

SHIRE OF CARNARVON
SCHEDULES
ORDINARY COUNCIL MEETING
TUESDAY 23 AUGUST 2022

Council Chambers, Stuart Street
CARNARVON, West Australia
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INFRASTRUCTURE



Gascoyne Country Zone

Minutes

10:00am
Friday, 24 June 2022

Meeting hosted by
Shire of Shark Bay

Gascoyne Country Zone

Meeting hosted by Shire of Shark Bay

61-63 Knight Terrace, Denham

Commenced at 10:00am, Friday, 24 June 2022

Minutes

ATTENDEES

Shire of Carnarvon	President Eddie Smith David Nielsen, Executive Manager Infrastructure Services, non-voting delegate
Shire of Exmouth	Cr Jackie Brooks (Deputy) by TEAMS Ben Lewis, Chief Executive Officer, non-voting delegate
Shire of Upper Gascoyne	Cr Hamish McTaggart John McCleary, Chief Executive Officer, non-voting delegate
Shire of Shark Bay	President Cr Cheryl Cowell - Chair Dale Chapman, Chief Executive Officer, non-voting delegate
WALGA	Mark Bondiotti, Policy Manager Transport and Roads

GUESTS

Gascoyne Development Commission	Tym Duncanson, Chief Executive Officer Kate Boston, Regional Development Officer
Regional Development Australia – Mid West Gascoyne	Mark Holdsworth, Executive Officer
Main Roads	Andrea Pitcher, A/Asset Management Officer Gaffney Murray, Operations Manager (Carnarvon) Janet Hartle-West, Regional Manager Kevin Pethick
Roadwise	Samantha Adams, Road Safety Officer – Mid-West

GUEST SPEAKER

Nil

APOLOGIES

Shire of Upper Gascoyne	President Cr Don Hammarquist OAM,
Shire of Carnarvon	Andrea Selvey, Chief Executive Officer non-voting delegate
Department of Local Government, Sport and Cultural Industries	Angele Gray, Regional Manager Mid-West Gascoyne

Attachments

The following were provided as attachments to the agenda:

1. Previous Meeting Minutes – 22 April 2022 Meeting
2. President's Report

1. DECLARATION OF INTEREST

Nil

2. ANNOUNCEMENTS

Nil

3. DEPUTATIONS

Nil.

5. CONFIRMATION OF MINUTES

5.1 Minutes of the 22 April 2022 via Teams

RESOLUTION

Moved: President Eddie Smith
Seconded: Cr Hamish McTaggart

That the Minutes of the meeting of the Gascoyne Country Zone held on 22 April 2022 be confirmed as a true and accurate record of the proceedings.

CARRIED

5.2 Business Arising

Nil

6. ZONE BUSINESS

6.1 Solar Eclipse 20 April 2023

Shire of Exmouth

Update provided by Ben Lewis, Chief Executive Officer, Shire of Exmouth

6.2 Intensive Family Community Intervention

By the Shire of Carnarvon

BACKGROUND

Like many other regional communities across the state, Carnarvon is currently under siege by a rapid rise in youth crime, violence, and antisocial behaviour in and around the town. The safety and wellbeing of the whole community is being compromised by daily acts of threatening, violent and antisocial behaviour, theft, property damage, and vandalism being committed by a cohort of unruly at-risk youth, some 8 years old and younger.

Many residents, especially vulnerable people, and businesses in the community are exhausted and frustrated, with the lack of law and order, intervention, accountability, and justice. As the Local Government Authority, the Shire is under extreme scrutiny and pressure to act on behalf of local residents to address youth crime and antisocial behaviour in the community.

The Shire has engaged with stakeholders from the local community as well as State Government agencies to develop and implement place-based solutions where possible. The Shire also participates as a stakeholder in the Carnarvon District Leadership Group and has supported the efforts led by the Department of Communities to extend the trial of the T120 program in Carnarvon. However, the limited resourcing and satellite service delivery of this program out of Geraldton is already presenting with gaps and flaws in its effectiveness and capacity to maximise impact and change with local families in crisis.

Escalating incidents of violence and break-ins committed by at-risk youth in Carnarvon have led the Shire to host crisis response meetings with key community representatives to discuss and develop a local intervention strategy to address youth crime and antisocial behaviour. The discussions and outcomes from this meeting have informed the development of the Intensive Family & Community Intervention (IFCI) which incorporates and integrates an Intensive Family Intervention Task Force, and an Intensive Family Intervention Support Program.

This item seeks WALGA's formal consideration of an Intensive Family Intervention Support Program (IFCI). The officer's recommendation is that the IFCI is endorsed by Council. Should it be endorsed, the IFCI will be used to guide decisions about Shire investment and activities and to advocate for other tiers of government

The Shire has engaged with key stakeholders and community leaders on the issues and potential solutions over many months. There has been dialogue with the Yinggarda Aboriginal Corporation, the Local Member, Aboriginal Community Leaders, the Chamber of Commerce and Industry, and the Carnarvon Community College.

Implementation of the IFCI will be resource-intensive; however, there are already considerable resources spent on youth and family dysfunction, crime and social issues. The intent is to advocate for the State Government to reallocate some of those resources to fund the IFCI.

SECRETARIAT COMMENT

Based on the information provided the approach the Shire of Carnarvon is pursuing is sound and grounded in an evidence base of effective 'youth at risk' interventions. There is strong engagement with key stakeholders and genuine commitment to work in partnership with local Aboriginal community leaders and organisations. The Intensive Family Intervention Support Program (IFCI) is a specialist service incorporating a wholistic approach involving coordinated intensive case management support for the young people and their families.

The Shire's role in this framework should be to support and assist in facilitating local responses through investment in strategic partnerships, rather than involvement in direct service delivery. The role of the Shire in the framework should be promoted to residents along with a balanced campaign celebrating the contributions and achievements of young people and generating youth-led initiatives in visible locations within the Shire.

RESOLUTION

Moved: Cr Hamish McTaggart
Seconded: President Cr Cheryl Cowell

That the Gascoyne Country Zone seeks WALGA's support to advocate to the State Government to allocate funds and/or resources to fund and implement the Intensive Family Community Intervention in Carnarvon and other communities impacted by youth crime and social issues and support fundamental change to policy position to ensure it can be implemented.

CARRIED

6.3 WALGA Best Practice Governance Review Update

By Tony Brown, Executive Manager Governance and Organisational Services and Tim Lane, Manager Strategy and Association Governance

BACKGROUND

WALGA has embarked on a significant project to review WALGA's governance model to ensure the organisation is governed by a contemporary, sound, and agile governance model that:

- Facilitates meaningful engagement with Local Government members,
- Enhances WALGA's legitimacy among members and stakeholders, and
- Enables sound and focused decision making to guide advocacy, policy, and service delivery.

WALGA's [Corporate Strategy 2020-25](#) identifies "contemporary governance and engagement models" as a key strategic priority leading to State Council's commissioning of the Best Practice Governance Review project.

A further goal of the project is to fundamentally review, and subsequently amend, WALGA's governance documentation – Constitution, Corporate Governance Charter, State Council Code of Conduct, and Standing Orders – to ensure consistency and alignment.

To oversee the project, State Council appointed a Steering Committee with the following membership:

President Cr Karen Chappel JP	WALGA President (Chair)
Cr Paul Kelly	WALGA Deputy President
President Cr Phil Blight	Country State Councillor
Mayor Carol Adams OAM	Metropolitan State Councillor
President Cr David Menzel	Country Elected Member
Mayor Albert Jacob	Metropolitan Elected Member
Andrew Sharpe	Country Chief Executive Officer

Senior WALGA staff are providing executive support and PwC has been appointed to facilitate meetings of the Steering Committee and to produce an Options Paper and a Final Report.

The Steering Committee has met twice. At the first meeting, held on 5 May 2022, the Committee:

- Adopted Terms of Reference
- Reviewed the Project Plan
- Considered existing governance documentation
- Discussed the project methodology, and
- Agreed five comparator organisations whose governance models would be reviewed:
 - i. Australian Hotels Association (AHA)
 - ii. Australian Medical Association (AMA)
 - iii. Chamber of Commerce and Industry WA (CCIWA)
 - iv. Chamber of Minerals and Energy (CME), and
 - v. Pharmacy Guild of WA

The comparator organisations were selected for their similarity to WALGA as membership organisations (with organisations as members) and their perceived effectiveness as advocacy peak bodies.

At the Steering Committee's second meeting, held on 8 June 2022, the Committee reviewed the governance models of comparator organisations presented by PwC and identified initial performance assessment criteria that will guide the evaluation of alternative governance model options.

The Steering Committee will be meeting again in late June to consider an Options Paper which will present alternative governance model options. The Options paper will be presented to State Council at the 6 July Strategic Forum. Member feedback will then be sought on the Options Paper during July and August.

Following member feedback, the Steering Committee will direct the development of an agenda item outlining high level principles and non-negotiables of a future governance model for the 2022 Annual General Meeting. This agenda item and debate will gauge members' views on the direction of the project.

The final report due to be completed by mid-October 2022 will be the subject of further consultation with members, including through a full round of Zone meetings in November in the lead-up to the December State Council meeting.

Substantive structural changes to WALGA's governance model will require amendments to the Constitution, which must be approved by a special (75 percent) majority at both a meeting of State Council and an Annual General Meeting. As such, any proposed changes will need to have strong support of members for Constitutional change to be ratified. The aim of the project is to put forward constitutional amendments to members at the 2023 Annual General Meeting.

COMMENT

The Best Practice Governance Review Project represents a significant opportunity to improve WALGA's governance model to improve decision making effectiveness while ensuring meaningful member representation and participation.

Past reviews since the formation of WALGA as the single Local Government sector peak body over 20 years ago have led to significant process and other improvements while the structure and composition of State Council has remained broadly unchanged. WALGA receives mixed feedback on its governance model through member surveys and other mechanisms suggesting there is room for improvement.

Any future governance model will need to balance member representation and participation in decision making processes with efficiency and strategic focus. The forthcoming Options Paper will present potential options that aim to balance competing objectives identified by the Steering Committee.

Member engagement and consultation will be crucial to the success of the project and very high levels of member support will be required for constitutional amendments to be ratified, as outlined above. Consequently, members should anticipate opportunities to contribute to the project and provide insight in relation to options put forward over coming months.

RESOLUTION

Moved: Cr Hamish McTaggart
Seconded: President Cr Cheryl Cowell

That the update on the WALGA Best Practice Governance Review Project be noted.

CARRIED

6.4 Proposed Advocacy Position for Management of Bushfire Brigades Discussion Paper

By Susie Moir, Policy Manager Resilient Communities

BACKGROUND

WALGA is seeking the views of the sector on a new Advocacy Position on the management of Bushfire Brigades, as per the Discussion Paper, [Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position](#).

Western Australian Local Governments have extensive roles and responsibilities prescribed in the State Emergency Management Framework (State Framework) across the emergency management activities of prevention, preparedness, response, and recovery. Relevantly, pursuant to the *Bush Fires Act 1954*, Local Governments have responsibility for bushfire and the management of volunteer Bush Fire Brigades (BFBs).

The Paper proposes a new Advocacy Position on the management of BFBs to guide the Association's emergency management advocacy on behalf of Local Government, and in particular its engagement with the State Government on the development of the Consolidated Emergency Services Act which is expected to be released for stakeholder consultation in early 2023.

Four options are identified for the future management of BFBs:

1. Status quo – continue with the current arrangements for management of BFBs whereby the majority are managed by Local Government and transfer arrangements are negotiated on an ad hoc basis between DFES and Local Governments (or their BFBs).
2. Improvements – continue with the current arrangements for Local Government management of BFBs with additional support provided by the State Government with respect to increased funding and better access to training resources and other support.
3. Hybrid Model – Local Government continues to manage BFBs where they have the capacity, capability and resources to do so; however where they do not have the capacity, capability and resources, responsibility for management of BFBs is transferred to DFES.
4. Transfer – Responsibility for management of all BFBs is transferred to the State Government, consistent with the arrangements in other States and Territories.

COMMENT

Based on the feedback received from Local Governments in the WALGA Emergency Management Survey and the other considerations outlined in the paper, it is considered appropriate for the Association to support a hybrid model for the management of BFBs.

A hybrid model would enable the continued management of BFBs by those Local Governments with capacity, capability and resources to do so, while providing a framework for the transfer of the management of BFBs to the State Government where a Local Government does not.

Whatever the arrangements for future management of BFBs, it is apparent that Local Governments with responsibility for management of BFBs require additional support and resourcing which should be provided by the State Government, including:

- Development of a suite of guidelines and resources to assist Local Governments in their management of BFBs, particularly with respect to the discharge of obligations under the *Work Health and Safety Act 2021*;
- Expansion of the Community Emergency Services Manager Program (CESM) so that every Local Government with responsibility for managing BFBs has access to the Program if they wish to participate;
- Universal access to DFES training for BFBs; and
- Development of mandatory and minimum training requirements including recognition of competency for volunteers.

Local Governments are encouraged to provide a written response to this Paper or to complete the survey. Formal Council resolutions will assist the Association understand the sentiment of the sector on this important issue.

Questions are provided at the end of the Paper to guide feedback.

Feedback should be provided in response to the questions via email to em@walga.asn.au by 5pm Friday 8 July 2022.

RESOLUTION

Moved: Cr Hamish McTaggart
Seconded: President Eddie Smith

That the Gascoyne Country Zone support the “Hybrid Model” for the Management of Bushfire Brigades

CARRIED

6.5 Zone Attendance Protocols – Online Attendance

By Chantelle O'Brien, Zone Executive Officer

BACKGROUND

As a consequence of the Covid-19 pandemic, attendance at meetings and forums via video conference has been widely adopted as a standard practice and is, in many cases, an expectation of attendees.

While Zone meetings have historically been conducted in-person, there have been occasions when Zone meetings have been held as a fully virtual meeting due to Covid restrictions or Covid risk.

Recently, as the technical capacity to host virtual meetings (with a mix of in-person and online attendance) has developed, there has been an increase in requests from Zone Delegates to attend otherwise in-person Zone meetings via a video-conferencing platform.

The WALGA secretariat is seeking Zone guidance on this matter to put in place Zone protocols going forward.

COMMENT

There are several considerations regarding the suitability of hybrid meetings.

Firstly, there is an argument that in-person Zone meetings are preferable, as has been past practice, as in-person meetings (including sharing a meal and refreshments) facilitate relationship building, information sharing, networking opportunities and engagement between member Local Governments and between Local Governments and the WALGA secretariat including office bearers and senior staff.

Secondly, while there may be circumstances that prevent a Council Delegate from attending in-person, each Council has one or more Deputy Delegates who may be available to attend in-person and contribute to the meeting. For instance, it is unclear which is preferable: in-person attendance by a Deputy Delegate or online attendance by a Delegate.

Thirdly, from a meeting management perspective, there are challenges for the chairperson facilitating participation and managing a hybrid meeting, particularly given the chair may not be familiar with the technical arrangements at the host Local Government for any given meeting.

Fourthly, there are technical considerations for the host Local Government. While many Local Governments now have suitable facilities, it would be expected that the host Local Government would provide the necessary technical support (potentially outside of business hours) to ensure the meeting can transpire smoothly.

Finally, the Zone's direction in relation to guest speakers is also sought. From the secretariat's point of view, in-person attendance by guest speakers is preferable, however there may be instances when a guest speaker is unable to attend in-person but is able to attend virtually.

From the perspective of the secretariat, there are significant benefits to continue holding Zone meetings primarily in-person – relationship building, information sharing and engagement – and there are technical and meeting management challenges associated with hybrid meetings.

On balance, it is recommended that, restrictions notwithstanding, Zone meetings continue to be held primarily in-person.

Accordingly, and given Councils appoint Deputy Delegates to ensure representation when a Delegate is unable to attend, it is recommended that preference is given to Deputy Delegate attendance in-person ahead of online Delegate attendance and the hybridisation of the meeting. If Deputy Delegate attendance is not possible, the secretariat will liaise with the host Local Government to facilitate online attendance.

If Zone meetings are to be held in a hybrid format, the secretariat will liaise with the host Local Government to check whether a hybrid meeting can be facilitated, to ensure technical setup is undertaken and to confirm technical support will be provided.

It is also recommended that the secretariat continue to liaise with the Zone Chair in relation to guest speakers, as is current practice.

RESOLUTION

Moved: President Eddie Smith
Seconded: Cr Hamish McTaggart

That the Zone adopt the following protocols:

- 1. That, Covid-19 or other restrictions notwithstanding, Zone meetings continue to be held primarily in-person;**
- 2. That, given Zone meetings are to be held primarily in-person:**
 - a. first preference will be for in-person Deputy Delegate attendance, before online attendance of Delegates is considered, and**
 - b. If Deputy Delegates are unable to attend in-person, the secretariat will liaise with the host Local Government with the aim of facilitating online attendance in a hybrid meeting format;**
- 3. That, if Zone meetings are to be held in a hybrid format, the host Local Government will provide technical setup and support in liaison with the WALGA secretariat; and,**
- 4. That the WALGA secretariat liaise with the Zone Chair in relation to attendance and arrangements for guest speakers, and if online attendance of a guest speaker is to be facilitated, the secretariat will liaise with the host Local Government to make the necessary arrangements.**

CARRIED

6.6 Zone Status Report – June 2022

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Gascoyne C	2021 19 February Zone Agenda Item 5.4 Issues with the DRFAWA Claims and Approvals Process	That the Gascoyne Country Zone recommend WALGA request DFES to form a working group of participants from affected Shires to review the current process and report back on outcomes and solutions.	Data has been collected from a sample of Councils that have recently suffered declared disasters and is being analyzed to inform engagement with DFES.	Ongoing	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031
Gascoyne C	2019 March 22 Zone Agenda Item 5.2 Restricted Access Vehicle Operating Condition	That the Gascoyne Zone request WALGA to: 1. Advocate for thorough consultation with the Local Government sector regarding alternative approaches to the CA07 operating condition; and, 2. Establish a Working Group consisting of representatives from MRWA, WALGA, LGIS, DoT and the Local Government sector incorporating at least one member from each affected WALGA Zone to consider alternative approaches.	The RAV Access working group met by teleconference in early December. Based on the resolution of this meeting a letter detailing Local Government expectations was sent to Main Roads WA. The Association discussed this matter with Main Roads WA in November 2020. They are engaging with the State Solicitors Office prior to a proposed consultation with Local Government concerning a proposed approach. WALGA has subsequently met with Main Roads who confirm that the status quo remains until further notice.	Ongoing	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031
Gascoyne C	2021 25 June Zone Agenda Item 8.1 Road Closures	That WALGA be tasked to compile a guidance note on the drafting of a local law to apply fines to drivers ignoring road closure signage and on the use of the Traffic Administration Act to recover compensation for road damage.	The Infrastructure Policy Team discussed feedback received from Zones concerning regulation of drivers choosing to drive on closed roads and resolved: 1. The key legislative / regulatory requirements appear to be in place; 2. Vehicles being driven on closed roads occurs in other remote Local Government areas, although the situations are different around the State; 3. In the absence of identified technology solutions an initial approach be made by WALGA to ARRB and PATREC to determine if research centres are interested in developing a research project.	June 2022	Ian Duncan Executive Manager Infrastructure iduncan@walga.asn.au 9213 2031

RESOLUTION

Moved: Cr Hamish McTaggart
Seconded: President Eddie Smith

That the Gascoyne Country Zone recommend WALGA request DFES to form a working group of participants from affected Shires to review the current process and report back on outcomes and solutions.

CARRIED

7. STATE COUNCIL AGENDA – MATTERS FOR DECISION

(Zone delegates to consider the Matters for Decision contained in the WA Local Government Association State Council Agenda and put forward resolutions to Zone Representatives on State Council)

The full State Council Agenda can be found via link: [State Council Agenda 6 July 2022](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

Matters for Decision

5.1 Review of advocacy positions relating to Emergency Management

That State Council:

1. Endorse the removal of the following Emergency Management Advocacy Positions
 - 8.1 Community Resilience
 - 8.2 Disaster Mitigation
 - 8.3 Emergency Services Levy
2. Endorse the following Emergency Management Advocacy Positions:
 - 8.1 Emergency Management Principles
 - 8.2 State Emergency Management Framework
 - 8.3 Sustainable Grant Funding Model for Emergency Management
 - 8.4 Consolidated Emergency Services Act
 - 8.5 Resource Sharing
 - 8.6 Lessons Learnt Management
 - 8.7 Emergency Services Levy
 - 8.8 Local Government Grants Scheme (LGGS)

5.2 New Emergency Management Advocacy Position – Community Emergency Service Manager Program

That the following WALGA Advocacy Position relating to the Community Emergency Service Manager (CESM) Program be endorsed:

- 8.9 Expansion of the Community Emergency Services Manager Program

That the Association advocates for an expansion of the Community Emergency Service Manager (CESM) Program, as follows:

1. All Local Governments should have the option of participating in the CESM Program.
2. The full cost of the CESM Program should be funded through the Emergency Services Levy.

5.3 Draft WA Public Libraries Strategy 2022-2026 and Updated Advocacy Position

That:

1. the draft WA Public Libraries Strategy 2022-2026 be endorsed.
2. WALGA's existing Advocacy Position on Public Libraries be deleted and replaced as follows:

3.8 *Public Libraries*

1. Western Australian Local Government public libraries provide valuable local cultural infrastructure, creating social and community hubs for community capacity building, recreation, education and literacy, digital inclusion, and social connection, cohesion and inclusion.

2. WALGA supports the provision of Public Library services in Western Australia through a formal partnership between Local Government and the State Government of Western Australia, governed by the Library Board Act 1951, namely the State and Local Government Agreement for the Provision of Public Library Services in Western Australia (2020).
3. The WA Public Libraries Strategy 2022-2026 provides a framework for a shared vision, strategic direction and collaborative action in the provision of a vibrant and sustainable 21st century public library network.
4. It is essential that a sustainable funding model enables Local Governments to continue to deliver library services to support continued growth and adaptation to changing community needs.

Matters for Noting

- 6.1 2020/21 Local Government Performance Monitoring Project
- 6.2 Proposed Advocacy Position on Arrangements for Management of Volunteer Bushfire Brigades
- 6.3 Aboriginal Cultural Heritage Act 2021 Co-design Process, Phase 1 Submission
- 6.4 Western Power Access Arrangement Review Submission
- 6.5 Economic Development Research
- 6.6 Development of Child Safe Policy for Local Government
- 6.7 National Reconciliation Week Local Government Activation Program
- 6.8 WA Strategic Trails Blueprint 2022-2027 – Draft for Comment
- 6.9 Issues Paper: Local Government Approaches to Tree Retention
- 6.10 Report Municipal Waste Advisory Council (MWAC)

RESOLUTION

Moved: President Eddie Smith
Seconded: Cr Hamish McTaggart

That

1. **Supports all Matters for Decision as listed above in the July 2022 State Council Agenda; and**
2. **Notes all Matters for Noting and Organisational Reports as listed in the July 2022 State Council Agenda.**

CARRIED

8. EXECUTIVE REPORTS

8.1 State Councillor's Report to the Zone

The State Councillor provided an update on the previous State Council meeting.

Noted

8.2 President's Report to the Zone

WALGA Representative, Mark Bondiotti, presented the President's Report.

Noted

8.3 Gascoyne Development Commission

Chief Executive Officer, Tym Duncanson, provided an update to the Zone.

Noted

8.3.1 Gascoyne Resources Workforce and Accommodation Working Group Update

Kate Boston, Regional Development Officer

The objective of the working group is to oversee the development and implementation of an action plan which seeks to maximise the number of resource sector and related industry employees living locally in the Gascoyne. The action plan should seek to maximise economic participation of local Aboriginal people in the sector. Areas of particular focus include:

- accommodation shortages
- workforce skills development
- participation of local Aboriginal people

The working group will also consider broader community livability aspects as they relate to the attraction and retention of workers to the region. (Childcare, law and order, cost of living, education, health).

Minutes and attachments from previous Working Group meeting were attached with the Agenda.

Noted

8.4 Department of Local Government, Sport and Cultural Industries

The Department of Local Government, Sport and Cultural Industries representative, Angele Gray was an apology for this meeting.

Noted

8.5 Roadwise Report

Samantha Adams, Road Safety Officer, Mid-West provided an update to the Zone.

Noted

8.6 Regional Development Australia – Mid West Gascoyne

Mark Holdsworth, Executive Officer, RDA Mid-West Gascoyne, provided an update on Regional Roads.

Noted

9. OTHER BUSINESS

9.1 Continuing Professional Development (CPD)

By the Shire of Upper Gascoyne

Seeking Zone members thoughts on the opportunity to have a CPD Day for all Councillors from all over the region once per year.

Most Gascoyne Zone members have a policy, and if generic, it calls for each Elected Member to achieve 10 CPD hours every two years.

It would be a great way to build networks for the Elected Members and perhaps there may be scope to have some Ministerial Representation.

For Discussion

Delegates resolved that they would discuss this proposal further with their Councils.

9.2 Management Orders on State owned land

By the Shire of Carnarvon

The Shire of Carnarvon expressed frustration around the limitations under management orders on State owned land that is being managed by Local Government, regarding the leasing of such land by the Local Government to other parties.

RESOLUTION

Moved: Cr Hamish McTaggart
Seconded: President Cr Cheryl Cowell

That the Gascoyne Country Zone recommend that WALGA in consultation with Zone delegates, advocate to the State Government for a review of the Management Orders pertaining to State Land that is managed by Local Government especially in relation to Local Government leasing such land to other parties.

CARRIED

9.3 Zone Meeting Dates – 2022

Zone Meeting	Type	Location
10:00am, Friday 18 February	In-Person	Carnarvon
10:00am, Friday 22 April	<i>Teleconference</i>	
10:00am, Friday 24 June	In-Person	Shark Bay
10:00am, Friday 19 August	<i>Teleconference</i>	
10:00am, Friday 18 November	In-Person	Carnarvon

Secretariat Comment

It is proposed that the August and November meeting dates be updated to align with the WALGA State Council timeframes as per below.

10:00am, Friday 26 August	<i>Teleconference</i>	
10:00am, Friday 25 November	In-Person	Carnarvon

10. DATE, TIME AND PLACE OF NEXT MEETING

Next meeting: 10:00am, Friday 26 August 2022, held via videoconference.

11. CLOSURE

There being no further business the Chair declared the meeting closed at 12.30 pm.

Housing Development Northwater (Grant, Loan)

Life of Loan	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15	Yr 16	Yr 17	Yr 18	Yr 19	Yr 20	Yr 21	Yr 22	Yr 23	Yr 24	Yr 25	Total
Cost of Build - RED Grant	250000																									
Cost of Build - Loan	1,000,000																									
Insurance (2% increase each year)	3,400	3,468	3,537	3,608	3,680	3,754	3,829	3,906	3,984	4,063	4,145	4,227	4,312	4,398	4,486	4,576	4,667	4,761	4,856	4,953	5,052	5,153	5,256	5,361	5,469	82,611
Maintenance	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	62,500
Principal and Interest on loan(4%)	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	63,336	1,530,780
Capital Renewal	0	0	0	0	10,000	0	0	0	0	10,000	0	0	0	0	10,000	0	0	0	0	10000	0	0	0	0	0	50,000
Total Expenditure over 25 Years	69,236	69,304	69,373	69,444	79,516	69,590	69,665	69,742	69,820	79,899	69,981	70,063	70,148	70,234	80,322	70,412	70,503	70,597	70,692	80,789	60,364	60,465	60,568	60,673	70,781	1,725,891
Income from Rent (\$850 p/w)	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	2,142,000
																										-416,109

Housing Development Northwater (Grant, Loan, Reserve)

Life of Loan	Yr1	Yr2	Yr3	Yr4	Yr5	Yr6	Yr7	Yr8	Yr9	Yr10	Yr 11	Yr 12	Yr 13	Yr 14	Yr 15	Yr 16	Yr 17	Yr 18	Yr 19	Yr 20	Yr 21	Yr 22	Yr 23	Yr 24	Yr 25	Total
Cost of Build - RED Grant	250,000																									
Cost of Build - Loan	500,000																									500,000
Cost of Build - Shire Reserves	500,000																									
Insurance (2% increase each year)	3,400	3,468	3,537	3,608	3,680	3,754	3,829	3,906	3,984	4,063	4,145	4,227	4,312	4,398	4,486	4,576	4,667	4,761	4,856	4,953	5,052	5,153	5,256	5,361	5,469	108,903
Maintenance	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	65,000
Principal and Interest on loan(4%)	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	31,668	791,700
Capital Renewal	0	0	0	0	10,000	0	0	0	0	10,000	0	0	0	0	10,000	0	0	0	0	10000	0	0	0	0	0	50,000
Total Expenditure over 25 Years	37,568	37,636	37,705	37,776	47,848	37,922	37,997	38,074	38,152	48,231	38,313	38,395	38,480	38,566	48,654	38,744	38,835	38,929	39,024	49,121	39,220	39,321	39,424	39,529	49,637	1,515,603
Income from Rent (\$850 p/w)	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	85,680	2,142,000
																										-626,397

Schedule 7.2.1 (a)

List of Accounts submitted to the ordinary Council Meeting to be held on 23rd August 2022 for information in respect to accounts already paid in July 2022 (Local Government Financial Management Regulations 1996)

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE
EFT35913	05/07/2022	DEFINITIV GROUP PTY LTD - (STAFF PAY) PAYMENT	PAY-RUN FOR THE WEEK ENDING 03/07/2022	\$275,000.00				
EFT35914	08/07/2022	DEFINITIV GROUP PTY LTD - (STAFF PAY) PAYMENT	AD HOC PAY # 102	\$15,143.71				
EFT35915	11/07/2022	ACCESS SOFTWARE AUSTRALIA PTY LTD	DEFINITIV OUTSOURCING	\$4,348.30				
EFT35916	11/07/2022	ADAM COTTRELL	MONTHLY COUNCILLOR SITTING FEE - 28 JUNE 2022	\$1,457.00				
EFT35917	11/07/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	AMPOL FUEL FOR WORK VEHICLES FOR THE MONTH OF JUNE 2022	\$4,040.32				
EFT35918	11/07/2022	ANNALISE HODSON	REIMBURSEMENT FOR MEALS FOR STAFF ATTENDING MIDWEST LIBRARIES CONSORTIUM TRAINING IN GERALDTON IN JUNE 2022	\$212.00				
EFT35919	11/07/2022	APC STORAGE SOLUTIONS PTY LTD	4 BAY AISLESAVER EZI-SLIDE UNIT (COMPACTUS)	\$3,465.00				
EFT35920	11/07/2022	AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD T/A ONEMUSIC AUSTRALIA	CAMEL LANE THEATRE - LICENCE FEES FROM 01 JULY 2022 - 30 JUNE 2023	\$772.31				
EFT35921	11/07/2022	AUSTRALIA POST	POSTAGE FOR 13/06/2022	\$367.66				
EFT35922	11/07/2022	BAYVIEW CORAL BAY	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$4,549.96		
EFT35923	11/07/2022	CARNARVON CARAVAN PARK	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$30.62		
EFT35924	11/07/2022	CARNARVON'S CUT ABOVE LAWN CARE	DRAFT BUDGET 22/23 - YARD CLEAN UP AT UNIT 19/20 MARMION STREET, CARNARVON	\$180.00				
EFT35925	11/07/2022	CARNARVON PRECISION MACHINING	MAKE UP HOSE FOR COMPACTOR - P297	\$366.99				
EFT35926	11/07/2022	CARNARVON CENTRAL APARTMENTS 2	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$446.25		
EFT35927	11/07/2022	CARNARVON CLEANERS PTY LTD	RFT 06/2018 - AIRPORT CLEANING FOR THE MONTH OF JUNE 2022	\$4,451.50				
EFT35928	11/07/2022	BARRY EVANS FURNITURE & FLOOR COVERINGS	14X TESTAROSSA GR OFFICE CHAIRS (BLACK AND BLACK)	\$7,700.00				
EFT35929	11/07/2022	CARNARVON MENSWEAR	1X PAIR SAFETY BOOTS FOR ROADS LEADING HAND	\$390.00				
EFT35930	11/07/2022	CHURCH OF CHRIST CARNARVON	COMMUNITY GROWTH FUNDING FOR CARNARVON CAROLS BY CANDLELIGHT 2022	\$1,000.00				
EFT35931	11/07/2022	CARNARVON EARTHWORKS & CONSTRUCTION PTY LTD	FORM, POUR AND FINISH EXPOSED AGG CONCRETE AT CAMEL LANE FOOTPATH.	\$8,463.58				
EFT35932	11/07/2022	CORAL COAST PLUMBING	INSTALL WATER POINT AT CAMEL LANE	\$13,566.84				
EFT35933	11/07/2022	CORAL COAST TOURIST PARK	ACCOMMODATION BOOKINGS FROM 22 JULY 2022 TO 24 JULY 2022	\$1,080.50				
EFT35934	11/07/2022	CS LEGAL	LEGAL SERVICES FOR THE APPOINTMENT OF THE AGENT/AUCTIONEER - LGA SALE OF 626 SOUTH RIVER ROAD, SOUTH PLANTATIONS	\$825.00				
EFT35935	11/07/2022	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	2X BATTERIES - S85360R FOR PATCHING TRUCK - PTR1	\$396.00				
EFT35936	11/07/2022	CARNARVON GOLF CLUB (INC)	COMMUNITY GROWTH FUNDING FOR THE 2022 CARNARVON GOLF OPEN	\$2,000.00				
EFT35937	11/07/2022	CARNARVON GROWERS ASSOCIATION INC	RETIC PART FOR PIONEER CEMETERY IMPROVEMENTS.	\$4,602.25				
EFT35938	11/07/2022	CARNARVON MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL INCLUSIVE OF AUDIOMETRY TEST MINUS AOD SCREEN TEST	\$420.00				
EFT35939	11/07/2022	CARNARVON FRESH IGA	COFFEE AND MILK FOR SHIRE OFFICE, INCLUDING DELIVERY.	\$283.15				
EFT35940	11/07/2022	CARNARVON STATE EMERGENCY SERVICE	REIMBURSEMENT OF EXPENDITURE IN ACCORDANCE WITH LGGS GRANT 2022/23 - QUARTER 1 (JULY-SEPT)	\$6,910.75				
EFT35941	11/07/2022	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	GIFT CARDS FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$3,901.54				
EFT35942	11/07/2022	DUN DIRECT PTY LTD	DUNNING'S FUEL FOR WORK VEHICLES FOR THE PERIOD OF 20 JUNE 2022 TO 30 JUNE 2022	\$8,869.74				
EFT35943	11/07/2022	ECOSCAPE AUSTRALIA PTY LTD	TRAILS DESIGN CONTRACTOR FOR CARNARVON COASTAL TRAIL PROJECT - FUNDED THROUGH THE DLGSC TRAILS GRANT	\$1,496.00				
EFT35944	11/07/2022	ELKE ANNING	REIMBURSEMENT FOR MEALS FOR STAFF ATTENDING MIDWEST LIBRARIES CONSORTIUM TRAINING IN GERALDTON IN JUNE 2022	\$212.00				
EFT35945	11/07/2022	CARNARVON HOTEL	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$109.37		
EFT35946	11/07/2022	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	AIR FARE FLIGHT FOR TEMPORARY FINANCE OFFICER	\$1,664.90				
EFT35947	11/07/2022	FANG'S KITCHEN	CATERING FOR THE MEETING OF 2023 SOLAR ECLIPSE EVENT - 30 JUNE 2022 - 25 PEOPLE	\$274.00				
EFT35948	11/07/2022	JM AND VL FARNE T/A CORAL BAY CONTRACTING	CORAL BAY ROADSIDE BINS, FISH OFFAL BINS AND LANDFILL SITE FOR THE MONTH OF JUNE 2022	\$24,947.84				
EFT35949	11/07/2022	THE TRUSTEE FOR THE SIMON O'HART FAMILY TRUST T/A FRONTLINE FIRE & RESCUE EQUIPMENT	KESTREL 3000 PORTABLE WEATHER METER 1; FIREBUG FIXED WAND FIRE DRIP TORCH; PARATECH HOOLIGAN TOOL; STANDARD CUTTING CLAW; EASY BURN MATCHES; BOX OF 100 (25 MATCHES PER PACKET); DFES TABARD WITH VELCRO	\$4,284.50				
EFT35950	11/07/2022	ALEXANDER FULLARTON	MONTHLY COUNCILLOR SITTING FEE - 28 JUNE 2022	\$1,457.00				
EFT35951	11/07/2022	GASCOYNE OFFICE EQUIPMENT	REPLACEMENT OF EMERGENCY PHONE & IPAD FOR AIRPORT	\$1,337.90				
EFT35952	11/07/2022	GASCOYNE SAFETY ASSETS PTY LTD	SUPPLY AND INSTALL NEW FIRE EXTINGUISHER TO WASTE FACILITY FORKLIFT	\$86.74				
EFT35953	11/07/2022	GASCOYNE TROPICAL NURSERY	3X ZANZIBAR GEM PLANTS FOR FOYER AREA IN FRONT OF CEO OFFICE, SEA AND SHIRE PRESIDENT	\$135.00				
EFT35954	11/07/2022	ROADSTONE WEST PTY LTD T/AS GREENFIELD TECHNICAL SERVICES	AGRN951 SCA FLOOD DAMAGE CONSTRUCTION PACKAGE 2 & 3. SERVICE PROVIDED FROM 10 JUNE 2022 TO 22 JUNE 2022	\$84,273.59				
EFT35955	11/07/2022	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT 168944 FOR THE PERIOD 01 JUNE 2022 - 30 JUNE 2022	\$37,045.96				
EFT35956	11/07/2022	GASCOYNE HOTEL	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$113.75		
EFT35957	11/07/2022	ICONIQ T/A AROCADE	PROVISION OF ARO SERVICES FOR THE WEEK OF 26 JUNE 2022 TO 03 JULY 2022	\$2,523.00				
EFT35958	11/07/2022	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK PLANTS AT THE TIP SITE ON 27 & 30 JUNE 2022	\$670.23				
EFT35959	11/07/2022	INTEGRITY COACH LINES (AUST) PTY LTD	INTEGRITY OPERATOR PAYMENT			\$1,436.50		
EFT35960	11/07/2022	INTEGRATED ICT	IT SUPPORT. ON-SITE RESOURCE	\$6,142.64				
EFT35961	11/07/2022	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	PUNCTURE REPAIR FOR DMAX P339	\$40.00				
EFT35962	11/07/2022	KLEENIT PTY LTD	TOILETS CLEANING FOR THE MONTH OF JUNE 2022	\$17,287.64				
EFT35963	11/07/2022	LANDGATE - ACCOUNTS	ONLINE LAND AND TITL ENQUIRES, MAPS FOR LAND DEVELOPMENT PURPOSES	\$81.60				
EFT35964	11/07/2022	LG BEST PRACTICES	MINI AUDIT OF FINANCIAL SERVICES	\$4,026.00				
EFT35965	11/07/2022	LUKE SKENDER	MONTHLY COUNCILLOR SITTING FEE - 28 JUNE 2022	\$1,457.00				
EFT35966	11/07/2022	MARKET CREATIONS AGENCY PTY LTD	PROPOSAL #183 - COUNCILCONNECT WEBSITE DESIGN AND DEVELOPMENT. INSTALLMENT 3	\$5,934.50				
EFT35967	11/07/2022	MARCO PAULO FERREIRINHA	MONTHLY COUNCILLOR SITTING FEE - 28 JUNE 2022	\$1,457.00				
EFT35968	11/07/2022	MARIE LEE MICHAEL	PARKING FEE AT PERTH AIRPORT WHILST WORKING AS CASUAL FINANCE OFFICER	\$119.21				
EFT35969	11/07/2022	BURKE MASLEN	MONTHLY COUNCILLOR SITTING FEE - 28 JUNE 2022 AND MONTHLY DEPUTY ALLOWANCE FOR THE MONTH OF JUNE 2022	\$2,434.00				
EFT35970	11/07/2022	MCLEODS BARRISTERS AND SOLICITORS	PROVISION OF DRAFT LEASE FOR THOTH TECHNOLOGY INC - OTC DISH	\$435.76				
EFT35971	11/07/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	SUPPLY AND EMPTY 9M3 SKP BIN WITH LID AT BLOWHOLES CAMPING AREA ON A WEEKLY BASIS. SERVICE PROVIDED ON 29 JUNE 2022	\$471.90				

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE
EFT35972	11/07/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	REMOVE AND DISPOSE OF TRAMWAY BRIDGE SHELTER AND EXISTING SHELTER ON BROWN ST INCLUDING COLUMN FOOTINGS	\$21,450.00				
EFT35973	11/07/2022	NINGALOO CLUB PTY LTD	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$4,226.25		
EFT35974	11/07/2022	NIGHTGLOW ENTERPRISES (BETTA HOME LIVING & LEADING EDGE COMPUTERS)	APPLIANCES FOR BROWNS RANGE WASTE FACILITY	\$1,701.35				
EFT35975	11/07/2022	NINGALOO SURFARIS PTY LTD	REIMBURSEMENT FOR TOWN BEACH KIOSK UPGRADE PROJECT - MILESTONE 3	\$9,000.00				
EFT35976	11/07/2022	OFFICEWORKS LTD	ITEMS FOR BLOWHOLES TOILETS AND STATIONERY FOR JULY 2022	\$424.33				
EFT35977	11/07/2022	ONE 20 PRODUCTIONS	ADDITIONAL PRODUCTION EXPENSES - THIS LIFE MUSIC FESTIVAL	\$1,287.00				
EFT35978	11/07/2022	OUTBACK COAST PROPERTY PTY LTD	UNIT 20/19 MARMION STREET, CARNARVON RENTAL CHARGES FOR THE PERIOD 26/06/2022 - 21/08/2022	\$5,172.61				
EFT35979	11/07/2022	OUTBACK FLORAL DESIGNS	SUPPLY FLORAL TABLE PIECES FOR NAIDOC APPRECIATION LUNCHEON	\$330.00				
EFT35980	11/07/2022	FULTON HOGAN INDUSTRIES PTY LTD	RESEALING WORKS COMPLETED IN JUNE 2022	\$701,958.31				
EFT35981	11/07/2022	QEM GROUP AUSTRALIA PTY LTD	RFT09 21-22 SUPPLY OF PLANT AND OPERATORS FOR ROAD FLOOD DAMAGE REPAIRS FOR THE PERIOD OF 23 JUNE 2022 TO 30 JUNE 2022	\$94,285.40				
EFT35982	11/07/2022	RAC TOURISM ASSETS PTY LTD T/A NINGALOO REEF RESORT	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$252.00		
EFT35983	11/07/2022	RADFORD FAMILY TRUST T/A ONWARD DRILLING	ESSENTIAL PUBLIC ASSET RECONSTRUCTION WORKS (EPAR) - PROVISION OF WATER BORE CONSTRUCTION - AS PER CONTRACT RFQ 25/2021	\$29,876.00				
EFT35984	11/07/2022	REPCO PTY LTD	DRUMS FLEET GEAR 50 AND DRUMS GEAR OIL	\$5,811.32				
EFT35985	11/07/2022	RSM AUSTRALIA PTY LTD	PREPARATION AND LODGEMENT OF TPAP REPORT FOR THE YEAR ENDED 30 JUNE 2021 AND BAS STATEMENTS FOR OCTOBER 2021 TO APRIL 2022	\$1,947.00				
EFT35986	11/07/2022	ROBERT WEYMOUTH	REIMBURSEMENT OF FUEL, OFFICE EQUIPMENT, TELSTRA RECHARGE FOR STAFF	\$331.60				
EFT35987	11/07/2022	SANDHURST SECURITY SERVICES PTY LTD	PROVISION OF SECURITY SERVICES FOR THE MONTH OF JUNE 2022	\$3,300.70				
EFT35988	11/07/2022	SHIRE OF CARNARVON MUNICIPAL FUND	BOOEASY OPERATOR COMMISSION PAYMENT FOR THE PERIOD FROM 23 JUNE 2022 TO 30 JUNE 2022			\$1,410.18		
EFT35989	11/07/2022	SMITH, EDWARD	MONTHLY COUNCILLOR MEETING FEE - 28 JUNE 2022 AND MONTHLY PRESIDENT ALLOWANCE FOR THE MONTH OF JUNE 2022	\$5,365.00				
EFT35990	11/07/2022	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING FOR MAY & JUNE 2022 ONLY FOR COURTYARD CRAFT MARKETS 2022 SEASON, COMMENCING 7TH MAY 2022.	\$594.00				
EFT35991	11/07/2022	ST JOHN AMBULANCE ASSOCIATION IN WA INC	SAMARITAN HEART SHINE DEFIBRILLATOR 360P	\$1,999.00				
EFT35992	11/07/2022	TELSTRA AUSTRALIA	TELEPHONE ACCOUNT 7803346000 FOR THE PERIOD FROM 20 MAY 2022 TO 19 JUNE 2022	\$8,623.79				
EFT35993	11/07/2022	THEM EARTHMOVING PTY LTD	BETTERMENT WORKS - IMPROVEMENT WORKS AS PER CONTRACT RFT 09/2021 - SUPPLY OF PLANT AND OPERATORS FOR FLOOD DAMAGE REPAIRS II - MINILYA LYNDON RD FOR THE PERIOD OF 22 JUNE 2022 TO 30 JUNE 2022	\$249,416.75				
EFT35994	11/07/2022	TOLL EXPRESS	FREIGHT FROM PERTH TO CARNARVON. ITEMS FOR MOWER P334	\$22.45				
EFT35995	11/07/2022	THOMAS LANGLEY	MONTHLY COUNCILLOR SITTING FEE - 28 JUNE 2022	\$1,457.00				
EFT35996	11/07/2022	T-QUIP	DECK PARTS FOR P334	\$39.90				
EFT35997	11/07/2022	TREMOR EARTHMOVING	RFT 07/2021HARBOUR ROAD CONSTRUCTION - PROGRESS CLAIM 2	\$824,975.75				
EFT35998	11/07/2022	TROPICS HARDWARE	SUPPLY SANDER ORBITAL 18V SKIN; ANGLE GRINDER 18V; 2X 18V BATTERY; RECIPRO SAW 18V	\$4,448.27				
EFT35999	11/07/2022	U2 BOBCAT HIRE	GNARALOO ROAD MAINTENANCE . WET HIRE OF: 2X TIP TRUCK; 1X SKID STEER	\$4,620.00				
EFT36000	11/07/2022	LUKE VANDELEUR	MONTHLY COUNCILLOR SITTING FEE - 28 JUNE 2022	\$1,457.00				
EFT36001	11/07/2022	VANGUARD PRESS	DISTRIBUTION, STORAGE AND BROCHURE RACKING FOR THE MONTH OF JUNE 2022	\$286.00				
EFT36002	11/07/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	TRAINING: INTRODUCTION TO LOCAL GOVERNMENT	\$858.00				
EFT36003	11/07/2022	WATER CORPORATION	WATER ACCOUNT 9013322384 FROM 01 JULY 2022 TO 31 AUGUST 2022	\$339.95				
EFT36004	11/07/2022	WEST AUSTRALIAN NEWSPAPER LTD	PUBLIC NOTICE - VERGE SIDE COLLECTION ; MIDWEST TIMES ON WEDNESDAY 22 JUNE 2022	\$1,129.32				
EFT36005	11/07/2022	WESTERLY CONTRACTORS	REMOVAL OF COTTON PALM	\$493.90				
EFT36006	11/07/2022	WINTERSUN CARAVAN PARK	OPERATOR PAYMENT FOR THE PERIOD FROM 23.06.22 TO 30.06.22			\$153.92		
EFT36007	11/07/2022	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	UNIFORM FOR CUSTOMER SERVICE STAFF	\$447.06				
EFT36008	13/07/2022	CORAL COAST WATER PTY LTD	NON COMMERCIAL WATER SALES FOR THE MONTH OF JUNE 2022	\$1,640.00				
EFT36009	13/07/2022	WATER CORPORATION	WATER ACCOUNT 9006757910 FOR THE PERIOD OF 17 MAR 2022 TO 18 MAY 2022	\$23,448.68				
EFT36010	19/07/2022	DEFINITIV GROUP PTY LTD - (STAFF PAY) PAYMENT	PAY-RUN FOR THE WEEK ENDING 17/07/2022	\$270,000.00				
EFT36011	27/07/2022	BATTERSBY, DIXIE	PUBLIC RELATION SERVICES FOR THIS LIFE MUSIC FESTIVAL - 23 JULY 2022 AS PER GRANT RECEIVED FROM REGIONAL ARTS WA	\$1,000.00				
EFT36012	27/07/2022	BAYVIEW CORAL BAY	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$1,841.86		
EFT36013	27/07/2022	BOC LIMITED (AUST)	GAS CYLINDERS FOR WORKSHOP AND ENVIRONMENTAL HEALTH DEPARTMENT FOR THE MONTH OF JUNE 2022	\$103.96				
EFT36014	27/07/2022	BOOEASY TOURISM SOLUTIONS	2% COMMISSION TO BOOEASY FOR BOOKINGS IN JUNE 2022	\$542.83				
EFT36015	27/07/2022	BOYA EQUIPMENT PTY LTD	CUTTER BLADES AND BOLTS FOR LAND PRIDE ROTARY CUTTER	\$1,375.57				
EFT36016	27/07/2022	CARNARVON CARAVAN PARK	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$367.48		
EFT36017	27/07/2022	SUMMERSTAR PTY LTD T/A CAPRICORN HOLIDAY PARK	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$350.00		
EFT36018	27/07/2022	CANINE CONTROL	RANGER SERVICES IN CORAL BAY FROM FRIDAY 24 JUNE 2022 TO FRIDAY 01 JULY 2022	\$19,800.00				
EFT36019	27/07/2022	CARNARVON CENTRAL APARTMENTS 2	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$1,938.12		
EFT36020	27/07/2022	BARRY EVANS FURNITURE & FLOOR COVERINGS	SUPPLY AND INSTALL OPTION A 7MM DIAMOND MESH	\$1,356.65				
EFT36021	27/07/2022	CARNARVON MENSWEAR	1X PAIR SAFETY BOOTS FOR INFRASTRUCTURE STAFF	\$675.00				
EFT36022	27/07/2022	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$497.87		
EFT36023	27/07/2022	CARNARVON LOTTERY NEW & GIFTS T/A THE CARNARVON PAPERSHOP	ITEMS FOR MONTHLY STAFF AWARDS TO BE PRESENTED AT STAFF MEETINGS - JANUARY 2022 - JUNE 2022.	\$180.00				
EFT36024	27/07/2022	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES FOR THE MONTH OF JUNE 2022	\$1,803.38				
EFT36025	27/07/2022	CORAL COAST PLUMBING	INVESTIGATE AND REPAIR MEN'S TOILETS AT ADMIN OFFICE	\$203.50				
EFT36026	27/07/2022	CORAL COAST TOURIST PARK	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$931.87		
EFT36027	27/07/2022	FRESLEVER PTY LTD T/A CORAL BAY ECO TOURS	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$459.37		
EFT36028	27/07/2022	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	ONSITE (DEPOT) REMOVAL OF BLACKBOX GPS FROM MITSUBISHI CANTER C11983 - PTRU3	\$132.00				
EFT36029	27/07/2022	CARNARVON CHAMBER OF COMMERCE	GIFT VOUCHERS NO. 0030 - 0044 FOR STAFF AWARDS	\$2,700.00				
EFT36030	27/07/2022	CARNARVON FRESH IGA	FOOD AND CATERING SUPPLIES FOR YOUTH HUB REOPENING	\$39.12				
EFT36031	27/07/2022	DAVID GRAY & CO. PTY LIMITED	30 X DARK GREEN MGB 240LT WITH SERIAL NUMBERS - INC GST AND FREIGHT FOR FINANCIAL YEAR 22/23	\$2,554.64				
EFT36032	27/07/2022	DUN DIRECT PTY LTD	DUNNING'S FUEL FOR WORK VEHICLES FOR THE PERIOD FROM 01 JULY 2022 TO 10 JULY 2022	\$4,594.30				

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE
EFT36033	27/07/2022	CARNARVON HOTEL	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$914.36		
EFT36034	27/07/2022	ENVIRONMENTAL HEALTH AUSTRALIA (NSW) INCORPORATED	SUBSCRIPTION TO I'M ALERT FOOD SAFETY PROGRAM FOR 2022/2023 SUBSCRIPTION	\$330.00				
EFT36035	27/07/2022	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	FLIGHTS FOR PHOTOGRAPHER AS PER REQUIREMENT FROM GRANT - PERTH TO CARNARVON, RETURN	\$2,777.11				
EFT36036	27/07/2022	FANG'S KITCHEN	SUPPLY CATERING FOR NAIDOC APPRECIATION LUNCHEON TO BE HLD 11AM FRIDAY 07 JULY 2022	\$487.00				
EFT36037	27/07/2022	GASCOYNE OFFICE EQUIPMENT	ENDEAVOUR PRO ERGO CHAIRS AND RAPILINE STANDING DESK RISERS FOR SHIRE OFFICE	\$12,114.00				
EFT36038	27/07/2022	GERALDTON AUTO SALES PTY LTD	SUPPLY 1X WINDOW REGULATOR AND MOTOR FOR P356	\$287.36				
EFT36039	27/07/2022	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	REPLACEMENT PARTS FOR SMALL EQUIPMENT PSPARK	\$368.40				
EFT36040	27/07/2022	ROADSTONE WEST PTY LTD T/AS GREENFIELD TECHNICAL SERVICES	BETTERMENT WORKS - ADMINISTRATIVE & ENGINEERING SUPERVISION BY GREENFIELD FOR MINILYA LYNDON ROAD PAVEMENT RESHEETING PROJECT. CAPITAL WORKS PACKAGE 1 PROVIDED FOR THE PERIOD FROM 01 JULY 2022 TO 13 JULY 2022	\$89,205.90				
EFT36041	27/07/2022	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON BOOKINGS REDIRECTED TO THE CARNARVON VISITORS CENTRE FROM WA HOLIDAY GUIDES WEBSITE FOR THE MONTH OF JUNE 2022	\$1,038.62				
EFT36042	27/07/2022	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT 205326 FOR THE PERIOD FROM 06 MAY 2022 TO 06 JULY 2022	\$2,660.48				
EFT36043	27/07/2022	GASCOYNE HOTEL	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$113.75		
EFT36044	27/07/2022	ICONIQ T/A AROCADE	PROVISION OF AERODROME MANAGEMENT SERVICES FOR THE PERIOD FROM 11 JULY 2022 TO 17 JULY 2022	\$6,440.00				
EFT36045	27/07/2022	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK PLANTS AT THE TIP SITE ON 04 & 07 JULY 2022	\$1,352.69				
EFT36046	27/07/2022	INTEGRITY COACH LINES (AUST) PTY LTD	OPERATOR PAYMENT INTEGRITY			\$2,779.41		
EFT36047	27/07/2022	THE TRUSTEE FOR I T VISION UNIT TRUST	SYNERGY SOFT YEARLY LICENSE RENEWAL. SYNERGY SOFT DATABASE SERVER VERSION YEARLY RENEWAL. ON DEMAND RECORDING ACCESS YEARLY RENEWAL FROM 01 JULY 2022 TO 30 JUNE 2023	\$62,001.96				
EFT36048	27/07/2022	JENNIFER LITTLE	PROVISION OF MANAGERS SERVICES FOR THE CARNARVON AQUATIC CENTRE - AS PER CONTRACT RFT 02/2016 FOR THE MONTH OF JULY 2022	\$18,230.17				
EFT36049	27/07/2022	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FIT 1 X TYRE FOR RUBBISH TRUCK - C27749 - P293 A	\$716.00				
EFT36050	27/07/2022	KLEENIT PTY LTD	PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING AS PER CONTRACT RFT 06/2017 FOR FORTNIGHT ENDING 10 JULY 2022	\$6,276.86				
EFT36051	27/07/2022	KOMATSU AUSTRALIA PTY LTD	TURBO PIPE 423-03-41730 FOR P304	\$661.98				
EFT36052	27/07/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	INDUCTION TO LOCAL GOVERNMENT SCORM FILE	\$8,800.00				
EFT36053	27/07/2022	LYDIA HIGHFIELD	50% SERVICE FEE OF RECRUITMENT PROCESS FOR EXECUTIVE MANAGER OF DEVELOPMENT AND COMMUNITY ROLE	\$2,500.00				
EFT36054	27/07/2022	BUCHER MUNICIPAL PTY LTD	REPLACEMENT OF JOYSTICK FOR P293 (RUBBISH TRUCK) AND FREIGHT	\$1,147.38				
EFT36055	27/07/2022	MCLEODS BARRISTERS AND SOLICITORS	REVIEW OF BUILDING ORDERS FOR BLOWHOLE SHACKS	\$866.29				
EFT36056	27/07/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	HIRE OF 2X4.5M3 FRONT LIFT BINS FOR BLOWHOLES CAMPING AREA SERVICED ON A WEEKLY BASIS. DISPOSAL TO BROWNS RANGE WASTE MANAGEMENT FACILITY, CARNARVON. SERVICE PROVIDED ON 13 JULY 2022	\$2,365.00				
EFT36057	27/07/2022	JLT RISK SOLUTIONS PTY LTD T/A LGIS INSURANCE BROKING	INSURANCE RENEWAL - 2022/23 SALARY CONTINUANCE	\$6,500.45				
EFT36058	27/07/2022	NINGALOO CLUB PTY LTD	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$1,954.75		
EFT36059	27/07/2022	NORWEST BOARDRIDERS INC	COMMUNITY SUPPORT GRANT 2021/22 NORTH WEST YOUTH SURFING PROGRAM	\$5,000.00				
EFT36060	27/07/2022	OASIS WATERFRONT HOLIDAY HOME	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$1,820.00		
EFT36061	27/07/2022	OFFICEWORKS LTD	JUNE STATIONERY ORDER	\$804.70				
EFT36062	27/07/2022	OUTBACK OASIS CARAVAN PARK	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$85.75		
EFT36063	27/07/2022	RAC TOURISM ASSETS PTY LTD T/A NINGALOO REEF RESORT	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$1,981.87		
EFT36064	27/07/2022	THINKPROJECT AUSTRALIA PTY LTD	RAMM TRANSPORT ASSET ANNUAL SUPPORT AND MAINTENANCE FEE FOR THE PERIOD OF 01 JULY 2022 - 30 JUNE 2023. RENTAL OF THE POCKET RAMM SOFTWARE FOR THE PERIOD OF 01 JULY 2022 - 30 JUNE 2023	\$13,074.60				
EFT36065	27/07/2022	RADFORD FAMILY TRUST T/A ONWARD DRILLING	ESSENTIAL PUBLIC ASSET RECONSTRUCTION WORKS (EPAR) - PROVISION OF WATER BORE CONSTRUCTION - AS PER CONTRACT RFQ 25/2021 AS APPROVED BY THE DISASTER RECOVERY FUNDING ARRANGEMENTS - WESTERN AUSTRALIA (DRFAWA) FROM DFES	\$24,013.00				
EFT36066	27/07/2022	SHIRE OF CARNARVON MUNICIPAL FUND	BOOEASY OPERATOR COMMISSION PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$2,508.40		
EFT36067	27/07/2022	SEALITE PTY LTD T/A AVLITE SYSTEMS	10 X AVLITE, ACCESSORIES, BATTERY, NICKEL METAL HYBRIDE 8.6AH, 3.6V FOR SOLAR POWERED AIRFIELD AND OBSTRUCTION LIGHTS FOR CORAL BAY AIR STRIP	\$1,314.50				
EFT36068	27/07/2022	SEA CONTRACTING PTY LTD	QUARTERLY MONITORING FEES FOR THE PERIOD OF JULY-SEPTEMBER 2022	\$1,452.44				
EFT36069	27/07/2022	RUSSELL SMITH T/A CARNARVON SIGNWORX	SUPPLY 200X BIN STICKERS	\$370.00				
EFT36070	27/07/2022	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING- THIS LIFE MUSIC FESTIVAL 2022	\$492.80				
EFT36071	27/07/2022	FORDETT INVESTMENTS PTY LTD T/A SUNPRINTS T-SHIRTS AND CLOTHING	REORDER OF SOUVINERS (MENS STANDARD TEE) FOR RETAIL AT THE CARNARVON VISITOR CENTRE	\$932.56				
EFT36072	27/07/2022	SVETLA PETROVA	CONSULTANCY FOR CARNARVON CITIZENS JURY (BRIEFING DOCUMENT DEVELOPMENT AND DESIGN; AND BACKGROUND SUPPORT FOR CARNARVON CITIZENS JURY	\$4,800.00				
EFT36073	27/07/2022	THEM EARTHMOVING PTY LTD	BETTERMENT WORKS - IMPROVEMENT WORKS AS PER CONTRACT RFT 09/2021 - SUPPLY OF PLANT AND OPERATORS FOR FLOOD DAMAGE REPAIRS II - MINILYA LYNDON PAVEMENT	\$315,480.00				
EFT36074	27/07/2022	FEDEX EXPRESS AUSTRALIA PTY LTD T/A TNT EXPRESS	FREIGHT WITH TNT FOR CINEMA	\$83.08				
EFT36075	27/07/2022	TOLL EXPRESS	FREIGHT FROM WANNEROO TO CARNARVON ON 05 JULY 2022	\$44.92				
EFT36076	27/07/2022	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	REPLACEMENT OF SKYLIGHT PANELS AT TOWN BEACH TOILET/ KIOSK, INCLUDING NEW SOFFIT LINING TO FRONT/ REAR/ SIDE OF BUILDING. INCLUDES ALL EXTRA TRIMS, PURLINS AND COMPLIANCES/ PERMITS	\$13,695.00				
EFT36077	27/07/2022	TMSW PTY LTD T/AS TRAFFIC FORCE	UPDATE OF GENERIC TRAFFIC MANAGEMENT PLANS	\$633.60				
EFT36078	27/07/2022	U2 BOBCAT HIRE	WET HIRE OF GRADER, LOADER, 2X DOUBLE SIDE TIPPERS, SMOOTH DRUM ROLLER, SKID STEER WITH BROOM FOR RUNWAY EDGE REPAIR, DRAINAGE AND RESA WORK	\$85,877.00				
EFT36079	27/07/2022	UNIVERSAL PICTURES INTERNATIONAL AUSTRALASIA PTY	MOVIE RENTAL CHARGE - BAD GUYS - 06 JULY 2022 SCHOOL HOLIDAY PROGRAM	\$330.00				
EFT36080	27/07/2022	WATER CORPORATION	WATER ACCOUNT 9006757910 FOR THE PERIOD FROM 18 MAY 2022 TO 12 JULY 2022	\$16,986.63				
EFT36081	27/07/2022	WESTRAC PTY LTD	SUMP PLUG AND VALVE FOR P297	\$82.36				
EFT36082	27/07/2022	WILSONS SIGN SOLUTIONS	ENGRAVING OF BRONZE PLAQUE	\$429.00				
EFT36083	27/07/2022	WINTERSUN CARAVAN PARK	OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 18 JULY 2022			\$896.86		

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE
EFT36084	27/07/2022	WATER INFRASTRUCTURE SCIENCE & ENGINEERING PTY LTD	PROGRESS CLAIM #2: DELIVERY OF THE RECYCLED WATER PIPELINE AND IRRIGATION RECTIFICATION WORKS - AS PER RFQ 20/2021	\$21,461.00				
EFT36085	27/07/2022	WURTH AUSTRALIA PTY LTD	SHACKLES, CUTTING DISCS AND CONSUMABLES	\$379.14				
EFT36086	29/07/2022	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF JUNE 2022				\$163.50	
EFT36087	29/07/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01/06/2022 - 30/06/2022				\$449.50	
EFT36088	29/07/2022	WAYNE COLE	REFUND BUILDING SERVICES LEVY FOR WITHDRAWAL OF BUILDING APPLICATION B21/057				\$61.65	
EFT36089	29/07/2022	SHIRE OF CARNARVON MUNICIPAL FUND	COMMISSION ON BUILDING SERVICES LEVY FOR THE PERIOD 01/06/2022-30/06/2022				\$46.50	
EFT36090	29/07/2022	MICHAEL TORROSSI T/S MIX CARPENTRY	REFUND BUILDING CONSTRUCTION INDUSTRY AND TRAINING FUND LEVY DUE TO WITHDRAWAL OF BUILDING APPLICATION B21/084				\$269.60	
EFT36091	29/07/2022	WIN BENTLEY T/A BEES KNEES AROMATHERAPY	RE-ORDER OF ASSORTED LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$418.50				
EFT36092	29/07/2022	BLACKBOX CONTROL PTY LTD	MONTHLY SUBSCRIPTION FEE FOR GPS TRACKING ON 23 FLEET VEHICLES FOR THE PERIOD FROM 18 JULY 2022 TO 27 AUGUST 2022	\$759.00				
EFT36093	29/07/2022	CANINE CONTROL	RANGER SERVICES IN CORAL BAY FROM THURSDAY 21 JULY 2022 - THURSDAY 28 JULY 2022	\$7,800.00				
EFT36094	29/07/2022	BARRY EVANS FURNITURE & FLOOR COVERINGS	DEPOT OFFICE FURNITURE	\$15,300.00				
EFT36095	29/07/2022	CARNARVON MENSWEAR	UNIFORM ORDER FOR CORAL BAY RANGER	\$363.90				
EFT36096	29/07/2022	RYDA GROUP PTY LTD T/A CARNIVAL PROMOTIONS	REFUND OF BOND FOR HIRE OF TOWN OVAL FOR FUN FAIR FROM 20 TO 25 JULY 2022	\$1,210.00				
EFT36097	29/07/2022	CONTROLLED IRRIGATION SUPPLIES	SUPPLY TO CARNARVON SHIRE DEPOT 40 X 458200 COILS	\$1,200.00				
EFT36098	29/07/2022	CORAL COAST HELICOPTER SERVICES PTY LTD	HELICOPTER SERVICE FOR MOSQUITO SURVEILLANCE 22ND APRIL 2022	\$2,376.00				
EFT36099	29/07/2022	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	WIRING CAUTION/HAZARD LIGHT ON CESH VEHICLE - C28452 - P342	\$477.95				
EFT36100	29/07/2022	CARNARVON MEDICAL CENTRE	PRE EMPLOYMENT MEDICAL INCLUSIVE OF AUDIOMETRY TEST MINUS AOD TEST	\$1,215.00				
EFT36101	29/07/2022	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	AMENDMENT APPLICATION FEE FOR CORAL BAY LANDFILL SITE	\$1,088.00				
EFT36102	29/07/2022	D & J BLACK	RE ORDER OF LOCAL PRODUCTS FOR RETAIL SALE AT THE VISITOR CENTRE	\$450.00				
EFT36103	29/07/2022	DOWLING GIUDICI AND ASSOCIATES	INITIAL PAYMENT OF 50% FOR PROFESSIONAL SERVICES AGREEMENT. OFF SITE PLANNING CONSULTANCY.	\$3,300.00				
EFT36104	29/07/2022	DUN DIRECT PTY LTD	DUNNING'S FUEL FOR WORK VEHICLES FOR THE PERIOD FROM 11 JULY 2022 TO 17 JULY 2022	\$3,646.88				
EFT36105	29/07/2022	ECOSCAPE AUSTRALIA PTY LTD	STAGE 2 & 3 TRAILS DESIGN CONTRACTOR FOR CARNARVON COASTAL TRAIL PROJECT - FUNDED THROUGH THE DLGSC TRAILS GRANT	\$3,234.00				
EFT36106	29/07/2022	GASCOYNE OFFICE EQUIPMENT	SERVICE MANAGEMENT AGREEMENT FOR THE MONTH OF JUNE 2022 FOR THE FOLLOWING COPY MACHINES: SHIRE ADMIN EXEC; VISITOR CENTRE; LIBRARY; DEPOT; SHIRE RECEPTION	\$1,692.08				
EFT36107	29/07/2022	COMPLETE LANDSCAPE SOLUTIONS PTY LTD T/AS GERALDTON TURF FARM	SUPPLY AND DELIVER 130M2 SIR WALTER BUFFALO TO RESIDENCE IN CARNARVON 21 RICHARDS STREET	\$1,845.00				
EFT36108	29/07/2022	ROADSTONE WEST PTY LTD T/AS GREENFIELD TECHNICAL SERVICES	AGRN951 SCA FLOOD DAMAGE CONSTRUCTION PACKAGE 2 & 3 FOR THE PERIOD FROM 06 JULY 2022 TO 19 JULY 2022	\$30,434.25				
EFT36109	29/07/2022	HANNA INSTRUMENTS PTY LTD	EQUIPMENT AND INSTRUMENTS FOR HEALTH & ENVIRONMENT	\$823.75				
EFT36110	29/07/2022	WOODHAM PTY LTD T/A HAMMOND WOODHOUSE ADVISORY	UNDERTAKE FULL CEO PERFORMANCE REVIEW (ON-SITE) AS PER COUNCIL RESOLUTION FC7/7/21	\$7,099.47				
EFT36111	29/07/2022	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT 162298 FOR THE PERIOD FROM 18 MAY 2022 TO 18 JULY 2022	\$97.57				
EFT36112	29/07/2022	HOMESTEAD HAMPERS	REORDER OF LOCAL PRODUCTS FOR RETAIL SALE AT THE VISITOR CENTRE	\$1,401.60				
EFT36113	29/07/2022	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK VEHICLES ON 11 & 14 JULY 2022	\$1,215.68				
EFT36114	29/07/2022	INTEGRITY COACH LINES (AUST) PTY LTD	INTEGRITY OPERATOR PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 15 JULY 2022			\$3,488.08		
EFT36115	29/07/2022	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	PUNCTURE REPAIR FOR TOYOTA PUTE36	\$40.00				
EFT36116	29/07/2022	JUURLU BABA YAMITJI PTY LTD	4 HOURS TRAFFIC MANAGEMENT FOR THIS LIFE MUSIC FESTIVAL 23 JULY 2022	\$396.00				
EFT36117	29/07/2022	KLEENIT PTY LTD	PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING AS PER CONTRACT RFT 06/2017. SERVICE PROVIDED FOR FORTNIGHT ENDING 24 JULY 2022	\$6,137.12				
EFT36118	29/07/2022	KRISTINE ADCOCK	REIMBURSEMENT OF PURCHASING OF WHITE SHIRTS FOR YOUTH HUB TIE-DYE ACTIVITIES FROM KMART	\$73.00				
EFT36119	29/07/2022	STATE LIBRARY OF WA	ANNUAL DELIVERY OF BETTER BEGINNINGS YELLOW READING BAGS 2022-23	\$275.00				
EFT36120	29/07/2022	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	FULL MEMBERSHIP DUES - PART OF SALARY PACKAGE - FINANCE MANAGER	\$531.00				
EFT36121	29/07/2022	MARKET CREATIONS AGENCY PTY LTD	COUNCIL CONNECT WEBSITE SOLUTION - FINAL PAYMENT: SHIRE OF CARNARVON WEBSITE PROJECT BUILD	\$31,834.00				
EFT36122	29/07/2022	MARKETFORCE PTY LTD	CLASSIFIED AD - PUBLIC NOTICE - LOCAL LAWS. WEST AUSTRALIAN NEWSPAPER - WEDNESDAY 4 MAY 2022	\$306.91				
EFT36123	29/07/2022	MIDDALYA CATTLE CO	REPLACEMENT SCREEN, FUEL AND SERVICE COSTS TO DRY HIRED TRACTOR HIRED FOR ROAD WORKS ON QUOBBA GBARALOO ROAD	\$5,823.83				
EFT36124	29/07/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	HIRE OF 2X4.5M3 FRONT LIFT BINS FOR BLOWHOLES CAMPING AREA. SERVICE PROVIDED ON 20 JULY 2022	\$1,253.60				
EFT36125	29/07/2022	OUTBACK COAST PROPERTY PTY LTD	WATER USAGE FOR PROPERTY 961 NORTH WEST COASTAL HIGHWAY FOR THE PERIOD FROM 25 MAY 2022 TO 20 JULY 2022	\$13.86				
EFT36126	29/07/2022	QEM GROUP AUSTRALIA PTY LTD	ESSENTIAL PUBLIC ASSET RECONSTRUCTION WORKS (EPAR) - PROVISION OF PLANT AND OPERATORS FOR FLOOD DAMAGE REPAIR FOR THE PERIOD FROM 06 JULY 2022 TO 19 JULY 2022	\$226,839.80				
EFT36127	29/07/2022	CEI PTY LIMITED T/A RAECO	BOOK PROCESSING STATIONARY MATERIALS	\$245.14				
EFT36128	29/07/2022	RENEE LOUW	REIMBURSEMENT FOR PURCHASING OF FURNITURE FOR MARMION STREET PROPERTY	\$25.50				
EFT36129	29/07/2022	R & L COURIERS	FREIGHT COST WITH R&L FOR THE MONTH OF JUNE 2022	\$346.39				
EFT36130	29/07/2022	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY OPERATOR COMMISSION PAYMENT FOR THE PERIOD FROM 01 JULY 2022 TO 15 JULY 2022			\$606.32		
EFT36131	29/07/2022	SOUTHERN CROSS AUSTERO PTY LTD	CINEMA SCREENINGS RADIO ADVERTISING FOR MONTHS OF MAY	\$495.00				
EFT36132	29/07/2022	THE TRUSTEE FOR THE SWEETMAN NO 2 TRUST T/A SWEET AS CONCRETE	SUPPLY AND DELIVER UP TO 12M3 OF EXPOSED AGG CONCRETE FOR FOOTPATH MAINTENANCE	\$6,063.75				
EFT36133	29/07/2022	TELSTRA AUSTRALIA	TELEPHONE ACCOUNT 3108660691 FOR THE PERIOD FROM 12 JULY 2022 TO 11 AUGUST 2022	\$3,044.75				
EFT36134	29/07/2022	FEDEX EXPRESS AUSTRALIA PTY LTD T/A TNT EXPRESS	FREIGHT WITH TNT FOR THE WEEK NUMBER 07	\$47.61				
EFT36135	29/07/2022	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	2ND / FINAL PROGRESS PAYMENT: PROVISION OF FASCINE SHELTER AS PER RFQ 02/2022	\$48,675.00				
EFT36136	29/07/2022	STEVEN TWEEDIE	REVIEW & REDRAFT OF REGISTER OF DELEGATIONS AS PER WALGA TEMPLATE	\$2,750.00				
EFT36137	29/07/2022	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	RENEWAL OF ANNUAL MEMBERSHIP & SUBSCRIPTION WALGA FOR PERIOD 01 JULY 2022 - 30 JUNE 2023	\$25,327.97				
EFT36138	29/07/2022	WATER CORPORATION	WATER ACCOUNT 9016124172 FOR THE PERIOD FROM 23 MAY 2022 TO 18 JULY 2022	\$4,845.43				
EFT36139	29/07/2022	W.A. TREASURY CORPORATION	ANNUITY LENDING	\$823.56				

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE
EFT36140	29/07/2022	WENDY BINKS	RE ORDER OF WA MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE AND FREIGHT	\$593.50				
EFT36141	29/07/2022	WESTERLY CONTRACTORS	PRUNE TREES ALONG FENCELINE AT BOWLING CLUB	\$2,448.60				
EFT36142	29/07/2022	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	UNIFORM	\$63.97				
DD39516.1	15/07/2022	SG FLEET AUSTRALIA PTY LTD	1GWO062 - LEASE PAYMENT 18.07.2022 TO 17.08.2022		\$ 28,862.38			
			TOTAL	\$4,077,741.34	\$ 28,862.38	\$36,264.92	\$990.75	\$0.00
			TOTAL MUNI EFT	\$4,077,741.34				
			TOTAL MUNI CHEQUES	\$0.00				
			TOTAL BANK DIRECTS	\$28,862.38				
			TOTAL TRUST EFT	\$990.75				
			TOTAL VISITOR CENTER EFT	\$36,264.92				
			TOTAL	\$4,143,859.39				

Shire of Carnarvon

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 JUNE 2022

**LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

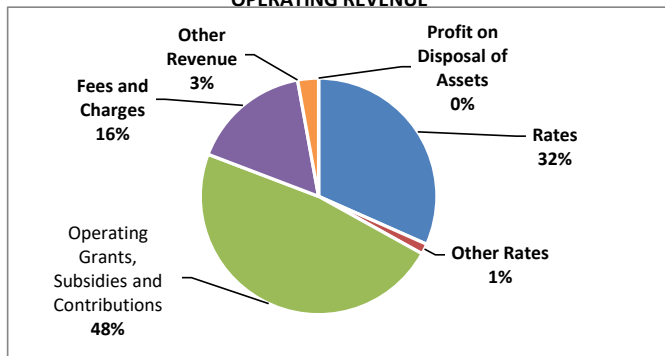
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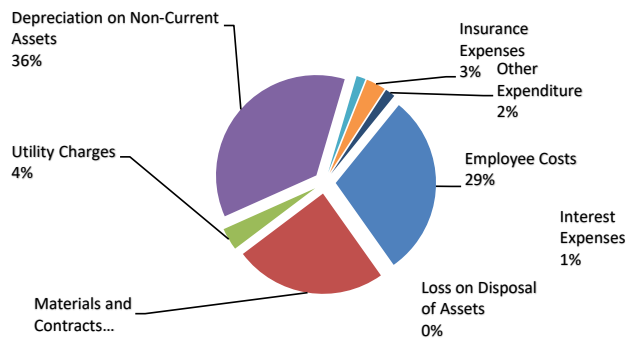
Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary with the completion of Year end processes.

OPERATING ACTIVITIES

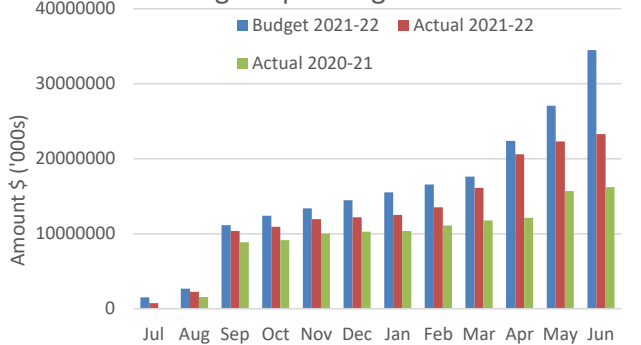
OPERATING REVENUE



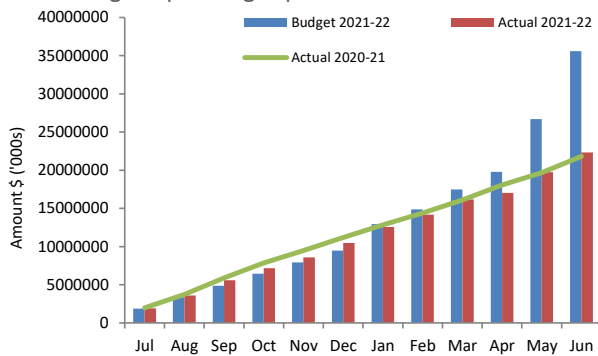
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

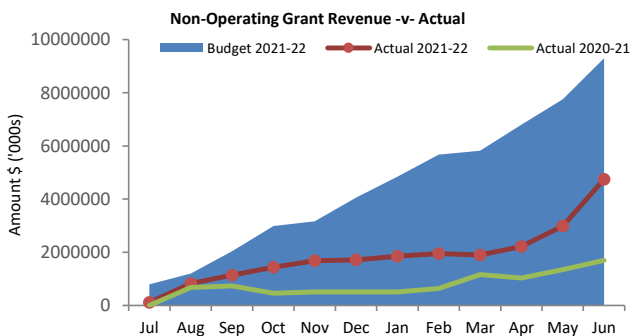


Budget Operating Expenses -v- YTD Actual

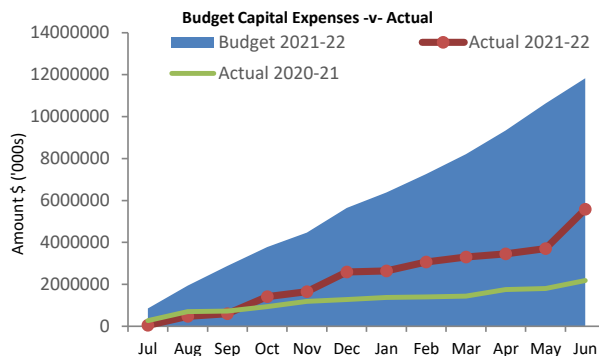


INVESTING ACTIVITIES

CAPITAL REVENUE

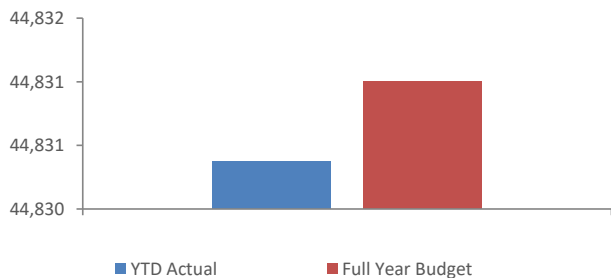


CAPITAL EXPENSES

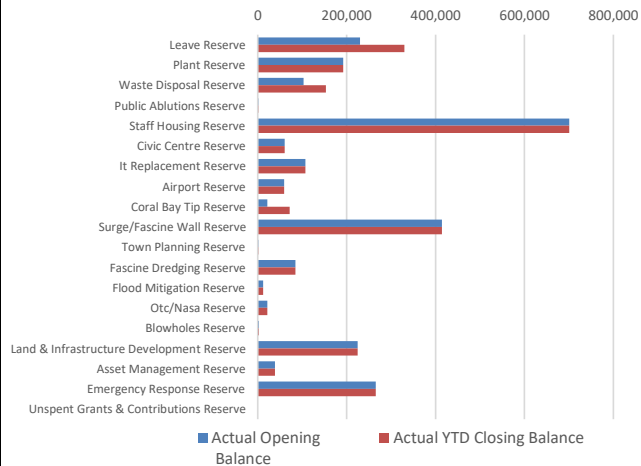


FINANCING ACTIVITIES

BORROWINGS
Loan Repayments
Actual paid to date vs
Full year repayments due



RESERVES



STATUTORY STATEMENT Local Government (Financial Management) Regulations 34

STATEMENT OF FINANCIAL ACTIVITY

BY PROGRAM

FOR THE PERIOD ENDED 30 JUNE 2022

Ref Note	REG 34(1)(a)	Current Budget	REG 34(1)(b)	REG 34(1)(c)	0	REG 34(1)(d)	REG 34(1)(d)	Var.
	Adopted Budget		YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)		
	\$	\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1	6,215,963	6,959,052	6,959,052	6,331,803	(627,249)	(9.01%)	
Revenue from operating activities								
Governance		65,884	84,419	84,419	161,766	77,347	91.62%	▲
General purpose funding - general rates	9	5,767,048	5,767,048	5,767,464	5,844,825	77,361	1.34%	▲
General purpose funding - other		2,571,827	2,582,827	2,582,411	6,540,123	3,957,712	153.26%	▲
Law, order and public safety		384,612	384,612	384,612	250,861	(133,751)	(34.78%)	▼
Health		45,600	31,072	31,072	44,496	13,424	43.20%	▲
Education and welfare		310,190	310,190	310,190	448,462	138,272	44.58%	▲
Community amenities		2,086,561	2,168,561	2,168,561	2,190,685	22,124	1.02%	▲
Recreation and culture		131,199	163,999	163,999	355,404	191,405	116.71%	▲
Transport		1,136,519	13,083,361	13,083,361	2,334,031	(10,749,330)	(82.16%)	▼
Economic services		341,775	382,175	382,175	368,459	(13,716)	(3.59%)	▲
Other property and services		242,788	242,788	242,788	23,838	(218,950)	(90.18%)	▼
		13,084,003	25,201,053	25,201,053	18,563,485	(6,637,568)		
Expenditure from operating activities								
Governance		(1,475,458)	(2,033,954)	(2,033,954)	(1,307,575)	726,379	35.71%	▲
General purpose funding		(270,954)	(299,954)	(299,954)	(253,120)	46,834	15.61%	▲
Law, order and public safety		(1,122,956)	(1,270,586)	(1,270,586)	(1,154,752)	115,834	9.12%	▲
Health		(781,701)	(673,242)	(673,242)	(578,508)	94,734	14.07%	▲
Education and welfare		(840,461)	(821,763)	(821,763)	(710,517)	111,246	13.54%	▲
Housing		(184,842)	(207,209)	(207,209)	(14,262)	192,947	93.12%	▲
Community amenities		(1,960,933)	(2,101,735)	(2,101,735)	(2,023,789)	77,946	3.71%	▲
Recreation and culture		(4,220,064)	(4,301,064)	(4,301,064)	(3,747,967)	553,097	12.86%	▲
Transport		(9,341,491)	(21,937,755)	(21,937,755)	(9,978,003)	11,959,752	54.52%	▲
Economic services		(1,352,130)	(1,211,948)	(1,211,948)	(1,022,261)	189,687	15.65%	▲
Other property and services		(999,874)	(740,874)	(740,874)	(1,551,706)	(810,832)	(109.44%)	▼
		(22,550,864)	(35,600,085)	(35,600,085)	(22,342,459)	13,257,626		
Non-cash amounts excluded from operating activities								
Add: Loss on disposal of assets	6	25,400	25,400	25,400	0	(25,400)	(100.00%)	▼
Add: Depreciation on assets		8,212,681	8,212,681	8,212,681	8,099,124	(113,557)	(1.38%)	▲
Less: Movement in Provisions		0	0	0	(7,799)	(7,799)	0.00%	▲
Less: Movement in Contract Liabilities		(2,245,151)	(2,245,151)	(2,245,151)	(2,279,060)	(33,909)	1.51%	▲
Amount attributable to operating activities		(3,473,931)	(4,406,102)	(4,406,102)	2,033,292	6,481,102		
Investing Activities								
Non-operating grants, subsidies and contributions	7	7,356,828	9,299,259	9,299,259	4,745,362	(4,553,897)	(48.97%)	▼
Net Non-Operating Grants		7,356,828	9,299,259	9,299,259	4,745,362	(4,553,897)	(48.97%)	
Proceeds from disposal of assets	6	30,000	30,000	30,000	0	(30,000)	(100.00%)	▼
Payments for property, plant and equipment and infrastructure	5	(11,316,306)	(12,633,342)	(12,633,342)	(5,661,523)	6,971,818	55.19%	▲
Amount attributable to investing activities		(3,929,478)	(3,304,083)	(3,304,083)	(916,161)	2,387,921		
Financing Activities								
Proceeds from new debentures	12	947,000	947,000	947,000	0	(947,000)	(100.00%)	▼
Transfer from reserves	4	784,105	784,105	784,105	0	(784,105)	(100.00%)	▼
Payments for principal portion of lease liabilities		(298,028)	(298,028)	(298,028)	(812)	297,216	99.73%	▲
Repayment of debentures	12	(44,831)	(44,831)	(44,831)	(44,830)	1	0.00%	▲
Transfer to reserves	4	(200,800)	(200,800)	(200,800)	(200,800)	0	0.00%	▲
Amount attributable to financing activities		1,187,446	1,187,446	1,187,446	(246,442)	(1,433,888)		
Closing funding surplus / (deficit)	1	0	436,314	436,314	7,202,490	6,766,176		

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2021-22 year for Operating is (+) plus or (-) minus \$10,000 and for Capital (+) plus or (-) minus \$20,000 or 10.00% whichever is the higher.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

STATUTORY STATEMENT Local Government (Financial Management) Regulations 34

STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

BY NATURE OR TYPE

		REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	
	Ref	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1	6,215,963	6,959,052	6,959,052	6,331,803	(627,249)	(9.01%)	
Revenue from operating activities								
Rates	9	5,767,048	5,767,048	5,767,464	5,844,825	77,361	1.34%	
Specified area rates	9	258,261	258,261	258,261	262,688	4,427	1.71%	
Operating grants, subsidies and contributions	8	3,535,225	15,449,808	15,449,808	8,820,013	(6,629,795)	(42.91%)	▼
Fees and charges		3,180,701	3,351,856	3,351,440	3,021,740	(329,700)	(9.84%)	
Interest earnings		83,500	85,500	85,500	87,841	2,341	2.74%	
Other revenue		259,268	288,580	288,580	526,378	237,798	82.40%	▲
		13,084,003	25,201,053	25,201,053	18,563,485	(6,637,568)		
Expenditure from operating activities								
Employee costs		(6,898,727)	(6,884,779)	(6,884,779)	(6,560,508)	324,272	4.71%	
Materials and contracts		(5,560,361)	(18,662,184)	(18,662,184)	(5,477,930)	13,184,254	70.65%	▲
Utility charges		(813,400)	(797,850)	(797,850)	(803,408)	(5,558)	(0.70%)	
Depreciation on non-current assets		(8,212,681)	(8,212,681)	(8,212,681)	(8,099,124)	113,557	1.38%	
Interest expenses		(44,634)	(40,634)	(40,634)	(331,358)	(290,724)	(715.47%)	▼
Insurance expenses		(540,661)	(540,661)	(540,661)	(709,708)	(169,047)	(31.27%)	▼
Other expenditure		(455,000)	(435,896)	(435,896)	(360,424)	75,472	17.31%	▲
Loss on disposal of assets	6	(25,400)	(25,400)	(25,400)	0	25,400	100.00%	▲
		(22,550,864)	(35,600,085)	(35,600,085)	(22,342,459)	13,257,626		
Non-cash amounts excluded from operating activities								
Add: Loss on disposal of assets	6	25,400	25,400	25,400	0	(25,400)	(100.00%)	
Add: Depreciation on assets		8,212,681	8,212,681	8,212,681	8,099,124	(113,557)	(1.38%)	
Less: Movement in Provisions		0	0	0	(7,799)	(7,799)	0.00%	
Less: Movement in Contract Liabilities		(2,245,151)	(2,245,151)	(2,245,151)	(2,279,060)	(33,909)	1.51%	
		5,992,930	5,992,930	5,992,930	5,812,265	(180,665)	(99.87%)	
Amount attributable to operating activities		(3,473,931)	(4,406,102)	(4,406,102)	2,033,292	6,506,501		
Investing activities								
Non-operating grants, subsidies and contributions	7	7,356,828	9,299,259	9,299,259	4,745,362	(4,553,897)	(48.97%)	▼
Net Non-Operating Grants		7,356,828	9,299,259	9,299,259	4,745,362	(4,553,897)		
Proceeds from disposal of assets	6	30,000	30,000	30,000	0	(30,000)	(100.00%)	▼
Payments for property, plant and equipment and infrastructure	5	(11,316,306)	(12,633,342)	(12,633,342)	(5,661,523)	6,971,818	55.19%	▲
Net Non-Operating Expenditure		(11,286,306)	(12,603,342)	(12,603,342)	(5,661,523)	6,941,818		
Amount attributable to investing activities		(3,929,478)	(3,304,083)	(3,304,083)	(916,161)	2,387,921		
Financing Activities								
Proceeds from new debentures	12	947,000	947,000	947,000	0	(947,000)	(100.00%)	▼
Transfer from reserves	4	784,105	784,105	784,105	0	(784,105)	(100.00%)	▼
Payments for principal portion of lease liabilities		(298,028)	(298,028)	(298,028)	(812)	297,216	99.73%	▲
Repayment of debentures	12	(44,831)	(44,831)	(44,831)	(44,830)	1	0.00%	
Transfer to reserves	4	(200,800)	(200,800)	(200,800)	(200,800)	0	0.00%	
Amount attributable to financing activities		1,187,446	1,187,446	1,187,446	(246,443)	(1,433,889)		
Closing funding surplus /(deficit) REG 34(1)(e)	1	0	436,314	436,314	7,202,490	6,766,176		

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is greater.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

	Notes	Opening Position		Closing Position	
		Adopted Budget	Last Years Actual Closing	This time last month	YTD Actual (b)
		Closing Surplus/Deficit Calculation 21/22	Closing Surplus 20/21, Unaudited Bfwd Actual 21/22	31/05/2022	30/06/2022
		\$	\$	\$	\$
Net current assets used in the Statement of Financial Activity					
Current assets					
Cash and cash equivalents	3	9,305	6,436,265	10,598,401	11,774,137
Cash backed Reserves		2,883,477	2,683,109	2,683,109	2,883,909
Rates receivables		0	834,286	960,652	788,119
Receivables	10	317,531	857,952	425,482	(258,816)
Inventories		13,090	63,090	104,895	104,895
Other current assets					
Total Current assets		3,223,403	10,874,702	14,772,539	15,292,244
Less: Current liabilities					
Payables		(339,926)	(1,859,790)	406,546	(2,049,195)
Contract liabilities		(21,827)	(2,279,060)	(2,279,060)	(3,156,650)
Borrowings	12	(7,719)	(52,550)	(7,720)	(7,720)
Lease liabilities	13	0	(290,325)	(289,513)	(289,513)
Employee Provisions		(1,003,582)	(587,386)	(581,346)	(579,587)
Total Current liabilities		(1,373,054)	(5,069,111)	(2,751,093)	(6,082,665)
Net Currents Assets		1,850,349	5,805,591	12,021,446	9,209,579
Less: Adjustments to net current assets					
Less: Reserves - restricted cash	4	(2,883,477)	(2,683,109)	(2,683,109)	(2,883,909)
Add: Contract liabilities (Grants received but not spent)		0	2,279,060	2,279,060	0
Add: Borrowings included in Budget	12	7,719	52,550	7,720	7,720
Add: Lease liabilities included in Budget	13	21,827	290,325	289,513	289,513
Add: Provisions - employee		1,003,582	587,386	581,346	579,587
Total adjustments to net current assets		(1,850,349)	526,212	474,531	(2,007,089)
Funding surplus/(deficit) (NET CURRENT ASSETS)		0	6,331,803	12,495,976	7,202,490

NOTE

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

Restricted cash includes outstanding reserve transfers.

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2021-22 year for Operating is (+) plus or (-) minus \$10,000 and for Capital (+) plus or (-) minus \$20,000 or 10.00% whichever is the higher.

This is indicated by the up and down arrow symbols

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
Revenue from operating activities				
Governance	77,347	91.62%	▲ Permanent	Insurance reimbursements and Job Seeker and Indigenous Ranger programs income higher than budget. This will generally be offset by higher expenditure.
General purpose funding - rates	77,361	1.34%		Within variance threshold
General purpose funding - other	3,957,712	153.26%	▲ Permanent	Financial Assistance Grants received in Advance in FY22 for FY23 \$3.9M
Law, order and public safety	(133,751)	(34.78%)	▼ Timing	Shared Community Emergency Services Manager (CESM) to be invoiced
Health	13,424	43.20%	▲ Permanent	Lease of Health Clinic and Fines revenue higher than budget.
Education and welfare	138,272	44.58%	▲ Permanent	Youth Grant funding higher than budget, the will generally be offset by higher expenditure
Housing	535	0.00%		Within variance threshold
Community amenities	22,124	1.02%		Within variance threshold
Recreation and culture	191,405	116.71%	▲ Permanent	Unbudgeted Insurance Claim revenue as a result of storm surge damage \$198K. This will be offset with expenditure in FY23.
Transport	(10,749,330)	(82.16%)	▼ Permanent	Flood damage grants will be received in future months with offsetting expenditure. - Also refer less expenditure in Transport below.
Economic services	(13,716)	(3.59%)		Within variance threshold
Other property and services	(218,950)	(90.18%)	▼ Timing	Private Works revenue is less than anticipated (offset by less expenditure) and Diesel Fuel rebate will be claimed in a future BAS.
Expenditure from operating activities				
Governance	726,379	35.71%	▲ Permanent	General Program expenses are underspent, in the main \$92k in both employee costs and computer operations, \$50k consultancies, \$260k members costs. These costs may increase as end of year creditors and accruals are processed.
General purpose funding	46,834	15.61%	▲ Permanent	Lower than Budget Rates write offs and bank fees.
Law, order and public safety	115,834	9.12%	▲ Permanent	Employee Costs \$52k and Bushfire Risk Management Officer costs \$72k lower than budget
Health	94,734	14.07%	▲ Permanent	Employee costs \$63k and insurances \$28k lower than budget.
Education and welfare	111,246	13.54%	▲ Permanent	Lower than budget Youth expenses (Including \$65k employee costs) make up this variance.
Housing	192,947	93.12%	▲ Permanent	\$103k lower than budget staff housing costs. \$10k Admin recovery costs have been applied to this area when they were not budgeted.
Community amenities	77,946	3.71%	▲ Permanent	Sanitation expenses \$66k lower than budget.
Recreation and culture	553,097	12.86%	▲ Permanent	Other Recreation including Parks and gardens \$340k lower, public hall \$90k lower other culture including live show and Tramway bridge maintenance \$37k lower than budget.
Transport	11,959,752	54.52%	▲ Permanent	Flood damage expenses \$11.5M lower than budget - this is offset by lower revenue.
Economic services	189,687	15.65%	▲ Permanent	Tourism and area promotion expenses \$155k lower than budget.
Other property and services	(810,832)	(109.44%)	▼ Timing	Insurance and lease payments are costed to this area and need to be reallocated prior to year end finalisation, as do Public works overhead and Plant Op costs. This will increase costs in other areas and reduce the current expenditure variances.
Non-cash amounts excluded from operating activities				
Less: Profit on asset disposals	0	0.00%		Within variance threshold
Add: Loss on disposal of assets	(25,400)	(100.00%)		Within variance threshold
Add: Depreciation on assets	(113,557)	(1.38%)		Within variance threshold
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(4,553,897)	(48.97%)	▼ Permanent	R2R, DFES, RADS and LRCI funding has not yet been received/brought to account. Refer to Note 7 for detail.
Proceeds from disposal of assets	(30,000)	(100.00%)	▼ Permanent	Within variance threshold
Payments for property, plant and equipment and infrastructure	6,971,818	55.19%	▲ Timing	Refer to Capital expenditure Note 5 for project details.
Financing activities				
Proceeds from new debentures	(947,000)	(100.00%)	▼ Permanent	Budgeted borrowings did not occur in FY22, This is offset by lower expenditure in Plant & Equipment.
Transfer from reserves	(784,105)	(100.00%)	▼ Permanent	The transfer of unspent grants occurred in FY21 to fall in line with new accounting standards.
Payments for principal portion of lease liabilities	297,216	99.73%	▲ Timing	Lease repayments are allocated to operating in OPS and staff are working on the reallocation of these to account for leases in accordance with new accounting standards. This will be completed prior to audit.
Repayment of debentures	1	0.00%		Within variance threshold
Transfer to reserves	0	0.00%		Within variance threshold
Opening funding surplus / (deficit)	(627,249)	(9.01%)	▲ Permanent	The Final audited result for 2021 is not complete, this amount is subject to change.

Shire of Carnarvon

SUPPORTING INFORMATION THE MONTHLY STATEMENTS PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c) FOR THE PERIOD ENDED 30 JUNE 2022

The Local Government (Financial Management) Regulations provide at 34.(2) that:
(2) Each Statement of financial activity is to be accompanied by documents containing —
(c) such other supporting information as is considered relevant by the local government;
as such the following supporting information is provided.

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**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**Note 3
CASH AND FINANCIAL ASSETS**

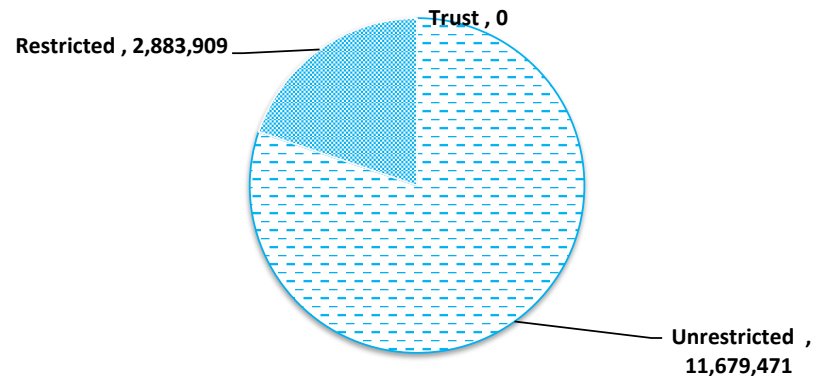
Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$				
Cash on hand								
Municipal Bank Account - 4334-09426	Cash and cash equivalents	9,750,752		9,750,752	0	ANZ Bank	0.00%	On Call
Municipal Online Account - 4510-69349	Cash and cash equivalents	1,369,321	0	1,369,321	0	ANZ Bank	0.05%	On Call
Municipal Bank Account - 3781-67777 - Visitor Centre	Cash and cash equivalents	403,394	0	403,394	0	ANZ Bank	0.00%	On Call
Trust Bank Account - 4334-09434	Cash and cash equivalents	0	0	0		ANZ Bank	0.00%	On Call
Reserve Bank Account-4334-75677	Cash and cash equivalents	0	271	271	0	ANZ Bank	0.00%	On Call
Reserve Online Account - 4516-72666	Cash and cash equivalents	122,301	2,883,638	3,005,939	0	ANZ Bank	0.05%	On Call
Investments								
Term Deposit - No.2 Blowholes	Cash and cash equivalents	33,703	0	33,703	0	WATC	0.05%	OCDF*
Total		11,679,471	2,883,909	14,563,380	0			
Comprising								
Cash and cash equivalents		11,679,471	2,883,909	14,563,380	0			
		11,679,471	2,883,909	14,563,380	0			

KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

Restricted cash includes outstanding reserve transfers.

* OCDF - Overnight Cash Deposit Facility



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

FINANCING ACTIVITIES
Note 4
CASH RESERVES

Reserves

Reserve name	Original Budget Opening Balance	Actual Opening Balance	Actual Interest Earned	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
LEAVE RESERVE										
Leave Reserve	229,798	230,125	0	100,000	100,000	100,000	0	0	329,798	330,125
Plant Reserve	192,449	192,457	0	0	0	0	0	0	192,449	192,457
Waste Disposal Reserve	103,320	103,324	0	50,000	50,000	50,000	0	0	153,320	153,324
Public Ablutions Reserve	1,764	1,764	0	0	0	0	0	0	1,764	1,764
Staff Housing Reserve	700,510	700,540	0	0	0	0	0	0	700,510	700,540
Civic Centre Reserve	60,512	60,515	0	0	0	0	0	0	60,512	60,515
It Replacement Reserve	107,061	107,065	0	0	0	0	0	0	107,061	107,065
Airport Reserve	59,299	59,302	0	0	0	0	0	0	59,299	59,302
Coral Bay Tip Reserve	21,859	21,860	0	50,000	50,000	50,000	0	0	71,859	71,860
Surge/Fascine Wall Reserve	414,424	414,442	0	0	0	0	0	0	414,424	414,442
Town Planning Reserve	1,451	1,451	0	0	0	0	0	0	1,451	1,451
Fascine Dredging Reserve	84,690	84,693	0	0	0	0	0	0	84,690	84,693
Flood Mitigation Reserve	11,885	11,886	0	0	0	0	0	0	11,885	11,886
Otc/Nasa Reserve	21,367	21,368	0	0	0	0	0	0	21,367	21,368
Blowholes Reserve	2,750	2,750	0	0	0	0	0	0	2,750	2,750
Land & Infrastructure Development Reserve	224,854	224,864	0	0	0	0	0	0	224,854	224,864
Asset Management Reserve	38,894	38,896	0	0	0	0	0	0	38,894	38,896
Emergency Response Reserve	265,391	265,402	0	0	0	0	0	0	265,391	265,402
Mosquito Management Reserve	5,373	5,373	800	800	800	0	0	0	6,173	6,173
Country Roads Grading	135,026	135,032	0	0	0	0	0	0	135,026	135,032
Reserve Funds	2,682,677	2,683,109	800	200,800	200,800	200,000	0	0	2,883,477	2,883,909
Unspent Grants										
Unspent Grants & Contributions Reserve	784,105	0	0	0	0	0	(784,105)	0	0	0
Total Unspent Grants cash backed in reserve	784,105	0	0	0	0	0	(784,105)	0	0	0
TOTAL CASH BACKED RESERVES	3,466,782	2,683,109	800	200,800	200,800	200,000	(784,105)	0	2,883,477	2,883,909

KEY INFORMATION

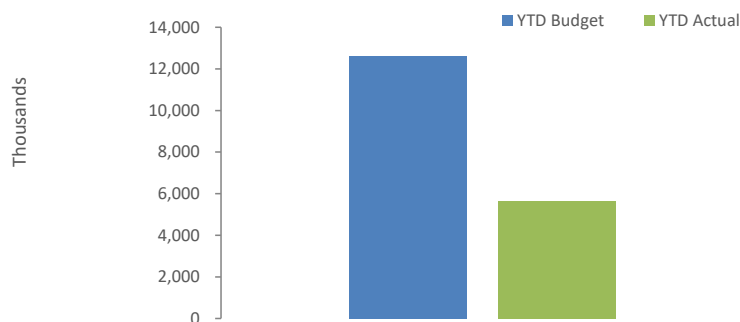
Reserves transfers to and from the Muni bank are in progress

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Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual	Variance
	\$		\$	\$	\$
Land & Buildings	436,416	1,285,498	1,285,498	73,099	(1,212,399)
Furniture & Equipment	111,000	146,000	146,000	90,369	(55,631)
Plant & Equipment	1,345,850	1,120,850	1,120,850	362,517	(758,333)
Roads	5,398,253	5,378,963	5,378,963	3,543,656	(1,835,307)
Footpaths	198,724	213,724	213,724	48,090	(165,634)
Drainage	40,000	40,000	40,000	52,143	12,143
Parks & Ovals	925,497	1,208,972	1,208,972	32,607	(1,176,365)
Airport	1,152,911	1,164,284	1,164,284	785,586	(378,698)
Other Infrastructure	1,312,655	1,960,051	1,960,051	588,969	(1,371,082)
Landfill	395,000	115,000	115,000	84,488	(30,512)
Payments for Capital Acquisitions	11,316,306	12,633,342	12,633,342	5,661,523	(6,971,818)
Right of use assets	0	0	0	0	0
Total Capital Acquisitions	11,316,306	12,633,342	12,633,342	5,661,523	(6,971,818)
Capital Acquisitions Funded By:					
	\$		\$	\$	\$
Capital grants and contributions	7,356,828	9,299,259	9,299,259	4,745,362	(4,553,897)
Borrowings	947,000		947,000	0	(947,000)
Other (disposals & C/Fwd)	30,000		30,000	0	(30,000)
Cash backed reserves					
Unspent Grants & Contributions Reserve	784,105	784,105	784,105	0	(784,105)
Contribution - operations	2,198,373	2,549,978	1,572,978	916,161	(656,816)
Capital funding total	11,316,306	12,633,342	12,633,342	5,661,523	(6,971,818)

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.



5. CAPITAL ACQUISITIONS DETAILED

Account	Job	Account Description	Adopted			YTD Actual	Variance (Under)/Over	Comment
			Original Budget	Current Budget	YTD Budget			
Land & Buildings								
			0	300,000	300,000	0	(300,000)	Not commenced Specs complete - Funding and expense in FY23
584	LRC023	Admin Building Roof Replacement						
0604		Land & Buildings - Sp-05	30,000	30,000	30,000	0	(30,000)	Vehicle compound in Administration Office car park for buses and other vehicles maybe be considered in FY23
1224		Land & Buildings - Dfes	141,000	141,000	141,000	0	(141,000)	Works completed
2974	0410	7 Airport Cres. - Capital	15,000	30,000	30,000	13,002	(16,998)	Works completed
3064	LRC016	Public Toilets Baxter Park	100,000	0	0	0	0	
3064	LRC022	Baxter Park Ablution Block Refurbishment	0	100,000	100,000	0	(100,000)	Carry forward to FY23 LRCI
3680	1501	Depot Improvements	69,431	69,431	69,431	20,601	(48,830)	Carry Forwarded to FY23 Shire funded
3688		Depot Information Technology Links	6,000	6,000	6,000	0	(6,000)	Works completed in Opex
3764	LRC015	Baston Oval Ablutions Upgrade	20,000	120,000	120,000	0	(120,000)	Contract awarded - Carry into FY23 awarded in FY22
3764	LRC021	Foreshore Playground Upgrades	0	434,082	434,082	0	(434,082)	Not commenced - Cfwd FY23 LRCI Phase 3
4154	0415	Main Airport Terminal	20,000	20,000	20,000	9,035	(10,965)	Carry Fwd to FY23 - additional \$6 in FY23
4154	LRC008	Airport Amenity Improvements	34,985	34,985	34,985	30,460	(4,525)	Completed
			436,416	1,285,498	1,285,498	73,099	(1,212,399)	
Furniture & Equipment								
0594		Furn & Equip (Admin)	20,000	20,000	20,000	19,119	(881)	Completed
0598		Equipment (New And Renewal) For LT.	56,000	56,000	56,000	0	(56,000)	Unspent - Rebudgeted \$60k in FY23
3554		Furn & Equip (Lib)	35,000	70,000	70,000	71,250	1,250	Completed
			111,000	146,000	146,000	90,369	(55,631)	
Plant & Equipment								
1234		Plant & Equip - Dfes	0		0	24,064	24,064	DFES Funded
2514		Plant And Equipment - Refuse Site	265,000	65,000	65,000	32,400	(32,600)	Forklift purchased - Savings
3274	1564	Other Plant And Equipment - Aquatic Centre	30,000	30,000	30,000	0	(30,000)	Shade for pool maybe re-budgeted in FY23
3344		Plant And Equipment - Sp-34	30,000	30,000	30,000	0	(30,000)	Purchase of Mower - costed to 4284 - costing to be corrected
4114		Plant & Equip. - Airport	25,000	0	0	0	0	Not required
4284		Plant & Equipment - Sp-43	995,850	995,850	995,850	306,053	(689,797)	Rotary Cutter & Water cart purchased - Vehicles on order and will be received in FY23. To be funded from Loan in FY23 budget.
			1,345,850	1,120,850	1,120,850	362,517	(758,333)	
Roads								
3740	R2R018	Hubble Street - Roads To Recovery	0	30,595	30,595	30,595	0	Completed
3740	R2R025	Fenner Street - Roads To Recovery	0	4,706	4,706	4,706	0	Completed
3740	R2R053	North River Road - Roads To Recovery	0	31,464	31,464	31,464	0	Completed
3740	R2R141	Horton Place - Roads To Recovery	0	2,336	2,336	2,336	0	Completed
3740	R2R153	Granberry Drive - Roads To Recovery	0	29,144	29,144	29,144	0	Completed
3740	R2R157	Snook Court - Roads To Recovery	0	4,128	4,128	4,128	0	Completed
3740	R2R158	Foss Crescent - Roads To Recovery	0	20,809	20,809	20,809	0	Completed
3740	R2R180	Giles Road - Roads To Recovery	0	16,728	16,728	16,728	0	Completed
3740	R2R204	Speedway Road - Roads To Recovery	0	48,000	48,000	48,000	0	Completed
3740	R2R241	Main Street - Roads To Recovery	807,225	0	0	20,380	20,380	Survey works for FY23 project
3740	R2R209	Harbour Road - Roads To Recovery	807,225	777,225	777,225	780,827	3,602	Completed
3740	R2R242	Carnarvon-Mullewa Road - Roads To Recovery	0	669,076	669,076	499,995	(169,081)	Completed - Pending Invoicing
3747	RRG066	Blowholes Road	375,000	483,910	483,910	495,067	11,157	Completed
3747	RRG121	Quobba Gnaraloo	950,000	500,000	500,000	509,189	9,189	Completed
3747	RRG174	Minilya/Lyndon Road	550,343	550,343	550,343	248,746	(301,597)	Project to be completed in FY23 - budgeted
3747	RRG209	Harbour Road	1,192,775	1,514,576	1,514,576	774,191	(740,385)	Re-Budget FY23
3760	C101	Olivia Terrace	0	14,373	14,373	0	(14,373)	Re-Budget FY23
3760	C203	Festival Road	0	21,971	21,971	0	(21,971)	Re-Budget FY23
3760	C702	Grid Construction & Approches	266,017	209,911	209,911	21,091	(188,820)	Re-Budget FY23
3760	C737	Water Bore Installation	125,000	125,000	125,000	0	(125,000)	Staff are reviewing postings with DFES claims
3760	LRC001	Dog Fence Project Support	14,668	14,668	14,668	4,815	(9,852)	Re-Budget FY23 - LRCI
3760	LRC018	Culverts And Flood Wall Rock Minilya Lyndon & Wahrenoonga Pimbee Rds	310,000	310,000	310,000	1,445	(308,555)	Commenced, project to be completed & rebudget for completion FY23
			5,398,253	5,378,963	5,378,963	3,543,656	(1,835,307)	
Footpaths								
3848		Bicycle Network Coral By Design And Construct	30,000	30,000	30,000	0	(30,000)	
3850	9004	Temporary Budget Job No - Footpaths Asset Renewals (COA 3850)	118,724	133,724	133,724	0	(133,724)	Continuing works
3850	F026	Footpath - Skipworth Street	0	0	0	6,000	6,000	
3850	F177	Footpath - Johnston Street	0	0	0	20,764	20,764	
3850	F178	Footpath - Olivia Terrace	0	0	0	11,325	11,325	
3858		Wa Bicycle Network Community College Shared Path	50,000	50,000	50,000	10,000	(40,000)	Incorrect posting, to be moved to OPEX
			198,724	213,724	213,724	48,090	(165,634)	

5. CAPITAL ACQUISITIONS DETAILED

Account	Job	Account Description	Original Budget	Current Budget	YTD Budget	YTD Actual	Variance (Under)/Over
Drainage							
3770	D002	Storm Water Pumps	40,000	40,000	40,000	52,143	12,143
3770	D006	Johnston Street Drainage	0	0	0	0	0
			40,000	40,000	40,000	52,143	12,143
Parks & Ovals							
3690	1154	Blowholes Development Project (Capital Works)	173,500	173,500	173,500	22,297	(151,203) Re-Budget FY23
	9011	Blowholes Interpretive Shelter - Gdc	0	118,475	118,475	0	(118,475) Re-Budget FY23
	9012	Blowholes Erosion Control Work (Acquarium)	0	75,000	75,000	0	(75,000) Re-Budget FY23
	9013	Blowholes Shelter Upgrade	0	25,000	25,000	0	(25,000) Re-Budget FY23
	9014	Blowholes Stairs Upgrade	0	65,000	65,000	0	(65,000) Re-Budget FY23
3294	1562	Upgrades To Swimming Pool Bowl	55,000	55,000	55,000	0	(55,000) Re-Budget FY23
3474	0615	Playground Equipment	50,000	50,000	50,000	10,310	(39,690) Unspent renewals as required
3690	R013	Skate Park Upgrade	80,000	80,000	80,000	0	(80,000) Re-Budget FY23
3690	R046	Youth Precinct Development	566,997	566,997	566,997	0	(566,997) Re-Budget FY23
			925,497	1,208,972	1,208,972	32,607	(1,176,365)
Airport							
4124	A011	Northern Apron, Taxiway B Upgrade & Lighting Rwy 04/22	262,750	262,750	262,750	64,049	(198,701) Completed over FY21 & FY22
4124	A012	Coral Bay Airstrip Upgrade	415,871	427,244	427,244	427,244	(0) Completed
4124	A015	Carnarvon Airport Airside Fencing, Boundary Fencing, Apron Lighting	474,290	474,290	474,290	294,294	(179,996) Re-Budget FY23
			1,152,911	1,164,284	1,164,284	785,586	(378,698)
Other Infrastructure							
3124	0495	Brown's Range Cemetery - Niche Wall (Columbarium)	15,000	20,000	20,000	0	(20,000) Re-Budget FY23
3124	LRC014	Pioneer Cemetery Remediation	59,000	59,000	59,000	71,136	12,136 Completed
3604	3616	Fascine Wall (Own Sources Capital Works)	250,000	20,552	20,552	20,552	(0) Completed
3604	3620	Iws - Infrastructure (Bbrf)	224,431	224,431	224,431	26,252	(198,179) Re-Budget FY23
3604	3621	Fascine Wall (Grant Funded)	3,000	0	0	0	0
3604	LRC005	Fascine Shelter & Bbq Project	49,500	77,500	77,500	14,300	(63,200) Re-Budget FY23
3604	LRC006	Tramway Bridge Upgrade Project	48,000	20,000	20,000	16,500	(3,500) Completed
3604	LRC007	Town Amenity Improvements	275,600	275,600	275,600	269,744	(5,856) Completed
3604	LRC012	Upgrade Power Supply Main Street	20,000	40,844	40,844	41,028	184 Completed
3604	LRC017	Brockman Park Retic And Landscape	148,912	148,912	148,912	13,622	(135,290) Re-Budget FY23
3800	LRC019	Facine Wall Capping Beam Replacement	0	441,000	441,000	1,550	(439,450) Re-Budget FY23
3800	LRC020	Facine Wall Cathodic Protection	0	413,000	413,000	0	(413,000) Re-Budget FY23
3974	0404	Replacement Of Triple J Transmitter	15,000	15,000	15,000	0	(15,000) Re-Budget FY23
4214	LRC003	Coral Bay Visitor Signage Project	25,000	25,000	25,000	10,067	(14,933) Re-Budget FY23
4214	LRC009	Blowholes Camping Area Improvements	159,212	159,212	159,212	84,218	(74,994) Re-Budget FY23
4314	LCR004	Town Beach Kiosk Upgrade Project	20,000	20,000	20,000	20,000	0 Completed
			1,312,655	1,960,051	1,960,051	588,969	(1,371,082)
Landfill							
2414	0385	New Refuse Site Development At Coral Bay	310,000	30,000	30,000	2,500	(27,500) Re-Budget FY23
2614	0403	Install New Customer Service Booth	35,000	35,000	35,000	32,571	(2,429) Completed
2614	LRC013	Solar Power Browns Range Tip	50,000	50,000	50,000	49,418	(582) Completed
			395,000	115,000	115,000	84,488	(30,512)
TOTALS			11,316,306	12,633,342	12,633,342	5,661,523	(6,971,818)

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**INVESTING ACTIVITIES
Note 6
DISPOSAL OF ASSETS**

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Community amenities								
	Rubbish Truck	46,500	23,000	0	(23,500)	0	0	0	0
	Recreation and culture								
	Utility Vehicle	8,900	7,000	0	(1,900)	0	0	0	0
		55,400	30,000	0	(25,400)	0	0	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

INVESTING ACTIVITIES

Note 7

NON-OPERATING GRANTS AND CONTRIBUTIONS

	Type	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	Comment
		\$	\$	\$	
Non-operating grants and subsidies					
Governance					
Lrci Grant Phase 3	Tied	0	300,000	0	
Law, order, public safety					
Bushfire Grant	Tied	0	0	119,350	
Bushfire Brigade Water Tank Grant	Tied	0	119,350	0	
Capital Grant - Dfes	Tied	151,500	151,500	164,920	
Community amenities					
LRCI Grant - SP-25	Tied	50,000	50,000	25,000	
L.R.C.I GRANT - SP-31	Tied	156,000	256,000	0	
Recreation and culture					
Grants - Blowholes Dev.	Tied	190,529	190,529	23,911	
L.R.C.I. Grant - Sp-34	Tied	406,957	406,957	289,675	
Grants - Integrated Water Project	Tied	465,000	465,000	291,865	
Grant: Art On The Move	Tied	0	50,000	50,000	
Lrci Grant - Sp-34	Tied	168,912	168,912	74,456	
Bbrf & Dpird Grants (Skate Park & Youth Precinct)	Tied	646,997	646,997	0	
Lrci Grants Phase 3	Tied	0	1,288,082	0	
Grant - Blowholes Interpretive Shelter - Gdc	Tied	0	85,000	0	
Transport					
Local Roads & Community Infrastructure Grant	Tied	34,668	34,668	18,835	
Regional Road Group	Tied	1,564,535	1,564,535	1,121,931	
Main Roads Funding	Tied	500,000	500,000	500,000	
Wa Bicycle Network Coral Bay Design And Construct	Tied	15,000	15,000	0	
Roads To Recovery. - Sp-37	Tied	1,615,450	1,615,450	1,465,160	
Wa Bicycle Network Carnarvon Community College Shared Pat	Tied	0	0	10,000	
R.A.D.S Grant	Tied	440,883	440,883	180,773	
R.A.U.P. Grant	Tied	401,200	401,200	251,588	
L.R.C.I. Infr. Grant	Tied	34,985	34,985	34,985	
Lrci Grant - Sp-37	Tied	310,000	310,000	1,445	
Economic services					
Lrci Grant - Infr.	Tied	204,212	204,212	121,468	
TOTALS		7,356,828	9,299,259	4,745,362	

Provider	Type	Adopted Budget	YTD	YTD Revenue	Comment
		Revenue	Budget	Actual	
		\$	\$	\$	
Operating grants and subsidies					
Governance					
Grant Income - Sp-05	Untied	30,000	30,000	72,000	
General purpose funding					
F.A.G.- General Purpose	Untied	1,744,263	1,744,263	4,450,896	
F.A.G. - Roads	Untied	694,264	694,264	1,933,104	
Law, order, public safety					
Bushfire Grant		17,120	17,120	18,760	
Emergency Svces Grant	Untied	35,410	35,410	22,136	
Grant-Emergency Risk Management (Aware)	Untied	25,082	25,082	25,082	
Grants And Contributions	Untied	129,697	129,697	0	
Dfes Grant Risk Officer	Untied	148,203	148,203	148,203	
Health					
Grants (Mosquito Funding)	Untied	8,000	4,617	4,617	
Education and welfare					
Grants- Service Agreement - Youth Hub	Untied	244,190	244,190	387,996	
CONTRIBUTION & DONATIONS	Untied	0	0	10,000	
Community amenities					
L.R.C.I Grant - Sp-31	Untied	0	0	25,000	
Recreation and culture					
Grants - Civic Centre		43,866	43,866	38,106	
Grants (Civic Centre)		0	10,000	0	
Grant - Wicking Planter Beds Stonger Communities		0	4,000	3,636	
Lib. And Gallery Grants		6,000	6,000	4,990	
Library Fundraising (Sale Of Books)		0	0	37	
Grant Income - Sp-36		0	20,000	30,000	
Transport					
Grant - Flood Mitigation Works	Untied	0	10,423,194	1,226,336	
Wa Bicycle Network Carnarvon Community College Shared Path	Untied	25,000	25,000	0	
Grant - Improving Flood Preparedness Project	Untied	0	1,440,772	0	
Mrwa Direct Grant	Untied	337,930	337,930	337,930	
Mrwa Streetlighting Contribution	Untied	21,200	21,200	20,497	
Mrwa Robinson Street Sweeping Contribution	Untied	10,000	10,000	10,000	
Mrwa Verge Mtnce Contribution	Untied	15,000	15,000	15,000	
Economic services					
Other Grants & Contributi	Untied	0	0	8,686	
V.C. Other Income	Untied	0	20,000	27,000	
		3,535,225	15,449,808	8,820,013	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022

OPERATING ACTIVITIES
Note 9
RATE REVENUE

General rate revenue	Budget						YTD Actual				
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
RATE TYPE				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Residential	11.1200	1,679	22,108,446	2,458,459	(5,000)	4,000	2,457,459	2,456,736	64,158	(80,340)	2,440,554
Commercial/Industrial	10.3000	322	15,551,561	1,601,811	0	0	1,601,810	1,604,489	0	0	1,604,489
Special Use/Rural	11.1200	102	1,757,732	195,460	0	0	195,459	195,460	0	0	195,460
Unimproved value											
Mining	24.512000	46	501,801	123,001	0	4,000	127,001	123,001	0	0	123,001
Pastoral	11.110000	40	3,143,392	349,231	0	(88,000)	261,230	349,231	0	0	349,231
Intensive Horticultural	2.273000	170	23,409,501	532,098	0	(8,000)	524,097	532,098	0	0	532,098
Sub-Total		2,359	66,472,433	5,260,060	(5,000)	(88,000)	5,167,056	5,261,014	64,158	(80,340)	5,244,833
Minimum payment	Minimum \$										
Gross rental value											
Residential	1,158.58	395	457,639	457,639	0	0	457,639	457,639	0	0	457,639
Commercial/Industrial	1,158.58	59	68,356	68,356	0	0	68,356	68,356	0	0	68,356
Special Use/Rural	1,158.58	47	54,453	54,453	0	0	54,453	54,453	0	0	54,453
Unimproved value											
Mining	400.00	17	6,800	6,800	0	0	6,800	6,800	0	0	6,800
Pastoral	1,158.58	9	10,427	10,427	0	0	10,427	10,427	0	0	10,427
Intensive Horticultural	1,158.58	2	2,317	2,317	0	0	2,317	2,317	0	0	2,317
Sub-total		529	599,993	599,993	0	0	599,992	599,993	0	0	599,992
Total general rates							5,767,048	5,861,007	64,158	(80,340)	5,844,825
Other Rates	Rate in \$ (cents)										
SAR - GRV Coral Bay	0.06833		3,644,983	249,061	0	0	249,061	249,058	0	0	249,058
Ex-gratia rates							9,200	0	0	0	13,630
Total specified area rates			3,644,983	249,061	0	0	258,261	249,058	0	0	262,688
Total Rates							6,025,309	6,110,065	64,158	(80,340)	6,107,513

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Rate Revenue by Rate Type

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**Note 10
RECEIVABLES**

Rates receivable	30 June 2021	30 Jun 2022
	\$	\$
Opening arrears previous years		834,286
Levied this year		6,107,513
Less - collections to date		(6,153,680)
Equals current outstanding	834,286	788,119
Net rates collectable	834,286	788,119
% Collected		88.6%

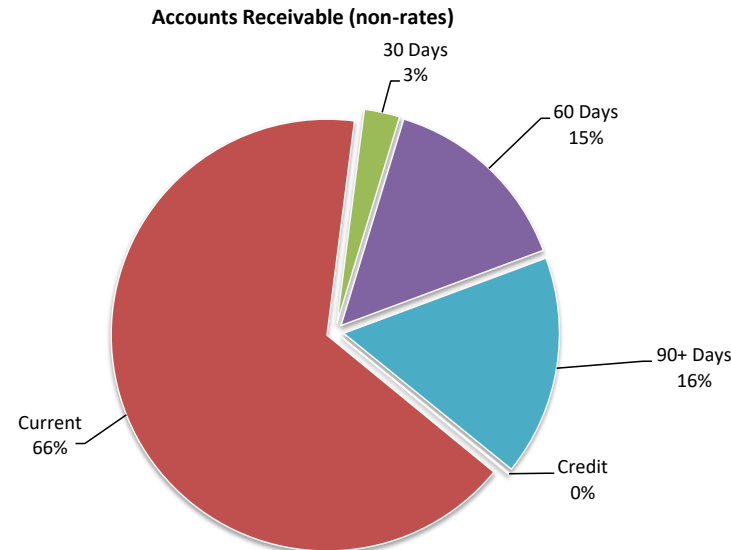
Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	51	34,902	1,408	7,728	8,710	52,800
Percentage	0.1%	66.1%	2.7%	14.6%	16.5%	
Balance per trial balance						
Sundry receivable	51	34,902	1,408	7,728	8,710	52,800
* Due (to)/from ATO - GST and PAYG Net	0	(412,784)	0	0	0	(412,784)
Provision for Doubtful Debts	0	0	0	0	(5,184)	(5,184)
FESA Control	0	0	0	0	0	83,994
Account rec Fund 1	0	0	0	0	0	20,544
Total receivables general outstanding	51	(397,654)	1,408	7,728	3,526	(280,402)

Amounts shown above include GST (where applicable)

* - Transactions pending correction from payroll system - mainly offset in Payables

KEY INFORMATION

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.



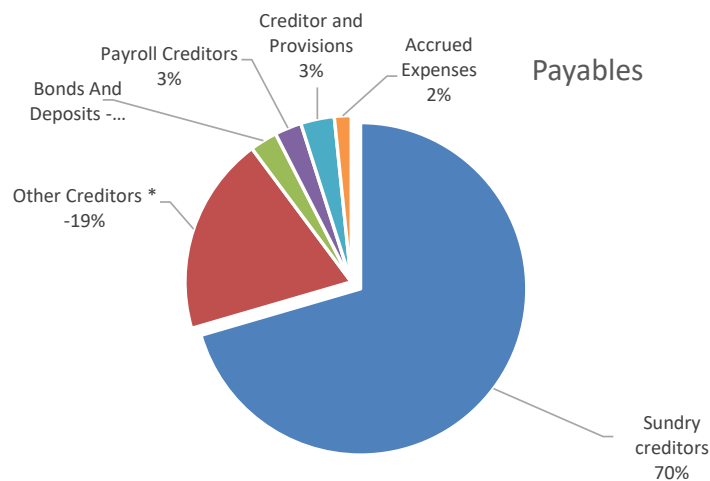
Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	2,307,125	36,296	2,343	8,584	2,354,348
Percentage	0%	98%	1.5%	0.1%	0.4%	
Balance per trial balance						
Sundry creditors	0	2,307,125	36,296	2,343	8,584	2,354,348
Other Creditors *	(645,315)	0	0	0	0	(645,315)
Bonds And Deposits - Fund 1	0	89,373	0	0	0	89,373
Payroll Creditors	0	87,319	0	0	0	87,319
Creditor and Provisions	0	109,149	0	0	0	109,149
Accrued Expenses	0	54,542	0	0	0	54,542
Total payables general outstanding						2,049,195

Amounts shown above include GST (where applicable)

* - Transactions pending correction from payroll system - mainly offset in Receivables

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**FINANCING ACTIVITIES
Note 12
BORROWINGS**

Repayments - borrowings

Information on borrowings	Loan No.	1 July 2021	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Transport										
Airport Corrective works	216	264,239	0	0	44,830	44,831	219,409	219,408	7,797	7,720
Water Truck	TBC	0	0	256,720	0	0	0	256,720	0	11,103
Rubbish Truck	TBC	0	0	353,000	0	0	0	353,000	0	0
Utility Vehicles (5)	TBC	0	0	227,280	0	0	0	227,280	0	0
LWB Utility Truck	TBC	0	0	110,000	0	0	0	110,000	0	0
Total		264,239	0	947,000	44,830	44,831	219,409	1,166,408	7,797	18,823
Current borrowings		7,720					7,720			
Non-current borrowings		211,689					211,689			
		219,409					219,409			

Loan Repayments are 6 monthly and are financed by general purpose revenue.

New borrowings 2021-22

The Shire has approved borrowing in the 2021/22 Budget of \$947,000 which are yet to be financed

Unspent borrowings

The Shire had no unspent debenture funds as at 30th June 2021, nor is it expected to have unspent funds as at 30th June 2022.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 JUNE 2022**

**FINANCING ACTIVITIES
NOTE 13
LEASE LIABILITIES**

Movement in carrying amounts

Information on leases	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Various Plant & Equipment		734,053	0		812	298,028	733,241	421,992	0	16,962
Total		734,053	0	0	812	298,028	733,241	421,992	0	16,962
Current lease liabilities		290,325					289,513			
Non-current lease liabilities		443,728					443,728			
		734,053					733,241			

All lease repayments were financed by general purpose revenue. Lease payment allocations are being finalised for audit.

KEY INFORMATION

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account No.	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
	Budget adoption		Budgeted Closing st	6,215,963	6,959,052	743,089	0	743,089
	61 PENALTY INTEREST OVERDUE RATES			\$60,000.00	\$62,000.00	2,000	0	745,089
05G5	LRCI Grant Phase 3			\$0.00	\$300,000.01	300,000	0	1,045,089
	613 RATE ENQUIRY/ SEARCH FEES			\$9,000.00	\$13,000.00	4,000	0	1,049,089
	643 LGIS SCHEME DIVIDENDS			\$0.00	\$18,535.01	18,535	0	1,067,624
	808 Bushfire Brigade Water Tank Grant			\$0.00	\$119,350.00	119,350	0	1,186,974
	1141 LEGAL CHARGES RECOVERED			\$20,000.00	\$25,000.00	5,000	0	1,191,974
	1703 PUBLIC BUILDINGS REGS. FEES			\$2,000.00	\$911.00	0	(1,089)	1,190,885
	1733 HAWKERS,STALL,TRADER FEES			\$3,500.00	\$3,000.00	0	(500)	1,190,385
	1743 FOOD BUSINESS			\$9,500.00	\$10,500.00	1,000	0	1,191,385
	1753 LODGING HOUSES			\$10,000.00	\$5,544.00	0	(4,456)	1,186,929
	1783 LIQUID WASTE REGS.			\$2,000.00	\$1,500.00	0	(500)	1,186,429
17B3	Fines Income			\$0.00	-\$2,000.00	0	(2,000)	1,184,429
	1823 GRANTS (MOSQUITO FUNDING)			\$8,000.00	\$4,617.00	0	(3,383)	1,181,046
	1893 C/VAN & CAMPING ACT FEE			\$10,000.00	\$7,000.00	0	(3,000)	1,178,046
	1933 FINES & PENALTIES - HEALTH			\$600.00	\$0.00	0	(600)	1,177,446
	2363 BROWNS RANGE TIP FEES			\$370,000.00	\$410,000.00	40,000	0	1,217,446
	2393 REFUSE REMOVAL - C'VON			\$970,000.00	\$996,000.00	26,000	0	1,243,446
	3063 CEMETERY FEES			\$37,500.00	\$49,500.00	12,000	0	1,255,446
	3073 BLOWHOLES CAMPING FEES			\$90,000.00	\$110,000.00	20,000	0	1,275,446
	3125 L.R.C.I GRANT - SP-31			\$156,000.00	\$256,000.00	100,000	0	1,375,446
	3143 CIVIC CENTRE HIRE			\$12,000.00	\$10,000.00	0	(2,000)	1,373,446
	3163 GRANTS (CIVIC CENTRE)			\$0.00	\$10,000.00	10,000	0	1,383,446
	3283 TOWN OVAL INCOME			\$5,000.00	\$2,500.00	0	(2,500)	1,380,946
	3313 FESTIVAL GROUNDS AND FACILITY HIRE			\$5,000.00	\$8,000.00	3,000	0	1,383,946
	3495 GRANT - WICKING PLANTER BEDS STONGER COMMUNITIES			\$0.00	\$4,000.00	4,000	0	1,387,946
	3558 GRANT: ART ON THE MOVE			\$0.00	\$50,000.00	50,000	0	1,437,946
	3626 LRCI GRANTS PHASE 3			\$0.00	\$1,288,082.00	1,288,082	0	2,726,028
	3636 Grant - Blowholes Interpretive Shelter - GDC			\$0.00	\$85,000.01	85,000	0	2,811,028
	3765 GRANT - FLOOD MITIGATION WORKS			\$0.00	\$10,423,194.00	10,423,194	0	13,234,222
	3987 GRANT - IMPROVING FLOOD PREPAREDNESS PROJECT			\$0.00	\$1,440,772.00	1,440,772	0	14,674,994
	4113 OTHER REIMB. (AIRPORT)			\$6,000.00	\$11,000.00	5,000	0	14,679,994
	4123 AIRPORT LEASE PAYMENTS			\$685,789.00	\$759,539.01	73,750	0	14,753,744
	4163 LANDING FEES - MILITARY			\$600.00	\$4,600.00	4,000	0	14,757,744
	4173 LANDING FEES			\$35,000.00	\$42,500.00	7,500	0	14,765,244
	4213 OTHER INCOME - AIRPORT			\$0.00	-\$7,373.27	0	(7,373)	14,757,871
	4273 GASCOYNE DIST. DISPLAY			\$15,000.00	\$0.00	0	(15,000)	14,742,871
	4513 SWIM. POOL INSPECTIONS			\$0.00	-\$4,600.00	0	(4,600)	14,738,271
	5603 ART GALLERY INCOME			\$300.00	\$600.00	300	0	14,738,571
	6063 GRANT INCOME - SP-36			\$0.00	\$20,000.00	20,000	0	14,758,571
	6933 BROWN'S RANGE TIP SHOP SALES			\$8,000.00	\$12,000.00	4,000	0	14,762,571
	7003 MERCHANDISE SALES - VC			\$90,330.00	\$100,330.00	10,000	0	14,772,571
	7033 VC COMMISSIONS			\$34,710.00	\$44,710.00	10,000	0	14,782,571
	7093 V.C. OTHER INCOME			\$0.00	\$20,000.00	20,000	0	14,802,571

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account No.	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended
								Budget Running Balance
						\$	\$	\$
	32 LEGAL EXPENSES - RATES			-\$20,000.00	-\$45,000.00	0	(25,000)	14,777,571
	122 ELECTION EXPENSES			-\$26,700.00	-\$21,400.00	5,300	0	14,782,871
	132 CIVIC RECEPTIONS			-\$7,000.00	-\$4,000.00	3,000	0	14,785,871
	142 COUNCIL CATERING			-\$6,000.00	-\$10,000.00	0	(4,000)	14,781,871
	152 SUBSCRIPTIONS - SP-04			-\$23,000.00	-\$27,000.00	0	(4,000)	14,777,871
	162 PRESIDENTS ALLOWANCE			-\$46,000.00	-\$46,896.00	0	(896)	14,776,975
01D2	REVIEW OF LOCAL LAWS			-\$5,000.00	-\$22,000.00	0	(17,000)	14,759,975
	252 EMPLOYEE COSTS - SP-05			-\$1,408,042.00	-\$1,769,542.00	0	(361,500)	14,398,475
02J2	COMMUNITY GROWTH FUND			-\$125,000.00	-\$102,000.00	23,000	0	14,421,475
	302 ADMIN. BUILDINGS			-\$138,747.40	-\$138,147.40	600	0	14,422,075
	362 OFFICE EQUIP. - MAINT			-\$60,000.00	-\$65,000.00	0	(5,000)	14,417,075
	462 LEGAL EXPENSES - SP-05			-\$25,000.00	-\$70,000.00	0	(45,000)	14,372,075
	532 COMPUTER OPERATIONS			-\$267,330.39	-\$309,330.39	0	(42,000)	14,330,075
06C2	WEBSITE			-\$30,000.00	-\$90,000.00	0	(60,000)	14,270,075
06D2	CONSULTANCIES			-\$256,500.00	-\$306,500.00	0	(50,000)	14,220,075
06J2	COVID PREPARATION AND ACTION			\$0.00	-\$15,000.00	0	(15,000)	14,205,075
	732 FIRE PREVENTION/FIGHTING			-\$48,651.02	-\$94,281.02	0	(45,630)	14,159,445
	862 EMPLOYEE COSTS - SP-07			-\$268,447.09	-\$372,947.09	0	(104,500)	14,054,945
	892 DOG POUND			-\$7,485.78	-\$12,485.78	0	(5,000)	14,049,945
	912 CONTROL EXPENSES - OTHER			-\$14,000.00	-\$6,000.00	8,000	0	14,057,945
	1122 CYCLONE PREP AND CLEAN UP			-\$65,691.33	-\$61,191.33	4,500	0	14,062,445
	1582 EMPLOYEE COSTS - SP-14			-\$482,809.21	-\$372,809.21	110,000	0	14,172,445
	1642 IT EXPENSES & SUBSCRIPTIONS HEALTH			-\$2,500.00	-\$1,948.00	552	0	14,172,997
	1692 SUNDRY EXPENSES			-\$400.00	-\$300.00	100	0	14,173,097
	1722 ASSET MANAGEMENT - SP-05			-\$144,905.79	-\$130,905.79	14,000	0	14,187,097
	1822 MOSQUITO/VERMIN CONTROL			-\$20,500.00	-\$27,058.00	0	(6,558)	14,180,539
	1952 LOTTERIES HOUSE - MTCE			-\$15,473.61	-\$13,773.61	1,700	0	14,182,239
	2202 SENIORS WEEK FUNCTION			-\$2,000.00	-\$1,302.00	698	0	14,182,937
	2362 REFUSE COLLECTION - CVN.			-\$76,000.00	-\$147,500.00	0	(71,500)	14,111,437
	2372 BROWNS RD - TIP SITE MTCE.			-\$858,653.83	-\$833,155.83	25,498	0	14,136,935
	2392 SITE MTCE & PUB. BINS - CB			-\$146,000.00	-\$171,000.00	0	(25,000)	14,111,935
	2552 CAT CONTROL OPERATIONS			-\$3,500.00	-\$6,500.00	0	(3,000)	14,108,935
	2592 PPE - RANGERS			-\$2,800.00	-\$4,800.00	0	(2,000)	14,106,935
	2782 FASCINE MAINTENANCE			-\$19,315.08	-\$12,315.08	7,000	0	14,113,935
	2802 EMPLOYEE COSTS - SP-30			-\$56,657.39	-\$122,657.39	0	(66,000)	14,047,935
	2806 CONSULTANCY AND TRAINING - PLANNING			-\$20,000.00	-\$28,000.00	0	(8,000)	14,039,935
	2872 IT EXPENSES & SUBSCRIPTIONS PLANNING			-\$2,500.00	-\$1,800.00	700	0	14,040,635
	2892 OFFICE EXPENSES - SP-30			-\$1,500.00	\$0.00	1,500	0	14,042,135
	2992 PUBLIC CONVENIENCES			-\$182,025.94	-\$187,025.94	0	(5,000)	14,037,135
	3092 LIVE SHOW EXPENSES			-\$65,000.00	-\$75,000.00	0	(10,000)	14,027,135
	3182 AQUATIC CENTRE			-\$106,245.17	-\$105,245.17	1,000	0	14,028,135
	3192 BEACH CLEAN & SHELTER MTCE			-\$11,579.30	-\$8,579.30	3,000	0	14,031,135
	3242 CARNARVON PARKS & GARDENS			-\$1,103,850.43	-\$1,179,850.43	0	(76,000)	13,955,135
	3282 RECREATION PUBLIC BUILDINGS			-\$125,611.04	-\$135,111.04	0	(9,500)	13,945,635
32C2	OTHER PARKS & GARDENS MTC			-\$143,744.69	-\$127,744.69	16,000	0	13,961,635
	3402 EMPLOYEE COSTS - SP-35			-\$329,594.21	-\$318,594.21	11,000	0	13,972,635
	3442 DAMAGED/LOST BOOKS			-\$500.00	\$0.00	500	0	13,973,135
	3502 LIBRARY BUILDINGS			-\$69,079.30	-\$89,079.30	0	(20,000)	13,953,135
	3777 AGRM951-TROPICAL LOW & ASSOC FLOODING 28 JAN - 8 FEB 2021			\$0.00	-\$10,610,194.00	0	(10,610,194)	3,342,941
	3960 URBAN ROAD MTCE.			-\$475,925.69	-\$426,473.89	49,452	0	3,392,393
	3970 CORAL BAY STREETS			\$0.00	-\$9,000.00	0	(9,000)	3,383,393
	3980 DRAINAGE MTCE. TOWN			-\$171,188.55	-\$161,188.55	10,000	0	3,393,393
	3982 SMALL PLANT PURCH. - P&G			-\$8,000.00	-\$10,500.00	0	(2,500)	3,390,893
	3986 Improving Flood Preparedness Project			\$0.00	-\$1,925,429.00	0	(1,925,429)	1,465,464
	4030 OPERATION & MAINTENANCE - SHIRE DEPOT			-\$100,277.54	-\$104,277.54	0	(4,000)	1,461,464
	4102 EMPLOYEE COSTS - SP-42			-\$193,298.99	-\$272,298.97	0	(79,000)	1,382,464
	4182 AIRPORT BUILDINGS			-\$130,681.01	-\$135,681.01	0	(5,000)	1,377,464
	4192 AIRPORT GROUNDS			-\$35,544.81	-\$37,138.45	0	(1,594)	1,375,870
41G2	SECURITY COSTS			-\$3,000.00	-\$6,500.00	0	(3,500)	1,372,370
41L2	AIRSIDE MAINTENANCE			-\$43,329.30	-\$65,329.30	0	(22,000)	1,350,370
	4202 MERCHANDISE - VC			-\$48,000.00	-\$58,000.00	0	(10,000)	1,340,370
	4222 EMPLOYEE COSTS - SP-45			-\$408,102.63	-\$342,102.63	66,000	0	1,406,370
	4262 AREA PROMOTION			-\$185,170.00	-\$196,388.00	0	(11,218)	1,395,152
	4302 TOURIST RESERVES MTCE			-\$42,607.75	-\$59,207.75	0	(16,600)	1,378,552
	4310 HERITAGE TRAIL GRANT - SP-45			\$0.00	-\$20,000.00	0	(20,000)	1,358,552
	4352 EMPLOYEE COSTS - SP-46			-\$288,744.05	-\$167,744.05	121,000	0	1,479,552
	4492 CONTRACT BLDG. SURVEY			-\$75,000.00	-\$60,000.00	15,000	0	1,494,552
	4502 IT EXPENSES & SUBSCRIPTIONS BUILDING			-\$2,500.00	-\$5,500.00	0	(3,000)	1,491,552
	4592 BUILDING MTCE. WORKSHOP TOOLS & CONSUMABLES			-\$6,000.00	-\$9,000.00	0	(3,000)	1,488,552
	4722 STAFF TRNG & MEET			-\$69,900.00	-\$73,900.00	0	(4,000)	1,484,552
	4732 EMPLOYEE COSTS - SP-52			-\$1,012,776.00	-\$743,776.00	269,000	0	1,753,552
	4772 TELEPHONE - SP-52			-\$9,800.00	-\$15,800.00	0	(6,000)	1,747,552
	5332 INTEREST ON LOAN PLANT			-\$11,103.00	-\$7,103.00	4,000	0	1,751,552
	5382 STAFF HOUSING			-\$154,384.31	-\$176,751.31	0	(22,367)	1,729,185
	5602 ART GALLERY PROGRAMS			-\$10,000.00	-\$5,000.00	5,000	0	1,734,185
	6072 VEHICLE OP. (CFC)			\$0.00	-\$2,650.00	0	(2,650)	1,731,535
	6113 COMMUNITY CONNECT - MAYA MIA			-\$258,500.00	-\$256,500.00	2,000	0	1,733,535
	6122 VEHICLE OP. - (YOUTH SVCS)			-\$8,000.00	-\$5,200.00	2,800	0	1,736,335
	6162 YOUTH SVCE. BLDG - MTCE & LEASE			-\$46,507.75	-\$37,357.75	9,150	0	1,745,485
	6602 YOUTH ADVIS. & JNR COUNCIL			-\$2,000.00	\$0.00	2,000	0	1,747,485
	6872 EH MONITORING AND ASSESSMENT			-\$9,600.00	-\$5,235.00	4,365	0	1,751,850
	6962 YOUTH OUTREACH AND SCHOOL HOLIDAY PROGRAM			-\$10,000.00	-\$7,000.00	3,000	0	1,754,850
	7002 SUBS./REGISTRATION FEES			-\$18,000.00	-\$23,000.00	0	(5,000)	1,749,850
	7012 VC - MINOR EQUIPMENT			-\$6,000.00	-\$2,000.00	4,000	0	1,753,850

Amendments to original budget since budget adoption. Surplus/(Deficit)

Account No.	Description	Council Resolution	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
7022	VISITORS CENTRE			-\$10,971.55	-\$7,971.55	3,000	0	1,756,850
9392	CAMEL LANE FRIENDS EXP			-\$500.00	\$0.00	500	0	1,757,350
E012	OFFICE EXPENSES - SP-01			-\$2,500.00	-\$1,500.00	1,000	0	1,758,350
E016	I.T.SUBSCRIPTIONS AND MINOR EQUIPMENT			-\$4,000.00	-\$9,000.00	0	(5,000)	1,753,350
	Land & Buildings			-\$436,416.01	-\$1,285,498.01	0	(849,082)	904,268
	Furniture & Equipment			-\$111,000.00	-\$146,000.00	0	(35,000)	869,268
	Plant & Equipment			-\$1,345,850.00	-\$1,120,850.00	225,000	0	1,094,268
	Roads			-\$5,398,252.60	-\$5,378,962.51	19,290	0	1,113,558
	Footpaths			-\$198,724.06	-\$213,724.06	0	(15,000)	1,098,558
	Drainage			-\$40,000.00	-\$40,000.00	0	0	1,098,558
	Parks & Ovals			-\$925,497.00	-\$1,208,972.00	0	(283,475)	815,083
	Airport			-\$1,152,911.00	-\$1,164,284.00	0	(11,373)	803,710
	Other Infrastructure			-\$1,312,655.01	-\$1,960,051.01	0	(647,396)	156,313
	Landfill			-\$395,000.00	-\$115,000.00	280,000	0	436,313

MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2022

BASIS OF PREPARATION

REPORT PURPOSE

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996 , Regulation 34* . Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

BASIS OF ACCOUNTING

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government.

Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All processed transactions up to 16.8.22

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

GOODS AND SERVICES TAX

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

ROUNDING OFF FIGURES

All figures shown in this statement are rounded to the nearest dollar.

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2022**

STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME AND OBJECTIVES	ACTIVITIES
<p>GOVERNANCE</p> <p>To provide a decision making process for the efficient allocation of scarce resources.</p>	<p>Includes the activities of members of Council and the administrative support available to the Council for the provision of governance to the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.</p>
<p>GENERAL PURPOSE FUNDING</p> <p>To collect revenue to allow for the provision of services.</p>	<p>Rates, general purpose government grants and interest revenue.</p>
<p>LAW, ORDER, PUBLIC SAFETY</p> <p>To provide services to help ensure a safer and environmentally conscious community.</p>	<p>Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.</p>
<p>HEALTH</p> <p>To provide an operational framework for environmental and community health.</p>	<p>Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Administration of the ROEROC health scheme and provision of various medical facilities.</p>
<p>EDUCATION AND WELFARE</p> <p>To provide services to disadvantaged persons, the elderly, children and youth.</p>	<p>Maintenance and support of child minding and playgroup centres, senior citizen and aged care facilities.</p>
<p>HOUSING</p> <p>To provide housing to staff.</p>	<p>Provision and maintenance of staff, community and joint venture housing.</p>
<p>COMMUNITY AMENITIES</p> <p>To provide services required by the community.</p>	<p>Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery, public conveniences and community bus.</p>
<p>RECREATION AND CULTURE</p> <p>To establish and effectively manage infrastructure and resources which help the social well being of the community.</p>	<p>Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services (contract). Support of museum and other cultural facilities and services.</p>
<p>TRANSPORT</p> <p>To provide safe, effective and efficient transport services to the community.</p>	<p>Construction and maintenance of roads, streets, footpaths, cycling ways, airstrip, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.</p>
<p>ECONOMIC SERVICES</p> <p>To help promote the Shire and its economic wellbeing.</p>	<p>Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.</p>
<p>OTHER PROPERTY AND SERVICES</p> <p>To monitor and control Council's overhead operating accounts.</p>	<p>Private works operation, plant repair and operation costs, administration and engineering operation costs.</p>

**KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 30 JUNE 2022**

NATURE OR TYPE DESCRIPTIONS

REVENUE

EXPENSES

RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



POLICY MANUAL

DRAFT

Introduction

The Local Government Act 1995 empowers Council in the determination of policy under s2.7 Role of Council - “(2) (b) determine the local government’s policies.”

In simple terms policy provides what can be done, CEO Policies/Management Practices provide how it is done and delegation provides who can do it.

The Shire needs Council Policies and CEO Policies/Management Practices to guide both its direction and operations and Planning policies relating to planning and development within Local Planning Scheme areas.

Council Policies

Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision, and strategic direction of the Shire.

Council Policies are developed to further the achievement of the Shire’s strategic goals or contribute to outcomes relating to mandatory obligations. They are defined courses of action related to circumstances which guide employee in what is permissible when dealing with related matters.

Policies arise generally in response to:

- Discretionary legislated powers; and/or
- Non-legislated functions/activities of Council, e.g., provision of Community Services, and mainly relate powers under the Local Government Act 1995.

Council Policy provides for “the rationale and guiding principles of what can be done”, and CEO/Management Practices explains “how” Management will implement or carry out that Policy.

It is important to note that some Policies are legislatively binding (and required to be developed and applied pursuant to the Local Government Act 1995) such as:

- Professional Development for Council Members,
- Attendance/Tickets to Events,
- Code of Conduct for Council Members, Committee Members, and Candidates,
- Gratuities for Employees,
- CEO Standards,
- Acting CEO,
- Legal representation,
- Financial hardship,
- Regional Price Preference Policy,
- Purchasing Policy

In those cases, the Council Policies are duplicated in the CEO Policies/Management Practices to ensure Shire employees can access all Policies and related matters, in the one document.

Otherwise, most Council Policies provide guidance only, and when good reasons prevail and are documented, can be set aside by Council, subject to legislative compliance.

CEO Policies/Management Practices

CEO Policies/Management Practices are developed for administrative and operational requirements. They have an internal focus and form the strategies and actions for policy implementation and provide details of the actions and processes required by employees.

Planning Policies

Planning policies have been prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

Structure of Council Policy Manual

The structure of the Manual is based on:

- a) Elected Members and Employees (EME) – Policies which relate to executive employees specifically, and to all employees, including Human Resources, both statutory (such as the Code of Conduct) or guiding/advisory.
- b) Corporate and Finance (CF) – Policies which relate to corporate or financial matters, both statutory (such as Purchasing and Procurement) or guiding/advisory.
- c) Infrastructure and Development (ID) – Policies to apply in relation to the provision of technical and development services.
- d) Community (CM) - Policies to apply in relation to the community.

Policy Format

Except for a Policy developed under the Local Planning Scheme or a format prescribed by legislation, Executive Policies and Management Practices and Procedures will adhere to the following format:

- a) Policy Name/Title/File Number
- b) Policy Purpose
- c) Policy Statement
- d) Document Control Box (Containing definitions, relevant legislation, links to supporting documents, risk rating and the review schedule).

Policy Review

Each Policy will have a review date – some annually, some, every 2 years, and others every 4 years.



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DRAFT

Introduction

The *Local Government Act 1995* empowers Council in the determination of policy under s2.7 Role of Council - "(2) (b) determine the local government's policies."

In simple terms policy provides what can be done, management practices provide how it is done and delegation provides who can do it. The Shire has Council and Operational Policies to guide both its direction and operation and Planning policies relating to planning and development within Local planning scheme areas.

Council Policies

Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision, and strategic direction of the Shire.

Council Policies are developed to further the achievement of the Shire's strategic goals or contribute to outcomes relating to mandatory obligations. They are defined courses of action related to circumstances which guide employee in what is permissible when dealing with related matters.

Policies arise generally in response to:

- Discretionary legislated powers; and/or
- Non-legislated functions/activities of Council, e.g., provision of Community Services, and mainly relate powers under the Local Government Act 1995.

Council Policy provides for "the rationale and guiding principles of what can be done", and Management Practice explains "how" Management will implement or carry out that Policy.

It is important to note that although some Policies are legislatively binding (and required to be developed and applied by the Local Government Act 1995) most Policies provide guidance only, and when good reasons prevail and are documented, can be set aside.

Operational Policies

Operational policies are developed for administrative and operational requirements. They have an internal focus and form the strategies and actions for policy implementation and provide details of the actions and processes required by employee.

Planning Policies

Planning policies have been prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

PURPOSE OF COUNCIL POLICIES

Council Policies provide guidance for future decisions and behaviour and the achievement of rational outcomes.

Council policies show the approach that the Council intends to be taken in a particular issue and:

- Support consistency and equity in decision making,

- Facilitate prompt responses to customer requirements; and
- Promote operational efficiency.

This Policy Manual is an essential component of Council’s governance framework and guides Council, Management, and residents in the context of Council’s decision making.

1. Council Policy Manual – Structure

The structure of the Policy Manual is based on:

- Elected Members and Executive (EME) – Policies which relate to elected members, both statutory (such as the Code of Conduct) or guiding/advisory (such as reimbursement of expenses, access to facilities).
- Corporate and Financial (CF) – Policies which relate corporate or financial matters, both statutory (such as Purchasing and Procurement) or guiding/advisory.
- Infrastructure and Development (ID) – Policies which are determined by Council, to apply in relation to the provision of technical and development services.
- Community Services (COM) - Policies which are determined by Council, to apply in relation to the provision of community services.

2. Council Policy Development /Review

2.1 Development

Council Policy development may be initiated by one or more of the following:

- Elected Members - Request by one of more Elected Members for a Policy to address an identified strategic requirement.
- CEO recommendation due to changes in regulatory requirements – Introduction of new Legislation or amendments to existing Legislation.

2.2 Review

A Council Policy review may be initiated in response to the following:

- A request made to the CEO by one or more Elected Members,
- A change to regulatory requirements,
- Employee recommendation to the CEO,
- Within a six-month period following an Ordinary Election; or
- On or after the recommended Policy review date.

A Council Policy is to be reviewed on a biennial basis from the date of last review, unless statutory requirements provide for an annual review.

Reports to Council must detail relevant Policies as this provides:

- guidance to Elected Members in their deliberations on the matter in hand; and
- information for residents, ratepayers, and stakeholders

EME001		CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS, AND CANDIDATES FOR ELECTION	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually, (NB: In election years, the review will follow commencement of new Council.
RELATED PROCEDURES:	Must be Adopted by Absolute Majority		
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:	Dealing with Complaints Appointment of Complaints Officer		
LEGISLATION:	s5.103, 104 Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:

EME001 Code of Conduct for Council Members, Committee Members and Candidates

Purpose

This Code of Conduct for Shire of Carnarvon Council Members, Committee Members and Candidates has been adopted in compliance with s5.103, 5.104 of the Local Government Act 1995.

Policy Statement

This Code of Conduct for Council Members, Committee Members and Candidates was adopted by Council by Absolute Majority on 27 April 2021.

Division 1 — Preliminary provisions

1. Citation

This is the *Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates*.

2. Terms used

(1) In this code —

Act means the *Local Government Act 1995*;

candidate means a candidate for election as a council member;

complaint means a complaint made under clause 11(1);

publish includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

Division 2 — General principles

3. **Overview of Division**

This Division sets out general principles to guide the behaviour of Council Members, committee members and candidates.

4. **Personal integrity**

(1) A council member, committee member or candidate should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) identify and appropriately manage any conflict of interest; and
- (e) avoid damage to the reputation of the local government.

(2) A council member or committee member should —

- (a) act in accordance with the trust placed in Council Members and committee members; and
- (b) participate in decision-making in an honest, fair, impartial, and timely manner; and
- (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
- (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

5. **Relationship with others**

(1) A council member, committee member or candidate should —

- (a) treat others with respect, courtesy, and fairness; and
- (b) respect and value diversity in the community.

(2) A council member or committee member should maintain and contribute to a harmonious, safe, and productive work environment.

6. **Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

Division 3 — Behaviour

7. Overview of Division

This Division sets out —

- (a) requirements relating to the behaviour of Council Members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

8. Personal integrity

(1) A council member, committee member or candidate —

- (a) must ensure that their use of social media and other forms of communication complies with this code; and
- (b) must only publish material that is factually correct.

(2) A council member or committee member —

- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
- (b) must comply with all policies, procedures, and resolutions of the local government.

9. Relationship with others

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

10. Council or committee meetings

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and

- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

11. Complaint about alleged breach

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
 - (a) in writing in the form approved by the local government; and
 - (b) to a person authorised under subclause (3); and
 - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

12. Dealing with complaint

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
 - (a) take no further action; or
 - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
 - (a) engage in mediation;
 - (b) undertake counselling;
 - (c) undertake training;
 - (d) take other action the local government considers appropriate.

- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
 - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

13. Dismissal of complaint

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and
 - (b) either —
 - (i) the behaviour was dealt with by the person presiding at the meeting; or
 - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

14. Withdrawal of complaint

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
- (a) in writing; and
 - (b) given to a person authorised under clause 11(3).

15. Other provisions about complaints

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

Division 4 — Rules of conduct

Notes for this Division:

1. Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.
2. A minor breach is dealt with by a standards panel under section 5.110 of the Act.

16. Overview of Division

- (1) This Division sets out rules of conduct for Council Members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

17. Misuse of local government resources

- (1) In this clause —
electoral purpose means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;
resources of a local government includes —
 - (a) local government property; and
 - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

18. Securing personal advantage or disadvantaging others

- (1) A council member must not make improper use of their office —
 - (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
 - (b) to cause detriment to the local government or any other person.
- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

19. Prohibition against involvement in administration

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

20. Relationship with local government employees

(1) In this clause —

local government employee means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
- (b) engaged by a local government under a contract for services.

(2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
- (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
- (c) act in an abusive or threatening manner towards a local government employee.

(3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

(4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —

- (a) make a statement that a local government employee is incompetent or dishonest; or
- (b) use an offensive or objectionable expression when referring to a local government employee.

(5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

21. Disclosure of information

(1) In this clause —

closed meeting means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

confidential document means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

document includes a part of a document;

non-confidential document means a document that is not a confidential document.

(2) A council member must not disclose information that the council member —

- (a) derived from a confidential document; or

- (b) acquired at a closed meeting other than information derived from a non-confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
 - (a) at a closed meeting; or
 - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
 - (c) that is already in the public domain; or
 - (d) to an officer of the Department; or
 - (e) to the Minister; or
 - (f) to a legal practitioner for the purpose of obtaining legal advice; or
 - (g) if the disclosure is required or permitted by law.

22. Disclosure of interests

- (1) In this clause —
 - interest** —
 - (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
 - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
 - (a) in a written notice given to the CEO before the meeting; or
 - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
 - (a) that they had an interest in the matter; or
 - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
 - (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
 - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.



- (6) Subclause (7) applies in relation to an interest if —
 - (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
 - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

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EME002		ATTENDANCE/TICKETS TO EVENTS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually, and in election years, following commencement of new Council.
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.90A Local Government Act 1995 s5.90A		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:

EME002 Attendance/Tickets to Events

Purpose

To ensure compliance with s5.90 Local Government Act 1995 by having a compliant Policy which guides Elected Members and the CEO in relation to tickets/attendance at events.

This policy is made in accordance with those provisions and addresses attendance at any events, including concerts, conferences, functions, or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government.

The purpose of the policy is to provide transparency about the attendance at events of Elected Members and the Chief Executive Officer (CEO) and establish guidelines for the management of acceptance invitations to events or functions

Policy Statement

This policy applies to Elected Members and the CEO. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Legislation

5.90A. Policy for attendance at events

(2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including -

(a) the provision of tickets to events; and

(b) payments in respect of attendance; and

(c) approval of attendance by the local government and criteria for approval; and

(d) any prescribed matter.

** Absolute majority required.*

(3) A local government may amend the policy.*

** Absolute majority required.*

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government's official website

PROVISION OF TICKETS TO EVENTS

Invitations

All invitations or offers of tickets for an Elected Member or CEO to attend an event should be in writing and addressed to the Shire President or CEO.

Any invitation or offer of tickets that is not addressed to the Shire President or CEO is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

In addition to tickets offered by third parties, the CEO in consultation with the Shire President may purchase tickets for the purposes of Shire representation at an event

Approval of attendance

In deciding on attendance at an event, the following matters will be considered:

- a) who is providing the invitation or ticket to the event,
- b) the location of the event in relation to the local government (within the district or out of the district).
- c) the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
- d) whether the event is sponsored by the local government,
- e) the benefit of local government representation at the event,
- f) the number of invitations/ tickets received; and
- g) the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- h) any justification provided by the applicant when applying for attendance at event approval.

Pre- Approved Events

To meet the policy requirements tickets and invitations to pre-approved events must be received by the Shire.

The Shire President, all Elected Members and the CEO are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event the fee will be paid for by the Shire out of the Shire's budget.

When events and attendees are pre-authorized, the attendees are authorized in order of priority, subject to the number of available invitations/tickets. Where there are insufficient invitations/tickets available for all pre-authorized attendees, the Shire President (in liaison with the CEO) will determine final attendance.

The Shire approves attendance at the following events by the Shire President, Elected Members, and the CEO:

- Advocacy lobbying or Ministerial briefings,
- State and Federal Consular Events,
- Meetings of clubs or organisations within the Shire of Carnarvon,
- Any free event held within the Shire of Carnarvon,
- Australian or West Australian Local Government events,
- Events hosted by Clubs or Not for Profit Organisations within the Shire,
- Events hosted by Clubs or Not for Profit Organisations within the Shire of Carnarvon to which the Shire President, Elected Members or Chief Executive Officer have been officially invited including -
 - Shire hosted ceremonies and functions,
 - Shire hosted events with employees,
 - Shire run events
 - Where the Shire President or Chief Executive Officer representation has been formally requested.

Approval Process – Events not pre-approved

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval, on the form provided at Attachment A, no later than three business days prior to the event, for approval as follows:

- Events for the Shire President will be approved by the Chief Executive Officer,
- Events for Elected Members will be approved by the Shire President; and
- Events for the Chief Executive Officer will be approved by the Shire President.

Although the Shire will not generally pay for the partner of an Elected Member or the CEO to accompany them to an event, if the event is held outside of normal business hours and attendance is appropriate, invitations/tickets received by the Shire may be provided for this purpose where available.



The Shire President may delegate any approved attendance to an event (by the Shire President) to the Deputy Shire President or another Elected Member.

Payments in respect of attendance

If it is determined that an Elected Member or the CEO should attend either a pre-approved event or an event approved in accordance with the process set out in section 4 of this policy, the local government will pay the cost of attendance and reasonable expenses, such as travel and accommodation.

Where partners of an authorised local government representative attend an event, any tickets for that person, if paid for by the local government, must be reimbursed by the representative unless expressly authorised by the council.

Definitions

Event includes the following –

- a concert,
- a conference,
- a function,
- a sporting event,
- an occasion of a kind prescribed for the purposes of this definition.

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ATTACHMENT A

ATTENDANCE AT EVENTS APPLICATION

Elected Member Name:

Name of Event* _____

Organisation / Person _____

Event Date/s: _____

Location: _____ Cost: _____

* Attach any information, flyer etc. you may have How will participation in this event meet the criteria in Council’s policy E064 Attendance at Events?

Signature: _____ Date: _____

Office Use only Budget Allocation Available: \$ COA

- Does the request for attendance at an event meet the criteria in Council Policy EME002 – Attendance at Events? In deciding on attendance at an event, the following matters will be considered:
 - who is providing the invitation or ticket to the event,
 - the location of the event in relation to the local government (within the district or out of the district),
 - the role of the Elected Member or CEO when attending the event (participant, observer, presenter) and the value of their contribution,
 - whether the event is sponsored by the local government,
 - the benefit of local government representation at the event,
 - the number of invitations/ tickets received; and
 - the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation

Yes / No* (*Circle option) If No please provide comment below:

Approved: _____ Date: _____ Shire President/ Deputy Shire President/ CEO Submit completed form to the Office of the CEO for processing no less than three working days prior to the event.

EME003				PROFESSIONAL DEVELOPMENT, INDUCTION AND CONFERENCE ATTENDANCE OF ELECTED MEMBERS			
POLICY OWNER:				Council			
DEPARTMENT:				Office of the CEO			
CREATION DATE:				REVIEW SCHEDULE:		Annually, and in election years, following commencement of new Council.	
RELATED PROCEDURES:				Must be adopted by Absolute Majority			
RELATED FORMS:							
RELATED DELEGATIONS:							
RELATED POLICIES:							
LEGISLATION:				s5.126, 5.127, 5.128 Local Government Act 1995 Local Government (Administration) Regulations 1996 Part 10			
DOCUMENT CONTROL							
DATE REVIEWED:		REVIEWED BY:		CHANGES (IF ANY):		ENDORSED BY COUNCIL:	

EME003 Professional Development, Conference Attendance of Elected Members

OBJECTIVES

To provide ongoing professional development to achieve best practice governance for Elected Members and an opportunity to request consideration to attend a conference or meeting that affords individual development or value to the community.

POLICY STATEMENT/S

Induction

Elected Members need to develop a clear understanding of their role and responsibilities when first elected to Council. It is important that Elected Members understand key processes and deliverables required by statute, especially as with each new Council there will be a requirement to review strategic direction and key long-term planning documents.

An accessible, informative induction program is essential to Elected Members being able to understand their roles and to be able to move quickly and easily into their governance responsibilities after being elected to Council.

It is also important that returning members have their understanding refreshed and they are aware of any changes to statutory requirements, organisational direction and issues arising.

It is equally important that new and returning members are provided with the same information. Key to this is the induction process which should be provided for each new Council and/or Elected Members elected or appointed to fill extraordinary vacancies when they arise.

Sitting Elected Members will support newly elected members by participating in the induction process.

Subjects to be covered in Induction

- a. Elected Members' Responsibilities
- b. Elected Members Support

- c. Meeting Procedures and Protocols
- d. Decision-making Framework
- e. Integrated Planning and Reporting
- f. Financial Management Framework
- g. Professional Risk and Liability of an Elected Member
- h. Land Use Planning
- i. Advise Members of compulsory training and timeframes

Mandatory Training

All Elected Members will need to complete the prescribed training course, within 12 months of being elected as per the Local Government (Administration) Regulations 1996. The course has been developed to provide members with the skills and knowledge to perform their roles as leaders in their district.

The Shire supports the ongoing professional development for Elected Members, particularly in relation to roles, responsibilities, interests, individual conduct, and meeting procedure.

All other Elected Members training must be endorsed by Council in consideration of budgetary constraints.

Elected Members training is available to Diploma level through WALGA and where possible all members are encouraged to complete the training.

Ongoing Professional Development

Notices inviting Council to nominate delegates to conferences, meetings, and similar occasions to be circulated to all Elected Members.

Any Elected Member who wishes to represent Council at such an event shall request nomination at a Council meeting and must demonstrate genuine value to the position as an Elected Member and the community in general to the satisfaction of Council.

Council shall decide by resolution to nominate such representative/s as Council may consider is subject to budgetary constraints.

Following attendance of a conference, the Elected Member/s having attended the conference shall present, in person to the Council a summary of the conference deliverables and the relevant benefit to the Shire.

Register of Professional Development

As required by the Local Government Act 1995, the Shire will:

- maintain a Register of Professional Development undertaken by Elected Members and display it at the Shire website
- disclose in the Annual Report the professional development undertaken by Elected Members in the relevant period.

EME004		CEO STANDARDS, PERFORMANCE, MANAGEMENT REVIEW COMMITTEE	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually, and in election years, following commencement of new Council.
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.38, 5.39B Local Government Act 1995 s5.38, 5.39B cl 18FA, Schedule 2 Local Government (Administration) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME004 CEO Standards, performance, and Management Review Committee

OBJECTIVES

To ensure compliance with the Local Government Act 1995 by adopting CEO Standards to apply to the CEO at the Shire of Carnarvon.

To provide guidelines on meeting Council's obligations in relation to s5.36, 5.37, 5.38 and 5.39 of the Local Government Act 1995, and pursuant to the Shire of Carnarvon CEO Standards relating to the appointment, appraisal, dismissal, and contractual conditions of the CEO.

POLICY STATEMENT/S

Shire of Carnarvon standards for CEO recruitment, performance and termination

These Standards were adopted by Council by Absolute Majority on 24 August 2021.

Division 1 — Preliminary provisions

1. Citation

These are the Shire of Carnarvon *Standards for CEO Recruitment, Performance and Termination*.

2. Terms used

(1) In these standards —

Act means the *Local Government Act 1995*;

additional performance criteria means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

- applicant** means a person who submits an application to the local government for the position of CEO;
- contract of employment** means the written contract, as referred to in s5.39 of the Act, that governs the employment of the CEO;
- contractual performance criteria** means the performance criteria specified in the CEO's contract of employment as referred to in s5.39(3)(b) of the Act;
- job description form** means the job description form for the position of CEO approved by the local government under clause 5(2);
- local government** means the [insert name of local government];
- selection criteria** means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;
- selection panel** means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.
- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act unless the contrary intention appears.

Division 2 — Standards for recruitment of CEOs

3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of s5.36(5A) of the Act; or
- (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —

- (a) the duties and responsibilities of the position; and
- (b) the selection criteria for the position determined in accordance with subclause (1).

6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with s5.36(4) of the Act and the Local Government (Administration) Regulations 1996 regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the Local Government (Administration) Regulations 1996 regulation 18A as if the position was vacant.

7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
 - i) email a copy of the job description form to an email address provided by the person; or
 - ii) mail a copy of the job description form to a postal address provided by the person.

8. Establishment of selection panel for employment of CEO

- (1) In this clause —

independent person means a person other than any of the following —

- a) a council member;
 - b) an employee of the local government;
 - c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
 - (3) The selection panel must comprise —
 - a) Elected Members (the number of which must be determined by the local government); and
 - b) at least 1 independent person.

9. Recommendation by selection panel

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
 - a) a summary of the selection panel's assessment of each applicant; and
 - b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
 - (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and
 - (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
 - (a) in an impartial and transparent manner; and
 - (b) in accordance with the principles set out in s5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
 - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
 - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
 - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
 - (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

10. Application of cl. 5 where new process carried out

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.

(2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —

- (a) clause 5 does not apply to the new recruitment and selection process; and
- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

11. Offer of employment in position of CEO

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

12. Variations to proposed terms of contract of employment

(1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).

(2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

13. Recruitment to be undertaken on expiry of certain CEO contracts

(1) In this clause —

commencement day means the day on which the Local Government (Administration) Amendment Regulations 2021 regulation 6 comes into operation.

(2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
 - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
 - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day,

and

(b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.

(3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.

(4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government during a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

Division 3 — Standards for review of performance of CEOs

15. Overview of Division

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

16. Performance review process to be agreed between local government and CEO

- (1) The local government and the CEO must agree on —
 - (a) the process by which the CEO's performance will be reviewed; and
 - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

17. Carrying out a performance review

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —

- (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
- (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

18. Endorsement of performance review by local government

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

19. CEO to be notified of results of performance review

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

20. Procedural Matters

That the:

- (1) performance of the CEO be reviewed at least once in relation to each year of employment using the performance criteria contained in the Position Description.
- (2) part of the Ordinary Council Meeting, prior to a review, be closed to enable all Elected members to have input into the review of the CEO's performance.
- (3) performance review be carried out by the Management Review Committee with the assistance of an agreed external consultant in a closed meeting with the CEO.
- (4) review of delegations and Key Performance Indicators form part of the review process.
- (5) record of proceedings be prepared by the CEO and when confirmed by the Management Review Committee, be provided to all Elected Members on a confidential basis for their information and endorsement.
- (6) CEO's performance appraisal be conducted as close as possible to June/July to enable alignment with the budget process

Division 4 — Standards for termination of employment of CEOs

20. Overview of Division

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

21. General principles applying to any termination

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
- (3) informing the CEO of the CEO's rights, entitlements, and responsibilities in relation to the termination process; and
 - (a) notifying the CEO of any allegations against the CEO; and
 - (b) giving the CEO a reasonable opportunity to respond to the allegations; and
 - (c) genuinely considering any response given by the CEO in response to the allegations.

22. Additional principles applying to termination for performance-related reasons

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
 - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
 - (b) informed the CEO of the performance issues; and
 - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
 - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under s5.38(1) of the Act.

23. Decision to terminate

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

24. Notice of termination of employment

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

Management Review Committee

The Council is to establish a Committee of Council titled 'Management Review Committee' to assist the Council in fulfilling its obligations in relation to the appointment, appraisal, dismissal, and the contractual conditions of the CEO.

The Management Review Committee shall be appointed by Council every two years and consist of the following-

- a) Shire President,
- b) A minimum of two other Elected Members.
- c) An agreed external consultant

The role of the Committee is to:

- a) Make recommendations to Council on the contractual conditions of the CEO,
- b) Make recommendations to Council on the recruitment process for the position of CEO,
- c) Undertake interviews and make selection recommendations to Council on the appointment of the CEO,
- d) Undertake the annual performance appraisal of the CEO and make recommendations to Council on the performance appraisal outcomes.
- e) The Committee is to ensure that the processes for the recruitment and selection, and the performance appraisal of the Chief Executive Officer provide for the participation of the full Council and must be in accordance with the Shire of Carnarvon CEO Standards.

CEO Performance Review – Process

The performance of the CEO must be reviewed at least once in relation to each year of employment using the performance criteria contained in the Position Description.

That part of the Ordinary Council Meeting, prior to a review, be closed to enable all Elected Members to have input into the review of the CEO's performance.

That the performance review be carried out by the Management Review Committee with the assistance of an agreed external consultant in a closed meeting with the CEO.

That a review of delegations and Key Performance Indicators form part of the review process.

That a record of proceedings be prepared by the CEO and when confirmed by the Management Review Committee, be provided to all elected members on a confidential basis for their information and endorsement.

EME005		CEO LEAVE, APPOINTMENT OF ACTING OR TEMPORARY CEO	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.39C Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME005 CEO leave, appointment of Acting or Temporary CEO

OBJECTIVES

To establish the processes for the CEO taking leave, or various kinds and for the appointment of an Acting CEO or Temporary CEO for periods of less than twelve months and to comply with the provisions of s5.39C of the Local Government Act 1995 regarding the appointment of an Acting CEO or Temporary CEO.

The intent of this policy is to ensure that an Executive Manager is to act in the role of the Chief Executive Officer (CEO) for periods of leave, or vacation of the position, for up to six (6) weeks only and to foster the professional development of the Executive Managers who desire to gain experience in the Acting CEO role.

POLICY STATEMENT/S

CEO taking of leave

The Shire applies the following detail of any leave taken, with or without pay, including the detail of any claims for additional work over and above of the reasonable additional hours under the CEO employment contract. This will be done by providing Council with an annual report of leave taken by the CEO.

Acting CEO or Temporary CEO

The Executive Managers are eligible, pursuant to s5.39(1a) of the Local Government Act 1995 to act in the role of the CEO for any period up to six (6) weeks when the CEO is on leave, or the CEO position is vacated.

An Executive Manager is not required to act in the position of the CEO during periods when the CEO is away from the office on local government business, or for short periods of leave (1-5 days) when the CEO is contactable.

An employee appointed to temporarily act in an Executive Manager position referred to above is not considered to be suitably qualified to perform the role of Acting CEO or Temporary CEO.

The Acting CEO will receive the same rate of salary (cash component) as the CEO whilst acting in the role but is not entitled to specific allowances and benefits as detailed in the CEO's employment contract.

The CEO has delegated authority to make the necessary appointment, in accordance with this Policy.

Remuneration and conditions of Acting or Temporary CEO

Unless Council otherwise resolves, an employee appointed as Acting CEO or Temporary CEO shall be remunerated a cash component at 80% of the cash component only of the Substantive CEO's total reward package.

Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering a contract in accordance with the requirements of s5.39(1) and (2)(a) of the Act.

Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

Notes:

This Policy:

- a. Has been prepared on the need to fill the position of CEO for short periods in line with statutory requirements, and in an efficient manner to ensure the fluent operations of the organisation when, or if, the CEO needs, or seeks, to exercise a leave entitlement at short notice.
- b. Is subject to review every two (2) years or at the time of change in an Executive Manager position.
- c. Does not prevent Council from appointing another person to Act in the CEO position.
- d. Requires an absolute majority vote of Council in accordance s5.36(2) of the Local Government Act 1995.

EME006		REIMBURSEMENT OF ELECTED MEMBERS' EXPENSES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.98 (2)(a)(b); 5.99A Local Government Act 1995 Reg 32 Local Government (Administration) Regulations 1996 Public Service Award 1992		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME006 Reimbursement of Elected Members' Expenses

OBJECTIVES

To describe the basis on which Elected Members will be reimbursed for additional expenses incurred and to ensure Elected Members are not disadvantaged financially for expenses incurred in performing their official roles.

POLICY STATEMENT/S

The Shire will consider reimbursing Elected Members for expenses incurred in performing their Elected Member role, which are not prescribed expenses, and which are not otherwise recoverable under an insurance policy.

Members may be reimbursed for Out-of-Pocket expenses incurred by them in respect of attending an approved event.

The reimbursement of actual expenses incurred are to be verified by sufficient information (i.e. invoices, tax receipts, etc). Alternatively, a Member may claim a sustenance allowance per day as prescribed from time to time.

The Shire is to be responsible for "other expenses" in relation to registration, travel, and accommodation for any approved event, conference, seminar, or training course.

Travelling costs shall be:

- By motor vehicle in a Shire vehicle unless otherwise agreed by the CEO.
- By private vehicle as approved by the CEO at a rate per kilometre as prescribed from time to time for the return journey.
- By other types of travel at actual cost based documented evidence.

Where a Member makes alternative arrangements for private accommodation and the Shire does not meet accommodation costs, the Member shall be entitled to claim an accommodation allowance per night as prescribed from time to time.

EME007		LEGAL EXPENSES - ELECTED MEMBERS AND EMPLOYEES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME007 Legal Expenses – Elected Members and Employees

OBJECTIVES

To make available legal representation to Elected Members and Shire employees on matters which may arise during normal duties.

To facilitate full, frank, and impartial decision-making and actions by relevant persons (meaning current and former serving Elected Members, non-elected members of Council Committees and employees) in the performance of their roles and responsibilities in pursuit of good government of persons in the Shire.

POLICY STATEMENT/S

Definitions

Approved lawyer means – (a) a ‘certified practitioner’ under the Legal Practice Act 2003 and from a law firm on the Shire of Carnarvon panel of legal service providers, or as otherwise determined by Council based on need for a specific skill and/or expertise (b) a person or firm approved in writing by the Council or the CEO under delegated authority.

Elected Member or employee means a current or former commissioner, Elected Member, non-Elected Member of a Council committee or employee of the Shire of Carnarvon. Legal proceedings mean civil, criminal, or investigative.

Legal representation means the provision of legal services to or on behalf of an Elected Member or employee, by an approved lawyer that is in respect of –

- a. a matter or matters arising from the performance of the functions of the Elected Member or employee; and
- b. legal proceedings involving the Elected Member or employee that have been or may be commenced.

Legal representation costs mean costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services mean advice, representation or documentation that is provided by an approved lawyer.

Payment means payment by the Shire of Carnarvon of legal representation costs either by –

- a. a direct payment to the approved lawyer (or the relevant firm); or
- b. a reimbursement to the Elected Member or employee.

Legal Representation Criteria

There are four major criteria for determining whether the Shire of Carnarvon will pay the legal representation costs of an Elected Member or employee –

- a. the legal representation costs must relate to a matter that arises from the performance, by the Elected Member or employee, in fulfilling his or her functions for the Shire of Carnarvon.,
- b. the legal representation cost must be in respect of legal proceedings that have been, or may be, commenced,
- c. in performing his or her functions, to which the legal representation relates, the Elected Member or employee must have acted in good faith, and must not have acted unlawfully or in a way that constitutes improper conduct; and
- d. the legal representation costs do not relate to a matter that is of a personal or private nature.

Examples of legal representation costs that may be approved

If the criteria in this policy are satisfied, the Shire of Carnarvon may approve the payment of legal representation costs –

- a. where proceedings are brought against an Elected Member or employee in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the Elected Member or employee; or
- b. to enable proceedings to be commenced and/or maintained by an Elected Member or employee to permit him or her to carry out his or her functions -for example where an Elected Member or employee seeks to take action to obtain a restraining order against a person using threatening behaviour to the Elected Member or employee; or
- c. where exceptional circumstances are involved – for example, where a person or organization is lessening the confidence of the community in the local government by publicly making adverse personal comments about Elected Members or employees.
- d. The Shire of Carnarvon will not approve, unless under exceptional circumstances, the payment of legal representation costs for a defamation action, or a negligence action, instituted by an Elected Member or employee.

Application for payment

An Elected Member or employee who seeks assistance under this policy is to make an application(s), in writing, to the Council or the CEO.

The written application for payment of legal representation costs is to give details of –

- a. the matter for which legal representation is sought,
- b. how that matter relates to the functions of the Elected Member or employee making the application,
- c. the lawyer (or law firm) who is to be asked to provide the legal representation,
- d. the nature of legal representation to be sought (such as advice, representation in court, preparation of a document etc.),
- e. an estimated cost of the legal representation; and
- f. why it is in the interests of the Shire of Carnarvon for payment to be made.

The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.

As far as possible the application is to be made before commencement of the legal representation to which the application relates.

The application is to be accompanied by a signed written statement by the applicant that he or she—

- a. has read, and understands, the terms of this Policy,
- b. acknowledges that any approval of legal representation costs is conditional on the repayment provisions of this Policy and any other conditions to which the approval is subject; and
- c. undertakes to repay to the Shire of Carnarvon any legal representation costs in accordance with the provisions of this Policy.

Where a person is to be in receipt of such monies the person shall sign a document which requires repayment of that money to the local government as may be required by the local government and the terms of the Policy.

An application is also to be accompanied by a report prepared by the CEO or where the CEO is the applicant by an appropriate employee, such as the Executive Manager Corporate Services.

Legal representation costs – Limit

The Council in approving an application in accordance with this policy shall set a limit on the costs to be paid based on the estimated costs in the application.

An Elected Member or employee may make a further application to the Council in respect of the same matter.

Council's powers

The Council may –

- a. refuse,
- b. grant; or
- c. grant subject to conditions, an application for payment of legal representation costs.

Conditions under the above may include, but are not restricted to, a financial limit and/or a requirement to enter into a formal agreement, including a security agreement, relating to the payment, and repayment, of legal representation costs.

In assessing an application, the Council may have regard to any insurance benefits that may be available to the applicant under the Shire of Carnarvon's Elected Members or employees insurance policy or its equivalent.

The Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.

The Council may, subject to this Policy, determine that an Elected Member or employee whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved –

- a. not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
- b. given false or misleading information in respect of the application.

A determination may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry.

Where the Council decides, the legal representation costs paid by the Shire of Carnarvon are to be repaid by the Elected Member or employee in accordance with this Policy.

Delegation to Chief Executive Officer

In cases where a delay in the approval of an application will be detrimental to the legal rights of the applicant, the CEO may exercise, on behalf of the Council, any of the powers of the Council under this Policy, to a maximum of \$5,000 in respect of each application.

An application approved by the CEO, is to be submitted to the next ordinary meeting of the Council or if deemed necessary by the Shire President, a Special Council Meeting. Council may exercise any of its powers under this Policy.

Repayment of Legal Representation Costs

An Elected Member or employee whose legal representation costs have been paid by the Shire of Carnarvon is to repay the Shire of Carnarvon –

- a. all or part of those costs – in accordance with a determination by the Council,
- b. as much of those costs as are available to be paid by way of set-off – where the Elected Member or employee receives monies paid for costs, damages, or settlement, in respect of the matter for which the Shire of Carnarvon paid the legal representation costs.

The Shire of Carnarvon may act in a court of competent jurisdiction to recover any monies due to it under this Policy.

EME008		DESIGNATED SENIOR EMPLOYEES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.36, 5.37 Local Government Act 1995,		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME008 Designated Senior Employees

OBJECTIVES

To designate positions within the organisation that are classified as 'Senior Employees' in accordance with s5.37 of the Act.

POLICY STATEMENT/S

- 1.0 The Chief Executive Officer is the only designated Senior Employee by virtue of Section 5.36 of the Local Government Act, 1995.
- 2.0 The senior employees:
 - Executive Manager Infrastructure; and
 - Deputy Chief Executive Officer

be designated as Senior Employees pursuant to Section 5.37 of the Local Government Act (WA) 1995.

EME009		RECORD KEEPING BY ELECTED MEMBERS AND EMPLOYEES, AND DATA MIGRATION	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	State Records Act 2000 Local Government Act 1995, Local Government (Administration) Regs Evidence Act 1906 Financial Management Act 2006 Freedom of Information Act 1992 Limitations Act 1935 Building Act 2011 Financial Administration and Audit Act 1985 Criminal Code 1913 (s85) Electronic Transactions Act 2003		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME009 Record Keeping by Elected Members and employees, data migration

OBJECTIVES

To ensure compliance with the requirements of the State Records Act 2000 and the Local Government Act 1995. To ensure recordkeeping is undertaken in a manner that provides for adequate storage and retrieval of information required for the conducting of business, and allows for fast and efficient service of all the organisations stakeholders.

POLICY STATEMENT/S

This policy is relevant to the whole organisation of the Shire of Carnarvon, including Councillors, those officers in other locations, and all contractors employed by the Shire of Carnarvon to fulfil specific business functions.

All Shire of Carnarvon Records shall be kept in accordance with the State Records Act 2000.

EME010 EXECUTION OF DOCUMENTS AND APPLICATION OF COMMON SEAL			
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s2.5(2), 9.49A Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME010 Execution of documents, and application of Common Seal

OBJECTIVES

To comply with the provisions of the Local Government Act 1995 and to ensure the Shire of Carnarvon's documents are executed and the Common Seal is used in a consistent and transparent manner.

POLICY STATEMENT/S

Introduction

s9.49A of the Local Government Act 1995 sets out the requirements in relation to the execution of documents and the affixing of the Common Seal to render certain documents official documents of the Shire of Carnarvon.

It is not essential to formally execute all Council documents, but certain documents require to be formally executed in this way. It is the decision of the Council as to which documents should be formally executed.

As a minimum normal practice is to require execution of deeds of agreement, leases, land sales and certain contracts.

This policy specifies which documents are to be formally executed.

Principles

All relevant documents are properly executed according to the requirements of s9.49A Local Government Act 1995.

Provisions

General

Where legislation, the formal requirements of a Commonwealth or State Department authority or agency, or a Council decision, expressly specify a particular way a document is to be executed, that course of action is to take precedence over this policy.

Category 1 Documents

Category 1 documents require a specific resolution of Council to sell, lease or enter into an agreement, as well as authority to affix the seal.

The following list are Category 1 documents:

- a. Deeds of Agreement and Release in respect of the sale, purchase or other commercial dealing relating to the Shire's assets, including equitable assets,
- b. Local Planning Schemes and Amendments,
- c. Lease documents:
 - variation of lease,
 - assignment of a lease
- d. Local Laws

These documents will be executed by having the Common Seal affixed under the authorisation of Council with the affixing of the seal in the presence of and being attested to by the President and the CEO or pursuant to s9.49A (3) (b) of the Local Government Act, the President and a senior employee authorised by the CEO to do so.

Category 2 Documents

The following list of documents are Category 2 documents:

- a. Agreements relating to grant funding, when the funder requires that the agreement be signed under the seal,
- b. Debenture documents for loans which the Council has resolved to raise,
- c. General and legal service agreements not already listed in this policy,
- d. Extension of lease under original lease clause or provision.

Category 2 documents are those of a general form or category which may be subject to time constraints for execution.

These documents are to be sealed as part of a 'class of documents' authorised to be executed under Common Seal without a specific Council resolution to affix the seal.

Note: the document may not require a Council resolution to affix the seal but the decision to undertake a particular course of action may still require Council approval.

Category 3 Documents

Category 3 documents do not require the Common Seal to be affixed.

Under s9.49A (4) the Council authorises the following to sign documents on behalf of the Shire of Carnarvon.

Description	Authority to Execute
Documents required in the management of land as a landowner	CEO
Documents required to enact a decision of Council or the Development Assessment Panel (i.e., contractual documents resulting from a tender process, transfer of landforms, notification on title as required by a condition of approval, memorandum of understanding etc.).	CEO
Agreements relating to grant funding when the funder does not require the agreement to be signed under seal.	CEO
Documents required to enact a decision under delegated authority or as a condition of approval given under delegated authority	The Manager The employee exercising the delegated authority

Category 4 Documents

Category 4 documents are created in the normal course of business and are consistent with the Shire's policies and procedures. Category 4 documents are to be executed by a Shire employee where the authority has been extended through a policy or procedure.

EME011		ELECTED MEMBERS – SERVICE AWARD AND GIFT	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.100 Local Government Act 1995, cl34AC LG (Administration)		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME011 Elected Members – Service Award and Gift

OBJECTIVES

To provide guidelines on the appropriate recognition of the voluntary contribution made by Elected Members serving on Council.

POLICY STATEMENT/S

Where an Elected Member completes at least 1 full 4-year term of office, the Shire President (in conjunction with the CEO), or the Deputy Shire President (in conjunction with the CEO) where the proposed recipient is the Shire President determine an appropriate gift, based on \$100 per year of service, up to a maximum value of \$1000, as per Reg 23AC Local Government (Administration) Regulations.

EME012		EQUAL EMPLOYMENT OPPORTUNITY	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.40 Local Government Act 1995 Equal Opportunity Act (1984)		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME012 Equal Employment Opportunity

OBJECTIVES

Although the CEO is responsible for the employment of all employees (except the CEO, who is engaged by the Council), the Council has decided to adopt Policies to indicate commitment to such matters.

The Shire of Carnarvon recognises its ethical, legal obligations and its commitment to the principles and proper practices of Equal Employment Opportunity for all Shire employees.

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality, and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to seek actively and flexibly to appoint and accommodate the unique needs of many different employees.

POLICY STATEMENT/S

All offers of employment within the Shire will be directed to providing equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.

All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.

All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.

EME013		PUBLIC INTEREST DISCLOSURE	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Public Interest Disclosure Act 2003 State Records Act 2000		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME013 Public Interest Disclosure

OBJECTIVES

Although the CEO is responsible for the employment of all employees of the Shire of Carnarvon (except the CEO, who is engaged by the Council), the Council has decided to adopt some Policies to indicate its level of commitment to such matters.

This policy outlines the Shire of Carnarvon's recognition of its ethical, legal obligations and its commitment to the principles and proper practices of Public Interest Disclosures.

The Shire of Carnarvon will receive disclosures of public interest information in accordance with the provisions of the Public Interest Disclosure Act 2003.

POLICY STATEMENT/S

The Shire of Carnarvon is committed to the aims and objectives of the Public Interest Disclosure Act 2003 (PID Act).

It recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

The Shire of Carnarvon will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire of Carnarvon does not tolerate any of its employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

EME014		FREEDOM OF INFORMATION	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Public Interest Disclosure Act 2003 State Records Act 2000		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME014 Freedom of Information

OBJECTIVES

This policy outlines the Shire of Carnarvon's recognition of its ethical, legal obligations and its commitment to the principles and proper practices of Freedom of Information.

To provide a clear framework for the discharge of Shire of Carnarvon accountabilities under the Freedom of Information Act.

POLICY STATEMENT/S

The Freedom of Information Act 1992 gives individuals, corporations, and businesses the right to apply for access to documents held by Public Sector agencies which including Local Government Authorities.

The Act gives any person the right to:

- a. Access copies of documents held by the Shire, except exempt documents
- b. Ask for information the Shire holds about you to be changed or annotated if it is incomplete, out of date, incorrect or misleading
- c. Seek a review of a Shire decision not to allow you access to a document or not to amend your personal record.

Resident, ratepayers, and stakeholders can ask to see any document that the Shire holds, although it should be noted that the Shire can refuse access to some documents, or parts of documents that are exempt.

For further information contact the Senior Executive Officer/FOI Coordinator at the Shire of Carnarvon.

Charges will apply in accordance with Legislation and Council's adopted Fees and Charges.

EME015		ELECTED MEMBERS – ACCESS TO INFORMATION	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s.5.92(1)(2) Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME015 Elected members - Access to information

OBJECTIVES

To outline Elected Members rights to information necessary for the exercising of their responsibilities.

To provide a process on how Elected Members can access Council records and information.

POLICY STATEMENT/S

Elected Members have a right to inspect any record of the Council if it is relevant to the exercising of the member's responsibility in his or her civic office and is not subject to privacy, confidentiality, or legal restraint.

Each request will be treated on its merits but as a rule those records immediately seen as relevant to the exercising of an Elected Member's responsibility of civic office are:

- a. Matters before a Council Meeting, either currently or within the current term of the Council; and/or
- b. Matters known by the CEO to come before Council soon.

Elected Members can request access to other documents of the Council either by a Notice of Motion to the Council or a Freedom of Information (FOI) application.

Elected Members who have a personal or pecuniary interest in a document of Council have the same rights of access as any other person.

Access by the Shire President

Access will be provided to documents and files necessary for the Shire President's role.

This includes files relevant to correspondence received directly by the Shire President and is subject to the same viewing rules as other Elected Members.

The Shire President is subject to the same requirements of access as apply to other members.



Access to Computer System

Elected Members shall have the same access to the content of the Council's computer system as do members of the public.

Members also have access to office productivity tools in the computer system to assist in word processing, email, internet etc. but do not include access to Council records databases.

Notes

The right of Elected Members to have access to records is for the purpose of exercising the office of member. It does not carry with it the right to disclose any information obtained by a member to another person unless it is already in the public domain.

An Elected Member has no authority to release documents on behalf of Council.

The Shire President shall not cause the by-passing of the general access provisions by providing to another Elected Member information made available through the Shire President's role.

Elected Members shall not cause the by-passing of FOI provisions by providing to a member of the public information made available to Elected Members as an elected representative.

The CEO will provide guidance and assistance to Elected Members in determining whether a document is confidential and/or not to be released.

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EME016		ELECTED MEMBERS – ACCESS TO SHIRE VEHICLES FOR OFFICIAL USE	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government (Administration) Regulations 34AD		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME016 Elected members - Access to Shire vehicles for official use.

OBJECTIVES

This policy sets out the arrangements with respect to the provision of motor vehicles for use by the Shire President and Elected Members for the legitimate business of Council.

POLICY STATEMENT/S

A Shire vehicle will be made available to the Shire President and/or Elected Members, upon application, for the purpose of attending meetings, conferences etc. in their role as an Elected Member of the Shire of Carnarvon only and is not to be used for private business.

Elected Members requiring access to a Council vehicle are to make a booking through the Senior Executive Officer.

The Chief Executive Officer to approve use of a council vehicle if available.

Where a Shire vehicle is not available, and private vehicles are used for legitimate business of Council, Elected Members are entitled to reimbursement).

The Driver must hold a current WA Motor Drivers Licence at the correct class.

Notes

In this policy, “legitimate business of Council” means:

- a. Attendance at Ordinary and Special Meetings of Council,
- b. Attendance at Committee or Advisory Committee Meetings,
- c. Attendance at ordinary, committee or sub-committee meetings of State, Regional or local organisations or bodies where the Elected Member, has by Council resolution been elected as a Council delegate,
- d. Attendance at meetings, briefing sessions and civic or ceremonial functions convened by the Shire President of the Council,
- e. Attendance at a meeting, function, or other official role as a representative of the Shire President or the Council,



- f. Attendances at conferences and seminars where the attendance has been approved by the Council,
- g. The Chief Executive Officer to approve use of a council vehicle if available,
- h. Attendance at inspections and meetings within the Shire of Carnarvon relative to the duties of office as an Elected Member, provided the inspection or meeting directly relates to an item listed on the Council Agenda, an issue received in writing from the community, or where otherwise approved by the Shire President,
- i. Attendance at meetings requiring travel outside the Shire of Carnarvon as approved by the Shire President. Any breaches of this policy will be referred to the Chief Executive Officer and/or the Shire President to consider the nature of the breach and to determine a suitable process to determine any appropriate actions.

DRAFT

EME017		USE OF SHIRE LOGO	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:	Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates		
LEGISLATION:	Local Government Act 1995, Pt. 5. Div 7 Local Government (Administration) Regulations 1996, Pt. 7		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME017 Use of Shire logo

OBJECTIVES

To provide clear and precise guidance on the use of the Shire of Carnarvon Logo.

POLICY STATEMENT/S

This policy will assist with ensuring that the Council's and Shire's role in the community is clearly recognised and that its reputation is protected and enhanced through accurate, consistent, and high-quality reproduction of its logos in all applications.

Any approved use of the logos must be in accordance with the Shire's condition attaching to any such approval. The logo, along with the common seal, is equivalent to a brand or trademark for the Council and is part of the corporate existence of the Council. The use of the Shire of Carnarvon logo is equivalent to a trading symbol for the administration.

The Shire of Carnarvon logo should be used:

- a. internal and external corporate business stationery,
- b. Shire marketing material,
- c. material to promote events, services, programs, or activities sponsored or supported by the Shire,
- d. Shire recreational, community, heritage, service or operational buildings and facilities (including aquatic and recreational centres, community centres, libraries, pavilions, and halls) as the primary identifiable logo; and
- e. Shire vehicles (unless for private use) and on corporate clothing for Shire employees.
- f. Where the Shire has provided sponsorship or support for a program, activity, or advertisement.

Private use of the logo is not permitted unless:



- a. The proposed use benefits the Shire or community through promotion of the district, directly or indirectly, i.e.
 - Permitted on a tourism promotion brochure indicating a facility or event is located within the Shire,
 - Not permitted on private communications, advertising etc.
- b. On materials which are provided by the Shire; and
- c. The prior approval of the CEO has been obtained

Approval for use of materials provided by the Shire or for private use of the logo may be withdrawn if Council is of the opinion that it is being misused or is for an inappropriate purpose.

At no time is the logo to be altered i.e. (stretched, colour changed, wording removed etc.)

DRAFT

EME018		HONORARY FREEMAN OF THE SHIRE & NOTABLE AWARDS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME018 Honorary Freeman of the Shire

OBJECTIVES

To provide guidance on the nomination and awarding of the “Freeman of the Shire of Carnarvon” and notable awards.

POLICY STATEMENT/S

From time-to-time Council may receive a nomination for the prestigious award of “Honorary Freeman of the Shire of Carnarvon” or Order of Australia.

All nominations will be referred to the Awards Committee for review and recommendation to Council.

Council may also wish to nominate any person for the award who have rendered exceptional service to the Shire of Carnarvon community.

The nomination and consideration of proposal to award the title of “Freeman of the Shire of Carnarvon” or Order of Australia shall be dealt with in the strictness of confidence.

When Council meets to consider the nomination, the meeting shall be closed to the public and reports concerning the nomination procedure shall be deemed to be a confidential item pursuant to s.5.93(3) of the Local Government Act.

A decision by Council to award the title is to be by absolute majority.

Eligibility Criteria for ‘Freeman of the Shire’ and Order of Australia

Nominees for the conferring of the title ‘Freeman of the Municipality’ should have lived within the Shire of Carnarvon for a significant number of years and who have given extensive and distinguished service to the community (e.g., service to other organisations, voluntary and community groups) in a largely voluntary capacity.

Council may also consider conferring of the title of ‘Posthumous Freeman of the Shire’. In this case, the abovementioned eligibility criteria would apply.

Nominees will be assessed on their record of service to the local community.

The selection criteria are to include:



- a. length of service in a field (or fields) of activity
- b. level of commitment to the field (or fields) of activity
- c. personal leadership qualities
- d. benefits to the community of the Shire of Carnarvon resulting from the nominee's work
- e. specific and special achievements of the nominee

Note: Serving Elected Members and employees of the Shire are not eligible to be nominated.

Nominators must declare any relationship between the nominee, and Elected Member or Shire employee.

Awarding the Titles

The formal conferring of these titles is to be carried out at a civic reception held by Council.

This may be a special reception for this purpose, or the ceremony may form a focal point of any other suitable reception hosted by Council.

The decision on the occasion and format of the ceremony is to rest with the Shire President in consultation with the Chief Executive Officer.

The successful nominee is to receive a certificate (framed in a quality frame) and an official name badge (of a similar design to Elected Member badges) which confirms his or her status.

EME019		ROLES AND RESPONSIBILITIES OF SHIRE DELEGATES TO EXTERNAL BODIES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME019 Roles and Responsibilities of Shire delegates to external bodies.

OBJECTIVES

To prescribe how delegates nominated by Council as members of external committees or organisations may fulfil their representative role.

POLICY STATEMENT/S

The Shire of Carnarvon provides delegate representation on a range of external organisations and committees and is endorsed by Council at the first meeting after an ordinary election or as required.

Where an Elected Member or employee has been endorsed as Council's nominated representative member on an external committee, body or organisation, the delegate shall:

- a. Ensure that no pledges of financial support, or in-kind support are made, unless express decisions to that effect have been made by the Council, or the CEO prior.
- b. Understand that their appointment/membership is as a representative of the Council and is by right of their position with Council.
- b. Ensure their availability to attend scheduled meetings, and where they are unable to do so, provide prior apology to the respective Presiding Member.
- c. Be responsible for ensuring that there is a quorum for meetings and the Shire of Carnarvon is represented at external group meetings. Where a delegate is unable to attend a meeting in which they have been appointed, they are to advise their deputy (proxy member) to ensure that they will be replaced at the meeting. It is preferable that at least twenty-four (24) hours' notice is afforded.
- d. Acknowledge that where a delegate has failed to attend three successive external organisation/committee meetings, with or without an apology, the Council shall consider appointing a replacement delegate at either Council determination or at the next Ordinary Meeting of Council following the ordinary elections, to ensure that the purpose and integrity of Council's participation in the external organisation is maintained.

e. Acknowledge that if they are unable to fulfil their commitment to an external organisation/committee then the delegate must advise the CEO so that Council consideration of appointing a replacement delegate can be facilitated and subsequent formal advice to the external organisation/committee attended to.

f. Ensure that in participating and contributing to decision making of the external organisation the delegate communicates and is cognisant of Council's determined position, if any, determined from:

- Firstly, resolutions of Council dealing specifically with the matter at hand,
- Secondly, resolutions of Council dealing generally with the matter at hand,
- Thirdly, relevant statements of the Council's position contained in adopted Council policies or the Shire's Strategic Community Plan,
- Lastly, if Council has not previously established a position, the delegate should give due consideration to the potential sensitivity and/or risk inherent to the matter, i.e., potential for negative environmental or social impact, or risk of community conflict.

Where the delegate evaluates potential for a significant level of sensitivity or risk then, prior to committing to a position, the CEO is to be requested to prepare a report for Council's consideration. The delegate may provide a position statement for inclusion in the report however, employees must provide professional opinion, advice, and a recommendation for Council determination. Delegates must ensure that this occurs where a decision by the external organisation may require a commitment of Council resources.

g. Voting Rights - An Elected Member or employee appointed as a delegate may have to participate in the decision-making process of the external organisation.

The delegate may also be entitled to vote on matters coming before the external body.

The delegate will have a fiduciary duty to the external organisation to participate in decision making processes and vote in accordance with the obligations to act in good faith for the purposes for which the external organisation was established.

Council recognises that whilst it can require a delegate to communicate the Shire's position to the external organisation, it is not appropriate to attempt to bind the delegate's vote on any matter.

The delegate will have the benefit of discussion around the decision-making table and must vote in accordance with their good faith obligation to the external organisation.

However, this does not entitle a delegate to substitute their personal beliefs for Council's position. Where it is possible for a delegate aware of their obligations to act in good faith for the purposes of the external body, to vote in accordance with Council's stated position, then Council expects that a delegate will vote accordingly.

Where a delegate votes in good faith, in a manner which is opposed to a Council position, the delegate must provide a briefing to the next Corporate Information/CEO Briefing Session informing of the decision and the factors which influenced the outcome.



- h. Perform the functions and duties of a delegate in accordance with the standards set out in the Shire’s Code of Conduct.
- i. Ensure that a copy of the minutes is provided to the Shire for record keeping purposes. Where confidentiality requirements exist over either Council or the external organisation’s business the delegate must ensure that confidentiality is appropriately maintained and protected.
- j. Elected Members or employees who attend meetings of external organisations where access is not generally available to the public, attend as observers only and remain representatives of the Shire and therefore shall:
 - Communication with the meeting only through Council’s nominated delegate or only at the request of the Presiding Member of that meeting, being mindful of not interfering with due process or the role of the Council’s nominated delegate,
 - Matters relating to the Development Assessment Panel fall outside the scope of this policy

DRAFT

EME020		DISRUPTIVE BEHAVIOUR AT COUNCIL MEETINGS AND FORUMS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Shire of Carnarvon Meeting Procedures Local Law s5.41d Local Government Act 1995 s70A WA Criminal Code s49 Police Act 1892 s74 Criminal Procedure Act 2004 s70A Criminal Code 2013		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME020 Disruptive behaviour at Council meetings and forums

OBJECTIVES

To establish clear steps for management of disruptive behaviour by a member, or members of the public at Council Meetings and Forums.

POLICY STATEMENT/S

Disruptive Behaviour – means behaviour exhibited by a member of the public which in the view of the presiding member of the meeting or forum is preventing the discharge of intended business.

This can include, but not be limited to:

- a. Constant interjection, particularly when the presiding member or Elected Members present at the meeting are speaking,
- b. Members of the public calling for points of order,
- c. Refusal to give up the floor to allow other members of the public to ask questions,
- d. Demanding to ask questions before others in contradiction of an order by the presiding person,
- e. Refusal to accede to a presiding member's instructions, particularly when asked to desist from disruptive behaviour,
- f. Use of abusive and/or inflammatory language when addressing council with a question or making a statement,
- g. Unnecessarily repetitive questioning,
- h. Aggressive/threatening behaviour towards either Elected Members, Shire employees or members of the public.

The Council is committed to providing residents and ratepayers with as many opportunities as possible to attend meetings held by the Shire and to participate in specified processes.

The Public Question Time Policy sets out the parameters for attendance and participation at these meetings.

It recognises that at times people will feel strongly about issues that have been raised or questions that they wish to ask of the Shire.

The general conduct of a council meeting depends upon mutual respect and good faith between Elected Members and the public.

There can be instances at a council meeting where a member of the public fails to show respect or consideration for the presiding member, Elected Members, Shire employees and other members of the public. Such disruptive behaviour makes the conduct of council business more difficult and stressful, reducing the efficiency and effectiveness of council meetings.

Disruptive behaviour also denies other members of the public the opportunity to participate in and observe council proceedings.

The Council is committed to conducting its business in an effective way. Disruptive behaviour and behaviour which shows disrespect for those involved in the conduct of council business or other members of the public in attendance at meetings of the council is not acceptable.

This Policy sets out how the Council will deal with disruptive behaviour should it occur at meetings and forums.

Principles

Protection of the democracy, democratic processes, and the ability of members of the community to participate, at the local level is a pre-eminent concern of Council.

Council will take a range of actions designed to reduce the impacts of disruptive behaviour as a first principle but may invoke statutory sanctions if all other avenues have failed.

Wherever possible, anyone who in the view of the presiding member at a meeting is exhibiting disruptive behaviour, that person will be asked to treat the meeting with respect and will be given the opportunity to continue, if respect is shown, and the behaviour does not occur again.

When a decision is being made about whether disruptive behaviour is being exhibited, consideration will be given to whether a person is under known stress or has experienced a recent bereavement.

Provisions

Decisions about whether disruptive behaviour is being exhibited and whether action should be taken will be made by the presiding member of the Council meeting or forum.

If, in the view of the presiding member, behaviour is disruptive the person will be asked to cease. If the person is speaking in Public Question Time, the person may then be given the opportunity to continue to speak provided that the disruptive behaviour does not re-occur, or the presiding member may choose to move on to another speaker.

Should the behaviour continue and in the view of the presiding member is disrupting Council business, then the meeting may be adjourned for a stated period. During that time the CEO will discuss the situation with the offending party or parties and ask them to behave appropriately in a place of government. The President or Elected Members will not engage with the person or people involved during this time.

If, after resuming the meeting the disruptive behaviour continues, the presiding member may again adjourn the meeting. This may occur several times, but the presiding member has the authority at any time to instruct the CEO to ask the offending person or persons to leave the premises.

This duty will be undertaken by the CEO who, under s5.41(d) of the Local Government Act, has control or management of the local government's buildings, including the council chamber and meeting rooms and is the 'person in authority' in relation to s70A of the Criminal Code.

Once the meeting has been adjourned and if the presiding member has instructed that a person be asked to leave the premises, the CEO will advise the person or persons that they are requested to leave and that if they remain, they will be committing the offence of trespass under s70A of the Criminal Code and could be prosecuted.

Depending on the nature and intensity of the disruptive behaviour the presiding member may decide that more warnings will be issued or the Police being called. s70A of the WA Criminal Code authorise the CEO to request a person to leave not only the building where the meeting is taking place, but also the local government property.

Should the person or persons refuse to leave and at the instruction of the presiding member, the CEO will advise them that the Police will be called to apprehend them, and the Council will instigate legal proceedings.

If the Police are not immediately available, the meeting will remain adjourned until they can attend.

The CEO may commence a prosecution for a breach of s70A of the Criminal Code. A prosecution is initiated by a prosecution notice under s24 of the Criminal Procedure Act 2004. Such an action must only be taken after consultation with the Shire President and Elected Members.

Notes

This policy applies to all formal Council Meetings and Council Forums which are open to members of the public.

Under s49 of the Police Act 1892 the CEO, or a person authorised by him or her, may apprehend and detain any person found committing an offence punishable in a summary manner until the person can be delivered into the custody of the Police.

In the case of Council meetings and forums the direct assistance of the Police is the preferred action.

EME021		ELECTED MEMBERS CONTACT WITH SHIRE EMPLOYEES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:	Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates. Shire of Carnarvon Code of Conduct for Employees		
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME021 Elected Members contact with Shire employees

OBJECTIVES

To provide clear guidelines on the communication between Elected Members and employees at the Shire of Carnarvon.

POLICY STATEMENT/S

This policy is to establish clear and open communication between Elected Members, the CEO, and the Executive Leadership Team and to avoid potential conflict by recognising the respective roles of Elected Members and employees.

The CEO will liaise with the Shire President on a regular and as needed basis and is also available to Elected Members during the day other than when prior commitments make this impossible. Where Elected Members have a particular need to see the CEO then an appointment can be made. The CEO is to ensure that (where appropriate) the views of Elected Members are passed on to other Elected Members and the Executive Leadership Team.

Where items are of an operational matter, contact may be permitted with the relevant Executive Manager, however Elected Members will not contact employees directly unless with the expressed permission of the CEO.

It is not appropriate for Elected Members to enter any of the employee areas of the Shire of Carnarvon unless at the specific invitation of, or in the company of, a senior employee.

If an Elected Member is approached by an employee who wishes to raise an employment matter, then the Elected Member should point out to the employee that they need to address their concerns via the Grievance Procedure and/or CEO. If the employment matter can not be resolved via the Grievance Procedure and/or CEO, the Elected Member may raise the concern with the Shire President who may seek external advice.

EME022		CIVIC FUNCTIONS AND HOSPITALITY	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME022 Civic functions and hospitality

OBJECTIVES

To ensure that all civic functions and hospitality are provided in an appropriate and consistent manner.

POLICY STATEMENT/S

Introduction

From time to time there will be circumstances where the Council wishes to provide hospitality or hold a function, for example, it may relate to the conferring of the Freeman of the Shire, meeting a delegation to the Shire, or hosting a State or Federal Minister.

It is a formal event and as such is intended to convey the significance of the matter at hand. It is important that such hospitality is undertaken to a consistent standard and follows a clear process.

Principles

A civic event or function is a mechanism available to the Council to convey the importance and significance of a matter to the community.

Funding and resources used to support an event should be effectively used and appropriate to purpose.

General Provisions

The Shire President, in discussion with the Elected Members and in conjunction with the Chief Executive Officer (CEO) shall have discretion to identify whether a civic reception is to be held, when it will be held and who shall be invited.

The Shire President may host functions and receptions with light refreshments for visiting dignitaries, residents who are recipients of awards or prizes from the Shire, exchange students, visitors and delegations from other local authorities from Australia and overseas. The invitation list shall be at their discretion.

The Chief Executive Officer is authorised to approve civic functions, ceremonies, receptions, provision of hospitality and the use of the Administration and Chambers, subject to compliance with this Policy



Specific Civic Functions and Events

The Council will hold or formally support the following Civic events:

- a. hold an Australia Day event with associated hospitality on an annual basis. The event will be funded via a specific provision in the Annual Budget,
- b. support the RSL in its holding of the ANZAC Day event. The support will be funded via a specific provision in the Annual Budget,
- c. support NAIDOC week, with specific provision in the Annual Budget

Note

This policy does not relate to events supported by the Council through its funding of community group activities.

DRAFT

EME023		GOVERNANCE SUPPORT TO ELECTED MEMBERS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME023 Governance support to Elected Members

OBJECTIVES

This policy to provides clarity about the direct governance support services Elected Members can expect to receive from the Shire of Carnarvon administration.

POLICY STATEMENT/S

It is essential to the effective operation of Council decision-making and the wider democratic process that Elected Members are provided with a range of services which assist them to communicate with residents and ratepayers.

It is also important in their roles as delegates to external organisations that they can discuss matters and receive advice where needed.

The CEO will ensure that the following governance services will be made available to Elected Members:

- a. Assistance with responses/correspondence to complex resident and ratepayer enquiries,
- b. Support for delegates (e.g., Advice/discussion in preparation for meetings),
- c. IT support services,
- d. Assistance with filling out any forms relevant to their role as Elected Member.

In seeking support for responses to residents and ratepayers, an Elected Member will discuss the matter with the Shire President to identify whether the matter requires support. The Shire President will liaise with the CEO to identify the nature of support to be provided.

EME024		CARETAKER POLICY - SHIRE ELECTIONS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Code of Conduct for Council Members, Committee Members and Candidates Local Government Act 1995 s.4.49(a); s4.87(3) Local Government (Elections) Regulations 1997 Reg. 78 Shire of Carnarvon CEO Standards		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME024 Caretaker Policy - Shire Elections

OBJECTIVES

The primary objective of this Caretaker Policy is to avoid the Shire of Carnarvon making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous to, or promoting Elected Members who are seeking re-election, and recognising the requirement for the Shire of Carnarvon administration to act impartially in relation to all candidates.

This policy applies during a 'Caretaker Period' (see below for definition) to cover:

- a. Decisions that are made by the Council,
- b. Materials published by the Shire,
- c. Attendance and participation in functions and events,
- d. Use of the Shire's resources; and
- e. Access to information held by the Shire

This policy applies to Elected Members and employees of the Shire of Carnarvon.

Whilst electoral candidates that are not sitting Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of the Caretaker Policy and encouraged to cooperate with its implementation.

POLICY STATEMENT/S

Caretaker Period - means the period when the caretaker practices are in place prior to the election.

The caretaker practices will apply from the close of nominations (37 days prior to the election day) – s4.49(a) of the Local Government Act 1995) until 6.00pm on election day.

Election Day – means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election but excludes an extraordinary election other than an extraordinary election to elect a new Shire President.

Electoral Material - means any advertisement, handbill, pamphlet, notice, letter, or article that is intended or calculated to affect the result in an election but does not include:

- a. An advertisement in a newspaper announcing the holding of a meeting (s4.87(3) of the LGA,
- b. Any materials exempted under Reg 78 of the Local Government (Elections) Regulations 1997,
- c. Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

Extraordinary Circumstances – means a situation that requires a major policy decision of the Council because:

- a. In the CEO's opinion the urgent of the issue is such that it cannot wait until after the election,
- b. Of the possibility of legal and/or financial repercussions if a decision is deferred; or
- b. In the CEO's opinion it is in the best interests of the Council and/or the Shire of Carnarvon for the decision to be made as soon as possible.

Major Policy Decision – means:

- a. Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior employee, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract) pending the election,
- b. Decisions relating to the Shire entering a sponsorship arrangement with a total Shire contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted 'in principle' support by the Council and sufficient funds have been included in the Council's annual budget to support the project,
- c. Decisions relating to the Shire entering a commercial enterprise as defined by s3.59 of the LGA.
- d. Decisions that would commit the Shire to substantial expenditure or actions that, in the CEO's opinion are significant, such as that which might be brought about through a Notice of Motion,
- e. Decisions that, in the CEO's opinion, will have a significant impact on the Shire or the community,
- f. Reports requested or initiated by an Elected Member, candidate, or member of the public that, in the CEO's opinion could be perceived within the general community as an electoral issue with the potential to call into question whether decisions are soundly based and in the best interests of the community.

Public Consultation – means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation requirement to be undertaken to comply with a written law.

Substantial Expenditure – means expenditure that exceeds 0.1% of the Shire’s annual budgeted revenue (inclusive of GST) in the relevant financial year.

Scheduling Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either – (a) Considered by the Council prior to the caretaker period; or (b) Scheduled for determination by the incoming Council. Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council.

Decisions made prior to Caretaker Period

This policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a caretaker period, as far as practicable any such announcements should be made before the caretaker period begins or after it has concluded.

Implementation of Caretaker Practices - Role of the CEO in Implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

- a. The CEO will ensure as far as possible, that all Elected Members and employees are aware of the Caretaker Policy and practices at least 30 days prior to the start of the caretaker period.
- b. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the caretaker period or deferred where possible for determination by the incoming Council.
- c. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, are made prior to the caretaker period.
- d. The CEO will provide guidelines for all relevant employees on the role and responsibilities of employees in the implementation of this policy.

Extraordinary circumstances requiring exemption

Despite other provisions in this Policy, the CEO may, where extraordinary circumstances exist, permit a matter defined as a ‘major policy decision’ to be submitted to the Council for determination during the caretaker period.

Whilst the definitions above establishes that a CEO may not be appointed or dismissed during a caretaker period, the Council may, where the substantive employee is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO pending the election, after which date a permanent decision can be made.

Caretaker Statement

To assist the Council to comply with its commitment to appropriate decision making during the caretaker period, a caretaker statement will be included in each report submitted to the Council where the Council’s decision would, or could, be a major policy decision.

The caretaker statement will state: “The decision the Council may make in relation to this item could constitute a Major Policy Decision within the context of the Shire of Carnarvon Caretaker Policy, however, an exemption should be made because (insert the circumstances for making the exemption....)”

Shire of Carnarvon publications

During the caretaker period the Shire’s website will not contain any material which is precluded by this policy.

Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

Public consultation during the caretaker period

It is prohibited under this policy for public consultation to be undertaken during the caretaker period (either new consultation or existing) on an issue which, in the CEO’s opinion could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.

This policy does not prevent any mandatory public consultation required by the Local Government Act 1995 or any other relevant Act which is required to be undertaken to enable the Shire to fulfil its functions.

Approval for Public Consultation

Given the general prohibition above the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the caretaker period.

Where public consultation is approved to occur during the caretaker period, the results of that consultation will not be reported to the Council until after the caretaker period, except where otherwise approved by the CEO or necessary for the performance of the Shire’s functions as prescribed in the Local Government Act 1995 or any other relevant Act.

Attendance and participation at events and functions

Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the caretaker period.

Shire of Carnarvon Organised Civic Events/Functions

Events and/or functions organised by the Shire and held during the caretaker period will be limited to only those that the CEO considers essential to the operation of the Shire and should not in any way be associated with any issues that in the CEO’s opinion, are considered relevant to, or likely to influence the outcome of an election. All known candidates are to be invited to civic events/functions organised by the Shire during the caretaker period.

Addresses by Elected Members

Excluding the Shire President and Deputy Shire President fulfilling their functions as prescribed by s2.8, 2.9 of the Local Government Act 1995, respectively, Elected Members that are also candidates

should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the caretaker period.

Use of Shire resources

The Shire of Carnarvon's Code of Conduct provides that the Shire's resources are only to be utilised for authorised activities (for e.g., no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business).

This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the caretaker period.

The Shire's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

Access to Shire information and assistance

Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Shire's administration.

Any assistances and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

Media Advice

Any requests for media advice or assistance from Elected Members during the caretaker period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the caretaker period does not relate to the election or publicity involving any specific Elected Member/s, the CEO may authorise the provision of a response to such a request.

Publicity Campaigns

During the caretaker period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during the caretaker period will be restricted to communicating normal Shire activities and initiatives.

Media Attention

Elected Members will not use or access Shire employees or resources to gain media attention in support of their or any other candidate's election campaign.

Election Process Enquiries



All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer, or where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

DRAFT

EME025		REFERENCE GROUPS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME025 Reference Groups

OBJECTIVES

To identify parameters for the establishment and operation of Reference Groups.

POLICY STATEMENT/S

Notes

From time to time the Council may wish to establish groups made up of stakeholders or community members to provide information and advice to assist Council decision-making.

This mechanism may be used as a general consultation tool, or it may relate to a particular issue or matter. It is important that the role of any such group is clearly understood by the wider community, that any potential members are aware of and understand their role, the process for establishment is open and transparent and that there is a regular process for review.

This policy sets out the principles to be applied, the process for establishment, the general way in which groups should operate and the mechanism for review.

Principles

Reference groups:

- a. Are not committees established under s5.8 of the Local Government Act 1995.
- b. Provide a valuable mechanism for Council to gain information which may be of use in decision-making.
- c. Cannot hold delegated Council powers
- d. May, depending on their individual Terms of Reference, make recommendations to the Council on a relevant matter.

Establishment

Reference Groups may only be established by resolution of Council, on receiving a report from the CEO which sets out the reasons for establishing the Group and provides a draft Terms of Reference.

A Reference Group may be established to:

- a. Facilitate stakeholder and/or community input and involvement activities,
- b. Provide advice, and
- c. Support the Shire regarding strategic, program or project activities

The Terms of Reference must provide for the following:

- a. A statement of objectives and the scope of activity to be undertaken
- b. An outline of membership/stakeholder representation
- c. The operational and administrative framework by which activities are to occur

There will always be a Shire of Carnarvon Elected Member appointed to a Reference Group, who will conduct themselves according to the relevant Policies and the Shire Code of Conduct for Elected Members, Committee Members and Candidates.

Membership

Membership of a Reference Group is to be determined by the Council based on relevance to the purpose for which the group has been established.

Where the Reference Group includes representatives to stakeholder organisations, the Council shall seek written nominations from the organisations.

Where Reference Group membership includes representatives to be drawn from the community, the Council shall publicly advertise and call for nominations received within a defined period. Members are to be appointed by the Council based on demonstrated knowledge, skills and/or understanding relevant to the purpose for which the Group was established.

The term of membership is to align with the local government election cycle, with membership expiring at the next ordinary local government election. If a Group's operations are likely to conclude within a period that does not exceed 12 months following the next ordinary local government elections the existing membership shall continue for that period. However, the Council's delegate shall be reappointed following the ordinary local government election.

Should a position on the Reference Group fall vacant, any new membership will be approved via Council resolution after, where relevant, calling for nominations.

Tenure of Appointment

The Reference Group membership is normally for a period of two years.

Membership of a Reference Group terminates when an Ordinary Local Government election occurs every two years in October.

Members may subsequently be re-appointed (i.e., There is no maximum period of membership).

If a member fails to attend three consecutive meetings his or her membership will be automatically terminated, unless Leave of Absence has been approved by the Reference Group.

The Council may terminate the appointment of any member prior to the expiry of his or her term, if:

- a. Any member is found to be in breach of the principles of the Shire's Code of Conduct.
- b. A member's conduct, action or comments brings the Shire of Carnarvon into disrepute.

Operation

A Reference Group will only consider matters as set out in its Terms of Reference or referred to it from time to time by the Council.

A Reference Group has no decision-making powers and does not have any authority to act on behalf of the Shire. A Group cannot direct Shire employees, call tenders, award contracts, expend monies, direct volunteers, or do anything which is the responsibility of employees of the Shire.

The principles of the Council Members Code of Conduct shall apply to the conduct of members of any Reference Group as it relates to the matters dealt with by the Reference Group.

Reference Group members, either collectively or individually, are not authorised to speak on behalf of Council, or to provide comment to the media or other persons in respect of any item under consideration, unless authorised by the CEO.

A Chair shall be identified by the Council at time of approving a Group's establishment. The Chair shall manage the meetings and liaise where necessary with Shire of Carnarvon employees and the Council.

Reference Group meetings will be conducted in an informal manner providing opportunity for ideas to be raised and for general discussion. Members of the Group must disclose any conflicts of interest in relation to any matter under discussion.

Records of meetings are to be kept and all records retained in the Shire's record keeping systems.

The Group will approve by a resolution, any advice to be provided to the Council. The advice will be conveyed to the Council via a report to the Council by the sitting Elected Member on the Group. The Chair of the Group, or a nominee, will have the ability to speak to the advice to Council at the relevant Council Meeting and to answer any questions raised. They will not participate in debate or discussion.

Reference Group Support

A senior manager will be appointed to liaise with the Group and in particular the Chair. The manager will attend meetings and will ensure the provision of secretarial support for the meetings (recording of minutes, organisation of venues and meeting notices).

Where necessary, the appointed manager will work with the Chair to prepare reports to Council.

Review Process

As a minimum requirement, the Council will review all Reference Groups on a two-year cycle, within three months of an ordinary local government election, to determine whether they should continue



and if so, whether the Terms of Reference should be modified. A report will be prepared for Council, including recommendations in relation to the future direction of any Group.

Notes

This policy applies to all groups Council may establish to provide information advice or input to Council projects, programs, and activities.

DRAFT

EME026		EMPLOYEE GRATUITY PAYMENTS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s5.50 Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME026 Employee Gratuity Payments

OBJECTIVES

S5.50(1) of the Local Government Act 1995, prescribes that Council must prepare a policy in relation to employees whose employment with the local government is finishing.

The policy is to set out:

- a. the circumstances in which the Shire of Carnarvon will pay an employee an amount in addition to any amount which the employee is entitled under a contract of employment or award relating to the employee; and
- b. the manner of assessment of the additional amount.

As required under s5.50(1) of the Local Government Act 1995 this severance payment policy outlines the circumstances and manner of assessment upon which the Shire of Carnarvon will pay an employee an amount (severance payment) in addition to any amount to which the employee is entitled under a contract of employment, award, industrial agreement, or order by a Court or Tribunal.

POLICY STATEMENT/S

The Shire of Carnarvon does not make gratuity payments upon termination.

EME027		ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME027 Acknowledgement of the Traditional Owners

OBJECTIVES

To ensure appropriate recognition of local indigenous peoples at Shire meetings, functions, and forums.

POLICY STATEMENT/S

A Welcome to Country is to be arranged with a local Traditional Elder to recognise the traditional custodians of the area, for official major Shire of Carnarvon events, including but not limited to:

- a. events celebrating Aboriginal and Torres Strait Islander people and culture such as the official opening of NAIDOC Week,
- b. Australia Day Citizenship Ceremonies.

An Acknowledgement of the Traditional People is to be read aloud at these events by the official representative of the Shire, and at other events where appropriate.

An Acknowledgment of the Yinggarda People is to be placed by the Shire of Carnarvon in appropriate written forms, including but not limited to:

- a. Strategic Community Plan,
- b. Corporate Business Plan,
- c. Shire of Carnarvon website.

The following statement is the official Acknowledgement of Yinggarda people by the Shire of Carnarvon– The Shire of Carnarvon acknowledges the Yinggarda people as traditional custodians of this land and their continuing connection to land and community.

We pay our respect to them, to their culture and to their Elders past and present.

EME028		FLYING OF FLAGS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME028 Flying of flags

OBJECTIVES

To ensure correct protocol is observed in the flying of flags at the Shire of Carnarvon offices and facilities.

POLICY STATEMENT/S

The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.

The flags that are to be flown each working day are the:

- a. Australian National flag,
- b. Australian Aboriginal flag, and
- c. Shire of Carnarvon flag.

The Western Australian State flag and any other flag/s approved by Council or CEO may be flown on appropriate occasions.

Flags flown in response to Council's governance responsibilities will be flown in accordance with the relevant legislation and protocols in force at the time.

Order of precedence of flags:

- (1) Australian National flag,
- (2) National flags of other nations,
- (3) State and Territory flags,
- (4) Other flags prescribed by the Flags Act 1953 (Commonwealth):
 - a. Australian Aboriginal flag and the Torres Strait Islander flag in either order
 - b. Australian Defence Force Ensign
 - c. Australian White Ensign



- d. Royal Australian Air Force Ensign,
- (5) Ensigns and pennants:
- a. Local Government,
 - b. Commonwealth, State and Territory agencies,
 - a. Non-Government organisations,
- (6) Banners

Flags should not be flown with any other flag on the same flagpole.

DRAFT

EME029		ANNUAL CLOSURE DURING FESTIVE SEASON	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME029 Annual closure during festive season

OBJECTIVES

To manage the partial closure of non-essential service and facilities during the annual festive season.

POLICY STATEMENT/S

That the Administration Office, Works Depot, Library and Visitor Centre operating dates during the Christmas period be closed at the end of normal business hours on Christmas Eve and reopen the day following New Year's Day, subject to the Chief Executive Officer ensuring that an emergency contact list is maintained for senior employees and key personnel and the closures being widely advertised prior.

Processing of Leave

Employees are to apply for their required amount of leave utilising any accrued Time in Lieu first and then any accrued Annual Leave.

Employees with insufficient paid leave will be expected to take time off without pay.

EME030		COMPLAINT HANDLING	
POLICY OWNER:			
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME030 Complaint handling

OBJECTIVES

To provide residents and ratepayers with consistent and clear principles, procedures and guidelines for the lodging, investigation, resolution, reporting back and implementation of decisions relating to complaints made to the Shire of Carnarvon.

To establish a clear process for the internal recording and reporting on complaints management to Elected Members.

To establish a mechanism where complaints about levels of service can be used as inputs into future strategic, annual, and financial planning analysis and decision-making by Elected Members.

POLICY STATEMENT/S

Notes

The Shire of Carnarvon aspires to provide a high level of service to its residents and ratepayers, to provide them with accessible and inclusive democratic services and to do so in a manner that is positive and respectful of members of the community.

The Shire recognises that from time-to-time members of the community may not be satisfied with Council services, processes, and decisions.

It also recognises that there needs to be a clear, simple, and accountable process available for people to lodge any complaint they may wish to make which provides assurance that responses will be considered objectively, and a positive outcome actively sought.

The Shire also takes the view that complaints can provide useful information and insights into community aspirations about future levels of service and into how existing processes, delivery, and communication to the community about services can be improved.

Principles

a. A complaint is not a request for a service or a new level of service but is an expression of dissatisfaction about a Council service or action, accompanied by a request for redress. This redress might take the form of a seeking particular outcome for the individual making the complaint, or a more general desire to see a change to Council services and procedures.

- b. Members of the Shire of Carnarvon community will have access to a simple, accountable, and transparent complaints response service.
- c. Complaints will be regarded as a positive source of information for continuous improvement of Shire services and procedures.
- d. Complaints will be taken seriously and anyone approaching Council with a complaint will be listened to, understood and respected. The matter will be dealt with fairly and properly.
- e. Action will be taken to address their concern or fix the problem.
- f. Complaints will be dealt with quickly and in a manner that provides the complainant with a clear decision as soon as possible.
- g. Complainants will be given information about the process and progress on dealing with the matter raised. Regular updates on progress about their complaints will be provided until a decision is made. An explanation will be given about the process and any decisions made.
- h. Any response to a complaint received from a member of the Shire of Carnarvon community will seek positive outcomes which accommodate as much as possible the concerns of the complainant, if response can be delivered in a way that is consistent with Shire budget decisions and approved annual programmes, and regulatory accountabilities.
- i. If required, an apology in relation to the matter raised will be given.
- j. Complainants will always be informed of further mechanisms available to them for redress if they do not agree with decisions made.
- k. Responses to external statutory bodies investigating complaints will be undertaken in a positive, open, and timely manner.
- l. The confidentiality of complainants will be protected according to statutory standards and requirements.

Complaints Procedure

The Shire will maintain a formal Complaints Procedure which will be published on the Council's website.

Complaints Register

A Complaints Register will be maintained for all formal complaints received. It will record complainant details and issues raised, assign a complaint number, place of referral within the organisation, final decision, resolution if classified as minor, and final response letter reference.

Internal Management and Reporting

The Shire will:

- a. monitor response performance against agreed and published KPIs which will be reviewed on a four-yearly cycle.
- b. report complaints statistics and performance on an annual basis to the Council.

Information Inputs into Strategic Planning or Organisation Improvement

As part of any future integrated planning process or organisation improvement process, the Complaints Register will be reviewed to identify any emerging themes in relation to levels of service aspirations, or procedures and standards, as inputs into those processes.

Information will only be used in an aggregated form and the confidentiality of complainant information will be fully protected.

Persistent and Unreasonable Complaints

The Shire is committed to addressing complaints raised by members of the community in a positive way, seeking wherever possible, outcomes which address the concerns of complainants.

There will be very limited situations where the decisions/actions of the Shire may be unpalatable to complainants, despite all efforts to achieve a positive outcome. In addition, a very small number of complainants may choose to express their complaints in an unacceptable or aggressive manner.

The Ombudsman Western Australia 2009 Guidelines identify that an organisation may experience what it terms 'Unreasonable Complainant Conduct' falling across three bands of behaviour:

- a. habitual or obsessive complainants, this includes people who:
 - o cannot 'let go' of their complaint
 - o cannot be satisfied despite the best efforts of the agency
 - o make unreasonable demands on the agency where resources are substantially and unreasonably diverted away from its other functions or unfairly allocated (compared to other customers)
- b. rude, angry, and harassing complaints
- c. aggressive complaints.

The Guidelines set out a framework for dealing with these behaviours.

Registering and discussing complaints with employees, whether verbal or written, in an abusive or aggressive manner is unacceptable. Having made clear, the intention of the Shire employees, interaction will be suspended until such time as the behaviour is guaranteed to be at an acceptable level.

Abusive, inflammatory written material or material designed to be intimidating associated with a complaint will be returned to the sender and not acted upon.

The Shire may in exceptional circumstances make the decision to identify a complainant as unreasonable in their behaviour and to limit, withhold or withdraw services associated with the complaint matter.

This can only be considered when the following threshold tests have been met:

- a. it can be clearly shown that the Shire's complaint procedure has been correctly implemented in all its facets and no material element of the complaint overlooked or inadequately addressed;
- b. the behaviour of the complainant has become so habitual, obsessive or intimidating that it constitutes an unreasonable demand on the Shire's resources; and

- c. all internal review or appeal processes have been exhausted; and
- d. the complainant has been advised of external review processes available to them and has chosen not to pursue those processes; or
- e. external review processes have been undertaken and have found against the complainant

Any decision made regarding withholding services will be made by the Shire of Carnarvon Council on receiving a formal report from the CEO. The report will set out the reasons for taking the proposed action and must explicitly address the threshold tests set out above.

The confidentiality of any person involved will be protected.

In considering any of these actions, account will be taken of whether the complainant has suffered a recent bereavement or is under known stress which may be a contributing factor to the behaviour.

Procedures

Lodging of Complaints

Complaints can be made:

- a. in writing via fax and emails and are to be directed to the generic shire address shire@carnarvon.wa.gov.au
- b. via the shire website
- c. in person by completing a customer feedback form at the Shire office
- d. by telephone.

Complainants are encouraged to lodge their complaint in writing but if made by telephone, the complainant will need to provide their name and contact details and information about their concerns.

The complaint will be recorded in the Complaints Register by the Shire employee receiving the complaint at first point of contact, along with information about the date at which it is referred for investigation, where referred and initial response.

Initial Resolution: Minor Matters

'Front of house' customer service employees and external works employees will be the first point of contact for many complaints received by Council. As a first principle they should attempt to resolve minor complaints as speedily as possible. Where there is no consequent budget cost or liability, or no implications for the Council's established policy position on a matter, then they have the authority to resolve the problem on the spot. Complaints must be recorded in the Complaints Register.

If the minor matter is resolved at this stage to the satisfaction of the complainant, this should be recorded by the person dealing with the issue in the Complaints Register. If the matter cannot be resolved satisfactorily, it should be referred to the relevant senior manager/ Chief Executive Officer with this referral also recorded in the Complaints Register. The complainant should be informed that the matter will be referred for further investigation and that they should expect a follow-up written communication within 5 working days confirming the process which will be followed.

Where there are potential implications for budgets, wider levels of service decisions, liability or the Shire's established policy position, the complaint should be immediately referred to the relevant senior manager/ Chief Executive Officer for investigation as per the Stage 2 Complaints Procedure. The complainant should be informed that the matter will be referred for further investigation and that they should expect a follow-up written communication within 5 working days confirming the process which will be followed.

Stage 2 Complaints Processes

Where a complaint has been received and it is more than minor, or if a minor complaint that could not be satisfactorily resolved is referred on, they will be dealt with under the following processes:

Complaints in Relation to Council Services

If the complaint alleges illegal or corrupt action, the CEO will automatically refer the matter to a relevant outside agency.

In all other cases, the following process will be followed:

- a. The complainant will receive an initial phone-call from the relevant person with the authority to deal with the matter with the intent of trying to resolve the concern raised, within the specified time set out in Appendix 1. If the matter is resolved this will be logged in the Complaints Register.
- b. If the matter cannot be resolved in this way, the complainant will receive a letter acknowledging receipt of information within the specified time set out in Appendix 1.
- c. The complaint will be referred by the CEO to the relevant senior employee responsible for the service that is the subject of the complaint. The senior employee will investigate the complaint, including interviewing the relevant employees. If the matter can be resolved at this point in a way that in the view of the employee does not have budget implications, does not significantly affect programme, or project priorities and is consistent with Council's policy direction then the matter should be resolved. This resolution will be recorded in the Register. If it cannot be resolved at this point the matter will be reported to the CEO.
- d. The CEO will consider the report and decide on the complaint, including if the complaint is upheld whether any changes to current practices and procedures is required.
- e. The complainant shall be advised in writing of the outcome of the decision. The complainant will receive a letter with the decision on the complaint or an update on progress within the specified time set out in Appendix 1. They will also be informed of the avenues available to them for further appeal if they are dissatisfied with the decision and outcomes. This will include the ability to write further on the matter to the Shire President, or to make a complaint to the Ombudsman's office.
- f. The decision at any point in the process will be recorded against the Complaints Register number along with the file reference number for any associated written document

Note

In some cases, complaints may be concerned with seeking a level of service change or a programmed action that is not provided for in existing budgets or programme capital works. These matters will be

automatically forwarded to strategic, annual, and capital works planning processes for future reference and consideration.

Complaints Against Employees (other than the CEO)

s5.14 of the Local Government Act states: 'The CEO's functions are to: be responsible for the employment, management, supervision, direction, and dismissal of other employees (subject to s5.37 (2) in relation to senior employees.'

Accordingly, all complaints or allegations against an employee (other than the CEO) shall be dealt with by the CEO.

If the complaint alleges illegal or corrupt action, the CEO will automatically refer the matter to a relevant outside agency.

In all other cases, the following process will be followed:

- a. Investigation of complaints/ allegations will be treated as confidential and will be discharged according to the principles of natural justice and procedural fairness.
- b. The CEO will advise the employee verbally and in writing of the complaint, setting out:
 - details of the complaint/ allegation (other than the complainants' name/ details),
 - details of the legislation/ Employee Code of Conduct that has allegedly been breached,
 - seek comments or a response to the allegation,
 - specify a closing date for receiving a response
- c. Having received all responses, the CEO will prepare a confidential report. The report will contain details of the complaint/ allegation, legislation or Code of Conduct alleged to be breached, a determination on whether a breach has occurred and if so, the action which will be taken in relation to the employee's future performance.
- d. The employee will be advised as soon as practicable of the outcomes of the decision in relation to the complaint.
- e. The complainant will be advised as soon as practicable of the outcomes of the decision in relation to the complaint and of the avenues available to them for further appeal if they are dissatisfied with the decision and outcomes. This will include the ability to write further on the matter to the Shire President, or to make a complaint to the Ombudsman's office.

Complaints Against the CEO

Any complaint in relation to the Chief Executive Officer will be forwarded to the Shire of Carnarvon President for consideration and action.

If the complaint alleges illegal or corrupt action, the President will automatically refer the matter to a relevant outside agency.

In all other cases, the following process will be followed:

- a. Investigation of complaints/allegations will be treated as confidential and will be discharged according to the principles of natural justice and procedural fairness.
- b. The President will advise the CEO within seven days of receiving a complaint, verbally and in writing, of the existence of the complaint and setting out:
 - details of the complaint/ allegation (other than the complainant's name/details)
 - details of the legislation/ Employee Code of Conduct that has allegedly been breached
 - seek comments or a response to the allegation
 - specify a closing date for receiving a response
- c. The Shire President will prepare a confidential report to Council which will:
 - summarise the complaint made
 - summarise information in relation to the issue raised
 - present a resolution which either declines to review the matter further, addresses the issues raised, or triggers further formal review.
- d. if it is resolved that the complaint should receive further consideration by Council, the President will convene a special Performance Review meeting within 21 days of receipt of the complaint and present a report outlining the issues raised, a view as to whether any breach of the Code of Conduct or Performance Agreement has occurred and if so, potential performance management provisions.
- e. If the Council considers that further information is required on a specific matter or aspect of the issue under discussion, including legal advice, this will be commissioned via formal resolution by Council. No other information will be sought independent of that process by Elected Members and if tabled will not be considered further in any deliberations.
- f. The President will prepare a further report, including any new information previously sought by Council with relevant recommendations for consideration by the Council.
- g. The Council will make a final decision and the employee will be advised as soon as practicable of the outcomes of the decision in relation to the complaint. They will also be informed of any further process for appeal or redress.
- h. The complainant will be advised as soon as practicable of the general outcomes of the decision, consistent with the Shire's duties to act in good faith as an employer and to retain relevant confidentiality, and of the avenues available to them for further appeal if they are dissatisfied with the decision and outcomes.

Complaints against an Elected Member or the Shire President

Any complaint in relation to an Elected Member or the Shire President will be forwarded to the Shire of Carnarvon:



- a. Behaviour Complaints Officer as per Division 3 of the Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates
- b. Complaints Officer as per Division 4 of the Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates (s5.120 LGA 1995).

If the complaint alleges illegal or corrupt action, the Complaints Officer will automatically refer the matter to a relevant outside agency.

All subsequent processes will be followed as provided for under Division 9, LGA 1995.

Anonymous Complaints

As a general principle no action will be taken when a complainant declines to provide their name and/or contact details. The exception will be where the matter could be life threatening, is an existing health hazard, or will create a health hazard.

All anonymous complaints should be recorded in the Complaints Register whether action is taken or not. Where an action is taken this must be recorded in the Complaints Register.

DRAFT

EME031		SHIRE SOCIAL MEDIA	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:	Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates Shire of Carnarvon Code of Conduct for Employees		
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME031 Shire social media

OBJECTIVES

The objectives of this policy are to:

- a. Communicate and promote the Shire's news, initiatives, events, and profile, and actively listen to the community's views on local government matters.
- b. Actively engage with the community and raise the profile and public awareness of Shire business, services, public resources and facilities, and response/recovery actions in relation to natural events and emergencies.
- c. Strengthen the Shire reputation as being responsive, consultative, participatory, and transparent.
- d. Provide an appropriate framework for use of Social Media that aligns with the Shire's Codes of Conduct.

POLICY STATEMENT/S

This policy represents authorisation from the Shire President to the Chief Executive Officer pursuant to s5.41(f) of the Local Government Act 1995 for Shire commentary to be conducted using social media under this policy framework.

Use of the Shire's Social Media shall be limited to:

- a. Authorised Shire Representative as determined by the Chief Executive Officer in writing.
- b. The dissemination of information only unless otherwise approved by the Shire President or the Chief Executive Officer.
- c. Information from the Shire of Carnarvon or from another agency or organization where the information relates to the response and recovery processes applicable to a natural event or an emergency.

An authorised Shire Representative may only disclose publicly available information (excludes confidential, proprietary, private, or legal matters) on Social Media, and must not cite, post or reference material from a third party, although applicable to the Shire, without approval from that third party and their Executive Manager.

An authorised Shire Representative shall record all social media communications in the Shire central records system

A Shire representative must not publicly disclose any internal information via social media that may adversely affect the Shire's customer relations or public image.

A Shire representative when using Social Media shall always be accurate and factual, respectful and courteous, and mindful of:

- a. Their obligation of fidelity to the Shire,
- b. The Shire's Code of Conduct,
- c. Possible implications under other legislation and common law (i.e. not illegal, libellous, discriminatory, defamatory, abusive or obscene); and
- d. Not bringing Council's integrity into disrepute or harm the operations or reputation of the organisation.

A Shire representative in using Social Media in their own personal time must not refer to or comment on local government business, activities, or other Shire representatives without first having obtained authorisation from the Shire President or Chief Executive Officer.

Note

With Social Media having blurred the lines between people's personal and professional time and space it is important to understand that the impact of a person's social media presence can have repercussions in both their personal and professional lives.

While active Social Media interaction by Shire Representatives in a personal capacity is accepted as a medium of advocacy and self-expression, it is important the use of Social Media engagement by a Shire Representatives does not harm the organisation, or its employee's reputations.

It should be noted that a Shire Representative found to have breached the provisions of this policy or pertinent legislation (including the Shire's Codes of Conduct) may be subject to disciplinary action by the Shire.

EME032		ELECTION SIGNS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME032 Election signs

OBJECTIVES

The objective of this policy is to establish a framework for the controls and standards for electoral material and signs displayed during Federal, State, and local government elections.

POLICY STATEMENT/S

The Shire recognises that decisions of the High Court of Australia and the Supreme Court of Western Australia protect the display of electoral material or signs on private property that are an implied constitutional freedom of political communication.

The Shire will implement appropriate controls and standards to exercise the extent of the Shire's legitimate ability to control electoral material and signs and signs on private property.

The Shire will not permit signage (including election signs) on any facilities or land owned, managed, or controlled by the Shire which detract from the amenity and/or pose a risk to public safety.

EME033	GRIEVANCE INVESTIGATION AND RESOLUTION		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
FILE NUMBER			
CREATION DATE:		REVIEW SCHEDULE:	Every 4 years
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 (WA) State Records Act 2000 (WA) Privacy Act 1988 (cth) Freedom of Information Act 1992 (WA) Equal Opportunity Act 1984 (WA) Public Interest Disclosure Act (2003) Occupational Safety & Health Act 1984 (WA) Fair Work Act 2009 (cth) Work Health and Safety Act 2020 and Regulations		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

EME033 Grievance Investigation and Resolution

OBJECTIVES

To provide guidance on processes in relation to receiving and actioning internal employee grievances.

POLICY STATEMENT/S

Applies to all workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers and those performing work through a third party.

All employees have a right to express any genuine grievances or complaints through an impartial internal process.

All employees involved in a grievance process are expected to participate in good faith. For the purposes of this directive, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Carnarvon in any capacity.

Definitions

Complainant: An employee who raises a complaint about a matter regarding the workplace.

Respondent: An employee who is alleged to have acted in a manner which caused the complaint

Support Person: A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness: A person (including an employee) who is requested by the Shire of Carnarvon to assist the process by providing relevant information regarding the complaint.

Investigator: Appropriate Shire of Carnarvon employee or a suitable person external to the Shire appointed by the CEO (or by a Director, on the recommendation of the Shire President, where the matter relates to the CEO) to conduct investigations.

Making a Complaint

If a Complainant believes they are the victim of behaviour of a Respondent which is inconsistent with the Shire of Carnarvon's policies, procedures or guidelines, the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion.

If the nature of the complaint is sufficiently serious, the Complainant should contact his/her Manager or Human Resources directly, instead of approaching the Respondent. If the alleged inappropriate behaviour continues, the Complainant should make a formal complaint to his/her direct manager.

If the direct manager is the Respondent in the matter or if the Complainant feels uncomfortable approaching his/her manager, the Complainant should approach Human Resources.

Where a complaint is received it must be forwarded in a timely manner to Human Resources for a decision upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Any grievances lodged against the Chief Executive Officer are to be dealt with by the Shire President and Council under this policy.

Grievances should be lodged with the Manager Human Resources or CEO.

Investigations

Shire Instigated Investigations

Where the Shire becomes aware of allegations of employee/s breaching Shire of Carnarvon's policies, procedures or guidelines, an investigation may commence in accordance with this Policy. This is without the need of a formal complaint being lodged.

External Government Agencies

There may be times where the investigation of a complaint may be undertaken by an external government agency before or instead of being investigated by the Shire.

Circumstances include investigations being conducted by the Corruption and Crime Commission (CCC), Public Sector Commission (PSC) or the Police.

Stand Down

Where allegations of misconduct are considered by the Chief Executive Officer (or President) to be sufficiently serious or pose a threat to health and safety the Respondent may be stood down while the matter is being investigated.

Key principles in the complaint process

The following principles are necessary for the fair investigation and resolution of a complaint:

Confidentiality

Only the employees directly investigating or addressing the complaint will have access to the information about the complaint.

The Chief Executive Officer (or the President, where the matter relates to the CEO) may inform or appoint a third party to investigate and advise on the investigation.

All parties involved in dealing with a complaint are required to keep the matter confidential. Only the outcome to the investigation will be placed on the employee's personal file. and all documentation will otherwise be kept in a confidential file.

Impartiality

Both parties will have an opportunity to put their cases forward. No assumptions are made, and no action will be taken until available and relevant information has been collected and considered.

No employee who is a Witness or Respondent may be involved in any decision-making capacity as to the outcome of the grievance.

Sensitivity

The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.

Timeliness

The Shire will with all complaints as promptly and in accordance with any legislative requirements.

Documented

All complaints and investigations must be documented and in formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process.

For more informal processes, a file note or note in a diary may be sufficient; and

Follow the Principles of Natural Justice

The principles of natural justice provide that:

- A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made,

- A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation,
- Anyone involved in the investigation must be unbiased and will declare any conflict of interest,
- Decisions must be based on the balance of probability arising from the objective considerations and substantiated facts; and
- The Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

Procedurally Fair

The principles of procedural fairness provide that:

- The Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable,
- A Respondent is entitled to receive verbal or written communication from the Shire of Carnarvon of the potential consequences of given forms of conduct, as applicable to the situation,
- The Respondent is given an opportunity to respond to any allegations made against him/her by a Complainant,
- Any mitigating circumstances presented to the CEO (or to the Shire President when the matter relates to the CEO) through the grievance process are investigated and considered,
- Any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

Outcomes of making a complaint

Where a complaint is substantiated, there are several possible outcomes:

- If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives; or
- If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with Human Resources, may elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant



A Complainant must not be victimised by the Respondent or any other employee of the Shire.

Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Patterns of unsubstantiated Complaints

Where an abnormally strong pattern of separate unsubstantiated complaints about a given Respondent becomes apparent, the matter may be considered further from a performance management or disciplinary perspective.

DRAFT

CF001		PURCHASING AND PROCUREMENT	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	27 May 2014	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:	CF003 - Tenders Criteria Policy CF002 - Regional Price Policy		
LEGISLATION:	s3.57 of LGA, Regulation 11A of Functions & General Regulations Local Government (Functions and General) Regulations 1996 Regulation 11 and Regulation 18(4) Local Government Act 1995 (“the Act”) and the Local Government Act (Functions and General) Regulations 1996 (“the Regulations”). State Records Act 2000 (WA) and associated records management practices and procedures of the Shire of Carnarvon. Relevant legislation, regulations, and requirements consistent with the Shire of Carnarvon’s policies and Code of Conduct State Government’s Buy Local Policy		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF001 Purchasing and Procurement

OBJECTIVES

To provide a clear goods and services purchasing framework to ensure the Shire of Carnarvon delivers purchasing regulatory compliance, value for money, efficiency, transparency and integrity to its service delivery.

POLICY STATEMENT/S

1. Principles

Shire of Carnarvon purchasing shall:

- (a) adhere to statutory obligations;
- (b) seek value for money to achieve the most advantageous outcome for the Shire;
- (c) be consistent, efficient, effective, and transparent;
- (d) maintain fair and ethical practices;
- (e) declare any conflicts of interest consistent with the Code of Conduct;
- (f) maintain commercial confidentiality;
- (g) be undertaken competitively and impartially; and
- (h) seek to maximise local content.

2. Accountability

Shire of Carnarvon authorised requesting and purchasing officers and employees shall be accountable for their purchasing decisions under the provisions of the Code of Conduct.

3. Value for Money

Value for money accounts for:

- (a) user requirements;
- (b) quality standards;
- (c) sustainability;
- (d) life cycle costs; and
- (e) service benchmarks.

Specification compliance and total ownership cost of goods and services outweigh obtaining lowest direct purchase price.

Multiple competitive quotations and market testing wherever practicable promotes competition and value for money.

Where higher priced conforming offers are recommended, benefits shall be demonstrable.

Value for money assessment shall consider:

- (a) total ownership cost including but not limited to transaction and acquisition costs, delivery costs, distribution costs, consumables, deployment, maintenance and disposal;
- (b) technical merit in terms of compliance with specifications, contractual conditions and quality assurance mechanisms;
- (c) value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, after sales service and integration with existing systems; and
- (d) supplier experience, financial viability, longevity and default risk.

4. Sustainable Purchasing

The Shire is committed to sustainable purchasing. Where appropriate, specifications shall seek to include goods, services and/or processes that minimise negative environmental and social impacts and embrace Corporate Social Responsibility.

5. Purchasing Value

Purchasing value shall:

- (a) be exclusive of Goods and Services Tax (GST);
- (b) be the actual or estimated value over the full contract period; and
- (c) incorporate any approved variation to the scope of the purchase.

6. Purchasing Under Established Shire Contracts

Goods and services purchasing under established Shire contracts shall be limited to the Shire contract scope extent.

General trade services contracts (e.g. Electrician, plumbing cleaning etc) shall include a provision that an individual purchase exceeding the regulatory tender threshold shall be subject to an individual public tender process.

7. Purchasing Thresholds

Goods and/or services shall be purchased in accordance with the applicable Table 1 purchase threshold unless:

- (a) exempted under the Local Government Act 1995 and associated regulations; or
- (b) purchased from a WALGA Preferred Supplier Panel member; or
- (c) under a current Shire contract for provision of those goods and/or services; or
- (d) exempted under this policy.

Purchasing Value (Excl GST)	Required Purchasing Process
\$0 - \$2,500	Direct purchase from suppliers. No quotation required. Market testing is encouraged.
\$2,501 - \$6,000	Obtain at least one written quotation (includes copies of supplier catalogues or websites). Market testing is encouraged.
\$6,001 - \$25,000	Seek to obtain at least two (2) written quotations from suppliers based upon a brief provided to suppliers outlining specified requirements. Supplier appointment directed by best value for money principle.
\$25,001 - \$75,000	Seek to obtain at least three (3) written quotations from suppliers based upon a brief provided to suppliers outlining specified requirements. Supplier appointment directed by best value for money principle.
\$75,001 - \$249,999	Conduct a formal Request for Quotation (RFQ) process in accordance with the Shire's Request for Quotation procedures. Seek to obtain at least three written RFQ submissions. Procurement decision shall be based on pre-determined evaluation criteria that assesses value for money considerations.
\$250,000 and above.	Conduct a public Tender process in accordance with the Local Government Act 1995 and associated regulations. The purchasing decision shall be based on pre-determined evaluation criteria that assesses value for money considerations in accordance with Policy C013 Tender Selection Criteria

Table 1: Purchasing Thresholds

Purchasing thresholds do not prevent the utilisation of requirements for a higher threshold bracket for a particular procurement when considered beneficial. In that case the purchasing process used shall be in accordance with the higher threshold band requirements.

8. Anti-Avoidance

Two or more contracts or orders for goods and services purchasing shall not be utilised to avoid the Table 1 purchasing threshold requirements.

9. Purchasing Threshold Exemptions

Goods and services in Table 2 shall be exempt from the Table 1 purchasing threshold requirements to the limit and extent nominated in Table 2.

Exempt Goods and/or Service	Exemption Limit and Extent
<i>Live Shows, Artistic Performances, Digital Movies</i>	Exempt up to a maximum of \$250,000 in any one instance where the show, performance or movie is a unique product or service.
<i>Freight</i>	Exempt up to a maximum of \$75,000 in any one instance. Where possible market testing is encouraged.
<i>Travel/Airfares</i>	Exempt up to a maximum of \$25,000 in any one instance. Where possible market testing is encouraged. An equitable approach to purchasing this service from any local travel suppliers shall apply.
<i>Leasing of Property</i>	Exempt up to a maximum of \$75,000 p.a. in any one instance.
<i>Souvenirs and Tourism Merchandise</i>	Exempt up to a maximum of \$25,000 in any one instance where the merchandise is a unique product or service.
<i>Software and other annual subscriptions</i>	No limit. Recurrent subscription costs shall be considered in the initial purchasing value for money assessment.
<i>Insurance Renewals</i>	No limit. Recurrent subscription costs shall be considered in initial purchasing value for money assessment.
<i>Sole Source of Supply</i>	No limit. Sole source of supply validity must be demonstrated, documented, and approved by the authorising officer.

10. Local Purchasing

Purchasing from local suppliers shall be sought where local supply of goods and services is available.

Regional price preference shall be applied to eligible local suppliers in accordance with any Council adopted Regional Price Preference Policy.



11. Purchasing Procedures

Purchasing procedures shall be maintained consistent with the operational implementation of this policy. Quotations and Tenders shall be obtained in accordance with the purchasing procedures.

12. Purchasing Records

Purchasing activities shall be documented in accordance with the purchasing procedures.

Purchasing documents and records shall be retained in accordance with the State Records Act 2000, Shire records management procedures and Shire purchasing procedures.

CF002		REGIONAL PRICE PREFERENCE POLICY	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	LGA 1995 s. 3.57 LG F&G Reg. 1996 Part 4A – Regional price preference		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF002 Regional Price Preference Policy

OBJECTIVES

To maximise the use of competitive local business in the procurement of goods and services and to encourage employment of local people to encourage economic growth within the town and the region.

Note: this policy should be read in conjunction with the following:

- Purchasing Policy
- Tenders Management Policy
- Tenders Selection Criteria Policy

POLICY STATEMENT/S

This Policy applies to all purchases over \$75,000 (excluding GST) for goods or services under Purchasing Policy (CF001), except for quotations obtained from a supplier under an existing Preferred Supplier Contract of a Pre-Qualified Supplier.

On a case-by-case basis, the policy may be applied to purchases between \$6,000 to \$75,000.

Price Preference

A preference will be given to a regional tenderer/ respondent by assessing their tender/ quotation as if the price bids were reduced by:

- 10% (up to a maximum of \$50,000 excluding GST)) for goods and services,
- 5% (up to a maximum price reduction of \$50,000 (excluding GST)) for construction (building);

Regional Description

Regional is defined as:

- all business located within the municipal boundaries of the Shire of Carnarvon,
- or in the Gascoyne Region, as defined by the WA Regional Development legislation AND



c. where the local governments of those areas have a reciprocal policy which includes the Shire of Carnarvon.

Seeking Regional Price Preference Consideration and Proof of Eligibility

Regional tenderers or respondents to requests for quotations must indicate in writing that they wish the regional price preference to be considered in any one tender or quotation process.

Suitable proof of eligibility must be submitted with the tender or quotation process.

A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this Part as defined by the Local Government Functions and General Regulations 1996 part 4a.

Application of the Levels of Preference

The prices for goods and services submitted by an eligible business, contractor or supplier as defined in this policy may be either wholly supplied from within the prescribed area as the region or partly supplied from within the prescribed area as the region.

Only those goods or services supplied from within the prescribed area as the region will be included in the discounted calculations that form part of the assessment of a tender or proposal when this policy is in operation. Consideration in an RFQ or Tender Process.

The Regional Price preference is an input into a procurement process only and is a part of a wider process of assessing price and performance under qualitative criteria.

The tender/ quotation process overall will determine what is the best procurement outcome for the Shire of Carnarvon.

CF003		TENDER SELECTION CRITERIA	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 Sect. 5.98 (2)(a)(b); 5.99A Local Government (Administration) Regulations 1996 Reg 32 Public Service Award 1992		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF003 Tender Selection Criteria

OBJECTIVES

To:

- ensure compliance with the Local Government Act, 1995 and the Local Government (Functions and General) Regulations, 1996.
- establish generic assessment criteria for the evaluation of Tenders to streamline and standardise the Request for Tender process.
- ensure that Shire procedures for procurement is transparent and consistent, and results in best-value outcomes considering life-cycle costing, quality, and safety.

This policy should be read in conjunction with the following:

- C002 Purchasing Policy
- C034 Tenders Management Policy
- C035 Regional Price Policy

POLICY STATEMENT/S

Introduction

This Policy applies to all tenders determined by Council, or by the CEO under delegated authority.

It is essential that Tender documents are structured to provide all relevant information to potential tenderers and achieve a good Tender submission.

This includes information regarding the Tender process, the draft contract, the scope of works and a pricing schedule. Whilst each scope of works and pricing schedule is unique, the structure of each Tender document will be the same.

A well-structured Tender document will guide the potential tenderer in providing a clear and complete tender submission.

A good Tender submission will be vital for the Panel to evaluate each submission to its full potential. The panel will need to ensure that the evaluation process is efficient and transparent.

Making assumptions about the information and pricing provided by the Tenderers should be avoided.

Furthermore, the Tender document must advise Tenderers about the selection criteria and the weighting of each criterion.

These criteria assist the Panel in evaluating each Submissions. By applying a weighting (in %) to each criteria the Panel can compare the received submissions. This policy sets out the standard criteria to be advised in the Tender Document and used for the tender evaluation.

Standard Tender Selection Criteria

For calling for Request for Tender (RFT) and evaluating tender submissions the following Tender Criteria Categories shall apply, along with weighting and/ or actions:

Compulsory	If Failure to conform the following will apply
Deadlines met	Disqualification
Pricing schedule provided and fully priced against pricing schedule	Disqualification
Critical Assumptions Provided	Disqualification

Qualitative Criteria	Weighting	
	Goods & Services	Infrastructure/ Construction
Relevant Experience	25%	25%
Respondents' Resources	15%	15%
Key Personnel Skills	25%	15%
Demonstrated Understanding	15%	25%

Consideration of Regional Price Preference

A weighting as set out in the Regional Price Preference Policy will be considered, where relevant, in the tender evaluation process.

This will be applied as part of the price evaluation process.

The tenderer must formally seek consideration of the Regional Price Preference Policy in the evaluation process and must provide information as required under that policy.

Tender Preparation Guidelines

The Shire shall publish Tender Preparation Guidelines in each Tender to assist prospective tenderers' understanding of the Shire's broad approach for each Compulsory and Quality Section criteria.

These Guidelines will be provided as background information to the tender process but will be subsidiary to any specified requirements.

These Guidelines will be included as Appendix 1 in this policy but may be changed from time to time outside any formal policy review.

Estimated Cost Used as Benchmark

All projects requiring a tender will have an independently estimated cost for the tender, obtained as follows:

- a. Goods and Services: inflation adjusted historic expenditure or independently assessed cost
- b. Construction and infrastructure: independently assessed cost

This estimated cost will be used as the benchmark in the tender evaluation process against which pricing performance will be assessed. It will not be published as part of the tender documentation process.

Variation from Standard Tender Criteria

The CEO may advise the Council that in a particular situation, variation from the standard tender criteria weighting and/ or categories would be advisable. In such a situation, a report will be prepared for Council and approval will be sought.

The test for variation from the standard criteria will include:

- the project is a one-off and an independently assessed risk profile suggests the need for criteria/ category adjustment, or,
- the project involves delivery of a public art project.

Awarding of Contracts

All tenders are to be submitted to the Council for approval except those determined by the CEO, under delegated authority.

A Council resolution will be required for the appointment of the successful tenderer. A letter of Award will be provided to the successful candidate. All other Tenders will be advised of the successful Tenderer and the considered amount.

A successful Tenderer will result in a contract between the Shire of Carnarvon and the successful candidate.

Appendix One

Tender Preparation Guidelines

These Guidelines are provided to assist prospective tenderers to understand the information they need to supply in each of the tender Criteria categories.

These are Guidelines only and the formal tender documents will set out a scope of works and pricing schedule.

Full provision of information against the pricing schedule and scope of works information requirements will be a significant input into assessing the tender against these categories.

Compulsory	Considerations
Deadlines met	Was the tender delivered at the correct location before the deadline?
Scope of works addressed	Did the tender address all the scope of works set out in the tender documents? If it did not, did the tenderer explain why not and how the issues are addressed in the tender?
Fully priced against pricing schedule	Is the pricing schedule fully priced, according to the categories set out? Has the tenderer combined categories and pricing in a way that makes it difficult to compare tenders?
Declaration Provided and Signed by Tenderer	<p>Tenderer's Declaration</p> <ul style="list-style-type: none"> • By indicating compliance I (The Tenderers Authorised Person) We (The Tenderer) agree that I /We are bound by, and will comply with the Conditions of Tender contained in this Request. • I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Request irrespective of its outcome. • By submitting this Response, I the person named as the authorised person, confirm my understanding that by lodging a Tender, in accordance with Part 1 of this Request, I understand no physical signature is required on this Declaration; that by lodging this Tender I am automatically providing an electronic signature for this Declaration in accordance with the Commonwealth Electronic Transactions Act, 1999 and any corresponding State legislation. Provide the above information as an Attachment marked 'Tenderer's Declaration'.
Tenderers Profile Provided as Required	Tenderer's Profile



	<ul style="list-style-type: none"> • Provide the Tenderer’s Australian Business Number (ABN) and Registered Entity Name. • Provide details of the Tenderer’s person authorised to prepare your response to this Request including full name, position title, postal address, phone number and email address. • Is your organisation acting as a trustee of a trust? If yes, give the name of the trust. <p>Provide the above information as an Attachment marked ‘Tenderer Profile’.</p>
Statement of Financial Position Provided	<p>Financial Position</p> <ul style="list-style-type: none"> • Is your organisation able to pay all debts in full as and when they fall due? (If no, please provide details) • Does your organisation have any current litigation, claim or judgement because of which you may be liable for \$50,000 or more? (If yes, please provide details) • Will you co-operate with an independent financial assessor during the conduct of financial assessments? (If not please outline your reason why) <p>Provide the above information as an Attachment marked ‘Financial Position’</p>
Conflict of Interest Statement Provided	<p>Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract?</p> <p>Provide the above information, if a conflict exists or may exist, as an Attachment marked ‘Conflict of Interest’</p>
Insurance Details Provided	<p>Insurance Details</p> <p>Please provide your Certificate of Currency for all the insurances as detailed to meeting the requirements of the Request for the following:</p> <ul style="list-style-type: none"> • Motor Vehicle Insurance Insurer; Broker / Policy Number / Value (\$) / Expiry Date • Public and Products Liability Insurance Insurer; Broker / Policy Number / Value (\$) / Expiry Date • Workers Compensation Insurance Insurer; Broker / Policy Number / Value (\$) / Expiry Date



	<p>Provide the above information as an Attachment marked 'Insurance Details'.</p>
Addenda/ Acknowledgement	<p>Addenda / Acknowledgement</p> <ul style="list-style-type: none"> •Tenderers are to acknowledge receipt of any addenda issued and whether you have allowed for any price adjustments resulting in any issued addendum <p>Provide the above information as an Attachment marked 'Addenda Acknowledgement'. Indicate Compliance of Addenda</p> <p>Acknowledgement – Yes / No</p>
Critical Assumptions Provided	<p>Critical Assumptions</p> <p>State any assumptions made that are critical to your company's Proposal, including assumptions relating to pricing and ability to provide the requirements in the manner specified in this Request.</p> <p>Provide the above information as an Attachment marked 'Critical Assumptions'</p>
Registrations/ Licencing Requirements Provided	<p>Registrations/Licencing Requirements</p> <p>Provide details of the necessary licence requirements to undertake these Services, including person/organisation holding licence, currency of licence, licence number, licencing authority.</p> <p>Provide the above information as an Attachment marked 'Registrations/Licencing Requirements'.</p>
Pricing Schedule	<p>Pricing</p> <ul style="list-style-type: none"> • Check that you have provided pricing information as per the pricing schedule. • Complete and upload the Price Schedule in the format provided. <p>Provide the above information as an Attachment marked 'Pricing'</p>
Code of Conduct Position Provided	Code of Conduct



	<ul style="list-style-type: none"> • Are you prepared to sign the Shire of Carnarvon’s Code of Conduct? The Code of Conduct can be downloaded from the Shire of Carnarvon’s web site. • Do you have your own Code of Conduct and does it cover the Shire’s provisions. Do you wish to present that as an alternative? <p>Provide the relevant information (Yes/No as it relates to the Shires Code of Conduct) and any information on your own Code of Conduct you wish to present, as Attachment marked Code of Conduct.</p>
Statement of OSH/Work Health and Safety Policy Provided	<p>Occupational Safety and Health, Work Health and Safety Policy Provided</p> <p>Does your organisation have a Work policy compliant with State Legislation?</p> <p>Provide the relevant information (Yes/No) and the relevant policy as Attachment marked OSH/WHS policy</p>
Qualitative Criteria	Considerations
Relevant Experience	<p>Relevant Experience Describe your experience in completing/supplying similar services by providing:</p> <p>a) Details of similar work /services performed; b) The scope of your company’s involvement and outcomes achieved.</p> <p>c) Whether these services were delivered on time and within budget, and if not, why not?</p> <p>d) A minimum of two (2) referees.</p> <p>This information is to be provided as an attachment labelled ‘Relevant Experience’</p>
Respondents’ Resources	<p>Respondent’s Resources</p> <p>Outline your ability to supply and sustain the tendered/contracted service, including:</p> <p>a) The provision of qualified personnel, plant, equipment, and materials, if required; and</p> <p>b) Contingency measures to address interruption of service delivery, including personnel, plant, equipment, and material supplies, if required.</p>



	<p>This information is to be provided as an attachment labelled 'Respondent's Resources'</p>
Key Personnel Skills	<p>Key Personnel Skills</p> <p>Detail the personnel to be allocated in providing this Service, including:</p> <ul style="list-style-type: none"> a) Their role in the performance of the Contract; b) Current curriculum vitae, c) Membership to any professional or business association, d) Qualifications and experience in delivering services of the same or similar nature; and e) Any other information that maybe relevant. <p>This information is to be provided as an attachment labelled 'Key Personnel'</p>
Demonstrated Understanding	<p>Demonstrated Understanding</p> <p>Detail the process/methodology intended to deliver/achieve the Specification/Scope of Works. Areas to be addressed includes:</p> <ul style="list-style-type: none"> a) A Service Deliver or Project schedule/timeline (where applicable); b) The process for the delivery of the service including demonstrated understanding of the scope of work; and c) Projected outcomes at staged intervals (if applicable). <p>These details are to be provided as an attachment labelled 'Demonstrated Understanding'</p>
Price	<p>Considerations</p>
Pricing Performance	<p>Have you provided pricing information against the specific categories set out in the pricing schedule?</p> <p>Have you provided any statement of risk around your pricing?</p> <p>Are these true prices which you are confident of achieving or have you assumed that you can return to costs via variations?</p> <p>If you are making that assumption, you need to be clear in your tender document.</p>



Local Supplier	Considerations
<p>Proof of Status as Local Supplier</p>	<p>Have you provided information which shows that you are a local supplier of services?</p> <p>This can include being:</p> <ul style="list-style-type: none"> • A local business • A franchise business owned by a local person Proof of economic benefit must show a measurable community benefit (e.g., spend within Shire, employment)

DRAFT

CF004		RATE PAYMENT PRIZES AND ELIGIBILITY	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF004 Rate payment prizes and eligibility

OBJECTIVES

To encourage ratepayers to pay the full amount of their assessed rates and charges by the due date.

POLICY STATEMENT/S

An annual Rate Incentive Prize/s may be offered by the Council, subject to the following conditions:

- Prizes will be awarded to first, second (and third if applicable) entries drawn at random.
- Only ratepayers with their rate account paid in full by the due date will be eligible.
- One entry per assessment notice (not per ratepayer) is to be entered into the draw.
- Rateable properties which any Elected Member, senior employee or manager has an ownership interest in will be ineligible.
- The Shire reserves the right to decide, in its absolute discretion whether the entry requirements have been fulfilled.
- The Shire may seek sponsorship from local organisations and others for the provision of rate incentive prizes.

CF005		DISPOSAL OF SURPLUS IT AND MINOR ASSETS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF005 Disposal or surplus IT and minor assets

OBJECTIVES

To appropriately dispose of unwanted minor assets with no recognisable value whilst build the capacity of community groups and organisations as a beneficiary.

POLICY STATEMENT/S

The Shire will dispose of used computers and other minor assets when determined by the CEO to be obsolete, surplus to requirements and hold no real value to the organisation (as confirmed in writing by the Manager Finance).

The disposal of such assets shall be by offer to a community based or not for profit group(s) and/or registered educational entity(s) within the Shire of Carnarvon at no cost.

The method of disposal process may involve an offer to one or more of the entities at the discretion of the CEO.

In offering an asset(s) to a community entity the CEO will have regard to:

- the demonstrated need,
- proposed use of the minor asset; and
- financial capacity of the requesting entity.

Prior to disposal:

- If applicable, all software or copyright licences shall be removed from a minor asset.
- The recipient is to acknowledge in writing that no liability is accepted by the Shire for the minor asset.

CF006		FINANCIAL HARDSHIP	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF006 Financial hardship

OBJECTIVES

To give effect to our commitment to support the whole community to meet unprecedented challenges. The Shire of Carnarvon recognises that these unprecedented challenges will result in financial hardship for our ratepayers.

This Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at difficult times.

POLICY STATEMENT/S

This policy applies to:

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges levied

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so.

For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

Payment difficulties, hardship, and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

The Shire of Carnarvon recognises the likelihood that COVID19 will increase the occurrence of payment difficulties, financial hardship, and vulnerability in our community.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike.

We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment.

This may include demonstrating a capacity to make some payment and where possible, entering a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with s6.49 of the Act are of an agreed frequency and amount.

These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past,
- The payment arrangement will establish a known end date that is realistic and achievable,
- The ratepayer will be responsible for informing the Shire of Carnarvon of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid,
- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property,
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor and if unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding at the end of the financial year, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the following-financial year.

Rates and service charge debts that remain outstanding at the end of the financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

Communication and Confidentiality

We will always maintain confidential communications, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e., verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

CF007		DEBT COLLECTION	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF007 Debt Collection

OBJECTIVES

The objective of this policy is to ensure:

- an efficient, effective, and economical approach to debt collection; and
- timely control of overdue accounts and close monitoring aged accounts; and
- reduction in the likely occurrence of unrecoverable debts; and
- consistency and transparency for all debt collection activities.

Council will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995*, to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- Fairness and equity in debt recovery processes;
- Clarity and simplicity;
- Cost effectiveness to ensure the cost of collecting the debt, including staff time, does not outweigh the benefit;
- Transparency by making clear the obligations of its sundry debtors to the processes used by Council in ensuring that they meet their financial obligations;
- Flexibility by responding where necessary to changes in the local economy;
- Compliance with all regulatory obligations; and
- Effective governance and definition of roles and responsibilities.

POLICY STATEMENT/S

The following guidelines provide direction for the ethical and effective management of the Shire's range of debtors:

- 1.1 The Shire of Carnarvon's credit terms are as stated on the issued tax invoice.
 - (a) Payment is required within fourteen (14) days.

- (b) Where payment has not been received
- i. Reminder/ Statement is sent after fourteen (14) days after the due date (28 days after the initial invoice)
 - ii. An “Urgent Action” is sent at expiry of the Reminder/ Statement period. This reminder will be accompanied by a phone call which may include an offer of a payment arrangement if the debtor can demonstrate the need for extended terms. Minimum amount of \$300.
 - iii. A “Final Action” is sent at expiry of Urgent Action period, giving a final seven (7) days to pay.
 - iv. Debt still outstanding will be referred to a Debt Collection Agency.

- 1.2 Where payment is not received within twenty eight (28 days) from the date of the initial invoice, interest may be applied on money that remains outstanding. Interest is calculated on the number of days from the due date of payment until the day the payment is received by the Shire of Carnarvon.

Note: Interest (percentage) charged on sundry debtors is the percentage as adopted by Council at the annual budget meeting in accordance with section 6.13(1) of the *Local Government Act 1995*. The rate authorized under section 6.13(1) of the *Local Government Act 1995* is not to exceed the maximum rate of interest as prescribed within regulation 19A of the *Local Government (Financial Management) Regulations 1996*.

- 1.3 A minimum debt equal to or less than \$10.00 is not to be recovered; instead, it will be written off as a doubtful debtor.

2.0 Bad Debts – Sundry Debtors

Where a sundry debtor has accounts unpaid for a period exceeding 3 months (90 days), and

- i) The debtor has provided documentary evidence of having filed for Bankruptcy/Insolvency; or
- ii) The debtor has moved and all reasonable attempts to locate the debtor have been unsuccessful;

Then, Council Officers shall prepare a report for the CEO listing the name of the debtor, the description of the debt, the amount outstanding, the period overdue and a reason for write off. Bad debts will be recognized when the sundry debt is seen to be no longer commercially collectable.

CF008		RISK MANAGEMENT	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:	Shire of Carnarvon Hazard Identification Form		
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Cl 17 Local Government (Audit) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF008 Risk Management

OBJECTIVES

To ensure there are organisation wide principles, systems and processes that guarantee consistent, efficient, and effective assessment of risk in all planning, decision making and operational processes.

POLICY STATEMENT/S

Risk Management Principles and Framework

The Shire of Carnarvon considers risk management to be an essential management function in its operations and is committed to the principles, framework, and process of managing risk, as outlined in AS/NZS ISO 31000:2018 Guidelines; and AS/NZS ISO 31010:2019 Risk assessment techniques.

The Shire of Carnarvon will manage risks continuously using a process involving the identification, analysis, evaluation, treatment, monitoring, and review of risks.

These measures will be applied to decision making through all levels of the organisation in relation to planning or executing any function, service, or activity, including, but not limited to:

- Strategic planning
- Expenditure of large amounts of money
- New strategies and procedures
- Management of projects, tenders, and proposals
- Introducing significant change, and
- The management of sensitive issues.

Risk Management Objectives

The Council's key objectives in relation to risk management include:

- The achievement of organisational goals and objectives,
- The ongoing health and safety of all employees and contractors at the workplace,

- Ensuring public safety within the Council's jurisdiction is not compromised,
- Limited loss or damage to property and other assets; (e) Limited interruption to business continuity,
- Positive public perception of Council and the Shire; and
- Application of equal opportunity principles in the workforce and the community.

Responsibilities within the Organisation

The level of responsibility across the organisation for risk management is as follows:

- Executives, managers, and supervisors have the responsibility and accountability for ensuring that all employees manage the risks within their own work areas. Risks should be anticipated, and reasonable protective measures taken.
- All managers will encourage openness and honesty in the reporting and escalation of risks.
- All employees will be encouraged to alert management to the risks that exist within their area, without fear of recrimination.
- All employees will, after appropriate training, adopt the principles of risk management and comply with all policies, procedures and practices relating to risk management.
- All employees and employees will, as required, conduct risk assessments during the performance of their daily duties.
- The level of sophistication of the risk assessment will be commensurate with the scope of the task and the associated level of risk identified.
- Failure by employees to observe reasonable directions from supervisors regarding the management of risks and/or failure of employees to take reasonable care in identifying and treating risks in the workplace may result in disciplinary action.
- It is the responsibility of every department to observe and implement this policy in accordance with procedures and initiatives that are developed by management.
- Council is committed morally and financially to the concept and resourcing of risk management.

Monitor and Review

Risk management key performance indicators, relating to both organisational and personal performance will be developed, implemented, and monitored, by the Shire.

Notes

A risk is often specified in terms of an event or circumstance and the consequences that may flow from it.

An effect may be positive, negative, or a deviation from the expected.

An objective may be financial, related to health and safety, or defined in other terms.

CF009		LOANS AND BORROWING	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	reg 38 (1) (f) Local Government (Financial Management) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF009 Loans and borrowing

OBJECTIVES

To affirm that the preferred policy position of Council is to minimise debt, and should that not be practicable, to set out the circumstances in which Council may consider Borrowings or Other Financial Accommodation to fund the acquisition, renewal, or construction of specified assets and to provide guidance as to the appropriate terms of any such borrowing.

POLICY STATEMENT/S

Whilst the preferred policy position of the Shire of Carnarvon is to minimise debt (except for Self-Supporting loans), the Shire recognises that the acquisition, renewal, or construction of assets, it may require the prudent use of loan borrowings, debt instruments or other finance or capital raising methods from time to time.

The following principles are to be applied when considering undertaking borrowings or other asset financing:

Operating Expenditure

The Shire will not borrow money (other than by way of Excluded Borrowings) to fund operating expenditure.

This type of expenditure should be funded through operating revenue streams such as rates, fees and charges or operating grants.

Recurrent Capital Expenditure

The Shire will not borrow money or obtain debt finance (other than by way of Excluded Borrowings) to fund the acquisition, replacement or renewal of assets that is expected to occur on an annual or similar basis at approximately the same level each year i.e., recurrent capital works. Examples of this type of expenditure are road resurfacing, plant replacement, information technology and office equipment acquisitions and replacement.

This type of expenditure shall be funded through operating revenue streams such as rates and fees and charges.

Borrowing Term

The term of the Borrowing or Other Financial Accommodation shall be set having due regard to the Economic Life of the asset being acquired or constructed.

Should the Shire decide to borrow funds, the term of the borrowing shall generally not be greater than half of the Economic Life of the asset being acquired or constructed.

This is to enable the Shire to use the remaining economic half-life to set sufficient funds aside in a sinking or reserve fund to renew or replace that asset, should that be required, at the end of its Economic Life.

The Shire will not generally borrow funds (other than by way of Excluded Borrowings) to acquire an asset that has an economic life of less than five (5) years.

Borrowing Ratios

Prior to undertaking any borrowing, the Shire shall assess its capacity to pay, to ensure that the community is not burdened with unnecessary risk.

The Shire will report on its capacity to pay on an annual basis and publish the results in its annual report. When assessing the borrowing ratios, consideration will be given to the economic earnings potential of the asset being acquired or constructed.

Council will consider the debt serviceability ratios.

Borrowing Considerations

The Council will consider borrowing money for the acquisition or construction of an asset where:

- The asset to be acquired is a new addition to the Shire's asset base or replaces an existing asset with one that is significantly larger and has an economic life of greater than 10 years; or
- All alternative options for undertaking the project without borrowing, have been investigated and proven less advantageous to the Shire; or
- The net income stream and cost savings can be considered from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset; or
- Repayments will be met by a third party e.g., self-supporting loans; or
- The index of the cost of acquisition or construction is increasing at a rate that exceeds the cost of borrowing i.e., to "save" for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring or constructing the asset today.
- As a rule, the benefits received (cost savings or income earned) from undertaking the borrowing should be greater, over the life of the borrowing, than the costs of borrowing.
- Proper and detailed analysis of the costs and benefits of the borrowing has been undertaken and documented.

CF010	CORPORATE CREDIT CARDS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF010 Corporate credit cards

OBJECTIVES

To provide a clear framework to enable the use of corporate transaction cards by Shire employees and provide all cardholders with guidance for correct usage of corporate transaction cards.

POLICY STATEMENT/S

NOTE – For clarity, elected members are prohibited from using Shire transaction cards as the Local Government Act 1995 does not provide authority for an elected member to incur liabilities on behalf of the local government.

Definitions

Cardholder means an employee who has been authorised by the Chief Executive Officer to incur expenditure by means of a transaction card.

Transaction Card means a card facility (which may include credit, debit, store, parking, cab-charge, and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Carnarvon business activities only in accordance with relevant Shire policies.

This Policy has been made by Council, and can only be amended, or revoked by it.

The CEO shall ensure the following practises are observed:

- The corporate transaction cards are kept secure.
- The corporate transaction cards are not to be used for personal expenses under any circumstances.
- All corporate transaction cards payments (included disputed transactions) are to be listed in the Schedule of Accounts and Transaction Card Purchases section of the monthly financial report to Council.
- Where applicable, purchases are to be made in accordance with the Shire of Carnarvon's Purchasing Policy, and associated Procedures.

- Inappropriate purchases, even based on them being operationally related, may be recoverable from the cardholder. The cardholder is required to conclude that purchases are fair and reasonable business expenses.
- Where possible, purchases should be processed through the Purchase Order / Creditor's system
- corporate transaction cards are not to be used for cash withdrawals at any facility
- Cardholders responsibilities, as outlined by the card provider (i.e., the Bank), are met at all times.
- corporate transaction cards limits are not to be exceeded.
- The Cardholder is responsible to pursue and resolve incorrect charges (as due to privacy legislation, only the cardholder can initiate any request for information from the bank).
- All relevant documentation regarding each transaction is retained by the cardholder and transactions are to be acquitted and reconciled monthly as per of the reconciliation procedure. A copy of all the corporate transaction cards statements and a summary thereof (including sufficient information to adequately articulate the purchase details) are to be incorporated as attachments to the signed financial statements submitted each month to Council).
- The use of the corporate transaction cards shall not be tied to any type of reward systems that provides cardholders with any personal benefit or reward.

Cardholder Agreement

- the Cardholder Agreement is as determined by the CEO.
- failure to comply with any of these requirements could result in the card being withdrawn from the employee.
- in the event of loss or theft through negligence or failure to comply with this Policy any liability arising may be passed on to the cardholder.

Principles for usage – Allowable transactions

a) Transaction card facilities may only be used where –

- the expenditure is directly arising from a Shire operational business activity for which there is an Annual Budget provision,
- the expenditure is in accordance with legislation, the Shire Purchasing Policy, Code of Conduct for Employees and any conditions or limitations applicable to the individual Cardholder,
- the procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a transaction card,
- supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e., by purchase order) is more onerous, not cost effective or there is no alternative mode of supply,
- hospitality expenditure may only occur when it is in accordance with any Shire Hospitality Policy or is undertaken with the express permission of the Chief Executive Officer,
- official travel, accommodation and related expenses may only occur in accordance with Shire policies and procedures,

- a sufficient record of each transaction is obtained and retained in the local government record.
- b) Allowable transaction modes include –
- in-person and over the counter retail purchases,
 - telephone or facsimile purchasing,
 - mail order purchasing and subscriptions,
 - internet purchasing.

Principles for usage – Prohibited transactions

a) The Shire prohibits the use of transaction card facilities for –

- cash advances,
- incurring expenses which are personal or private (i.e., any expenditure which is not an approved local government activity),
- making deposits onto the card, whether to offset misuse or otherwise,
- incurring capital expenditure,
- incurring expenditure for goods or services which are subject to a current supplier contract,
- incurring expenses which are not in accordance with legislation, the Shire's Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual cardholder,
- apart from approved transaction cards, expenses cannot be incurred for which another transaction card is the approved facility,
- splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
- incurring expenses for the primary purpose of obtaining personal advantage through the transaction (i.e., membership or loyalty rewards).

Misuse, Misconduct and Fraudulent Use

Any alleged misuse of transaction cards will be investigated and may be subject to disciplinary procedures.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from transaction card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the Public Sector Management Act 1994 and the Corruption, Crime and Misconduct Act 2003.

Cardholder duty of care and responsible use obligations

A cardholder is required to –

- keep the transaction card and access information in a safe manner; protected from improper use or loss.
- only use the transaction card for allowable purposes and not for prohibited purposes.
- obtain, create, and retain local government records that evidence transactions.

- acquit the reconciliation of transaction card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
- return the transaction card to the Shire before termination of employment, inclusive of reconciliation records.
- reimburse the Shire the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
- comply with all cardholder responsibilities as outlined by the card provider

Transaction evidence

a) A sufficient transaction record must include the following minimum information:

- invoice and / or receipt that includes the date, company name, address, ABN, amount, and any GST amount included,
- where an invoice and / or receipt cannot be obtained, the cardholder must provide a signed statement, detailing the nature of the expense and sufficient information to satisfy the requirements above.
- approval of the expense in (ii) above is to be referred to the Chief Executive Officer for a decision.

b) Where a transaction card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:

- the number of persons entertained,
- the names of any employees in that number; and
- the purpose of providing the entertainment or hospitality.

Card Reconciliation Procedures

- card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account.
- transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased, and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- transactions shall be accompanied by a job number for costing purposes.
- should approval of expenses be refused by the CEO recovery of the expense shall be met by the cardholder.
- the cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature.

Disputed Transactions

- the Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from the Shire's operating bank account for such.
- when a Cardholder believes that charges are incorrect, they should first contact the supplier to determine the causes of the discrepancy and if necessary, the Corporate Services Department will notify the bank in writing.

- any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

Cancelled Cards

Cancellation of a Card may be necessary where the –

- cardholder changes job function within the Shire,
- cardholder terminates employment with the Shire,
- the employment of the Cardholder is terminated,
- card is no longer required,
- cardholder has not adhered to set procedures,
- misuse of the Card; or
- other sufficient reason in the opinion of the CEO.

Review of Card Use

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer for a decision.

Procedures for Lost, Stolen and Damaged Cards

- the cardholder must formally advise the Director Corporate Services of the loss or theft without delay.
- the loss or theft of a transaction card must be reported to the card provider as a matter of priority
- advice of a damaged card is to be provided to the Director Corporate Services who will arrange a replacement.

Additional Cardholders

The CEO is the primary cardholder for the Shire and may delegate additional cardholders within the Shire's approved total credit limit.

Total monthly credit card limit is \$20,000.

CF011		RECOVERY OF RATES	
POLICY OWNER:			
DEPARTMENT:	CORPORATE		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 6.45 (and others) Regulations		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF011 Recovery of rates

OBJECTIVES

To ensure there is consistency in the advice given to ratepayers about the payment of rates and the recovery of outstanding rates, and any subsequent actions taken by the Shire.

POLICY STATEMENT/S

Payment of Rates by Instalments

Council accepts that there are ratepayers who cannot meet the instalment options as provided under s6.45 of the Local Government Act 1995.

The Shire may accept by application an alternative payment schedule (Henceforth called the "Direct Debit Agreement").

For such an Agreement to be considered an Instalment Arrangement Form is to be completed and returned to the Shire.

The proponent is to specify the frequency of payments with the nominated amount sufficient to fulfil the rates and charges levied within a financial year.

Upon written acceptance of an Agreement by the Shire, written confirmation will be provided to the applicant. This formalises the agreement and will commit the ratepayer to the payment schedule.

Verbal agreements shall not be accepted.

Failure by the applicant to adhere to the payment schedule will result in the issue of a Final Notice for the total amount outstanding.

Final Notices

Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.

Such notice will be issued when:

- a. No payment has been made,
- b. Insufficient payment to cover the first instalment has been made; or

- c. Where there is no current valid instalment option (i.e., persons who have paid their first instalment option late).

Final Notices will indicate that:

- a. Rates are now in arrears,
- b. Penalty interest is being charged at the rate set by Council; and
- c. Legal action may be taken without further notice, which will add extra costs to the account.

Final Notices will not be sent to registered pensioners.

Letter of Demand

Where a Final Notice has been issued:

- Mining Tenements - A Letter of Demand will be issued no later than 30 days after the due date and payment notice to the current owners of any registered lease within the Shire. The notice will provide up to 14 days to respond at which time a summons may be issued without any further notice.
- General and other Property - A Letter of Demand will be issued no later than 30 days after the final notice of current financial year to all owners of property (excluding pensioners) who have failed to make any payment within the financial year, and who have not contacted the Shire to make any special arrangement for payment or have defaulted on an approved payment option.

Issue of Summonses

Following issue of Letter of Demand:

- a. Rates remaining unpaid after the expiry date shown on the Letter of Demand will be examined for the purpose of determining whether a summons will be issued.
- b. The Shire may engage a Collection Agent or Solicitor(s) to issue General Procedure Claims to those ratepayers who failed to pay by the date indicated upon the Letter of Demand.
- c. Costs incurred because of the issue of a General Procedure Claim will be applied to the ratepayers 'assessment immediately upon receipt by Council of such costs – refer s6.56 of the Act.
- d. Following issue of a General Procedure Claim, a reasonable offer to discharge a rate account (inclusive of the costs incurred through the issue of the General Procedure Claim) will be accepted.
- e. Where a General Procedure Claim has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt.
- f. Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.
- g. In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or the owner refuses to settle amounts outstanding, notice will be served on the lessee. The lessee will then under the provisions of s6.60 of the Local Government Act 1995, be required to pay Council any rent due until such time as the amount in arrears has been fully paid



Sale of Property for non-payment of Rates

The Chief Executive Officer has delegated authority to initiate sale of property for non-payment of rates as per subdivision 6 of the Local Government Act 1995, action against land where rates or services charges are unpaid.

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CF011		RATES CHARGES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF011 Rates charges

OBJECTIVES

To provide equitable approaches for ratepayers in settling payment of their rates.

POLICY STATEMENT/S

In accordance with the Local Government Act 1995, charges relating to rates may be paid using instalments options within a prescribed timeframe. If payments are made outside the required timeframes, penalty interest rates will apply.

Furthermore, if a payment option and/or a payment arrangement are made with the Council then administration charges will apply. The administration charge on Pre-paid Direct Debit arrangements will be a one-off basis where the direct debit continues into the following year.

The following payments options, timeframes, discounts, charges, and interest rates shall apply to all rateable properties

Payment Options

Option 1 - One payment in full, consisting of rates and other Charges and due 35 Days following issue of rate notice.

Option 2 – Two Payments (50% each) and due by: 1st Instalment 35 Days following issue of rate notice
2nd Instalment 98 Days after due date of 1st Instalment.

The Shire must provide an option for four equal instalments and where a ratepayer elects to pay by instalments, an interval of at least 2 months must be given between the second and subsequent instalments.

1st Instalment due 35 Days following issue of rate notice

2nd Instalment due 63 Days after due date of 1st Instalment

3rd Instalment due 63 Days after due date of 2nd Instalment

4th Instalment due 63 Days after due date of 3rd Instalment



Late Payment Interest

A late payment interest charge is payable on outstanding rates and charges calculated at a rate set in the annual budget.

The late payment interest charge will apply to all current rates and charges remaining unpaid 35 days from the date of issue of the rate notice. Interest will be calculated and updated daily.

Unpaid rates and charges from previous years, i.e., rate arrears, will also attract late payment charges, calculated at the rate set in the annual budget if they remain unpaid.

Instalments and Arrangements Administration Fees and Interest Charges

The Council may impose administration fees and interest charges for payment of rates and charges by instalments.

Interest charges and administration fees will be at a rate set in the annual budget.

Direct Debit Option

An administration fee at a rate set in the annual budget will be charged on setting up of this option. Ongoing deductions will not incur any further administration charge in subsequent rating years.

No interest is charged on this option.

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CF012		SIGNIFICANT ACCOUNTING POLICIES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF012 Significant Accounting Policies

OBJECTIVES

To provide a framework for the financial management of the Shire that is clear, transparent, consistent and complies with statutory obligations and requisite Australian Accounting Standards.

POLICY STATEMENT/S

AAS means the Australian Accounting Standards.

AASB means Australian Accounting Standards Board.

IFRS means International Financial Reporting Standards.

The following significant accounting policies have been adopted by the Shire in the preparation of the Annual Financial Report.

- a. Basis of Preparation - The financial report is a general-purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The report has also been prepared on the accrual basis under the convention of historical cost accounting as modified by the accounting treatment relating to the revaluation of financial assets and liabilities at fair value through profit and loss and certain classes of non-current assets.
- b. Critical Accounting Estimates - The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income, and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances. The results of this experience and other factors combine to form the basis of making judgements about carrying values of assets and liabilities not readily apparent from other sources. Actual results may differ from these estimates.
- c. The Local Government Reporting Entity - All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this

financial report. In the process of reporting on the local government as a single unit, all transactions, and balances between those funds (for example, loans and transfers between Funds) have been eliminated. All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies appears at Note 20 to this financial report.

d. Goods and Services Tax - In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Balance Sheet are stated inclusive of applicable GST.

e. Cash and Cash Equivalents - Cash and cash equivalents in the balance sheet comprise cash at bank and in hand and short-term deposits with an original maturity of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities on the balance sheet.

f. Trade and Other Receivables - Trade receivables, which generally have 30 - 90-day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts. Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

g. Inventories - General Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale. Inventories held from trading are classified as current even if not expected to be realised in the next 12 months

Land Held for Resale - Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses. Revenue arising from the sale of property is recognised in the Income Statement as at the time of signing a binding contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intention to release for sale.

h. Fixed Assets - Initial Recognition - All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed includes the cost of all materials, direct labour and variable and fixed overheads.

Revaluation - Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on a basis to reflect the already consumed or expired future economic benefits. Those assets carried at a revalued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be revalued with sufficient regularity to ensure the carrying amount does not differ significantly from that determined using fair value at report date.

Land under Roads - Land under roads is excluded from infrastructure in accordance with the transition arrangements available under AASB 1045 and in accordance with legislative requirements.

i. Depreciation of Non-Current Assets - All non-current assets having a limited useful life are separately and systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period.

Major depreciation periods are:

Buildings 30 to 100 years

Furniture and Equipment 4 to 10 years

Plant and Equipment 5 to 15 years

Sealed roads and streets:

- clearing and earthworks not depreciated

- construction/road base 50 years

- original surfacing and major re-surfacing

- bituminous seals 20 years

- asphalt seals 25 years

Gravel roads

- clearing and earthworks not depreciated

- construction/road base 50 years

- gravel sheet 12 years

Formed roads (unsealed)

- clearing and earthworks not depreciated

- construction/road base 50 years

Footpaths - slab 40 years

Bridges 50 years

Levee System 50 years

Tools 5 years

Water supply piping & drainage systems 75 years

Other Infrastructure Various

(j) Investments and Other Financial Assets

Classification

Council classifies its investments in the following categories: financial assets at fair value through profit or loss, loans and receivables, held-to-maturity investments, and available-for-sale financial assets.

The classification depends on the purpose for which the investments were acquired.

Management determines the classification of its investments at initial recognition and, in the case of assets classified as held-to-maturity, re-evaluates this designation at each reporting date.

(i) Financial assets at fair value through profit and loss Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

(ii) Loans and receivables Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for those with maturities greater than 12 months after the balance sheet date which are classified as non-current assets. Loans and receivables are included in trade and other receivables in the balance sheet.

(iii) Held-to-maturity investments Held-to-maturity investments are non-derivative financial assets with fixed or determinable payments and fixed maturities that the Council's management has the positive intention and ability to hold to maturity.

If Council were to sell other than an insignificant amount of held-to-maturity financial assets, the whole category would be tainted and reclassified as available-for-sale. Held-to-maturity financial assets are included in non-current assets, except for those with maturities less than 12 months from the reporting date, which are classified as current assets.

(iv) Available-for-sale financial assets Available-for-sale financial assets, comprising principally marketable equity securities, are non-derivatives that are either designated in this category or not classified in any of the other categories.

They are included in non-current assets unless management intends to dispose of the investment within 12 months of the balance sheet date. Investments are designated as available-for-sale if they do not have fixed maturities and fixed or determinable payments and management intends to hold them for the medium to long term.

Recognition and de-recognition

Regular purchases and sales of financial assets are recognised on trade-date – the date on which Council commits to purchase or sell the asset. Investments are initially recognised at fair value plus transaction costs for all financial assets not carried at fair value through profit or loss.

Financial assets carried at fair value through profit or loss are initially recognised at fair value and transaction costs are expensed in the income statement.

Financial assets are derecognised when the rights to receive cash flows from the financial assets have expired or have been transferred and Council has transferred substantially all the risks and rewards of ownership.

When securities classified as available-for-sale are sold, the accumulated fair value adjustments recognised in equity are included in the income statement as gains and losses from investment securities.

Subsequent measurement

Loans and receivables and held-to-maturity investments are carried at amortised cost using the effective interest method. Available-for-sale financial assets and financial assets at fair value through profit and loss are subsequently carried at fair value.

Gains or losses arising from changes in the fair value of the financial assets at fair value through profit or loss category are presented in the income statement within other income or other expenses in the period in which they arise.

Dividend income from financial assets at fair value through profit and loss is recognised in the income statement as part of revenue from continuing operations when Council's right to receive payments is established.

Changes in the fair value of other monetary and non-monetary securities classified as available-for-sale are recognised in equity.

Impairment

Council assesses at each balance date whether there is objective evidence that a financial asset or group of financial assets is impaired. In the case of equity securities classified as available-for-sale, a significant or prolonged decline in the fair value of a security below its cost is considered as an indicator that the securities are impaired.

If any such evidence exists for available-for-sale financial assets, the cumulative loss- measured as the difference between the acquisition cost and the current fair value, less any impairment loss on that financial asset previously recognised in profit or loss – is removed from equity and recognised in the income statement.

Impairment losses recognised in the income statement on equity instruments classified as available-for-sale are not reversed through the income statement.

(k) Estimation of Fair Value

The fair value of financial assets and financial liabilities must be estimated for recognition and measurement or for disclosure purposes. The fair value of financial instruments traded in active markets is based on quoted market prices at the balance sheet date.

The fair value of financial instruments that are not traded in an active market is determined using valuation techniques. Council uses a variety of methods and makes assumptions that are based on market conditions existing at each balance date.

These include the use of recent arm's length transactions, reference to other instruments that are substantially the same, discounted cash flow analysis, and option pricing models making maximum use of market inputs and relying as little as possible on entity-specific inputs.

Quoted market prices or dealer quotes for similar instruments are used for long-term debt instruments held.

Other techniques, such as estimated discounted cash flows, are used to determine fair value for the remaining financial instruments. The nominal value less estimated credit adjustments of trade receivables and payables are assumed to approximate their fair values.

The fair value of financial liabilities for disclosure purposes is estimated by discounting the future contractual cash flows at the current market interest rate that is available to the Council for similar financial instruments.

(l) Impairment

In accordance with Australian Accounting Standards the Council's assets, other than inventories are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an estimate of the recoverable amount of the asset is made in accordance with AASB 136 'Impairment of Assets' and appropriate adjustments made.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating unit exceeds its recoverable amount. Impairment losses are recognised in the Income Statement.

For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset.

(m) Trade and Other Payables

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the local government becomes obliged to make future payments in respect of the purchase of these goods and services.

The amounts are unsecured and are usually paid within 30 days of recognition.

(n) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages, and salaries and are calculated as follows:

- **Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)** The provision for employees' benefits to wages, salaries, annual leave, and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.
- **Long Service Leave (Long-term Benefits)** The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the projected unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated

future cash outflows. Where Council does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

(o) Interest-bearing Loans and Borrowings

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method.

Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction, or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

(p) Provisions

Provisions are recognised when: The council has a present legal or constructive obligation because of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated.

Provisions are not recognised for future operating losses. Where there are several similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations.

A provision is recognised even if the likelihood of an outflow with respect to any one item included in the same class of obligations may be small.

(q) Leases

Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value.

Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period. Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(r) Joint Venture

The Shire's interest in a joint venture has been recognised in the financial statements by including its share of any assets, liabilities, revenues, and expenses of the joint venture within the relevant items reported in the Balance Sheet and Income Statement. Information about the joint venture is set out in Note 17.

(s) Rates, Grants, Donations and Other Contributions

Rates, grants, donations, and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions.

Control over assets acquired from rates is obtained at the commencement of the rating period or, if earlier, upon receipt of the rates. Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are disclosed in Note 2(c).

That note also discloses contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(t) Superannuation

The Shire of Carnarvon contributes to the Local Government Superannuation Scheme, the Occupational Superannuation Fund, and other approved and registered superannuation schemes.

Contributions to defined contribution plans are recognised as an expense as they become payable.

Prepaid contributions are recognised as an asset to the extent that a cash refund or a reduction in the future payments is available.

(u) Rounding Off Figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar.

(v) Comparative Figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(w) Current and Non-Current Classification

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled.

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle.



In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months.

Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non-current based on Council's intentions to release for sale.

(x) New Accounting Standards and Interpretations

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective have not been adopted by the Council for the annual reporting period ending 30 June 2008

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CF014		INVESTMENTS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s6.14 Local Government Act 1995 Trustees Amendment Act 1997 Reg 19 Local Government (Financial Management) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF014 Investments

OBJECTIVES

To invest the Shire's surplus funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that the Shire's liquidity requirements are being met.

POLICY STATEMENT/S

Authorised Institution - means an Australian registered bank in accordance with the Banking Act. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of investment.

The investment is expected to achieve a predetermined market average rate of return that considers the council's risk tolerance. Any additional return target set by council will also consider the risk limitation and prudent investment principles.

Approved Investments

With approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds with a term of maturity not exceeding three years,
- Fixed term deposits placed with an authorised institution for a term not exceeding 12 months,
- Interest bearing deposits placed with an authorised institution

Prohibited Investments

This Policy prohibits any investment carried out for speculative purposes including the following:

- Derivative based instruments,
- Principle only investments or securities that provide potentially nil or negative cash flow, and
- Stand-alone securities issued that have underlying futures, options, forward contracts, and swaps of any kind,
- The use of leverage (borrowing to invest) of any investment.
- Deposits with any institution other than an authorised institution.
- Deposits for a fixed term of more than 12 months.
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government.
- Investment in bonds with a term of maturity of more than three years.
- Investment in a foreign currency
- Investment opportunity to be considered by Council

Risk Management

Investments obtained are to comply with the following three criteria:

Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any credit rating category:

S&P LONG TERM RATING	S&P SHORT TERM RATING	DIRECT INVESTMENT MAXIMUM
AAA	A-1+	100%
AA	A-1	100%
A	A-2	100%

Counterparty Credit

Framework The Shire of Carnarvon will invest funds with authorised financial institutions that provide a service to the local community by establishing branches or agencies in the Shire of Carnarvon.

Such institutions must maintain a minimum Standard and Poors rating of A for short term investments.

Term to Maturity Framework

OVERALL PORTFOLIO TERM TO MATURITY LIMITS	
Portfolio % < 1 Year	100% maximum, 40% minimum
Portfolio % 1-3 Years	60%

Performance Measurement

Performance benchmarks will be as follows:

INVESTMENT	PERFORMANCE BENCHMARK
Cash	Cash rate
Enhanced/Direct investments	UBSWA Bank Bill Rate
Diversified Funds	CPI + appropriate margin over rolling 3-year periods (depending on composition of fund)

Report and Review Compliance Requirements

A monthly report will be provided to Council in support of the monthly Statement of Financial Activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio and maturity date.

Documentary evidence must be held for each investment and details thereof maintained in the Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as of 30 June each year and reconciled to the Investment Register.

CF015		PRIVATE WORKS	
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF015 Private works

OBJECTIVES

To provide guidelines on the extent of private works the Shire will undertake.

POLICY STATEMENT/S

The Shire shall avoid where possible carrying out private works where involvement in such works would place it in competition with private supply.

Where the cost of private works is expected to be less than \$25,000 the CEO may approve the works.

Where the cost of the private works is likely to exceed \$25,000 a report must be submitted to Council for consideration.

Requests for private works are to be submitted on a completed Private Works Request – Authority form.

All costs reasonably attributed to the private works project including plant, labour, and materials (including overheads) are to be charged to the private works project in accordance with Council's Fees and Charges.

This policy does not operate to prevent normal reinstatement works on behalf of Government organisations other than government business enterprises.

Private Works for Community Groups and Local Sporting Organisations

The CEO may determine applications from community groups and local sporting organisations for in-kind works contributions by the Shire on a case-by-case basis up to a value of \$1,000.

CF016		ASSET MANAGEMENT	
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF016 Asset management

OBJECTIVES

To set guidelines for implementing consistent asset management processes throughout the Shire in support of Council's vision – "the Shire of Carnarvon will remain a wonderful place of endless opportunity, with a pristine environment, where the desert meets the sea".

POLICY STATEMENT/S

In accordance with the "International Infrastructure Management Manual", the Policy considers an "Asset", by definition, to be: "A physical component of a facility which has value, enables services to be provided, and has an economic life of greater than twelve (12) months."

To ensure adequate provision is made for the long-term maintenance and replacement of assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors, and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation via training and development.
- Meeting legislative requirements for asset management and continually improving asset management processes and performance.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice

The Shire will adhere to the following key principles in implementing its asset management policy:

- A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all departments of Council.

- All relevant legislative requirements together with political, social and economic environments will be taken into account in managing assets.
- Asset management principles will be integrated within existing planning and operational processes.
- Asset Management Plans will be developed for major service and asset categories.
- An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and assist in identifying asset renewal priorities.
- Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long-term financial plans will be fully funded in the annual budget having regard for Council's funding priorities and community consultation in the Strategic Community Plan.
- Service levels agreed through the budget process and defined in adopted asset management plans will be fully funded in the annual budget estimates.
- Asset renewal plans will be prioritised and will be implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.
- Council will prioritise adequate resources to ensure appropriate asset management practices can be undertaken and to undertake the timely maintenance and renewal or upgrade of those assets so that "life cycle" costs are optimised.
- Systematic and cyclic reviews will be applied to all asset classes and will be managed, valued, and depreciated in accordance with appropriate best practice and applicable Australian Standards.
- Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.
- Future service levels will be determined in consultation with the community through the Strategic Community Plan.
- Training in asset and financial management will be provided for elected members and relevant employees as the Shire's asset management environment evolves and matures.
- Opportunities for multiple use of assets will be sought.

Asset management will be undertaken in accordance with the objectives and outcomes identified in Council's "Strategic Community Plan", those contained in the "Corporate Business Plan" and informed by Council's "Long Term Financial Plan" including any subsequent reviews or versions of these documents.

Council is responsible for adopting the policy and ensuring that sufficient resources are applied.

The Executive Manager, Infrastructure is responsible for implementing this policy and reporting on the status and effectiveness of asset management.

The Manager, Assets oversees asset management operations and has overall responsibility for administering the Asset Management Strategy including the development and maintenance of asset management plans for the major asset classes.

The Asset Strategy Officer assists the Manager, Assets with administrative and reporting functions, including the preparation of asset management plans and audit requirements.



The Asset Management Working Group (comprised of the CEO, and relevant employees from Infrastructure, Assets, Corporate Services and Building Services) guides asset management planning and implementation and report asset related activities and movements within their departments as they occur

DRAFT

CF017		RELATED PARTIES DISCLOSURES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	AASB 124 Related Party Disclosures Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Corporations Act 2001		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF017 Related Parties Disclosures

OBJECTIVES

To ensure that the Shire of Carnarvon's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and profit or loss may have been affected by the existence of related parties and transactions.

Potential effects on the financial statements need to be properly identified, recorded in Council's systems, and need to be disclosed in Council's general purpose financial statements in compliance with the AASB 124, the Information Privacy Act 2009 and the Right to Information Act 2009.

POLICY STATEMENT/S

The purposes of this policy are to:

- Identify all Related Parties,
- Identify Related Party Transactions,
- Highlight the disclosure requirements of all Key Management Personnel and elected members,
- Identify review responsibility,
- Identify Ordinary Citizen Transactions.

The disclosure requirements apply to the existence of relationships regardless of whether a transaction has occurred or not.

For each financial year, the Shire of Carnarvon must make an informed judgement as to who is considered a related party and what transactions need to be considered, when determining if disclosure is required.

Proper procedure is to be followed to enable an informed judgement to be made from the information requested from related parties.

This policy applies to all key management personnel, and elected members.

Local Government (Financial Management) Regulations 1996, Regulation 5A, requires Council to prepare its general financial statements in compliance with the Australian Accounting Standards, this now includes the AASB 124.

Requirements

- All key management personnel are to complete the Related Party Disclosures – Declaration form,
- All Related Party Transactions must be disclosed,
- Ordinary Citizen Transactions (OCTs) are to be reviewed every year by Management,
- Shire of Carnarvon has a legal obligation to report on Related Party Disclosures annually,
- Disciplinary action may occur for breach of this policy.

Identification of Related Parties

AASB 124 provides that local governments are to disclose in their Annual Financial reports, related party relationships, transactions, and outstanding balances.

Related parties include a person who has significant influence over the reporting entity (Shire of Carnarvon), a member of the key management personnel (KMP) of the entity, or a close family member of that person who may be expected to influence that person.

KMP are defined as persons having authority and responsibility for planning, directing, and controlling the activities of the entity, directly or indirectly.

For the purposes of determining the application of the standard, the Shire of Carnarvon has identified the following persons as meeting the definition of Related Party:

- An elected member of Council
- Key management personnel being a person employed under s5.36 of the Local Government Act 1995 in the capacity of Chief Executive Officer or Director, senior executive employees and managers.
- Close members of the family of any person listed above, including the person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.
- Entities that are controlled or jointly controlled by a Elected Member, KMP or their close family members. (Entities include companies, trusts, joint ventures, partnerships, and non-profit associations such as sporting clubs).

The Shire of Carnarvon will therefore be required to assess all transactions made with these persons or entities.

Identification of related party transactions

A related party transaction is a transfer of resources, services, or obligations between the Shire of Carnarvon (reporting entity) and the related party, regardless of whether a price is charged.

To determine whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting these criteria:

- Paying rates
- Fines
- Use of Shire of Carnarvon owned facilities such as Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending Council functions that are open to the public
- Employee compensation whether it is for KMP or close family members of KMP
- Application fees paid to the Shire of Carnarvon for licences, approvals or permits
- Lease agreements for housing rental (whether for a Shire owned property or property sub-leased by the Shire of Carnarvon through a Real Estate Agent)
- Lease agreements for commercial properties
- Monetary and non-monetary transactions between the Shire and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire (trading agreement)
- Sale or purchase of any property owned by a person identified above, to the Shire of Carnarvon
- Sale or purchase of any property owned by the Shire, to a person identified above
- Loan agreements
- Contracts or agreements for construction, consultancy, or services

Some of the transactions listed above, occur on terms and conditions no different to those applying to the public and have been provided while delivering public service objectives.

These transactions are those that an ordinary citizen would undertake with Council and are referred to as an Ordinary Citizen Transaction (OCT).

Where the Shire of Carnarvon can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclosure in the annual financial report will be required.

Disclosure Requirements

For the purposes of determining relevant transactions, elected members and key management personnel as identified below, will be required to complete a Related Party Disclosures – Declaration form for submission to financial services.

Ordinary Citizen Transactions (OCTs) Management will put forward a draft resolution every year to Council, declaring that in its opinion, based on the facts and circumstances, the following OCT are unlikely to influence the decisions that users of the Council's financial statements make.

As such no disclosure in the quarterly Related Party Disclosures – Declaration form will be required:

- Paying rates,
- Fines,

- Use of Shire owned facilities such as the Civic Centre, library, aquatic centre, parks, ovals, and other public open spaces (whether charged a fee or not),
- Attending council functions that are open to the public,
- Any valid discounts and fee waivers that are available to the party as an ordinary citizen and is available to any ordinary citizen in the same circumstance; and
- Any service or benefit occurring within normal employee, customer, or supplier relationships and at arm's length.

Where these services were not provided at arm's length and not under the same terms and conditions applying to the public, elected members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form about the nature of any discount or special terms received.

All other transactions

For all other transactions listed, elected members and KMP will be required to make a declaration in the Related Party Disclosures – Declaration form.

Frequency of disclosures

Elected members and KMP will be required to complete a Related Party Disclosures – Declaration form annually.

Disclosures must be made by all elected members immediately prior to any ordinary or extraordinary election. Disclosures must be made immediately prior to the termination of employment of/by a KMP.

Confidentiality

All information contained in a disclosure return, will be treated in confidence. Generally, related party disclosures in the annual financial reports are reported in aggregate and as such, individuals are not specifically identified.

Notwithstanding, management is required to exercise judgement in determining the level of detail to be disclosed based on the nature of a transaction or collective transactions and materiality. Individuals may be specifically identified if the disclosure requirements of AASB 124 so demands.

The following persons are permitted to access, use and disclose the information (including personal information) provided in a Related Party Disclosures – Declaration form or contained in a register of related party transactions for the purposes of assessing, reconciling, complying and verifying:

- an elected member
- Chief Executive Officer
- Executive Manager of Corporate and Community Services and Manager of Finance being responsible for the preparation of financial reporting
- financial officers within the Shire's unit of administration responsible for the preparation of financial reporting authorised by Management
- members of Council's Audit Committee
- an auditor of Council

Materiality

Management will apply professional judgement to assess the materiality of transactions disclosed by related parties and their subsequent inclusion in the financial statements.

In assessing materiality, management will consider both the size and nature of the transaction, individually and collectively.

Register of Related Party Transactions

Maintain a Register

Finance employees must maintain and keep up to date a register of related party transactions that captures and records the information specified in the Declaration forms for each existing or potential related party transaction (including ordinary citizen transactions assessed as being material in nature) during a financial year.

Contents of Register

The contents of the register of related party transactions must detail for each related party transaction:

- the description of the related party transaction,
- the name of the related party,
- the nature of the related party's relationship with Shire,
- whether the notified related party transaction is existing or potential,
- a description of the transactional documents the subject of the related party transaction,
- the information specified in the Declaration form.

CF018		LEASE AND LICENSING CLASSIFICATIONS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s46 Land Administration Act 1997 s3.58 Local Government Act 1995 reg 30 Local Government (Functions & General) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CF018 Lease and licensing classifications

OBJECTIVES

To enable responsible management of community assets by use of an equitable methodology for calculating lease and licence charges according to their classification.

POLICY STATEMENT/S

Not-for-Profit Community Groups are defined as groups which are incorporated under the Associations Incorporation Act 1987 and have their primary base of operation located within the Shire of Carnarvon. As such, where appropriate, these organisations will be granted a lease or licence at a subsidised rate in recognition of their perceived benefit to the community and their ability to pay.

Concessions may be provided to community groups and organisations that enter lease or licence arrangements with the Shire of Carnarvon.

This policy applies to the Leasing and Licensing of all real property owned, or under the care, control, and management of the Shire of Carnarvon, including Crown Land.

All Lessees are to have Public Liability Insurance.

Classifications

Tier One - Peppercorn rent \$10/year

Not-for-profit community groups:

- Use approved by Council,
- Lessor pays for lease preparation,
- lessee pays for utilities and general garden maintenance,
- Provides significant community benefit; and
- Has limited revenue-raising ability (net of cost of service) e.g., community play group.

Tier Two Discounted rent \$300/year

Not-for-profit sporting

Use approved by Council,

- Lessee pays for lease preparation, utilities, and all maintenance,
- Has revenue raising capacity or receives external funding assistance (e.g., has a Sale of Liquor licence or receives some funding from State Government or from its members).

Tier Three

Commercial leases:

- Market value lease,
- Use approved by Council,
- Lessee pays for lease preparation, utilities, and all maintenance.

Notes

Local Government has a responsibility to provide for the wellbeing of its community, including the provision of community and recreational services and facilities to its community.

It does this through the provision of sports grounds, clubrooms, courts, swimming pools, sports centres, and parks, often in partnership with the community.

A key issue facing local government is ensuring that sport and recreation facilities will meet future needs while being affordable and fit-for-purpose.

ID001		CROSSOVERS	
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s3.1 Local Government Act 1995, cl15(1),15(2) Local Government (Uniform Local Provisions) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

ID001 Crossovers

OBJECTIVES

This policy provides guidelines on the requirements for eligibility of an application for a Council subsidy for the construction of crossovers.

POLICY STATEMENT/S

Crossover means a vehicular carriageway constructed between a road formation and the front boundary of a property.

Crossover Subsidy is an amount determined by Council in accordance with Local Government (Uniform Local Provisions) Regulations 1996 s15(1), 15(2). The crossover subsidy is payable to property owners for the satisfactory completion of a crossover in accordance with this policy.

A crossover constructed between a carriageway and a front property boundary only may be eligible for a Shire crossover subsidy.

The construction specification, drawing and application to construct a crossover may be obtained from the Shire offices.

The subsidy payable for a crossover shall be to the value determined by Council in accordance with Local Government (Uniform Local Provisions) Regulations 1996 s15(1), 15(2) and as published in Council's Schedule of Fees.

Applications for the subsidy will be considered following submission to Shire Administration of a completed application on the 'APPLICATION FORM – CROSSOVER SUBSIDY'.

Applications will be considered and maybe accepted, amended, or refused. Following determination applicants will be advised accordingly.

Conditions of approval, including any amendments required will be detailed on the approval to proceed.

To be eligible for a crossover subsidy the crossover must be constructed in accordance with the Shire's

Construction specification

The subsidy applies to crossover construction between the road carriageway and the front property boundary only.

The subsidy does not apply to repairs, maintenance, or reconstruction of existing crossovers.

A single new crossover to private properties is eligible for a Council subsidy subject to the proponent gaining prior written approval. One Crossover Subsidy is available per property title.

A single (or one one-way in or one one-way out) new crossover to commercial properties is eligible for a Shire subsidy subject to the proponent gaining prior written approval. One Crossover subsidy is available per property title.

Where the approved crossover crosses one of the Shire's cast in-situ concrete footpaths, the footpath shall be reconstructed using concrete to the crossover specification. Any damage caused to the footpath shall be repaired by the applicant at the applicant's expense to the satisfaction of the Chief Executive Officer.

It shall remain the responsibility of the applicant to avoid damage or disturbance to any underground services, during construction and any necessary repairs to such services shall be entirely at the applicant's cost.

If in the opinion of the CEO, or an employee authorised by the CEO, the construction of the crossover has resulted in damage to any of council's assets such as the roadway surface or pavement, kerb, footpath, verges, signage, vegetation or the like, the Shire may order the applicant to effect repairs. If the applicant fails to repair the damage within the time stipulated by the notice, The Shire may do so and all costs, including administrative on costs will be payable by the applicant and maybe deducted from any subsidy.

Should the crossover be required to traverse a drain, the applicant must install culverts as specified on the approval.

To be eligible for the subsidy the crossover works shall be inspected and approved in writing by Shire. The minimum inspections required are:

- immediately prior to pouring concrete (or laying pavers) and
- following completion of the works. The cost of the first each of these two inspections only is met by Council. If additional inspections are required because the works failed to meet the specifications, these will be at cost to the applicant in accordance with Council's schedule of fees and charges.

This policy applies all private property titles within the Shire of Carnarvon that have not previously received a crossover subsidy.



The Shire shall be given not less than 24 hours prior notice of the time for which inspections are requested. The request must be directed to the officer nominated on the approval. Inspections will normally be limited to Council's ordinary business hours.

Note: The crossover subsidy is intended to be an equitable subsidy available as a once only offer to each property title to encourage the construction of suitable crossovers. The application assessment fee is levied to recover the cost of undertaking the assessment of application and the inspections.

It is a non-refundable fee as costs to the Shire to process the application commence immediately the application is accepted. Fees and charges for crossovers are to be in accordance with the adopted Schedule of Rates for the current financial year

DRAFT

ID002		MAINTENANCE OF SHIRE ROADS, STATION ACCESS ROADS, AND STATION AIRSTRIPS	
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s3.1 Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

ID002 Maintenance of Shire Roads, Station Access Roads, and Station Airstrips

OBJECTIVES

Provides guidance on the maintenance of Council's roads within the Shire of Carnarvon to facilitate travel between significant public destinations including destinations that may be outside the Shire boundaries.

Provides guidance on Shire's maintenance of Shire Roads, Station Access Roads, and Station Airstrips.

POLICY STATEMENT/S

Homestead fence means the fence immediately surrounding the house, often referred to as the "garden fence".

The Shire maintains the country roads between significant public destinations as listed on the attached road schedule.

The Shire generally maintains one access road to the Station Homestead on each station. When there is a need for additional maintenance to access roads, an application must be lodged for consideration.

The Shire is not responsible for the maintenance and serviceability of station airstrips.

The Shire avoids where possible competing with private service providers in undertaking maintenance to private airstrips.

The Chief Executive Officer may authorise the Shire workforce to undertake maintenance to station roads and private airstrips in accordance with Council's Private Works Policy.

SCHEDULE - South Roads

Road Number	Name	Length Km	From	To	Type
82	Callagiddy/Marron	102.03	North West Coastal Highway	Wahroonga Rd	Shire Road U
188	Callagiddy Rd	2.45	Callagiddy/Marron Rd	Callagiddy Homestead	Station Access U

189	Ella Valla Rd	.4	Callagiddy/Marron Rd	Ella Valla Homestead	Station Access U
224	Marron Homestead Rd	1.08	Callagiddy/Marron Rd	Marron Homestead	Station Access U
90	New Beach/Bush Bay Rd	8.46	North West Coastal Highway	New Beach - Bush Bay	Public Access U
218	Bush Bay	32.01	New Beach/Bush Bay Rd	New Beach/Bush Bay Rd	Public Access U
91	Uendoo Rd	1.42	Bush Bay	Uendoo Creek	Public Access U
89	EllaValla/Winderie	57.01	Callagiddy/Marron Rd	Shire of Upper Gascoyne Boundary	Station Access U
192	Yalbalgo Rd	1.8	EllaValla/Winderie	Yalbalgo Homestead	Station Access U
83	Yalbalgo North	23.32	EllaValla/Winderie	Carnarvon - Mullewa Rd	Shire Road U
88	Edaggee/Marron	45.63	North West Coastal Highway	Wahroonga/Pimbee	Shire Road U
115	Edaggee Station Rd	1.5	Edaggee/Marron	Edaggee Homestead	Station Access U
86	Wahroonga/Pimbee	87.7	North West Coastal Highway	Shire of Upper Gascoyne Boundary	Shire Road U
248	Wahroonga Rd	.38	Wahroonga/Pimbee	Wahroonga Homestead	Station Access U
81	Gilroyd Rd	1.01	Wahroonga/Pimbee	Shire of Shark Bay Boundary	Shire Road U
87	Meedo/Pimbee	40.8	North West Coastal Highway	Meedo Homestead	Station Access U
87	Meedo/Pimbee	28.37	Meedo Homestead	Wahroonga/Pimbee Rd	Station Access U
92	Wooramel	2.3	North West Coastal Highway	Wooramel Homestead	Station Access U
95	Gladstone Rd	6.6	North West Coastal Highway	Gladstone Jetty	Public Access U
187	Yaringa Rd	.65	North West Coastal Highway	Yaringa Homestead	Station Access U
242	Carnarvon - Mullewa Rd	117.95	North West Coastal Highway	Shire of Upper Gascoyne Boundary	Shire Road U
84	Meeragoolia Rd	13.34	Carnarvon - Mullewa Rd	Meeragoolia Homestead	Station Access U
84	Meeragoolia Rd	17.17	Meeragoolia Homestead	Callagiddy/Marron Rd	Station Access U
85	Rocky Pool Rd	4.16	Carnarvon - Mullewa Rd	Rocky Pool	Public Access U
185	Doorawarra Rd	3.85	Carnarvon - Mullewa Rd	Doorawarra Homestead	Station Access U

SCHEDULE - North Roads

Road Number	Name	Length Km	From	To	Type
66	Blowholes Rd	40.82	North West Coastal Highway	Quobba - Gnaraloo Rd	Public Access U
65	Boolathana Rd	4.64	Blowholes Rd	Boolathana Homestead	Station Access U
121	Quobba - Gnaraloo Rd	83.83	Blowholes Rd	Gnaraloo Bay	Public Access U
184	Beach Rd	4.14	Blowholes Rd	Black Rock	Station Access S and U
227	Red Bluff Road	7.9	Quobba - Gnaraloo Rd	Red Bluff Bay	Public Access U
93	Mardathuna Rd	69.32	North West Coastal Highway	New Beach/Bush Bay Rd	Shire Road U
94	Hill Springs Rd	18.86	Mardathuna Rd	Hill Springs Homestead	Station Access U
96	Cooralya Rd	8.45	North West Coastal Highway	Cooralya Homestead	Station Access U
190	Boologooro Rd	.5	North West Coastal Highway	Boologooro Homestead	Station Access U
179	Manberry Rd	14.96	North West Coastal Highway	Manberry Homestead	Station Access U
97	Minilya Access Rd	7.96	North West Coastal Highway	Minilya Homestead	Station Access U
174	Minilya Lyndon Rd	87.7	North West Coastal Highway	Lyndon - Towera Rd	Shire Road U
76	Wandagee Rd	3.6	Minilya Lyndon Rd	Wandagee Homestead	Station Access U
249	Middalya Rd	.4	Minilya Lyndon Rd	Middalya Homestead	Station Access U
79	Sandiman - Williambury Rd	4.95	Minilya Lyndon Rd	Willambury Homestead	Station Access U
79	Meedo/Pimbee	28.37	Willambury Homestead	Shire of Upper Gascoyne Boundary	Station Access U
78	Lyndon - Mangaroon Rd	31.91	Minilya Lyndon Rd	Shire of Upper Gascoyne Boundary	Shire Road U
77	Lyndon - Towera Rd	20.76	Minilya Lyndon Rd	Shire of Ashburton Boundary	Shire Road U
75	Lyndon - Maroonah Rd	.65	Lyndon - Towera Rd	Shire of Ashburton Boundary	Station Access U
74	Mia Mia Rd	11.6	North West Coastal Highway	Mia Mia Homestead	Station Access U
178	Winning Pool Rd	2.55	North West Coastal Highway	Winning Homestead	Station Access U
72	Bullara - Winning Rd	29.26	North West Coastal Highway	Shire of Exmouth Boundary	Station Access U



67	Warroora East Rd	22.59	Minilya - Exmouth Rd	Old Warroora Homestead	Station Access U
191	Warroora North Rd	25.42	Warroora East Rd	Minilya - Exmouth Rd	Station Access U
69	Cardabia Rd	2.09	Coral Bay Rd	Cardabia Rd	Station Access U
245	Sanctuary Rd	1.17	Coral Bay Rd	Rubbish Tip	Shire Road U
247	Robinson St (Coral Bay)	.71	Coral Bay Rd	Beach	Public Access S
243	French	.28	Robinson St (Coral Bay)	Cul-de-sac	Public Access U
	Bibrawarra Road				
	Gnarloo Station Road				

DRAFT

ID003	STOCK GRIDS POLICY		
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Section 3.57 of LGA, Regulation 11A of Functions & General Regulations Local Government (Functions and General) Regulations 1996 Regulation 11 and Regulation 18(4) Local Government Act 1995 (“the Act”) and the Local Government Act (Functions and General) Regulations 1996 (“the Regulations”). State Records Act 2000 (WA) and associated records management practices and procedures of the Shire of Carnarvon. Relevant legislation, regulations, and requirements consistent with the Shire of Carnarvon’s policies and Code of Conduct State Government’s Buy Local Policy		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

ID003 Maintenance of Shire Roads, Station Access Roads, and Station Airstrips

OBJECTIVE

To provide guidelines to ensure uniform standards are applied for the installation, maintenance, replacement and removal of stock grids on public roads managed by the Shire and to reduce the risk presented by stock grids to road users, the Shire and landowners.

SCOPE

This Policy applies to stock grids on public roads managed by the Shire.

DEFINITIONS

The following definitions apply to this policy –

CEO means the Chief Executive Officer of the Shire.

Council means the Council of the Shire.

Existing stock grid means a stock grid installed on a public road prior to the commencement of this policy.

Stock grid means a structure designed to enable motor traffic to pass across a public road and prevent the passage (or straying) of all types of livestock.

Public road means a road for which the Shire is responsible.

Shire means Shire of Carnarvon.

POLICY STATEMENTS

Principles

The Shire is the responsible authority vested with the care, control and management of roads in its district (except main roads or highways) (under section 55(2) of the *Land Administration Act 1997* and section 15 and 26(5) of the *Main Roads Act 1930*).

Under regulation 9 of the *Local Government (Uniform Local Provisions) Regulations 1996*, the Shire may authorise a person who applies to the Shire for permission to have across a public thoroughfare under the control or management of the Shire, a gate or other device (such as a stock grid) that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying. Under regulation 9(4) of the *Local Government (Uniform Local Provisions) Regulations*, the Shire can impose any conditions it thinks fit on the grant of its permission under regulation 9 (including, but not limited to, conditions on the construction, placement and maintenance of a stock grid across a public thoroughfare).

This policy outlines the criteria for assessing a landowner's application and the appropriateness of granting approval for the installation of a new or replacement stock grid, to ensure that a stock grid does not interfere with the safe movement of motor traffic and the proper maintenance of the public road.

In each case it will be necessary to determine whether approval for the installation of a new or replacement stock grid should be granted and the conditions that will apply for the grant of approval.

Application of a new stock grid

A landowner(s) who seeks the installation of a new stock grid on a public road is to make an application in writing, to the CEO.

A written application for the installation of a new stock grid on a public road is to-

- a) Give details of the adjoining land and the landowners;
- b) Confirm whether the stock grid is a boundary or an internal stock grid; and
- c) Include a plan showing the proposed location of the stock grid.

Stock grid criteria

The Shire will consider the following criteria for determining whether to approve an application for the installation of a new stock grid –

- A functioning stock-proof fence must be in place on both sides of the proposed location for the stock grid;
- The proposed location for the stock grid must be suitable for the installation of a stock grid;
- The proposed stock grid must be capable of handling all stock types and suitable vehicle capacity rating;
- The proposed stock grid must be at least 8 metres wide; and
- The proposed stock grid must be a boundary stock grid unless the request demonstrates a clear need for an internal stock grid is suitable.

The Shire may refuse, grant or grant subject to conditions, an application for the installation of a new replacement stock grid.

- 1) The agreement between the Shire and the relevant landowner(s) (those with property abutting the grid) will include that:
- 2) The installation and entering into a cost share arrangement on new grids cost on an equal 50% basis where the Shire and one landowner(s) are party to the agreement or on 33.3% cost share from each party where the Shire and two landowners are party to the agreement.
- 3) A contribution deed with the Shire for the advance payment of the costs (or contribution towards the installation, maintenance, replacement, and removal of the stock grid, in a form and on terms satisfactory to the Shire.
- 4) The landowner, will, at their own cost, maintain a functioning stock proof-fence on both sides of the stock grid.
- 5) The landowner will indemnify the Shire against any loss or damage arising from the stock grid being installed on a public road (except to the extent that the loss or damage arises from the failure of the Shire to carry out any statutory duty in relation to the stock grid).
- 6) All property rights in the stock grid must remain with the Shire.
- 7) The Shire reserves its right to revoke the approval and remove a stock grid, where a stock grid does not comply with any condition of approval granted under this policy, or the landowner fails to make any payment required under a cost contribution deed for the stock grid, or the Shire considers the stock grid to be dangerous or redundant.

Construction Standard

The Shire will construct all stock grid(s) approved under clause 2.3.1 in accordance with the Main Roads WA standards.

The installation of any stock grid(s) approved under clause 2.3.1 must include the provision of safety signation (width markers and warning signs).

Maintenance of stock grids

Stock grids on public roads managed by the Shire will be maintained by the Shire to the Shire's standards and requirements.

Maintenance will be carried out as a shared cost with cost met equally by each party (Shire and landowner(s)).

The costs of maintaining a stock grid on a public road must be paid by the landowner(s) to the Shire in advance (prior to the commencement of any works).

Removal of existing stock grids

Except in the case of an emergency (where the CEO is of the opinion that providing notice would be impractical or unreasonable because of the imminent risk of injury to any road user), the CEO will provide the landowners with property abutting the stock grid, with at least 60 days' written notice of the Shire's intention to remove an existing stock grid and invite the landowners to make an application for the installation of a replacement stock grid as per the conditions of this policy.

If a landowner does not make an application to replace a stock grid within 60 days of receiving notice, the Shire will remove the stock grid and reinstate the public road at its cost.

Removal of stock grids install after commencement of adopted policy

The Shire may remove any stock grids installed without approval after commencement of adopted policy.

Where a landowner fails to comply with any condition of approval granted under this policy or fails to make any payment required under a cost contribution deed, the Shire may after providing 30 days' written notice to the landowner, revoke any approval granted under this policy and remove the stock grid.

Where the Shire considers a stock grid to be redundant, the CEO will provide the landowners with at least 60 days' written notice of the Shire's intention to remove a stock grid and invite the landowners to make a submission for the retention of the stock grid.

If no submission is made by the landowner within 60 days of notice being provided, the Shire may revoke any approval granted under this policy and remove the stock grid.

If a landowner makes a submission for the retention of a stock grid considered to be redundant by the Shire, a report is to be prepared by the CEO containing details of the request, an assessment of the request, an estimate of the costs to maintain the stock grid and a recommendation for consideration of the Council.

In considering a landowner's submission, Council will consider the following, when deciding whether to retain or remove a stock grid:

- a) whether the stock grid satisfy the construction standards outlined in this policy;
- b) whether a functioning stock-proof fence is in place on both sides of the stock grid;
- c) whether the stock grid is at least 8 metres wide;



- d) whether the stock grid(s) is a boundary stock grid or internal stock grid (the retention of boundary grids will be given priority over internal and intermittent grids); and
- e) the cost of maintaining the stock grid(s) and whether an application for the installation of a new or replacement stock grid(s) will be required under the conditions of this policy.

EXPLANATORY NOTES

N/A

DRAFT

ID004		NAMING OF ROADS, PARKS, PLACES, AND BUILDINGS	
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Landgate Policies and Standards for Geographical Naming in Western Australia (V 01:2017) Land Administration Act 1997 Land Information Authority Regulations 2007 Australian Standard AS/NZS 4819:2001 Rural and urban addressing		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

ID004 Naming of roads, parks, places, and buildings

OBJECTIVES

The purpose of this Policy is to assist Council to appropriately deal with and assess proposals to name a Shire Road or Shire Asset.

POLICY STATEMENT/S

Shire Asset - any park, garden, reserve, memorial, sporting ground or building or other infrastructure asset owned or under the care, control, or management of the Shire of Carnarvon.

Shire Road - any Road or variation of Road, including street, place, boulevard, etc

Naming Considerations

Council may consider naming a Shire Asset in honour of persons considered to be pioneers, persons who have made an outstanding humanitarian contribution or who, in the opinion of the Council, are worthy of such an honour. This may also be in acknowledgment of events of historical, environmental, or cultural significance or collective community action.

Where personal names are used, the person commemorated should preferably be recognised in memorium.

To facilitate ease of geographical identification and identification of purpose, where possible a locality name and purpose should be associated with the naming of a Shire Asset, even when it is determined that an honorary name will be applied.

In general terms, naming should use the form, spelling and style of contemporary Australian English or a recognised Australian Aboriginal language local to the area of the feature.

Where applicable and always in the first instance, naming guidelines as set out in Policies and Standards for Geographic Naming in Western Australia will be adhered to. The Shire must apply to Landgate for the naming of Shire Roads.

Renaming will only occur in an extraordinary case or where a name is no longer deemed appropriate.

The use of Aboriginal names and words for naming features are a way of recognising the different enduring cultural and language groups.

Names originating from an Australian Aboriginal language local to the area must be written in a standard recognised format and their use shall be endorsed by the recognised local community. Evidence of this endorsement must be included with the naming proposal.

A proposal to name a significant Shire Asset can be put forward to Council for consideration by:

- an elected member by way of a notice of motion,
- an employee via a report to Council,
- a member of the public via a submission to the CEO; or
- users of a facility via a submission to the CEO.

Any proposal to name a significant Shire Asset will include:

- details of the proposed Shire Asset to be named,
- proposed name; and
- justification for the proposal.

Through its consideration Council may endorse the name or determine that the proposal requires further community consultation, subject to policy statement below:

Criteria for Assessment for Personal Recognition

A request to name a Shire Asset after a person shall be assessed against the following criteria:

- whether the person being honoured has been instrumental in the development of the Shire asset or activities to be undertaken or contributed in a significant way to the Shire asset,
- the views of the community with respect to honouring the person or event after which the Shire asset is proposed to be named,
- the length of residency of the person proposed. For the purposes of guidance, residency of ten (10) years or more in a relevant location is likely to qualify a person for further consideration,
- the contribution made by the person to the local community through areas such as education, representation on Council or another level of government, volunteering, association with local sporting or service club or through business development.

A significant contribution could include:

- two (2) or more terms of office on the local government Council,
- twenty (20) or more years association with a local community, sporting, or service club,
- action by an individual to protect, restore, enhance, or maintain an area that produces substantial long-term improvements for the community of area; or
- evidence of works undertaken being of a pioneering nature for the benefit of the community

MEMORIALS IN ROAD RESERVES, PARKS, FORESHORES ETC			
ID005			
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

ID005 Memorials in road reserves, parks, foreshores etc

OBJECTIVES

The objective of this Policy is to:

- Provide guidance in relation to the use of public open space in the placement of memorials, monuments, plaques, and the planting of commemorative trees.
- Ensure that applications for memorials, monuments, plaques, and trees are managed on a consistent basis and in accordance with the Council's strategic direction and corporate policies

POLICY STATEMENT/S

This Policy applies to the placement of memorials, plaques, and monuments as well as the planting of commemorative trees in Shire of Carnarvon owned/managed parks, reserves, public open space and streetscapes.

This Policy does not apply to operations of cemeteries. All items instated in accordance with this policy become Shire assets and are therefore owned and under the care, control, and management of the Shire.

The policy applies to memorials, monuments, plaques, and commemorative trees, where the naming is intended to commemorate a (deceased) person, organisation, or significant event. It also includes the placement of such items for community driven projects, where the intent of the project is to raise awareness of a particular community issue.

Requests to recognise a living person/individual does not fall within the scope of this policy.

An artwork or other feature intended primarily to enhance open space and not designed as a commemorative piece, is not considered a memorial for the purpose of this policy.

The Shire of Carnarvon recognises that members of the community may wish to use public open space to commemorate a person, group of people or event through a memorial, which adds to the value of the wellbeing of the community.

For the Shire to ensure its public open spaces continue to serve their intended purpose and are not transformed into places of mourning, and that its asset management practices are not impacted

negatively, subjects for plaques, monuments, memorials, and commemorative trees in public open space are limited to the criteria and requirements outlined in this policy.

Applications and Base Criteria

Each application will be assessed on its individual merit and must first meet one or more of the following base criteria:

- An individual or association that has contributed significantly to the cultural, political, or social aspects of the Shire of Carnarvon. Individual nominees are to be deceased, and demonstrate:
 - They were a local community member,
 - Left a tangible legacy to the community that has resonance with the broader public,
 - Placement benefits the community in acknowledging the deceased.
- An event or occasion to be commemorated:
 - Anniversary or event must be unique and highly significant to the history and development of the Shire of Carnarvon; and State of Western Australia and/or Australia
 - Reference to historical, social, or culturally significant events must be highly significant to a particular site within the Shire of Carnarvon.
- Awareness campaign:
 - Where the intent of a plaque or memorial item is to raise awareness of a particular community issue, the applicant must demonstrate the relevance of the issue to the local community. Further to the base criteria, applications for items outlined in this policy must be received in writing to the Shire.
- All applications relevant to memorialising an individual are to be presented to Council for consideration and approval/refusal.
- Applications for monuments that meet conditions within this policy are to be presented to Council for consideration and approval/refusal.
- All other applications that meet conditions within this policy for memorials, plaques and trees are to be presented to the CEO for consideration and approval/refusal via an internal recommendation process.
- Community requests for infrastructure items such as park benches, picnic tables and plaques, where these are related to heightening the awareness and understanding of a particular community matter need to demonstrate the campaigns relevance to the local Shire of Carnarvon community. These applications are to be presented to the CEO for consideration and approval/refusal via an internal recommendation process.

The outcome of applications are to be confirmed with the applicant/s following the relevant process.

Applicant Requirements

All applications must meet the following requirements:

- Commitment to fund the requested memorial item (plaque, memorial, monument, or tree),
- Must bear a relationship with the open space setting proposed and be consistent with any approved masterplans for the site,

- Must not detract from the aesthetic value of the identified location.

Plaque

The Shire will specify the size and design of the plaque.

This will be determined in accordance with the type of furniture or structure (such as raised plinth or stone) on which it will be placed.

Further to the above Memorials Criteria, monuments must also meet the following criteria:

- An individual Nominee should have made a highly significant contribution to the shared community history in the Shire of Carnarvon that is also significant at a State, National or International level.
- An individual Nominee must have achieved at a high level and contributed over and above what might be reasonably expected through paid employment, or their voluntary contribution to the community and should stand out from others who may have also made a valuable contribution.

The Shire will commission any approved monument request.

Park furniture

All furniture that is to be installed and/or on which Memorial plaques are to be placed, is at the discretion of the Shire and subject to the conditions of this Policy.

Tree selection

The type of tree to be planted is at the discretion of the Shire.

The Shire will have final approval of the exact location of the tree and installation details.

Memorial trees may be identified by a commemorative plaque or other identification at the discretion of the Shire. The appropriate Shire park, reserve, public open space, or streetscape for the placement of the memorial is to be determined by the Shire in consultation with the applicant.

Cost

Applicants must meet the cost of the purchase and installation of furniture, monuments, plaques (inclusive of any required structure for mounting purposes) and trees.

Costs are to be determined on a case-by-case basis.

Applicants will be advised of the costs prior to the application being presented for approval/refusal purposes. Applicants can advise at this stage if they do not wish to proceed with the application.

Costs are to be paid in full before the Shire will undertake the purchase of the memorial.

Life of the furniture/plaque/ tree/monument Memorials and plaques have a finite life.



The Shire envisages that infrastructure such as seating/plaques will be located at the site for a period of not less than 10 years from the date of installation.

Should a piece of memorial park furniture be vandalised beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

The Shire reserves the right to remove a memorial if it falls into a state of disrepair or to remove a memorial. Shire will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

The Shire will use reasonable endeavours to contact the applicant/next of kin. In the case of a tree, the memorial will be for the life of the tree.

There will be no right to renewal and should the tree die; the applicant/next of kin will need to lodge a new application for a new memorial tree.

Monuments approved and commissioned in line with this policy will be deemed an asset of the Shire of Carnarvon and managed in accordance with associated practices.

Memorial Register

The relevant registers are to be updated where a memorial, plaque, monument, or tree is approved.

This may include asset databases and the memorial register.

CD001		CCTV DATA MANAGEMENT	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:	Memorandum of Understanding – 4A0133.17 ICT162329S		
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD001 CCTV Data Management

OBJECTIVES

To establish functional categorisation of CCTV's and protocols for the management of recorded data, relating to the release and viewing of recorded footage.

POLICY STATEMENT/S

CCTV System - Is a system that comprises of Closed-Circuit Television (CCTV) cameras, information stores, connections and applications for storage, retrieval and viewing of information.

Surveillance Purpose

There are five categories of CCTV cameras that the Shire of Carnarvon implements.

- Public Area Permanent (Fixed)
- Public Area Portable (Temporary)
- Vehicle-based (Mobile)
- Buildings and Assets Permanent (Fixed)
- Service/Employee Areas Permanent (Fixed)

Release or Viewing of Recorded Footage and Still Photographs to WA Police

The release or viewing of recorded footage and still photographs to the WA Police is permitted subject to the terms and conditions contained within the MOU between the Shire and the WA Police. It is also a requirement for the CEO to be informed whenever footage is released.

Memorandum of Understanding (MOU)

A Memorandum of Understanding (MOU) between the Shire of Carnarvon and WA Police exists to establish the principles, protocols, roles, and responsibilities regarding the access to viewing, release and copying of recorded footage and still photographs

CD002		MARKET TRADERS AT THE WOOLSHED	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s2.7(2)(b) of the Local Government Act, 1995.		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD002 Market traders at The Woolshed

OBJECTIVES

To identify a location plan for Gascoyne Growers Markets Inc. traders whilst encouraging products sold at the markets to have a focus on the Gascoyne.

POLICY STATEMENT/S

Gascoyne Growers Markets Inc. stalls - means that area provided on the Policy Plan that specifically identifies the location of the stalls where only horticultural/agricultural products and seafood as approved Gascoyne Growers Markets Inc. will be sold at the markets.

Policy Plan - means the indicative area identified on Attachment 1 to this Policy where the Gascoyne Growers Markets Inc. stalls are approved to be established along with the shared “drop off” area.

Background

For many years, the Woolshed has been used and promoted as a ‘farmers market’ through the Gascoyne Growers Markets Inc.

Whilst this has been successful, the Shire and the Gascoyne Growers Markets Inc. seek to ensure that local products and producers remain the focus of the markets. In addition, there is a strong desire to use the markets as a venue to promote innovation within local industries, and positive, healthy lifestyles for the community of Carnarvon.

Whole or value-added primary products derived from the Gascoyne only may be sold from stalls identified on the Policy Plan as Gascoyne Growers Markets Inc. area.

Should the area of the Woolshed forecourt not be required by the Gascoyne Growers Markets Inc. stalls on market day, the Gascoyne Growers Markets Inc. will advise the Manager of the Carnarvon Visitor Centre not less than 24 hours before of the markets commence that those sites can be made available for other stall holders.

For non- Gascoyne Growers Markets Inc. stalls, the Carnarvon Visitor Centre will encourage those stall holders to promote the sale of Gascoyne related products.

CD003		AUSTRALIA DAY AWARDS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	Delegation 1038 - Awards Committee – Nomination of Persons and Organisations for Awards and Honours		
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD003 Australia Day awards

OBJECTIVES

To ensure that there is a clear process available in guiding decision-making in relation to Australia Day Awards.

POLICY STATEMENT/S

The Shire will make the following awards each year at the formal Australia Day ceremony:

- Premier's Australia Day Active Citizenship Awards
- Premier's Australia Day Active Citizenship Award for a person under 25 years
- Premier's Australia Day Active Citizenship Award for a community group or event
- Locally initiated awards formally approved from time to time by the Council

The nomination process and criteria to be used in selecting award recipients will be:

1. As set out for the WA Premier's Active Citizenship Awards by the Australia Day Council of WA,
2. For locally initiated awards, as approved by the Council.

The Shire of Carnarvon Awards Committee will review nominations against the relevant criteria set for the Premier's Australia Day Awards and any locally initiated awards and make recommendations to Council in a timely manner.

The Council will then consider and approve final awards under each category.

Note

Australia Day is held annually on the 26th of January and each local government holds a formal ceremony as part of the celebrations.

The Premier's Australia Day Active Citizenship Awards eligibility and criteria are set by the WA State Government however, the selection process is carried out under the auspices of the local government.

CD004		COMMUNITY GROWTH FUND	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	CS006A – CGF Guidelines		
RELATED FORMS:	CS006B – CGF Small Assistance Donations Form CS006C – CGF Community Support Grants Form CS006D – CGF Major Project Support Grant Form CS006E – CGF Grant Acquittal Form		
RELATED DELEGATIONS:	Community Growth Fund Committee		
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 Local Government (Functions and General) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD004 Community Growth Fund

OBJECTIVES

The purpose of the Community Growth Fund Policy is to establish an application process and criteria for the allocation of grants to ensure a fair, equitable and transparent process and framework for distribution of funds allocated through the budget process. This policy outlines the eligibility requirements for those organisations seeking financial assistance through the Shire.

This policy applies to the provision of grants, sponsorship (cash or in-kind) and donations allocated by the Shire of Carnarvon through its Community Growth Fund Policy to support community organisations that make a positive contribution to the sustainable development of this region's social, cultural, economic, sporting, and environmental lifestyle.

POLICY STATEMENT/S

1. Background and Context

This policy is designed to meet statutory requirements and to demonstrate Council's commitment to supporting organisations/clubs in the shire by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation, and make a positive and ongoing contribution to the shire.

Council will provide grants only when it is satisfied that:

- The grant is appropriate, being aware of other Council priorities and available resources.
- The applicant meets the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program.
- The grant will be used for a purpose that provides community benefit.
- The grant will meet a community and/or social need in the community.

2. Definitions

Applicant	The organisation/group who will be implementing the proposed program, project, or activity.
Council/Shire	Shire of Carnarvon
Event	Means an event, project, service (including sponsorship), facility or other activity for which assistance through grant funding is sought.
Grant	The sum of money/in-kind support given to community organisations for an event/project/service.
Grant limit	The maximum amount excluding GST in monetary value and/or in-kind support may be requested depending on the category.
Incorporated Organisation	An organisation who status is registered with the Office of Fair Trading and operates within the scope of the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.
In-Kind Contribution	A donation of goods and services, time, or expertise, rather than cash or appreciated property.
Not-For-Profit Organisation	An organisation that is not operating for the profit or gain of its members.

3. Roles and Responsibilities

The Chief Executive Officer and the Executive Leadership Team are responsible for ensuring this policy is understood and adhered to by Council staff, the Shire President and Councillors.

The delegated Community Growth Funds Committee consisting of Elected Members is responsible for the allocation of funds.

4. Policy

a. Eligibility Criteria

Major Project Support Grant

A community organisation will be eligible to receive a grant from Council under this category if the organisation demonstrates the following:

- The project, event or activity contributes significantly to the regional profile and/or economic benefit of the Shire.
- The organisation/group resides and operates, and the event is carried out in Shire of Carnarvon boundaries.

- Have acquitted any previous Shire of Carnarvon grant satisfactorily.
- Be free of debt with Shire of Carnarvon.
- Be an incorporated 'not-for-profit' organisation and hold a current Association Constitution.
- Have relevant public liability insurance cover (applicable to large scale events).
- Uses the grant funds for a purpose that Council considers providing a community benefit. This includes spending the grant funds with Carnarvon businesses.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored.
- Submit the organisation's most current financial statement.
- Submit a detailed budget for the program, project and/or activity.

4.1.2 Eligibility Criteria

Community Support Grant (up to \$5,000)

A community organisation will be eligible to receive a grant from Council under this category if the organisation demonstrates the following:

- The project is a specific community event/activity or community program that demonstrates a social, economic, educational, recreational or art and cultural benefit to the Shire of Carnarvon community.
- The organisation/group reside and operate, and the event is carried out in Shire of Carnarvon boundaries.
- Have acquitted any previous Shire of Carnarvon grant satisfactorily.
- Be free of debt with Shire of Carnarvon.
- Be an incorporated 'not-for-profit' organisation and hold a current Association Constitution.
- Have relevant public liability insurance cover.
- Uses the grant funds for a purpose that Council considers providing a community benefit. This includes spending the grant funds with Carnarvon businesses.
- Demonstrate a clear need for financial support and show that other avenues of financial support have been explored.
- Submit the organisation's most current financial statement.
- Submit a detailed budget for the program, project and/or activity.

4.1.3 Eligibility Criteria

Small Assistance Donation (up to \$1,000)

The organisation or member is requested to demonstrate the following:

- Small financial contribution to an event, activity, service or endeavour for not for profit or benevolent organisations.
- Applicants reside and operate in Shire of Carnarvon boundaries.
- Have acquitted any previous Shire of Carnarvon grant satisfactorily.
- Demonstrate a clear need for support (cash or in-kind).
- Uses the grant funds for a purpose that Council considers providing a community benefit.
- Submit a budget for the requested activity.

4.1.4 Ineligible Items

Items/requests ineligible for funding

The following are ineligible for funding under the Community Growth Fund categories:

- Private, commercial or political ventures or activities.
- Ongoing salaries/wages for staff.
- Retrospective funding – programs, projects and/or activities that have commenced or completed prior to grant outcomes.
- Programs, projects and/or activities that do not benefit or involve the Carnarvon community.
- Payment of debt.
- Items/programs that are the core business of a Government Department, tourism, or economic development organisations.
- Items of equipment or other expenditure that are personal or of a personal gain.
- Insurance costs.
- Assets where Council have an unacceptable risk of being damaged, lost, causing injury, or quickly losing value.
- Freight, merchandise, prizes, and raffles (unless demonstrated essential to program, project, or activity).

5. Selection Criteria

- All eligibility and selection criteria must be met (essential).
- The level of assistance available is limited by Council's budget allocation and its priorities. No application can be guaranteed funding, nor can any application be guaranteed to receive the full amount requested.
- The grants program aims to provide limited financial assistance in relation to development of program, project, and/or activity, and is not intended to be relied upon as a primary source of funding. Council encourages co-funding from other sources and reserves the right to part fund a grant application.
- Community Growth Fund applications are at the discretion of the delegated Community Growth Fund Committee.
- Incomplete or late applications outside allocated round period will not be accepted.
- Previous grants approved by Community Growth Fund Committee that have not been acquitted will result in future grant applications being declined for consideration.
- Each organisation will be eligible once per financial year.

6. How Are Applications Assessed?

- Under delegated authority, the Community Growth Funds Committee is a committee consisting of Elected Members that determines the outcome of any application.
- The high demand for funding under the Shire of Carnarvon's Community Growth Fund will mean that not all grant applications can be approved. Although an application may meet the assessment criteria; ability to deliver on the economic, natural and built environment, social, cross-cultural connection and civic objectives as set out in the Strategic Community Plan is essential.

- All funding submissions will be assessed by Shire Officers against the selection criteria with recommendations submitted to the Community Growth Funds Committee for a decision based on selection criteria response.
- All applications will receive written notification of their applications outcome. Successful applications may also be acknowledged as part of Council's publications.

7. Submission Timeframes

Submissions will be considered on a quarterly basis at the Community Growth Funds Committee Meeting. Applications outside scheduled rounds will not be accepted.

Round	Opening Date	Closing Date	Applicants notified of outcome
1	1 January	12 February	5 March
2	1 July	12 August	2 September

8. Grant Categories

Category	Grant Description	Maximum (Cash or In-Kind)
Major Project Support Grant	Major Projects Support Grant supports a project or event which has economic and/or cultural importance to the community, and is recognisable as being specific to, and for the betterment of the Shire of Carnarvon.	\$10,000
Community Support Grant	Grants are offered under this category to assist organisations with the planning and development of local community events and/or activities that will assist in building community capacity and promoting community cohesion.	\$5,000
Small Assistance Donation	Small financial contribution to an event, activity, service or endeavour for not for profit or benevolent organisations.	\$1,000

9. Acknowledgement Requirements

Recipients of Shire of Carnarvon Community Growth Fund are required to acknowledge Council's contribution to the activity that is being funded.

Should any of the following be implemented as part of a program/activity, Shire of Carnarvon's logo and the words 'Proudly Supported by Shire of Carnarvon' should be implemented relating to the associated event, program, or activity.

- Press/media releases
- Social Media communications
- Promotional materials
- Media advertising and signage
- Acknowledgement in speeches

10. Accountability and Reporting

Council is required to evaluate the Community Growth Fund Policy regularly to ensure it is relevant and responsive to the needs of the community.

Recipients will be required to:

- Accept the Funding Agreement, including terms and conditions as stated;
- Not commence the proposal until the Funding Agreement has been accepted;
- Issue the Shire with a Tax Invoice to request the release of the payments in line with the Funding Agreement;
- Use grant funds solely for the approved purpose;
- Acknowledge the Shire for its contribution towards to proposal. This includes, but is not limited to, advertising, promotion, media releases, use of Shire banners etc. Approval is required to use the Shire's logo;
- Provide an Acquittal by the date stipulated in the Funding Agreement, ensuring the following is provided:
 - Evidence of acknowledgement of the Shire's contribution;
 - Evidence of outcomes achieved as a result of the funded project/activity;
 - Financial Statement detailing all income and expenditure related to the proposal;
 - Evidence of invoices/receipts showing the expenditure of the Shire's funding on approved items.
- Any unspent funds, funds not accounted for, or funds used for ineligible items must be returned to the Shire of Carnarvon.

11. Acquittal Process

At the completion of a funded program, project and/or activity an acquittal report is required. Acquittals are required 12-weeks from date of program, project and/or activity completion. Should a community grant remain unacquitted, the grant recipient will be ineligible to apply for future Community Growth Fund grants until such acquittal is received.

Acquittal includes the following requirements:

- Project summary
- A brief description of the project, program, or activity, including any variations from the initial application form



- Direct/indirect benefits to the Shire of Carnarvon
- Copies of invoices
- Proof of payment (invoices/receipts)
- Support material (press clippings, photographs, social media activity, etc.)
- Program, project and/or activity results – reach, economic, demographics etc.

12. EXPLANATORY NOTES:

N/A

DRAFT

CD005		LETTERS OF SUPPORT	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD005 Letters of support

OBJECTIVES

Council recognises the important roles that community groups, not-for-profit organisations and service providers perform in our region to promote social cohesion, economic development, and recreational opportunities.

This policy is to ensure the Shire manages requests for letters of support for grant applications in an efficient, effective, transparent, and accountable manner. This policy is to:

- Ensure there is a standard and set process used when providing letters of support; and
- Ensure that letters of support align to Council's strategic priorities and values.

POLICY STATEMENT/S

Council receives requests for letters of support from individuals, community groups, businesses, sporting clubs and not for profit organisations on a regular basis.

Letters of support mainly relate to community groups, organisations and sporting clubs applying for grants. Providing support for programs, projects and events within the Shire of Carnarvon can be critical for securing funding.

Some grant applications may involve capital works, which has the potential to impact Council's asset register, maintenance works, long term financial plan and budgets.

The Shire will assess all requests for letters of support in a fair, equitable and reasonable manner, applying the following conditions:

- The grant application must have a clear community or economic benefit to the Shire of Carnarvon, an identified need for the project and clear evidence of community support.
- The application must be in line with Council's strategic direction as set out in the Strategic Community Plan.
- There are no current or future costs to be incurred by Council.



- Council will be indemnified from any future obligations in continuing events or projects that have been initiated by community groups or other third parties if Council determines there is no ongoing community benefit.
- The project must be consistent with the Council's objective to adopt sound asset management frameworks and strategies (Corporate Business Plan as updated from time to time)

Letters of support will not be provided if –

- The Shire is applying for grant funding from the same funding body, and it is considered that the application will be in direct competition with Council's application.
- Council operates a program similar or the same as that of the application.
- The objectives of the application or request do not fit with Council's strategic priorities as set out in the Strategic Community Plan.
- There is an expectation to continue the event/project beyond reasonable timeframes.

Process

Requests for letters of support must:

- Be submitted in writing to the CEO, Shire of Carnarvon, PO Box 459, Carnarvon WA 6701 or by email to the Senior Executive Officer – shire@carnarvon.wa.gov.au
- Include an informative description of the project, of no more than one page,
- Include the drafted letter of support covering the points required to be addressed.

CD006		EXTERNAL GRANTS – PROCUREMENT AND GRANTS	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	State Records Act 2000		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD006 External grants – procurement and grants

OBJECTIVES

To provide parameters around procurement, compliance, and management of external grant funding (funds coming into the Shire).

POLICY STATEMENT/S

This Policy applies to the application process, acceptance, and ongoing administration of an external grant.

Introduction

External grant funding can provide a means for the Shire to fund responsibilities that general rate revenue may not be able to fund. Grant funding is generally seen as an attractive form of funding but there can be negative consequences. There is risk involved in not meeting all the grant requirements along with potentially committing the Shire to ongoing operational/maintenance requirements.

A financial contribution from Council is often required. The source of the Council contribution should be identified before applying for funding. Projects and programs to be funded by grants must be consistent with the Shire's strategic priorities set out in the Strategic Community Plan.

The simple availability of funding is not a sufficient reason to pursue an external grant.

The Shire needs to have appropriate processes and procedures to maximise benefits and minimise risks.

This policy needs to be read in conjunction with Integrated Planning and Reporting (Planning) Policy, Financial Planning and Sustainability Policy and Purchasing Policy.

Principles

- Grant funding produces an outcome that is aligned with the Shire's strategic objectives set out in the Strategic Community Plan, the Corporate Business Plan and Long-Term Financial Plan.
- The benefits of receiving the grant should outweigh the costs to the Shire, including whole of life costs.

- Effective administration of the grant must be able to be undertaken.

Provisions

Strategic Fit

The Shire of Carnarvon will actively scan the external grant funding environment to:

- identify grant sources which are consistent with identified strategic direction,
- identify grant sources which may in part be relevant to strategic direction but have some provisions which may be inconsistent or be in some tension with identified direction,
- identify assumptions which would be built into the long-term financial planning and strategic planning processes and the level of robustness; (d) identify trends or emerging changes to external grants funding parameters which may have an impact on proposed programs or projects.

Where a potential grant source under the above is identified, the CEO and ELT will review the risks and benefits of pursuing that funding path and decide on whether it wishes to seek the relevant funding, after consideration of strategic and long-term benefit.

The Council will be provided with information on the trends identified above as part of budget and review cycles. Where grant funds are identified, an item will be put to the Council to review the risks and benefits of accepting the grant funding and decide on whether it wishes to accept the relevant funding, after consideration of strategic and long-term benefit.

Where the commitment of Council funds is no more than \$5,000 the acceptance of the grant funds can be at the discretion of the CEO.

Where changing trends in grants funding or cessation of a grant could have an impact on the Shire's financial position in the long term this must be reported as part of the Integrated Planning and Reporting review cycle.

Analysis of Potential Grants

Any analysis on whether to proceed with an application for funding will:

- consider whether there needs to be matching funding by the Shire and/or in-kind costs,
- assess current resource allocation and capacity (financial, human resources etc.) and the capacity to manage the program or project over time,
- assess ongoing maintenance and asset renewal impacts to the Shire,
- identify associated procurement requirements,
- identify whether feasibility and design stages for a significant capital project have been completed,
- consider audit and other associated close out costs.

Overall, a cost/benefit analysis must ensure the benefits to the Shire outweigh the costs.

The terms and conditions of the grant must be fully understood and must be achievable.

Decision to Proceed and Accept Grant Funds

Where a project has been identified in the Corporate Business Plan and the Long-Term Financial Plan as proceeding if external funding is available and that funding has come available, a report will be prepared for Council which:

- sets out the funding analysis as required by this Policy,
- identifies whether the timing of the project is now achievable and what, if any, other projects need to be modified or pushed out to accommodate the project if funding is granted,
- provides a recommendation as to whether funding should be accepted.

The Chief Executive Officer must approve all external grant application documentation.

Where possible external funding has been identified outside the Corporate Business Plan and the Long-Term Financial plan a formal Council resolution will be required to apply for the funding.

The report to council will need to specify all information as required under this Policy and a clear description of the long-term benefits for the Shire and/ or Community.

Grant Administration

A project plan and timeline will be established to ensure the grant is administered effectively and is compliant.

Where applicable, a new cost code should be established in the financial system to capture grant related income and expenditure. This should include a process to easily identify allowable and non-allowable costs.

The acquittal of the grant must be undertaken according to requirements to minimise risk of funds needing to be returned for non-compliance.

Records of all grant applications must be retained in compliance with the State Records Act 2000 (WA) and Shire procedures as they relate to record keeping.

CD007		CARNARVON MOBILE TRADING	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s.2.7(2)(b) Local Government Act 1995 Shire of Carnarvon Local Law - Hawkers, Traders & Stall holders		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD007 Carnarvon mobile trading

OBJECTIVES

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.
- 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).
- accommodate appropriate vendor activities to provide services that enhance the visitor/resident experience.
- 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 car parks, and private commercial areas.

POLICY STATEMENT/S

The purpose of this policy is to regulate the issuing of licences relating for the operation of mobile traders in in Carnarvon Shire except for 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”.

General

Itinerant vendors are to move on when all customers at a particular location have been satisfied.

Public liability insurance cover of \$20 million is required where an activity occurs on local government managed land.

The local government may seek contribution towards the upgrading and/or construction of a site used by a mobile vendor.

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.

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:

- Details of goods/merchandise and or services to be offered,
- Details of vehicle intended to be used for trading including a photograph(s) of the vehicle (such vehicle may be subject to assessment to determine its suitability for the purpose proposed),
- For mobile vendors, specific details of area(s) or route (including site plans),
- Times, days, and dates sought and
- 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 landowner 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 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.

A place will only be approved if it:

- Is located within a place identified in the Schedule of Declared Trading Locations,
 - Is readily and safely accessible to customers,
 - Provides adequate parking for customers,
 - Does not present a traffic hazard or danger to the public,
 - Has adequate rubbish disposal facilities,
 - Does not breach any regulatory or signposted car parking restrictions,
 - 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
 - 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 Shire), 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 for mobile vendors are generally restricted to:

- No more than 4 hours in any one location each day.
- 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 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).

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CD008		CONSUMPTION OF ALCOHOL ON SHIRE OWNED AND MANAGED PROPERTIES	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD008 Consumption of alcohol on Shire owned and managed properties

OBJECTIVES

To provide guidance with respect to considering applications to consume alcohol on Shire premises.

POLICY STATEMENT/S

It is illegal:

- For any person to consume alcohol on unlicensed premises (e.g., a Shire facility) without the consent of the owner or authority in control of those premises; and
- to sell alcohol from a Council premises without first obtaining a licence from the Department of Racing, Gaming and Liquor or the Carnarvon Court House to licence the premise (e.g., at a function or party).

The applicant is responsible for:

- Obtaining any required approvals associated with the selling of alcohol under the Liquor Licensing Act (1988) and complying with any associated conditions,
- Ensuring that any person/s selling or providing alcohol must hold a valid Responsible Service of Alcohol (RSA) certificate (if applicable),
- The care of property and the wellbeing of people using the area within the specified time,
- Controlling any antisocial behaviour by people attending the function,
- Ensuring that non-alcoholic drinks are available to all persons at the event or function,
- Ensuring that food is available to patrons as required under this policy; and
- Producing the approval from the Shire of Carnarvon and appropriate licence from Department of Racing, Gaming and Liquor (if applicable) on request to a Shire of Carnarvon employee or Police Officer.

Note

Consent given by the Shire of Carnarvon is just that and does not replace the requirement to apply for the necessary Liquor Licence from the Department of Racing, Gaming and Liquor or the Carnarvon Court House.

Definition

Function means a gathering, occasion, or event (including a sporting contest, show, exhibition, trade or other fair, or reception) at which it is proposed that liquor be sold or supplied to those present.

Processes

The timeframe required for the licensing authority to process the application before the commencement of the event depends on the number of people anticipated to attend.

The Chief Executive Officer may only issue an exemption should employees have the capacity to process the application and/or be due to extenuating circumstances (e.g., wake etc.).

Where alcohol is being sold or provided as part of a ticket, an Occasional Liquor Licence is required to be obtained. The applicant must apply directly to the Department of Racing Gaming and Liquor (not the Carnarvon Court House) when the number of patrons attending the event or function exceeds 200 persons.

The Chief Executive Officer may provide consent for the consumption of alcohol for a maximum time limit of:

- Two (2) hours with no food being required,
- Two (2) to five (5) hours subject to sufficient food being made available for free or for purchase or being made available through purchase of a ticket,
- Five (5) to eight (8) hours subject to:
 - Sufficient food being available for purchase throughout the duration of the alcohol consumption or sale period; and/or
 - Free finger food is to be provided; or
 - A main meal is provided at no cost to the guest and/or as part of a ticket sale
- Free potable drinking water is to be always provided during the event or function. One (1) station must be provided per two hundred (200) patrons and a station within each restricted area.
- Once consent to consume alcohol on a Council premises has been approved, the Shire of Carnarvon is to provide notification to the WA Police with the details of the consent (who consent been issued to, the event/function and associated date, time, and location).
- Consumption of alcohol must cease by 11:30pm for any given event or function. The event or function must cease by midnight and the premises must be cleaned and vacated by 1:00am.

- Prior to gaining the Shire’s consent for the sale or service of alcohol at an event or function, the organiser must agree with the following provisions – Certification:

- Any person/s selling or providing alcohol must hold a valid Responsible Service of Alcohol (RSA) certificate (if applicable).
- All security/crowd control personnel are required to be licenced operators (if applicable).

These persons must attend all times during the event.

- Security / Crowd Control
 - Provide information in relation to how the crowd will be managed and controlled at the event or function (e.g., the practices to be used).
- Enclosures
 - The designated area for the sale and associated consumption of alcohol at an event must be fully enclosed by a fence or other barrier approved by the local government. All emergency exits must be signed, and the exits and entrances must be manned by at least one Crowd Controller (if applicable)
- An application will not be considered if the proposal is likely to have a significant potential impact upon the amenity of an area or affect neighbouring properties. A significant potential impact includes circumstances in which if the application were granted:
 - Undue offence, annoyance, disturbance, or inconvenience to persons who reside or work in the vicinity, or to persons in or travelling to or from an existing or proposed place of public worship, hospital, childcare premises, or school, would be likely to occur; or
 - The amenity, quiet or good order of the locality in which the premises or the proposed premises are, or are to be, situated would in some other manner be lessened.
- The Shire reserves the right to close the venue, property, or public place at any time an officer of the Shire (or at the direction of police), deems that the safety or security of the facility or persons within or in the precinct of the facility may be compromised. In such case there will be no refund of hiring fees unless the hirer can show that such action causing closure did not come about as an act of the hirer or any patron of the hirer.

Bond provisions or fees may also apply for any littering or damage to the Shire’s property.

CD009		COMMUNITY ENGAGEMENT	
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Planning Scheme Shire of Carnarvon Community Engagement Framework and Procedures Guide Shire of Carnarvon Strategic Community Plan		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL

CD009 Community engagement

OBJECTIVES

To outline the Shire of Carnarvon's commitment to build a two-way communication process between Council and the community and to engage all people through appropriate, effective, and inclusive practices.

This Policy is to guide the process of community and stakeholder engagement across the organisation to support all decision-making and build relationships and capacity within the community.

The objectives of the Policy are to:

- provide the community with a clear understanding of the Shire's commitment to all community and stakeholder engagement processes it undertakes,
- apply good Governance to the process by facilitating open and honest communication with stakeholders and community,
- inform and make aware of Council decisions and community input,
- permit informed decision-making to positively achieve and improve quality of life for the community in the Shire of Carnarvon.

POLICY STATEMENT/S

This Policy applies to the whole organization

The Community Engagement Policy should be applied in conjunction with the Shire's community engagement framework and procedures guide to develop an engagement plan at the scoping phase of any of the following:

- addressing a community issue
- a project or initiative

- a change in service delivery
- delivery of an activity; or
- infrastructural works or projects The community must be engaged in all matters that affect them, including but not limited to:
 - Legislative requirement Where required under the Local Government Act 1995, Planning and Development Act 2005 and Local Planning Scheme or other relevant legislation
 - Shire vision and strategic directions Future long-term planning for the Shire such as the Integrated Reporting and planning process, strategic community plan and other relevant plans.
 - Site specific Matters about a particular site, such as extraordinary development and disposal of Shire land
 - Facilities and services Development, review or improvement of a facility, infrastructure, and services
 - Key issues/major projects Of such a size that they impact on large areas of the Shire, including emergency situations.

Community Engagement is the responsibility of all Elected Members, employees, and contractors.

Community Engagement is the responsibility of all Council service areas, teams, and employees as appropriate to their role and function.

To ensure the effective application of community engagement across the Shire, a 'Community Engagement; Framework and Procedures' guide has been developed to provide guidance for Council and its employees.

The Community Engagement Policy is built upon a set of commitments that guide the scoping, planning, implementation, and evaluation of community engagement processes undertaken by Council.

These commitments are built upon the core values identified by the International Association for Public Participation (IAP2) and should be applied in the development of the engagement plan identifying how it fits on the IAP2 spectrum as displayed below:

Council commits to.

- Being open and transparent about the decision-making process and the challenges and opportunities to be met,
- seeking to involve those community members potentially affected by, or interested in, a decision as early as possible in the decision-making process,
- ensuring the purpose of our engagement with the public is clear and relevant, and that the level of engagement is appropriate to the decision being made (not over or under engaging),



- ensuring that the methods used are well suited to generate highly effective and inclusive community engagement from a broad section of the community,
- providing information that is clear, easy to understand and accessible to community,
- incorporating the community's views into the decision-making process to the agreed level of participation and reporting back to the community how their input was considered and how it influenced the decision; and g) evaluating our community engagement processes to continually improve our approach to community engagement.

Notes

Good governance is based on a belief that those impacted by a decision may have important contributions to make in a decision-making process.

In planning a community engagement process, Council will determine at which levels they will engage and what corresponding commitment they will make to the community and/or stakeholders.

This decision is likely to impact the nature and methods of engagement, the final decision rests with Council. Council decision-making processes are influenced by several factors such as financial and resource considerations, political directives, and environmental and social concerns.

As such if a difference occurs between the level of engagement and Council's final decision, the reasons will be clearly stated.

DRAFT

Land Assembly Project – Carnarvon Flood Mitigation Levees – Shire of Carnarvon

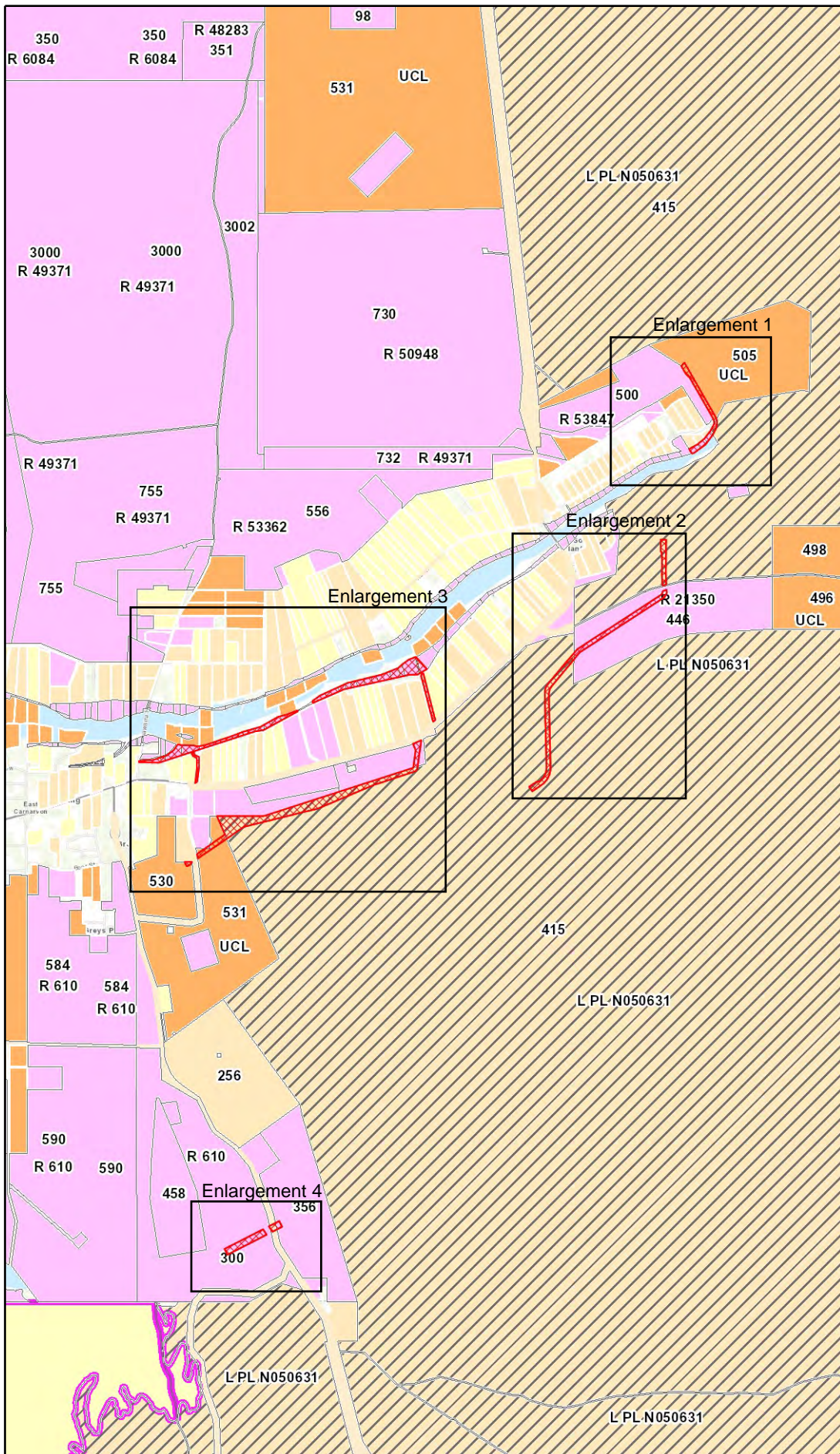
	Land Description	Interest Holder	Extent	Volume	Folio	Levee
1.	Lot 506 on Deposited Plan 418944	Unallocated Crown Land (UCL) – State of WA	Whole	3172	675	McGaldes Road
2.	Pastoral Lease N050631 – Lot 415 on Deposited Plan 220782	Forrest & Forrest Ltd	Part	3061	13	McGlades, Lawson Street and Nickol Bay
3.	Reserve 19144 currently set aside for the purpose of <i>Foreshore Management</i> – Multiple parcels impacted: <ul style="list-style-type: none"> • Lot 5108 on Deposited Plan 41863 (LR3158-295) • Lot 5107 on Deposited Plan 41863 (LR3158-294) • Lot 5106 on Deposited Plan 41863 (LR3158-293) 	Shire of Carnarvon (Management Body)	Part	Refer LR in Land Description	Refer LR in Land Description	McGlades
4.	Reserve 21350 currently set aside for the purpose of <i>Stock Route</i> – Lot 446 on Deposited Plan 54526	Unmanaged Reserve (UMR) – State of WA	Part	3151	576	Lawson Street
5.	Reserve 46623 currently set aside for the purpose of <i>Landscape Protection</i> – Lot 569 on Deposited Plan 420667	Shire of Carnarvon (Management Body)	Part	3172	564	Nickol Bay
6.	Reserve 53847 currently set aside for the purpose of <i>Intensive Horticulture</i> – Lot 600 on Deposited Plan 420667	Western Australian Agriculture Authority (DPIRD) (Management Body)	Part	3172	565	Nickol Bay
7.	Lot 531 on Deposited Plan 69587	UCL – State of WA	Part	3163	284	Nickol Bay
8.	Reserve 31896 currently set aside for the purpose of <i>Recreation Hot Rod Track</i> – Lot 1297 on Deposited Plan 217743	Shire of Carnarvon (Management Body)	Part	3092	799	Nickol Bay
9.	Lot 530 on Deposited Plan 69587	UCL – State of WA	Part	3163	283	Nickol Bay
10.	Reserve 19145 currently set aside for the purpose of <i>Foreshore Management</i> – Multiple parcels impacted: <ul style="list-style-type: none"> • Lot 5528 on Deposited Plan 41863 (LR3158-324) • Lot 5530 on Deposited Plan 41863 (LR3158-326) • Lot 5532 on Deposited Plan 41863 (LR3158-328) • Lot 5533 on Deposited Plan 41863 (LR3158-329) • Lot 5534 on Deposited Plan 41863 (LR3158-330) 	Shire of Carnarvon (Management Body)	Part (Reserve) Whole (Lots)	Refer LR in Land Description	Refer LR in Land Description	South River Road

Land Assembly Project – Carnarvon Flood Mitigation Levees – Shire of Carnarvon

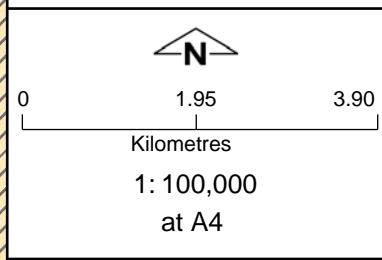
	<ul style="list-style-type: none"> • Lot 5535 on Deposited Plan 41863 (LR3158-331) • Lot 5536 on Deposited Plan 41863 (LR3158-332) • Lot 5537 on Deposited Plan 41863 (LR3158-333) • Lot 5538 on Deposited Plan 41863 (LR3158-334) • Lot 5539 on Deposited Plan 41863 (LR3158-335) • Lot 5540 on Deposited Plan 41863 (LR3158-336) • Lot 5541 on Deposited Plan 41863 (LR3158-337) • Lot 5542 on Deposited Plan 41863 (LR3158-338) • Lot 5543 on Deposited Plan 41863 (LR3158-339) • Lot 5544 on Deposited Plan 41863 (LR3158-340) • Lot 5545 on Deposited Plan 41863 (LR3158-341) • Lot 5546 on Deposited Plan 41863 (LR3158-342) • Lot 5549 on Deposited Plan 41863 (LR3158-345) • Lot 5550 on Deposited Plan 41863 (LR3158-346) • Lot 5551 on Deposited Plan 41863 (LR3158-347) • Lot 5552 on Deposited Plan 41863 (LR3158-348) • Lot 5553 on Deposited Plan 41863 (LR3158-349) • Lot 5554 on Deposited Plan 41863 (LR3158-350) • Lot 5555 on Deposited Plan 41863 (LR3158-351) • Lot 5556 on Deposited Plan 41863 (LR3158-352) • Lot 5557 on Deposited Plan 41863 (LR3158-353) • Lot 5558 on Deposited Plan 41863 (LR3158-354) • Lot 5559 on Deposited Plan 41863 (LR3158-355) • Lot 5560 on Deposited Plan 41863 (LR3158-356) • Lot 5561 on Deposited Plan 41863 (LR3158-357) • Lot 5562 on Deposited Plan 41863 (LR3158-358) 					
11.	Reserve 52944 currently set aside for the purpose of <i>Drainage</i> – Lot 202 on Deposited Plan 409868	UMR – State of WA	Whole	3168	220	South River Road
12.	Reserve 610 currently set aside for the purpose of <i>Government Requirements</i> – Lot 300 on Deposited Plan 45888	UMR – State of WA	Part	3159	863	Six Mile

Land Assembly Project – Carnarvon Flood Mitigation Levees – Shire of Carnarvon

13.	Dedicated Road – North West Coastal Highway	Main Roads Western Australia	Part	N/A	N/A	Six Mile
14.	Reserve 37127 currently set aside for the purpose of <i>Recreation</i> – Lot 356 on Deposited Plan 183744	Shire of Carnarvon (Management Body)	Part	3149	942	Six Mile



- Legend**
- Cadastre (View 3)
 - Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Marine Park
 - Unallocated Crown Land
 - Lease
 - Reserve
 - Land Tenure Small Scale 256K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
 - Reserve
 - Land Tenure Small Scale 64K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
 - Lease
 - Reserve
 - Easement



Notes:

- * The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.
- * This map is not intended to be used for measurement purposes.

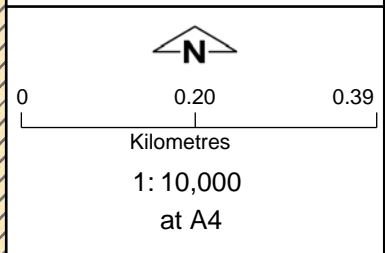
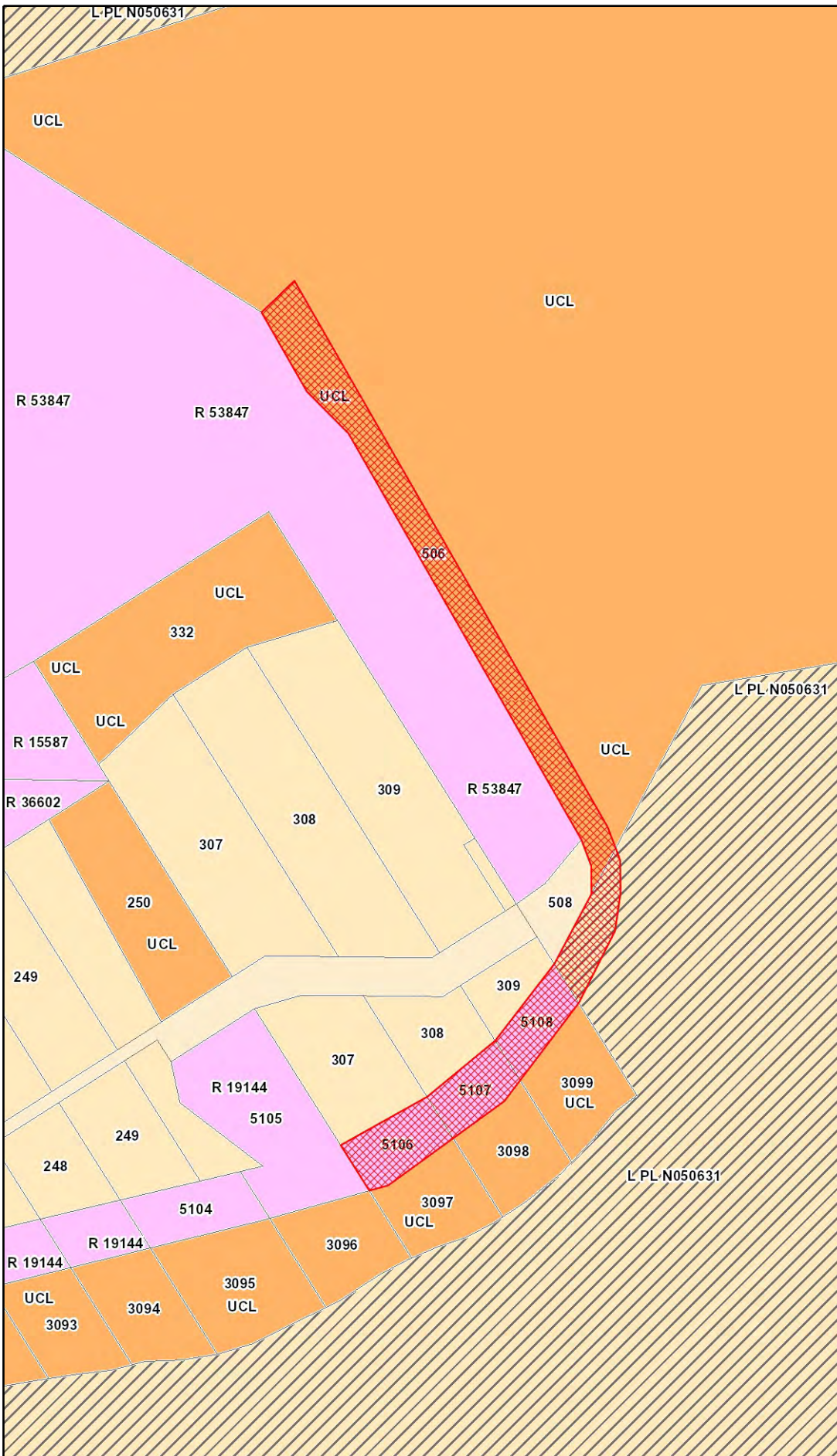
Tenure Map - Extent of Carnarvon Flood Mitigation Levee Land Assembly Project

DPLH BUSINESS USE ONLY

L'PL N050631

Legend

- Cadastre (View 1)
- Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
 - Lease
- Land Tenure Small Scale 256K**
 - Lot on Survey (Type 1)
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 64K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 16K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
- Land Tenure Small Scale 4K**
 - Crown Allotment (Type 2)

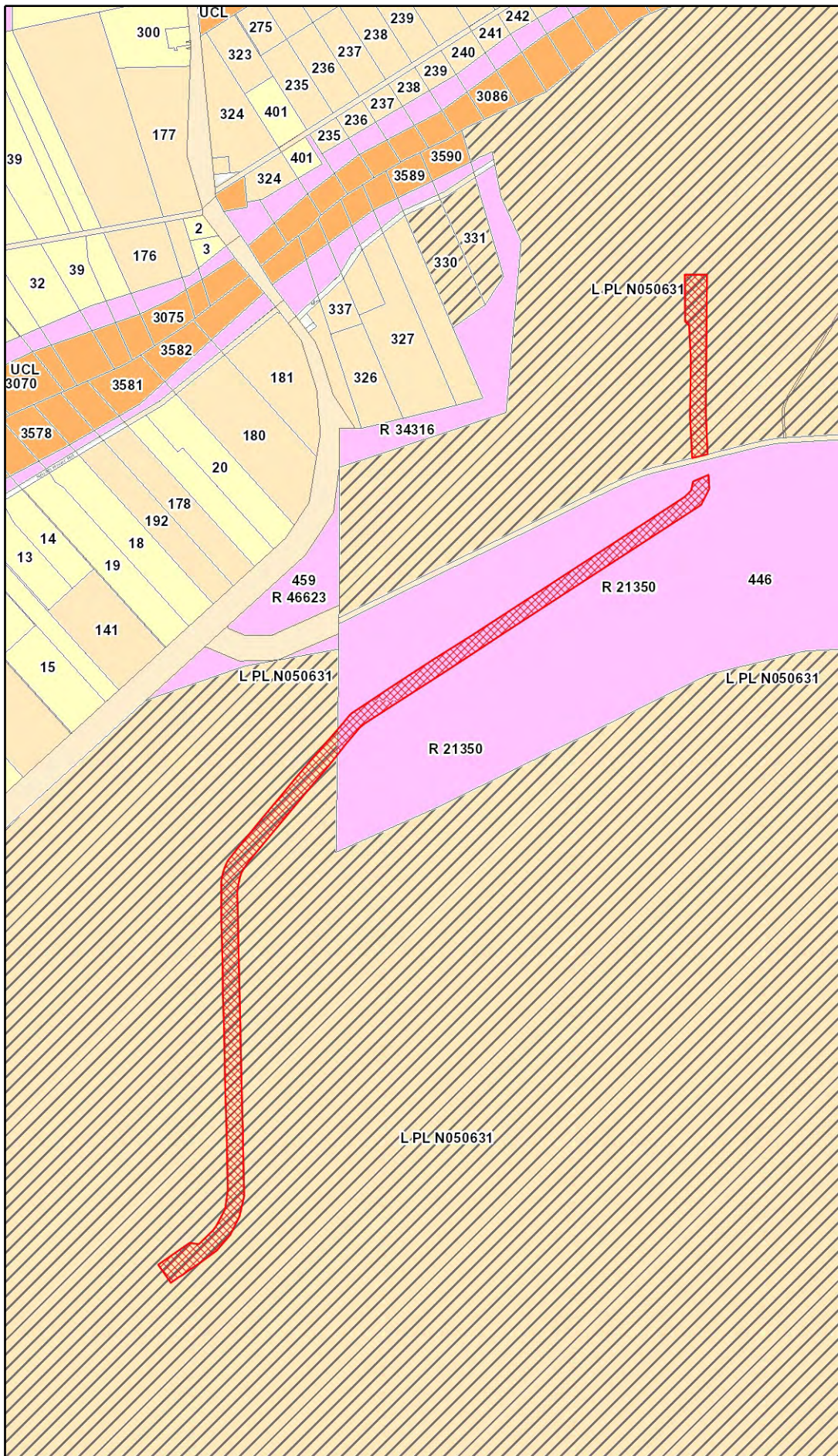


Notes:

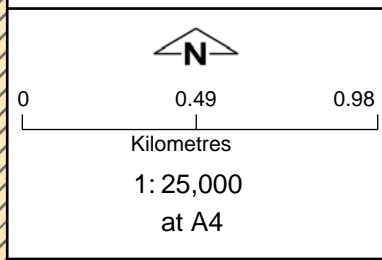
- * The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.
- * This map is not intended to be used for measurement purposes.

Enlargement 1 - McGlades Road Levee

DPLH BUSINESS USE ONLY



- Legend**
- Cadastre (View 1)
 - Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - /// Lease
 - Reserve
 - Land Tenure Small Scale 256K**
 - Lot on Survey (Type 1)
 - Reserve
 - Land Tenure Small Scale 64K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
 - /// Lease
 - Reserve
 - Land Tenure Small Scale 16K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
 - Easement
 - Land Tenure Small Scale 4K**
 - Closed Road
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - /// Lease
 - Reserve
 - Easement



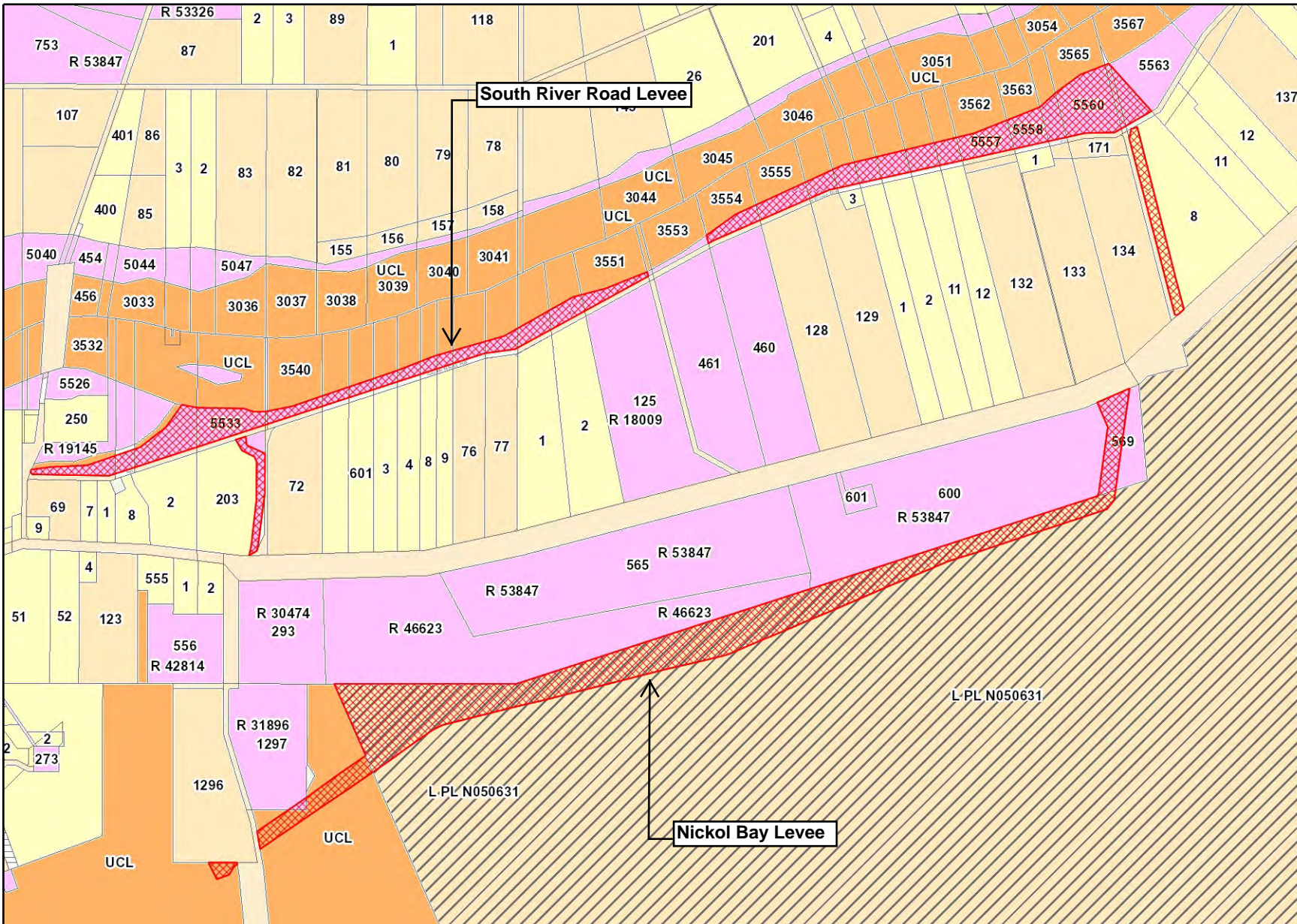
Notes:

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* This map is not intended to be used for measurement purposes.

Enlargement 2 - Lawson Street Levee

DPLH BUSINESS USE ONLY



Legend

- Cadastre (View 1)
- Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
 - Lease
- Land Tenure Small Scale 256K**
 - Lot on Survey (Type 1)
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 64K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Public Road
 - Unallocated Crown Land
 - Reserve
- Land Tenure Small Scale 16K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Building Strata
 - Public Road
 - Unallocated Crown Land
 - Reserve
 - Easement
- Land Tenure Small Scale 4K**
 - Closed Road

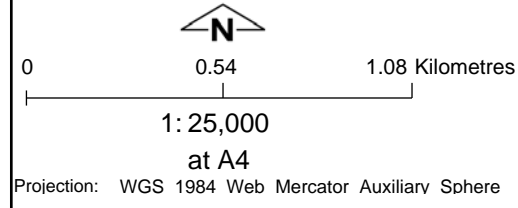
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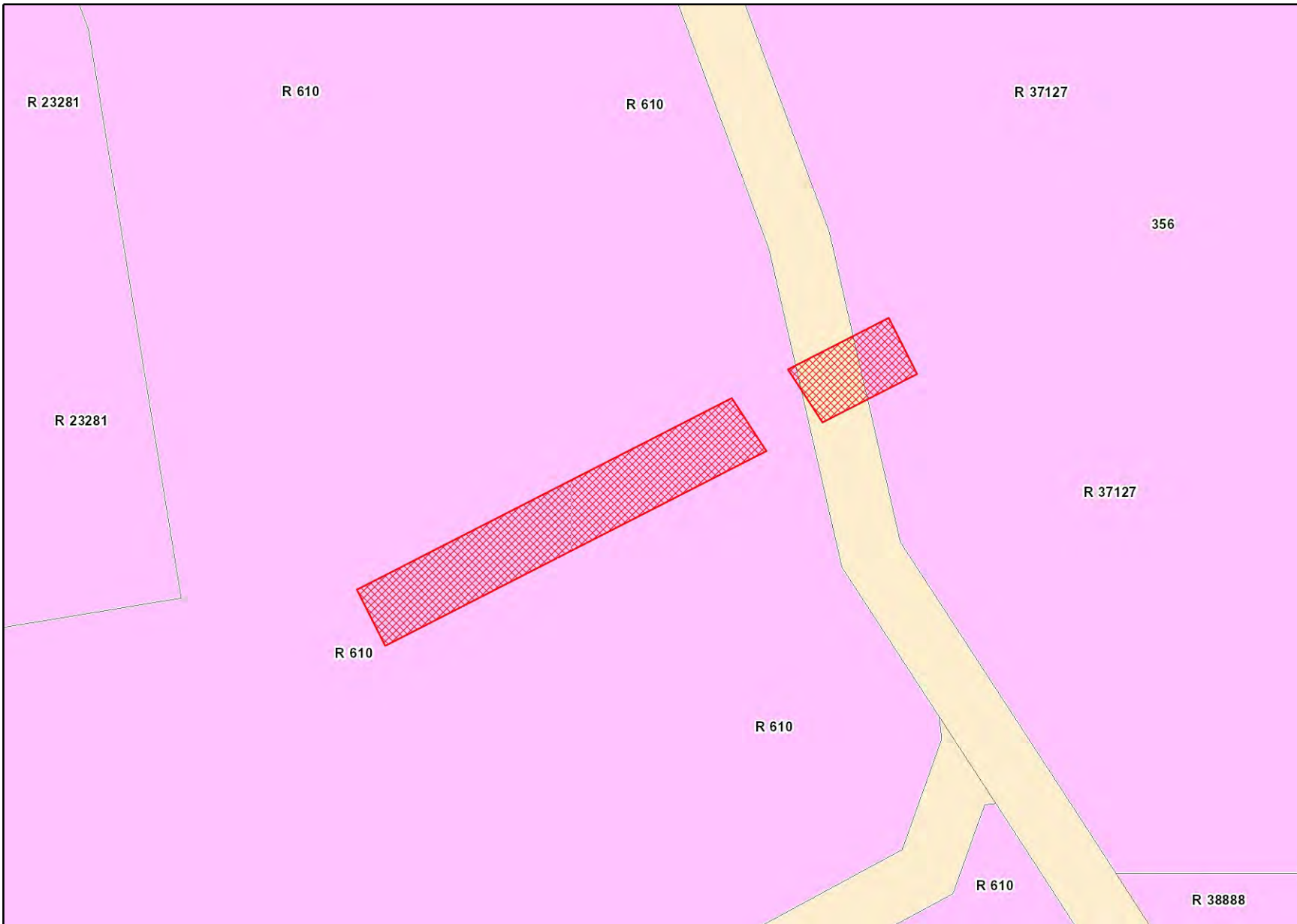
* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended for measurement purposes.

Enlargement 3 - South River Road and Nickol Bay Levees

DPLH BUSINESS USE ONLY





Legend

- Cadastre (View 1)
- Land Tenure Small Scale ALL**
 - Crown Allotment (Type 2)
 - Lease
 - Reserve
- Land Tenure Small Scale 256K**
 - Crown Allotment (Type 2)
 - Lot on Survey (Type 1)
 - Reserve
- Land Tenure Small Scale 64K**
 - Crown Allotment (Type 2)
 - Public Road
 - Reserve

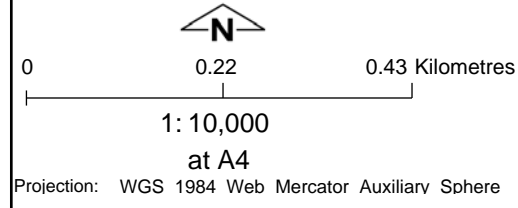
Notes:

* The data that appears on the map may be out of date, not intended to be used at the scale displayed, or subject to license agreements. The map should only be used in matters related to Department of Planning, Lands and Heritage business.

* This map is not intended for measurement purposes.

Enlargement 4 - Six Mile Levee

DPLH BUSINESS USE ONLY



STATUTORY DECLARATION

I, **[insert full name, address and occupation of person making the declaration]**

sincerely declare as follows:

1. I **[am one of/ the lessee/s of]** the land described as **[land description]** (the **Land**).
2. **[I have been in occupation, or had the use, of]** the Land from **[insert date]** to and including **[insert date]** (the **Relevant Period**).
3. I am aware that the Land has been used for the purpose of **[insert use]** during the Relevant Period.
4. I have referred to “Assessment and management of contaminated sites – Contaminated sites guidelines” which is a document prepared by the Department of Environment Regulation that is dated December 2014. I am aware that:
 - (a) the Land has not been used for any of the Industries, Activities and Land Uses referred to in Appendix B during the Relevant Period; and
 - (b) none of the Common Contaminant Types referred to in Appendix B have been used in relation to the Land during the Relevant Period.
5. I acknowledge that if the Land is found to be contaminated within the meaning of the *Contaminated Sites Act 2003*, the *Contaminated Sites Act 2003* may place obligations upon me in relation to the Land as a contaminated site.
6. An environmental assessment of the Land has not been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination.

OR

An environmental assessment of the Land has been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination, and a copy of that assessment has been provided to the Department of Planning, Lands and Heritage.
7. No portion of the Land has been transferred, granted, created or reserved in favour of any other person other than the Lessee.

OR

Portion of the Land has been transferred, granted, created or reserved in favour of **[redacted]**

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at -----
{place}

on -----
{date}

{Signature of person making the declaration}

in the presence of –

{Signature of authorised witness}

{Name of authorised witness and qualification as such a witness}*

* For authorised witnesses see section 12(6) of the Oaths, Affidavits and Statutory Declarations Act 2005

SAMPLE

STATUTORY DECLARATION

I, **[insert full name, address and occupation of person making the declaration]**

sincerely declare as follows:

1. I **[am one of / the lessee/s of]** the land described as **[land description]** (the **Land**).
2. **[I have been in occupation, or had the use, of]** the Land from **[insert date]** to and including **[insert date]** (the **Relevant Period**).
3. I have referred to “Assessment and management of contaminated sites – Contaminated sites guidelines” which is a document prepared by the Department of Environment Regulation that is dated December 2014.
4. During the Relevant Period, I am aware that the Land has been used for the Industries, Activities and Land Uses listed below that are referred to in Appendix B of “Assessment and management of contaminated sites – Contaminated sites guidelines” :

Industry, Activity, Land Use

(a)

(b)

(c)

5. During the Relevant Period I am aware that the following Common Contaminant Types referred to in Appendix B of “Assessment and management of contaminated sites – Contaminated sites guidelines” have been used in relation to the Land:

Common Contaminant Types

(a)

(b)

(c)

(d)

6. I acknowledge that as a result of the matters referred to in paragraph 4 and paragraph 5 of this Statutory Declaration:
 - (a) the Land may be contaminated within the meaning of the *Contaminated Sites Act 2003*;
 - (b) the *Contaminated Sites Act 2003* may impose obligations upon me in relation to the Land; and
 - (c) the *Contaminated Sites Act 2003* may, in particular, place obligations upon me for reporting, investigation and remediation of the Land as a contaminated site.

7. An environmental assessment of the Land has not been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination.

OR

An environmental assessment of the Land has been undertaken by a person qualified and accredited to carry out an assessment of the Land in relation to contamination, and a copy of that assessment has been provided to the Department of Planning, Lands and Heritage.

8. No portion of the Land has been transferred, granted, created or reserved in favour of any other person other than the Lessee.

OR

Portion of the Land has been transferred, granted, created or reserved in favour of _____

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at _____

{place}

on _____

{date}

{Signature of person making the declaration}

in the presence of –

{Signature of authorised witness}

{Name of authorised witness and qualification as such a witness}*

* For authorised witnesses see section 12(6) of the Oaths, Affidavits and Statutory Declarations Act 2005

Schedule 7.3.2 (a)

Carnarvon land-swap proposal business case

Details of the two sites

Old Site

Land ID: Lot 924 on Deposited Plan 168756.

Cert of Title No: 1293/131.

Land Area: 458 m².

Tenure: Conditional Freehold (Crown Grant in Trust) held by St John since 1950s.

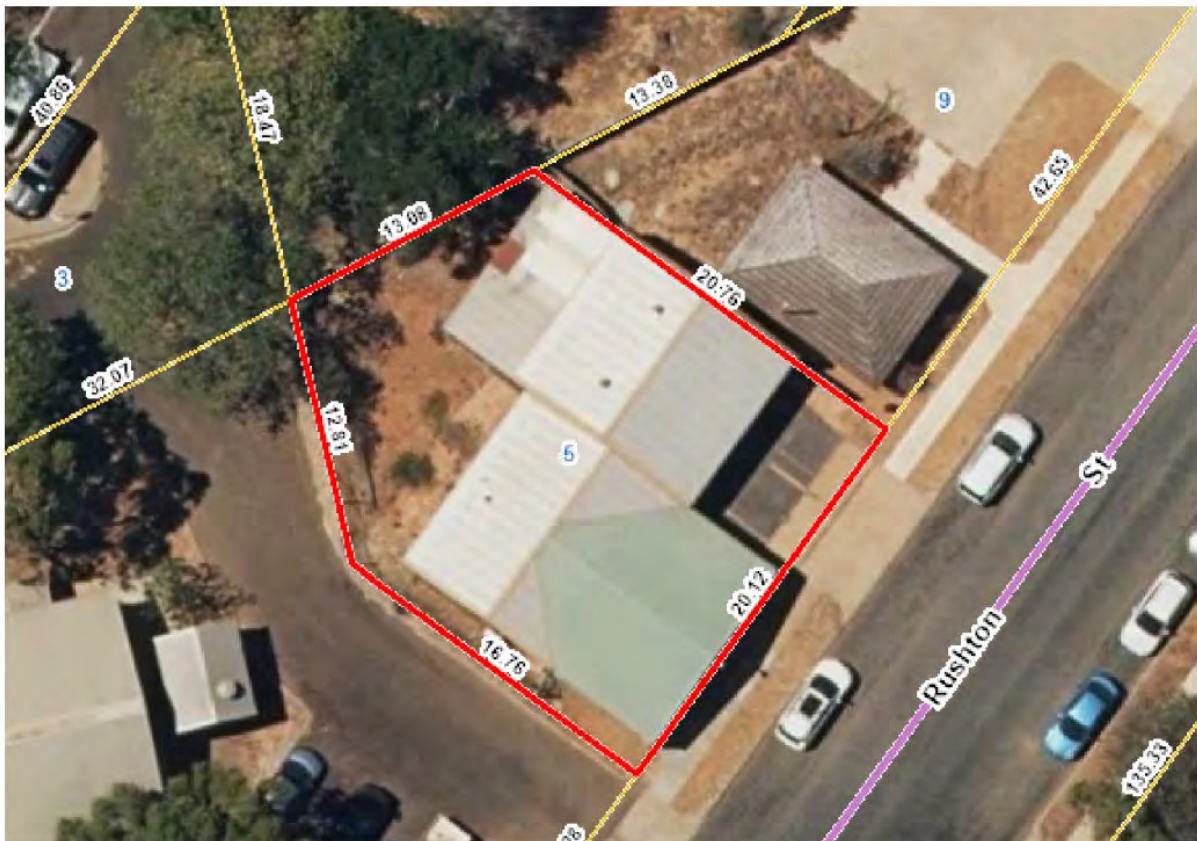
Unimproved Land Value: \$59,000 (as at 1/7/21, next due 1/7/22).

Gross Rental Value: \$11,625 (as at 1/7/19, next due 1/7/24).

Location features: the site is located in the centre of the Carnarvon townsite, as part of a large town block of lots predominantly owned by the Shire of Carnarvon and including the Shire Administration Centre

Buildings on site: a large 2 vehicle garage constructed c1964 and an office and training room extension constructed c1970s.

The old site – 5 Rushton St, Carnarvon



New Site

Land ID: Lot 4 on Deposited Plan 418722.

Cert of Title No: 2991/120.

Land Area: 4,787m².

Tenure: Freehold held by Shire of Carnarvon, but with approximately 3000m² of lot the subject of a 20 year lease from the Shire to St John (2013-2033).

Unimproved Land Value: \$140,000 (as at 1/7/21, next due 1/7/22).

acquired, to lease or sell the property. The following advice was received:

“The sale price could be in the range of \$150K to \$180K, with the lease option much harder to come up with a figure, because of the configuration of the building and the type of possible tenant, I believe would be some type of community group or perhaps a school which could run a program out of there. Expected return would be quite small from this type of tenant, maybe around \$10K per year.

This is one situation where I think an expression of interest approach may work, with the above numbers in mind.”

Considering the above, there is a profit to be made from this proposal.

Risks:

- For the land to be used for commercial purposes it must be rezoned from ‘Public Purposes Reserve’ to ‘Regional Centre’ zone. The scheme amendment requires approval from the State.
- The State may not agree with the proposal.
- Not being able to make profit from the land. This is unlikely given the location and demand for prime commercial space.

Benefits:

The State of Western Australia

The State of WA would benefit from the landswap in the following way:

- The State would obtain a parcel of land with a greater land value than its current parcel;
- The State’s preference is usually not to issue grants in conditional freehold as these are said to be undesirable as a form of ‘hidden subsidy’. However, under the proposal the total number of land parcels subject to CGIT/conditional freehold within the State would not increase, due to the one-for-one swap. Many regional St John Sub Centres are held via conditional tenure;
- The State continues to support the valuable work of ambulance volunteers in Carnarvon by making land available (as it has done for decades), and may wish to be recognised for this (eg by signage similar to R4R signage), so that the ‘subsidy’ is not ‘hidden’.

The Shire of Carnarvon

On its face, the Shire would be exchanging a land parcel for another land parcel of lesser land value. However, the land at the new site is the subject of a peppercorn lease to St John until 2033 and which, absent any radical change to the provision of regional ambulance services, the Shire would be realistically expected to renew in 2033 for a future period. In practice therefore, the new site currently owned by the Shire cannot be used by the Shire nor can the Shire derive any revenue from it into the future.

Thus, the Shire of Carnarvon benefits in the following ways:

- It exchanges a parcel of land on the outskirts of town, which it cannot use or derive revenue from for the foreseeable future, for a parcel of land in the centre of town adjacent to its Administration Centre which it can use immediately for its own purposes or for community purposes;
- It obtains the buildings erected by St John Ambulance on Rushton St that would otherwise be demolished if St John were required to remediate prior to surrender to the State. The value of the buildings is likely to offset the difference in unimproved land values between the two parcels;
- It is relieved of the need to renegotiate a lease renewal with St John in 2033.

St John

St John benefits in the following ways:

- It gains clear security of interest over the significant building that it has constructed at Robinson St and therefore avoids any future legal issues in 2033 as to St John's equitable interest in the building constructed on what is currently the Shire's land;
- It no longer needs to maintain the buildings at Robinson St, nor does it need to pay for demolition of the buildings;
- It no longer needs to refuse community groups access to the buildings for community use, which refusals, necessary due to the trust conditions, are poorly understood by the community and may cause reputational damage to St John locally;
- Funds that might otherwise have to be raised to purchase Rushton St from the State or Robinson St from the Shire can be used instead for other purposes (such as upgraded ambulances);
- Volunteers are encouraged by the recognition from the State of the importance of their work, by ongoing provision of land from which to conduct St John work.

Community generally

The local community and the State generally benefit by:

- Both parcels of land being put to their highest and best use;
- Land currently effectively unusable being made available for Shire and community use;
- Useable buildings desired by the community not being demolished to meet surrender conditions;
- Important community service by volunteers being recognised and supported by the State and Shire.

Cost impact comparison to the Shire

Leasing the property:

Income		Expenditure	
Item	Per year	Item	Per year
Rent income	\$10,000 ³	Maintenance	3000 ¹
		Insurances	3400 ²
Total	\$10,000	Total	\$6400

Notes:

¹ This figure is only indicative and would fluctuate depending on what is required at the time.

² Insurance costs will increase over time.

³ Rent income would increase depending on how the contract is set up.

The building inspection report identified that there are already general maintenance items that need consideration.

Under this option there would be a minimal profit to Shire, if any, and in some years, there may be even a loss depending on what maintenance is required at the time. Officer time to manage the lease etc. is not included.

Selling the property:

The market value of the land is somewhere between \$150,000 to \$180,000. The gross unimproved value of the new site is \$140,000. Under this option the Shire will be making a clean profit of between

\$10,000 and \$40,000.

VISUAL BUILDING INSPECTION REPORT

SAINT JOHN AMBULANCE BUILDING

Property Located at 5 Rushton Street Carnarvon

INSPECTION DATE: 31 May 2022



Purpose of the report is to provide advice regarding the condition of the property at the time of the inspection. This inspection comprises a visual assessment of the property on what was visible on the day to form an opinion regarding any major defects.

This report is limited to areas that were reasonably accessible without entering confined spaces or any invasive processes to any parts of the building. The report does not cover the condition of electrical, plumbing or replace a structural engineer's assessment.

Conclusions / Summary

Property Description

Single story office and training rooms with garage area for 2 Ambulances.

Building permits

The original building approval was not located in the Shires building permit archives, the following building permits show consistency with the existing building.

128/85 – Addition of double brick garage - issued on 17/09/1985

37/93 - Pergola – issued on 25/05/1993

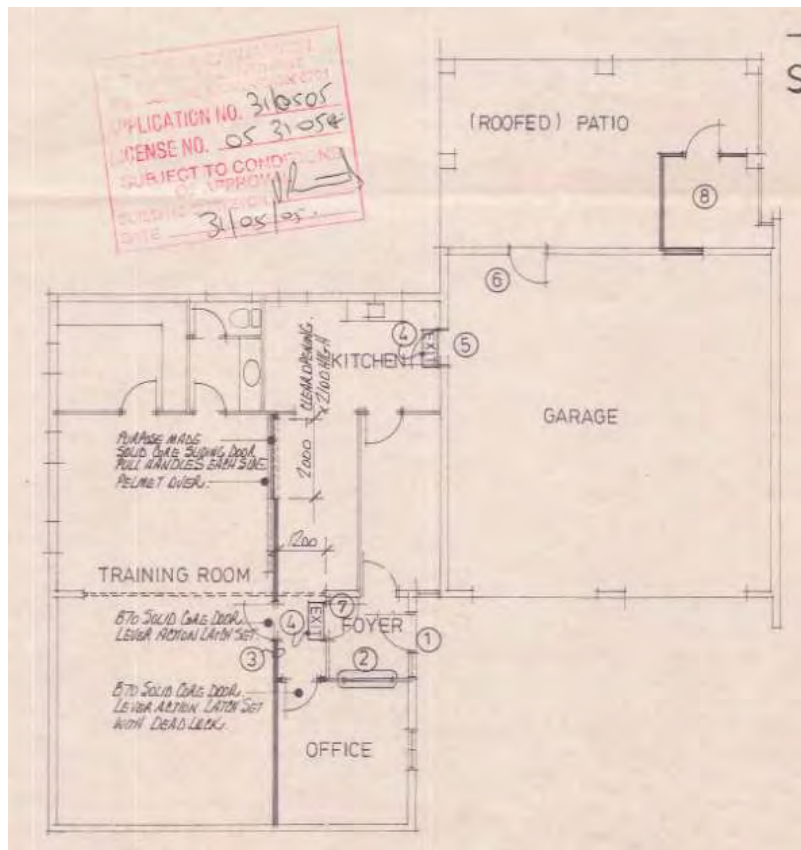
9900261 – Front office training room extension – issued 20/09/1999

05/3105 – Internal alterations - issued on 31/05/2005

The Saint John's building has had alterations and addition completed over the years.

The main building consists of a concrete floor with double brick construction for walls, timber trussed roof frame clad with metal roof sheets.

The last alterations to the building show an increase in the training room area and storeroom constructed in the patio area.




EXTERNAL


- The front door frame to the main entrance door has white ant damage to the door frame head.
- Zinalume gutter to the south elevation of the building has reacted to a PGI angle supporting the gutter causing corrosion between the two metals.
- Timber surround to the eastern garage roller door is missing and needs replacing.
- Security light to the front of the garage doors has been broken.
- Timber fascia to the gable ends and western side of the building is in reasonable condition requires re painting.
- The metal roof sheets are in good condition and well-fixed down with cyclone washers.
- There are three asbestos super six fencing sheets to the front of the parapet wall on the eastern boundary, the dividing fence off the rear of the parapet wall consists of 5 asbestos sheets, one sheet has been broken off at ground level and lying on the ground, two more sheets are cracked at ground level but remain in place.
- There are several minor cracks to the external brick work to the original brick walls on the north west wall elevation and western wall elevation under the windows.
- The rear patio was originally a pergola with timber roof battens. The patio area has been converted to a patio having larger roof battens installed and a metal roof sheets installed.
- The brick column to the North West corner of the patio has been damaged due to rust expansion of a dyna bolt securing the infill wall bracket to the column.
- Air conditioners to the western wall 1 is in a poor condition due to rust and weathering, the other air conditioner has been replaced and is in a reasonably condition.


INTERNAL

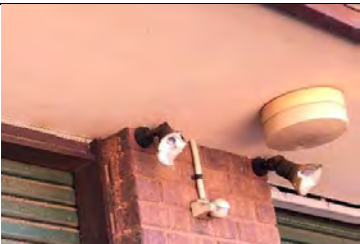
- The kitchen area cupboards are the original fixtures and missing a draw and the laminate is coming away from the shelving edges.
- The tiles above the kitchen bench are still in place but drummy and need replacing.
- There is evidence of water damage to the cornice above the kitchen bench and moisture damage to the wall under the window to the left of the kitchen bench.
- The carpet to the training room floor has stretched and will require tensioning or replacing.
- The ceilings are in reasonable condition with no major cracking.
- Store room off the training room has minor cracking to external wall.
- Toilet area in good condition minor wall crack under toilet window.
- Vinyl tiles to the office floor have a reasonable amount of wear and tear from furniture and chairs.
- Garage area – the original tilt doors have been replaced with roller doors.


Inspection Photos taken


<p>Front Door</p>	<p>The front door frame to the main entrance door has white ant damage to the door frame head, damage is also showing on the right hand side of the door frame</p>	
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<p>Gutter</p>	<p>Zincalume gutter to the south elevation of the building has reacted to a PGI angle supporting the gutter causing corrosion between the two metals.</p>	
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<p>Garage Doors</p>	<p>Timber surround to the eastern garage roller door is missing and needs replacing.</p>	
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<p>Security Light</p>	<p>Security light to the front of the garage doors has been broken</p>	
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<p>Timber fascia</p>	<p>Timber fascia to the gable ends and western side of the building is in reasonable condition requires re painting.</p>	
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Roof Cladding	The metal roof sheets are in good condition and well-fixed down with cyclone washers.	
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Asbestos Sheets	There are three asbestos super six fencing sheets to the front of the parapet wall on the eastern boundary, the dividing fence off the rear of the parapet wall consists of 5 asbestos sheets, one sheet has been broken off at ground level and lying on the ground, two more sheets are cracked at ground level but remain in place.	
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External Wall	There are several minor cracks to the external brick work to the original brick walls on the north west wall elevation and western wall elevation under the windows.	
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West Elevation	There are several minor cracks to the external brick work to the original brick walls on the western elevation under the windows.	
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West Elevation	Wall crack above bricked in air conditioner penetration under gable cladding	
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Patio	The rear patio was originally a pergola with timber roof battens. The patio area has been converted to a patio having larger roof battens installed and a metal roof sheets installed.	
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Brick Column	The brick column to the North West corner of the patio has been damaged due to rust expansion of a dyna bolt securing the infill wall bracket to the column.	
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Air conditioner	Air conditioners to the western wall 1 is in a poor condition due to rust and weathering, the other air conditioner has been replaced and is in a reasonably condition.	
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INTERNAL

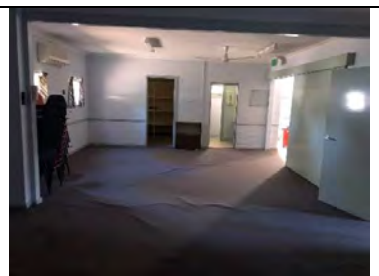
Kitchen	The kitchen area cupboards are the original fixtures and missing a draw and the laminate is coming away from the shelving edges.	
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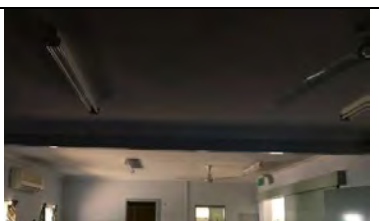
Tiles	The tiles above the kitchen bench are still in place but drummy and need replacing.	
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Kitchen	Minor wall cracking to the top left hand side of the window and cornice located to the window to the left of the kitchen bench.	
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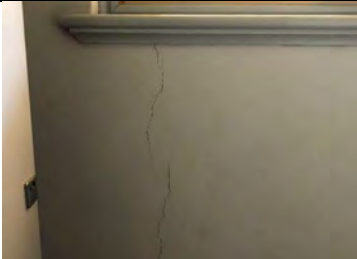
Kitchen	There is evidence of water damage to the cornice above the kitchen bench, there is a 2-3 mm gap between the cornice and the wall.	
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Water Damage	There is evidence of moisture damage to the wall under the window to the left of the kitchen bench.	
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Training Room	The carpet to the training room floor has stretched and will require tensioning or replacing.	
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Ceilings	The ceilings are in reasonable condition with no major cracking.	
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Training Storeroom	Store room off the training room has minor cracking to external wall adjacent to the window opening	
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Toilet	Toilet area in good condition minor wall crack under toilet window on external wall.	
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Office	Vinyl tiles to the office floor have a reasonable amount of wear and tear from furniture and chairs.	
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Garage	Garage area – the original tilt doors have been replaced with roller doors.	
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Areas of non-compliance with the building code

The building was used for training purposes and an ambulance centre.

The building’s classification would be class 9b Training room, Class 5 Office and Class 7a Ambulance garaging.

The facilities provided do not meet the minimum required accessible facilities. The building is required to be wheel chair accessible to and within the building and wheel chair accessible toilet and basin.

The Exit signage in the building will need to direct occupants out of the building via the main entrance, the exit sign leading to the garage will need to be removed. An assessment of the Exit signs will need to be done prior to the building being used.

Summary of building condition

The building on a whole is in a reasonable condition and there does not appear to be any major building faults in the structure, the cracks in the masonry walls are minor in nature but does indicate that settlement /movement of the foundations has occurred. The surround ground levels need to slope away from the building to stop ponding against the external walls

The roof structure shows no sign of deterioration the metal roof sheeting is well secured and does not show signs of corrosion. The gutter to the front of the building needs attention to stop the reaction between the two metal types.

The ceilings to the main building are clad with gyprock and appear sound and secured to the ceiling battens no with no major cracks, the garage ceiling is sheeted with Hardie-flex and is in good condition.

The internal fixtures in the building are reasonable for the age of the building showing expected wear and tear.

The main items to be considered with the property are general maintenance items and the prospective use of the building in the future.

Report prepared by: Dave Gibson

Position: Contract Building Surveyor

Dated 18/07/2022

Carnarvon Land-Swap Proposal



A Proposal by St John Ambulance WA Ltd (St John) for an agreement between St John, the Shire of Carnarvon and the State of Western Australia

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Proposal in Brief

In 2017 the Ambulance Sub Centre for St John in Carnarvon moved from its old site in Rushton St to a new site on Robinson St, at which it had constructed a new Ambulance facility. The construction of the new Ambulance facility was funded by St John Carnarvon Sub Centre with assistance from the State of WA through Royalties for Regions and Lotterywest.

The **old site** is held by St John from the State as a Crown Grant in Trust (a form of tenure now known as conditional freehold) granted in the 1950s. The **new site** is held in freehold by the Shire of Carnarvon but since 2013 has been leased by the Shire to St John until 2033.

St John and the Shire would like to swap the tenure at the two sites, so that the new site would be held by St John in conditional freehold from the State, and the old site would be held in freehold by the Shire of Carnarvon.

All 3 parties would benefit from the proposal. The old site includes buildings constructed by St John that would be of great use to the Shire, the old site being located in the same block as the Shire Administration Office. The parties seek a swap arrangement that would enable those buildings to remain and be used for Shire or community purposes. The buildings cannot currently be used due to the trust conditions associated with the current tenure, and on standard arrangements for the return of a Crown Grant in Trust, would need to be demolished.

In turn, St John would gain security of tenure over the new Ambulance facility it has constructed at the new site.

The State would obtain a parcel of land of greater value than the current parcel, and by the one-for-one swap would not increase the number of parcels subject to conditional freehold State-wide. The State would also thereby continue its long-standing support of the work of St John in Carnarvon by continuing to provide land from which St John can operate.

Both St John and the Shire are aware that any such landswap must involve the State of Western Australia, due to the Crown Grant in Trust, and that certain steps in the process will require the express approval of the Minister for Lands. Accordingly the parties, by this proposal, approach the Minister seeking the State's agreement to take part in the landswap as proposed. The parties are aware that the procedure proposed is non-standard. However, under standard arrangements the St John ambulance volunteers of Carnarvon would need to fundraise \$59,000 to be paid to the State.

Initially, the lease of the new site at Rushton St was over a small portion of a much larger lot held by the Shire, which significantly complicated the landswap proposal. However, in November 2020 the leased area, plus a small additional area to the rear of the lease, was sub-divided from the much larger lot in order to facilitate the proposal. Despite agreement in principle between the Shire and St John to seek the State's agreement for a landswap since 2012, the parties delayed this formal approach to the State until that subdivision had occurred.

Details of land parcels

The old site – 5 Rushton St, Carnarvon



Land ID: Lot 924 on Deposited Plan 168756.

Cert of Title No: 1293/131.

Land Area: 458 m2.

Tenure: Conditional Freehold (Crown Grant in Trust) held by St John since 1950s.

Unimproved Land Value: \$59,000 (as at 1/7/21, next due 1/7/22).

Gross Rental Value: \$11,625 (as at 1/7/19, next due 1/7/24).

Location features: the site is located in the centre of the Carnarvon townsite, as part of a large town block of lots predominantly owned by the Shire of Carnarvon and including the Shire Administration Centre

Buildings on site: a large 2 vehicle garage constructed c1964 and an office and training room extension constructed c1970s.

Use to date: This site was used by St John as its sole Carnarvon Sub Centre from the 1950s until 2017, when the new Sub Centre was opened on leasehold land (refer 'new site' below). Since that time, the buildings have been used by St John for storage of some of its irregularly used equipment. Due to the CGIT trust conditions, St John are not able to allow use of the buildings that do not relate to 'Ambulance Depot' and so has had to decline requests from community groups for occasional use since 2017.

Proposed action under the proposal: to be returned to the State by St John without removal of buildings, the trust conditions to be removed, and the land granted to the Shire of Carnarvon in freehold, by way of exchange for the new site.

The new site – 358 Robinson St Carnarvon



Land ID: Lot 4 on Deposited Plan 418722.

Cert of Title No: 2991/120.

Land Area: 4,787m².

Tenure: Freehold held by Shire of Carnarvon, but with approximately 3000m² of lot the subject of a 20 year lease from the Shire to St John (2013-2033).

Unimproved Land Value: \$140,000 (as at 1/7/21, next due 1/7/22).

Gross Rental Value: \$35,883 (as at 1/10/20, next due 1/7/24).

Location features: although nominally within Carnarvon (due to its former association with the large airport lot), the site is located adjacent to East Carnarvon and Kingford on a main arterial road with good access to all areas of Carnarvon and environs suitable for ambulance access. The larger lot from which it was subdivided in 2020 remains undeveloped.

Buildings on site: a large modern ambulance sub centre built in 2016-2017.

Use to date: The site was formerly undeveloped, until the current ambulance sub centre was constructed in 2016-2017. Now used as ambulance sub centre since 2017.

Proposed action under the proposal: to be transferred by the Shire to the State (in exchange for the old site), at which time the State would then grant it to St John under conditional freehold to be used as an ambulance sub centre.

Resolution absent landswap agreement unfavourable to St John and its volunteers

Officers of the Department of Planning, Lands and Heritage have suggested that the simplest option to effect a transfer would be for St John to effectively purchase the old site (5 Rushton St) in simple freehold by paying to the State of WA the unimproved land value for that site, in return for which the trust conditions (including the prohibition on alienation) would be removed. St John would then, as simple freeholder, be free to negotiate with the Shire of Carnarvon to swap the land parcels without the need to further involve the State of WA. The unimproved land value for the old site as at 1 July 2021 is \$59,000.

However, the Carnarvon Sub Centre of St John is effectively self-funded, raising its money through the ambulance work carried out by its local volunteers, supplemented by first aid training and the sale of first aid kits. For example, the significant proportion of the construction cost of the new Sub Centre that was paid for by St John (ie that proportion that was not provided by R4R or Lotterywest) was raised locally in this manner. Funds raised in this manner are also used for the maintenance and upgrade of ambulance vehicles and the purchase of other essential equipment.

\$59,000 is a substantial sum that in St John's respectful view would be better spent on equipment and upgrades.

The DPLH option would also in effect see the State of WA withdrawing its long-standing support for St John in Carnarvon by way of making available land upon which St John may operate. Many Sub Centres across the State continue to be supported by conditional freehold, as in Carnarvon. Instead the State would receive a windfall of \$59,000 raised by volunteers for ambulance purposes.

A second option noted by DPLH officers is that St John could simply surrender the old site to the State of WA, however to do so St John would need to remediate the site by removing the existing buildings. While St John has not obtained an estimate of the cost of remediation, this would be likely to be many thousands of dollars, for which St John would receive no benefit. Further, the Shire of Carnarvon, a likely purchaser of the site in the event that the State sought to put the remediated site on the market, would like the buildings to remain as they can be put to immediate use. Even if the State were to permit surrender without remediation, this would still effectively be a loss to St John and a windfall to the State, as the State would have withdrawn support by provision of land, and to obtain security of tenure over the new site at 358 Robinson St, St John would need to purchase this from the Shire at considerable cost.

For the above reasons St John respectfully proposes a resolution that would see State support by provision of land continue at a more appropriate site, leaving funds raised by local volunteers to be spent on equipment to better serve the local community.

Proposed Mechanism of Land-Swap

The following mechanism for a land-swap is suggested by St John - but it is accepted that officers from the Department of Planning Lands and Heritage may be able to propose a more effective mechanism to the same effect, particularly with respect to steps 3 and 5.

The Minister for Lands, St John and the Shire of Carnarvon would agree in advance to carry out the following steps:

1. The Minister accepts the surrender of the title for the old site at 5 Rushton St from St John without requiring removal of improvements or remediation (ie without requiring the existing buildings to be demolished);
2. The Minister approves the removal of trust conditions from the Rushton St title, on the basis that the benefit of the trust conditions (availability of an ambulance service) is no longer served at that location and is better served at 358 Robinson St. 5 Rushton St thus temporarily returns to Crown land;
3. The Shire pays to the State of WA an agreed sum for 5 Rushton St;
4. The State of WA transfers title to 5 Rushton St (now free of any trust conditions) to the Shire of Carnarvon in fee simple;
5. The State of WA pays to the Shire of Carnarvon an identical sum to that as at step (3) as consideration for the new site at 358 Robinson St (the effect of steps (3) and (4) is that effectively no money changes hands – there may therefore be a simpler way of achieving this outcome);
6. The Shire of Carnarvon transfers title to 358 Robinson St to the State of WA. 358 Robinson St thus temporarily returns to Crown land;
7. The State transfers title to 358 Robinson St to St John in conditional freehold for a nominal peppercorn sum, with the condition being “Ambulance Sub Centre” or similar.

There should be no transfer duty implications for the parties, because the State of WA and Shire of Carnarvon are each ‘exempt bodies’ under the *Duties Act 2008* (s 3); and St John should be able to avail itself of the charitable exemption as it has in other land transfers for ambulance sub centres. For this reason, the precise amount agreed for steps 3 and 5 may be unimportant.

The effect of the above would be to leave the parties in essentially the same position but with respect to more suitable parcels of land. The proposal would also promote the highest and best use of both parcels, but particularly with respect to 5 Rushton St, best use of which is currently hampered by the trust conditions.

Benefits to all parties from the proposal

The State of Western Australia

The State of WA would benefit from the landswap in the following way:

- The State would obtain a parcel of land with a **greater land value** than its current parcel;
- The State's preference is usually not to issue grants in conditional freehold as these are said to be undesirable as a form of 'hidden subsidy'. However under the proposal the total number of land parcels subject to CGIT/conditional freehold within the State **would not increase**, due to the one-for-one swap. Many regional St John Sub Centres are held via conditional tenure;
- The State continues to **support the valuable work of ambulance volunteers** in Carnarvon by making land available (as it has done for decades), and may wish to be recognised for this (eg by signage similar to R4R signage), so that the 'subsidy' is not 'hidden'.

The Shire of Carnarvon

On its face, the Shire would be exchanging a land parcel for another land parcel of lesser land value. However, the land at the new site is the subject of a peppercorn lease to St John until 2033 and which, absent any radical change to the provision of regional ambulance services, the Shire would be realistically expected to renew in 2033 for a future period. In practice therefore, the new site currently owned by the Shire cannot be used by the Shire nor can the Shire derive any revenue from it into the future.

Thus the Shire of Carnarvon benefits in the following ways:

- It exchanges a parcel of land on the outskirts of town, which it cannot use or derive revenue from for the foreseeable future, for a parcel of land in the centre of town adjacent to its Administration Centre which it can use immediately for its own purposes or for community purposes;
- It obtains the buildings erected by SJA on Rushton St that would otherwise be demolished if St John were required to remediate prior to surrender to the State. The value of the buildings is likely to more than offset the difference in unimproved land values between the two parcels;
- It is relieved of the need to renegotiate a lease renewal with St John in 2033.

St John

St John benefits in the following ways:

- It gains clear security of interest over the significant building that it has constructed at Robinson St and therefore avoids any future legal issues in 2033 as to St John's equitable interest in the building constructed on what is currently the Shire's land;
- It no longer needs to maintain the buildings at Robinson St, nor does it need to pay for demolition of the buildings;

- It no longer needs to refuse community groups access to the buildings for community use, which refusals, necessary due to the trust conditions, are poorly understood by the community and may cause reputational damage to St John locally;
- Funds that might otherwise have to be raised to purchase Rushton St from the State or Robinson St from the Shire can be used instead for other purposes (such as upgraded ambulances);
- Volunteers are encouraged by the recognition from the State of the importance of their work, by ongoing provision of land from which to conduct St John work.

Community generally

The local community and the State generally benefit by:

- both parcels of land being put to their highest and best use;
- land currently effectively unuseable being made available for Shire and community use;
- useable buildings desired by the community not being demolished to meet surrender conditions;
- important community service by volunteers being recognised and supported by the State and Shire.

Alternative Proposal (State unconditional grant)

An alternative proposal with benefits for the future.

St John notes that the proposal could be varied at step 7 whereby the State would grant the new site to St John in simple (not conditional) freehold for a nominal or peppercorn sum.

The clear advantage to this varied proposal would be that if, in decades to come, the ambulance sub centre needed to move again, this could be done by simple sale or swap by St John without the need for surrender of conditional freehold. The State would not need to be involved. Put simply, the problem that has currently arisen for resolution would not arise again.

Further, this varied proposal would not only not increase the amount of conditional tenure in the State but would reduce it.

A further variation along the same lines would see the State grant the old site to St John in simple (not conditional) freehold for a nominal or peppercorn sum after steps 1 and 2 of the current proposal. This could then be done as a stand-alone transaction, leaving the Shire and St John to then arrange a simple transfer between them of two parcels of freehold, without the need for a tripartite agreement.

While either of these varied proposals would have many advantages, either variation would constitute a clear one-off subsidy to St John by the State of Western Australia. This subsidy would not need to be “hidden” as conditional freehold may effectively be, but could be done publicly in recognition of the work of local volunteers and with appropriate recognition of the State’s generosity (such as by way of ceremony and ongoing signage).

Given the significance of the subsidy represented by either of the varied proposals, St John has not advanced these varied proposals as the primary proposal. However, if the State considers either to be appropriate (and an effective workaround of a more complex proposal), St John would of course be very happy to accept.

Next steps

St John will be putting this proposal to the Shire of Carnarvon for further discussion and approval, after which time St John will approach the Minister for Lands to seek the State's agreement.

Contacts:

St John Carnarvon Sub Centre: Renee Lathwell (0439 864 098) or Tom Scutt (0405 835 933)

October 2021

