THE SHIRE	-301.46
EFT25951	15/11/2019	BRANDCONNECT AUSTRALIA	SBDC PROMOTIONAL MATERIAL – ROUND STICKERS BRANDED SHARK BAY X 2500	-990.00
EFT25952	15/11/2019	BOOEASY AUSTRALIA PTY LTD	BOOKING FEE FOR OCTOBER 2019 BOOKINGS	-631.83
EFT25953	15/11/2019	BRIAN JOHN GALVIN	SALARY SACRIFICE WATER, PHONE AND POWER	-911.57
EFT25954	15/11/2019	BURTON TILING MAINTENANCE & RENOVATIONS	PENSIONER UNIT 9 COMPLETION OF WORKS (FLOOR, SKIRTING BOARDS AND PAINTING)	-2898.93
EFT25955	15/11/2019	DRILLING CONTRACTORS OF AUSTRALIA	CONTRACT TE 2018/19-02 DECOMMISSIONING AND CONSTRUCTION OF WATER BORE SUPPLY - PROGRESSIVE WORKS PAYMENT #3	-144195.15
EFT25956	15/11/2019	DOWLING GIUDICI + ASSOCIATES	SBDC MERCHANDISE	-440.00
EFT25957	15/11/2019	DENHAM MEATS	COUNTRY CREW MEALS AT CAMP ACCOMMODATION - RRG USELESS LOOP ROAD	-280.07
EFT25958	15/11/2019	DENHAM IGA X-PRESS	MONTHLY SUPERMARKET ACCOUNT - OCTOBER 2019	-1049.10
EFT25959	15/11/2019	FAR WEST ELECTRICAL	REPAIRS TO EXIT LIGHTS AT SBDC	-386.10
EFT25960	15/11/2019	GREAT NORTHERN RURAL SERVICES	FENCE DROPPERS FOR RRG USELESS LOOP ROAD	-579.26
EFT25961	15/11/2019	HOSE MANIA	WATER SUCTION HOSES FOR TOWN OVAL BORE	-1547.04
EFT25962	15/11/2019	TOLL IPEC PTY LTD	TOLL IPEC - FREIGHT ACCOUNT - SBDC AND TOWN STREETS EQUIPMENT	-839.72
EFT25963	15/11/2019	JASON SIGNMAKERS	POWDER COATED SIGN POSTS WITH CAPS FOR USE ON TOWN ROADS, COUNTRY ROADS, USELESS LOOP AND MONKEY MIA ROADS	-3216.40
EFT25964	15/11/2019	N-COM PTY LTD	6 MONTHLY MAINTENANCE RETRANSMISSION TV SATELLITE	-3502.40
EFT25965	15/11/2019	RED DUST HOLDINGS PTY LTD	WET HIRE OF MULTI TYRED ROLLER & SEMI WATER CART FOR RRG USELESS LOOP ROAD	-33098.45
EFT25966	15/11/2019	SHARK BAY COMMUNITY RESOURCE CENTRE	OCTOBER 2019 MANAGEMENT OF RECREATIONAL CENTRE	-8903.38

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CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25967	15/11/2019	SHARK BAY SPEEDWAY CLUB (INC)	COMMUNITY ASSISTANCE GRANTS - SIGNIFICANT EVENT SPONSORSHIP 2019/2020	-8000.00
EFT25968	15/11/2019	SHARK BAY SKIPS	USELESS LOOP TURN OFF SKIPBINS ACCOUNT FOR OCTOBER 2019	-5335.00
EFT25969	15/11/2019	T-QUIP	SWITCH FOR P192	-60.40
EFT25970	15/11/2019	HOLIDAY GUIDE PTY LTD (FORMERLY WEST-OZ WEB SERVICES)	WA HOLIDAY GUIDE COMMISSION FEE	-294.35
EFT25971	15/11/2019	YOGA EVERYWHERE	SBDC MERCHANDISE	-717.95
EFT25972	22/11/2019	SHARK BAY BRIDGE CLUB	COMMUNITY ASSISTANCE GRANT ROUND 1 2019/2020	-691.95
EFT25973	22/11/2019	BRIAN CHILD	REPAIR FEMALE SHOWER - DOT TOILETS	-100.00
EFT25974	22/11/2019	BRANDCONNECT AUSTRALIA	SBDC MERCHANDISE	-5130.40
EFT25975	22/11/2019	BATTERY MART	BATTERIES FOR VELSHEDA/GALLA	-360.80
EFT25976	22/11/2019	SHARK BAY SCHOOL	DONATION TOWARDS EOFY AWARDS FOR SHARK BAY SCHOOL	-150.00
EFT25977	22/11/2019	BLACKWOODS ATKINS	DISPENSER & STRAPPING FOR DEPOT	-990.47
EFT25978	22/11/2019	CORAL COAST PLUMBING	REPAIR WATER LEAK PENSIONER UNIT 13	-588.17
EFT25979	22/11/2019	CANDICE USZKO	SALARY SACRIFICE - INTERNET CHARGES 80 DURLACHER STREET	-79.00
EFT25980	22/11/2019	CDH ELECTRICAL	REPAIRS TO RECREATION CENTRE OFFICE LIGHTS	-189.64
EFT25981	22/11/2019	DENHAM MEATS	COUNTRY CREW MEALS AT CAMP ACCOMMODATION - RRG USELESS LOOP ROAD	-258.20
EFT25982	22/11/2019	DEPARTMENT OF TRANSPORT	VEHICLE SEARCH FEES - OUTSTANDING INFRINGEMENTS FOR SHIRE OF SHARK BAY	-23.80
EFT25983	22/11/2019	EMMA ELAINE CRAIG	SALARY SACRIFICE ELECTRICITY	-453.75
EFT25984	22/11/2019	ETCHED GLASS DESIGN	SBDC MERCHANDISE	-1079.75
EFT25985	22/11/2019	ENJOY 360 DEGREES BOOKS	SBDC MERCHANDISE	-561.40
EFT25986	22/11/2019	FAR WEST ELECTRICAL	DISCONNECT AND RECONNECT HOT WATER SYSTEM REPLACEMENT FOR TOWN HALL	-220.00
EFT25987	22/11/2019	THINK WATER GERALDTON	WIRE JOINERS FOR RETICULATION - TOWN PARKS AND GARDENS	-189.65
EFT25988	22/11/2019	HOSE MANIA	CAMLOCK FITTINGS FOR TOWN BORE	-688.30

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25989	22/11/2019	HORIZON POWER	ELECTRICITY CHARGES FOR SHIRE PREMISES OCTOBER 2019	-4905.69
EFT25990	22/11/2019	TOLL IPEC PTY LTD	TOLL IPEC FREIGHT ACCOUNT – FREIGHT FOR P146, TOWN OVAL BORE AND PATHWEST	-277.59
EFT25991	22/11/2019	ILLION SOLUTIONS	DEBT RECOVERY COSTS - RATES A1412	-6.60
EFT25992	22/11/2019	KWIK KOPY-OSBORNE PARK	BUSINESS CARDS, D.WILKES, P.ANDERSON AND OFFICE GENERIC	-294.43
EFT25993	22/11/2019	LGIS INSURANCE BROKING	2018-2019 MOTOR VEHICLE INSURANCE PREMIUM ADJUSTMENT	-682.63
EFT25994	22/11/2019	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE ON TRANSPORTABLE BUILDINGS, CARAVANS, VLAMINGH CRESCENT AND CAPEWELL DRIVE	-1676.97
EFT25995	22/11/2019	MOORE STEPHENS	AUDIT FOR YEAR ENDING 30 JUNE 2019 FINAL BILLING	-12962.62
EFT25996	22/11/2019	PROFESSIONAL PC SUPPORT	2 MONTHLY SERVER MAINTENANCE, MONTHLY ANTIVIRUS ENDPOINT PROTECTION, ONLINE BACKUP SERVICES AND 3CX PHONE SYSTEM MANAGEMENT	-825.00
EFT25997	22/11/2019	PAPER PLUS OFFICE NATIONAL	SHIRE OFFICE STATIONERY AND ITEMS FOR MEETING ROOM AT RECREATION CENTRE	-1124.85
EFT25998	22/11/2019	SHARK BAY HOTEL MOTEL	LIGHT LUNCHEON FOR SHIRE MEETING 30TH OCTOBER	-174.00
EFT25999	22/11/2019	SHARK BAY NEWSAGENCY	PRINTING PAPER FOR SHIRE OFFICE	-979.89
EFT26000	22/11/2019	ST JOHN AMBULANCE ASSOC. - SHARK BAY SUB CENTRE	FIRST AID TRAINING - S.RAWLINGS SBDC	-160.00
EFT26001	22/11/2019	TELSTRA CORPORATION LTD	REFUSE SITE MOBILE PHONE CHARGES	-25.00
EFT26002	22/11/2019	WOODLANDS DISTRIBUTORS AND AGENCIES PTY LTD	DEGRADABLE DOG WASTE BAGS FOR DOG DISPENSERS	-653.40
EFT26003	29/11/2019	DEBORAH ANN WILKES	REIMBURSEMENT OF REMOVALIST COSTS FOR EXECUTIVE MANAGER COMMUNITY DEVELOPMENT	-3870.00
EFT26004	29/11/2019	GUARDIAN PRINT	ENVELOPES FOR BUILDING PERMITS AND PLANNING APPLICATIONS	-660.00
EFT26005	29/11/2019	IMPART MEDIA PTY LTD	WEBSITE TRAINING FOR R.STANLEY	-561.00

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT26006	29/11/2019	MONKEYMIA WILDSIGHTS	ACCOMMODATION FOR A.HEPPEL TO INSTALL NEW SERVER IN SHIRE OFFICE	-636.00
EFT26007	29/11/2019	PROFESSIONAL PC SUPPORT	3CX TELEPHONE EXCHANGE ANNUAL LICENSE RENEWAL	-695.20
EFT26008	29/11/2019	TELSTRA CORPORATION LTD	SHIRE MOBILE PHONE CHARGES TO 15 NOVEMBER 2019	-514.06
			TOTAL	\$378,226.23

**SHIRE OF SHARK BAY – MUNI
ELECTRONIC PAYROLL TRANSACTIONS
NOVEMBER 2019**

DATE	NAME	DESCRIPTION	AMOUNT
12/11/2019	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 10 NOVEMBER 2019	55,202.00
26/11/2019	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 24 NOVEMBER 2019	55,511.00
		TOTAL	\$110,713.00

**SHIRE OF SHARK BAY – TRUST TRANSACTION
NOVEMBER 2019
TRUST POLICE LICENSING TRANSACTION # 192005**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
192005	30/11/2019	COMMISSIONER OF POLICE	POLICE LICENSING NOVEMBER 2019	15118.30
			TOTAL	\$15,118.30

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

**SHIRE OF SHARK BAY – TRUST EFT
NOVEMBER 2019
EFT # 25914-25915, 25932, 25949, 26020-26040**

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT25914	08/11/2019	JANET COURT	ELECTION DEPOSIT REFUND	-80.00
EFT25915	08/11/2019	MARK CORBETT SMITH	ELECTION DEPOSIT REFUND	-80.00
EFT25932	12/11/2019	BEN HARDIE	GYM CARD DEPOSIT REFUND	-20.00
EFT25949	15/11/2019	JAQUELINE ALIENA BARIE	GYM CARD DEPOSIT REFUND	-20.00
EFT26020	30/11/2019	JAMES SNR POLAND	SBDC ART SALES NOVEMBER 2019	-32.00
EFT26021	30/11/2019	SHARK BAY AVIATION	SBDC TOUR BOOKINGS NOVEMBER 2019	-3370.40
EFT26022	30/11/2019	CONSTRUCTION TRAINING FUND	CTF LEVY 19 OAKLEY RIDGE PERMIT 3323	-297.97
EFT26023	30/11/2019	BAY LODGE MIDWEST OASIS	SBDC ACCOMMODATION BOOKINGS NOVEMBER 2019	-528.00
EFT26024	30/11/2019	CORAL COAST HELICOPTER SERVICES	SBDC TOUR BOOKINGS NOVEMBER 2019	-726.75
EFT26025	30/11/2019	SHARK BAY COASTAL TOURS	SBDC TOUR BOOKINGS NOVEMBER 2019	-1887.60
EFT26026	30/11/2019	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL 19 OAKLEY RIDGE PERMIT 3323	-318.06
EFT26027	30/11/2019	DENHAM SEASIDE CARAVAN PARK	SBDC ACCOMMODATION BOOKINGS NOVEMBER 2019	-306.76
EFT26028	30/11/2019	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	SBDC ACCOMMODATION BOOKINGS NOVEMBER 2019	-29.75
EFT26029	30/11/2019	INTEGRITY COACH LINES (AUST) PTY LTD	SBDC TOUR BOOKINGS NOVEMBER 2019	-296.31
EFT26030	30/11/2019	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	SBDC TOUR BOOKINGS NOVEMBER 2019	-2895.20
EFT26031	30/11/2019	MONKEYMIA WILDSIGHTS	SBDC TOUR BOOKINGS NOVEMBER 2019	-1211.76
EFT26032	30/11/2019	DENHAM NATURETIME - 4WD TOURS/PHOTOGRAPHY TOURS	SBDC TOUR BOOKINGS NOVEMBER 2019	-2886.40
EFT26033	30/11/2019	SHARK BAY SCENIC QUAD BIKE TOURS	SBDC TOUR BOOKINGS NOVEMBER 2019	-459.00
EFT26034	30/11/2019	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	SBDC TOUR BOOKINGS NOVEMBER 2019	-216.56
EFT26035	30/11/2019	SHARK BAY DIVE AND MARINE SAFARIS	SBDC TOUR BOOKINGS NOVEMBER 2019	-924.00
EFT26036	30/11/2019	SHARK BAY HOTEL MOTEL	SBDC ACCOMMODATION BOOKINGS NOVEMBER 2019	-722.50
EFT26037	30/11/2019	SHARK BAY 4WD TOURS	SBDC TOUR BOOKINGS NOVEMBER 2019	-360.80

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT26038	30/11/2019	SHARK BAY HOLIDAY COTTAGES	SBDC ACCOMMODATION BOOKINGS NOVEMBER 2019	-616.00
EFT26039	30/11/2019	SHIRE OF SHARK BAY	SBDC BOOKING COMMISSION NOVEMBER 2019	-2544.26
EFT26040	30/11/2019	WULA GURA NYINDA ECO ADVENTURES	SBDC TOUR BOOKINGS NOVEMBER 2019	-360.80
			TOTAL	\$21,190.88

11.2 FINANCIAL REPORTS TO 30 NOVEMBER 2019
CM00017

Author
Executive Manager Finance and Administration

Disclosure of Any Interest
Nil

Moved Cr Cowell
Seconded Cr Ridgely

Council Resolution

**That the monthly financial report to 30 November 2019 as attached be received.
6/0 CARRIED**

Comment

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **30 November 2019** are attached.

VARIANCE ANALYSIS

Operating Revenue was below the year to date budget by \$155,667. This budget deficit was due to Main Roads Western Australia Private Works budgeted to commence in October 2019 however the Shire has not yet received any requests to commence this work. Nevertheless, this budget variance is offset by a corresponding budget surplus in Operating Expenditure for Main Roads Western Australia Private Works as they haven't commenced and essentially cancel each other out. Therefore after adjusting the year to date Budget for the Main Roads Western Australia Private Works the actual budget variance is a surplus of approximately \$178,000 generated via Rent received in Advance from Staff and Pensioners accommodation, Increases in fees received from the Refuse Site, Development and Structure Plans, Shark Bay World Heritage Discovery and Visitor Centre Merchandise Sales and Entrance Fees, Camping and Caravan Park Leases. In addition the Gascoyne Sports and Modelling Grant and Monkey Mia Dolphin Resort Borrow Pit Fees (Fill and gravel utilised by Monkey Mia in the upgrade of their facility) were not incorporated within the original budget as these items were approved/granted after the adoption of the budget by council.

Operating Expenditure is under the year to date budget by \$476,536. This figure has been inflated by the Main Roads Western Australia Private Works as mentioned above.

Capital Revenue exceeds the year to date budget by \$256 and therefore is not reportable as the variance value is below the reporting threshold of either \$5,000 or 5%.

Capital Expenditure is under the year to date budget by \$296,337. The major contributor to this variance is the Town Oval Bore with a variance of \$326,886. This is due to the year to date budget being brought in for the full value of \$800,000 at commencement in September whilst the actual work will take three months to complete

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

reflected in corresponding progress payments to the contractor. In addition the purchase of Dual Cabs for the Town Gardener and Ranger (\$45,000 each) scheduled for September have been deferred to later in the year due to prioritisation of capital works such as the Regional Road Group Useless Loop Project which commenced one month earlier than anticipated and its expenditure exceeds year to date budget by \$183,899. The Records Room relocation is now underway and the full budgeted amount of \$30,000 has been included in the year to date budget though it will take 2-3 months to complete and to date no capital works have been initiated on Housing though the Year To Date budget reflects \$34,000.

All budget capital project timing will be updated during the budget review in February 2020.

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

A Pears

Chief Executive Officer

P Anderson

Date of Report

10 December 2019

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MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 30 November 2019							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance		4,300	3,540	4,444	904	25.54%	▲
General Purpose Funding - Rates	9	1,391,961	1,391,961	1,446,135	54,174	3.89%	▲
General Purpose Funding - Other		998,735	489,525	484,064	(5,461)	(1.1%)	▼
Law, Order and Public Safety		108,123	74,987	38,841	(36,146)	(48%)	▼
Health		2,250	2,250	960	(1,290)	(57.33%)	▼
Housing		130,105	54,247	61,163	6,916	12.7%	▲
Community Amenities		341,446	276,951	291,255	14,304	5.16%	▲
Recreation and Culture		287,273	123,437	183,644	60,207	48.8%	▲
Transport		514,558	274,993	271,896	(3,097)	(1.1%)	▼
Economic Services		894,082	551,084	290,491	(260,593)	(47.3%)	▼
Other Property and Services		38,000	15,835	30,249	14,414	91.0%	▲
Total Operating Revenue		4,710,833	3,258,810	3,103,143	(155,667)	(4.78%)	
Operating Expense							
Governance		(282,124)	(215,758)	(112,005)	103,753	(48.1%)	▲
General Purpose Funding		(115,631)	(48,180)	(44,627)	3,553	(7.4%)	▲
Law, Order and Public Safety		(316,668)	(166,553)	(127,488)	39,065	(23.5%)	▲
Health		(80,865)	(21,115)	(21,434)	(319)	1.5%	▼
Housing		(231,263)	(103,610)	(94,304)	9,306	(9.0%)	▲
Community Amenities		(738,587)	(317,499)	(286,053)	31,446	(9.9%)	▲
Recreation and Culture		(2,230,779)	(969,094)	(953,234)	15,860	(1.6%)	▲
Transport		(1,761,594)	(715,614)	(700,720)	14,894	(2.1%)	▲
Economic Services		(1,096,522)	(469,420)	(235,021)	234,400	(49.9%)	▲
Other Property and Services		(37,500)	(40,789)	(16,210)	24,579	(60.3%)	▲
Total Operating Expenditure		(6,891,533)	(3,067,632)	(2,591,096)	476,536	(15.5%)	
Funding Balance Adjustments							
Add back Depreciation		2,015,110	844,678	811,334	(33,344)		
Adjust (Profit)/Loss on Asset Disposal	8	66,878	(8,443)	(4,364)	4,079		
Adjust in Pensioner Rates Non Current		0	0	0			
Adjust Provisions and Accruals		0	0	0			
Net Cash from Operations		(98,712)	1,027,413	1,319,017	291,604		
Capital Revenues							
Grants, Subsidies and Contributions	11	527,462	92,086	92,342	256	0.3%	▲
Proceeds from Disposal of Assets	8	232,636	21,364	21,364	(0)	0.0%	
Total Capital Revenues		760,098	113,450	113,706	256	0.2%	
Capital Expenses							
Land Held for Resale							
Land and Buildings	13	(360,000)	(64,579)	(6,220)	58,359	0.0%	▲
Infrastructure - Roads	13	(642,570)	(85,108)	(269,007)	(183,899)	0.0%	▼
Infrastructure - Public Facilities	13	(934,500)	(828,670)	(507,431)	321,239	0.0%	▲
Infrastructure - Footpaths	13	(50,000)	0	0	0	0.0%	▲
Infrastructure - Drainage	13	(20,000)	0	0	0	0.0%	▲
Plant and Equipment	13	(505,000)	(133,335)	(38,902)	94,433	0.0%	▲
Furniture and Equipment	13	(20,000)	(20,000)	(13,795)	6,205	0.0%	▲
Total Capital Expenditure		(2,532,070)	(1,131,692)	(835,355)	296,337	26.2%	
Net Cash from Capital Activities		(1,771,972)	(1,018,242)	(721,649)	296,593	29.13%	
Financing							
Proceeds from Loans		800,000	0	0	0	0.0%	
Transfer from Reserves	7	873,500	473,024	473,024	0	0.0%	
Repayment of Debentures	10	(66,071)	(25,001)	(25,001)	0	0.0%	
Transfer to Reserves	7	(1,504,577)	(3,821)	(3,821)	0	0.0%	
Net Cash from Financing Activities		102,852	444,202	444,202	0	0.0%	
Net Operations, Capital and Financing		(1,767,832)	453,373	1,041,570	588,197	(129.74%)	▲
Opening Funding Surplus(Deficit)	3	1,767,832	1,767,832	1,770,218	2,386		
Closing Funding Surplus(Deficit)	3	0	2,221,205	2,811,788	590,583		▲

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 July until Fair Valuation for Plant and Equipment and end of year accounts have been finalised

MINUTES OF THE ORDINARY COUNCIL MEETING

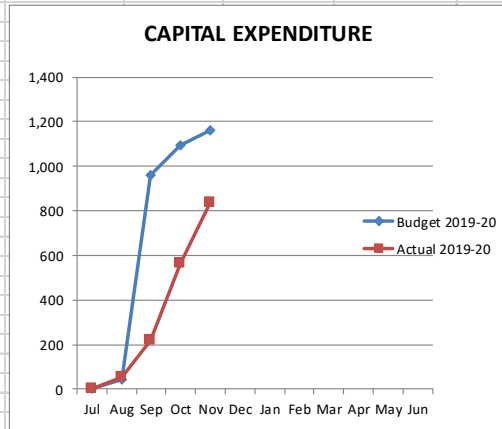
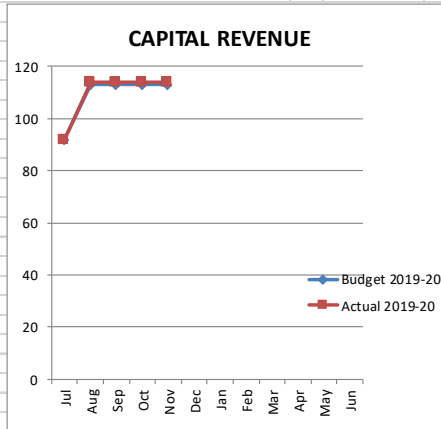
TUESDAY 17 DECEMBER 2019

SHIRE OF SHARK BAY				
STATEMENT OF FINANCIAL ACTIVITY				
(By Nature or Type)				
For the Period Ended 30 November 2019				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
Operating Revenues		\$	\$	\$
Rates	9	1,391,961	1,391,961	1,446,135
Operating Grants, Subsidies and Contributions	11	1,462,272	768,449	757,956
Fees and Charges		1,656,006	1,010,122	810,822
Interest Earnings		57,730	18,072	11,328
Other Revenue		130,562	57,904	72,539
Profit on Disposal of Assets	8	12,302	12,302	4,364
Total Operating Revenue		4,710,833	3,258,810	3,103,143
Operating Expense				
Employee Costs		(2,265,623)	(979,175)	(820,322)
Materials and Contracts		(1,974,380)	(899,577)	(647,387)
Utility Charges		(187,510)	(78,235)	(51,090)
Depreciation on Non-Current Assets		(2,015,110)	(844,678)	(811,334)
Interest Expenses		(17,370)	(1,851)	(1,846)
Insurance Expenses		(156,295)	(156,294)	(159,242)
Other Expenditure		(196,065)	(103,963)	(99,875)
Loss on Disposal of Assets	8	(79,180)	(3,859)	0
Total Operating Expenditure		(6,891,533)	(3,067,632)	(2,591,096)
Funding Balance Adjustments				
Add back Depreciation		2,015,110	844,678	811,334
Adjust (Profit)/Loss on Asset Disposal	8	66,878	(8,443)	(4,364)
Adjust in Pensioner Rates Non Current		0	0	0
Adjust Provisions and Accruals		0	0	0
Net Cash from Operations		(98,712)	1,027,413	1,319,017
Capital Revenues				
Grants, Subsidies and Contributions	11	527,462	92,086	92,342
Proceeds from Disposal of Assets	8	232,636	21,364	21,364
Total Capital Revenues		760,098	113,450	113,706
Capital Expenses				
Land Held for Resale				
Land and Buildings	13	(360,000)	(64,579)	(6,220)
Infrastructure - Roads	13	(642,570)	(85,108)	(269,007)
Infrastructure - Public Facilities	13	(934,500)	(828,670)	(507,431)
Infrastructure - Footpaths	13	(50,000)	0	0
Infrastructure - Drainage	13	(20,000)	0	0
Plant and Equipment	13	(505,000)	(133,335)	(38,902)
Furniture and Equipment	13	(20,000)	(20,000)	(13,795)
Total Capital Expenditure		(2,532,070)	(1,131,692)	(835,355)
Net Cash from Capital Activities		(1,771,972)	(1,018,242)	(721,649)
Financing				
Proceeds from Loans		800,000	0	0
Transfer from Reserves	7	873,500	473,024	473,024
Repayment of Debentures	10	(66,071)	(25,001)	(25,001)
Transfer to Reserves	7	(1,504,577)	(3,821)	(3,821)
Net Cash from Financing Activities		102,852	444,202	444,202
Net Operations, Capital and Financing		(1,767,832)	453,373	1,041,570
Opening Funding Surplus(Deficit)	3	1,767,832	1,767,832	1,770,218
Closing Funding Surplus(Deficit)	3	0	2,221,205	2,811,788

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

SHIRE OF SHARK BAY							
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING							
For the Period Ended 30 November 2019							
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	YTD Budget (d)	Annual Budget	Variance (d) - (c)
		\$	\$	\$	\$	\$	\$
Land and Buildings	13	0	6,220	6,220	64,579	360,000	58,359
Infrastructure Assets - Roads	13	0	269,007	269,007	85,108	642,570	(183,899)
Infrastructure Assets - Public Facilities	13	29,282	478,149	507,431	828,670	934,500	321,239
Infrastructure Assets - Footpaths	13	0	0	0	0	50,000	0
Infrastructure Assets - Drainage	13	0	0	0	0	20,000	0
Infrastructure Assets - Streetscapes	13	0	0	0	0	0	0
Plant and Equipment	13	27,793	11,109	38,902	133,335	505,000	94,433
Furniture and Equipment	13	13,795	0	13,795	20,000	20,000	6,205
Capital Expenditure Totals		70,870	764,485	835,355	1,131,692	2,532,070	296,337



MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

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

TUESDAY 17 DECEMBER 2019

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

TUESDAY 17 DECEMBER 2019

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

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

TUESDAY 17 DECEMBER 2019

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 November 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			12 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

TUESDAY 17 DECEMBER 2019

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 November 2019	
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)	
(k) Fair Value of Assets and Liabilities (Continued)	
	<p>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.</p>
	<p>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).</p>
	<p>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.</p>
	<p>Fair Value Hierarchy</p> <p>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:</p>
	<p>Level 1</p> <p>Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.</p>
	<p>Level 2</p> <p>Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.</p>
	<p>Level 3</p> <p>Measurements based on unobservable inputs for the asset or liability.</p>
	<p>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.</p>
	<p>Valuation techniques</p> <p>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:</p>
	<p>Market approach</p> <p>Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.</p>

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

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

TUESDAY 17 DECEMBER 2019

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 November 2019	
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)
(I)	Financial Instruments (Continued)
	The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.
	<i>(i) Financial assets at fair value through profit and loss</i>
	Financial assets are classified at "fair value through profit or loss" when they are held for trading for the purpose of short term profit taking. Assets in this category are classified as current assets. Such assets are subsequently measured at fair value with changes in carrying amount being included in profit or loss.
	<i>(ii) Loans and receivables</i>
	Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.
	Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.
	<i>(iii) Held-to-maturity investments</i>
	Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.
	Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current.
	<i>(iv) Available-for-sale financial assets</i>
	Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.
	They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.
	Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other available for sale financial assets are classified as non-current.
	<i>(v) Financial liabilities</i>
	Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

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

TUESDAY 17 DECEMBER 2019

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 November 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 of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.					
The 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

TUESDAY 17 DECEMBER 2019

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

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 30 November 2019					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	904	25.5%	▲	Timing	No Reportable Variance
General Purpose Funding - Rates	54,174	3.9%	▲	Timing	Interim and Back Rates of \$53K not included in Original Budget
General Purpose Funding - Other	(5,461)	(1.1%)	▼	Timing	No Reportable Variance
Law, Order and Public Safety	(36,146)	(48.2%)	▼	Timing	Coastal Adaptation and Protection (DOT) Grant YTD budget in advance of YTD actual
Health	(1,290)	(57.3%)	▼	Timing	No Reportable Variance
Housing	6,916	12.7%	▲	Timing	Rental Income Received in Advance
Community Amenities	14,304	5.2%	▲	Timing	Refuse Site Fees, Development and Structure Plan Fees in excess of YTD Budget
Recreation and Culture	60,207	48.8%	▲	Timing	Sale of Merchandise and Entrance Fees in excess of YTD Budget plus Gascoyne Sports Modelling Grant not included in original budget as approved after adoption
Transport	(3,097)	(1.1%)	▼	Timing	No Reportable Variance
Economic Services	(260,593)	(47.3%)	▼	Timing	MRWA Monkey Mia and Shark Bay Road Private Works have yet to commence resulting in \$334K YTD Budget deficit (Note corresponding expenditure for MRWA Private Works is also substantially less than YTD budget and will cancel each other out). Monkey Mia Dolphin Resort Borrow Pit Fees \$16K approved after adoption of budget and Camping Fees and Caravan Park Leases YTD Actual in excess of YTD budget have offset the Private Works budget variance
Other Property and Services	14,414	91.0%	▲	Timing	Refunds Income in excess of YTD Budget
Operating Expense					
Governance	103,753	(48.1%)	▲	Timing	Overall underspend in expenses.
General Purpose Funding	3,553	(7.4%)	▲	Timing	No Reportable Variance
Law, Order and Public Safety	39,065	(23.5%)	▲	Timing	Coastal Hazard Identification and Adaptation Expenses, Fire Fighting and Biosecurity Council actual expenditure below YTD Budget
Health	(319)	1.5%	▼	Timing	No Reportable Variance
Housing	9,306	(9.0%)	▲	Timing	Overall underspend in expenses
Community Amenities	31,446	(9.9%)	▲	Timing	Recycling Service Review, Town Planning and Refuse Site Maintenance expenses less than YTD budget
Recreation and Culture	15,860	(1.6%)	▲	Timing	Council Assistance Program below YTD Budget (\$19K)
Transport	14,894	(2.1%)	▲	Timing	No Reportable Variance
Economic Services	234,400	(49.9%)	▲	Timing	MRWA Private Works not commenced resulting in Budget surplus. This is offset by Budget deficit in MRWA Private Works Income above.
Other Property and Services	24,579	(60.3%)	▲	Timing	Overall reduction in Public Work Overheads and Plant Costs compared to YTD Budget
Capital Revenues					
Grants, Subsidies and Contributions	256	0.3%	▲	Timing	No Reportable Variance
Proceeds from Disposal of Assets	(0)	0.0%	▲	Timing	No Reportable Variance
Capital Expenses					
Land and Buildings	58,359	0.0%	▲	Timing	Staff and Pensioner Capital Works have yet to commence
Infrastructure - Roads	(183,899)	0.0%	▼	Timing	Useless Loop Road works commenced earlier than budgeted
Infrastructure - Public Facilities	321,239	0.0%	▲	Timing	Town Oval Bore YTD Budget ahead of YTD Actual Expenditure as bore will progress over three months
Infrastructure - Footpaths	0	0.0%	▲	Timing	No Reportable Variance
Plant and Equipment	94,433	0.0%	▲	Timing	Dual Cab Utes for Town Gardener and Ranger budgeted in advance of actual purchase
Financing					
Loan Principal	0	0.0%	▼	Timing	No reportable variance.

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

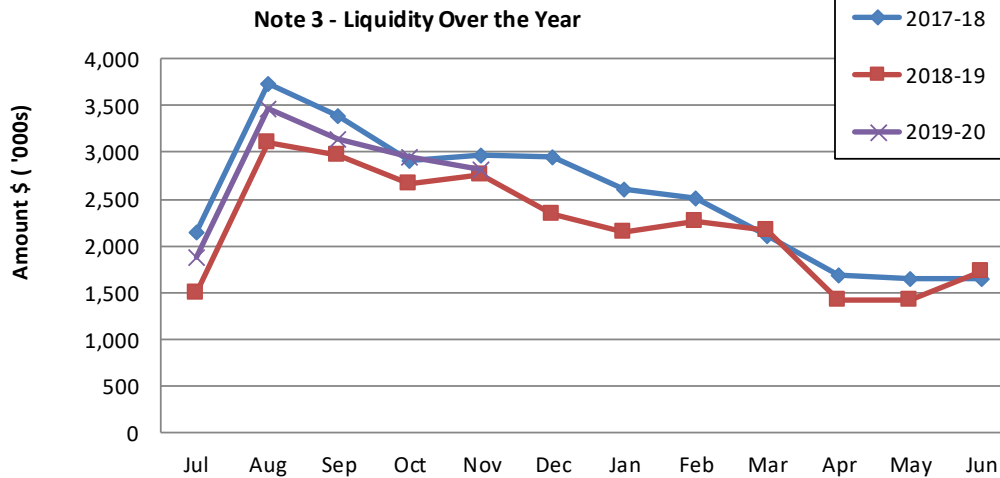
MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

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

Note 3: NET CURRENT FUNDING POSITION

	Note	Positive=Surplus (Negative=Deficit)	
		30 November 2019	30 November 2018
		\$	\$
Current Assets			
Cash Unrestricted	4	2,461,763	2,250,288
Cash Restricted	4	1,435,192	1,561,082
Receivables - Rates	6	529,594	564,476
Receivables -Other	6	48,025	172,448
Interest / ATO Receivable		16,629	13,548
Inventories		129,612	125,216
		4,620,815	4,687,057
Less: Current Liabilities			
Payables		(153,407)	(124,486)
Provisions		(208,068)	(252,431)
Bond Liability (Formally Trust Account)		(12,360)	0
		(373,835)	(376,917)
Less: Cash Reserves	7	(1,435,192)	(1,561,082)
Net Current Funding Position		2,811,788	2,749,058



Comments - Net Current Funding Position

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 November 2019							
Note 4: CASH AND INVESTMENTS							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.10%	156,671			156,671	Bankwest	At Call
Reserve Bank Account	0.00%		234,453		234,453	Bankwest	At Call
Reserve On Call Investment Acc	0.75%		1,200,740		1,200,740	Bankwest	At Call
Telenet Saver	1.10%	2,304,191			2,304,191	Bankwest	At Call
Trust Bank Account	0.00%			0	0	Bankwest	At Call
Cash On Hand		900			900		On Hand
(b) Term Deposits							
Municipal Investment					0		
Municipal Investment					0		
Reserve Investment					0		
Total		2,461,763	1,435,192	0	3,896,955		
Comments/Notes - Investments							
Surplus funds invested for terms conducive to cashflow requirements.							

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 November 2019				
Note 6: RECEIVABLES				
Receivables - Rates Receivable	30 November 2019	30 June 2019	Receivables - General	Current 30 Days 60 Days 90+Days
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	31,927	36,581	Receivables - General	45,107 1,645 60 449
Levied this year	1,778,100	1,742,151	Total Receivables General Outstanding	47,261
less Collections to date	(1,280,433)	(1,746,805)	Amounts shown above include GST (where applicable)	
Equals Current Outstanding	529,594	31,927		
Net Rates Collectable	529,594	31,927		
% Collected	70.74%	98.21%		

Month	2018-19 (\$'000s)	2019-20 (\$'000s)
Jul	50	50
Aug	1700	1700
Sep	1100	1100
Oct	750	750
Nov	600	600
Dec	450	450
Jan	350	350
Feb	200	200
Mar	180	180
Apr	100	100
May	80	80
Jun	80	80

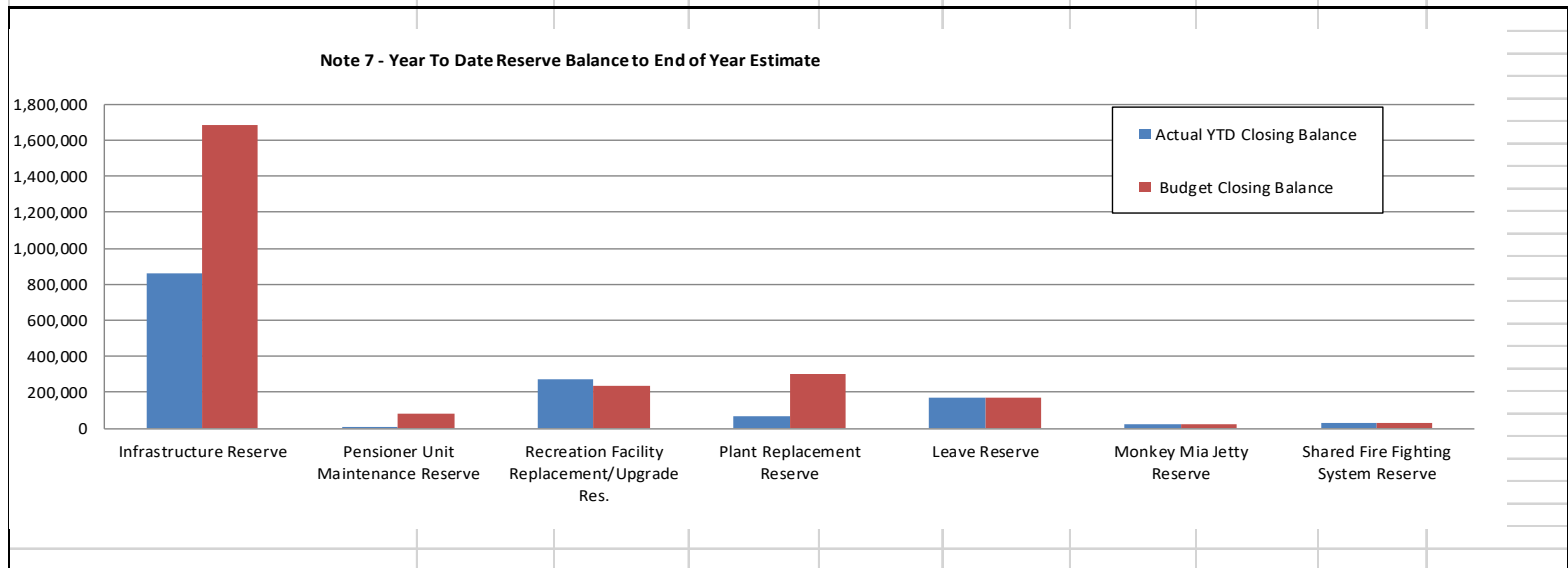
Category	Percentage
Current	95%
30 Days	4%
60 Days	0%
90+Days	1%

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

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 30 November 2019									
<u>Note 7: Cash Backed Reserve</u>									
2019-20									
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	1,332,164	14,000	2,438	595,418	0	(255,000)	(473,024)	1,686,582	861,577
Pensioner Unit Maintenance Reserve	10,916	130	26	116,143	0	(45,000)	0	82,189	10,943
Recreation Facility Replacement/Upgrade Res.	269,466	4,000	651	202,000	0	(237,500)	0	237,966	270,118
Plant Replacement Reserve	70,302	1,100	170	568,636	0	(336,000)	0	304,038	70,472
Leave Reserve	170,156	2,300	411	0	0	0	0	172,456	170,568
Monkey Mia Jetty Reserve	21,977	400	53	0	0	0	0	22,377	22,030
Shared Fire Fighting System Reserve	29,413	450	71	0	0	0	0	29,863	29,485
	1,904,395	22,380	3,821	1,482,197	0	(873,500)	(473,024)	2,535,472	1,435,192



MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 November 2019							
Note 8 CAPITAL DISPOSALS							
Actual YTD Profit/(Loss) of Asset Disposal					Annual Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 11 2019		
\$	\$	\$	\$		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
				Plant and Equipment	\$	\$	\$
				Governance			
			0	CEO Vehicle	(3,925)	0	3,925
34,765	(17,765)	21,364	4,364	EMFA Vehicle	3,000	4,364	1,364
			0	EMCD Vehicle	(5,141)	0	5,141
34,765	(17,765)	21,364	4,364		(6,066)	4,364	10,430
				Transport			
			0	Dual Cab Ute - Ranger	4,594	0	(4,594)
			0	Dual Cab Ute - Gardner	4,708	0	(4,708)
			0	Prime Mover	(66,250)	0	66,250
			0	Vibration Roller - Sale Proceeds	(3,864)	0	3,864
0	0	0	0		(60,812)	0	60,812
34,765	(17,765)	21,364	4,364		(66,878)	4,364	71,242
Comments - Capital Disposal/Replacements							

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 30 November 2019											
Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2019/20 Budget Rate Revenue \$	2019/20 Budget Interim Rate \$	2019/20 Budget Back Rate \$	2019/20 Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV Residential	0.102840	316	3,761,841	386,871	1,826	1,047	389,744	386,871			386,871
GRV Commercial	0.105690	42	2,114,558	223,477			223,477	223,477			223,477
GRV Vacant	0.102840	18	360,100	37,033			37,033	37,033			37,033
GRV Rural Commercial	0.106880	5	306,280	32,736	973		33,709	32,736			32,736
GRV Industrial/Residential	0.113800	46	629,944	71,689			71,689	71,689			71,689
GRV Industrial/Residential Vaca	0.102840	2	10,400	1,070	-10		1,060	1,070			1,070
GRV Rural Resort	0.112820	3	1,132,800	127,805	24,144	19,266	171,214	127,805			127,805
UV General	0.207090	7	827,678	171,402			171,402	171,402			171,402
UV Pastoral	0.141820	11	617,360	87,556			87,556	87,556			87,556
UV Mining	0.282450	1	7,947	2,245			2,245	2,245			2,245
UV Exploration	0.271580	2	764,435	207,605	-1,098	8,025	214,532	207,604			207,604
Sub-Totals		453	10,533,343	1,349,490	25,834	28,339	1,403,662	1,349,488	0	0	1,349,488
Minimum Payment											
GRV Residential	876.00	52	384,173	45,552			45,552	45,552			45,552
GRV Commercial	876.00	17	93,832	14,892			14,892	14,892			14,892
GRV Vacant	876.00	83	271,090	72,708			72,708	72,708			72,708
GRV Rural Commercial	876.00	0	0	0			0	0			0
GRV Industrial/Residential	876.00	3	19,440	2,628			2,628	2,628			2,628
GRV Industrial/Residential Vaca	546.00	0	0	0			0	0			0
GRV Rural Resort	876.00	0	0	0			0	0			0
UV General	735.00	6	9,262	4,410			4,410	4,410			4,410
UV Pastoral	920.00	0	0	0			0	0			0
UV Mining	920.00	1	654	920			920	920			920
UV Exploration	920.00	2	4,080	1,840			1,840	1,840			1,840
Sub-Totals		164	782,531	142,950	0	0	142,950	142,950	0	0	142,950
Concessions							(139,394)				(139,394)
Amount from General Rates							1,407,218				1,353,044
Specified Area Rates							38,917				38,917
Totals							1,446,135				1,391,961
Comments - Rating Information											

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 November 2019								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-19	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2019/20 Actual	2019/20 Budget	2019/20 Actual	2019/20 Budget	2019/20 Actual	2019/20 Budget
			\$	\$	\$	\$	\$	\$
Loan 57 Monkey Mia Bore	134,616	0	15,667	31,653	118,949	102,963	1,203	5,654
Loan 56 - Staff Housing	28,847	0	9,333	18,946	19,513	9,901	643	1,556
Loan - Town Oval Bore	0	800,000	0	15,472	0	784,528	0	10,160
	163,463	800,000	25,001	66,071	138,462	897,392	1,846	17,370

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

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 November 2019								
Note 11: GRANTS AND CONTRIBUTIONS								
Program/Details	Grant Provider	Approval	2019-20 Annual Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received/Invoiced	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	692,157	0	692,157	0	346,079	346,079
Grants Commission - Roads	WALGGC	Y	226,736	0	226,736	0	113,368	113,368
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	8,133	0	8,133	0	4,106	4,027
Grant FESA - SES	Dept. of Fire & Emergency Serv.	Y	46,590	0	46,590	0	23,295	23,295
Coastal Hazard Risk Management & Adaption Plan	WA Planning Commission	Y	32,500	0	32,500	0	0	32,500
Coastal Adaptation and Protection	Department of Transport	Y	11,000	0	11,000	0	0	11,000
Gascoyne Sports Modelling	Department of Local Government Sport and Culture	Y	0	0	0	0	5,000	
RECREATION AND CULTURE								
Contributions - HMAS Sydney Exhibit	Visitors to Discovery Centre	Y	200	0	200	0	168	32
Laser Tag	Miscellaneous revenue	Y	0	0	0	0	123	0
ECONOMIC SERVICES								
Thank a Volunteer	Dept of Communities	Y	0	0	0	0	700	0
BBRF Community Investment	Dept of Infrastructural	Y	0	0	0	0	20,000	0
TRANSPORT								
Road Preservation Grant	State Initiative - Main Roads WA	Y	106,056	0	106,056	0	113,118	
Useless Loop Road - Mtce	Main Roads WA	Y	330,000	0	330,000	0	132,000	198,000
Contributions - Road Projects	Pipeline	Y	8,900	0	8,900	0	0	8,900
Roads To Recovery Grant - Cap	Roads to Recovery	Y	297,245	0	0	297,245	0	297,245
RRG Grants - Capital Projects	Regional Road Group	Y	230,217	0	0	230,217	92,342	137,875
TOTALS			1,989,734	0	1,462,272	527,462	850,298	1,172,321
			Operating		1,462,272		757,956	
			Non-operating		527,462		92,342	
					1,989,734		850,298	
Comments - Operating and Non Operating Grants								

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 November 2019				
Note 12: BOND LIABILITY				
Funds held at balance date over which the Shire has no control and which are included in Note 3 of this statement are as follows:				
Description	Opening Balance 1 Jul 19	Amount Received	Amount Paid	Closing Balance 30-Nov-19
	\$	\$	\$	\$
CITF Levy	\$ -	1,064	(1,064)	0
Library Card Bond	\$ 250	150	(300)	100
Bookeasy- Sales	\$ -	222,411	(222,411)	0
Kerb/Footpath Deposit	\$ 3,800	1,000		4,800
Bond Key	\$ 3,420	730	(500)	3,650
Hall Bond	\$ -	550	(275)	275
Police Licensing	\$ 997	109,761	(109,731)	1,027
Election Deposit	\$ -	800	(800)	0
Marquee Deposit	\$ -			0
Building Licence Levy	\$ -	1,691	(1,691)	0
Road Reserve - Hughes Street	\$ 2,298			2,298
Tour Sales	\$ -			0
Property Rental Bonds	\$ -			0
Rates Unidentified Deposit	\$ 210			210
	10,974	338,157	(336,772)	12,360

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

CAPITAL WORKS PROGRAM 2019/20								
Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Over)/Under	YTD Actual (Renewal Exp)	Comment
Land and Buildings								
Governance								
Asbestos Removal - Shire Office	2.2.1	WKSM	(75,000)	0	0	0	0	
Records Room	4.2.2	CEO	(30,000)	(30,000)	(6,220)	23,780	6,220	Commenced In Progress
Governance Total			(105,000)	(30,000)	(6,220)	23,780	6,220	
Housing								
Staff housing Capital Works								
Staff Housing - 5 Spaven Way	2.2.1	CEO	(10,000)	(4,165)	0	4,165	0	
Staff Housing - 65 Brockman St	2.2.1	EMCD	(10,000)	(4,165)	0	4,165	0	
Staff Housing - 51 Durlacher St	2.2.1	EMFA	(10,000)	(4,165)	0	4,165	0	
Staff Housing - 80 Durlacher St	2.2.1	EMCD	(10,000)	(4,165)	0	4,165	0	
Pensioner Units Capital	2.2.1	EMCD	(35,000)	(14,585)	0	14,585	0	
Pensioner Units Door/Water Pipe Replacement	2.2.1	EMCD	(10,000)	(3,334)	0	3,334	0	
Housing Total			(85,000)	(34,579)	0	34,579	0	
Community Amenities								
Buildings								
Morgue	2.2.1	CEO	(20,000)	0	0	0	0	
Community Amenities Total			(20,000)	0	0	0	0	
Recreation								
Buildings								
Asbestos Removal - Denham Town Hall/Stables	2.2.1	WKSM	(75,000)	0	0	0	0	
Recreation Centre Panel and Paint Renewal	2.2.1	WKSM	(50,000)	0	0	0	0	
Recreation Total			(125,000)	0	0	0	0	
Transport								
Buildings								
Depot - Office Awning	4.2.2	WKSM	(10,000)	0	0	0	0	
Depot - Boundary Fencing	4.2.2	WKSM	(15,000)	0	0	0	0	
Transport Total			(25,000)	0	0	0	0	
Land and Buildings Total			(360,000)	(64,579)	(6,220)	58,359	6,220	
Footpaths								
Infrastructure								
Footpath Construction-Denham Footpath Plan	1.1.1/2.2.1	WKSM	(50,000)	0	0	0	0	
Footpaths Total			(50,000)	0	0	0	0	

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Drainage								
Transport								
Drainage/Sump Construction	1.1.1	WKSM	(20,000)	0	0	0		
Transport Total			(20,000)	0	0	0	0	
Drainage Total			(20,000)	0	0	0	0	
Furniture & Office Equip.								
Governance								
Server and Program Upgrade	4.2.2	EMFA	(20,000)	(20,000)	(13,795)	6,205		Commenced In Progress
Governance Total			(20,000)	(20,000)	(13,795)	6,205	0	
Furniture & Office Equip. Total			(20,000)	(20,000)	(13,795)	6,205	0	
Plant , Equipment and Vehicles								
Governance								
CEO Vehicle	2.2.1	CEO	(65,000)	0	0	0		
EMFA Vehicle	2.2.1	EMFA	(35,000)	(35,000)	(27,793)	7,207		Complete
EMCD Vehicle	2.2.1	EMCD	(35,000)	0	0	0		
Total Governance			(135,000)	(35,000)	(27,793)	7,207	0	
Transport								
Major Plant Items	4.2.2	WKSM	(20,000)	(8,335)	0	8,335	0	
Excavator	4.2.2	WKSM	0	0	(11,109)	(11,109)	11,109	Capital Works to Extend Useful Life
Dual Cab Ute - Town Gardener	4.2.2	WKSM	(45,000)	(45,000)	0	45,000	0	Delayed due to Capital Works Program
Dual Cab Ute - Ranger	4.2.2	WKSM	(45,000)	(45,000)	0	45,000	0	Delayed due to Capital Works Program
Prime Mover	4.2.2	WKSM	(240,000)	0	0	0	0	Due December 2019
Transport Total			(350,000)	(98,335)	(11,109)	87,226	11,109	
Denham Marine Facilities								
Boat Jinker Brake System Upgrade	4.2.2	WKSM	(20,000)	0	0	0	0	
Denham Marine Facilities Total			(20,000)	0	0	0	0	
Plant , Equipment and Vehicles Total			(505,000)	(133,335)	(38,902)	94,433	11,109	

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Infrastructure Assets	Strategic Plan Reference	Responsible Officer	2016/17 Budget	YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Comment
Public Facilities								
Community Amenities								
Cemetery Shade	2.4.2	WKSM	(5,000)	0	0	0		
Hamelin Pool Carpark	2.2.1	WKSM	(10,000)	0	0	0		
Community Amenities Total			(15,000)	0	0	0	0	
Recreation And Culture								
West End Toilet Roof Replacement	2.2.1	WKSM	(15,000)	0	0	0		
Town Oval Bore	2.2.1	WKSM	(800,000)	(800,000)	(473,114)	326,886	473,114	project underway
Town Bore Fence Extensions	2.2.1	WKSM	(7,500)	0	0	0	0	
Town Oval Fountain	2.2.1	WKSM	(7,000)	(7,000)	(5,035)	1,965	5,035	
Playground Fence Replacement	2.2.1	WKSM	(8,000)	0	0	0	0	
Charlie Sappie Park Bed Removal and Replacement	2.2.1	WKSM	(20,000)	0	0	0	0	
Multi Purpose Courts Light Upgrade	2.2.1	WKSM	(10,000)	0	0	0	0	
Little Lagoon Signs and Barriers	2.2.1/1.2.2	CEO	(52,000)	(21,670)	(29,282)	(7,612)	0	
Recreation And Culture Total			(919,500)	(828,670)	(507,431)	321,239	478,149	
Public Facilities Total			(934,500)	(828,670)	(507,431)	321,239	478,149	

MINUTES OF THE ORDINARY COUNCIL MEETING

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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 19-20 Brockman Street	1.1.1	WKSM	(297,245)	0	0	0	0	
Useless Loop Road - RRG 19-20	1.1.1	WKSM	(255,325)	(85,108)	(269,007)	(183,899)	269,007	commenced one month early
Eagle Bluff - RRG 19-20	1.1.1	WKSM	(90,000)	0	0	0	0	
					0	0	0	
Transport Total			(642,570)	(85,108)	(269,007)	(183,899)	269,007	
Roads (Non Town) Total			(642,570)	(85,108)	(269,007)	(183,899)	269,007	
Capital Expenditure Total			(2,532,070)	(1,131,692)	(835,355)	296,337	764,485	

TUESDAY 17 DECEMBER 2019

12.0 TOWN PLANNING REPORT

12.1 SPEED LIMITS ON NORTH WEST COASTAL HIGHWAY
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 Ridgely
Seconded Cr Stubberfield

Council Resolution

That Council:

- 1. Authorise the Chief Executive Officer to write to the Minister for Transport and Main Roads Western Australia to seek reduced speed limits (80km and reduced speed ahead official signage) in the Wannoo Townsite and adjacent to the Overlander Roadhouse along the North West Coastal Highway for the following reasons:**
 - (a) Tourism WA has launched a global campaign promoting Western Australia as the ‘home of the road trip’ which is supported, however it may result in an increase of inexperienced drivers from overseas unfamiliar with the challenges of travelling on regional roads and highways.**
 - (b) There is potential for conflict between heavy vehicles, cars towing caravans and driving tourists in areas such as Wannoo Townsite and near the Overlander where there is 90 kilometre hour speed limit along North West Coastal Highway. Trucks and caravans departing these types of remote roadhouses can take time to gather speed and are entering a high speed zone.**
 - (c) It is understood that Main Roads has already identified some traffic issues at Wannoo Townsite, and as further development occurs on Lots 2 and 3 the need for a lower speed limit may become more imperative.**

6/0 CARRIED

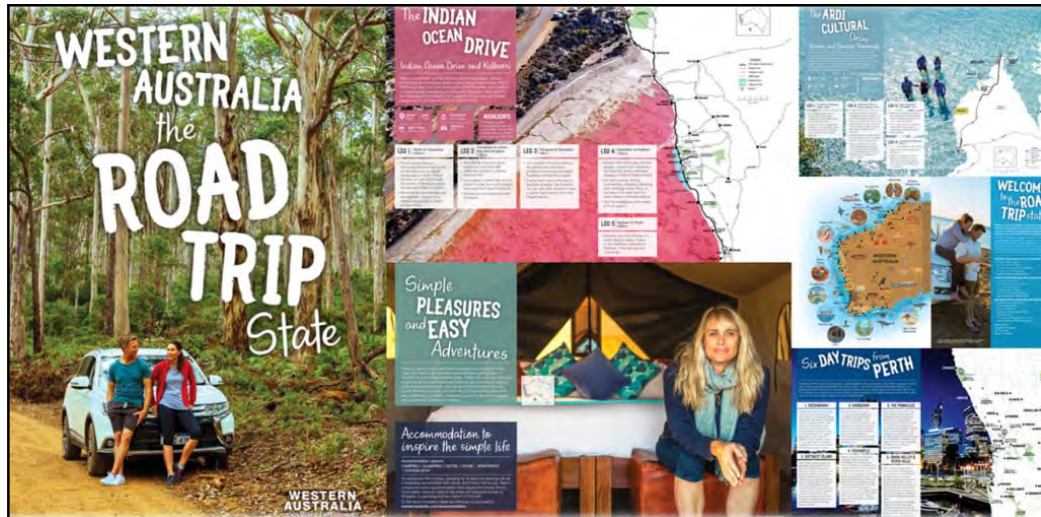
BACKGROUND

Councillors are likely aware that Tourism WA has launched a global campaign promoting Western Australia as the ‘home of the road trip’.

This campaign delivers on several Two-Year Action Plan objectives including regional dispersal and driving growth from Asian markets.

The campaign proposes the considerable size of the State should be viewed as an advantage, and presents Western Australia as the ultimate place to experience a wide variety of environments and experiences via a range of itineraries, from easy short trips within Perth, to more challenging drives off road in the outback.

The marketing is being rolled out across a number of Tourism WA's key markets including the East Coast of Australia, United Kingdom, Germany, Singapore, New Zealand and China and each market will adapt and support the campaign to suit their target audience.



The Western Australia Road Trip State brochure
Source: www.tourism.wa.gov.au/



The Western Australia Road Trip State brochure (enlargement showing Monkey Mia)
Source: www.tourism.wa.gov.au/

COMMENT

Increased tourism provides local economic opportunities, however there has been some concern raised in the broader media that more inexperienced drivers on unfamiliar regional roads and Highways could lead to an increase of accidents.

Challenges may arise if tourists from overseas do not have a good understanding of the road rules, are not educated about pulling over on the side of the road for heavy vehicles, are confronted by wandering wildlife, or poor road visibility.

Shire Administration is concerned that there may be conflict between heavy vehicles, cars towing caravans and inexperienced overseas drivers in areas such as Wannoo Townsite and near The Overlander where there is 90 kilometre hour speed limit along North West Coastal Highway.

Trucks and caravans departing these types of remote roadhouses can take time to gather speed, and are entering a high speed zone.

Speed limit signs are erected in accordance with national standards. Main Roads Western Australia is responsible for determining the speed limits along the North West Coastal Highway.

The Shire can lodge a request to Main Roads Western Australia seeking a change to the speed limit. Any amended speed zone requires approval by the Executive Director Road Network Services or the Executive Director Infrastructure Delivery.

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

It is recommended that the Shire take a pro-active approach and formally request that the speed limit at Wannoo Townsite and The Overlander be reduced as it is considered that a lower speed limit would increase traffic safety adjacent to these important roadhouses/ stopping points. It is particularly important for Wannoo Townsite as Main Roads has already identified some safety concerns at that location.

LEGAL IMPLICATIONS

There are no legal implications relative to this report.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

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

16 November 2019

TUESDAY 17 DECEMBER 2019

12.2 ALTERATIONS / ADDITIONS TO EXISTING DWELLING – LOT 556 (100) OCEAN PARK ROAD, SHARK BAY
P4391

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 Smith
Seconded Cr Ridgely

Council Resolution

That Council:

- A. Note that Lot 556 Ocean Park Road is located within a designated bushfire prone area and support an exemption from a Bushfire Attack Level assessment as part of the development application process as permissible under the Western Australian Planning Bulletin 111/2016 as:**
- (i) The development is minor and ancillary;**
 - (ii) It is alterations and additions to an existing dwelling;**
 - (iii) It will not result in any increase of residents or employees; and**
 - (iv) the additions will not increase the bushfire risk.**
- B. Approve the development application for alterations and additions to an existing dwelling on Lot 556 (100) Ocean Park Road, Shark Bay subject to the following conditions and footnotes:**
- 1. The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.**
 - 2. All stormwater from roofed areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries.**
 - 3. If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

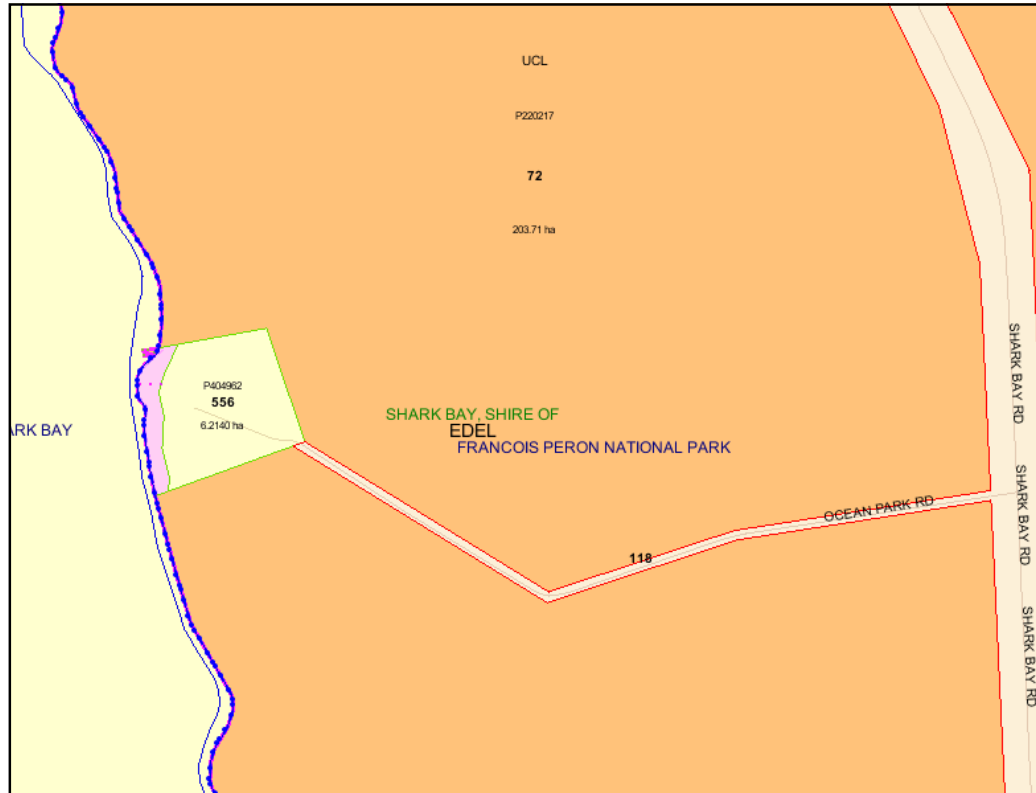
Footnotes:

- (i) A separate Building Permit must be obtained for the proposed transportable building.**

6/0 CARRIED

BACKGROUND

Lot 556 Ocean Park Road, Shark Bay has an approximate area of 6.2 hectares and contains an existing oceanarium, restaurant, dwelling and workforce accommodation (staff accommodation).



COMMENT

• ***Proposed Development***

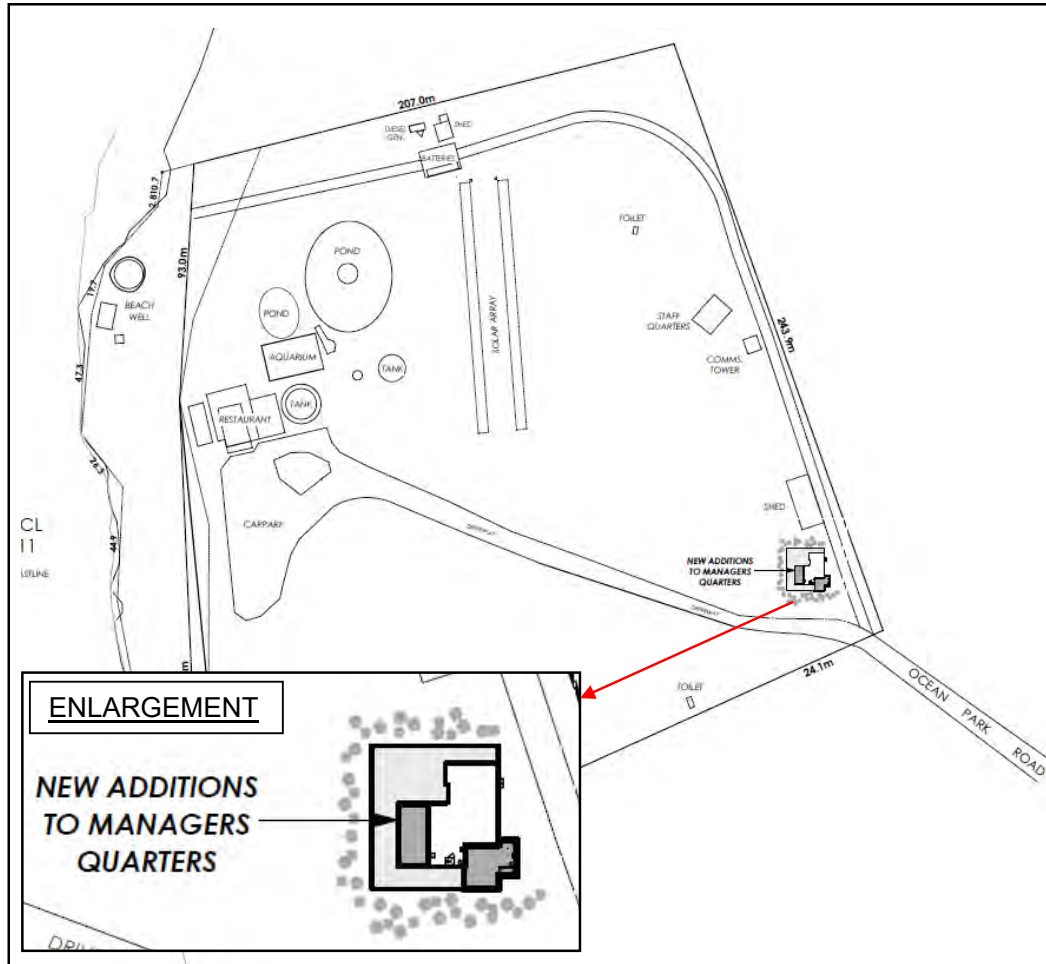
There is an existing dwelling located in the south east portion of the lot which is occupied by one of the owners who also manages the property.

The application is for alterations and additions to the existing house.

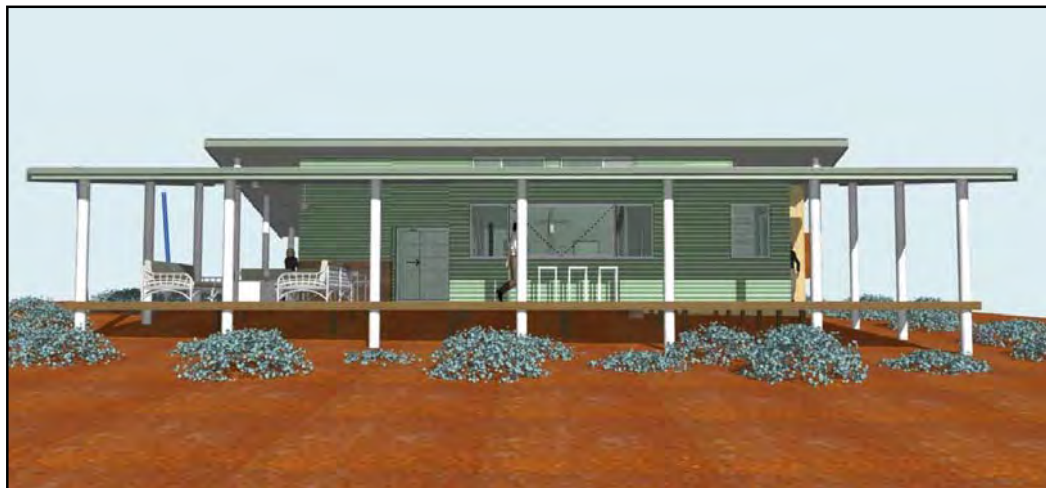
The existing floor area will be increased to include a new kitchen, new laundry, new bedroom, convert an existing bedroom to a living area and construct a new open verandah/alfresco outdoor area.

The proposed development is minor and ancillary to the existing tourist business established on the land.

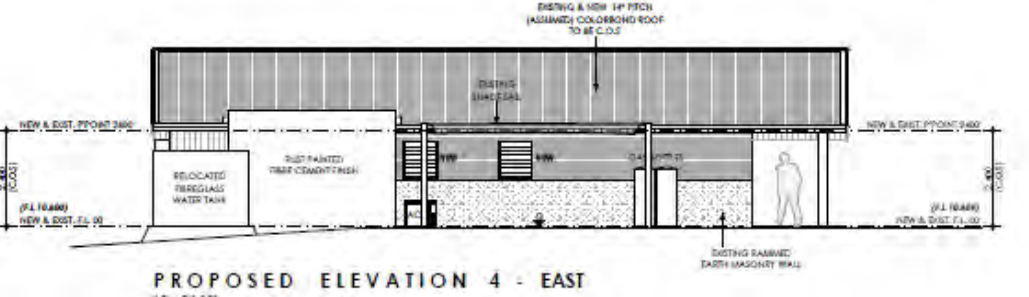
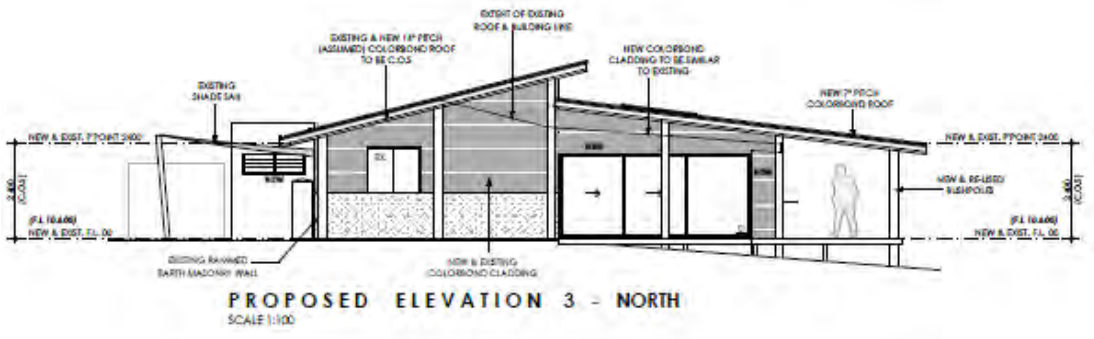
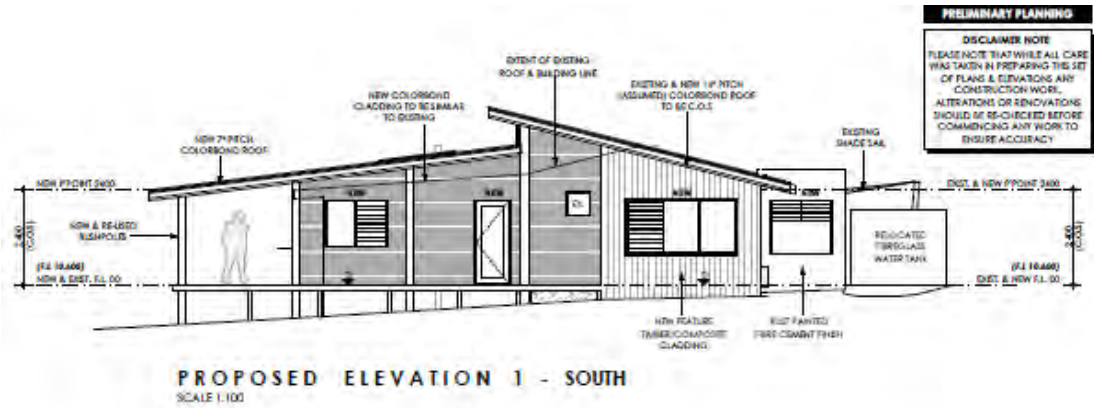
Plans are included over page.



Site Plan



West Elevation



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

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

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

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

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. Lot 556 is within the declared bushfire prone area (pink area).

Under Clause 5.4 of the Guidelines all planning applications in Bushfire Prone Areas are to be accompanied by a Bushfire Attack Level assessment.

Despite the above, the Western Australian Planning Commission also released a Planning Bulletin 111/2016 that clarifies some of the requirements under the deemed provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* and State Planning Policy 3.7.

The Planning Bulletin states that:

'The deemed provisions exempt renovations, alterations, extensions, improvements or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios and storage sheds).

State Planning Policy 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:

- *result in the intensification of development (or land use);*
 - *result in an increase of residents or employees;*
 - *involve the occupation of employees on site for any considerable amount of time;*
 - or*
 - *result in an increase to the bushfire threat;*
- the proposal may also be exempt from the provisions of State Planning Policy 3.7.'*

Town Planning Innovations has advised the applicant that a Bushfire Attack Level is not compulsory for the planning application, as the development is minor, is an addition to an existing dwelling, will not result in any increase of residents or employees, and will not increase the bushfire risk.

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It is recommended that Council support an exemption from a Bushfire Attack Level as permissible for alterations and additions as part of the planning process. It should be noted that a Bushfire Attack Level may still be required at the separate building permit stage.

- **World Heritage**

Lot 556 is within the Shark Bay World Heritage Area. The application has not been referred to the Shark Bay World Heritage Advisory Committee and/or the Department of Biodiversity, Conservation and Attractions.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Regulation 60 of the ‘deemed provisions’ requires that a person must not commence or carry out works on, or use, land in the Scheme area unless the person has obtained the development approval of the local government or it is exempt from the requirement for planning.

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

Shire of Shark Bay Local Planning Scheme No 4 –

Schedule B contains specific conditions for the special use zone applicable to Lot 556.

Condition 1 states that ‘*The intent of this Special use Zone is to allow the development of an Oceanarium and associated uses incidental to the operation of the Oceanarium for research purposes. Different forms of accommodation for tourists may be appropriate where the uses are planned for by a Local Development Plan.*’

Condition 4 requires a Local Development for any proposed camping ground (to be used by the general public), nature based park or tourist development.

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

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VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

4 December 2019

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12.3 PROPOSED WAREHOUSE/STORAGE SHED – LOT 2 (96) DAMPIER ROAD, DENHAM P1344

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 Burton

Nature of Interest: Financial Interest as paid to do data entry

Cr Burton left the Council Chamber at 3.59pm.

Moved Cr Cowell
Seconded Cr Ridgely

Council Resolution

That Council:

A. Note that Lot 2 Dampier Road is located in a declared bushfire prone area, and support an exemption from a Bushfire Attack Level assessment for the following reasons:

- 1) **Whilst State Planning Policy 3.7 requires lodgement of a Bushfire Attack Level assessment for the proposed development, a Bushfire Attack Level is not required as part of the separate Building Permit process.**
- 2) **The proposed building is ancillary to the existing hardware store;**
- 3) **The building will only be used for storage with intermittent attendance by customers;**
- 4) **There will be no increase in the number of employees on site;**
- 5) **Planning Bulletin No 111/2016 clarifies Council has discretion over this matter and states that ‘Exemptions from the requirements of State Planning Policy 3.7 and the deemed provisions should be applied pragmatically by the decision maker.’**

B. In accordance with Clause 34(5) of the Shire of Shark Bay Local Planning Scheme No 4, support a reduction to the rear setback from 6 metres to 1.5 metres as Council is satisfied that:

- (a) **approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and**

(Clause 67 refers to issues such as car parking, relationship to adjoining development, amenity etc)

- (b) **the non-compliance with the additional site and development standard will not have a significant adverse effect on the occupiers**

or users of the development, the inhabitants of the locality or the likely future development of the locality.

- C. **Approve the Development Application (27/2019) for a Warehouse/ Storage shed on Lot 2 (96) Dampier Road, Denham subject to the following conditions and footnotes:**
1. **The plans lodged with this application shall form part of this planning approval. All development shall generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.**
 2. **All stormwater from roofed areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries.**
 3. **The owner to upgrade and construct the existing gravel crossover in accordance with the specifications of Policy 2.1 in the Shire of Shark Bay Policy Manual, within 6 months from the date of this planning consent or an alternative time period approved separately by the Shire in writing.**
 4. **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

Footnotes:

- (i) **A separate Building Permit must be obtained for the proposed building prior to the commencement of any construction.**

5/0 CARRIED

Cr Burton returned to the Council Chamber at 4.03 pm

BACKGROUND

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

Lot 2 Dampier Road has been developed with a business that operates as a hardware store. There is a blue metal hardstand carpark to the front of the existing building.

There is one unconstructed blue metal crossover and one constructed concrete crossover to the lot. Both crossovers are gated.



Location Plan

COMMENT

• ***Proposed Development***

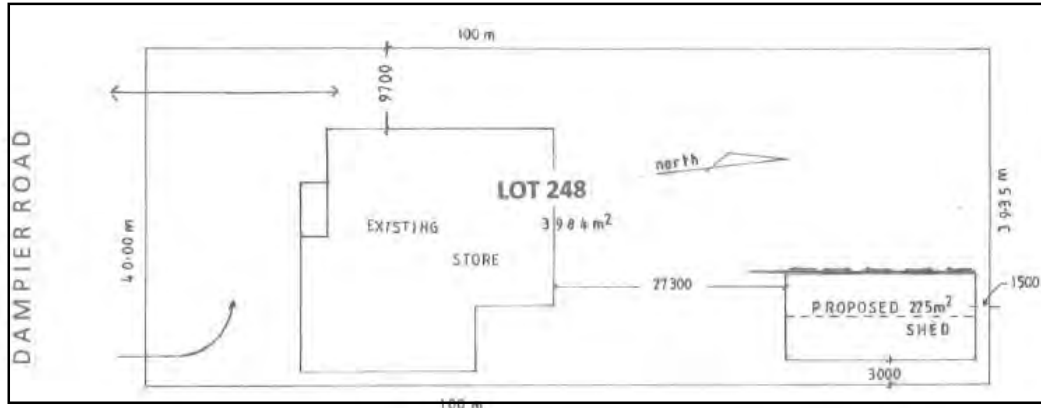
An application has been lodged to construct a 225m² zinculume shed to the rear of the existing building. The shed has a proposed wall height of 4.5 metres and the height to the roof peak is 6.1 metres.

The building will be setback 1.5 metres from the rear north boundary and 3 metres from the east side boundary.

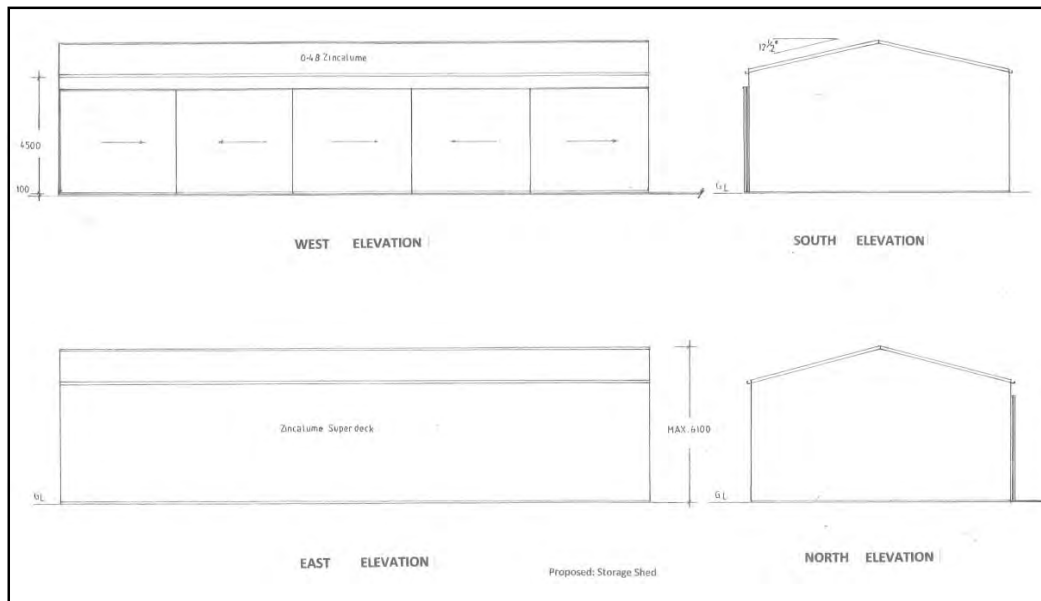
The site plan does not show the two existing crossovers as such, however includes arrows indicating that both will be used for access into the lot – refer plans below and over page.

The owner has advised that 5 bays or ‘areas’ within the building will be hired out to customers to use for storage. Customers may use the storage areas for general items, furniture, boats, cars etc.

The storage areas will form part of, and will be rented out through, the existing hardware store.



Site Plan



Elevations

- **Land Use Permissibility**

The proposed land use is construed as ‘warehouse/storage’ which is defined in the Scheme as ‘means premises including indoor or outdoor facilities used for —

- (a) the storage of goods, equipment, plant or materials; or
- (b) the display or sale by wholesale of goods’.

A ‘warehouse/ storage’ use is permitted in the General Industry zone under ‘Table 1-Zoning Table’ in the Scheme.

- **Setbacks**

Under Clause 32.5.1 of the Scheme buildings are required to be setback 6 metres from any rear boundary.

The application entails a variation as the building is proposed to be setback 1.5 metres from the rear boundary in lieu of 6 metres.

Council can approve the setback variation however it would have to be advertised if it is considered that the variation is likely to adversely affect any owners or occupiers in the general locality or in an area adjoining the site.

Town Planning Innovations does not recommend that the rear setback variation be advertised as it has no visual impact on streetscape, adjacent Industrial properties, and Lot 2 backs onto a 40.94 hectare vacant crown land lot (Lot 501).



Aerial showing Lot 2 abuts Lot 501 to the rear

Under Clause 34(5) of the Scheme, Council may only approve the setback variation if it is satisfied that -

- (a) approval of the proposed development would be appropriate having regard to the matters that the local government is to have regard to in considering an application for development approval as set out in clause 67 of the deemed provisions; and

(Clause 67 refers to issues such as car parking, relationship to adjoining development, amenity etc)

- (b) the non-compliance with the additional site and development standard will not have a significant adverse effect on the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

The proposed setback variation is supported having regard for the industrial nature of the area and location of the development.

- **Crossovers**

The lot is serviced with one constructed concrete crossover and one unconstructed crossover – refer photographs below.

As new development on the lot is proposed, and there will be increased customers attending the premises, it is recommended that the Shire impose a condition requiring upgrading of the unconstructed crossover. Currently the existing loose crossover material overflows into the road reserve which is undesirable.



Left hand side unconstructed crossover



Right hand side unconstructed crossover

- **Parking**

Car parking is to the discretion of Council however regard can be given to the nature of the development, number of employees, and the prevention of the obstruction of roads and streets.

From a practical perspective, it is most likely that customers attending the hardware store will park to the front of the existing building, and customers attending the warehouse/storage shed will park to the rear. It is not anticipated that there will be any conflict between car parking for the hardware store and the new building to the rear.

Customers attending the warehouse/storage shed are not likely to be on site for any significant time period.

There is no history of any car parking issues associated with the lot, and car parking is not considered to be an impediment to the proposal.

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

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

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

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

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. The subject lot is within the declared bushfire prone area,

Under Clause 5.4 of the Guidelines all planning applications in Bushfire Prone Areas are to be accompanied by a Bushfire Attack Level assessment.

Despite the above, the Western Australian Planning Commission also released a Planning Bulletin 111/2016 that clarifies some of the requirements under the deemed provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* and State Planning Policy 3.7.

The Planning Bulletin states that:

'The deemed provisions exempt renovations, alterations, extensions, improvements or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios and storage sheds).'

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State Planning Policy 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:

- *result in the intensification of development (or land use);*
- *result in an increase of residents or employees;*
- *involve the occupation of employees on site for any considerable amount of time;*
or
- *result in an increase to the bushfire threat;*

the proposal may also be exempt from the provisions of State Planning Policy 3.7.'

It is recommended that Council support an exemption from a Bushfire Attack Level assessment for the following reasons:

- a) Whilst State Planning Policy 3.7 requires lodgement of a BAL assessment for the proposed development, a Bushfire Attack Level is not required as part of the separate Building Permit process.
- b) The proposed building is ancillary to the existing hardware store;
- c) The building will only be used for storage with intermittent attendance by customers;
- d) There will be no increase in the number of employees on site;
- e) Planning Bulletin No 111/2016 clarifies Council has discretion over this matter and states that '*Exemptions from the requirements of State Planning Policy 3.7 and the deemed provisions should be applied pragmatically by the decision maker.'*

There is a disparity between the planning and building requirements for a Bushfire Attack Level. Whilst a Bushfire Attack Level Assessment can be required as part of the development application process, no higher construction standards apply as part of the separate Building Permit process.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 –

Regulation 60 of the 'deemed provisions' requires that a person must not commence or carry out works on, or use, land in the Scheme area unless the person has obtained the development approval of the local government or it is exempt from the requirement for planning.

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

Shire of Shark Bay Local Planning Scheme No 4 –

Under Clause 16(2) the objectives of the General Industry zone are to –

- To provide for a broad range of industrial, service and storage activities which, by the nature of their operations, should be isolated from residential and other sensitive land uses.

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- To accommodate industry that would not otherwise comply with the performance standards of light industry.
- Seek to manage impacts such as noise, dust and odour within the zone

POLICY IMPLICATIONS

The Shire has an existing crossover policy which states that:

1. A standard crossing comprises either -
 - a. A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or
 - b. A minimum of 100 mm reinforced concrete over a compacted sub-base; or
 - c. A minimum of 50 mm thick brick pavers; or
 - d. As approved by Council
2. A crossing must be built from the paved portion of a road or kerb to the front boundary line and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways).
3. The minimum width of the standard crossing shall be 3.0 metres for residences, 4.0 metres for commercial, 6.0 metres for light industrial, 6.0 metres for heavy industrial and 7.5 metres for service stations each with a 1.5 metre radius "fishtail" onto the kerb line.
4. The gradient shall be positive 2% for the first 1.5 metres from the kerb line.
5. The Shire of Shark Bay will contribute to one crossing per property only.
6. Where the ratepayer elects to construct a crossover, the Shire's contribution shall not exceed 50% of the cost of the crossover as defined in this policy and as listed in the Shire's Fees and Charges Schedule of its annual budget. The square metres calculated shall be the length (from the road kerb to the property line) multiplied by the nominal width. The applicant must produce documents stating the full cost of the crossing.

Under the current Policy the owner of Lot 2 would not be eligible for any Shire contribution towards the construction of a second crossover.

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

5 December 2019

12.4 PROPOSED SINGLE HOUSE AND OUTBUILDING – LOT 4 (145) KNIGHT TERRACE, DENHAM P1005

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*

Officer Recommendation

That Council:

1. Note that the application for a single dwelling and outbuilding on Lot 4 (145) Knight Terrace, Denham has been advertised for public comment and no submissions had been received at the time of writing this report. Advertising closed on the 10 December 2019.
2. Note that a submission has been lodged expressing concern over the visual impact of the outbuilding on streetscape and potential precedent.
3. Note that two options have been outlined in this report in regards to the proposed outbuilding.
4. Determine to pursue:
 - 4a *Option 1 – Refuse the Outbuilding proposed on Lot 4 (145) Knight Terrace, Denham for the following reasons:*
 - (i) The outbuilding does not meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as it will detract from the streetscape and the visual amenity of residents of neighbouring properties.
 - (ii) The proposed outbuilding is a significant departure from the low scale character of this section of Knight Terrace and will have a detrimental impact on streetscape.

OR

Option 2 : Approve the Outbuilding

- 4b. Determine that the outbuilding meets the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as *'it does not detract from the streetscape or the visual amenity of residents of neighbouring properties'* and approve the Outbuilding (in addition to the single house) subject to the following condition being included on the planning approval:
 - (viii) Construction of the outbuilding shall only commence at the same time or after construction of the proposed single house has substantially commenced to the satisfaction of the chief Executive Officer.

5. Approve the application for a single house (and outbuilding) on Lot 4 (145) Knight Terrace, Denham subject to the following conditions and footnotes:

NOTE:
Outbuilding will
have to be
added if
Council
pursues
Option 2
(yellow
highlight)

- (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.
- (ii) The Finished Floor Level shall be a minimum of 4.2 metres Australian Height Datum.
- (iii) Vehicle parking (2 tandem spaces) shall be provided on site to a trafficable standard in accordance with the approved site plan dated the 1 July 2019 to the satisfaction of the Chief Executive Officer.
- (iv) The owner to install and construct a new crossover in accordance with the specifications of Policy 9.1 in the Shire of Shark Bay Policy Manual, within 12 months from the issue of a building permit or an alternative time period approved separately by the Chief Executive Officer in writing.
- (v) No clothes drying devices shall be erected or clothes dried outside in an area which is visible from the street at any time.
- (vi) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.
- (vii) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

Footnotes:

- (a) Planning consent is not an approval to commence any works. A separate building permit must be obtained for all work.
- (b) In regards to Condition (iv), the owner / applicant is advised that once a crossover is constructed to the Shires requirements, an application can be lodged seeking a contribution from the Shire towards a portion of the construction cost.

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Moved Cr Ridgely
Seconded Cr Bellottie

Council Resolution

That Council:

- 1. Note that the application for a single dwelling and outbuilding on Lot 4 (145) Knight Terrace, Denham has been advertised for public comment and no submissions had been received at the time of writing this report. Advertising closed on the 10 December 2019.**
- 2. Note that a submission has been lodged expressing concern over the visual impact of the outbuilding on streetscape and potential precedent.**
- 3. Note that two options have been outlined in this report in regards to the proposed outbuilding.**
- 4. Determine to pursue:**
- 4a Option 1 – Refuse the Outbuilding proposed on Lot 4 (145) Knight Terrace, Denham for the following reasons:**
 - (i) The outbuilding does not meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as it will detract from the streetscape and the visual amenity of residents of neighbouring properties.**
 - (ii) The proposed outbuilding is a significant departure from the low scale character of this section of Knight Terrace and will have a detrimental impact on streetscape.**
- 5. Approve the application for a single house on Lot 4 (145) Knight Terrace, Denham subject to the following conditions and footnotes:**
 - (i) The plans lodged with this application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**
 - (ii) The Finished Floor Level shall be a minimum of 4.2 metres Australian Height Datum.**
 - (iii) Vehicle parking (2 tandem spaces) shall be provided on site to a trafficable standard in accordance with the approved site plan dated the 1 July 2019 to the satisfaction of the Chief Executive Officer.**
 - (iv) The owner to install and construct a new crossover in accordance with the specifications of Policy 9.1 in the Shire of Shark Bay Policy Manual, within 12 months from the issue of a building permit or an alternative time period approved separately by the Chief Executive Officer in writing.**

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- (v) **No clothes drying devices shall be erected or clothes dried outside in an area which is visible from the street at any time.**
- (vi) **All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.**
- (vii) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

Footnotes:

- (a) **Planning consent is not an approval to commence any works. A separate building permit must be obtained for all work.**
- (b) **In regards to Condition (iv), the owner / applicant is advised that once a crossover is constructed to the Shires requirements, an application can be lodged seeking a contribution from the Shire towards a portion of the construction cost.**

6/0 CARRIED

BACKGROUND

- **Zoning**

The lot is zoned 'Residential' with a density code of R30 under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme'). The lot has an approximate area of 958m² and is vacant.

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Location Plan

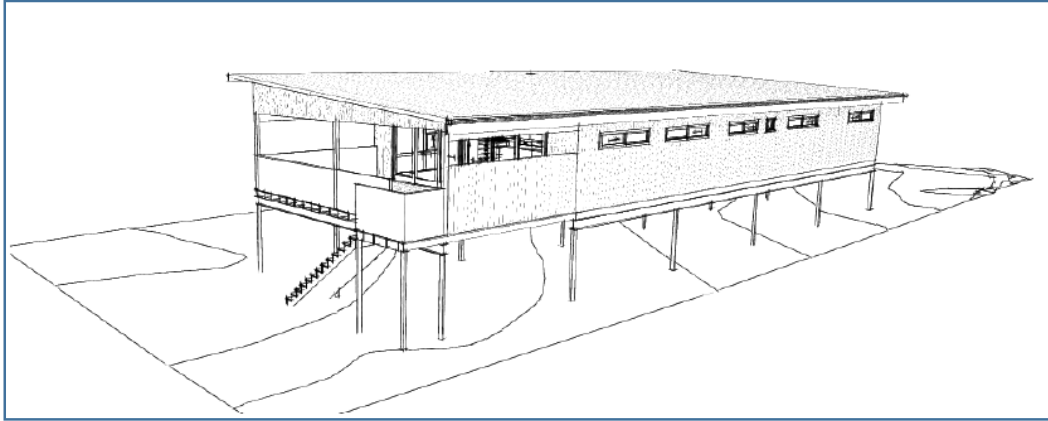


Photo of Lot 4 Knight Terrace

COMMENT

• ***Description of application***

The application proposes a single house and an outbuilding. The house is proposed to be elevated on poles in order to meet the required minimum finished floor levels for protection against potential coastal impacts/ inundation.



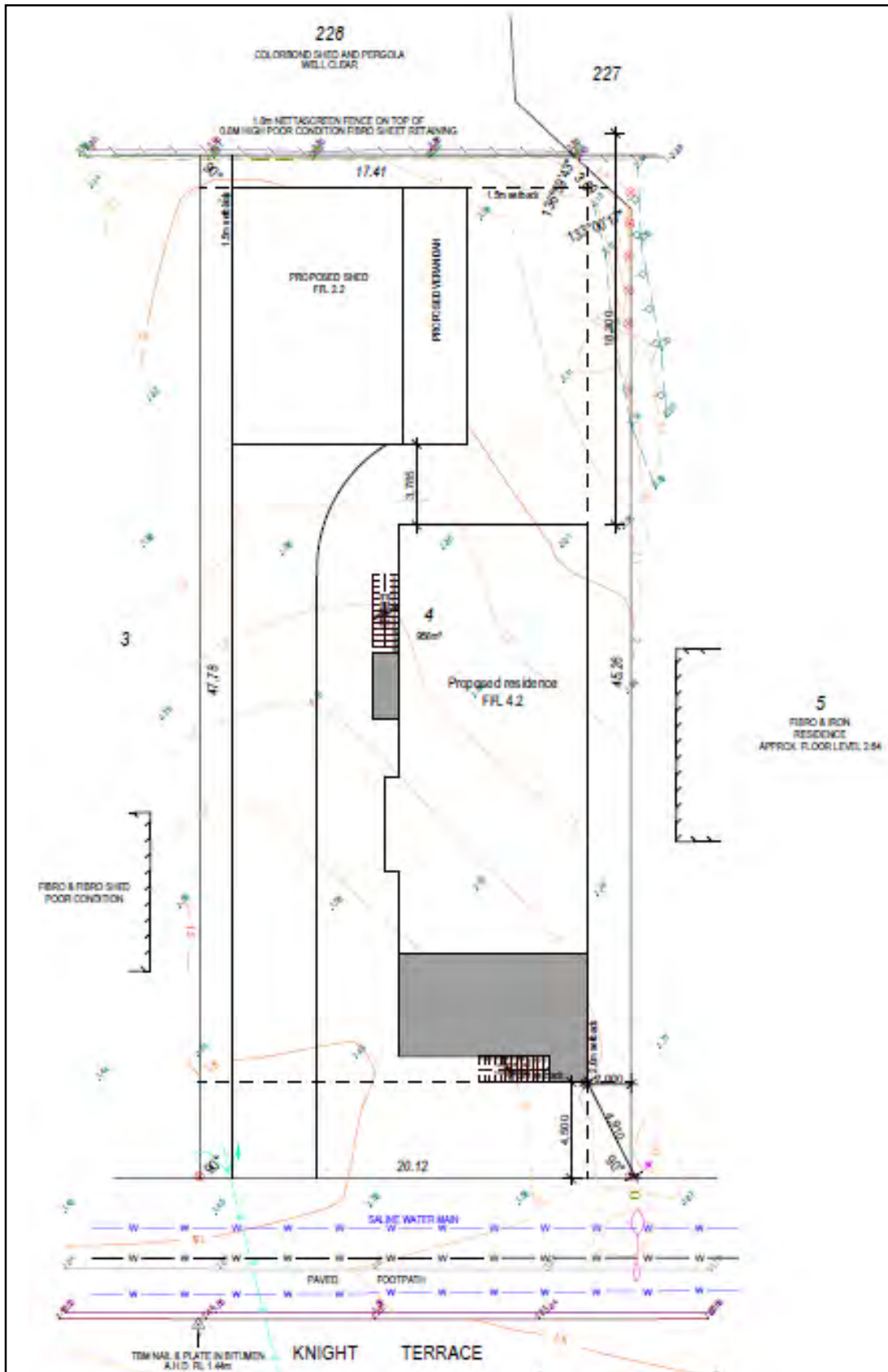
The dwelling is proposed to have a total floor area of 175.82m² (excluding the 44.4m² verandah).

The applicant has advised that the house will be in a kit form and erected on site.

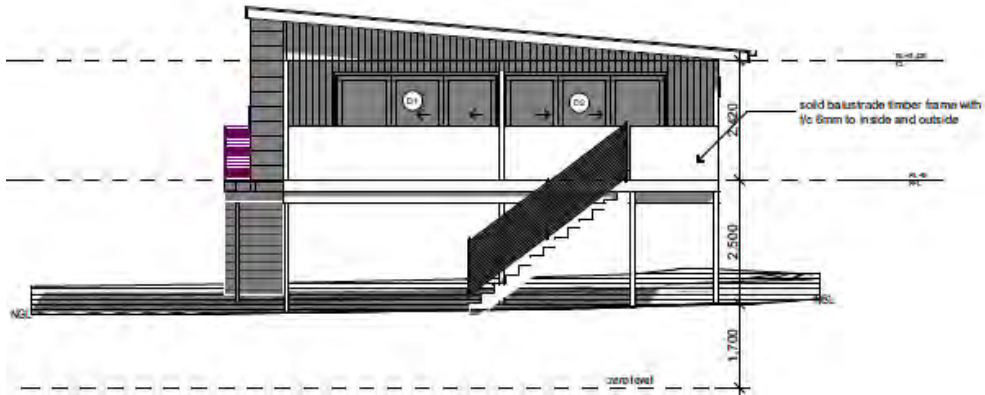
A site plan and elevations are included over page for ease of reference.

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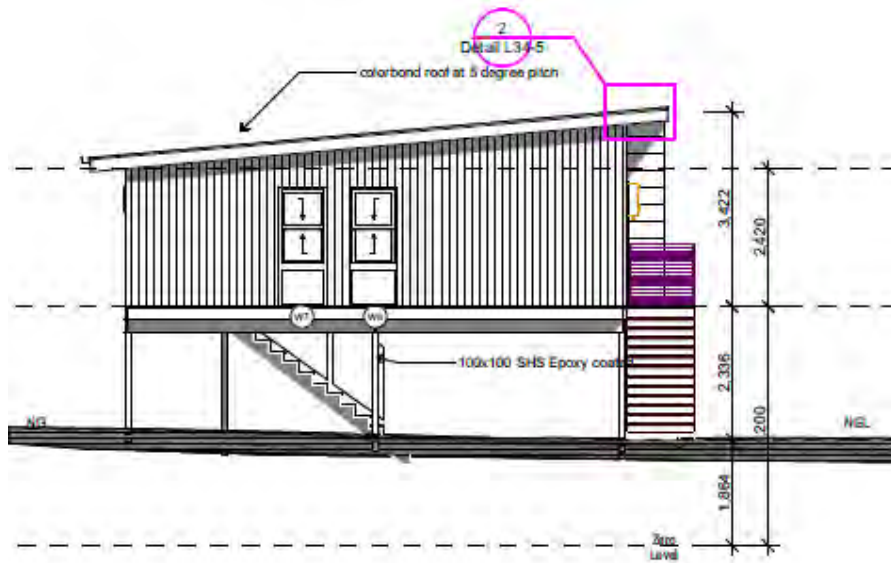
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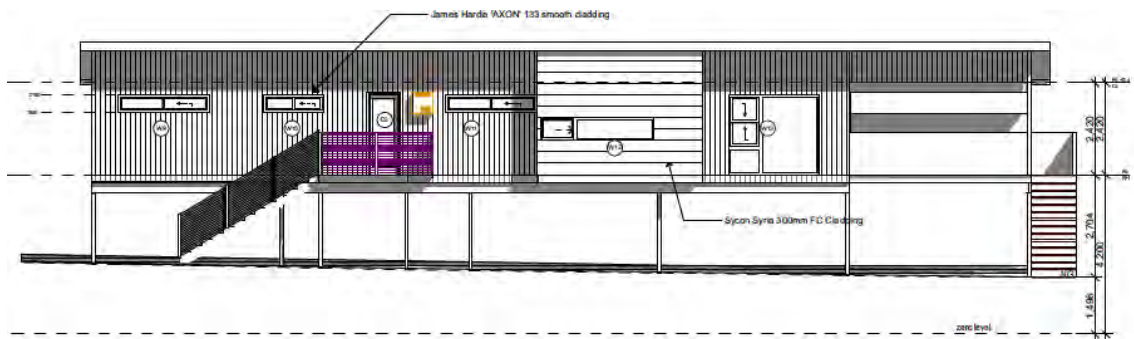
Site Plan



Front Elevation to Knight Terrace



Rear Elevation (North)



Side Elevation (West)

• **Residential Design Codes – Single House**

The Residential Design Codes (‘the Codes’) have two separate options for the assessment of development including ‘Deemed to Comply’ criteria and ‘Design Principles’.

Under the Residential Design Codes there are specific ‘Deemed to Comply’ requirements for single dwellings.

• **Lot Boundary Setbacks – Single House**

The proposed single house complies with the setback requirements of the Codes.

Setbacks are calculated using Table 2 in the Codes and are based on the wall height, wall length and whether the wall has major openings.

Setback Required under Table 2 of the Codes	Permitted	Proposed
Front	4m	4.5m
Side 1 (LHS/west)	4.9m	9.5m
Side 2 (RHS/east)	1.9m	2.0m
Rear	2.8m	17.285m

The side setback for the west elevation is greater as it has a higher wall height due to the skillion roof.

• **Privacy and Overlooking Setbacks – Single House**

Under the Codes, major openings and unenclosed outdoor active habitable spaces, which have a floor level of more than 0.5m above natural ground level, have to achieve a minimum setback distance as prescribed below :

- 4.5 metres in the case of bedrooms and studies;
- 6.0 metres in the case habitable rooms other than bedrooms and studies;
- and
- 7.5 metres in the case of unenclosed outdoor active habitable spaces (balconies, decks, verandahs and the like).

The finished floor level of the house has to be elevated to meet the Scheme requirements.

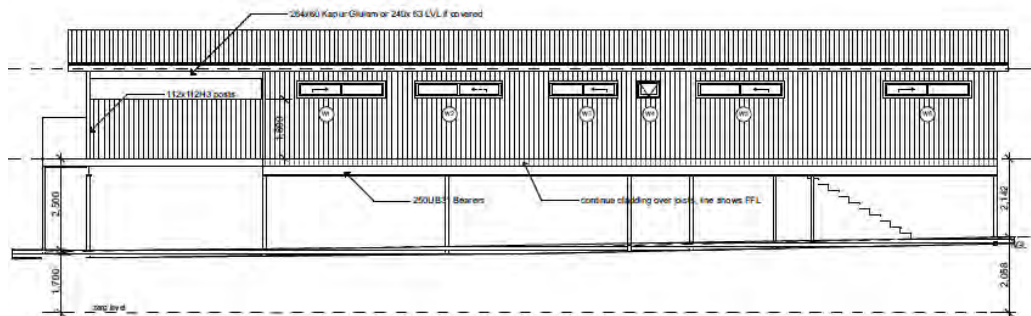
The privacy setbacks apply as follows:

ROOM TYPE	ELEVATION	REQUIRED (metres)	PROVIDED (metres)	COMPLIANCE
Front balcony	West	7.5	9.5	Complies. In any event, it overlooks a public area / front setback area.
Living Room window	West	6.0	9.5	Complies
Bedroom 1 and Bedroom 4	West	4.5	9.5	Complies
External stair landing	West	7.5	7.5	Complies
Front balcony	East Includes 1.6m high screen	7.5	2.0	Complies with 5.4 C1.1 (i) as it is provided with permanent side screening to restrict views. In any event, it overlooks a public area / front setback area.
Bedroom 1 and Bedroom 2	North/Rear	4.5	17.28	Complies

The design of the single house includes highlight windows along the east elevation (for the living room, bedroom 2 and bedroom 3).

The privacy setbacks only apply to 'major openings' which is defined in the Codes and *'does not include an opening with a sill height not less than 1.6m above floor level'*.

The privacy setbacks do not therefore apply to the windows along the east elevation.



Side Elevation (East)

• **Land subject to Inundation and minimum Finished Floor Levels**

The Shire's Scheme requires a minimum finished floor level of 4.2 metres Australian Height Datum for land that is 'subject to inundation'. The Scheme maps do not define the area considered to be 'subject to inundation' and the area affected is determined by the Shire.

Ultimately it is to Council's discretion as to whether it considers a lot to be within an area that is *'subject to inundation'* by virtue of *'being vulnerable to coastal storm surge inundation'*.

Historically higher finished floor levels have been applied to all new development fronting Knight Terrace. It is generally accepted that the coastal facing lots are clearly vulnerable to coastal storm surge.

The application complies as the finished floor level of the proposed dwelling is 4.2 metres Australian Height Datum.

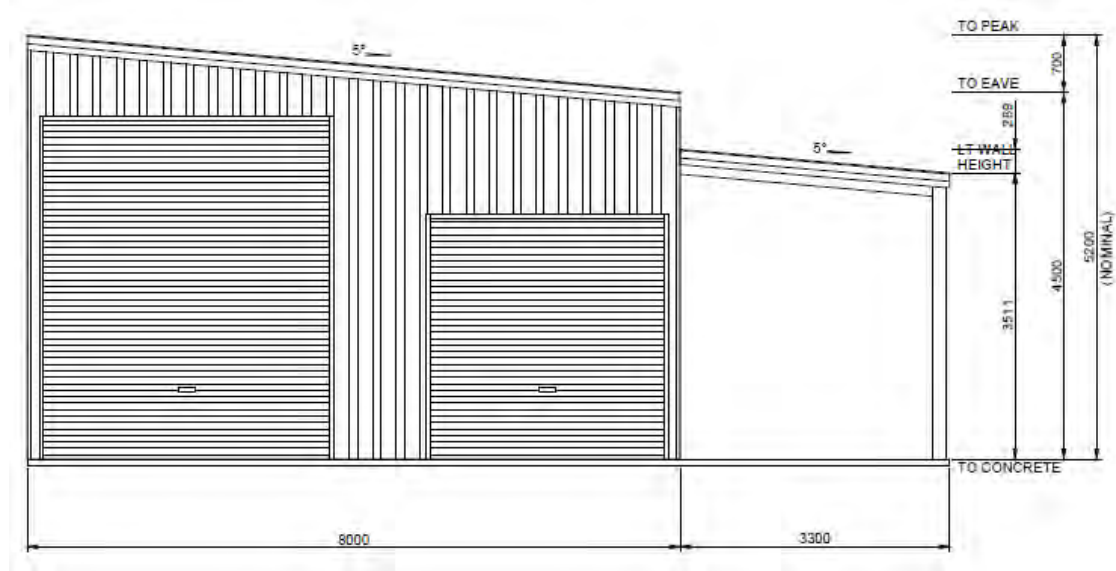
The finished floor level of the outbuilding is proposed at 2.2 metres Australian Height Datum. Council has discretion under the Scheme to allow a lesser floor level for detached non habitable buildings.

- **Proposed Outbuilding**

The application also proposes an outbuilding (with lean to) in the north-west rear portion of the lot.

The outbuilding is proposed with a floor area measuring 12 metres by 8 metres (96m²) with an attached open sided 36m² lean to. The height is proposed to be 3.511 metres for the lean to, 4.5 metres wall height and 5.2 metres to the roof peak.

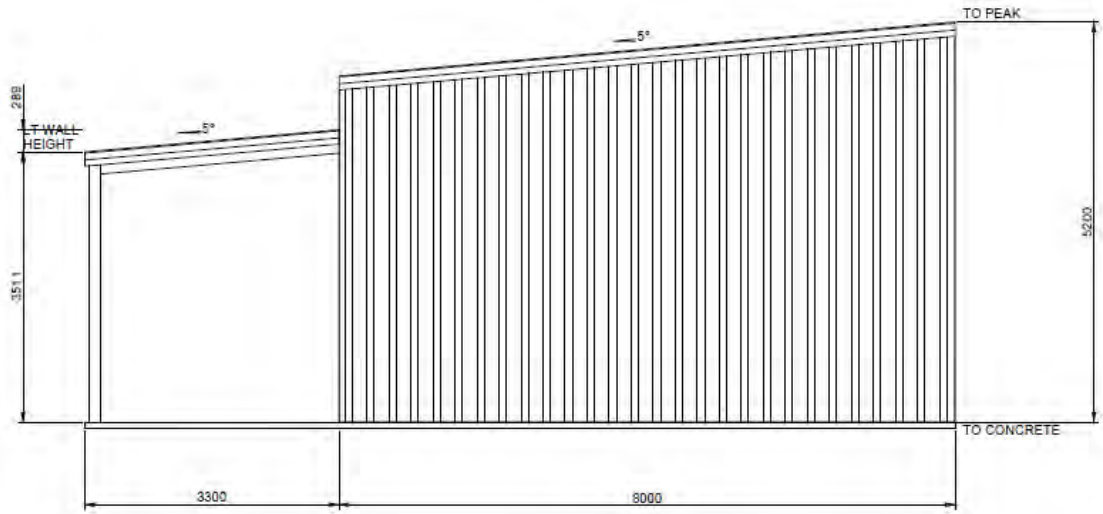
The proposed outbuilding elevations are included below and over page for ease of reference.



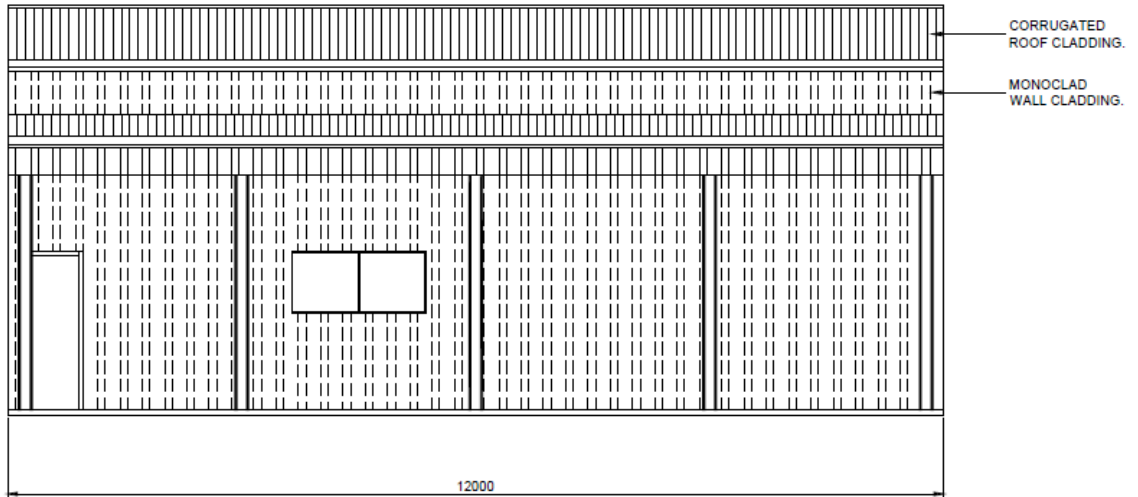
Front Elevation (South)

MINUTES OF THE ORDINARY COUNCIL MEETING

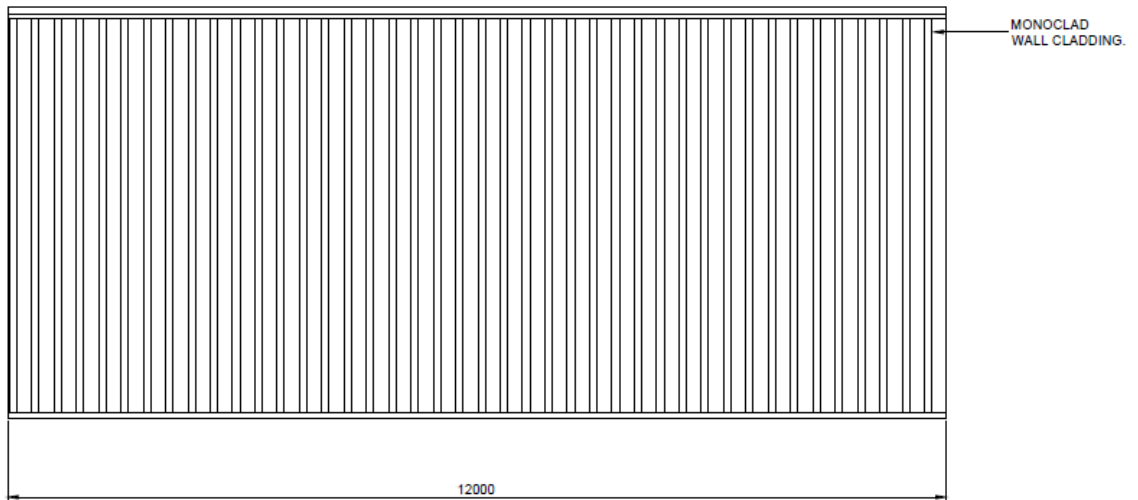
TUESDAY 17 DECEMBER 2019



Rear Elevation (North)



Side Elevation (East)



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Side Elevation (West)

Under the Residential Design Codes there are specific 'Deemed to Comply' requirements for outbuildings as summarised in the table below.

Clause 5.4.3 C3 'deemed to comply' criteria / Outbuildings that:	Officer Comment – Town Planning Innovations
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Variation. A floor area of 96m ² is proposed with an additional 36m ² open sided lean to.
(iv) do not exceed a wall height of 2.4 metres	Variation. A skillion roof is proposed so the wall height ranges from 4.5 metres to 5.2 metres.
(v) do not exceed a ridge height of 4.2 metres	Variation. The maximum height of the roof is 5.2 metres.
(vi) are not within the primary street setback area;	Complies.
vi) do not reduce the open space required in table 1; and	Complies. There is still adequate site open space as per table 1 of the Codes.
vii) comply with the siting and design requirements for the dwelling, but do not need to meet the rear setbacks requirements of table 1.	Complies.

The revised plan proposes variations to the 'Deemed to Comply' requirements therefore Council has to determine if the outbuilding complies with the 'Design Principle' which is:

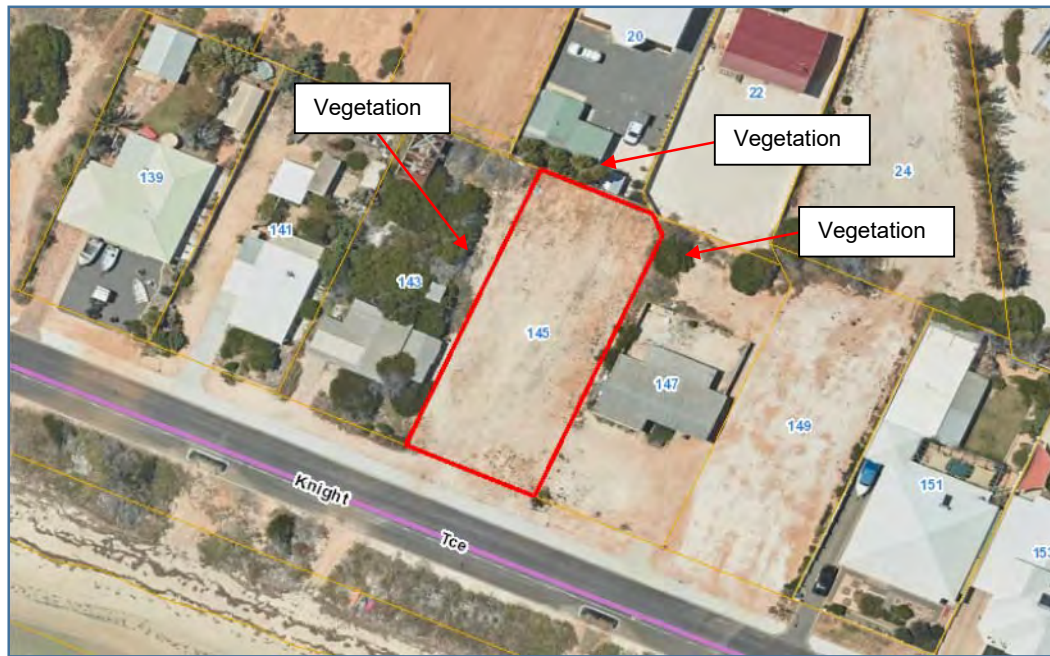
"Outbuildings that do not detract from the streetscape or the visual amenity of residents of neighbouring properties".

The proposed outbuilding will be highly visible simply due to the bulk and wall heights proposed, as well as the existing low scale streetscape character. A standard dividing fence is approximately 1.8 metres and the highest wall is proposed at 5.2 metres.

In considering visual impact on neighbours, it is noted that:

1. There is some natural vegetation to the rear of the house on adjacent Lot 143 which may partially limit sight lines to the proposed outbuilding.
2. There are palm trees along the rear of Lot 20 Fry Court which will partially screen the rear elevation.
3. There is some limited screening on adjacent Lot 147 however the outbuilding is proposed on the opposite north west corner – refer aerial and photograph over page.
4. The vegetation on adjacent lots will not fully screen the proposed outbuilding. Portions of the outbuilding will still be visible due to the 5.2 metre wall height on the western side.

5. Vegetation on adjacent lots may be removed in the longer term as redevelopment occurs.



In terms of streetscape, the outbuilding height will make it prominent as viewed from neighbouring lots.

It is noted that dwellings on adjacent Lots 143 and 147 are relatively low scale. In the longer term as lots are redeveloped the existing streetscape will change as new developments have to meet higher finished floor levels.

The outbuilding will be setback over 34 metres from the Knight Terrace lot boundary, however it will still introduce a new height element into this portion of the Knight Terrace streetscape and set a precedent for other outbuilding applications along Knight Terrace.

Given that Knight Terrace is the main street in Denham townsite, maintaining its character is particularly important.

• **OPTIONS AVAILABLE TO COUNCIL –**

Option 1 – Refuse the Outbuilding

Irrespective of any written submissions, it is the Council’s role to:

- (a) independently assess and consider whether the outbuilding will have any negative impact on amenity or streetscape;
- (b) determine whether the outbuilding meets the Design Principle of the Codes.

Council may determine that the outbuilding does not meet the alternative Design Principle 5.4.3 P3 of the Residential Design Codes if of the view that it will detract from the streetscape or the visual amenity of residents of neighbouring properties.

The proposed outbuilding is not supported at an officer level, as it will have a negative visual impact and set an undesirable precedent for similar sized outbuildings in the immediate area.

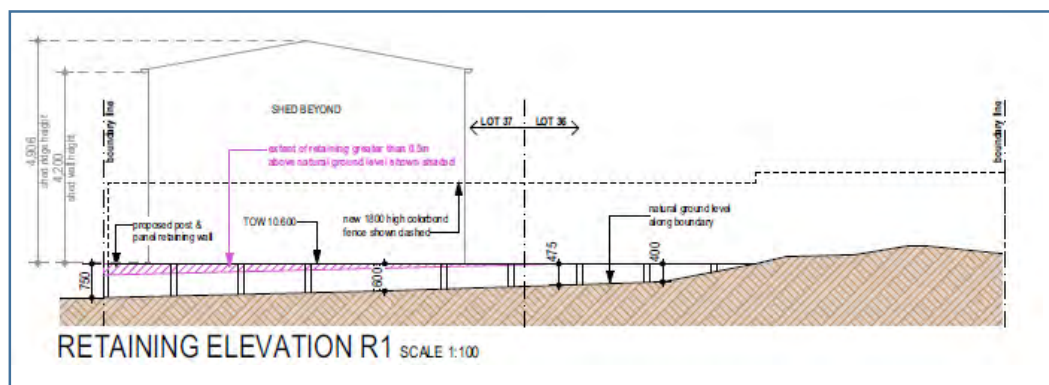
Option 2 : Approve the Outbuilding

Council may determine that the outbuilding meets the alternative Design Principle 5.4.3 P3 of the Residential Design Codes as ‘it does not detract from the streetscape or the visual amenity of residents of neighbouring properties.’

Existing vegetation on adjacent lots will provide partial screening however can be removed in the future or as part of any redevelopment.

• **Relevant Decisions on Outbuildings**

Council has previously refused an outbuilding of a comparable size. On the 27 February 2019 Council refused an outbuilding proposed on Lot 39 (4) Sellenger Heights, Denham. That outbuilding proposed a wall height of 4.2 metres, roof height of 4.9 metres, and a floor area of 89.9m² – refer elevation below.



Notwithstanding that there are some differences between the circumstances of the Sellenger Heights outbuilding and this proposal, it is considered important to ensure that new development is compatible with the streetscape along Knight Terrace.

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In February 2019, Council approved a new application with revised plans for Lot 39 (4) Sellenger Heights, Denham. The details are summarised in the table below along with other approvals for comparison.

Address	Wall Height	Ridge Height	Floor Area	Council meeting date
Lot 39 (4) Sellenger Heights, Denham	4.2	4.9	89.9m ²	February 2018 REFUSED
Lot 36 (5) Dirk Place Denham	4	4.6	54m ²	February 2017
Lot 182 (4) Fletcher Court, Denham	4.2	4.2	88m ²	Delegated authority after general report to Council in May 2015
Lot 83 (47) Hartog Crescent, Denham	4	4.611	94m ²	Delegated authority after general report to Council in March 2015
Lot 185 (10) Hoult Street, Denham	2.9			April 2015
Lot 154 (7) Sunter Place Denham	3.7	4.2	88.07m ²	December 2015
Lot 139 (4) Talbot Street, Denham	3.425	4.232	78m ²	June 2015
Lot 210 (10) Edwards Street, Denham	3.5	4.088	36.3m ²	July 2014
Lot 294 (33) Hughes Street, Denham (abuts child care centre and church)	3.6	5	90m ²	September 2014
Lot 191 (Strata Lot 2 – 71A) Brockman Street, Denham	2.7	3.571	58.5m ²	August 2013
Lot 200 (39) Capewell Drive, Denham (alteration and extension of existing outbuilding)	2.7-2.9	3.504	54m ²	February 2013
Lot 264 (Unit 2) Mead Street, Denham	3	4.2	68m ²	August 2013
Lot 85 (43) Hartog Crescent, Denham	4.5	5.029	54m ²	April 2012
Lot 216 (5) Poland Road, Denham	4.1	4.95	80m ²	July 2012
Lot 39 (4) Sellenger Heights, Denham (Revised plans lodged after refusal issued in February 2018)	3.45 metres to 3.845 metres	3.845 metres	77m ²	February 2019
Lot 223 (10) Fry Court Denham	2.6 metres to 2.8 metres.	4.2	129m ²	Delegated authority after general report to Council in March 2019

The shaded row represents an outbuilding which has been refused. The rest of the outbuildings in this list have been approved.

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- **Consultation**

The application has been referred to nearby and adjacent landowners for comment. Advertising closes on the 10 December 2019 and at the time of writing this report one submission had been received.

One neighbour has commented that:

- (a) An outbuilding of that size and magnitude doesn't really fit into the foreshore area of Denham.
- (b) It would set a precedent for similar sized outbuildings in the area.

- **Crossovers and Parking**

The Residential Design Codes require two car parking bays to be provided on site. Tandem bays can be accommodated in the driveway.

A single crossover is proposed from Knight Terrace.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

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

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

The Scheme states that '*Notwithstanding Clause 32.1(b), Council has discretion to consider a minimum finished floor level less than RL 4.2 metres AHD for non-habitable development that is detached from any single house or dwelling unit on the same lot in the Denham townsite and / or any minor non habitable development that is ancillary to existing tourist development in the Scheme Area.*'

POLICY IMPLICATIONS

Vehicle crossovers are subject to Councils Crossover Policy which sets out what constitutes a 'standard crossing' from the paved portion of a road to a property boundary for use by vehicles.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Any decision on this application will have implications for other vacant lots in Knight Terrace in terms of the height and sizes of outbuildings.

RISK MANAGEMENT

This is a low risk item to Council

MINUTES OF THE ORDINARY COUNCIL MEETING

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VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

10 December 2019

TUESDAY 17 DECEMBER 2019

13.0 WORKS REPORT

13.1 PURCHASE OF NEW SHIRE VEHICLES
CM00066

AUTHOR
Works Manager

DISCLOSURE OF ANY INTEREST
Nil

Moved Cr Burton
Seconded Cr Ridgely

Council Resolution

That Council accept the quotation from Geraldton Auto Wholesalers for the supply of two new Dual Cab Isuzu Dmax vehicles and the trade of the following Council vehicles:

- a. Isuzu Dmax SX Crew Cab 3.0L Four Cylinder Turbo Diesel, Registration 1GKH 926**
- b. Isuzu Dmax SX Crew Cab 3.0L Four Cylinder Turbo Diesel, Registration 1GKH 927**

6/0 CARRIED

BACKGROUND

As per the Shire of Shark Bay's Purchasing Policy and in accordance with the Five-Year Plant Replacement Plan and 2019/2020 budget, the Shire Gardener's and Ranger's Utes are due for replacement.

In the constant effort to ensure a cost effective and safe work environment, a review on the work utes has been carried out.

Quotes were called for from four suppliers to supply pricing with trade considerations. The Shire received responses from four suppliers.

The Gardener's and Ranger's Utes were also advertised publicly as a standalone sale to ensure the most advantageous outcome for the Shire of Shark Bay. There were no responses to the public advertisement.

COMMENT

The Shire of Shark Bay is an equal opportunity employer and has a responsibility to ensure vehicles are fit for purpose.

In the constant effort to ensure a cost effective and safe work environment, a review on the work utes has been carried out.

This review is undertaken each year and in the 2018/19 review administration recommended that council purchase two automatic dual cab utes. The reasoning behind this decision was that automatic vehicles are considered to potentially have a better resale value at trade in, easy and simple drivability whilst also being suitable for staff with a physical disability.

MINUTES OF THE ORDINARY COUNCIL MEETING

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This recommendation was endorsed at the Ordinary Council meeting held on the 28 November 2018.

The outcome of the 2019/2020 review confirmed that the automatic vehicles purchased in 2018/2019 have delivered the easy and simple drivability expected whilst being suitable for staff with physical disabilities.

The resale value of the automatic vehicle's at trade is still to be determined. This question will not be answered until the automatic equipped vehicles are traded although it is still expected that a higher trade value will be achieved.

Administration requested automatic transmission vehicles in this year's quotes.

All vehicles submitted have a five-star ANCAP safety rating.

Taking into consideration and analysing all the available information, administration has recommended that Geraldton Auto Wholesalers be accepted as the preferred supplier and requested to supply two automatic Isuzu Dmax utes and that the existing Shire utes up for replacement be traded to Geraldton Auto Wholesalers.

LEGAL IMPLICATIONS

As the expected purchase prices were thought to be between \$40,000 and \$99,999 (without trade considerations) and as per the Shire's purchasing policy, quotes for a new Gardener's vehicle and a new Ranger's vehicle were called for from four suppliers. The Gardener's and Ranger's vehicles were publicly advertised for private sale in accordance with the *Local Government Act*. The advert was placed into the Midwest Times on Wednesday 27 November 2019.

POLICY IMPLICATIONS

Conforms to the Shire of Shark Bay Purchasing policy.

FINANCIAL IMPLICATIONS

This year is the first of Council's Isuzu Dmax utes to be traded.

The recommended vehicles are significantly under budget. This is attributed to a fleet discount that is considerably higher than the opposition, combined with higher trade pricing.

Looking at the comparative price schedule, the closest difference in the changeover price is approximately \$6,119.99 with the recommended vehicles being \$5,220.00 and \$6,129.09 underbudget.

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Comparative Price Schedule

The table below illustrate the pricing structure of the submitted quotes.

Isuzu Dmax Changeover (Ranger's and Gardener's Vehicles)								
Company	Carnarvon Toyota	Geraldton Auto Wholesalers	Geraldton Auto Wholesalers	Geraldton Toyota	Mid West Auto Group	Mid West Auto Group	Mid West Auto Group	Mid West Auto Group
Vehicle	Hilux Dual Cab 2.8L SR	D-Max Crew Cab 3.0L (Ranger)	D-Max Crew Cab 3.0L (Gardener)	Hilux Dual Cab 2.8L SR	Narvara Double cab 2.3L (Gardener)	Narvara Double cab 2.3L (Ranger)	Ranger Dual Cab 3.2L (Gardener)	Ranger Dual Cab 3.2L (Ranger)
Total EX Gst	\$46,970.06	\$39,780.00	\$39,780.00	\$46,360.02	\$44,536.35	\$44,536.35	\$47,086.35	\$47,086.35
Trade	\$0.00	\$25,000.00	\$25,909.09	\$22,727.27	\$23,636.36	\$23,181.81	\$23,636.36	\$23,181.81
Changeover	\$46,970.06	\$14,780.00	\$13,870.91	\$23,632.75	\$20,899.99	\$21,354.54	\$23,449.99	\$23,904.54
Budget	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
Over /Under	\$26,970.06	-\$5,220.00	-\$6,129.09	\$3,632.75	\$899.99	\$1,354.54	\$3,449.99	\$3,904.54

The recommended vehicles are under the 2019/20 budget adopted by council at the Ordinary Council Meeting held on the 28 August 2019.

Gardener's Ute

With the trade price considered, the recommended quote is \$13,870.91. This equates to \$6,129.09 under the budget adopted in the 2019/2020 plant replacement program.

Ranger's Ute

With the trade price considered, the recommended quote is \$14,780.00. This equates to \$5,220.00 under the budget adopted in the 2019/2020 plant replacement program.

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STRATEGIC IMPLICATIONS

OUTCOME 1.2

Assists in the strategic objective of providing and maintaining a cost effective and safe work environment for the Shire of Shark Bay's Work staff.

RISK MANAGEMENT

There is no risk associated with this report.

VOTING REQUIREMENTS

Simple Majority Required.

SIGNATURES

Author

B Galvin

Chief Executive Officer

P Anderson

Date of Report

6 December 2019

TUESDAY 17 DECEMBER 2019

14.0 TOURISM, RECREATION AND CULTURE REPORT

14.1 COMMUNITY ASSISTANCE GRANTS – SIGNIFICANT EVENT SPONSORSHIP FUNDING GS00001

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Burton

Nature of Interest: Impartiality Interest as on Shark Bay Fishing Club committee

Officer Recommendation

Council approve Shark Bay Fishing Club application for Community Assistance Grants – Significant Event Sponsorship Funding for the value of \$8,000.00 to contribute to the 26th Shark Bay Fishing Fiesta in May 2020.

Or

Council approve Shark Bay Fishing Club application for Community Assistance Grants – Significant Event Sponsorship Funding for the value of \$_____ to contribute to the 26th Shark Bay Fishing Fiesta in May 2020.

Moved Cr Smith

Seconded Cr Stubberfield

Council Resolution

Council approve Shark Bay Fishing Club application for Community Assistance Grants – Significant Event Sponsorship Funding for the value of \$8,000.00 to contribute to the 26th Shark Bay Fishing Fiesta in May 2020.

6/0 CARRIED

BACKGROUND

At the March 2019 Ordinary Council Meeting, Council endorsed a restructure for the Community Assistance Grants funding allocation, to be applied from the 2019/2020 financial year. Under this restructure, the Community Assistance Grants budget of \$60,000 is now allocated in three rounds:

- Round 1 – Equipment (\$10,000)
- Round 2 – Community Projects (\$30,000)
- Significant Event Sponsorship Funding (\$20,000)

The funding pool for the Significant Event Sponsorship Funding is now open all year round with funding allocated at Council's discretion.

The Shark Bay Speedway Club successfully applied to the October 2019 Ordinary Council Meeting for Significant Event Sponsorship Funding application for the value of \$8,000.00 to undertake speedway track wall improvements for the 33rd Far Western Race Meet. This approval left \$12,000.00 in the 2019/2020 budget for Significant Event Sponsorship Funding.

COMMENT

The introduction of the Significant Event Sponsorship Funding supports current major events and future innovative events that attract additional funds into town and recognises the positive economic value that these events bring to the Shark Bay community. The report to the March 2019 Ordinary Council meeting noted that two current major events could benefit from additional significant event funding; the Speedway Motor Sports, and the Fishing Fiesta – Amateur Fishing Competition.

The Shark Bay Fishing Club currently hosts the annual Shark Bay Fishing Fiesta which is considered one of the major events in both Denham and in the surrounding region for the fishing calendar. The event has operated successfully for many years and receives community support with in-kind contributions from community groups and individuals.

Council contributed a total of \$10,000 towards the 25th Shark Bay Fishing Fiesta, held in May 2019; \$5,000 cash and a further \$5,000 as in-kind support for event equipment hire. Previous equipment hire has included the use of the Shire of Shark Bay's marquee, temporary fencing, tables, chairs, stage and portable audio system.

For the 26th event, to be held in May 2020, Council has approved an in-kind budget allocation of \$6,000 for event equipment hire and the Shark Bay Fishing Club are requesting a further \$8,000 through the Significant Event Sponsorship Funding.

APPLICATION

Group: **Shark Bay Fishing Club**

Amount requested: **\$8,000**

Project: **26th Shark Bay Fishing Fiesta**

Funding category: **Funding for a specific event and prize money**

Strategic Community Plan (category): **Economic and Social**

The Shark Bay Fishing Club has been in operation since 1994 and currently has 133 members. The Shark Bay Fishing Fiesta, the major fishing competition event of the year, will be held from 15 May 2020 until 22 May 2020. The event attracts an estimated 200-300 additional visitors into Denham, providing an economic boost for our local businesses. The Shark Bay Fishing Club is seeking funding to provide prize money for the competitors along with funding to support the cost of some of the significant activities that take place during the week-long event.

While the prize money encourages new and returning participants into Denham, the event has grown beyond just the fishing competition by offering activities for all ages. The Shark Bay Fishing Fiesta now attracts participants, and their families, from across Western Australia and together with other tourists and local community members everyone participates in and enjoys a week of festivities and activities on the Denham foreshore.

The Significant Event Sponsorship Funding will contribute to the following items:

- Cash prize money
- Event programming – Kite Kinetics
- Event programming – Fireworks

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The grant application includes:

- Letter of Support from Terry Roberts, Shark Bay State Emergency Services
- Letter of Support from Patricia Weston, Shark Bay Entertainers
- Letter of Support from Judy Britza, Borneo Exhibition Group
- Event program costings
- Balance Sheet – refer to 'Confidential' items folder

Officer Recommendation:

The Shire of Shark Bay's funding will contribute to expanding the annual event to attract new competitors, visitors and event programming. It is important to note that other fishing competitions in Western Australian that provide cash prize money attract high number of competitors and visitors. The provision of cash prizes for the upcoming Shark Bay Fishing Fiesta will increase the exposure of Shark Bay and further boost our economy.

The Shark Bay Fishing Fiesta is a community orientated event with local organisations and community groups involved in the event. The event provides an opportunity for community groups to fundraise and provide entertainment for the participants, visitors and local community members.

It is recommended that Council approve \$8,000.00 to the Shark Bay Fishing Club to contribute to the 26th Shark Bay Fishing Fiesta.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

POLICY IMPLICATIONS

The current Council Policy 2.2 Financial Assistance/Donations has not been updated since Council endorsed the restructure of the Community Assistance Grants in March 2019. A reviewed policy, consistent with that enforcement will be presented in February 2020.

FINANCIAL IMPLICATIONS

An amount of \$12,000 is remaining in the 2019/2020 Council budget.

If the Shark Bay Fishing Club is successful in receiving the requested amount of \$8,000.00 there will be \$4,000.00 left in the 2019/2020 budget.

STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community

Economic Objective: A progressive, resilient and diverse economy

RISK MANAGEMENT

There are no legal implications associated with this report.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Executive Manager Community Development

D Wilkes

Chief Executive Officer

P Anderson

Date of Report

6 December 2019

TUESDAY 17 DECEMBER 2019

14.2 AUSTRALIA DAY AWARD WINNER REMOVAL FROM RECORDS
CR00001

AUTHOR

Chief Executive Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Ridgley

Seconded Cr Smith

Council Resolution

Council remove Mr Errol Bartlet-Torr from the Shire of Shark Bay's records as Australia Day Citizen of the Year 2011.

6/0 CARRIED

BACKGROUND

The Shire of Shark Bay Australia Day Citizen of the Year has been operating since the year 2000. Local citizens and community groups and/or community events who meet the established criteria are eligible for consideration for the Awards. The criteria for evaluation are:

- Active citizenship; and
- Significant contribution to the local community;
- Demonstrated leadership on a community issue resulting in the enhancement of community life;
- A significant initiative which has brought about a positive change and added value to community life;
- Inspiring qualities as a role model for the community.

Mr Errol Bartlet-Torr was nominated for Australia Day Citizen of the Year 2011, for various community activities including being a founding member of the Volunteer Marine Rescue Shark Bay, for starting and running the Shark Bay Film Club and for his involvement in the Telecentre Committee which provided sound equipment for activities at the local school. As a seemingly deserved recipient, who appeared to meet the criteria, he was announced as the Award winner at the annual Australia Day breakfast celebration in January 2011.

In addition to the Shire of Shark Bay Award, the Council of the Ageing WA also presented Mr Bartlett-Torr with the State Government Senior of the Year Award in 2013.

COMMENT

On Tuesday 26 November 2019 and Wednesday 4 November 2019, The MidWest Times published articles reporting that Mr Bartlet-Torr had pleaded guilty in the Carnarvon District Court to 16 charges of sex offences against children between 2000 – 2018 in Shark Bay. The articles further reported that the State has accepted his plea of guilty in full satisfaction of the indictment.

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Although sentencing has not yet occurred, the Council of the Ageing WA COTA WA has stated that it was deeply troubled to learn of Mr Bartlett-Torr's offences and has confirmed his 2013 WA Senior of the Year award will no longer be recognised.

In unequivocal support of his victims and the unacceptability of this behaviour, it is recommended Mr Bartlett-Torr's name also be removed from the Shire of Shark Bay's records as Australia Day Citizen of the Year in 2011.

LEGAL IMPLICATIONS

There are no legal implications associated with this report.

POLICY IMPLICATIONS

There are no policy implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community.

RISK MANAGEMENT

If Council's decision is for Mr Errol Bartlett-Torr to remain on the Shire of Shark Bay's Australia Day Citizen of the Year records, this is likely to present a reputational risk for Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer

P Anderson

Date of Report

6 December 2019

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

15.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There are no motions of which previous notice haven been given for the December Ordinary Council meeting.

16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There were no urgent business items presented to the December 2019 Ordinary Council meeting.

Moved Cr Ridgley
Seconded Cr Bellottie

Council Resolution

That Council adjourn the Ordinary Council meeting at 4.26pm.

6/0 CARRIED

The President resume the Ordinary Council meeting at 5.07 pm.

17.0 MATTERS BEHIND CLOSED DOORS

Moved Cr Ridgley
Seconded Cr Smith

Council Resolution

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

6/0 CARRIED

17.1 AUSTRALIA DAY CITIZEN OF THE YEAR AWARDS 2020
CR00001

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Cr Ridgely

Nature of Interest: Impartiality Interest as a nominated a Candidate.

Declaration of Interest: Cr Burton

Nature of Interest: Impartiality Interest as nominated Shark Bay Speedway and on the committee

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That Council suspend Standing Orders 9.5 Limitation of Number of speeches at 5.09pm to discuss the item.

6/0 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Moved Cr Stubberfield
Seconded Cr Bellottie

Council Resolution

That Council reinstate Standing Orders at 5.44 pm

6/0 CARRIED

Officers Recommendation

Council endorse the following individuals or groups for each category of the Australia Day Citizen of the Year Awards:

- 1) The Australia Day Citizen of the Year is presented to
- 2) The Australia Day Citizen of the Year - Youth is presented to
- 3) The Australia Day Citizen of the Year - Senior is presented to
- 4) The Australia Day Active Citizen Award (for a community group and/or event) is presented to

Council resolution be embargoed until the 26 January 2020.

Moved Cr Stubberfield
Seconded Cr Smith

Council Resolution

That the recommendation be broken down and Council vote on each award category separately.

5/1 CARRIED

Moved Cr Ridgely
Seconded Cr Bellottie

Council Resolution

The Australia Day Citizen of the Year is presented to Mr Brian Child.

4/2 CARRIED

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

The Australia Day Citizen of the Year - Youth is presented to Mr Kyle Dobney

6/0 CARRIED

Moved Cr Bellottie
Seconded Cr Smith

Council Resolution

The Australia Day Citizen of the Year - Senior is presented to Mrs Maureen Hoult.

5/1 CARRIED

MINUTES OF THE ORDINARY COUNCIL MEETING

TUESDAY 17 DECEMBER 2019

Moved Cr Bellottie
Seconded Cr Stubberfield

Council Resolution

The Australia Day Active Citizen Award (for a community group and/or event) is presented to the Shark Bay Speedway Club (Inc); and

Council resolution be embargoed until the 26 January 2020.

6/0 CARRIED

Moved Cr Burton
Seconded Cr Stubberfield

Council Resolution

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

6/0 CARRIED

18.0 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 26 February 2020, commencing at 3.00 pm.

19.0 CLOSURE OF MEETING

As there was no further business the President closed the Ordinary Council meeting at 5.51 pm.