

SHIRE OF CARNARVON

SCHEDULES

COUNCIL MEETING
Tuesday 23rd June 2020

Council Chambers, Stuart Street
CARNARVON, West Australia Phone: (08)
9941 0000
Fax: (08) 9941 1099
Website – www.carnarvon.wa.gov.au

CONTENTS

INFORMATION REPORTS

Development Services Report
Infrastructure Services Report
Community Services Report

EXECUTIVE

Schedule 8.1.3(a) – Delegation Register
Schedule 8.1.3(b) – Delegation Register – Schedule of Authorised Persons.....
Schedule 8.1.4(a) – Blowholes Reserve Management Plan – Final
Schedule 8.1.4(b) – Blowholes Master Plan
Schedule 8.1.4(c) – Coastal Management Local Coastal Hazard Assessment

CORPORATE

Schedule 8.2.1(a) -Accounts for Payment – 31 May 2020
Schedule 8.2.1(b) -Corporate Credit Card Expenses 31 May 2020
Schedule 8.2.2 -Management Report – 31 May 2020
Schedule 8.2.3 – Investments Report – 31 May 2020.....

DEVELOPMENT

Schedule 8.3.1 – Site Plan – Antenna – Lot 397 Cornish Street
Schedule 8.3.2(a) – Civic Precinct Revitalisation Plan 2020
Schedule 8.3.3(a) – D001 – Existing Mobile Trading Policy
Schedule 8.3.3(b) – D001 – Amended Mobile Trading Policy
Schedule 8.3.3(c) – D003 – Draft Mobile Trading Policy – Coral Bay

INFRASTRUCTURE

Schedule 8.4.2(a) – Lot 308 Robinson Street Coral Bay – Road Pavement Investigation.....
Schedule 8.4.2(b) – Lot 308 Subdivision Inspection 4 July 2019

COMMUNITY

Schedule 8.5.1 – Blowholes Committee Minutes – 11 June 2020
Schedule 8.5.2 – Community Growth Fund Committee Minutes – 16 June 2020
Schedule 8.5.3 – Policy E061 – Workforce & Human Resources
Schedule 8.5.4 – Letter to Minister Templeman – Local Government Response to COVID-19



SHIRE OF CARNARVON DELEGATION REGISTER (LIVE DOCUMENT)

Shire of Carnarvon
PO Box 459
CARNARVON WA 6701
www.carnarvon.wa.gov.au
Phone – 99410 000

Description of Review	Council Resolution Number
Full Delegation Register Review	FC19/6/09
Full Delegation Register Review	FC 12/5/10
Full Delegation Register Review	FC 2/6/11
Full Delegation Register Review	FC 4/6/12
Partial Delegation Register Review and Amendment	FC 17/12/12
Full Delegation Register Review	FC 28/05/13
Full Delegation Register Review	FC 27/05/14 (re-formatted)
Delegation 1005 (amendment)	FC 23/9/14
Delegation 6002 (amendment)	FC 20/10/14
Delegation 3030 (amendment)	FC 7/12/14
Delegation 6002 (amendment)	SFC 10/4/15
Full Delegation Register Review	FC 4/5/15
Delegation 5002 (amendment)	FC 18/10/15
Delegation 5004 (amendment)	FC 18/10/15
Delegation 5005 (amendment)	FC 18/10/15
Delegation 5007 (amendment)	FC 18/10/15
Delegation 5013 (amendment)	FC 18/10/15
Delegation 5014 (amendment)	FC 18/10/15
Delegation 5015 (new)	FC 18/10/15
Delegation 1007 (amendment)	FC 12/11/15
Delegation 3030 (amendment)	FC 12/2/16
Full Delegation Register Review	FC 6/7/16
Delegation 6001 (amendment)	FC 15/4/17
Delegation 6002 (amendment)	FC 15/4/17
Delegation 6009 (new)	FC 15/4/17
Delegation 6010 (new)	FC 15/4/17
Delegation 6011 (new)	FC 15/4/17
Delegation 6012 (new)	FC 15/4/17
Delegation 6013 (new)	FC 15/4/17
Delegation 6015 (amendment)	FC 15/4/17
Delegation 6016 (new)	FC 15/4/17
Delegation 6023 (amendment)	FC 15/4/17
Full Delegation Register Review	FC 4/7/17
Delegation 1032.7 (new)	FC 12/1/18
Full Delegation Register Review	FC 4/12/18
Delegation 1039 (amendment)	FC 4/12/18
Delegation 1037 (amendment)	FC 4/12/18
Delegation 3030 (amendment)	FC 4/12/18

1000	ADMINISTRATION
1001	REVOKED
1002	REVOKED

1003	Legal Advice
-1003.1	Obtaining Legal Advice (Included in sub-delegation only)
-1003.2	Appoint Legal Representative of Authorised Persons (Change of Delegation)
1004	Liquor, Sale of from Council Property
1005	Hawkers, Stall Holders and Street Traders Licences
1007	Disposal of Property by Way of Lease
1008	Annual Leave Clearance (Included in sub-delegation only)
1009	Legal Representation for Members and Employees
1010	Local Laws Administration
1011	Functions Outside Own District
1012	REVOKED
1013	Notices Requiring Certain Things to be done by Owner or Occupier of Land
1014	Entry to any Land in an Emergency
1015	Removal and Impounding of Goods
1016	REVOKED
1017	REVOKED
1018	REVOKED
1019	REVOKED
1020	REVOKED
1021	Employee Performance Appraisals (Included in sub-delegation only)
1022	REVOKED
1023	Long Service Leave Provisions
1024	REVOKED
1025	REVOKED
1026	REVOKED
1027	REVOKED
1028	Public Notice of Council or Committee Meetings
-1028.1	Annual Notice of Meetings
-1028.2	REVOKED
-1028.3	REVOKED
1029	REVOKED
1030	REVOKED
-1030.1	FOI Decision (Included in sub-delegation only)
-1030.2	FOI Internal Review (Included in sub-delegation only)
1031	REVOKED
1032	Authorisation of Officers
-1032.1	Dog Act – Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings
-1032.2	Litter Act - Withdrawal of Infringement Notices
-1032.3	Bushfires Act – Authorised Officers - Bushfire Control Officers, Prescribed Officers and Officers to Carry Out Enforcement Proceedings
-1032.4	Bushfires Act – Powers and Duties
-1032.5	Control of Vehicles (Off-road Areas) Act – Authorised Officer
-1032.6	Caravan Park and Camping Grounds Act– Authorised Persons
-1032.7	Cat Act 2011 – Delegation of Powers and Functions
1033	Anzac Day - Council Contribution
1034	Executing and Affixing of Common Seal to Documents
1035	WALGA Honour Awards
1036	Street Numbering
1037	Management Review Committee – CEO Recruitment Process/Annual Performance Review
1038	Awards Committee – Nomination of Persons and Organisations for Awards and Honours
1039	State Administrative Tribunal – Response to Applications for Review
1040	Public Inspection of Certain Documents Relating to Council or Committee
1041	Audit Committee - Meeting with Auditor
1042	REVOKED
2000	WORKS
2001	Vehicles, Use of by Employees
2002	Regulatory Signs, i.e. Stop, Give-Way, Speed, etc.
2003	Temporary Road Closures
-2003.2	REVOKED
-2003.3	REVOKED
2004	Disposal of Surplus Equipment, Materials, Tools, etc

2005	Issue Licence to Deposit Materials on or excavate on land abutting a Street
2006	REVOKED
2007	Permits, Heavy Haulage Vehicles
2008	Private Works
2009	REVOKED
2010	REVOKED
2011	Gates and Other Devices across Thoroughfares
2012	REVOKED
2013	Plans - Thoroughfares Level & Alignments
2014	Excavation on Public Thoroughfares
2015	Crossing From Public Thoroughfare to Private Land or Private Thoroughfare
2016	REVOKED
2017	Private Works On, Over or Under Public Places
2018	Revocation of Temporary Road Closure to Vehicles
3000	FINANCE
3001	Payment from Municipal Fund and Trust Fund
3002	Rate Book
-3002.1	Due Date for Payment of Rates and Service Charges
-3002.2	Amending the Rate Record
-3003.3	Recovery of Unpaid Rate or Service Charge
3003	Investment of Surplus Funds
3004	REVOKED
3005	REVOKED
3006	REVOKED
3007	REVOKED
3008	REVOKED
3009	REVOKED
3010	REVOKED
3011	REVOKED
3012	REVOKED
3013	REVOKED
3014	REVOKED
3015	REVOKED
3016	REVOKED
3017	Agreement as to Payment of Rates and Service Charges
3018	REVOKED
3019	Objection to Rate Record – Extension of Time
3020	REVOKED
3021	REVOKED
3022	REVOKED
3023	Community Growth Fund Committee – Allocation of Annual Donations Budget
3024	Write-Off of Rates and Service Charges Debts
3025	Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service Charges
3026	Recovery of Rates Accruing where Land is sold or disposed of and notice is not given
3027	Reimbursement of Expenses Incurred by an Employee
3028	Reimbursement of Expenses Incurred by Councillors
3029	Making a Cash Advance to a Person
3030	Tendering for Goods and Services
3031	Expression of Interest for Goods and Services
3032	Requisitioning Authority (sub delegation only)
3033	Raising Purchase orders (sub delegation only)
4000	BUSH FIRE CONTROL
4001	REVOKED
4002	REVOKED
4003	Prohibitive and Restricted Burning Times Variation
4004	Notice of Legal proceedings – Bush Fires
5000	PLANNING
5001	REVOKED

5002	Response to Applications for Subdivision and Amalgamation
5003	REVOKED
5004	Certain planning functions relating to Shire of Carnarvon TPS No.10
5005	Certain planning functions relating to Shire of Carnarvon DZS No.11
5007	Taking of Land under the Land Administration Act 1997 and the Native Title Act 1993
5008	REVOKED
5009	Authority to Serve Infringement Notices on Minor or Clear Cut Enforcement Matters
5010	Modification of Restrictive Covenant Conditions
5011	Issue of Development Approvals for Events
5012	Bonds for Uncompleted Works
5013	Planning Application for Land Adjoining Council Property
5014	Certain Planning Functions Relating to Mining Act 1978
5015	Response to Minister for Lands Regarding the Exercise of Certain Powers in Relation to Crown Land
6000	HEALTH AND BUILDING
6001	Caravan Park and Camping Grounds
6002	Administration of the Health (Miscellaneous Provisions) Act 1911 and the Regulations and Local Laws made thereunder
6003	Issue of Demolition Permits
6004	Issue of Building Permits and Extension of Time to Complete Building
6005	Issue and Revocation of Building Orders
6006	Grant of Occupancy Permit or Building Approval Certificate
6007	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
6008	Building Act 2011. Appointment of Authorised Persons
6009	Public Health Act 2016 - Delegations
6010	Public Health Act 2016 – Appointment of EHO's
6011	Public Health Act 2016 – Designation of Authorised Officers
6012	Caravan Parks & Camping Grounds Act 1995 – Appointment of Authorised Persons for Infringement Notices
6013	Caravan Parks & Camping Grounds Regulations – Authorisations to Perform Functions
6014	Stall Holders Licence – Local Law
6015	Food Act 2008 – Appointment of Designated Officers & Authorised Officers
6016	Food Act 2008 – Designation of Authorised Officers (Infringement Notices)
6017	
6018	
6019	
6020	
6021	Authority to Commence Prosecution – Building Act 2011
6022	
6023	Food Act 2008 –Delegations
7000	ANIMAL CONTROL
7001	
7002	
7003	Dog Act (1976) - Infringements

ADMINISTRATION

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995 (As Amended) – Sections 3.24, 9.10 and 9.23.
2. Local Government Act 1995 (As Amended) – Section 5.42

Legal (Subsidiary):
1. Shire of Carnarvon Local Laws.

1.0 Council delegate its authority and power to the Chief Executive Officer to appoint authorised persons to exercise the-

- 1.1 Powers and duties set out in the *Local Government Act 1995* in respect of-
- (a) Section 3.25(1) – Notices requiring certain things to be done by owner or occupier of land.
 - (b) Section 3.27 – Things local government can do on land that is not local government property.
 - (c) Section 3.31 – Entering property.
 - (d) Section 3.39 – Power to remove and impound.
 - (e) Section 3.40A (1) – Abandoned vehicle wreck may be taken.
 - (f) Section 9.11 – Person found commit breach of Act to give name on demand.
 - (g) Section 9.13 – Onus of proof in vehicle offences may be shifted.
 - (h) Section 9.16 – Giving a Notice.
 - (i) Section 9.17 – Content of Notice.
 - (j) Section 9.19 – Extension of Time.
 - (k) Section 9.20 – Withdrawal of Notice.
 - (l) Section 9.24(1), (2) – Enforcement and legal proceedings – Commencing prosecutions – Offence against the Act of Shire's Local Laws.
 - (m) Section 9.29(2) – Enforcement and legal proceedings – Representing local government in court.

1.2 Duties and functions set out the Shire's local laws.

Subject to –

- (a) the nominated officers being authorised only as detailed in a report to Council from time to time and listed in the Schedule of Authorisations.

Delegation No:	1004	Liquor, Sale of from Council Property
----------------	------	---------------------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995 – Section 5.42.
2. Section 39 and 40; 61(1)(d) and 61(2); 69(8); 153(2); and 156 of the Liquor Licensing Act

Legal (Subsidiary):
1. Shire of Carnarvon Town Planning Scheme No.10
2. Shire of Carnarvon District Zoning Scheme No.11

Council delegates its authority and power to the Chief Executive Officer (CEO) to issue Certificates of Local Government under Section 39 and 40 of the Liquor Licensing Act, including

- 1.0 Responding to applications for Extended Trading Permits under Sections 61(1)(d) and 61(2);
- 2.0 Making submissions on health grounds regarding the grant or renewal of a license under Section 69(8);
- 3.0 Requesting reports produced by the Liquor Licensing Authority under Section 153(2);
- 4.0 Reporting to the Liquor Licensing Authority any offence committed by a licensee and ensure appropriate assistance is given to the Authority if requested under Section 156.

Delegation No:	1005	Hawkers, Stall Holders and Street Traders Licences
----------------	------	--

Date Adopted:	27 May 2014	Delegate:	CEO
Date Last Reviewed:	25 July 2017 18 December 2018	Sub-Delegated:	Yes
Policy Reference:	N/A	Chief Executive Instruction/Procedure:	Nil
Legal (Parent): 1. Local Government Act 1995 – Section 5.42.		Legal (Subsidiary): 1. Shire of Carnarvon Local Government Act Gazetted Local Laws 1998.	

In accordance with section 5.42 of the Local Government Act 1995, Council delegates to the Chief Executive Officer the administration of section 29 of the Shire of Carnarvon Local Government Act Local Laws relating to hawkers, traders and stall holders, subject to the following conditions–

1. Where higher risk activities are proposed to be undertaken, and the risks can be appropriately managed, the applicant must be required to produce evidence of public liability insurance covering the activity to the value of at least \$10 million. Without limiting the discretion of the delegate in particular circumstances, the following should be regarded as higher risk:
 - a) activities conducted from a vehicle from a road; or
 - b) activities involving large temporary structures (e.g. large commercial grade marquees) that the public will be on or under; or
 - c) activities involving daring stunts, physical feats or fire, e.g. acrobatics, fire-twirling; or
 - d) any other activities deemed by the delegate to represent a higher risk to the public.
2. For other activities, the delegate should provide advice to the applicant recommending that public liability insurance covering the activity be obtained. Other activities will include basic stall setups including tables and or fold up marquees as determined by the delegate.

Delegation No: 1007

Disposal of Property by Way of Lease

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

1. Local Government Act 1995, Section 3.58.
2. Function and General Regulations 1996, Regulation 30.

Council delegate its authority and power to the Chief Executive Officer to dispose of property by way of lease subject to-

- 1.0 Compliance with the requirements of Section 3.58 of the Local Government Act 1995 and Regulation 30 of the *Local Government (Functions and General) Regulations* 1996.
- 2.0 To only cover lease renewals for Sport Clubs and Community Groups.
- 3.0 Lease term is not to exceed five years.

Delegation No: 1009

Legal Representation for Members and Employees

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	E014

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.2

Legal (Subsidiary):

Council delegate its authority and power to the Chief Executive Officer to assess and approve applications for legal representation to Members and employees to a maximum value of \$5,000 in accordance with Council Policy.

Delegation No:	1010	Administration of Local Laws
----------------	------	------------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.
2. Local Government Act 1995, Section 3.18(1)

Legal (Subsidiary):
1. Local Government Act 1995, Sections 9.1 and 9.4.

Council delegates its authority and power to the Chief Executive Officer, to administer its Local Laws, subject to regard being taken of Sections 9.1(1) and 9.4 of the Local Government Act 1995.

Delegation No:	1011	Performing Functions Outside Own District
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.
2. Local Government Act 1995, Section 3.20

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer to determine whether functions carried out by the Shire in performing its executive function conducted outside its own district subject to the following conditions-

- 1.0 Compliance with the requirements of Section 3.20 of the Local Government Act 1995; and
- 2.0 Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next Ordinary Meeting.

Delegation No:	1013	Notices Requiring Certain Things to be Done by Owner or Occupier of Land
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.
2. Local Government Act 1995, Section 3.25.
3. Local Government Act 1995, Section 3.26

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Issue a notice in writing to the owner or occupier of land requiring them to do anything specified in Division 1 of Schedule 3.1 of the Local Government Act 1995.
- 2.0 Do anything that is considered necessary to achieve, so far as practicable, the purpose for which the notice was given, including recovering the cost of any debt arising from a person who failed to comply with the notice.

Delegation No: 1014

Entry to Any Land in an Emergency

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.42.
2. Local Government Act 1995, Section 3.34.

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer (CEO) to enter any land in an emergency and perform any of the local governments functions considered appropriate to deal with the emergency, subject to the CEO giving notice of intended entry of land where it is practicable to do so, as required by Section 3.34(5).

Delegation No:	1015	Removal and Impounding of Goods
----------------	------	---------------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995 (As Amended) – Sections 3.39, 3.40, 3.40A, 3.46, 3.47, 3.47A and 3.48.
2. Local Government (Functions and General) Regulations 1996 – Regulations 29 and 29A.

Council delegates its authority and power to the Chief Executive Officer to undertake the functions and duties required under Subdivision 4 of Division 3 of Part 3 of the Local Government Act 1995, in respect to-

- | | | | |
|-----|---------------|---|---|
| 1.0 | Section 3.40 | - | Removal of Vehicle and Impounding of Goods. |
| 2.0 | Section 3.40A | - | Removal of Abandoned Vehicles. |
| 3.0 | Section 3.46 | - | Withholding of goods pending payment of costs. |
| 4.0 | Section 3.47 | - | The disposal of confiscated goods. |
| 5.0 | Section 3.47A | - | Disposal of sick or injured animals. |
| 6.0 | Section 3.48 | - | Recovery of costs incurred in the impounding exercise |

Subject to-

- (a) Compliance with the requirements of Regulations 29 and 29A of the *Local Government (Functions and General) Regulations 1996*.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.
2. Local Government Act 1995, Section 5.48

Legal (Subsidiary):
1. Local Government (Long Service Leave) Regulations.

Council delegates its authority and power to the Chief Executive Officer to consider and decide on applications received from employees, including applications for deferment, under the *Local Government (Long Service Leave) Regulations*, subject to-

- 1.0 The Chief Executive Officer ensuring operations of Council will not be unduly hindered by absence on long service leave of the applicant.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C017

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government (Administration) Regulation 12(1).

Council delegates its authority and power to the Chief Executive Officer to give local public notice of the dates, times and locations of Ordinary Council Meetings and Committee Meetings that are to be held in the forthcoming year, subject to-

1.0 The requirements of Council Policy – Monthly Council Meetings.

Delegation No:	1032.1	Dog Act – Authorised Persons, Registration Officer and Officers to Carry Out Enforcement Proceedings
----------------	--------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Dog Act 1976, Section 10AA.

Legal (Subsidiary):
1. Dog Act 1976, Sections 11, 12, 29(1) and 44(2)
2. Dog Regulations 2013.

Council delegates its authority and power to the Chief Executive Officer to:

- 1.0 Appoint persons as Registration Officers and Authorised Officers under the Dog Act 1976;
- 2.0 Commence legal proceedings for offences against the Dog Act 1976; and
- 3.0 Appoint persons to represent the Shire in legal proceedings for offences against the Dog Act 1976.

The above delegations are subject to –

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 Exercise of these powers and the discharge of these duties is subject to the Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation No: 1032.2

Litter Act - Withdrawal of Infringement Notices

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Litter Act 1979, Section 30(4a).

Legal (Subsidiary):

1. Litter Regulations 1981.

Council delegates its authority and power to the Chief Executive Officer to withdraw infringement notices under the Litter Act, 1979.

Delegation No:	1032.3	Bushfires Act – Authorised Officers - Bushfire Control Officers, Prescribed Officers and Officers to Carry Out Enforcement Proceedings
----------------	--------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	To Employees
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):	
1.	Bushfires Act 1954, Sections 38, 59(3), 59(5), 59A(2).
2.	Bushfires Infringement Regulations, Regulation 4.

Legal (Subsidiary):

Council delegates its authority and power to the Officers named in the “Schedule of Authorisations” to perform the specified duties under the Bushfires Act, subject to-

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation No: 1032.4

Bushfires Act – Powers and Duties

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Bushfires Act 1954, Section 48.

Legal (Subsidiary):

.

Council delegates its authority and power to the Chief Executive Officer to perform all the functions and duties of the local government under the Bushfires Act, 1954 subject to-

- 1.0 This power and authority cannot be sub-delegated by virtue of Section 48(3) of the Bushfires Act, 1954.
- 2.0 The exclusion of powers and duties prescribed in the Act that require a resolution by the local government.
- 3.0 Where the exercise of authority relates to the determination of firebreaks in alternative positions, or alternative action to abate fire hazards, the CEO shall liaise with the Chief Bushfire Control Officer on each specific variation request.

Delegation No:	1032.5	Control of Vehicles (Off-road Areas) Act – Authorised Officer
----------------	--------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	To Employees
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Control of Vehicles (Off-road Areas) Act 1978, Section 38(3).

Legal (Subsidiary):
1. Control of Vehicles (Off-road Areas) Regulations 1979.

Council delegates its authority and power to the Officers named in the “Schedule of Authorisations” to perform the duties of an authorised officer under the Control of Vehicles (Off-road Areas) Act 1978, for the whole of the district of the Shire of Carnarvon subject to-

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised and the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation No:	1032.6	Caravan Park and Camping Grounds Act– Authorised Persons
----------------	--------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	To Employees
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Caravan Park and Camping Grounds Act 1995, Section 17(1).

Legal (Subsidiary):
1. Caravan Park and Camping Grounds Regulations 1997.

Council delegates its authority and power to the Officers named in the “Schedule of Authorisations” to perform the duties of an authorised person under the Caravan Park and Camping Grounds Act 1995, subject to-

- 1.0 A Schedule of Authorisations being submitted to Council from time to time; and
- 2.0 The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised and the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Delegation No:	1032.7	Cat Act 2011– Delegation of powers and functions
----------------	--------	--

Date Adopted:	23 January 2018	Delegate:	CEO
Date Last Reviewed:	18 December 2018	Sub-Delegated:	Yes, with the exception of s.48 (appointment of authorised persons)
Policy Reference:	N/A	Chief Executive Instruction/Procedure:	Nil
Legal (Parent): 1. <i>Cat Act 2011</i> , Section 44.		Legal (Subsidiary): Nil	

Council delegates its authority and power to the Chief Executive Officer to perform the functions and exercise the powers derived from the *Cat Act 2011* as follows:

- | | | |
|------|-------------|--|
| 1.0 | Section 9. | Registration of cats |
| 2.0 | Section 10. | Cancellation of cat registration |
| 6.0 | Section 26. | Cat control notice may be given to cat owner |
| 11.0 | Section 33. | Operator of cat management facility may have cat microchipped and sterilized |
| 12.0 | Section 34. | Dealing with unidentified and unclaimed cats |
| 14.0 | Section 37. | Approval to breed cats |
| 15.0 | Section 38. | Cancellation of approval to breed cats |
| 22.0 | Section 48. | Appointment of authorised persons (may not be sub-delegated) |

Subject to –

Delegates keeping a written record of the details of how the delegation was exercised, when the delegation was exercised and the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer to allocate the necessary resources for traffic management and control requirements for the ANZAC Day Parade and Memorial service.

Delegation No:	1034	Executing and Affixing of Common Seal to Documents
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act, Section 9.49A(3)
2. Local Government Act, Section 9.49A(4)

Council delegate its authority and power to the Shire President and the Chief Executive Officer to execute documents and affix the Common Seal thereto, where such documents result from the following transactions:

- 1.0 Where land is disposed of pursuant to Section 3.58 of the Local Government Act 1995 (As Amended).
- 2.0 Where land is acquired pursuant to Section 3.55 and 3.59 of the Local Government Act 1995 (As Amended).
- 3.0 In respect of leases of land and licence to occupy municipal property where approved by the Council.
- 4.0 In respect of leases for the purchase of plant and equipment approved by the Council.
- 5.0 In respect of borrowings approved by the Council.
- 6.0 In respect of easements and legal agreements over land for the purpose of drainage or conditions arising from subdivision of land and planning approvals.
- 7.0 In respect of withdrawal of caveats and surrender of easements where the Chief Executive Officer considers that the Council's interests have been satisfied.
- 8.0 In respect of contracts of employment approved by the Council.
- 9.0 In respect of agreements required for funding of Council works and services considered with the resolution of the Council or requiring renewal of the agreement for funding currently provided.
- 10.0 In respect of the final adoption of local laws by the Council.
- 11.0 In respect of the final adoption of Amendments to the Shire Local Planning Schemes.

Subject to-

- (a) Meeting the requirements detailed in Councils Policy on Use of the Shire Common Seal; and
- (b) Council be notified via a report to be submitted to each Council Meeting in relation to the execution of documents and affixing of the Common Seal.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

Council delegate its authority and power to the Chief Executive Officer to nominate all future appropriately qualified retired Elected Members for WALGA Terms of Service Awards.

Delegation No:	1036	Street Numbering
----------------	------	------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer to determine street numbering.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	E016

Delegate:	Management Review Committee
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.16.

Legal (Subsidiary):

1. Local Government Act 1995, Section 5.17.
2. Local Government Act 1995, Section 5.36
3. Local Government Act 1995, Section 5.38
4. Local Government (Administration) Regulations, Regulations 18A, 18B, 18C and 18D.

Council delegates its authority and power to the Management Review Committee to-

- (1) Approve the process for the selection and appointment of, and undertake the recruitment of, the Chief Executive Officer; and
- (2) Undertake and accept the annual performance review of the Chief Executive Officer and designated Senior Employees.

Condition

This delegation is to be exercised in accordance with the requirements of Policy E016 to ensure that the Full Council has the opportunity to participate in the recruitment and selection, and the annual performance appraisal of the Chief Executive Officer.

Delegation No:	1038	Awards Committee – Nomination of Persons and Organisations for Awards and Honours
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	Awards Committee
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.16.

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.17.

Council delegates its authority and power to the Awards Committee to nominate appropriate community members and organisations for awards and honours.

Delegation No:	1039	State Administrative Tribunal – Response to Applications for Review
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):	
1.	Local Government Act 1995
2.	State Administrative Tribunal Act 2004

Legal (Subsidiary):	
1.	Shire of Carnarvon Town Planning Scheme No. 10.
2.	Shire of Carnarvon Town Planning Scheme No. 11.
3.	Sections S142 and 143 of the Planning and Development Act 2005
4.	Section 23 of the Strata Titles Act 1985
5.	Building Act 2011

- 1.0 Council delegates its authority and power to the Chief Executive to respond to applications for review lodged with the State Administrative Tribunal (SAT), including preparation of statements by respondent, liaison with the SAT and representation of the Council at mediation and review hearings, where a decision made by the Council, or a condition or conditions associated with that decision, is substantively in accordance with the Responsible Officer's recommendation subject to –
- (a) The outcome of the SAT determination to be reported to Council.
 - (b) The Officers and/or Employees exercising the Delegation: keeping a written record of, and recording within an appropriate Database, details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty.
- 2.0 Council delegates its authority and power to the Chief Executive Officer to engage independent professional advice, including legal advice, where a decision made by the Council, or a condition or conditions associated with that decision, is substantially different from the Responsible Officer's recommendation and the decision is subject to review by the State Administrative Tribunal.

Delegation No:	1040	Public Inspection of Certain Documents Relating to Council or Committee Meetings
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 5.42. 2. Local Government Act 1995, Section 5.25(1)(j)

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government (Administration) Regulations, Regulation 14(1). 2. Local Government Act 1995, Section 5.94 3. Local Government Act 1995, Section 5.95 4. Local Government (Administration) Regulations, Regulations 29A and 29B.

Council delegates its authority and power to the Chief Executive Officer to make available for inspection by the public any documents and information detailed in Section 5.94 of the Local Government Act 1995, subject to-

- 1.0 The limits on the rights to inspect local government information detailed in Section 5.95 (7) of the Local Government Act.
- 2.0 Compliance with Regulations 29A and 29B of the *Local Government (Administration) Regulations 1996*.

Delegation No: 1041

Audit Committee - Meeting with Auditor

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	Audit Committee
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

1. Local Government Act 1995, Section 7.12A(2)
2. Local Government Act 1995, Section 7.12A(3)
3. Local Government (Administration) Regulation 18G

Council delegates its authority and power to the Audit Committee to meet with the local governments' Auditor at least twice per year, subject to-

- 1.0 One meeting being for the purpose of examining the audit report for the preceding financial year.

WORKS

Delegation No:	2001	Vehicles, Use of by Employees
----------------	------	-------------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C003

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

Council delegate its authority and power to the Chief Executive Officer to-

- 1.0 Supply employees with means of transportation in order that they may provide effective and efficient services; and
- 2.0 Make all appropriate private use arrangements with all employees having use of a Council vehicle, whilst having regard for legislative implications, such Fringe Benefit Tax and Council Policy in relation to use of Shire motor vehicles.

Delegation No:	2002	Regulatory Sign Applications (Stop, Give-Way, Speed, etc)
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

Council delegate its authority and power to the Chief Executive Officer to make applications to the Main Roads WA for the installation of regulatory signs and markings at such places as the Chief Executive Officer considers warranted.

Delegation No:	2003	Temporary Road Closures
----------------	------	-------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Sections 3.50, 3.50A and 3.51.
2. Local Government Functions and General Regulations 1996, Regulations 4, 5 and 6.
3. Road Traffic (Events on Roads) Regulations 1991.

Council delegate its authority and power to the Chief Executive Officer to determine applications for the temporary closure of a thoroughfare, and to undertake the necessary action for the closure of thoroughfares to vehicles –

- 1.0 In cases of emergency;
- 2.0 Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally;
- 3.0 For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991; and
- 4.0 Where the Council is undertaking repair and maintenance works to a thoroughfare,

Subject to-

- (a) Having regard for the requirements of Sections 3.50 and 3.50A of the Local Government Act 1995, and for Clauses 4, 5 and 6 of the Local Government (Functions and General) Regulations 1996.
- (b) The Officers and/or Employees exercising the Delegation, keeping a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of duty.

Delegation No:	2004	Disposal of Surplus Equipment, Materials, Tools, Etc
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C006

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Disposal may include items being deposited at landfill site

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Sections 3.58
2. Local Government (Functions and General) Regulations, Regulation 30.

Council delegate its authority and power to the Chief Executive Officer to dispose of surplus equipment, materials, tools, etc. with a market value of less than \$20,000 by-

- 1.0 Disposal in accordance with Council Policy; or
- 2.0 Holding of a surplus goods sale at the Council depot; or

Subject to-

- (a) The items not being listed on Council's Asset Register; and
- (b) The items being either no longer required, no longer serviceable to the Local Government operations or are outmoded/dated.

Delegation No:	2005	Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Building Act 2011, Section 127.

Legal (Subsidiary):
1. Building Act 2011, Section 166(3)(g)
2. Building Regulations 2012, Regulation 64.

Council delegate its authority and power to the Chief Executive Officer to issue licenses for-

- 1.0 The deposit of materials on a street, way or other public place; or
- 2.0 The excavation on land abutting or adjoining a street, way or other public place;

Subject to-

- (a) The requirements of Regulation 64 of the *Building Regulation 2012*; and
- (b) The relevant licence fee set by Council annually.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

Council delegate its authority and power to the Chief Executive Officer to determine any heavy haulage application and either recommend-

- 1.0 Approval of the application with conditions; or
- 2.0 Refusal of the application,

to Main Roads WA for heavy haulage vehicles to use any local road within the district, subject to-

- (a) The requirements of any relevant Council Policy as set and amended from time to time that specifies approved routes and conditions listed therein.

Delegation No:	2008	Private Works
----------------	------	---------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	IS005

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

Council delegate its authority and power to the Chief Executive Officer to approve all Private Works in accordance with any relevant Council policy and rates and charges as set by Council.

Delegation No:	2011	Gates and Other Devices Across Thoroughfares
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3),
2. Local Government Act, Schedule 9.1(5)
3. Local Government Act, Schedule 3.1
3. Local Government (Uniform Provisions) Regulations, Regulation 9.

Council delegate its authority and power to the Chief Executive Officer to-

- 1.0 Grant permission to have a gate or other device across a public thoroughfare under the care, control and management of the Shire, and impose conditions in respect to the permission, subject to-
 - (a) The requirements of Regulation 9 of the *Local Government (Uniform Provisions) Regulations 1996*; and
 - (b) A register of gates and other devices being kept in accordance with Clause 9(8) of the *Local Government (Uniform Provisions) Regulations 1996*.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
- 4.0 Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation No:	2013	Plans – Thoroughfares Levels & Alignments
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):	
1.	Local Government Act 1995, Section 5.42.

Legal (Subsidiary):	
1.	Local Government Act 1995, Sections 3.52(4), 5.94 and 5.96

Council delegates its authority and power to the Chief Executive Officer to keep plans of levels and alignments of public thoroughfares under the care, control and management of the Council and to ensure those plans are available for public inspection during office hours subject to –

- 1.0 The requirements of Sections 3.52(4), 5.94 and 5.96 of the *Local Government Act 1995*.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3),
2. Local Government Act, Schedule 9.1(6)
3. Local Government (Uniform Provisions) Regulations, Regulation 11.

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Grant permission to a person to make or make and leave, an excavation of specified dimensions and in a specified way in a specified part of a public thoroughfare or on a specified part of land adjoining a public thoroughfare, and impose conditions in respect to the permission, subject to-
- (a) The requirements of Regulation 11 of the *Local Government (Uniform Provisions) Regulations 1996*;
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
- 4.0 Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued subject to notification being given to Council prior to legal action commencing.

Delegation No:	2015	Crossing from Public Thoroughfare to Private Land or Private Thoroughfare
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	IS001

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government (Uniform Provisions) Regulations, Regulations 12, 13 and 14.
2. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3),
3. Local Government Act, Schedule 9.1(7).

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Approve or refuse an application from an owner of land, to construct a crossing giving access from a public thoroughfare to the land, or a private thoroughfare serving the land, and impose conditions in respect to the approval, subject to-
 - (a) The requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
- 4.0 Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued, subject to-
 - (a) Notification being given to Council prior to legal action commencing.
- 5.0 Issue a notice under Regulation 13(1) of the *Local Government (Uniform Provisions) Regulations 1996* to the owner or occupier of private land to construct or repair a crossing from a public thoroughfare to the land, or a private thoroughfare serving the land, subject to the requirements of Regulation 14(2) of the *Local Government (Uniform Provisions) Regulations 1996*.

Delegation No:	2017	Private Works On, Over or Under Public Places
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	IS005

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 3.25(1)(b), Section 3.26(2) and (3),
2. Local Government Act, Schedule 9.1(8)
3. Local Government (Uniform Provisions) Regulations, Regulation 17.
4. Shire of Carnarvon Local Government Act Local Laws.

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Grant permission to a person to construct anything on, over, or under a public thoroughfare or other public place that is Local Government property, and impose conditions in respect to the permission, subject to-
 - (a) The requirements of Regulation 17 of the *Local Government (Uniform Provisions) Regulations 1996*; and
 - (b) Having regard for the requirements contained in the Shire of Carnarvon Local Government Act Local Laws.
- 2.0 Issue a notice under Section 3.25(1)(b) to a person who has not complied with a condition imposed on a permission given under (1.0) above.
- 3.0 Do anything that is considered necessary to achieve, so far as is practicable, the purpose for which the notice was given under (2.0) above.
- 4.0 Recover the cost of anything done under (3.0) above as a debt due from the person who failed to comply with the notice issued, subject to-
 - (a) Notification being given to Council prior to legal action commencing.

Delegation No:	2018	Revocation of Temporary Road Closure to Vehicles
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Sections 3.50(6)

Council delegate its authority and power to the Chief Executive Officer to revoke an order to close a thoroughfare subject to the provisions of Section 3.50(6) of the *Local Government Act 1995*.

FINANCE

Delegation No:	3001	Payments From Municipal Fund and Trust Fund
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C002

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 6.7(2)
2. Local Government Act 1995, Section 6.8
3. Local Government Act 1995, Section 6.10
4. Local Government Act 1995, Section 3.1
5. Local Government (Financial Management) Regulations, Regulations 5, 11, 12 and 13.

Council delegates its authority and power to the Chief Executive Officer to -

- 1.0 Sign and issue purchase orders to incur liabilities from the Municipal Fund or the Trust Fund on behalf of the Shire, subject to-
 - (a) Compliance with Council Policy – Purchasing; and
 - (b) Purchase orders only being issued for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency.
- 2.0 Authorise and make payments by cheque or electronic funds transfer (EFT) from the Municipal Fund or the Trust Fund, subject to-
 - (a) The payment(s) only being for items of expenditure detailed within the adopted annual budget, or for payments that have been authorised by a resolution of Council in advance, or authorised in advance by the president in an emergency; and
 - (b) Compliance with the requirements of Regulation 13 of the *Local Government (Financial Management) Regulations 1996*.
- 3.0 Council be notified via a report to be submitted to each Council Meeting in relation to all payments made.

Delegation No:	3002.1	Due Date for Payment of Rates and Service Charges
----------------	--------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C008

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 6.50(1) and (2).

Council delegates its authority and power to the Chief Executive Officer to determine the date a rate or service charge becomes due and payable, subject to-

- (a) the date to be determined is not to be earlier than 35 days after the date of issue on the rate notice.

Delegation No: 3002.2

Amending the Rate Record

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

1. Local Government Act 1995, Section 6.39(2)(b).

Council delegates its authority and power to the Chief Executive Officer to determine whether to amend the rate record for the preceding five years, subject to-

- (a) Compliance with the requirements of Section 6.39 of the *Local Government Act 1995*.

Delegation No:	3002.3	Recovery of Unpaid Rate or Service Charge
----------------	--------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C009

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 6.56(1).
2. Local Government Act 1995, Section 6.60(2).

Council delegates its authority and power to the Chief Executive Officer to determine if –

- 1.0 Court action should be taken to recover an unpaid rate or service charge that is due and payable, subject to-
 - (a) Recovery action having been taken in accordance with Council's Rate Recovery Policy.
- 2.0 Notice should be given to the lessee of the land requiring the lessee to pay to the local government any rent as it falls due in satisfaction of the rate or service charge.

Delegation No:	3003	Investment of Surplus Funds
----------------	------	-----------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C011

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Sections 6.14 and 6.15.
2. Local Government (Financial Management Regulations) 1996, Regulation 19.
3. Trustees Act 1962, Part III

Council delegates its authority and power to the Chief Executive Officer to invest money held in the municipal or trust funds that is not required for the time being for any purpose in accordance with Part III of the Trustees Act 1962, subject to-

- (a) Compliance with the established and documented internal control procedures to ensure control over the investments; and
- (b) Compliance with Regulation 19(2) of the *Local Government (Financial Management) Regulations 1996*; and
- (c) Compliance with Council Policy – Investments.

Delegation No: 3017

Agreement as to Payment of Rates and Service Charges

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C009

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

1. Local Government Act 1995, Section 6.49.

Council delegates its authority and power to the Chief Executive Officer to make an agreement with a person for the payment of rates and service charges, subject to-

- (a) The requirements of Councils Recovery of Rates Policy; and
- (b) The arrangements agreed to being on the basis that the total debt outstanding will be extinguished by 30 June next following.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):	
1.	Local Government Act 1995, Section 5.42.

Legal (Subsidiary):	
1.	Local Government Act 1995, Section 6.76(4) and (5).

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Determine applications by a person for an extension of time to make an objection to the rate record, subject to-
 - (a) Any extension granted being no longer than 30 days.
- 2.0 Consider any objection to the rate record and either disallow it or allow it, wholly or in part, subject to –
 - (a) Giving written notice of the decision made under (2) above in accordance with Section 6.76(6) of the *Local Government Act 1995*.

Delegation No:	3023	Community Growth Fund Committee – Allocation of Annual Donations Budget
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	

Delegate:	Community Growth Fund Committee
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.16.

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.17.

Council delegates its authority and power to the Community Growth Fund Committee to allocate the annual donations budget, subject to-

- (1) The donations granted not exceeding the allocation approved in the Adopted Budget; and
- (2) Compliance with any relevant Council policy.

Delegation No: 3024

Write-Off of Rates and Service Charges Debts

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):

1. Local Government Act 1995, Sections 6.12(1)(c)

Council delegates its authority and power to the Chief Executive Officer to approve or refuse to approve applications or requests for the write-off of a rates or service charges debt, subject to-

- (a) The amount of the request or application not exceeding \$10.00

Delegation No:	3025	Waiving and Granting of Concessions and Write-Off of Debts other than Rates & Service Charges
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
On-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Sections 6.12

Council delegates its authority and power to the Chief Executive Officer to approve or refuse to approve applications or requests for-

- 1.0 A waiver of a debt other than rates or a service charge.
- 2.0 The granting of a concession in relation to a debt other than rates or service charge.
- 3.0 The write-off of a debt other than rates or a service charge.

Subject to-

- (a) The amount of the request or application not exceeding \$200.00; or
- (b) A waiver or concession for a planning application fee for an event can only be for a not for profit community group and must not exceed \$200.00 in value.
- (c) Any relevant Council policy.

Delegation No:	3026	Recovery of Rates Accruing where Land is sold or disposed of and notice is not given
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 9.68(5)

Council delegates its authority and power to the Chief Executive Officer to recover rates accruing on land, from a person, whether principal or agent, until such time the required notice of the sale or disposal of the land is given, subject to-

- (a) The Chief Executive Officer in exercising Delegation shall keep a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Delegation No:	3027	Reimbursement of Expenses Incurred by an Employee
-----------------------	-------------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.101(2)

Council delegates its authority and power to the Chief Executive Officer to reimburse an employee for an expense incurred in relation to a matter affecting the local government, subject to-

- (a) The Chief Executive Officer in exercising Delegation shall keep a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Delegation No:	3028	Reimbursement of Expenses Incurred by Councillors
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	E012

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.98(2)(b)
2. Local Government Act 1995, Section 5.98(4)

Council delegates its authority and power to the Chief Executive Officer to approve the reimbursement of expenses to Councillors, subject to-

- (a) The expenses to be approved for reimbursement are those prescribed by the Act and the Regulations, and
- (b) Compliance with Council Policy on Members – Reimbursement of Expenses Incurred.
- (c) The Chief Executive Officer in exercising Delegation shall keep a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42

Legal (Subsidiary):
1. Local Government Act 1995, Section 5.102

Council delegates its authority and power to the Chief Executive Officer to make a cash advance to a person in respect of an expense for which the person can be reimbursed, subject to-

- (a) Compliance with Division 8 of Part 5 of the Local Government Act 1995; and
- (b) The Chief Executive Officer in exercising Delegation shall keep a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Date Adopted:	27 May 2014
Date Last Reviewed:	16 December 2014 25 July 2017 23 February 2016 18 December 2018
Policy Reference:	C002 C013

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
<ol style="list-style-type: none"> 1. Local Government Act 1995, Section 3.57. 2. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Local Government (Functions & General) Regulations 1996, as amended.

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Call tenders for works or services prior to entering in to contract with others in respect to supply of goods or services exceeding \$150,000;
- 2.0 Call tenders for the provision of works or services not exceeding a value of \$150,000 and to accept what is to be deemed the most advantageous tender;
- 3.0 Determine that the Shire has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier and not publicly invite tenders before the Shire enters into a contract for the supply of goods or services even though the consideration under the contract is, or is expected to be, worth more than \$150,000;
- 4.0 Determine in writing the criteria for deciding which tender should be accepted, subject to Regulation 14(2a) of the Local Government (Functions and General) Regulations 1996 and Council Tender Selection Policy C013.

Subject to-

- (a) Tenders called subject to (1.0) and (2.0) above, are to comply with Council's Purchasing Policy.
- (b) The goods or services being listed in the Shires Adopted Annual Budget;
- (c) The criteria, once determined in (4.0) above, it is to be incorporated in the tender documentation.
- (d) Where the Chief Executive Officer makes a determination under 3.0 above he/she is to advise the Council of the reasons for the determination prior to entering into a contract.
- (e) The Chief Executive Officer in exercising Delegation shall keep a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Delegation No:	3031	Expression of Interest for Goods and Services
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	C002

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Local Government (Financial Management) Regulations 1996, as amended.

Council delegates its authority and power to the Chief Executive Officer (CEO) to-

- 1.0 Seek expressions of interest with respect to the supply of the goods or services before entering the tender process, because the CEO believes that there is good reason to make a preliminary selection from amongst prospective tenderers due to-
 - (a) the nature of the goods or services; or
 - (b) the cost of preparing plans, specifications or other information for the purpose of adequately describing the goods or services required,

and the CEO believes it would be advantageous to the local government if tenders were invited only from persons it considers to be capable of satisfactorily supplying the goods or services.
- 2.0 Determine in writing the criteria for the preliminary selection of prospective tenderers, subject to-
 - (a) Compliance with Regulation 21(1) of the Local Government (Functions and General) Regulations 1996;
 - (b) The goods or services being listed in the Shires Adopted Annual Budget;
 - (c) The criteria, once determined, is to be incorporated in the expression of interest documentation.
- 3.0 Consider any submissions of expression of interest that have not been rejected and decide which ones could satisfactorily supply the goods or services, subject to-
 - (a) Compliance with Regulation 23(3) of the Local Government (Functions and General) Regulations 1996; and
 - (b) Compliance with Regulations 14(2), 15(2), 17(2)(c) and 18(3) of the Local Government (Functions and General) Regulations 1996.
- 4.0 The Chief Executive Officer in exercising Delegation shall keep a written record of details of how the Delegation was exercised, when the delegation was exercised, the persons or classes of persons directly affected by the exercise of the power on the discharge of the duty. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

BUSH FIRE CONTROL

Delegation No:	4003	Prohibited and Restricted Burning Times Variation
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	

Delegate:	President and Chief Bushfire Control Officer Jointly
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	

Legal (Parent):
1. Bushfires Act 1954, Section 17(10).
2. Bushfires Act 1954, Section 18(5c)

Legal (Subsidiary):
1. Bushfires Act 1954, Section 17(7) and (8)
2. Bushfires Act 1954, Section 18(5) and (5C)

Council delegates its authority and power to the President and Chief Bushfire Control Officer jointly to-

1.0 Vary the prohibited burning times within the district of the Shire of Carnarvon, subject to-

(a) The appropriate notice being given as required by Section 17(8) of the *Bushfires Act 1954*.

2.0 Vary the restricted burning times within the district of the Shire of Carnarvon-

(a) The appropriate notice being given as required by Section 18(5C) of the *Bushfires Act 1954*.

Delegation No:	4004	Notices of Legal Proceedings - Bush Fires
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Bushfires Act 1954 s.59 (3)

Legal (Subsidiary):

- 1.0 Council delegates its authority and power to the Chief Executive Officer to commence legal proceedings pursuant to offences against the Bush Fires Act 1954.
- 2.0 Council delegates its authority and power to Chief Executive Officer to engage independent professional advice, including legal advice, where a decision made by the Council, or a condition or conditions associated with that decision, is substantially different from the Responsible Officer's recommendation.

Date Adopted:	27 May 2014
Date Last Reviewed:	27 October 2015 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
<ol style="list-style-type: none"> 1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995 2. Sections 142 and 143 of the Planning and Development Act 2005 3. Section 23 of the Strata Titles Act 1985

Legal (Subsidiary):
<ol style="list-style-type: none"> 1. Shire of Carnarvon Town Planning Scheme No. 10. 2. Shire of Carnarvon District Zoning Scheme No. 11.

Council delegates its authority and power to the Chief Executive Officer as follows:

1.0 Subdivision and Development Design

- 1.1 To approve plans and impose Council's accepted Standards and Specifications on subdivisions and developments and similar works done by the Shire.

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

2.0 Consideration of WAPC Referrals of Applications for Subdivision Approval

- 2.1 Pursuant to Section 142 of the Planning and Development Act 2005, provide comment to the Western Australian Planning Commission (WAPC) on matters associated with subdivision applications, proposed development plans (or similar) and licence applications where it is assessed at officer level there is-
- (a) No objection to the granting of approval of an application to amalgamate two (2) or more lots (including lots forming part of any strata-title scheme) into a single allotment.
 - (b) No objection to the granting of approval of an application to rationalise or reconfigure existing allotments where there is no nett increase in lots created, and the new lot sizes will conform with relevant requirements of prevailing town planning schemes and their policies, and policies adopted pursuant to section 5AA of the Planning and Development Act 2005.
 - (c) No objection to the granting of approval of an application of to up to twelve (12) lots where the application has due regard for an endorsed structure plan, activity centre plan, local development plan and accords with State Planning Policy 3.1 - Residential Design Codes in relation to Residential Subdivision.

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

3.0 Clearance of Local Government Conditions associated with Subdivision Approval

- 3.1 Pursuant to Section 143 of the Planning and Development Act 2005 and where the WAPC has included conditions on a subdivision approval relevant to the Shire, determine the “clearance” of a condition designated (LG) in a subdivision approval issued by the WAPC.

4.0 Issue of Certificates (Strata Titles).

- 4.1 Pursuant to the provisions of Section 23 of the Strata Titles Act 1985, the Chief Executive Officer is authorised to issue the appropriate certificates in respect to buildings as may be shown on a strata plan to be lodged for registration under the Act, wherein the opinion of the delegate:

4.1.1 The buildings shown on the strata plan are first inspected to ensure compliance with town planning, health and engineering requirements as provided for in the Shire of Carnarvon Town Planning Scheme No. 10, Shire of Carnarvon District Zoning Scheme No. 11 and Residential Design Codes and Shire Policies; and

4.1.2 The buildings are of sufficient standard and suitable to be divided into lots pursuant to the Strata Titles Act.

NOTE:

These Delegations do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.

All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

PLANNING

Delegation No:	5004	Certain planning functions relating to Shire of Carnarvon Town Planning Scheme No 10.
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	27 October 2015 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995
2. Planning and Development Act 2005

Legal (Subsidiary):
1. Planning and Development (Local Planning Scheme) Regulations 2015
2. Shire of Carnarvon Town Planning Scheme No. 10.
3. Land Administration Act 1997, Section 15(6)

Council delegates its authority and power to the Chief Executive Officer as follows:

1.0 Advertising and Determining Applications for Planning Approval

- 1.1 Determine that a particular Application for Planning Approval will be advertised and carry out the means and extent of such advertising in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

2.0 Consideration of Applications for Planning Approval

- 2.1 Determine applications with a use permissibility classification of 'P', 'IP' and 'AA' in Table 1 of the Shire of Carnarvon Town Planning Scheme No. 10 ('Scheme No. 10) for Planning Approval in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and/or Western Australian Planning Commission State Planning Policy No. 3.1 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required.

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

3.0 Advertising Extension for Local Planning Scheme Amendments

- 3.1 To extend the advertising period for standard and complex planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors meetings, workshops etc).

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

4.0 Directions regarding unauthorised development

- 4.1 To give directions in relation to unauthorized development and to authorize any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

5.0 Responsible Authority Reports to the Development Assessment Panel

- 5.1 To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning & Development (Development Assessment Panels) Regulations 2011 in relation to applications for planning approval under Shire of Carnarvon Town Planning Scheme No. 10.

Condition

The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Gascoyne Joint Development Assessment Panel (GJDAP) application at the next available Council meeting.

6.0 Consideration of Applications to remove a Restrictive Covenant

- 6.1 Determine applications for Planning Approval in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and Part V GENERAL PROVISIONS and Cl 5.15 RESTRICTIVE COVENANTS of the Shire of Carnarvon Town Planning Scheme No 10 where no objections have been received (if advertised) and impose conditions as required.

NOTE:

These Delegations do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.

All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Delegation No:	5005	Certain planning functions relating to Shire of Carnarvon Town Planning Scheme No 11.
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	27 October 2015 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995
2. Planning and Development Act 2005

Legal (Subsidiary):
1. Planning and Development (Local Planning Schemes) Regulations 2015
2. Shire of Carnarvon District Zoning Scheme No. 11.
3. Land Administration Act 1997, Section 15(6)

Council delegates its authority and power to the Chief Executive Officer as follows:

1.0 Advertising and Determining Applications for Planning Consent

- 1.1 Determine that a particular Application for Planning Approval will be advertised and carry out the means and extent of such advertising in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.

2.0 Consideration of Applications for Planning Approval

- 2.1 Determine applications with a use permissibility classification of 'P', 'IP' and 'AA' in Table 1 and Section 3.5 of the Shire of Carnarvon District Zoning Scheme No. 11 ('Scheme No.11') for Planning Approval in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and/or Western Australian Planning Commission State Planning Policy No. 3.1 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required.

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

3.0 Advertising Extension for Local Planning Scheme Amendments

- 3.1 To extend the advertising period for standard and complex planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors meetings, workshops etc).

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

4.0 Directions regarding unauthorised development

- 4.1 To give directions in relation to unauthorized development and to authorize any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction, including but not limited to issuing a notice to correct

or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

5.0 Responsible Authority Reports to the Development Assessment Panel

- 5.1 To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning & Development (Development Assessment Panels) Regulations 2011 in relation to applications for planning approval under Shire of Carnarvon District Zoning Scheme No. 11.

Condition

The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Gascoyne Joint Development Assessment Panel (GJDAP) application at the next available Council meeting.

NOTE:

These Delegations do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.

All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

Delegation No:	5007	Taking of Land under the Land Administration Act 1997 and the Native Title Act 1993
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	27 October 2015 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act 1995, Section 5.42.

Legal (Subsidiary):
1. Land Administration Act 1997.
2. Native Title Act 1993.

Council delegates its authority and power to the Chief Executive Officer to advise the Department of Lands that the Local Government has no interest in a proposed taking of land under the Land Administration Act 1997 or the Native Title Act 1993, subject to-

- (a) The Local Government having no registered interest in the land identified in the taking proposal.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):	
1.	Local Government Act 1995, Section 5.42.
2.	Planning and Development Act 2005

Legal (Subsidiary):	
1.	Clause 5.15 - Shire of Carnarvon Town Planning Scheme No 10.

Council delegates its authority and power to the Chief Executive Officer to remove conditions Restrictive Covenant pursuant to Clause 5.15 of the Shire of Carnarvon Town Planning Scheme No 10.

Delegation No:	5011	Issue of Development Approval for Events
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	Local Planning Policy Statement No. 19

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Shire of Carnarvon Town Planning Scheme No 10.

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer to determine applications for events and issue development approval, subject to:

- (a) The application complying with the relevant provisions of Local Planning Policy Statement No 19.

Delegation No: 5012

Bonds for Uncompleted Works

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):

1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer to determine the value of and conditions associated with the lodgement of cash bonds or other performance bonds for uncompleted works associated with the subdivision or development of land and to approve the return or payment of such bonds upon the completion of the works or event or any relevant Council policy.

Delegation No:	5013	Planning Applications on Land Adjoining Council Property
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	27 October 2015 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995

Legal (Subsidiary):
1. All Planning Policies
2. Shire of Carnarvon Town Planning Scheme No. 10
3. Shire of Carnarvon Town Planning Scheme No. 11

Council delegates its authority and power to the Chief Executive Officer to determine acceptability of Planning Applications adjacent to Shire of Carnarvon property (freehold or reserved).

Delegation No:	5014	Certain Planning Functions Relating to Mining Act 1978
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	27 October 2015 18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995

Legal (Subsidiary):
1. S41, 58,, 70C, 74, 86, 91:Reg 64 of Mining Act 1978
2. Shire of Carnarvon Town Planning Scheme No. 10
3. Shire of Carnarvon District Zoning Scheme No. 11

Council delegates its authority and power to the Chief Executive Officer to advise the Department of Mines and Petroleum of the Local Government's views or interests in an Application for Mining Tenement.

Delegation No:	5015	Response to Minister for Lands regarding the exercise of certain powers in relation to Crown Land
----------------	------	---

Date Adopted:	27 October 2015
Date Last Reviewed:	18 December 2018
Policy Reference:	N/A

Delegate:	Chief Executive Officer
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Sections 5.42, 5.44, 5.45 and 5.46 of the Local Government Act 1995

Legal (Subsidiary):
1. Clause 14 Land Administration Act 1997

Council delegates its authority and power to the Chief Executive Officer to advise the Minister for Lands of the Local Government's views or interests in accordance with Council Endorsed Plans and Policies with regards to the exercise of any power conferred to the Minister for Lands.

Condition

An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.

NOTE:

These Delegations do not preclude the Delegate or Sub-Delegate referring the categories of development or legal proceedings outlined above, to Council for determination, after having regard to the circumstances of a particular case.

All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.

HEALTH & BUILDING

Appointment No: 6001

**Caravan Parks and Camping Grounds Act 1995 –
Appointment of authorised persons**

Date Adopted:	29/7/14
Date Last Reviewed:	26 April 2017 18 December 2018
Policy Reference:	N/A

Delegate:	N/A
Sub-Delegated:	N/A
Chief Executive Instruction/Procedure:	Issue identity cards as per section 17(1)(b)

Legal (Parent): Caravan Parks and Camping Grounds Act 1995, s.17(1)

Legal (Subsidiary): Caravan Parks and Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997
--

Under section 17(1) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), Council appoints the persons¹ below to be authorised persons for the purposes of the Act and the *Caravan Parks and Camping Grounds Regulations 1997* (the Regulations) subject to any limitations or conditions as specified below:—

- 1.0 The Chief Executive Officer and Executive Manager Development Services are appointed for all purposes of the Act and Regulations².
- 2.0 Environmental Health Officers appointed by the Shire of Carnarvon under section 17(1) of the *Public Health Act 2016* and Building Surveyors as defined in the *Building Act 2011* and employed or engaged by the Shire of Carnarvon are appointed for all purposes of the Act and Regulations other than:
 - 2.1 section 22 (take proceedings for offences under the Act); and
 - 2.2 removing a neglected, abandoned or dangerous caravan from a facility under Regulation 56(3) or 57(3).
- 3.0 Coordinator Ranger Services and persons employed or engaged as Rangers are appointed for all purposes of the Act other than:
 - 3.1 Section 22 (take proceedings for offences under the Act); and
 - 3.2 The Regulations.

Note: Section 17(1)(b) requires the Council to issue to each authorised person an identity card, in the prescribed form.

¹ Persons may be appointed by name or office, *Interpretation Act 1984, section 53*

² This also makes them eligible to be authorised to extend payment for and withdraw infringement notices under section 23(11)

Authorisation No: 6002	Administration of the Health (Miscellaneous Provisions) Act 1911 and the regulations and local laws made thereunder
------------------------	---

Date Adopted:	27 May 2014	Delegate:	N/A
Date Last Reviewed:	28 October 2014 8 April 2015 25 July 2017 26 April 2017 18 December 2018	Sub-Delegated:	N/A
Policy Reference:	N/A	Chief Executive Instruction/Procedure:	Nil

Legal (Parent): Health (Miscellaneous Provisions) Act 1911, s.26	Legal (Subsidiary): Various provisions of the Act, Regulations and Local Laws
---	--

Under section 26 of the *Health (Miscellaneous Provisions) Act 1911* (the Act), Council appoints and authorises the following persons³ to be its deputy, and in that capacity to exercise and discharge the Council's powers and functions derived from the Act—and from the regulations and local laws made thereunder—in accordance with the following provisions:—

In this authorisation, 'Environmental Health Officers' means persons appointed by the Shire of Carnarvon as environmental health officers under section 17 of the *Public Health Act 2016*.

The Act

- 1.0 The Chief Executive Officer, the Executive Manager Development Services and Environmental Health Officers are authorised to exercise the powers and discharge the functions of the local government derived from the following provisions of the Act except where otherwise stated:
 - 1.1 For the following section of Division 2 (Local governments) of Part II (Administration), only the Chief Executive Officer is authorised:
 - section 38 for reporting to the Chief Health Officer concerning the sanitary conditions of the district, and all works executed and proceedings taken by the local government;
 - 1.2 Division 2 (Connection of premises to drains and sewers of local government) of Part IV (Sanitary provisions) provided that:
 - Environmental Health Officers exercise the powers discharge the functions of the local government in this division only under a level of supervision from the Executive Manager Development Services as he sees fit;
 - only the Chief Executive Officer is authorised for the undertaking or contracting of any works and the recovery or refund of expenses in this division; and
 - section 83—for requiring drains or sewers under private property—is excluded from this authorisation;

³ Delegations "may be made to a specified person, to persons of a specified class or to the holder or holders for the time being of a specified office or class of office," *Interpretation Act 1984, section 59(d)*

- 1.3 Division 4 (Sanitary conveniences) of Part IV (Sanitary provisions) provided that:
 - only the Chief Executive Officer is authorised for the undertaking or contracting of any works and the recovery or refund of expenses in this division; and
 - sections 105 (public sanitary conveniences) and 106 (power to make pan charges) are excluded from this authorisation;
- 1.4 The following section of Division 7 (Pollution of water) of Part IV (Sanitary provisions):
 - section 131 (closure of water supply), except the authorisation only relates to non-Scheme water supplies;
- 1.5 Division 8 (Morgues) of Part IV (Sanitary provisions);
- 1.6 For the following sections of Division 5 (Scavenging, cleansing, etc) of Part IV (Sanitary provisions), only the Chief Executive Officer is authorised for:
 - 112(1)(b) – the supply of disinfectants for the prevention or control of disease, and pesticides for the destruction of pests; and
 - 117 – cleansing common courts and passages;
- 1.7 Division 1 (Houses unfit for habitation) and Division 2 (Lodging houses) of Part V (Dwellings) with the exception of:
 - ordering the demolition or removal of a house under section 137 unless in the opinion of the delegated officer, the damage was caused through the impact of a natural event; and
 - section 140 (Local government acting in default of owner);
- 1.8 Part VI (Public buildings);
- 1.9 Division 1 (Nuisances) and Division 2 (Offensive trades) of Part VII (Nuisances and Offensive trades), provided that only the Chief Executive Officer is authorised for the undertaking or contracting of any works in default and the recovery of costs;
- 1.10 Section 247D of Part VIIIA (Analytical services) regarding participation in a local government analytical services scheme operated by the Local Health Authorities Analytical Committee (e.g. food sampling scheme);
- 1.11 The following sections of Part IX (Infectious diseases):
 - Section 260—regarding the power to require cleansing and disinfecting of buildings, etc—except only the Chief Executive Officer is authorised for undertaking works in default and recovering expenses; and
 - Sections 261 and 262—for destroying, disinfecting and transporting infected things—except only the Chief Executive Officer is authorised for these sections.

Regulations made under the Act

- 2.0 The Chief Executive Officer, the Executive Manager Development Services and Environmental Health Officers are authorised to exercise the powers and discharge the functions of the local government derived from the following Regulations made under the *Health (Miscellaneous Provisions) Act 1911* except where otherwise stated:
 - 2.1 Health (Air handling and water systems) Regulations 1994;
 - 2.2 Health (Cloth materials) Regulations 1985;
 - 2.3 Health (Construction work) Regulations 1973;

- 2.4 Health (Public buildings) Regulations) 1992 – except that only the Chief Executive Officer is authorised to calculate fees under Schedule 1;
Note 1: these fees are not set by resolution under section 344C as the Health local law fees are but are prescribed by the Regulations to be ‘calculated’ by the local government according to set criteria.
Note 2: these fees apply to public building/event approvals where no building ‘work’ is being done. They therefore apply mainly to temporary events and structures.
- 2.5 Health (Temporary Sanitary Conveniences) Regulations 1997 — to approve bore-hole privies in accordance with Regulation 27 (e.g. for remote work sites no higher than 3 storeys);
- 2.6 Health (Treatment of sewage and disposal of effluent and liquid waste) Regulations 1974; and
- 2.7 Sewerage (Lighting, Ventilation and Construction) Regulations 1971.

Local laws made under the Act

- 3.0 The Chief Executive Officer, the Executive Manager Development Services and Environmental Health Officers are authorised to exercise the powers and discharge the functions of the local government derived from the local laws made under the *Health (Miscellaneous Provisions) Act 1911* provided that, in respect of the *Shire of Carnarvon Health Local Laws 1997*:
- 3.1 only the Chief Executive Officer is authorised for the following provisions:
- section 87 (requiring the drainage of land to eliminate mosquito breeding sites);
 - section 103 (requiring the removal of bees or beehives);
 - section 108 (undertaking the disinfecting of disinfesting of premises on default of the owner/occupier and recovering expenses);
 - section 115 (carrying out work in default relating to infectious diseases)
 - section 127 (revocation of lodging house registration); and
- 3.2 the following provisions are excluded from this authorisation:
- section 109 – directing insanitary houses to be destroyed; and
 - section 111(b) – quarantine of infected persons.

Requirement to keep records

- 4.0 All persons exercising the powers and discharging the functions of the Council are required to keep a written record of each time a power is exercised or a function is discharged. The written record must include details of:
- how the power was exercised or the function discharged,
 - when the power was exercised or the function discharged,
 - the persons or classes of persons directly affected by the exercise of the power or discharge of the function.

Delegation No:	6003	Issue of Demolition Permits
----------------	------	-----------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Building Act 2011, Section 127.

Legal (Subsidiary):
1. Building Act 2011, Section 21
2. Building Act 2011, Section 22
3. Building Regulations 2012

Council delegates its authority and power to the Chief Executive Officer to approve or refuse plans, specifications and an application for a demolition permit submitted under the Building Act 2011, subject to Compliance with Sections 21 and 22 of the Building Act 2011.

Delegation No:	6004	Issue of Building Permits and Extension of Time to Complete Building
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Building Act 2011, Section 127.

Legal (Subsidiary):
1. Building Act 2011, Section 20
2. Building Act 2011, Section 22
3. Building Act 2011, Section 32
4. Building Regulations 2012

Council delegates its authority and power to the Chief Executive Officer to-

- 1.0 Approve or refuse plans, specifications and an application for a building permit submitted under the Building Act 2011, subject to –
 - (a) Compliance with Sections 20 and 22 of the Building Act 2001.
- 2.0 Approve or refuse an extension of time where a building has not been complete within the specified time in accordance with Section 32 of the Building Act 2011.

Delegation No:	6005	Issue and Revocation of Building Orders
----------------	------	---

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Building Act 2011, Section 127.

Legal (Subsidiary):
1. Building Act 2011, Section 110
2. Building Act 2011, Section 117
3. Building Regulations 2012

Council delegates its authority and power to the Chief Executive Officer to-

1.0 Make a building order in respect of one or more of the following;

- (a) Particular building work;
- (b) Particular demolition work; or
- (c) A particular building or incidental structure.

2.0 Revoke a building order subject to-

- (a) Compliance with Section 117(1) of the Building Act 2011 by serving written notice to each person to whom the order is directed.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent): 1. Building Act 2011, Section 127.
--

Legal (Subsidiary): 1. Building Act 2011, Section 58
--

Council delegates its authority and power to the Chief Executive Officer to approve, modify or refuse to approve applications submitted under Section 58 of the Building Act 2011.

Delegation No:	6007	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate
----------------	------	--

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Building Act 2011, Section 127.

Legal (Subsidiary):
1. Building Act 2011, Section 65

Council delegates its authority and power to the Chief Executive Officer to approve or refuse to approve applications submitted under Section 65 of the Building Act 2011.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	Yes
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Building Act 2011, Section 127.

Legal (Subsidiary):
1. Building Act 2011, Section 96.
2. Building Regulations 2012.

Council delegates its authority and power to the Chief Executive Officer to appoint authorised persons for the purposes of the Building Act 2011 and the Building Regulations 2012, subject to-

- 1.0 Any appointment being in writing to the employee so appointed;
- 2.0 A “*Schedule of Authorisations*” being submitted to Council from time to time;

Date Adopted:	26 April 2017
Date Last Reviewed:	18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent): Public Health Act 2016, s.21
--

Legal (Subsidiary): Public Health Act 2016, s.22
--

Under section 21(1) of the *Public Health Act 2016* (the Act), Council delegates its powers and duties derived from the Act in accordance with the following provisions⁴:—

1.0 The Chief Executive Officer is delegated for

- 1.1 Section 22(1) — reporting to the Chief Health Officer, at the intervals the Chief Health Officer requires, on the performance of functions under the Act by the Shire and by persons employed or engaged by the Shire;
- 1.2 Section 22(2) — forwarding to the Chief Health Officer details of any proceedings for an offence under the Act taken by the Shire within one month of the proceedings being instituted and within one month of the proceedings being finally dealt with;
- 1.3 Section 24(1) — designation of authorised officers, subject to officers being appropriately qualified and experienced as per section 24(2) and subject to maintaining a list of authorised officers as per section 27; and
- 1.4 Section 24(2)— if the person to be an authorised officer is not an environmental health officer, the decision whether the person, or class of persons, has appropriate qualifications and experience to perform the particular functions that the person or class of persons is to perform as an authorised officer, having regard to any guidelines issued by the Chief Health Officer regarding the matter.

⁴ Delegations “may be made to a specified person, to persons of a specified class or to the holder or holders for the time being of a specified office or class of office,” *Interpretation Act 1984, section 59(d)*

Date Adopted:	26 April 2017
Date Last Reviewed:	18 December 2018
Policy Reference:	N/A

Delegate:	N/A
Sub-Delegated:	N/A
Chief Executive Instruction/Procedure:	EHOs to have appropriate qualifications and experience

Legal (Parent): Public Health Act 2016, s.17
--

Legal (Subsidiary): Public Health Act 2016, s.24(1)

In accordance with section 17(1) of the *Public Health Act 2016*, Council appoints the following persons as environmental health officers⁵:—

- 1.0 Persons employed by or engaged to provide services to the Shire of Carnarvon as ‘environmental health officers’

subject to such persons not being employed or engaged unless they hold the qualifications and experience approved by the Chief Health Officer under section 18.

⁵ Persons may be appointed by name or office, *Interpretation Act 1984*, section 53

Date Adopted:	26 April 2017
Date Last Reviewed:	18 December 2018
Policy Reference:	N/A

Delegate:	N/A
Sub-Delegated:	N/A
Chief Executive Instruction/Procedure:	—Issue certificates of authority as per section 30 —Maintain list of authorised officers as per section 27

Legal (Parent): Public Health Act 2016, s.24(1)

Legal (Subsidiary): 1. Public Health Act 2016 2. Health (Miscellaneous Provisions) Act 1911
--

In accordance with section 24(1) of the *Public Health Act 2016*, Council designates the following persons, or classes of persons, as authorised officers for the purposes stated below:—

Public Health Act 2016

- 1.0 Persons appointed as environmental health officers are designated for the following purposes of the *Public Health Act 2016*:
- 1.1 Part 8 – registration and licensing
 - 1.2 Part 9 – notifiable infectious diseases and related conditions
 - 1.3 Part 14 – improvement notices and enforcement orders
 - 1.4 Part 16 – powers of entry, inspection and seizure.

Health (Miscellaneous Provisions) Act 1911 (previously known as the *Health Act 1911*)

- 2.0 Persons appointed as environmental health officers are designated for the following purposes of the *Health (Miscellaneous Provisions) Act 1911*:
- 2.1 Part IV – sanitary provisions
 - 2.2 Part V – dwellings (houses unfit for occupation and lodging houses)
 - 2.3 Part VI – public buildings
 - 2.4 Part VII – nuisances and offensive trades
 - 2.5 Part IX – infectious diseases
 - 2.6 Part XV – miscellaneous provisions (general power of entry etc)
 - 2.7 all regulations and local laws made under this Act.

Notes:

- *Under the Public Health Act 2016, persons may be designated as authorised officers for purposes of the Public Health Act itself as well as for other specified acts, e.g. the Health (Miscellaneous Provisions) Act 1911 (previously known as the Health Act 1911) (refer section 24(1)).*
- *Section 27 requires the local government to maintain a list of persons who are individually designated as authorised officers and a list of classes of persons who are designated as authorised officers.*
- *Section 30 requires the local government to issue to each authorised officer a 'certificate of authority' card with the contents as specified in that section.*
- *The local government may designate persons who are not environmental health officers to be authorised officers for particular purposes of the Act provided that the local government considers the person has appropriate qualifications and experience to perform the relevant functions and that regard has been had to any guidelines issued by the Chief Health Officer under section 29 (refer section 25).*

Appointment No: 6012

Caravan Parks and Camping Grounds Act 1995 – Appointment of authorised persons for infringement notices

Date Adopted:	29/7/14
Date Last Reviewed:	26 April 2017 18 December 2018
Policy Reference:	N/A

Delegate:	N/A
Sub-Delegated:	N/A
Chief Executive Instruction/Procedure:	Issue certificates of authority as per section 23(12)

Legal (Parent):
Caravan Parks and Camping Grounds Act 1995, s.23(11)

Legal (Subsidiary):
Caravan Parks and Camping Grounds Act 1995, s.23 (2), (3), (5) & (7)

Under section 23(11) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), Council appoints the following persons, or classes of persons, as authorised persons for the purposes of section 23 relating to infringement notices as stated below: —

- 1.0 Environmental Health Officers appointed by the Shire of Carnarvon under section 17(1) of the *Public Health Act 2016* and Building Surveyors as defined in the *Building Act 2011* and employed or engaged by the Shire of Carnarvon are appointed for the purposes of section 23(2)—issuing infringement notices—for all prescribed offences.
- 2.0 The Coordinator Ranger Services and persons employed or engaged as Rangers are appointed for the purposes of section 23(2)—issuing infringement notices—in relation to offences under Regulation 10 (illegal camping) and Regulation 25 (control of animals in a facility) of the *Caravan Parks and Camping Grounds Regulations 1997*
- 3.0 Customer Service Officers are appointed for the purposes of section 23(3) — receiving payment for infringement notices.
- 4.0 The Chief Executive Officer and Executive Manager Development Services are appointed for the purposes of:
 - a. Section 23(5)—extending the payment period for infringement notices; and
 - b. Section 23(7)—withdrawing an infringement notice.

Notes:

- *Section 23(11) prohibits persons who are authorised to issue infringement notices from also being authorised to receive payment for, extend the payment period for or withdraw infringement notices.*
- *Section 23(12) requires that any person authorised to give infringement notices be given a certificate stating that the person is so authorised.*

Date Adopted:	29/7/14
Date Last Reviewed:	26 April 2017 18 December 2018
Policy Reference:	N/A

Delegate:	N/A
Sub-Delegated:	N/A
Chief Executive Instruction/Procedure:	Nil

Legal (Parent): Caravan Parks and Camping Grounds Act 1995 Caravan Parks and Camping Grounds Regulations 1997, r.6

Legal (Subsidiary): Caravan Parks and Camping Grounds Regulations 1997
--

Under regulation 6 of the *Caravan Parks and Camping Grounds Regulation 1997* (the Regulations), Council authorises the persons⁶ in the table below—who are already appointed under section 17(1) of the *Caravan Parks and Camping Grounds Act 1995*⁷ (the Act)—to perform the functions conferred on the Shire of Carnarvon by the Regulations in accordance with the table below and the specified conditions or limitations:—

In this table, the office designations in relation to the Shire of Carnarvon are as follows:

- CEO — means the Chief Executive Officer
- EMDS — means the Executive Manager Development Services
- EHOs — means Environmental Health Officers appointed by the Shire of Carnarvon under section 17(1) of the *Public Health Act 2016*
- Building surveyors — means Building Surveyors as defined in the *Building Act 2011* and employed or engaged by the Shire of Carnarvon
- Rangers — means the Coordinator Ranger Services and persons employed or engaged as Rangers

⁶ Persons may be appointed or designated by name or office, *Interpretation Act 1984*, section 53

⁷ Regulation 6 requires that only persons appointed as authorised persons under section 17(1) of the Act can be given the additional authorisations of this section.

Table of authorisations under Regulation 6

Function reference	Function description	Authorised officers
R.11(2)	Camping permits: issuing approvals to camp other than at a caravan park or camping ground for longer than 3 nights (but not for any longer than 3 months in any 12 month period), subject to R.13	CEO, EMDS, EHOs, Rangers
R.12(2)(a)	Issuing approvals to the owner or occupier of land for there to be more than one caravan used for camping on a lot at any one time for a period of up to 3 months, subject to R.13	CEO, EMDS, EHOs
R.20	Issuing approvals for the use of an overflow area of a facility	CEO, EMDS, EHOs
R.30	In accordance with regulation 31, sighting park home certificates and issuing approvals for bringing a park home onto a facility	CEO, EMDS, EHOs, Building Surveyors
R.32(7)	Approve change of plans for construction of park home	CEO, EMDS, EHOs, Building Surveyors
R.34	Sighting certificates under regulation 36 and issuing approvals, in accordance with regulation 35, for the attaching of rigid annexes to caravans	CEO, EMDS, EHOs, Building Surveyors
R.38	Approving a change of class of a park home or rigid annexe	CEO, EMDS, EHOs, Building Surveyors
R.39	Approving the construction of a carport or pergola within a facility (separate to building permit)	CEO, EMDS, EHOs, Building Surveyors

Conditions

- All approvals must be in writing (refer definition of 'approved' in the Regulations).
- Each authorised person must keep a permanent record of each approval or certificate they grant or sight (refer R.67).

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 26 April 2017 18 December 2018
Policy Reference:	N/A

Delegate:	N/A
Sub-Delegated:	N/A
Chief Executive Instruction/Procedure:	— Issue certificates of authority in accordance with section 123 — Maintain list of authorised officers

Legal (Parent):*Food Act 2008, Section 122(1)***Legal (Subsidiary):***Food Act 2008 and Food Regulations 2009*

Under section 122 (1) of the *Food Act 2008* (the Act), Council appoints the following persons⁸ as authorised officers for the stated purposes of the Act and the *Food Regulations 2009* (the Regulations):—

- 1.0 Environmental health officers as appointed by the Shire of Carnarvon under section 17 of the *Public Health Act 2016* are appointed for all purposes of the Act and Regulations.

Notes:

- *Section 122(1) requires that the Council consider a candidate to have appropriate qualifications and experience to perform the functions of an authorised officer before appointing as such, and that the Council— in making such consideration—have regard to any guidelines issued by the CEO of the Department of Health on the matter.*
- *Section 122(3) requires the Council to maintain a list of authorised officers so appointed by it.*
- *Section 123(1) requires the Council to issue each authorised officer with a certificate of authority in accordance with the section.*

⁸ Persons may be appointed or designated by name or office, *Interpretation Act 1984, section 53*
Shire of Carnarvon Delegation Register (Page No. 100)
Reviewed 18 December 2018

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 26 April 2017 18 December 2018
Policy Reference:	N/A

Delegate:	N/A
Sub-Delegated:	N/A
Chief Executive Instruction/Procedure:	Nil

Legal (Parent): Food Act 2008, Section 126(13)
--

Legal (Subsidiary): Food Act 2008, section 126
--

Under section 126(13) of the *Food Act 2008* (the Act), Council designates the following persons⁹ to be designated officers for the stated purposes of the Act relating to infringement notices: —

- 1.0 Authorised officers under section 122 of the Act are designated for the purposes of section 126(2) — issuing infringement notices;
- 2.0 Customer Service Officers are designated for the purposes of section 126(3) — receiving payment for infringement notices;
- 3.0 The Chief Executive Officer and the Executive Manager Development Services are designated for the purposes of section 126(6) and (7) — extending the payment period for and withdrawing an infringement notice.

⁹ Persons may be appointed or designated by name or office, *Interpretation Act 1984, section 53*
Shire of Carnarvon Delegation Register (Page No. 101)
Reviewed 18 December 2018

Date Adopted:	27 May 2014	Delegate:	CEO
Date Last Reviewed:	25 July 2017 18 December 2018	Sub-Delegated:	No
Policy Reference:	N/A	Chief Executive Instruction/Procedure:	Nil
Legal (Parent): <ol style="list-style-type: none"> Building Act 2011, Section 133. 		Legal (Subsidiary): <ol style="list-style-type: none"> Building Act 2011, Section 96. Building Regulations 2012 	

Council delegates its authority and power to the Chief Executive Officer to commence proceedings for an alleged offence under the Building Act 2011 and Building Regulations 2012.

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 26 April 2017 18 December 2018
Policy Reference:	N/A

Delegate:	Various
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent): Food Act 2008, s.118(2)(b)

Legal (Subsidiary): Food Act 2008

Under section 118(2)(b) of the *Food Act 2008* (the Act), Council delegates its functions derived from the Act in accordance with the table below and subject to any conditions or limitations listed below¹⁰:—

In this table, the office designations in relation to the Shire of Carnarvon are as follows:

- CEO — means the Chief Executive Officer
- EMDS — means the Executive Manager Development Services
- EHOs — Environmental Health Officers appointed by the Shire of Carnarvon under section 17(1) of the *Public Health Act 2016*

Table of delegations – Food Act 2008

Function reference	Function description	Delegate(s)
Part 5, Division 2	Items seized by authorised officers: s.52 return of seized item s.53 disposal of forfeited item s.54(3) certifying costs for destruction or disposal of forfeited item (for recovery of debt) s.55 return of forfeited item s.56(2) determination of application for compensation for seized item s.58 decision for Shire to appear as respondent at Court hearing of an application to disallow seizure	CEO, EMDS
s.65	Serving of prohibition order	CEO, EMDS
s.66	Certificate of clearance for prohibition order	CEO, EMDS
s.70	Determination of compensation (relating to prohibition orders made with insufficient grounds)	CEO, EMDS
s.100	Priority classification of food business and frequency of auditing (relates to food safety programs)	CEO, EMDS, EHOs
s.110	Grant or refusal of food business registration	CEO, EMDS, EHOs

¹⁰ Delegations “may be made to a specified person, to persons of a specified class or to the holder or holders for the time being of a specified office or class of office,” *Interpretation Act 1984, section 59(d)*

s.112	Variation of conditions or cancellation food business registration	CEO, EMDS, EHOs
s.121(1)	Reporting to the CEO of the Department of Health on the performance of functions by persons employed or engaged by the Council	CEO, EMDS
s.122(1)	Appointment of authorised officers	CEO
s.126(13)	Designation of authorised officers relating to infringement notices	CEO

Requirement to keep records

Delegates must keep a written record for every instance when they exercise a delegation. This record is to include details of which delegation was exercised, how it was exercised (e.g. whether application is approved or denied), when it was exercised and the persons or classes of persons directly affected by the exercise.

Note: In accordance with section 118(3), all delegations under the Food Act 2008 are subject to any conditions, limitations or guidelines imposed by the CEO of the Department of Health.

ANIMAL CONTROL

Delegation No:	7003	Dog Act 1976 - Infringements
----------------	------	------------------------------

Date Adopted:	27 May 2014
Date Last Reviewed:	25 July 2017 18 December 2018
Policy Reference:	N/A

Delegate:	CEO
Sub-Delegated:	No
Chief Executive Instruction/Procedure:	Nil

Legal (Parent):
1. Local Government Act (1995) & Dog Local Laws
2. Dog Act (1976).

Legal (Subsidiary):

Council delegates its authority and power to the Chief Executive Officer to commence proceedings against a person who is reported to have –

- 1.0 Unlawfully rescued or released, or attempted to rescue or release, cattle or dogs lawfully impounded or seized for the purpose of being impounded;
- 1.0 Damaged a Municipal Pound; or
- 3.0 Committed Pound breach by reason of which cattle or dogs may escape from a Municipal Pound.

In all cases where the Chief Executive Officer instructs Council's solicitors to commence proceedings, the CEO shall report particulars to the next succeeding Council meeting.

Adopted by Council July 2014

INSTRUMENT OF APPOINTMENT OF AUTHORISED PERSONS

Caravan Parks and Camping Grounds Act 1995, section 17(1)

Date: 29 July 2014

Under section 17(1) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), Council hereby appoints the persons¹ in the following schedule to be authorised persons for the purposes of the Act subject to any limitations or conditions as specified in the schedule:

Schedule

- 1 The Chief Executive Officer and Director Development Services are appointed for all purposes of the Act.
- 2 Environmental health officers, as appointed under the *Health Act 1911* for the Shire of Carnarvon, the Coordinator Ranger Services and Rangers are appointed for all purposes of the Act other than:
 - a. Section 22 (take proceedings for offences under the Act); and
 - b. Recovering costs under Regulation 57 (costs for the rectification or removal of neglected and abandoned caravans).

Note: Each authorised person will be issued with an identity card, in the prescribed form, in accordance with section 17(1)(b).

INSTRUMENT OF APPOINTMENT OF AUTHORISED PERSONS FOR INFRINGEMENT NOTICES

Caravan Parks and Camping Grounds Act 1995, section 23(11)

Date: 29 July 2014

Under section 23(11) of the *Caravan Parks and Camping Grounds Act 1995* (the Act), Council hereby appoints the persons² in the following schedule to be authorised persons for the purposes section 23 as specified in the schedule:

Schedule

- 1 The Chief Executive Officer and Director Development Services are appointed for the purposes of:
 - a. Subsection 5 (extending the payment period for infringement notices); and
 - b. Subsection 7 (withdrawing an infringement notice).
- 2 Environmental health officers, as appointed under the *Health Act 1911* for the Shire of Carnarvon, the Coordinator Ranger Services and Rangers are appointed for purposes of subsection 2 (issuing infringement notices).

Note: Subsection 11 prohibits persons who are authorised to issue infringement notices under subsection 2 from being authorised under the other subsections.

INSTRUMENT OF AUTHORISATION UNDER REGULATION 6

Caravan Parks and Camping Grounds Regulations 1997, regulation 6

Date: 29 July 2014

Under regulation 6 of the *Caravan Parks and Camping Grounds Regulation 1997* (the Regulations), Council hereby authorises the persons³ in the following schedule—who are already appointed under Section 17(1) of the *Caravan Parks and Camping Grounds Act 1995*⁴—to perform the functions conferred on the Shire of Carnarvon by the Regulations in accordance with the schedule:

Schedule

- 1 The Chief Executive Officer, the Director Development Services and Principal Building Surveyor, environmental health officers, as appointed under the *Health Act 1911* for the Shire of Carnarvon, are authorised to perform all the functions conferred on the Shire of Carnarvon by the Regulations, which are:
 - a. Regulation 11(2) – issuing approvals, in accordance with regulation 11, to camp other than at a caravan park or camping ground for longer than 3 nights
 - b. Regulation 12(2)(a) – issuing approvals to have more than one caravan for camping on a lot for up to 3 months
 - c. Regulation 20 – issuing approvals for the use of an overflow area
 - d. Regulation 30 – in accordance with regulation 31, sighting park home certificates and issuing approvals for bringing a park home onto a facility
 - e. Regulation 32(7) – issuing approvals that exempt builders from regulation 32(7)
 - f. Regulation 34 – sighting certificates under regulation 36 and issuing approvals, in accordance with regulation 35, for the attaching of rigid annexes to caravans
 - g. Regulation 38 – approving a change of class of a park home or rigid annexe
 - h. Regulation 39 – approving the construction of a carport or pergola
- 2 The Coordinator Ranger Services and Rangers are authorised to perform the functions conferred by the following regulations only:
 - a. Regulation 11(2) – issuing approvals, in accordance with regulation 11, to camp other than at a caravan park or camping ground for longer than 3 nights;
 - b. Regulation 20 – issuing approvals for the use of an overflow area.

SCHEDULE OF AUTHORISED PERSONS
(SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
1003.1	Obtaining Legal Advice	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Manager Governance ✓ Executive Manager Development Services 	Keeping a written record of delegation exercised
1003.2	<p>Appointment of Authorised Persons Shire of Carnarvon LGA Local Laws – all functions and provisions</p> <p>Appointment of Authorised Persons Shire of Carnarvon LGA Local Laws – s.22 (dig up a thoroughfare)</p>	No	<ul style="list-style-type: none"> ✓ Rangers ✓ Coordinator, Ranger Services ✓ Environmental Health Officers ✓ Coordinator, Parks & Gardens 	
1004	Liquor, Sale of from Council Property	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services 	Issue certificates, permits and make submissions in relation to Section 39 and 40; 61(1)(d) and 61(2); 69(8); 153(2); and 156 of the Liquor Licensing Act
1005	Hawkers, Stall Holders and Street Traders Licences	Yes	<ul style="list-style-type: none"> ✓ Manager, Planning ✓ Planning Officer ✓ Coordinator Visitor Centre (Markets & Events) ✓ Tourist Information Officer (Markets & Events) 	Keeping a written record of delegation exercised
1007	Disposal of Property by way of lease	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Manager Governance 	Compliance with Section 3.58 of the Act; Lease fee to be in accordance with the Schedule of Fees and Charges, and lease term not to exceed five years.
1008	Annual Leave Clearance	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services ✓ Manager Operations ✓ Executive Manager Infrastructure ✓ Manager ,Civic Centre ✓ Coordinator, Visitor Centre ✓ Manager Planning ✓ Manager Governance 	Approve requests for deferment of Annual Leave.

SCHEDULE OF AUTHORISED PERSONS (SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
1009	Policy on Legal Representation – Cost Indemnification	No	N/A	Administer in accordance with Clause 6 of Policy E014.
1010	Administration of Local Laws	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services ✓ Manager Governance ✓ Coordinator, Ranger Services 	Administer its Local Laws/initiate legal action if necessary accounting for Sections 9.1(1) and 9.4 of the Local Government Act 1995.
1011	Performing Functions Outside Own District	No	N/A	
1013	Notices requiring certain things to be done by owner or occupier of land.	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services ✓ Manager Governance ✓ Manager Planning ✓ Executive Manager Infrastructure ✓ Manager Waste ✓ Manager Operations ✓ Coordinator Ranger Services ✓ Rangers ✓ Senior Building Surveyor ✓ Environmental Health Officer 	Issue of various notices to owners and occupiers of land within the district pursuant to Section 3.25 Local Government Act 1995
1014	Entry to any land in an emergency	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services ✓ Executive Manager Infrastructure ✓ Manager Operations ✓ Coordinator Ranger Services ✓ Rangers ✓ Community Emergency Services Manager ✓ Environmental Health Officer ✓ Senior Building Surveyor 	Enter any land in an emergency and perform any of the local governments functions considered appropriate to deal with the emergency.

SCHEDULE OF AUTHORISED PERSONS
(SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
1015	Removal and Impounding of Goods	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services ✓ Executive Manager Infrastructure ✓ Manager Operations ✓ Coordinator Ranger Services ✓ Rangers ✓ Environmental Health Officer 	Compliance with requirements of Regulations 29 and 29A of the Functions and General Regulations
1021	Employee Performance Appraisals	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services ✓ Manager, Finance ✓ Manager, Governance ✓ Manager Planning ✓ Manager Assets ✓ Manager Civic Centre ✓ Manager Waste, Airport & Projects ✓ Senior Librarian ✓ Acting Coordinator, Library Services ✓ Coordinator, Visitors Centre ✓ Coordinator, Organisational Development 	Performance appraisal of subordinates to be completed by May 31 of each year.
1023	Long Service Leave Applications	No	N/A	
1028.1	Public notice of Council and Committee Meetings	No	N/A	
1030.1	FOI Decision	Yes	<ul style="list-style-type: none"> ✓ FOI Coordinator 	Applications to be processed in accordance with the Freedom of Information Act 1992 and Freedom of Information Regulations 1993.
1030.2	FOI Internal Review	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Manager Governance 	Review of Applications to be processed in accordance with the Freedom of Information Act 1992 and Freedom of Information Regulations 1993.

SCHEDULE OF AUTHORISED PERSONS
(SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
1032.1	Dog Act – Authorised persons, registration officer and officers to carry out enforcement proceedings.	Yes	<ul style="list-style-type: none"> ✓ Rangers ✓ Customer Service Officer (Registration) ✓ Debtors/Customer Service Officer (Registration) ✓ Support Officer – Development Services (1) (Registration) ✓ Support Officer – Organisational Development(Registration) ✓ Support Officer – Development Services (2) (Registration) ✓ Manager, Finance(Registration) ✓ Rates Officer (Registration) ✓ Creditors Officer(Registration) ✓ Support Officer – Corporate & Community(Registration) 	
1032.2	Litter Act – Withdrawal of infringement notices	No	N/A	
1032.3	Bushfires Act – Authorised Officers - Bushfire Control Officers, Prescribed Officers and Officers to carry out Enforcement Proceedings	No	<ul style="list-style-type: none"> ✓ Coordinator, Ranger Services ✓ Rangers ✓ Deputy Chief Bush Fire Control Officer ✓ Fire Control Officer 	
1032.4	Bushfires Act – Powers and Duties	No	<ul style="list-style-type: none"> ✓ Coordinator, Ranger Services ✓ Rangers 	
1032.5	Control of Vehicles (Off Road Areas)Act – Authorised Officer	No	<ul style="list-style-type: none"> ✓ Coordinator, Ranger Services ✓ Rangers 	
1032.6	Caravan Park and Camping Grounds – Authorised Persons	No	<ul style="list-style-type: none"> ✓ Coordinator, Ranger Services ✓ Rangers 	
1032.7	Cat Act 2011 – Powers and Functions	Yes	<ul style="list-style-type: none"> ✓ Rangers ✓ Customer Service Officer (Registration) ✓ Debtors/Customer Service Officer (Registration) ✓ Support Officer – Development Services (1) (Registration) 	

SCHEDULE OF AUTHORISED PERSONS (SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
			<ul style="list-style-type: none"> ✓ Support Officer – Organisational Development(Registration) ✓ Support Officer – Development Services (2) (Registration) ✓ Manager, Finance(Registration) ✓ Rates Officer (Registration) ✓ Creditors Officer(Registration) ✓ Support Officer – Corporate & Community(Registration) 	
1033	Anzac Day Council Contribution	No	N/A	
1034	Executing & Affixing Common Seal to Documents	No	N/A	
1035	WALGA Honour Awards	No	N/A	
1036	Street Numbering	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Manager Finance 	
1037	Management Review Committee – CEO Recruitment Process and Annual Performance Review	No	N/A	
1038	Awards Committee – Nomination of Persons and Organisations for Awards and Honours	No	N/A	
1039	State Administrative Tribunal – Response to Applications for Review	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Executive Manager Development Services ✓ Manager Planning 	
1040	Public Inspection of Certain Documents Relating to Council or Committee Meetings	Yes	<ul style="list-style-type: none"> ✓ Executive Manager Corporate Services ✓ Manager Governance ✓ Executive Officer 	
1041	Audit Committee – Meeting with Auditor	No	N/A	
2001	Vehicles, Use of by Employees	No	N/A	

SCHEDULE OF AUTHORISED PERSONS (SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
2002	Regulatory Sign Applications (Stop, Give Way, Speed etc.)	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2003.1	Temporary Road Closures	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2004	Disposal of Surplus Equipment, Materials, Tools etc.	No	N/A	
2005	Issue Licence to Deposit Material on Street and Excavate on Land Abutting a Street	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2007	Permits for Heavy Haulage Vehicles	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2008	Private Works	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2011	Gates and other Devices Across Thoroughfares	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2013	Plans – Thoroughfares Levels & Alignments	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2014	Excavation on Public Thoroughfares	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2015	Crossing from Public Thoroughfare to Private Land or Private Thoroughfare	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2017	Private Works on, Over, or Under Public Places	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
2018	Revocation of Temporary Road Closure to Vehicles	Yes	✓ Manager Operations ✓ Executive Manager Infrastructure	
3001	Payments from Municipal Fund and Trust Fund	Yes	✓ Executive Manager, Corporate Services ✓ Manager Finance	
3002.1	Due Date for Payment of Rates and Service Charges	Yes	✓ Executive Manager Corporate Services ✓ Manager Finance	Keeping a written record of delegation exercised, Date to be at least 35 days after date of issue of rate notice

SCHEDULE OF AUTHORISED PERSONS (SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
3002.2	Amending the Rate Record	Yes	✓ Executive Manager Corporate Services ✓ Manager Finance	
3002.3	Recovery of Unpaid Rate or Service Charge	Yes	✓ Executive Manager Corporate Services ✓ Manager Finance	
3003	Investment of Surplus Funds	Yes	✓ Executive Manager Corporate Services ✓ Manager Finance	
3017	Agreement as to Payment of Rates and Service Charges	Yes	✓ Executive Manager Corporate Services ✓ Manager Finance	
3019	Objection to Rate Record – Extension of Time	Yes	✓ Executive Manager Corporate Services ✓ Manager Finance	
3023	Community Growth Fund Committee – Allocation of Annual Donations Budget – POLICY PARKED	No	N/A	
3024	Write-Off of Rates & Service Charge Debts	Yes	✓ Executive Manager, Corporate Services	
3025	Waiving & Granting of Concessions and Write Off of Debts other than Rates & Service Charges	Yes	✓ Executive Manager, Corporate Services	
3026	Recovery of Rates Accruing where Land is Sold or Disposed of and Notice is not Given	No	N/A	
3027	Reimbursement of Expenses Incurred by an Employee	Yes	✓ Executive Manager, Corporate Services ✓ Manager, Finance	
3028	Reimbursement of Expenses Incurred by Councillors	No	N/A	
3029	Making a Cash Advance to a Person	Yes	✓ Executive Manager, Corporate Services	

SCHEDULE OF AUTHORISED PERSONS (SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
			✓ Manager, Finance	
3030	Tendering for Goods and Services	No	N/A	
3031	Expression of Interest for Goods and Services	No	N/A	
3032	Requisitioning Authority	Yes	<ul style="list-style-type: none"> ✓ Executive Manager, Corporate Services (99,999) ✓ Executive Manager, Development Services (99,999) ✓ Executive Manager, Infrastructure (99,999) ✓ Manager, Finance (5,000) ✓ Manager, Governance (5,000) ✓ Manager, Operations (25,000) ✓ Manager, Planning (5,000) ✓ Coordinator Asset Maintenance (15,000) ✓ Manager, Civic Centre (10,000) ✓ Manager Community (5,000) ✓ Coordinator, Visitor Centre (3,000) ✓ Snr Executive Officer (3,000) ✓ Coordinator, Organisational Dev. (3,000) ✓ Snr Librarian (3,000) ✓ Coordinator, Ranger Services (3,000) ✓ Community Emergency Services Mgr (5,000) ✓ Coordinator Youth Services (3,000) ✓ Co-ordinator, Parks & Gardens (3,000) ✓ Manager, Regulatory Services (5,000) ✓ Snr Finance Officer (3,000) ✓ IT Coordinator (5,000) ✓ Executive Support Officer (1,500) ✓ Senior Finance Officer (3,000) ✓ Works Coordinator (5,000) ✓ Supervisor Airport (3,000) 	In accordance with Council Purchasing Policy

SCHEDULE OF AUTHORISED PERSONS
(SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
3033	Raising Purchase Orders	Yes	✓ Governance Officer ✓ Manager, Governance	
4003	Prohibited and Restricted Burning Times Variation	No	N/A	
4004	Notices of Legal Proceedings – Bush Fires	No	N/A	
5002	Response to Applications for Subdivision and Amalgamation	Yes	✓ Executive Manager Development Services ✓ Manager Planning	
5004	Certain Planning Functions relating to Shire of Carnarvon town Planning Scheme No. 10	Yes	✓ Executive Manager Development Services ✓ Manager Planning	
5005	Certain Planning Functions Relating to Shire of Carnarvon Town Planning Scheme No 11 -	Yes	✓ Executive Manager Development Services ✓ Manager Planning	
5007	Taking of Land under the Land Administration Act 1997 and the Native Title Act 1993	Yes	✓ Executive Manager Development Services ✓ Manager Planning	
5009	Authority to Serve Infringement Notices on Minor or Clear Cut Enforcement Matters	Yes	✓ Executive Manager Development Services ✓ Manager Planning	
5010	Modification of Restrictive Covenant Conditions	Yes	✓ Executive Manager Development Services ✓ Manager Planning	
5011	Issue of Development Approval for Events	Yes	✓ Executive Manager Development Services ✓ Manager Planning	Keeping a written record of delegation exercised, Compliance with LPP Statement No 19
5012	Bonds for Uncompleted Works	Yes	✓ Executive Manager, Development Services	

SCHEDULE OF AUTHORISED PERSONS (SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
5013	Planning Application for land Adjoining Council Property	Yes	✓ Executive Manager, Development Services ✓ Manager Planning	
5014	Certain Planning Functions Relating to Mining Act 1978	Yes	✓ Executive Manager, Development Services ✓ Manager Planning	
5015	Response to Minister for Lands regarding the exercise of certain powers in relation to Crown Land	Yes	✓ Executive Manager, Development Services ✓ Manager, Planning	
6001	Caravan Park & Camping Grounds	Yes	✓ Executive Manager, Development Services ✓ Environmental Health Officer ✓ Contract Environmental Health Officer ✓ Senior Building Surveyor	
6002	Health Act 1911 and Relevant Regulations Administration and Notices of Breach	No	✓ Environmental Health Officer	
6003	Issue of Demolition Permits	Yes	✓ Executive Manager Development Services ✓ Senior Building Surveyor	Keeping a written record of delegation exercised, Compliance with Sections 21 & 22 of the Building Act 2011
6004	Issue of Building Permits and Extension of Time to Complete Building	Yes	✓ Executive Manager Development Services ✓ Senior Building Surveyor	Keeping a written record of delegation exercised, Compliance with Sections 20 & 22, 32 of the Building Act 2011
6005	Issue and Revocation of Building Orders	Yes	✓ Executive Manager Development Services Senior Building Surveyor	Keeping a written record of delegation exercised, Compliance with Section 117 of the Building Act 2011
6006	Grant of Occupancy Permit or Building Approval Certificate	Yes	✓ Executive Manager Development Services ✓ Senior Building Surveyor	Keeping a written record of delegation exercised, Compliance with Section 58 of the Building Act 2011
6007	Extension of Period of Duration of Occupancy Permit or Building Approval Certificate	Yes	✓ Executive Manager Development Services ✓ Senior Building Surveyor	Keeping a written record of delegation exercised, Compliance with Section 65 of the Building Act 2011

SCHEDULE OF AUTHORISED PERSONS
(SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
6008	Appointment as Authorised Person for Section 96 of the Building Act 2011	No	N/A	
6009	Public Health Act 2016 – Delegations	No	N/A	
6010	Public Health Act 2016 – Appointment of EHO's	No	N/A	
6011	Public Health Act 2016 – Designation of Authorised Officers	No	N/A	
6012	Caravan Parks & Camping Grounds Act 1995 – Appointment of Authorised Persons for Infringement Notices	No	N/A	
6013	Caravan Parks & Camping Grounds Regulations – Authorisations to Perform Functions	No	N/A	
6014	Local Law – Stall Holders Licence	Yes	✓ Executive Manager, Development Services ✓ Environmental Health Officer	
6015	Food Act 2008 – Appointment of Designated Officers and Authorised Officers	No	N/A	
6016	Food Act 2008 – Designation of Authority Officers (Infringement Notices)			
6021	Building Act 2011 – Commencement of Legal Proceedings	No	N/A	
6023	Food Act 2008 – Registration and Enforcement	No	N/A	
7003	Dog Act (1976) – Infringements	No	N/A	
Policy E027	Use of Social Media	Yes	Facebook Page 1 (Shire of Carnarvon) Executive Manager, Corporate Services Manager, Community Services	

SCHEDULE OF AUTHORISED PERSONS
(SUB-DELEGATION)

DELEGATION No.	DELEGATION TITLE	SUB-DELEGATE	POSITION	SPECIAL CONDITIONS
			Community Development Officer Facebook Page 2 (Visitors Centre) Executive Manager, Development Services Coordinator, Visitor Centre Facebook Page 3 (Civic Centre) Executive Manager, Development Services Manager, Civic Centre Facebook Page 4 (Library & Art Gallery) Executive Manager, Corporate Services Coordinator, Library Services	
Letter of Authority from CEO	Use of Council Firearms		Coordinator, Ranger Services Ranger Airport Operations Coordinator	

Schedule 8.1.4(b)

INTRODUCTION

In June 2006, the Department for Planning and Infrastructure (DPI) commissioned the preparation of a master plan for the Blowholes Tourism Node (Shire of Carnarvon).

The Ningaloo Sustainable Development Office (NSDO), which is supported by the DPI, oversees the implementation of the Ningaloo Coast Regional Strategy from Carnarvon to Exmouth and the Blowholes is the most southerly node.

The overall purpose is to develop a master plan acceptable to the NSDO and the Shire of Carnarvon, with sufficient information to describe the types, location and design of tourist accommodation, caravan and camping sites and day use facilities. The NSDO and the Shire of Carnarvon should also be able to agree to a suitable development model, an approach to provide opportunities for existing stock 'owners' within the development model and a program for the decommissioning of the existing sheds.

The following summarises the scope of the master plan:

- Examine and work within the existing planning and regulatory environment
- Examine and respond to the existing physical context
- Develop a suitable approach for the composition and siting of overnight tourist accommodation
- Develop a suitable approach for the type and location of day use facilities
- Develop a suitable movement network
- Prepare an overall master plan to guide future development
- Prepare suitable design principles and objectives
- Suggest a number of approaches or development models
- Suggest an approach to provide opportunities for existing 'stock' owners'
- Suggest an approach to decommissioning of existing sheds
- Prepare a project implementation plan

The overarching themes for the master plan are:

- Land will not be threshold
- Accommodation will not be permanent (no more than 90 days/year occupation)
- Existing sense of place will be honoured and reinforced
- Impact on existing visual landscape will be minimised
- Infrastructure, tourism and developments should have a 'low' environmental impact
- All new structures will adhere to strict principles for environmentally sustainable design

BACKGROUND

The Blowholes has been identified as a tourism node in the Ningaloo Coast Regional Strategy. Tourism nodes provide a range of visitor services and amenities and cater for up to 500 overnight visitors.

The Blowholes node and surrounds, labelling an area of 132 hectares (approx), comprise four (4) Crown Reserves vested in the Shire of Carnarvon as follows:

- Crown Reserve 37457 (comprising the existing sheds)—Parklands, Recreation and the Letting of Cottages
- Crown Reserve 37458—Holiday Chalets
- Crown Reserve 37459—Caravan Park and Camping
- Crown Reserve 39666—Rubbish Site

The Shire's District Zoning Scheme (DZS) No. 11 designates Reserves 37457, 37458 and 37459 as 'Recreation' whilst Reserve 39666 is designated for 'Community Purposes'. The purpose for the reserve is to provide 'holiday chalets', caravan park and camping' and 'parklands and recreation'.

The Blowholes area is known for its mix of rugged coastline, clear water, sandy beach, lagoon and reef. The marine life and its supporting habitat are highly valued by the community and are of considerable scientific interest.

To protect the area from the impact of increased tourism activity and local use, Point Quobba has been declared a Fish Habitat protection Area under the Fish Resources management Act 1994.

Day visitors use the Blowholes area for snorkelling, fishing, launching of small boats, swimming and, visiting the blowholes themselves. Informal caravan and camping and about 42-43 holiday sheds provide for longer-term stays.

The Land Administration Act 1997 requires the existing sheds to be removed.

Services to the Blowholes are extremely limited. There are a number of compost toilets and the Shire of Carnarvon is responsible for bulk waste collection.

OPPORTUNITIES AND CONSTRAINTS

Major opportunities:

- Coastal wilderness experience
- Valuable community amenity for Carnarvon residents
- Sealed approach road
- Established user pattern
- Part of the Ningaloo Reef trail
- Ability to be staged

Major constraints:

- Wind conditions
- Cyclonic activity
- Low rainfall with high evaporation rate
- Sensitivity of landform
- Fragility of environment
- Very limited development areas or zones
- Coastal set backs
- Lack of access to services to support human habitation
- Capital cost threshold (due to remoteness)

USER PATTERN

There is very little reliable tourism data available for the Blowholes therefore patterns and trends are difficult to determine. The official data that is available covers the whole Carnarvon region.

The area's visitation patterns can be described as having two distinct periods. The first is from May to September, a 5-month period when the wind is more than likely to be moderate and less intrusive. The second is from November to April, during which period the local population and stock owners are more likely to use the area as it coincides with school holiday periods. Their visitation is at a time when the wind can be intrusive and temperatures can be extreme.

The period from late September to early November is considered to be the windiest months for the area.

DEVELOPMENT SCENARIOS

A range of development scenarios were examined. The scenario and conclusions are summarised below:

Scenario	Comment/conclusion
Do nothing	Not considered
Day visitors only	Would not meet the holiday needs of local users and precludes larger market segment who would like to stay overnight
Carnarvon only	Precludes larger market segment who don't own caravans. Nearly appeals to intra and inter state visitors
Chalets only	Precludes a large market segment who want the caravan experience plus low cost holidays
Chalets and caravans (plus camping)	Meets needs of both market segments
Eco lodge / resort	High operating costs (cleaning and cooking staff), high capital costs, relatively low tariff threshold. In conjunction with small spatial opportunities and limited seasons make this opportunity very unlikely
Eco tents	Wind conditions are too severe to sustain this type of development in the long-term

PROCESS

A project steering committee was formed to oversee and guide the development of the master plan. The steering committee included a councillor of the Shire of Carnarvon, Shire officers, a member of the Blowholes Protection Association and one additional stock owner, the Director of the Ningaloo Sustainable Development Office and a representative from Tourism WA. In addition to the committee members a number of observers acted as an advisory group. The advisory group included additional Shire officers and members of the Ningaloo Sustainable Development Office plus representatives from the Gascoyne Development Commission.

The draft master plan was prepared as a series of drafts which were amended and revised following input from the steering committee.

Consultation with key stakeholders included:

- Stock owners
- Members of the Blowholes Protection Association
- Quobba Station landholder
- Department of Conservation and Land Management
- Department of Fisheries
- Department of Environment
- Shire of Carnarvon
- Dampier Salt
- Horizon Power



- LANDFORM**
The area adjacent to Quabba Point has been mapped into a number of Land Systems;
1. Fore dune system
2. Hind Dune Flat
3. Hind Dune Flat
4. Old Stabilised Dune System
5. Young Parabolic Dune System

Each of these areas of land are of different age, have developed as a result of quite different geomorphological factors and therefore some systems (or areas) are very much more stable than others.

LIMESTONE SHELF SYSTEM

Quabba Point is at the southern end of a limestone shelf, the western edge of which is marked by low coastal cliffs. The eastern boundary of this system is marked by a low sand dune aligned in a north-south direction. This sand dune marks the western boundary of the 'Old Stabilised Dune System'. The area between the limestone shelf and the dune is a relatively flat area of low-lying vegetation, while layer of coarse material which 'amounts' or protects the underlying layers against wind erosion. This area is pale brown at its surface, becoming darker with depth. Limestone outcrops are common in this area. This area is stable from a soil conservation point of view, but the shallow limestone may present some building or septic disposal problems.

FOREDUNE SYSTEM

Coastal dunes currently typically move sand from south to north in this area and thus provide a natural barrier to the sea. The dunes are formed by wind-blown sand from the beach into the foredune system. Depending on the density of vegetation in the foredunes, this sand may be trapped, resulting in a slowly increasing foredune size, or blown further inland. The foredune system adjacent to the existing 'shacks' is relatively well vegetated. The foredune area adjacent to the 'shacks' has been on area of accretion in recent times (probably due to the effect of offshore reefs and wave refraction); however it is not clear how much of this is due to natural processes and how much is due to human intervention. The maintenance of vegetation in this system is of the utmost importance so as to maximise the amount of sand trapped adjacent to the beach. In this way shoreline recession is minimised, as there is a maximum store of sand available for individual storm events.

For these reasons it is important to prevent the development of indiscriminate footpaths, by an on-going programme of maintenance. The system is relatively stable from a soil conservation point of view, but also of roads and carparks.

HIND DUNE FLAT

This is a flat area between the present foredune system and a steep transverse east-west dune. This flat area is currently quite stable and not likely to suffer from sea erosion, although there could be a threat associated with a cyclonic storm surge.

This area is approximately three hundred metres long by fifty to sixty metres wide, being somewhat wider in the middle than at the ends.

From a soil conservation point of view this is a suitable site for buildings, however it should be noted that any development in this area would require a road, or path, through the dunes, and this road would be incorporated in the development. That is, although there is some potential for a few building sites, there is no potential for expansion. A separate area would have to be developed (further shore) if sites were required.

OLD STABILISED DUNE SYSTEM

This system originally developed in a similar way to the Young Parabolic Dune System, however, being much older, the dunes are flatter, not as high and there is a greater accumulation of organic matter in the surface soil and little signs of accumulation within the dunes. This system is relatively stable from a soil conservation point of view, and is the preferred area for development.

YOUNG PARABOLIC DUNE SYSTEM

This system consists of parabolic dunes which have developed as a result of a blowout becoming elongated. The blowout begins to move downwind with an advancing nose of loose sand sloping at 30-35° and trailing arms of poorly fixed sparsely vegetated loose sand in this way developing into a parabolic or 'V' shaped dune.

This dune system is characterised by high steep parabolic dunes. There is little accumulation of organic matter in the surface soil and little signs of accumulation within the dunes. The surface soil is quite erodible as is evidenced by the accumulation of sand in the dunes and the loss of sand from between dunes. Tracks in this dune system are particularly prone to erosion and the system is not stable. However vegetative stabilisation of disturbed areas in this location may be quite difficult, as a result of the poor soils, low rainfall, and high winds.

From a soil conservation point of view, this area should not be developed and steps should be taken to discourage the development of vehicle or pedestrian tracks. The cost of stabilisation should a problem develop, will be very high compared to the costs of planning for prevention, by restricting development to the more stable areas.

LAND CAPABILITY ASSESSMENT

In an attempt to accommodate the current and potential user pressures in an area with identified environmental constraints, an assessment of the capability of the various landforms to cope with user pressure has been carried out. This study, though similar in a broad sense to that carried out by 'Ridges and Channels' (1982), involved more detailed study of the landforms near the coast south of Quabba Point.

Bearing in mind that the three identified user groups basically do the same things in the area (e.g. drive in, park a car, launch a boat, walk to the beach swim, sunbake and fish etc), with conservationists seeking out a level piece of ground out of the wind, and the stock owners using existing tracks, the landforms have been classified into three types based on relative stability in terms of topography, exposure to the wind and vegetation cover, and their ability to cope with user pressure. The three types are:

- 1) stable – suitable for use as a car park, caravan or camping bay or cabin area;
- 2) moderately stable – stabilised by dense vegetation but require management;
- 3) fragile – unsuitable for any use, (i.e. no access).

TOURISM NODE AS DEFINED IN THE NINGALOO COAST REGIONAL STRATEGY



LAND CAPABILITIES



SOILS AND VEGETATION
Soils in the area adjacent to Quabba Point are typical of coastal dunes and beach ridges that are typical of the coastal zone north of Carnarvon.
The soils of the area consist of beach and dune sands overlying limestone and calcarenite. They are white to grey-white in colour with slightly better soils in the valleys between the dunes.
The area is part of the Eremian or 'Desert' Bioclimatic Province and is subjected to the arid/semi-arid climatic zone (annual average rainfall 231 mm). Despite low rainfall, high temperatures and high evaporation rates the dune systems of Quabba are quite well vegetated.

The fore dune areas are dominated by the heavy green cover of *Nerium lamarckii* and the taller growing clumps of *Amphipartea patens* (parakey). *Sporobolus vaginatus* is also well established.

The valleys and ridges of the older dune system are well vegetated by a dense cover of the low growing shrubs and ground covers typical of this area. Among the vegetation identified are:

- Thymelaea crassifolia*
- Acacia saligna*
- Acacia saligna*
- Enchilomena tomentosa*
- Oleandra laevis*
- Chenopodium diffusum*
- Acacia pyramidalis*

Buffy grass also grows vigorously in the valleys of the 'Old Stabilised Dune System'.

ROAD ACCESS

Road access to Point Quabba is via the Blowholes Road and Quabba-Garlock Road (both gazetted public roads). The Blowholes Road commences at the intersection where Quabba-Garlock Road Heads North. The Blowholes Road is a sealed road all the way from its intersection with the North West Coastal Highway.

Beach Road is partially sealed from its intersection with the Blowholes Road to the 'Blowholes' natural feature, and thereafter continues as a limestone track to the site of the existing sheds, where it terminates. Access to the boat launching ramp, existing informal camping spots, and Black Rock within the Blowholes node is via informal sandy tracks.

SERVICES

There are no services provided in the Quabba area.
A small rubbish disposal site has been developed but this has been closed.
The Shire has also provided limited toilet facilities in the settlement area of the 'blowhole' type.
The nearest electricity supply is the transmission line to the Damper Silt development on Lake MacLeod.

GROUNDWATER

The area around the Quabba Blowholes reserves has limited groundwater potential. Two main aquifers are present; an unconfined one consisting of calcarenite, limestone and dune sand, and a confined one comprising of sandstone (the Breeding Sandstone).

Their results show that groundwater salinity in both the aquifer systems is generally too high for human consumption. The unconfined aquifer indicates salinities from 1750 to 3400mg/l TDS although it is possible that shallow bores or wells, to the top of the water table may be able to skim off slightly better quality water.

According to the Exploratory Notes to the Quabba 1250,000 Geological Series Sheet potable water may be obtained from the sandstone in Quabba Ridge, although the Department of Industry Resources advises that they have no bore record from this area. They indicated that any fresh resource may be subject to depletion with excessive pumping.

MARINE HABITATS

The marine habitat at Point Quabba is located in a transition zone between tropical and temperate climatic zones, and is therefore highly diverse. It contains a mix of endemic temperate south-west Australian species and tropical and temperate Indo-Pacific species.

Offshore

The waters west of the cliffs at Point Quabba are relatively deep at seven to 15 metres. Limestone rubble and platforms give way to sand further offshore. The rock surfaces and fissures provide habitat for a wide variety of hard and soft corals, sponges, fish and other marine life.

Rock platform

The rock platform west of Point Quabba is subject to frequent ocean swell. These waves cascade over the back of the platform (known locally as the waterfall) into two channels, which join together to flow strongly into the lagoon at a speed of up to four knots. Rock systems are prolific in the channels, pools and rocky platform, and can be gathered by hand when sea and tides permit.

Coral reef and lagoon

The coral reef and lagoon at Point Quabba and its associated island the shallow coral reef is about 400 metres wide, extending beyond the closed area to a point offshore of the boat ramp. Many of the small reef fish in the part of the lagoon known as the aqueduct are tame and can be hand-fed with bread.

The reef appears to have formed on a submerged wave-cut limestone platform. A relatively shallow lagoon to two metres deep surrounds the platform. The lagoon is a popular destination for both the local community and tourists, where a wide diversity of coral and marine life can be easily observed relatively close to shore.

Within the lagoon, a submerged sand bar blocks the coral formations, connecting the island to a shallow sandy beach-side channel. Near the boat ramp, the channel is used for the mooring of boats and, over time, some anchor damage to reef corals has occurred. At very low tides, the coral is often exposed to the open air.

Ocean beach

While the boat ramp is in waters sheltered by the reef, the beach immediately south, extending to Black Rock, is in a high-energy wave environment. The beach slopes steeply to deeper waters, and often contains large banks of seagrass wrack accumulated from seagrass banks further south in Shark Bay.

CLIMATE

Winds
During summer dominant winds are strong southerly breezes averaging 5 to 8 metres/sec. These winds are persistent, blowing up to 5 days at a time, and often with only a days' break before the next onset. During winter, average wind velocity drops to 3 to 4 metres/sec, with extended calving periods. The area is subject to cyclonic gusting to 50 metres/sec.

Temperature and rainfall

The climate is semi arid with an average rainfall of 230mm and an evaporation of 218mm. Rainfall distribution recorded from Carnarvon, the nearest meteorological station, shows most rain falling in June (see table to the left).

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Mean Temp	29	27	25	23	19	16	14	15	16	18	21	24
Max Temp	37	35	33	31	27	24	22	23	24	26	29	32
Min Temp	21	19	17	15	11	8	6	7	8	10	13	16
Median	2	7	4	3	2	1	0	1	2	3	3	4

BLOWHOLES MASTERPLAN

PHYSICAL CONTEXT

SCALE: NTS
PATH: P\41968\06 Graphics\Images\Concept Plan 0804



DATE: 17/11/2008

41968

SD02

HAMES SHARLEY



To ensure that the 'Blowholes' and Point Quobba lagoon and associated beach area will be a sustainable and popular public coastal destination where local Camaroon residents and tourists can participate in day visits or stay overnight.

- Work with the features of the natural environment
- Ensure that new structures, roads and service lines minimise impact on natural environment
- Protect important view sheds
- Minimise the visual impact of the development upon the natural environment
- Devise the smallest possible ecological footprint (water, power, waste)
- Provide continual on-site management (manager or ranger suggested)
- Provide only sufficient amenity to sustain short-term stays

- No permanent residential allowed
- Land within the development cannot be privately owned
- Maximum overnight accommodation will be limited to 500 beds
- Chaleats will comply with design guidelines & the Building Code of Australia
- Development will be walkable via planned paths and connectors
- Vehicle access to the beach, other than for boat launching, will not be permitted
- Site planning of chalets and caravan sites will be capable of staged development
- Development needs to be financially self-sustaining.

- Ensure that day visitors are provided with a diverse range of activities
- Ensure that all daily activities can be safely undertaken
- Ensure that the provision of disabled access has been considered for the majority of daily activities
- Ensure that publicly accessible boat launching facilities are maintained
- Ensure that parking is provided for day visitors

- Ensure that the various forms of overnight accommodation can harmoniously coexist
- Ensure that overnight accommodation does not dominate the area to the point where day visitors feel unwelcome
- Ensure that the locations for and patterns of movement associated with the different forms of overnight accommodation do not have a detrimental impact on the natural environment
- Ensure that any waste emanating from all fixed accommodation does not have a detrimental impact on Point Quabbin

- Ensure that range of suitable spaces are provided for different size and configurations of conventional rig for semi-rigid motor homes
- Ensure that a suitable mooring system exists to enable caravans & mobile homes to access sites
- Ensure caravan sites to prevent further damage to the natural environment
- Ensure that dedicated pedestrian pathways are provided from caravan sites to the beach to avoid destruction of natural vegetation
- Minimise costs through the adoption of environmentally friendly construction sites

- Provide suitably protected sites for camping
- Contain camping sites to prevent further damage to the natural environment
- Ensure that dedicated pedestrian pathways are provided from camping sites to the beach to avoid destruction of natural vegetation

- Ensure that new child development can be staged
- Ensure that core movements and associated posturing does not dominate the child's development
- Limit child's sites to sites that have already been occupied
- Child that dedicated pedestrian pathways are provided from child's to the beach and throughout the development to avoid destruction of natural vegetation
- Enable a sustainable child development to be realised at the Blowholes
- Minimise the initial cost of infrastructure and spread the cost of child construction
- Offer an opportunity to attract 'owners' and other community members to participate in the development
- Ensure the rapid development of the Blowholes can use sufficient funds through rents and yearly leases to pay for ongoing operating and maintenance costs

- Ensure existing stacks are removed in an environmentally responsible manner
- Ensure that all stack structures are removed in the one removal operation, irrespective of a staged approach to redevelopment
- Ensure that cleared sites are protected from potential wind erosion

To ensure that sufficient initial infrastructure is provided to enable establishment of all forms of tourist accommodation

To ensure that the site is well managed



1. Provide new entry statement which incorporates directional signage and safety warnings.
2. Provide interpretive station focusing upon the Blowholes.
 - Provide warning signage and safety equipment.
 - Provide barriers which direct visitors about safe distances from which to view the Blowholes.
3. New sealed road following existing roadway.
4. Steps and ramps to be provided to enable visitors with disabilities to access the beach.
 - Existing road to be closed to traffic.
 - Pedestrian path to follow existing roadway.
 - Broken dune face to be repaired.
 - Provide interpretive station focusing upon the aquarium.
5. Fill and decommission existing refuse site.
6. New access road to be located at "bar of dune."
7. Main water storage tank and destination plant.
8. Unsealed road continues to Park Road vehicle turn-around.
 - No further camping sites or parking areas are provided on this road.
 - Parking provided at vehicle turn-around.
9. Location of site manager's residence.
10. New access road from the Blowholes to toilet development.
11. Campsites are to be located on the leeward face of the landmine.
 - Provide vegetation barrier between access road and campsites.

DAY USE FACILITIES

The Point Quabba lagoon and beach area is the nearest clean-water ocean beach to Carnarvon and as such is a popular destination for local people. Many day tourists also visit the area, primarily to witness the 'Blowholes' in action. Point Quabba is also one of the few places along coast where boat launching is possible.

Day use facilities will include:

- Interpretive signage and appropriate parking at the 'Blowholes'
- Interpretive information at the 'Blowholes' end of Point Quabba
- Vehicle access to and parking at Point Quabba
- Appropriate access to beach areas
- Toilet and litter disposal facilities
- Signage advising on dangers of approaching the 'Blowholes'
- Clearly identified safe limits of approach to the 'Blowholes' (use of rails or low stone walls)
- Suitable rescue apparatus and displayed safety procedures
- Beach shelters to provide shade protection
- BBQ and picnic facilities
- A range of walk trails
- Clear access to boat launching area

OVERNIGHT USE

A range of overnight accommodation types are to be planned for including caravans, tents and chalets.

Caravans and motor homes

Caravans and motor homes are a popular form of overnight accommodation at the Blowholes, especially among the 'grey nomads' who tend to stay for extended periods.

Caravans and motor homes come in a variety of sizes with some of the larger vehicles requiring considerable manoeuvring and parking space.

The present pattern of use is not well controlled in terms of spatial allocation. The common practice seems to be for visitors to simply park where they are able, often attempting to get as close to the water as possible.

In keeping with the overarching principle to develop the area with a minimum ecological footprint, caravan sites will not be serviced. Caravans and motor homes using the site will be required to be self-sufficient in terms of power.

There are approximately 95 caravan sites in the area extending from Point Quabba to Black Rock. It has been reported that up to 130 cars have been seen using the area. With an overall limitation of 500 beds, for all types of accommodation, it is clear that this number of sites cannot be maintained.

Caravan facilities include:

- Up to 60 (240 beds) caravan sites dispersed throughout the development
- Centralised ablution facilities comprising composting toilets
- Litter disposal facilities
- Central refuse disposal facility
- Range of sites and locations to suit various vehicle sizes and configurations
- Suitable road system to access sites
- BBQ and picnic facilities
- Fencing services to prevent caravans from parking off-road and to contain caravan site areas
- Access to the beach

Camping

While windy conditions at the Blowholes are not sympathetic to tent structures a number of people use the site for short camping trips. The main practice is for tents to be erected adjacent to motor vehicles therefore the camping sites mostly take the form of road embankments. There seems to be no control over where these sites occur.

Camping facilities include:

- Up to 15 tent sites (60 beds) in several wind-protected locations
- Adjacent parking facilities
- Composting toilets
- BBQ and picnic facilities
- Suitable road system to access sites
- Fencing devices to prevent general off-road camping and to contain camp site areas
- Access to the beach
- Campers will utilise the ablution facilities associated with caravan sites

Chalets

The constant windy conditions at Point Quabba drives the demand for permanent wind resistant structures that can accommodate overnight visitors.

In keeping with the overarching principle to develop the area with a minimum ecological footprint, and to discourage long-term visits, chalets should be provided with only minimal services.

The desire for people to be close to the beach and the limitations of suitable building sites has resulted in the construction of 'blocks' along the coastline just behind the fore dune. Many access tracks and pathways lead randomly through the fragile fore dune and an array of vehicle tracks has seriously scarred the hind dune flat. A critical aspect associated with the development of new replacement chalets will be the need to limit vehicle and pedestrian movement to strictly defined routes.

Chalet facilities include:

- Up to 40 chalets (200 beds) designed to strict guidelines
- A network of pathways
- Centralised litter and rubbish collection facilities
- Fencing devices to preserve natural habitat surrounding chalets
- Access to the beach



PEDESTRIAN PATHS AND TRAILS

65M SETBACK LINE MEASURED FROM

EPHEMERAL VEGETATION LINE

NEW SEALED ACCESS ROADS

NEW UN-SEALED ACCESS ROADS

PICNIC / BBQ FACILITIES

ABLUTION FACILITIES - All ablution facilities to be supplied with water provided by the destination plant.

BEACH SHEDS

DESALINATION PLANT AND WIND GENERATOR

CHALET SITES

- A total of 40 chalets are permitted.
- Total bed numbers for chalet development is 200.

CARAVAN SITES

- A total of 95 caravan sites are to be provided.
- Bed allowance per site is 4.
- Total bed number for caravan site is 240.

CAMPING SITES

- A maximum of 15 tent sites are permitted.
- Bed allowance per tent is 4.
- Total bed numbers for camping site is 60.

VISITOR PARKING

- Visitor parking is limited to specific sites.
- Road edges will be fenced with low fences to prevent visitors parking randomly.

BOAT TRAILER PARKING

- This parking area utilises the existing parking area.
- Edges of parking area will be fenced with low fences.

AREA FOR BOAT LAUNCHING AND RESTRICTED VEHICLE ACCESS

- Barriers are to be used to prevent vehicles moving along the beach from this area.

1. Provide new entry statement which incorporates directional signage and safety warnings.

2. Provide interpretive station focussing upon the Blowholes.
3. Provide warning signage and safety equipment.

4. Provide barriers which alert visitors about safe distances from which to view the Blowholes.

5. New sealed road following existing roadway.

6. Steps and ramps to be provided to enable visitors with disabilities to access the beach.
7. Existing roadway to be closed.

8. Pedestrian path to follow existing roadway.
9. Broken dune face to be repaired.

10. Provide interpretive station focussing upon the aquarium.

11. Fill and decommission existing refuse site.

12. New access road to be located at 'hot' of dune.

13. Main water storage tank and desalination plant.

14. Unsealed road continues to Black Rock vehicle turn-around.

15. No further camping sites or parking areas are provided on this road.
16. Parking provided at vehicle turn-around.

17. Location of site manager's residence.

18. New access road from the Blowholes to chalet development.

19. Compilers are to be located on the leeward face of the foredune.
20. Provide vegetation barrier between access road and camping sites.



1. EXISTING ENTRY ROAD TO BLOWHOLES · 2. VIEW FROM BLOWHOLES · 3. VISITOR'S CARPARK AT BLOWHOLES · 4. MAIN DEVELOPMENT AREA · 5. EROSION OF EXISTING ROAD · 6. BEACH ADJACENT TO BOAT RAMP · 7-17. A VARIETY OF CARAVANS, MOTORHOMES AND SHACKS



OBJECTIVES		HOW OBJECTIVE HAS BEEN SATISFIED
1.0 DAY USE FACILITIES		
1.1	Ensure that day visitors are provided with a diverse range of activities	1. Walk trails to lighthouse 2. Walk trails to water features 3. Interpretive information at Blowholes and the Aquarium 4. Interpretive information at Blowholes and the Aquarium 5. Picnic facilities 6. Beach shelters 7. Beach equipment 8. Barriers such as railings at the Blowholes visitor car park to mark limit of approach 9. Provision of buoyancy rescue equipment 10. Interpretive information highlighting the risks of approaching the Blowholes too close 11. Combination of signs and ramps provided at the Aquarium 12. Unsealed access to toilet facilities are provided 13. New access road to toilet parking and boat launching area which bypasses child car park 14. New signage identifying access to launching area 15. Clear definition of area to be used for small boat launch and retrieval
1.2	Ensure that all daily activities can be safely undertaken	
1.3	Ensure that the provision of disabled access has been considered for the majority of daily activities	
1.4	Ensure that publicly accessible boat launching facilities are maintained	
2.0 OVERNIGHT FACILITIES		
2.1	Ensure that the various forms of overnight accommodation can be comfortably co-sited	• Caravan, camping and child sites are separated • No shared entry points which require crossing one type of accommodation to reach another • Generous separation distances provided between each accommodation type • Day visitors are able to use parking areas and pathways that do not enter accommodation zones
2.2	Ensure that overnight accommodation does not dominate the area to the point where day visitors feel uncomfortable	• Parking associated with chalets adjacent to chalets • Barrier fences to prevent cars from damaging vegetation • Barrier fences to caravan and camping sites prevent cars driving beyond the defined areas • All sites are located no closer than 100m to Mean Sea Level • All waste is stored in approved septic tanks
2.3	Ensure that the locations for and patterns of movement associated with the different forms of overnight accommodation do not have a detrimental impact on the area	• All waste is stored in approved septic tanks
2.4	Ensure that any waste emanating from all fixed accommodation does not have a detrimental impact on Point Quabbin Lagoon	
3.0 CARAVAN SITE OBJECTIVES		
3.1	Ensure that a range of suitable spaces are provided for different site and configurations of caravans and rigid or semi-rigid caravans	• Zones set aside for caravans are 15 to 20m wide which will provide sufficient room for a road way and enable larger motor homes and caravans to manoeuvre and park
3.2	Ensure that a suitable movement system exists to enable caravans and mobile homes to access sites	• All roads accessing caravan sites are a continuous loop • Road intersections are of sufficient dimension to accommodate turning movements of large motor homes and towed caravans • Fenced barriers are provided to the perimeter of caravan sites • Fenced barriers are provided to the perimeter of caravan sites • Pathways lead from all caravan sites to the beach • Fenced barriers are provided to the edges of these pathways
3.3	Caravan sites to prevent further damage to the natural environment	• Caravan sites are not serviced • Central ablution facility provided • Central picnic facility is provided
3.4	Ensure that dedicated pedestrian pathways are provided from caravan sites to the beach to avoid destruction of natural vegetation	
3.5	Ensure that the provision of non-serviced individual caravan sites	
4.0 CAMPING SITE OBJECTIVES		
4.1	Provide suitable protected sites for camping	• Camping sites are distributed along main access road beyond the child development area • Camping sites are located in the shade on the leeward side of the fore dune • Camping sites are 5 to 10m from access road • Simple, sturdy timber post and strand fencing is suitable • Pathways lead from all camping sites to the beach • Fenced barriers are provided to the edges of these pathways
4.2	Caravan camping sites to prevent further damage to the natural environment	
4.3	Ensure that dedicated pedestrian pathways are provided from camping sites to the beach to avoid destruction of natural vegetation	
5.0 CHALET DEVELOPMENT OBJECTIVES		
5.1	Ensure that new chalet development can be staged	• Infrastructure designed to allow staging to occur • Infrastructure designed to allow staging to occur • Car parking is limited to two cars and one trailer • Chalet development sites are to be on existing shack sites • Pathways lead from all chalet sites to the beach • Fenced barriers are provided to the edges of these pathways • Fenced barriers are provided to the edges of these pathways • New chalets are to be constructed in compliance with the Building Code of Australia • New chalets will be inspected and certified prior to occupancy
5.2	Ensure that new chalet development does not dominate the area	• Colour of new chalets matches colours to reflect natural colours • Natural vegetation surrounds chalets encouraged to grow up to external walls • Chalets sited on old shack sites • Daily water supply capacity is minimised • Power generation is via solar collectors • Efficient form factor is disposed on site via sand filtration system • Design guidelines require chalets to have simple rectangular or square plan forms and have minimal internal walls • Design guidelines require cost effective approach to design and construction • Design guidelines require cost effective approach to design and construction • Simplicity of design is recommended in design guidelines • Minimise water and energy supply costs
5.3	Limit chalet sites to sites that have already been cleared	• Provide infrastructure to the level required only for each stage of development • "Shack" owners to have first right to take up chalet leases • Leases not taken up by shack "owners" will be made available to the community through a ballot system • Lease payments are set to ensure that operating and maintenance costs can be covered
5.4	Ensure that dedicated pedestrian pathways are provided from chalet sites to the beach and throughout the development to avoid destruction of natural vegetation	
5.5	Ensure that any new chalets are constructed to withstand the cyclonic conditions experienced in the area	
5.6	Ensure that the chalet development complements the natural environment and maintains the use of existing disturbed landscape	
5.7	Ensure that new chalets are built to be environmentally sustainable	
5.8	Ensure that new chalets are designed to offer maximum flexibility of use	
5.9	Ensure that construction costs can be minimised	
5.10	Enable a sustainable chalet development to be realised at the lowest cost	
5.11	Provide an opportunity for shack "owners" and other community members to participate in the chalet redevelopment	
5.12	Ensure the redevelopment of the Blowholes can earn sufficient funds through rents and nearby houses to pay for ongoing operating and maintenance costs	
6.0 Shack removal objectives		
6.1	Ensure existing shacks are removed in an environmentally responsible manner	• Appropriate protocols for removal will be established prior to removal commencing • Works not to occur during excessively windy season • Stabilising of cleared sites to occur immediately after clearing • Contractors will be retained prior to commencement • Removal protocol requires establishment of a removal plan that ensures all structures are removed in one program • Removal protocol requires cleared sites to be stabilised immediately following removal of structures
6.2	Ensure that all shack structures are removed in the one removal operation, irrespective of a staged approach to redevelopment	
6.3	Ensure that cleared sites are protected from potential wind erosion	
7.0 INFRASTRUCTURE AND SITE MANAGEMENT OBJECTIVES		
7.1	Ensure that sufficient initial infrastructure is provided to enable the development to be operational	• Infrastructure provision to be staged • Infrastructure provision to be staged • Ensure that all forms of natural access and recreation are maintained • Ensure that all infrastructure is capable of regular, cost effective maintenance
7.2	Ensure that all infrastructure is capable of regular, cost effective maintenance	
7.3	Ensure that infrastructure costs are minimised	• Water storage systems are accessible by road

CHALET DESIGN GUIDELINES

New chalets must be constructed on the site occupied by existing shacks or within existing cleared spaces contained within the chalets site designation. Appearance, materials and construction techniques must comply with these guidelines. While an 'owner builder' approach is acceptable, particularly in order to reduce costs, the resultant structures must satisfy the scrutiny of independent inspection through officers of the Shire of Carnarvon.

Protection of the landscape during construction is of utmost importance. Construction vehicle access, stockpiling of materials and construction refuse dumps will have a significant detrimental impact on the landscape unless they are controlled.

Building scale should:

- present a subtle low profile in the landscape
- be single storey
- be a simple rectangular or square plan form no larger than 80-90 square metres in total area (excluding outdoor pergolas)
- respond sensitively to the natural environment

Siting and orientation should include:

- orientating buildings to maximise wind shelter and solar exposure during winter
- minimising excavation, cut and fill and site clearance
- preserving and enhancing existing landform and vegetation
- maintain buffers of natural vegetation between buildings
- utilisation of existing site areas

Built form should include:

- external walls comprising timber or corrugated sheet
- corrugated metal roofs (reflective surfaces are not permitted)
- corrugated metal or timber boarding to gables
- 2.4m minimum ceiling heights
- simple roof forms (mono pitched or single ridge roofs are preferred)
- low roof pitch
- windows and doors positioned to maximise cross ventilation
- generous eaves overhangs
- colours that reference and complement the surrounding coastal landscape

All chalets should:

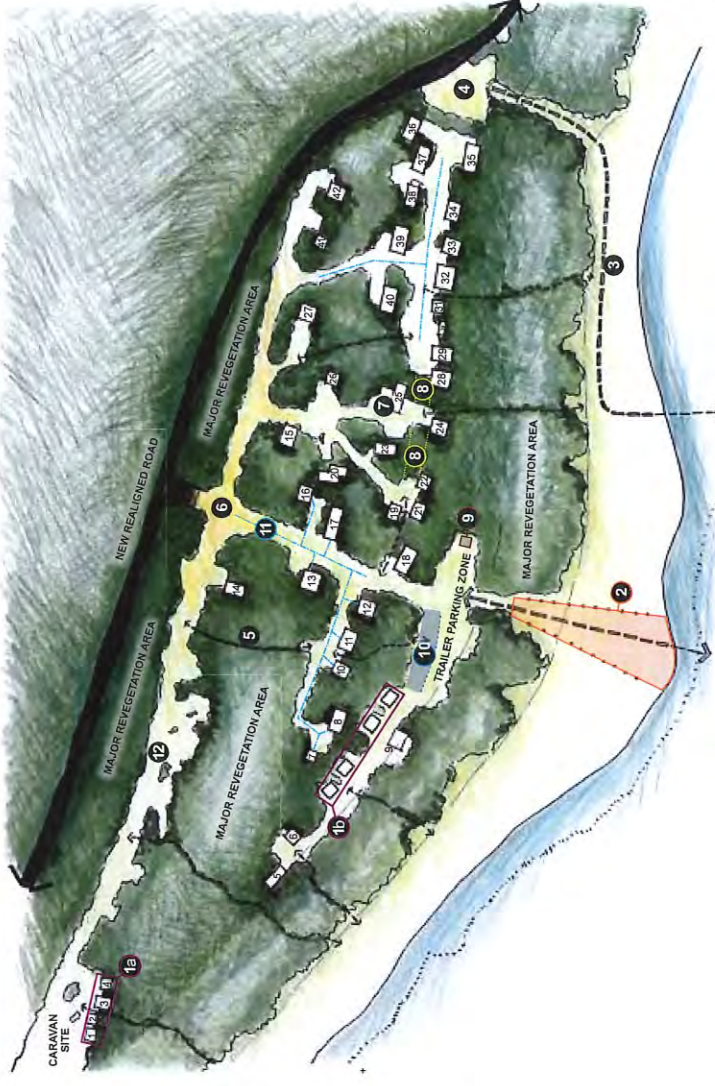
- comply with the Building Code of Australia
- be constructed and detailed to withstand the harshness of the marine environment
- have concrete floor slabs
- include boiler gas for cooking, space heating, and water heating
- be capable of storing potable water which is carried to site
- include roof mounted photovoltaic cells for energy requirements
- be connected to a central water supply used to flush toilets
- maximise passive solar design principles
- have finishes that are robust and require minimum maintenance
- pergola covered outdoor areas
- have minimal internal divisions (to improve flexibility of use by a range of occupants)
- maximise cost effective construction techniques
- should be designed to harvest rain water

REMOVAL OF EXISTING SHACKS

A management plan & protocols for removal of existing shacks should contain the following:

- A demolition or removal program that ensures operations are not planned to occur during excessively windy months (to avoid potential sand movement due to wind)
- A sequential and logical removal program
- A demolition or removal approach or technique that minimises disturbance of existing vegetation
- An approach to stabilising cleared sites that is environmentally appropriate and which occurs immediately following removal of each shack or structure
- An appropriate fire and public safety management plan strictly enforced during the removal process
- Removal contractors will undertake training in accordance with the protocol prior to commencement of removal process

A demolition licence will need to be applied for (to the Shire) for removal of an existing shack.



1. Relocate shack site from location A to B.
2. Beach access to natural ramp area to be limited to this area, defined and controlled by bollards.
3. Professional fishermen land base only. The specific condition of this access will need to be defined.
4. Professional fishermen land base which can be used to park boat trailers and store equipment used by licensed professional fishermen
5. Minimise pedestrian linetage to assist with revegetation program.
6. Existing sand vehicle tracks to remain. Low fencing to be used to protect vegetation edges.
7. New chalets are to be constructed on the sites of existing shacks.
8. Existing vehicle paths are to be reduced in number to enable vegetation to be rehabilitated.
9. New ablution facility for day visitors.
10. Vehicle driveway to be defined with timber bollards.
11. Water supply line located under existing road.
12. Caravan embayments along existing road.



CHALET SITE PLANNING PRINCIPLES AND GUIDELINES

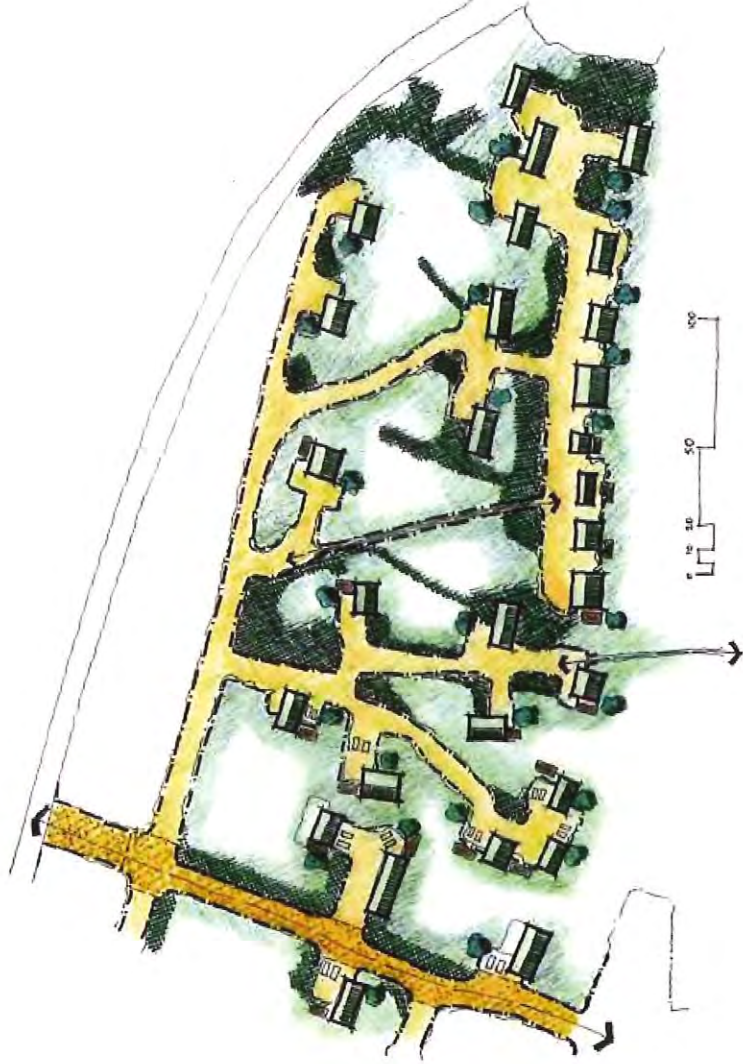
Development within the chalet zone will require further detailing beyond the scope of this master plan. There are however a number of site planning principles that must be adhered to which will guide further work. These principles are:

- Roadway leading to boat ramp should have a more robust surface treatment, such as crushed lime stone. This will also help differentiate it from the other access roads.
- The road to the boat ramp should be 10m wide.
- From the new road, the boat ramp will require a transitional road surface.
- Car parking spaces should be oriented to the north.
- Access road widths should be reduced to a maximum of 6-8m wide. They should be no narrower than 5m.
- Road way edges should be treated with low visual impact post and wire fencing to discourage vehicles entering revegetation areas.
- Intense revegetation is to occur between new road way edges and existing vegetation (shown hatched).
- The road to the boat ramp should be 10m wide.
- Existing roads or pathways are to be used for access ways and parking spaces. This is to protect existing vegetation.
- New chalet sites are oriented with the long axis facing north. New chalets should adopt this orientation. Some sites are not orientated this way, however when new chalets are built on these sites they should be orientated to the north.
- Access road and pathways are to be reduced in number and revegetated (shown hatched).
- Because desalinated water will be available to each chalet, the new leases are to be encouraged to plant suitable trees species to provide shade and a break from the wind. The type of species will require careful selection to ensure its suitability in terms of size, shape, colour and durability.
- Soak wells for effluent disposal at each chalet must be sited in consultation with the Stirling Health Surveyor.



TYPICAL CARAVAN SITE LOCATION PLAN

1:1000



PUBLIC CONSULTATION PROCESS AND OUTCOMES

The draft master plan was advertised for a period of six weeks in June and July 2008. During this period the draft master plan was made available to the public and other stakeholders via the Shire of Carnarvon and Western Australian Planning Commission web site and public exhibition. The draft and a suggestion box were also made available at the Blowholes for campers and day visitors. Prior to the end of the consultation period the focus group meetings were held to explain the draft master plan to interested people. Attendance at these public briefing sessions was announced by public advertisement and 35 people attended the five one hour sessions.

By close of advertising, 1200 written responses were presented by the Shire of Carnarvon for review. Of these, 39 had been received from Blowholes campers in 2007.

Apart from comments about lease agreements, the most frequent constructive suggestions that related to master planning issues were:

- Leave as is, natural and low key
- No services required (water, power, and sewerage)
- No desalination plant
- Need a ranger
- Limitation of 5 people per chalet is too low
- Concern about time lag between demarcation and removal
- Leave chalets in position where possible
- Non-marked chalet size too small (40 square metres originally nominated)
- Spaced chalets needed on new road
- Maintain low rates
- Maintain low cost camping facilities
- Need better toilet facilities for campers
- Keeping things affordable
- Need to allow for two cars and a trailer at each chalet
- Alter suggested position for new rubbish collection area
- Provide a space for professional fishermen
- Allow small generators to be used with strict guidelines/controls

Many of these comments are reflected in the master plan however the following alterations have been made where a change is regarded as appropriate or desirable:

- New chalets to be constructed on the sites occupied by the existing chalets
- Size limit for new chalets to be increased to 60 square metres
- Delete centralised power facilities (solar farm). Each chalet will be provided with its own solar collectors and approved small generators can be used within guidelines
- Delete centralised effluent waste disposal facilities. Each chalet and public ablation facility will have its own effluent disposal system
- Centralised water supply from desalination plant to be limited to use associated with effluent disposal and washing
- No potable water will be provided
- Provide a dedicated commercial fishermen site with direct access to the beach
- Alter position of new rubbish collection area

It should be noted that the steering committee felt that it was essential that health standards are maintained at the Blowholes therefore it was determined that a centralised water supply facility was required to enable flushing toilets to be used. This decision led to the retention of the plan to install a small desalination plant.

OVERALL INFRASTRUCTURE AND SITE MANAGEMENT

The Blowholes redevelopment will require the following:

- Main road into and through the development
- Paths and walkways
- Fencing associated to protect vegetation
- Remediation and revegetation program
- Ranger/manager's residence
- Central ablation facilities in camping and caravaning areas
- Picnic and litter disposal facilities
- Appropriate signage and interpretive information
- Fire fighting pumps utilising sea water
- Solar powered public lighting
- Wind powered desalination plant
- Water supply to enable flushing toilets to be used
- Maintaining an ongoing environmental management plan which includes a remediation and revegetation program
- Provision of fencing and pathways as the development grows and in accordance with the environmental management plan

IMPLEMENTATION

Following acceptance of the master plan by the Shire of Carnarvon and the Ningaloo Sustainable Development Committee, a Management Plan will be developed which will include:

- Shock removal plan
- Environmental management plan
- Bushfire management plan
- Waste management plan
- Program for providing infrastructure

With respect to the present chalets, a two stage process is proposed to administer their removal and replacement as follows:

1. Offer a twelve month interim lease to existing chalet owners for their existing chalets.
2. Offer a final lease for a longer-term (up to 20 years) for a new structure in the same location and designed in accordance with the approved Masterplan to chalet owners who have entered into the interim lease.

In terms of the long-term management of the reserve, including the replacement structures for current chalet owners, campers/caravaners and day visitors, it is proposed to establish a Management Body that will have the responsibility for the sustainable management of the reserve and all of its uses.

The detailed arrangements for the ongoing governance and management of the reserve will be developed in consultation with all key stakeholders and will include matters such as fees and rental rates, on-site management, ownership changes of replacement structures, commercial selling of replacement structures, reporting and decision-making relationships with the Carnarvon Shire Council, and any other matters which are identified.

APPROVALS PROCESS

- the Shire of Carnarvon, pursuant to District Zoning Scheme (DZS) 11, and the Ningaloo Sustainable Development Committee, pursuant to the Ningaloo Coast Regional Interim Development Order (NCRIDO), to undertake or carry out any use/development within the reserves allowed for by the master plan, or any other use/development permitted by these instruments;
- the Shire of Carnarvon, pursuant to the Local Government (Miscellaneous Provisions) Act 1960, to erect any building or structure requiring approval under that statute.

SERVICES FOR NEW CHALETS

In overall terms, the Blowholes is intended to be a development that has very little in the form of infrastructure. It will be similar to visiting any remote tourist made in regional Western Australia.

Of a total 500 permitted beds, 240 are for caravans that will be entirely self-sustaining and will have no demand for services. Limited public sanitation facilities are the only provisions for caravan sites. There are 60 beds allowed for camp sites and they too have only minimal services. The only services for the Blowholes are the shower and toilet facilities. The only users of the development requiring services are the chalet residents and the services they receive will be restricted.

Dry compost type effluent disposal systems will not be acceptable because, in the long-term, they are difficult to maintain properly.

No potable water will be provided to chalets due to the onerous ongoing health requirements associated with provision of potable water.

The following outlines the extent of services provision for new chalets and the chalet site at the Blowholes:

- Each chalet will be provided with their own photovoltaic system to generate minimum energy requirements. Small wind generators attached to the chalets is also a suitable method
- Chalets will be able to use portable generators for short durations only (in the order of 2 to 3 hours daily) but they must have a low sound emission level suitable for use in a non-polluted environment
- There will be no potable water supply provided. It is expected that chalets will carry their own potable water for drinking and cooking (using any portable water supply provided)
- A small desalination plant or reverse osmosis system will be installed to provide a distributed water system for toilet, washing and bathing. This system should be capable of providing sufficient desalinated water to all chalets plus the public ablation facilities associated with the day visitor and caravan areas adjacent to the chalet sites. The master plan shows the wind turbine and storage unit located on the south side of the primary dune to ensure it is not visible from Beagle Hill Lighthouse
- Each chalet will include its own on-site black water effluent disposal system in the form of sub-surface septic tanks and soak wells. Some form of nutrient filter attached to the outflow from the septic tanks will be required. Due to the occasional and non continuous occupation pattern of the chalets, the type of septic system used should be a type that requires minimum maintenance. No effluent disposal wells are to be located closer than 100m to the mean high water mark (all chalet sites are beyond 100m)
- Each chalet will also include a separate grey water (washing, cooking, bathing) effluent disposal system in the form of sub-surface soak wells
- A central rubbish collection bin is to be collected and disposed of by the Shire at a suitable refuse disposal site away from the settlement
- Public lighting will be provided to the 'streets' of the chalet area. This lighting will be in the form of pole lighting with a small photovoltaic cell atop each light to provide energy for the light source

REFERENCES INFORMING THE MASTER PLAN INCLUDE:

- Ningaloo Coast Regional Strategy
- Shire of Carnarvon District Planning Scheme No 11
- State Coastal Planning Policy SPP 2.6
- SPP 6.3 Ningaloo Coast
- Previous plans prepared by the Shire of Carnarvon and the Blowholes Protection Association
- Department of Land Administration Policy 5.4.1 – Illegal occupation of coastal crown land (Squatters)
- Point Quobba Coastal Setback – Application of Statement of Planning Policy 2.6, prepared by Oceanico, May 2006
- Cyclonic Inundation Modelling for Cord Bay and the Blowholes, Part 2 Blowholes (Quobba), prepared by Global Environmental Modelling Systems, February 2006
- Point Quobba Recreation Village and Management Plan, Department of Land Administration, Shire of Carnarvon, March 1991
- Quobba chalet development land capability study and environmental considerations, prepared by J.R.H. Riches and L.E. Chalmers for the Western Australian Department of Agriculture, 1982
- Plan of management for the Point Quobba fish habitat protection area, Fisheries management paper No. 185, prepared by the Department of Fisheries, September 2004
- Report to Shire of Carnarvon on the Quobba Point Reserves, prepared by Peter J. Woods and Associates, August 1988
- Master plan for Wedge and Grey, prepared by the Department of Conservation and Land Management, 2000
- Report for the Shire of Carnarvon on coastal management issues – Point Quobba reserve, prepared by Peter J. Woods and Associates, June 1998
- Blowholes Protection Association Incorporated submission to Department for Planning and Infrastructure (See Westhouses), prepared by the BPA, October 2003
- Blowholes infrastructure project, Preliminary review of issues, report prepared for the Shire of Carnarvon by Chambers and Galloway trading as Heron Design, October 2006
- Submission by the Blowholes Protection Association Incorporation on the Draft Carnarvon-Ningaloo Coast Regional Strategy and Draft Statement of Planning Policy No 6.3 Carnarvon-Ningaloo Coast
- Instrument Of Delegation 161/1996 issued under the Land Administration Act 1997
- Australian Government Bureau of Meteorology wind frequency analysis for Carnarvon
- Australian Coral Coast Tourism perspective 2005, prepared by Tourism WA, May 2006
- Building Code of Australia 2007, Volume 2, Part 3, Acceptable construction in cyclonic areas
- Ningaloo Coast Landscape Study, Blowholes, 2006, prepared by Richard Hammond



DATE: 17/11/2008



Coastal Management **Local Coastal Hazard Assessment** Generic Scope





Contents

User Guidance Notes	4
Additional Information	4
Is a local scale assessment right for you?	4
Do I have enough data for a local coastal hazard assessment?	5
How does a local coastal hazard study link with a CHRMAP?	5
Formatting Key	9
Introduction	9
Aim	9
Objectives	9
Purpose	9
Outcomes	10
Project Background	10
Study Area	11
Hazard assessment timeframes	11
Tasks	13
Task 1: Review of available information & knowledge summary	13
Level of detail required	13
Field inspection	13
Review of geotechnical data	14
Additional data gathering [Provisional]	14
Task 2: Develop conceptual model of key coastal processes	15
Hold Point	18
Task 3: Quantify coastal hazard exposure and mapping	18
Existing Controls	18
Assessment Likelihoods	18
Model Selection	20
Model Calibration	20
Model Outcomes	20
Mapping of modelling results	21
Refinement of conceptual model	21
Monitoring requirements	21
Deliverables	22
Project execution plan	22
Updated project execution plan	22
Reports	22
Hazard Maps	23
Other Data generated	23
Meetings, Presentations and Project Management	23
Timeframes	24
Timeline	24
Milestones	24
Selection Criteria	25
References	26
Appendix 1 - Recommended datasets and information	27
Appendix 2 - Data	29
Appendix 3 – Information and studies	29
Appendix 4 – Collection of geotechnical data/information	30

User Guidance Notes

This standard scope of works has been developed for a responsible management authority and/or proponent where existing development is at risk of being affected by coastal hazards within 25 years. The aim of a local coastal hazard assessment is to predict in detail and quantify the coastal exposure to erosion and inundation. The assessment is limited to a relatively small area or a site where active short-term (<25 years) adaptation and management are required or likely to be required.

Where applicable, it is expected that this study will draw on existing coastal monitoring information and the outcomes of existing Coastal Hazard Risk Management and Adaptation Planning (CHRMAP).

This standard scope is only a guide and should be tailored to meet the individual needs of the user.

Additional Information

This scope of works document should be read in conjunction with the following documents:

- WA Coastal Zone Strategy
<https://www.planning.wa.gov.au/10223.aspx>
- State Coastal Planning Policy (SPP 2.6)
https://www.planning.wa.gov.au/dop_pub_pdf/SPP2.6_Policy.pdf
- SPP 2.6 Guidelines
https://www.planning.wa.gov.au/dop_pub_pdf/State_Planning_Policy_No__2_6_State_Coastal_Planning_Policy_Guidelines.pdf
- CHRMAP Guidelines
https://www.planning.wa.gov.au/dop_pub_pdf/CHRMAP_Guidelines.pdf

Is a local scale assessment right for you?

Coastal hazard assessment can be undertaken at a variety of scales, dependent on their purpose and the level of definition required. In Western Australia the three scales typically considered in planning are regional, district and local. These scales exist on a spectrum and are not separated by exact boundaries. The selection of a scale is usually driven by the size of the study area and timescales

of hazard management. Descriptive information about the three scales and their component features is illustrated in Figure 1 and presented in Table 1. Local scale assessments focus on relatively small areas and shorter-timeframes (<25 years) and are for coastal management purposes. A local scale assessment usually needs to be supported by more extensive/detailed data collection and analysis, which allows for a higher resolution assessment.

A coastal hazard assessment undertaken at a local scale is frequently used to:

1. provide a quantified understanding of the critical coastal processes that shape the beaches and coastline
2. predict the erosion and inundation extents using the available best coastal engineering tools over small areas and short time periods
3. inform short-term (<25 years) implementation of adaptation options and management actions
4. understand present day emergency/reactive management requirements
5. support the refinement of adaptation options at an individual asset scale
6. refine short-term (<25 years) trigger points for adaptation

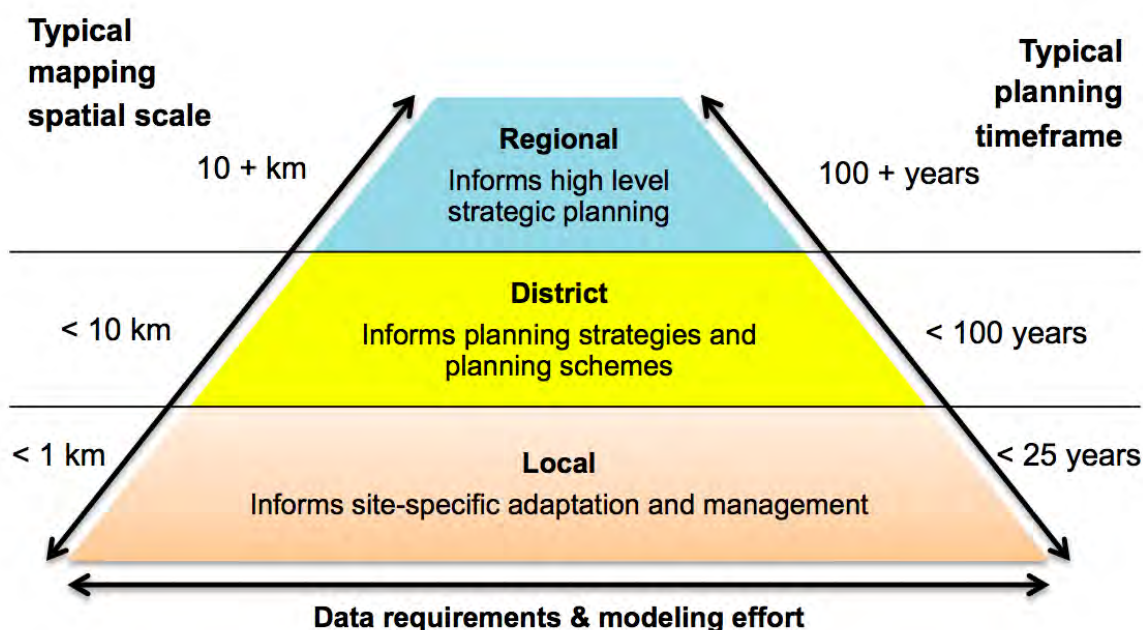


Figure 1. Coastal Hazard Assessment Scales (Adapted from Barnes 2017)

Do I have enough data for a local coastal hazard assessment?

This consultancy scope of work is for a local scale coastal hazard assessment. Mapping at the local scale has increased data and modelling requirements relative to larger scales. Access to sufficient data is essential for the success of the study. The typical datasets requirements for local scale assessment can be found in Table 1.

If insufficient data is available to undertake this assessment it will be necessary to first prepare and undertake a Coastal Monitoring Action Plan (CMAP). Where some monitoring data is available and you are unsure what further data may be required, an option is to only undertake Task 1 (review of available information & knowledge summary) and Task 2 (develop conceptual model of driving coastal processes) of this consultancy scope of works in order to gain a better understanding of the study area, available data/information and critical processes. This should help identify any critical data gaps and inform monitoring requirements.

How does a local coastal hazard study link with a CHRMAP?

A local coastal hazard assessment is typically undertaken for areas with assets that are likely to be impacted by erosion and/or inundation and where management action or adaptation is required within the 25 years' timeframe.

The SPP 2.6 methodology, which includes storm erosion from a potential 1 in 100 year storm event (S1), historical erosion trends (S2), sea level rise of 0.9 m by 2110 (S3) and a safety factor of 0.2 m per year is considered necessary and reasonable in identifying appropriate coastal process allowances for 100 year planning purposes. This method, however, is not ideal where a high-resolution engineering assessment of the most likely shoreline position is required for the purpose of developing practical coastal adaptation options and management within the shorter 25 years timeframe.

This scope of works is focused on the short-term (<25 years). If a local hazard assessment is being undertaken for a proposed development or to form part of a CHRMAP the scope of works will need to be expanded to align with the aim/objectives/purpose of the CHRMAP and include a 100 year timeframe undertaken in accordance with the requirements of SPP 2.6.

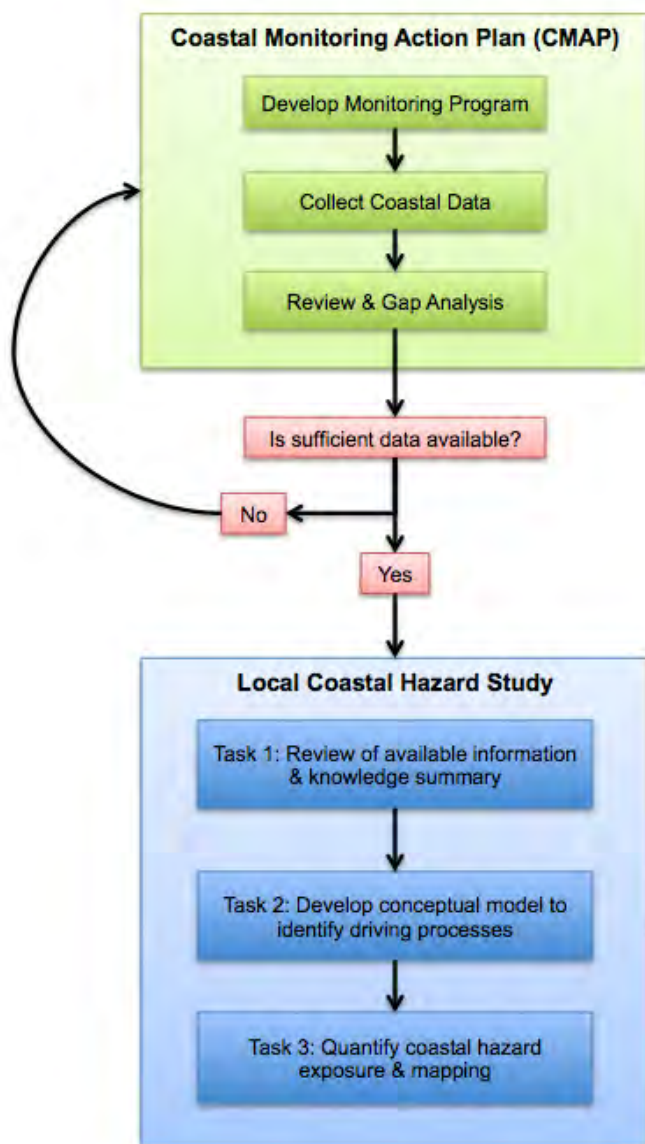


Figure 2. Links between CMAP and local coastal hazard assessment

Table 1. Coastal Hazard Assessment Scales (Adapted from Barnes 2017)

Assessment scale	Typical study area size and features	Typical datasets requirements	Typical scope and methods used	Examples of hazard assessment scale
Regional	<p>Large area (typically > 10 km) – study area would cover a primary sediment cell or relevant local government area, whichever is larger.</p> <p>Mapping resolution approximately hundreds of metres.</p>	<p>Large scale datasets collected for multiple-purpose use.</p> <p>E.g. terrestrial topography, nautical charts, regional geology maps, off-shore wave buoys, regional tide gauges</p>	<p>Representative analysis for study area at a small number of sites for some variables. Produces mapping for high-level strategic planning.</p> <p>Existing analysis utilised where available. Simplistic numerical modelling e.g. 2D cross-shore erosion models.</p>	<p>Peron Naturalise Partnership (PNP) coastal vulnerability and flexible adaptation options project; Shire of Broome Coastal Vulnerability Study.</p>
District	<p>Medium area (typically 1 to 10 km) – study area would usually cover multiple suburbs, a small local government authority or section of a large local government authority.</p> <p>Mapping resolution approximately tens of metres.</p>	<p>Datasets for regional assessments as well as specific local area datasets.</p> <p>E.g. periodic beach survey, local waves/ water level/current recordings (AWAC or ADCP), local wind recordings, Lidar, photo monitoring.</p>	<p>Produces mapping of vulnerable areas for localised planning strategies, changes to planning schemes etc.</p> <p>Increased resolution of analysis compared to regional assessments – perhaps the same number of sites for a much smaller length of coast. New analysis of available data undertaken. Increased metocean condition and sediment transport modelling, e.g. planform shoreline evolution modelling.</p>	<p>Shire of Broome Townsite CHRMAP project, Shire of Esperance Coastal Hazard Adaptation Study.</p>
Local	<p>Small area (typically < 1 km) – study area would cover several streets up to a suburb scale – a particular beach, tertiary sediment cell, individual lot for development, local erosion hotspot.</p> <p>Mapping resolution of metres.</p>	<p>Datasets for district assessments as well as highly-detailed local datasets.</p> <p>E.g. repeated hydrographic survey and metocean data collection at the study area, local geotechnical assessment.</p>	<p>Mapping to inform site-specific adaption options, often for existing key assets.</p> <p>High-resolution of all key datasets for the study area, often with different methods. Detailed numerical modelling, calibrated and validated, with results actively compared to empirical findings. Detail sufficient for subsequent option selection and potentially preliminary design of options.</p>	<p>Quinns Beach Long-term Coastal Management Project, Yanchep SLSC CHRMAP project.</p>

Consultants Brief

Project Title

Date



Formatting Key

Within this scope of works document the following colour coding has been used to distinguish between text:

black text – content that is recommended to be used as-is

[red text in square brackets] – guidance notes for the user, to be deleted prior to seeking quotes/tenders

blue text in italics – example text to be edited by the user prior to seeking quotes/tenders

Introduction

Aim

[One or two sentences explaining the overall project aim.]

To complete a **local coastal hazard** assessment for the study area, in order to predict the potential exposure to coastal hazards for different likelihoods at a local scale over the next 25 years.

Objectives

[Bullet points outlining what the work is being undertaken for.]

The objectives of this study are to:

- understand the critical coastal processes shaping the study area
- quantify the influence of coastal features, existing structures and previous management actions
- develop a site specific, quantified sediment transport conceptual model and sediment budget for the study area
- predict how the coastline may change for each project timeframe using the best available information.
- understand the likelihood of assets within the coastal zone being exposed to coastal hazards at each project timeframe
- prepare hazard maps for different likelihood scenarios at each project timeframe.

Purpose

[A few sentences which explain why the assessment is needed.]

The purpose of this study is to:

- inform short-term (<25 years) risk management and adaptation planning of the shoreline
- inform short-term (<25 years) management of the shoreline
- assist in the refinement of adaption options and management actions
- inform present day emergency/reactive management
- inform short-term (<25 years) adaptation/management triggers and monitoring requirements.

Outcomes

[A few sentences which explain the results of the work – what will be produced.]

A coastal hazard assessment using the best available information provides a conceptual model of coastal sediment transport pathways, and quantified sediment transport budget, as well as predicted coastline responses to different coastal process scenarios within the study area. Coastal hazard maps depicting the current and future extent of land exposed to erosion and inundation. An accompanying report summarising the method, findings, recommendations and other relevant information.

Project Background

[Client to summarise the following information about the project to help inform the context of the hazard assessment:

- key issues of concern - e.g. concerns about particular assets, previous or current problems associated with coastal erosion or inundation
- other key drivers of the project e.g. development plans for the foreshore
- local community's relationship with the coast: concerns, reactions, coastal values, main users and uses
- historical information about data collection and monitoring; and active management such as sand nourishment and construction of protection structures]

Example text:

The study area has a history of coastal management activities including the construction of beach groynes and regular sand nourishment. The City works to address the impacts of both coastal erosion and inundation through ongoing data collection and analysis, specialist investigations and active management.

The City is particularly concerned about the key assets of the skate park and recreational centre located in close proximity to the beach. These assets are highly valued by the community and draw users from a broad area. The local community commonly use the beach for active recreation (swimming, walking etc.) but the foreshore parks are also very popular with people who want to be near the beach and ocean, but are happy to appreciate it from a distance.

In 2011 winter storms caused significant erosion leading to the construction of a seawall and the establishment of a monitoring program which includes wave and current measurements since 2013. The City is also actively engaged with the community and has been undertaking photo-monitoring at key locations since 2015.

The City is adopting a risk management and adaptation planning approach to deal with the adverse impacts of coastal hazards and requires coastal hazard maps as part of the CHRMAP process. Comprehensive local understanding of both the present and future impacts of coastal hazards will assist with planning and management of the study area in the present and into the future.

Study Area

[Client to write a few paragraphs for this section, providing notes on important aspects of the study area. Client to include the following information about the study area:

extent of coast – including length, names of end points, aerial photo depicting study area

significant natural coastal features/assets including large bays, points, inlets, cliffs, sand banks, reefs]

The study area is described below and should be considered in the context of any available sediment cell and coastal compartment information from the Department of Transport (DoT). The hierarchy of cells and compartments assists with coastal planning and management as they are natural management units. This scope shall focus on the study area identified but also consider the coastal processes within the context of the sediment cell/ coastal compartment frameworks.

- Available sediment cell/ coastal compartment reports

<http://www.transport.wa.gov.au/imagery/coastal-erosion-and-stability.asp>

If the study area has discrete sections of coast which behave differently to each other it may be necessary to split these into coastal sectors for the purposes of this consultancy.

Example text:

The City manages approximately XX kms of ocean coastline which is the subject of this consultancy project. Figure XX depicts the study area.

Insert Study Area Figure

Figure XX. Study Area

Hazard assessment timeframes

[The selection of appropriate timeframes is critical to the success of the project. Different coastal land uses and development have differing objectives and timeframes of interest. Day-to-day managers of facilities may focus on the next several years, whilst planning may have a focus from several decades out to 100 + years. Engineering design for coastal management and maritime infrastructure is often in between these timeframes, looking at design life of a few years to a few decades (after Eliot 2016).

Timeframes should be selected to inform management requirements and be tailored to the individual user's requirements. For a local hazard assessment, it is recommended 25 years be selected as the maximum timeframe. This is considered the reasonable maximum for which higher resolution predictions can be made using numerical modelling. It is also the timeframe commonly selected for the design of coastal protection structures.]

Note, it is mandatory to consider longer-term planning (100 years) in preparing a CHRMAP in accordance with the requirements of SPP 2.6, this has not been included as part of this scope.]

The purpose of this local coastal hazard assessment is to focus on the changes to the coast which are expected to occur in the short-term (<25 years) to inform the short-term implementation of adaptation options and management actions. Proposed timeframes are presented in Table 2.

Example text:

The present-day timeframe is considered very useful to set the context of the other timeframes and is immediately useful for day to day coastal management tasks. The 25 year timeframe has been selected as it aligns with the typical design life of coastal management structures. The 5 year and 10 year timeframes were selected to provide information between the other timeframes, with a focus on providing more information at shorter timeframes for management purposes.

Table 2. Timeframes for Coastal Hazard Assessment

Timeframe	Year
Present day	2018
Present day plus 5 years	2023
Present day plus 10 years	2028
Present day plus 25 years	2043

Tasks

[The tasks within this section focus on the evaluation of the exposure to the coastal hazards of erosion and inundation. If other site-specific hazards exist (e.g. sand dune migration, instability of a tidal creek entrance, coastal cliff stability and risk of rock falls) these should be added in as secondary/additional concerns on a case by case basis if they are relevant to the study area.]

The following tasks are required to complete a coastal hazard assessment in order to identify the potential coastal hazard exposure within the study area. The term coastal hazard refers to the consequences of coastal processes that affect the environment and safety of people. Potential coastal hazards include erosion, accretion and inundation. Coastal erosion and coastal inundation are the two key hazards to be considered in this scope.

- Task 1: Review of available information & knowledge summary (includes field inspection)
- Task 2: Develop conceptual model of driving coastal processes
- Task 3: Quantify coastal hazard exposure and mapping

Task 1: Review of available information & knowledge summary

[In most locations there is already a significant amount of data and information available to help inform a local hazard assessment. Where possible these should be listed in this section and referenced in appendixes. Recommended appendixes are included at the end of this document.]

It is expected that this study will take into consideration and build on previous data collection and studies/reports covering the study area. Recommended datasets and information to be considered are listed in Appendix 1. Key datasets and reports specific to the study area are identified in Appendixes 2 and 3. This may not be an extensive list and it is expected that the Consultant will undertake a thorough search of available data and information. If datasets/information are not available online contact the custodian directly for access.

Level of detail required

[Detail the level of analysis and reporting required for this Task.]

The level of review and analysis shall be sufficient to inform the subsequent Tasks 2 and 3. The review should be focused on the most relevant data and information. Relevant datasets and information shall be briefly summarised to describe content, relevance to the current study and any missing information or critical knowledge gaps.

Where critical knowledge gaps are identified that may affect the success of the project the Consultant shall detail the additional work required to fill these gaps.

Field inspection

[A field inspection/site-visit is included to ensure the Consultant visits the study area and to provide a snapshot of its features, current condition and behaviour. It provides an opportunity for the Client and Consultant to meet and discuss any anecdotal information which may not be easily available/understood by reading reports and reviewing data etc.]

A field inspection/site-visit shall be undertaken to complement the desktop review, improve familiarity with the site and to assist in the characterisation of the local coastal processes. The information acquired is expected to help inform the identification of sections of the coast which show similar behaviour and provide a snap-shot of the current status of the coastal system. If the study area has discrete sections of coast which behave differently to each other it may be necessary to split these into coastal sectors for the purposes of this consultancy.

The Client shall be invited to attend the inspection and may be able to provide further details on key coastal issues, observations and site history etc. The inspection shall include the following:

1. complete walk-through and photography of study area and compilation of detailed field notes.
2. inspection of key coastal features (including erosion scarps, inundation debris marks and indications of accretion if available) to identify their stability and processes which influence it. This information will help determine sectors for hazard assessment, inform development of a conceptual model of coastal processes, identify driving features, and assist in classifying the coastal type.
3. high-level inspection of existing coastal structures, noting their locations, dimensions, condition, construction material and remaining life. Any observable, or potential, influences of structures on local coastal processes and the adjacent coastline shall be recorded (e.g. indicators of sediment transport magnitude and direction).
4. summary of any significant rock cliffs or outcrops which may influence local sediment transport. Basic GPS mapping of rock should be undertaken to compare to desktop review, and/or to inform subsequent data collection.

Review of geotechnical data

[The presence of rock can be an important factor for determining the exposure to coastal hazards on a local scale. However, many areas lack accurate information about the location and characteristics of rock (both exposed cliffs, rock outcrops, and as substrate below sand dunes). For geotechnical data to be able to be incorporated into, and affect, a coastal hazard assessment it needs to be of sufficient detail to determine the characteristics of the rock feature(s) - in particular its continuity and elevation.]

For geotechnical data to be able to be incorporated into, and affect, a coastal hazard assessment it needs to be of sufficient detail to determine the characteristics of the rock feature(s) - in particular its continuity and elevation, in accordance with SPP2.6. The location and nature of rock observed during the field inspection should be reviewed against any existing geotechnical data/information available for the coast in the study in order to determine the influence of rock within the study area.

Additional data gathering [Provisional]

[It is important that appropriate searching of metadata has been undertaken to ensure duplication of data is not undertaken. Where possible this work should be undertaken by the Client before issuing the scope of works or included in this scope of works, so that any specific requirements for data collection can be included here. For example, where a shoreline is identified as rocky, however, limited geotechnical information exists it may be beneficial to add in the collection of geotechnical information as part of this scope. Recommended work for a rocky coast is included in Appendix 4.]

Following review of the available data and information if critical data does not exist it may be necessary to collect data as part of this scope of works. It is important that appropriate searching of metadata has been undertaken to ensure duplicate data is not collected.

Should critical data gaps be identified, a costed proposal (provisional item to accompany Project Execution Plan) is to be submitted to the Client to fill the gap. The proposal should identify how increased confidence (from improved data) could result in different mapping outputs, and summarise the risks/benefits/financial justification for the proposed scope.

Task 2: Develop conceptual model of key coastal processes

[The information from the field inspection and review of existing information should lead to the identification of the most important features and processes that need to be taken into consideration in the erosion and inundation assessment. Requires consideration of geomorphology.]

Based on the review of available information and field inspection (Task 1) the Consultant shall develop a conceptual model of the key coastal processes shaping the study area. The key purpose of the conceptual model will be to:

- provide a general understanding of the coastal processes within the study area
- identify the sediment transport sources, sinks, pathways, budget, and their seasonal and inter-annual variation in the study area
- inform the selection of appropriate numerical models for use in Task 3
- inform the selection of appropriate modelling scenarios to represent different likelihoods in Task 3

The conceptual model shall be presented as a figure (see example Figure 3) with an accompanying written description. The conceptual model shall detail the sediment sources, sinks and transport pathways, taking into consideration the following elements:

1. local geology and geomorphology of the study area
2. identification of existing coastal landforms and summary of their relative stability, typical behaviour and influence from local geomorphology or external processes. Landforms may include:
 - a. sandbanks, reefs, points, spits, bays, entrances and channels (including estuaries and inlets), islands
 - b. sand dunes
 - c. foreshores created from dredge spoil
 - d. naturally variable landforms such as cusped forelands
 - e. variable sediment transport factors likely to influence the shoreline position
 - f. coastal cliff stability and risk of rock falls
3. existing indicators of historical, modern and potential future behaviour (e.g. erosion, accretion, inundation)
4. review and discussion of sediment cell and coastal compartment mapping and reporting (if available for the study area)
5. detailed consideration of both alongshore and cross-shore processes
6. short-term storm erosion due to storm events
7. longer-term movement of sediment within, into and out of the study area including:
 - a. quantitative sediment budget
 - b. consideration of storm events and seasonal/annual variability in metocean weather and water levels
 - c. short to moderate term beach realignment (rotation)
 - d. longshore sediment transport gradients and their influence on erosion trends
 - e. identification of underlying recession or accretion trends due to sediment deficit or surplus
 - f. erosion due to influence of artificial structures
 - g. local instability due to present landforms
 - h. instability due to external processes (e.g. sediment supply)

8. any current or previous management actions (e.g. seawall, groyne, sand bypassing or nourishment)
9. identification of artificial structures that cannot withstand erosion (e.g. informal seawalls that may not tolerate erosion)
10. projected response of recession due to projected long-term water level variability (e.g. inter-annual tidal cycles and projected sea level rise)

The conceptual model shall identify the main parameters/processes likely to cause coastal erosion and inundation for the study area (by sector if appropriate). The relative importance and sensitivity of these processes shall be determined, and presented, so that the most important processes can be focussed on when quantifying the hazard exposure for the study area in Task 3 below.

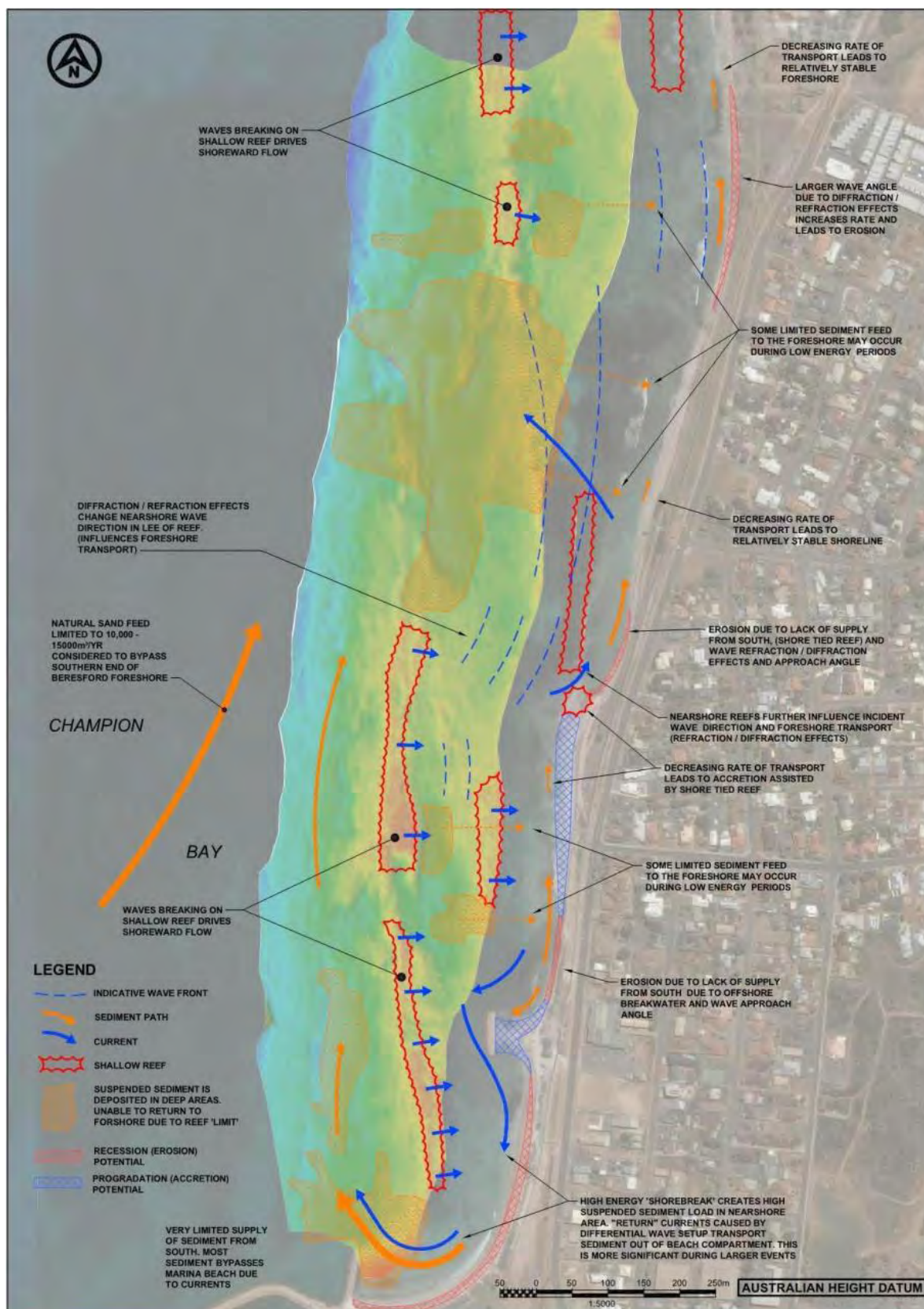


Figure 3. Example figure - conceptual model of driving processes (RHDHV 2016)

Hold Point

Prior to undertaking Task 3 the Consultant will update the Project Execution Plan, detailing the recommended methodology for Task 3 including numerical model selection and scenario selection, see Deliverables. Client approval of the Project Execution Plan is required prior to the commencement of Task 3.

Task 3: Quantify coastal hazard exposure and mapping

[The purpose of this Task is to understand the current local exposure to erosion and inundation and how they may change over time]

The purpose of this task is to predict the changes in the shoreline for a range of likelihood scenarios at each of the project timeframes (*present day, 5 years, 10 years and 25 years*).

Existing Controls

[It is necessary to state what assumptions should be made around existing coastal controls (e.g. artificial coastal protection structures like groynes and seawalls, and; ongoing management actions like sand nourishment or excavation). Should these be assumed to continue as-is for the short-term. In particular this applies to existing coastal protection structures. It should be assumed they will be maintained to their current condition or allowed to deteriorate.]

The modelling undertaken within this section must incorporate the influence of any existing coastal protection structures and management within the study area. Any assumptions made about the structures shall be clearly presented within the reporting.

Example text:

Existing coastal protection structures shall be assumed to be maintained to their existing condition over the assessment period. Any routine active management currently undertaken (e.g. sand nourishment, sand bypassing/backpassing) can be assumed to continue unless there are reasons to suspect a significant change to the current management approach.

Assessment Likelihoods

[A suggested likelihood scale, based on AS 5334-2013 (Standards Australia, 2013) "Climate change adaptation for settlements and infrastructure – a risk based approach" is provided. It is important for the Client to review the suggested scale and make sure it is consistent with any existing risk management frameworks for their organisation.

If this hazard assessment is to be used to support a CHRMAP the selection of likelihood scales and descriptions for hazard assessment needs to be carefully considered as it will drive the outputs for the rest of CHRMAP process.

For simplicity it is recommended that the risk scale be limited to three levels - "likely", "possible" and "unlikely"]

The Consultant shall recommend modelling scenarios consistent with the likelihood scale of AS 5334-2013 "*Climate change adaptation for settlements and infrastructure – a risk based approach*", (Standards Australia, 2013) presented in Table 3. For simplicity, it is suggested this be limited to the three levels of likelihood - "likely", "possible" and "unlikely", which are to be determined for each of the project timeframes.

Selection of the likelihood scenarios shall be based on the work undertaken in Tasks 1 and 2 and represent the uncertainty associated with the critical driving parameters identified in the conceptual process model. The scenario selection may include a combination of critical driving parameters. Scenario selection shall be undertaken by the Consultant with the justification clearly presented in the reporting. Appropriate data analysis and hindcasting shall be undertaken of available datasets as required to inform scenario selection.

Examples of critical driving parameters which may influence the exposure to coastal hazards are:

- inter-annual variation in storm intensity and number of storms
- changes in wave energy transferring over reef structures
- changes in onshore sediment feeds
- inter-annual variation in mean wave direction
- inter-annual variation in mean sea level

Table 3. Descriptive hazard likelihood ratings (after Standards Australia, 2013)

Rating	Descriptor	Recurrent or event risks	Long term risks	Notes
Likely	May arise about once per year	Has happened at least once in the past year and in each of the previous 5 years or May arise about once per year	Has a 60–90% chance of occurring in the identified time period if the risk is not mitigated	Represents an approach with low conservatism. E.g. using a year of metocean data which has lower than average water levels and wave heights to drive a sediment transport model.
Possible	Maybe a couple of times in a generation	Has happened during the past 5 years but not in every year or May arise once in 25 years	Has a 40–60% chance of occurring in the identified time period if the risk is not mitigated	Represents best estimate prediction of hazards.
Unlikely	Maybe once in a generation	May have occurred once in the last 5 years or May arise once in 25 to 50 years	Has a 10–30% chance of occurring in the future if the risk is not mitigated	Represents a conservative approach. E.g. using a year of metocean data which has higher than average water levels and wave heights to drive a sediment transport model.

Model Selection

[The model selection will be dependent on the outcomes of Task 2 and the key coastal processes shaping the study area. As these will be unknown at the time of tendering/quoting, it will be necessary for the Consultant to propose a range of modelling capabilities.]

The Client is seeking the use of best practice modelling techniques most suited to representing the modelling scenarios developed for the project. It is acknowledged that there are a wide variety of models available which may be used to predict the exposure to coastal hazards. Preference will be given to process based numerical models over empirical models. (Although it may be useful to compare the results from numerical models with empirical methods.)

As the modelling scenarios are yet to be determined the Consultant shall propose a range of models capable of representing the following processes within their response to this Scope:

- waves
- hydrodynamics/currents
- sediment transport (long shore and cross shore)
- inundation (including wave run-up and overtopping)

Commonly used process-based numerical models include:

- Delft3D (<https://www.deltares.nl/en/software/delft3d-4-suite/>) coupled with the wave model SWAN (<http://www.swan.tudelft.nl/>)
- UNIBEST (<https://www.deltares.nl/en/software/unibest-cl/>)
- SBEACH (<http://www.veritechinc.com/products/cedas/cedas-details>)
- XBeach (<http://oss.deltares.nl/web/xbeach/>)
- Mike21 (<https://www.mikepoweredbydhi.com/products/mike-21>)

Model Calibration

[It is very important for calibration and validation to be undertaken by the Consultant using local data. This is a key feature of this scale of assessment to improve the confidence of the results.]

All models shall be calibrated and validated to locally recorded datasets. Reporting should include calibration information with validation examples. The resolution of all models shall be appropriate to represent all key features and processes within the study area.

Model Outcomes

The outcomes of the numerical modelling study should include:

- Simulated cross shore and longshore sediment transport and shoreline evolution during storm conditions and over typical summer and winter weather patterns, and; the identification of sediment sources, sinks, pathways and vulnerable areas for focus in subsequent stages of the study
- Simulated extreme events to identify design metocean conditions for the study area.

The Consultant shall provide details of the proposed modelling package(s) necessary to achieve the desired outcomes within their response to this Scope.

Mapping of modelling results

[A description of the hazard characteristics expected to be produced from the method is provided to guide preparation of hazard maps. Further detail around the expected format of the maps is provided in the “Deliverables” section.]

Model results shall be presented as maps clearly showing the extent and magnitude of the erosion and inundation hazard for each timeframe and likelihood scenario. Maps shall be included within the report and also be provided in digital formats.

Best estimates of shoreline position shall be presented for each timeframe and likelihood scenario considered. For each map the details of what the shoreline represents shall be clearly explained (e.g. mean sea level or a defined high-water mark).

The inundation hazard shall be presented from a perspective of public safety and infrastructure risk and depict hazard areas defined by:

1. spatial extent
2. depth – including discussion on relative hazard e.g. high hazard areas having depths greater than 1m, and medium hazard areas having depths less than 1m etc. (after Local Government Association of Queensland and the Department of Environment and Heritage Protection, 2016)
3. duration
4. velocity
5. “depth x velocity” tolerability shall be identified for public safety and infrastructure, e.g. $D \times V > 1$ m²/s poses a significant threat to adults, while $D \times V > 2$ m²/s poses a significant threat to buildings and infrastructure (after Local Government Association of Queensland and the Department of Environment and Heritage Protection, 2016)

Refinement of conceptual model

[It is important that the Consultant provides updated reporting and summarises what is understood about the study area after the completion of the detailed study and modelling. This information, along with the hazard maps, is the key result of undertaking a local coastal hazard assessment.]

Following the application of modelling, and associated comparisons, interpretation and mapping of results it is expected that the Consultant will have gained an advanced understanding of the study area. This may identify subtle differences in the system which were not included in, or differ from, the conceptual model prepared for Task 2. The conceptual model developed in Task 2 shall be updated as required to reflect any improvements in the understanding of the behaviour of the study area. In particular, any new information about the quantities of the sediment budget shall be presented.

Monitoring requirements

Based on the results from the modelling the Consultant shall recommend any ongoing monitoring requirements to inform future short-term (<25 years) management.

Deliverables

Project execution plan

[Succinct plan to be provided soon after project award which clarifies the methodology and details milestones, tasks, deliverables and timeframes associated with project components.]

Within one week of project commencement the Consultant shall prepare a project execution plan. The purpose of the project execution plan shall be to confirm the common understanding of the scope, agreement on the details of the methodology, project schedule and milestones. The project execution plan shall include:

- project methodology
- project schedule indicating key milestones

Updated project execution plan

[Provides an opportunity for the Consultant and Client to confirm the scope and deliverables after the Consultant has had time to review desktop information and critical coastal processes (Tasks 1 and 2). It will only be at this stage that the methodology can be finalised, as previous tasks are needed to inform conceptual model and ensure driving process are being captured in method.]

Following completion of Task 2 the Consultant shall revise and re-submit the project execution plan covering the remaining stage of the project. The plan shall further clarify the Consultant's methodology following identification of the driving processes for the study area and shall provide updated details on timeframes, milestones, tasks and deliverables associated with all components of the project. It is recommended that DoT be consulted in the development of the modelling scenarios.

This plan should be brief and submitted following completion of Task 2. The plan will:

1. identify the need for any additional data collection
2. recommended methodology for Task 3 including numerical model selection and scenario selection
3. identify any changes to method proposed in tender/quote
4. identify any proposed changes to the project schedule to account for refinement to the methodology or additional data collection

Reports

[Description of report style and content required, along with more detail around the expectations of the presentation/discussion of the technical content. Report is to include appendices of relevant technical info i.e. PSD test results, model reports etc.]

A single technical report shall be produced which summarises the method undertaken and key findings. Although reference will be made to previous projects, all relevant figures, data, discussion and conclusions shall be incorporated in the report. The reports shall be of a professional standard.

The report shall address the scope and objectives and include, but may not be limited to, the following:

1. summary of historical information and studies undertaken to date
2. summary and analysis of relevant coastal zone data
3. summary of coastal processes based on existing information and data
4. conceptual model of driving processes
5. description of numerical modelling packages used

6. model calibration and validation plots and full details illustrating that the model can - represent existing conditions to an acceptable level; reproduce historical extreme events, and; represent long-term change to the study area's geomorphology over the required scenarios
7. summary of coastal process information identified by numerical modelling, as a refined conceptual model
8. summary of methods used to analyse data and inform mapping inputs - with justifications provided.
9. coastal hazard maps for hazard assessment timeframes and likelihoods
10. recommendations for changes to management and/or monitoring approach
11. list of references
12. electronic submission of draft and final reports in MS Word and PDF format

Draft versions of the report shall be submitted for review by the Client. The final version must address Client comments.

Hazard Maps

[Paragraph describing the resolution, scale, datums and features of maps required, and the need for PDFs and map/drawing format - need to provide shape files, or similar, of key deliverables such as hazard lines/ areas.]

The coastal hazard maps shall be created in high resolution format at an appropriate scale and show cadastre, street names, scale, legend, north point and aerial imagery. Mapping information is to be provided in standard geospatial output formats such as .shp, .kml or .kmz files. The inundation maps should include the information on flood depth over the submerged land area and maximum current velocity over the land. The coastal hazard maps shall be submitted as an Appendix separate to the report in PDF format.

Other Data generated

[Client to add any specific data format requirements]

A copy of all data produced during the project shall be supplied to the Client in standard formats. All model input and output data are to be provided to the Client in native form.

Meetings, Presentations and Project Management

[Bullet points of minimum meetings and project management requirements have been included]

As a minimum, the Consultant shall allow for the following meetings, presentations and project management:

1. project initiation meeting at Client's office within first week following project award. The date of the field inspection shall be decided and project execution plan shall be provided
2. progress meeting at Client's office to present the draft completion of Tasks 1 and 2, and updated project execution plan with the recommended methodology for Task 3
3. progress meeting at Client's office to present draft completion of Task 3
4. final presentation at Client's office; and submission of final draft report and mapping
5. project progress phone calls – fortnightly
6. project progress emails – fortnightly (alternate weeks to phone calls)
7. other meetings anticipated by the Consultant

Timeframes

Timeline

[Prompt for Client to describe best estimate timeline.]

It is anticipated this Scope shall be completed in *XX weeks* - from the date of award to the submission of final deliverables.

Milestones

[Include table for Client to edit with key project milestones identified.]

Table 4 below lists proposed project milestones. These shall be confirmed with the Consultant during project planning and the initiation meeting.

Table 4. Project milestones and estimated timing.

Milestone	Timing
Project Initiation	
Submission of project execution plan	<i>Week 1</i>
Project initiation meeting	<i>XX</i>
Task 1	<i>XX</i>
Task 2	<i>XX</i>
Progress meeting to present draft Task 1 & 2 reporting & updated project execution plan	<i>XX</i>
HOLD POINT: approval to proceed based on updated project execution plan	
Task 3	<i>XX</i>
Progress meeting to present draft Task 3 reporting	<i>XX</i>
Presentation meeting and submission of draft final report & mapping	
Final Report Submission	<i>XX</i>

Selection Criteria

[Example criteria and sub-criteria have been provided as a starting point for drafting selection criteria.]

Please provide a response which addresses the following selection criteria:

Example text:

1. *DEMONSTRATED UNDERSTANDING OF PROJECT SCOPE AND PROPOSED APPROACH AND METHODOLOGY*
 - a. *provide a detailed proposed methodology for completing the scope and undertaking the main tasks*
 - b. *provide details of the specific techniques and proposed modelling package/s and scenarios to be used to complete the scope*
 - c. *outline your appreciation and understanding of the project, including key research areas and deliverables*
 - d. *demonstrated knowledge of the oceanography, geology and geomorphology at the study area*
 - e. *identify and provide the risks and challenges associated with the scope and how they will be overcome and the key outcomes expected from the project*
 - f. *provide a detailed program of work including milestones, timeframes and details of the nominated personnel. Provide a Gantt chart to indicate critical dates for the delivery of each stage of the project*

1. *EXPERIENCE AND CAPABILITY OF THE ORGANISATION*

- a. *provide recent relevant examples of projects similar to the requirements of this contract including previous experience with coastal processes assessments, numerical modelling (specifically sediment transport modelling) and design of coastal structures*
- b. *describe your experience in undertaking similar or related projects*
- c. *provide details of any significant issues that arose during the delivery of the project(s) and how these were managed*
- d. *demonstrate competency and proven track record of achieving successful outcomes within an agreed timeframe on tasks related to the project*
- e. *provide some brief background information about yourself covering company history, company size, current client list, professional associations*
- f. *references - identify organisations, contact names and telephone numbers for which contracts of a similar nature are being carried out or have been successfully completed. These references may be used to verify claims of relevant experience and performance. You should ensure that your nominated referees are willing to provide information*

2. *EXPERIENCE AND CAPABILITY OF NOMINATED PERSONNEL*

- a. *identify all personnel nominated including any back-up personnel and their role/s to undertake the scope*
- b. *provide details of the relevant skills, knowledge and experience of the key personnel proposed to work on the project, with particular emphasis on experience of relevance to this project*
- c. *provide current copies of the nominated personnel's CV's*

References

1. Evocoast (2018). Local Coastal Hazard Assessment – Generic Scope. Prepared by Evocoast through Advisian for Department of Transport Western Australia.
2. Standards Australia 2013. AS 5334-2013 - Climate change adaptation for settlements and infrastructure - A risk based approach. ISBN 978 1 74342 480 3, Sydney, NSW.
3. RHDHV (2016) Prepared by Royal HaskoningDHV for the City of Greater Geraldton, <https://www.cgg.wa.gov.au/Profiles/cgg/Assets/ClientData/Documents/Infrastructure/ChampionBayCoastalProcesses.jpg> (accessed 1-Dec-2017)
4. Barnes, M. 2017: How to Choose an Appropriate Coastal Hazard Mapping Spatial Scale. Report prepared by BMT WBM for CoastAdapt. National Climate Change Adaptation Research Facility, Gold Coast.
5. Eliot, M., 2016: Coastal sediments, beaches and other soft shores. CoastAdapt Information Manual 8, National Climate Change Adaptation Research Facility, Gold Coast.
6. Local Government Association of Queensland and the Department of Environment and Heritage Protection, 2016. Developing a Coastal Hazard Adaptation Strategy: Minimum Standards and Guideline for Queensland Local Governments.

Document Title: Local Coastal Hazard Assessment – Generic Scope

Client: Department of Transport (through Advisian - Worley Parsons group)

Document Number: EVO-AWP-DOT-01-R-01

Revision: 1

Revision Description: Final

Issued: 15 February 2018

Author: Karl Ilich

Reviewer: Charlie Bicknell

Approver: Charlie Bicknell



Appendix 1 - Recommended datasets and information

[List of recommended datasets and information provided as guidance to help inform the Client and Consultant about what additional data/information is likely to be required for the hazard assessment. If any are not available a separate monitoring or data gathering project could be undertaken before issuing this coastal hazard assessment scope. Alternatively, it may be possible to detail specific data gathering tasks as part of this hazard assessment scope – see “Data gathering” listed as a provisional item. This scope also requires consultants to familiarise themselves with the available data and consider the need for any additional data gathering.]

Table A-1 below provides further detail on recommended datasets for local coastal hazard assessment (after Barnes 2017). Initial metadata searches should be undertaken using the SLIP Marine Map at <https://maps.slip.wa.gov.au/Marine/app>. A number of datasets and studies are held by the Department of Transport and the Department of Planning Lands & Heritage (DPLH). For further information on the available data and studies please visit:

- <https://maps.slip.wa.gov.au/Marine/app>
- <https://www.transport.wa.gov.au/imagery/coastal-data-and-charts.asp>
- <http://www.transport.wa.gov.au/imagery/coastal-erosion-and-stability.asp>
- <https://www.planning.wa.gov.au/674.aspx>

Please note many DoT oceanographic data sets may be accessed using the self-service system following the links:

- https://s3-ap-southeast-2.amazonaws.com/transport.wa/Tide_Packet/TideStations.kml
- https://s3-ap-southeast-2.amazonaws.com/transport.wa/WAVERIDER_DEPLOYMENTS/WaveStations.kml

Copy the links above to a web browser other than the default Windows Internet Explorer - Firefox and Chrome should be fine. A KML file will be automatically downloaded after you hit ‘Enter’, and then you can double click the file to open in Google Earth. Please ensure you have Google Earth installed on your computer. Links within the KML file can be used to directly download metadata and data files.

DoT recommends that you download the KML using the link above every time you want to obtain data. Once the KML is downloaded, it is static. However, DoT add new data and update the KML file regularly. Updates will only be visible on the newer KML file.

If datasets/information are not available online contact the custodian directly for access.

Table A-1. Recommended datasets and information, and notes on relevant sources and custodians.

Item	Sources / Custodians
Regional scale coastal geology (e.g. geological maps)	Geological Survey of Western Australia
Detailed coastal geology and local geotechnical survey data and mapping (e.g. site investigation reports) and any associated datasets (such as boreholes, cone penetrometer test results, or data obtained from Multi-channel Analysis of Surface Waves (MASW) and/or Seismic Refraction methods)	Variable – no specific source
Sediment cell classification	DoT
Tidal recording	DoT
Time series of water levels	
Local tidal plane and water level information	
Local sea level rise projections	DoT
Design water level statistics	Variable – no specific source
Regional wave recordings	DoT
Local wave and current recordings	DoT
Design wave statistics	Variable – no specific source
Local wind and atmospheric pressure recordings	Bureau of Meteorology
Topographic land survey (e.g. LiDAR)	Landgate
Historical and present day regional bathymetry, and detailed nearshore bathymetry	DoT
Historical and present-day beach profile and survey data	DoT and Client
Aerial photography	Landgate
Photogrammetry analysis of shoreline and vegetation lines	DoT
Beach sediment sample and analysis	Variable – no specific source
Lower river water level and stream flow recordings	Department of Water
Design details (drawings, technical reports etc.) of the existing asset(s), coastal structures or proposed development	DoT and Client
Previous management actions (e.g. summary information about coastal works, modifications, sand nourishment. This information should be summarised as a coastal works timeline.)	Client
Design Storms for Western Australian Coastal Planning	DoT
Tropical Cyclones (2018)	https://www.transport.wa.gov.au/mediaFiles/marine/MAC_R_DesignStormsWACoastal-PlanTropCyclones.pdf

Appendix 2 - Data

[Example table for Client to complete to inform Consultant about key datasets they are aware of for the study area.]

Table A-2 below summarises key datasets for the study area. The list is not extensive and should be reviewed by the Consultant.

Table A-2. Available datasets for the study area.

Dataset	Custodian	Notes
<i>Example text:</i>	<i>Example text:</i>	<i>Example text:</i>
<i>Offshore wave data – Rottneest</i>	<i>DoT</i>	<i>In approximately 50m water depth. Directional data available since September 2004.</i>
<i>XX</i>	<i>XX</i>	<i>XX</i>

Appendix 3 – Information and studies

[Example table for Client to complete to inform Consultant about key information/studies they are aware of for the study area.]

Table A-3 below summarises key information and reports for the study area. The list is not extensive and should be reviewed by the Consultant.

Table A-3. Available information and studies for the study area.

Study	Description and Relevance
<i>Example text:</i>	<i>Example text:</i>
<i>2015</i>	<i>Study Area: Coast from Cape Naturaliste to Moore River</i>
<i>Coastal Sediment Cells for the Vlamingh Region between Cape Naturaliste and Moore River, Western Australia</i>	<i>Scope: To define sediment cell boundaries. Comments: Provides spatial context for coastal processes studies. Does not extend into the Peel Harvey Estuary.</i>
<i>Prepared by Seashore Engineering Pty Ltd and Geological Survey of Western Australia for the Department of Transport</i>	<i>Application to CHRMAP: Supporting information for a coastal hazard assessment and identification of shoreline management units.</i>
<i>XX</i>	<i>XX</i>

Appendix 4 – Collection of geotechnical data/information

[Where it is determined that the influence of rock is a key control on coastal processes, or is suspected to be, additional specialist geotechnical work is likely to be required. This Appendix summarises recommended work for a rocky coast, where the extent of rock is clear and the focus is on the characteristics of the rock to help estimate its future behaviour; and a mixed coast where the extent of rock is unclear and data collection is required to determine it.]

Detailed data collection of geotechnical/geophysical information is affordable along small sections of coast (i.e. hundreds of metres to a few kilometres) at locations where the presence of rock is observed or suspected, and is likely to significantly influence the local coastal processes.

Where there are large areas of exposed rock and the coastal behaviour is likely to be dominated by its presence (e.g. limestone coastal cliffs and granite headlands or significant rock outcrops) it is recommended that a geotechnical assessment of the shoreline stability is undertaken by a geotechnical engineer, engineering geologist or coastal geomorphologist. The geotechnical assessment shall include:

1. detailed visual inspection of the rock by a geotechnical engineer, engineering geologist or coastal geomorphologist.
2. accurate mapping of the location of continuous rock and/or rocky outcrops. Mapping could use the existing datasets such as LiDAR and aerial photography if available and be confirmed by field survey and inspection by a coastal or geotechnical specialist. The mapping should differentiate between offshore outcrops, shoreline outcrops and on-shore outcrops.
3. a summary of the geologic profile of the study area including likely future behaviour.
4. characterisation of the following information about the rock:
 - a. slope elevation
 - b. slope angle
 - c. durability
 - d. consistency
 - e. angle of bedding layers
 - f. thickness of bedding layers
5. categorisation of the rocky coast by geometry and geology, presented with chainage and a rating of susceptibility to erosion.
6. classification of the coast into three categories:
 - a. sections where future coastal erosion is not likely to be affected by the presence of rock. Coastal hazard mapping should assume the coast is sandy.
 - b. sections where the presence of rock is likely to significantly affect coastal processes. Coastal hazard mapping shall incorporate the expected influence of the rock.
 - c. sections where the coast is completely rocky (e.g. continuous cliff). Coastal hazard mapping shall only use predictions of the behaviour of the rock. The landward limit of the extent of coastal slope/

Where there is reason to assume significant buried rock is present, but the extent is unclear, it is recommended detailed data collection is undertaken. Typical data collection would include Cone Penetrometer Tests (CPT) combined with Multi-channel Analysis of Surface Waves (MASW) and/or Seismic Refraction, summarised below:

1. Cone Penetrometer Testing (CPT) – a standard geotechnical test for evaluating soil compaction. Provides approximate compaction rates of material and can complement the non-invasive methods.
2. Multi-channel Analysis of Surface Waves (MASW) – measurement of variations in the seismic S-wave velocity of the subsurface, a direct indicator of the ground strength and compaction of the material.
3. Seismic Refraction – an alternative to MASW. Seismic refraction can be applied in areas where MASW is not appropriate - such as in highly vegetated dunes.



Contact

Department of Transport

1 Essex St, Fremantle WA 6160

Phone: (08) 9435 7500

Fax: (08) 9435 7800

www.transport.wa.gov.au

Email: coastalmanagement@transport.wa.gov.au

Phone: Ellena Bromwell on (08) 9435 7796

The information contained in this publication is provided in good faith and believed to be accurate at time of publication. The State shall in no way be liable for any loss sustained or incurred by anyone relying on the information.
012018

8.2.1**ACCOUNTS FOR PAYMENT 31 May 2020**

File No:	ADM0186
Date of Meeting:	23 June 2020
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author/s:	Dallas Wood Harris – Relieving Creditors Officer
Declaration of Interest:	Nil
Voting Requirements:	Simple Majority

Summary of Item:

To present the listing of accounts paid from the Municipal Fund and Trust Fund in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

Description of Proposal:

N/A

Background:

Council has previously delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund.

Consultation:

Nil

Statutory Environment:

Local Government Act 1995 – Section 5.42

Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

Relevant Plans and Policy:

All accounts are paid as per the Shire of Carnarvon's 2019/2020 Budget.

Financial Implications:

Ongoing management of Council funds by providing Council with sufficient information to monitor and review payments made.

Community & Strategic Objectives:

ITEM	OUTCOMES AND STRATEGIES
5.2	The Shire has a high standard of governance and accountability
5.2.1	Robust decision-making by culturally aware, well-informed and supported Councillors
5.2.3	Risks are well managed
5.2.6	Compliance with the Local Government Act 1995 and all other relevant legislation and regulations
5.4	Sound financial and asset management
5.4.4	Financial transactions are accurate and timely

Comment:

Accounts paid to 31 May 2020 are listed in *Schedules 8.2.1.(a) and 8.2.1.(b)*.

OFFICER'S RECOMMENDATION

That Council

- a) *Receive the list of payments, as per Schedule 8.2.1 (a) totaling \$1,012,780.83 as presented for the month of March 2020 incorporating.*

<i>Payment Reference from:</i>	<i>Payment Reference to:</i>	<i>Payment Type</i>	<i>Payment Amount</i>
<i>DD37872</i>	<i>DD37892</i>	<i>Bank Direct</i>	<i>\$98,143.84</i>
<i>47159</i>	<i>47174</i>	<i>Muni Cheques</i>	<i>\$63,707.24</i>
<i>7506</i>	<i>7512</i>	<i>Trust Cheques</i>	<i>\$3,814.50</i>
<i>EFT30597</i>	<i>EFT30779</i>	<i>Muni EFT</i>	<i>\$687,601.57</i>
<i>EFT30596</i>	<i>EFT30733</i>	<i>Trust EFT</i>	<i>\$3,738.79</i>

- b) *Receive the list of credit card payments, as per Schedule 8.2.1 (b), totalling \$2,098.50 as presented.*
- c) *Note Sundry Creditors as at 31 May 2020 \$266,697.28*

File No: ADM0186
Date of Meeting: 26 May 2020
Location/Address: Shire of Carnarvon
Name of Applicant: Shire of Carnarvon
Name of Owner: Shire of Carnarvon
Author/s: Kim Chua Manager Finance
Declaration of Interest: Nil
Voting Requirements: Simple Majority

Summary of Item:

In accordance with Regulation 34 of the Local Government (Financial Management) Regulations, the Shire Administration is required to prepare a monthly Statement of Financial Activity for approval by Council.

Description of Proposal:

N/A

Background:

This report provides elected members with information about operating and capital revenues and expenditures. It also links operating results with balance sheet items and reconciles with the end of month balances.

Consultation:

Nil

Statutory Environment:

Local Government (Financial Management) Regulation 34.

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
- (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
- (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.

- (3) The information in a statement of financial activity may be shown —
 - (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), are to be —
 - (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

Relevant Plans and Policy:

Corporate Business Plan 2018 - 2022

Financial Implications:

Nil.

Risk Assessment:

Council would be contravening the Local Government Act should these statements not be received.

Community & Strategic Objectives:

ITEM	OUTCOMES AND STRATEGIES
5.2	The Shire has a high standard of governance and accountability
5.2.1	Robust decision-making by culturally aware, well-informed and supported Councillors
5.2.3	Risks are well managed
5.2.6	Compliance with the Local Government Act 1995 and all other relevant legislation and regulations
5.4	Sound financial and asset management
5.4.4	Financial transactions are accurate and timely

Comment:

Attached as ***Schedule 8.2.2*** for consideration is the completed Statement of Financial Activity for the period ended 31 May 2020.

In accordance with the Local Government (Financial Management) Regulations, a report must be compiled on variances greater than the percentage agreed by Council which is currently plus (+) or minus (-) of 10%, or \$10,000, whichever is the higher.

OFFICER'S RECOMMENDATION

That Council, in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996, receive the Statement of Financial Activity for the period ended 30 April 2020 as per Schedule 8.2.2.

File No: ADM0186
 Date of Meeting: 23 June 2020
 Location/Address: Shire of Carnarvon
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Shire of Carnarvon
 Author/s: Jodie Anderson, Senior Finance Officer
 Declaration of Interest: Nil
 Voting Requirements: Simple Majority

Summary of Item:

To report the Council details of surplus funds invested to 31 May 2020.

Description of Proposal:

N/A

Background:

Nil.

Consultation:

Takes place with Financial institutions prior to renewal of investments.

Statutory Environment:

Section 6.14 of the *Local Government Act 1995* grants Council the power to invest surplus funds.

Relevant Plans and Policy:

The investment report is produced in accordance with Council's investment policy.

Financial Implications:

Nil.

Risk Assessment:

No risk identified.

Community & Strategic Objectives:

ITEM	OUTCOMES AND STRATEGIES
5.2	The Shire has a high standard of governance and accountability
5.2.1	Robust decision-making by culturally aware, well-informed and supported Councillors
5.2.3	Risks are well managed
5.2.6	Compliance with the Local Government Act 1995 and all other relevant legislation and regulations
5.4	Sound financial and asset management
5.4.4	Financial transactions are accurate and timely

Comment:

The attached monthly report on investments (*Schedule 8.2.3*) has been compiled in accordance with the reporting framework included as part of Council's investment policy.

OFFICER'S RECOMMENDATION

That Council receive the investments report, as at 31 May 2020 as per Schedule 8.2.3.

File No:	ADM0186
Date of Meeting:	23 June 2020
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author/s:	Maurice Werder – Executive Manager Corporate Services
Declaration of Interest:	Nil
Voting Requirements:	Absolute Majority
Previous Items	24 April 2020; 30 April 2020.

Summary of Item:

This item reports on the activities relating to the differential rates as proposed for the 2020/2021 budget, including the initial council approval to endorse the differential rates, the calculations and publishing the rates to reflect the intention to freeze the rate revenue, the submissions from the public notices and the adjustments required following the Landgate revaluation of the UV properties.

As part of the 2020/2021 budget process, the Council is required to endorse the proposed differential rates on properties valued on an unimproved basis. Council endorsed the item at the SCM on 30th April as FC . The differential rates were advertised as a local public notice seeking public comment or submissions which were to be considered by Council prior to the final adoption of rates. Due to the current set of circumstances the rates model is based on a nil increase rather than the planned general rate revenue increase of 6% shown in accordance with the Corporate Business Plan.

The differential Rates were applied to all UV properties and to the GRV Commercial/Industrial properties. Further evaluation and calculations were required from the Landgate revaluation on UV properties to maintain the recommended nil Rate Revenue increases.

Background:

The Shire of Carnarvon has historically applied differential rates only to land parcels valued on an Unimproved Value (UV) basis while properties on a Gross Rental Value (GRV) are all rated on the same rate in the dollar. Initially it was proposed to continue the same approach for the 2020/2021 financial year. However, there will be a differential rate on the GRV Commercial/Industrial properties in the new budget as there was a significant increase in average values from the Landgate GRV valuation process as applied on the 1st July 2019. During the analysis to adjust for the Landgate revaluation, the new GRV Commercial/Industrial rates reduction, and other potential issues, the GRV Residential and the GRV Special Uses/Rural categories are being reported separately and the minimum rates have been analyzed and reviewed.

The objective of imposing differential rates is to ensure equity across different land uses, especially where values can vary greatly from properties close to townsites and those in more remote areas of the Shire. The ability of Council to apply a different rate in the dollar ensures that all properties make a fair contribution to the required revenue of the Shire.

Applying differential rates can also be used should Council wish to stimulate growth in a particular area of the Shire or offset dramatic changes in valuations which come about as part of Landgate's periodical revaluations. With the objective of stimulating growth and to partially offset the dramatic changes in valuation as at 1st July 2019, this agenda item provides two options for Council consideration.

The Landgate revaluation as applied on 1st July 2019 (date of valuation 1st August 2018) had a significant impact on some Gross Rental Value (GRV) properties as the valuations were updated to the current Landgate criteria. For the 2020/2021 financial year the only expected rates changes from 2019/2020 would be if there was an updated revaluation on individual properties.

Description of Proposal:

The Public Notice as advertised on the Shire Websites and Notice Boards from the 1st May and in the Midwest Times of the 6th May is as follows:

LAND USE CATEGORY	PROPOSED RATE IN \$	PROPOSED MINIMUM
UV Mining	14.1000 cents	\$229.00
UV Pastoral	7.5966 cents	\$461.00
UV Intensive Horticulture	1.3028 cents	\$902.00
GRV Commercial/Industrial	9.4266 cents	\$1,093.00

The figures stated above are indicative and are subject to change due to valuation variations as part of Council's 2020/21 Budget deliberation. The proposed UV rates in the \$ are unchanged from 2019/20

The current Landgate annual UV properties revaluation resulted in an increase in unimproved values of:

UV Mining	1.61%
UV Pastoral	93.8%
UV Intensive Horticulture	-11.8%

An analysis to adjust for the Landgate revaluation, feedback from community, Councillors and administration and other potential issues was undertaken. The GRV Residential and the GRV Special Uses/Rural categories will be reported separately to provide more information and to permit more considered future decision on rates. An analysis and review of the minimum rates variances and compliance with the 50% minimum rule, has revealed that some long term corrective action can be taken to also permit more considered future decision on rates.

LAND USE CATEGORY	PROPOSED RATE IN \$	RATE REVENUE	PROPOSED MINIMUM
Uniform General Rate			
GRV Residential	10.4740 Cents	\$2,323,318.00	\$1,093.00
GRV Special Use/Rural	10.4740 Cents	\$185,692.00	\$1,093.00
Differential General Rate			
GRV Commercial/Industrial	9.4266 cents	\$1,466,828.00	\$1,093.00
UV Mining	11.9933 cents	\$70,330.00	\$400.00
UV Pastoral	3.9737 cents	\$207,064.00	\$1,093.00
UV Intensive Horticulture	1.4728 cents	\$493,300.00	\$1,093.00
Total		\$4,746,528.00	

The figures stated above reflect the influence of the Landgate revaluations of UV properties and the relationship to the principle of keeping the general rate revenue the same as 2019/2020, separate reporting of each category and compliance to the principle of standard minimum rates wherever possible.

The proposed differential rates contained in this report are set to maintain the relative contributions to general rate revenue for each differential category as applied in 2020/2021 except for the GRV Commercial/Industrial category subject to the Council decision on the Officer's Recommendations 5 or 6.

Background:

The purpose of levying rates is to meet Council's budget requirements in each financial year to deliver facilities, services and community infrastructure. The rates levied on properties are determined by applying the rate in the dollar to the applicable valuation amount of the properties within the district, and if applicable, applying a minimum rate where considered appropriate. The Shire applies a minimum rate to each rating category in accordance with the Local Government Act 1995 Section 6.35, to ensure that properties with a low valuation still pay a fair and reasonable amount towards the maintenance and continuity of Shire services.

The method of land valuation (GRV or UV) is determined by the Minister for Local Government, Sports and Cultural Industries (the Minister) with individual valuations being provided to the Shire by the Valuer General's Office (VGO) as part of Landgate.

The power to set differential rates is contained in the Local Government Act 1995 section 6.33 (1) which provides the ability to differentially rate properties based on their purpose, zone or other characteristics.

The Department of Local Government, Sports and Cultural Industries (the Department) requires that Council endorse not only the imposition of differential rates, but also the objects and reasons for the imposition of differential rating. The application of differential rates and minimum payments to properties within the Shire maintains equity in the rating of properties and enables Council to raise the revenue necessary to provide facilities, infrastructure and services to the entire community and visitors of the Shire of Carnarvon.

This report has been prepared to:

1. Note the 2020/2021 budget process and preparation to date,
2. Present the proposed 2020/2021 Differential Rates Model that will reflect the rate in the dollar and minimum rate for each GRV and UV rating category.
3. Present the Objectives and Reasons to support the imposition of the proposed 2020/2021 Differential Rates
4. Present the required public notice for approval

Consultation:

Council and Administration.

Statutory Environment:**LOCAL GOVERNMENT ACT 1995 - SECT 6.33 - 6.34 - 6.35****6.33. Differential general rates**

- (1) A local government may impose differential general rates according to any, or a combination, of the following characteristics —
 - (a) the purpose for which the land is zoned, whether or not under a local planning scheme or improvement scheme in force under the *Planning and Development Act 2005*;
 - (b) a purpose for which the land is held or used as determined by the local government;
 - (c) whether or not the land is vacant land; or
 - (d) any other characteristic or combination of characteristics prescribed.
 - (2) Regulations may —
 - (a) specify the characteristics under subsection (1) which a local government is to use; or
 - (b) limit the characteristics under subsection (1) which a local government is permitted to use.
 - (3) In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.
 - (4) If during a financial year, the characteristics of any land which form the basis for the imposition of a differential general rate have changed, the local government is not to, on account of that change, amend the assessment of rates payable on that land in respect of that financial year but this subsection does not apply in any case where section 6.40(1)(a) applies.
 - (5) A differential general rate that a local government purported to impose under this Act before the *Local Government Amendment Act 2009* section 39(1)(a) came into operation ¹ is to be taken to have been as
-

valid as if the amendment made by that paragraph had been made before the purported imposition of that rate.

[Section 6.33 amended by No. 38 of 2005 s. 15; No. 17 of 2009 s. 39; No. 28 of 2010 s. 34.]

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) be more than 110% of the amount of the budget deficiency; or
- (b) be less than 90% of the amount of the budget deficiency

6.35. Minimum payment

- (1) Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.
- (2) A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.
- (3) In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —
 - (a) 50% of the total number of separately rated properties in the district; or
 - (b) 50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.
- (4) A minimum payment is not to be imposed on more than the prescribed percentage of —
 - (a) the number of separately rated properties in the district; or
 - (b) the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.
- (5) If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.
- (6) For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —
 - (a) to land rated on gross rental value; and
 - (b) to land rated on unimproved value; and
 - (c) to each differential rating category where a differential general rate is imposed

[Section 6.35 amended: No. 49 of 2004 s. 61.]

LOCAL GOVERNMENT ACT 1995 - SECT 1.7

1.7 . Local public notice

- (1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —
 - (a) published in a newspaper circulating generally throughout the district; and
 - (b) exhibited to the public on a notice board at the local government's offices; and
 - (c) exhibited to the public on a notice board at every local government library in the district.
- (2) Unless expressly stated otherwise it is sufficient if the notice is —
 - (a) published under subsection (1)(a) on at least one occasion; and
 - (b) exhibited under subsection (1)(b) and (c) for a reasonable time, being not less than —
 - (i) the time prescribed for the purposes of this paragraph; or
 - (ii) if no time is prescribed, 7 days.

[Section 1.7 amended: No. 64 of 1998 s. 18(3).]

Relevant Plans and Policy:

Corporate Business Plan 2018 - 2022

Financial Implications:

The effect of the Landgate valuations increases in two of the UV Categories and one reduction, the 10% reduction of GRV Commercial/Industrial rate revenue with a rate freeze of all other rating categories will provide approximately \$4,746,528.00 for the 2020/2021 budget. This level of rates funding will require a corresponding reflection in the expenditure budgets. There is a minor change to the number of minimum rate payers that had a revenue impact influenced by a rationalisation of the minimum rates wherever possible.

The actual rate applied will be the differential rates applied for and approved by the Ministerial delegation, unless a variation is approved by the Minister, (the interpretation of this latter part was missed in prior years).

This is to comply with the Local Government Act 1995 Section 6.33(3):

- (3) In imposing a differential general rate, a local government is not to, without the approval of the Minister, impose a differential general rate which is more than twice the lowest differential general rate imposed by it.

Risk Assessment:

Three potential risks are identified: –

1. The risk of possible misinterpretation of the rate in the dollar applied to the individual UV rate categories for the Unimproved Valued properties and the GRV rate category Commercial/Industrial properties. The rate in the dollar proposed will raise revenue from each category based on the same rate as in 2019/2020 except for the GRV Commercial/Industrial properties which may have a lower rate than in 2019/2020.
2. The second risk identified is if Council do not adopt the proposed differential and general minimum rates it could result in the Shire being in breach of the Act.
3. The objections to the unresolved valuations currently before Landgate could erode part of the rate revenue. At least one objection to the GRV valuation on a Commercial / Industrial property has had the objection rejected by a Landgate review.

The legislation states that Council must give sufficient notice to the public advising of the intention to impose differential rates and invite submissions from any ratepayers or electors in respect to the proposal.

As noted earlier in this report, the time allowed for the submissions to be made is 21 days and after this period expires, Council are then required to write to the Department requesting Ministerial approval to impose the proposed rates. This process needs to be carried out prior to the adoption of the 2020/2021 Annual Budget.

Information from Department of Local Government

We have received information from an officer at the Department of Local Government questioning how we have addressed the GRV categories in spite of stating that ‘the GRV RIDs do not require approval’ and that ‘the Shire is in breach of the LG Act in regards to the GRV rates’. We have advertised on the websites and in the paper again to reduce the risk to the Shire.

“we strongly recommend the Shire readvertises to correct the following matters:

- The attached public Notice does not include the GRV Residential and the GRV Special Use/Rural RID (both .104740) and only the GRV Commercial Industrial RID (.094266). I can see that these RIDs are being applied via the attached tables.
- The attached statement of objects and reasons also do not include objects of and reasons for these two rating categories and the actual RID being applied.

I think there is some confusion from the Shire in regards to what is required when the Shire is imposing a differential rate in the dollar that requires Ministerial approval and when it is imposing a differential rate in the dollar that does not require Ministerial approval.

While there is no requirement to seek approval from the Minister when the differential rate is less than 2 times the lowest in a category and therefore the GRV RIDs do not require approval, the Minister (dept. on delegation) cannot approve the proposed UV RIDs with the knowledge that the Shire is in breach of the LG Act in regards to the GRV rates.

It is our suggestion that the Shire does the following before resubmitting the application:

- Council adopts objects and reasons for ALL GRV categories;
- The public notice includes ALL GRV and UV RIDS and minimum payments; and
- The public notice is advertised in a newspaper circulating generally throughout the district (for 21 days)."

Community & Strategic Objectives:

ITEM	OUTCOMES AND STRATEGIES
5.2	The Shire has a high standard of governance and accountability
5.2.1	Robust decision-making by culturally aware, well-informed and supported Councillors
5.2.3	Risks are well managed
5.2.6	Compliance with the Local Government Act 1995 and all other relevant legislation and regulations
5.4	Sound financial and asset management
5.4.4	Financial transactions are accurate and timely

Comment:

The difficulty with the legislative requirements surrounding the imposition of Differential Rates is the time factor involved to:

- Obtain the valuations for the forthcoming financial year from Landgate;
- Advertise the proposed differential rates based upon estimates; and
- Seek Ministerial approval.

As noted above, all this needs to be completed at a time before the adoption of Council's budget for the next financial year; hence the reason the differential rates are based upon estimations using:

- the previous year valuations (on properties where valuation rolls have not yet been received);
- estimated UV increase or not as the case may be, for the next year; and
- estimated rate revenue increases for the next year based on the adopted Corporate Business Plan or other Council approved factors.

An overall increase of 8 percent was applied to the 2018/19 rates yield and a further increase of 6 percent was applied in 2019/20. These rate increases were identified through Council's major strategic review undertaken in 2018 and was driven by Council's commitment to deliver on services and projects that have been recognised as key community priorities in both the Strategic Community Plan (SCP) and the Corporate Business Plan (CBP).

Due to the impact of COVID-19 on the community, Council has made an 'in principle' resolution that there will be no increase in the rate in the dollar for 2020/2021. Any variances will result from individual changes in valuation of properties. In addition, the GRV Commercial/Industrial properties will have a reduction in the rate in the \$ and rate revenue by 10%.

1. 2020/2021 Budget Process to date

The Executive team are currently undertaking the annual process for review of the next financial years annual budget. As noted above, the 2020/2021 budget will align with the delivery of key projects identified in the SCP and the CBP as well as influencing factors resulting from the COVID-19 situation. Depending on the impact from COVID-19 on the available budget there may be increased pressure on certain projects and service level delivery. Staff are working towards the 2020/2021 Annual Budget being adopted by the 30th June 2019.

2. 2020/2021 Differential Rates Objectives and Reasons

Refer to the attached Schedule **8.2.4 A** for the 2020/2021 Differential Rates Objects and Reasons

3. 2020/2021 Differential Rates Model

Refer to the attached Schedule **8.2.4 B** for the 2020/2021 Rate Information Tables.

4. 2020/2021 Differential Rates Public Notice

The Local Government Act 1995 Section 6.36 requires the Council to give public notice of its intention to

impose differential general rates or a minimum payment applying to a differential rate category. This allows the ratepayers to see how properties are rated across the district.

If any submissions are received, Council must consider the submissions prior to seeking Ministerial approval (should this be required) and prior to formally adopting the differential rates and minimum payments as part of the annual budget process.

OFFICER'S RECOMMENDATIONS

1. *That Council seeks approval under section 6.33 of the Local Government Act to impose differential rates for 2020/2021 land parcels that have unimproved valuations assigned to them as follows;*

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
<i>UV Mining</i>	<i>11.9933</i>	<i>400.00</i>
<i>UV Pastoral</i>	<i>3.9737</i>	<i>1,093.00</i>
<i>UV Intensive Horticulture</i>	<i>1.4728</i>	<i>1,093.00</i>

2. *That Council seeks approval under section 6.33 of the Local Government Act to impose differential rates for 2020/2021 land parcels that have gross rental valuations assigned to them as follows;*

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
<i>GRV Residential</i>	<i>10.4740</i>	<i>1,093.00</i>
<i>GRV Special Uses/Rural</i>	<i>10.4740</i>	<i>1,093.00</i>
<i>GRV Commercial/Industrial</i>	<i>9.4266</i>	<i>1,093.00</i>

3. *That Council publicly advertises its intention to impose differential rates, pursuant to section 6.36(1) of the Local Government Act 1995 and invites public submissions for a period of twenty-one days.*
 4. *That Council adopt the Objectives and Reasons of the Differential Rates relating to GRV Residential, GRV Special Uses/Rural, GRV Commercial /Industrial, UV Mining, UV Pastoral and UV Intensive Horticulture as outlined in the attached Schedule 8.2.4 A.*
 5. *That Council consider any submissions in respect of imposition of differential rates as part of the 2020/2021 Budget deliberations.*
-

Date of Meeting	23 June 2020
Location/Address	Shire of Carnarvon
Name of Applicant	Shire of Carnarvon
Name of Owner	Shire of Carnarvon
Author/s	Maurice Werder, Executive Manager Corporate Services
Declaration of Interest	Nil
Voting Requirements	Simple Majority
Previous Report	17 December 2019; 28 April 2020.

Summary of Item

This report provides the third financial report to Council at a General Ledger (COA) and Job level, as at the 17th June 2020. The report is to inform Council of the financial movement and presented at Program, Sub-Program, and account type in a clear manner. This report provide a point in time towards the end of the quarter and enables the administration to manage any outstanding issues.

Description of Proposal

To continue a process to provide Council with a Quarterly Financial Management Report at a detailed level as shown at *Schedule 8.2.5 - Quarterly Report June 2020*. The schedule reports the current budget and expenditures and current purchase orders. There will be a number of end of year transactions and journals before the financial reports are ready for the Auditors.

Background

Council has requested financial information in order to ensure that they are meeting public desire for financial oversight.

Consultation

Discussion with Councillors, Management and Financial Services to provide a suitable report to provide Financial Management information in a meaningful manner.

Statutory Environment

Local Government (Financial Management) Regulations 33A & 34.

Relevant Plans and Policy:

Corporate Business Plan 2018 – 2022 (CBP)

Financial Implications

There are no significant direct financial implications for the presentation of a quarterly report.

Risk Assessment

Nil

Community & Strategic Objectives:

The proposed recommendation aligns with the Strategic Community Plan 2018 - 2028 in the following ways:

*Goal 5: Civic**Strong and listening Council.*

ITEM	OUTCOMES AND STRATEGIES
5.2	The Shire has a high standard of governance and accountability
5.2.1	Robust decision-making by culturally aware, well-informed and supported Councillors
5.2.2	Highly capable executive leadership and management
5.2.3	Risks are well managed
5.2.6	Compliance with the Local Government Act 1995 and all other relevant legislation and regulations
5.4	Sound financial and asset management
5.4.4	Financial transactions are accurate and timely

Comment

The report presented in the *Schedule 8.2.5 - Quarterly Report June 2020* is formed from an operational report used to monitor financial movements, variances, preparation for budget preparation and for improved financial management. The report displays prior year data to provide context. The Schedule report is presented before the end of the current quarter as at 17th June 2020 which matches the 8.2.2 - Financial Management Report. The adjustments to the Current Budgets as required and approved have been applied to the report.

OFFICER'S RECOMMENDATION

That Council accept the Quarterly Financial Management Report at the COA and Job level as presented as Schedule 8.2.5 - Quarterly Report June 2020.

Date of Meeting	23 June 2020
Location/Address	Shire of Carnarvon
Name of Applicant	Shire of Carnarvon
Name of Owner	Shire of Carnarvon
Author/s	Maurice Werder, Executive Manager Corporate Services Jodie Anderson, Senior Finance Officer
Declaration of Interest	Nil
Voting Requirements	Absolute Majority

Summary of Item:

The purpose of this report is to present the 2020/2021 draft Schedule of Fees and Charges to Council, forwarded under separate cover as ***Schedule 8.2.6 - Schedule of Fees and Charges*** for adoption by Council.

Description of Proposal:

This proposal constitutes the presentation of the Schedule of Fees and Charges for adoption.

Background

As reflected in the Statutory Section of this report *S6.16 of the Local Government Act 1995* a Council may impose a fee or charge for any goods or service it provides. It is the intention to impose the fees and charges as included in ***Schedule 8.2.6 - Schedule of Fees and Charges*** prior to the 1st July 2020 so that they can be operational for the full financial year.

Consultation:

Input and consultation with Council, Administration and various facility managers has been influenced by statements from the Minister of Local Government, the State Government and Local Government organisations encouraging a nil increase in fees and charges whenever possible subject to legislative constraints. Council indicated support for this proposition. Except for a few instances the schedule has followed this approach.

Statutory Environment:

The Schedule of Fees and Charges may be imposed when adopting the annual budget or during a financial year in accordance with Section 6.16 (3) of the *Local Government Act 1995*.

LOCAL GOVERNMENT ACT 1995 - SECT 6.16

6.16 . Imposition of fees and charges

- (1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

- (2) A fee or charge may be imposed for the following —
 - (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
 - (b) supplying a service or carrying out work at the request of a person;
 - (c) subject to section 5.94, providing information from local government records;
 - (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;

- (e) supplying goods;
 - (f) such other service as may be prescribed.
 - (3) Fees and charges are to be imposed when adopting the annual budget but may be —
 - (a) imposed* during a financial year; and
 - (b) amended* from time to time during a financial year.
- * Absolute majority required.

5.63 . Some interests need not be disclosed

- (1) Sections 5.65, 5.70 and 5.71 do not apply to a relevant person who has any of the following interests in a matter —
 - (a) an interest common to a significant number of electors or ratepayers; or
 - (b) an interest in the imposition of any rate, charge or fee by the local government;

In adopting the draft Schedule of Fees and Charges reference is made to Section 5.63(1)(b) of the *Local Government Act 1995* that specifically excludes the need for elected members to ‘Declare a Financial Interest’ in imposing any rate, charge or fee by the local government.

Relevant Plans and Policy:

The Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan have been referenced when considering the fees and charges.

Financial Implications:

The proposed no increase in fees and charges will constrain the revenue growth however in the current health and financial environment the Council considers support for the community to be paramount.

Risk Assessment:

Adopting the Schedule of Fees and Charges before the 1st July will mean that the annual invoicing will be done in a timely manner. Early adoption will assist with operational matters including cash flow, timeliness and efficiency.

Community & Strategic Objectives:

Goal 5: Civic

Strong and listening Council.

ITEM	OUTCOMES AND STRATEGIES
5.2	The Shire has a high standard of governance and accountability
5.2.6	Compliance with the Local Government Act 1995 and all other relevant legislation and regulations
5.6	The Shire advocates on behalf of its community

Comment

The adoption of the Schedule of Fees and Charges with a nil increase whenever possible subject to legislative constraints will assist in the community’s recovery from the current COVID-19 situation. The timeliness of the adoption will assist with the financial management of the Shire and the efficiency of the administration and processes.

OFFICER'S RECOMMENDATION

That Council adopt the 2020/2021 Schedule of Fees and Charges for the Shire of Carnarvon for the financial year ending 30th June 2021 [as presented under separate cover as Schedule 8.2.6 - Schedule of Fees and Charges] in accordance with Section 6.16 of the Local Government Act 1995.

(Absolute Majority Required)

Schedule 8.3.1 (a)

Google Maps Carnarvon



Imagery ©2020 CNES / Airbus, Maxar Technologies, Map data ©2020 50 m

Antenna location
2m inside fence line

CARNARVON CIVIC PRECINCT REVITALISATION PLAN 2020

CONTENTS

Background.....	2
Redevelopment Plans	3
Built Form.....	7
Opportunities and Constraints.....	8
Urban Design Guidelines.....	10
Possible Funding Sources.....	16

BACKGROUND

This revitalisation plan was initiated through the Department of Planning, Lands and Heritage's Northern Planning Program by way of a Grant Agreement in 2015-16.

The revitalisation plan is a planning policy which seeks to reconcile current growth and funding expectations with the opportunities that exist for the urban improvements within the Precinct. The Precinct is the land located within the boundary of Robinson Street, Olivia Terrace and Camel Lane.

The focus is on identifying opportunities for improvements to existing buildings, facilities and public places which will assist with the revitalisation of the Precinct. It also includes specific guidance for prominent sites with redevelopment potential.



REDEVELOPMENT PLANS

Planning Investigations

Carnarvon's town centre was once the staging area for the exporting of livestock, with the Tramway connection launching at the wool sheds at the corner of Robinson Street and Camel Lane. The Precinct was largely redeveloped after the 1960s which included the establishment of a courthouse, police station, civic and community buildings and government offices.

Over the past 15 years, a number of studies were undertaken and plans prepared which explored options for the redevelopment of the Precinct.

Some of these plans were based on the potential for the relocation of the courthouse and police station. The buildings were closed in 2015 and they remain unoccupied, a final decision has yet to be made on the future of the building or the redevelopment of the Precinct.

This Courthouse/Police Station site is one of a number of the key vacant/redevelopment sites that are under the control of State or Local Government within the Precinct.

Eventual redevelopment of these sites could consider freeholding and on-selling of a significant portion of the land for tourist, commercial or mixed-use development.



The State Government also had substantial funding available through the Royalties for the Regions program to provide for capital works.



Urban Design Study 2010

Common objectives of these plans have been:

- To facilitate and encourage a vibrant main street;
- To provide a strong connection with the fascine and associated parkland areas;
- To encourage a mix of employment, residential, community, and retail uses;
- To create well defined urban environment based on the established building pattern.

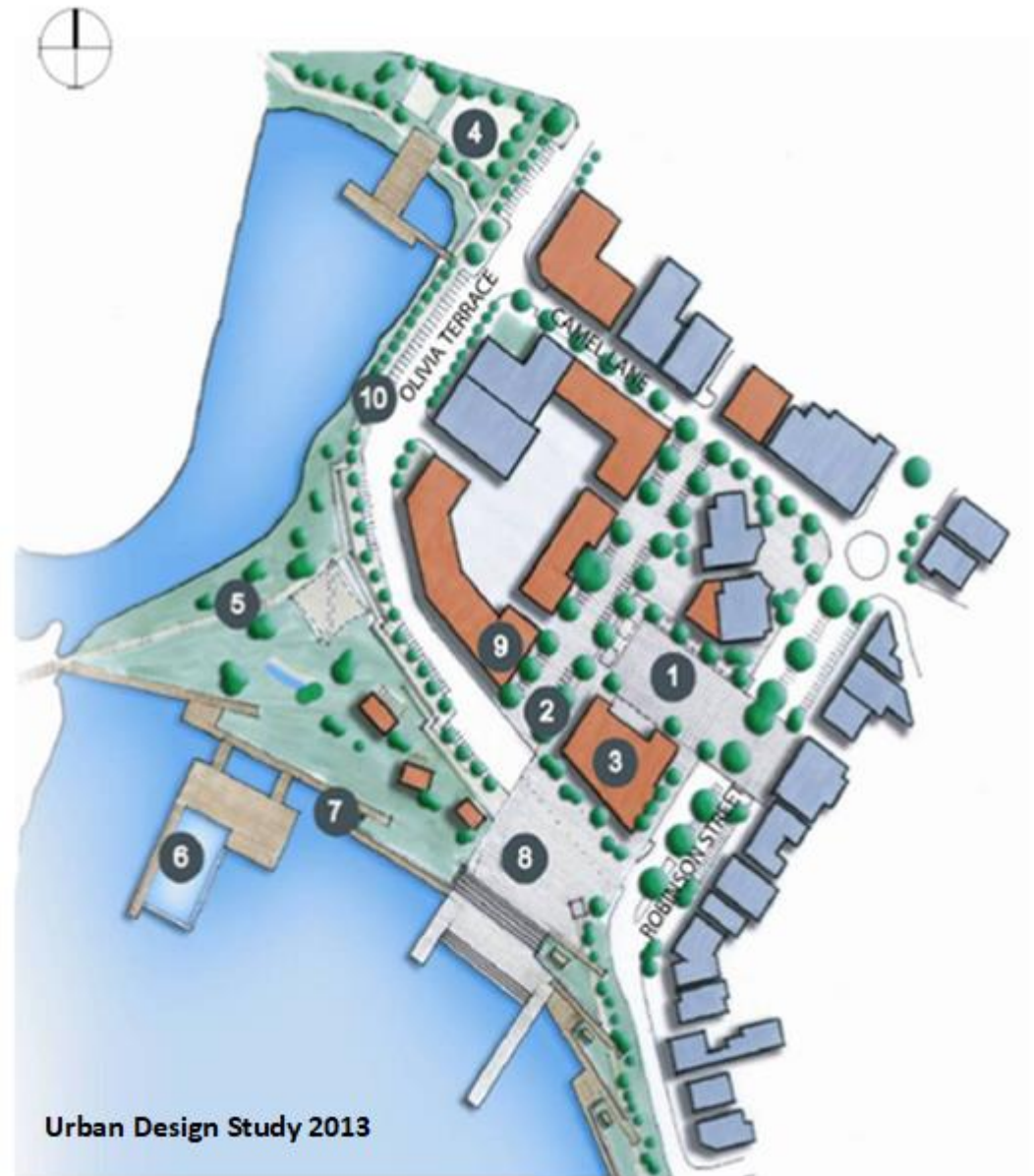


Hassel – 2010 Carnarvon Fascine and Environs Master Plan

Urban Design Study 2013

Urban Design Study 2013 – Key Elements

1. Town Square and Civic Centre;
2. Pedestrian walk to the waterfront;
3. Landmark building;
4. Skate Park;
5. Waterfront park and playground;
6. Swimming pool;
7. Boardwalk;
8. Waterfront event space;
9. Visitor centre;
10. Olivia Terrace parking and landscaping.



BUILT FORM

Most buildings in the Precinct are detached two storey structures with adjoining parking which has created a generally low scale of development. The relocation of the Police Station and the Courthouse and associated cessation of garden maintenance of this site has effectively de-activated the site and creates an unattractive address to Robinson Street. However, the site presents a significant opportunity for an active interface with Robinson Street and Olivia Terrace.



Original house on Olivia Terrace.



Modern holiday rentals on Olivia Terrace.



Carnarvon Civic Centre



Emergency Services Centre accessed from Camel Lane



Bankwest on Robinson Street.



Public amenities on Robinson Street.

OPPORTUNITIES AND CONSTRAINTS

Access, Movement and Views

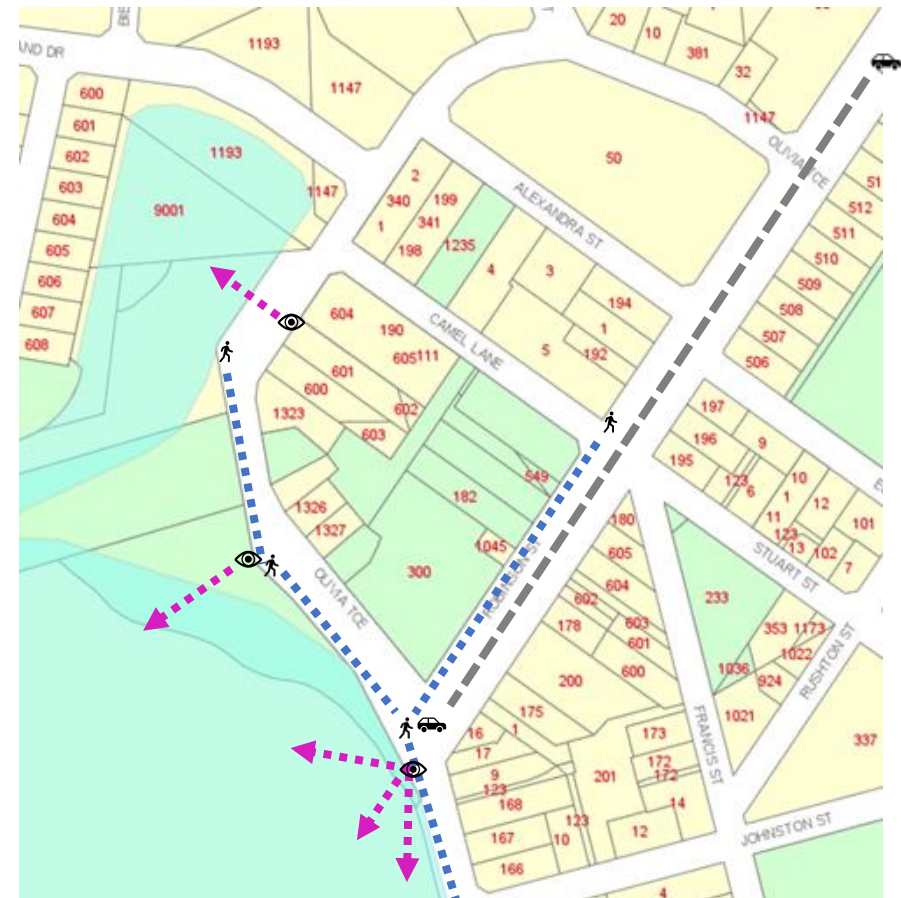
The Precinct contains some of the key development sites available in Carnarvon which are well connected to key access and movement routes. The Precinct is located adjacent to Robinson Street and Olivia Terrace. Robinson Street ends at the axis of Olivia Terrace and the Fascine. Significant views to the waterway are available from some vantage points in the Precinct.

Pedestrian access to Babbage Island is available via the tramway bridge. Access is also available to recreation facilities and BBQ areas on the foreshore.

The town's main commercial facilities are adjacent to the Precinct on Robinson Street. The Precinct contains within the Civic Centre the Visitors Centre, the Woolshed and the Camel Lane Theatre which are key focal points for community activities.

Heritage

The Gascoyne Hotel is listed on the Shire's Heritage Inventory. However most of the buildings in the Precinct are more contemporary and have limited architectural value; the buildings do provide a built form that reinforces the streetscape scale; offer opportunities for commercial activity, and encourage pedestrian movement.



Sub -Precincts

The Precinct has been divided into four Sub-Precincts:

Courthouse Sub-Precinct

This Sub-Precinct contains the disused Courthouse, Police Station and ancillary buildings owned by the State Government and the Bankwest building.

Olivia Terrace / Camel Lane Sub-Precinct

This Sub-Precinct contains the Gascoyne Hotel / motel, Lotteries House and a 2,000m² vacant lot on Camel Lane frontage.

Town Beach Sub-Precinct

The lots in this Sub-Precinct contains privately owned holiday apartments, two single residential properties and vacant land and buildings owned by various State Government agencies.

Civic Centre Sub-Precinct

The Civic Centre Sub-Precinct contains the Shire's Visitors Centre, the Camel Lane Theatre, the Woolshed and is the venue for open markets during the winter months.



URBAN DESIGN GUIDELINES

Courthouse Sub-Precinct

Built Form and Design

Building Heights

The objective is to ensure that building height and scale is appropriate to its site and context.

- New buildings shall generally be between 2 and 3 storeys.

Street Setbacks

The objective is to strengthen the continuity of the streetscapes and shade for pedestrians:

- Buildings shall have a nil setback to Robinson Street and on Olivia Terrace shall be set back a minimum of 5.0 metres.

Corner Site

The objective is to ensure that buildings give additional prominence to the junction of Olivia Terrace and Robinson Street by using landmark features:

- Architectural roof features or increased parapet heights with additional detail, colour and textures or increased number of storeys at the corner.

Carparking

The objective is to ensure that vehicle access ways are safe and easily accessed:

- Carparking is to be located at the rear of the building and provision is to be in accordance with the requirements set out in Local Planning Scheme No. 13.

Facades

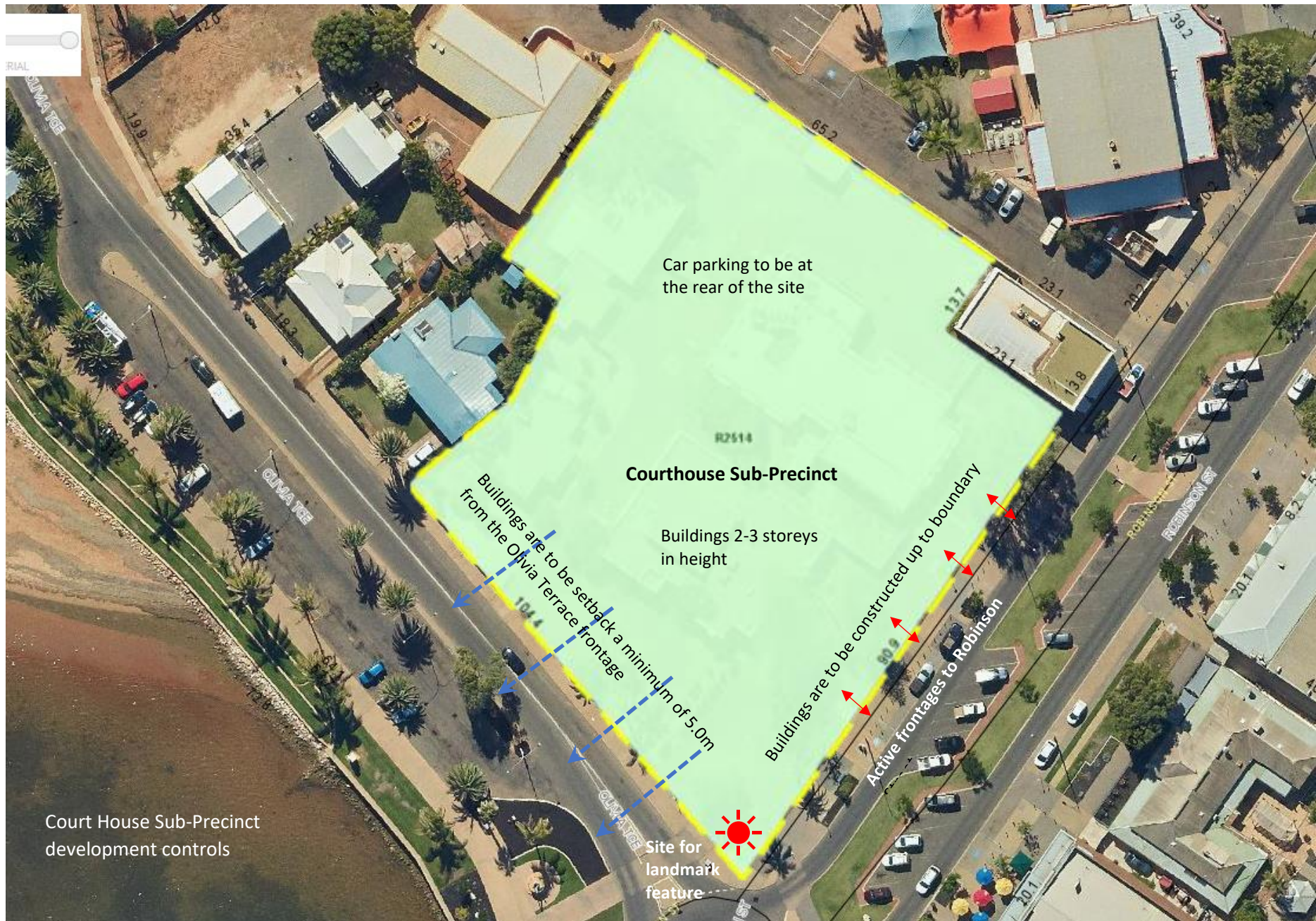
The objective is to ensure that building facades are architecturally interesting:

- Design elements might include the following openings: balconies; awnings over windows; different colours and textures; and indentations and extrusions with details to break the building into individual elements.

Activity & Uses

The objective is to create an active, vibrant and safe town centre by reinforcing the interface between internal and external uses along the street front and by providing passive surveillance:

- Active and lively street fronts shall be provided that encourage pedestrian activity and vitality of the centre by locating retail and other active commercial uses on the ground floor level.



Court House Sub-Precinct
development controls

Public Realm:

A high-quality public realm is important to the vitality of any urban setting. Streets, meeting places, and landscaped environments should communicate a strong 'sense of place'. This is achieved when built form, public realm design and economic activity reinforce a distinct, locally recognisable cultural and environmental experience.

Given the Sub-Precinct's prominent location at the junction of Robinson Street and the Fascine it's critical that the site enhances the locality. It will be important that:

- uses are encouraged which will ensure that the frontages are activated;
- open spaces are utilised for commercial or community uses; and
- parking is located at the rear of the buildings.

Possible Improvements:

In the interim period before the site is developed consideration could be given to activities emphasis should be on creating activity that will draw the public to the area which will enhance the existing commercial activities in the locality.

- public artworks and performance space;
- pop-up shops, market stalls;
- mobile traders on Robinson Street; and
- recreation facilities, landscaped gardens, or a water park.



Example of public space activation



Example of public space activation

The Cultural / Visitors Centre Sub-Precinct

The Sub-Precinct is well established as an activity centre at the prominent junction of Robinson Street and Camel Lane. The Visitors Centre, the Camel Lane Theatre and the Woolshed are focal points for cultural activities. Other activities undertaken here include seasonal weekend markets, food festivals, public information sessions and music festivals.

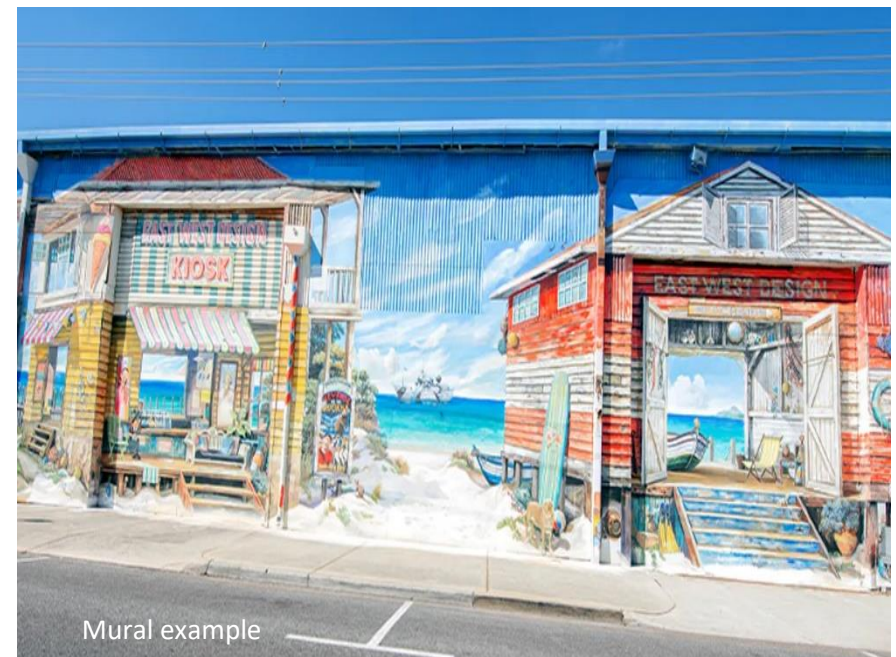
It is typically the first place that visitors come to when they arrive in Carnarvon and it is the pickup and drop-off point for buses travelling to and from Perth and Broome.

Street trees, vegetation and landscaping contributes to a high quality street character and provide shade and cooling.

A key focus for Carnarvon's ongoing regeneration is the creation of a series of high quality public places that provide opportunities for creative activities, and public engagement and interaction.

Possible Improvements:

- Encourage the better integration with Camel Lane by continuing the street trees along Camel Lane to Olivia Terrace;
- Public murals on blank walls of the Bankwest building;
- Relocate the Saturday Markets to Robinson Street; and
- Encourage mobile traders along Robinson Street.



Olivia Terrace / Camel Lane Sub-Precinct

This Sub-Precinct contains a number of buildings with significant heritage significance which have lost integrity through unsympathetic modifications and the addition of security elements.

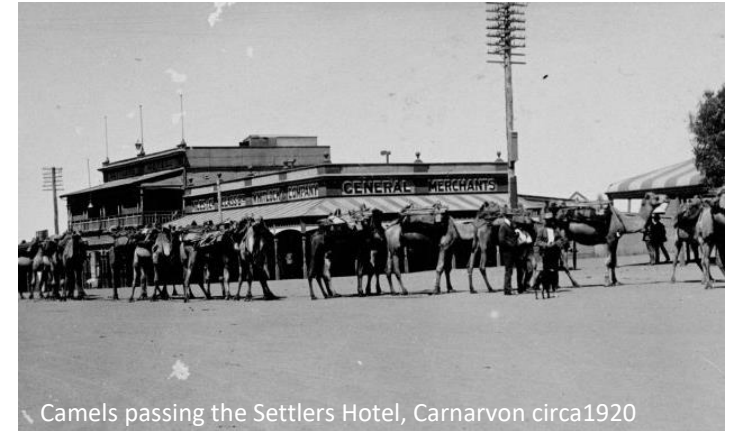
The Sub-Precinct has an attractive frontage to the river waterway and a significant amount of parking however the lack of landscaping creates a harsh urban environment.

The key elements within the Sub-Precinct are the Gascoyne Hotel and Motel, Lotteries House, Ray White Real Estate and vacant land on Camel Lane.

The Sub-Precinct contains a number of has vacant blocks which are controlled by the Shire

Possible Improvements:

- Encourage the better integration with Camel Lane by continuing the street trees along Camel Lane to Olivia Terrace;
- Public murals on blank walls;
- Landscaping Improvements; use date palms along Olivia Terrace in recognition of the camel traders; and
- Encourage mobile traders along Robinson Street.



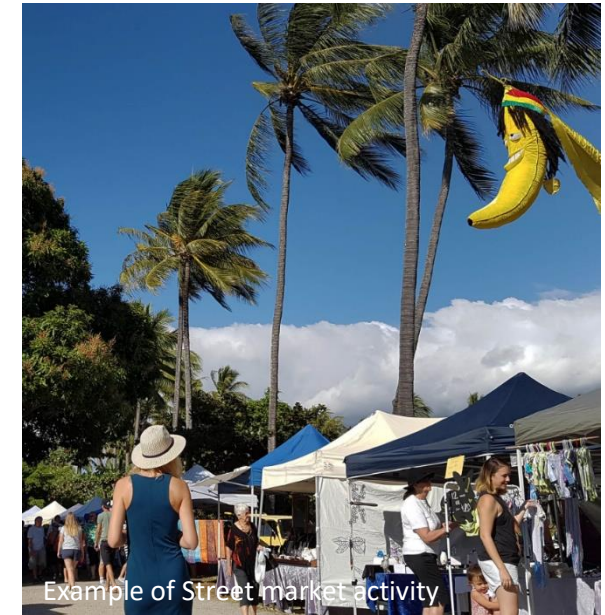
Town Beach Sub-Precinct

This Sub-Precinct has been the focus of a major upgrade in recent years that has involved the establishment of a public swimming beach, reticulated lawns, children's recreation facilities, BBQ facilities, public toilets and public art. The location is a key focal point for visitors and locals.

The Sub-Precinct incorporates the original junction for the light train carrying passengers and goods from ships docked at One Mile Jetty to the town Centre; the tramway bridge and tracks have been retained, the original junction of the tramway line at the town centre is the vacant Crown land at No. 96 Olivia Terrace.

Possible Improvements:

- Encourage better integration with Camel Lane by continuing the street trees along Camel Lane to Olivia Terrace
- Provide for monthly food markets;
- Encourage mobile traders to operate from this Sub-Precinct.
- Consider options to incorporate the vacant land fronting Town Beach at No. 69 Olivia Terrace into the reserve for a town memorial.



POSSIBLE FUNDING SOURCES

Regional Arts WA

The Regional Arts WA Project Fund operates on an annual basis making available grants of up to \$15,000 for individuals located in the regions to support unique professional or creative development opportunities and up to \$30,000 for non-profits or local governments to employ professional artists in a community arts project.

Regional Economic Development (RED) Grants

RED Grants are available to local governments, training institutions, not-for-profit organisations and registered businesses.

Grant applications open for regional WA projects that stimulate economic growth and job creation. Up to \$6.25 million in Regional Economic Development Grants available this financial year for locally driven projects. Almost \$700,000 available in each region.

Up to \$250,000 is available for individual projects that promote sustainable jobs, partnerships, productivity, skills and capability, as well as stimulate new investment and industry diversification.



SHIRE OF CARNARVON POLICY



POLICY NO	D001	
POLICY	MOBILE TRADING	
RESPONSIBLE DIRECTORATE	DEVELOPMENT SERVICES	
COUNCIL ADOPTION	Date 26/5/15	Resolution No. FC 22/5/15
REVIEWED/MODIFIED	Date: 22/9/15	Resolution No. FC 24/9/15
	Date: 20/12/16	Resolution No. FC 15/12/16
LEGISLATION	1) <i>Local Government Act 1995</i> , s.2.7(2)(b) – Council's function in determining policies 2) <i>Shire of Carnarvon Local Government Act Local Laws</i> , s.29 – Hawkers, Traders & Stall holders	
RELEVANT DELEGATIONS	1005	

INTRODUCTION

The Shire of Carnarvon recognises that mobile trading can make a positive contribution to the local community:

- 1) by providing goods and services or a quality of goods or services that may not be otherwise available at various places and times within the district, and
- 2) by enriching the vibrancy of public areas.

The Shire also recognises that mobile trading requires appropriate regulation to minimise unwanted interference with the local community and to protect public safety and order.

OBJECTIVES

The objectives of the policy are:

- 1) to establish a consistent decision-making framework for deciding licence applications under section 29 of the *Shire of Carnarvon Local Government Act Local Laws* (Local Law),
- 2) to regulate trading appropriately, minimising unnecessary competition with established shops and maintaining acceptable levels of safety, environmental protection and amenity
- 3) to encourage or allow trading in areas where there is an identified need or particular benefit to the local community,
- 4) to encourage a high standard of service delivery to our local community and visitors whilst supporting local economic development and commercial viability,
- 5) to provide a basis for more effective delegations so as to increase the efficiency of the Shire's administration, and
- 6) to provide a basis for the generation of public information sheets that will give prospective traders the guidance they need to form their trading plans and submit their licence applications.

SCOPE

This policy applies to all mobile trading in public places within the district. It does not apply to hawkers, stall holders or to traders who do not trade from a vehicle.

DEFINITIONS

Refer to the Local Law for any definitions not stated below.

“Mobile trading” means trading from a vehicle in a public place

“Public Place” includes a thoroughfare or place which the public are allowed to use, whether the thoroughfare or place is or is not on private property

“Roaming mobile trader” means a mobile trader who is characterised by short stays at numerous locations and whose approved trading locations are specified by rules rather than individually specified.

“Trading” means selling goods, wares, merchandise or services, or offering goods, wares, merchandise or services for sale, in a thoroughfare or other public place and includes displaying goods, wares or merchandise for the purpose of offering them for sale, inviting offers for sale, soliciting orders or carrying out any other transaction therein, but does not include the setting up of a stall, or the conducting of business at a stall, under the authority of a licence issued under the Councils Local Laws

LEGISLATION

Section 29.4 of the *Shire of Carnarvon Local Government Act Local Laws* (Local Law) requires the Shire to have regard to the following matters when considering licence applications:

- 1) any relevant policy statements,
- 2) the desirability of the proposed activity,
- 3) the location of the proposed activity, and
- 4) the circumstances of the case.

Section 29.5 of the Local Law allows the Shire to refuse an application on the following grounds:

- 1) the applicant has committed a breach of any of the Local Laws,
- 2) the applicant is not a desirable or suitable person to hold a licence,
- 3) the needs of the district or the portion thereof for which the licence is sought are adequately catered for by established shops or by persons to whom licences have been previously issued,
- 4) the proposed activity or place of trading is in the opinion of the Shire undesirable,
- 5) the proposed shed, table or structure or vehicle is in the opinion of the Council unsuitable in respect to the location for which the licence is sought, or
- 6) such other grounds as may be relevant in the circumstances.

POLICY CONTENT

Interpretation of 'trading in a public place'

Whether a proposed activity is regarded as trading in a public place will determine whether the Local Law applies to the activity and whether the proposed trader will require a trader licence. The meaning of 'trading' and 'public place' are defined but it can still be unclear whether certain activities are regarded as 'trading in a public place'. The following interpretations are provided to assist with the consistent application of the local law.

The following are regarded as not trading in a public place:

- 1) Delivering pre-ordered food to a person or group in a public place (e.g. pizza delivery),
- 2) Trading—with the prior permission of the operator—within caravan parks that are only open to paying guests and do not provide general public access,
- 3) Trading by invitation on private property that is a workplace only to persons who work at that workplace.

The following are regarded as trading in a public place:

- 1) Preparing and selling at a public place food or goods pre-ordered by persons at that place,
- 2) Trading from any thoroughfare or verge or any other public place.

Principle criteria

Expanding on the principles given in the Local Law, the Shire of Carnarvon recognises the following principle criteria for deciding applications for mobile trading licences:

- 1) Competition with established shops is generally to be avoided but may be weighed up against the needs of the area and the particular contribution a trader brings to a public place. Traders should contribute something unique to the local area either by the nature or quality of the goods or service or by the time and/or place at which it is offered.
- 2) Trading vehicles must be suitable for the intended trading activity and location.
- 3) Traders should offer a high standard of service delivery.
- 4) Traders must not create an unacceptable risk to public health or safety, property or infrastructure or the environment.
- 5) Traders must not cause unreasonable nuisance.

'300m rule'

The following '300m rule' has been formulated to provide guidance in the management of mobile trading. The '300m rule' is:

A mobile trader may not trade within 300m of an established shop selling goods or services similar to those offered by the trader—while such shop is open—unless the trader first obtain a written letter of support from the proprietor of the said shop.

Schedule of declared trading locations

The Schedule of Declared Trading Locations has been created to identify various locations within the district as being worthy of encouraging or allowing mobile trading within certain parameters due to the particular needs of the area and the benefit that mobile trading can bring to the public place. The Schedule is at the end of this policy and should be interpreted in the light of the declared benefit that is provided for each item.

Decision framework

All of the matters in s.29 of the Local Law are relevant to deciding applications for mobile trading licences. The principle criteria identified in this policy provide additional guidance and are to be considered in all applications.

The general decision framework is:

- 1) Activities that fall within the Schedule of Declared Trading Locations *or* the '300m rule' can be approved if they also meet the other relevant requirements outlined in this policy.
- 2) All other activities can only be approved by special consideration of the principle criteria.

Nothing in this decision framework limits the Shire's ability to refuse applications on any of the valid grounds as outlined in the Local Law.

Special consideration of applications

Where a proposed trading activity is to be assessed by special consideration, the relevant matters in the Local Law and the principle criteria will be used to assess the proposal. The applicant may be required to demonstrate how the proposal will comply with the principal criteria and a higher administration fee may apply.

How approved trading activities are specified

Except for roaming traders and trading at markets, events and at public places not managed by the Shire, proposed trading locations and times must be individually assessed for suitability and safety for a particular trader and vehicle and, if approved, specified on the licence. Where appropriate, trading locations should be mapped on the licence to ensure the applicant is aware of their permitted trading place or area.

Roaming traders

Traders may be approved as roaming mobile traders where it is appropriate to allow more flexibility in their trading locations due to the nature of their business and vehicle. Having minimal or no setup requirements upon arriving at a trading location would be a requirement for roaming traders.

Licences for roaming traders must specify rules to govern the allowable trading areas and times in addition to any individually approved locations.

Such rules should include:

- a restriction in the time that the trader can stay in any one place other than in individually approved locations so as to minimise safety risks from attracting customers and vehicles to areas that are not assessed; up to 1 hour is suggested depending on the case;
- the 300m rule, where relevant.

Such rules may include being restricted to trading along an approved route where this is appropriate.

Traders whose main business involves attracting passing motorists to pull over should always have their parking locations individually assessed and may not be roaming traders.

Markets, events and managed environments

Where mobile trading occurs on land not managed by the Shire or at lawfully established markets or events, it is acknowledged that the land manager or market or event coordinator, as the case may be, has the primary responsibility for managing the mobile trading. In these cases, if a licence is issued, it may be conditioned subject to the approval and requirements of the relevant responsible person and may be less specific to allow that person to effectively manage the mobile trading (e.g. relating to exact parking positions).

Trading on main roads

Proposals to trade on the road reserve of any main road requires the prior approval of the Department of Main Roads. At the time of writing this policy, the Department of Main Roads have a policy of not allowing any trading on main roads and so it is not appropriate to issue any licences to the contrary.

Safety considerations

Safety considerations to be included in the assessment of proposed mobile trading activities include the following:

1. Trading from a roadside kerb will not be allowed on main roads or roads with a speed limit of 70 kph or more.
2. Trading from a roadside kerb will not be allowed where it involves the serving of customers from the side of the vehicle facing the centre of the road. It is not acceptable to have customers approaching between the trading vehicle and the carriageway. In assessing applications, consideration should be given to which side of the vehicle has been designed for serving customers from. If the vehicle is designed to serve from the right hand side, trading should only be allowed where the vehicle can be safely parked off the road altogether (but not necessarily off the road reserve).
3. Trading from a roadside kerb will not be allowed where it involves attaching or erecting any projection from the vehicle towards the centre of the road.
4. Trading on a road reserve will not be allowed where it principally involves the attraction of passing motorists to pull over unless there is provision for the safe pulling over and parking of vehicles considering the speed limit of the road, visibility of other traffic, how busy the road is and the availability of suitable parking. It is expected that the trading vehicle would be positioned safely off the road for this kind of trading.
5. Trading within a public carpark will only be allowed where the trader and the customers can enjoy a safe environment and where the vehicle is suitably designed for the environment. Busy carparks will require that customers can safely approach the trading vehicle from off the carpark and that the trader can serve customers on that side.

Public liability insurance

Before it may be approved, an application for a mobile trading licence must include evidence of having a minimum of \$10 million Public Liability insurance. The policy must be able to meet any possible claim which may be sustained against the licensee in relation to the death or injury to any person. It should preferably include insurance against damage to any property arising from the proposed trading activity.

Tables and chairs

Tables and chairs will normally not be allowed to be set up for customers by mobile traders.

Effect of other laws

Mobile trading licences do not remove the obligation to comply with all other relevant laws and do not imply compliance with other laws. For example:

- Trading licences do not authorise the use of land under the *Planning and Development Act 2005*.
- Trading licences do not authorise the sale of food under the *Food Act 2008*.
- Trading licences do not authorise camping under the *Caravan Parks and Camping Grounds Act 1995*.
- Trading licences do not provide exemptions from parking local laws. Current laws limit parking to a maximum of 24 hours. Any parking exemptions must be obtained via the proper process.

- Trading licences do not grant approval to trade from the Department of Main Roads. If this approval is required, it must be obtained from the Department of Main Roads.

Standard Conditions

The following standard conditions are provided as a guide to the consistent licensing of mobile traders but may be applied and modified as relevant:

General terms and conditions

If this licence gives approval to hawk, trade or hold a stall at any market, fair, outdoor public event or on any land not managed by the Shire, that approval is subject to the approval of the relevant market or event coordinator, land owner or land manager respectively and the licensee must comply with all reasonable conditions and directions and pay any required fee to such coordinator or manager;

The licensee must legibly and conspicuously display his/her name on the stall or vehicle used for trading.

The licensee must keep the place and any stand, table, structure or vehicle used for the licensed activity in a clean and safe condition and in good repair;

The licensee must on demand produce this licence to any authorised person of the Council or any police officer or the person in charge of the place where the licensed activity is carried on;

The licensee must remove his/her stand, table, structure or vehicle and all of his/her goods, wares, merchandise and signs from the place to which the licence applies and leave that place clean and vacant in all respects whenever not trading/hawking at the place, unless with the written approval of the Council or the person in charge of the place to the contrary;

The licensee must comply with the Shire of Carnarvon Local Government Act Local Laws and all other laws, including traffic, parking and planning laws and laws relating to advertising signs, obstruction of thoroughfares and food safety; this licence does not authorise the sale of food under the *Food Act 2008*.

Additional terms and conditions for mobile traders

The licensee must maintain a minimum of \$10 million Public Liability insurance covering the licensed activity

The licensee must not trade at any given place and time unless it is safe to do so and must consider the safety of other vehicles and pedestrians.

If this licence gives approval to trade on a carriageway (road), the licensee may not attach or erect any projection from the vehicle towards the centre of the carriageway and may not serve customers from the side of the vehicle facing the centre of the carriageway.

Despite anything else in this licence, the licensee may not trade within the road reserve of any main road or of any road with a speed limit of 70 kph or more. This includes (among others):

- Robinson St, Carnarvon, from the Woolworths roundabout to North West Coastal Highway and onwards
- Robinson St, Coral Bay, from the cnr Banksia St to Coral Bay Road and onwards.

The trading activity must not cause unreasonable nuisance considering the trading environment.

The licensee may not set up or provide external tables or chairs for customers.

Revocation of licences and enforcement

As per the Local Law (s.29.12), licences may be revoked on the following grounds:

- 1) that the licensee has committed a breach of the terms and conditions of the licence;
- 2) that the licensee is not conducting his business in a respectable or sober manner;
- 3) that the licensee has assigned his licence or does not himself carry on the business;
- 4) that the licensee is not regularly carrying on the business for which the licence was granted; or
- 5) that the licensee or his assistants have breached any of the provisions of the Local Laws.

In the event that the licence conditions or the Local Laws are breached compliance action may also be taken in accordance with the Local Law provisions.

SCHEDULE OF DECLARED TRADING LOCATIONS

Generic locations	Restrictions	Declared benefits ¹
Lawfully established public markets or fairs	Trading is subject to permission of market or event coordinator	Attracting tourists and visitors (1.1). Promoting quality local produce and goods (cf 1.7.5). Enriching the vibrancy of public areas (cf 3.4).
Lawfully organised community events	Trading is subject to permission of event coordinator.	Promoting community and cultural events (3.5.2). Attracting tourists and visitors (1.1). Enriching social life in the town.
Privately managed sports clubs or grounds (not public ovals)	Trading is subject to permission of club or venue manager	Supporting the recreational and sporting culture of the town (cf. 3.4), primarily via food and drink refreshments.
Sports events at public recreation grounds (e.g. ovals)	Trading is subject to permission of relevant club or association	Supporting the recreational and sporting culture of the town (cf. 3.4), primarily via food and drink refreshments.
Late night food service for revellers	Exact location to be negotiated by applicant in consideration of '300m rule'.	Providing for the needs of late night revellers when no other food service is available.
Remote camp grounds not having their own shops	Exact locations to be negotiated by applicant.	Supporting caravanning and camping in the district. Providing for needs of campers, primarily via food, drink and camping supplies.
Coral Bay	Exact locations to be negotiated by applicant in consideration of '300m rule'.	Supporting tourism in Coral Bay (1.1). Enriching the vibrancy of public areas (cf 3.4).

Specified locations	Restrictions	Declared benefits ²
Town Beach, Olivia Terrace, Carnarvon (including car park facing Gascoyne Hotel)	Individual licence may be restricted to certain specified times per the '300m rule' in relation to competing business. Suitable public parking and vehicles only (ground sloped and space limited).	Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments. (cf 3.4)
Baxter Park, West St, South Carnarvon	As per available public parking	Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments. (cf 3.4)
Cnr Brown St and Olivia Tce, South Carnarvon (near 'Tee Jetty')	As per available off-street parking	Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments. (cf 3.4)
Cnr Johnston and Cleaver Streets, Carnarvon	Trading restricted to 7am–9am weekdays. Parking to be negotiated in approval process.	Convenient location for local pedestrians (workers & students) to purchase a morning coffee or similar.
Carnarvon Airport grounds	Parking to be negotiated in approval process.	Providing for the needs of people awaiting plane arrivals and departures, primarily via food and drink refreshments.
Blowholes reserve	Except for roaming traders, trading is limited to the Blowholes carpark, Lagoon carpark or otherwise as negotiated in the approval process.	Enriching the vibrancy of public areas. Providing for needs of campers and people enjoying the public area, primarily via food, drink and camping supplies (cf 3.4).
Vacant Shire property, Camel Lane (southside)	As per available public parking. Provision of supplies primarily for the travelling public, crafts or	Enriching the vibrancy of public areas. Providing for needs of campers and people enjoying the public area, primarily via camping

¹ References refer to the outcomes in the 'Shire of Carnarvon 10+ Year Strategic Community Plan 2011'

² References refer to the outcomes in the 'Shire of Carnarvon 10+ Year Strategic Community Plan 2011'

	other goods not contravening the 300m rule.	supplies and unique or specialised goods (cf 3.4)
Carnarvon Space and Technology Museum	In conjunction with special events or celebrations with approval from the museum operator.	Supporting tourism in Carnarvon (1.1). Enriching the vibrancy of public areas (cf. 3.4).

SHIRE OF CARNARVON POLICY



POLICY NO	D001	
POLICY	CARNARVON MOBILE TRADING	
RESPONSIBLE DIRECTORATE	DEVELOPMENT SERVICES	
COUNCIL ADOPTION	Date 26/5/15	Resolution No. FC 22/5/15
REVIEWED/MODIFIED	Date: 22/9/15	Resolution No. FC 24/9/15
	Date: 20/12/16	Resolution No. FC 15/12/16
	Date:	Resolution No.
LEGISLATION	1) <i>Local Government Act 1995, s.2.7(2)(b) – Council’s function in determining policies</i> 2) <i>Shire of Carnarvon Local Government Act Local Laws, s.29 Hawkers, Traders & Stall holders</i>	
RELEVANT DELEGATIONS	1005	

INTRODUCTION / CITATION

The purpose of this policy is to regulate the issuing of licences relating for the operation of mobile traders in in Carnarvon Shire with the exception of Coral Bay.

This is a local planning policy prepared under the Local Government Act 1995 s2.7(2)(b) and the Local Government Act Local Laws 1998 “Hawkers, Traders and Stall Holders”

OBJECTIVES

The objectives of the policy are:

1. To avoid the creation of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic.
2. To regulate the level and intensity of vendor activities on road reserves and private land accessible to the public to ensure that the site is retained primarily for its purpose (community/traffic use, parking and commercial activities).
3. To accommodate appropriate vendor activities in order to provide services that enhance the visitor/resident experience.
4. To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristic streetscape of the area and the street carparks, and private commercial areas.

GENERAL

1. Itinerant vendors are to move on when all customers at a particular location have been satisfied.
2. Public liability insurance cover of \$10 million is required where an activity occurs on local government managed land.

3. The local government may seek contribution towards the upgrading and/or construction of a site used by a mobile vendor.
4. A mobile trading licence shall only be issued to the specific applicant and is not transferable to any other person or to any other land parcel.
5. Activities may require additional approvals/permits under the applicable health standards.
6. If an additional approval/permit is required then the mobile trading licence shall only remain valid while the additional approval/permit remains current and valid. On the expiration or earlier termination of the additional approval/permit, the mobile trading licence shall cease to be valid.

This policy does not apply to the following:

- A 'produce stall' within private property;
- Where a vendor is part of an event, carnival, market, fete or the like;
- Where the activity is a one-off occurrence such as an opening or open day for a business/premises; and
- Community health mobile clinics and other government/community like uses.

APPLICATION REQUIREMENTS

Applications must be accompanied by:

1. Details of goods/merchandise and or services to be offered;
2. Details of vehicle intended to be used for trading including a photograph(s) of the vehicle (such vehicle may be subject to assessment in order to determine its suitability for the purpose proposed);
3. For mobile vendors, specific details of area(s) or route (including site plans);
4. Times, days and dates sought and
5. Evidence of public liability insurance.

Where the land is NOT under the care, control and management of the local government, the written consent of the Crown via the Department of Lands or vesting Authority or Management Authority is required prior to processing the application.

Where the land is privately owned, the written consent of the land owner is required prior to processing the application.

SCHEDULE OF DECLARED TRADING LOCATIONS

The Schedule of Declared Trading Locations has been created to identify various locations within the district as being worthy of encouraging or allowing mobile trading within certain parameters due to the particular needs of the area and the benefit that mobile trading can bring to the public place. The Schedule is at the end of this policy and should be interpreted in the light of the declared benefit that is provided for each item.

SITE REQUIREMENTS

A place will only be approved if it:

1. Is located within a place identified in the Schedule of Declared Trading Locations.
2. Is readily and safely accessible to customers;

3. Provides adequate parking for customers;
4. Does not present a traffic hazard or danger to the public;
5. Has adequate rubbish disposal facilities;
6. Does not breach any regulatory or signposted car parking restrictions;
7. Takes place where the goods displayed and the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities; and
8. Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public).
 - Trading in road reserves will not be supported unless the site has a formal parking area (such as parking bays, a car park or rest area).
 - Itinerant vendors are generally not appropriate on roads with speed limits greater than 70km/hr.
 - Based on experience of the impacts of previous/similar activities (within or outside the municipality), the fragile nature of certain areas, and/or the dominant public use of certain areas, the local government is of the view that activities should not be supported in certain areas and also that a restriction on the number of certain activities in certain areas should be prescribed.
 - These restrictions (if any) are attached to this policy and area based on knowledge and experience at this time and may be amended from time to time by the local government as further knowledge and experience is accumulated.

APPROVAL PERIODS

Approval periods for mobile vendors are generally restricted to:

1. No more than 4 hours in any one location each day.
2. A maximum period of 12 months shall be approved for each licence.

DEFINITIONS

Mobile means working in one place for a short period of time.

Public Place includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

Vendor means someone who promotes, exchanges or hires goods or services for money.

Itinerant Vendor means a person who travels along a road looking for customers and who sells, hires or provides a product or service from a vehicle which is parked temporarily to customers who stop the vendor or come to the vendor while the vehicle is so parked.

Note: The main difference between an itinerant vendor and a mobile vendor is that a mobile vendor can solicit business from a parked location whereas an itinerant vendor stops to serve waiting customers (an ice cream van is an itinerant vendor whereas a vehicle parked selling preprepared food or produce is a mobile vendor).

SCHEDULE OF DECLARED TRADING LOCATIONS

Generic locations	Restrictions	Declared benefits ¹
Lawfully established public markets or fairs	Trading is subject to permission of market or event coordinator	Attracting tourists and visitors (1.1). Promoting quality local produce and goods (cf 1.7.5). Enriching the vibrancy of public areas (cf 3.4).
Lawfully organised community events	Trading is subject to permission of event coordinator.	Promoting community and cultural events (3.5.2). Attracting tourists and visitors (1.1). Enriching social life in the town.
Privately managed sports clubs or grounds (not public ovals)	Trading is subject to permission of club or venue manager	Supporting the recreational and sporting culture of the town (cf. 3.4), primarily via food and drink refreshments.
Sports events at public recreation grounds (e.g. ovals)	Trading is subject to permission of relevant club or association	Supporting the recreational and sporting culture of the town (cf. 3.4), primarily via food and drink refreshments.
Late night food service for revellers	Exact location to be negotiated by applicant.	Providing for the needs of late night revellers when no other food service is available.
Remote camp grounds not having their own shops	Exact locations to be negotiated by applicant.	Supporting caravanning and camping in the district. Providing for needs of campers, primarily via food, drink and camping supplies.
Specified locations	Restrictions	Declared benefits ²
Town Beach, Olivia Terrace, Carnarvon (car park facing Gascoyne Hotel – refer to Figure 1)	Individual licence may be restricted to certain specified times. Exact portion of carpark to be negotiated. Use as per availability.	Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments. (cf 3.4)
Robinson St, Carnarvon (near old Courthouse -refer to Figure 2)	Trading restricted to 5:30pm - 9pm on weekdays, and 3:30pm to 8:30pm on weekends. Exact areas to be negotiated.	Attracting tourists and visitors (1.1). Promoting quality local produce and goods (cf 1.7.5). Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments (cf 3.4).
Baxter Park, West St, South Carnarvon (refer to Figure 3)	Individual licence may be restricted to certain specified times. As per available public parking.	Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments. (cf 3.4)
Cnr Brown St and Olivia Tce, South Carnarvon (near 'Tee Jetty' – refer to Figure 4)	Individual licence may be restricted to certain specified times. As per available off-street parking	Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments. (cf 3.4)
Carnarvon Airport grounds	Parking to be negotiated in approval process.	Providing for the needs of people awaiting plane arrivals and departures, primarily via food and drink refreshments.
Blowholes reserve	Except for roaming traders, trading is limited to the Blowholes carpark, Lagoon carpark or otherwise as negotiated in the approval process.	Enriching the vibrancy of public areas. Providing for needs of campers and people enjoying the public area, primarily via food, drink and camping supplies (cf 3.4).
Carnarvon Space and Technology Museum	In conjunction with special events or celebrations with approval from the museum operator.	Supporting tourism in Carnarvon (1.1). Enriching the vibrancy of public areas (cf. 3.4).

¹ References refer to the outcomes in the 'Shire of Carnarvon 10+ Year Strategic Community Plan 2011'

² References refer to the outcomes in the 'Shire of Carnarvon 10+ Year Strategic Community Plan 2011'



Figure 1: Schedule of declared trading location map - Town Beach Car Park, Carnarvon (refer to restrictions).

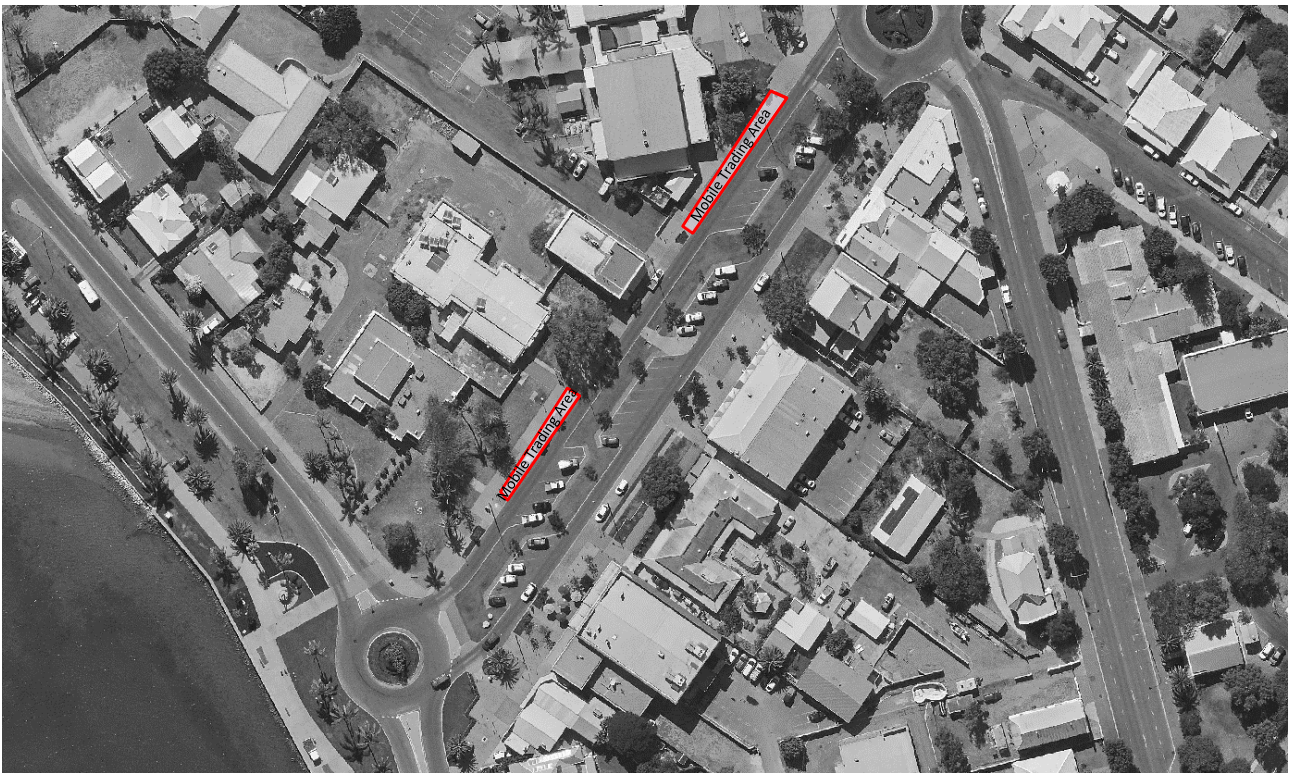


Figure 2. Schedule of declared trading location map - Robinson Street, Carnarvon (refer to restrictions).



Figure 3. Schedule of declared trading location map - Baxter Park Car Park, South Carnarvon (refer to restrictions).



Figure 4: Schedule of declared trading location map - Corner of Olivia Terrace and Brown Street, South Carnarvon (refer to restrictions).

SHIRE OF CARNARVON POLICY



POLICY NO	D003	
POLICY	CORAL BAY MOBILE TRADING	
RESPONSIBLE DIRECTORATE	DEVELOPMENT SERVICES	
COUNCIL ADOPTION	Date	Resolution No.
LEGISLATION	1) <i>Local Government Act 1995, s.2.7(2)(b)</i> – Council's function in determining policies 2) <i>Shire of Carnarvon Local Government Act Local Laws, s.29</i> – Hawkers, Traders & Stall holders	
RELEVANT DELEGATIONS	1005	

INTRODUCTION / CITATION

The purpose of this policy is to regulate the issuing of licences relating for the operation of mobile traders in in Coral Bay.

This is a local planning policy prepared under the Local Government Act 1995 s2.7(2)(b) and the Local Government Act Local Laws 1998 "Hawkers, Traders and Stall Holders"

OBJECTIVES

The objectives of the policy are:

1. To avoid the creation of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic.
2. To regulate the level and intensity of vendor activities on road reserves and private land accessible to the public to ensure that the site is retained primarily for its purpose (community/traffic use, parking and commercial activities).
3. To accommodate appropriate vendor activities in order to provide services that enhance the visitor/resident experience.
4. To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristic streetscape of the area and the street carparks, and private commercial areas.

GENERAL

1. Public liability insurance cover of \$10 million is required where an activity occurs on local government managed land.
2. The local government may seek contribution towards the upgrading and/or construction of a site used by a mobile vendor.

3. A mobile trading licence shall only be issued to the specific applicant and is not transferable to any other person or to any other land parcel.
4. Activities may require additional approvals/permits under the applicable health standards.
5. If an additional approval/permit is required then the mobile trading licence shall only remain valid while the additional approval/permit remains current and valid. On the expiration or earlier termination of the additional approval/permit, the mobile trading licence shall cease to be valid.

This policy does not apply to the following:

- A 'produce stall' within private property;
- Where a vendor is part of an event, carnival, market, fete or the like;
- Where the activity is a one-off occurrence such as an opening or open day for a business/premises; and
- Community health mobile clinics and other government/community like uses.

APPLICATION REQUIREMENTS

Applications must be accompanied by:

1. Details of goods/merchandise and or services to be offered;
2. Details of vehicle intended to be used for trading including a photograph(s) of the vehicle (such vehicle may be subject to assessment in order to determine its suitability for the purpose proposed);
3. For mobile vendors, specific details of area(s) or route (including site plans);
4. Times, days and dates sought; and
5. Evidence of public liability insurance.

Where the land is NOT under the care, control and management of the local government, the written consent of the Crown via the Department of Lands or vesting Authority or Management Authority is required prior to processing the application.

Where the land is privately owned, the written consent of the land owner is required prior to processing the application.

SCHEDULE OF DECLARED TRADING LOCATIONS

The Schedule of Declared Trading Locations has been created to identify various locations within Coral Bay as being worthy of encouraging or allowing mobile trading within certain parameters due to the particular needs of the area and the benefit that mobile trading can bring to the public place. The Schedule is at the end of this policy and should be interpreted in the light of the declared benefit that is provided for each item.

SITE REQUIREMENTS

A place will only be approved if it:

1. Is located within a place identified in the Schedule of Declared Trading Locations.
2. Is readily and safely accessible to customers;
3. Provides adequate parking for customers;
4. Does not present a traffic hazard or danger to the public;

5. Has adequate rubbish disposal facilities;
6. Does not breach any regulatory or signposted car parking restrictions;
7. Takes place where the goods displayed and the gathering of customers will not impede pedestrians or vehicle movements or cause conflict with other activities; and
8. Will not interfere with access to other facilities and/or businesses (including occupying car parking areas to the detriment of the public).

APPROVAL PERIODS

Approval periods for mobile vendors are generally restricted to:

1. No more than 4 hours in any one location each day.
2. A maximum period of 12 months shall be approved for each licence.

DEFINITIONS

Mobile means working in one place for a short period of time.

Public Place includes a road or place which the public are allowed to use, whether or not the road or place is on private property.

Vendor means someone who promotes, exchanges or hires goods or services for money.

SCHEDULE OF DECLARED TRADING LOCATIONS

Specified locations	Restrictions	Declared benefits ²
Department of Transport (DoT) Coral Bay Maritime Facility	Shire of Carnarvon trading applications will require written authority from DoT to use the land. Applicant may require a temporary land permit. Exact location and siting to be negotiated.	To encourage or allow trading in areas where there is an identified need or particular benefit to the local community.
Private land	Applications must meet principle criteria and provide written authority to utilise land. Restrictions as per conditions formed from special consideration.	Attracting tourists and visitors (1.1). Enriching social life in the town.

² References refer to the outcomes in the 'Shire of Carnarvon 10+ Year Strategic Community Plan 2011'