

SHIRE OF SHARK BAY MINUTES

28 October 2020

ORDINARY COUNCIL MEETING



10 Years of Service by Paul Anderson, Chief Executive Officer for
the Shire of Shark Bay 2010 - 2020



28 OCTOBER 2020



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MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

The unconfirmed 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 28 October 2020 commencing at 3.02 pm.

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1.0 DECLARATION OF OPENING

The President declared the meeting open at 3.02 pm.

2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

Cr C Cowell President
Cr E Fenny Deputy President
Cr J Burton
Cr G Ridgley
Cr M Smith
Cr P Stubberfield

Mr P Anderson Chief Executive Officer
Mr B Galvin Works Manager
Mrs D Wilkes Executive Manager Community Development
Mrs R Mettam Executive Assistant

APOLOGIES

Cr Bellottie

VISITORS

Ms Benita Donda - (Regional Officer from Department Local Government, Sport and Cultural Industries)
Ms Candice Uszko – Community Development Officer for Shire of Shark Bay
1 visitor

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There were no previous public questions on notice.

4.0 PUBLIC QUESTION TIME

The President opened public question time at 3.03 pm.

Mr Hargreaves asked about the Chief Executive Officer's resignation.
The President replied that the Chief Executive Officer has not resigned he has a 12 month contract.

Mr Hargreaves asked about the operation times of the Refuse Site on the weekends. Would the shire initiate consultation with the ratepayers in regards to the opening of the Refuse Site on the Weekend.

The President replied that it was expensive to open the Refuse Site on the weekends as penalties apply, but the Refuse Site is open on Saturday mornings from 8.00 am to 12 noon.

Mr Hargreaves made a statement the asked where does he stand with the Crisis Centre

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President advised Mr Hargreaves that he is not the property owner, Mrs Hargreaves is the owner and she has given a personal undertaking to close the Centre. The matter needs to be addressed by the owner of the property.

The President closed public question time at 3.16 pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

There were no applications for leave of absence to the October 2020 Ordinary Council meeting.

6.0 PETITIONS

There were no petitions lodged at the October 2020 Ordinary Council meeting.

7.0 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 30 SEPTEMBER 2020

Moved Cr Fenny
Seconded Cr Stubberfield

Council Resolution

That the minutes of the Ordinary Council meeting held on 30 September 2020, as circulated to all Councillors, be confirmed as a true and accurate record.

6/0 CARRIED

8.0 ANNOUNCEMENTS BY THE CHAIR

A presentation will be made to Council by Michelle McManus (Consultant from Hardingham Pty Ltd) will connect to Council via video conference and Benita Donda (Regional Officer from Department Local Government, Sport and Cultural Industries) will be attending in person, in regards to Item 10.1 on this agenda.

Presentation was presented by Ms M McManus.

The 2020/2021 Financial Year Rates Incentive Prize draw will be processed by the computer system.

1st Prize – Assessment # 1423 Mr LW Jenkinson – 47 Capewell Drive Denham
2nd Prize – Assessment # 1184 AW Allen – 35 Durlacher Street Denham
3rd Prize – Assessment # 1494 B Matthews – 5 Leeds Court Denham

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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

2 October 2020	Attended function for 10 years' Service for Mr Paul Anderson, Chief Executive Officer
12	Destination Shark Bay Working Group meeting
13	Chaired Gascoyne Development Audit and Risk Committee meeting
28	Attended Gascoyne Development Commission Board meeting October Ordinary Council meeting

Signatures

Councillor	<i>Councillor Cowell</i>
Date of Report	14 October 2020

Moved	Cr Burton
Seconded	Cr Ridgley

Council Resolution

That the President's activity report for October 2020 be received.

6/0 CARRIED

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10.0 ADMINISTRATION REPORT

10.1 GASCOYNE SPORTS MODELLING AND ACTIVATION PLANNING REPORT
CM00034

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Nil

:

Moved Cr Fenny
Seconded Cr Ridgley

Council Resolution

Council notes the completed Gascoyne Sports Modelling and Activation Planning report from partnership with Department of Local Government, Sport and Cultural Industries.

6/0 CARRIED

BACKGROUND

On 2 September 2019, the Shire Administration formed a partnership with Department of Local Government, Sport and Cultural Industries for the Gascoyne Sports Modelling and Activation Planning. The Shire received \$5,000 funding from with Department of Local Government, Sport and Cultural Industries to facilitate the Gascoyne Sports Modelling and Activation Planning project in Shark Bay.

The first stage of the project was to engage with a consultant, to review and analysis sporting infrastructure usage and delivery models for sport and recreation in the Shire of Shark Bay. Michelle McManus from Hardingham Pty Ltd was nominated as the consultant for the project and began consultation with the Shark Bay community and key stakeholders on 16 October 2019.

During the consultation phase, the Shire Administration and Shark Bay Community Resource Centre were able to implement some of the recommended changes immediately as a trial and test. Those recommended changes were also reflected in the performance indicators within the 2020 Shark Bay Recreation Centre management contract.

COMMENT

The Gascoyne Sports Modelling and Activation Planning report provides guidance for the Shire to plan for optimal usage of sporting infrastructure and appropriate models of sport and recreation delivery for the community. The Gascoyne Sports Modelling and Activation Planning report also provides supporting information for the Shire to apply for future funding opportunities relating to:

- sport and recreation programs
- sport and recreation equipment
- sport and recreation infrastructure
- staff training and community capacity building workshops.

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The Shire will continue to work with Shark Bay Community Resource Centre and/or future third-party contractors to implement recommendations within the Gascoyne Sports Modelling and Activation Planning report to operate sporting programs at the Shark Bay Recreation Centre.

LEGAL IMPLICATIONS

There are no legal implications relating to this report

POLICY IMPLICATIONS

There are no policy implications relating to this report

FINANCIAL IMPLICATIONS

There are no financial implications relating to this report

STRATEGIC IMPLICATIONS

Social Objective: A safe, welcoming and inclusive community

RISK MANAGEMENT

There are no risks associated with this item.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Executive Manager Community Development	<i>D Wilkes</i>
Chief Executive Officer	<i>P Anderson</i>
Date of Report	16 October 2020

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Department of
Local Government, Sport
and Cultural Industries



**Gascoyne Sports Modelling & Activation
Planning (GASMAP) Project:
Sport and Recreation in the Shire of Shark Bay**



Final report October 2020

Acknowledgement of Country

Hardingham Pty Ltd acknowledges Australia's Aboriginal and Torres Strait Islander community and their rich culture and pays respect to their Elders past and present. We acknowledge Aboriginal and Torres Strait Islander peoples as Australia's first peoples and as the Traditional Owners and custodians of the land and water on which we rely.

We recognise and value the ongoing contribution of Aboriginal and Torres Strait Islander people and communities to Australian life and how this enriches us.

Within the Shark Bay region, we would like to acknowledge the Malgana People who are the traditional custodians of this land. To pay our respects to Elders past, present and emerging, and extend that respect to other indigenous people who are present.

Intended audience

This report is delivered to the Shire of Shark Bay and the Department of Local Government, Sport and Cultural Industries - Gascoyne Office. The findings will also have implication for stakeholders, communities and other parties involved in the delivery of sports services in the Shire of Shark Bay and the Gascoyne region.

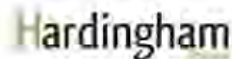
Disclaimer

This document has been prepared by Hardingham Pty Ltd from information provided by the client and other sources. All effort has been made to confirm and validate the information. No other party should rely on it for forecasts - it has been provided only to the client. In addition to this report are recommendations that can subject to unforeseen variables, therefore no guarantee is given that they can be achieved.

All images are courtesy of the Shire of Shark Bay.

Author

Michelle McManus
Consultant, Hardingham Pty Ltd
0439 093 868



Version	Date	Status / change
A	January 2020	Draft for review of Sections 1, submitted to Shire of Shark Bay for comment.
B	2 September 2020	Final report for review by Shire of Shark Bay
C	15 October 2020	Final report submitted for Council review

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Key Definitions

Sport	A human activity capable of achieving a result, requiring physical exertion and/or physical skill which, by its nature and organisation, is more competitive and is generally accepted as being a sport. This includes modified versions of a sport.
Active Recreation	Unstructured activity that individuals freely pursue in their leisure time for a sense of fun that also benefits their physical, social and emotional wellbeing (e.g. walking trails, hiking, cycling).
Physical activity	A wide-ranging term that includes active living, active recreation, health related activity, exercise, play and sport.
Facilities & settings	For the purposes of this work, facilities and settings can include: 1) club-organised or structured sports settings (i.e., voluntary sports clubs, recreation centres), 2) non-club organised settings (i.e., gyms, health centres), and 3) informal settings such as public spaces (i.e. foreshore reserves, beaches, water).

Executive Summary

The Shire of Shark Bay (the Shire) is working in partnership with the Department of Local Government, Sport and Cultural Industries (DLGSC) to better understand, plan for and respond to the ongoing sports and active recreation needs of the Shark Bay community – the GASMAP or *Gascoyne Sports Modelling and Activation Planning* project.

The project included consultation with key stakeholders in Denham, highlighting varying levels of physical activity, a preference for outdoor and water-based forms of active recreation including fishing and good use of the Shark Bay Community Gym, active walking groups and yoga and fitness classes. It has been more challenging to attract adult participants to the organised sports activities on offer at the Shark Bay Recreation Centre (including the outdoor courts and oval). Most clubs and associations report declining membership levels, difficulty retaining members and difficulty attracting people to Committee positions (particularly new people). Over 30% of the population are over 60 years of age.

The current approach to service delivery is driven principally by the Local Government (both directly and via contract for the Shark Bay Recreation Centre), a small number of clubs - some struggling clubs - and motivated individual community members. The local Shark Bay School offers some sports programs and hosts an annual athletics carnival. There is also popular, after school sports dodgeball held at the Shark Bay Recreation Centre, offered by Shark Bay Youth Group Coordinator with parent assistance.

During the GASMAP project, the unprecedented COVID-19 pandemic ensued and has had widespread impact on community sport and active recreation, including some impacts felt within the Shire of Shark Bay. There has been some observed decrease in adult participation in the organised 'night sports' at the Shark Bay Recreation Centre, and the additional hygiene protocol requirements at the Shark Bay Recreation Centre means that some activities are no longer offered.

Recommendations and activation strategies are comprised of two parts:

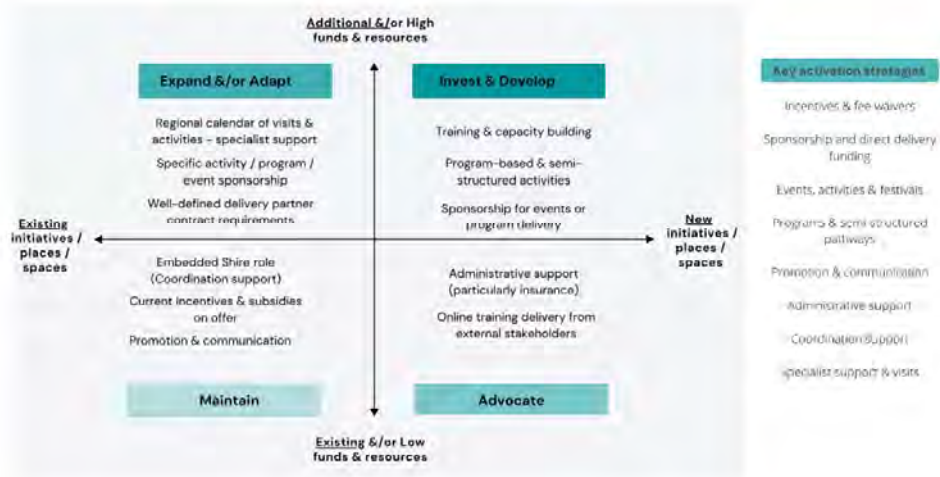
- 1. Early implementation items:** as identified in Section 2, these are immediate actions arising from early research and consultation for the Project.
- 2. Ongoing activation strategies:** recommendations that are framed using a simple matrix to focus effort and activity on areas of greatest need and potential for impact, and what types of additional resources may be required.

There are some elements of service delivery that are working well and steady participation in some activities and age groups. Key areas of support for the Shire and the local community include continued and expanded focus on programs, particularly school-based or school-aged programs; training and capacity building to assist with offering modified and flexible sport forms; administrative and insurance barriers for outside of Recreation Precinct (i.e. foreshore and water-based activities); and events and activities focused around visits from key stakeholders in the region like State Sporting Associations and not-for-provider service providers such as the Stephen Michael Foundation.

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Summary framework for recommendations and activation strategies



1. Introduction



The Shire of Shark Bay (the Shire) is working in partnership with the Department of Local Government, Sport and Cultural Industries (DLGSC) to better understand, plan for and respond to the ongoing sports and active recreation needs of the Shark Bay community. This is part of the GASMAP or *Gascoyne Sports Modelling and Activation Planning* project.

The objectives of the project were to:

- A clear vision and strategic direction for the local government area to service the needs of the community.
- A planned approach to developing and providing services which are accessible and suitable to each demographic within the community.
- Strategic asset management include use, management, maintenance and replacement of assets to ensure sustainable and viable financial investment.

The value of sport and recreation in a community, particularly rural communities, is well documented and understood. The social interaction and inclusion, shared experiences and achievements, potential to address anti-social behaviours and assist in education, to name just a few positive benefits and contributions¹.

The Shire of Shark Bay offers a range of facilities for sport, active and passive recreation for its community members. The community also has access to a range of other club and private facilities; however, these are currently under-utilised, and support is required to boost their use and overall participation in sport and recreational activities in the broader community.

An intentionally flexible definition of 'sport and recreation' ensures a broad range of activities can be considered, and fully reflects the great potential that Shark Bay offers for active lifestyles and recreational activities. It also reflects the community's stated values around the natural environment, and the pride in the World Heritage Area status of the region. Please refer to the Definitions (page 4) for more information.

During the GASMAP project, the unprecedented COVID-19 pandemic ensued and has had widespread impact on community sport and active recreation across Australia, and indeed the

¹ Department of Sport and Recreation WA (undated)

world. The consultation and observations presented in this report occurred many months prior to the outbreak of COVID-19. The Shire of Shark Bay's remote location presents several challenges for community sport and recreation, and anecdotally participation in the more 'organised' sports has declined, and additional hygiene protocol requirements at the Shark Bay Recreation Centre means that some activities are no longer offered (e.g. Kindy Gym for under 5 year olds).

At the time of writing, Western Australia is in Phase 4 Restrictions. The recommendations and suggested strategies herein may need to be modified to accommodate any future, tightening of restrictions introduced by the WA Government. There are numerous resources to assist local governments and other stakeholders to adapt and manage these (as the Shire has experienced already). In addition to the WA Government COVID Safety Guidelines for Sport and Recreation², the Australian Institute of Sport also contains guidelines for different levels of activity for community and individual sport, and notes on specific sporting activities³.

2. Approach

The project commenced in September 2019, with Part One of the report being delivered in November 2019 to support momentum and gather feedback on emerging directions, consultation outcomes and directions.

The project included the following methods for gathering and analysing input:

- Desktop research of the Shire of Shark Bay including demographics, social and economic data.
- Review of similar projects/research and models in delivery of sports services in regional areas.
- One-on-one meetings during visit 15-17 October 2019 or telephone conversations with key local government, school, not-for profit and community contacts.
- Public forum on 16 October 2019 at the Shark Bay Recreation Centre, open to all community members.
- Briefing to the Chief Executive Officer and Community Development Officer both during and at the conclusion of the visit to discuss key initial observations and suggestions for immediate action within the Shire. This was an important component of the project to ensure that momentum could be established given the 12-month proposed timeframe for the project. These were provided to the project manager (the Shire CDO) as well as the manager for regional sport in DLGSC. This final report therefore represents the culmination of those briefings, feedback and recommendations, as well as documentation of research and findings.
- Emailed Part One of the reporting in November 2019 to the Shire CDO with a comprehensive summary of demographic analysis, needs analysis, inventory of programs and summary of key directions and emerging recommendations for the Shire's comment and feedback.

² Phase 4 and Phase 3 Guidelines are currently available online, see for example: Government of Western Australia (2020a)

³ Australian Institute of Sport (AIS) (2020) Framework for Rebooting Sport in a COVID-19 Environment, May 2020.

The project included a component of 'early implementation', and these actions and their outcomes are further described in Section 5. In this way, the Shark Bay GASMAP Project *process*, was an important aspect of the project alongside *outputs* such as this report. These types of funded projects can facilitate immediate actions to achieve some 'quick or early wins', and provide a platform and a motivator for action, for engagement or for new relationship building. It also makes the most of any consultation and early investigation, building more immediate feedback and response into the process rather than waiting for a final report.

The report also includes:

- A facilities and equipment inventory which could be reviewed on a 6- or 12-monthly basis by the Shire's CDO or contracted service provider (in this case the Shark Bay CRC).
- A programs and initiatives inventory which could be used to keep track and optimise existing programs and initiatives to be added, as well as highlight success stories.

See Appendix One for a list of participants who were interviewed, attended the public forum, and/or provided input to the project, and Appendix Two for the Facilities and Programs Inventory used to inform this report.

3. Context – Community-based sport and recreation in Shark Bay

This section examines some of the broader demographic and regional community context for the Shire of Shark Bay.



3.1 Physical activity in Australia

According to the Federal Department of Health (2019), more than half of Australian adults are not physically active enough (56% of Australian adults, or 9.5 million people) are either inactive or have low levels of physical activity.

The *Australian Government's Physical Activity and Sedentary behaviours guidelines* for adults aged 18 to 64 years suggests that⁴:

- Doing any physical activity is better than doing none. If you currently do no physical activity, start by doing some, and gradually build up to the recommended amount.
- Be active on most, preferably all, days every week.
- Accumulate 150 to 300 minutes (2 ½ to 5 hours) of moderate intensity physical activity or 75 to 150 minutes (1 ¼ to 2 ½ hours) of vigorous intensity physical activity, or an equivalent combination of both moderate and vigorous activities, each week.
- Do muscle strengthening activities on at least 2 days each week.

For children and young people, the recommendations for physical activity are:

- Accumulating 60 minutes or more of moderate to vigorous physical activity per day involving mainly aerobic activities.

⁴ Department of Health (2019)

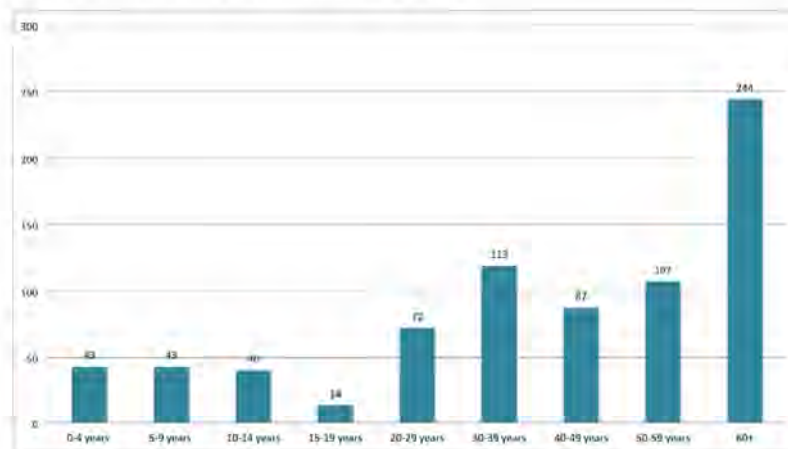
- Several hours of a variety of light physical activities.
- Activities that are vigorous, as well as those that strengthen muscle and bone should be incorporated at least 3 days per week.
- To achieve greater health benefits, replace sedentary time with additional moderate to vigorous physical activity, while preserving sufficient sleep.

The growth in personal technologies means that people can create or join online sport or physical activity communities outside of club structures, and track their fitness goals through tracking technologies and training support apps, without access to any formal club coaching or club participation (Little, 2018). This is particularly so for young people aged 18 to 24 years old. Similarly, there is simply a breadth of alternative leisure and entertainment options available for people, no matter how regional or remote the location.

3.2 Demographic overview and trends – Shire of Shark Bay

The Shire has a permanent population of around 946 people (ABS, 2016a), and has a significant ageing population, which was often reflected in the consultation feedback (Figure 1).

Figure 1: Shire of Shark Bay population - age groups



Further analysis of the 2016 Census figures (Table 1) reveals that:

- Over 32% of the population are aged 60 and over, equating to 244 people. This compares to about 19% for the Western Australian average⁵.
 - Of this cohort, nearly 60% (144 people) were in the 60-69 years age range. The majority live in Denham.
- Over 60% of residents work full-time and 28% worked part time.

⁵ Australian Bureau of Statistics (ABS) (2016a)

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- Of the families in Denham, 58% identified as couples without children, and approximately 31% as couples with children⁶. Around 8% (n=16) in the Census identified as one-parent families.
- 49% of occupied private dwellings are rented (vs. 32% owned outright).
- Nearly 32 % (200 respondents) reported that they had done voluntary work through an organisation or group in the last 12 months. The Census of course doesn't distinguish between ongoing volunteer involvement vs. a one-off contribution.
- Population forecasts for Shark Bay show only a marginal increase in population to 2026 (1, 025) and 2031 (1,050)⁷. The age cohort proportions are largely the same, though some projected increase in 15 to 19-year olds as a percentage of the population. The aged population trend is expected to continue.⁸

Table 1: Summary of key demographic and population statistics

Factor	Statistics
Total population	Shire of Shark Bay LGA - 946 (up from 857 in 2011) Denham and surrounds - 754 ⁹ (up from 636/18% in 2011)
Families	182 in Denham (218 Shire total)
Tourism	Peak tourist season is typically March to October, where the tourist population increases dramatically to around 5,000 people. The number of retirees who live in the area during peak season also increases.

Anecdotally and confirmed through ratepayer analysis, the population has not increased or decreased significantly in the last 10 years, with 88 school enrolments for 2019 as well.

What these statistics, combined with community feedback tell us is that:

- Lower number of older adolescents (15-19 years) reflects the decision of some parents to send children at senior high school levels to boarding school, either in Perth or key regional centres. It's likely that their participation in club-based or more organised sport will increase when young people arrive at these schools.
- The higher number of rentals may reflect a more potentially transient population.
- Sport and recreation experiences and interactions typically occur through events and one-off activities more so than clubs and ongoing programs. The night sports offering at the Shark Bay Recreation Centre does offer some foundation for ongoing social sports programming.

⁶ This is similar to the Shark Bay Local Government Area (LGA) as a whole.

⁷ produced by the Western Australian Planning Commission in collaboration with the Department of Treasury. - See Department of Planning, Lands and Heritage (2018) Western Australia Tomorrow Population Forecasts. Available online at: <https://www.dplh.wa.gov.au/information-and-services/land-supply-and-demography/western-australia-tomorrow-population-forecasts> (accessed 16 December 2019)

⁸ It is noted that the WA Tomorrow population forecasts the forecasts are primarily designed to give the demographic details of age, sex and region, to plan for future service and infrastructure requirements. They are less designed to be used a total population figure.

⁹ Includes Monkey Mia. See ABS (2016b)

- Most clubs and associations report declining membership levels, difficulty retaining members and difficulty attracting people to Committee positions (particularly new people).
- Targeted activities for different age groups are generally being delivered.
- A continued focus on settings and services for an aging population will be important.

3.3 Community satisfaction and preferences

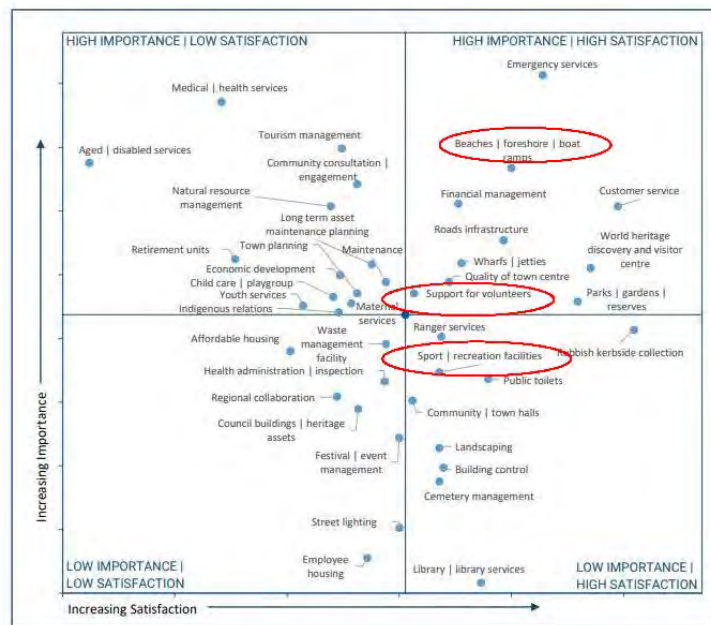
Strategic Community Plan

A Community Survey was undertaken in 2020 as part of the Shire of Shark Bay's updated Strategic Community Plan, and included inquiries about residents' satisfaction with sport and recreation facilities. Respondents were broadly satisfied with facilities and considered this aspect of community services to be of 'medium importance' (See Figure 2). It's interesting to note that - by comparison - what the community rated of **higher importance** (and about the same level of satisfaction with service provision):

- **Parks, gardens and reserves** – which can have a direct link to passive forms of recreation.
- **Beaches, foreshore and boat ramps, and wharfs / jetties** – linking and reinforcing the well-established desire for water-based recreation.

Support for volunteers was also rated as more important than sport and recreation facilities, with reported lower levels of satisfaction from survey respondents.

Figure 2 December 2020, Community Survey for the Shire's Community Strategic Plan results rating satisfaction with Shire services, facilities and support



The limitations of this data are that some of the conclusions and potential links identified above are not confirmed, and 'sport and recreation facilities' doesn't specifically address 'programs and activities (though this is not a direct responsibility of local government in the same manner as facilities management).



Sport and recreation survey 2019

The Shire conducted a stand-alone Sports and Active Recreation Survey in April 2019 to provide some broad feedback to the status and preferences for physical activity in the Shire (38 respondents, a response rate of over 5% of the permanent population). The responses provide some insight from a segment of the local community, such as:

- 34 % of respondents said they exercise 3-4 times per week, with 21% stating every day.
- Nearly 60% of respondents stated that they never use the Sport and Recreation Centre, with 21% stating once per week and 16% of respondents using the centre 3 to 4 times per week. Similar patterns of response were found for the use of the gymnasium, with the highest proportion of respondents stating they never use the gym.
- The footpath, foreshore, town jetty and swimming at the foreshore were listed as the top four outdoor areas where people actively recreate. The Town Oval and the walk trails were closely behind. Little lagoon was listed as an additional area that people use for physical activity and recreation.
- Most activities were non-organised¹⁰ and of the activities people indicated they'd undertaken in the last 12 months (either organised or unorganised), the following were most popular:
 - Walking
 - Use of gymnasium
 - Yoga
 - Bowls
- The responses showed a great breadth of physical activities, which also included boating and fishing, kayaking, running, softball, and swimming.

¹⁰ The definition of 'non-organised' is not clear. It should be noted that 'organised' activities can still be social in nature, so non-organised activity is taken to mean largely individual or spontaneous activity.

- When respondents were asked what sports activities, they would like to see more of, many responses included the more 'traditional' organised sports such as netball, tennis, football and other team sports. Pilates, yoga and fitness were also popular responses. When asked why they don't participate in these activities already, most responded they are not available.
- Those respondents with children noted that they participated actively in dance, dodgeball and open courts the most.

3.4 Service delivery in the Shire of Shark Bay

The current approach to service delivery is driven principally by the Local Government (both directly and via contract for the Shark Bay Recreation Centre), a small number of clubs - some struggling clubs - and motivated individual community members. The local Shark Bay School offers some sports programs and hosts an annual athletics carnival. There is also popular, after school sports dodgeball held at the Shark Bay Recreation Centre, offered by Shark Bay Youth Group Coordinator with parent assistance. The school currently doesn't use the Shire facilities for the carnival, even though the school oval is less than the standard size, which constricts activities to some extent. Box One summarises the current features of the sports and recreation delivery in Shark Bay.

Box One: Current features of sport and recreation delivery in the Shire of Shark Bay

Shire-contracted third-party service provision (Shark Bay Community Resource Centre [CRC])

Embedded sport and recreation component in Shire role CDO

Flexible, adaptable and fit-for purpose delivery including:

- Modified sports forms (e.g. 3-a-side basketball).
- Adjust ways to play (e.g. twilight, mid-week).
- Modified payment terms and conditions (e.g. pay as you play).
- Short competitions that focus on social experience.
- Temporary, informal and/or short-lived governance structures that are suited to a particular initiative.
- Blocks of activities with regular breaks rather than typical competition timeframes. (e.g. a break mid-term as well as school holidays for school-based programs).

Occasional SSA and non-profit provider visits

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The Shire of Shark Bay currently contracts the Shark Bay Community Resource Centre Inc (Shark Bay CRC) to manage the Shark Bay Recreation Centre (and the surrounding outdoor sports precinct) through opening the centre and delivering and supervising activities¹¹. The 2020 contract includes with Key Performance Indicators (KPIs) in five key areas:

- Facility Attendance
 - Per month
 - As per entry cohorts (adult, child or tourist)
 - Year to date (running total for calendar year)
 - Summary of programs/activities.
 - Copy of CRC staff roster at the Centre for operating hours.
- Customer Satisfaction:
 - Written customer feedback for the relevant period.
- Asset and risk management
 - Reporting of all hazards in a timely manner, with description and photos
 - Quarterly facility audit
 - Equipment to be stored appropriately, cleaned and maintained.
- Reports
 - Monthly report to include the above-mentioned headings.
- Align operation as per the outcomes of the Gascoyne Sports Modelling and Activation Planning Report.

The Community Development Officer's (CDO) role also includes "support to community and stakeholder groups for recreation, sport, social inclusion and wellbeing". The CDO also oversees the day-to-day maintenance of the sustainability of community assets and associated equipment, including the Shark Bay Recreation Centre, Gym and Town Hall.

¹¹ A list of the programs and activities managed and delivered by the CRC is provided in Appendix Two.

There is one not-for-profit service provider in the Gascoyne region – the Stephen Michael Foundation, however they have been less active in the Shire of Shark Bay until recently. There is generally no regular or committed activity from State Sporting Associations (SSAs) based in Carnarvon. The Shire is supported by regular contact, interaction, advice and feedback from the Department of Local Government Sport and Cultural Industries (DLGSC).

Recent conversations and engagement with the Steven Michael Foundation regarding a multi-sports day in 2020 provides a potential start to building a relationship with the Foundation to assist in capacity building for sports delivery in the Shire, and in delivering ongoing sport and recreation opportunities for residents.

3.5 Facilities, programs and activities and need analysis

Details about the current facilities, activities and offerings for sport and recreation, and the corresponding observation or needs analysis, is provided in Appendix Two. As at November 2019, there were a collective, cumulative total of 4,880 visits (adults and children) used the Shark Bay Recreation Centre in some capacity, with the most popular months being October, July, September, April and November (in that order). This reflects the high season and school holiday periods. January, February and March are clearly less desirable, with March 2019 being the lowest participation at 161 people for the month. 2020 participation numbers are lower as can be expected with the closure of the Shark Bay Recreation Centre during the COVID-19 restrictions. There 235 people participating in Recreation Centre programs during August 2020, with 27.5 hours opened.



In examining the current programs, historical offerings and the November 2019 Shark Bay Recreation Centre Management Report¹², the following observations and potential directions were put forward for consideration:

- In general, there appears to be higher participation - or record of participation – in the more 'traditional' sports by school-aged children than adults.

¹² Completed by the CRC and provided by the Shire CDO.

- The positive uptake of 'dodgeball' among school-aged children may be due to the accessible nature of the activity, the ease with which it can be coached and refereed, and perhaps a perceived low ongoing commitment in terms of skill building and development. There may be an opportunity to find a sport with similar characteristics that provides a similar sports experience and skill-building.
- Some stakeholders reported concern about the lack of programs and club-based type of team sports for young people. This concern is related to the fact that many young people who complete primary school in Shark Bay typically leave the area for high school or boarding school, where they are far more likely to encounter team sport. There is an opportunity to prepare young people for this type of participation to reduce the possibility of being left behind or left out, or just disadvantaged due to the location of their upbringing.
- The facilities are generally in good condition and meet, if not exceed the needs of the local community. Equipment storage appears to be an issue in the Shark Bay Recreation Centre (which was being addressed separately at the time of this project).
- The current casual / social offerings of sport at the Shark Bay Recreation Centre (Adult Night Sports) appear to attract slightly more men than women, based on observation and feedback from stakeholders. Research has demonstrated that women and girls are generally less active than men, particularly when it comes to participating in organised sport. AusPlay data shows that 58% of Australian women and 73% of girls regularly participate in sport related activities¹³. However, more women than men currently participate in fitness and wellbeing activities such as those offered by a local personal trainer, and yoga (this appears consistent with the research, as highlighted in Little 2018).



¹³ Clearinghouse for Sport (undated)

4. Regional sport and recreation delivery models – examples from other areas

Two other Western Australian regional areas were looked at to identify potential approaches and learnings for Shark Bay – the Kimberley region and the Murchison. These areas were examined for a similar project completed with the Northern Goldfields DLGSC office and have some relevance here for the Shire of Shark Bay due to similar levels of remoteness (Kimberley) and regional relevant (Murchison). Some features of delivery in other regional centres that are similar to Shark Bay include dedicated resources focusing on sport and recreation, and a strong community development and inclusive approach. Some of the key differences are the presence of not-for-profit service providers and/or sports development officers from SSAs.

The key differentiating factors between these two regions and Shark Bay is the presence of a not-for-profit provider and operational partner that has some capability to service the region and provide a coordinating role. In the Kimberley, Garnduwa is funded by the Aboriginal Advancement funding under a Super Strong Communities contract. It was noted though, that too much reliance on external providers doesn't necessarily build local capability.¹⁴

In the Murchison region, the completion of the Murchison Active Communities (MAC) Project, a significant three stage project undertaken over a number of years to review the effectiveness and functionality of sport and recreation delivery methods in the sub-region comprising Yalgoo, Mt Magnet, Cue, Meekatharra and Wiluna. The conclusions and key recommendations of the MAC were to appoint a Regional Coordinator to work across the five towns to provide a targeted and coordinated approach. This aspect has less relevance to the Shire of Shark Bay, given the lack of proximity to other towns and smaller population base.

4.1 Coordination support for different delivery models

The regional delivery models reviewed as part of this Project typically include the following coordinating elements:

- Local-government led/facilitated through incorporating community sport and recreation into a staff member's role, with varying levels of key stakeholder support.
- Community-led through clubs and associations, with local government and other stakeholder support.
- Third-party led, typically not-for-profit providers and in some communities, small private providers. This can be with the presence of the organisation and staff support in communities, or alternatively, the appointment of casual positions on a program-by-program basis.
- Coordinated, multi-sport and multi-community models, with a shared and/or co-funded resources – including a coordinator's role – to service multiple communities¹⁵.

Naturally, many regional communities will have some blend of these approaches or combine in a 'hybrid model. This is not necessarily an 'either/or' situation. However, it is asserted herein that there is more likely to be a tendency for one of these lead organisations or vehicles for delivering sport to be the primary coordinating or delivery mechanism.

¹⁴ Krissie Dickman, pers. Comm 2019 (Wed 18 Sept)

¹⁵ This can be found in regional areas with several regional and remote towns within reasonable proximity to each other, e.g. 50-100km.

The Shire of Shark Bay is presently serviced by more of a local government-led model, with some level of coordination and facilitated provided principally through:

- The role of Shire’s Community Development Officer.
- Some third-party delivery support through the engagement of a contract service provider to deliver sport and recreation in the community (in this case, the Shark Bay CRC).

While there is some club-based activity in the Shire, there are generally reports of declining membership and there appears limited appetite to engage with club-based structures and more interest in self-organising and less structured approaches. There was little expressed need or imperative for club structures, and some evidence to suggest that delivery is still happening in the absence of these structures through programs. There is a case for bringing more investment into the region however, to support Shark Bay community members in sports participation.



5. Recommendations and activation strategies

Based on the Shark Bay GASMAP analysis and review, there are elements of current delivery that are working well, and some that can be improved and/or enhanced through additional investment and resources. The Shire and the local community requires additional external support and investment to both maintain, and to increase participation in sport and recreation, and achieve better utilisation of Denham’s infrastructure as well as natural assets.

‘Support’ and ‘investment’ can take many forms, regardless of which strategy is being considered. Box Two summarises what types of potential additional support is needed within the Shire to support more people to be active in sport and recreation.

Box Two: What does 'support' look like in the Shire of Shark Bay?

When we talk about 'support', 'investment' and 'resources', the following provides a starting point for thinking about the type of support required.

- **Direct funding or funding co-contribution** – for programs, training, projects, facilities (new or improved), and/or equipment.
- **Regular visits from SSAs or other regional service providers** – for clinics, program delivery assistance and training.
- **Development of specific training packages or skill-building workshops**
- **Mentoring, relationship and networking connections** – to/from SSAs, other regional councils, DLGSC.
- **Grant-writing direction and assistance**
- **Communication and sharing of success stories** - from other regional areas and the Gascoyne region.
- **Auspice agreements (under certain circumstances)** – to assist local groups and community to apply for grants or host/deliver one-off events or programs.
- **Advocacy** – for access to funding, resources or structural changes within the broader SSA, State Government or operating environment (e.g. access to grant money for clubs only).

Recommendations and activation strategies are organised and framed against two key drivers:

1. The availability of/ need for funds and resources (either now, or in the future)
2. The presence of an existing program or place to facilitate and activate sport and recreation.

An activation strategy in this report is any activity, process or 'thing' that either:

- Brings people to a program or place, and therefore increases participation OR
- Facilitates the above outcome to happen more easily.

Figure 2 provides a summary framework for organising and thinking about the different strategies and options available. There are four key focus areas for strategy and action (Table 2).

This framework is or can be used by key stakeholders to:

- Summarise current activities and areas of need moving forward.
- Assess future ideas or initiatives as they arise, and prioritise or decide which ones to pursue.
- Plan activities and focus on an annual basis, if useful.

It is less important here to be 'strict' about categories, and more important to consider a process that helps to prioritise and organise action over time.

Figure 2 Summary framework for recommendations and activation strategies

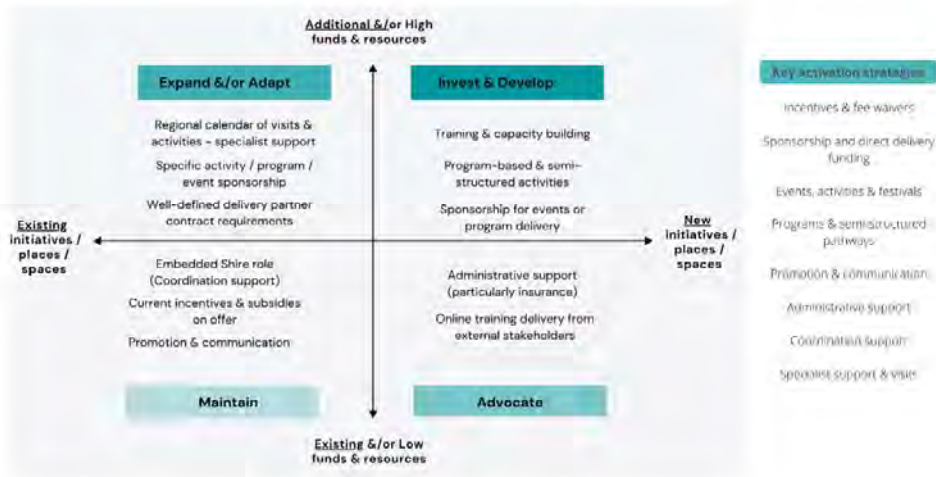


Table 2 Four key focus areas

Strategy focus	Explanation
Invest and develop	A need for additional funds to run new programs, or improve asset management and maintenance (or replacement). It is not possible to achieve with current resources, and new thinking, designs and ideas are required.
Expand or adapt	Where an existing program or place requires more support and funds to grow and continue being offered, or support for more participation in existing activities. The work here is less about designing or deciding new directions/initiatives, and more about building on previous work.
Maintain	Programs, initiatives and/or asset management already happening and delivering outcomes in a satisfactory way. Maintaining these activities will provide a base level of support and service – removing these may serve as an ‘early indicator’ of potential risks to sport and recreation outcomes.
Advocate	Not possible to deliver or continue delivering programs or asset maintenance – either the funds or resources don’t exist or have been withdrawn, and/or there is no program or facility/asset in place. The main options here are to either re-prioritise, or advocate for support (investment). Items identified here may therefore progress to be prioritised as ‘invest or develop’ strategies.

Section 5 contains recommendations and activation strategies are comprised of two parts:

5.1 Early implementation items: as identified in Section 2, these are immediate actions arising from early research and consultation for the Project (Table 3).

5.2 Ongoing activation strategies: recommendations that are framed using a simple matrix to focus effort and activity on areas of greatest need and potential for impact, and what types of additional resources may be required (see Figure 1).

5.1 Early implementation actions

Table 3 details early implementation actions associated with the GASMAP project, including current status and a link to ongoing strategies and recommendations.

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Table 3 GASMAP Shark Bay Project: Early implementation strategies (2019/2020) and current status (2020)

Issue or opportunity ¹⁶	Discussion & response during the GASMAP project	Current status / responsibility	Link to proposed Activation Strategy/ies
Improved focus of sport and recreation within the CDO role	Further to what has been highlighted in Box One, the consultation findings suggested that a heightened sport and recreation focus was a feature of the current CDO (both in terms of role focus and the individual fulfilling the role). This is to be commended and is reinforced as being critical in remote areas like Shark Bay with little other organisational capacity or third-party provider presence (see also Section 4 regarding experience in other regional areas).	Continues to be a CDO role focus (Shire of Shark Bay)	Maintain
Strategic not-for-profit relationships in the Shark Bay region - strengthening relationship with the Stephen Michael Foundation.	Just prior to and during the consultation period in Denham October 2019, the DLGSC Regional Manager facilitated an introduction to the Stephen Michael Foundation (SMF), which has a presence in the Gascoyne region. It was recognised that there was an opportunity for greater interaction and relationship, and support from SMF to the Shark Bay region. Since late 2019, the relationship between the Shire and SMF has grown positively. There were initial plans to host a combined football/basketball camp for Shark Bay, Carnarvon and Exmouth participants at the Shark Bay Recreation Centre. A carnival in Shark Bay in July 2020 and invitation was extended for the first time to Shark Bay locals to join the Girls Football Development Camp (held in Carnarvon). A planned October School Holiday camp for the boys was also discussed.	The planned carnival was cancelled due to a cancellation of the booked transport option, and no alternative to transport the Exmouth Participants to Shark Bay. The relationship continues to be maintained and strengthened with new ideas and supports.	Invest and develop
Insurance barriers to provision of certain activities	Consultation for the Shark Bay GASMAP confirmed that the Shark Bay CRC's insurance only covers their oversight for activities at the Shark Bay Recreation Centre, and not elsewhere. This may limit their reach and scope for supervising and delivering outdoor activities. The Shire immediately took action to better understand and investigate this it was suggested that this be immediately investigated and addressed	The Shark Bay CRC's terms of contract now includes the Outdoor Courts or oval (excludes the gym) meaning that insurance now extends outside the Recreation Centre, providing more opportunities to run and oversee outdoor	Advocate

¹⁶ Raised during consultation and/or feedback from initial research & consultation

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Issue or opportunity ¹⁶	Discussion & response during the GASMAP project	Current status / responsibility	Link to proposed Activation Strategy/ies
	to provide an 'early win' and enable them to deliver more under the existing contract.	programs on the town oval.	
Contract review with CRC	In 2019, the Shire commenced a review into the function and delivery of sport and recreation programs through this contract model, which was ongoing for part of the GASMAP project. Although the review process is separate to this scope, the following observations and suggestions were made to the Shire during the October 2019 visit, which are directly related to proposed recommendations and activation strategies for the GASMAP: <ul style="list-style-type: none"> The CRC staff who presently oversee sporting and recreation activities from the Centre have little or no formal sport and recreation training, though a range of different skills and recreation training has been offered at different times. In order for staff to better deliver the required recreation outcomes, they would need ongoing training and support. Staff will need and will benefit from ongoing training to deliver and support more active recreation programs to build their knowledge and skill in different sporting areas. This doesn't have to be 'formal' or accredited, but should be provided by credible bodies such as SSAs, the SMF, DLGSC or other contracted provider where appropriate (this could also be online). There are currently no agreements about performance measures in place, so the sport and recreation contract could be better defined. Payment is made strictly on opening hours not linked to delivery of programs and activities. The contract also includes other activities which may more 'passive' (though no less important) types of recreation rather than active recreation-based. The expectation around proportion 	The Shark Bay CRC contract was expanded in some areas and more detailed participation/attendance statistics were included, providing useful data as to the key users of the Shark Bay Recreation Centre. The contract includes scope to include tests and trials of any suggested programs or outcomes from the GASMAP Project report. In Term 4 2019, the Shire assisted in facilitating multi-sport day at the school, to host variety of sports that included representatives from Basketball WA, Netball WA, Western Australian Cricket Association and Western Australian Football Commission. The representatives also provided	Expand or Adapt

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Issue or opportunity ¹⁶	Discussion & response during the GASMAP project	Current status / responsibility	Link to proposed Activation Strategy/ies
	<p>of delivery of these types of activities should be clearly articulated to avoid too heavy-emphasis on one or the other¹⁷.</p> <ul style="list-style-type: none"> There was some question during consultation as to whether the CRC needs to have seasonality included in the contract, to coincide with high season / low season when people are in town. 	<p>an 'Effective Training Skill Workshop' to the CRC Recreation Staff for capacity building purposes.</p>	
<p>Targeting greater school use of Recreation Centre as a focus of improved asset utilisation</p>	<p>The Shire has long recognised that the co-location of the Shark Bay Recreation Centre with/next to the School is a significant opportunity for greater utilisation of the facility. During the consultation, it was reported that the school prefers to use their own facilities over the recreation centre for their athletics carnival and for other sporting / Physical Education (PE) activities outside of lunch and recess play. This is even though the playing field is too small and not suitable for football, cricket or other field-based game purpose sports. Continuing the work of building on this relationship and increasing use of the facilities with the school continues to presents a stronger option for better asset utilisation in the future. Essential to this is the Shire's ongoing maintenance of highly-used outdoor facilities, such as the oval.</p> <p>The appointment of a new School Principal at the time the GASMAP project commenced (September 2019) was identified as a strategic and timely opportunity to refresh that conversation again and continue the long-term process of encouraging the school to make better use of the Recreation Centre and oval.</p>	<p>Due to the oval not being watered¹⁸, the oval was not used for the carnival in August 2020.</p> <p>However, the oval is currently being used by the school for athletics long-distance running training, with a view to hosting the athletics carnival there in 2020.</p>	<p>Invest and Develop</p>
<p>Removing or relaxing restrictions on private operators to use of the gym or Shire facilities</p>	<p>It was suggested during consultation that the Shire consider extending the fee waivers to private operators to support continued delivery and greater uptake of these activities. At the time fee waivers were largely offered to community groups.</p>	<p>This was offered in late 2019 and 12 months later, these operators continue to run fitness classes and services.</p>	<p>Expand or Adapt</p>

¹⁷ This may happen if people don't have, or feel they don't have, the skills and knowledge to deliver a particular sport or recreation activity. People may tend to go with what they know and what they feel comfortable delivering.

¹⁸ While infrastructure upgrades and repairs were being completed.

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Issue or opportunity ¹⁶	Discussion & response during the GASMAP project	Current status / responsibility	Link to proposed Activation Strategy/ies
	<p>Given there are few private providers of these services, and the value and uptake by certain demographic groups in the community (including but not limited to adult women), that the Shire may consider fee waivers for the Shark Bay Recreation Centre and Gymnasium for these types of classes and 'micro-businesses'. This is unlikely to present a conflict or compromise a local government/private relationship in the community. This can be a small but important investment - to support community members with ideas and initiative, including those who are looking to run small businesses or charge a small fee for their services to interested participants.</p>	<p>Further, participation was sustained during and following the COVID-19 restrictions.</p>	

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5.2 Ongoing activation strategies

5.2.1 INVEST & DEVELOP

This strategy highlights actions and focus areas which generally require additional funding and investment for new initiatives. They are designed to address current gaps in service delivery and/or programming for specific demographics.

Program-based and semi-structured sport and active recreation

A more program-based approach to sport and recreation has been established as a clear need for Shark Bay, specifically targeting school-aged children or run in conjunction with school sports (though casual and social program offerings for other stakeholders should continue) – See Box Three. Program in this context is defined as follows:

- A continued offering for a defined period of time (e.g. 4-weeks, 6-weeks, a school term etc)
- May or may not offer a consistent sporting activity. For example, a program may change sports/activities throughout – perhaps alternating similar-types of sport such as ball sports, basketball and netball (depending on skill levels of organisers to deliver).
- Seeks some form of consistent commitment and attendance, and has some level of skill development or improvement (even non-competitive) involved.
- Has an organiser or organising body/group that is supported by relevant stakeholders to coordinate games, training, plays/competitions.
- Has some level of competition, even informal or more ‘playfully structured’ with modified rules and forms acceptable.

The Shire has a focus on events to promote active recreation and this can be expected to continue. As delivery and operational partnerships with SSAs and the Stephen Michael Foundation grow,¹⁹ there is an opportunity build short and consistent program ‘blocks’ of particular sports around specific events or carnivals.

Box Three - Target demographic for semi-structured pathways and programs: Focus for school-aged children

Sport has important foundations that can stick throughout life, where adults who play sport tended to play sport as children (Little, 2018). An emphasis on skill-building and progression through a particular sport should be encouraged by working towards more structured (yet modified) sport pathways for school-aged children – ‘playfully structured’ sport and recreation that is still based on more recreational and experiential elements of the sport than competitive. Positive examples that emerged during the GASMAP project included the Shark Bay Youth Group netball competition and the continued casual competitions like the dodgeball activity run in 2019. Working with SSAs and other service providers to focus on some ‘traditional’ sports with pathways for school students who may attend later years of secondary school elsewhere, are required to help build on these successes. The ongoing collaboration with Stephen Michael Foundation is a great example of this – and requires ongoing support and investment to continue and deliver.

¹⁹ As well as other external providers as they emerge.

Sponsorship and/or employment support

A consistent theme of the consultation throughout the GASMAP project was the difficulty in finding and keeping volunteers and people willing to organise and consistently run formal and informal sporting activities. Despite regular offerings and free access to some organised sports, uptake has been minimal and a noticeable drop since the COVID-19 pandemic and restrictions ensued.

Stakeholders in the Shark Bay region need additional support to attract participants as well as volunteers to assist with either short-term programs or activities, or to better position a program to continue running where there is an minimum level of participation.

Direct sponsorship of volunteer groups to run certain programs may be required to help run activities, events or festivals²⁰, and further to simply get more people involved in sports at the Shark Bay Recreation Centre. Groups may need to be auspiced by the Shark Bay Bowling, Sport and Recreation Club, the Shark Bay CRC or some other incorporated body locally, where the group in question doesn't have an incorporated body (and therefore may not access funding). This can potentially be achieved through creating a sub-Committee through these organisations, with membership being included. The Fishing Fiesta run by the Fishing Club is a good example of an existing event/festival.

Sponsorship alternative - casual employment model in program delivery

It was noted earlier that some remote and regional communities use a casual employment model to both address both a sporting and a specific social outcome (i.e. employment) in the delivery of recreation activities (see Section 4). For Shark Bay, rather than sponsorship for groups/clubs, this may serve as an option worth trialling in conjunction with running a program, with a casual employee under the Shark Bay CRC to assist in delivering elements of a program.

This may also relieve the burden of finding any volunteers to run and organise a sport or program, and allow people to just focus on participating. Given they have the systems in place to employ people, this is unlikely to create an onerous demand on resources. This may also assist in addressing some of the volunteering shortfalls where there is strong demand for a program and a short-term local position can be created²¹. This would also further support local capability and skill building.

Training, support and capacity building

The nature and type of training will naturally vary from year to year, and 'training' can be simply skill-building and ideas sharing. The following training may be useful for delivery partners such as the Shark Bay CRC and/or selected contract service providers:

- Recruiting and attracting more participants into activities at the Shark Bay Recreation Centre and precinct – mentoring, support and connection to other regional service providers may assist in providing options and ideas to test at Shark Bay. These may include programs targeting particular businesses and workplaces, collaborations with emergency services for training activities to increase participation and get people moving, a dedicated social media campaign around specific national and international sporting events and sportspeople.

²⁰ This may be particularly so for the more active recreation groups and clubs, not so much the 'traditional' sports.

²¹ The potential risk to attracting volunteers, if it is known that even a short-term paid position is in place, would need to be assessed on a case-by-case basis. Provided that there is clear role distinction between any paid position and volunteer help, this isn't always a barrier to attracting volunteers.

- Provide coaching and/or officiating training in key selected sports over time. This includes basketball, netball, football and athletics. These may be implemented through a specific project or program, and/or can be addressed with visiting SSAs (as is often the case).
- Provide continued modified sports form training.
- Program design and development.
- Equip staff with the skills and minimum requirements to train other local people to coach and/or officiate, particularly targeting parents of school-aged children participating in sport.

This 'train the trainer' approach with the Shark Bay CRC (and potentially other community members) can assist in building some long-term capability in town. However, it is noted by some stakeholders that getting people to show up to more organised activities at the Shark Bay Recreation Centre is a challenging aspect at the moment.

Training activities can be implemented over time, and integrated into a specific program, initiative or SSA visit. Regular communication with DLGSC may help to identify or tap into, out-of-town/external training opportunities for either the Shire or Shark Bay CRC staff.

A regional calendar of events, SSA/third party visits and activities would support an ongoing delivery of training and capacity building, and may help to attract participants to new programs, tasters or 'come and try' days (See Section 5.6.2). These visits and events could comprise training targeted at different groups each time, or a mixture of target audiences:

- CRC/contract providers – coaching and specific sports skills development, strategies for attracting new participants, and modified sports forms.
- School-aged children – skill-building in selected sports, transferrable 'life skills' such as teamwork and event organising.

Asset, facilities & equipment planning and management

In addition to Local Government requirements and DLGSC guidelines for facilities planning, the following may assist in asset management and planning that supports optimal use of facilities moving forward:

- Where equipment is to be replaced, consider options for modular or expanded versions of certain activities that can maximise the number of activities that can be accommodated (for example, one stakeholder suggested the skate park be expanded to accommodate an all wheels park; some regional local governments have similarly replaced skate parks with modular pump tracks that can be removed and re-assembled at different times).
- Some sports have developed 'pop-up facilities' that minimise the need for a more permanent structure and support the 'comings and goings' of interest that have been reported during the consultation. When it comes time to replace certain Shark Bay facilities, this may be appropriate to investigate options. Basketball WA, for example, has previously provided pop-up basketball courts in other regional areas, such as the Pilbara.
- Ensuring indoor facilities can be easily adapted to non-sporting uses such as indoor movies during summer using a portable movie screen (similar to the inflatable outdoor movie screens purchased by some regional local governments).

The continued focus on ensuring outdoor recreation facilities are well-maintained and updated will also help to future-proof the Shire against any future return to tighter COVID-19 restrictions under the WA Government's COVID-19 WA Roadmap (Government of Western Australia, 2020).

5.2.2 EXPAND OR ADAPT

This second strategy highlights key areas that still require some new or additional funds or resources – this time to support expansion or adaptation of an existing program or initiative that has either been trialled or tested (and needs ongoing support) or is working and/or valued by the community. This component also includes selected 'delivery mechanisms' which may assist in better achieving or facilitating access to sport and recreation opportunities.

Regional calendar for planning and key activities

The Shark Bay CRC publishes a calendar of activities, and expanding this to a broader regional focus. It is suggested that the Shark Bay CRC, Shire and the DLGSC, working with the Shire CDO and DLGSC, develop a calendar of activities as a planning tool and activity to target and organise visits from external service providers and support organisations. This would also assist in moving towards a 'pipeline' of sorts for continued training and staying fresh with ideas. Continuing to run 'tasters' when SSAs or SMF or other stakeholders are in town will also assist with providing a continued opportunity for participation, and a four-week program of tasters, for example, could be built around an initial third-party visit.

Well-defined contract requirements for delivery partners

Section 2 outlined some of the early observations and recommendations made to the Shire in October 2019 during their review of the Shark Bay Sport and Recreation contract. Further suggested ways to optimise the outcomes for sport and recreation that are delivered under this contract include:

- Establish clear expectations around percentage of active sport and recreation programs delivered under this contract (e.g. at least 50% of offered programs to be active recreation-based vs more 'passive' recreation based).
- Trial a more 'seasonal' approach where targets / opening hours are more at the busier times of the year, and less during quieter times.
- Transition to a more plan-based or more strategically focused contract based on delivery of certain services and activities, not just opening hours. This could be trialled for example by selecting one program that is costed / set up differently, while the existing hours-based contract stays in place.

Shifting the focus over time from opening hours vs program delivery in a broader range of local settings (i.e. not just the Recreation Centre) may better serve to align with the physical activity preferences of the local community, particularly school-aged children, young people aged 15-17 and adults. However any shift to a more 'performance-based/delivery-based' contract should be gradual and done in such a way that the team can work through the required training and skills requirements as needed, and test and trial different approaches. Moving forward, there seems to be an opportunity to transition to an approach which provides a more coordinating and hands on role to delivering more programs and initiatives in addition to supervising opening of more unstructured activity.

Focus on water-based and outdoor recreation (optimising natural assets)

Many community members largely self-organise either individual or group activities for water-based and outdoor activities – everything from kayaking to walking groups to fishing. Extending opportunities for participation in regular programs or ongoing activities following a one-off offer by either a community member, sports club or other stakeholder requires additional funding, program design and support and/or administrative support in the form of reducing barriers such as insurance or governance requirements.

One particular example qualifies as worthy of further investigation and funding support for water-based sport program offered to students in 2019. It was reported during the consultation that school children responded positively to an organised kayaking activity provided by a local tourism operator. This was a one-off activity that was developed based on the enthusiasm and skill-level of this person – this is a great asset and opportunity to be built upon. These types of outdoor based, foreshore and water-based activities may also potentially have a chance to endure in the event of a return to tighter restrictions under the WA Governments COVID-19 safety plan. These types of outdoor and potential for more solo sporting activities may mean less disruption and continuation of the positive benefits of exercise and outdoor active recreation.

See also Section 5.2.3 regarding present administrative barriers to broadening out programs for school-aged children to more active recreation.

Continued targeted and relevant support for defined demographics.

Seniors

Seniors are clearly an important demographic and have a demonstrated interest and ability in organising and successfully offering active recreation opportunities with Shire and CRC support. The recent Croquet offering speaks to the successful collaboration and support between the Shire and The Friendly Hub (formerly referred to as Denham Seniors). Seniors groups are likely to benefit from similar types of support moving forward, with either:

- Direct funding for equipment purchase as required, to expand offering to this demographic as required.
- Connection and introduction to relevant SSAs via phone or Zoom to discuss getting started and/or continuing.
- Planning and putting on 'come and try' days.
- Advertising and promotion.

Adult Night Sports

The Adult Night Sports generally attracts a small but consistent number of participants. It seems appropriate to stick to more 'traditional sports' in these social sports offering at the Shark Bay Recreation Centre and Town Oval, potentially with 'come and try' evenings for new sports to be introduced to coincide with new training from the Shark Bay CRC/contracted service provider and/or with external stakeholder visits (such as SSAs).

5.2.3 ADVOCATE

This strategy focuses on those things that either facilitate access to sport and recreation opportunities, or may pose barriers. This is a 'fluid' category of sorts and is designed to help determine when action or difficult decisions may be required which call for more structural changes to the way funding, programs or initiatives are designed or delivered.

Several examples are provided below that arose during GASMAP, these will naturally change over time. There is a role for the Shire and DLGSC in the Shark Bay region to advocate for certain supports, funding and structural changes to facilitate better participation in regional and remote areas. Continued regular communication and contact with community members, sporting groups and other stakeholders can be expected to identify and prioritise these issues for advocacy.²² These will arise on a case-by-case basis but some of those specific matters identified during the GASMAP Project include:

- The school's Surf Life Saving Club was reported as needing a teacher with AusSwim qualification; however, the Department of Education won't pay for this training. The school has paid in the past to bring someone up (who was able to stay with family and friends and so accommodation was a saved expense).
- Investigating whether insurance limitations or other barriers are affecting the uptake of certain activities, and whether the Shire can underwrite or auspice certain activities. Although the Shark Bay CRC insurance limitations were raised and addressed during the project (See Table 3), this was suggested as an issue with water sports, with one stakeholder suggesting that 'no one wants to touch it because of insurance/fear of litigation' – yet water-based sports and activities are clearly popular with the community and school-aged children as well. The Shire's insurance currently doesn't cover the Shark Bay CRC to run programs outside of the Shark Bay Recreation Centre and Precinct (for example, a fishing competition has been identified as something that kids would be interested in).
- In 2008, a review of sports delivery in regional and remote Western Australia noted that "it is essential that a greater range of offerings are developed in online training mode"²³. Twelve years on, it would appear little progress has been made on this front and the urgency of need has only increased, particularly in light of the COVID-19 pandemic and the accompanying uncertainties. This would be a useful focus for the Shire in advocating for, or consider applying for funding to investigate or develop online, foundational training resources in collaboration with an SSA / SSAs.

5.2.4 MAINTAIN

The last suggested strategy for sport and active recreation activation in the Shire of Shark Bay effectively summarises existing approaches and programs and reinforces the notion that certain aspects are working well and can be continued with minimal strain on resources and funding. This approach recognises that programs and initiatives may 'outgrow' their spaces but represent minimal viable 'interventions' that should be maintained.

²² This is already observed to be the case with the positive working relationship between the Shire CDO and the DLGSC.

²³ Government of Western Australia (2008:15). This was, and continues to be, an issue across numerous regional areas.

'Maintain' strategies represent a minimum 'baseline' of sorts – and a departure from the initiatives and programs below may act as an early indicator of changes to the delivery of local sport and recreation. Of course, there may be circumstances where it makes sense that an approach may change or move away, however this should be clearly evidenced by:

- A withdrawal of any external funding (in which case, this initiative may need some lobbying and advocacy if it is deemed worth retaining).
- The achievement of outcomes/desired goals, that may have reached a natural conclusion or have been superseded by something better.
- An expressed need or interest from participants or community members.

Iterative approach to building on programs/initiatives

The Shire and local stakeholders have demonstrated continued commitment to iterative and creative approaches to activity or program delivery. A good example of this is the recent netball competition/challenge organised by the Shark Bay Youth Group, which had a positive uptake and response.²⁴ The initial activities completed in one term can be built upon the following term (e.g. additional time commitment, running the same process with a different sport, additional organising responsibilities).

Current incentives and subsidies - flexible arrangements with private providers and/or community groups

Further to maintaining the more flexible arrangements that the Shire has put in place with small private providers of fitness and recreation services, in time there may be scope to build on this for example:

- Where that individual does that not have the relevant accreditations or requirements, consider helping them to access funding to meet those requirements.
- Assist those individuals to access and complete subsidised training to improve skill level, to offer more variety to participants and/or to achieve or maintain accreditation in a particular area.

Embedded Shire role requirements

A facilitative and/or capacity building approach to community and school sport and recreation (active and passive forms of recreation) should continue to be embedded in Shire CDO role and job description (or relevant or similar role).

The considered and heightened focus on sport and recreation for the Shire's Community Development Officer over the last 12 months or so is a positive step towards achieving the objectives of the GASMAP project. Where necessary, continued mentoring with the support of DLGSC and SSA's, and training and skill-building should be provided in this area where a CDO staff member does not have the required experience and/or training. At the same time, care must be taken to support the individual in that role at any time, and ensure that this does not create unhelpful dependency from community members.

Consultation and research in other regional and remote areas of WA clearly highlights that when these resources are withdrawn from local communities²⁵, local community sport suffers (see for example, the reports associated with the Murchison Active Communities (MAC) project, Section 4). Similarly, the MAC project researchers found that involvement

²⁴ Candice Uszko, 7 August Pers. Comm.

²⁵ Whether those resources are provided by the local government, a not-for-profit organisation or other private third-party provider.

where there are Not-for-Profit organisations in place there is sufficient evidence to demonstrate that this has a positive impact on the range and quality of activities/events being provided.

5.3 Monitoring and review

The framework herein may provide an organising tool moving forward to assess and arrange initiatives, opportunities or activities as they arrive, or may serve as a planning tool to think through new ideas or opportunities where there is a perceived gap or opportunity.

The community survey associated with annual Community Strategic Plan updates currently asks questions around satisfaction with sport and recreation, with a focus on facilities. Given that a lot of active recreation happens outside of facilities like the Shark Bay Recreation Centre, an 'Active Communities' supplement to the survey with a series of questions that request information about frequency of sport/active recreation and the top three activities is not seen as an onerous addition to requests (similar to the survey discussed in Section 3.3).

Ultimately, to know that sport and recreation in the community is on track means looking at some simple questions and indicators:

- Are more people every year participating in some sort of sport and recreation than last year (measured through the Community Survey, request for membership numbers of local clubs and groups, collating Shark Bay Recreation Centre numbers and considered against any dramatic population changes)?
- Is there at least one consistent offering to key demographics within the Shire (children, school-aged children, young people (17-15), adults / general community and seniors)?
- Are assets, facilities, equipment and infrastructure being maintained sufficiently to enable participation?

5.4 Summary

Section 5 identifies specific recommendations and activation strategies across three key areas of focus. These are not necessarily to be viewed as discrete projects, or 'one or the other'. They serve to organise activities and information, in terms of what's working well and continues, and where additional support and investment should be directed. They may be addressed through, for example:

- A planned series of visits by regional SSAs over the next 1-3 years, broadly looking at a potential pathway for both training of service providers, and support for delivery of a school-based sport program. Allow enough lead time to co-design and create initiatives to coincide with these visits or create a 'package' of requirements and book a visit.
- A series of workshops targeting either aspiring or recognised community leaders or people who have shown initiative in some form around sport and active recreation (or the arts).
- Assessing the potential to build a short-term program around upcoming regional events (reinforcing the potential application of a calendar which might assist in building this in from the start).

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MINUTES OF THE ORDINARY COUNCIL MEETING

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Appendices

Appendix One - Stakeholder consultations

The following stakeholders were either interviewed or attended the community forum associated with the Project:

Stakeholder/s	Organisation
Social members	Denham Seniors Group (now referred to as The Friendly Hub)
High School Students	Shark Bay School
Principal	Shark Bay School
Coordinator	Shark Bay Youth Group
Shark Bay Recreation Centre Staff	Shark Bay Community Resource Centre
President	Shark Bay Speedway Club
Committee Member	Boolbardi Country Club
President & Secretary/Treasurer	Shark Bay Bowling, Sport and Recreation Club
President	Shark Bay Bridge Club
Trainer / Owner	CLB Fitness
Community Member / President	Shark Bay RSL
President	Shark Bay Men's Shed

Appendix Two - Facilities and programs inventory

Facilities and programs inventory (completed October 2019)

Purpose Provide a 'point in time' record of the key facilities, programs and activities that can be reviewed (i.e. annually) and updated as required to track progress of sport and active recreation in the Shire of Shark Bay.

For example, this could be readily turned into a simple 'audit checklist' with notes and updates on condition, usage and any gaps/opportunities.

Scope The facilities and programs cover a wide range of sporting and active recreation activities (see definitions below). Therefore, even active recreation 'settings' are included, because the maintenance and management of these settings will either facilitate or deter physical activity (e.g. the foreshore reserve, Little lagoon). Generally, more passive forms of recreation are excluded (e.g. bridge, crafts), although they are acknowledged as providing useful social and individual wellbeing benefits.

Facilities and programs offered by the Shire as well as other service providers are captured here to combine all this information into one place. It is recognised that the Shire has limited capacity to control what they don't directly own or manage.

Please note all figures are current at October 2019.

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Facility / setting	Supply and activities	Usage and demand	Conclusions / comment
SHIRE INDOOR FACILITIES			
Shark Bay Recreation Centre	1 indoor multi-purpose courts:	Fitness classes operate three times a week (local private provider)	Note that <i>Shire's Strategic Resource Plan 2019 – 2034</i> identifies the Shark Bay Recreation Centre as a key priority at \$6 million replacement cost
	<i>1 x basketball court</i>	Low to no adult interest based on previous offering (finished in March 2019). Basketball training offered to school aged children on Mondays. Particularly popular with boys.	Reports of limited adult interest in Basketball – previously provided but stopped due to limited participation
	<i>1 x netball court</i>	Netball played between 2013-2017	Some feedback suggests that not much interest or uptake.
	<i>3 x badminton nets / courts</i>	Social sports (adults) every Monday, 6.30pm to 8.30pm	Average of 18 participants per month in 2019
	<i>1 x indoor soccer / nets</i>	Social sports (adults) every Wednesday 6.30pm to 8.30pm	Average of 28 participants per month in 2019
	<i>1 x volleyball net / court</i>	Volleyball played between 2013 - 2018	
	Kindy gym	Current offering	Every Tuesday 9.30am to 11.30am Current storage size is not ideal for bulky kindy gym items
	Community Gym	169 members in 2018/19 financial year. Membership cost is \$170 per year, \$102 concessional rate.	Open 24/7. Equipment hasn't been refreshed or upgraded since opening in 2013 but is generally well received given it's small size. *Community has requested for new equipment but has not been budgeted for in Shire's annual budget. Equipment is serviced annually
Courts (all)	Mum and Bubs Yoga was offered every Wednesday in Term 4, 2019.	Popular session, although dependant on instructor's availability for future occurrences.	
Town hall*	Stage and floor area for	1 x dance program for	Accessibility to Hall

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	dance, karate (Shukokai)	children and youth 1 x dance program for adults Karate is offered twice a week and has been provided for approx... 20 years	(footpaths) are unstable. Shire was unsuccessful in grant to replace footpaths but will continue to apply Shire waives hire fees for groups.
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All the above activities are 'organised'

SHIRE OUTDOOR FACILITIES – ACTIVE & PASSIVE RECREATION

Walking trails and footpaths	-	Weekly walking group.	Desire to expand these, particularly links from Denham Township to Little Lagoon – along Stella Rowley Drive
Little Lagoon	BBQ and Toilets available	4wd, dog park, kayaking, SUP and windsurfing	The inlet of Little Lagoon has undergone rehabilitation processes with new car access and interpretive signage installed, promoted as a walking trail route
Town oval	Playing fields for Australian Football League (AFL)	Fitness classes operate three times a week Softball and Football annual Kalbarri match Dog park is most common use	Seniors are looking at offering Croquet on the oval and/or Bowls Club to initially to test interest Water fountain was recently installed to provide access to participants using this facility
Outdoor courts	2 x hard tennis courts + nets 1 x basketball court 1 x cricket training pitch 1 x netball court	Tennis at outdoor courts on Wednesday open courts was trialled in February & March 2019. Did not continue to due to difficult to supervise Rec Centre and outdoor facility. As well as transporting equipment. Tennis briefly offered in 2020 however had low participant numbers.	Rarely used Outdoor lights can be used
Skate Park	Currently the only free youth activity/space in town, outside the Shark Bay Youth Group bi-weekly activities at the School	Local kids do walk, scooter and bike to School. Sometimes in use after school and during ad hoc events at Town Oval.	No shade cover and equipment has not been updated since constructed There is an outdoor light that automatically turns for night use.
Foreshore reserve	Water pontoon	Swimming lessons are offered in January to School aged children	George Wear Park is used for events at the Foreshore

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Recreational jetty		Fishing, squidging and boating	
Soccer	1 x outdoor soccer net		Rarely used
Volleyball	1 x outdoor volleyball		Located next to outdoor courts, there are two poles but net is not erect. Area is required to be maintained with shrubs close by. Rarely used.
<i>All the above mentioned activities are 'non-organised'</i>			
PRIVATE &/OR OTHER COMMUNITY FACILITIES			
Speedway	115 members	Approx. 4 race meets per year including State Title Championships (Far Western) and joint weekend race with Carnarvon	Shark Bay Speedway Club was successful in receiving a grant from the Shire to contribute to upgrading the concrete surround to the Speedway track There are no lights at the facility, therefore night races can not be hosted in Shark Bay Far Western Championship Race had 30 participants in 2019 and the event attracts 200-300 people into town
Golf Club	9-hole golf course Each green has two tee-offs so 18 holes can be played Visitors box is offered so people can play casually	Host annual Denham Open in June (45 participants in 2019) Course is open Wednesday and Saturday afternoons, although honesty box is available to play outside the above mentioned times.	Golf Club memberships are reportedly declining. Currently has 27 members, not all are 'active members'
Bowling Green	90 members 1 x bowling green	Hosts annual tournament (62 participants in 2019) Open on Saturdays for games and Corporate Bowls competition held during the summer (10 week comp on Thursday nights)	The Club is seeking to apply for grant to change to synthetic grass due to maintenance requirements Recently changed constitution to Shark Bay Bowling, Sport & Recreation Club although currently no other sport played under their umbrella
Pistol Club	26 members 10 x pistol range in	Open once a week (Wednesday or Sundays) depending on availability	The Club currently does not host competitions but are interested in doing so in the

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	working order can expand to 20	of licensed members as requirement to supervise	future The Club was successful in receiving grant from the Shire to upgrade targets (x 10) for greater participation at one time
Fishing Club	133 members	Host week-long competition in May annually (Fishing Fiesta). Host monthly informal local competition	Fishing Fiesta had 119 participants in 2019 and attracts 200-300 visitors to town
Personal training	CLB Fitness hosts circuit training with own equipment Fee of \$10 per session	6 classes per week (morning and afternoon) Commenced in October 2019	Shire waives hire fee for Town Oval and Shark Bay Recreation Centre
Yoga	Yoga classes being run out of private facilities in industrial area	All levels of yoga including mums/bubs classes. 4 times per week, class schedule offered due to instructors' availability	Instructor has own equipment Fee of \$10 per session and senior discount of \$7 per session.
Bridge Club	9 members	Meet twice week at Town Hall	Hosts annual tournament with Geraldton, 25 people participated in 2019
SCHOOL FACILITIES			
Outdoor courts	2 x basketball		
	2 x netball		
	2 x netball		
	1 x volleyball		
Playing fields	Playing field suitable for football, soccer		Playing field is too small and not suitable for football, cricket or other field-based game purpose sports In poor condition the day visited (16 October 2019) Sports carnival can only run 75m race. Shire has offered the Town Oval as location but declined. The School combines their carnival with Useless Loop Primary School

Town Hall is also used by Denham Seniors (now referred to as The Friendly Hub), Crafters and Shark Bay Entertainers.

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10.2 ORDINARY COUNCIL MEETING DATES FOR 2021
CM00016

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Fenny

Seconded Cr Ridgley

Council Resolution

That Council, in accordance with Section 5.25(1)(a) of the *Local Government Act 1995*, approve the following schedule of meeting dates for Council's 2021 Ordinary meetings:

**January 2021 – No ordinary meeting of Council to be held;
February 2021 – Wednesday 24 Commencing at 3.00 pm in Council Chambers;
March 2021 – Wednesday 31 Commencing at 3.00 pm in Council Chambers;
April 2021 – Wednesday 28 Commencing at 3.00 pm in Council Chambers;
May 2021 – Wednesday 26 Commencing at 3.00 pm in Council Chambers;
June 2021 – Wednesday 30 Commencing at 3.00 pm in Council Chambers;
July 2021 – Wednesday 28 Commencing at 3.00 pm in Council Chambers;
August 2021 – Wednesday 25 Commencing at 3.00 pm in Council Chambers;
September 2021–Wednesday 29 Commencing at 3.00 pm in Council Chambers;
October 2021 – Wednesday 27 Commencing at 3.00 pm in Council Chambers;
November 2021 –Wednesday 24 Commencing at 3.00 pm in Council Chambers;
and
December 2021 – Wednesday 15 Commencing at 3.00 pm in Council Chambers.
6/0 CARRIED**

Background

The *Local Government Act 1995* Section 5.25 requires the Council to advertise its Ordinary Council meeting dates for the forthcoming year.

Comment

Listed below is a proposed schedule for Council meetings in the year 2021 for consideration and approval:

January 2021 – No ordinary meeting of Council to be held;
February 2021 – Wednesday 24 Commencing at 3.00 pm in Council Chambers;
March 2021 – Wednesday 31 Commencing at 3.00 pm in Council Chambers;
April 2021 – Wednesday 28 Commencing at 3.00 pm in Council Chambers;
May 2021 – Wednesday 26 Commencing at 3.00 pm in Council Chambers;
June 2021 – Wednesday 30 Commencing at 3.00 pm in Council Chambers;
July 2021 – Wednesday 28 Commencing at 3.00 pm in Council Chambers;
August 2021 – Wednesday 25 Commencing at 3.00 pm in Council Chambers;
September 2021–Wednesday 29 Commencing at 3.00 pm in Council Chambers;
October 2021 – Wednesday 27 Commencing at 3.00 pm in Council Chambers;
November 2021 –Wednesday 24 Commencing at 3.00 pm in Council Chambers; and
December 2021 – Wednesday 15 Commencing at 3.00 pm in Council Chambers

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Ordinary meetings of Council are held on the last Wednesday of each month unless specifically resolved by Council to allow for other circumstances.

Council regularly amends its December meeting due to Christmas. The schedule indicates that the December 2021 meeting be held on Wednesday 15 December in lieu of 29 December, being the last Wednesday in the month. This gives the Council Administration Staff time to get the minutes and correspondence out to the public before shutdown for the Christmas break.

Legal Implications

Section 5.25 of the *Local Government Act 1995* and the Local Government Regulations Section 12 Public notice of council or committee meetings –

At least once each year a local government is to give local public notice of the dates on which and the time and place at which –

The ordinary council meetings; and The committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next twelve (12) months.

Policy Implications

Policy 1.1 - Meetings of Council

Ordinary Council meetings will be held on the last Wednesday of each month except January, unless resolved by Council to allow for other circumstances.

Financial Implications

The financial implication is the travel costs associated with all members of Council and Council staff traveling to the Council meeting site in August 2021 (if Council chooses to set a different location for the August 2021 Council meeting) and the local public notice if Council decides to hold that meeting at a different location.

Strategic Implications

There are no Strategic Implications association with this report.

Risk Management

This is a low risk item to Council.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

1 October 2020

Western Australia Public Holidays 2021

This page contains a calendar of all 2021 public holidays for Western Australia. These dates may be modified as official changes are announced, so please check back regularly for updates.

Date	Day	Holiday
1 Jan	Fri	<u>New Year's Day</u>
26 Jan	Tue	<u>Australia Day</u>
1 Mar	Mon	<u>Labour Day</u>
2 Apr	Fri	<u>Good Friday</u>
5 Apr	Mon	<u>Easter Monday</u>
25 Apr	Sun	<u>Anzac Day</u>
26 Apr	Mon	<u>Anzac Day Holiday</u>
7 Jun	Mon	<u>Western Australia Day</u>
27 Sep	Mon	<u>Queen's Birthday</u>
25 Dec	Sat	<u>Christmas Day</u>
26 Dec	Sun	<u>Boxing Day</u>
27 Dec	Mon	<u>Christmas Holiday</u>
28 Dec	Tue	<u>Boxing Day Holiday</u>

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10.3 CHRISTMAS/NEW YEAR CLOSURE 2020
CM00016

Author

Executive Assistant

Disclosure of Any Interest

Nil

Moved Cr Ridgley

Seconded Cr Cowell

Council Resolution

That the:

- 1. Council's administration office and depot close for the Christmas/New Year period from close of business Tuesday 22 December 2020 to Friday 1 January 2021 inclusive;**
- 2. Shark Bay World Heritage Discovery and Visitor Centre be closed on 25 December 2020 and 1 January 2021; and**
- 3. Denham Refuse Site be:**
 - a. Closed on Friday 25 December 2020;**
 - b. Closed on Monday 28 December 2020; and**
 - c. Closed on Friday 1 January 2021.**

6/0 CARRIED

Background

Council has previously closed the office and depot between Christmas and New Year. The public holidays for the Christmas this period are Christmas day being Friday 25 December 2020, Boxing Day Saturday 26 December 2020 and New Years Day, Friday 1 January 2021.

Comment

Administration Office and Depot

It is recommended that the office and depot be closed from the close of business Tuesday 22 December 2020 and reopen on Monday 4 January 2021 which results in closure for 9 days, which included the Public Holiday on Monday 28 December 2020.

Staff would be required to take leave as follows:

- Public Holidays; and
- Accrued RDO's or Annual Leave

Emergency staff would still be contactable and a skeleton crew would be working at the depot.

Shark Bay World Heritage Discovery and Visitor Centre

Shark Bay World Heritage Discovery and Visitor Centre would be open throughout with the exception of Christmas Day and New Year's Day when the Centre would be closed.

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Refuse Site

The refuse site would be closed on Friday 25 and Monday 28 December 2020 and then again on Friday 1 January 2021. The refuse site will be open for 4 hours on Saturday 26 December 2020 and Saturday 2 January 2021 from 8:00 am to 12:00 pm. Rubbish pickups will continue to be on Friday and Tuesday throughout the Christmas and New Year break.

Legal Implications

There are not legal implications relating to this report

Policy Implications

There are no policy implications relating to this report.

Financial Implications

The closure of the office and depot would assist in the reduction of leave liability.

Strategic Implications

There are no strategic implications relating to this report.

Risk Management

This is a low risk item to Council.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer *P Anderson*

Date of Report 12 October 2020

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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 Fenny

Seconded Cr Smith

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$602,857.50 be accepted.

6/0 CARRIED

Comment

The schedules of accounts for payment covering -

Municipal fund credit card direct debits for the month of September 2020 totalling \$3,154.62

Municipal fund account cheque number 26931 totalling \$91.36

Municipal fund direct debits to Council for the month of September 2020 totalling \$22,476.78

Municipal fund account electronic payment numbers MUNI 27094 to 27221 totalling \$441,136.07

Municipal fund account for September 2020 payroll totalling \$111,624.00

No Trust fund account cheque numbers were issued for September 2020 totalling \$0

Trust fund Police Licensing for September 2020 transaction number 202103 totalling \$224,374.65 and

There were no Trust fund account electronic payments totalling \$0

The schedule of accounts submitted to each member of Council on 23 October 2020 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

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

16 October 2020

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

**SHIRE OF SHARK BAY – CREDIT CARD
PERIOD – SEPTEMBER 2020**

CREDIT CARD TOTAL \$ 3,154.62

CEO

DATE	NAME	DESCRIPTION	AMOUNT
25/08/2020	REGIONAL EXPRESS DIRECT	AIRFARE L. SOUNNESS – LGIS CONSULTANT	329.42
2/09/2020	PETALS NETWORK	FLOWERS FOR K.KNOTT – ARRIVAL OF BABY	100.90
			\$ 430.32

EMFA

DATE	NAME	DESCRIPTION	AMOUNT
21/08/2020	SHARK BAY FUEL	MOWER/WHIPPER SNIPPER SPARK PLUGS - PPO76	30.20
27/08/2020	BELONG MOBILE	1GB MONTHLY TELEVISION CONNECTION WITH N-COM	10.00
31/08/2020	KMART DIRECT	NEW MICROWAVE FOR OFFICE KITCHEN	99.00
09/09/2020	ECO TECH TONE	4 PRINTERS AND CARTRIDGES FOR OFFICE	1329.00
			\$1,468.20

EMCD

DATE	NAME	DESCRIPTION	AMOUNT
26/08/2020	THE GOOD GUYS	REPLACEMENT TV FOR MUSEUM – SBDC	319.00
3/09/2020	CHUBB TRAVEL	TRAVEL INSURANCE – AIRFARE PETER CLEMENTS	13.40
4/09/2020	REGIONAL EXPRESS DIRECT	AIRFARE PETER CLEMENTS – GYM MAINTENANCE	326.04
9/09/2020	SHIRE OF SHARK BAY – SBDC	GIFTS FOR THANK A VOLUNTEER DAY	275.00
9/09/2020	REGIONAL EXPRESS DIRECT	AIRFARE CARA WALKER – ECO FAERIER – COMMUNITY DEVELOPMENT WORKSHOP	322.66
			\$ 1,256.10

SHIRE OF SHARK BAY – MUNI CHQ

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SEPTEMBER 2020

CHEQUE # 26931

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
26931	18/09/2020	WATER CORPORATION - OSBORNE PARK	WATER USAGE AND SERVICE CHARGES – SERVICE CHARGES FOR TOILET AT KNIGHT TERRACE	\$91.36
			TOTAL	\$91.36

SHIRE OF SHARK BAY – MUNI DIRECT DEBITS
SEPTEMBER 2020

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15683.1	21/09/2020	VIVA ENERGY AUSTRALIA	FUEL FOR WORKS MANAGER AND EMCD VEHICLES	-160.66
DD15690.1	13/09/2020	WA LOCAL GOV SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-4021.55
DD15690.2	13/09/2020	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-217.38
DD15690.3	13/09/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-441.46
DD15690.4	13/09/2020	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-209.69
DD15690.5	13/09/2020	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-223.86
DD15690.6	13/09/2020	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-421.96
DD15690.7	13/09/2020	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-414.31
DD15690.8	13/09/2020	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-734.95
DD15690.9	13/09/2020	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-126.29
DD15696.1	28/09/2020	EXETEL PTY LTD	INTERNET FOR SHIRE OFFICE AND HOUSING - OCTOBER 2020	-374.97
DD15703.1	30/09/2020	BANKWEST CORPORATE MASTERCARD	GIFTS FOR THANK A VOLUNTEER DAY	-3154.62
DD15705.1	27/09/2020	WA LOCAL GOV SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-4021.55
DD15705.2	27/09/2020	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-217.38

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15705.3	27/09/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-441.46
DD15705.4	27/09/2020	PRIME SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-209.69
DD15705.5	27/09/2020	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-223.86
DD15705.6	27/09/2020	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-411.88
DD15705.7	27/09/2020	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-427.05
DD15705.8	27/09/2020	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-126.66
DD15705.9	27/09/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1671.59
DD15690.10	13/09/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1674.51
DD15690.11	13/09/2020	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-220.46
DD15690.12	13/09/2020	REST	SUPERANNUATION CONTRIBUTIONS	-347.87
DD15690.13	13/09/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-159.31
DD15690.14	13/09/2020	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-194.82
DD15705.10	27/09/2020	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-224.80
DD15705.11	27/09/2020	REST	SUPERANNUATION CONTRIBUTIONS	-380.69
DD15705.12	27/09/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-224.51
DD15705.13	27/09/2020	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-194.82
DD15705.14	27/09/2020	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-602.17
			TOTAL	\$22,476.78

SHIRE OF SHARK BAY – MUNI EFT

SEPTEMBER 2020
EFT 27094-27221

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27094	01/09/2020	DEPT OF FIRE & EMERGENCY SERVICES AUTHORITY	ANNUAL MONITORING OF FIRE SYSTEM AT SBDC	-1840.93
EFT27095	01/09/2020	DENHAM MEATS	MEAT SUPPLY FOR COUNTRY CREW WORKING ON USELESS LOOP ROAD	-276.87
EFT27096	01/09/2020	DEREK WESTON	GYM CARD REFUND	-20.00
EFT27097	01/09/2020	FIRE & EMERGENCY SERVICES AUTHORITY OF WA	EMERGENCY SERVICES LEVY 2020/21	-62114.01
EFT27098	01/09/2020	HORIZON POWER	AUGUST 2020 ELECTRICITY FOR SHIRE BUILDINGS	-4554.63
EFT27099	01/09/2020	MARKET CREATIONS	SHARKBAYVISIT.COM.AU DOMAIN LICENCE ONE YEAR	-330.00
EFT27100	01/09/2020	NATURALISTE PLUMBING PTY LTD	UNBLOCK DRAIN AND RECUT INSPECTION HATCH TO DISABLED ABLUTION AT FORSHORE TOILETS	-250.00
EFT27101	01/09/2020	SHARK BAY PHARMACY	STAFF INFLUENZA VACCINES	-432.00
EFT27102	01/09/2020	PAPER PLUS OFFICE NATIONAL	INK CARTRIDGES FOR DEPOT AND ADMIN	-1645.21
EFT27103	01/09/2020	SHARK BAY SERVICES	NEW BATTERY FOR GENERATOR (PP126)	-260.00
EFT27104	01/09/2020	SUMMER GYPSEA	SBDC MERCHANDISE	-190.00
EFT27105	01/09/2020	STATROLLS (SCRIBAL GROUP P/L)	SBDC THERMAL ROLLS FOR EFTPOS MACHINES	-247.50
EFT27106	01/09/2020	TELSTRA CORPORATION LTD	REFUSE SITE MOBILE PHONE MONTHLY ACCOUNT	-25.00
EFT27107	01/09/2020	ULTRAMAX SYSTEMS	COMPRESSED AIR HOSES FOR DEPOT TOOLS	-1285.22
EFT27108	01/09/2020	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	PROCUREMENT SERVICES - RFP PS 2019-20 CHILD CARE CENTRE	-4950.00
EFT27109	01/09/2020	WILD REPUBLIC AUSTRALASIA PTY LTD	SBDC MERCHANDISE	-3323.63
EFT27110	04/09/2020	JAMES SNR POLAND	BOOKEASY AUGUST 2020	-312.00
EFT27111	04/09/2020	MAC ATTACK FISHING CHARTERS	BOOKEASY AUGUST 2020	-1619.25
EFT27112	04/09/2020	SHARK BAY AVIATION	BOOKEASY AUGUST 2020	-4760.80
EFT27113	04/09/2020	SHARK BAY B&B	BOOKEASY AUGUST 2020	-179.00
EFT27114	04/09/2020	BLUE DOLPHIN CARAVAN PARK	BOOKEASY AUGUST 2020	-3933.00
EFT27115	04/09/2020	BAY LODGE MIDWEST OASIS	BOOKEASY AUGUST 2020	-1161.60
EFT27116	04/09/2020	CORAL BAY ECO TOURS	BOOKEASY AUGUST 2020	-1317.50
EFT27117	04/09/2020	DENHAM SEASIDE CARAVAN PARK	BOOKEASY AUGUST 2020	-1224.82
EFT27118	04/09/2020	EMILY ELIZABETH WARD	BOOKEASY AUGUST 2020	-128.00
EFT27119	04/09/2020	HARTOG COTTAGES	BOOKEASY AUGUST 2020	-3100.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27120	04/09/2020	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOKEASY AUGUST 2020	-753.95
EFT27121	04/09/2020	HERITAGE RESORT	BOOKEASY AUGUST 2020	-968.00
EFT27122	04/09/2020	INTEGRITY COACH LINES (AUST) PTY LTD	BOOKEASY AUGUST 2020	-153.00
EFT27123	04/09/2020	LOIS JANE COPE	BOOKEASY AUGUST 2020	-96.00
EFT27124	04/09/2020	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	FARE HARBOUR AUGUST 2020	-9960.80
EFT27125	04/09/2020	MONKEYMIA WILDSIGHTS	WILDSIGHTS AUGUST 2020	-2300.32
EFT27126	04/09/2020	WA OCEAN PARK PTY LTD	FARE HARBOUR AUGUST 2020	-392.96
EFT27127	04/09/2020	OCEANSIDE VILLAGE	BOOKEASY AUGUST 2020	-1232.00
EFT27128	04/09/2020	SHARK BAY SCENIC QUAD BIKE TOURS	BOOKEASY AUGUST 2020	-2652.00
EFT27129	04/09/2020	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOKEASY AUGUST 2020	-2444.00
EFT27130	04/09/2020	SHARK BAY DIVE AND MARINE SAFARIS	FARE HARBOUR AUGUST 2020	-4651.60
EFT27131	04/09/2020	SHARK BAY HOTEL MOTEL	BOOKEASY AUGUST 2020	-2046.25
EFT27132	04/09/2020	SHARK BAY CARAVAN PARK	BOOKEASY AUGUST 2020	-3801.56
EFT27133	04/09/2020	SHARK BAY 4WD TOURS	FARE HARBOUR AUGUST 2020	-376.20
EFT27134	04/09/2020	SHARK BAY HOLIDAY COTTAGES	BOOKEASY AUGUST 2020	-5973.00
EFT27135	04/09/2020	SHIRE OF SHARK BAY	BOOKEASY, FARE HARBOUR AND WILDSIGHTS COMMISSION AUGUST 2020	-9283.35
EFT27136	04/09/2020	SHARK BAY SEAFRONT APARTMENTS	BOOKEASY AUGUST 2020	-1544.34
EFT27137	04/09/2020	WULA GURA NYINDA ECO ADVENTURES	FARE HARBOUR AUGUST 2020	-1630.40
EFT27138	09/09/2020	ASM ECLIPSE PTY LTD	SBDC MERCHANDISE	-9743.60
EFT27139	09/09/2020	BOC LIMITED	CONTAINER RENTAL AUGUST 2020	-48.02
EFT27140	09/09/2020	DENHAM MEATS	MEAT SUPPLY FOR COUNTRY CREW WORKING ON USELESS LOOP ROAD	-220.28
EFT27141	09/09/2020	FAR WEST ELECTRICAL	EMERGENCY ELECTRICAL WORK - SHIRE OFFICE	-354.97
EFT27142	09/09/2020	C.M & G.D BELL	LABOUR HIRE FOR USELESS LOOP ROADWORKS	-1650.00
EFT27143	09/09/2020	ATOM-GERALDTON INDUSTRIAL SUPPLIES	WHEELIE BINS FOR ONSELLING TO PUBLIC	-236.17
EFT27144	09/09/2020	TOLL IPEC PTY LTD	TOLL IPEC ACCOUNT AUGUST 2020	-124.41
EFT27145	09/09/2020	NAUTILUS DESIGN CO	SBDC MERCHANDISE	-556.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27146	09/09/2020	OEM GROUP PTY LTD	PRESSURE GUN & NOZZLE FOR PRESSURE CLEANER (P159)	-282.19
EFT27147	09/09/2020	MCKELL FAMILY TRUST	MONTHLY RUBBISH COLLECTION AND STREET SWEEPING AUGUST 2020	-11719.05
EFT27148	09/09/2020	SAFE MASTER SAFETY PRODUCTS	HEIGHT SAFETY RECERTIFICATION RECREATION CENTRE AND SBDC	-2488.20
EFT27149	09/09/2020	SHOPS FOR SHOPS	PAPER BAGS FOR SBDC MERCHANDISE SALES	-871.80
EFT27150	09/09/2020	WILDFLORA FACTORY PTY LTD tas AUSTRALIAN WILDFLOWER SEEDS	SBDC MERCHANDISE	-423.01
EFT27151	09/09/2020	ANNETTE PRISCILLA DIX	GYM CARD REFUND	-20.00
EFT27152	09/09/2020	PHYLLIS ASTBURY	LIBRARY CARD BOND REFUND	-50.00
EFT27153	11/09/2020	ANDREW ROBERT HARDING	REIMBURSEMENT FOR AUDIOLOGY APPOINTMENT	-181.26
EFT27154	11/09/2020	AUSTRALIA POST	AUSTRALIA POST POSTAL CHARGES FOR AUGUST 2020	-604.30
EFT27155	11/09/2020	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-660.00
EFT27156	11/09/2020	DAVID ANDERSON	GYM CARD REFUND	-20.00
EFT27157	11/09/2020	DENHAM IGA X-PRESS	MONTHLY SUPERMARKET ACCOUNT - AUGUST 2020	-862.95
EFT27158	11/09/2020	SHARK BAY SUPERMARKET	MONTHLY SUPERMARKET ACCOUNT - AUGUST 2020	-473.34
EFT27159	11/09/2020	REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)	MONTHLY REFUEL ACCOUNT AUGUST 2020 BULK FUEL, DEGREASER, TRUCKWASH, WORKS MANAGER, CEO AND EMFA FUEL	-16031.60
EFT27160	11/09/2020	HORIZON POWER	STREET LIGHTING FOR DENHAM AUGUST 2020	-4041.55
EFT27161	11/09/2020	JURIDA DESIGNS	SBDC MERCHANDISE	-1327.00
EFT27162	11/09/2020	LANDGATE (WA LAND INFORMATION AUTHORITY)	GROSS RENTAL VALUATIONS CHARGEABLE 11/7/2020 TO 7/8/2020	-69.20
EFT27163	11/09/2020	LYN PRICE	SBDC MERCHANDISE	-240.00
EFT27164	11/09/2020	MCLEODS BARRISTERS AND SOLICITORS	LEGAL COSTS FOR LOCAL GOVERNMENT PROPERTY LOCAL LAW	-2660.05
EFT27165	11/09/2020	SHARK BAY MARINE AND HARDWARE	HARDWARE ACCOUNT AUGUST 2020	-928.36
EFT27166	11/09/2020	PROFESSIONAL PC SUPPORT	SOFTWARE SUPPORT FOR COMPUTER ISSUES AND 365 PROJECT 3 MONTHLY SUBSCRIPTION	-122.32
EFT27167	11/09/2020	PERTH STITCHINGS	SBDC MERCHANDISE	-3441.90

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27168	11/09/2020	MP ROGERS & ASSOCIATES	PROFESSIONAL COASTAL ENGINEERING SERVICES - RBFS APPLICATION	-541.20
EFT27169	11/09/2020	LYONS ENTERPRISES-SHARK BAY CAR HIRE	CAR HIRE FOR VISITING MEDICAL STAFF - AUGUST 2020	-800.62
EFT27170	11/09/2020	SHARK BAY COMMUNITY RESOURCE CENTRE	MANAGEMENT OF RECREATION CENTRE AUGUST 2020 AND SUPPLY OF EQUIPMENT FOR RECREATION CENTRE	-2413.72
EFT27171	11/09/2020	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT - AUGUST 2020	-21146.53
EFT27172	11/09/2020	SUMMER GYPSEA	SBDC MERCHANDISE	-255.00
EFT27173	11/09/2020	SCIENCE AND NATURE PTY LTD	SBDC MERCHANDISE	-1083.83
EFT27174	11/09/2020	TELSTRA CORPORATION LTD	SHIRE STAFF MOBILE MONTHLY ACCOUNT AUGUST 2020	-385.00
EFT27175	11/09/2020	TOWN PLANNING INNOVATIONS	GENERAL PLANNING SERVICES AUGUST 2020	-8291.25
EFT27176	11/09/2020	URL NETWORKS PTY LTD	AUGUST 2020 SHIRE TELEPHONE CHARGES	-291.72
EFT27177	11/09/2020	WA JACOBS TOYMAKER	SBDC MERCHANDISE	-5207.95
EFT27178	11/09/2020	WA HOLIDAY GUIDE PTY LTD	MARKETING FEE FOR BOOKEASY - AUGUST 2020	-626.70
EFT27179	11/09/2020	WARREN STANLEY	GYM CARD REFUND	-20.00
EFT27180	11/09/2020	AUTO ONE	12V BATTERY CHARGER FOR DEPOT TOOLS	-90.00
EFT27181	11/09/2020	CUTTING EDGES PTY LTD	CUTTING EDGES FOR GRADER (P156)	-1953.76
EFT27182	11/09/2020	DENHAM MEATS	MEAT SUPPLY FOR COUNTRY CREW WORKING ON USELESS LOOP ROAD	-181.65
EFT27183	11/09/2020	ETCHED GLASS DESIGN	SBDC MERCHANDISE	-1177.25
EFT27184	11/09/2020	GERRARD HYDRAULICS	COIL ASSEMBLY FOR JINKER (P175)	-1219.24
EFT27185	11/09/2020	ATOM-GERALDTON INDUSTRIAL SUPPLIES	TRAFFIC CONES - DEPOT SAFETY EQUIPMENT	-1523.39
EFT27186	11/09/2020	GERALDTON MOWER & REPAIRS SPECIALISTS	2 STROKE OIL AND DIAMOND EDGE LINE FOR WHIPPER SNIPPER (PP076)	-395.00
EFT27187	11/09/2020	MIDWEST FIRE PROTECTION SERVICE	FIRE PUMP QUARTERLY CHECK SEPTEMBER 2020 - SHARK BAY RECREATION CENTRE	-685.30
EFT27188	11/09/2020	PURCHER INTERNATIONAL PTY LTD	FRONT ISOLATOR FOR FREIGHTLINER (P174)	-483.54
EFT27189	11/09/2020	T-QUIP	BEARINGS FOR RIDE ON MOWER (P192)	-1110.50
EFT27190	21/09/2020	AUSTRALIAN TAXATION OFFICE	BAS AUGUST 2020	-46174.00
EFT27191	18/09/2020	NAPA AUTO PARTS	RAGS FOR DEPOT WORKSHOP	-68.75
EFT27192	18/09/2020	ASTRO PHOTOGRAPHY	ASTRO PHOTOGRAPHY EXHIBITION DELIVERY AND COORDINATION COSTS	-850.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27193	18/09/2020	GRIFFIN VALUATION ADVISORY	PROFESSIONAL VALUATION ADVISORY 2020 LAND AND BUILDING ASSET VALUATIONS	-12992.05
EFT27194	18/09/2020	BUNNINGS BUILDING SUPPLIES PTY LTD	CEMENT FOR FORESHORE LIMESTONE WALL - INSURANCE REPAIRS	-644.00
EFT27195	18/09/2020	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY COMMISSION AUGUST 2020	-1018.63
EFT27196	18/09/2020	BOB WADDELL & ASSOCIATES	RATES ASSISTANCE FOR END OF MONTH PROCEDURES - AUGUST 2020	-1254.00
EFT27197	18/09/2020	CONTROLLED IRRIGATION SUPPLIES AUSTRALIA	4 X COUPLINGS FOR FORESHORE PARKS AND GARDENS	-860.00
EFT27198	18/09/2020	DENHAM MEATS	MEAT SUPPLY FOR COUNTRY CREW WORKING ON USELESS LOOP ROAD	-338.92
EFT27199	18/09/2020	GREAT NORTHERN RURAL SERVICES	BULK FERTILISER FOR SHIRE PARKS AND GARDENS	-2410.65
EFT27200	18/09/2020	HORIZON POWER	ELECTRICITY CHARGES FOR SES AND ST JOHN AMBULANCE CENTRES	-575.16
EFT27201	18/09/2020	TOLL IPEC PTY LTD	TOLL IPEC FREIGHT ACCOUNT	-187.89
EFT27202	18/09/2020	JANINE GUNTHER	REFUND PLANNING APPLICATION FEES	-480.00
EFT27203	18/09/2020	MONKEYMIA WILDSIGHTS	ACCOMMODATION L. SOUNNESS - LGIS CONSULTANT - OCTOBER 2020	-566.00
EFT27204	18/09/2020	PATRICIA ANDREW	SBDC MERCHANDISE	-360.00
EFT27205	18/09/2020	PROFESSIONAL PC SUPPORT	WORKS MANAGER COMPUTER SOFTWARE SUPPORT	-77.00
EFT27206	18/09/2020	PAPER PLUS OFFICE NATIONAL	TONER CARTRIDGE FOR OFFICE PRINTER	-141.55
EFT27207	18/09/2020	WINC AUSTRALIA PTY LIMITED	SERVICING OF SHIRE OFFICE PRINTER / PHOTOCOPIER	-2199.89
EFT27208	18/09/2020	SHARK BAY COMMUNITY RESOURCE CENTRE	MENTAL HEALTH WEEK SPONSORSHIP CONTRIBUTION 2020	-1650.00
EFT27209	18/09/2020	SHARK BAY SKIPS	MONTHLY USELESS LOOP TURN OFF SKIP BIN AND FORESHORE SKIP BIN CHARGES - AUGUST 2020	-3531.00
EFT27210	18/09/2020	SHIRE OF SHARK BAY	RUBBISH FEES FOR SHIRE PROPERTIES 2020-2021	-13400.00
EFT27211	18/09/2020	TELSTRA CORPORATION LTD	COMMUNITY MESSAGES VIA SMS	-97.28
EFT27212	18/09/2020	TRAFFIC FORCE	PREPARATION OF TRAFFIC MANAGEMENT PLAN	-369.60
EFT27213	18/09/2020	WORK HEALTH PROFESSIONALS PTY LTD	WORK COVER FULL AUDIOMETRIC TEST A. HARDING	-313.50
EFT27214	18/09/2020	ZOE CLOW	GYM CARD REFUND	-20.00
EFT27215	24/09/2020	CANDICE USZKO	SALARY SACRIFICE COMMUNICATION	-79.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27216	24/09/2020	FOX TRANSPORTABLES	PART PAYMENT OF NEW DAYCARE CENTRE CONSTRUCTION	-77675.95
EFT27217	24/09/2020	AMY HARDY-LAW	LIBRARY CARD BOND REFUND	-50.00
EFT27218	24/09/2020	MIDWEST FIRE PROTECTION SERVICE	REPLACEMENT BATTERIES FOR SBDC FIRE ALARM	-389.40
EFT27219	24/09/2020	PAUL GREGORY ANDERSON	SALARY SACRIFICE HEALTH FUND	-4243.47
EFT27220	24/09/2020	PAUL BRENNAN	FOURTH QUARTER GYM MEMBERSHIP REFUND - OCM RESOLUTION COVID-19	-43.00
EFT27221	24/09/2020	SHARK BAY SPEEDWAY CLUB (INC)	COMMUNITY ASSISTANCE GRANTS - SIGNIFICANT EVENT SPONSORSHIP 2020/2021	-8000.00
			TOTAL	\$441,136.07

SHIRE OF SHARK BAY – MUNI
ELECTRONIC PAYROLL TRANSACTIONS
SEPTEMBER 2020

DATE	NAME	DESCRIPTION	AMOUNT
15/09/2020	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 13 SEPTEMBER 2020	\$54,421.00
29/09/2020	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 27 SEPTEMBER 2020	\$57,203.00
		TOTAL	\$111,624.00

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

**SHIRE OF SHARK BAY
SEPTEMBER 2020
POLICE LICENSING TRANSACTION # 202103**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
202103	30/09/2020	COMMISSIONER OF POLICE	POLICE LICENSING SEPTEMBER 2020	\$24,374.65
			TOTAL	\$24,374.65

28 OCTOBER 2020

11.2 FINANCIAL REPORTS TO 30 SEPTEMBER 2020
CM00017

Author
Executive Manager Finance and Administration

Disclosure of Any Interest
Nil

Moved Cr Burton
Seconded Cr Smith

Council Resolution

**That the monthly financial report to 30 September 2020 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 September 2020** are attached.

VARIANCE ANALYSIS

Operating Revenue was in excess of the year to date budget by \$162,737 mainly due to the high turnover of visitors to Shark Bay during August resulting in increases in Shark Bay Discovery Centre Entrance Fees, Sales and Booking commissions, Camping Fees, Refuse Site Fees and Development Applications.

As depreciation cannot be run until the finalisation of the year end audit this has contributed to Operating Expenditure being under the year to date budget by \$399,185.

Capital Revenue year to date actual was under the year to date budget by \$1,945 and is not a reportable variance.

Capital Expenditure is over the year to date budget by \$5,526 and is not a reportable variance.

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.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author
Chief Executive Officer
Date of Report

A Pears
P Anderson
20 October 2020

SHIRE OF SHARK BAY	
MONTHLY FINANCIAL REPORT	
For the Period Ended 30 September 2020	
LOCAL GOVERNMENT ACT 1995	
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996	
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MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 30 September 2020							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
Operating Revenues		\$	\$	\$	\$	%	
Governance		2,502	1,003	0	(1,003)	(100.00%)	▼
General Purpose Funding - Rates	9	1,416,289	1,416,289	1,440,397	24,108	1.70%	▲
General Purpose Funding - Other		948,046	236,710	245,858	9,148	3.9%	▲
Law, Order and Public Safety		67,340	15,908	21,251	5,343	34%	▲
Health		1,800	1,123	641	(482)	(42.92%)	▼
Housing		126,780	32,059	34,965	2,906	9.1%	▲
Community Amenities		308,876	251,713	273,549	21,836	8.67%	▲
Recreation and Culture		552,130	134,742	229,031	94,289	70.0%	▲
Transport		522,620	268,414	264,518	(3,896)	(1.5%)	▼
Economic Services		798,900	92,590	97,763	5,173	5.6%	▲
Other Property and Services		40,000	9,999	15,314	5,315	53.2%	▲
Total Operating Revenue		4,785,283	2,460,550	2,623,286	162,737	6.61%	
Operating Expenditure							
Governance		(240,462)	(126,946)	(31,718)	95,228	(75.0%)	▲
General Purpose Funding		(123,220)	(26,556)	(27,968)	(1,412)	5.3%	▼
Law, Order and Public Safety		(259,359)	(69,816)	(65,691)	4,125	(5.9%)	▲
Health		(87,889)	(16,377)	(14,433)	1,944	(11.9%)	▲
Housing		(224,065)	(60,695)	(43,595)	17,100	(28.2%)	▲
Community Amenities		(698,626)	(186,002)	(150,039)	35,963	(19.3%)	▲
Recreation and Culture		(2,564,061)	(647,315)	(433,635)	213,680	(33.0%)	▲
Transport		(1,780,612)	(328,640)	(409,997)	(81,357)	24.8%	▼
Economic Services		(1,047,114)	(131,334)	(115,732)	15,602	(11.9%)	▲
Other Property and Services		(39,500)	(3,520)	94,792	98,312	(2792.9%)	▲
Total Operating Expenditure		(7,064,908)	(1,597,201)	(1,198,015)	399,185	(25.0%)	
Funding Balance Adjustments							
Add back Depreciation		1,886,365	475,462	0	(475,462)		
Adjust (Profit)/Loss on Asset Disposal	8	139,130	139,130	34,174	(104,956)		
Adjust in Pensioner Rates Non Current		0	0	0	0		
Adjust Provisions and Accruals		0	0	0	0		
Net Cash from Operations		(254,130)	1,477,941	1,459,445	(18,496)		
Capital Revenues							
Grants, Subsidies and Contributions	11	887,763	7,174	7,174	0	0.0%	▲
Proceeds from Disposal of Assets	8	257,182	58,182	56,237	(1,945)	3.3%	▼
Total Capital Revenues		1,144,945	65,356	63,411	(1,945)	(3.0%)	
Capital Expenses							
Land and Buildings	13	(462,721)	(5,285)	(6,398)	(1,113)	21.1%	▲
Infrastructure - Roads	13	(815,936)	(8,203)	(11,021)	(2,818)	34.3%	▼
Infrastructure - Public Facilities	13	(180,000)	0	(2,122)	(2,122)		▼
Infrastructure - Footpaths	13	(260,000)	0	0	0		▲
Plant and Equipment	13	(519,000)	(5,001)	(4,474)	527	(10.5%)	▲
Total Capital Expenditure		(2,237,657)	(18,489)	(24,015)	(5,526)	(29.9%)	
Net Cash from Capital Activities		(1,092,712)	46,867	39,396	(7,471)	15.94%	
Financing							
Proceeds from Loans		0	0	0	0		
Transfer from Reserves	7	1,028,914	0	0	0		
Repayment of Debentures	10	(74,957)	0	(16,310)	(16,310)		
Transfer to Reserves	7	(1,388,957)	0	(3,562)	(3,562)		
Net Cash from Financing Activities		(435,000)	0	(19,872)	(19,872)		
Net Operations, Capital and Financing		(1,781,842)	1,524,808	1,478,969	(45,839)	3.01%	▼
Opening Funding Surplus(Deficit)	3	1,781,842	1,781,842	1,643,705	(138,137)		
Closing Funding Surplus(Deficit)	3	(0)	3,306,650	3,122,674	(183,976)		

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 Land and Buildings and end of year accounts have been finalised.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SHIRE OF SHARK BAY				
STATEMENT OF FINANCIAL ACTIVITY				
(By Nature or Type)				
For the Period Ended 30 September 2020				
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)
Operating Revenues		\$	\$	\$
Rates	9	1,416,289	1,416,289	1,440,397
Operating Grants, Subsidies and Contributions	11	1,434,024	492,641	493,710
Fees and Charges		1,512,891	450,033	556,423
Interest Earnings		9,650	2,376	7,225
Other Revenue		411,927	98,709	125,532
Profit on Disposal of Assets	8	502	502	0
Total Operating Revenue		4,785,283	2,460,550	2,623,286
Operating Expense				
Employee Costs		(2,257,076)	(519,803)	(552,648)
Materials and Contracts		(1,910,483)	(352,338)	(351,849)
Utility Charges		(194,240)	(48,534)	(27,360)
Depreciation on Non-Current Assets		(1,886,365)	(475,462)	0
Interest Expenses		(31,159)	(857)	2,828
Insurance Expenses		(168,073)	(101,455)	(129,710)
Other Expenditure		(477,880)	(98,752)	(105,102)
Loss on Disposal of Assets	8	(139,632)	0	(34,174)
Total Operating Expenditure		(7,064,908)	(1,597,201)	(1,198,015)
Funding Balance Adjustments				
Add back Depreciation		1,886,365	475,462	0
Adjust (Profit)/Loss on Asset Disposal	8	139,130	139,130	34,174
Adjust in Pensioner Rates Non Current		0	0	0
Adjust Provisions and Accruals		0	0	0
Net Cash from Operations		(254,130)	1,477,941	1,459,445
Capital Revenues				
Grants, Subsidies and Contributions	11	887,763	7,174	7,174
Proceeds from Disposal of Assets	8	257,182	58,182	56,237
Total Capital Revenues		1,144,945	65,356	63,411
Capital Expenses				
Land and Buildings	13	(462,721)	(5,285)	(6,398)
Infrastructure - Roads	13	(815,936)	(8,203)	(11,021)
Infrastructure - Public Facilities	13	(180,000)	0	(2,122)
Infrastructure - Footpaths	13	(260,000)	0	0
Plant and Equipment	13	(519,000)	(5,001)	(4,474)
Total Capital Expenditure		(2,237,657)	(18,489)	(24,015)
Net Cash from Capital Activities		(1,092,712)	46,867	39,396
Financing				
Proceeds from Loans		0	0	0
Transfer from Reserves	7	1,028,914	0	0
Repayment of Debentures	10	(74,957)	0	(16,310)
Transfer to Reserves	7	(1,388,957)	0	(3,562)
Net Cash from Financing Activities		(435,000)	0	(19,872)
Net Operations, Capital and Financing		(1,781,842)	1,524,808	1,478,969
Opening Funding Surplus(Deficit)	3	1,781,842	1,781,842	1,643,705
Closing Funding Surplus(Deficit)	3	(0)	3,306,650	3,122,674

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SHIRE OF SHARK BAY							
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING							
For the Period Ended 30 September 2020							
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	6,398	0	6,398	5,285	462,721	(1,113)
Infrastructure Assets - Roads	13	0	11,021	11,021	8,203	815,936	(2,818)
Infrastructure Assets - Public Facilities	13	1,860	262	2,122	0	180,000	(2,122)
Infrastructure Assets - Footpaths	13	0	0	0	0	260,000	0
Infrastructure Assets - Streetscapes	13	0	0	0	0	0	0
Plant and Equipment	13	0	4,474	4,474	5,001	519,000	527
Furniture and Equipment	13	0	0	0	0	260,000	0
Capital Expenditure Totals		8,258	15,757	24,015	18,489	2,497,657	(5,526)

Month	Budget 2020-21	Actual 2020-21
Jul	65	165
Aug	65	65
Sep	65	65
Oct	65	5
Nov	65	0
Dec	65	0
Jan	65	0
Feb	65	0
Mar	65	0
Apr	65	0
May	65	0
Jun	65	0

Month	Budget 2020-21	Actual 2020-21
Jul	8	48
Aug	19	24
Sep	19	24
Oct	19	19
Nov	19	0
Dec	19	0
Jan	19	0
Feb	19	0
Mar	19	0
Apr	19	0
May	19	0
Jun	19	0

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 September 2020	
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

28 OCTOBER 2020

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 September 2020	
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

28 OCTOBER 2020

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 September 2020				
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)				
(j) Fixed Assets (Continued)				
<i>Land Under Control</i>				
In accordance with Local Government (Financial Management) Regulation 16(a), the Council was required to include as an asset (by 30 June 2013), Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of state or regional significance.				
Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.				
Whilst they were initially recorded at cost (being fair value at the date of acquisition (deemed cost) as per AASB 116) they were revalued along with other items of Land and Buildings at 30 June 2014.				
<i>Initial Recognition and Measurement between Mandatory Revaluation Dates</i>				
All assets are initially recognised at cost and subsequently revalued in accordance with the mandatory measurement framework detailed above.				
In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.				
Individual assets acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework detailed above, are carried at cost less accumulated depreciation as management believes this approximates fair value. They will be subject to subsequent revaluation of the next anniversary date in accordance with the mandatory measurement framework.				

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 September 2020			
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

28 OCTOBER 2020

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 September 2020			
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

28 OCTOBER 2020

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 September 2020	
1.	SIGNIFICANT ACCOUNTING POLICIES (Continued)
	(k) Fair Value of Assets and Liabilities (Continued)
	As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.
	To the extent possible, market information is extracted from either the principal market for the asset (i.e. the market with the greatest volume and level of activity for the asset or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (ie the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).
	For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.
	Fair Value Hierarchy
	AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:
	Level 1
	Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.
	Level 2
	Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.
	Level 3
	Measurements based on unobservable inputs for the asset or liability.
	The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.
	Valuation techniques
	The Council selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Council are consistent with one or more of the following valuation approaches:
	Market approach
	Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 September 2020	
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

28 OCTOBER 2020

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 September 2020	
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

28 OCTOBER 2020

SHIRE OF SHARK BAY	
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY	
For the Period Ended 30 September 2020	
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

28 OCTOBER 2020

SHIRE OF SHARK BAY					
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY					
For the Period Ended 30 September 2020					
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 obligated to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.				
(o) Employee Benefits					
	Short-Term Employee Benefits				
	Provision is made for the Council's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.				
	The Council's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position. The Council's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.				
	Other Long-Term Employee Benefits				
	Provision is made for employees' long service leave and annual leave entitlements not expected to be settled wholly within 12 months after the end of the annual reporting period in which the employees render the related service. Other long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations or service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.				
	The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.				

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 September 2020				
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

28 OCTOBER 2020

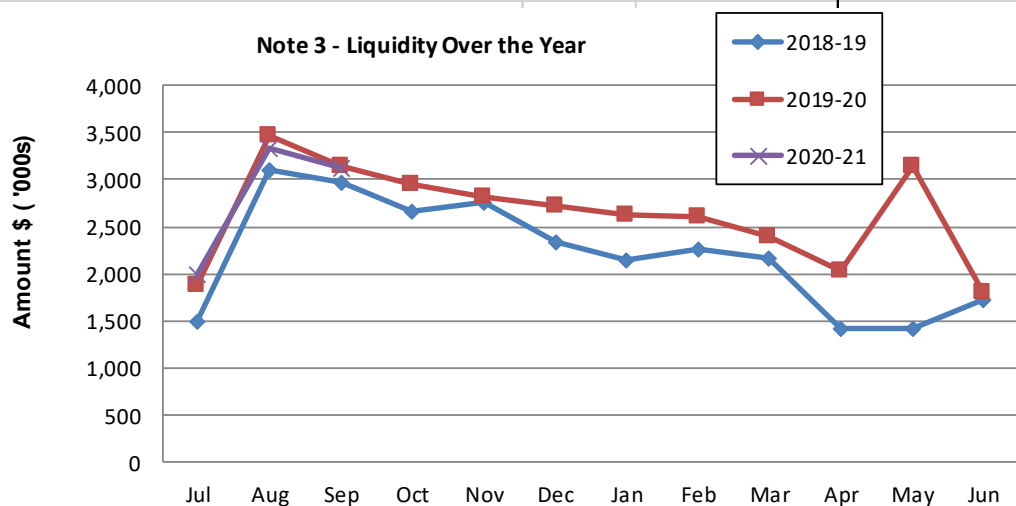
Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 30 September 2020					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(1,003)	(100.0%)	▼	Timing	No Reportable Variance
General Purpose Funding - Rates	24,108	0.0%	▲	Timing	No Reportable Variance
General Purpose Funding - Other	9,148	3.9%	▲	Timing	No Reportable Variance
Law, Order and Public Safety	5,343	33.6%	▲	Timing	Reimbursements from SES and St Johns Ambulance Services for Annual Insurances and Vehicle Registrations
Health	(482)	(42.9%)	▼	Timing	No Reportable Variance
Housing	2,906	9.1%	▲	Timing	No Reportable Variance
Community Amenities	21,836	8.7%	▲	Timing	Increase in Refuse Site Fees and Development Applications compared to YTD Budget
Recreation and Culture	94,289	70.0%	▲	Timing	Increase in Gym Memberships, SBDC Entrance Fees, Sales and Booking Commissions compared to YTD Budget
Transport	(3,896)	(1.5%)	▼	Timing	No Reportable Variance
Economic Services	5,173	5.6%	▲	Timing	Increase in Camping fees and Private Works Income compared to YTD Budget
Other Property and Services	5,315	53.2%	▲	Timing	Increase in Fuel Rebate and Refunds Income compared to YTD Budget
Operating Expense					
Governance	95,228	(75.0%)	▲	Timing	Governance Overheads Recovered timing in front of YTD Budget
General Purpose Funding	(1,412)	5.3%	▼	Timing	No Reportable Variance
Law, Order and Public Safety	4,125	(5.9%)	▲	Timing	No Reportable Variance
Health	1,944	(11.9%)	▲	Timing	No Reportable Variance
Housing	17,100	(28.2%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Community Amenities	35,963	(19.3%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Recreation and Culture	213,680	(33.0%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Transport	(81,357)	24.8%	▼	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation. In addition Useless Loop Road Maintenance expenditure is ahead of YTD Budget timing.
Economic Services	15,602	(11.9%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Other Property and Services	98,312	(2792.9%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Capital Revenues					
Grants, Subsidies and Contributions	0	0.0%	▲	Timing	No Reportable Variance
Proceeds from Disposal of Assets	(1,945)	0.0%	▲	Timing	No Reportable Variance
Capital Expenses					
Land and Buildings	(1,113)	21.1%	▲	Timing	No Reportable Variance
Infrastructure - Roads	(2,818)	34.3%	▼	Timing	No Reportable Variance
Infrastructure - Public Facilities	(2,122)		▼	Timing	No Reportable Variance
Infrastructure - Footpaths	0		▲	Timing	No Reportable Variance
Plant and Equipment	527	(10.5%)	▲	Timing	No Reportable Variance
Financing					
Loan Principal	(16,310)		▼	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

28 OCTOBER 2020

Shire of Shark Bay			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 September 2020			
Note 3: NET CURRENT FUNDING POSITION			
		Positive=Surplus (Negative=Deficit)	
	Note	30 September 2020	30 September 2019
		\$	\$
Current Assets			
Cash Unrestricted	4	3,173,521	2,157,211
Cash Restricted	4	2,925,915	1,907,476
Receivables - Rates	6	510,324	1,063,126
Receivables -Other	6	132,788	79,598
Interest / ATO Receivable		16,846	16,629
Inventories		129,990	129,612
		6,889,384	5,353,652
Less: Current Liabilities			
Payables		(195,160)	(87,041)
Provisions		(263,384)	(208,068)
Grants/Income Received in Advance		(365,087)	0
Bond Liability (Formally Trust Account)		(17,164)	(14,706)
		(840,795)	(309,815)
Less: Cash Reserves	7	(2,925,915)	(1,907,476)
Net Current Funding Position		3,122,674	3,136,360



Comments - Net Current Funding Position

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 September 2020							
Note 4: CASH AND INVESTMENTS							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.10%	160,243			160,243	Bankwest	At Call
Reserve Bank Account	0.00%		179		179	Bankwest	At Call
Reserve Telenet Saver Account	0.25%		2,925,736		2,925,736	Bankwest	At Call
Municipal Telenet Saver	0.50%	3,012,378			3,012,378	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		3,173,521	2,925,915	0	6,099,436		
Comments/Notes - Investments							
Surplus funds invested for terms conducive to cashflow requirements.							

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 September 2020				
Note 6: RECEIVABLES				
Receivables - Rates Receivable	30 September 2020	30 June 2020	Receivables - General	Current 30 Days 60 Days 90+Days
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	32,544	31,927	Receivables - General	92,744 7,831 930 7,266
Levied this year	1,758,023	1,827,891	Total Receivables General Outstanding	108,772
less Collections to date	(1,280,243)	(1,827,274)	Amounts shown above include GST (where applicable)	
Equals Current Outstanding	510,324	32,544		
Net Rates Collectable	510,324	32,544		
% Collected	71.50%	98.25%		

Month	2019-20	2020-21
Jul	~50	~50
Aug	~1650	~1350
Sep	~1050	~550
Oct	~700	~550
Nov	~550	~550
Dec	~450	~550
Jan	~350	~550
Feb	~250	~550
Mar	~250	~550
Apr	~150	~550
May	~100	~550
Jun	~100	~550

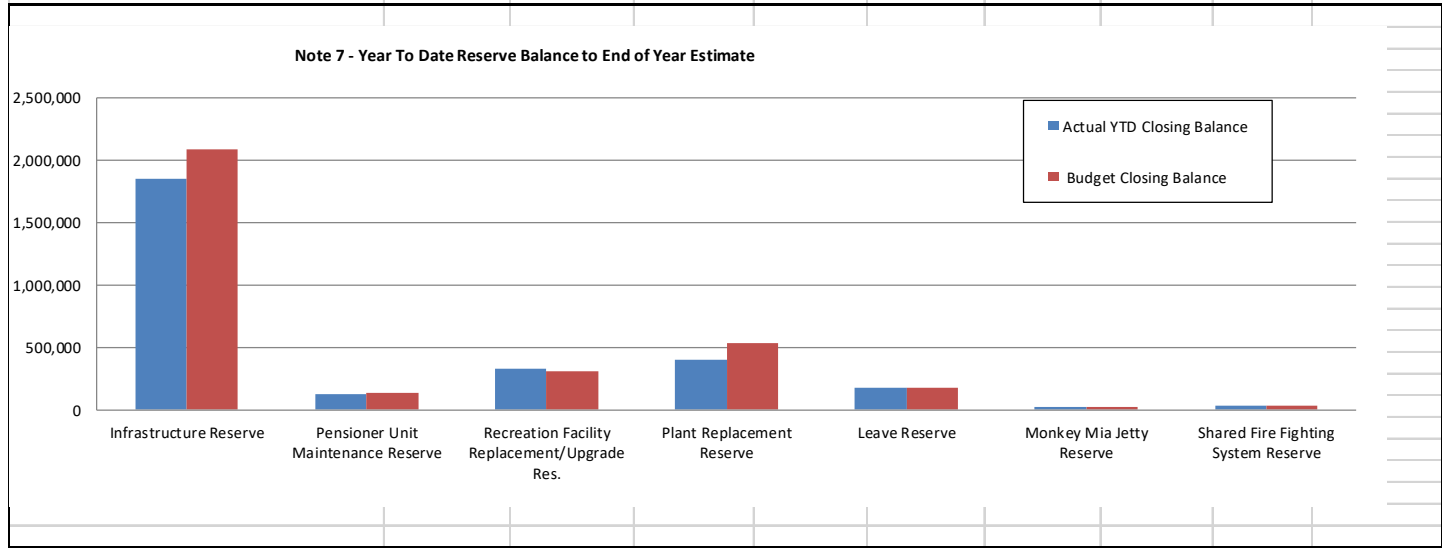
Category	Percentage
Current	85%
30 Days	7%
60 Days	1%
90+Days	7%

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

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 30 September 2020									
<u>Note 7: Cash Backed Reserve</u>									
2020-21									
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	\$ 1,847,921	\$ 1,500	\$ 2,253	\$ 710,457	\$ 0	\$ (480,476)	\$ 0	\$ 2,079,402	\$ 1,850,174
Pensioner Unit Maintenance Reserve	127,114	30	155	45,000	0	(35,000)	0	137,144	127,269
Recreation Facility Replacement/Upgrade Res.	322,812	850	394	180,000	0	(193,438)	0	310,224	323,206
Plant Replacement Reserve	401,851	300	490	450,000	0	(320,000)	0	532,151	402,341
Leave Reserve	171,006	680	208	0	0	0	0	171,686	171,214
Monkey Mia Jetty Reserve	22,087	60	27	0	0	0	0	22,147	22,114
Shared Fire Fighting System Reserve	29,560	80	36	0	0	0	0	29,640	29,596
	2,922,352	3,500	3,562	1,385,457	0	(1,028,914)	0	3,282,394	2,925,913



MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 September 2020							
Note 8 CAPITAL DISPOSALS							
Actual YTD Profit/(Loss) of Asset Disposal					Annual Budget		
Cost	Accum Depr	Proceeds	Profit (Loss)		YTD 30 09 2020		
\$	\$	\$	\$		Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance
				Plant and Equipment	\$	\$	\$
				Governance			
			0	CEO Vehicle	502	0	(502)
0	0	0	0		502	0	(502)
				Transport			
				Dual Cab Ute - Works Manager	(5,229)	0	5,229
				Dual Cab Ute - Town	(9,310)	0	9,310
				Dual Cab Ute - Country	(9,310)		
				Country Loader	(84,389)	0	84,389
95,000	(4,589)	56,237	(34,174)	Vibration Roller - Sale Proceeds	(31,394)	(34,174)	(2,780)
95,000	(4,589)	56,237	(34,174)		(139,632)	(34,174)	96,148
95,000	(4,589)	56,237	(34,174)		(139,130)	(34,174)	95,646
Comments - Capital Disposal/Replacements							

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 30 September 2020											
Note 9: RATING INFORMATION	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	2020/21 Budget Rate Revenue \$	2020/21 Budget Interim Rate \$	2020/21 Budget Back Rate \$	2020/21 Budget Total Revenue \$
RATE TYPE											
Differential General Rate											
GRV Residential	0.102840	321	3,881,986	399,223	5,576	75	404,875	392,577			392,577
GRV Commercial	0.105690	41	2,130,457	225,168			225,168	222,420			222,420
GRV Vacant	0.102840	18	360,104	37,033			37,033	37,033			37,033
GRV Rural Commercial	0.106880	5	315,380	33,709			33,709	33,709			33,709
GRV Industrial/Residential	0.113800	46	640,229	72,860			72,860	72,860			72,860
GRV Industrial/Residential Vaca	0.102840	2	0	0			0	0			0
GRV Rural Resort	0.112820	1	1,346,800	151,949			151,949	151,949			151,949
UV General	0.207090	7	859,222	177,936			177,936	171,402			171,402
UV Pastoral	0.141820	11	642,378	91,105			91,105	87,556			87,556
UV Mining	0.282450	1	8,415	2,377			2,377	2,245			2,245
UV Exploration	0.271580	10	806,582	219,052			219,052	206,866			206,866
Sub-Totals		463	10,991,553	1,410,411	5,576	75	1,416,063	1,378,617	0	0	1,378,617
Minimum Payment											
GRV Residential	876.00	51	321,616	44,676			44,676	43,800			43,800
GRV Commercial	876.00	17	93,933	14,892			14,892	14,892			14,892
GRV Vacant	876.00	80	262,806	70,080			70,080	71,832			71,832
GRV Rural Commercial	876.00	0	0	0			0	0			0
GRV Industrial/Residential	876.00	3	19,439	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	9,395	4,410			4,410	4,410			4,410
UV Pastoral	920.00	0	0	0			0	0			0
UV Mining	920.00	1	693	920			920	920			920
UV Exploration	920.00	1	2,073	920			920	920			920
Sub-Totals		159	709,955	138,526	0	0	138,526	139,402	0	0	139,402
Total		622									
Concessions							(144,596)				(138,834)
Amount from General Rates							1,409,992				1,379,185
Specified Area Rates							37,104				37,104
Totals							1,447,096				1,416,289
Comments - Rating Information											

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 September 2020								
10. INFORMATION ON BORROWINGS								
(a) Debenture Repayments								
Particulars	Principal 1-Jul-20	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget	2020/21 Actual	2020/21 Budget
			\$	\$	\$	\$	\$	\$
Loan 57 Monkey Mia Bore	102,963	0	16,310	32,951	86,653	70,012	920	4,154
Loan 56 - Staff Housing	9,901	0	0	9,901	9,901	0	(76)	289
Loan 58 - Town Oval Bore	800,000	0	0	32,105	800,000	767,895	(3,672)	26,716
	912,864	0	16,310	74,957	896,554	837,907	(2,828)	31,159
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

28 OCTOBER 2020

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 September 2020								
Note 11: GRANTS AND CONTRIBUTIONS								
Program/Details	Grant Provider	Approval	2020-21 Annual Budget	Variations Additions (Deletions)	Operating	Capital	Recoup Status	
							Received/Invoiced	Not Received
		(Y/N)	\$	\$	\$	\$	\$	\$
GENERAL PURPOSE FUNDING								
Grants Commission - General	WALGGC	Y	692,158	0	692,158	0	178,532	513,626
Grants Commission - Roads	WALGGC	Y	226,736	0	226,736	0	52,034	174,702
LAW, ORDER, PUBLIC SAFETY								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Y	8,970	0	8,970	0	2,344	6,627
Grant FESA - SES	Dept. of Fire & Emergency Services	Y	45,240	0	45,240	0	11,310	33,930
RECREATION AND CULTURE								
Contributions - HMAS Sydney Exhibit	Visitors to Discovery Centre	Y	200	0	200	0	176	24
Little Lagoon Rehabilitation Project	Department of Industry, Science, Energy and Resc	Y	12,500	0	0	12,500	0	0
ECONOMIC SERVICES								
Thank a Volunteer	Dept of Communities	Y	700	0	700	0	0	700
TRANSPORT								
Road Preservation Grant	State Initiative - Main Roads WA	Y	117,315	0	117,315	0	117,315	0
Useless Loop Road - Mtce	Main Roads WA	Y	330,000	0	330,000	0	132,000	198,000
Contributions - Road Projects	Pipeline	Y	12,705	0	12,705	0	0	12,705
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	243,956	0	0	243,956	95,395	148,561
Local Road and Community Infrastrutre		Y	334,062	0		334,062	167,031	167,031
TOTALS			2,321,787	0	1,434,024	887,763	756,136	1,553,151
			Operating		1,434,024		493,710	
			Non-operating		887,763		262,426	
					<u>2,321,787</u>		<u>756,136</u>	
Comments - Operating and Non Operating Grants								

MINUTES OF THE ORDINARY COUNCIL MEETING

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Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 September 2020				
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 20	Amount Received	Amount Paid	Closing Balance 30-Sep-20
	\$	\$	\$	\$
CITF Levy	\$ 294	591	0	885
Library Card Bond	\$ 150	50	(100)	100
Bookeasy- Sales	\$ 199	253,347	(253,546)	0
Kerb/Footpath Deposit	\$ 4,800	0	0	4,800
Bond Key	\$ 3,850	680	(400)	4,130
Hall Bond	\$ 825	0	(550)	275
Police Licensing	\$ 4,705	80,280	(80,834)	4,151
Election Deposit	\$ -	0	0	0
Marquee Deposit	\$ -	0	0	0
Building Licence Levy	\$ 277	685	(647)	315
Road Reserve - Hughes Street	\$ 2,298	0	0	2,298
Tour Sales	\$ -	0	0	0
Property Rental Bonds	\$ -	0	0	0
Rates Unidentified Deposit	\$ 210	0	0	210
	17,607	335,633	(336,077)	17,164

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CAPITAL WORKS PROGRAM 2020/2021								
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	3.1, 4.1	WKSM	(75,000)	0	0	0	0	
Governance Total			(75,000)	0	0	0	0	
Housing								
Staff Housing - 5 Spaven Way	4.1	WKSM	(10,000)	0	0	0	0	
Staff Housing - 65 Brockman St	4.1	WKSM	(10,000)	0	0	0	0	
Staff Housing - 51 Durlacher St	4.1	WKSM	(10,000)	0	0	0	0	
Staff Housing - 80 Durlacher St	4.1	WKSM	(10,000)	0	0	0	0	
Pensioner Units Capital	4.1	WKSM	(25,000)	0	0	0	0	
Pensioner Units Door/Water Pipe Replacement	4.1	WKSM	(10,000)	0	0	0	0	
Housing Total			(75,000)	0	0	0	0	
Community Amenities								
Buildings								
Morgue	4.1	EMCD	(40,000)	0	0	0	0	
Community Amenities Total			(40,000)	0	0	0	0	
Recreation								
Buildings								
Asbestos Removal - Denham Town Hall/Stables	3.1, 4.1	EMCD	(75,000)	0	0	0	0	
Stable Refurbishment	4.1	EMCD	(50,000)	0	0	0	0	
Denham Town Hall Access Upgrade	4.1, 5.1, 5.2	EMCD	(40,000)	0	0	0	0	
Recreation Centre Panel and Paint Renewal	4.1	EMCD	(50,000)	0	0	0	0	
Day Care Centre Site Works	5.1	EMCD	(40,000)	0	(1,113)	0	0	
Recreation Total			(255,000)	0	(1,113)	0	0	
Transport								
Buildings								
Depot - Office Awning	4.1	WKSM	(10,000)	0	0	0	0	
Depot - Boundary Fencing	4.1	WKSM	(7,721)	(5,285)	(5,285)	0	0	
Transport Total			(17,721)	(5,285)	(5,285)	0	0	
Land and Buildings Total			(462,721)	(5,285)	(6,398)	0	0	
Footpaths								
Infrastructure								
Footpath Construction-Denham Footpath Plan	1.1, 4.1, 5.1	WKSM	(100,000)	0	0	0	0	
Francis Street Lighting on Dual Purpose Pathway	1.1, 4.1, 5.1	WKSM	(80,000)	0	0	0	0	
Stella Rowley Lighting on Dual Purpose Pathway	1.1, 4.1, 5.1	WKSM	(80,000)	0	0	0	0	
Footpaths Total			(260,000)	0	0	0	0	

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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
Plant , Equipment and Vehicles								
Governance								
CEO Vehicle	4.1	CEO	(70,000)	0	0	0	0	
Total Governance			(70,000)	0	0	0	0	
Transport								
Major Plant Items	4.1	WKSM	(20,000)	(5,001)	(4,474)	527	4,474	
Dual Cab Ute -Works Manager	4.1	WKSM	(57,000)	0	0	0	0	
Dual Cab Ute - Town	4.1	WKSM	(46,000)	0	0	0	0	
Dual Cab Ute - Country	4.1	WKSM	(46,000)	0	0	0	0	
Country Loader	4.1	WKSM	(280,000)	0	0	0	0	
Transport Total			(449,000)	(5,001)	(4,474)	527	4,474	
Plant , Equipment and Vehicles Total			(519,000)	(5,001)	(4,474)	527	4,474	

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Infrastructure Assets	Plan Reference	Responsible Officer	Annual Budget	YTD Budget	YTD Actual	Variance (Under)/Over	(Renewal Exp)	Comment
Public Facilities								
Community Amenities								
Cemetery Shade	4.1	WKSM	(5,000)	0	0	0	0	
Hamelin Pool Carpark	4.1	WKSM	(10,000)	0	0	0	0	
West End Toilet Roof Replacement	4.1	WKSM	(15,000)	0	0			
Community Amenities Total			(30,000)	0	0	0	0	
Recreation And Culture								
Playground Fence Replacement	4.1, 5.1, 5.2	WKSM	(15,000)	0	0	0	0	
Playground Softfall Replacement - Town Oval	4.1, 5.1, 5.2	WKSM	(20,000)	0	(262)	(262)	262	
Foreshore Limestone Wall	4.1	WKSM	(45,000)	0	0	0	0	
Charlie Sappie Park Bed Removal and Replacement	4.1	WKSM	(20,000)	0	0	0	0	
Multi Purpose Courts Light Upgrade	4.1	WKSM	(25,000)	0	0	0	0	
Little Lagoon Signs and Barriers	3.1, 4.1	WKSM	(25,000)	0	0	0	0	
Town Oval Bore Capital		WKSM	0	0	(1,860)	(1,860)	1,860	
Recreation And Culture Total			(150,000)	0	(2,122)	(2,122)	262	
Public Facilities Total			(180,000)	0	(2,122)	(2,122)	262	

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 20-21 Brockman Street	1.1	WKS	(450,000)	0	0	0	0	
Useless Loop Road - RRG 20-21	1.1	WKS	(229,958)	0	(274)	(274)	274	
Eagle Bluff - RRG 19-20 CF	1.1	WKS	(8,203)	(8,203)	(8,672)	(469)	8,672	
Eagle Bluff - RRG 20-21	1.1	WKS	(127,775)	0	(2,075)	(2,075)	2,075	
Transport Total			(815,936)	(8,203)	(11,021)	(2,818)	11,021	
Roads (Non Town) Total			(815,936)	(8,203)	(11,021)	(2,818)	11,021	
Capital Expenditure Total			(2,237,657)	(18,489)	(24,015)	(4,413)	15,757	

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12.0 TOWN PLANNING REPORT

12.1 PROPOSED ALTERATIONS / ADDITIONS TO EXISTING SINGLE HOUSE – LOT 21 (33) & LOT 20 (33) KNIGHT TERRACE, DENHAM
P1041

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. Approve the application for alterations and additions to an existing single house on Lot 21 (31) and Lot 20 (23) 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) 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.**
- (iii) The existing house is to be connected to sewer prior to any occupation.**
- (iv) Two trafficable on site car parking spaces are to be provided to service the existing dwelling within 6 months of occupation to the satisfaction of the Chief Executive Officer.**
- (iv) If the development the subject of this approval is not substantially commenced within a period of 3 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 and demolition permit must be obtained for all work. The Shire notes that partial demolition may be required to refurbish the existing structure.**

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- (b) The lots are located in an area that is 'subject to inundation' so new development normally has to have a minimum finished floor level more than 4.2m Australian height datum level. The Shire recognizes that it would be impractical to apply a new finished floor level to the existing historic dwelling, however please be advised that the dwelling may be affected by potential flooding. It is recommended that you liaise with your insurance agent in regards to this matter.
- (c) It is noted that the existing house traverses two lot boundaries, which are listed on one Certificate of Title. Please be advised that the lots may need to be amalgamated prior to the issue of a Certificate of Design Compliance as part of the separate building approvals process.
- (d) If there is any existing on site effluent disposal system on the lot(s) it needs to be decommissioned. It is recommended that you liaise with a licensed plumber in this regard. The Water Corporation has advised the existing house is not connected to reticulated water however a connection is available on application.

6/0 CARRIED

BACKGROUND
Zoning

The lots are zoned 'Commercial' with a density code of R50 under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme'). There is an existing house that straddles Lots 20 & 21 Knight Terrace – refer aerial below.



Above: Location Plan

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- **Heritage**

The existing house is listed on the Shires Municipal Inventory which was adopted by the Shire in December 1997. The dwelling is known as 'Basset House', was named after former owners, and was constructed in 1910.

The listing states that '*Bassett House has historic significance as one of the oldest remaining buildings in Denham. Together with other houses on Knight Terrace, the place makes an important contribution to the built heritage of the town. The house is characteristic of the type of construction taking place in Denham near the turn of the century, being simple in style, basic in material and small in scale.*'

The Inventory applies different categories to heritage listed properties. Bassett House is listed as category 3 which means '*Retain and conserve if possible: endeavour to conserve the significance of the place through the provisions of the town planning scheme; photographically record the place prior to any major redevelopment or demolition.*'

Photographs of the existing house are included below.



Above: View of front elevation from Knight Terrace



Above: View of front elevation from Knight Terrace

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- ***Property Condition***

The Shire wrote to the then owner of the property on the 5 February 2020 raising concern over the condition of the existing house and that loose roof sheeting may cause a hazard during cyclonic weather conditions.

The property has been sold and the new owners want to restore the dwelling.

COMMENT

- ***Description of application***

A planning application has been lodged to refurbish, restore and conserve the existing house. The owners have advised that the dwelling has unique heritage features including pressed tin walls and a timber ceiling in some rooms.

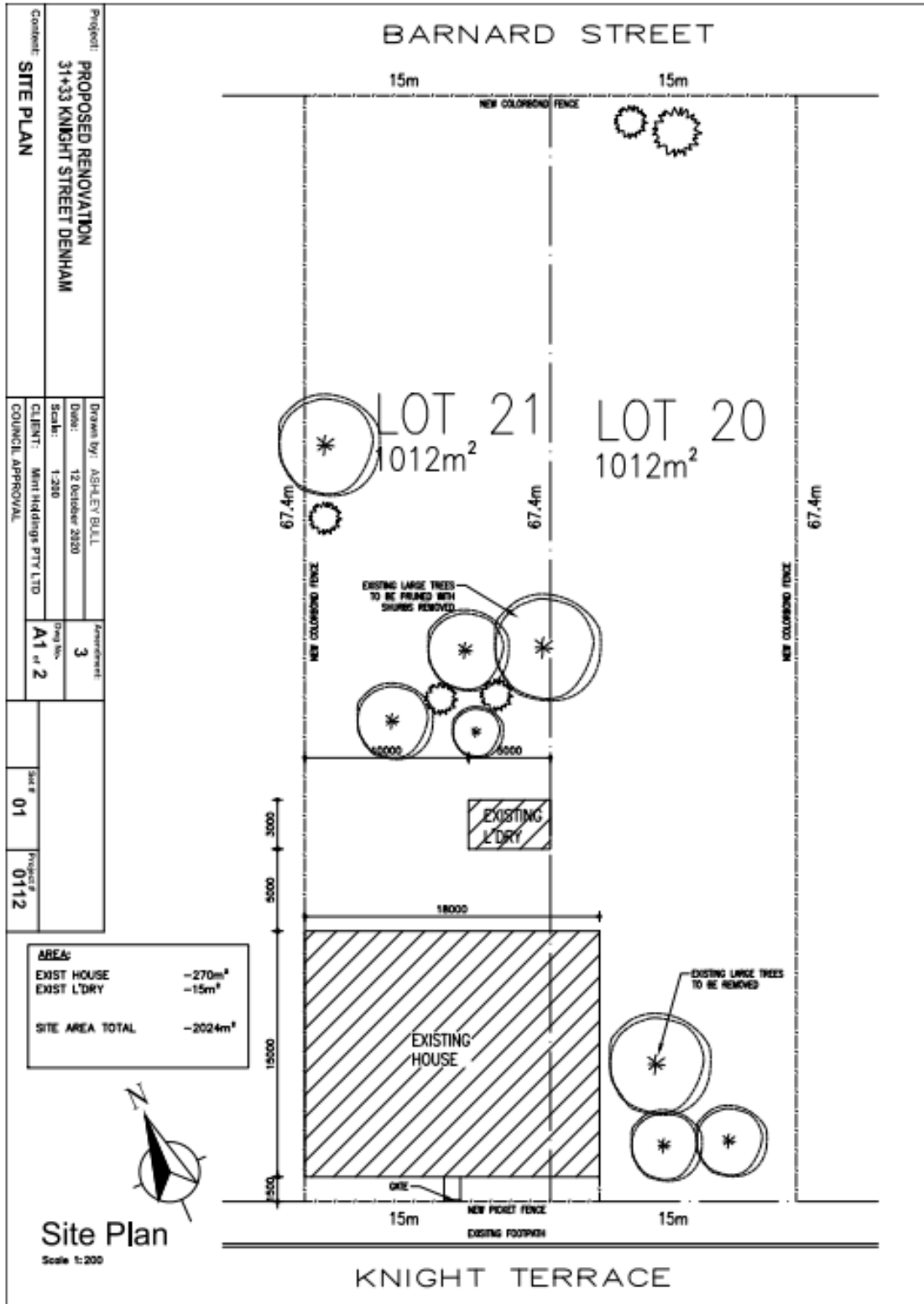
The application proposes to;

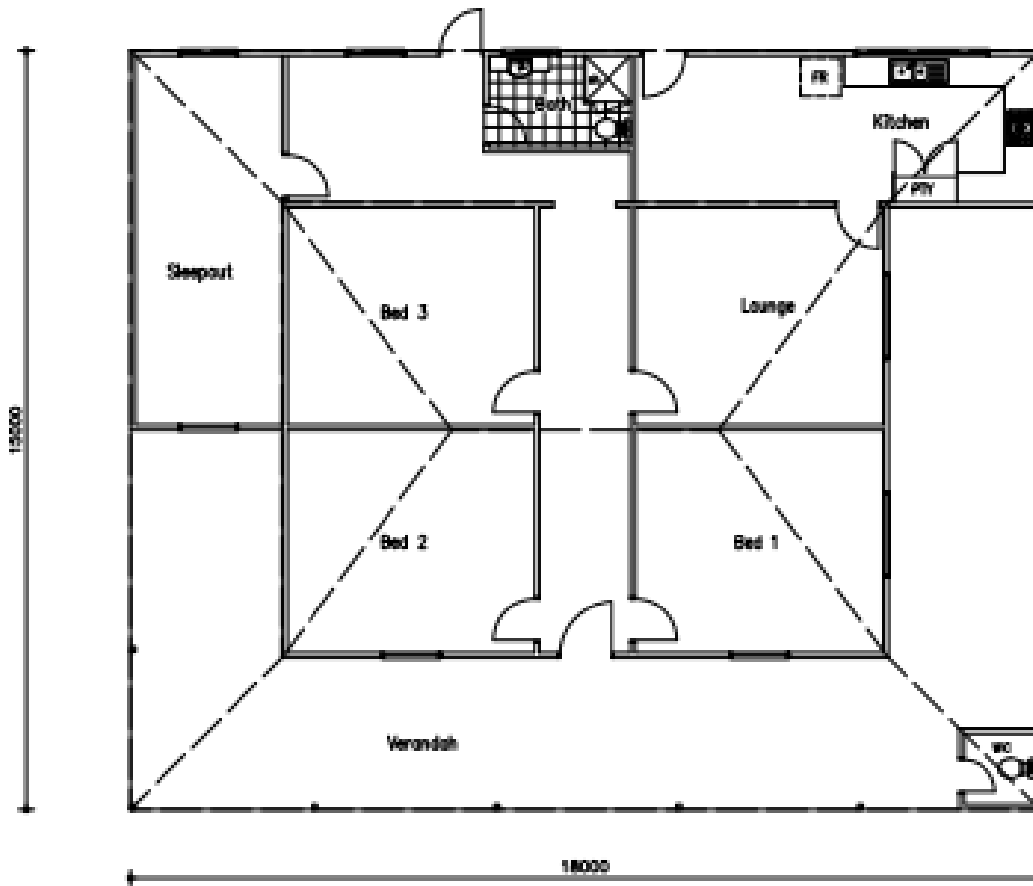
- (i) Demolish sections of the internal or external walls that need to be replaced to make the dwelling structurally sound;
- (ii) Retain as much as possible the existing fabric;
- (iii) Remove any asbestos;
- (iv) Replace and reclad the existing roof;
- (v) Reclad the external walls with hardiplank and install new roof gutters and fascia;
- (vi) Re-use existing external windows where possible and instal new windows if required;
- (vii) Building under existing verandah areas to increase the floor area;
- (vii) Repair the existing floor.

The proposal is supported as it will ensure that the existing heritage house is retained, will improve the structural integrity of the existing house, will positively contribute towards the streetscape, and is going to result in refurbishment of an existing building.

The proposed plans are included over page.

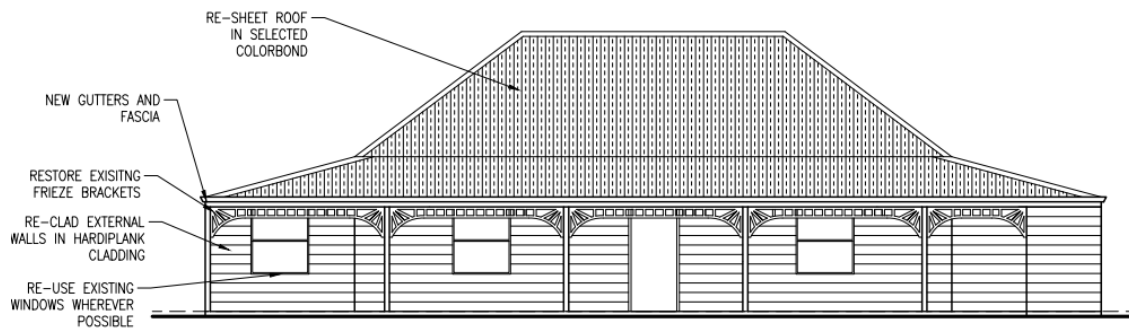
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Existing Floor Plan

Scale 1:100



Front Elevation

Scale 1:100



Proposed Floor Plan

Scale 1:100

- ***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.

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Due to the age of the existing dwelling it has a finished floor level less than 4.2 metres Australian Height Datum and it would impractical to apply the level retrospectively.

Under the Scheme the Shire has discretion to support a lower finished floor level as the proposed development only involves refurbishment of an existing building.

- ***Effluent Disposal***

Town Planning Innovations liaised with the Water Corporation who advised by email that the existing house is not connected to sewer. It is not known if there is any existing old effluent disposal on the lot, however if there is it needs to be located and decommissioned.

The Water Corporation has advised that a water connection is available however the owners need to apply to connect.

- ***Crossover and Parking***

There is an existing crossover to Lot 20 (33) Knight Terrace with no constructed hardstand driveway or car parking.

The Shires Works Manager has advised the existing crossover is in good condition and suitable for use. It is recommended that a condition be imposed to require informal trafficable on-site car parking. The owners will have flexibility to use any materials for the driveway area.

Under Clause 5.3.3 C3.1 of the Residential Design Codes two on site car parking spaces are to be provided for each single house.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

Regulation 61 outlines 'development for which development approval is not required' which includes 'internal building work that does not materially affect the external appearance of the building' and 'demolition' except where the development is located in a place 'included on a heritage list'.

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 –

Clause 32.1 of the Scheme applies to 'Land Subject to Inundation' and states as follows:

- (a) No development shall be constructed upon any land within an area considered by the local government as being vulnerable to coastal storm surge inundation unless granted specific development approval by the local government.

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- (b) The local government shall require any new development within an area as being vulnerable to coastal storm surge inundation to comply with a minimum finished floor level not less than RL 4.2 metres AHD.
- (c) 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.
- (d) In considering applications for development in areas vulnerable to coastal storm surge inundation, the local government may have regard to any Local Planning Policy or any site specific coastal storm surge inundation report acceptable to the local government.
- (e) Notwithstanding Clause 32.1(b), the local government has discretion to consider and require alternative minimum finished floor levels where:
 - (i) The proponent provides a site specific coastal storm surge inundation report by a suitably qualified professional coastal engineer that is acceptable to the local government and clearly identifies appropriate alternative minimum finished floor levels and / or;
 - (ii) Approval of the development is consistent with variations allowable under the relevant State Coastal Planning Policy; and /or
 - (iii) The proposed development only involves refurbishment of an existing building or a minor extension to an existing 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.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

20 October 2020

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12.2 PROPOSED ADDITION TO EXISTING SINGLE HOUSE – 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*

Moved Cr Fenny
Seconded Cr Smith

Council Resolution

That Council:

1. **Approve the application for a (storage) addition to an existing 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) **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.**
 - (iii) **The addition is approved to be used for storage only and shall not be used for human habitation at any time.**
 - (iv) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

Footnotes:

- (a) **Planning consent is not an approval to commence any works. A separate building permit must be obtained for all work.**
- (b) **The proposed storage addition will have a minimum finished floor level less than the recommended 4.2m Australian height datum level. The storage area may be subject to inundation.**

6/0 CARRIED

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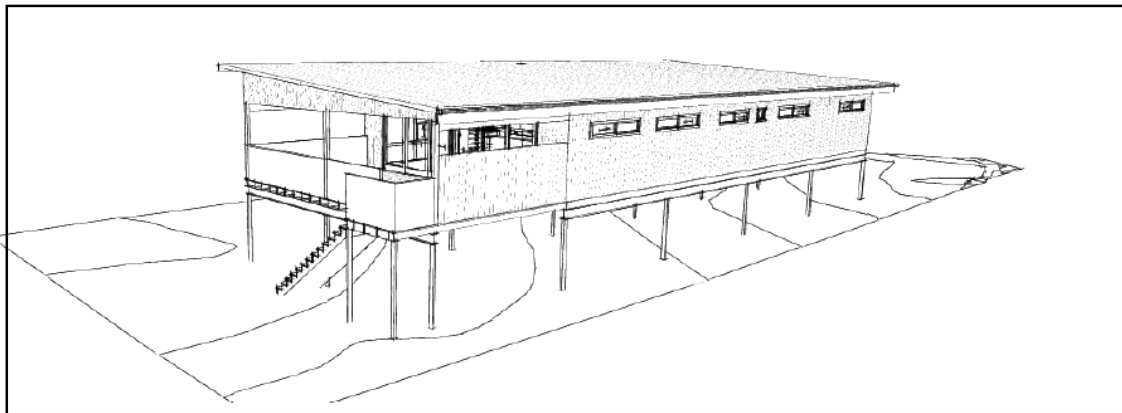
BACKGROUND

- **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 has been developed with a single house (recently constructed).



Location Plan



Existing house elevation

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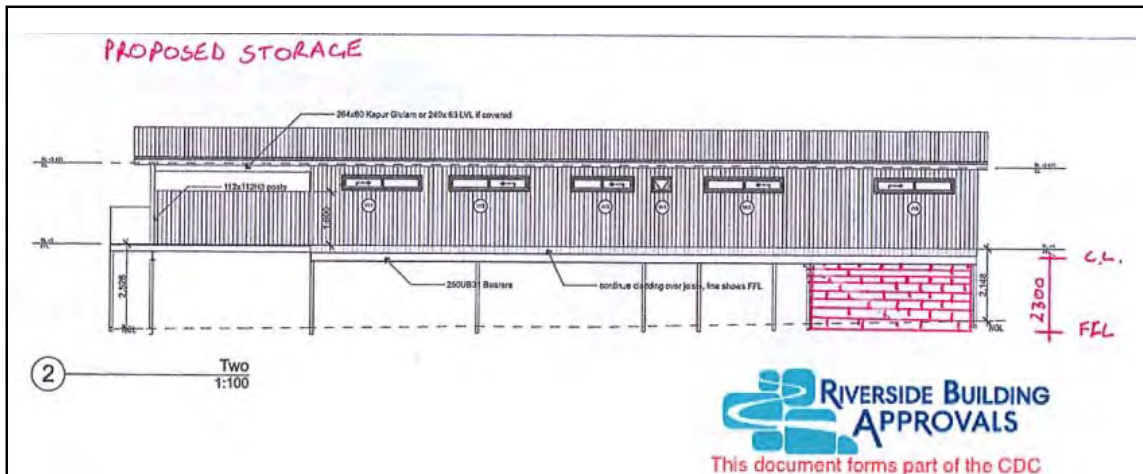
COMMENT

• **Description of application**

An application has been lodged for an addition to the existing house. An enclosed storage area is proposed to be constructed below the existing floor level (at ground level).

The storage area will be located under the existing house, be constructed out of limestone blocks, and have an approximate area of 31.6m².

An elevation is included below and a site plan is included overpage.



South East Elevation showing proposed storage addition to rear



Site Plan

- **Residential Design Codes – Single House Addition**

The proposed addition complies with all aspects of the Residential Design Codes ('the Codes') including setbacks and site open space.

The only reason that the proposal requires planning approval is that it is on 'Land Subject to Inundation' and the finished floor level is less than 4.2m Australian Height Datum.

- **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

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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 finished floor level of the storage addition is proposed at 2.2 metres Australian Height Datum.

Council has discretion under the Scheme to allow a lesser floor level for a minor extension to existing development.

The owner has written to the Shire and advised that:

- a) The area applied for is to be used for storage only, we understand its finished level is lower than the 4.2m AHD level and is at risk of flooding.
- b) We will also instruct our insurer of this area and understand it will likely be excluded from the insurable area.

The proposed storage area is supported subject to a condition that it is for non habitable purposes.

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 –

Clause 32.1 of the Scheme applies to 'Land Subject to Inundation' and states as follows:

- (a) No development shall be constructed upon any land within an area considered by the local government as being vulnerable to coastal storm surge inundation unless granted specific development approval by the local government.
- (b) The local government shall require any new development within an area as being vulnerable to coastal storm surge inundation to comply with a minimum finished floor level not less than RL 4.2 metres AHD.
- (c) 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

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Denham townsite and / or any minor non habitable development that is ancillary to existing tourist development in the Scheme Area.

- (d) In considering applications for development in areas vulnerable to coastal storm surge inundation, the local government may have regard to any Local Planning Policy or any site specific coastal storm surge inundation report acceptable to the local government.
- (e) Notwithstanding Clause 32.1(b), the local government has discretion to consider and require alternative minimum finished floor levels where:
 - (i) The proponent provides a site specific coastal storm surge inundation report by a suitably qualified professional coastal engineer that is acceptable to the local government and clearly identifies appropriate alternative minimum finished floor levels and / or;
 - (ii) Approval of the development is consistent with variations allowable under the relevant State Coastal Planning Policy; and /or
 - (iii) The proposed development only involves refurbishment of an existing building or a minor extension to an existing 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.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

9 October 2020

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12.3 PROPOSED ALTERATIONS / ADDITIONS TO EXISTING SINGLE HOUSE – LOT 201 (135)
KNIGHT TERRACE, DENHAM
P1021

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 is being advertised to an adjacent landowner for comment and advertising closes on the 30 October 2020.
2. Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for alterations / additions to the existing house on Lot 201(135) Knight Terrace Street, Denham.
3. Note that the lot is located in an area that is 'subject to inundation' and authorize the Chief Executive Officer to exercise discretion to vary the minimum finished floor level below 4.2 metres Australian Height Datum in accordance with Clause 32.1(e)(iii) of the Shire of Shark Bay Local Planning Scheme No 4 when determining the application under delegated authority as:
 - (a) The proposal is a minor extension to existing development (represents 32% of the existing floor area);
 - (b) It would be impractical to apply a significantly higher floor level for such a minor extension to an existing dwelling.

AMENDMENT TO OFFICER'S RECOMMENDATION

Reason: Council felt that it should be made clear that the approval was for a bedroom and garage extension and that the garage extension should not be for habitable useage.

Moved Cr Stubberfield

Seconded Cr Burton

Council Resolution

That Council:

1. **Note that the application is being advertised to an adjacent landowner for comment and advertising closes on the 30 October 2020.**
2. **Pursuant to Clause 82(1) and 82(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* grant (by Absolute Majority) delegated authority to the Chief Executive Officer to determine the application for alterations / additions to the existing house on Lot 201(135) Knight Terrace Street, Denham.**

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3. Note that the lot is located in an area that is 'subject to inundation' and authorize the Chief Executive Officer to exercise discretion to vary the minimum finished floor level below 4.2 metres Australian Height Datum in accordance with Clause 32.1(e)(iii) of the Shire of Shark Bay Local Planning Scheme No 4 when determining the application under delegated authority as:
- (a) The proposal is a minor extension to existing development (represents 32% of the existing floor area comprising of 21% habitable space and 11% garage);
 - (b) It would be impractical to apply a significantly higher floor level for such a minor extension to an existing dwelling.
 - (c) That the garage not be used for human habitation at any stage.
- 6/0 CARRIED BY ABSOLUTE MAJORITY**

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'). There is an existing two storey house and ancillary outbuilding on the lot – refer aerial overpage.



Above: Location Plan

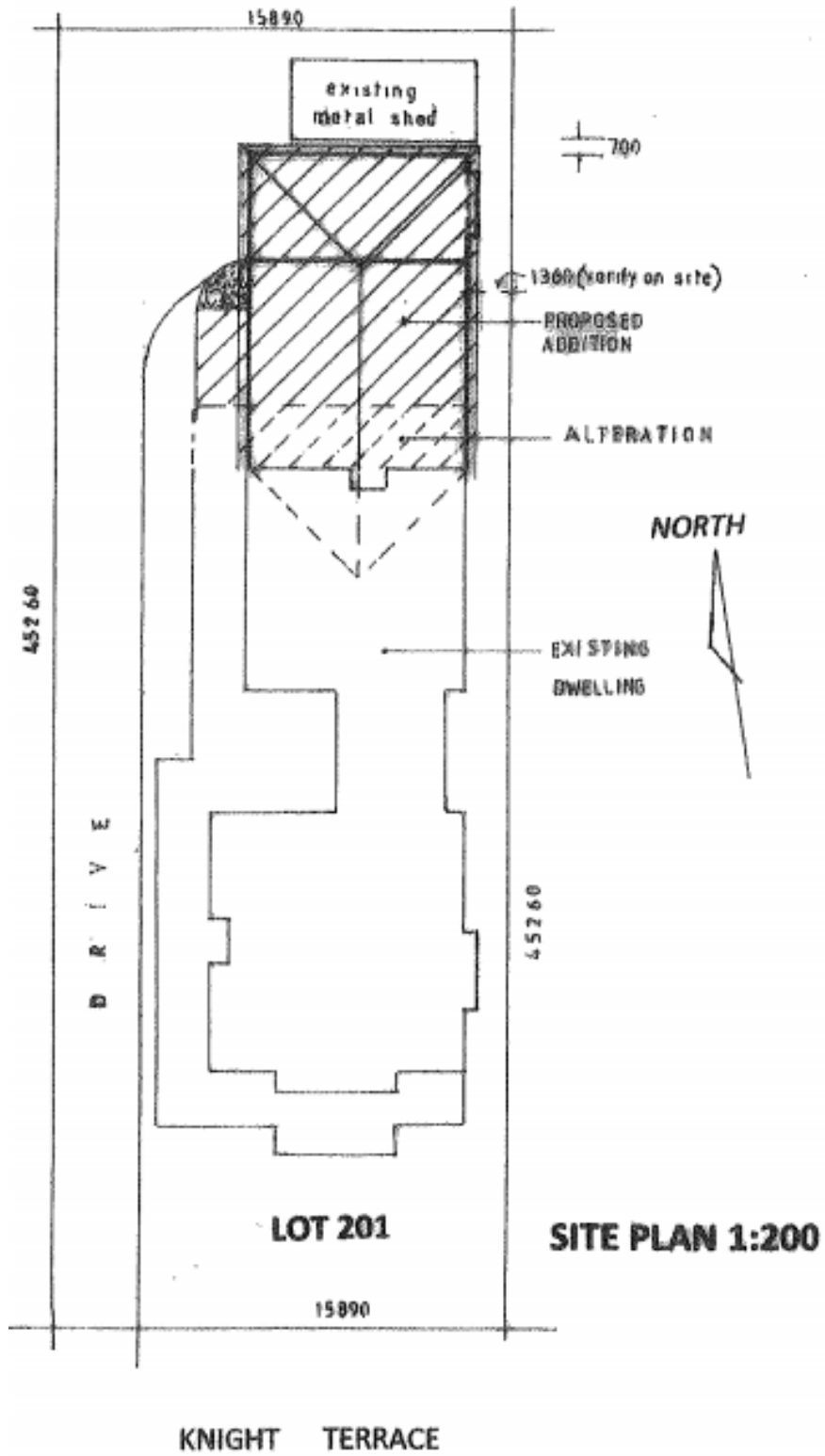
COMMENT

- **Description of application**

A planning application has been lodged for an extension to the rear of the existing dwelling to include a new bedroom with en-suite and a single attached garage.

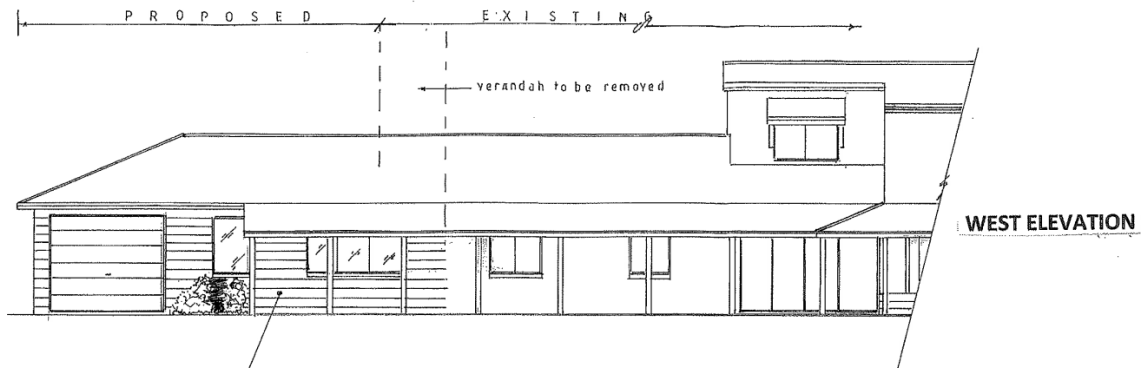
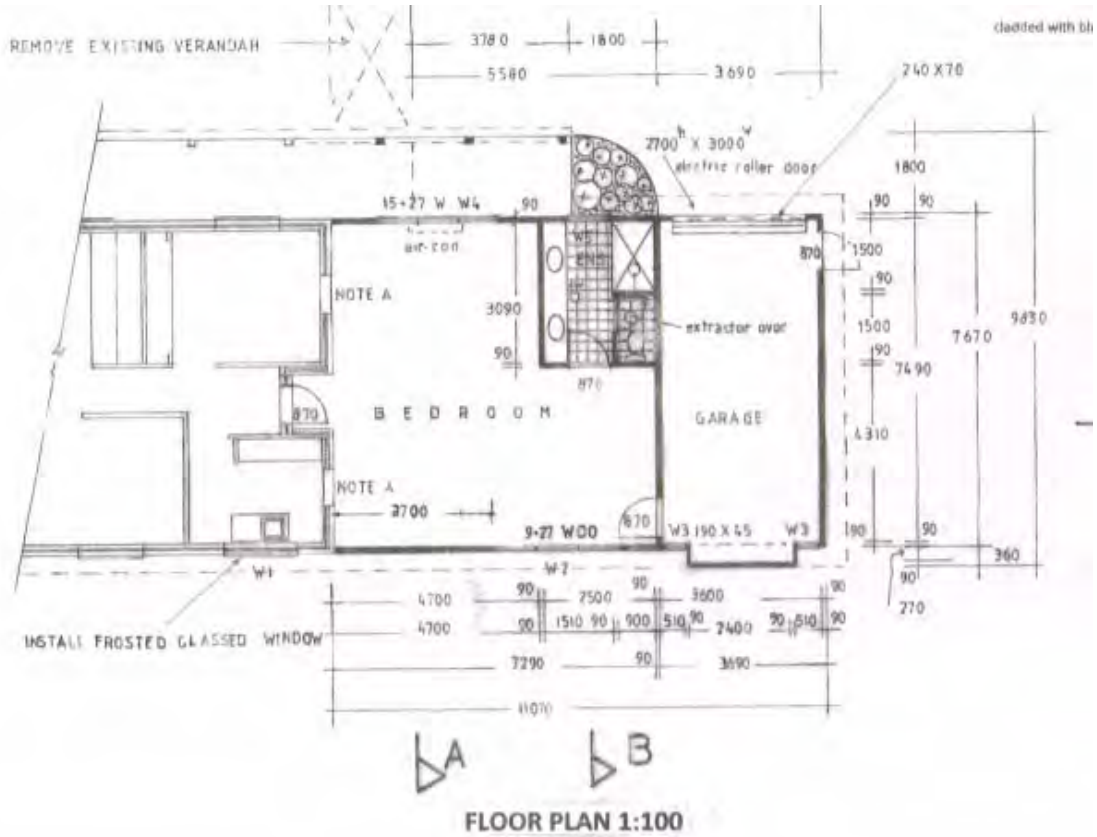
28 OCTOBER 2020

The proposed plans are included over page.

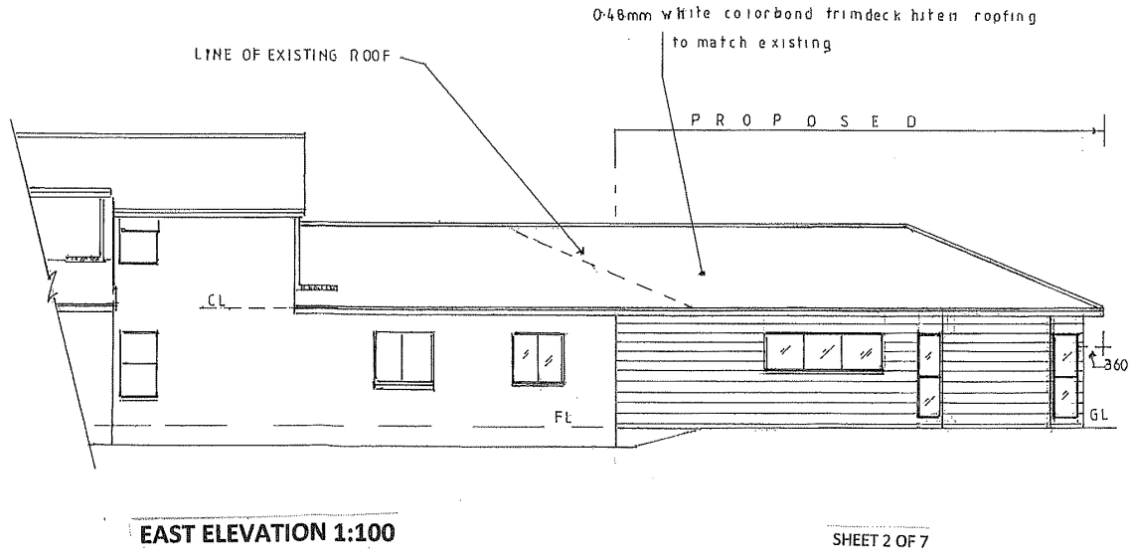


MINUTES OF THE ORDINARY COUNCIL MEETING

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- **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. The main requirements are explained in this report.

- **Building Setbacks**

The proposed single house complies with the building setback requirements of the Codes, with the exception of a minor side setback variation. An east side setback of 1.36 metres in lieu of the required 1.5 metres is proposed.

The side setback variation is minor and allows the extension to align with the existing house.

- **Consultation**

The side setback variation has been referred to the adjacent neighbour for comment. Advertising closes on the 30 October 2020. Delegated authority to the Chief Executive Officer is recommended to expedite processing of the application.

- **Site Open Space**

Site open space can include eaves overhang, as well as verandahs and patios not more than 0.5 metres above natural ground level that are unenclosed on at least two sides.

The proposal complies with the required site open space as follows;

	Permitted	Proposed
Min Total % site	45%	54%

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- **Crossovers and Parking**

The existing house is already serviced by a crossover and hardstand driveway.

- **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 dwellings fronting Knight Terrace. It is generally accepted that the coastal facing lots are clearly vulnerable to coastal storm surge.

Due to the age of the existing dwelling it has a finished floor level less than 4.2 metres Australian Height Datum and it would impractical to apply the level retrospectively.

Under the Scheme there is discretion to support a lower finished floor level as the proposed development only involves a minor extension to an existing building.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

Regulation 61 outlines 'development for which development approval is not required' which includes 'internal building work that does not materially affect the external appearance of the building' and 'demolition' except where the development is located in a place 'included on a heritage list'.

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.

Clause 82(1) gives the local government the ability to delegate its powers to the Chief Executive Officer. Clause 82(2) requires any delegation to be by Absolute Majority.

Shire of Shark Bay Local Planning Scheme No 4 –

Clause 32.1 of the Scheme applies to 'Land Subject to Inundation' and states as follows:

- (a) No development shall be constructed upon any land within an area considered by the local government as being vulnerable to coastal storm surge inundation unless granted specific development approval by the local government.

MINUTES OF THE ORDINARY COUNCIL MEETING

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- (b) The local government shall require any new development within an area as being vulnerable to coastal storm surge inundation to comply with a minimum finished floor level not less than RL 4.2 metres AHD.
- (c) 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.
- (d) In considering applications for development in areas vulnerable to coastal storm surge inundation, the local government may have regard to any Local Planning Policy or any site specific coastal storm surge inundation report acceptable to the local government.
- (e) Notwithstanding Clause 32.1(b), the local government has discretion to consider and require alternative minimum finished floor levels where:
 - (i) The proponent provides a site specific coastal storm surge inundation report by a suitably qualified professional coastal engineer that is acceptable to the local government and clearly identifies appropriate alternative minimum finished floor levels and / or;
 - (ii) Approval of the development is consistent with variations allowable under the relevant State Coastal Planning Policy; and /or
 - (iii) The proposed development only involves refurbishment of an existing building or a minor extension to an existing 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.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

20 October 2020

28 OCTOBER 2020

12.4 REQUEST FOR COMMENT ON PROPOSED RE-FORESTATION – LOT 74 AND LOT 220 SHARK BAY ROAD, HAMELIN POOL
P2001

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 Smith

Council Resolution

That Council:

- A. Note that Climate Friendly, on behalf of Bush Heritage WA, seeks the Shires comments or any advice on a request for Ministerial approval to conduct a carbon farming project on Lots 74 and 220 at Hamelin Station.**
- B. Authorise the Chief Executive Officer to write to Climate Friendly and Bush Heritage Australia and provide comments (consistent with the body of this report) over the planning requirements if any planting is proposed, bushfire management and recommend that they consider a smaller area for regeneration of native vegetation with high regard for protection of the existing tourist sites and roads in the event of any emergency, including fires and cyclonic weather.**
- C. Authorise the Chief Executive Officer to write to the Department of Planning, Lands and Heritage to clarify if the proposal is consistent with the existing pastoral lease.**

6/0 CARRIED

BACKGROUND

Lot 74 and Lot 220 are crown land titles subject to a pastoral lease. The primary interest holder on the titles is Bush Heritage Australia.

A location plan is included overpage for ease of reference.

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COMMENT

• ***Request for Shire Comment***

The Shire has received an email from Climate Friendly seeking comments or any advice on a request of Ministerial approval to conduct a carbon farming project on Hamelin Station – Attachment 1.

Climate Friendly is the organisation acting as the carbon project developer for Bush Heritage Australia (lessees for this property) who have registered the Bush Heritage Hamelin Regeneration Project.

The email includes a factsheet about how a carbon farming project works – refer Attachment 2.

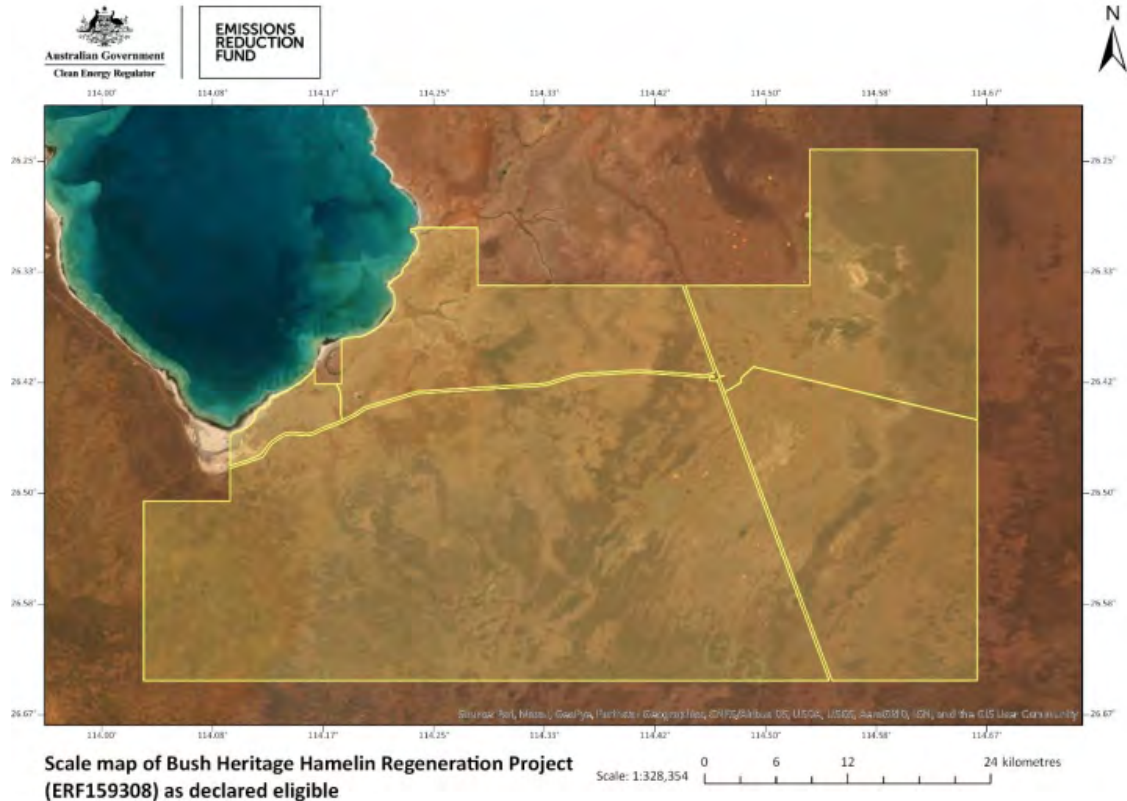
Climate Friendly advises that that the process to get Ministerial approval states that *‘we are required to seek comment or advice from the Local Government Authorities prior to submitting to the State Government. ‘*

The email indicates that they seek approval of the ‘declaration of an emissions reduction fund project’ – Attachment 3.

• ***Proposed reforestation area***

The proponent has included a map indicating that all of Lot 74 and 220 is proposed for native forest regeneration which will form part of a carbon credit scheme.

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The carbon farming project would allow native vegetation to regenerate naturally into forest, and protect the area from factors that may inhibit regeneration such as stocking, grazing, feral animals or non native plants.

- **Request for further information**

Town Planning Innovations emailed the proponent on the 16 October 2020 seeking advice on:

- (a) Which Minister is being referred to and under what legislation is Ministerial approval required;
- (b) Whether there has been any consultation with the Shark Bay World Heritage Advisory Committee (as a portion abuts World Heritage Area)
- (c) Whether there been any consultation with Main Roads WA as the North West Coastal Highway is under their jurisdiction.
- (d) If a carbon right proposed to registered under the *Carbon Rights Act 2003* section 5.

A response had not been received at the time of writing this report.

- **Zoning and Proposed Land Use**

The subject land is zoned 'Rural' under the Shire of Shark Bay Local Planning Scheme No 4 (the Scheme). The subject land is near to the Hamelin Pool Caravan Park site which is a sensitive land use catering for tourists in the locality.

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The Fact Sheet provided by the proponent indicates that forest regeneration will occur naturally. It is not clear from the generic information provided whether there is any proposed new planting of native species.

More detailed information would be required to examine the proposed land use. If any planting is proposed there is potential for the proposal to be construed as a 'tree farm' which is defined in the Scheme as :

'means land used commercially for tree production where trees are planted in blocks of more than one hectare, including land in respect of which a carbon right is registered under the Carbon Rights Act 2003 section 5'.

A tree farm is listed as 'D' use under Table 1: Zoning Table in the Scheme, which *'means that the use is not permitted unless the local government has exercised its discretion by granting development approval'.*

The Shire has limited information on the proposal therefore it is difficult to comment on whether planning approval is required at this early stage.

- **Bushfire Management**

From a strategic planning perspective one of the main concerns is the potential for increased bushfire risk from the mature revegetated areas and the level of risk it poses for tourists travelling in and out of the Shark Bay area.

The proposal includes significant areas surrounding the North West Coastal Highway and Shark Bay Road – both are the main entry roads that connect through to the Denham townsite, Monkey Mia and Hamelin Pool.

The North West Coastal Highway, Shark Bay Road and Hamelin Pool Road are the only escape routes available for tourists at Hamelin Pool in the event of a fire. If there was a fire in the revegetated areas it has potential to leave tourists/ visitors and travellers trapped on site at Hamelin Pool Caravan Park or the Overlander Roadhouse.

Sheltering on site during an emergency fire event is a last resort for existing businesses, and it is recommended that the Shire seek to maximise protection of the existing roads for the safety of tourists travelling in the area.

An effective Bushfire Management Plan and suitable water supply would be essential to address buffers and defendable low fuels spaces adjacent to main tourist routes. It is important that the bushfire risk for the Hamelin Pool Caravan Park or the Overlander Roadhouse is not increased to an extent that it will limit future development of those established tourist sites in the longer term.

It is recommended that the proponent develop a Bushfire Management Plan that considers relevant sections of:

- State Planning Policy 3.7 Planning in Bushfire Prone Areas
- State Planning Policy 2.5 Rural Planning Guidelines Version 3 December 2016 (which make reference to Bushfire Management Plans as per State Planning Policy 3.7 and Bushfire Attack Leave's).
- Guidelines for Plantation Fire Protection (Fire and Emergency Services Authority, 2011). Fire and Emergency Service Authority is now known as the Department of Fire and Emergency Services.
- The Code of Practice for Timber Plantations in WA;

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Any Bushfire Management Plan should maximise;

- (1) Protection and defensible space of all major tourist routes including the North West Coastal Highway (as the fire emergency escape route for the Overlander Roadhouse), Hamelin Pool Road (as the fire emergency escape route for the Hamelin Pool Caravan Park; and Shark Bay Road as the single road servicing travellers and emergency vehicles to Denham Townsite;
- (2) Prevent any increased fire risk to established tourist sites within the district including the nearby Hamelin Pool Caravan Park and the Overlander Roadhouse.

Whilst the guidelines for plantations is orientated towards more traditional plantations for harvesting, they contain useful information on bushfire planning, strategic fire breaks, compartment sizes, and water sources.

It is recommended that Council consider recommending that the proponents consider a smaller area for regeneration of native vegetation with high regard for protection of the existing tourist sites and roads in the event of any emergency, including fires and cyclonic weather.

- **World Heritage**

The proposed planting areas are adjacent to the Shark Bay World Heritage Area where tourists visit the stromatolites, shell beach and the Boolagoora Walk at nearby Hamelin Pool. Ensuring the existing main tourist routes are available for evacuation in the event of a fire is important.

It is recommended that the proponents consult with the Shark Bay World Heritage Advisory Committee.

- **North West Coastal Highway**

The North West Coastal Highway is under the care and control of Main Roads WA. It is recommended that the proponent liaise with Main Roads Western Australia about implementing a low fuel buffer adjacent to the Highway as a defensible space for emergency workers.

Town Planning Innovations liaised with Main Roads Western Australia in regards to the proposal however a response had not been received at the time of writing this report.

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no known local government policy implications associated with this matter.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

Bushfire Management and protection of tourist routes is a strategic issue outlined in this report.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

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

21 October 2020

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

ATTACHMENT # 1

From: Phoebe Gott <Phoebe.Gott@climatefriendly.com>
Sent: Wednesday, 14 October 2020 11:04 AM
To: Rhonda Mettam <Rhonda@sharkbay.wa.gov.au>
Cc: Correspondence <correspondence@climatefriendly.com>
Subject: Hamelin Station- Comments on Regeneration Project

To whom it may concern,

I am writing to seek The Shire of Shark Bay's comments or any advice on a request of Ministerial approval to conduct a carbon farming project on Hamelin Station. I am from the organisation Climate Friendly, and we are the carbon project developer for Bush Heritage Australia (lessees for this property) who have registered the Bush Heritage Hamelin Regeneration Project. I have attached the declaration and certificate of titles for the property we are requesting approval for.

Along with the project specific information I have also attached factsheet about how a carbon farming project works.

The process to get Ministerial approval states we are required to seek comment or advice from the Local Government Authorities prior to submitting to the State Government. If you require any further information to provide said advice then please do not hesitate to get in contact.

Kind regards,

Phoebe Gott
Legal and Governance Coordinator



T 1800 233 276 | [Skype](#) live: phoebe.gott_1
Level 2, 140 William Street, Woolloomooloo NSW Australia 2011



www.climatefriendly.com

We acknowledge the Traditional Owners of Our Country throughout Australia and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to the Elders both past and present.

Please consider the environment before printing this email.

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* This message has been scanned by the PPS spam filtering system.

ATTACHMENT # 2



**Your guide to
carbon farming**
NATIVE FOREST REGENERATION

WHAT IS A REGENERATION PROJECT?

Regeneration carbon farming projects involve managing an area of land in a way that enables native vegetation to regenerate naturally into forest.

Carbon farmers do this by changing, reducing or removing factors that would otherwise suppress regeneration (for example grazing pressure, feral animals and non-native plants and clearing or thinning practices).

The regenerating forest captures and stores carbon in the landscape, producing carbon credits, which can then be traded to bring in an income.

A regeneration project is implemented for either 25 or 100 years. Projects can only take place on land areas that did not have forest cover for the ten years before the project commenced.



**CARBON
FARMING CAN
HELP YOU
GENERATE THE
INCOME YOU
NEED TO FARM
THE WAY YOU
WANT TO**

CONTACT US NOW

 1800 223 276  www.climatefriendly.com  carbonfarming@climatefriendly.com



MANAGING YOUR LAND FOR CARBON FARMING UNDER THE REGENERATION METHOD

THE PRIMARY GOAL OF A REGENERATION PROJECT IS TO NATURALLY REGENERATE NATIVE FOREST ON PARTS OF YOUR PROPERTY.

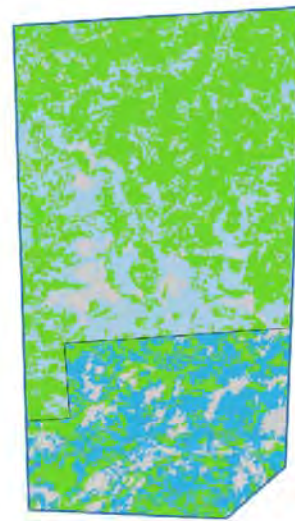
WHAT IS 'FOREST'?

The Australian Government defines a "forest" as an area greater than 0.2 hectares, that has at least 20% tree canopy, with trees that are more than 2 metres in height.

"Regeneration" is native vegetation which is growing or thickening to become a forest.



Example - 20% canopy cover taken using drone



EXAMPLE PROJECT MAP

- Project area
- Baseline forest
- Exclusion area
- Carbon estimation area
- 1
- 2

HOW DO I EARN CARBON CREDITS?

Regeneration projects will earn carbon credits for areas of their property which are naturally regenerating and which can be expected to meet the definition of a forest within about 15 years of the start of a project. These parts of the property are referred to as "carbon estimation areas".

Carbon estimation areas on your property may grow or shrink in size as new areas of regeneration are detected, or if regeneration can no longer be detected. Climate Friendly conducts ongoing monitoring so that carbon estimation areas reflect the conditions on the ground. Increases or reductions in the carbon estimation area will increase or reduce the amount of carbon credits generated by the project.

Projects will not earn credits for areas that have no regeneration, or which were already forested at any point in the 10-year period leading up to the start of a project. These areas are referred to as "exclusion areas".

AUSTRALIAN CARBON FARMING FRAMEWORK

Carbon farming in Australia is made possible by:

- a **Legislative Framework**, including
 - Carbon Credits (Carbon Farming Initiative) Act 2011 (CFI Act)
 - Carbon Credits (Carbon Farming Initiative) Regulations 2011
 - Carbon Credits (Carbon Farming Initiative) Rule 2015
 - Government approved carbon farming **Methods**, including the human-induced regeneration method (*referred to in this guide as the 'regeneration' method*)
- a **Regulator** (the Clean Energy Regulator), which administers the Legislative Framework, issues carbon credits, and also purchases carbon credits through the Emissions Reduction Fund
- a **Market** - sellers and buyers of carbon credits
- carbon farming **Projects** that follow an approved method to generate carbon credits which are traded through the market

HOW DO I MANAGE MY PROPERTY ONCE I HAVE A REGENERATION CARBON FARMING PROJECT?

Regeneration projects aim to **reduce or eliminate things that have previously been suppressing natural regeneration** on your property.

As part of your project you will implement one or more approved management activities in the carbon estimation area on your property. These can include:

- rotational grazing management at "safe DSE"
- management of feral animals in a humane manner
- managing plants that are not native to the project area
- ceasing clearing or thinning of native regrowth
- excluding livestock altogether

Exclusion areas, which are not part of the project, can largely be managed as they have been in the past.

You may continue to run livestock across your entire property provided that it is not suppressing regenerating forest in the carbon estimation areas.

Actively maintaining roads, fences, firebreaks, water points and pathways, and other infrastructure is encouraged, and can promote and sustain regeneration.

Planting trees or destroying biomass (eg. with fire) is not permitted in the project area. However, "ecological thinning" (ie. thinning which is for the benefit of the health of the forest) is permitted under certain conditions.

You must continue to manage your property consistently with requirements of the regeneration method for the duration of the project permanence period.

ABOUT CLIMATE FRIENDLY

Climate Friendly has been in **business since 2003**. In that time we have helped hundreds of regional, rural and remote Australian families and businesses develop their carbon farming projects in the way that suits them best.

Climate Friendly supports the **widest range of carbon farming project types** of any carbon farming business, so we're well placed to help you tap into the opportunities offered by carbon farming. As your business partner, we share upfront costs and only get paid when you get paid.

Our team of experts will help you navigate the process of becoming a carbon farmer and make sure you receive an income stream in return for your contribution to tackling the climate challenge.

CONTACT US NOW

☎ 1800 223 276
🌐 www.climatefriendly.com
✉ carbonfarming@climatefriendly.com



WE KNOW THE LAND SECTOR

Many of our project managers already live on the land and in rural communities. We establish long-term and equitable partnerships with our carbon farmers, and pride ourselves on honest, direct and personal communication.

WE KNOW CARBON PROJECTS

Founded by a CSIRO scientist, our expert team has ensured every audited project we've undertaken has successfully passed independent review.

WE KNOW THE CARBON MARKET

Our projects have already generated over \$130 million in carbon credits for our partners, based on average market prices, giving them the chance to plan ahead and embrace new opportunities. We will generate \$500 million in revenue for our partners over 10 years.



ATTACHMENT # 3



ERF Project ID: ERF159308

Declaration of an Emissions Reduction Fund project

I, Tiffany Thomson, delegate of the Clean Energy Regulator, declare under subsection 27(2) of the Carbon Credits (Carbon Farming Initiative) Act 2011 (the Act) that Bush Heritage Hamelin Regeneration Project (the project) is a registered project for the purposes of the Act.

The participant for the project is Bush Heritage Australia, with ABN 78053639115 and Client ID 100345271.

The project is located in Western Australia. The relevant land titles are 220/DP220521 and 74/DP220521.

The project is in the local government area of Shire of Shark Bay and in the Rangelands natural resource management region.

The applicable method for the project is the Carbon Credits (Carbon Farming Initiative) (Human-Induced Regeneration of a Permanent Even-Aged Native Forest—1.1) Methodology Determination 2013 C3.

The crediting period for the project is 25 years, commencing on the date this declaration is made.

Attached is a scale map of the project area.

I also declare that the project is a 25-year permanence period project.

The following condition applies to this declaration:

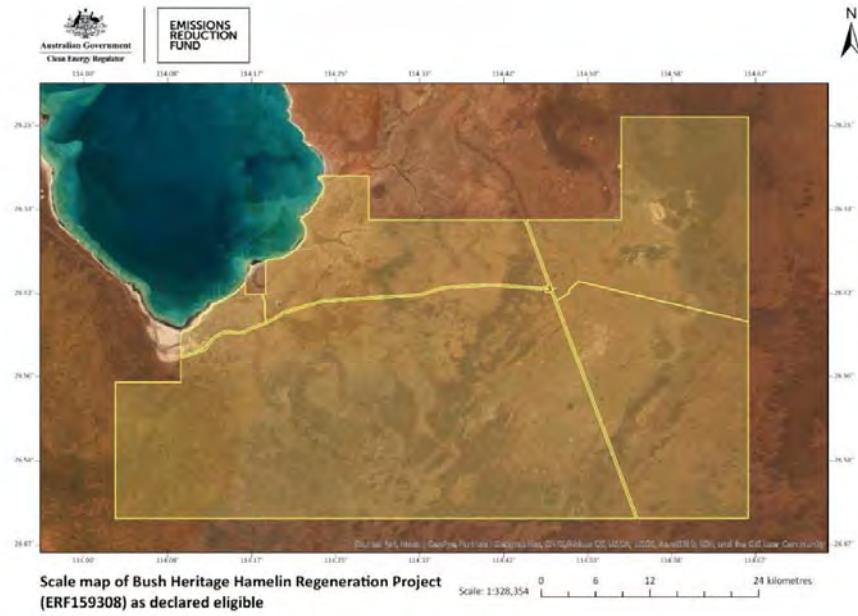
- That the written consent of each relevant interest-holder to the existence of the declaration must be obtained before the end of the first reporting period for the project.

Tiffany Thomson
Manager
ERF Assessments (Land)
Emissions Reduction Fund Branch

1 September 2020

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020



28 OCTOBER 2020

13.0 WORKS REPORT

13.1 INFRINGEMENT – DENHAM DEPARTMENT OF TRANSPORT CARPARK RC00004

AUTHOR
Shire Ranger

DISCLOSURE OF ANY INTEREST
Nil

Officer Recommendation

That Council:

Option 1

Request the administration to withdraw infringement # 0067 and advise Mr & Mrs Ducat that no further action will be taken in regard to this matter.

OR

Option 2

Refuse the request to withdraw infringement # 0067 and instruct the administration to advise Mr & Mrs Ducat that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That Council refuse the request to withdraw infringement # 0067 and instruct the administration to advise Mr & Mrs Ducat that the infringement is due and payable and to take the necessary action to further prosecute the infringement if required.

5/1 CARRIED

BACKGROUND

On the 23 September 2020 at 12:10pm infringement # 0067 was issued to a trailer that was parked in the Denham Department of Transport Carpark, Denham.

The infringement was parking in a parking area not in accordance to signs, contrary to Clause 3.1 (3)(b) of the **Parking and Parking Facilities Local Law**.

A silver Stacer boat trailer, registration 1TVC - 077 (WA), was parked 20 meters from double sided sign which measures 600mm x 900mm. No one was present at the trailer at the time the infringement was issued by the Shire Ranger.

COMMENT

Mr & Mrs Ducat sent an email on Wednesday, 23 September 2020 1:41 PM requesting that this infringement be considered by Council.

A copy of this email, a copy of the infringement issued, photos of the trailer and photos of the signs displayed at Denham Department of Transport Carpark are provided at the end of this report.

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

The sign would have been approximately 2-6 meters from the vehicle and trailer (dependent on which lane they utilised) when they launched their boat at the recreational boat ramp.

The placement of the sign provides good visibility and is of a suitable size that is easy to see.

The carpark also has signage to direct visitors to the overflow carpark on Hughes Street. This carpark allows for unattached trailers. This sign is in clear view in the centre of the reversing bay.

LEGAL IMPLICATIONS

The infringement has been issued in accordance with the Shire of Shark Bay schedule 2 – Local Government Act 1995 – Form 3, Parking and Parking Facilities Local Law Infringement Notice

Clause 3.1 (3)(b) of the Parking and Parking Facilities Local Law

POLICY IMPLICATIONS

There are no policy implications relative to this report.

FINANCIAL IMPLICATIONS

The modified penalty for the infringement is \$100.00.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Works Manager

B Galvin

Chief Executive Officer


P Anderson

Date of Report

1 October 2020

28 OCTOBER 2020

PO Box 126, Denmark 6507
Ph: (08) 9948 1218 • Fax: (08) 9948 1237
Email: admin@sharkbay.wa.gov.au

 SCHEDULE 2 - LOCAL GOVERNMENT ACT 1995 - FORM 3
**PARKING AND PARKING FACILITIES
LOCAL LAW INFRINGEMENT NOTICE**

Serial No 0067
Date 23/09/2020

To (1)
of (2)

It is alleged that on 23/09/2020 at (3) 12/0/20
at (4) SHARK BAY TOWN CENTRAL CARPARK In respect of vehicle -
make TOYOTA
model PROCE
registration 1TV2 DTJ WA
was involved in the commission of the following offence -
DRIVING A MOTOR VEHICLE IN A PARKING PLACE
contrary to Clause of the Parking and Parking Facilities Local Law.
The modified penalty for the offence is \$ 100.00

If you do not wish to have a complaint of alleged offence heard and determined by a court, the amount of the modified penalty may be paid to an Authorised Person at
(5) SHARK BAY TOWN CENTRAL CARPARK
within a period of 28 days after the giving of this notice.

Unless within 28 days after the being served with this notice -
(a) you pay the modified penalty, or
(b) you -
(i) inform the Chief Executive Officer or another Authorised Officer of the Local Government as to the identify and address of the person who was the driver or person in charge of the vehicle at the time the offence is alleged to have been committed, or
(ii) you satisfy the Chief Executive Officer that the vehicle had been stolen, or was being unlawfully used, at the time the offence is alleged to have been committed, you will, in the absence of proof to the contrary, be deemed to have committed the above offence and court proceedings may be instituted against you.

If you take no action this infringement notice may be registered with the fines Enforcement Registry after which your driver's licence or any vehicle licence held by you may be suspended. If the matter is registered with the Registry additional costs will also be payable.

If the above address is not your current address, or if you change your address, it is important that you advise us immediately. Failure to do so may result in your driver's licence or any vehicle licence you hold being suspended without your knowledge.

(6)
(7) SHARK BAY TOWN CENTRAL CARPARK

(1) Name of alleged offender or "the owner"	(5) Place where modified penalty may be paid
(2) Address of alleged offender	(6) Signatures of Authorised Person
(3) Time of alleged offence	(7) Name and title of Authorised person given notice
(4) Location of alleged offence	

Other

Dist to sign: Sign type: Side of Road: N S E W
Outside Adjacent/Opposite to: Facing: N S E W L R
Rego Plate: Writing WA Background WHITE State WA
MAP

RDO
OFFICE
Non Star

MINUTES OF THE ORDINARY COUNCIL MEETING

28 OCTOBER 2020

From: jessducat@outlook.com <jessducat@outlook.com>
Sent: Wednesday, 23 September 2020 1:41 PM
To: Rhonda Mettam <Rhonda@sharkbay.wa.gov.au>
Subject: I-CR-28971 - Dispute of fine

To Shark Bay Shire,

My husband's boat trailer was issued with a fine today due to being unhitched from the car, at the parking lot near the boat ramp.

We noticed the fine when I returned to the boat ramp to collect him, as I had walked to the foreshore with my 2 young children and our 4 month old puppy. It became apparent our puppy (a long haired breed) was suffering from the heat and would not fare well should I have forced her to walk back to where we were staying. What I felt was fortuitous was the ability to unhitch our car from the trailer to take the puppy back to shade and water so she could recover.

Myself and my husband waved down the ranger, Matthew James, to enquire about why we had encountered the fine. He advised of the small sign indicating that trailer could not be unhitched in that car park but did not offer an explanation as to why this was. He did however state several times that if I had explained the reason why I took the car that he would not have issued the fine. He continued by saying that he would go to the shire office and advise we were coming to explain to them - so that they would cancel the fine.

Myself and my husband attended the office as advised to do my Matthew. The lady behind the desk initially went to speak with Matthew regarding this but returned to say the fine could not, in fact, simply be 'cancelled at the office' as Matthew had stated to us and that we needed to email instead. We also asked her to explain why trailers were unable to be unhitched there and all she could say was "that's the rules" - I am sure others will agree this is not a reason nor well explained for someone on the front desk at a shire.

Matthew appeared and proceeded to deny he had advised us to discuss the fine with the office. Understandably this infuriated my husband and he called Matthew out on his lie.

There are several items we require as the outcome of this email:

- an explanation as to why trailers cannot be unhitched to the point of needing to fine people for doing so (additionally, at the time the car park was varelly half full)
- a reason as to why the ranger would advise us of one thing when in the community and then deny this once in the office
- waiving the fine given the reason provided. Completely innocent, with the best intentions for our very young puppy in mind.

We look forward to your response.

Regards

Jess and Ben Ducat

* This message has been scanned by the PPS spam filtering system.

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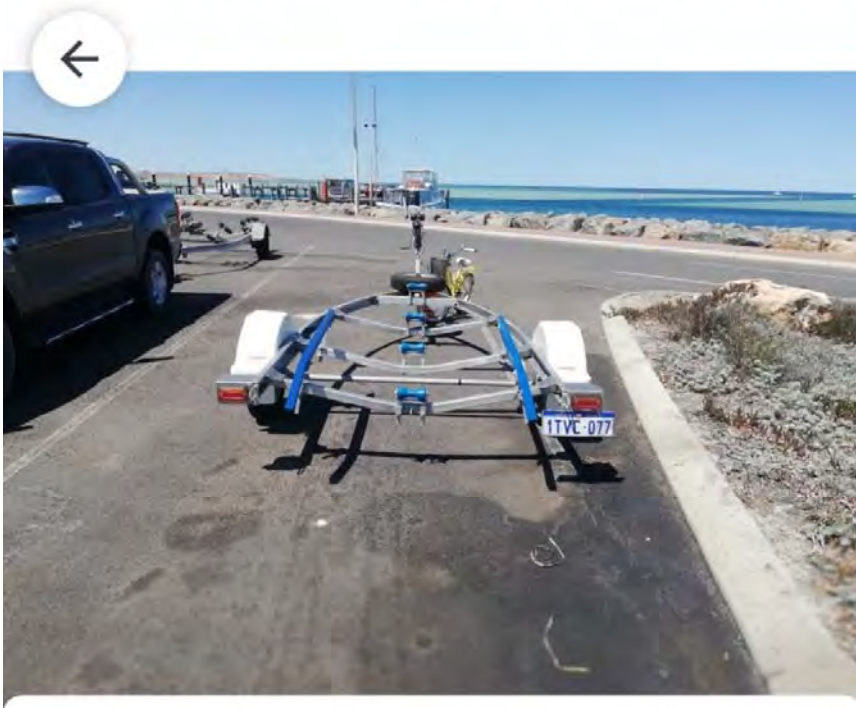


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Wed., 23 Sep. 2020 • 11:27 am

LOCATION





28 OCTOBER 2020

Account of dealings with Mr. & Mrs. Ducat

2:19pm 23/09/2020

Matthew James

Shire Ranger

Today at 11:15 am. I have seen 2 unattached Trailers in the Department of Transport carpark (Large signs warn where you would reverse a boat, it is on your left hand side and easy to see also a sign for the overflow where you can park a trailer). I decided to take some photos and leave the trailers to after lunch which was at 11:30am, when I finished lunch (30mins), I proceeded to go back to the Department of Transport carpark and infringe the trailers that were still at the Department of Transport carpark in Denham.

After I had finished the infringements I was called back by a lady to where I had infringed the second trailer with a yellow bike attached to the tow ball end. The lady asked me why she had been infringed, I saw her walking back from the sign and asked if she had read the sign and she said she only read the 'overflow parking' sign, which is where both signs are situated. I proceeded to ask why she had parked the trailer and left it in the bay, to which I was told her puppy had long hair and it would over heat walking it the 100/150 meters to the playground, to which I replied "that was not a good enough reason for the trailer to be left there" and her partner agreed, and that she could of taken the car and trailer together close to the playground and that It was legal to park a car and trailer together in 2 spaces. The lady proceeded to tell me that her husband used to work in kalbarri as a policeman and came into town to take over when the local police take time off, for what reason she was telling me this I do not know? I said that if they go down to the shire and explain their reason for parking a trailer and if it was a good enough reason (to which I already explained it was not), may be it could be reconsidered.

I have driven down to the shire office to talk to the Chief Executive Officer and to tell him about the heated conversation I had with the couple down at the Department of Transport carpark and to their reasons to parking a trailer there, the couple had walked in to the office and have lied to the Chief Executive Officer and told him that I said that if they go to the shire office to talk to the Chief Executive Officer they would be "let off their fine", which is not how the process works and not what I told them, and her husband proceeded to swear at the staff in the office before leaving.

M. James

28 OCTOBER 2020

14.0 TOURISM, RECREATION AND CULTURE REPORT

Tourism, Recreation and Culture report was presented as item 11.1 under the Administration banner.

15.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

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

16.1 2020 Tidy Town's Sustainable Community Awards Finalist

6/0 CARRIED

16.1 2020 TIDY TOWN'S SUSTAINABLE COMMUNITY AWARDS FINALIST
CR00003

AUTHOR

Executive Manager Community Development

DISCLOSURE OF ANY INTEREST

Nil

Officer Recommendation

1. That Council send the following representatives to Perth for the 2020 Keep Australia Beautiful Council Tidy Town Awards ceremony on Friday 27 November

1. _____
2. _____
3. _____

OR

2. That Council does not send a representative to Perth for the 2020 Keep Australia Beautiful Council Tidy Town Awards ceremony on Friday 27 November.

Moved Cr Ridgley
Seconded Cr Burton

Council Resolution

That Council does not send a representative to Perth for the 2020 Keep Australia Beautiful Council Tidy Town Awards ceremony on Friday 27 November.

6/0 CARRIED

BACKGROUND

In July of this year, the Keep Australia Beautiful Council launched its annual Tidy Towns Sustainable Community Awards for 2020.

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The Awards cover 7 different categories, and the Shire's Community Development Officer nominated Denham in three categories

- General Appearance
- Heritage and Culture
- Litter Prevention and Waste Management

The judges visited Denham on the 14th and 15th of September to complete and on-site assessment, and on October 23rd we were notified that Denham was a finalist in the Litter Prevention and Waste Management. category.

A full list of finalists is shown below

Litter Prevention & Waste Management	Boddington, Denham, Geraldton, Karratha, Narrogin, Port and South Hedland
Young Legends	Albany, Bridgetown, Collie, Greenbushes, Kalgoorlie Boulder, Port and South Hedland
Environmental Sustainability	Boddington, Dumbleyung, Kalgoorlie Boulder, Kojonup, Port and South Hedland, Wongan Hills
Environmental Education	Boddington, Broome (SHS), Kalgoorlie Boulder, Kojonup, Pia Wadjarri, Wellstead
Heritage & Culture	Albany, Carnarvon, Darkan, Mount Magnet, Narambeen, Narrogin
Community Action & Wellbeing	Albany, Boddington, Narrogin, Wandering, Waroona, Wongan Hills
Community Action COVID	Corrigin, Greenbushes, Kununurra, Marble Bar, Port and South Hedland, Yandeyarra
General Appearance	Gascoyne Junction, Jarlmadangah Burru, Karratha (Dampier), Narrogin, Norseman, Wellstead, Yandeyarra

The last time the Shire entered the Tidy Towns competition was in 2001.

COMMENT

The Awards ceremony and announcement of category winners is scheduled to be held at Optus Stadium on 27 November and, as a finalist, the Shire receives 3 complimentary tickets to the event (additional tickets are available for purchase at \$70 each).

If Council were to chose to send one or more representatives to the event (Councillors and/or staff) a cost would be incurred for flights, accommodation and meals.

It should be noted that the day of the Tidy Towns Awards, 27 November, is the same day as the Regional Roads Group meeting and Western Australian Local Government Association Zone meeting in Carnarvon.

LEGAL IMPLICATIONS

There are no legal implications relevant to this item.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

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FINANCIAL IMPLICATIONS

Return flights (down on Thursday 26 November and back Sunday 29) are currently available at approximately \$800. Several hotels are currently available within a 2km walking distance at less than \$200 per night.

STRATEGIC IMPLICATIONS

Strategic Community Plan 2020– 2030

3.1 Promote reduced environmental impact within the Shire

6.1 Effectively represent and promote the Shire of Shark Bay

RISK MANAGEMENT

There are no risks relevant to this item

VOTING REQUIREMENTS

Simple majority required

SIGNATURES

Author

D Wilkes

Chief Executive Officer

P Anderson

Date of Report

27 October 2020

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17.0 MATTERS BEHIND CLOSED DOORS

Moved Cr Fenny
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 LOT 159 (37) DURLACHER STREET, DENHAM – UNAUTHORISED DEVELOPMENT (SEA CONTAINER)
P1185

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 Stubberfield
Seconded Cr Smith

Council Resolution

That Council consider the Officers recommendation contained within the body of the report.

6/0 CARRIED

Officer Recommendation

That Council:

1. Note that the owner of Lot 159 (37) Durlacher Street, Denham has approval to construct a new outbuilding on the lot. The owner has requested that the Shire allow an existing unauthorised sea container to be retained for a maximum 12 month period.
2. Note that three options are outlined in this report for consideration.
3. Resolve to pursue:
 - Option 1 – Allow 12 months for removal of the sea container as requested by the owner.
 - Option 2 – Allow a (lesser) time period of _____ months for removal of the sea container.
 - Option 3 – Issue a Written Direction to require removal within 60 days.
4. Authorise the Chief Executive Officer to Issue a Written Direction to require removal of the sea container by the time period decided upon by Council and reflected in the chosen option adopted under Point 3 above.

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Moved Cr Stubberfield
Seconded Cr Smith

Council Resolution

That Council:

1. **Note that the owner of Lot 159 (37) Durlacher Street, Denham has approval to construct a new outbuilding on the lot. The owner has requested that the Shire allow an existing unauthorised sea container to be retained for a maximum 12 month period.**
2. **Note that three options are outlined in this report for consideration.**
3. **Resolve to pursue:**
Option 2 – Allow a time period of 6 months for removal of the sea container.
4. **Authorise the Chief Executive Officer to Issue a Written Direction to require removal of the sea container by the time period decided upon by Council and reflected in the chosen option adopted under Point 3 above.**

5/1 CARRIED

17.2 **BROCKMAN STREET UPGRADES**
CM00068

Author
Works Manager

Disclosure of Any Interest

Disclosure of Interest: Mr Brian Galvin

Nature of Interest: Proximity Interest as closely associated person lives on Brockman Street and I am the author of the report.

Disclosure of Interest: Cr Smith

Nature of Interest: Proximity Interest as owns property on Brockman Street

Moved Cr Stubberfield
Seconded Cr Fenny

Council Resolution

That Council suspend Standing Orders, clause 9.5 Limitation on number speeches to be suspended at 4.57 pm for open discussion on Item 17.2 Brockman Street Upgrades.

6/0 CARRIED

Cr Smith left the Council Chamber at 4.58 pm

Moved Cr Ridgley
Seconded Cr Fenny

Council Resolution

That Council reinstate standing orders at 5.06 pm.

5/0 CARRIED

28 OCTOBER 2020

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

That Council consider the officers recommendation as contained within the confidential report.

Mr Galvin left the Council Chamber at 5.09 pm

5/0 CARRIED

Moved Cr Fenny
Seconded Cr Ridgley

Council Resolution

- 1. That the Council note the two responses from the Western Australian Local Government preferred suppliers list for RFQ 2020/2021-01**
- 2. That Council note and endorse that as a result of the Evaluation Panel determining the compliance, qualitative and pricing structures offered it was considered that Griffin Civil has provided the best quote based on the information supplied under Brockman Street Upgrades 2020/2021.**
- 3. That Council appoint Griffin Civil based upon the assessment of the compliance, qualitative and pricing structures offered and negotiated under PS 2020/2021-01 Brockman Street Upgrades**

5/0 CARRIED

Cr Smith and Mr Galvin returned to the Council Chamber at 5.11 pm

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

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

6/0 CARRIED

At 5.12 pm the President read aloud the Council decision that had been taken during the time the meeting was closed to the public in accordance with Council's Local Laws relating to Standing Orders clause 12.7(3)(a)(b)(c)(d)(e).

18 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 25 November 2020, commencing at 3.00 pm.

19 CLOSURE OF MEETING

When there is no further business the President will close the Ordinary Council meeting. Closed at 5.13 pm.