



SHIRE OF CARNARVON

AGENDA

AUDIT, RISK & IMPROVEMENT COMMITTEE

Shire Council Chambers,
Stuart Street Carnarvon,
West Australia
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The Shire of Carnarvon acknowledges and respects the Yinggarda (Carnarvon) and Baiyungu (Coral Bay) as the traditional custodians of the lands where we live and work. We pay our respects to Elders, past, present and emerging. The Shire of Carnarvon is committed to honouring the traditional custodians' unique cultural and spiritual relationships to the land, waters and seas and their rich contribution to society.

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon
Audit, Risk and Improvement Committee
Meeting
will be held
on Tuesday 20 October 2026
at the Shire Council Chambers, Stuart Street
Carnarvon,
commencing at 1.30pm.

Amanda Dexter
CHIEF EXECUTIVE OFFICER

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In accordance with Regulation 11 of the *Local Government (Administration) Regulations 1996*, minutes are a record of decisions made, motions considered, disclosures made, documents attached to the agenda where required, and other matters required by legislation. Minutes include a summary of proceedings and are **not** a verbatim transcript of proceedings.

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1 ATTENDANCE AND APOLOGIES

(The Local Government Act 1995 Section 2.25 provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. The leave cannot be granted retrospectively and an apology for non-attendance at a meeting is not an application for leave of absence.)

2 DECLARATIONS OF INTEREST

(Elected Members and Officers are reminded of the requirements of Section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting or when the matter is to be discussed.)

2 CONFIRMATION OF MINUTES

3.1 Minutes of the Audit, Risk and Improvement Committee Meeting - 25 August 2026

3 REPORTS

4.1 OUTSTANDING DEBTORS QUARTERLY REPORT SEPTEMBER 2026

File No:	ADM0127
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Outstanding Debt Report April 2026 ARIC
Schedules:	Nil

Authority/Discretion:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☒	Executive	The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets
☐	Legislative	Includes adopting local laws, town planning schemes and policies.
☐	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
☐	Quasi-judicial	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

This report provides an overview of the Shire's outstanding debt position as at 30 September, including rates, sundry debtors, and other receivables. It outlines current collection performance, key risk areas, and any material movements since the previous reporting period.

The report also highlights debts subject to payment arrangements, ageing of receivables, and any accounts recommended for escalation, including legal recovery where appropriate.

This item is presented to support governance oversight, inform decision-making regarding debt recovery actions, and ensure alignment with the Shire's adopted Debt Collection Policy and financial sustainability objectives.

Background

The Shire is responsible for the effective management and recovery of all outstanding debts, including rates, service charges, and sundry debtor accounts, in accordance with the provisions of the *Local Government Act 1995 (WA)* and supporting regulations.

Outstanding debt is monitored on an ongoing basis to ensure timely collection, maintain cashflow, and minimise the risk of financial loss. Regular reporting to the Audit and Risk Improvement Committee (ARIC) provides oversight of collection performance, emerging risks, and the effectiveness of recovery actions. The Audit and Risk Improvement Committee will ensure compliance with the Shire's financial reporting requirements and will liaise with the Chief Executive Officer to support the effective and efficient financial management of outstanding debts, ensuring statutory obligations are met.

The Shire has adopted a structured approach to debt recovery, incorporating staged escalation processes, payment arrangements where appropriate, and referral to external agencies or legal action for long-term or high-risk debts. This approach is supported by the Shire's Debt Collection Policy and internal procedures.

This report forms part of the Shire's ongoing financial management and governance framework, providing transparency over debtor management and supporting proactive intervention where required.

Stakeholder and Public Consultation

Internal Consultation

Consultation has been undertaken with relevant internal officers, including Finance and Rates staff, to ensure the accuracy of outstanding debt data, validation of recovery actions, and alignment with current operational practices and reporting requirements.

Local Government Best Practice (LGBP) Rates Consultants

Industry guidance and benchmarking have been considered through engagement with LGBP Consultants, ensuring that the Shire's debt recovery approach reflects contemporary best practice, including escalation processes, payment arrangement frameworks, and monitoring of aged receivables.

WALGA

Reference has been made to guidance and resources provided by WALGA to support a consistent and compliant approach to debt recovery, governance, and financial management within the local government sector.

No public consultation has been undertaken in relation to this report, as it relates to internal financial management and operational processes.

Statutory Environment

The management and recovery of outstanding debts is governed by the provisions of the *Local Government Act 1995 (WA)* and the *Local Government (Financial Management) Regulations 1996 (WA)*.

Under the Act, local governments are required to levy and recover rates and service charges, and are provided with mechanisms to recover unpaid amounts, including the imposition of interest, legal recovery action, and, where applicable, property-related recovery processes.

The Regulations establish requirements for sound financial management, including the maintenance of proper accounting records, internal controls, and regular financial reporting. These provisions support the

monitoring and management of receivables, ensuring transparency, accountability, and timely intervention where debts remain unpaid.

In addition, the *Local Government (Audit) Regulations 1996 (WA)* require the Audit and Risk Improvement Committee to review financial management practices and support compliance with statutory reporting obligations, including oversight of debtor management as part of the broader financial control framework.

Debt recovery practices must also align with relevant legal processes and principles of administrative fairness, ensuring that all recovery actions are applied consistently, transparently, and in accordance with adopted Council policies.

Relevant Plans and Policy

Shire of Carnarvon Policy Manual

- CF007 Debt Collection
- CF011 Recovery of Rates
- CF006 Financial Hardship

Financial Implications

Outstanding debtors can adversely affect the Shire's cashflow, reducing its capacity to deliver services and undertake planned projects. They can also increase administrative burden, impact the reliability of budget forecasting, and constrain funds available for capital investment or unforeseen expenditures.

If not effectively managed, outstanding debts may result in higher levels of bad debt write-offs and can give rise to audit concerns regarding the adequacy of financial controls and overall governance practices.

Risk Assessment

STEP 3 – Risk Tolerance Chart Used to Determine Risk						
Consequence →		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood →						
Almost certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating	Mitigating Action/s
Financial	Non-recovery or delayed recovery of outstanding rates and sundry debtors reduces cash flow, impacts the Shire's ability to fund services and projects, and may increase bad debt write-offs.	B3 – High	Maintain proactive debt recovery processes (notices, payment arrangements, legal recovery, sale of land where applicable); continue engagement of LG Best Practices for specialist rates and recovery support; regular monitoring and reporting to EMT, ARIC and Council.
Health & Safety	N/A	N/A	N/A
Reputation	Perception that the Shire is either not managing debts	C3 – Moderate	Apply Shire policies CF006 Financial Hardship, CF007 Debt Collection and CF011 Recovery of Rates consistently;

	effectively (poor financial governance) or is acting unfairly towards vulnerable ratepayers if recovery is not balanced with hardship considerations.		ensure clear, respectful communication with debtors; regularly report debt recovery progress to ARIC and Council to demonstrate oversight and transparency.
Service disruption	Cash flow constraints from high outstanding debt may limit the Shire's capacity to sustain current service levels or deliver planned projects.	C3 - Moderate	Ongoing cash flow forecasting and budget review; prioritise essential services; align recovery activity with treasury management to support operational funding needs.
Compliance	Failure to comply with the Local Government Act 1995, Rates and Charges (Rebates and Deferrals) Act 1992 and associated regulations in applying concessions, deferrals and recovery processes.	C3 - Moderate	Engage AMPAC Debt Collection for specialist debt recovery services; provide ongoing training to finance staff in rating and debt recovery procedures; undertake periodic internal reviews and audits to ensure effective controls and compliance; and ensure all recovery actions and decisions are appropriately documented and consistent with adopted policies and legislative requirements.
Property	Errors in initiating sale of land or other enforcement action for unpaid rates may expose the Shire to disputes or claims.	D2 - Low	Follow statutory timelines and notice requirements; obtain legal advice for sale of land and complex recovery matters; maintain clear records of actions taken.
Environment	N/A	N/A	N/A
Fraud	Inadequate segregation of duties or oversight in debtor management could enable misappropriation, unauthorised write-offs or manipulation of debtor balances.	D2 - Low	Maintain segregation of duties, delegated authority limits and documented approval processes; ensure regular reconciliations and management review; report material write-offs and variances through ARIC and Council as required.

Community and Strategic Objectives

The proposal aligns with the following desired objectives as expressed in the *Community Strategic Plan 2022-2032*:

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

- *Improve the trust between citizens and the Shire of Carnarvon*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments**1. Rates and Service Charges**

Rates notices for the 2026/2027 financial year were issued on 7 September 2026, with the first instalment due on 12 October 2026. Ratepayers electing to pay their annual rates in full were also required to make payment by 12 October 2026.

As at 30 September 2026, total outstanding rates, services and charges amounted to \$9,822,021, of which \$1,987,688 relates to outstanding balances from previous financial years.

The outstanding balance should be considered in the context of the timing of rates issuance, with the reporting date falling prior to the first payment due date. Consequently, a substantial portion of the outstanding balance relates to current-year rates that were not yet due for payment.

Of the total outstanding balance, \$177,622 relates to deferred pensioner rates, which are subject to legislative restrictions on recovery.

Rates position Summary 2026/27

Item	Amount	Notes
Total Outstanding rates	\$9,822,021	As at 30 September 2026
Current-year outstanding	\$7,834,333	Balance attributable to 2026/27
Prior year outstanding	\$1,987,688	Rates outstanding from previous years
Less: Pensioner deferred rates	(\$177,622)	Subject to statutory deferment
Net outstanding excluding deferrals	\$9,644,399	Include current year not yet due

The proportion of current-year outstanding rates is consistent with the timing of annual rates notices, with the first payment date falling after the reporting period.

While the current-year balance is not considered overdue as at 30 September 2026, the \$1,987,688 outstanding from previous financial years remains an area of focus for debt recovery.

Recoverable vs Legislatively Restricted Debt

Certain portions of outstanding rates are subject to legislative restrictions or agreed payment arrangements, including:

- **Pensioner deferred rates:** \$177,622 is subject to deferment provisions under the *Rates and Charges (Rebates and Deferments) Act 1992*. These amounts are generally recoverable when the property is sold, transferred or deferment eligibility otherwise ceases.
- **Financial hardship and payment arrangements:** The Shire continues to consider sustainable payment arrangements in accordance with its adopted policies, taking into account individual financial circumstances.
- **Statutory recovery processes:** Recovery options involving the sale of land for unpaid rates are subject to the eligibility criteria and procedural requirements of the *Local Government Act 1995*.

Amounts subject to statutory deferment should be distinguished from debts that are overdue and available for immediate recovery.

Specific Areas of Concern

The Shire continues to monitor longstanding outstanding rates, with particular attention to balances carried forward from previous financial years.

As at 30 September 2026, prior-year outstanding rates totalled \$1,987,688, representing approximately 20.24% of the total outstanding rates balance.

Recovery activities will continue to focus on longstanding arrears, including reviewing payment arrangements, following up overdue accounts and identifying properties that may qualify for further statutory recovery action.

Active Debt Collection – Accounts Without Payment Arrangements

The Shire continues to engage AMPAC Debt Collection to pursue outstanding rates where payment arrangements have not been established or previous recovery efforts have been unsuccessful.

A total of 231 accounts have been referred to AMPAC, representing principal debt of \$2,039,374.64. Of these, 48 accounts remain open, while 183 accounts are recorded as closed.

Description	All Accounts	Open Accounts	Closed Accounts
Number of accounts	231	48	183
Principal debt referred	\$2,039,374.64	\$691,174.07	\$1,348,200.57
Recovery costs added	\$57,853.75	\$52,897.95	\$4,955.80
Adjustments made	(\$7,674.73)	\$0.00	(\$7,674.73)
Interest incurred	\$212.77	\$212.77	\$0.00
Payments received	(\$8,908.69)	(\$8,908.69)	\$0.00

The 48 accounts remaining under active debt collection represent an outstanding balance of \$735,376.10, including recovery costs and interest. These accounts do not have established payment arrangements and remain subject to ongoing recovery action.

The remaining 183 accounts, representing \$1,345,481.64, have been classified as closed by AMPAC following the establishment of payment arrangements. While these accounts are no longer subject to active collection proceedings, the outstanding balances remain payable and require ongoing monitoring to ensure agreed payments are maintained.

The Shire will continue to monitor compliance with payment arrangements and review accounts where payments are missed or arrangements are no longer being maintained. Accounts without satisfactory payment arrangements will remain a priority for further recovery action, subject to legislative requirements and the Shire's adopted policies.

The engagement of AMPAC provides a structured approach to debt recovery, while allowing the Shire to distinguish between accounts requiring active enforcement and those being managed through agreed repayment arrangements.

Current Legislative Recovery Options

Under Western Australian legislation, the Shire's recovery options include:

- Issuing final notices and commencing legal recovery proceedings where appropriate.
- Entering into payment arrangements with ratepayers.
- Applying the statutory sale of land process for qualifying unpaid rates.
- Engaging specialist debt collection agencies for formal recovery action.

Recovery processes must comply with applicable legislative requirements, including restrictions relating to deferred pensioner rates and prescribed procedures for enforcement action.

Debt Recovery and Rates Administration

The Shire continues to utilise AMPAC Debt Collection for specialist debt recovery services, including the escalation of accounts that have remained outstanding for an extended period and formal recovery action where appropriate.

Following the 12 October 2026 payment due date, the Shire will review unpaid current-year rates to identify accounts requiring follow-up and ensure appropriate recovery processes are undertaken.

The Shire is also reviewing its internal rates administration processes, with a focus on improving the accuracy of rating records, timely processing of property transfers, monitoring of outstanding accounts and strengthening internal controls.

These improvements are intended to support more effective management of rates receivables and reduce financial and reputational risks associated with delayed or inaccurate rating processes.

2. Sundry Debtors (Fees and Charges)

As at 30 September 2026, the Shire's total outstanding sundry debtors amounted to **\$912,127**.

Of this amount, \$390,707 relates to Regional Express (REX) Holdings, representing approximately 42.83% of the total outstanding balance.

Ageing Category	Outstanding Amount	Percentage
Current	\$420,283	47.17%
Greater than 30 days	\$784	0.09%
Greater than 60 days	\$3,296	0.36%
Greater than 90 days	\$493,723	54.13%
Credit balances	(\$15,959)	(1.75%)
Total	\$912,127	100.00%

Material Outstanding Debts – REX Holdings

A significant portion of the Shire's longstanding sundry debt relates to Regional Express (REX) Holdings, with an outstanding balance of \$390,707.

The Shire has successfully secured grant funding of **\$355,188** through the Regional and Remote Support Program to offset the financial impact of the outstanding debt. The grant funding excludes the GST component, resulting in a difference of \$35,519 between the grant received and the outstanding debtor balance. The Shire is seeking advice from the Australian Taxation Office (ATO) regarding the GST treatment of the outstanding debt, including whether an adjustment may be available in relation to the unrecovered GST component.

Given the limited prospects of recovering the debt directly from REX Holdings, a separate report recommending the write-off of the full outstanding balance of \$390,707 is being submitted to Council for consideration.

The grant funding has substantially mitigated the Shire's financial exposure, covering approximately 90.91% of the outstanding debt. The remaining GST component is subject to further clarification with the ATO.

The proposed write-off remains subject to Council approval and confirmation of the appropriate accounting treatment. The grant funding received and proposed write-off will be accounted for as separate transactions.

Other Sundry Debtors

Excluding REX Holdings, the remaining sundry debtor balance is \$521,420. This comprises current receivables, outstanding invoices and accounts subject to ongoing recovery or dispute resolution processes.

The Shire continues to review aged receivables to identify accounts requiring escalation, with particular attention to debts outstanding beyond 90 days.

Debt Recovery and Monitoring

The Shire continues to strengthen its debt recovery framework through the engagement of AMPAC Debt Collection, regular reviews of outstanding accounts and improved internal monitoring of recovery activities.

Recovery action is prioritised according to the age and value of outstanding debts, the likelihood of recovery and the circumstances of individual accounts.

The Shire will continue to monitor material outstanding balances and report quarterly to the Audit and Risk Improvement Committee to provide oversight of debt collection performance, financial exposure and the effectiveness of internal recovery controls.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee [Type here](#).

1. That the Audit, Risk and Improvement Committee

- (a) RECEIVES** the Debtors Quarterly Report for the period ending 30 September 2026, detailing outstanding rates, service charges and sundry debtors.
- (b) NOTES** the ongoing recovery activities and improvements to debt management processes.

4.2 GOVERNANCE AND COMPLIANCE - INTERNAL CONTROLS

File No:	ADM0011
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Caroline Ballard, Governance & Information Coordinator
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	ARIC 16.06.2026
Schedules:	1. Compliance Calendar - completed tasks 1 June to 9 October 2026 2. Compliance Calendar - Outstanding tasks to 9 October 2026

Authority/Discretion:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets
☐	Legislative	Includes adopting local laws, town planning schemes and policies.
☒	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
☐	Quasi-judicial	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

This report provides an update to the Audit, Risk and Improvement Committee on the Shire's internal control framework and compliance monitoring to 9 October 2026 (**Schedules 1 & 2**), in accordance with Regulation 16 of the Local Government (Audit) Regulations 1996.

The report supports the Committee's oversight responsibilities in relation to legislative compliance, internal controls and governance assurance.

Background

Regulation 16 of the *Local Government (Audit) Regulations 1996*, outlines the functions of Audit Committee. At its meeting of 28 November 2023, Council confirmed that the Audit, Risk and Improvement Committee (ARIC) is responsible for:

- Oversight of compliance with legislation and regulatory obligations
- Oversight of risk management and internal control systems
- Monitoring governance frameworks and audit processes
- Supporting the CEO in strengthening internal assurance mechanisms

Internal control effectiveness remains a key governance focus across WA local government. A structured compliance monitoring framework reduces exposure to regulatory breach, audit findings, reputational risk and service disruption.

Internal audit and compliance monitoring deliver the following governance benefits:

- Improved organisational performance and accountability
- Reduced person-dependency through system-based controls
- Early identification of compliance gaps
- Strengthened evidentiary basis for external audit and Compliance Audit Return (CAR)
- Increased transparency and governance assurance

Compliance Monitoring Framework

The Shire utilises ATTAIN compliance software as its central statutory monitoring system.

The Compliance Calendar:

- Identifies legislated and high-risk operational obligations
- Allocates responsibility for completion
- Schedules due dates
- Provides oversight of status and completion
- Maintains evidence records for audit verification

This system forms the primary governance control for managing cyclical statutory obligations, including:

- Legislative reporting requirements
- Annual returns and regulatory lodgements
- Policy review timeframes
- Governance and risk reporting
- Operational compliance functions

Records maintained within ATTAIN provide the evidentiary foundation for preparation of the annual Compliance Audit Return (CAR).

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 2.7 (Role of Council)

This section sets out the role of council as the governing body responsible for the performance of the local government's functions. It confirms Council's responsibilities for strategic planning, policy setting, determining services and facilities, allocating resources, and appointing and reviewing the CEO. It also requires Council to make evidence based and lawful decisions, respect the separation between governance and administration, and foster a respectful organisational culture.

Local Government Act 1995 – Section 5.41 (Functions of CEO)

This section defines the role of the CEO as the head of the local governments administration, responsible for managing day-to-day operations, implementing Council decisions, and overseeing service delivery. The CEO is tasked with establishing administrative systems and procedures, managing employees, maintaining records and providing timely and informed advice to Council to support decision making.

Local Government Act 1995 – Section 7.1A (Audit Committee)

This section requires the establishment of an Audit Committee with at least three members, the majority being Council members. It specifies that the CEO and employees cannot be members or representatives on the Committee. The Audit Committee is to carry out the functions and responsibilities prescribed under the Act in relation to audit, risk and governance oversight.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

STEP 3 – Risk Tolerance Chart Used to Determine Risk						
Consequence →		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood →						
Almost certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Adverse media and lack of community confidence	C2-Moderate	Continue to build and monitor internal procedures and to train/manage staff on the importance of legislative compliance
Service disruption	N/A	N/A	N/A
Compliance	Non-compliance with Legislation	C-2-Moderate	Continue to build and monitor internal procedures and to train/manage staff on the importance of legislative compliance
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

The proposal aligns with the following desired objectives as expressed in the *Community Strategic Plan 2022-2032*:

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Failure to maintain effective compliance controls exposes the Shire to regulatory breach, audit findings, reputational damage and potential service disruption. The structured use of ATTAIN and ARIC oversight materially reduces this risk through documented monitoring, assigned accountability and timely remediation of issues.

This report demonstrates active management of statutory obligations and reinforces the Shire's commitment to system-based compliance rather than person-dependent processes. Regular ARIC oversight strengthens governance maturity, supports clean audit outcomes and enhances organisational resilience.

OFFICER'S RECOMMENDATION

That the Audit and Risk Improvement Committee:

- 1. Recommends that Council note the Shire of Carnarvon Internal Controls – October 2026 report (Schedules 1 & 2); and***
- 2. Confirms that the Committee is satisfied that appropriate compliance monitoring and internal control mechanisms are in place to support legislative and governance obligations.***



Compliance calendar - Completed Tasks 1 June to 9 October 2026

Due	Activity	Legislation	Officer	Position	DateCompleted	Outcome
Due 1 Jul 2025	C301 Rates Exemption - Three-year applicationsCouncil approved Rates Exemptions - applications must be renewed every three years	---	Racheal King	---	29 Jun 2026	Received 3 Rate Exemption applications to date 02.06.2026. Rate Exemptions have been pushed to Aug OCM to enable a full picture of exemptions for Council/Commissioner
Due 30 Nov 2025	C134 Continuing Professional Development Policy (for Council Members)This policy MUST be reviewed after each ordinary election.	Local Government Act 1995	Amanda Leighton	---	11 Jun 2026	needs to be rescheduled.
Due 20 Dec 2025	C04 Senior Employees - ReviewReview status of employees who have been designated as Senior Employees under s.5.37. Provide report to Council to amend Senior Employee status.	Local Government Act 1995	Amanda Dexter	Chief Executive Officer	9 Oct 2026	Designated senior policy reviewed and presented to ARIC 2026 - formal adoption at the October OCM.
Due 14 Jan 2026	C15 Local governments to give Valuer-General informationProvide to the Valuer-General schedules of: • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act 1985	Valuation of Land Act 1978	Racheal King	---	2 Jun 2026	Will follow up, more recent task still open to complete

Due 31 Jan 2026	C143 Local Emergency Management Minor review local emergency management arrangements for the Organisation and report to the SEMC as soon as they are prepared or amended.	Emergency Management Act 2005	Stefan Louw	---	8 Oct 2026	08/10/2026: Jamie Bone appointed Local Recovery Coordinator. Currently reviewing Local Emergency Management Arrangement of the Shire of Carnarvon for the removal of the Community Emergency Services Manager (CESM) position advertised by the State Government. Ongoing engagement with Local Emergency Management Committee to ensure
Due 31 Jan 2026	C171 Occupational Safety and Health Review of occupational safety and health processes to ensure compliance with Shire's legislative requirements	Work Health and Safety Act 2020	Max Tangi	---	2 Jun 2026	Currently completed by the WHS Contractor
Due 28 Feb 2026	C28 Financial Interests Register - Review Review the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees	Local Government Act 1995	Jasper Benthien	---	11 Jun 2026	Primary/Annual returns reviewed - as of June 2026 all elected members positions were made vacant - Commissioner Martin Aldridge added to attain - primary return added to his tasks
Due 1 Mar 2026	C357 Tender Contract expiry - RFT 04/2023 Provision and Supply of Premix Concrete (Sweet as Concrete CONCRET) Expiry of Contract Further term: 2nd term of 3 years	---	Kieran Coomey	Urban Operations Manager	17 Jul 2026	Actions completed by Infrastructure Planner, task cleared by Admin
Due 30 Mar 2026	C40 Review Corporate Business Plan and prepare options for Council's consideration for inclusion on the Plan. Review should consider - actions, projects and priorities from informing strategies (Workf...	Local Government Act 1995 Local Government (Administration) Regulations 1996	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	Due to a Commissioner being appointed in late May - The Council plan will be on hold until a Council is elected.

Due 31 Mar 2026	C02 Prepare a Financial Position Statement and a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM Reg.22(1)(d) Present...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Racheal King	Finance & Corporate Assurance Advisor	2 Jun 2026	Agenda prepared and presented at April OCM
Due 31 Mar 2026	C158 Artesian and Non-artesian Water Licences - review and renew if necessaryLog into Water online portal. Check forExpired licencesLicences with meter	Rights in Water and Irrigation Act 1914	Colm Stanley	Executive Manager Infrastructure Services	2 Jun 2026	All licenses are current and up to date
Due 31 Mar 2026	C216 Submit deferred interest claim to Revenue WA for rates, Pensioner Rebate Claims and ESL deferred claims	Rates and Charges (Rebates and Deferments) Act 1992	Racheal King	Finance & Corporate Assurance Advisor	2 Jun 2026	Using March task to submit pensioner rebates. Task was assigned to me in March, all overdue submissions will be submitted in March batch. Have emailed for access to be given.
Due 31 Mar 2026	C305 Water Storage Ponds (effluent ponds) Annual ReportWater Storage Ponds (effluent ponds) Annual Report to DWER, due by 31 March each year	---	Michael Cooke	Senior Environmental Health Officer	9 Jun 2026	with Stefan for review email to rsu@dwer to check report periodRSU@DWER has responded that the reporting period is Jan-Dec 2025.
Due 31 Mar 2026	C558 Monthly Review of Grant Register (Finance)Interim Audit Recommendation that management ensures the Shire's grant register is signed off by an independent staff member as evidence of review	---	Racheal King	Governance, Risk & Compliance Manager	25 Jun 2026	Reviewed
Due 31 Mar 2026	C573 APrepare Report & Give to MinisterPrepare a report addressing any matters identified as significant by the auditor in the audit report and give to Minister within 3 months after Auditor's Report received	Local Government Act 1995Local Government (Audit) Regulations 1996	Racheal King	---	2 Jun 2026	Not required, no major findings

Due 1 Apr 2026	C35 Rate Exempted Properties - Review. In preparation for next financial year, review previously approved rate exempt properties to determine if the basis of exemption	Local Government Act 1995	Racheal King	Finance & Corporate Assurance Advisor	2 Jun 2026	3 Year expiry of current exemptions. Full renewal of exemption applications have been requested. See 3 yearly Attain task for details.
Due 1 Apr 2026	C97 Disability Access and Inclusion Plan to be made available - Internal Audit	Disability Services Act 1993 Disability Services Regulations 2004	Stephanie Leca	Executive Manager Lifestyle & Communities	20 Jul 2026	The Annual Report includes the Access and Inclusion Plan outcome for the financial year.
Due 15 Apr 2026	C464 Employment Report (quarterly) - RJED Grant - Strengthening Our Future - Pathways to Employment for First Nations - Job Creation - 4-KTTH84	---	Amanda Leighton	Executive Manager Corporate Strategy & Performance	11 Jun 2026	compelled
Due 27 Apr 2026	C385 Renew Residential Lease Agreement for Shire Property Lease renewal required for 141 Olivia Terrace - Colm Stanley - expiry 27 April 2026	---	Billie O'Sullivan	---	9 Oct 2026	currently rolled over onto periodic tenancy
Due 30 Apr 2026	C02 Prepare a Financial Position Statement and a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d). Present...	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	26 Jun 2026	OCM June
Due 30 Apr 2026	C141 Gifts and Travel Register - Update register and publish to website	Local Government Act 1995 Local Government (Administration)	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	Gifts register - Staff & Elected Members - website reviewed and published - no new additions to website -
Due 30 Apr 2026	C206 List of Payments by employees via purchasing cards. List of payments must be prepared each month and presented to	Local Government (Financial Management) Regulations 1996	Sachin Kumar	Accountant	9 Jun 2026	This is being completed each month with list of payments that goes to council
Due 30 Apr 2026	C216 Submit deferred interest claim to Revenue WA for rates, Pensioner Rebate Claims and ESL deferred claims	Rates and Charges (Rebates and Deferments) Act 1992	Racheal King	Finance & Corporate Assurance Advisor	2 Jun 2026	Completed via Rates Team

Due 30 Apr 2026	C41 schedule Council Meeting/s to undertake the CEO's performance review in accordance with the CEO's contract	Local Government Act 1995	Amanda Leighton	Executive Manager Corporate Strategy & Performance	29 Sep 2026	Via OCM decision - Dr Shayne Silcox was engaged to perform the 2025/2026 review. Approved by Council at the 22 September 2026 OCM
Due 30 Apr 2026	C46 Public Access to Information - AuditCheck LG website, Library and LG office to ensure all information is publicly accessible in accordance with s.5.94, 5.96A and Admin. Reg. 29. Audit to note limitations:	Local Government Act 1995 Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	02/10/26 - Access to information checked (website contains minutes, agenda, schedules), minute books audited in main office (missing months Nov 25 to June 26, sent off for printing).
Due 30 Apr 2026	C47 Local Emergency Management Arrangements - Internal Audit for compliance with the LEMA Guideline and Model	Emergency Management Act 2005	Stefan Louw	Executive Manager Community Planning & Sustainability	8 Oct 2026	08/10/2026: Currently being reviewed internally and ongoing improvements to the Local Emergency Management Committee.
Due 30 Apr 2026	C50 In preparation for the Annual Budget, undertake an Administrative review of Fees and Charges to inform the fees and charges proposed for including in the Annual Budget. The Review	Local Government Act 1995	Racheal King	---	25 Jun 2026	Draft Fees and charges and in Agenda item for next weeks OCM
Due 30 Apr 2026	C32 Check that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	Attendance register reviewed - confirmed compliance by all elected members from 2025 - 2026
Due 30 Apr 2026	C558 Monthly Review of Grant Register (Finance) Interim Audit Recommendation that management ensures the Shire's grant register is signed off by an independent staff member as evidence of review	---	Racheal King	Governance, Risk & Compliance Manager	29 Jun 2026	Reviewewd whilst preparing budget with Jennine
Due 30 Apr 2026	C560 Review of Suspense Account Ledger Account 163810	---	Sachin Kumar	Accountant	9 Jun 2026	Currently no new money held in suspense account and previous money has been resolved and waiting for instructions on legacy money held
Due 1 May 2026	C302 Lodge Fringe Benefits Tax (FBT) with ATO Fringe Benefits Tax (FBT) is due for lodgement with the	---	Sachin Kumar	---	29 Jun 2026	Currently working with Racheal King and final stages

Due 1 May 2026	C38 In preparation for the Annual Budget, a preliminary Council report may be provided detailing the revised Schedule of Fees and Charges, recommending endorsement for inclusion in the	Local Government Act 1995	Sachin Kumar	Accountant	8 Sep 2026	Fees And Charges has been adopted on 13/07/2026
Due 23 May 2026	C402 Pavement Concession Request - Nexus Airlines annual renewal due 23.05.2026	---	Jamie Bone	Executive Business Manager	2 Jun 2026	Liaison undertaken regarding ongoing Nexus operations into Carnarvon Aerodrome and associated pavement concession requirements. Existing concession status reviewed, with renewal requirements identified and managed in accordance with aerodrome operational approval
Due 31 May 2026	C02 Prepare a Financial Position Statement and a monthly statement of financial activity reporting on the revenue and expenditure as set out in the annual budget under FM.Reg.22(1)(d).Present...	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	29 Jun 2026	Prepared for OCM 30.06.2026
Due 31 May 2026	C10 Gift & Travel Register Online - Internal Audit the Register for:Compliance with Admin.Reg.28A	Local Government Act 1995Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	No form 4's found for 2024 - 2025 and 2025 - 2026. 2025 - 2026 and 2026 - 2027 forms created, current officer not in office for 2024 - 2025
Due 31 May 2026	C140After a person ceases to be a person who is required under section 5.87A or 5.87B to make a disclosure, the CEO is required to remove from the register all records	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	Active users reviewed - no gifts registered since previous review -
Due 31 May 2026	C141 Gifts and Travel Register - Updateregister and publish to website	Local Government Act 1995Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	No gifts to add since previous review
Due 31 May 2026	C151 Rates Notice advising intention to impose differential general rates or a minimum payment applying to a differential	Local Government Act 1995	Racheal King	Governance, Risk & Compliance Manager	1 Sep 2026	Jennine completing modelling for Rates Budget Adopted 28th August 2026

Due 31 May 2026	C206 List of Payments by employees via purchasing cards	Local Government (Financial Management) Regulations 1996	Sachin Kumar	Accountant	9 Jun 2026	Attached in monthly council reports
Due 31 May 2026	C216 Submit deferred interest claim to Revenue WA for rates, Pensioner Rebate Claims and ESL deferred	Rates and Charges (Rebates and Deferments) Act 1992	Racheal King	Governance, Risk & Compliance Manager	29 Jun 2026	LGBP have submitted pensioner claim - Zero declines, all accepted.
Due 31 May 2026	C28 Financial Interests Register - Review	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	Reviewed - No changes since last review
Due 31 May 2026	C51 Annual Budget - Reserve Accounts Council decision, by absolute majority, if Annual Budget proposes: • Changes to the purpose of a Reserve Account; OR • Using the money in a Reserve Account for another purpose"	Local Government Act 1995	Racheal King	---	9 Oct 2026	Annual budget adopted 30.08.2026
Due 31 May 2026	C52 Annual Budget - Setting Interest Rate for Money Owed Council decision, by absolute majority, to require a person to pay interest rate set in the Annual Budget on any amount of money (other than rates and service charges) owed to the local	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	31 Aug 2026	Draft Budget Prepared - Moore Australia responsibility
Due 31 May 2026	C54 Annual Budget - Borrowings - Changes or New in preparation for the Annual Budget,	Local Government Act 1995	Racheal King	Governance, Risk & Compliance Manager	2 Sep 2026	Moore australia - responsible Lending has been calculated into draft budget. Adoption not expected until August 26
Due 31 May 2026	C69 Delegations Register Review to be reviewed at least once every financial year, delegations made under this Division are to be reviewed by the delegator	Local Government Act 1995	Amanda Dexter	Chief Executive Officer	9 Oct 2026	Delegation register was presented to Council at the September OCM, this is now being represented at the October OCM.
Due 31 May 2026	C365 Publish Meeting Recordings of council meetings must be published on the local government's website or another external website with a link placed on the local government's website.	Local Government Act 1995 Local Government (Administration) Regulations 1996	Giana Covella	Strategic Communications & Economic Development Manager	2 Jun 2026	Meeting was cancelled due to resignations of Councilors and Commissioner not in place yet. Cancellation noticed was published on website and social media.

Due 31 May 2026	C558 Monthly Review of Grant Register (Finance)Interim Audit recommend that management ensures the Shire's grant register is signed off by an independent staff member as evidence of review	---	Racheal King	Governance, Risk & Compliance Manager	29 Jun 2026	Reviewed
Due 31 May 2026	C560 Review of Suspense AccountLedger Account 163810	---	Sachin Kumar	Accountant	9 Jun 2026	Currently no updates
Due 31 May 2026	C609 Monthly check of Bank Guarantee RegisterCheck the bank guarantee documents	---	Caroline Ballard	Governance & Information Management Coordinator	2 Jun 2026	actioned
Due 1 Jun 2026	C106 Code of conduct for employees The CEO must prepare and implement a code of conduct to be observed by employees of the local government.	Local Government Act 1995Local Government (Administration) Regulations 1996	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	Completed
Due 1 Jun 2026	C482 Notification of Statistical and Financial Surveys Due Collate Statistics for FY -Notification of Statistical and Financial Surveys Due	---	Cheryl Weston	Library Services & Programs Coordinator	2 Jun 2026	Survey questions for Statistical Return and Financial Survey are not yet available. State Library of WA will be sending these out in June.Liaison with the Manager of Finance will be undertaken when this has been received.Submission of Statistical Return and Financial Survey due by
Due 1 Jun 2026	C572 Update Record of information about conduct - s.5.96CThe CEO must maintain a Record of information about conduct and publish an up-to-date version of the record of information on the local government's official website.	Local Government Act 1995Local Government (Administration) Regulations 1996	Caroline Ballard	---	20 Aug 2026	New Register added to the website
Due 4 Jun 2026	C336 Local public health plansA local government must prepare a public health plan	Public Health Act 2016	Michael Cooke	Senior Environmental Health Officer	5 Jun 2026	Public Health Plan The document is too large to attach to Attain. I have attached additional environmental health comments for this public health plan.
Due 15 Jun 2026	C08 Policy Manual Review	Local Government Act 1995	Amanda Leighton	Executive Manager Corporate Strategy & Performance	17 Sep 2026	Task needs updating - responsible officer & schedules to be changed; some policies have already been updated/review others still under

Due 21 Jun 2026	C67 Workforce Plan - Review the Workforce Plan to include outcomes of Corporate Business Plan Review and report, with recommendations to Council	Local Government Act 1995Local Government (Administration) Regulations 1996	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	On hold - following the resignation of Council, the SCP has not been reviewed and therefore the workforce plan is unable to be reviewed and finalised.
Due 30 Jun 2026	C149 Long Term Financial Plan - ReviewUpdate the Local Term Financial Plan to include outcomes of Corporate Business Plan Review and report with recommendations	Local Government Act 1995Local Government (Administration) Regulations 1996	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	Due to Council resignations the review of the major SCP was not able to be completed and is scheduled for completion in 2027. The LTFP will be reviewed upon completion of the SCP.
Due 30 Jun 2026	C02 Monthly Financial Report & Financial Position Statement	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	9 Sep 2026	Presented to OCM in July
Due 30 Jun 2026	C141 Gifts and Travel Register - Update register and publish to website	Local Government Act 1995Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	Added declaration for A. Dexter - SCM 29 Apr 2026 - Item 5.1 - added to website -
Due 30 Jun 2026	C142 Copies of public documents to be given to State Librarian of WA and National Library of Australia within 30 days of its publication	Legal Deposit Act 2012Legal Deposit Regulations 2013	Cheryl Weston	Library Services & Programs Coordinator	25 Jun 2026	January 2026 Issue 09 From the river to the reef Carnarvon & Coral Bay Community Newsletter uploaded to Legal Deposit 25/06/2026
Due 30 Jun 2026	C206 List of Payments by employees via purchasing cards	Local Government (Financial Management) Regulations	Sachin Kumar	Accountant	8 Sep 2026	Completed and submitted in July OCM
Due 30 Jun 2026	C210 Common Seal Register Review ensuring all entries are up to date and compliant with the Act.	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	11 Jun 2026	Compliant - No uses/registers since previous review
Due 30 Jun 2026	C215 Gazettal for Fees and Charges for Cemeteries	Cemeteries Act 1986	Billie O'Sullivan	Executive Services Officer (Corporate Strategy & Performance)	9 Oct 2026	Danielle Hill has advertised the gazettal 09/10/2026
Due 30 Jun 2026	C216 Submit Rebate Claims	Rates and Charges (Rebates and Deferments) Act 1992	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	Submitted by LGBP
Due 30 Jun 2026	C23 Strategic Community Plan review	Local Government Act 1995Local Government (Administration) Regulations 1996	Amanda Dexter	Chief Executive Officer	9 Oct 2026	Due to Council resignations the review of the major SCP was not able to be completed and is scheduled for completion in 2027.

Due 30 Jun 2026	C65 Financial Reporting - Material Variances	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	2 Sep 2026	Finalised at Budget Adoption, 28.08.2026
Due 30 Jun 2026	C66 Policy Review - Payments to Employees Additional to Contract or Award Includes benefits and payments additional to EBA or Contract conditions i.e. gym memberships, gifts in recognition of length of service or gifts on retirement or resignation.	Local Government Act 1995	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	completed as part of policy review
Due 30 Jun 2026	C71 FOI Annual Statistical Data Report to the Information Commissioner on FOI Annual	Freedom of Information Act 1992	Dannielle Hill	Special Projects Officer	10 Jul 2026	Statistical Return completed on 9 July 2027
Due 30 Jun 2026	C75 Decision Objection and Review Rights - Internal Audit	Local Government Act 1995	Stefan Louw	Executive Manager Community Planning & Sustainability	30 Jun 2026	Reviewed relevant permits and notices and complies with this requirement.
Due 30 Jun 2026	C37 Review appointment of authorised persons for the purposes of the Local Government Act 1995 and associated local laws	Local Government Act 1995	Stefan Louw	Executive Manager Community Planning & Sustainability	30 Jun 2026	No additional authorised officers are required to be registered or taken off the register.
Due 30 Jun 2026	C211 Equal Opportunity Management Plan to Senior Management the progress of initiatives in the Equal Opportunity	Equal Opportunity Act 1984	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	Completed.
Due 30 Jun 2026	C343 Apply the Adopted Fees and Charges for Brown Range Waste Facility into the Cooe system	---	Colm Stanley	Executive Manager Infrastructure Services	27 Jul 2026	Coee System has been updated with fees and changes for the 26/27.
Due 30 Jun 2026	C26 Financial Management Systems and Procedures Review Review the appropriateness and effectiveness of the systems and procedures established under FM Reg.5.	Local Government (Financial Management) Regulations 1996	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	Under review - delay in starting due to structure and staffing levels within the Finance Team.

Due 30 Jun 2026	C365 Publish Meeting RecordingRecordings of council meetings must be published on the local government's website or	Local Government Act 1995Local Government (Administration) Regulations 1996	Giana Covella	Strategic Communications & Economic Development Manager	7 Jul 2026	Recording has been published on the Shire YouTube and website on the 30th June 26
Due 30 Jun 2026	C383 Firearm LicensingAdministration for Rangers Firearms	---	Anthony Willis	---	8 Oct 2026	08/10/2026: Information to be attached once the new Ranger Lead starts at the Shire of Carnarvon on Monday 12 October 2026
Due 30 Jun 2026	C528 Disability Access & Inclusion PlanThe Shire of Carnarvon is committed to ensuring the community is accessible and inclusive for people of all ages and abilities, including people with disabilities. This is reflected in our	---	Stephanie Leca	Executive Manager Lifestyle & Communities	20 Jul 2026	The Shire of Carnarvon considers access and inclusion in all its projects - the Shire was successful in the Arts and Infrastructure Fund to provide an accessibility ramp into the Civic Centre, Theatre. This is one of the key outcomes of considering the Shire's accessibility
Due 30 Jun 2026	C534 Disability Access & Inclusion PlanThe Shire of Carnarvon is committed to ensuring the community is accessible and inclusive for people of all ages and abilities, including people with	---	Stephanie Leca	Executive Manager Lifestyle & Communities	20 Jul 2026	The Shire of Carnarvon has considered the Shire's access and inclusion plan throughout all the projects.
Due 30 Jun 2026	C558 Monthly Review of Grant Register (Finance)	---	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	Reviwed
Due 30 Jun 2026	C559 Review of Unclaimed MoniesBalancesLedger Account	---	Sachin Kumar	Accountant	9 Oct 2026	completed as part of budget process.
Due 30 Jun 2026	C560 Review of Suspense AccountLedger Account	---	Sachin Kumar	Accountant	29 Jun 2026	No update since last review since its a historical amount, waiting for insights, will close it by June 2026 FY
Due 30 Jun 2026	C609 Monthly check of Bank Guarantee Register	---	Caroline Ballard	Governance & Information Management Coordinator	29 Jun 2026	Bank Guarantee Register checked
Due 1 Jul 2026	C18 Local Heritage Survey	Heritage Act 2018Heritage Regulations 2019	Stefan Louw	Executive Manager Community Planning & Sustainability	30 Jun 2026	No money budgeted for a heritage survey for the 26/27 financial year.
Due 14 Jul 2026	C152 Register of Fees and Allowances Paid to Elected Members	Local Government Act 1995Local Government (Administration)	Racheal King	Governance, Risk & Compliance Manager	11 Sep 2026	Uploaded to website 21.07.2026 - Denika
Due 14 Jul 2026	C06 Public Interest Disclosure Officer - Internal Audit	Public Interest Disclosure Act 2003	Amanda Dexter	Chief Executive Officer	9 Oct 2026	Amanda Leighton was appointed

Due 21 Jul 2026	C01 Emergency Services Levy (ESL) -	Fire and Emergency Services Act 1998	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	ESL up to date
Due 31 Jul 2026	C155 Review Organisation Website information on website and update if necessary	---	Giana Covella	Strategic Communications & Economic Development Manager	8 Sep 2026	Website has been check for up to date information, all F&C have been updated, new budget has been published.
Due 31 Jul 2026	C145 Local Emergency Management CommitteeHold committee meeting quarterly in accordance with the Act	Emergency Management Act 2005	Stefan Louw	Executive Manager Community Planning & Sustainability	8 Oct 2026	08/10/2026: Local Emergency Management Committee (LEMC) meets quarterly.
Due 31 Jul 2026	C157 Roads to RecoveryOnline submission expenditure report and forecast for the next quarter	---	Colm Stanley	Executive Manager Infrastructure Services	21 Aug 2026	25/26 Claims completed and approved
Due 31 Jul 2026	C141 Gifts and Travel Register - Update	Local Government Act 1995Local Government (Administration)	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	05/10/2026 - elected members gift register updated, no gift registers received for staff.
Due 31 Jul 2026	C142 Copies of public documents to be given to State Librarian	Legal Deposit Act 2012Legal Deposit Regulations 2013	Cheryl Weston	Library Services & Programs Coordinator	15 Jul 2026	JULY 2026 Issue 15 From the river to the reef Carnarvon & Coral Bay Community Newsletter - Legal deposit submitted to NED 15/07/2026
Due 31 Jul 2026	C206 List of Payments by employees via purchasing cards	Local Government (Financial Management) Regulations 1996	Sachin Kumar	Accountant	8 Sep 2026	Completed and will be submitted in September OCM
Due 31 Jul 2026	C213 Elected Member Protocols for Access to Admin - Review	Local Government Act 1995Local Government (Model Code of Conduct) Regulations 2021	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	05/10/2026 - Reminder of the CEO-approved protocols for Elected Member access to information and contact with employees (Policies EME015 and EME021) provided to the Commissioner on 05/10/2026 and to all employees via Executive Management on 05/10/2026.
Due 31 Jul 2026	C216 Submit Rebate Claims	Rates and Charges (Rebates and Deferments) Act 1992	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	Submitted by LGBP
Due 31 Jul 2026	C335 Disability Access and Inclusion Plan ReportingDepartment of Communities DAIP reporting - LG must complete the DAIP Report	Disability Services Act 1993Disability Services Regulations 2004	Stephanie Leca	Executive Manager Lifestyle & Communities	27 Jul 2026	DAIP Report is completed and has been emailed to Department of Communities on the 27 July 2026 and will be reported at the Audit, Risk and Improvement Committee of Council in

Due 31 Jul 2026	C49 Annual Budget Fees & Charges - Health (Miscellaneous Provisions) Act 1911 Fees and Charges Fees or charges fixed by resolution under a Health Local Law as prescribed in s.334C(1), the resolution is to...	Health (Miscellaneous Provisions) Act 1911	Michael Cooke	Senior Environmental Health Officer	1 Sep 2026	fees and charges have been resolved via Commissioner for this financial year
Due 31 Jul 2026	C78 Emergency Services Levy (ESL) - Year End ESL Reconciliation Lodgement and Aged Debtor Report Emergency Services Levy (ESL)	---	Racheal King	Governance, Risk & Compliance Manager	10 Sep 2026	ESL declaration emailed 10.09.2026
Due 31 Jul 2026	C84 Report on Elected Member Training LG must prepare a report on the training completed by Council members in the previous financial year.	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	Reporting on training completed by council members for the 2025/26 financial year prepared and published on the Shire's official website under "Training Register" on 30 June 2026. Reporting in the register covers all council members who held office during the financial year. No further training took place, elected members
Due 31 Jul 2026	C91 Local Laws - to be publicised - Internal Audit	Local Government Act 1995	Stefan Louw	Executive Manager Community Planning & Sustainability	3 Sep 2026	Up to date local laws are on the Shire website.
Due 31 Jul 2026	C32 Check that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	reviewed, confirmed, no EM was absent for 3 consecutive meetings.
Due 31 Jul 2026	C365 Publish Meeting Recording	Local Government Act 1995 Local Government (Administration) Regulations 1996	Giana Covella	Strategic Communications & Economic Development Manager	7 Aug 2026	Has been published on the 29 July
Due 31 Jul 2026	C558 Monthly Review of Grant Register (Finance)l	---	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	Reviewed
Due 31 Jul 2026	C560 Review of Suspense Account Ledger Account	---	Sachin Kumar	Accountant	9 Oct 2026	complitd
Due 31 Jul 2026	C595 Community Connectors Program Reporting	---	Hana Smith	---	31 Jul 2026	Report submitted to Department of Communities (Bintu Colley and Joy Cabahug) on 29/07/2026.
Due 31 Jul 2026	C596 School Holiday Program 25/26 Acquittal	---	Hana Smith	---	4 Aug 2026	Acquittal submitted to Zelka Kostanich and Craig Vinci on 4 August 2026.

Due 31 Jul 2026	C609 Monthly check of Bank Guarantee Register	---	Caroline Ballard	Governance & Information Management Coordinator	27 Jul 2026	actioned
Due 31 Jul 2026	C610 Quarterly check of Lease Register on Website	---	Caroline Ballard	Governance & Information Management Coordinator	27 Jul 2026	correct - three leases currently awaiting execution - once complete, their details/updates will be added to the register
Due 1 Aug 2026	C53 Annual Budget - Rate Setting Statement in preparation for the Annual Budget, a preliminary Council report may be provided detailing the Rates Setting	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	10 Sep 2026	Budget adopted 28.08.2026
Due 1 Aug 2026	C55 Annual Budget - Setting Elected Member Fees, Payments and Reimbursements Salaries and Allowances Tribunal Determination for Local Government Elected Members (published annually usually in April).	Local Government Act 1995 Local Government (Administration) Regulations 1996	Racheal King	---	11 Sep 2026	Amanda reviewed and prepared, budget adopted 28.08.2026
Due 1 Aug 2026	C410 Pool safety barrier data submission due - data report to Building Commissioner by 1 August	Building Regulations 2012	Stefan Louw	Executive Manager Community Planning & Sustainability	3 Sep 2026	Tracy has submitted the data.
Due 1 Aug 2026	C74 Appoint Bush Fire Control Officers	Bush Fires Act 1954	Stefan Louw	Executive Manager Community Planning & Sustainability	8 Oct 2026	Record of Completion Fire Control Officer - 8 June 2026
Due 31 Aug 2026	C73 Asset Management Plan - Review	Local Government Act 1995 Local Government (Administration) Regulations 1996	Colm Stanley	Executive Manager Infrastructure Services	21 Aug 2026	Completed and presented to council.
Due 31 Aug 2026	C10 Gift & Travel Register Online - Internal Audit	Local Government Act 1995 Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	audit identified incorrect naming and use of administration modules for the website. Proposed changes sent to Media for clarification and action submitted
Due 31 Aug 2026	C105 Food Act and Public Health Act Reporting	Food Act 2008 Public Health Act 2016	Michael Cooke	Senior Environmental Health Officer	7 Aug 2026	
Due 31 Aug 2026	C141 Gifts and Travel Register - Update	Local Government Act 1995 Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	05/10/2026 - Gifts and travel register updated.

Due 31 Aug 2026	C142 Copies of public documents to be given to State Librarian	Legal Deposit Act 2012Legal Deposit Regulations 2013	Cheryl Weston	Library Services & Programs Coordinator	17 Aug 2026	August 2026 Issue 16 From the river to the reef Carnarvon & Coral Bay Community Newsletter uploaded to Legal Deposit 17/08/2026
Due 31 Aug 2026	C187 Lodge TPAR with ATOTPAR is due for lodgement with the ATO by 28 August 2023	---	Sachin Kumar	Accountant	8 Sep 2026	Lodged TPAR with assistance from RSM ON 26/08/2026 and received the ATO receipt
Due 31 Aug 2026	C206 List of Payments by employees via purchasing cards	Local Government (Financial Management) Regulations 1996	Sachin Kumar	Accountant	8 Sep 2026	Completed and attached
Due 31 Aug 2026	C207 Annual Budget A copy of the annual budget of a local government must be submitted to the Departmental CEO within 14 days of its adoption by the local	Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	10 Sep 2026	Budget emailed 09.09.2026
Due 31 Aug 2026	C216 Submit Rebate Claims	Rates and Charges (Rebates and Deferments) Act 1992	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	Submitted by LGBP
Due 31 Aug 2026	C341 Review of Plant Replacement ProgramReview of Plant Replacement Program as part of the Budget process	---	Colm Stanley	Executive Manager Infrastructure Services	21 Aug 2026	Plant replacement program reviewed and \$1.6m requested for approval by council.
Due 31 Aug 2026	C61 Annual Budget Local Government is to prepare and adopt, by absolute majority, an Annual Budget for the next financial year. Annual budget content to comply with FM.Reg.22.	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Racheal King	---	10 Sep 2026	Annual budget - adopted 28.08.2026, budget uploaded 08.09.2026
Due 31 Aug 2026	C62 Annual Budget - Copy of Annual Budget as adopted to DLGSCI Executive DirectorCopy of Annual Budget as adopted to DLGSCI Executive Director within 14	Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	10 Sep 2026	Budget adopted 28 August 2026 - awaiting Minutes before able to send to LGIRS
Due 31 Aug 2026	C63 Annual Budget - Website	Local Government Act 1995	Giana Covella	Strategic Communications & Economic Development Manager	7 Sep 2026	The 2026/27 Budget has been published to the website

Due 31 Aug 2026	C81 Information Statement Organisation must publish a current Information Statement. To be reviewed every 12	Freedom of Information Act 1992	Dannielle Hill	Special Projects Officer	10 Jul 2026	Information Statement published on website in February 2026
Due 31 Aug 2026	C82 Information Statement & Internal Manuals - Publicly Available	Freedom of Information Act 1992	Dannielle Hill	Special Projects Officer	10 Jul 2026	Information Statement is publicly available on the Shire of Carnarvon website and can be downloaded from
Due 31 Aug 2026	C85 Annual Returns Annual Returns to be received from Elected Members, Designated Employees and CEO by no later than 31 August	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	CEO and Council Members (Commissioner) submitted returns for 2026.
Due 31 Aug 2026	C365 Publish Meeting Recording	Local Government Act 1995 Local Government (Administration)	Giana Covella	Strategic Communications & Economic Development Manager	7 Sep 2026	25 August OCM and 28 August SCM have been published to the Shire's Youtube channel, as well as to the
Due 31 Aug 2026	C609 Monthly check of Bank Guarantee Register	---	Caroline Ballard	Governance & Information Management Coordinator	7 Sep 2026	complete
Due 31 Aug 2026	C632 Mandatory Food and Public Health Act reporting 2025/26	Food Act 2008	Nadene Hingston	Executive Assistant (Community Planning & Sustainability)	8 Oct 2026	The EHO has completed 2025/2026 Reporting
Due 1 Sep 2026	C07 Annual Performance Reviews The CEO must ensure that the performance of each employee who has been employed for more than 1 year is reviewed.	Local Government Act 1995	Amanda Leighton	Executive Manager Corporate Strategy & Performance	9 Oct 2026	Completed during the months of August, September and October.
Due 30 Sep 2026	C137 Fire Break Notices - Advertise Local Public Notice Fire Break Notices - Advertise - Local Public Notice	Bush Fires Act 1954	Nadene Hingston	Executive Assistant (Community Planning & Sustainability)	8 Oct 2026	Completed, Advertised in the Gazette and Mid-West Regional Classified on Friday 25 September 2026

Due 30 Sep 2026	C141 Gifts and Travel Register - Update	Local Government Act 1995 Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	05/10 - current as of 05/10/2026.
Due 30 Sep 2026	C142 Copies of public documents to be given to State Librarian	Legal Deposit Act 2012 Legal Deposit Regulations 2013	Cheryl Weston	Library Services & Programs Coordinator	18 Sep 2026	September 2026 Issue 17 From the river to the reef Carnarvon & Coral Bay Community Newsletter uploaded to Legal Deposit
Due 30 Sep 2026	C216 Submit Rebate Claims	Rates and Charges (Rebates and Deferments) Act 1992	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	Submitted to LGBP
Due 30 Sep 2026	C308 Recycled Water Scheme Annual Report to Dept Health due by 30 September each year	---	Michael Cooke	Senior Environmental Health Officer	1 Oct 2026	draft submitted to Watercorp for review 30/09/2026
Due 30 Sep 2026	C575 Prepare Annual Financial Report & Submit to Auditor Prepare Annual Financial Report and submit to the Auditor. Content of Annual Financial Report to comply with FM Reg.36(1)	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	9 Oct 2026	Have received list from Auditors to compile EOFY journals have been completed.
Due 30 Sep 2026	C609 Monthly check of Bank Guarantee Register	---	Caroline Ballard	Coordinator Governance & Information	29 Sep 2026	actioned
Due 1 Oct 2026	C306 Waste and Recycling Annual Return to DWER, due by 1 October each year	---	Michael Cooke	Senior Environmental Health Officer	17 Sep 2026	submitted 16-9-26, status: forwarded to approver
Due 5 Oct 2026	C345 Inspection of barrier to private swimming pool - Agenda Item for Audit & Risk Management Committee	Building Regulations 2012	Tracy Sharpe	Building Services Officer	2 Oct 2026	Report completed and will be reviewed with Stefan
Due 12 Oct 2026	C563 Status Reporting - Agenda Items for Audit, Risk & Improvement Committee Report to ARIC to provide Council with an update.	Local Government Act 1995	Caroline Ballard	Coordinator Governance & Information	1 Oct 2026	Internal controls report completed for October ARIC
Due 31 Oct 2026	C141 Gifts and Travel Register - Update register and publish to website	Local Government Act 1995 Local Government (Administration) Regulations 1996	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	current as of 05/10/2026.

Due 31 Oct 2026	C145 Local Emergency Management Committee Hold committee meeting quarterly in accordance with the Act	Emergency Management Act 2005	Stefan Louw	Executive Manager Community Planning & Sustainability	8 Oct 2026	Local Emergency Management Committee Meeting me quarterly. Dates are: 19 February 2026 12 May 2026 11 August 2026 19 October 2026
Due 31 Oct 2026	C32 Check that Elected Members have not been absent for 3 consecutive meetings without Leave of Absence being granted	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	5 Oct 2026	no EM's absent for three consecutive meetings as of 05/10/2026.
Due 31 Oct 2026	C610 Quarterly check of Lease Register on Website	---	Caroline Ballard	Coordinator Governance & Information	6 Oct 2026	updated 06.10.2026



Compliance calendar - Outstanding Tasks to 9 October 2026

Due	Activity	Legislation	Officer	Position	Status	Outcome
Overdue 20 Dec 2025	C03 Business Continuity Plan - Review Review the Business Continuity Plan to ensure it remains functional and is tested against current operational requirements.	---	Amanda Dexter	Chief Executive Officer	0% progress	---
Overdue 14 Apr 2026	C15 Local governments to give Valuer-General information Provide to the Valuer-General schedules of: • building licenses issued • building license works completed • registered plans and amendments under the Strata Titles Act	Valuation of Land Act 1978	Racheal King	Governance, Risk & Compliance Manager	0% progress	---
Overdue 30 Jun 2026	C21 Revaluation of Assets - Roads and other Infrastructure All other assets must be revalued by the expiry of each 5-yearly interval.	Local Government (Financial Management) Regulations 1996	Colm Stanley	Executive Manager Infrastructure Services	50% progress	Capital Work undertake 25/26 have been added. Total Network review is not due until 2027
Overdue 14 Jul 2026	C15 Local governments to give Valuer-General information	Valuation of Land Act 1978	Racheal King	Governance, Risk & Compliance Manager	0% progress	---
Overdue 31 Jul 2026	C307 CLAG Mosquito Funding and Acquittal submission CLAG Mosquito Funding and Acquittal submission (if required, due by 31 July each year)	---	Michael Cooke	Senior Environmental Health Officer	50% progress	CLAG acquittal in progress
Overdue 31 Jul 2026	C77 Authorisations to Incur Liabilities - Review Review list of persons authorised under the CEO's procedures for FM.Reg.5 to incur a liability. Check \$ value limitations and authorised persons to ensure efficient operations and appropriate...	Local Government (Financial Management) Regulations 1996	Racheal King	---	0% progress	---
Overdue 31 Jul 2026	C93 Tender Register - Review Review Register for compliance with F&G Reg.17	Local Government (Functions and General) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	0% progress	---

Overdue 1 Aug 2026	C369 Shire of Carnarvon Website Annual Status - Agenda Item for Audit & Risk Management Committee Report to ARMC to provide Council with the current status of the Shire's website in terms of accuracy and information provided.	---	Giana Covella	Strategic Communications & Economic Development Manager	0% progress	---
Overdue 10 Aug 2026	C02 Monthly Financial Report & Financial Position Statement	Local Government Act 1995 Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	70% progress	Being prepared by Moore was unable to be completed until Budget was uploaded. Trial balance currently out of balance, Synergy investigating issue.
Overdue 15 Aug 2026	C600 Review of Current Insurance Claims review of the current insurance Claims is to be completed every quarter to ensure all claims have been lodged	---	Racheal King	Governance, Risk & Compliance Manager	0% progress	---
Overdue 30 Aug 2026	C599 BUSHFIRE RISK MANAGEMENT (BRM) PLAN	---	Nadene Hingston	Executive Assistant (Community Planning & Sustainability)	50% progress	---
Overdue 31 Aug 2026	C100 Annual Report - Related Party Disclosures (AASB 124) LG must include in its annual financial report disclosures by Key Management Personnel and Council	---	Giana Covella	Strategic Communications & Economic Development Manager	0% progress	---
Overdue 31 Aug 2026	C28 Financial Interests Register - Review the Financial Interest Register and remove Primary and Annual Returns that relate to Elected Members who have resigned, and persons who are no longer Designated Employees (resigned or	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	0% progress	---
Overdue 31 Aug 2026	C86 Primary and Annual Returns Register Update Register with new Delegates following completion of the Delegation Register Review and initiate requests for Primary Returns from new Delegates In Attain Administration go to	Local Government Act 1995	Jasper Benthien	Executive Services Coordinator	100% progress	Delegation register is being present to Council at the October OCM

Overdue 10 Sep 2026	C02 Monthly Financial Report & Financial Position Statement	Local Government Act 1995Local Government (Financial Management) Regulations 1996	Racheal King	Governance, Risk & Compliance Manager	0% progress	---
Overdue 30 Sep 2026	C206 List of Payments by employees via purchasing cards	Local Government (Financial Management) Regulations 1996	Sachin Kumar	Accountant	0% progress	---
Overdue 30 Sep 2026	C365 Publish Meeting Recording	Local Government Act 1995Local Government (Administration) Regulations 1996	Giana Covella	Strategic Communications & Economic Development Manager	0% progress	---
Overdue 30 Sep 2026	C558 Monthly Review of Grant Register (Finance)	---	Racheal King	Governance, Risk & Compliance Manager	0% progress	---
Overdue 30 Sep 2026	C559 Review of Unclaimed Monies BalancesLedger Account	---	Sachin Kumar	Accountant	0% progress	---
Overdue 30 Sep 2026	C560 Review of Suspense AccountLedger Account	---	Sachin Kumar	Accountant	0% progress	---
Overdue 30 Sep 2026	C566 YCAR Cyclone Contingency Plan & Securing ChecklistCarnarvon Airport Management Review	---	Jamie Bone	Executive Business Manager	0% progress	---
Overdue 5 Oct 2026	C344 Food Act and Public Health Act Reporting - Agenda Item: Environmental and Public Health Reporting for the Audit and Risk Committee Meeting.	Food Act 2008Public Health Act 2016	Michael Cooke	Senior Environmental Health Officer	0% progress	---

4.3 SWIMMING POOL BARRIER INSPECTIONS - 2026

File No:	ADM1941
Location/Address:	Multiple Parcels
Name of Applicant:	N/A
Name of Owner:	Multiple Owners
Author(s):	Tracy Sharpe, Building Services Assistant
Authoriser:	Stefan Louw, Executive Manager, Community Planning and Sustainability
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	26 August 2025
Schedules:	1. Local governments inspections of private swimming pool safety barriers 2024-25

Authority/Discretion:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets
☐	Legislative	Includes adopting local laws, town planning schemes and policies.
☒	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
☐	Quasi-judicial	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

The purpose of this agenda report is to inform the Audit, Risk and Improvement Committee of the mandatory requirement for private swimming pool barrier inspections to be reported to the Department of Local Government, Industry Regulation and Safety (LGIRS) formerly Department of Energy, Mines, Industry Regulation and Safety (DMIRS).

Background

Local governments are required to report annually to the Building Commissioner to demonstrate progress with the four-yearly safety barrier inspection program for the preceding financial year, with the data required to be provided before 1 August each year.

The Department of Local Government, Industry Regulation and Safety monitors trends in the data and publishes a report each year to be tabled in Parliament. The Local governments inspections of private swimming pool safety barriers 2024-25 is provided as **Schedule 1**.

New Regulation 53B of the Building Regulations introduces a mandatory reporting obligation on local governments, formalising the current voluntary arrangement of the past six years

Stakeholder and Public Consultation

Consultation is not required.

Statutory Environment

The Building Amendment Regulations 2023 made various reforms to the swimming pool and safety barrier requirements in the Building Regulations 2012 (the Building Regulations).

- Spa-pools are specifically included in the definition, ensuring they continue to be subject to the swimming pool and safety barrier regulatory requirements.
- New regulations implement a specific and separate manner for local governments to appoint a contractor (private practitioners and employees of other local governments) as an authorised person for the purpose of conducting safety barrier inspections.
- Regulation 4A of the Building Regulations prescribes the manner of authorisation in which these persons (contractors) can be appointed for the purpose of section 93(2)(d) of the Building Act 2011 (the Building Act), and regulation 4B of the Building Regulations provide for identity cards to be issued to these persons (aligned with the existing authorised person provisions of Part 8 Division 2 of the Building Act).
- New sub-regulation 53(2)(a) of the Building Regulations requires an initial inspection within 30 calendar days of the local government becoming aware of a new swimming pool or one that has never had a safety barrier inspection. This could be following receipt of a Notice of Completion for a swimming pool (or barrier, where applicable), notification by the owner, or by some other means.
- A new sub-regulation 53(2)(c) in the Building Regulations prescribes a requirement to reinspect non-compliant safety barriers. Where a safety barrier does not comply, a reinspection is to be arranged within a maximum period of 60 calendar days. The local government must continue to reinspect the safety barrier until compliant.

The 60-day timeframe is a maximum, and it is expected that local governments will continue to reinspect at intervals determined by their risk assessment of the circumstances of the non-compliance and in accordance with their enforcement strategy. The cost of reinspecting is to be factored into the local government's inspection charging model and is not an additional separate charge to pool owners.

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications as part of this report.

The Shire adopts the annual budget and allocates resources and funds to ensure that legislative requirements such as these can be achieved.

Risk Assessment

STEP 3 – Risk Tolerance Chart Used to Determine Risk						
Consequence →		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood →						
Almost certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	Without inspections, safety barriers may deteriorate and significantly raising the risk of drowning incidents.	A-3 Major	The Shire has a list of private swimming pools and regular inspections are conducted as per legislative requirements.
Reputation	N/A		
Service disruption	N/A		
Compliance	Poor record keeping by not having a list of private swimming pool barriers that are due for inspection on an ongoing basis as required by regulation 4A of the Building Regulations 2012.	D-2 Low	The Shire has an existing list of private swimming pool barriers which is available to officers responsible and reporting agencies. The list is used to schedule inspections when they are due i.e. every four years.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

The proposal aligns with the following desired objectives as expressed in the *Community Strategic Plan 2022-2032*:

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our sustainable livelihoods create a community that can flourish into the future*

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The table below outlines the current inspection status of swimming pools registered with the Shire of Carnarvon. At present, these registered pools are only located within Carnarvon.

With inspections for registered pools up to date, we will continue identifying, registering, and inspecting private swimming pools and spas that are currently unregistered within Carnarvon, Coral Bay and Remote Stations.

Shire employee Lochie Dunn completed training through Pool Barrier Inspection Training WA in October 2025 and is currently completing the pool barrier inspections on behalf of the Shire. Lochie will be attending the Department of Local Government, Industry Regulation and Safety's Pool Barrier Inspectors Professional Development Session in Perth on the 13 of November. This session is an interactive session providing technical and regulatory updates to support this important safety role.

LGIRS Pool Inspection Report 2025-26

The number of private swimming pools in your district that were subject to part 8 division 2 of the regulations as of 30 June 2026	88
The number that was inspected between 1 July 2025 and 30 June 2026	13
The number that was not inspected by an authorised person, at an inspection arranged under regulation 53(2)(b) of the regulations, within four years of its previous inspection	0

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee notes the response to the Building Commissioner for the status of Private Swimming Pools, as submitted by the CEO.

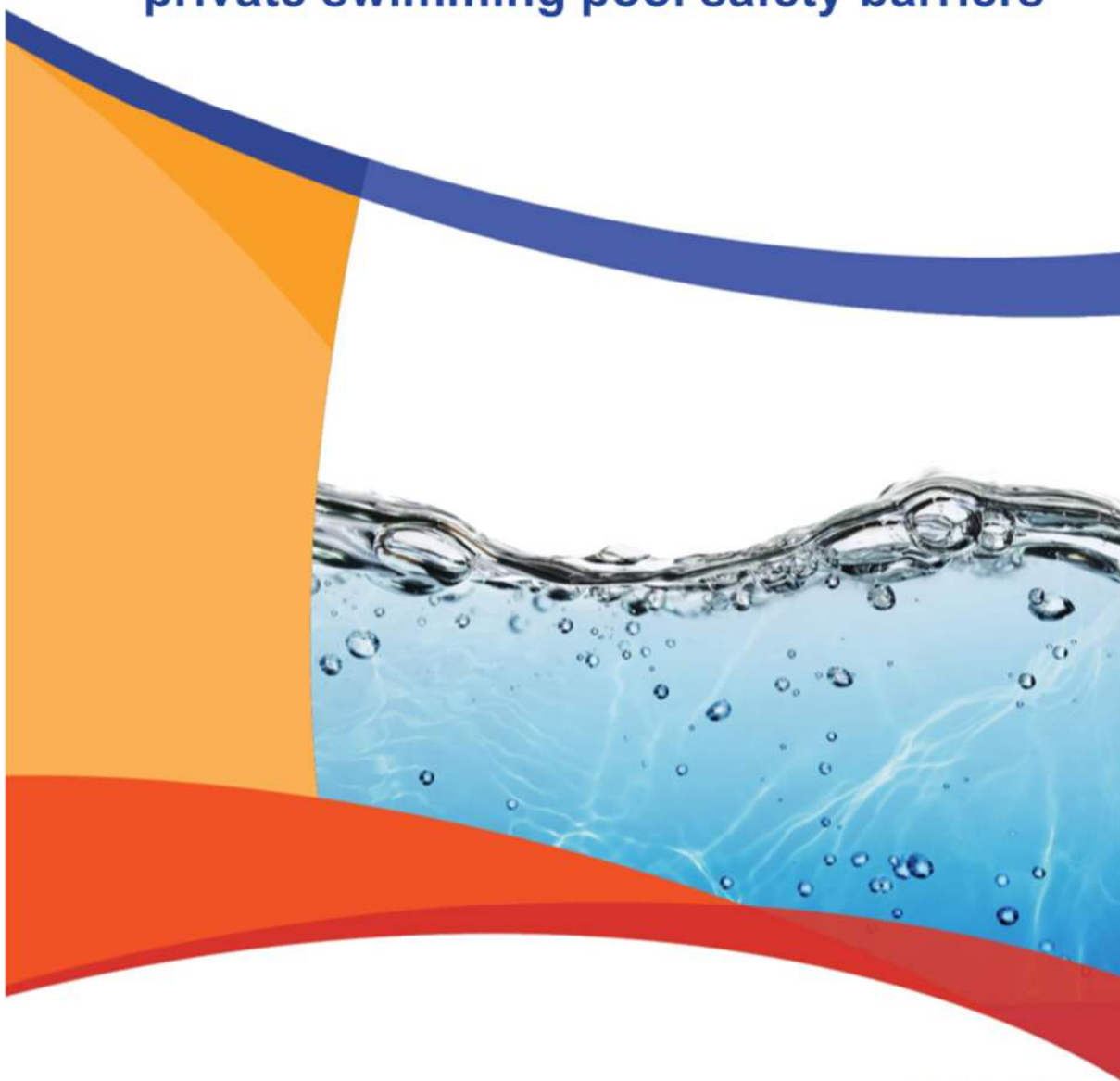


Department of Local Government,
Industry Regulation and Safety



Progress report

Local governments' inspections of private swimming pool safety barriers



2024-25

Local governments' inspections of private swimming pool safety barriers 2024-25

Executive summary

This report has been prepared by the Department of Local Government, Industry Regulation and Safety – Building and Energy Division (Building and Energy).

Drowning is a leading cause of accidental death in children under the age of five (young children). Swimming pools are the most common location of these drowning incidents.

Compliant safety barriers are effective in restricting the unsupervised access of young children into swimming pool areas, reducing the likelihood of a drowning incident.

Local governments are required to inspect the safety barriers of private swimming pools within their districts at intervals not exceeding four years¹. These inspections monitor the compliance of those safety barriers with building standards². Local governments have powers to assist them in enforcing compliance³.

Local governments have a legislative obligation to provide data on their safety barrier inspections before 1 August each year, for the preceding financial year⁴.

Of 139 local governments in Western Australia, 138 provided data prior to the preparation of this report. Where a local government's data was not received it has been recorded in the report as 'Data not provided by deadline'. Where responses were received after the deadline, they have been included in the report where possible.

In their responses, some local governments detailed reasons why some inspections had not been completed within the four-year maximum period. The main reasons were:

- difficulties organising access; and
- staff resourcing.

These reasons are consistently reported by numerous local governments each year.

Table 1: Overview of 2024-25 data received and comparison against previous reports

Summary	2024-25	2023-24	2022-23	2021-22	2020-21
Total number of pools	181,486	178,104	175,535	170,975	166,709
Total number of pools inspected	52,093	45,490	50,258	47,998	46,469
Total number of pools overdue	2,170	1,645	2,722	2,571	2,673
Total percentage of pools overdue	1.2%	0.9%	1.6%	1.5%	1.6%
Local governments with overdue inspections	48	54	52	49	54
Local governments that did not provide data	1	5	4	9	14

¹ Regulation 53, [Building Regulations 2012](#)

² Regulation 50A & 52, Building Regulations 2012

³ Part 8, [Building Act 2011](#)

⁴ Regulation 53B, Building Regulations 2012

Local governments' inspections of private swimming pool safety barriers 2024-25

Table 2: Inspection data provided by individual local governments for 2024-25

Local government	Total no. pools	Inspected in 2024/25	Overdue	Overdue Percentage
City of Albany	141	39	0	0.0%
City of Armadale	5,631	1,754	0	0.0%
Shire of Ashburton	527	137	0	0.0%
Shire of Augusta-Margaret River	301	20	2	0.7%
Town of Bassendean	917	262	129	14.1%
City of Bayswater	3,084	895	0	0.0%
City of Belmont	1,297	652	26	2.0%
Shire of Beverley	25	6	1	4.0%
Shire of Boddington	56	22	0	0.0%
Shire of Boyup Brook	5	3	0	0.0%
Shire of Bridgetown-Greenbushes	51	11	11	21.6%
Shire of Brookton	24	1	0	0.0%
Shire of Broome	1,970	535	0	0.0%
Shire of Broomehill-Tambellup	5	0	0	0.0%
Shire of Bruce Rock	6	4	0	0.0%
City of Bunbury	1,389	411	0	0.0%
City of Busselton	2,098	536	14	0.7%
Town of Cambridge	3,729	781	0	0.0%
City of Canning	6,257	1,788	0	0.0%
Shire of Capel	1,308	327	22	1.7%
Shire of Carnamah	2	1	0	0.0%
Shire of Carnarvon	75	39	0	0.0%

Local governments' inspections of private swimming pool safety barriers 2024-25

Local government	Total no. pools	Inspected in 2024/25	Overdue	Overdue Percentage
Shire of Chapman Valley	145	15	0	0.0%
Shire of Chittering	68	21	1	1.5%
Shire of Christmas Island	Data not provided by deadline			
Town of Claremont	907	265	0	0.0%
City of Cockburn	8,567	2,776	6	0.1%
Shire of Cocos (Keeling) Islands	2	0	0	0.0%
Shire of Collie	341	103	0	0.0%
Shire of Coolgardie	91	40	0	0.0%
Shire of Coorow	31	9	0	0.0%
Shire of Corrigin	14	0	0	0.0%
Town of Cottesloe	813	345	0	0.0%
Shire of Cranbrook	11	11	0	0.0%
Shire of Cuballing	37	1	0	0.0%
Shire of Cue	6	0	1	16.7%
Shire of Cunderdin	14	2	0	0.0%
Shire of Dalwallinu	15	12	0	0.0%
Shire of Dandaragan	91	14	12	13.2%
Shire of Dardanup	996	268	0	0.0%
Shire of Denmark	14	0	0	0.0%
Shire of Derby-West Kimberley	95	70	8	8.4%
Shire of Donnybrook-Balingup	225	110	8	3.6%
Shire of Dowerin	6	0	0	0.0%

Local governments' inspections of private swimming pool safety barriers 2024-25

Local government	Total no. pools	Inspected in 2024/25	Overdue	Overdue Percentage
Shire of Dumbleyung	13	13	0	0.0%
Shire of Dundas	10	10	0	0.0%
Town of East Fremantle	721	45	279	38.7%
Shire of East Pilbara	292	108	0	0.0%
Shire of Esperance	143	80	0	0.0%
Shire of Exmouth	184	23	0	0.0%
City of Fremantle	1,105	528	0	0.0%
Shire of Gingin	324	148	6	1.9%
Shire of Gnowangerup	12	1	6	50.0%
Shire of Goomalling	16	0	5	0.0%
City of Gosnells	7,505	2,552	0	0.0%
City of Greater Geraldton	2,123	464	3	0.1%
Shire of Halls Creek	0	0	0	0.0%
Shire of Harvey	1,818	542	0	0.0%
Shire of Irwin	115	60	5	4.3%
Shire of Jerramungup	4	0	1	25.0%
City of Joondalup	23,790	6,772	0	0.0%
City of Kalamunda	5,923	1,871	0	0.0%
City of Kalgoorlie-Boulder	2,198	580	57	2.6%
City of Karratha	2,143	428	123	5.7%
Shire of Katanning	98	35	0	0.0%
Shire of Kellerberrin	20	0	0	0.0%

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in its jurisdiction.

Local governments' inspections of private swimming pool safety barriers 2024-25

Local government	Total no. pools	Inspected in 2024/25	Overdue	Overdue Percentage
Shire of Kent	6	0	0	0.0%
Shire of Kojonup	18	0	0	0.0%
Shire of Kondinin	2	0	0	0.0%
Shire of Koorda	13	13	0	0.0%
Shire of Kulin	8	0	0	0.0%
City of Kwinana	2,028	398	0	0.0%
Shire of Lake Grace	11	1	2	18.2%
Shire of Laverton	1	1	0	0.0%
Shire of Leonora	6	6	0	0.0%
City of Mandurah	6,570	2,251	11	0.2%
Shire of Manjimup	76	14	0	0.0%
Shire of Meekatharra	2	2	0	0.0%
City of Melville	11,145	3,260	40	0.4%
Shire of Menzies	0	0	0	0.0%
Shire of Merredin	99	40	0	0.0%
Shire of Mingenew	29	14	0	0.0%
Shire of Moora	75	23	3	4.0%
Shire of Morawa	0	0	0	0.0%
Town of Mosman Park	1,007	195	0	0.0%
Shire of Mount Magnet	8	6	0	0.0%
Shire of Mount Marshall	5	0	0	0.0%
Shire of Mukinbudin	1	0	0	0.0%

Local governments' inspections of private swimming pool safety barriers 2024-25

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in its jurisdiction.

Local government	Total no. pools	Inspected in 2024/25	Overdue	Overdue Percentage
Shire of Mundaring	3,830	747	37	1.0%
Shire of Murchison	0	0	0	0.0%
Shire of Murray	1,436	536	0	0.0%
Shire of Nannup	9	9	0	0.0%
Shire of Narembeen	12	0	0	0.0%
Shire of Narrogin	127	29	3	2.4%
City of Nedlands	2,875	1,026	0	0.0%
Shire of Ngaanyatjaraku	0	0	0	0.0%
Shire of Northam	525	142	0	0.0%
Shire of Northampton	172	37	39	22.7%
Shire of Nungarin	0	0	0	0.0%
Shire of Peppermint Grove	294	28	0	0.0%
Shire of Perenjori	6	0	0	0.0%
City of Perth	223	166	0	0.0%
Shire of Pingelly	32	7	1	3.1%
Shire of Plantagenet	22	4	0	0.0%
Town of Port Hedland	974	58	161	16.5%
Shire of Quairading	60	0	42	70.0%
Shire of Ravensthorpe	0	0	0	0.0%
City of Rockingham	11,687	2,547	270	2.3%
Shire of Sandstone	3	0	0	0.0%
Shire of Serpentine-Jarrahdale	2,478	1,106	0	0.0%

Local governments' inspections of private swimming pool safety barriers 2024-25

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in its jurisdiction.

Local government	Total no. pools	Inspected in 2024/25	Overdue	Overdue Percentage
Shire of Shark Bay	7	7	0	0.0%
City of South Perth	2,763	527	205	7.4%
City of Stirling	13,011	3,435	171	1.3%
City of Subiaco	818	223	29	3.5%
City of Swan	9,421	3,951	2	0.0%
Shire of Tammin	1	1	0	0.0%
Shire of Three Springs	9	0	0	0.0%
Shire of Toodyay	84	19	32	38.1%
Shire of Trayning	3	0	3	100.0%
Shire of Upper Gascoyne	2	2	0	0.0%
Town of Victoria Park	923	392	9	1.0%
Shire of Victoria Plains	21	1	0	0.0%
City of Vincent	1,334	621	20	1.5%
Shire of Wagin	83	0	19	22.9%
Shire of Wandering	22	2	0	0.0%
City of Wanneroo	16,331	3,566	330	2.0%
Shire of Waroona	216	30	3	1.4%
Shire of West Arthur	4	0	4	100.0%
Shire of Westonia	0	0	0	0.0%
Shire of Wickepin	3	3	0	0.0%
Shire of Williams	29	29	0	0.0%
Shire of Wiluna	0	0	0	0.0%

Local governments' inspections of private swimming pool safety barriers 2024-25

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in its jurisdiction.

Local government	Total no. pools	Inspected in 2024/25	Overdue	Overdue Percentage
Shire of Wongan-Ballidu	33	0	0	0.0%
Shire of Woodanilling	7	6	1	14.3%
Shire of Wyalkatchem	17	0	0	0.0%
Shire of Wyndham-East Kimberley	308	60	2	0.6%
Shire of Yalgoo	0	0	0	0.0%
Shire of Yilgarn	38	0	0	0.0%
Shire of York	179	6	5	2.8%
TOTAL:	181,486	52,093	2,170	1.2%

Where total number of pools is recorded as '0' this indicates the local government has no registered pools in its jurisdiction.

**Department of Local Government, Industry Regulation and Safety
Building and Energy**

Office: Level 1, 303 Sevenoaks Street, Cannington WA 6107

Post: Locked Bag 100, EAST PERTH WA 6892

Phone: 1300 489 099 Fax: (08) 6251 1501

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National Relay Service: 13 36 77

Quality of service feedback line: 1800 304 059

This publication is available in other formats on
request to assist people with special needs.

4.4 PEOPLE, CULTURE & WELLBEING - ANNUAL RISK AND COMPLIANCE REPORT

File No:	TBC
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	Shire of Carnarvon
Author(s):	Denika Sweetman, People, Culture & Wellbeing Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. People, Culture & Wellbeing - Annual Risk & Compliance Report - Confidential

Authority/Discretion:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
☐	Executive	The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets
☐	Legislative	Includes adopting local laws, town planning schemes and policies.
☒	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
☐	Quasi-judicial	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

This report presents the People, Culture & Wellbeing (PCW) Annual Risk and Compliance Report 2025/26, outlining key workforce risks, compliance controls and areas for improvement.

The report reviews workforce stability, recruitment and retention, capability and succession, employee relations, performance management, training and development, workforce governance and the RJED Program. It also identifies key priorities for 2026/27 to further strengthen workforce controls and support organisational capability and service continuity.

Background

People, Culture & Wellbeing forms an important part of the Shire's governance and organisational assurance framework, supporting the effective management of workforce risk, legislative and industrial compliance, organisational capability and workplace culture.

The function provides organisation-wide oversight across the employment lifecycle, including workforce planning, recruitment and retention, employee relations, performance management, industrial relations, learning and development, work health and safety and workforce governance. Through these functions, PCW supports the Shire to maintain an appropriately skilled, safe and sustainable workforce capable of meeting its statutory responsibilities and delivering services to the community.

Workforce risk is particularly relevant within the Shire's regional operating environment, where attraction and retention, access to specialist capability, employee housing, succession and the retention of corporate knowledge can directly affect organisational capacity and service continuity.

During 2025/26, PCW continued to strengthen workforce governance through improved monitoring and reporting, structured compliance processes, mandatory training, performance oversight and the formal management of employee and workplace matters.

The Annual Risk and Compliance Report consolidates these areas to provide an organisation-wide assessment of the Shire's workforce risk environment, the effectiveness of existing controls and the key areas requiring continued focus and improvement during 2026/27.

Stakeholder and Public Consultation

Internal consultation has been undertaken with relevant managers and employees through the Shire's ongoing workforce management, recruitment, performance, employee relations and compliance processes.

No public consultation is required.

Statutory Environment

Local Government Act 1995 (WA) – Sections 5.38 and 5.40

Section 5.38 requires the CEO to ensure that the performance of each employee employed for more than one year is reviewed at least annually. Section 5.40 establishes the principles applying to local government employment, including merit and equity, fair and consistent treatment and freedom from unlawful discrimination.

Work Health and Safety Act 2020 (WA)

Establishes duties relating to the health and safety of workers and others within the workplace. The Shire's workforce controls support these obligations through fitness-for-work processes, training, supervision, incident management and the management of workplace health and safety risks.

Industrial Relations Act 1979 (WA)

Provides the industrial relations framework applicable to Western Australian local governments, including industrial instruments and the management of employment and industrial matters. All WA local governments operate within the State industrial relations system.

Minimum Conditions of Employment Act 1993 (WA)

Establishes minimum employment conditions applicable within the Western Australian State industrial relations system. The Act applies to WA local government employers and employees.

Local Government Officers' (Western Australia) Award 2021

Provides minimum employment conditions for employees falling within its coverage, including classifications, rates of pay, hours of work, allowances and leave arrangements.

Municipal Employees (Western Australia) Award 2021

Provides minimum employment conditions for municipal employees falling within its coverage, including classifications, rates of pay, hours of work, allowances and leave arrangements.

Relevant Plans and Policy

The Shire maintains a range of internal policies, procedures and frameworks supporting the management of workforce risk, employment practices, work health and safety and legislative and industrial compliance.

The key policies and controls relevant to the matters considered are referenced throughout the People, Culture & Wellbeing Annual Risk and Compliance Report 2025/26.

Financial Implications

Nil

Risk Assessment

STEP 3 – Risk Tolerance Chart Used to Determine Risk						
Consequence		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood						
Almost certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating	Mitigating Action/s
Financial	Increased workforce costs arising from turnover, prolonged vacancies, reliance on external capability and workforce accommodation pressures.	C2 – Moderate	Workforce monitoring, recruitment and retention controls, capability development and workforce planning.
Health & Safety	Failure to effectively manage workforce health, safety, fitness for work and psychosocial risks.	C2 – Moderate	WHS Management System, fitness-for-work controls, mandatory training, incident management, consultation and manager oversight.
Reputation	Inconsistent or ineffective management of workforce matters may impact employee and community confidence in the Shire.	C2 – Moderate	Established employment processes, PCW oversight, manager training, documented controls and appropriate escalation of employee matters.
Service disruption	Workforce turnover, vacancies, specialist capability gaps and key-person dependency may impact organisational capacity and continuity of service delivery.	C3 - High	Recruitment monitoring, succession and knowledge transfer, workforce development and external specialist support where required.
Compliance	Failure to comply with employment,	D3 – Moderate	Legislative and policy controls, PCW/WHS oversight, mandatory

	industrial relations, WHS and workforce governance obligations.		training, performance monitoring and formal employee management processes.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Inaccurate employment records, timesheets or inappropriate use of Shire resources may result in financial loss or integrity concerns.	C2 – Moderate	Timesheet and approver training, approval controls, monitoring, investigation processes and management oversight.

Community and Strategic Objectives

The proposal aligns with the following desired objectives as expressed in the *Community Strategic Plan 2022-2032*:

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The review indicates that appropriate workforce governance and compliance controls are established across the areas assessed, with varying levels of maturity and effectiveness.

The report has identified opportunities to further strengthen existing controls. These have been incorporated into the People, Culture & Wellbeing priorities for 2026/27 and will be progressed through ongoing operational, workforce and corporate planning activities.

Management will continue to monitor the identified workforce risks and the effectiveness of associated controls. Material changes in risk exposure or significant compliance matters will be reported through the Shire's established governance and risk management processes.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee That the Audit, Risk and Improvement Committee receives and notes the People, Culture & Wellbeing Annual Risk and Compliance Report 2025/26, as contained in Confidential Schedule 1.

4.5 CARNARVON AQUATIC CENTRE - PROGRESS REPORT 2026

File No:	ADM0203
Location/Address:	21 Babbage Island Rd, Morgantown WA 6701
Name of Applicant:	Carnarvon Aquatic Centre
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Executive Manager, Lifestyle & Community
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Meeting Minutes - 31 August 2026 2. Inspection Report - Emergency Planning 3. Inspection Report - Qualifications and Training 4. Inspection Report - Work, Health & Safety

Authority/Discretion:

☐	Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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☐	Legislative	Includes adopting local laws, town planning schemes and policies.
☒	Information	Includes items provided to Council for information purposes only that do not require a decision of Council (i.e. – for noting).
☐	Quasi-judicial	When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

This report provides Council with a follow-up on the 2026 Carnarvon Aquatic Centre Pool Safety Assessment, as requested by the Audit, Risk and Improvement Committee (ARIC) at its meeting held on 25 August 2026.

The purpose of the report is to update Council on progress against the outstanding assessment actions, provide an overview of the management and monitoring arrangements for the Aquatic Centre, and identify any matters requiring further operational or capital consideration.

Background

At its meeting held on 25 August 2026, the Audit, Risk and Improvement Committee (ARIC) considered the outcomes of the 2026 Pool Safety Assessment for the Carnarvon Aquatic Centre.

As part of the officer recommendation, Administration committed to presenting a further report to ARIC in October 2026 to provide assurance that the Shire is actively working with the Aquatic Centre contractor to address the identified actions and support ongoing compliance.

Following the ARIC meeting, a pre-season Emergency Planning Committee meeting was held on 31 August 2026 with representatives from the Shire and Aquatic Centre contractor. The meeting specifically reviewed the Pool Safety Assessment remediation actions, prioritising the Critical and High-risk items, with Moderate

items to be progressively addressed over the following three to six months. The minutes of the meeting held on 31 August 2026 are provided at Schedule 1.

The meeting progressed several key compliance matters, including emergency planning, staff training, supervision and inspection processes, incident reporting, first aid facilities, plant maintenance and other operational requirements. Several actions were completed prior to the commencement of the season, with remaining actions allocated for further investigation, implementation or future capital consideration.

To support ongoing oversight, the requirements of the Pool Safety Assessment have been incorporated into the Shire's Safety Champion system. Rather than undertaking a single annual review, the Shire will progressively audit the Aquatic Centre throughout the operating season, with the audit program broken into the relevant sections identified within the original Royal Life Saving WA Pool Safety Assessment.

The first three Safety Champion audits were completed on 18 September 2026 in conjunction with the Aquatic Centre Manager and covered Work Health and Safety, Emergency Planning, and Qualifications and Training. The Work Health and Safety audit achieved 100%, Qualifications and Training 86%, and Emergency Planning 50%.

In relation to Qualifications and Training, it was identified that relevant staff training had recently been completed in Perth; however, formal certificates had not yet been received at the time of the audit. The contractor advised that copies of the certificates would be provided to the Shire upon receipt to ensure appropriate records are maintained.

The Emergency Planning audit identified the greatest area for further development and implementation. Several procedures, supporting documentation and training requirements require further work as the Centre progresses through the season. Administration will continue to work collaboratively with the contractor and the Shire's Work Health and Safety Coordinator to develop and implement the required emergency management procedures, training and supporting evidence. This area will be subject to further review through the Safety Champion audit program as the season progresses.

The remaining audits will be undertaken progressively throughout the 2026/27 Aquatic Centre season and will cover the applicable assessment areas of Aquatic Programs, Supervision, First Aid, Plant and Chemical Areas, Changing Facilities, Lap and Lane Pools, Leisure Pools, Inflatable Equipment, WA Administration, WA Plant Rooms, and WA Pools and Features.

This approach provides Administration with an ongoing mechanism to work collaboratively with the contractor, monitor compliance, retain evidence of actions undertaken and identify areas requiring further operational or capital attention.

Stakeholder and Public Consultation

Internal:

Shire of Carnarvon – Lifestyle & Community, Work Health and Safety, Environmental Health and Infrastructure/Facilities officers.

External:

BTX Contracting – contracted operator of the Carnarvon Aquatic Centre.

Administration has continued to work collaboratively with BTX Contracting to progress actions identified through the Pool Safety Assessment and undertake ongoing compliance monitoring.

Public Consultation:

No public consultation was undertaken or required, as this report relates to the operational management, safety and compliance monitoring of an existing Shire facility.

Statutory Environment

The operation and management of the Carnarvon Aquatic Centre is subject to the following legislative and regulatory framework:

- Health (Miscellaneous Provisions) Act 1911 (WA);
- Health (Aquatic Facilities) Regulations 2007 (WA);
- Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities; and
- Work Health and Safety Act 2020 (WA) and associated regulations.

The Health (Aquatic Facilities) Regulations 2007 apply to aquatic facilities available for public use, with public aquatic facilities required to comply with applicable regulatory requirements and the Department of Health's Code of Practice.

The Code of Practice establishes requirements relating to the design, operation, management and maintenance of aquatic facilities, including water treatment and quality, chemical safety, management and supervision, operational requirements and facility safety

Relevant Plans and Policy

Strategic Community Plan 2022 – 2032

Asset Management Plan 2024 – 2034

Financial Implications

There are no financial implications associated with receiving this report.

There will be minor ongoing operational expenditure associated with addressing some of the remaining Pool Safety Assessment actions and maintaining compliance throughout the Aquatic Centre season. These costs will be managed within the existing Aquatic Centre operational and maintenance budgets where possible.

Any recommendations requiring significant capital works, infrastructure upgrades or expenditure outside the adopted budget will be further investigated and presented to Council for consideration through future budget and asset management planning processes.

Risk Assessment

STEP 3 – Risk Tolerance Chart Used to Determine Risk						
Consequence →		Insignificant 1	Minor 2	Major 3	Critical 4	Extreme 5
Likelihood ↘						
Almost certain	A	High	High	Extreme	Extreme	Extreme
Likely	B	Moderate	High	High	Extreme	Extreme
Possible	C	Low	Moderate	High	Extreme	Extreme
Unlikely	D	Low	Low	Moderate	High	Extreme
Rare	E	Low	Low	Moderate	High	High

Risk Category	Description	Rating	Mitigating Action/s
Financial	Minor ongoing expenditure may be required to address identified safety and compliance actions. Significant infrastructure improvements may	C-1 Low	Minor works managed through existing operational and maintenance budgets. Major capital requirements to be scoped and presented to Council through future budget processes.

	require future capital funding.		
Health & Safety	Failure to adequately address identified Pool Safety Assessment actions may increase risks to staff, contractors and patrons of the Aquatic Centre.	D-2 Low	Ongoing Safety Champion audits, regular review of outstanding actions, and collaboration between the Shire, BTX Contracting and the WHS Coordinator to progressively address identified requirements.
Reputation	Failure to appropriately monitor and respond to identified safety and compliance matters may impact community confidence in the management of the Aquatic Centre.	C-2 Moderate	Active monitoring, documented audits and ongoing oversight of actions arising from the Pool Safety Assessment.
Service disruption	Safety or compliance issues may result in temporary restrictions or disruption to Aquatic Centre operations if not appropriately managed.	C-2 Moderate	Safety or compliance issues may result in temporary restrictions or disruption to Aquatic Centre operations if not appropriately managed.
Compliance	There is a risk that identified requirements may not be addressed or appropriately evidenced, resulting in gaps in the Shire's and contractor's compliance obligations.	C-3 High	Pool Safety Assessment requirements incorporated into Safety Champion, with evidence recorded and outstanding actions monitored throughout the season.
Property	Some identified actions relate to ageing infrastructure, plant and facility improvements which may require maintenance or capital works.	C-2 Moderate	Maintenance issues addressed where possible within existing budgets, with significant capital requirements to be considered through future asset and budget planning.
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

The proposal aligns with the following desired objectives as expressed in the *Community Strategic Plan 2022-2032*:

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our infrastructure, housing and amenities are high quality and accessible*

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Administration has continued to work collaboratively with the Aquatic Centre contractor to progress the actions identified through the 2026 Pool Safety Assessment.

The establishment of the Safety Champion audit program provides a structured approach to ongoing monitoring throughout the 2026/27 Aquatic Centre season, with the first three audits now completed. The audits provide an opportunity to identify outstanding requirements, maintain supporting evidence and progressively address operational, procedural and safety matters with the contractor.

While several actions have been completed, further work remains, particularly in relation to emergency planning and supporting procedures. Administration will continue to work with the contractor and the Shire's Work Health and Safety Coordinator to progress these requirements.

Any matters requiring significant infrastructure upgrades or capital investment will be separately investigated and brought forward for consideration through future budget and asset planning processes.

Overall, the actions undertaken since the August 2026 ARIC meeting demonstrate an ongoing and documented approach to monitoring the safety and compliance requirements of the Carnarvon Aquatic Centre.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee:

- 1. RECEIVES the update on the Carnarvon Aquatic Centre Pool Safety Assessment and progress of the identified remediation actions as outlined in Schedule 1.***
- 2. NOTES the implementation of the Safety Champion audit program to monitor the Carnarvon Aquatic Centre's safety and compliance requirements throughout the aquatic season.***
- 3. NOTES that Administration will continue to work with BTX Contracting and relevant Shire officers to progressively address outstanding operational, procedural and compliance requirements.***
- 4. NOTES that any identified works requiring significant capital investment will be further investigated and presented to Council for consideration through future budget and asset management planning processes.***



Emergency Planning Committee

Meeting Date & Time: 31/08/2026 at 9:30am

Meeting Location: Carnarvon Aquatic Centre

AGENDA

Meeting Commenced at 9:36am

1.0 ATTENDANCE AND APOLOGIES

Brad Cox – Centre Manager
 Stephanie Leca – Executive Manager Lifestyle & Community
 Stephen Lockie – WHS Co Ordinator
 Michael Cooke – Senior Environmental Health Officer
 Dean Andreloi – Facilities & Services Operational Manager
 Jacquie Birch – EA Lifestyle & Community

2.0 CONFIRMATION OF MINUTES:

The minutes of the previous meetings held on the 02 June 2026 were reviewed.

3.0 ITEMS FOR DISCUSSION

3.1 Carnarvon Aquatic Centre - Pool Safety Assessment / Recommended Remediation Actions, April 2026

Pool Safety Assessment Items identified as:

Critical – where controls must be implemented immediately

High – where controls must be implemented with 90 days

Moderate – where actions taken within 12 months

In today's meeting we will be addressing the Critical and High Criteria items. Moderate Items will be addressed within the next 3-6 months.

Items identified as Critical:

First Aid

6.2 Is oxygen equipment appropriately maintained?

Faults Identified: Annual (external) regulator service

Recommendations: It is recommended that the oxygen regulator is serviced (externally) on a minimum annual basis and that the records are kept.

Action: (1) Order an additional oxygen regulator

(2) Jacquie to contact St John Ambulance-Carnarvon to see if they service, if not:

(3) Jacquie to contract Aquatic Centre in Exmouth and Onslow to see who does their servicing

(4) Noting: 2 x bodok seals need replacing.

Plant & Chemical Areas

7.03 Are individual chemical storage locations clearly labelled?

Shire Comments: Signs ordered thru Printsmith Co.

Action: Complete - Received signs 26/08/2026. Installed 27/08/2026

Items identified as High:**Work Health & Safety**

1.14 Does the Child Safety Policy consider appropriate factors?

Faults Identified: (f) filming and photography considerations

Recommendations: It is recommended that a child safety policy consider the appropriate factors including, a nominated child safety officer, filming and photography considerations

Action: Stephen to (1) Review Policy to ensure filming and photography considerations

(2) Nominated Safety Officer is Centre Manager

(3) Shire to work with Centre Manager and consult with other Aquatic Centres to see what they do

Emergency Planning

2.09 Is there a location/site map containing appropriate information available?

Faults Identified: alternative entrances(s)

Recommendations: It is recommended that a location / site map is provided which includes as a minimum information covering alternative entrances.

Action: Stephen to update location / site map.

Note: The map was updated though it did not include a gate which is near the chemical/ plant area which is currently used for the delivery of supplies, therefore, the gate needs to be noted on the map as an exit gate.

Qualifications & Training

3.20 Does the aquatic technical operations staff in-service training cover key skills and competencies?

Faults Identified: (b) updates to OHS/WHS management systems (f) safe manual handling

Recommendations: It is recommended that the in service training includes sessions which cover updates to plant and equipment, updates to OHS/WHS management systems and safe manual handling.

Action: Stephen:

(1) to include Centre Manager Brad Cox in safe manual handling training 16-17/09/26 with LGIS

(2) Review current Incident/Accident Form, add QR Code

(3) Provide training in how to report a hazard & incident

Action: Brad Cox:

(1) to create Training checklist

(2) Train aquatic staff on how to report a hazard & incident QR Code

Supervision

5.11 Is there a system to ensure the supervision of changing areas?

Faults identified: (a) minimum 30-60 min checks (b) checks documented

Recommendations: (a) It is recommended that the changing rooms are checked on a minimum 30 to 60 minute basis. (b) It is recommended that the changing room checks are recorded

Shire comment: Process in place for next season

Action:

- (1) Brad Cox advised not always possible to check female toilets if no female lifeguards are on duty but will start to do so.**
- (2) Centre Manager to maintain checklist**

Note: Stephanie raised the importance of all toilets being checked should someone lose consciousness or require assistance Staff requirements need to be considered by the Centre Management to ensure we comply.

5.19 Is their evidence of appropriate daily equipment inspections?

Faults identified: (a) rescue devices (c) spinal board(s)/ accessories

Recommendations: It is recommended that daily checks are undertaken and include. (a) rescue devices (c) spinal board(s) /accessories

Action: Brad Cox advised forms have been updated and check list will be completed daily.

First Aid

6.04 Does the incident reporting process cover notifiable incidences?

Faults identified: (a) definition of notifiable (b) internal contact details (c) workplace health and safety regulator notification

Recommendations: (a) It is recommended that the incident reporting process include information on what is defined as a notifiable incident. (b) It is recommended that the incident reporting process include the contact details for the appropriate persons that need to be contact in the event of a notifiable incident. (c) It is recommended that the incident reporting process include the need to contact workplace health and safety regulator following a notifiable incident.

Action: Form has been updated.

Stephen to call Eddie at RLSWA to confirm notifiable incident.

6.09 Is the first aid area appropriate?

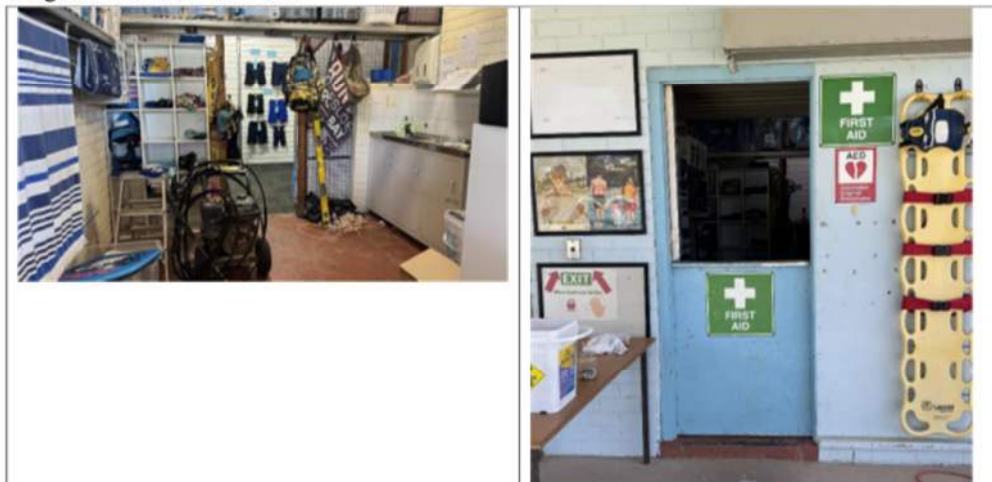
Faults identified: (d) easily accessible (wheelchair / stretcher) (f) only used for first aid.

Comments: Unable to rectify without major renovations

Comments: Brad Cox advised that the Aquatic Centre requires additional storage in the form of a shed. The existing first aid currently stores a lot of items which could be housed in a new shed. This will provide the space required for a bed or couch as required for a first aid room. This is a large capital expense which would require an estimated \$120-\$150k budget.

Action: The Shire will seek a quote to inform a recommendation on Major Capital Upgrade considerations to ARIC and Council for future budget consideration, to progressively address compliance matters identified in the Pool Safety Assessment report.

Images of the First Aid Room:



Images from the Shed:



The contractor recommended relocating items currently stored in the First Aid room to a future larger storage shed. This would enable the First Aid room to be used as a dedicated first aid facility and allow for future accessibility and compliance improvements, including the provision of an appropriate first aid couch and accessible ramp entry suitable for wheelchair users.

6.10 Does the first aid area have appropriate general provisions?

Faults identified: (e) couch

Recommendations: It is recommended that the first aid area has appropriate provisions including e – couch, blanket, pillow.

Assessors comment: insufficient room for couch

Action: (1) As above.

(2) external ramp required at door entrance.

Changing Facilities

9.06 Do accessible changing facilities display appropriate entry signage?

Faults identified: (b) accessible: text signage

Recommendations: (b) it is recommended that accessible changing facilities are easily identified through text-based signage.

Shire Comment: Appropriate signs ordered and will be installed upon arrival.

Action: Completed

Lap & Lane Pools – 50m Lap Lane Pool

10.03 Are pool tanks and associated fixtures and fittings finished flush with no sharp protruding edges?

Faults identified: (a) fitted flush (b) free of protruding edges

Recommendations: it is recommended that the pool tank and associated fixtures and fittings are (a) fitted flush (b) free of protruding edges

Shire Comment: Can not comply with zero depth entry is installed. This requires significant budget.

Action: Investigate alternative options such as purchasing new steps.

(1) Centre Manager, Brad Cox advised problems with the existing mobile steps. Handles are not right height, Sharp edges, very heavy and awkward to manoeuvre. Potential entrapment – with kids playing under the steps, handles do not go to last step.

(2) Jacque currently requesting quotes on new steps.

10.08 Are step provisions appropriate?

Faults Identified: (a) non-protruding into lanes

Recommendations: (a) it is recommended that steps do not intrude into the lap swimming race

Shire Comment: Can not comply until zero depth entry is installed. This requires significant budget.

Action: as per above comments 10.03

10.12 Are step and ramp handrails appropriate?

Faults identified: (b) 865-1000mm in height

Recommendations: It is recommended that the step and ramp handrails are designed to be (b) 865-1000mm in height

Shire Comment: Can not comply until zero depth entry is installed. This requires significant budget.

Action: as per above comments 10.03

Leisure Pools – Toddler Leisure Pool

11.12 Are step and ramp handrails appropriate?

Faults identified (b) 865-1000mm in height

Recommendations: It is recommended that the step and ramp handrails are designed to be (b) 865-1000mm in height.

Shire Comment: cannot comply until zero depth entry is installed. This requires significant budget.

Action: Identified as an issue and will be monitored.

WA Administration

21.12 Is hire of facilities covered by a formal agreement?

Recommendations: (g) closing and site security procedures

RLSWA – (g) not clear if facility is hired to groups outside normal operations.

Action:

- (1) Brad Cox advised Carnarvon Swim Club and Underwater Hockey are the only two hirers.*
- (2) Aquatic manager to have current copies of Hirer's First Aid, Lifesaving Certificate, Fitness reports and WWC records. Copies of above to be retained on file and yearly checklist to be maintained to ensure that current Hirer's representatives have current certification to industry standards – 12 monthly.*
- (3) Shire of Carnarvon to review MOU and Hire Agreements to ensure they are compliant. Carnarvon Amateur Swimming Club is currently seeking a new MOU with the Shire and Aquatic Centre management.*

21.14 Does the aquatic facility have a risk management policy framework?

Faults identified: (a) a risk management policy framework (b) the resources allocated towards risk management (c) system(s) to manage and profile risk ((d) system(s) for measurement and reporting (e) a risk appetite (f) the risk criteria used

Recommendations: It is recommended that the organisation adopts a systematic approach to managing risk which incorporates - a risk management policy framework, the resources allocated towards risk management, system(s) to manage and profile risk, system(s) for measurement and reporting, a risk appetite, the risk criteria used.

Shire Comment: No

Action: *Stephen to investigate with LGIS getting a Risk Management Policy framework for the Aquatic Centre including reviewing the Royal Life Saving resources to see what could be adapted.*

WA Plant Room

22.21 Are maintenance reports and/or logs maintained by pool management for works completed on chlorine equipment?

Faults identified: (a) procedural documentation and reports are appropriate, maintained and accessible (b) a full system check is conducted after works are completed and before the plant is returned to service

Recommendations: It is recommended that. (a) procedural documentation and reports are appropriate, maintained and accessible (b) a full system check is conducted after works are completed and before the plant is returned to service.

Shire Comment: Maintenance Orders are tracked through the shire system, but they have rejected calls to provide Maintenance by Shenton's

Action:

- (1) Jacquie to email Shenton's to arrange servicing of filters*
- (2) Note: Shenton's initially installed the equipment in 2018*
- (3) The Shire to seek Shenton's recommended maintenance schedule and ensure this is updated in MEX to ensure it is not missed in future. Automatic probe u/s. Clarify with Shenton's if they can fix it or Prominent.*

WA Pool and Features

23.08 Are the pools and surrounds sufficiently lit for recreational use (150lux)?

Faults identified: (a) All lap pools (b) All Leisure Pools

Recommendations: It is recommended that pool lighting meets the Australian Standards including, All lap pools, All Leisure Pools.

Shire comment: Unable to comply need lux lumens tester, none available in Carnarvon

Action: Michael Cooke - EHO to purchase tester. The cost is estimated to be less than \$150 and can be utilised in other areas of the organisation.

23.27 Are metallic objects greater than 100mm within the pool zone equipotential bonded?

Faults Identified: (a) metallic lane rope anchors (b) metallic deck sockets (c) other metallic objects

Recommendations: It is recommended that all (a) metallic lane rope anchors (b) metallic deck sockets (c) other metallic objects greater than 100mm within the pool zone (1.25 metres) are equipotential bonded in compliance with Section 5 of AS/NS 3000:2018

Shire comment: Shire comment - Unable to comply in appropriate time frame for audit. On the list to be carried out.

Comment:

Action: Completed. Bonding works completed by Reece Welding. Awaiting confirmation from Carnarvon Electrical on testing.

Aquatic Centre Manager, Brad Cox advised there is a Lightning Strike procedure for when lightning is within 10 kilometers. (Shire require copy of Policy)

Discussions about the 4 x Lifeguard shade umbrellas and lane ropes not being bonded. The risk was identified as minimal – no risk, as the Lightning Strike procedure would cover this.

If the lifeguard shade umbrellas were removed and the existing structure extended it would cost approximately \$50 - \$60k. This was noted to be considered in the Major Capital Upgrade considerations to ARIC and Council for future budget considerations.

Action: Nil

3.2 WHS Inspection

Confirmation if work has been completed to standard.

1. A 3LM section of fence between the pool and chem shed
2. A 30LM section of fence parallel to carpark connecting to the changeroom facilities

Action: Completed

3.3 EHO Inspection

5.1 Fencing and Security – Code 2.18 Where boundary fence forms primary barrier, must be min 1.8m high. Outside can be climbable, though inside 900mm arc from top must be a non-climbing zone.

Comment: Pool boundary fences need maintenance. Kids are jumping the fence.

Action: Completed – EHO Michael Cooke satisfied

5.2 Sanitary Facilities Code 2.20 Sanitary facilities clean and in good repair

Comment: Cleaning log required

Action: EHO Michael Cooke to supply form

5.3 First Aid – Group 1 Code 2.22 Pillows and blankets

Comment: requested

Action: No action required - Thermal blanket already supplied in First Aid Kit

3.4 Additional Items raised

3.4.1 Pipe marking sticker/label signs required for Chemical Shed.

Require 4 x sets: Chlorinated Water, Hypochlorite Solution, Sodium Bisulphate (Acid)

Action: Jacquie to source.

3.4.2 Audit & Risk – Break ins to Aquatic Centre via external fencing.

Action: Brad Cox to email all incident reports for break-ins at the Pool for recording to Executive Manager Lifestyle and Community, Stephanie Leca, to raise the importance of the boundary and internal fences being replaced

3.4.3 The balance tank requires a confined space sign.

Action: Stephen Lockie to order a new sign.

3.4.4 Playground Softfall lifting and in a really bad condition.

Action: Aquatic Centre Manager, Brad Cox to send thru measurements of playground for Quote to replace current flooring to Exec Manager Lifestyle & Community, Stephanie Leca

3.4.5 2027 Order another set of adults and children's pads for the defibrillator.

Action: Brad Cox and Stephen Lockie

Meeting Closed: 11:42am

Next Meeting: TBC

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre0389 Aquatic Centre - Emergency Planning



Shire of Carnarvon | LC-Comm Dev, Youth, Culture

Inspection Aquatic Centre0389 Aquatic Centre - Emergency Planning

Score = 50%

Name		Inspection Aquatic Centre0389 Aquatic Centre - Emergency Planning	
Reference Id		Aquatic Centre0389	
Due Commenced	2026-09-18	Date Completed	2026-09-18
Date Due	2026-09-01	Signed-off Date	2026-09-18
Time zone	Australia/Perth	Signed-off Time	02:03 PM
Workplace		Shire of Carnarvon LC-Comm Dev, Youth, Culture	
Carnarvon Aquatic Centre			
Inspection Leader		JACQUIE BIRCH	
Inspection Team		BRAD COX	
Geo Location			
Signed-off by		Jacquie Birch (birch.j@caranarvon.wa.gov.au)	
Total Score		50%	

Swimming Pool Safety Inspection	
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Date Completed: 2026-09-18
 Signed off by: Jacquie Birch (birch.j@caranarvon.wa.gov.au)

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 Export Date: 2026-09-18

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre0389 Aquatic Centre - Emergency Planning

Section Summary

Section: No. 2 - Emergency Planning	Section Score 50%
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Action Response Summary

Section: No. 2 - Emergency Planning Section Score: 50%

Question	Answer	Links
Primary Question: - Has an Emergency Planning Committee been established? Sub Questions: A - committee in place B - minimum annual meeting C - quarterly meetings D - meetings documented	• Sufficient Evidence	1
Primary Question: - Is a facility specific Emergency Plan in place? Sub Questions: A - emergency plan B - facility location detailed C - facility specific D - owner / operator identified E - development date	• Sufficient Evidence	2
Primary Question: - Has the aim, the objectives and the parameters of the Emergency Plan been defined? Sub Questions: A - aim B - set of objectives C - parameter / scope	• Sufficient Evidence	1
Primary Question: - Have appropriate Emergency Procedures been developed? Sub Questions: A - medical emergency (illness) B - medical emergency (in water) C - serious injury (out of water) D - serious injury (in water) E - fatal / non-fatal drowning F - water contamination G - fire / explosion / smoke H - bomb threat I - inappropriate behaviour J - suspect package K - personal threat L - gas leak / chemical spill M - electrocution N - power outage O - natural disaster	• Insufficient Evidence	1
Primary Question: - Have roles and responsibilities been defined for staff during an emergency? Sub Questions: A - roles defined B - responsibilities defined	• Insufficient Evidence	1
Primary Question: - Has an appropriate training program specific to emergency management been developed and implemented? Sub Questions: A - training program in place B - facility specific C - multi-year plan includes a variety of different exercises D - minimum annual evacuation E - training frequency documented F - stakeholder list documented G - responsible person(s) documented	• Insufficient Evidence	1
Primary Question: - Is there evidence of the appropriate delivery of emergency training / exercises? Sub Questions: A - participant briefing B - scope, rules and safety precautions C - use of observers / evaluators D - participant debrief	• Insufficient Evidence	1
Primary Question: - Is information on the availability and location of emergency control equipment provided in the Emergency Plan? Sub Questions: A - communication equipment B - evacuation equipment C - warden equipment	• Insufficient Evidence	1
Primary Question: - Is there a location / site map containing appropriate information available? Sub Questions: A) persons location you are here B) facility name C) street address D) site boundaries E) main entry / exit F) alternative entrance(s) G) emergency access point(s) H) north point indicator I) emergency equipment	• Sufficient Evidence	1
Primary Question: - Are evacuation kits available? Sub Questions: A - are suitably located B - include emergency action plan C - include warden identification D - include area warden checklists E - include a first aid kit F - include communication equipment G - include a torch H - include a blanket I - include first aid / incident reports J - are easily transported	• Sufficient Evidence	1

Sign-off Information

Date Completed	2026-09-18
Email list	birch.j@camarvon.wa.gov.au leca.s@camarvon.wa.gov.au safety@camarvon.wa.gov.au birch.j@camarvon.wa.gov.au
Comments	

Date Completed: 2026-09-18
 Signed off by: Jacquie Birch (birch.j@camarvon.wa.gov.au)

Page 2 of 5
 Export Date: 2026-09-18

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
Inspection Aquatic Centre0389 Aquatic Centre - Emergency Planning

Signatures


Jacquie Birch
2026-09-18 01:55 PM Australia/Perth


BRAD COX
2026-09-18 01:56 PM Australia/Perth

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0389 Aquatic Centre - Emergency Planning

Inspection Details

Section : No. 2 - Emergency Planning Question : Primary Question: - Has an Emergency Planning Committee been established? Sub Questions: A - committee in place B - minimum annual meeting C - quarterly meetings D - meetings documented	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES	
Section : No. 2 - Emergency Planning Question : Primary Question: - Is a facility specific Emergency Plan in place? Sub Questions: A - emergency plan B - facility location detailed C - facility specific D - owner / operator identified E - development date	Score : • Sufficient Evidence Actions : 0 Attachments : 1
Comments: YES	
 Emergency Management Plan - Carnarvon Aquatic Centre - REV 2026- 06-02_.docx	
Section : No. 2 - Emergency Planning Question : Primary Question: - Has the aim, the objectives and the parameters of the Emergency Plan been defined? Sub Questions: A - aim B - set of objectives C - parameter / scope	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES	
Section : No. 2 - Emergency Planning Question : Primary Question: - Have appropriate Emergency Procedures been developed? Sub Questions: A - medical emergency (illness) B - medical emergency (in water) C - serious injury (out of water) D - serious injury (in water) E - fatal / non-fatal drowning F - water contamination G - fire / explosion / smoke H - bomb threat I - inappropriate behaviour J - suspect package K - personal threat L - gas leak / chemical spill M - electrocution N - power outage O - natural disaster	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: TO BE COMPLETE BY SOC (BRAD ADVISED) MARKED AS MODERATE ON RISK ASSESSMENT	
Section : No. 2 - Emergency Planning Question : Primary Question: - Have roles and responsibilities been defined for staff during an emergency? Sub Questions: A - roles defined B - responsibilities defined	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: AS ABOVE	

Date Completed: 2026-09-18
 Signed off by: Jacqueline Birch (jbirch@cararnvon.wa.gov.au)

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Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre0389 Aquatic Centre - Emergency Planning

Section : No. 2 - Emergency Planning Question : Primary Question: - Has an appropriate training program specific to emergency management been developed and implemented? Sub Questions: A - training program in place B - facility specific C - multi-year plan includes a variety of different exercises D - minimum annual evacuation E - training frequency documented F - stakeholder list documented G - responsible person(s) documented	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: COVERED IN EMERGENCY MANAGEMENT TRAINING POLICY. BRAD HAS YET TO COMPLETE AS CENTRE ONLY JUST OPENED AND ONLY HIM ON SITE. REVIEW 3 MONTHS	
Section : No. 2 - Emergency Planning Question : Primary Question: - Is there evidence of the appropriate delivery of emergency training / exercises? Sub Questions: A - participant briefing B - scope, rules and safety precautions C - use of observers / evaluators D - participant debrief	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: THIS WILL BE DOCUMENTED WHEN STAFF ARE EMPLOYED	
Section : No. 2 - Emergency Planning Question : Primary Question: - Is information on the availability and location of emergency control equipment provided in the Emergency Plan? Sub Questions: A - communication equipment B - evacuation equipment C - warden equipment	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: UHF, LOUD HAILER, OXYGEN KITS, EMERGENCY EVAC FIRST KIT NOT ON MAP.	
Section : No. 2 - Emergency Planning Question : Primary Question: - Is there a location / site map containing appropriate information available? Sub Questions: A) persons location you are here B) facility name C) street address D) site boundaries E) main entry / exit F) alternative entrance(s) G) emergency access point/s H) north point indicator I) emergency equipment	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: SIGHTED - MAPS LOCATED ENTRY/ PLANT ROOM/ OUTSIDE 1ST AID ROOM/ CLUB ROOMS	
Section : No. 2 - Emergency Planning Question : Primary Question: - Are evacuation kits available? Sub Questions: A - are suitably located B - include emergency action plan C - include warden identification D - include area warden checklists E - include a first aid kit F - include communication equipment G - include a torch H - include a blanket I - include first aid / incident reports J - are easily transported	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES SIGHTED - LIVES IN OFFICE	

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre0390 Aquatic Centre - Qualifications and Training



Shire of Carnarvon | LC-Comm Dev, Youth, Culture

Inspection Aquatic Centre0390 Aquatic Centre - Qualifications and Training

Score = 86%

Name		Inspection Aquatic Centre0390 Aquatic Centre - Qualifications and Training	
Reference Id		Aquatic Centre0390	
Due Commenced	2026-09-18	Date Completed	2026-09-18
Date Due	2026-09-01	Signed-off Date	2026-09-18
Time zone	Australia/Perth	Signed-off Time	02:32 PM
Workplace		Shire of Carnarvon LC-Comm Dev, Youth, Culture	
Carnarvon Aquatic Centre			
Inspection Leader		JACQUIE BIRCH	
Inspection Team		BRAD COX	
Geo Location			
Signed-off by		Jacquie Birch (birch.j@caranarvon.wa.gov.au)	
Total Score		86%	

Swimming Pool Safety Inspection	
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Date Completed: 2026-09-18
 Signed off by: Jacquie Birch (birch.j@caranarvon.wa.gov.au)

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 Export Date: 2026-09-18

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0390 Aquatic Centre - Qualifications and Training

Section Summary

Section: No. 3 - Qualifications and Training	Section Score 86%
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Action Response Summary

Section: No. 3 - Qualifications and Training		Section Score: 86%
Question	Answer	Links
Primary Question: - Have the minimum qualification and training requirements for the specific roles at the facility been established and documented? Sub Questions: A - min. qualifications B - min. training C - Working with Children Check	• Sufficient Evidence	1
Primary Question: - Is a structured induction process in place? Sub Questions: A - facility specific B - formally documented C - signed off by the inductee D - signed off by the inductor	• Insufficient Evidence	1
Primary Question: - Is there evidence that Pool Lifeguard 1 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	• Sufficient Evidence	0
Primary Question: - Is there evidence that Pool Lifeguard 2 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	• Sufficient Evidence	1
Primary Question: - Is there evidence that Pool Lifeguard 3 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	• Sufficient Evidence	1
3.06 Primary Question: - Is there evidence that Pool Lifeguard 4 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	• Sufficient Evidence	1
Primary Question: - Where Lifeguards are not deployed, is there evidence there are always staff on duty holding an appropriate oxygen qualification? Sub Questions: A - staff member 1 B - staff member 2 C - staff member 3 D - staff member 4 E - qualified person always on duty	• Sufficient Evidence	1
Primary Question: - Where Lifeguards are not deployed, is there evidence there are always staff on duty holding appropriate spinal management qualifications? Sub Questions: A - staff member 1 B - staff member 2 C - staff member 3 D - staff member 4 E - qualified person always on duty	• Sufficient Evidence	1
Primary Question: Is there evidence that Swim Teacher 1 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	• Sufficient Evidence	1
Primary Question: Is there evidence that Swim Teacher 2 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	• Sufficient Evidence	1
3.11 Primary Question: Is there evidence that Swim Teacher 3 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	• Sufficient Evidence	1

Date Completed: 2026-09-18
 Signed off by: Jacquie Birch (jbirch@cararnvon.wa.gov.au)

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 Export Date: 2026-09-18

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0390 Aquatic Centre - Qualifications and Training

Primary Question: Is there evidence that Swim Teacher 4 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	• Sufficient Evidence	1
Primary Question: Is there evidence that the pool manager / supervisor staff hold aquatic technical operators qualifications? Sub Questions: A) aquatic technical operator skillset B) currency of practice accreditation (WA-only) C) current WWCC D) completed induction E) minimum annual in-service training attendance record F) health assessment / declaration G) fitness assessment	• Sufficient Evidence	1
Primary Question: Is there evidence that the aqua exercise instructor staff hold aqua exercise instructor qualifications? Sub Questions: A) aqua exercise instructor skillset B) current CPR C) current First Aid D) current WWCC E) professional registration with accrediting body F) completed induction G) minimum annual in-service training attendance record H) health assessment / declaration I) fitness assessment	• Sufficient Evidence	1
3.15 Primary Question: Is there evidence that the swimming coach staff hold appropriate qualifications? Sub Questions: A) current CPR B) current First Aid C) current WWCC D) professional registration with accrediting body E) completed induction F) minimum annual in-service training attendance record G) health assessment / declaration H) fitness assessment	• Insufficient Evidence	1
Primary Question: Is there evidence that the manager of supervision services staff has been appropriately trained Sub Questions: A) completed induction B) minimum in-service training attendance record	• Insufficient Evidence	1
Primary Question: Is there evidence that the supervisor of swimming and water safety programs staff have been appropriately trained? Sub Questions: A) perform water rescues unit of competency B) supervise patron safety in aquatic locations unit of competency C) current CPR D) current First Aid E) current WWCC F) completed induction G) minimum in-service training attendance record	• Sufficient Evidence	1
Primary Question: Does the Lifeguard in-service training cover the key lifeguard skills and competencies? Sub Questions: A) initiative assessments B) lifesaving skills C) resuscitation D) oxygen equipment E) first aid F) deep water recovery G) PR / customer care H) defibrillation I) spinal injury management J) fitness assessments K) depth tests	• Sufficient Evidence	1
Primary Question: Does the aquatic education staff in-service training cover key skills and competencies? Sub Questions: A) teaching methodologies B) aquatic programs C) practice of initiative assessments and incident response D) resuscitation E) aquatic rescue techniques F) emergency procedures	• Sufficient Evidence	1
Primary Question: Does the aquatic technical operations staff in-service training cover key skills and competencies? Sub Questions: A) updates to plant and equipment B) updates to OHS/WHs management systems C) updates to water quality risk management plans D) updates to contractor management E) safe chemical handling and storage F) safe manual handling	• Sufficient Evidence	1
Primary Question: Is there evidence that the in-service training is being delivered? Sub Questions: A) agendas / minutes B) attendance registers	• Sufficient Evidence	1

Sign-off Information

Date Completed	2026-09-18
Email list	birch.j@caruarvon.wa.gov.au leca.s@caruarvon.wa.gov.au safety@caruarvon.wa.gov.au birch.j@caruarvon.wa.gov.au
Comments	

Date Completed: 2026-09-18
 Signed off by: Jacque Birch (birch.j@caruarvon.wa.gov.au)

Page 3 of 8
 Export Date: 2026-09-18

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
Inspection Aquatic Centre0390 Aquatic Centre - Qualifications and Training

Signatures



Jacquie Birch
2026-09-18 02:30 PM Australia/Perth



BRAD COX
2026-09-18 02:31 PM Australia/Perth

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0390 Aquatic Centre - Qualifications and Training

Inspection Details

Section : No. 3 - Qualifications and Training Question : Primary Question: - Have the minimum qualification and training requirements for the specific roles at the facility been established and documented? Sub Questions: A - min. qualifications B - min. training C - Working with Children Check	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: SPREADSHEET WITH EVERYONE QUALIFICATION. 4 - POSITIONS: 4 X DUTY MANAGER/6 X CASUAL LIFEGUARD/KIOSK ATTENDANT/SWIM TEACHER POSITIONS. BRAD TO SEND COPY OF SPREADSHEET TO SOC. (CASUAL POSITIONS - CHANGES)	
Section : No. 3 - Qualifications and Training Question : Primary Question: - Is a structured induction process in place? Sub Questions: A - facility specific B - formally documented C - signed off by the inductee D - signed off by the inductor	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: HAVE THE FORM. WILL BE COMMENCING WHEN STAFF START. BRAD HAS ADDED THESE TO HE'S TRAINING AND QUALIFICATION REGISTER	
Section : No. 3 - Qualifications and Training Question : Primary Question: - Is there evidence that Pool Lifeguard 1 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Section : No. 3 - Qualifications and Training Question : Primary Question: - Is there evidence that Pool Lifeguard 2 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES - TRAINING AND QUALIFICATION REGISTER	
Section : No. 3 - Qualifications and Training Question : Primary Question: - Is there evidence that Pool Lifeguard 3 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES - TRAINING AND QUALIFICATION REGISTER	

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre0390 Aquatic Centre - Qualifications and Training

Section : No. 3 - Qualifications and Training Question : 3.06 Primary Question: - Is there evidence that Pool Lifeguard 4 has sufficient training, qualifications, onboarding, and in-service training Sub Questions: A) current first aid B) current pool lifeguard skillset C) current WWCC D) completed induction E) minimum quarterly in-service training attendance record F) health assessment / declaration G) fitness assessment	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES	
Section : No. 3 - Qualifications and Training Question : Primary Question: - Where Lifeguards are not deployed, is there evidence there are always staff on duty holding appropriate oxygen qualification? Sub Questions: A - staff member 1 B - staff member 2 C - staff member 3 D - staff member 4 E - qualified person always on duty	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: WHEN OPEN - ALWAYS A LIFEGUARD ON GUARD. DUTY MANAGER CAN TAKE THIS ROLE	
Section : No. 3 - Qualifications and Training Question : Primary Question: - Where Lifeguards are not deployed, is there evidence there are always staff on duty holding appropriate spinal management qualifications? Sub Questions: A - staff member 1 B - staff member 2 C - staff member 3 D - staff member 4 E - qualified person always on duty	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: AS ABOVE	
Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that Swim Teacher 1 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: RECORDED IN REGISTER	
Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that Swim Teacher 2 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: RECORDED IN REGISTER	

Date Completed: 2026-09-18
 Signed off by: Jacquie Birch (jbirch@cararnvon.wa.gov.au)

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 Export Date: 2026-09-18

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre0390 Aquatic Centre - Qualifications and Training

Section : No. 3 - Qualifications and Training Question : 3.11 Primary Question: Is there evidence that Swim Teacher 3 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: RECORDED IN REGISTER	
Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that Swim Teacher 4 has sufficient training, qualifications, onboarding and in-service training? Sub Questions: A) current CPR B) swimming and water safety teacher skillset C) swim teaching licence D) current WWCC E) completed induction F) minimum quarterly in-service training attendance record G) health assessment / declaration H) fitness assessment I) development of infants and toddlers unit of competency J) participants with a disability unit of competency	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: RECORDED IN REGISTER	
Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that the pool manager / supervisor staff hold aquatic technical operators qualifications? Sub Questions: A) aquatic technical operator skillset B) currency of practice accreditation (WA-only) C) current WWCC D) completed induction E) minimum annual in-service training attendance record F) health assessment / declaration G) fitness assessment	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: RECORDED IN TRAINING AND QUALIFICATION REGISTER	
Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that the aqua exercise instructor staff hold aqua exercise instructor qualifications? Sub Questions: A) aqua exercise instructor skillset B) current CPR C) current First Aid D) current WWCC E) professional registration with accrediting body F) completed induction G) minimum annual in-service training attendance record H) health assessment / declaration I) fitness assessment	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: BRAD HAS ADDED TO TRAINING AND QUALIFICATION REGISTER. VIEWED CURRENT	
Section : No. 3 - Qualifications and Training Question : 3.15 Primary Question: Is there evidence that the swimming coach staff hold appropriate qualifications? Sub Questions: A) current CPR B) current First Aid C) current WWCC D) professional registration with accrediting body E) completed induction F) minimum annual in-service training attendance record G) health assessment / declaration H) fitness assessment	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: TRAINING NOT PROVIDED TO REGIONAL WAAQUATIC CENTRES. CURRENT SWIMMING COACHES ARE UNQUALIFIED?	

Date Completed: 2026-09-18
 Signed off by: Jacque Birch (j.birch@cararnvon.wa.gov.au)

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Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0390 Aquatic Centre - Qualifications and Training

Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that the manager of supervision services staff has been appropriately trained Sub Questions: A) completed induction B) minimum in-service training attendance record	Score : • Insufficient Evidence Actions : 0 Attachments : 0
Comments: NO, BRAD HAS ONLY COMPLETED AQUATIC TECHNICAL OPERATOR, LIFEGUARD, CPR, FIRST AID.	
Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that the supervisor of swimming and water safety programs staff have been appropriately trained? Sub Questions: A) perform water rescues unit of competency B) supervise patron safety in aquatic locations unit of competency C) current CPR D) current First Aid E) current WWCC F) completed induction G) minimum in-service training attendance record	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: LIFEGUARDS	
Section : No. 3 - Qualifications and Training Question : Primary Question: Does the Lifeguard in-service training cover the key lifeguard skills and competencies? Sub Questions: A) initiative assessments B) lifesaving skills C) resuscitation D) oxygen equipment E) first aid F) deep water recovery G) PR / customer care H) defibrillation I) spinal injury management J) fitness assessments K) depth tests	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES	
Section : No. 3 - Qualifications and Training Question : Primary Question: Does the aquatic education staff in-service training cover key skills and competencies? Sub Questions: A) teaching methodologies B) aquatic programs C) practice of initiative assessments and incident response D) resuscitation E) aquatic rescue techniques F) emergency procedures	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: AUS SWIM AND ROYAL LIFESAVING SWIM TEACHING TRAINING	
Section : No. 3 - Qualifications and Training Question : Primary Question: Does the aquatic technical operations staff in-service training cover key skills and competencies? Sub Questions: A) updates to plant and equipment B) updates to OHS/WHs management systems C) updates to water quality risk management plans D) updates to contractor management E) safe chemical handling and storage F) safe manual handling	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: TECHNICAL OPERATOR TRAINING - BRAD COMPLETED	
Section : No. 3 - Qualifications and Training Question : Primary Question: Is there evidence that the in-service training is being delivered? Sub Questions: A) agendas / minutes B) attendance registers	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: RECORDED IN TRAINING AND QUALIFICATION REGISTER. BRAD WILL UPDATE AND SEND TO SOC	

Date Completed: 2026-09-18
 Signed off by: Jacquie Birch (jbirch@cararnvon.wa.gov.au)

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Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre0388 Aquatic Centre - Work Health & Safety



Shire of Carnarvon | LC-Comm Dev, Youth, Culture

Inspection Aquatic Centre0388 Aquatic Centre - Work Health & Safety

Score = 100%

Name		Inspection Aquatic Centre0388 Aquatic Centre - Work Health & Safety	
Reference Id		Aquatic Centre0388	
Due Commenced	2026-09-18	Date Completed	2026-09-18
Date Due	2026-09-01	Signed-off Date	2026-09-18
Time zone	Australia/Perth	Signed-off Time	01:37 PM
Workplace		Shire of Carnarvon LC-Comm Dev, Youth, Culture	
Carnarvon Aquatic Centre			
Inspection Leader		JACQUIE BIRCH	
Inspection Team		BRAD COX	
Geo Location			
Signed-off by		Jacquie Birch (birch.j@caranarvon.wa.gov.au)	
Total Score		100%	

Swimming Pool Safety Inspection	
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Date Completed: 2026-09-18
 Signed off by: Jacquie Birch (birch.j@caranarvon.wa.gov.au)

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 Export Date: 2026-09-18

Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0388 Aquatic Centre - Work Health & Safety

Section Summary

Section: No. 1 - Work Health and Safety	Section Score 100%
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Action Response Summary

Section: No. 1 - Work Health and Safety Section Score: 100%

Question	Answer	Links
Primary Question: - Do all facility staff have access to the contents of the GSPO? Sub Questions: A - on-line subscription B - available to staff	• Sufficient Evidence	1
Primary Question: - Has an appropriate Operations Manual / Lifeguarding Operating Procedures Manual been developed? Sub Questions: A - facility specific B - staff policies C - staff procedures	• Sufficient Evidence	1
Primary Question: - Is there a procedure for management of contractors and visitors? Sub Questions: A - policy / register B - contractors covered C - visitors covered	• Sufficient Evidence	1
Primary Question: - Does the contractor management procedure request the appropriate information? Sub Questions: A - name B - organisation C - time in and out	• Sufficient Evidence	1
Primary Question: - Is a permit to work system in place for high-risk work? Sub Questions: A - permit to work system B - safe working method statements C - facility inductions	• Sufficient Evidence	1
Primary Question: - Does the 'permit to work' system include specialist contractor provisions? Sub Questions: A - falls prevention B - confined spaces C - noise D - asbestos	• Sufficient Evidence	1
Primary Question: - Does the facility have a water quality risk management plan in place? Sub Questions: A) the facility name B) aims and objectives C) identifying the owner and operator D) authorisation and document control details E) a systematic review process F) a formal risk assessment G) identification of control measures H) operational monitoring I) verification monitoring J) data recording and reporting K) maximum bather numbers L) incident response procedures	• Sufficient Evidence	1
1.08 (NA) Primary Question: - Does the water quality risk management plan consider appropriate factors? Sub Questions: A - staff roles and responsibilities B - training requirements C - staff competency sign-offs D - details of source water E - details of the treatment systems F - treatment objectives G - water quality targets	• Sufficient Evidence	1
Primary Question: - Is there evidence of appropriate operational monitoring of pool chemical parameters? Sub Questions: A - before pool opening B - min. four hourly testing C - records completed and stored for two years D - remedial works recorded	• Sufficient Evidence	1
Primary Question: - Is pool water balance testing completed? Sub Questions: A - testing completed B - testing weekly C - records available D - SI between -0.5 and +0.5	• Sufficient Evidence	1
Primary Question: - Does verification monitoring include suitable microbiological water testing? Sub Questions: A - records available B - Heterotrophic count <100 units per ml C - Escherichia Coliform not detected in 100ml D - Pseudomonas not detected in 100ml	• Sufficient Evidence	1
Primary Question: - Does the facility have a procedure for the management of bather numbers and maintaining water quality in pools? Sub Questions: A - bather maximum numbers for each pool documented B - bather numbers recorded	• Sufficient Evidence	1
Primary Question: - Does the facility have a Child Safety Policy in place? Sub Questions: A) a formal risk assessment B) documented scope C) documented review process D) name of authorising person	• Sufficient Evidence	1
Primary Question: - Does the Child Safety Policy consider appropriate factors? Sub Questions: A) statement of commitment B) a nominated child safety officer C) code of conduct D) reporting process for suspected child abuse E) training requirements F) filming and photography considerations	• Sufficient Evidence	1

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Shire of Carnarvon | LC-Comm Dev, Youth, Culture
Inspection Aquatic Centre0388 Aquatic Centre - Work Health & Safety

Sign-off Information

Date Completed	2026-09-18
Email list	leca.s@camarvon.wa.gov.au birch.j@camarvon.wa.gov.au safety@camarvon.wa.gov.au birch.j@camarvon.wa.gov.au
Comments	COPIES OF FORMS & PROCEDURES EMAILED TO JACQUIE

Signatures



Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0388 Aquatic Centre - Work Health & Safety

Inspection Details

Section : No. 1 - Work Health and Safety Question : Primary Question: - Do all facility staff have access to the contents of the GGPO? Sub Questions: A - on-line subscription B - available to staff	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Has an appropriate Operations Manual / Lifeguarding Operating Procedures Manual been developed? Sub Questions: A - facility specific B - staff policies C - staff procedures	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: BASIC - INTITIAL POLICY PROCEDURE FILE WHEN CONTRACT COMMENCED	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Is there a procedure for management of contractors and visitors? Sub Questions: A -policy / register B - contractors covered C - visitors covered	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: FORM SIGHTED - NEEDS TO BE ADAPTED SO IT CAN BE A RUNNING SHEET AS CURRENTLY YOU HAVE TO PRINT A FORM OFF PER CONTRACTOR	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Does the contractor management procedure request the appropriate information? Sub Questions: A - name B - organisation C - time in and out	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: AS ABOVE	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Is a permit to work system in place for high-risk work? Sub Questions: A - permit to work system B - safe working method statements C - facility inductions	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: SIGHTED	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Does the 'permit to work' system include specialist contractor provisions? Sub Questions: A - falls prevention B - confined spaces C - noise D - asbestos	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES - SIGHTED	

Date Completed: 2026-09-18
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Shire of Carnarvon | LC-Comm Dev, Youth, Culture
 Inspection Aquatic Centre 0388 Aquatic Centre - Work Health & Safety

Section : No. 1 - Work Health and Safety Question : Primary Question: - Does the facility have a water quality risk management plan in place? Sub Questions: A) the facility name B) aims and objectives C) identifying the owner and operator D) authorisation and document control details E) a systematic review process F) a formal risk assessment G) identification of control measures H) operational monitoring I) verification monitoring J) data recording and reporting K) maximum bather numbers L) incident response procedures	Score : + Sufficient Evidence Actions : 0 Attachments : 0
Comments: NOT AS SUCH - RECORD THIS INFORMATION IN DIFFERENT AREAS	
Section : No. 1 - Work Health and Safety Question : 1.08 (NA) Primary Question: - Does the water quality risk management plan consider appropriate factors? Sub Questions: A - staff roles and responsibilities B - training requirements C - staff competency sign-offs D - details of source water E - details of the treatment systems F - treatment objectives G - water quality targets	Score : + Sufficient Evidence Actions : 0 Attachments : 0
Comments: NOT AS SUCH - RECORD THIS INFORMATION IN DIFFERENT AREAS	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Is there evidence of appropriate operational monitoring of pool chemical parameters? Sub Questions: A - before pool opening B - min. four hourly testing C - records completed and stored for two years D - remedial works recorded	Score : + Sufficient Evidence Actions : 0 Attachments : 0
Comments: DAILY WATER TESTS SHEET SIGHTED - LOCATED IN LIFEGUARD ROOM	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Is pool water balance testing completed? Sub Questions: A - testing completed B - testing weekly C - records available D - SI between -0.5 and +0.5	Score : + Sufficient Evidence Actions : 0 Attachments : 0
Comments: WATER BALANCING DONE WEEKLY RECORDED ON BOTTOM OF DAILY WATER TEST SHEETS	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Does verification monitoring include suitable microbiological water testing? Sub Questions: A - records available B - Heterotrophic count <100 units per ml C - Escherichia Coliform not detected in 100ml D - Pseudomonas not detected in 100ml	Score : + Sufficient Evidence Actions : 0 Attachments : 0
Comments: EHO TESTS ONCE PER MONTH - SAMPLES SENT OFF TO PATH WEST	
Section : No. 1 - Work Health and Safety Question : Primary Question: - Does the facility have a procedure for the management of bather numbers and maintaining water quality in pools? Sub Questions: A - bather maximum numbers for each pool documented B - bather numbers recorded	Score : + Sufficient Evidence Actions : 0 Attachments : 0
Comments: SIGHTED WORKSHEET.	

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Shire of Carnarvon | LC-Comm Dev, Youth, Culture

Inspection Aquatic Centre0388 Aquatic Centre - Work Health & Safety

Section : No. 1 - Work Health and Safety Question : Primary Question: - Does the facility have a Child Safety Policy in place? Sub Questions: A) a formal risk assessment B) documented scope C) documented review process D) name of authorising person	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES SIGHTED	

Section : No. 1 - Work Health and Safety Question : Primary Question: - Does the Child Safety Policy consider appropriate factors? Sub Questions: A) statement of commitment B) a nominated child safety officer C) code of conduct D) reporting process for suspected child abuse E) training requirements F) filming and photography considerations	Score : • Sufficient Evidence Actions : 0 Attachments : 0
Comments: YES	

4 DATE OF NEXT MEETING

Tuesday 8 December at 1:30pm

5 CLOSE