


SHIRE OF SHARK BAY

MINUTES

15 December 2020

ORDINARY COUNCIL MEETING



Tidy Towns Sustainable Awards
2020
WINNER

Litter Prevention
& Waste Management

*Denham,
Shire of Shark Bay*

Project: Effective waste management by reducing litter and recycling items

SHIRE OF SHARK BAY - 2020 WINNER
LITTER PREVENTION & WASTE MANAGEMENT
TIDY TOWNS SUSTAINABLE AWARDS



15 DECEMBER 2020



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

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

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 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 Tuesday 15 December 2020 commencing at 3.00 pm.

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1.0 DECLARATION OF OPENING

The President declared the meeting open at 3.00 pm.

2.0 RECORD OF ATTENDANCES / APOLOGIES / LEAVE OF ABSENCE GRANTED

ATTENDANCES

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

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

APOLOGIES

VISITORS

1 Visitor

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS ON NOTICE

There are no previous public questions on notice

4.0 PUBLIC QUESTION TIME

The President opened public question time at 3.00 pm and as no question were put forward the President closed public question time at 3.00 pm.

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

There are no applications for leave of absence requested by Councillors.

6.0 PETITIONS

There were no petitions presented to the December 2020 Ordinary Council meeting.

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7.0 CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 25 NOVEMBER 2020

Moved Cr Cowell
Seconded Cr Smith

Council Resolution

**That the minutes of the Ordinary Council meeting held on 25 November 2020, as circulated to all Councillors, be confirmed with the following adjustment:
Item 11.3 vote should read 4/1 CARRIED;**

as a true and accurate record.

6/0 CARRIED

Cr Cowell read aloud that she wished to move a motion to rescind Item 10.2 point 4 of the Ordinary Council meeting held on the 25 November 2020.

Declaration of Interest: Cr Smith
Nature of Interest: Financial Interest as Business Director

Cr Smith left the Council Chamber at 3.03 pm.

Cr Cowell's statement as follows:

ITEM 10.2 – NOVEMBER 2020 COUNCIL MEETING

APPLICATION FOR USE OF TOWN COMMON (RESERVE 49809) UNALLOCATED CROWN LAND AND NETTAS BEACH

Councillor - Please note that I will not be supporting Confirmation of the minutes of the November 2020 OCM as I don't consider that the Council Resolution recorded in the Unconfirmed Minutes (pages 92 and 91), reflect the intent of the discussions and the amendments requested in relation to the Officer's Recommendation.

The majority of the five councillors present for the debate on Item 10.2 were agreed that Point 4 of the Officers Recommendation in the Agenda papers, was not warranted at this preliminary stage of the proposal to conduct 'camel walks/exercising of animals', and that currently Council was not provided with sufficient information on the proposal to provide a support letter to the State Government UCL management agency.

Council was being asked to provide 'carte blanche' support to the Department of Planning, Lands and Heritage for a potential commercial licence to walk camels on Unallocated Crown Land (UCL) in Shark Bay, without being aware of specific details of any future proposal relating to existing tracks, etc. nor which areas of UCL were included in the proposed operation.

Four of the five councillors present DID NOT want to provide ANY written support to DPLH or other agencies for the proposal to commence anywhere on UCL until a more detailed proposal

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and/or business or management plan could be presented to, and considered by, Council. The fifth councillor suggested that Clause 4 be completely deleted at this stage.

NEW MOTION

1. **DELETE Clause 4 in its' entirety.**

OR

2. **REPLACE Clause 4 with a new Clause – as per below or similar.**

Following the receipt and consideration of detailed plans and maps designating specified existing tracks to be utilised for the purpose of 'walking/exercising camels', the Shire of Shark Bay Council may provide a letter of support to DPLH supporting a commercial licence to 'walk camels' on Unallocated Crown Land in the Shark Bay Shire.

Moved Cr Cowell
Seconded Cr Bellottie

Council Resolution

That Council consider revoking point 4 of item 11.2 – Application for Use of the Town Common (Reserve 49809), Unallocated Crown Land and Netters Beach from the Ordinary Council meeting held on the 25 November 2020.

6/0 CARRIED

Moved Cr Bellottie
Seconded Cr Ridgley

Council Resolution

That Council revoke point 4 of item 11.2 – Application for Use of the Town Common (Reserve 49809), Unallocated Crown Land and Netters Beach from the Ordinary Council meeting held on the 25 November 2020.

6/0 CARRIED

Cr Smith returned to the Council Chamber at 3.19 pm.

8.0 ANNOUNCEMENTS BY THE CHAIR

The President announced that a United States group was looking at purchasing Nanga.

MINUTES OF THE ORDINARY COUNCIL MEETING

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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 November 2020	Special Meeting Western Australian Local Government Association State Council – Strategic Forum
10	Department of Local Government / Western Australian Local Government Association Local Government Act Review – Code of Conduct
11	Remembrance Day Commemoration
13	Western Australian Local Government Association Webinar, Ben Wyatt, State Treasurer Western Australian Local Government Association Governance and Policy Team meeting NAIDOC Flag Raising Ceremony Vince Catania, MLA Visit to Shark Bay
25	Webinar - Minister MacTiernan Australian Citizenship Ceremony Deputation to Council – Tomahawk Property November Council Meeting
26	Destination Shark Bay Working Group meeting
27	Gascoyne Zone meeting – Carnarvon Combined Gascoyne Shires / Department of Biodiversity, Conservation and Attractions, Parks and Wildlife meeting
2 December	Western Australian Local Government State Council meeting Western Australian Local Government Association Strategic Forum Western Australian Local Government Association Governance and Organisational Services Policy Team meeting
4	Destination Shark Bay Advocacy meeting
5	Thank a Volunteer Day Event
9	Gascoyne Development Commission Board meeting
11	Seniors' Christmas Party
15	December Shire Council meeting

Signatures

Councillor *Councillor Cowell*
Date of Report 4 December 2020

Moved Cr Fenny
Seconded Cr Burton

Council Resolution

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

7/0 CARRIED

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10.0 COUNCILLORS' REPORTS

10.1 CR RIDGLEY
GV00008

Committee Membership

Member	Audit Committee
Member	Shark Bay Business and Tourism Association
Deputy Delegate	Local Emergency Management Advisory Committee

Meeting Attendance

9 December	Attended the Tourism and Business Association Annual General Meeting
------------	--

Signatures

Councillor	<i>Councillor Ridgley</i>
Date of Report	4 December 2020

Moved	Cr Fenny
Seconded	Cr Burton

Council Resolution

That Councillor Ridgley's December 2020 report on activities as Council representative be received.

7/0 CARRIED

10.2 CR BURTON
GV00018

Committee Membership

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

Meeting Attendance

5 December 2020	Thank a Volunteer Day celebrations
11	Seniors Christmas lunch
11	Shire Christmas party
12	Shark Bay Christmas Wonderland

Signatures

Councillor	<i>Councillor Burton</i>
Date of Report	2 December 2020

Moved	Cr Fenny
Seconded	Cr Cowell

Council Resolution

That Councillor Burton's December 2020 report on activities as Council representative be received.

7/0 CARRIED

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11.0 ADMINISTRATION REPORT

11.1 ROBERT AND VIRGINIA HEWETT – STATUTORY DECLARATION P1075

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Ridgley

Seconded Cr Smith

Council Resolution

That Council note the Statutory Declaration submitted by Robert and Virginia Hewett.

Note that there is no evidence provided in the Statutory Declaration or otherwise in support of their claims of the “incredible amount of Harassment from the Council”.

Advise Robert and Virginia Hewett that no further correspondence will be entered into regarding the unsubstantiated claims and statements presented in the Statutory Declaration.

7/0 CARRIED

Background

Ms Virginia Hewett emailed Council regarding their opinion that Council had carried out a prolonged and vindictive attack on a man and woman that have lived in Denham.

The email was presented to Council at the Ordinary meeting in July 2018 which Council noted and a response was sent advising of Councils decision. (attachment # 1)

A statutory declaration has now been received from Robert and Virginia Hewett (attachment # 2) that makes a number of statements and also claims of harassment by the Council against Mr Hargreaves.

A statutory declaration is a statement of fact that the person making the statement declares to be true and can be used for evidence.

There are penalties for making false statements in a statutory declaration on purpose, and individuals can be charged with a criminal offence.

Comment

The Statutory Declaration makes broad statements regarding Mr Hargreaves and specifically at point 4 states:

From letters I have seen the incredible amount of harassment from the council that my wife wrote to the council about in 2018 has continued and not changed at all.

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The 2020 statutory declaration at point 5 makes the request
Please do something to rectify this issue.

And further at point 6 makes a further request

To the C.E.O. I request you place this letter to be discussed at the next council meeting

There was no evidence provided in the 2018 email to support the allegations that were made , the only comment made in regard to the claim that the Council has undertaken a prolonged and vindictive attack provided by the individual was;

was having met one of your local identities and listened at length to his stories

There is also no evidence in support of the claims made in the 2020 statutory declaration and it is unclear as to what purpose the declaration is seeking to achieve apart from the request to rectify an issue the persons believe to be true and having the matter to be discussed at a Council meeting.

The majority of correspondence since 2018 has been responses to correspondence from Mr Hargreaves.

The exceptions were of a follow up letter of 13 July 2020 requesting confirmation of compliance with planning conditions and a personal commitment that Mrs Hargreaves had given in support of the application to commence a Bed and Breakfast at Mrs Hargreaves premises at 14 Durlacher Street and a dog infringement matter that was resolved by Mr H Hargreaves in 2018.

The Council is not compelled to take any further action in regard to this matter.

Legal Implications

There are no legal implications relative to this report.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

There are no policy implications relative to this report.

Strategic Implications

There are no Strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

2 December 2020

MINUTES OF THE ORDINARY COUNCIL MEETING

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ATTACHMENT # 1

MINUTES OF THE ORDINARY COUNCIL MEETING

25 JULY 2018

11.0 ADMINISTRATION REPORT

11.1 VIRGINIA HEWETT – CORRESPONDENCE RECEIVED
GV00015

AUTHOR
CHIEF EXECUTIVE OFFICER

DISCLOSURE OF ANY INTEREST
NIL

Moved Cr Capewell
Seconded Cr Fenny

Council Resolution

That Council note the correspondence received from Virginia Hewett via email on Wednesday 4 July 2018.

7/0 CARRIED

BACKGROUND

On Wednesday 4 July 2018, Council's administration office received correspondence from Virginia Hewett.

Ms Hewett has commented that Council has carried out a prolonged and vindictive attack on a man and woman that have lived here in our community.

The Council may assume the identity of the individual that is referred to as alleged to being subject to harassment and foul play, however without substantial evidence the email correspondence is predominantly hearsay.

COMMENT

Ms Hewett has requested that a copy of the item received by the Council at a Council meeting.

The email received on Wednesday 4 July 2018 is attached at the end of this report.

LEGAL IMPLICATIONS

There are no legal implications relative to this report.

POLICY IMPLICATIONS

There are no policy implications relative to this report

FINANCIAL IMPLICATIONS

There are no financial implications relative to this report.

STRATEGIC IMPLICATIONS

There are no strategic implications relative to this report

RISK MANAGEMENT

This is low risk item to Council

Confirmed at the Ordinary Council meeting 29 August 2018 – Signed by the Presiding Person Cr Ridgely _____ 8

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MINUTES OF THE ORDINARY COUNCIL MEETING

25 JULY 2018

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Chief Executive Officer *P Anderson*

Date of Report 5 July 2018

Cc to Vince Catania and minister templeton Virginia Hewett
6 bredt st
Bairnsdale
Victoria. 3875

Dear shark bay council,

I am writing this letter in bewilderment ,as I try to gain understanding into your behaviour. My husband and I are from a small country town in Victoria and we visited your beautiful little town 10 years ago with friends , since that time you have obviously made great headway and the foreshore is a credit to you ,as is the obvious development of the facilities ,and council buildings that you have.

What I can not even begin to understand is that,(having met one of your local identities and listened at length to his stories,)what on earth has developed in the council to have made you carry out such a prolonged and Vindictive attack on a , (what I have observed , to be) man and woman that have lived here in your community .and served in whatever capacity they have been able to.

le building one of your most photographed buildings in shark bay and running it as a restaraunt ,Volunteering in most of ,if not all of the local ses. Rsl, and other voluntary organisations Being an active help in the community by helping the poor, and needy and disadvantaged over a prolonged period of time. I was able to talk with quite a few people in the community while I was there,and also a couple who own the caravan park. Their dad and my husband are both Vietnam veterans, another group who travel extensively.

In our town these types of People are put forward for the Australian of the year ,or for awards to honour them for their long and continuous service to the community.

But your council appears to have carried out a long and sustained bullying attack which continues to today , (even to the point on obvious collusion and harassment)on a weekly basis, of endorsing petty infingments and building inspections that to me reek of intimidation .and a council that has nothing better to do than enforce ,and try to destroy some of ,what history will describe as its finest citizens, You may have seen the eternity sign on the Sydney harbour bridge, a sign now synonymous with Sydney, but a man who during his life had a fine chapter of many council meetings. With them trying to stop him And undermine the message he had.

I am just letting you know that having heard the long list, which is probably only the tip of the ice berg, of harassment and foul play that has been carried out against my friend , I thought I would ask if you had any valid reason for this sustained attack I full intend to carry my

Confirmed at the Ordinary Council meeting 29 August 2018 – Signed by the Presiding Person Cr Ridgely _____ 9

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25 JULY 2018

concerns back east . My uncle was a psychiatrist in Perth for many years and he has a family ,my cousins who are not afraid to expose nefarious and ridiculous behaviours.

My grandfather held the balance of power in federal parliament for many years .My sister works in Parliament House. My uncle started the law department in Monash university and was the vice chancellor of Melbourne university. So I have many influential and family members that I am going to find out about what can be done.

Your area is obviously going to become a more and more influential area as the world heritage and the environmental issues impact the world ,and tourism continues to increase ,so any negative and bad publicity on the Internet I assume would be bad for your area. I do not know whether you realise it or not, but when the Holy Spirit was poured out in Toronto in Canada a number of years back the highest gross earner in tourism was people flying from all over the world to Canada to church. Having said all this I believe that you maybe should have a good look at some of your practices and stop persecuting this beautiful couple.

Another little thing I have just been speaking to a couple who were there after the heavy rain, they asked your council office if it was safe to drive out, they were told yes, they almost didn't make it ,due to the very deep water across the road, so maybe accurate information on travel could also be something you, look at in your next council meeting.

Your sincerely

Pls could please send me a copy of the coespondece received in your council meeting offer you have read my letter Virginia Hewett

Sent from my iPad

Confirmed at the Ordinary Council meeting 29 August 2018 – Signed by the Presiding Person Cr Ridgely _____ 10

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

GV00015 / O-CR-17230
Paul Anderson

26 July 2018

V HEWETT
ginnyhewett@hotmail.com

Dear Mrs Hewett

SHARK BAY COUNCIL - EMAIL

In response to your email received at Council's administration office on the 4 July 2018, your correspondence was put to the most recent meeting of the Shark Bay Shire Council's Ordinary Council meeting which was held on the 25 July 2018.

The Council resolved the following:

That Council note the correspondence received from Virginia Hewett via email on Wednesday 4 July 2018.

If you require any further information please do not hesitate to contact this office.

Yours sincerely

Paul Anderson
Chief Executive Officer

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ATTACHMENT # 2

Revised 12/19

VP Form 755

Regulation 9(1)



STATUTORY DECLARATION

VICTORIA POLICE

I, *ROBERT NATHAN HEWETT, 6 BRED ST BARKSDALE, RETIRED.*
[Name, address and occupation of person making the statutory declaration]

make the following statutory declaration under the Oaths and Affirmations Act 2018:
[Insert statement to be declared using numbered paragraphs below]

1. *REFER APPENDIX "A"*

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Signature: *[Signature]*
[Person making the declaration]

Declared at: *BARKSDALE* in the state of Victoria on *19.11.2020*
[Place] [Date]

DEPONENT: In front of witness sign above and must say aloud the declaration below.
DECLARATION: I, *[full name of person making declaration]* of *[address]*, declare that the contents of this statutory declaration are true and correct.
WITNESS: After witnessing deponent's signature and their declaration sign and ensure all details are completed below.

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

Signature: *[Signature]* ON *19.11.2020*
[Authorised statutory declaration witness] [Date]

Print Name: **ROBERT DOCKING JP**

Address: **C/O HONORARY JUSTICE OFFICE
 18/121 EXHIBITION STREET
 MELBOURNE 3000
 JUSTICE OF THE PEACE FOR VICTORIA**

Status: Justice of the Peace or Bail Justice.
 Member of the Police Force.
 A person authorised under Section 30(2) of the Oaths and Affirmations Act 2018 to witness the signing of a statutory declaration.
REG NO. 11734

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APPENDIX "A"

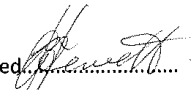
WE,

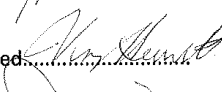
Robert and Virginia HEWETT


of 6 Bredt street Bairnsdale Victoria 3875

Do hear-by. make a. Statuary declaration as follows

1. In July of 2018 my wife sent an email to the Shark Bay (as attached) expressing my grave concern at the apparent on-going undermining of Mr Hargreaves' reputation and character we picked up on when we last visited shark bay.
2. In country Victoria, as indeed elsewhere in Australia, couples such as Mr and Mrs Hargraves are put forward as Citizen of the year. Tis couple has contributed to the community in a lifelong contribution to the fire brigades, Ambulance service. Tim showed me a caravan set up exclusively for first aid.(as I am a nurse ,I was impressed with the collection on equipment that would help if there was a need in the community.(The weekend we were there was no nurse available on hand in the community for a..t.i.a. That had happened.)& their Crisis Centre, the Old Pearler Restaurant and their own home as Heritage listed buildings are truly noteworthy achievements.
3. We also saw that he was written up in a airline magazine, as a character who had contributed greatly to the area.
4. From letters I have seen the incredible amount of harassment from the council, that my wife wrote to the council about in 2018 has continued and not changed at all.
5. Please do something to rectify this issue. I have been to many a eulogy that would have been so much more beautiful if the acknowledgment was given to the person while he was alive to receive it.
6. To the C.E.O I request you place this letter to be discussed at the next council meeting
7. I am sending a copy to the ministry of local Govt in Western Australia, and also to a Pastor friend in Perth who may also show you that Mr and Mrs Hargreaves need some accolade not continual stress from beaurocracy,

Signed  Robert. Hewett

Signed  Virginia Hewett

Witness  Address..... Date..... 19/11/2020

ROBERT DOCKING JP
C/O HONORARY JUSTICE OFFICE
18/121 EXHIBITION STREET
MELBOURNE 3000
JUSTICE OF THE PEACE FOR VICTORIA
REG NO 11734

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11.2 CHIEF EXECUTIVE OFFICER RECRUITMENT
PE10000

Author

Chief Executive Officer

Disclosure of Any Interest

Nil

Moved Cr Fenny
Seconded Cr Ridgley

Council Resolution

That Council adopts the following process for the Chief Executive Officer recruitment and selection:

- 1. Accepts the (confidential commercial quotations in confidence distributed under separate cover) proposals presented by the Chief Executive Officer from suitably qualified recruitment professionals to assist in the recruitment process of the new Chief Executive Officer in accordance with the scope of works set out in this report.**
- 2. Endorse the appointment of Principal Consultant Lydia Highfield, to assist in the recruitment process for a new Chief executive Officer.**
- 3. Establishes the Chief Executive Officer Recruitment and Selection Committee and in accordance with Section 5.8 and Section 5.9(2)(a) of the *Local Government Act 1995* adopts the Terms of Reference attached at Appendix 1.**

The Chief Executive Officer Recruitment and Selection Committee is to be an advisory Committee to Council for the duration of the Chief Executive Officer recruitment process in accordance with the Terms of Reference.

The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed recruitment consultant to attract and select appropriate candidates; and

The Chief Executive Officer Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the Chief Executive Officer.

Appoints all Councillors to the Chief Executive Officer recruitment and Selection Committee

- 4. Authorises the Chief Executive Officer Recruitment and Selection Committee to liaise with the recruitment consultant (once appointed) in accordance with the Terms of Reference as follows:**

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The Chief Executive Officer Recruitment and Selection Committee, with the assistance of the recruitment consultant, is to undertake the following tasks

Review of Chief Executive Officer position description, selection criteria and remuneration package with band 4 of the Salaries and Allowances Tribunal Chief Executive Officer Local Government

Preparation of Key Performance Indicators to be considered by

committee/council for the position

Draft job advertisement and applicant information package

Applicant preliminary assessments short listing

Development of interview process

Assist with the interviews process

Conducting referee checks

Prepare a report for the committee consideration

Prepare a contract of employment

7/0 CARRIED

Background

The current Chief Executive Officer has advised Council that he does not want to enter into a new contract as the Chief Executive Officer at the expiration of the current contract on the 27 September 2021.

As a result, the Council is required to commence a process for recruiting and selecting a new Chief Executive Officer and if required appoint an Acting Chief Executive Officer.

Section 5.36(2)(a) and (b) of the *Local Government Act 1995* provides that a Local Government is not to employ a person to fill the position of Chief Executive Officer unless Council believes that person is suitably qualified for the position and is satisfied (absolute majority required) with the provisions of the proposed employment contract.

Section 5.40 requires that all employees are to be selected in accordance with the principles of merit and equity.

In addition to the above, the *Local Government (Administration) Regulations* 18A, 18B, 18C, 18F and 19A also apply. Primary among these regulations is Regulation 18C which requires that:

“A Local Government is to approve a process for the selection and appointment of a CEO for the Local Government before the position of the CEO is advertised”.

This agenda item is provided to advise and guide the Council in adopting an appropriate process for the recruitment of a new Chief Executive Officer.

Comment

Engagement of Recruitment Consultant

Due to the specialised nature of recruiting a Local Government Chief Executive Officer, it would be prudent for Council to engage the services of a suitably qualified independent recruitment consultant.

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Request for Quotations were sought from two qualified recruitment companies that have the necessary skills to undertake the task would be prepared to facilitate this engagement activity in accordance with Council's Procurement Policy.

The following Scope of Works have been developed to ensure respondents have a clear understanding of the Council's expectations.

Scope of works to include:

- Review Chief Executive Officer position description, selection criteria and proposed remuneration package
- Draft Job Advertisement. Develop a comprehensive Information Package comprising documentation relevant to the vacant position satisfactory to Council's Chief Executive Officer Recruitment Committee, to be made available to all applicants on request.
- Preparation of Key Performance Indicator's to be considered by the committee/council for the position
- Perform preliminary assessments and background checks
- Assist Council to develop interview questions and prepare for interviews
- Guide Council in interview process and selection process
- Conduct referee checks
- Prepare a contract of employment for the successful candidate.

Chief Executive Officer Recruitment and Selection Committee

- The Local Government (Administration) Regulations section 18C requires the Local Government to approve a process to be used for the selection and appointment of a Chief Executive Officer for the local government before the position of Chief Executive Officer of the local government is advertised.

It is proposed the Committee, established under Section 5.8 of the *Local Government Act 1995*, will comprise of Elected Members and, as indicated in the proposed Terms of Reference, include participation of a suitably qualified, independent recruitment consultant to attend the preliminary workshop before guiding the recruitment process, ensure compliance with relevant legislation, provide liaison between the candidates and the Committee, and apply contemporary recruitment practices to the overall process.

The Committee's proposed Terms of Reference are:

- The Chief Executive Officer Recruitment and Selection Committee is to be an advisory Committee for the duration of the Chief Executive Officer recruitment process.
- The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, including working with the appointed independent recruitment consultant to attract and select appropriate candidates.
- The Chief Executive Officer Recruitment and Selection Committee, with the assistance of the independent recruitment consultant, is to coordinate the advertising, search for candidates, short listing, development of interview process,

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conducting interviews, screening, assessing, conducting second round interviews, conducting referee checks, writing reports and contract preparation; and

- The Chief Executive Officer Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a determining decision to be made at an Ordinary Meeting of Council regarding the final selection, appointment and contracting of the Chief Executive Officer.

Advertising of the Position

Given Council will be seeking the appointment of a new permanent Chief Executive Officer state-wide advertising will be required. Regulation 18A (2) of the *Local Government (Administration) Regulations* then prescribes the minimum requirements to be included in an advertisement for the position of Chief Executive Officer, these requirements are:

- the details of the remuneration and benefits offered.
- details of the place where applications for the position are to be submitted;
- the date and time for the closing of applications for the position;
- the duration of the proposed contract; and
- contact details for a person who can provide further information about the position.

In addition to the above, the Department of Local Government, Sport and Cultural Industries recommends that Councils include any other information in the advertisement which it believes is relevant, and the content and context of advertisements should be carefully considered.

A comprehensive application kit comprising documentation relevant to the vacant position should be developed and provided to potential applicants on request. This will be a task of the appointed recruitment consultant.

The Council should also provide sufficient time within the advertisement for potential applicants to prepare and forward applications. It is recommended that the position be open for a minimum of two weeks with a definite date and time after which applications will not be considered.

Council could choose not to engage a recruitment consultant and have the process run inhouse. Whilst this would save resources this would pose a number of practical issues due to staff resourcing and also raise potential conflict of interest situations if there are any internal applicants for the role.

Therefore, it is recommended that a recruitment company be engaged to manage the process with the Chief Executive Officer Recruitment and Selection Committee with Shire administration support of the committee.

Council has options regarding the establishment and membership of the Chief Executive Officer Recruitment and Selection Committee. There is no legal requirement to establish such a committee, although it is recommended to assist the process.

Council could choose not to establish a committee and consider each issue at a Special Council meeting.

Council could also choose to only appoint a smaller number of Councillors to the Chief Executive Officer Recruitment and Selection Committee.

Legal Implications

Section 5.36 of the Local Government Act 1995 states the following:

- (1) A local government is to employ —
 - (a) a person to be the CEO of the local government; and
 - (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

- (2) A person is not to be employed in the position of CEO unless the council —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied* with the provisions of the proposed employment contract.

* *Absolute majority required.*

- (3) A person is not to be employed by a local government in any other position unless the CEO —
 - (a) believes that the person is suitably qualified for the position; and
 - (b) is satisfied with the proposed arrangements relating to the person's employment.

- (4) Unless subsection (5A) applies, if the position of CEO of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

- (5A) Subsection (4) does not require a position to be advertised if it is proposed that the position be filled by a person in a prescribed class.

- (5) For the avoidance of doubt, subsection (4) does not impose a requirement to advertise a position before the renewal of a contract referred to in section 5.39.

Part 4 of the *Local Government (Administration) Regulations* states the following:

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- (1) *If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —*
 - (a) *a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or*

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(b) a person who will be acting in the position for a term not exceeding one year.

(2) An advertisement referred to in subregulation (1) is to contain —

- (a) the details of the remuneration and benefits offered; and
- (b) details of the place where applications for the position are to be submitted; and
- (c) the date and time for the closing of applications for the position; and
- (d) the duration of the proposed contract; and
- (e) contact details for a person who can provide further information about the position; and
- (f) any other information that the local government considers is relevant.

5.10. Committee members, appointment of

(1) A committee is to have as its members —

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
- (b) persons who are appointed to be members of the committee under subsection (4) or (5).

* Absolute majority required.

(2) At any given time, each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.

(3) Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.

(4) If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.

5) If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —

- (a) to be a member of the committee; or
 - (b) that a representative of the CEO be a member of the committee,
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

(2) A person is not to be employed in the position of CEO unless the council —

- (a) believes that the person is suitably qualified for the position; and
- (b) is satisfied* with the provisions of the proposed employment contract.

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18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

(a) the value of one year's remuneration under the contract; or

(b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

18C. Selection and appointment process for CEOs

The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

As it is recommended that a Committee of Council be established the following is a copy of Section 5.8, 5.9 and 5.10 of the *Local Government Act 1995* prescribe the details associated with establishing Committees of Council as per below:

A local government may establish committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

* Absolute majority required.

5.9. Committees, types of

(1) In this section —

other person means a person who is not a council member or an employee.

(2) A committee is to comprise —

(a) council members only; or

(b) council members and employees; or

(c) council members, employees and other persons; or

(d) council members and other persons; or

(e) employees and other persons; or

(f) other persons only.

Policy Implications

There are no policy implications relative to this report.

Financial Implications

The 2020/2021 budget include a provision of \$7,500 for recruitment expenses.

Strategic Implications

There are no strategic implications relative to this report.

Voting Requirements

Simple Majority Required

Signatures

Chief Executive Officer

P Anderson

Date of Report

7 December 2020

15 DECEMBER 2020

12.0 FINANCE REPORT

12.1 SCHEDULE OF ACCOUNTS PAID TO BE RECEIVED
CM00017

Author

Finance Officer / Accounts Payable

Disclosure of any Interest

Nil

Moved

Cr Burton

Seconded

Cr Ridgley

Council Resolution

That the cheques and electronic payments as per the attached schedules of accounts for payment totalling \$498,027.08 be accepted.

7/0 CARRIED

Comment

The schedules of accounts for payment covering -
Municipal fund credit card direct debits for the month of November 2020 totalling \$5,800.61

Municipal fund account cheque number 26933 totalling \$155.25

Municipal fund direct debits to Council for the month of November 2020 totalling \$19,391.30

Municipal fund account electronic payment numbers MUNI 27350 to 27480 totalling \$337,002.81

Municipal fund account for November 2020 payroll totalling \$114,623.96

Muni fund Police Licensing for November 2020 transaction number 202105 totalling \$21,053.15 and

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

The schedule of accounts submitted to each member of Council on 10 December 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.

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.

MINUTES OF THE ORDINARY COUNCIL MEETING

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POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The payments listed have been disbursed throughout the month.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author

A Pears

Chief Executive Officer

P Anderson

Date of Report

8 December 2020

MINUTES OF THE ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY – CREDIT CARD

PERIOD – NOVEMBER 2020

CREDIT CARD TOTAL \$ 5,800.61

CEO

DATE	NAME	DESCRIPTION	AMOUNT
28/10/2020	REGIONAL EXPRESS DIRECT	FLIGHT AMENDMENT– BENJAMIN GALVIN LGIS CONSULTANT PO9537	90.91
29/10/2020	REGIONAL EXPRESS DIRECT	REBOOKING OF FLIGHT DATES – BENJAMIN GALVIN LGIS CONSULTANT PO9539	47.73
9/11/2020	REGIONAL EXPRESS MASCOTT	WALGA STATE COUNCIL MEETING 2020 – C.COWELL PO9565	719.50
13/11/2020	BANKWEST	ANNUAL FEE	39.00

\$ 897.14

EMFA

DATE	NAME	DESCRIPTION	AMOUNT
21/10/2020	BIG W ONLINE	CHRISTMAS FESTIVAL – ACTIVITIES AND DECORATIONS PO9530	190.90
26/10/2020	COLES EXPRESS	FUEL FOR EMFA VEHICLE (P194)	38.04
30/10/2020	BELONG MOBILE	1GB MONTHLY TELEVISION CONNECTION WITH N-COM	10.00
9/11/2020	COLES EXPRESS	FUEL FOR EMFA VEHICLE (P194)	37.00
10/11/2020	7 ELEVEN	FUEL FOR EMFA VEHICLE (P194)	43.02
12/11/2020	SHIRE OF SHARK BAY	THANK A VOLUNTEER GIFTS	146.88
12/11/2020	SHIRE OF SHARK BAY	BUILDING PERMIT #3360 NEW DAYCARE CENTRE	522.35
13/11/2020	SHARK BAY FUEL	TRANSMISSION FLUID FOR PRIME MOVER (P174)	55.00
13/11/2020	OFFICEWORKS ONLINE	EVENT CATERING SUPPLIES – THANK A VOLUNTEER DAY PO9580	394.41

\$1,437.60

EMCD

DATE	NAME	DESCRIPTION	AMOUNT
16/10/2020	KMART ONLINE	COAT HANGERS FOR SBDC STOCK – PO9477	170.25
16/10/2020	SUPERSONIC SCIENCE	CHRISTMAS FESTIVAL – SNOW MAKING ACTIVITIES PO9520	400.00
19/10/2020	CLEVERPATCH PTY LTD	CHRISTMAS FESTIVAL – CHRISTMAS STALL ACTIVITY ITEMS PO9521	271.00
26/10/2020	REGIONAL EXPRESS DIRECT	RETURN FLIGHT FOR SBDC RECRUITMENT – PO9535	906.12

MINUTES OF THE ORDINARY COUNCIL MEETING

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3/11/2020	THE GOOD GUYS	NEW FRIDGE FOR SHARK BAY RECREATION CENTRE – PO9556	999.00
5/11/2020	REGIONAL EXPRESS DIRECT	RETURN FLIGHT FOR SBDC RECRUITMENT – PO9555	719.50
			\$3,465.87

SHIRE OF SHARK BAY – MUNI CHQ

NOVEMBER 2020

CHEQUE # 26933

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
26933	24/11/2020	WATER CORPORATION - OSBORNE PARK	WATER AND SERVICE CHARGES FOR COMMUNITY STANDPIPE	-155.25
			TOTAL	\$155.25

SHIRE OF SHARK BAY – MUNI DIRECT DEBITS

NOVEMBER 2020

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15766.1	08/11/2020	WA LOCAL GOV SUPERANNUATION PLAN PTY LTD	SUPERANNUATION CONTRIBUTIONS	-4012.65
DD15766.2	08/11/2020	THE TRUSTEE FOR SUPER TRAWLER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-390.03
DD15766.3	08/11/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-441.46
DD15766.4	08/11/2020	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-223.86
DD15766.5	08/11/2020	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-411.88
DD15766.6	08/11/2020	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-659.25

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

DD #	DATE	NAME	DESCRIPTION	AMOUNT
DD15766.7	08/11/2020	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-817.22
DD15766.8	08/11/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1828.42
DD15766.9	08/11/2020	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-80.80
DD15766.10	08/11/2020	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-205.85
DD15766.11	08/11/2020	REST	SUPERANNUATION CONTRIBUTIONS	-319.89
DD15766.12	08/11/2020	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-194.82
DD15766.13	08/11/2020	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-217.38
DD15799.10	22/11/2020	NATIONAL MUTUAL RETIREMENT FUND	SUPERANNUATION CONTRIBUTIONS	-205.85
DD15799.1	22/11/2020	AWARE SUPER	SUPERANNUATION CONTRIBUTIONS	-3707.97
DD15799.2	22/11/2020	WESTPAC SECURITIES ADMINISTRATION LTD	SUPERANNUATION CONTRIBUTIONS	-217.38
DD15799.3	22/11/2020	THE TRUSTEE FOR SUPER TRAWLER SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	-390.03
DD15799.4	22/11/2020	COLONIAL FIRST STATE	SUPERANNUATION CONTRIBUTIONS	-441.47
DD15799.5	22/11/2020	CBUS SUPER	SUPERANNUATION CONTRIBUTIONS	-223.87
DD15799.6	22/11/2020	SUN SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-411.88
DD15799.7	22/11/2020	MTAA SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	-657.26
DD15799.8	22/11/2020	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	-1622.57
DD15799.9	22/11/2020	SUNSUPER PTY LTD	SUPERANNUATION CONTRIBUTIONS	-79.95
DD15799.11	22/11/2020	REST	SUPERANNUATION CONTRIBUTIONS	-324.32
DD15799.12	22/11/2020	BT SUPER FOR LIFE	SUPERANNUATION CONTRIBUTIONS	-113.76
DD15799.13	22/11/2020	ESSENTIAL SUPER	SUPERANNUATION CONTRIBUTIONS	-194.82
DD15799.14	22/11/2020	HOSTPLUS PTY LTD	SUPERANNUATION CONTRIBUTIONS	-621.69
DD15786.1	30/11/2020	EXETEL PTY LTD	SHIRE OFFICE AND HOUSING INTERNET CHARGE DECEMBER 2020	-374.97
			TOTAL	\$19,391.30

MINUTES OF THE ORDINARY COUNCIL MEETING

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SHIRE OF SHARK BAY – MUNI EFT

NOVEMBER 2020
EFT 27350-27480

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27350	10/11/2020	NAPA AUTO PARTS	LED SIDE LIGHT PARTS FOR LOW LOADER (P133)	-167.20
EFT27351	10/11/2020	AUSTRALIA POST	MONTHLY POSTAGE ACCOUNT - OCTOBER 2020	-316.46
EFT27352	10/11/2020	BOC LIMITED	MONTHLY GAS CYLINDER RENTAL FOR WORKSHOP	-48.02
EFT27353	10/11/2020	ELGAS LIMITED	GAS BOTTLE FOR STAFF HOUSE 51 DURLACHER ST	-175.40
EFT27354	10/11/2020	FUTURE GLASS	SBDC MERCHANDISE	-290.00
EFT27355	10/11/2020	HORIZON POWER	MONTHLY STREET LIGHTING - OCTOBER 2020	-4074.44
EFT27356	10/11/2020	TOLL IPEC PTY LTD	FREIGHT ACCOUNT FOR SBDC, TOWN OVAL AND HINO (P178)	-342.49
EFT27357	10/11/2020	LANDGATE (WA LAND INFORMATION AUTHORITY)	4 HOURS EXTRACTION AND PROVISION TO REPROJECT THE IMAGERY IN GDA 94 MGA 50 FOR SYNERGY MAPPING	-567.60
EFT27358	10/11/2020	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE - DOG ATTACK DENHAM JETTY	-1141.56
EFT27359	10/11/2020	MONKEYMIA WILDSIGHTS	ACCOMODATION LEANNE GIGLIA – SBDC MANAGER INTERVIEW	-149.00
EFT27360	10/11/2020	NATURALISTE PLUMBING PTY LTD	REPLACE CISTERN, TAPS & FLEXI HOSES - SUBMIT LEAK ALLOWANCE FORM – SBDC MALE TOILET	-480.00
EFT27361	10/11/2020	PROFESSIONAL PC SUPPORT	NEW DESKTOP INCLUDING REMOTE SET UP FOR CEO COMPUTER AND REPLACEMENT UPS FOR OFFICE COMPUTER SERVER	-2461.80
EFT27362	10/11/2020	SHARK BAY SERVICES	NEW BATTERY FOR HILUX (P190)	-241.00
EFT27363	10/11/2020	SHARK BAY MECHANICAL & TOWING SERVICES	FUEL PUMP FOR GENERATOR (PP126), PICTURE REPAIR TO DMAX (P197), SUPPLY NEW TYRES TO HINO (P167) & LOADER (P133) AND DUST CAP FOR JOHN DEERE SKID (P161)	-1844.00
EFT27364	10/11/2020	MCKELL FAMILY TRUST	MONTHLY RUBBISH COLLECTION AND STREET SWEEPING - OCTOBER 2020	-11719.05

MINUTES OF THE ORDINARY COUNCIL MEETING

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CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27365	10/11/2020	TOWN PLANNING INNOVATIONS	MONTHLY ACCOUNT - GENERAL TOWN PLANNING SERVICES - OCTOBER 2020	-5940.00
EFT27366	10/11/2020	TOTALLY WORKWEAR	DEPOT STAFF UNIFORMS AND BOOTS	-6524.61
EFT27367	10/11/2020	WIN WESTERN AUSTRALIA	SCREEN TIME FOR SHIRE OF SHARK BAY SUMMER TV ADVERT - OCTOBER 2020	-990.00
EFT27368	12/11/2020	JAMES SNR POLAND	BOOKEASY OCTOBER 2020	-104.00
EFT27369	12/11/2020	MAC ATTACK FISHING CHARTERS	BOOKEASY OCTOBER 2020	-1460.00
EFT27370	12/11/2020	SHARK BAY AVIATION	BOOKEASY OCTOBER 2020	-3664.40
EFT27371	12/11/2020	BLUE DOLPHIN CARAVAN PARK	BOOKEASY OCTOBER 2020	-1806.25
EFT27372	12/11/2020	BAY LODGE MIDWEST OASIS	BOOKEASY OCTOBER 2020	-672.20
EFT27373	12/11/2020	BLUE LAGOON PEARLS	BOOKEASY OCTOBER 2020	-116.00
EFT27374	12/11/2020	DENHAM SEASIDE CARAVAN PARK	BOOKEASY OCTOBER 2020	-402.44
EFT27375	12/11/2020	HARTOG COTTAGES	BOOKEASY OCTOBER 2020	-682.00
EFT27376	12/11/2020	HAMELIN POOL CARAVAN PARK AND TOURIST CENTRE	BOOKEASY OCTOBER 2020	-226.95
EFT27377	12/11/2020	INTEGRITY COACH LINES (AUST) PTY LTD	BOOKEASY OCTOBER 2020	-348.50
EFT27378	12/11/2020	KALBARRI ADVENTURE/COACH TOURS	BOOKEASY OCTOBER 2020	-360.00
EFT27379	12/11/2020	MONKEY MIA YACHT CHARTERS (ARISTOCAT)	FAREHARBOR OCTOBER 2020	-8276.60
EFT27380	12/11/2020	MANTRA GERALDTON	BOOKEASY OCTOBER 2020	-169.15
EFT27381	12/11/2020	DENHAM NATURETIME - 4WD TOURS/PHOTOGRAPHY TOURS	BOOKEASY OCTOBER 2020	-888.80
EFT27382	12/11/2020	WA OCEAN PARK PTY LTD	BOOKEASY OCTOBER 2020	-775.09
EFT27383	12/11/2020	OCEANSIDE VILLAGE	BOOKEASY OCTOBER 2020	-446.25
EFT27384	12/11/2020	SHARK BAY SCENIC QUAD BIKE TOURS	BOOKEASY OCTOBER 2020	-7283.00
EFT27385	12/11/2020	RAC TOURISM ASSETS P/L T/A MONKEY MIA DOLPHIN RESORT	BOOKEASY OCTOBER 2020	-1795.56
EFT27386	12/11/2020	SHARK BAY DIVE AND MARINE SAFARIS	BOOKEASY OCTOBER 2020	-6326.84
EFT27387	12/11/2020	SHARK BAY HOTEL MOTEL	BOOKEASY OCTOBER 2020	-1993.25
EFT27388	12/11/2020	SHARK BAY CARAVAN PARK	BOOKEASY OCTOBER 2020	-2460.28
EFT27389	12/11/2020	SHARK BAY 4WD TOURS	BOOKEASY OCTOBER 2020	-1338.20

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CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27390	12/11/2020	SHARK BAY HOLIDAY COTTAGES	BOOKEASY OCTOBER 2020	-1447.80
EFT27391	12/11/2020	SHIRE OF SHARK BAY	BOOKEASY AND FARE HARBOR COMMISSION OCTOBER 2020	-7669.44
EFT27392	12/11/2020	SHARK BAY SEAFRONT APARTMENTS	BOOKEASY OCTOBER 2020	-139.04
EFT27393	12/11/2020	WULA GURA NYINDA ECO ADVENTURES	BOOKEASY OCTOBER 2020	-1884.80
EFT27394	13/11/2020	ASM ECLIPSE PTY LTD	SBDC MERCHANDISE	-7051.91
EFT27395	13/11/2020	AMANDA PORTER	LIBRARY CARD DEPOSIT REFUND	-50.00
EFT27396	13/11/2020	BATTERY MART	NEW BATTERIES FOR FIRE PUMP SBDC	-407.00
EFT27397	13/11/2020	BLACKWOODS ATKINS	HYDRATION SACHETS FOR WORKS CREW	-119.86
EFT27398	13/11/2020	CONTROLLED IRRIGATION SUPPLIES AUSTRALIA	POLY PARTS FOR RETICULATION - TOWN PARKS AND GARDENS	-37.62
EFT27399	13/11/2020	DELNORTH PTY LTD	STEELFLEX GUIDEPOST WITH DELINIATORS & GUIDEPOST REMOVER - SHARK BAY PRIVATE ROAD WORKS	-16703.50
EFT27400	13/11/2020	ECO FAERIES	ECO FAERIES WORKSHOP FEE – COMMUNITY LITTER GRANT	-1350.00
EFT27401	13/11/2020	DENHAM IGA X-PRESS	MONTHLY SUPERMARKET ACCOUNT - OCTOBER 2020	-653.14
EFT27402	13/11/2020	SHARK BAY SUPERMARKET	MONTHLY SUPERMARKET ACCOUNT - OCTOBER 2020	-65.29
EFT27403	13/11/2020	FAR WEST ELECTRICAL	REPAIRS TO PENSIONER UNIT 6 - HOT WATER SYSTEM	-242.00
EFT27404	13/11/2020	C.M & G.D BELL	LABOUR HIRE - MONKEY MIA ROAD SHOULDER WORKS PRIVATE WORKS	-2625.00
EFT27405	13/11/2020	REFUEL AUSTRALIA (formerly GERALDTON FUEL COMPANY)	MONTHLY FUEL ACCOUNT - OCTOBER 2020 - BULK FUEL AND FUEL FOR CEO VEHICLE	-9705.07
EFT27406	13/11/2020	HARE & FORBES PYT LTD	DEPOT TOOLS - SANDING DISCS, PITCH GAUGE, CALIPERS AND BENCH GRINDER	-753.10
EFT27407	13/11/2020	IAN COX	GYM CARD REFUND	-20.00
EFT27408	13/11/2020	TOLL IPEC PTY LTD	TOLL IPEC FREIGHT ACCOUNT ROAD SIGNS AND MACHINERY PARTS	-376.63
EFT27409	13/11/2020	INDEPENDENCE STUDIOS PTY LTD	SBDC MERCHANDISE	-1308.78
EFT27410	13/11/2020	MIDWEST FIRE PROTECTION SERVICE	6 MONTHLY FIRE SERVICING AND INSPECTION TO ALL SHIRE PROPERTIES AND VEHICLES	-1732.50

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CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27411	13/11/2020	PURCHER INTERNATIONAL PTY LTD	POWER STEERING CAP FOR FREIGHTLINER (P174)	-111.27
EFT27412	13/11/2020	R & L COURIERS	MONTHLY FREIGHT ACCOUNT FOR ATOM SUPPLY, BUNNINGS, OFFICE NATIONAL, GRAT NORTHERN RURAL SERVICE, GERALDTON TROPHY CENTRE, BATAVIA MARINE AND INDUSTRIAL AND NAPA	-913.00
EFT27413	13/11/2020	LYONS ENTERPRISES-SHARK BAY CAR HIRE	CAR HIRE FOR OCTOBER 2020 FOR VISITING MEDICAL STAFF	-800.68
EFT27414	13/11/2020	SHARK BAY COMMUNITY RESOURCE CENTRE	OCTOBER 2020 MANAGEMENT OF RECREATION CENTRE AND INSCRIPTION POSTS FOR MANAGERS	-6185.78
EFT27415	13/11/2020	SHARK BAY CLEANING SERVICE	MONTHLY CLEANING ACCOUNT SHIRE PREMISES - OCTOBER 2020	-21577.73
EFT27416	13/11/2020	SUMMER GYPSEA	SBDC MERCHANDISE	-220.00
EFT27417	13/11/2020	SUNPRINTS CLOTHING COMPANY	SBDC MERCHANDISE	-1153.12
EFT27418	13/11/2020	TARA RUSSELL	GYM CARD REFUND	-20.00
EFT27419	13/11/2020	WOODLANDS DISTRIBUTORS AND AGENCIES PTY LTD	ANNUAL SUPPLY OF DOG TIDY BAGS & 5 NEW DISPENSERS	-1732.50
EFT27420	13/11/2020	WA HOLIDAY GUIDE PTY LTD	SBDC COMMISSION FOR BOOKEASY OCTOBER 2020	-687.10
EFT27421	13/11/2020	CONSTRUCTION TRAINING FUND	BCITF FEE OCTOBER 2020 PERMIT # 3356, 3336, 3358, 3335, 3347 AND 3350	-724.17
EFT27422	13/11/2020	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BSL FEE OCTOBER 2020 PERMIT # 3356, 3336, 3358, 3335, 3347 AND 3350	-881.94
EFT27423	13/11/2020	SHIRE OF SHARK BAY	BCITF AND BSL COMMISSION OCTOBER 2020 PERMIT # 3356, 3336, 3358, 3335, 3347 AND 3350	-79.50
EFT27424	13/11/2020	SHARK BAY AVIATION	BOOKEASY OCTOBER 2020 AMENDMENT FOR WA TOURISM GIFT VOUCHERS	-300.00
EFT27425	13/11/2020	WA OCEAN PARK PTY LTD	BOOKEASY OCTOBER 2020 AMENDMENT FOR WA TOURISM GIFT VOUCHERS	-72.86
EFT27426	13/11/2020	SHARK BAY SCENIC QUAD BIKE TOURS	BOOKEASY OCTOBER 2020 AMENDMENT FOR WA TOURISM GIFT VOUCHERS	-100.00
EFT27427	13/11/2020	SHARK BAY DIVE AND MARINE SAFARIS	BOOKEASY OCTOBER 2020 AMENDMENT FOR WA TOURISM GIFT VOUCHERS	-517.20

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27428	13/11/2020	SHIRE OF SHARK BAY	BOOKEASY OCTOBER 2020 COMMISSION AMENDMENT FOR WA TOURISM GIFT VOUCHERS	-9.94
EFT27429	13/11/2020	WULA GURA NYINDA ECO ADVENTURES	BOOKEASY OCTOBER 2020 AMENDMENT FOR WA TOURISM GIFT VOUCHERS	-500.00
EFT27430	21/11/2020	AUSTRALIAN TAXATION OFFICE	OCTOBER 2020 BAS	-26977.00
EFT27431	23/11/2020	FOX TRANSPORTABLES	FINAL PAYMENT - DAYCARE TRANSPORTABLE BUILDING	-77675.95
EFT27432	24/11/2020	STRANDLINE RESOURCES LIMITED	REFUND BUILDING SERVICES LEVY FOR PROJECT REFUSED / CANCELLED	-61.65
EFT27433	24/11/2020	DIRK HARTOG ISLAND DISTILLERIES PTY LTD	BUILDING APPLICATION FEE REFUND FOR NON APPROVED APPLICATION NUMBER 3340	-775.00
EFT27434	24/11/2020	ABROLHOS STEEL PTY LTD	STEEL FOR TOWN STREET MAINTENANCE	-355.70
EFT27435	24/11/2020	BUNNINGS BUILDING SUPPLIES PTY LTD	CEMENT GROUT FOR MONKEY MIA JETTY AND CEMENT BAGS FOR TOWN STREET MAINTENANCE	-805.56
EFT27436	24/11/2020	BOOKEASY AUSTRALIA PTY LTD	COMMISSION FOR BOOKEASY - OCTOBER 2020	-275.00
EFT27437	24/11/2020	BOB WADDELL & ASSOCIATES	CONTRACT RATES OFFICER FEES	-1782.00
EFT27438	24/11/2020	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES JULY TO SEPTEMBER 2020	-1579.65
EFT27439	24/11/2020	CANDICE USZKO	SALARY SACRIFICE COMMUNICATION	-79.00
EFT27440	24/11/2020	FAR WEST ELECTRICAL	PENSIONER UNIT 13 OVEN REPLACEMENT	-911.49
EFT27441	24/11/2020	HARDINGHAM PTY LTD	PROGRESS AND COMPLETION OF FINAL REPORT - GASCOYNE SPORTS MODELLING AND ACTIVATION PLANNING	-4207.50
EFT27442	24/11/2020	HORIZON POWER	ELECTRICITY CHARGES FOR SES AND ST JOHN AMBULANCE	-619.37
EFT27443	24/11/2020	TOLL IPEC PTY LTD	SHIRE FREIGHT FOR FREIGHTLINER (P174), DEPOT TOOLS, SBDC MERCHANDISE AND PARKS & GARDENS	-540.62
EFT27444	24/11/2020	JAMES GROOM BUILDING PTY LTD	OVERPAYMENT OF BUILDING APPLICATION PERMIT NUMBER 3356	-405.17
EFT27445	24/11/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	2020-2021 MEMBERSHIP SUBSCRIPTION FEES	-531.00
EFT27446	24/11/2020	LIFTRITE HIRE & SALES	FUEL AND CAB AIR FILTERS FOR EXCAVATOR (PP127)	-743.93

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27447	24/11/2020	MCLEODS BARRISTERS AND SOLICITORS	LEGAL REPRESENTATION LETTER REQUIRED FOR ANNUAL AUDIT	-176.00
EFT27448	24/11/2020	SHARK BAY MARINE AND HARDWARE	MONTHLY ACCOUNT OCTOBER 2020	-2325.15
EFT27449	24/11/2020	MOORE AUSTRALIA AUDIT (WA)	AUDIT SERVICES PROVIDED FOR DEFERRED PENSIONERS TO 30 JUNE 2020	-968.00
EFT27450	24/11/2020	PROFESSIONAL PC SUPPORT	NEW COMPUTERS FOR SHIRE OF SHARK BAY AND MONTHLY BILLING FOR COMPUTER WEBROOT PROTECTION, BACKUP, IP PHONE SYSTEM SUPPORT AND SOFTWARE LICENCES	-5508.21
EFT27451	24/11/2020	PAPER PLUS OFFICE NATIONAL	SHIRE OFFICE STATIONERY	-653.76
EFT27452	24/11/2020	PAULS TYRES	TYRE REFIT FOR GRADER (P156), NEW TYRES FOR HINO (P178)	-2736.00
EFT27453	24/11/2020	SHARK BAY SERVICES	BATTERY FOR HINO (P178)	-695.00
EFT27454	24/11/2020	SHARK BAY HOTEL MOTEL	GIFT VOUCHER REDEMPTION FOR LONG TERM EMPLOYEE ON RESIGNATION - D.OAKLEY	-200.00
EFT27455	24/11/2020	SHARK BAY CLEANING SERVICE	TOWEL DISPENSER, HANDTOWELS AND TOILET ROLLS FOR DEPOT	-201.30
EFT27456	24/11/2020	SHARK BAY SKIPS	OCTOBER 2020 SUPPLY AND LIFT OF SKIP BINS - USELESS LOOP TURNOFF AND DENHAM JETTY (DOT)	-4334.00
EFT27457	24/11/2020	TELSTRA CORPORATION LTD	TELEPHONE SERVICE FOR SMS TO PUBLIC WITH COMMUNITY MESSAGES - OCTOBER 2020	-61.92
EFT27458	24/11/2020	TOTAL UNIFORMS	UNIFORM AMENDMENTS TO SBDC SHIRTS	-44.60
EFT27459	24/11/2020	URL NETWORKS PTY LTD	OCTOBER 2020 SHIRE IP TELEPHONE CHARGES	-262.39
EFT27460	24/11/2020	AFGRI EQUIPMENT	AIR, OIL AND FUEL FILTERS FOR GRADER (P156) AND JOHN DEERE SKID (P161)	-956.82
EFT27461	27/11/2020	BUNNINGS BUILDING SUPPLIES PTY LTD	SBDC PORTABLE LIGHT RECHARGABLE	-66.41
EFT27462	27/11/2020	DENHAM DIRT KARTS ASSOCIATION INC	2020/2021 ROUND 1 COMMUNITY ASSISTANCE GRANT - FENCING	-5000.00
EFT27463	27/11/2020	ETCHED GLASS DESIGN	SBDC MERCHANDISE	-2527.00
EFT27464	27/11/2020	ELGAS LIMITED	GAS BOTTLE - TAMALA CAMP	-162.01

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

CHQ/EFT	DATE	NAME	DESCRIPTION	AMOUNT
EFT27465	27/11/2020	FAR WEST ELECTRICAL	REPLACEMENT OF BOLLARD SAFETY LIGHTS TO LED - PENSIONER UNITS	-526.90
EFT27466	27/11/2020	C.M & G.D BELL	LABOUR HIRE - MRWA MONKEY MIA ROAD SHOULDER – PRIVATE WORKS	-4050.00
EFT27467	27/11/2020	HOWARD PORTER	KENFLO WATER PUMPS FOR WATERTANKERS (P151) & (P155)	-7260.00
EFT27468	27/11/2020	HORIZON POWER	OCTOBER ELECTRICITY ACCOUNT FOR SHIRE PREMISES	-971.49
EFT27469	27/11/2020	JAMIE WOLF	GYM CARD REFUND	-20.00
EFT27470	27/11/2020	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	ONLINE WORKSHOP - GRANT ESSENTIALS - C.USZKO	-120.00
EFT27471	27/11/2020	MCLEODS BARRISTERS AND SOLICITORS	SHIRE GOVERNANCE ADVICE	-2386.89
EFT27472	27/11/2020	MONKEYMIA WILDSIGHTS	ACCOMMODATION S.GLOSSOP SBDC MANAGER INTERVIEW	-139.00
EFT27473	27/11/2020	PURCHER INTERNATIONAL PTY LTD	SERVICE FILTERS FOR PRIME MOVER (P174)	-310.66
EFT27474	27/11/2020	PROFESSIONAL PC SUPPORT	2 MONTHLY SERVER MAINTENANCE	-269.50
EFT27475	27/11/2020	SHARK BAY BAKERY	CATERING FOR NAIDOC WEEK FLAG RAISING CEREMONY AND MORNING TEA	-250.00
EFT27476	27/11/2020	SHARK BAY NEWSAGENCY	SHIRE NEWSPAPERS AND STATIONERY JULY 2020 TO OCTOBER 2020	-647.20
EFT27477	27/11/2020	SHARK BAY COMMUNITY RESOURCE CENTRE	2021 AUSTRALIA DAY BREAKFAST - EVENT COORDINATION	-2200.00
EFT27478	27/11/2020	STATEWIDE RACKING & STORAGE SOLUTIONS	CANTILEVER SHELVING FOR SIGN SHED	-2075.40
EFT27479	27/11/2020	TELSTRA CORPORATION LTD	OCTOBER 2020 SHIRE MOBILE PHONE CHARGES	-385.00
EFT27480	27/11/2020	AFGRI EQUIPMENT	FILTERS FOR JOHN DEERE SKID (P161)	-188.95
			TOTAL	\$337,002.81

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

**SHIRE OF SHARK BAY – MUNI
ELECTRONIC PAYROLL TRANSACTIONS
NOVEMBER 2020**

DATE	NAME	DESCRIPTION	AMOUNT
10/11/2020	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 8 NOVEMBER 2020	\$60,913.96
24/11/2020	PAYROLL	EMPLOYEE NET PAY FOR FORTNIGHT ENDING 22 NOVEMBER 2020	\$53,710.00
		TOTAL	\$114,623.96

**SHIRE OF SHARK BAY
NOVEMBER 2020
POLICE LICENSING TRANSACTION # 202105**

CHQ	DATE	NAME	DESCRIPTION	AMOUNT
202105	30/11/2020	COMMISSIONER OF POLICE	POLICE LICENSING NOVEMBER 2020	\$21,053.15
			TOTAL	\$21,053.15

15 DECEMBER 2020

12.2 FINANCIAL REPORTS TO 30 NOVEMBER 2020
CM00017

Author

Executive Manager Finance and Administration

Disclosure of Any Interest

Nil

Moved Cr Stubberfield

Seconded Cr Smith

Council Resolution

**That the monthly financial report to 30 November 2020 as attached be received.
7/0 CARRIED**

Comment

As per the requirements of Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government Accounting (Financial Management) Regulations 1996*, the following monthly financial reports to **30 November 2020** are attached.

VARIANCE ANALYSIS

Operating Revenue was in excess of the year to date budget by \$292,715 as a result of Shark Bay World Heritage Discovery and Visitor Centre Entrance Fees (\$27,468), Sales and Booking commissions (\$85,419), Child Care Building – Refund Income (\$41,229), Useless Loop Maintenance (\$132,000) and Refuse Site Fees (\$21,375).

Operating Expenditure is under the year to date budget by \$1,020,999 and is largely due to depreciation (\$790,715) which cannot be run until completion of the year end audit by the Office of Auditor General which has been delayed due to retrospective changes to financial regulations effective from 1 July 2019. The remaining variance of \$230,284 has been contributed to in Conference Expenses – Members (\$9,500), Strategic Planning (\$7,631), Elected Members Training (\$10,500), Utility costs (\$26,297), Housing (\$30,794), Recycling Service Review (\$14,310), Council Assistance Program (\$9,174), Maintenance SBDC (\$11,047), Department of Transport Marina Facility Expenditure (\$7,638), Men's Shed Sites Works (\$20,000), Shark Bay Business Association Contribution (\$5,000), Shark Bay Recreation Centre Operating (\$15,749), Maintenance on Sports and Recreation Grounds (\$5,340) and Private Works Main Roads Western Australia Shark Bay Road (\$56,883).

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 \$3,384 and is not a reportable variance.

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

LEGAL IMPLICATIONS

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

POLICY IMPLICATIONS

There are no policy implications associated with this item.

FINANCIAL IMPLICATIONS

The financial report shows the financial position of the Shire has exceeded the year to date budget as a result of strategies put in place to address the significant adverse trend in the financial position of the Shire, as the Operating Surplus Ratio has been below the Department of Local Government, Sports and Cultural Industries standard for the past three years. In addition, due to the COVID-19 pandemic further strategies were implemented in the budget to further reduce expenditure in anticipation of an adverse impact on cashflow forecast for the 2020/2021 financial year.

STRATEGIC IMPLICATIONS

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

RISK MANAGEMENT

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

Voting Requirements

Simple Majority Required

Signature

Author
Chief Executive Officer
Date of Report

A Pears
P Anderson
9 December 2020

15 DECEMBER 2020

SHIRE OF SHARK BAY	
MONTHLY FINANCIAL REPORT	
For the Period Ended 30 November 2020	
LOCAL GOVERNMENT ACT 1995	
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996	
<u>TABLE OF CONTENTS</u>	
Compilation Report	
Monthly Summary Information	
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Statement of Financial Activity By Nature or Type	
Statement of Capital Acquisitions and Capital Funding	
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Note 2	Explanation of Material Variances
Note 3	Net Current Funding Position
Note 4	Cash and Investments
Note 6	Receivables
Note 7	Cash Backed Reserves
Note 8	Capital Disposals
Note 9	Rating Information
Note 10	Information on Borrowings
Note 11	Grants and Contributions
Note 12	Bond Liability
Note 13	Capital Acquisitions

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

SHIRE OF SHARK BAY							
STATEMENT OF FINANCIAL ACTIVITY							
(Statutory Reporting Program)							
For the Period Ended 30 November 2020							
	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	%	
Operating Revenues							
Governance		2,502	1,337	0	(1,337)	(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	476,183	491,752	15,569	3.3%	▲
Law, Order and Public Safety		67,340	31,092	37,039	5,947	19%	▲
Health		1,800	1,123	1,316	193	17.19%	▲
Housing		126,780	52,965	54,715	1,750	3.3%	▲
Community Amenities		308,876	265,971	292,808	26,837	10.09%	▲
Recreation and Culture		552,130	205,909	370,418	164,509	79.9%	▲
Transport		522,620	278,080	390,301	112,221	40.4%	▲
Economic Services		798,900	359,424	293,090	(66,334)	(18.5%)	▼
Other Property and Services		40,000	16,665	25,919	9,254	55.5%	▲
Total Operating Revenue		4,785,283	3,105,038	3,397,753	292,715	9.43%	
Operating Expense							
Governance		(240,462)	(139,780)	(38,760)	101,020	(72.3%)	▲
General Purpose Funding		(123,220)	(44,260)	(43,476)	784	(1.8%)	▲
Law, Order and Public Safety		(259,359)	(116,736)	(105,092)	11,644	(10.0%)	▲
Health		(87,889)	(24,495)	(21,127)	3,368	(13.7%)	▲
Housing		(224,065)	(103,111)	(72,317)	30,794	(29.9%)	▲
Community Amenities		(698,626)	(300,808)	(247,071)	53,737	(17.9%)	▲
Recreation and Culture		(2,564,061)	(1,086,545)	(753,908)	332,637	(30.6%)	▲
Transport		(1,780,612)	(656,524)	(530,365)	126,159	(19.2%)	▲
Economic Services		(1,047,114)	(440,654)	(297,306)	143,348	(32.5%)	▲
Other Property and Services		(39,500)	(118,413)	99,094	217,507	(183.7%)	▲
Total Operating Expenditure		(7,064,908)	(3,031,326)	(2,010,327)	1,020,999	(33.7%)	
Funding Balance Adjustments							
Add back Depreciation		1,886,365	790,715	0	(790,715)		
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)	1,003,557	1,421,600	418,043		
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)	(16,285)	(16,587)	(302)	1.9%	▼
Infrastructure - Roads	13	(815,936)	(8,203)	(11,021)	(2,818)	34.3%	▼
Infrastructure - Public Facilities	13	(180,000)	0	(4,126)	(4,126)		▼
Infrastructure - Footpaths	13	(260,000)	0	0	0		▲
Plant and Equipment	13	(519,000)	(8,335)	(4,474)	3,861	(46.3%)	▲
Total Capital Expenditure		(2,237,657)	(32,823)	(36,207)	(3,384)	(10.3%)	
Net Cash from Capital Activities		(1,092,712)	32,533	27,204	(5,329)	16.38%	
Financing							
Proceeds from Loans		0	0	0	0		
Transfer from Reserves	7	1,028,914	0	0	0		
Repayment of Debentures	10	(74,957)	(42,174)	(42,174)	0	0.0%	
Transfer to Reserves	7	(1,388,957)	(5,513)	(5,513)	(0)	0.0%	
Net Cash from Financing Activities		(435,000)	(47,687)	(47,687)	(0)	(0.0%)	
Net Operations, Capital and Financing		(1,781,842)	988,403	1,401,117	412,714	(41.76%)	▲
Opening Funding Surplus(Deficit)	3	1,781,842	1,781,842	1,643,705	(138,137)		
Closing Funding Surplus(Deficit)	3	(0)	2,770,245	3,044,822	274,577		

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

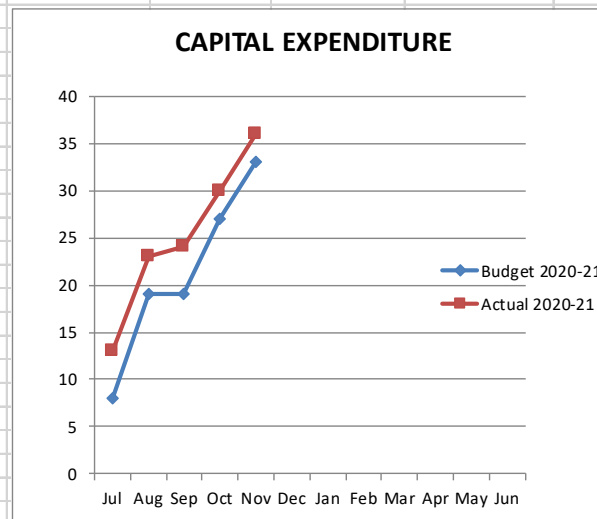
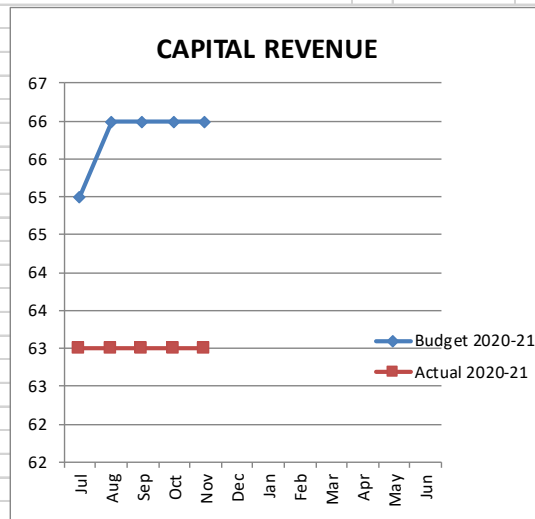
15 DECEMBER 2020

SHIRE OF SHARK BAY				
STATEMENT OF FINANCIAL ACTIVITY				
(By Nature or Type)				
For the Period Ended 30 November 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	736,650	861,877
Fees and Charges		1,512,891	797,746	845,723
Interest Earnings		9,650	4,110	13,494
Other Revenue		411,927	149,741	236,262
Profit on Disposal of Assets	8	502	502	0
Total Operating Revenue		4,785,283	3,105,038	3,397,754
Operating Expense				
Employee Costs		(2,257,076)	(940,471)	(945,059)
Materials and Contracts		(1,910,483)	(716,898)	(595,344)
Utility Charges		(194,240)	(80,919)	(54,622)
Depreciation on Non-Current Assets		(1,886,365)	(790,715)	0
Interest Expenses		(31,159)	(10,113)	(6,429)
Insurance Expenses		(168,073)	(166,913)	(167,063)
Other Expenditure		(477,880)	(185,665)	(207,636)
Loss on Disposal of Assets	8	(139,632)	(139,632)	(34,174)
Total Operating Expenditure		(7,064,908)	(3,031,326)	(2,010,327)
Funding Balance Adjustments				
Add back Depreciation		1,886,365	790,715	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)	1,003,557	1,421,601
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)	(16,285)	(16,587)
Infrastructure - Roads	13	(815,936)	(8,203)	(11,021)
Infrastructure - Public Facilities	13	(180,000)	0	(4,126)
Infrastructure - Footpaths	13	(260,000)	0	0
Plant and Equipment	13	(519,000)	(8,335)	(4,474)
Total Capital Expenditure		(2,237,657)	(32,823)	(36,207)
Net Cash from Capital Activities		(1,092,712)	32,533	27,204
Financing				
Proceeds from Loans		0	0	0
Transfer from Reserves	7	1,028,914	0	0
Repayment of Debentures	10	(74,957)	(42,174)	(42,174)
Transfer to Reserves	7	(1,388,957)	(5,513)	(5,513)
Net Cash from Financing Activities		(435,000)	(47,687)	(47,687)
Net Operations, Capital and Financing		(1,781,842)	988,403	1,401,117
Opening Funding Surplus(Deficit)	3	1,781,842	1,781,842	1,643,705
Closing Funding Surplus(Deficit)	3	(0)	2,770,245	3,044,822

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

SHIRE OF SHARK BAY							
STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING							
For the Period Ended 30 November 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	16,587	0	16,587	16,285	462,721	(302)
Infrastructure Assets - Roads	13	0	11,021	11,021	8,203	815,936	(2,818)
Infrastructure Assets - Public Facilities	13	3,863	262	4,126	0	180,000	(4,126)
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	8,335	519,000	3,861
Furniture and Equipment	13	0	0	0	0	260,000	0
Capital Expenditure Totals		20,450	15,757	36,207	32,823	2,497,657	(3,384)



MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

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

15 DECEMBER 2020

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

15 DECEMBER 2020

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

15 DECEMBER 2020

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

15 DECEMBER 2020

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

15 DECEMBER 2020

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

15 DECEMBER 2020

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

15 DECEMBER 2020

SHIRE OF SHARK BAY			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 November 2020			
1. SIGNIFICANT ACCOUNTING POLICIES (Continued)			
(l) Financial Instruments (Continued)			
<p>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.</p>			
<i>(i) Financial assets at fair value through profit and loss</i>			
<p>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.</p>			
<i>(ii) Loans and receivables</i>			
<p>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.</p>			
<p>Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.</p>			
<i>(iii) Held-to-maturity investments</i>			
<p>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.</p>			
<p>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.</p>			
<i>(iv) Available-for-sale financial assets</i>			
<p>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.</p>			
<p>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.</p>			
<p>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.</p>			
<i>(v) Financial liabilities</i>			
<p>Non-derivative financial liabilities (excl. financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in the profit or loss.</p>			

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

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

15 DECEMBER 2020

SHIRE OF SHARK BAY				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 November 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 of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.			
	The Council's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Council does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.			

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

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

15 DECEMBER 2020

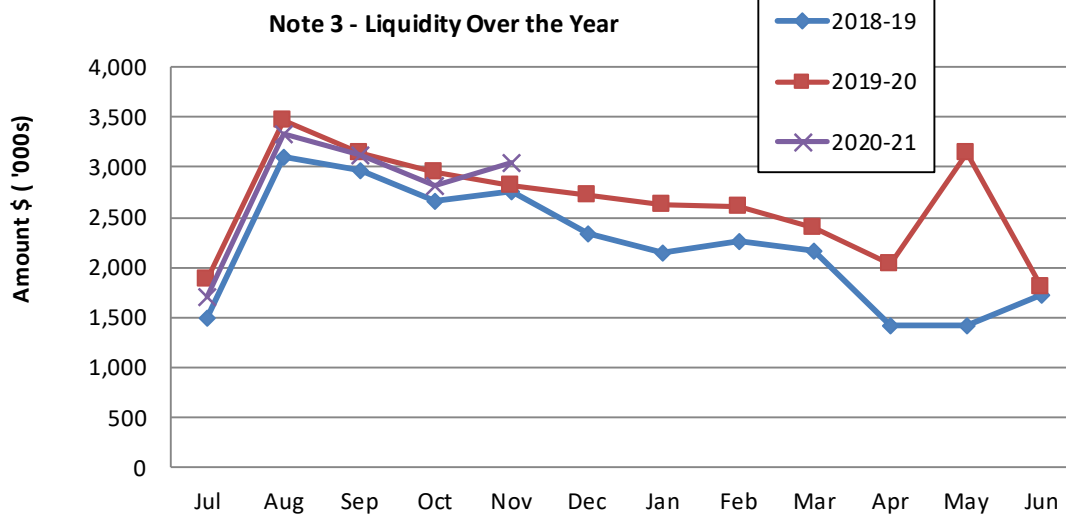
Shire of Shark Bay					
EXPLANATION OF MATERIAL VARIANCES					
For the Period Ended 30 November 2020					
Note 2: EXPLANATION OF MATERIAL VARIANCES					
Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
Operating Revenues	\$	%			
Governance	(1,337)	(100.0%)	▼	Timing	No Reportable Variance
General Purpose Funding - Rates	24,108	0.0%	▲	Timing	No Reportable Variance
General Purpose Funding - Other	15,569	3.3%	▲	Timing	Interest Earned, Department of Transport Commission and Rate Instalment Fees and Penalty Interest higher than Year to Date Budget
Law, Order and Public Safety	5,947	19.1%	▲	Timing	Fines and Penalties Local Laws, Dog Registration Fees, Reimbursements from SES and St Johns Ambulance Services for Insurances and Vehicle Registrations in advance of YTD Budget
Health	193	17.2%	▲	Timing	No Reportable Variance
Housing	1,750	3.3%	▲	Timing	No Reportable Variance
Community Amenities	26,837	10.1%	▲	Timing	Increase in Refuse Fees and Development Applications compared to YTD Budget
Recreation and Culture	164,509	79.9%	▲	Timing	Increase in Child Care Buildings Refunds Income, Gym Memberships, SBDC Entrance Fees, Sales and Booking Commissions compared to YTD Budget
Transport	112,221	40.4%	▲	Timing	No Reportable Variance
Economic Services	(66,334)	(18.5%)	▼	Timing	Caravan Rental December to June 2021 \$70,000 Prepaid Income transferred Grants Received in Advance resulting in timing variance compared to YTD budget
Other Property and Services	9,254	55.5%	▲	Timing	Increase in Fuel Rebate and Refunds Income compared to YTD Budget
Operating Expense					
Governance	101,020	(72.3%)	▲	Timing	Overall Expenditure less than YTD Budget
General Purpose Funding	784	(1.8%)	▲	Timing	No Reportable Variance
Law, Order and Public Safety	11,644	(10.0%)	▲	Timing	Ranger Patrol actual timing ahead of year to date budget
Health	3,368	(13.7%)	▲	Timing	No Reportable Variance
Housing	30,794	(29.9%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Community Amenities	53,737	(17.9%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Recreation and Culture	332,637	(30.6%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Transport	126,159	(19.2%)	▲	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	143,348	(32.5%)	▲	Timing	Depreciation has not been run due to finalisation of 2019/20 Financial Accounts and Fair Valuation
Other Property and Services	217,507	(183.7%)	▲	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	(302)	1.9%	▼	Timing	No Reportable Variance
Infrastructure - Roads	(2,818)	34.3%	▼	Timing	No Reportable Variance
Infrastructure - Public Facilities	(4,126)		▼	Timing	No Reportable Variance
Infrastructure - Footpaths	0		▲	Timing	No Reportable Variance
Plant and Equipment	3,861	(46.3%)	▲	Timing	No Reportable Variance
Financing					
Loan Principal	0	0.0%	▼	Timing	No Reportable Variance

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

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

Shire of Shark Bay			
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY			
For the Period Ended 30 November 2020			
Note 3: NET CURRENT FUNDING POSITION			
		Positive=Surplus (Negative=Deficit)	
	Note	30 November 2020	30 November 2019
		\$	\$
Current Assets			
Cash Unrestricted	4	3,058,053	2,461,763
Cash Restricted	4	2,927,865	1,435,192
Receivables - Rates	6	228,071	529,594
Receivables -Other	6	391,938	48,025
Interest / ATO Receivable		16,846	16,629
Inventories		129,990	129,612
		6,752,764	4,620,815
Less: Current Liabilities			
Payables		(137,839)	(153,407)
Provisions		(263,385)	(208,068)
Grants/Income Received in Advance		(363,272)	0
Bond Liability (Formally Trust Account)		(15,581)	(12,360)
		(780,076)	(373,835)
Less: Cash Reserves	7	(2,927,865)	(1,435,192)
Net Current Funding Position		3,044,822	2,811,788



Comments - Net Current Funding Position

MINUTES OF THE ORDINARY COUNCIL MEETING

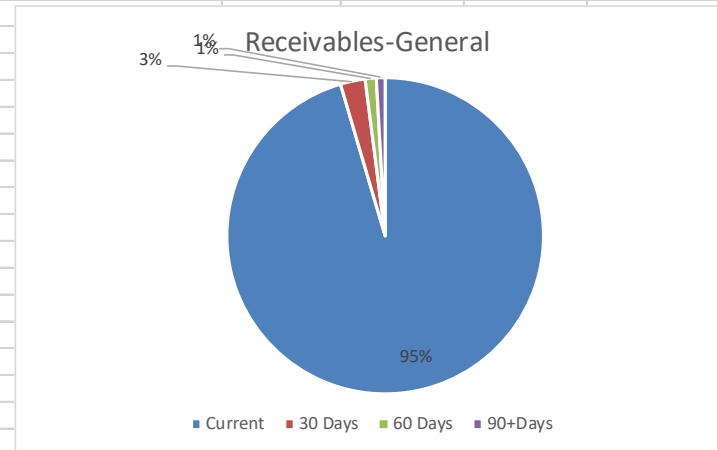
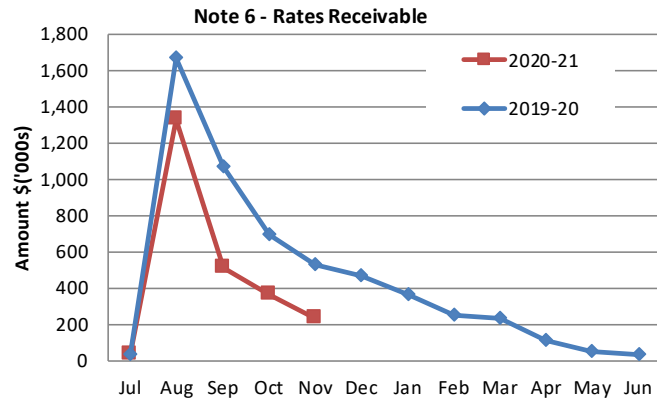
15 DECEMBER 2020

Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 November 2020							
Note 4: CASH AND INVESTMENTS							
	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
(a) Cash Deposits							
Municipal Bank Account	0.10%	292,967			292,967	Bankwest	At Call
Reserve Bank Account	0.00%		179		179	Bankwest	At Call
Reserve Telenet Saver Account	0.25%		2,927,687		2,927,687	Bankwest	At Call
Municipal Telenet Saver	0.50%	2,764,186			2,764,186	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		3,058,053	2,927,865	0	5,985,918		
Comments/Notes - Investments							
Surplus funds invested for terms conducive to cashflow requirements.							

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 November 2020				
Note 6: RECEIVABLES				
Receivables - Rates Receivable	30 November 2020	30 June 2020	Receivables - General	Current 30 Days 60 Days 90+Days
	\$	\$		\$ \$ \$ \$
Opening Arrears Previous Years	32,544	31,927	Receivables - General	350,590 9,287 4,151 3,293
Levied this year	1,762,067	1,827,891	Total Receivables General Outstanding	367,321
Less Collections to date	(1,566,540)	(1,827,274)	Amounts shown above include GST (where applicable)	
Equals Current Outstanding	228,071	32,544		
Net Rates Collectable	228,071	32,544		
% Collected	87.29%	98.25%		



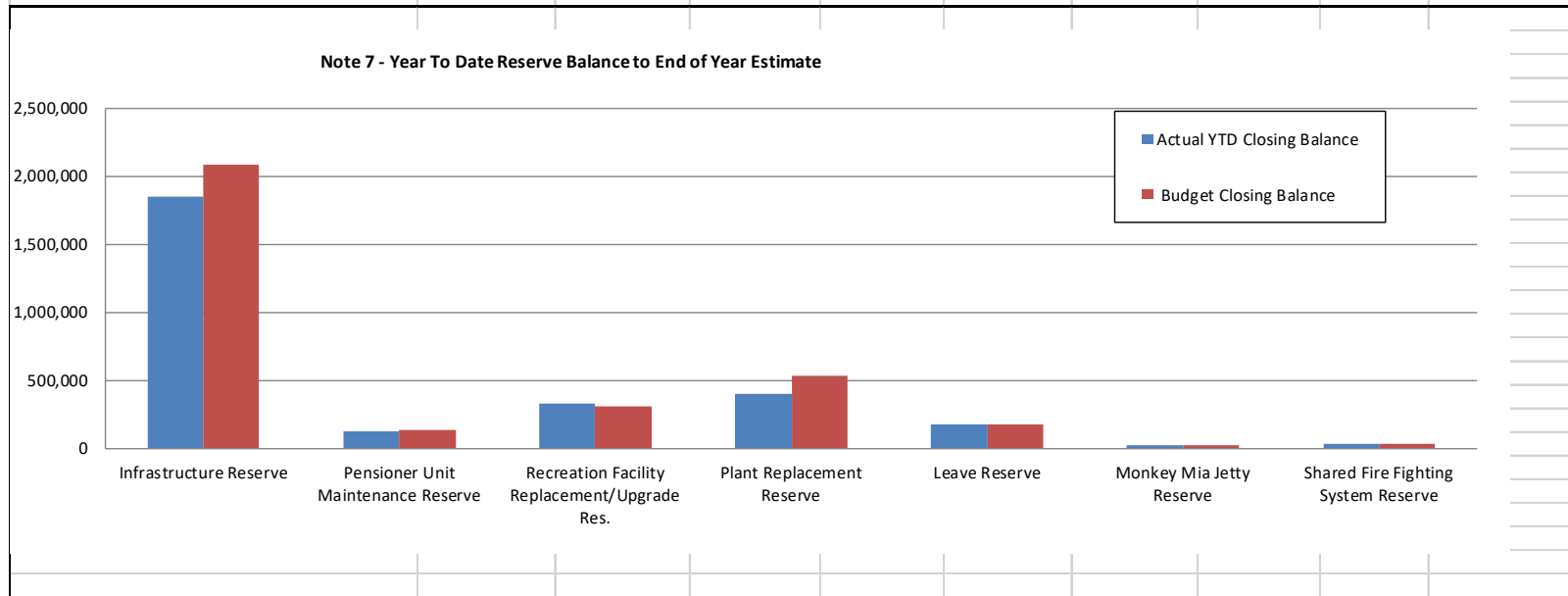
Comments/Notes - Receivables Rates

No major issues at this time

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 30 November 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	3,486	710,457	0	(480,476)	0	2,079,402	1,851,407
Pensioner Unit Maintenance Reserve	127,114	30	240	45,000	0	(35,000)	0	137,144	127,354
Recreation Facility Replacement/Upgrade Res.	322,812	850	609	180,000	0	(193,438)	0	310,224	323,421
Plant Replacement Reserve	401,851	300	758	450,000	0	(320,000)	0	532,151	402,609
Leave Reserve	171,006	680	323	0	0	0	0	171,686	171,329
Monkey Mia Jetty Reserve	22,087	60	42	0	0	0	0	22,147	22,129
Shared Fire Fighting System Reserve	29,560	80	56	0	0	0	0	29,640	29,616
	2,922,352	3,500	5,514	1,385,457	0	(1,028,914)	0	3,282,394	2,927,865



MINUTES OF THE ORDINARY COUNCIL MEETING

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Shire of Shark Bay							
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY							
For the Period Ended 30 November 2020							
Note 8 CAPITAL DISPOSALS							
Actual YTD Profit/(Loss) of Asset Disposal					Annual Budget		
					YTD 30 11 2020		
Cost	Accum Depr	Proceeds	Profit (Loss)		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

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Shire of Shark Bay											
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY											
For the Period Ended 30 November 2020											
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 \$	
NOTE 9: RATING INFORMATION											
RATE TYPE											
Differential General Rate											
GRV Residential	0.102840	321	3,827,762	393,647	5,576	75	399,298	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	10,937,329	1,404,835	5,576	75	1,410,486	1,378,617	0	0	1,378,617
Minimum Payment											
GRV Residential	876.00	51	375,840	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	764,179	138,526	0	0	138,526	139,402	0	0	139,402
Total		622									
Concessions							(145,719)				(138,834)
Amount from General Rates							1,403,293				1,379,185
Specified Area Rates							37,104				37,104
Totals							1,440,397				1,416,289
Comments - Rating Information											

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

Shire of Shark Bay								
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY								
For the Period Ended 30 November 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	9,901	9,901	0	0	221	289
Loan 58 - Town Oval Bore	800,000		15,963	32,105	784,037	767,895	5,288	26,716
	912,864	0	42,174	74,957	870,690	837,907	6,429	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

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Shire of Shark Bay									
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY									
For the Period Ended 30 November 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	357,064	335,095	
Grants Commission - Roads	WALGGC	Y	226,736	0	226,736	0	104,068	122,668	
LAW, ORDER, PUBLIC SAFETY									
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Services	Y	8,970	0	8,970	0	4,687	4,283	
Grant FESA - SES	Dept. of Fire & Emergency Services	Y	45,240	0	45,240	0	22,620	22,620	
RECREATION AND CULTURE									
Contributions - HMAS Sydney Exhibit	Visitors to Discovery Centre	Y	200	0	200	0	309	0	
Little Lagoon Rehabilitation Project	Department of Industry, Science, Energy and Resources	Y	12,500	0	0	12,500	0	0	
ECONOMIC SERVICES									
Thank a Volunteer	Dept of Communities	Y	700	0	700	0	750	0	
Keep Australia Beautiful for Community Litt	Keep Australia Beautiful Council	Y	0	0	0	0	1,500	0	
Horizon Power Christmas Festival	Horizon Power	Y	0	0	0	0	7,500	0	
NAIDOC Week Flag Raising Ceremony	NAIDOC	Y	0	0	0	0	250	0	
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	264,000	66,000	
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 Infrastructre		Y	334,062	0		334,062	167,031	167,031	
TOTALS			2,321,787	0	1,434,024	887,763	1,142,488	1,176,208	
			Operating		1,434,024		880,062		
			Non-operating		887,763		262,426		
					2,321,787		1,142,488		
Comments - Operating and Non Operating Grants									

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

Shire of Shark Bay				
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY				
For the Period Ended 30 November 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-Nov-20
	\$	\$	\$	\$
CITF Levy	\$ 294	1,683	(1,847)	130
Library Card Bond	\$ 150	100	(150)	100
Bookeasy- Sales	\$ 199	337,208	(337,407)	0
Kerb/Footpath Deposit	\$ 4,800	0	0	4,800
Bond Key	\$ 3,850	1,140	(560)	4,430
Hall Bond	\$ 825	475	(550)	750
Police Licensing	\$ 4,705	114,968	(116,872)	2,801
Election Deposit	\$ -	0	0	0
Marquee Deposit	\$ -	0	0	0
Building Licence Levy	\$ 277	2,480	(2,696)	62
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	458,055	(460,082)	15,581

MINUTES OF THE ORDINARY COUNCIL MEETING

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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)	(11,000)	(11,302)	0	0	
Recreation Total			(255,000)	(11,000)	(11,302)	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)	(16,285)	(16,587)	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	

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
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)	(8,335)	(4,474)	3,861	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)	(8,335)	(4,474)	3,861	4,474	
Plant , Equipment and Vehicles Total			(519,000)	(8,335)	(4,474)	3,861	4,474	

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020

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	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	4.1, 5.1, 5.2	WKSM	0	0	(1,860)	(1,860)	1,860	
Town Oval Fence Extensions	4.1, 5.1, 5.2	WKSM	0	0	(2,003)	(2,003)	2,003	
Recreation And Culture Total			(150,000)	0	(4,126)	(4,126)	262	
Public Facilities Total			(180,000)	0	(4,126)	(4,126)	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	WKSM	(450,000)	0	0	0	0	
Useless Loop Road - RRG 20-21	1.1	WKSM	(229,958)	0	(274)	(274)	274	
Eagle Bluff - RRG 19-20 CF	1.1	WKSM	(8,203)	(8,203)	(8,672)	(469)	8,672	
Eagle Bluff - RRG 20-21	1.1	WKSM	(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)	(32,823)	(36,207)	(3,082)	15,757	

15 DECEMBER 2020

13.0 TOWN PLANNING REPORT

13.1 PROPOSED OUTBUILDING – LOT 61 (8) HARTOG CRESCENT, DENHAM P1119

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Declaration of Interest: Cr Burton

Nature of Interest: Proximity Interest as family owns adjacent property

Cr Burton left the Council Chamber at 3.53 pm

Moved Cr Smith

Seconded Cr Ridgely

Council Resolution

That Council:

1. **Note that the application has been advertised for public comment. Advertising closed on the 2 December 2020 and no submissions have been received.**
2. **Approve the application for an outbuilding on Lot 61 (8) Hartog Crescent 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 generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.**
 - (ii) **The outbuilding is not approved for any habitation at any time.**
 - (iii) **All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.**
 - (iv) **If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.**

15 DECEMBER 2020

Footnote:

- (a) **The Shires development consent is not an approval to commence any construction. A separate Building Permit must be obtained prior to commencing any construction work.**

6/0 CARRIED

Cr Burton returned to the Council Chamber at 3.56 pm.

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 952m² and contains an existing house.



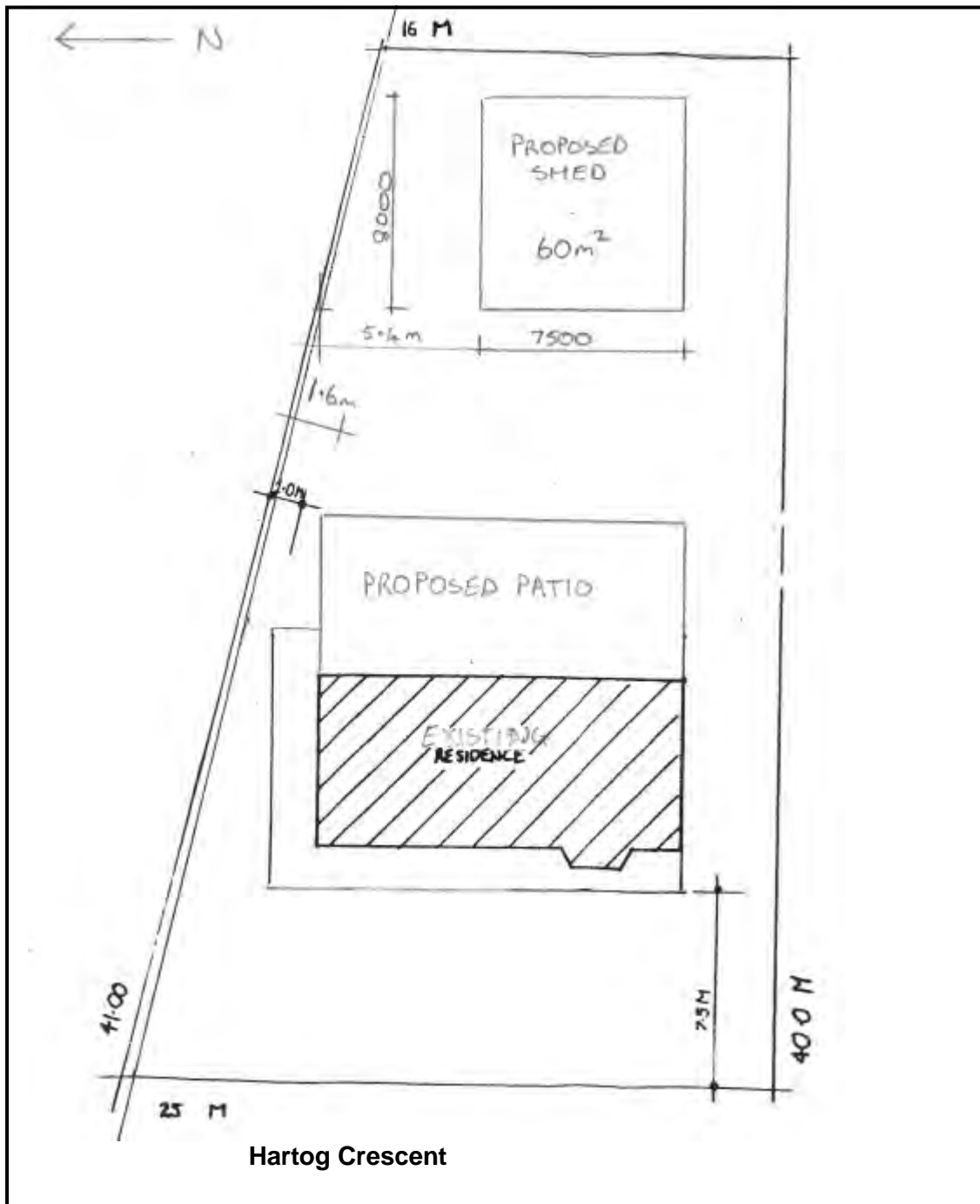
COMMENT

• **Description of application**

An application has been lodged for an outbuilding proposed to the rear of the existing house.

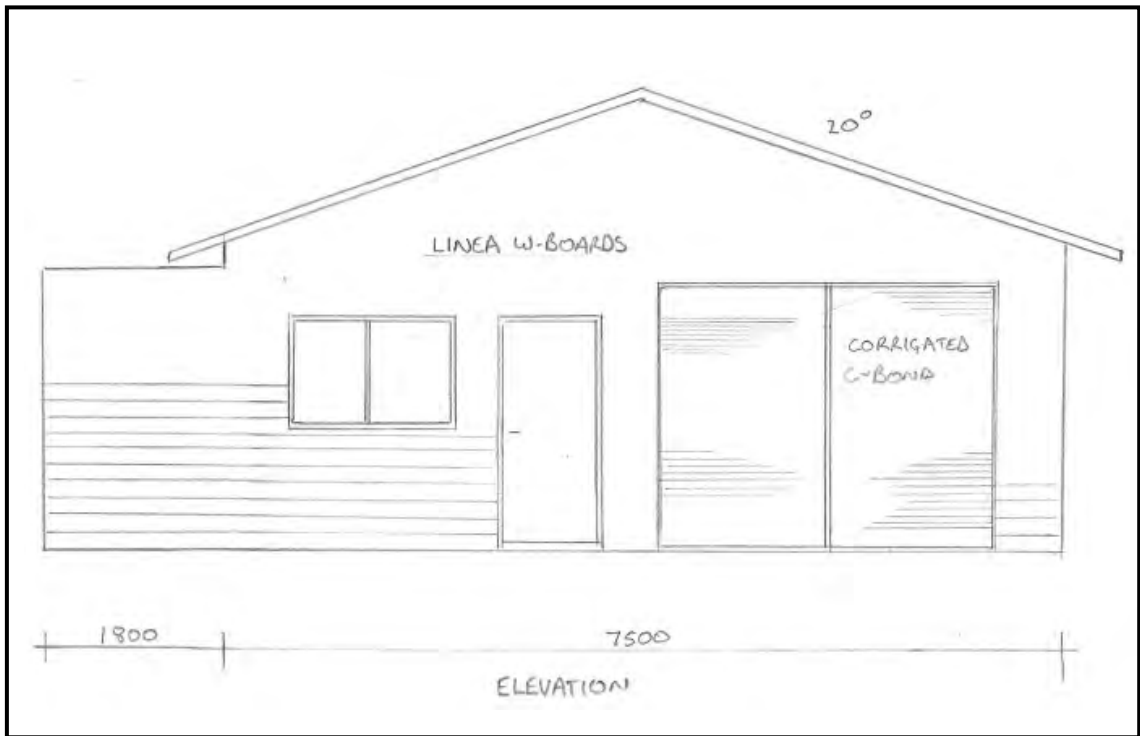
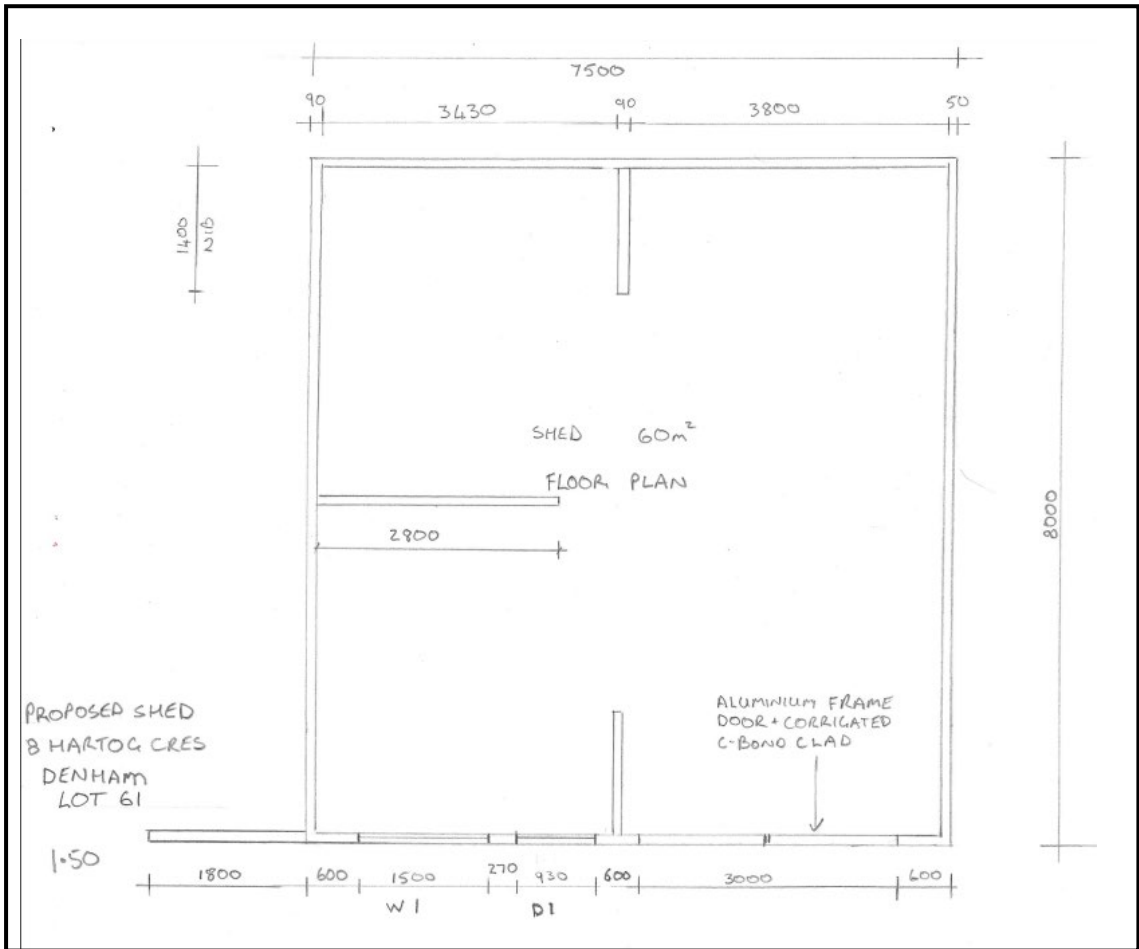
The outbuilding is proposed to have a floor area of 60m², a wall height of 2.7 metres and ridge height of 4.0.65 metres – refer plans over page.

A 1.8 metre wall is proposed to the north of the proposed outbuilding.



MINUTES OF THE ORDINARY COUNCIL MEETING

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• **Residential Design Codes**

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

Clause 5.4.3 P3 ‘deemed to comply’ criteria / Outbuildings that:	Officer Comment (Town Planning Innovations)
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Complies.
(iv) do not exceed a wall height of 2.4 metres	Variation. A wall height of 2.7 metres is proposed.
(v) do not exceed a ridge height of 4.2 metres	Complies.
(vi) are not within the primary street setback area;	Complies.
vi) do not reduce the open space required in table 1; and	Complies. There is still adequate site open space as per Table 1 of the Codes.
vii) comply with the siting and design requirements but do not need to meet the rear setbacks requirements of table 1.	Complies.

The revised plan proposes variations to the ‘Deemed to Comply’ requirements therefore the Shire has to determine if the outbuilding complies with the ‘Design Principle’ of the Codes which is:

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

In considering visual impact it is noted that:

1. The outbuilding is proposed to the rear of existing dwelling so will not be highly visible from Hartog Crescent;
2. The only variation proposed is an additional wall height (by 30 centimetres). The additional wall height will not have any significant visual impact.

• **Consultation**

The application has been referred to adjacent and nearby landowners for comment.

Advertising closed on the 2 December 2020. At the time of writing this report no submissions had been received.

15 DECEMBER 2020

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

Clause 61(1)(d) only exempts outbuildings from the need for planning approval where no variation to the 'deemed to comply' provisions of the Residential Design Codes are proposed.

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

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

POLICY IMPLICATIONS

There are no local policy implications. It should be noted that the Residential Design Codes operate as a state planning policy

The Residential Design Codes are current under review by the Western Australian Planning Commission.

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

2 December 2020

15 DECEMBER 2020

13.2 PROPOSED OUTBUILDING – LOT 148 (71) DURLACHER STREET, DENHAM P1236

AUTHOR

Liz Bushby, Town Planning Innovations

DISCLOSURE OF ANY INTEREST

Declaration of Interest: Liz Bushby, Town Planning Innovations

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

Declaration of Interest: Cr Cowell

Nature of Interest: Impartiality Interest as friends with owners

Officer Recommendation

That Council:

1. Note that the application has been advertised for public comment. Advertising closed on the 23 November 2020 and no submissions have been received.
2. Note that the outbuilding is proposed on a corner lot so Council has discretion over designation of the 'primary' street for setback assessment as follows:
 - (a) Nominate Durlacher Street as the Primary Street, or
 - (b) Nominate Brockman Street as the Primary Street
3. Note that three options have been outlined in the body of this report including:
 - 3a. Option 1: Defer determination of the application for an outbuilding on Lot 148 (71) Durlacher Street Denham and request the owner examine alternative locations for the outbuilding with access from Brockman Street.
 - 3b. Option 2: Refuse the application for an outbuilding for an outbuilding on Lot 148 (71) Durlacher Street Denham for the following reasons:
 - (i) The outbuilding is proposed in the primary street setback area which will have a negative visual impact on the Durlacher Street streetscape.
 - (ii) Durlacher Street is considered to be the primary street frontage as it provides the main pedestrian and vehicular access to the existing house. An outbuilding within the primary street setback area and with a minimal side setback will be highly visible and have a negative visual impact on neighbouring properties.
 - 3c. Option 3: Approve the application for an outbuilding on Lot 148 (71) Durlacher Street 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 generally be in accordance with the approved plans unless otherwise approved separately in writing by the Chief Executive Officer.
 - (ii) The outbuilding is not approved for habitation at any time.
 - (iii) All stormwater from roofed and paved areas shall be collected and disposed of on-site and any associated drains and soak wells shall be maintained in a clean and clear condition. All drainage to be fully contained within the property boundaries with no water discharge into

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- adjacent land or road reserve unless otherwise approved in writing by the Chief Executive Officer.
- (iv) The owner shall upgrade and construct the existing crossover to the satisfaction of the Chief Executive Officer, within 6 months from the date of this planning consent or an alternative time period approved separately by the Shire in writing.

The crossover shall be constructed out of:

- a. A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or
 - b. A minimum of 100 mm reinforced concrete over a compacted sub-base; or
 - c. A minimum of 50 mm thick brick pavers.
- (v) If the development the subject of this approval is not substantially commenced within a period of 2 years, the approval shall lapse and be of no further effect.

Footnote:

- (a) The Shires development consent is not an approval to commence any construction. A separate Building Permit must be obtained prior to commencing any construction work.

AMENDMENT TO OFFICERS RECOMMENDATION

Reason: Council felt that the setback from Durlacher Street needed to be further considered given that Brockman Street is now accepted as the Primary Street.

Moved Cr Stubberfield
Seconded Cr Smith

Council Resolution

That Council:

1. **Note that the application has been advertised for public comment. Advertising closed on the 23 November 2020 and no submissions have been received.**
2. **Note that the outbuilding is proposed on a corner lot so Council has discretion over designation of the 'primary' street for setback assessment as follows:**

Nominate Brockman Street as the primary street and Durlacher Street as the secondary street.
3. **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 any**

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**planning application and revised plans for an outbuilding on Lot 148 (71)
Durlacher Street, Denham.**

7/0 CARRIED BY ABSOLUTE MAJORITY

BACKGROUND

- ***Zoning***

The lot is zoned 'Residential' with a density code of R10/20 under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme').

The lot has an approximate area of 904m² which is commensurate of an R10 lot size, and contains an existing house.

The lot has two road frontages and the house is on an angle as depicted in the aerial below.



COMMENT

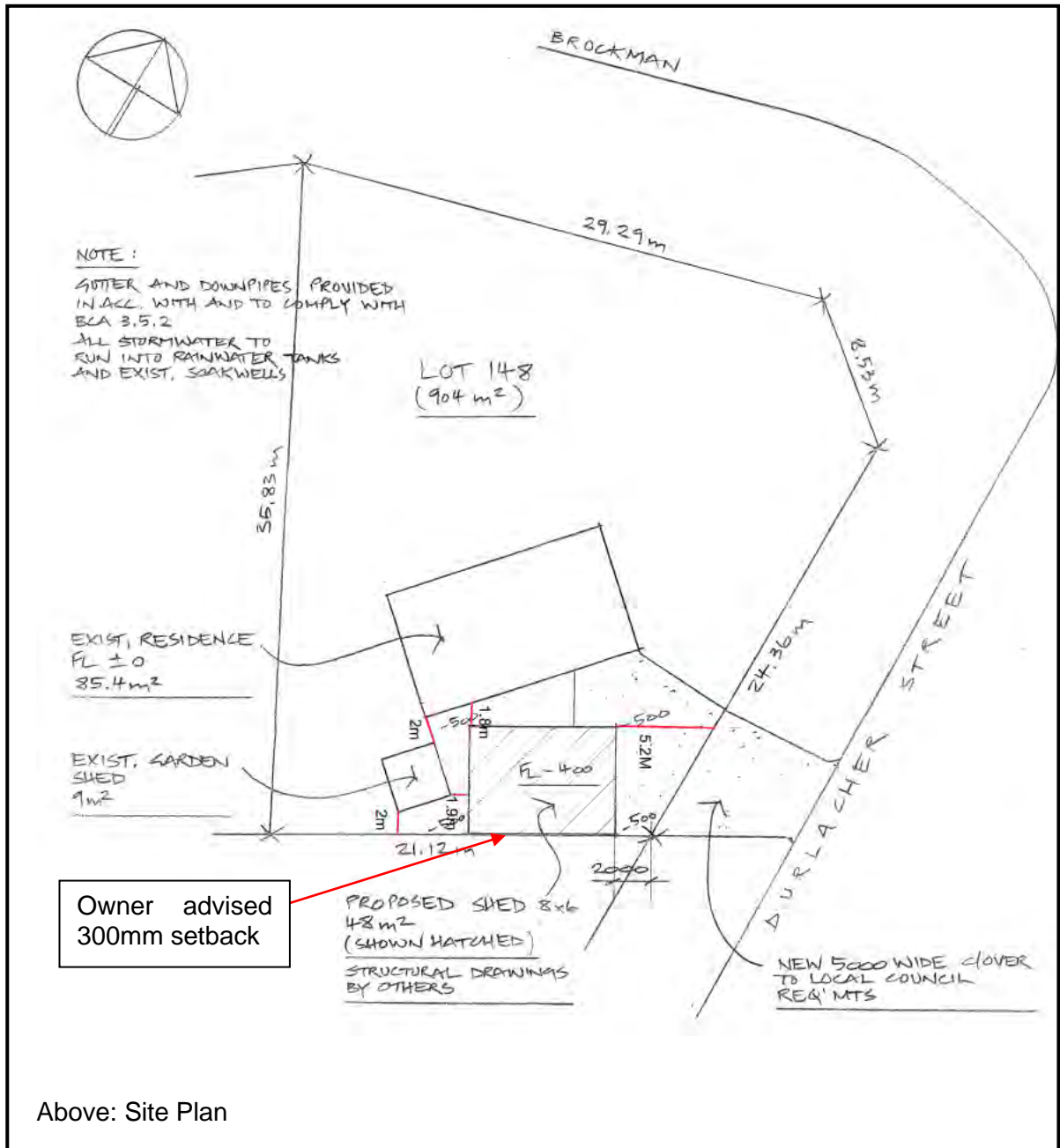
- ***Description of application***

An application has been lodged for an outbuilding to the south east of the existing house.

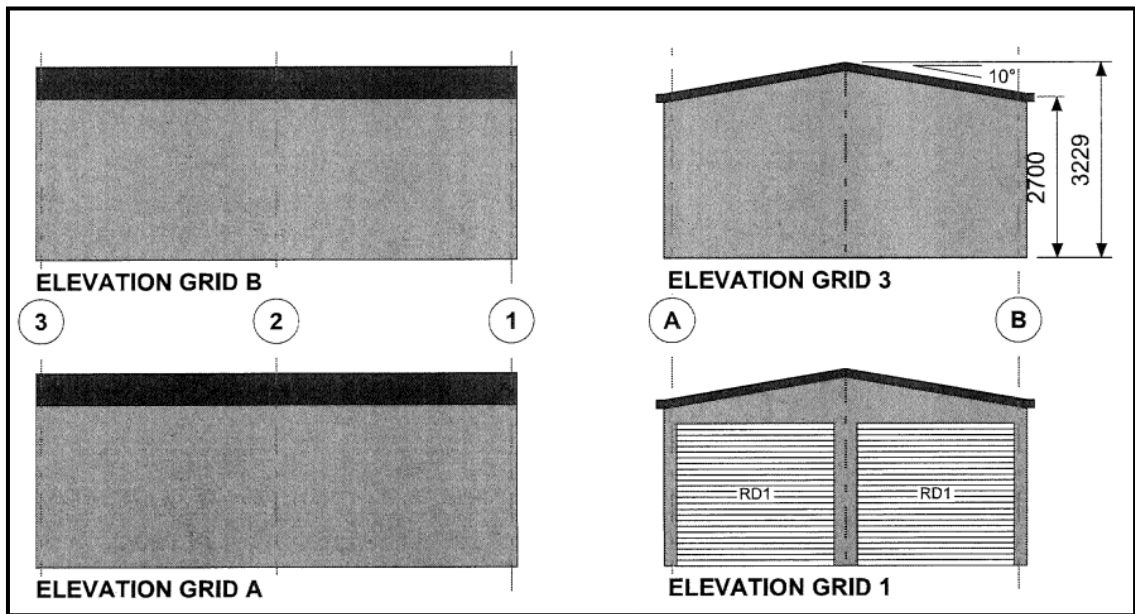
15 DECEMBER 2020

The outbuilding is proposed to have a floor area of 48m², a wall height of 2.7 metres and ridge height of 3.229 metres – refer plans over page.

Although not shown on the site plan submitted, the owner has advised that the outbuilding will be setback 300mm from the south lot boundary so that the gutters can be contained within the lot.



Above: Site Plan



Above: Elevations

- **Primary and Secondary Street**

The positioning of the house which is angled on a corner lot makes a setback assessment more subjective as first it has to be determined which road is the 'primary' street and which road is the 'secondary' street.

Different setbacks apply and generally a lesser setback is applied to a secondary street.

The Residential Design Codes define a 'primary street' as:

'Unless otherwise designated by the local government, the sole or principal public road that provides access to the major entry (front door) to the dwelling or building.'

Council has two options:

Option 1 – Nominate Durlacher Street as the Primary Street

There is an entry door to the existing house from Durlacher Street. All pedestrian and vehicular access is also from Durlacher Street.

It would be reasonable for Council to consider Durlacher Street as the primary street, especially because it provides the access for all entry into the dwelling, consistent with the definition above.

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Option 2 – Nominate Brockman Street as the Primary Street

The house is angled so a main façade also faces Brockman Street. The Codes clearly give Council discretion to nominate which street is the primary street as it states '*unless otherwise nominated by the local government*'.

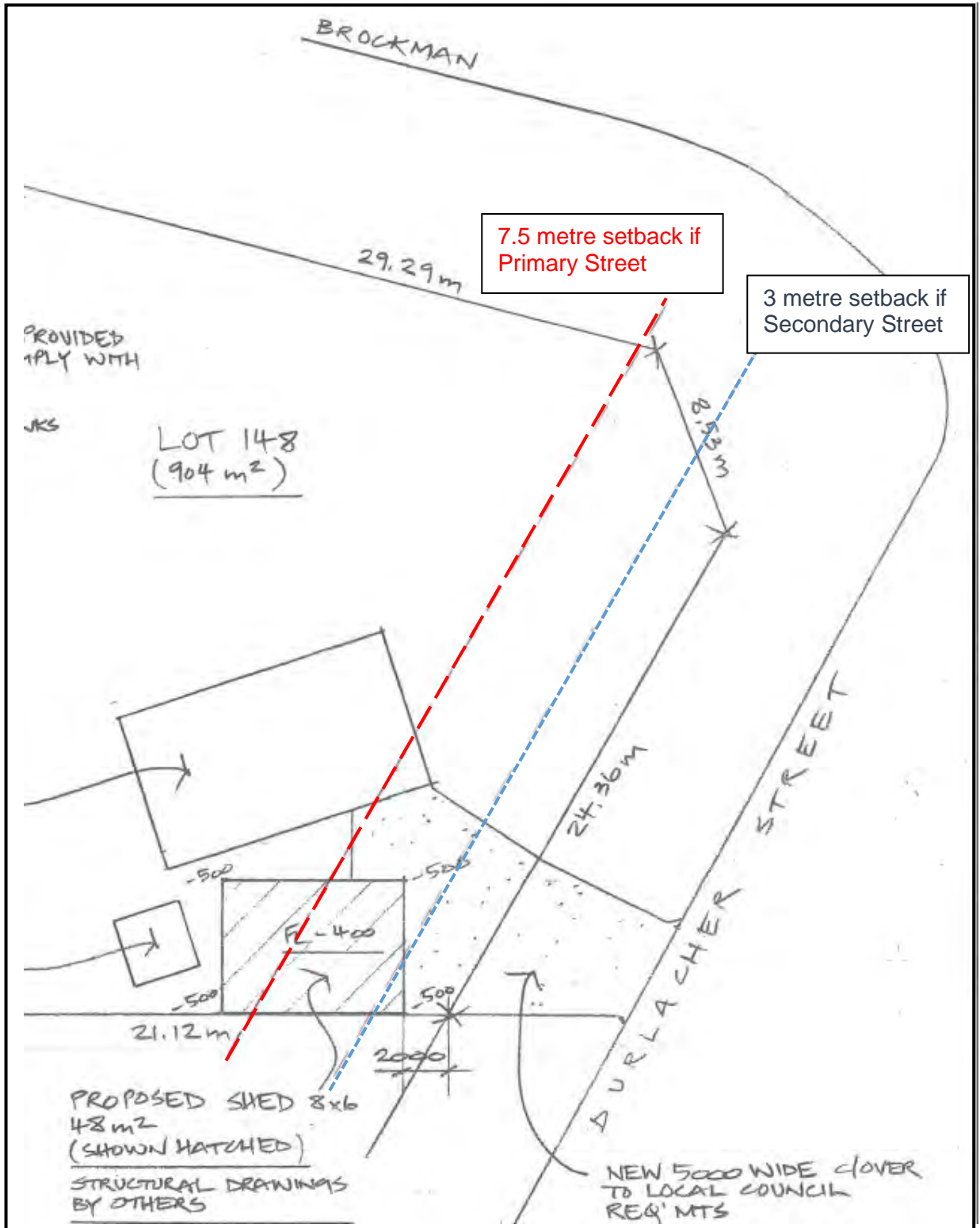


Above: View from Brockman Street



Above: View from Durlacher Street

Based on the R10 Code, a 7.5 metre setback applies to the primary street and a 3 metre setback applies to a secondary setback. Both are marked on the plan below.



The proposed setback variation is greater if Council considers Durlacher Street to be the primary street, and the variation is less if Council considers Brockman Street to be the primary street.

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Either way the main assessment is whether the outbuilding detracts from the streetscape or impacts on amenity.

- **Residential Design Codes**

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

Clause 5.4.3 P3 ‘deemed to comply’ criteria / Outbuildings that:	Officer Comment (Town Planning Innovations)
(i) are not attached to the building	Complies.
(ii) are non habitable	Complies.
(iii) collectively do not exceed 60sqm in area or 10 percent in aggregate of the site area, whichever is the lesser	Complies. The combined floor area of the existing shed and proposed outbuilding is less than 60m ² .
(iv) do not exceed a wall height of 2.4 metres	Variation. A wall height of 2.7 metres is proposed.
(v) do not exceed a ridge height of 4.2 metres	Complies. The ridge height is proposed to be 3.229 metres.
(vi) are not within the primary street setback area;	Variation if Council determines that Durlacher Street is the primary street. Complies if Council cites Durlacher Street as a secondary street.
vi) do not reduce the open space required in table 1; and	Complies. There is still adequate site open space as per Table 1 of the Codes.
vii) comply with the siting and design requirements but do not need to meet the rear setbacks requirements of table 1.	As explained in the body of this report a setback variation to the street is proposed. The street setback variation is greater if Durlacher street is construed as the primary street. The setback variation is lesser if Durlacher Street is nominated as the secondary street. The applicant also seeks a side setback of 300mm in lieu of 1 metre.

The application proposes variations to the ‘Deemed to Comply’ requirements therefore the Shire has to determine if the outbuilding complies with the ‘Design Principle’ of the Codes which is:

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

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Council has three options:

Option 1: Defer determination of the application and request the owner examine alternative locations for the outbuilding with access from Brockman Street.

Council may pursue Option 1 if concerned over the potential visual impact of the outbuilding on Durlacher Street, especially if Durlacher is construed as the 'primary street'.

There are already a number of dwellings along Brockman Street that have outbuildings to that frontage.

Option 2: Refuse the application for an outbuilding for the following reasons:

- (i) The outbuilding is proposed in the primary street setback area which will have a negative visual impact on the Durlacher Street streetscape.
- (ii) Durlacher Street is considered to be the primary street frontage as it provides the main pedestrian and vehicular access to the existing house. An outbuilding within the primary street setback area and with a minimal side setback will be highly visible and have a negative visual impact on neighbouring properties.

Option 3: Approve the application for an outbuilding (subject to conditions).

If Council decides that Durlacher Street is a secondary street frontage, then only a portion of the outbuilding encroaches into the secondary 3 metre setback area.

Although there will still be a visual impact, it is recognised that the streetscape for corner lots is always going to be different than other lots that only have one street frontage.

Council may form the view that the outbuilding will be less conspicuous located adjacent to the existing house than in an alternative position closer to Brockman Street.

To pursue Option 3 Council would need to be satisfied that the outbuilding does not detract from the streetscape or the visual amenity of residents of neighbouring properties.

- ***Consultation***

The application has been referred to adjacent and nearby landowners for comment.

No submissions on the application have been lodged to the Shire. Irrespective that no objections have been received, Council has to independently assess the application in context of the Residential Design Codes.

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LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

Clause 61(1)(d) only exempts outbuildings from the need for planning approval where no variation to the 'deemed to comply' provisions of the Residential Design Codes are proposed.

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

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

POLICY IMPLICATIONS

It should be noted that the Residential Design Codes operate as a state planning policy. The Residential Design Codes are current under review by the Western Australian Planning Commission.

The Shire has an existing crossover policy that outlines the specifications and construction standards for new crossovers. If the application is approved it is recommended that a new crossover be required as a condition, which is reflected in the officer recommendation for option 3 outlined in 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

1 December 2020

15 DECEMBER 2020

13.3 PROPOSED SINGLE HOUSE – LOT 31 (13) MITCHELL RISE, DENHAM
P4214

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. **Note that Development WA engages Zuideveld Marchant Hur architects to assess plans in accordance with the Denham Estate Design Guidelines.**
2. **Note that the revised plans received on the 26 November 2020 for a single house on Lot 31 (13) Mitchell Rise Denham proposed variations to the Residential Design Codes so the application has been referred to Development WA and Land Corp for comment as the affected adjacent Lot 9000 Mitchell Rise is owned by the WA Land Authority.**
3. **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 any planning application and revised plans for a single house on Lot 31 (13) Mitchell Rise, Denham.**
4. **Note that the applicant lodged further revised plans to Zuideveld Marchant Hur architects on the 2 December 2020 (after this agenda report was prepared). The revised plans have not yet been assessed by the Shires Planning Consultant and may be subject to further changes to comply with the Denham Estate Design Guidelines.**

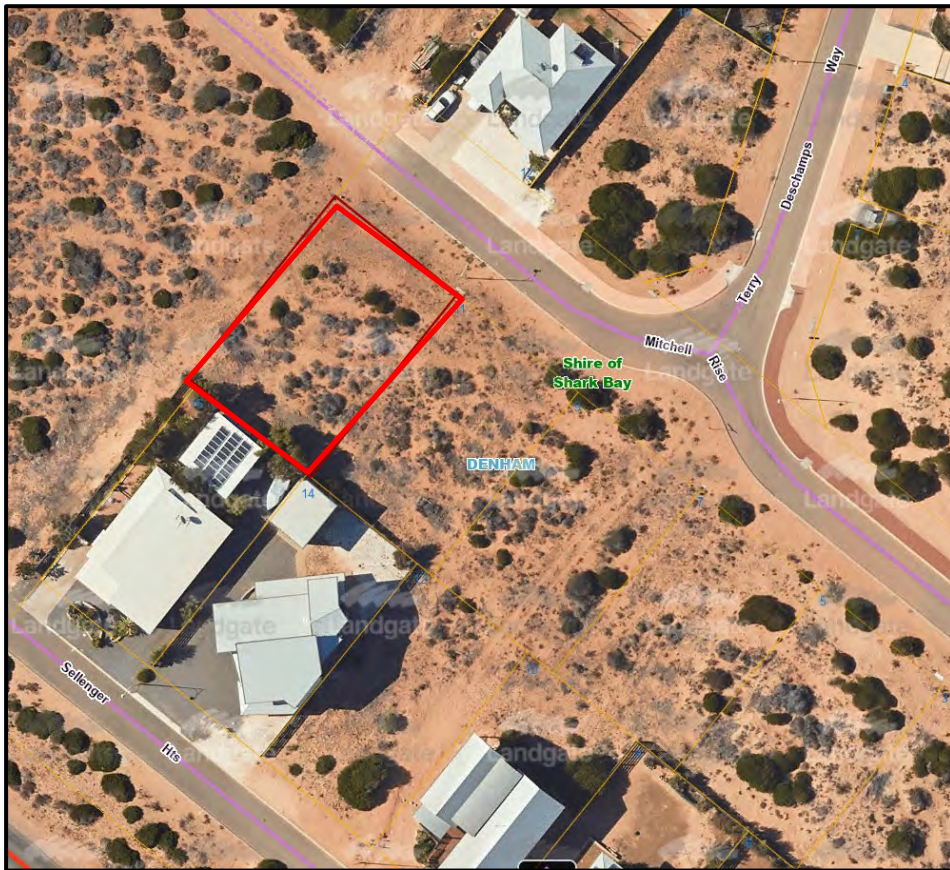
7/0 CARRIED BY ABSOLUTE MAJORITY

BACKGROUND

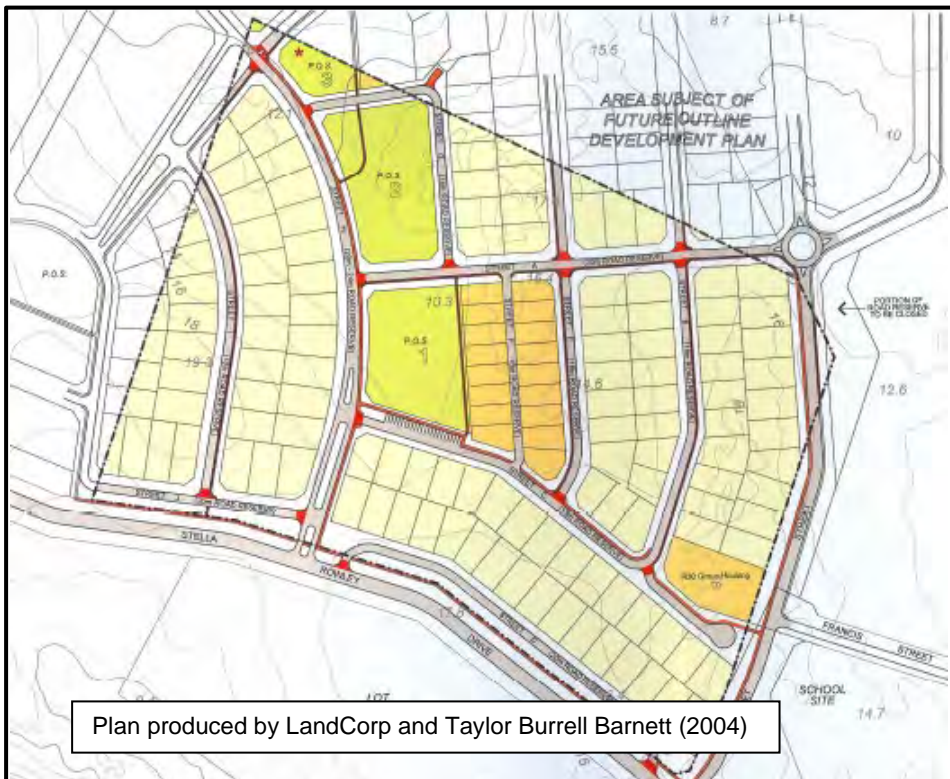
• **Zoning**

Lot 31 forms part of an area known as 'Denham Estate' which is land that was originally subdivided by LandCorp. Development WA is now the State Governments central development agency, and is responsible for the sale of land in Denham Estate.

The lot is zoned 'Residential' with a density code of R15 under the Shire of Shark Bay Local Planning Scheme No 4 ('the Scheme') – refer location plan overpage.



There is an Outline Development Plan for the area and the existing Denham Estate subdivision proceeded as Stage 1.



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As part of subdivision, Design Guidelines for Denham Estate were prepared by Taylor Burrell Barnett (planning consultants) and were commissioned by LandCorp. Compliance with the Guidelines is assessed by Zuideveld Marchant Hur architects on behalf of Development WA.

The Design Guidelines require owners or their agent to submit an Application for Design Guidelines Approval including all appropriate drawings, plans with a completed 'Design Guidelines Checklist' to the architects for assessment before lodging any planning and / or building permit application to the Shire.

Planning approval is required for any variation to the Residential Design Codes irrespective of compliance with the Design Guidelines.

• **Consultation**

Town Planning Innovations liaised with the applicant regarding variations to the Residential Design Codes relating to privacy and overlooking setbacks. The applicant lodged revised plans to the Shire on the 26 November 2020 which are included in this report.

The original and two sets of revised plans have been sent to Zuideveld Marchant Hur architects for comment. They have provided some preliminary advice to the applicant on the Design Guideline requirements and are still assessing the latest plans lodged on the 2 December 2020.

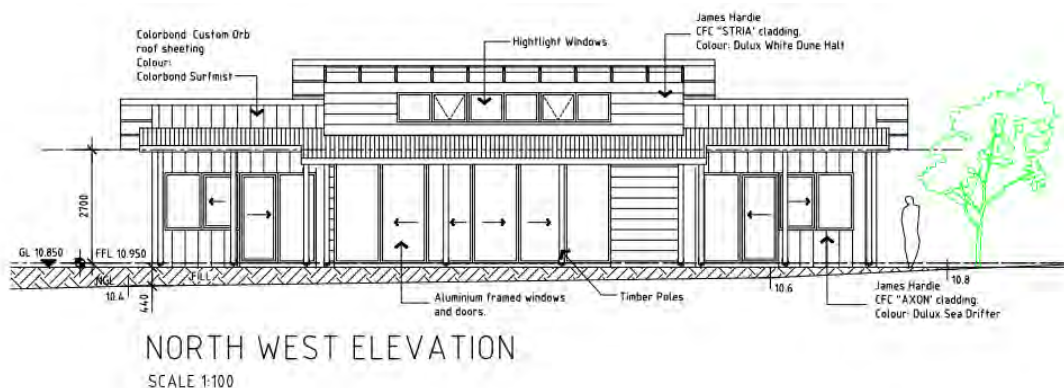
The plans have been referred to Development WA and LandCorp for comment on a side setback variation for the proposed patio adjacent Lot 9000 Mitchell Rise, Denham. Lot 9000 is owned by the WA Land Authority and is vacant land.

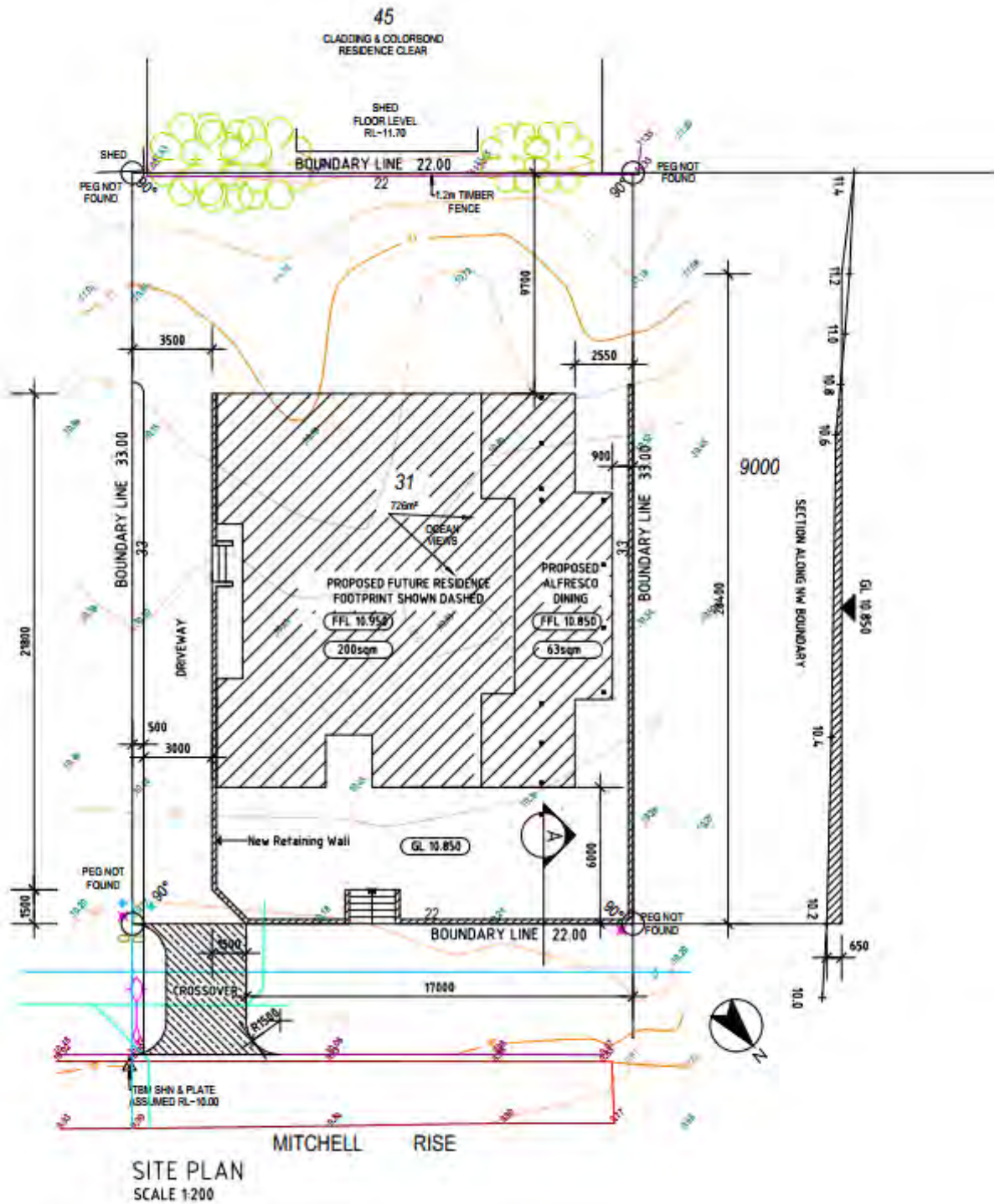
COMMENT

• **Description of proposed development**

The application is for a proposed single dwelling and the plans also include retaining walls.

The site plan included in this report is not the final plan as Zuideveld Marchant Hur architects are assessing additional plan changes required to meet the Design Guidelines.





• **Residential Design Codes**

The Residential Design Codes operate as a State Planning Policy and have two separate options for the assessment of development including ‘Deemed to Comply’ criteria and ‘Design Principles’.

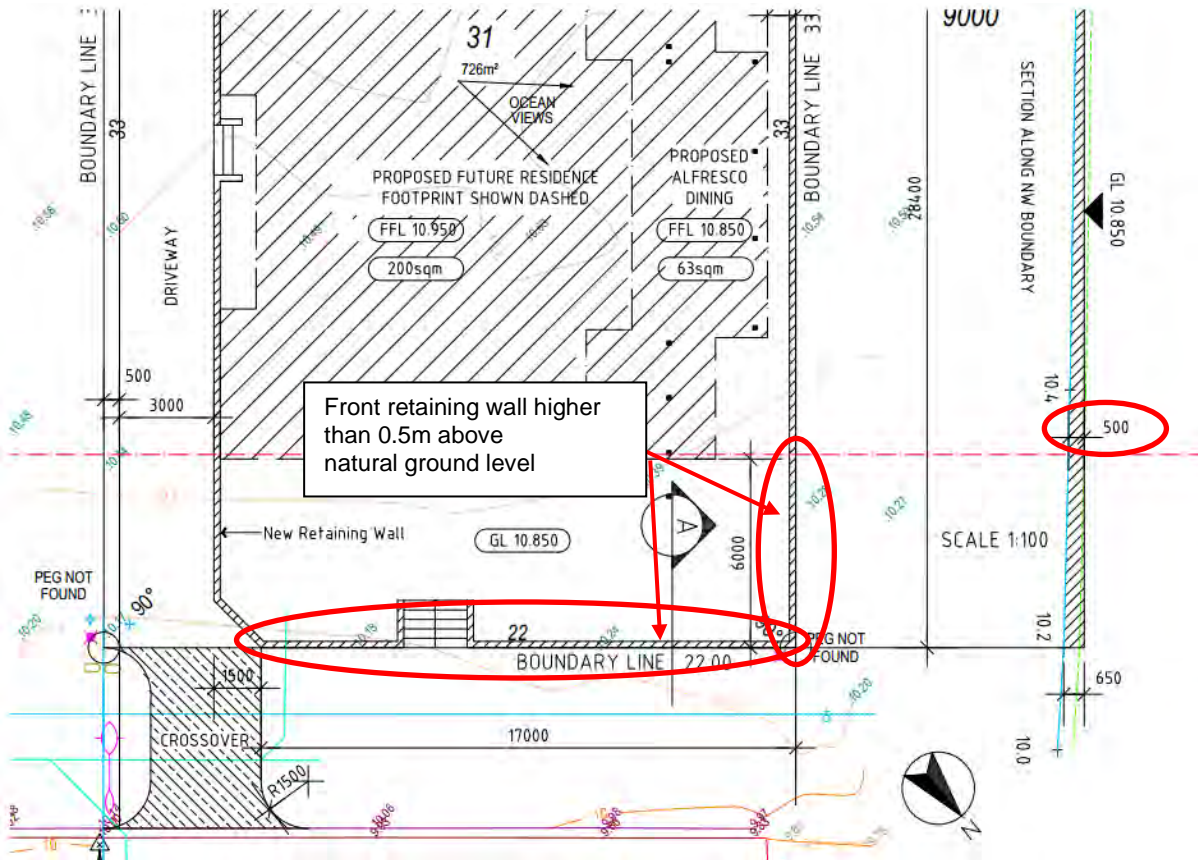
Where an application proposes a variation to the ‘Deemed to Comply’ criteria of the Codes, then planning approval is required for the development, and a more detailed subjective assessment has to be made based on ‘Design Principles’ in the Codes.

The plans dated 26 November 2020 comply with the Residential Design Codes with the exception of the following:

R-Code Clause	Summary of variation	Officer Comment
5.1.3 C3.1	A side setback variation is proposed for the patio on the north west elevation. Part of the patio is proposed to be setback 0.9m from the side boundary in lieu of 1.5 metres.	The side setback variation is to adjacent Lot 9000 which is undeveloped land zoned Urban Development under the Shire of Shark Bay Local Planning Scheme No 4. The proposed variation has been referred to Development WA and LandCorp for comment. There is discretion to consider setback variations under alternative Design Principles of the Residential Design Codes.
5.3.7 C7.1	The ground level in the front setback area is more than 0.5m above natural ground level.	The ground and finished floor levels will likely change as part of revised plans. Zuideveld Marchant Hur has advised that the levels need to be reduced as they do not comply with the Design Guidelines. The Guidelines aim to minimise cut and fill and relate to the average level of the site.
5.3.8 C8	A variation to setback requirements is proposed for a front portion of the retaining wall on the north west boundary, only where the retaining wall is more than 0.5m above natural ground level. The variation applies to the retaining wall in front of the house on the north west boundary. That part of the wall ranges from 0.5m to 0.65m above natural ground level.	The ground and finished floor levels will likely change as part of revised plans. It is expected that the levels will be lowered therefore it is likely that the retaining wall height will be lowered.

It should be noted that most of the retaining walls and finished floor levels are not more than 0.5 metres above natural ground level, or they are setback from the lot boundary.

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As there is no Council meeting scheduled for January 2021, Town Planning Innovations recommends that Council grant delegated authority to the Chief Executive Officer to determine this application.

The delegation will allow the application to be processed, minimise further delays for the applicant, and allow additional time for the applicant to liaise with Zuideveld Marchant Hur over the separate Design Guideline requirements.

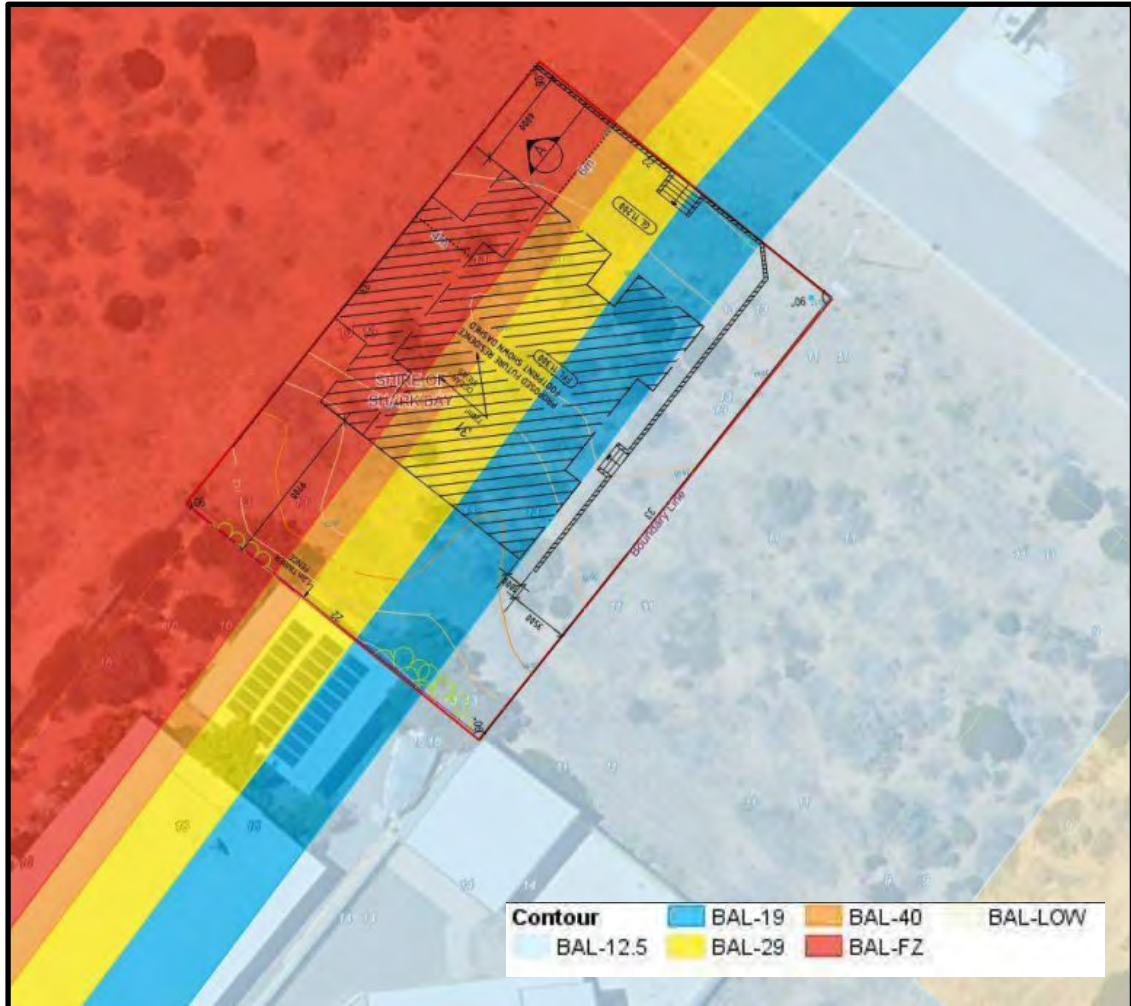
- **Relevant State Planning Guidelines and Policies – Bushfire Prone Areas**

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

Mapping identifying Bushfire Prone Areas is available through the Department of Fire and Emergency Services website. Lot 31 is within the Bushfire Prone Area.

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The applicant has lodged a Bushfire Attack Level report which identifies that part of Lot 31 is within Flame-Zone which can be reduced to Bushfire Attack Level-40 if shielding is applied as a building solution under Australian Standard 3595 – refer Bushfire Attack Level Contour Plan below.



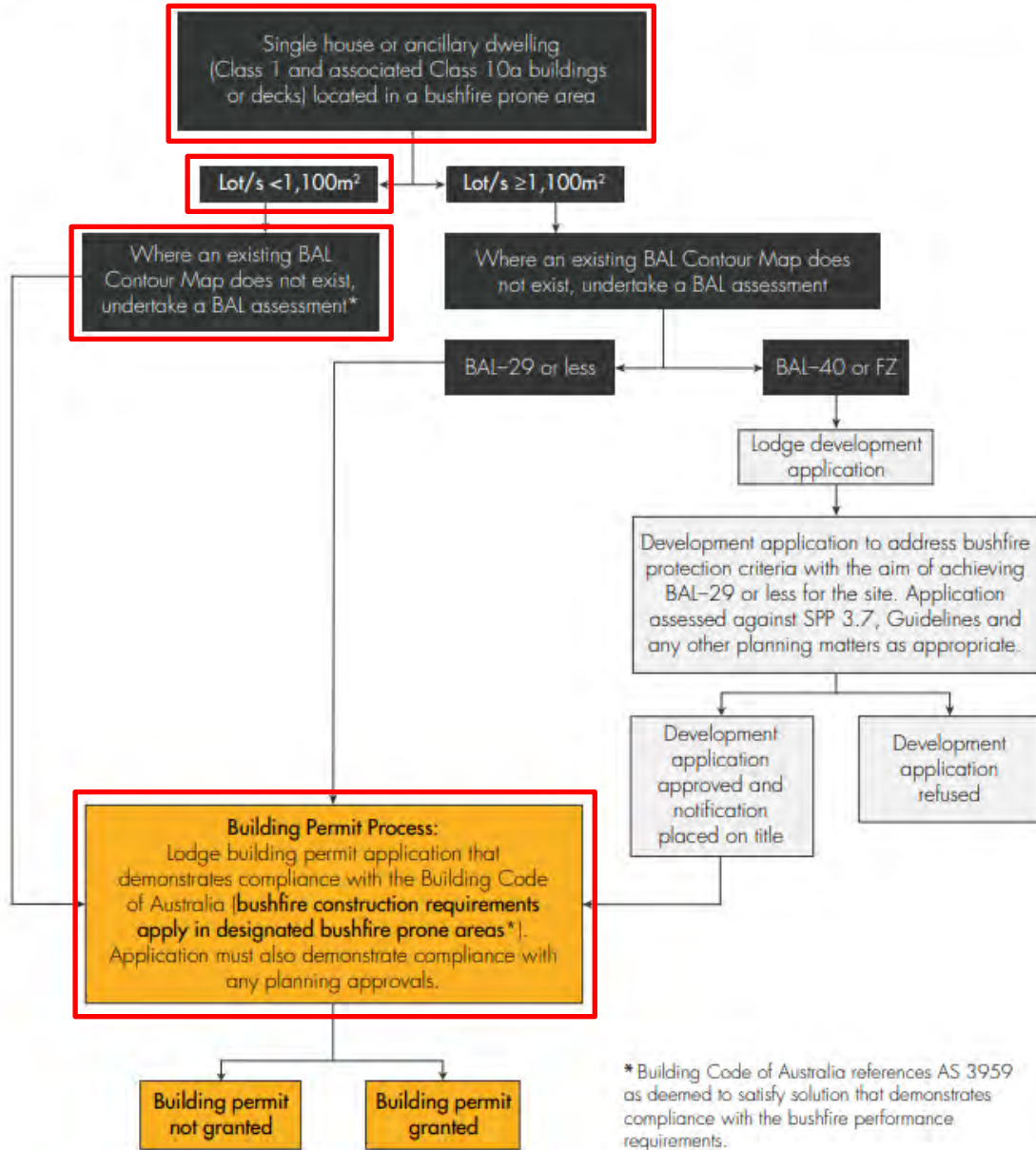
The Bushfire Attack Level report has not been assessed as part of the planning application process as:

- (i) For lots less than 1,100m² a Bushfire Attack Level does not need to be lodged as part of the planning application process. The lot area is less than 1,100m².
- (ii) The exemption to lots less than 1,100m² is outlined under the *Planning and Development (Local Planning Schemes) Regulations 2015*, State Planning Policy 3.7 and reiterated under the Western Australian Planning Bulletin 111/2016.
- (iii) The Western Australian Planning Commission flow charts clearly show that for lots less than 1,100m² the bushfire requirements will be examined as part of the building process – *copy over page*.
- (iv) There is no benefit in trying to pre-empt the separate building assessment in regards to compliance with Australian Standard 3959.

Town Planning Innovations has liaised with the Department of Planning, Lands and Heritage and an officer has verbally confirmed that bushfire matters are assessed at the

building process stage for all lots less than 1,100m² (irrespective of the Bushfire Attack Level rating).

Figure 8: Application process for single houses and ancillary dwellings in designated bushfire prone areas



Above: Process chart – extract from Western Australian Planning Commission guidelines for planning in bushfire prone areas

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LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

Regulation 61(1)(c) only exempts single houses from requiring planning approval where they comply with the 'deemed to comply' requirements of the Residential Design Codes.

Part 10A outlines the requirements for Bushfire Risk Management. Clause 78B(1)(a) states that this Part (being Part 10A) does not apply unless the development is '*the construction or use, or construction and use, of a single house or ancillary dwelling on a lot or lots with a total area of 1,100 m² or more*'.

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 16(2) outlines the following objectives for the Residential zone:

- To provide for a range of housing and a choice of residential densities to meet the needs of the community.
- To facilitate and encourage high quality design, built form and streetscapes throughout residential areas.
- To provide for a range of non-residential uses, which are compatible with and complementary to residential development.
- To provide for tourist development which is compatible with and complementary to residential development.

POLICY IMPLICATIONS

- *Denham Design Guidelines*

The Denham Design Guidelines state that they were adopted as a Local Planning Policy under the Shire of Shark Bay Town Planning Scheme No 2. The Guidelines have not been adopted as a Local Planning Policy under the current Shire of Shark Bay Town Planning Scheme No 4 (however they are administered by Development WA and their architects).

Town Planning Innovations proposes to refer a future report to Council to consider adopting the Denham Design Guidelines as a formal local planning policy under the current Scheme. This will give the Design Guidelines greater weight from a local government perspective.

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- *Proposed Crossover*

Crossovers are normally provided with a 1.5 metre truncation radius to the street alignment unless there is an existing footpath on the verge.

The Residential Design Codes only require driveways to be 0.5 metres from a side boundary.

The site plan shows a 1.5 metre truncation for the crossover however it results in an awkward alignment. Town Planning Innovations has liaised with the Manager of Works who suggests a lesser 0.5 metre truncation be supported for the proposed crossover at Lot 31 as a practical solution.

FINANCIAL IMPLICATIONS

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

STRATEGIC IMPLICATIONS

There are no known strategic implications associated with this report, other than the Denham Estate Design Guidelines should be referred to Council to consider adopting as a formal Local Planning Policy.

RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Absolute Majority Required

SIGNATURES

Author

L Bushby

Chief Executive Officer

P Anderson

Date of Report

2 December 2020

15 DECEMBER 2020

13.4 PROPOSED WAREHOUSE / STORAGE BUILDING – LOT 2 (62) VLAMINGH CRESCENT,
DENHAM
P4362

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 Ridgley
Seconded Cr Cowell

Council Resolution

That Council:

1. **Note that a portion of Lot 2 (62) Vlamingh Crescent is located within a designated bushfire prone area and support an exemption from a Bushfire Attack Level assessment/ State Planning Policy 3.7 as part of the development application process as permissible under the Western Australian Planning Bulletin 111/2016 as:**
 - a) **There will not be any significant employee presence as the building is for storage;**
 - b) **The development will not significantly increase bushfire risk; and**
 - c) **A Bushfire Attack Level dictates any higher construction standards for habitable buildings. No higher construction standards apply at the separate building permit stage for industrial buildings.**

2. **Approve the Development Application for a warehouse/storage building on Lot 2 (62) Vlamingh Crescent, Denham subject to the following conditions and footnotes:**
 - (i) **The plans lodged with the application shall form part of this planning approval. All development shall be in accordance with the approved plans unless otherwise approved in writing by the Chief Executive Officer.**

 - (ii) **The existing gravel internal traffic circulation areas within the lot shall be maintained to a trafficable standard to the satisfaction of the Chief Executive Officer.**

 - (iii) **The owner / applicant to upgrade and construct the existing crossover within 12 months from the date of the issue of a separate Building Permit for the proposed warehouse/ storage building.**

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The crossover shall be constructed out of:

- a. **A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or**
 - b. **A minimum of 100 mm reinforced concrete over a compacted sub-base to the satisfaction of the Chief Executive Officer.**
- (iv) **No dumping, stockpiling, or storage of waste or materials, shall be carried out between the front building line and the street frontage.**
- (v) **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.**
- (vi) **This approval is issued based on a proposed land use of 'warehouse/storage' and is specifically for the storage of goods, equipment, plant or materials; or the display or sale by wholesale of goods within the proposed building.**
- (vii) **An informal car parking area with capacity to accommodate a minimum of 3 car parking bays is to be provided and maintained to a trafficable standard on site to the satisfaction of the Shire's Chief Executive Officer.**

Footnotes:

- (a) **This is planning consent only. A separate building permit is required prior to any construction.**
- (b) **Please be advised that the lot is within a declared bushfire prone area. Bushfire mapping can be viewed on the website of the Department of fire and Emergency Services.**

7/0 CARRIED

BACKGROUND

Mr Michael Ricetti owns both Lot 1 (60) and Lot 2 (62) Vlamingh Crescent in Denham. An existing industrial shed has been developed at 60 Vlamingh Crescent which has been shown on the proposed site plan.

A new building is proposed on Lot 2 which is currently vacant.



COMMENT

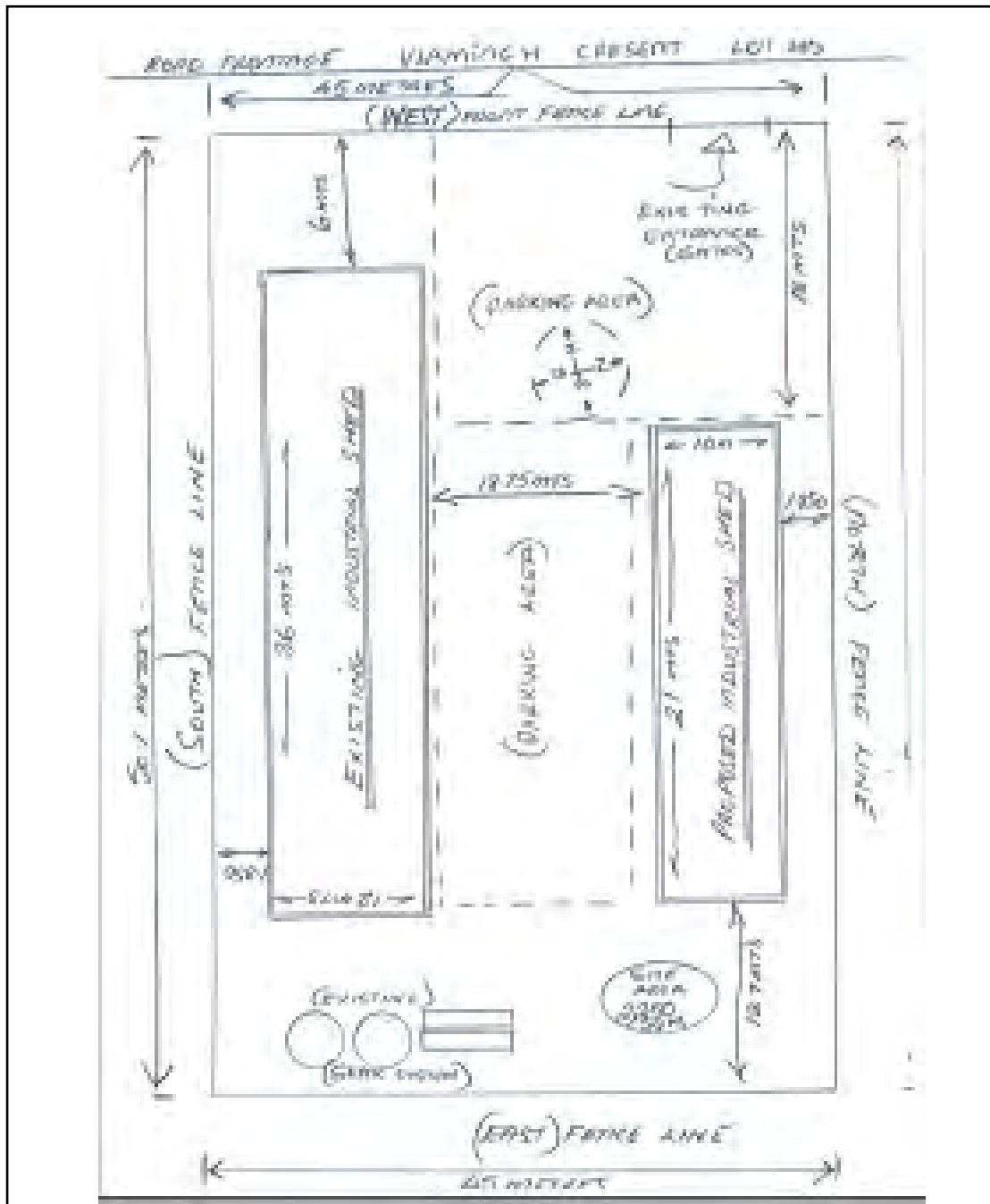
- *Description of Application*

The application proposes a 210m² shed proposed to be used for storage of equipment already used in operation of the business at adjacent 60 Vlamingh Crescent including a tilt tray truck, recovery vehicles, trailers and forklifts. The building will measure 21 metres by 10 metres, with a maximum height of 4.9 metres.

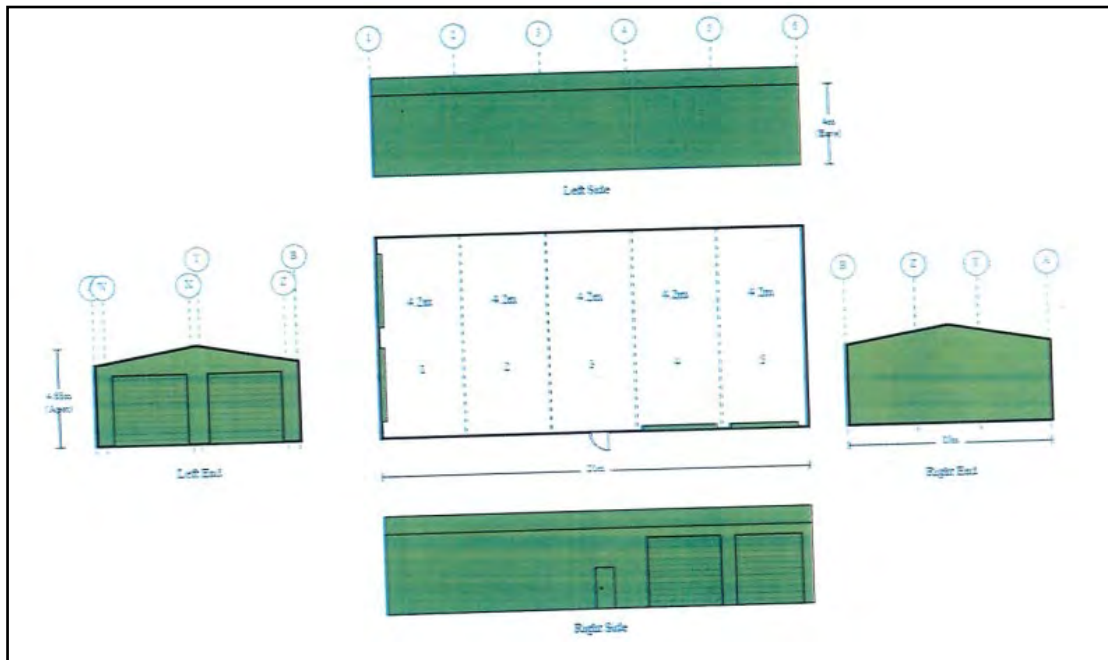
A site plan and elevation is included over page for ease of convenience.

MINUTES OF THE ORDINARY COUNCIL MEETING

15 DECEMBER 2020



15 DECEMBER 2020



- *Zoning*

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

- *Land Use Classification and Permissibility*

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

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

'Warehouse/storage' is listed as a 'P' use in the General Industry zone under the Zoning Table in the Scheme, which 'means that the use is permitted if it complies with all relevant development standards or requirements of this Scheme'.

- *Setbacks*

A 6 metre front and rear setback is required under the Scheme. The application complies with the setback requirements.

- *Parking*

Table 3 in the Scheme requires 1 car parking bay for every 100m² of Gross Floor Area for warehouse uses.

The combined gross floor area of the existing and proposed warehouse/storage sheds equates to 210m², which attracts a car parking requirement of 3 bays.

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A condition is recommended to require 3 informal car parking bays within the lot boundaries to comply with the current Scheme, however it is noted that the lot is of a sufficient size to accommodate car parking.

Council has the ability to impose a condition to require car parking to be line marked, sealed, constructed and drained.

Town Planning Innovations recommends that gravel car parking area be accepted for the following reasons:

- i. Formal sealed car parking has not been actively enforced historically by the Shire in the Industrial area;
- ii. The majority of industrial lots have informal gravel car parking areas;
- iii. For more recent applications the Shire has supported informal car parking areas for industrial properties.
- iv. The standard of car parking is to the discretion of Council.

- *Crossovers*

The Shire of Shark Bay Policy Manual has minimum construction standards for crossings under Policy 2.1 and requires bitumen (over roadbase), concrete, brick pavers or *'other as approved by Council'*.

The existing crossover is not sealed and is loose blue metal over clay. It is recommended that the existing crossover be required to be upgraded as a condition of any approval.

- *Landscaping*

Under the Scheme Council has discretion to require landscaping in the general industry zone.

Clause 32.5.4 of the Scheme states as follows:

'Where a building is approved upon a lot and is set back from the front boundary of that lot, the local government may require the provision of landscape treatment between the frontage of any building and the front boundary.

Such landscape treatment may include a car parking area. Implementation of a landscape plan approved by the local government, shall occur within six calendar months of:

- (a) the completion of any other approved works, or*
- (b) the date of occupancy, if occupancy commences prior to the completion of the development.'*

The Scheme does not specify the amount or width of landscaping required and allows car parking to be incorporated.

Town Planning Innovations does not recommend any landscaping be required as it is not been enforced historically, and has not been required for more recent development applications in this area.

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

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

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

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



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

Despite the above, the Western Australian Planning Commission also released a Planning Bulletin 111/2016 that clarifies some of the requirements under the deemed

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provisions of the *Planning and Development (Local Planning Scheme) Regulations 2015* and State Planning Policy 3.7.

The Planning Bulletin explains that application of the Policy is to be pragmatically applied by the decision maker.

Town Planning Innovations\ is of the view that an exemption to State Planning Policy 3.7 should be applied given that:

- a) There will not be any significant employee presence;
- b) The development will not significantly increase bushfire risk; and
- c) A Bushfire Attack Level dictates any higher construction standards for habitable buildings. No higher construction standards apply at the separate building permit stage for industrial buildings.

It is recommended that Council support an exemption from a Bushfire Attack Level as part of the planning process.

LEGAL IMPLICATIONS

Planning and Development (Local Planning Schemes) Regulations 2015 -

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

Shire of Shark Bay Local Planning Scheme No 4 -

Explained in the body of the report with the exemption of:

Clause 32.5.5 Storage of Materials applicable to the General Industry zone states that 'No dumping, stockpiling, storage of waste or materials, or construction, servicing or maintenance shall be carried out between the front building line and the street frontage but shall not prohibit the display of finished goods or goods for sale or ready for delivery.'

There are no building height restrictions for the General Industry zone under the Scheme.

POLICY IMPLICATIONS

There are no policy implication 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.

MINUTES OF THE ORDINARY COUNCIL MEETING

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RISK MANAGEMENT

This is a low risk item to Council.

VOTING REQUIREMENTS

Simple Majority Required

SIGNATURES

Author

L Bashby

Chief Executive Officer

P Anderson

Date of Report

9 December 2020

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14.0 TOURISM, RECREATION AND CULTURE REPORT

14.1 FEE WAIVER REQUEST – SEAGRASS FESTIVAL
RC00034

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Declaration of Interest:

Nature of Interest:

Officer Recommendation

1. Council approves the request for Ms Amrit Kendrick (on behalf of the Malgana people and University of Western Australia team) for the use of the Denham Town Hall on 7 and 8 April 2021 for the Seagrass (Wirriya Jalyanu) Festival.

Or

2. Council charge \$262 per day as per the Shire's 2020/2021 Schedule of Fees and Charges for Ms Amrit Kendrick (on behalf of the Malgana people and University of Western Australia team) for the use of the Denham Town Hall on 7 and 8 April 2021 for the Seagrass (Wirriya Jalyanu) Festival.

ABSOLUTE MAJORITY REQUIRED

Moved Cr Smith
Seconded Cr Burton

Council Resolution

Council approves the request for Ms Amrit Kendrick (on behalf of the Malgana people and University of Western Australia team) for the use of the Denham Town Hall on 7 and 8 April 2021 for the Seagrass (Wirriya Jalyanu) Festival.

7/0 CARRIED BY ABSOLUTE MAJORITY

BACKGROUND

At the Ordinary Council Meeting held on 26 August 2020 a fee waiver request to host the Seagrass (Wirriya Jalyanu) Festival at the Denham Town Hall on 2 and 4 October 2020 was granted:

*Moved Cr Stubberfield Seconded Cr Smith Council Resolution
Council approves the request for Ms Amrit Kendrick (on behalf of the Malgana and University of Western Australia team) for the use of the Denham Town Hall on 2 & 4 October 2020 for the Seagrass (Wirriya Jalyanu) Festival.*

However, on 22 September 2020, Ms Amrit Kendrick advised the Shire Administration that the festival event had been postponed and that the fee waiver would no longer be required.

On 21 November 2020, Ms Amrit Kendrick emailed the Shire Administration to inform them that the festival event has been rescheduled to 7 and 8 April 2021, and requested

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a new fee waiver for the Denham Town Hall for the two days over which the festival will be held.

COMMENT

The Seagrass (Wirriya Jalyanu) Festival celebrates the unique seagrass ecosystems that are crucial to Shark Bay marine life and stromatolite formations. The proposed festival event aims to bring the community together to learn about seagrasses in Shark Bay, and to focus on Malgana language and culture.

The festival event will showcase the local indigenous rangers that have been working in partnership with seagrass scientists. The festival event will have performances and stalls with activities and the Shark Bay School has been invited to participate through preparing stories, drawings and songs which relate to the animals that depend on seagrass ecosystems.

Ms Amrit Kendrick has received feedback from the Traditional Owners that the Denham Town Hall is the most appropriate facility to host such activities in Denham.

The Shire Administration has advised the festival team of the current COVID-19 Phase 4 restrictions which includes limiting the venue capacity (total of 60 people at Denham Town Hall). We acknowledge the restrictions may be lifted before the event dates on 7 and 8 April 2021 but in the meantime, the festival team have indicated they will monitor the attendance at the event and utilise both inside and outside of the Denham Town Hall facility to ensure appropriate number capacity.

As per the Shire's Recreation and Culture Policy, bookings accepted on a regular basis may be cancelled to allow special events at the discretion of the Chief Executive Officer. At present, there are no other scheduled bookings at the Denham Town Hall during the proposed dates.

LEGAL IMPLICATIONS

Section 6.12 of the Local Government Act 1995

POLICY IMPLICATIONS

Recreation and Culture

Standard Conditions for Hire of Shire Venues, Facilities and Equipment.

FINANCIAL IMPLICATIONS

Shire 2020/2021 Schedule of Fees and Charges:

- \$262 per day as per the Shire's 2020/2021 Schedule of Fees and Charges.
- \$275 per function cleaning deposit.
- Total of \$799 for two-day hire.

STRATEGIC IMPLICATIONS

Economic Objective: A progressive, resilient and diverse economy

Social Objective: A safe, welcoming and inclusive community

RISK MANAGEMENT

The Seagrass (Wirriya Jalyanu) Festival will be required to provide a copy of its Public Liability Insurance, COVID-19 Safety Plan and COVID-19 training certificate to the Shire Administration.

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VOTING REQUIREMENTS

Absolute Majority Required

SIGNATURES

Executive Manager Community Development *D Wilkes*


Chief Executive Officer *P Anderson*

Date of Report 3 December 2020

I-CR-29374 - Request for Fee Waiver in Hiring Town Hall for Rescheduled Festival



Amrit Kendrick <amrit@westnet.com.au>

To  Candice Uszko

Sat 21/11/2020 8:56 PM

To whom it may concern at the Shire of Shark Bay:

The Seagrass (Wirriya jalyanu) Festival to be held April 7 and 8, 2021, with science talks on the Tuesday for the benefit of the Shark Bay community.

In the interest of celebrating the unique seagrass ecosystems which make up the bay and which are crucial to its fisheries and its stromatolite formations, this event brings together the local human community to find out more about this special plant community. Its also an opportunity to focus on Malgana language and culture related to the unique sea country here near Denham.

Local indigenous rangers have been working in partnership with seagrass scientists and this event is the way they will showcase their project for the local public. There will be performances and stalls with activities. Local schoolchildren are expected to participate through preparing stories, drawings and songs which relate to the animals that depend on seagrass ecosystems.

We would very much appreciate a waiver of the venue hire fees for these events on the weekend of October 2-4. It will bring value into the community as local people will be invited to come and hear about science research findings, management of country and interesting knowledge about the Shark Bay World Heritage Site.

We await your consideration. Thank you,

With sincere appreciation,

Amrit Kendrick

On behalf of the Malgana and University of Western Australia team.

See below our article about the project:

For: *Wetlands Australia* - theme focus '**Wetlands and Biodiversity**'

Working together to assist seagrass recovery in the World Heritage Site of Shark Bay

Elizabeth Sinclair, Gary Kendrick, John Statton - University of Western Australia

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Shark Bay, or Gathaagudu (two-waters) is a large marine embayment at the tropical-temperate transition zone on the west coast of Australia. It received IUCN World Heritage Site (WHS) listing in 1991 because of its' unique environmental values.

One of these unique values is the extensive temperate seagrass meadows that support high marine biodiversity including large populations of dugongs, turtles, sharks, and 13 species of temperate and tropical seagrasses, most at the extremes of their respective distributions. The large temperate species, *Amphibolis antarctica* and *Posidonia australis*, have historically dominated Shark Bay seagrass cover, creating extensive, persistent meadows of ~4000 km². They provide habitat or food for many species favoured by commercial and recreational fishers. They are also responsible to the accumulation of the Wooramel banks, limiting water exchange with Hamelin Pool and creating the hypersaline environment suitable for stromatolites, the worlds' oldest known life forms.

A marine heatwave and sediment deposits from the flooding Wooramel River devastated seagrasses in summer 2010/2011. Initial defoliation of *A. antarctica* was followed by rhizome death that occurred in 60–80% of the bay's meadows, equating to decline of over 1,000 km² of meadows. This seagrass loss resulted in closure of commercially important fisheries for scallops and blue swimmer crabs. It also led to large declines in seasnakes, dolphins, and culturally significant species, such as green turtles, dugongs, and cormorants. On-going implications for species dynamics, food web structure, and ecosystem recovery across the Bay persist.

A Hub team led by Elizabeth Sinclair of The University of Western Australia is assessing genomic diversity in both these seagrass species, while John Statton is working with Malgana Traditional Owners to assist seagrass recovery. Six Indigenous rangers have recently completed their training in conservation and land management.

Our first restoration activities with rangers and researchers in August 2019 coincided with the Hamelin Station Science Fair. The morning started with Aboriginal Elders performing a traditional 'Welcome to Sea Country' at Fowlers Camp. We broke into groups to collect *A. antarctica* seedlings, observe fish, and snorkel over a trial *Posidonia* planting. Rangers shared memories of being on the water with their uncles and grandfathers and scientists shared discoveries about seagrass lifecycles, flowering, seeds and seedlings. 'Getting wet and cold together in the wintry ocean provided some fun and we're excited to be setting up our restoration trials together,' Dr Sinclair said.

This project is continuing to work in collaboration with Traditional Owners to:

- Trial methods of transplanting and seeding to assist natural recovery of seagrass meadows
- Develop nature-based solutions to climate-change related seagrass loss in the Shark Bay
- Plan for a Science meets Art Seagrass Festival in Denham to celebrate and share the environmental and cultural knowledge around Shark Bays seagrasses

The Malgana ranger program is supported by Yamatji Marlpa Aboriginal Corporation, through funding from the Department of Biodiversity, Conservation, and Attractions

For more information: <https://www.nespmarine.edu.au/project/project-e6---assisting-restoration-ecosystem-engineers-through-seed-based-and-shoot-based>

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15.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

There were no motions of which previous notice have been given

16.0 URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

There was no urgent business approved by the person presiding or by decision for the December 2020 Ordinary Council meeting.

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.

7/0 CARRIED

17.1 CITIZEN OF THE YEAR AWARDS 2021
CR00001

AUTHOR

Community Development Officer

DISCLOSURE OF ANY INTEREST

Nil

Moved Cr Stubberfield
Seconded Cr Burton

Council Resolution

That Council suspend Standing Orders, clause 9.5 Limitation on number speeches to be suspended at 4.29 pm for open discussion on Item 17.1 Citizen of the Year Awards 2021.

7/0 CARRIED

Moved Cr Stubberfield
Seconded Cr Burton

Council Resolution

That Council reinstate Standing Orders at 4.49 pm.

7/0 CARRIED

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Moved Cr Ridgley
Seconded Cr Smith

Council Resolution

1. Council endorse the following individuals or groups for each category of the Shark Bay Citizen of the Year Awards 2021:

- a) Shark Bay Citizen of the Year is presented to Ms Natalie Dull.
- b) Shark Bay Citizen of the Year (Youth) is presented to Miss Ella Ricetti.
- c) Shark Bay Citizen of the Year (Senior) is presented to Ms Faye Castling.
- d) Shark Bay Active Citizen Award (for a community group and/or event) is presented to St John Ambulance – Shark Bay Sub Centre.

Council resolution be EMBARGOED until the 26 January 2021.

2. Council include \$2,500 for Shark Bay Citizen of the Year Honour Board in the 2021/2022 draft budget deliberations.

7/0 CARRIED

Moved Cr Burton
Seconded Cr Fenny

Council Resolution

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

7/0 CARRIED

18.0 DATE AND TIME OF NEXT MEETING

The next Ordinary meeting of the Shark Bay Shire Council will be held on the 24 February 2021, commencing at 3.00 pm.

19.0 CLOSURE OF MEETING

As there was no further business the President closed the December 2020 Ordinary Council meeting at 4.51 pm.