

SHIRE OF CARNARVON

SCHEDULES

ORDINARY COUNCIL MEETING

TUESDAY 24 NOVEMBER 2026

Table of Contents

7.1.1 Minutes of the Audit, Risk & Improvement Committee - 20 October 2026

Schedules 1 Unconfirmed Minutes - Audit, Risk and Improvement Committee - 20 October 2026 4

7.1.6 Committees of Council and Briefings

Schedules 1 Proposed policy for adoption - Councillor Briefing Forums 38

7.1.7 Policy Review | November 2026

Schedules 1 Amended Policies with Tracked Changes 41

Schedules 2 Proposed Policies to be Adopted 122

Schedules 3 Policies proposed to be Replaced or Revoked 195

7.2.1 Accounts Paid Under Delegation - October 2026

Schedules 1 Schedule One - Credit Card Payments 257

Schedules 2 Schedule Two - List of Accounts Paid 258

Schedules 3 Schedule Three - Direct Debits 262

7.2.2 Monthly Financial Report - October 2026

Schedules 1 Monthly Financial Report - October 2026 263

Schedules 2 Monthly Financial Report October 2026 - Matters Identified 288

7.3.1 Coral Bay Waste Facility - Concept Development Report

Schedules 1 Coral Bay Waste Concept Development Report 291

7.3.2 Local Planning Scheme No. 13 - Amendment 14 - Short Term Rental Accommodation

Schedules 1 Amendment Documentation 348



SHIRE OF CARNARVON

AUDIT, RISK & IMPROVEMENT COMMITTEE

MINUTES

TUESDAY 20 OCTOBER 2026

CONFIRMATION OF MINUTES
These minutes were confirmed by the Committee on
Type date here
as a true and accurate record

Presiding Member

Shire Council Chambers
Stuart Street Carnarvon,
Western Australia
Phone: (08) 9941 0000
Fax: (08) 9941 1099
www.carnarvon.wa.gov.au

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

INDEX

1 ATTENDANCES AND APOLOGIES 4

2 DECLARATIONS OF INTEREST 4

3 CONFIRMATION OF MINUTES 5

3.1 Minutes of the Audit, Risk and Improvement Committee Meeting - 25 August 2026 5

4 REPORTS 6

4.1 Outstanding Debtors Quarterly Report September 2026 6

4.2 Governance and Compliance - Internal Controls 15

4.3 Swimming Pool Barrier Inspections - 2026 19

4.4 People, Culture & Wellbeing - Annual Risk and Compliance Report 23

4.5 Carnarvon Aquatic Centre - Progress Report 2026 28

5 DATE OF NEXT MEETING 34

6 CLOSE 34

The meeting was declared open by the Presiding Member at 1:30pm

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

1 ATTENDANCES AND APOLOGIES

(Regulation 11 of the Local Government (Administration) Regulations 1996 only requires recording Council or Committee Members, present and relevant Member entry and departure times. Members authorised to attend electronically under regulations 14C and 14CA are taken to be present and will be identified accordingly.)

MEMBERS
Ms Leah Horton ..... Independent Chair
Mr Stephen Brown ..... Deputy Chair/Independent Member
Cmm Martin Aldridge .....Commissioner

EXECUTIVE ADMINISTRATION
Mrs Amanda Leighton .....Acting Chief Executive Officer
Miss Denika Sweetman ..... Acting Executive Manager, Corporate Strategy & Performance
Mr Coenraad Louw ..... Executive Manager, Community Planning & Sustainability

STAFF IN ATTENDANCE
Miss Racheal King .....Governance, Risk & Compliance Manager
Miss Billie O'Sullivan .....Executive Services Officer, Corporate Strategy & Performance
Mrs Jacqueline Birch..... Executive Assistant, Lifestyle and Community
Mrs Caroline Ballard .....Coordinator Governance & Information

Apologies
Nil

Leave of Absence
Nil

Press ..... Nil
Public ..... Nil

2 DECLARATIONS OF INTEREST

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

Nil

3 CONFIRMATION OF MINUTES

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

COMMITTEE RESOLUTION ARIC 09/10/26

Moved: Mr Stephen Brown
Seconded: Cmm Martin Aldridge

That the minutes of Audit, Risk and Improvement Committee Meeting held on 25 August 2026 be confirmed as a true record of proceedings.

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 3/0

4 REPORTS

4.1 OUTSTANDING DEBTORS QUARTERLY REPORT SEPTEMBER 2026

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

Authority/Discretion:

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

Summary of Report

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

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

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

Background

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

Outstanding debt is monitored on an ongoing basis to ensure timely collection, maintain cashflow, and minimise the risk of financial loss. Regular reporting to the Audit, Risk and Improvement Committee (ARIC) provides oversight of collection performance, emerging risks, and the effectiveness of recovery actions.

The Audit, Risk and Improvement Committee will ensure compliance with the Shire's financial reporting requirements and will liaise with the Chief Executive Officer to support the effective and efficient financial management of outstanding debts, ensuring statutory obligations are met.

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

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

Stakeholder and Public Consultation

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

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

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

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

Statutory Environment

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

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

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

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

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

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

Relevant Plans and Policy

Shire of Carnarvon Policy Manual

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

Financial Implications

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

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

Risk Assessment

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

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

1. Rates and Service Charges

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

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

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

Of the total outstanding balance, $177,622 relates to deferred pensioner rates (this figure is recognised in prior year figures) which are subject to legislative restrictions on recovery**.**

Rates position Summary 2026/27

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

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

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

Recoverable vs Legislatively Restricted Debt
Certain portions of outstanding rates are subject to legislative restrictions or agreed payment arrangements, including:

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

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

Specific Areas of Concern

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

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

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

Active Debt Collection – Accounts Without Payment Arrangements
The Shire continues to engage AMPAC Debt Collection to pursue outstanding rates where payment arrangements have not been established or previous recovery efforts have been unsuccessful.

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

Active Debt Collection

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

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

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

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

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

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

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

Current Legislative Recovery Options
Under Western Australian legislation, the Shire's recovery options include:

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

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

Debt Recovery and Rates Administration
The Shire continues to utilise AMPAC Debt Collection for specialist debt recovery services, including the escalation of longstanding outstanding accounts and formal recovery action where appropriate.

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

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

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

2. Sundry Debtors (Fees and Charges)
As at 30 September 2026, the Shire's total outstanding sundry debtors amounted to **$912,127**.

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

Ageing Category	Outstanding Amount	Percentage
Current	$430,283	47.17%
Greater than 30 days	$784	0.09%
Greater than 60 days	$3,296	0.36%
Greater than 90 days	$493,723	54.13%
Credit balances	($15,959)	(1.75%)
Total	$912,127	100.00%

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

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

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

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

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

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

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

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

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

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

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee.

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

COMMITTEE RESOLUTION ARIC 10/10/26

Moved: **Cmm Martin Aldridge**
Seconded: **Mr Stephen Brown**

That the Audit, Risk and Improvement Committee.

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

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 3/0

4.2 GOVERNANCE AND COMPLIANCE - INTERNAL CONTROLS

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

Authority/Discretion:

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

Summary of Report

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

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

Background

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

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

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

Internal audit and compliance monitoring deliver the following governance benefits:

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

Compliance Monitoring Framework

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

The Compliance Calendar:

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

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

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

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

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 2.7 (Role of Council)
This section sets out the role of council as the governing body responsible for the performance of the local government's functions. It confirms Council's responsibilities for strategic planning, policy setting, determining services and facilities, allocating resources, and appointing and reviewing the CEO. It also requires Council to make evidence based and lawful decisions, respect the separation between governance and administration, and foster a respectful organisational culture.

Local Government Act 1995 – Section 5.41 (Functions of CEO)
This section defines the role of the CEO as the head of the local governments administration, responsible for managing day-to-day operations, implementing Council decisions, and overseeing service delivery. The CEO is tasked with establishing administrative systems and procedures, managing employees, maintaining records and providing timely and informed advice to Council to support decision making.

Local Government Act 1995 – Section 7.1A (Audit Committee)
This section requires the establishment of an Audit Committee with at least three members, the majority being Council members. It specifies that the CEO and employees cannot be members or representatives on

the Committee. The Audit Committee is to carry out the functions and responsibilities prescribed under the Act in relation to audit, risk and governance oversight.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *N/A*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

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

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

OFFICER'S RECOMMENDATION

That the Audit and Risk Improvement Committee:

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

COMMITTEE RESOLUTION ARIC 11/10/26

Moved: Mr Stephen Brown
Seconded: Cmm Martin Aldridge

That the Audit and Risk Improvement Committee:

1. ***Recommends that Council note the Shire of Carnarvon Internal Controls – October 2026 report (Schedules 1 & 2); and***
2. ***Confirms that the Committee is satisfied that appropriate compliance monitoring and internal control mechanisms are in place to support legislative and governance obligations.***
3. ***Update reporting template to include the information for progress and completion status.***

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 3/0

4.3 SWIMMING POOL BARRIER INSPECTIONS - 2026

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

Authority/Discretion:

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

Summary of Report

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

Background

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

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

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

Stakeholder and Public Consultation

Consultation is not required.

Statutory Environment

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

- Spa-pools are specifically included in the definition, ensuring they continue to be subject to the swimming pool and safety barrier regulatory requirements.

- New regulations implement a specific and separate manner for local governments to appoint a contractor (private practitioners and employees of other local governments) as an authorised person for the purpose of conducting safety barrier inspections.

- Regulation 4A of the Building Regulations prescribes the manner of authorisation in which these persons (contractors) can be appointed for the purpose of section 93(2)(d) of the Building Act 2011 (the Building Act), and regulation 4B of the Building Regulations provide for identity cards to be issued to these persons (aligned with the existing authorised person provisions of Part 8 Division 2 of the Building Act).

- New sub-regulation 53(2)(a) of the Building Regulations requires an initial inspection within 30 calendar days of the local government becoming aware of a new swimming pool or one that has never had a safety barrier inspection. This could be following receipt of a Notice of Completion for a swimming pool (or barrier, where applicable), notification by the owner, or by some other means.

- A new sub-regulation 53(2)(c) in the Building Regulations prescribes a requirement to reinspect non-compliant safety barriers. Where a safety barrier does not comply, a reinspection is to be arranged within a maximum period of 60 calendar days. The local government must continue to reinspect the safety barrier until compliant.

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

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications as part of this report.

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

Risk Assessment

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

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

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

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

LGIRS Pool Inspection Report 2025-26

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

OFFICER'S RECOMMENDATION

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

COMMITTEE RESOLUTION ARIC 12/10/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

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

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 3/0

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

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

Authority/Discretion:

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

Summary of Report

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

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

Background

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

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

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

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

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

Stakeholder and Public Consultation

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

No public consultation is required.

Statutory Environment

Local Government Act 1995 (WA) – Sections 5.38 and 5.40
Section 5.38 requires the CEO to ensure that the performance of each employee employed for more than one year is reviewed at least annually. Section 5.40 establishes the principles applying to local government employment, including merit and equity, fair and consistent treatment and freedom from unlawful discrimination.

Work Health and Safety Act 2020 (WA)
Establishes duties relating to the health and safety of workers and others within the workplace. The Shire's workforce controls support these obligations through fitness-for-work processes, training, supervision, incident management and the management of workplace health and safety risks.

Industrial Relations Act 1979 (WA)
Provides the industrial relations framework applicable to Western Australian local governments, including industrial instruments and the management of employment and industrial matters. All WA local governments operate within the State industrial relations system.

Minimum Conditions of Employment Act 1993 (WA)
Establishes minimum employment conditions applicable within the Western Australian State industrial relations system. The Act applies to WA local government employers and employees.

Local Government Officers' (Western Australia) Award 2021
Provides minimum employment conditions for employees falling within its coverage, including classifications, rates of pay, hours of work, allowances and leave arrangements.

Municipal Employees (Western Australia) Award 2021
Provides minimum employment conditions for municipal employees falling within its coverage, including classifications, rates of pay, hours of work, allowances and leave arrangements.

Relevant Plans and Policy

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

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

Financial Implications

Nil

Risk Assessment

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

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *N/A*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

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

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

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

OFFICER'S RECOMMENDATION

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

MOTION

COMMITTEE RESOLUTION ARIC 13/10/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the Audit, Risk and Improvement Committee closed the meeting to the public at 1:48pm, under section 5.23(4)(b) of the Local Government Act as the schedule contains information relating to the personal affairs of employees.

CARRIED BY SIMPLE MAJORITY 3/0

MOTION

COMMITTEE RESOLUTION ARIC 14/10/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the Audit, Risk and Improvement Committee opened the meeting to the public at 2:03pm.

CARRIED BY SIMPLE MAJORITY 3/0

COMMITTEE RESOLUTION ARIC 15/10/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the Audit, Risk and Improvement Committee;

1. ***Receives and notes the People, Culture & Wellbeing Annual Risk and Compliance Report 2025/26, as contained in Confidential Schedule 1.***
2. ***Recommends that Council notes the report as contained in Confidential Schedule 1.***

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 3/0

4.5 CARNARVON AQUATIC CENTRE - PROGRESS REPORT 2026

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

Authority/Discretion:

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

Summary of Report

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

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

Background

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

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

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

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

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

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

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

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

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

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

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

Stakeholder and Public Consultation

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

External:
BTX Contracting – contracted operator of the Carnarvon Aquatic Centre.

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

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

Statutory Environment

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

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

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

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

Relevant Plans and Policy

Strategic Community Plan 2022 – 2032
Asset Management Plan 2024 – 2034

Financial Implications

There are no financial implications associated with receiving this report.

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

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

Risk Assessment

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

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

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

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

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

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

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

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

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

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee:

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

COMMITTEE RESOLUTION ARIC 16/10/26

Moved: Mr Stephen Brown
Seconded: Cmm Martin Aldridge

That the Audit, Risk and Improvement Committee:

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

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 3/0

5 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 8 December 2026 at Shire Council Chambers, Stuart Street Carnarvon commencing at 1.30pm

6 CLOSE

The Presiding Member declared the meeting closed at 2:14pm.

Councillor Briefing Forums

Objective

To provide elected members and employees the opportunity to discuss, propose, and formulate philosophy, strategies and concept for the Local Government and District. In discussing such issues, employees are looking for guidance from Elected Members as they research the matter and draft reports. Elected Members and Employees are also looking to present ideas and concepts for future consideration.

The Councillor Briefing Forums (CBF) will broadly follow the operational guidelines of Department Local Government Industry Regulation and Safety.

The role of such forums is to allow opportunity for elected members and senior officers of the Council to come together outside of the formal meeting process to discuss matters that:

- do not require formal decisions,
- might be conceptual (brainstorming etc.),
- informative (updates on progress with matters); or
- administrative in nature.

Policy statement

The Shire of Carnarvon recognises the importance of providing Elected Members with opportunities to develop their knowledge, explore strategic matters, seek clarification and contribute ideas outside formal Council meetings.

The date and time of each forum will be determined by Council when adopting its annual meeting schedule.

CBFs are informal, non-decision-making forums that involve Councillors, the Executive Leadership Team, other Officers as invited by the CEO and, where applicable external consultants or members of the public. They are not open to the public.

CBFs are designed to propose, discuss and formulate philosophies, ideas, strategies and concepts for the future development of the local government and the district.

Matters which may be canvassed at CBFs include:

1. Current matters of a local or regional significance
2. Matters relating to the future development of the Shire
3. Emerging changes to the local government sector and implications for the Shire Cross-agency relationships
4. Significant projects, revenue-raising requirements and expenditure needs
5. The development of strategic, planning, management and financial documents; providing updates and advice on Shire of Carnarvon operational matters

Such forums often involve projects that are in the early planning stage and are sometime away from being formally presented to Council for a decision.

Guidelines

The Agenda for a CBF will be provided to Councillors by the Friday prior to the CBF.

The Shire President is to be the Presiding Member. If the President is unable or unwilling to assume the role of presiding member, then the Deputy President may preside.

If the Deputy President is unable or unwilling, Councillors may select one from amongst themselves to preside.

As Council's meeting procedures do not apply for CBFs it is the responsibility of the Presiding Member to ensure the good conduct of the meeting.

The Presiding Member shall:

a) Encourage all Councillors present to participate in the sharing and gathering of information;
b) Ensure that all Councillors have a fair and equal opportunity to participate; and
c) Ensure the time available is sufficient enough to allow for all matters of relevance to be identified.

All Councillors and Officers shall disclose their Interests on any item on the agenda at CBF. When disclosing an Interest the following will apply:

1. An Interest is to be disclosed in accordance with the Act and Regulations.
2. Interests declared at CBF will be recorded in the Register of Interests required under Section 5.88 of the Act.

Declarations of interest will be recorded in the CBF Notes.

Councillors have the opportunity to request matters to be included on the CBF Agenda for consideration at a future forum by request to the Chief Executive Officer in accordance with the Communications Agreement.

CBF Notes shall be kept during the forum, however, as no decisions are made, the CBF Notes will only be a general record of items covered, including, attendance, brief description of matters addressed, are not verbatim transcripts and any follow up action required will be registered in the Action Register. A copy of the CBF Notes will be provided to all elected members.

The Agenda for the CBF will compromise of the following sections:

1. ATTENDANCE/APOLOGIES
2. DISCLOSURES OF INTEREST
3. PRESENTATIONS
4. COUNCIL CALENDAR – UPCOMING
5. MATTERS FOR DISCUSSION
6. ELECTED MEMBER REPORTS
7. OFFICER REPORTS & UPDATES FOR INFORMATION
8. STATUS UPDATE
9. CBF ACTION REGISTER
10. COMPLAINTS/FEEDBACK RECEIVED
11. MINUTES/NOTES RECEIVED
12. CLOSURE

UNCONTROLLED WHEN PRINTED
Printed copies may be outdated.

CBF meetings are not decision-making forums and items on the Council Meeting agenda are not to be debated at the forum.

Any documents and presentations made at a CBF are for internal purposes only and are not intended for public distribution.

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995; Department of Local Government Operational Guidelines (Number 5 January 2004).			
Relevant Policies & Strategic Plans	Code of Conduct Council Members, Committee members and Candidates; Communications Agreement;			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	[dd Month yyyy]	**Resolution #**	[OCM xx/xx/xx]
Last reviewed	**Date**	[dd Month yyyy]	**Resolution #**	[OCM xx/xx/xx]
Review Cadence	Within three months of an ordinary election			



~~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:	N/A		
RELATED POLICIES:	Innovate Reconciliation Action Plan 2025-2027 Civic Functions and Hospitality		
LEGISLATION:	Native Title Act 1993		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

~~EME027~~ Acknowledgement of the Traditional Owners

OBJECTIVES

~~To ensure appropriate recognition of local indigenous peoples at Shire meetings, functions, and forums.~~To outline how and when the Shire will formally acknowledge Aboriginal and Torres Strait Islander peoples as the traditional custodians of the land within the district of the Shire of Carnarvon. In the Shire of Carnarvon, the Yinggarda and Baiyungu people are the Traditional Custodians of the land and waters.

SCOPE

This Policy applies to Elected Members, Employees and persons organising meetings, events or publications on behalf of the Shire.

POLICY STATEMENT/S

The Shire of Carnarvon's vision is to build an inclusive, unified community where the cultures, histories, and contributions of Aboriginal and Torres Strait Islander peoples are acknowledged, celebrated, and woven into the fabric of our shared future.

The Shire of Carnarvon supports the practice of both Welcome to Country and Acknowledgement of Country as a means to show respect to the Traditional Custodians of the land and waters on which the Shire is situated, the Yinggarda and Baiyungu peoples. These practices will be integrated into Council-related civic and community events in accordance with this Policy.

The form and type of recognition will be tailored to the nature and size of the event.

1. Welcome to Country

A Welcome to Country can only be delivered by a person authorised by the relevant Prescribed Body Corporate for the Country on which the event is held.



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

- ~~a.~~ Shire-led events celebrating Aboriginal and Torres Strait Islander ~~people and culture such as~~peoples and cultures, including the official opening of NAIDOC Week~~,~~.
- ~~b.~~ Australia Day ~~Citizenship Ceremonies~~citizenship ceremonies.
- At the first Council meeting following an ordinary election.
- Other significant civic occasions, as determined by the CEO in consultation with the Shire President.

Organisers must engage the relevant Prescribed Body Corporate early to agree on the authorised person, cultural protocols and fees. Costs must be included in the event budget.

The Shire will observe the cultural protocols and customs prescribed.

Where a Welcome to Country cannot be arranged, an Acknowledgement of Country must be delivered.

2. Acknowledgement of Country

An Acknowledgement of Country is a respectful public recognition of the Traditional Custodians of the land and waters within the Shire and their continuing connection to Country. It may be delivered by any person.

An Acknowledgement of Country will be included at the commencement of:

- Council and committee meetings.
- Citizenship ceremonies.
- Official Shire functions, ceremonies and public forums.
- Other Shire meetings and events, where approved by the Shire President and/or the CEO.

~~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.~~The acknowledgement will normally be delivered by the presiding member, host or official Shire representative and must recognise the Traditional Owners of the location where the gathering takes place.

Where a Welcome to Country has been delivered, the Shire representative should appropriately recognise the person delivering the Welcome and pay respects to the Traditional Owners and Elders, during the official proceedings.

3. Written acknowledgement

~~An Acknowledgment of the Yinggarda People and is to be placed by the Shire of Carnarvon in appropriate written forms, including but not limited to:~~The Shire's Acknowledgement of Country will be included on its website and in key strategic and/or statutory documents, including the Annual Report, Strategic Community Plan and Corporate Business Plan. It may also be included in other significant publications and communications, where appropriate.

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~~a. Strategic Community Plan,~~

~~b. Corporate Business Plan,~~

~~c. Shire of Carnarvon website.~~

The Shire's standard written acknowledgement is:

~~*INSERT STATEMENT AS PER WEBSITE*~~

"The Shire of Carnarvon acknowledges and respects the Yinggarda (Carnarvon) and Baiyungu (Coral Bay) ~~as the traditional custodians~~people as the Traditional Custodians of the lands where we live and work. We pay our respects to Elders~~,~~ past, present and emerging~~. The Shire of Carnarvon is committed to honouring the traditional custodians' unique~~, and recognise their continuing cultural and spiritual ~~relationships~~connections to the land, waters and seas ~~and~~. We honour their rich contribution to ~~society. The Shire's commitment~~our community and remain committed to reconciliation ~~is embedded in our Reconciliation Action Plan.~~."

For spoken acknowledgements, the following wording may be adapted to the location:

I acknowledge the [Traditional Owners] as the Traditional Custodians of the land on which we gather today. I pay my respects to Elders past, present and emerging, and respect their continuing connection to Country.

4. Responsibilities

The CEO is responsible for implementing this Policy. Employees organising Shire meetings, events and publications are responsible for including the appropriate recognition and confirming local cultural protocols with the relevant Traditional Owners where required.



~~EME029~~	ANNUAL CLOSURE DURING FESTIVE SEASON		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Corporate ~~of~~Strategy ~~the~~& ~~CEO~~Performance		
CREATION DATE:		**REVIEW SCHEDULE:**	~~Annually~~Three Yearly
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	Customer Service Charter Workforce Plan Business Continuity Plan		
LEGISLATION:	Local Government Act 1995 (WA) – section 5.41, Role of CEO. Work Health and Safety Act 2020 (WA). Fair Work Act 2009 (Cth) and applicable industrial instruments, where relevant to employee leave and employment conditions		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

~~**EME029 Annual closure during festive season**~~**Annual Closure During Festive Season**

OBJECTIVES

~~To manage the partial closure of non-essential service and facilities during the annual festive season.~~To provide a consistent and flexible framework for the annual closure of the Shire of Carnarvon's Administration Office and non-essential services during the Christmas and New Year period, while ensuring continuity of essential services and appropriate communication with the community.

SCOPE

This policy applies to the Shire of Carnarvon Administration Office, Works Depot, and other non-essential services and facilities as determined by the Chief Executive Officer (CEO).

Essential services and operational functions required to maintain public safety, community wellbeing, and critical infrastructure are excluded from the closure where continued operations are necessary.

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.~~

While the determination of operational hours and associated service delivery arrangements is an administrative responsibility of the Chief Executive Officer, the proposed policy provides an



opportunity for Council to formally acknowledge and support the Shire's approach to annual Christmas and New Year closure arrangements.

The policy is not intended to introduce an additional approval requirement or alter existing operational responsibilities. Rather, it provides a transparent and consistent framework that recognises the importance of maintaining essential community services while supporting operational efficiency and employee wellbeing.

The Chief Executive Officer will retain responsibility for determining the annual closure dates and ensuring appropriate service delivery arrangements are maintained throughout the closure period.

The closure period may vary from year to year, provided that:

- The closure does not exceed two (2) consecutive weeks.
- The closure period encompasses both Christmas Day and New Year's Day.
- Appropriate arrangements are maintained for essential services and emergency response.
- Employees and the community are provided with reasonable advance notice of the closure arrangements.

Essential Services and Operational Requirements

The CEO shall determine which services, facilities and functions are required to remain operational, operate at reduced capacity, or maintain on-call arrangements during the closure period.

The CEO may authorise employees to work during the closure period where required to maintain essential services, respond to emergencies, or meet operational requirements.

The CEO retains discretion to vary, shorten or cancel the closure, in whole or in part, where necessary to respond to unforeseen circumstances or community needs.

Employee Leave Arrangements

Employees affected by the closure will be required to make appropriate leave arrangements for ordinary working days falling within the closure period, excluding applicable public holidays.

Leave arrangements may include annual leave, accrued rostered days off, time off in lieu or other approved leave entitlements, subject to the applicable industrial instrument, employment contract and legislative requirements.

Any direction to take annual leave must comply with the applicable employment legislation and industrial instrument.

Where employees have insufficient accrued leave, alternative arrangements may be considered and agreed upon in accordance with the applicable employment conditions.

Communication and Notification

The CEO shall ensure that:

- Employees and Elected Members are advised of the proposed closure dates as early as practicable.



- Public notice of the closure is provided through the Shire's usual communication channels, including its website and other appropriate platforms.
- Emergency contact details and arrangements for accessing essential services are made available to the community.
- Any changes to the approved closure arrangements are communicated in a timely manner.

Responsibility

The CEO is responsible for the implementation and administration of this policy, including determining annual closure dates, maintaining essential service arrangements, and ensuring compliance with relevant employment obligations.

Annual closure arrangements determined in accordance with this policy do not require further Council approval.



~~EME002~~	~~ATTENDANCE/TICKETS~~ATTENDANCE ~~TO~~AT EVENTS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	~~Annually;~~Within ~~and~~three ~~in election years, following commencement~~months of ~~new~~an ~~Council.~~incoming Council
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	~~N/A~~Code of Conduct for Council Members, Committee Members and Candidates; Elected Members Induction, Professional Development and Conference Attendance; Elected Members Payments, Facilities and Recognition		
LEGISLATION:	~~s5.90A~~ Local Government Act 1995 ~~s5.90A~~		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

~~EME002 Attendance/Tickets to~~Attendance at Events

~~Purpose~~Objective

~~To ensure compliance with s5.90~~This Policy complies with section 5.90A of the Local Government Act 1995 by ~~having a compliant Policy which guides~~supporting Elected Members and the ~~CEO in relation to tickets/attendance at events~~Chief Executive Officer (CEO) in attending events that benefit the community.

~~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~~ policy will establish guidelines for the management of acceptance invitations to events or functions and provide transparency on the acceptance and payments of tickets to events.

Scope

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



Definitions

Act means the Local Government Act 1995.

Event means a concert, conference, function, sporting event, or an occasion of a kind prescribed for the purposes of the Act.

Function means an official ceremony or a formal social event where a large number of people are usually present.

Gift has the meaning given in the Act.

Ticket includes admission to an event, an invitation to attend an event, or a complimentary registration.

Community event means an event open to the public, or to all members of the community, that is free to attend.

Invitation-only event means an event for invited guests only, including one hosted by a commercial entity, whether or not it is free.

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.~~

~~PROVISION OF TICKETS TO EVENTS~~

~~Invitations~~

~~All invitations of 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.~~

Elected Members and the CEO attend events to fulfil their leadership role in the community. Elected Members and/or the CEO will receive tickets or invitations to attend Events to represent the Shire on Council Business.

Tickets and invitations to events require:

a) a payment with Shire Funds;

b) an Access Pass be allocated for Council or CEO representation while on Council Business; or

c) the estimated ticket value of associated costs be disclosed as a gift (when valued at $300 or more, or multiple tickets within a 12 month period from the same donor) in accordance with section 5.87A – 5.87C of the Local Government Act 1995.

1.Pre- Approved Events

~~To meet the policy requirements~~For pre-approved events, 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-authorised, the attendees are authorised in order of priority, subject to the number of available invitations/tickets. Where there are insufficient invitations/tickets available for all pre-authorised attendees, the Shire President (in liaison with the CEO) will determine final attendance.~~

The Shire ~~approves~~pre-approves attendance at the following events ~~by the Shire President,~~, for Council Business, by Elected Members~~,~~ and the CEO:

- a) Advocacy lobbying, Presidential representation or Ministerial briefings~~,~~;
- ~~State and Federal Consular Events,~~
- ~~Meetings of clubs or organisations within the Shire of Carnarvon,~~

b) Industry and economic briefings, specifically related to the operation of local government;

- ~~Any free event held within the Shire of Carnarvon,~~c) Community cultural and sporting Events, festivals and art exhibitions within the Shire:

d) Opening or launch of an Event or Facility within the Shire;

e) Professional development in accordance with the policy Elected Member Professional Development.;

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f) Networking in accordance with the policy Elected Member Payments, Facilities and Recognition policy;

- ~~Australian or West Australian Local Government events,~~
- ~~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~~

o ~~Where the Shire President or Chief Executive Officer~~h) Where Presidential or CEO representation has been formally requested.

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Events hosted, run or sponsored by:

- The Shire;
- The community (including meetings) held within the Shire, to which the Elected Members or the CEO have been officially invited;
- Major professional bodies associated with local government, such as WALGA and Local Government Professionals;
- Local, State or Federal government agencies; and
- Educational institutions within the Shire.

Attendance at Pre-Approved Events is considered an "excluded gift" as defined in section 5.62(1B) of the Local Government Act 1995.

2. Sponsored Events

The Shire sponsors events, shows, festivals, sporting contests and other community activities. Supporting sponsored events is an important part of the Civic life of the Shire.

Special care must be taken in relation to the provision of tickets to sponsored events.

The following rules must be followed in relation to ticketed events:

- Sponsorship agreements must not provide free tickets to employees or Elected Members to sponsored events.
- Employees must not accept free tickets to sponsored events.
- Where an employee is to attend a sponsored event in the normal course of their duties, they should be provided with authorised staff access, this does not stipulate a free ticket.
- Where an Elected Member is to attend a sponsored event to give a speech or take part in ceremonial duties, they should be provided with authorised access, not a free ticket.
- Where an Elected Member wishes to attend a sponsored event where tickets come at a cost, the Elected Member must pay for the ticket, with shire funds - eligibility will be assessed by



the Shire President and/or the CEO (unless invited to give a speech or take part in ceremonial duties).

3. Approval Process ~~– Events not~~for non pre-approved events

Where an invitation is received to an ~~event~~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~~Event as follows:

- Events for the Shire President will be approved by the ~~Chief Executive Officer,~~Deputy President; and
- Events for ~~Elected Members~~Councillors or the CEO will be approved by the Shire President~~, and~~ .
- ~~Events for the Chief Executive Officer will be approved by the Shire President.~~

Considerations for approval of the Event must:

- Include any justification provided by the applicant;
- Be considered against the adopted budget;
- Detail the Event's benefit to the Shire;
- Detail how the event relates to the attendee's role;
- Align to the Shire's Strategic Community Plan; and
- Detail the number of Shire representatives already approved to attend.

~~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.~~

4. Gift Disclosure

Elected Members and the CEO must declare any Gift/s received in relation to their role at the Shire when valued at $300 or more (either one gift or cumulative gifts over 12 months from the same donor). The recipient must disclose the Gift (and any other associated hospitality) within 10 days to the Shire.

Where an Elected Member or the CEO is offered a ticket to an Event, and the ticket falls under the definition of a Gift, details of the ticket are to be disclosed in accordance with sections 5.87A – 87C of the Local Government Act 1995. The disclosed information will be listed on the Shire's website.

5. Declaration of Interest

Where a donor of a Gift at/over $300 has a matter before Council, the Elected Member and/or CEO must disclose a Conflict of Interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the Gift).



A Gift is excluded from the Conflict of Interest provisions when:

- the Gift relates to attendance at a pre-approved Event in this policy; or
- the Gift is from the specified entities prescribed in section 20B of the Local Government (Administration) Regulations 1996.

~~Payments in respect of attendance~~6. Payment of Tickets

~~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 an Elected Member attends a pre-approved Event and there is a Cost associated with the Event, then the Cost of the attendance is to be paid by the Shire within the adopted budget.

~~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.~~

Where the CEO attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance is to be met by the Shire within the adopted budget. If the Event is ticketed and the Elected Member or the CEO pays the full ticketed price from their Personal Funds, and does not seek reimbursement, or if the Event is free to the public, then no action is required.

6.1 Free Tickets

A ticket is only considered free when there are no associated costs through travel costs, hospitality, catering, and attending in a capacity that would be a financial benefit to the guest.

All events that have a value is required that:

- a ticket be purchased; and
- the estimated ticket value of associated costs be disclosed as a gift in accordance with section 4 of this policy.

~~Definitions:~~

~~Event includes the following –~~

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

7. Non-Approved Events

Any Event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved Event.

All Events are considered Non-Approved if:

- attendance would breach a local, State or Federal declaration of emergency, a controlled border or a Commonwealth travel advisory; or



- The Cost of the following Events is not permitted to be met by Shire funds:
- Party political Events and fundraisers;
- Personal Social Events; and
- Cultural and sporting Events held outside of the Shire unless approved in accordance with section 3 of this policy.

8. Record of Attendance at Events

Elected Members and the CEO must:

- Inform the Shire of their attendance at an Event under this policy; and
- Submit any invitation and records relevant to their attendance for recording in the Shire's corporate record keeping management system.

9. Community Engagement Events

The Shire approves attendance by Elected Members and the CEO at the following Community Engagement Events for Council Business. The partner of each Elected Member may attend the following Community Engagement Events as one of the invited Guests.

9.1 Community Engagement by Elected Members

The Shire will host events for Elected Members to engage with the Community. These events will be hosted and paid for by the Shire, and will be held under the following conditions:

- Each Elected Member, or any combination of Elected Members, may request an event at any time by submitting a request to the Shire President .
- Each event must be for an identified purpose that allows Elected Members to fulfill their role and advance the purposes of the Shire.
- Each Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.
- Final guest lists are to be approved by the Shire President's office which retains sole discretion as to whether an event is to be held and, if so, the format of the event and who is approved to attend.
- Any costs associated are covered by the adopted budget.

10. Invitations and Attendance by Dignitaries

Invitations to Parliamentary and Vice-Regal dignitaries must be managed in accordance with:

- the protocols of the State and Federal Government and Parliaments;
- the protocols of the Vice-Regal Offices;
- any funding agreements with State and Federal Governments; and
- the requirements of the President's office to ensure appropriate Parliamentary and Vice-Regal representation. The preparation of invitation lists at Shire events is a responsibility of the Shire President who may grant authorisation for another person to prepare and issue invitations.



11. Dispute Resolution

Any disputes under this policy are to be resolved by the Shire President and the CEO.

~~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.~~



~~CD012~~	CHILD SAFE AWARENESS		
POLICY OWNER:	Shire of Carnarvon		
DEPARTMENT:	~~Executive~~Lifestyle & Community		
CREATION DATE:	20/06/2023	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	~~-~~Employee Code of Conduct ~~-~~Records ~~Information Technology~~Management Policy ~~-~~Strategic ~~Record~~Community ~~Keeping Policy~~Plan ~~- Strategic Community Plan~~ ~~- Working with Children Checks Policy~~		
LEGISLATION:	~~-~~Child Care Services Act 2007 ~~-~~Children and Community Services Act 2004 ~~-~~Civil Liability Act 2002 ~~-~~Corruption, Crime and Misconduct Act 2003 ~~-~~Equal Opportunity Act 1984 ~~-~~Freedom of Information Act ~~1997~~1992 ~~-~~Local Government Act 1995 ~~-~~National Principles for Child ~~Safety~~Safe Organisations ~~-~~Parliamentary Commissioner Act 1971 ~~-~~Public Interest Disclosure Act ~~2003r~~2003 ~~-~~Public Sector Management Act 1994 ~~-~~United Nations Convention on the Rights of the Child (CRC) ~~-~~Work Health and Safety Act 2020 ~~-~~Working with Children (Criminal Record Checking) Act 2004		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
26/04/2023	A. Leighton	Creation	OCM26/04/23
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/24

~~CD0011 Child~~ Child Safe Awareness

OBJECTIVE

This policy aims to reduce the risk of harm and child ~~sexual~~ abuse in our communities by encouraging child safe environments to be created and maintained. Shire of Carnarvon is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

SCOPE

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, ~~employees, volunteers, trainees, work experience students, interns~~Elected Members, Employees, Volunteers, Trainees, Work Experience Students, Interns, and anyone else who undertakes work on behalf of the Shire of Carnarvon, regardless of whether their work related to children or young people. It applies to occupants of Shire of Carnarvon facilities and venues, including ~~visitors, contractors and suppliers~~Visitors, Contractors and Suppliers.



DEFINITIONS

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age. ~~Child Safe Organisation: is defined in the Royal Commission Final Report as one that:~~

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm. Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate. Implementation of the National Principles for Child Safe Organisations give effect to the above.

~~Department of Communities or WA Police to respond as appropriate. Implementation of the National Principles for Child Safe Organisations give effect to the above.~~

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse. ~~Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.~~

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

POLICY STATEMENTS

The Shire of Carnarvon supports and values all children and young people. ~~Shire of Carnarvon~~The Shire makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways ~~Shire of Carnarvon~~the Shire demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.



This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. ~~Shire of Carnarvon~~The Shire is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Carnarvon is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. ~~Shire of Carnarvon~~The Shire will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and the Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Carnarvon in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

POLICY PRINCIPLES

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people, including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation, and empowerment of all children and young people.

POLICY FUNCTIONS

Shire of Carnarvon will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at Shire ~~of Carnarvon~~ venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

~~RESPONISBILITIES~~RESPONSIBILITIES

~~Shire of Carnarvon~~The Shire has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.



Although Shire of Carnarvon is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with ~~persons who~~people/organisations that utilise Shire of Carnarvon facilities, to encourage them to operate in alignment with the Child Safe Awareness policy.

The Shire of Carnarvon will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

~~**EXPLANATORY NOTES**~~

~~N/A~~



~~EME010~~	~~EXECUTION~~COMMON ~~OF DOCUMENTS~~SEAL AND ~~APPLICATION~~DOCUMENT ~~OF COMMON SEAL~~EXECUTION		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Bi Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	~~N/A~~Delegation 1.2.33 – Authority to Sign Documents		
RELATED POLICIES:	~~N/A~~Document Execution Register		
LEGISLATION:	~~s2.5(2), 9.49A~~ Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC 7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

~~EME010 Execution of Documents, and Application of Common Seal~~Common Seal and Document Execution

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.~~

This policy establishes, in accordance with the requirements of section 9.49A of the Local Government Act 1995 (the Act) authorisations to:

1. affix the Shires's Common Seal;

2. sign documents on behalf of the Shire; and

3. execute Deeds on behalf of the Shire.

SCOPE

This policy applies to all Shire employees preparing documents for execution and/or who have been authorised through the provisions of this policy to execute documents on behalf of the Shire.

DEFINITIONS

CEO means the Chief Executive Officer of the Shire.

Shire means the Shire of Carnarvon.

Executive Manager means a Shire employee appointed as an Executive Manager of the Shire .

Document means any paper or electronic document, including communications such as letters and emails, which:

(a) *conveys a decision;*



(b) *or establishes an obligation on the Shire; or*

(c) *is ceremonial.*

Manager means a Shire employee appointed to the position of Manager of the Shire.

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~~

~~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,~~

Documents executed by the Shire will be executed in accordance with the Act and the provisions set out in this policy. Section 9.49A (1) of the Act sets out that a document is considered duly executed by a local government if:

a) the common seal is validly affixed to it in accordance with section 9.49A(2) and 9.49A(3) of the Act; or



b) it is signed by an employee or other person authorised by the Council to do so in accordance with section 9.49A(4) of the Act.

Pursuant to section 9.49A(4) of the Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions in the authorisation.

Affixing the Common Seal

The Common Seal may be applied to Documents that give effect to decisions of Council.

The Common Seal is to be applied in the presence of both the Shire President (or in the Shire President's absence the Deputy Shire President) and the CEO (or an Acting CEO) each of whom are to sign the Document to attest that the Common Seal was affixed.

Where possible, Documents requiring the Common Seal must be duly executed by the other counterparties prior to being submitted to the Shire for execution.

Custody of the Common Seal

The CEO is to be:

(a) responsible for the safe custody and proper use of the Common Seal; and

(b) maintain a record of each time the Common Seal is used in the Document Execution Register.

General Document Signing (Execution) Authorities

Where an employee has the written authority to make a decision ("written decision-making authority") or the decision is within the roles and responsibilities of the employee that employee also has the authority to sign documents which give effect to that decision.

Written decision-making authorities are:

~~c. Lease documents:~~(a) Delegated Authority;

- ~~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.~~

(b) Statutory Authority; or

(c) Operational Authorisation.

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Where the CEO has delegated authority to an Executive manager, they may only sign (execute) Documents relevant to matters within the scope of their role and department. Documents relevant to the activities of multiple departments may only be signed (executed) by CEO.

Managers may only sign (execute) Documents relevant to matters within the scope of activity of their Unit. Documents relevant to the activities of multiple units may only be signed (executed) by the relevant Executive Manager, or where Units within multiple departments are affected, the CEO.

Digital and electronic signatures may be applied to a Document.

Where considered appropriate by the CEO, the Shire President may be requested to execute documents as a co signatory with the CEO.

Specific Document Signing (Execution) Authorities

For the purposes of this policy, Documents commonly executed by the Shire are grouped into three categories. The way in which a document is to be executed and who has the authority to execute a Document is based upon its category.

Employees who sign documents are also restricted to any applicable delegations of authority as listed in the Shire's Delegated Authority Register.

Category ~~2~~1 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.~~

(i) Category 1 documents require the Shire's Common Seal to be validly affixed in accordance with section 9.49A(2) – (3) of the Act, and requires that Council has specifically authorised by resolution:

(I) The execution of the document by the Shire; and

(II) The affixing of the Common Seal to the document in accordance with 9.49A(2).

The Common Seal is affixed to the document in accordance with this policy.

Documents are to be recorded in the Document Execution Register referred to in the policy.



Category ~~3~~2 Documents

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

(i) ~~Under s9.49A (4) the Council authorises the following to sign documents on behalf of the Shire of Carnarvon.~~Council authorises, by this policy, the CEO and authorised employees to sign Category 2 Documents on behalf of the Shire in accordance with section 9.49A(4) of the Act.

~~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~~

(ii) A Council resolution authorising execution of the Document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any Document(s) listed under Category 2 by an authorised signatory.

(iii) This policy does not prevent the execution of any Category 2 Document by affixing the Common Seal in accordance with section 9.49A(1)(a) of the Act.

Category ~~4~~3 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.~~

(i) Category 3 Documents are documents that are generally created in the normal course of business to discharge the duties of an employee's position in a manner consistent with Shire policies and Management Practices.

(ii) Category 3 Documents and correspondence that are created in the normal course of business to discharge the duties of an employee's position, in a manner consistent with section 5.41(d) of the Act, do not require specific authorisation through this policy.

(iii) Such duties may be undertaken by employees where the authority and accountability has been extended through an authorisation, delegation, policy, CEO Instruction, lawful direction, position description or 'acting through' arrangement under the Local Government Act 1995.

Execution of Documents by Lawyers on behalf of the Shire

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Lawyers appointed by the Shire to act on its behalf for a matter may, where so instructed:

(a) correspond with third parties on behalf of the Shire;

(b) sign and lodge Court Documents on behalf of the Shire;

c) electronically sign land transaction documents in accordance with the Property Exchange Australia (PEXA) process;

d) only electronically sign land transaction documents in accordance with the PEXA process that relate to easements, notifications affecting land under section 70A of the Transfer of Land Act 1893, and restrictive covenants;

e) only electronically sign other land transaction documents in accordance the PEXA process where Council has specifically resolved to provide authority; and

f) sign such other documents as instructed by the Shire from time to time.

Employees are to ensure an appropriate level of authority is obtained prior to instructing lawyers to act.



~~EME030~~	COMPLAINT HANDLING		
POLICY OWNER:			
DEPARTMENT:	Office of the CEO		
CREATION DATE:		**REVIEW SCHEDULE:**	~~Annually~~Within three months of an incoming Council
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	13.15.1 Public Interest Disclosures		
RELATED POLICIES:	Code of Conduct for Council Members, Committee Members and Candidates; Code of Conduct for Employees; CEO Standards, Performance and Review Panel; Communications Agreement; Customer Service Charter; Privacy; Records Management.		
LEGISLATION:	Local Government Act 1995; Local Government (Model Code of Conduct) Regulations 2021; Local Government (Local Government Inspector) Regulations 2025; Public Interest Disclosure Act 2003; Corruption, Crime and Misconduct Act 2003; Privacy and Responsible Information Sharing Act 2024; Freedom of Information Act 1992; State Records Act 2000; AS/NZS 10002:2014 Guidelines for complaint management in organisations; Ombudsman WA Guidelines on Complaint Handling.		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

~~EME030~~ Complaint ~~handling~~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.~~



To provide guidance to the receiving, management and handling of complaints.

The Shire of Carnarvon is committed to providing an accessible, responsive and accountable Complaints Management Framework that promotes organisational learning and continuous improvement. Accepting feedback, including complaints, assists the Shire in engaging with complainants to continually enhance the customer experience and the Shires's services. Complaints are managed in line with the Shire's values of Courage, Authenticity, Respect, Excellence, Cohesion, Humility, Inclusion and Passion.

SCOPE

This policy applies to complaints about the Shire's services, decisions, actions and processes, and its employees, Elected Members, and consultants and contractors engaged by the Shire.

This policy:

- promotes the Shire's corporate values of; Respect, Integrity, Sustainability, Unified Communication and Harmonious.
- reflects best practice as outlined by the Australian Standards - Guidelines for complaint management in organisations, and the WA Ombudsman Guidelines on Complaint Handling; and
- supports the Shire's commitment to the wider community: To be a dynamic organisation that delivers effective services and maintains a strong customer focus.

DEFINITIONS

Act means the Local Government Act 1995.

CEO means the Chief Executive Officer of the Shire.

Complainant means a person, organisation or representative making a complaint.

Complaint means an expression of dissatisfaction, however made, about the Shire's services, conduct, actions or lack of action, or its handling of a complaint, where a response or resolution is expected.

Elected Member means a council member of the Shire of Carnarvon, including the President.

Elected Member Code of Conduct means the Shire's Code of Conduct for Council Members, Committee Members and Candidates.

Employee means a person employed by the Shire under section 5.36(1) of the Act or engaged by the Shire under a contract for services, and includes a volunteer where the Employee Code of Conduct applies to volunteers.

Employee Code of Conduct means the Code of Conduct for Employees prepared and implemented by the CEO under section 5.51A of the Act, including the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996.*

Inspector means the Local Government Inspector.



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~~What is a complaint?

~~The complaints procedure can be found on page 31~~

A complaint is: *"an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required"* (as defined by the AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations).

~~Complaints Register~~A complaint is not:

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~~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.~~

- an initial request for a service to be provided by the Shire;
- A request for documents, information or explanation of policies or procedures;
- Compliance enforcement action;
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy);
- A submission relating to the exercise of a regulatory function;
- A petition; and
- A civil dispute between private individuals.

The above will not be registered as a complaint as each is covered and managed by a separate process.

The Shire may determine to take the following courses of action:

- Take no further action and give the complainant reason/s;
- Resolve the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation; and
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Submitting a complaint

The Shire accepts complaints via, written letter or email, in person, by phone, or submitting a Feedback Form available on our website or from the Shire's Libraries, Visitors Centre, Recreation Facilities or Administration.

A complainant may nominate another person to assist or make a complaint on their behalf via written permission for another person to act on their behalf.



At a minimum, the following information is to be supplied to effectively process the complaint:

- ~~Internal Management and Reporting~~Name and address.

~~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.~~

- Contact details.
- Complaint details.
- Date of occurrence of complaint.

The Shire accepts anonymous complaints but investigates them only where they raise a serious matter, such as a risk to public health or safety, and there is enough information to enquire. Without knowing who made a complaint, the Shire cannot check information with them or report the outcome.

The Shire's five principles of complaint management are;

1. ***Customer Focus***

The Shire is committed to providing an open, transparent and easily accessible complaints handling process .

2. **Protect People**

Privacy is respected, and no adverse action is taken against anyone who makes a complaint in good faith.

3. ***Responsiveness***

The Shire will address each complaint in a fair, objective, unbiased and timely manner. Complainants will be kept informed of the complaints progress and of any delays during the process.

4. ***Remedy***

The complaint will be assigned to an officer with the authority to deal with the complaint in a timely manner.

5. ***Learn***

Feedback, compliments and complaints are reviewed to assist improving services and processes.

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Timeframes, review and escalation

All complaints submitted must be acknowledged and responded to within the timeframe set out in the Customer Service Charter with a final solution. If a complaint cannot be resolved in that time, the complainant will be told why, what will happen next and when to expect a full response.

In establishing the order in which complaints will be attended to, consideration will be given to the urgency of each complaint in terms of public safety implications, seriousness, frequency of occurrence, severity and the need for immediate action.

A complainant who is dissatisfied with the outcome may ask for an internal review, as set out in the Customer Service Charter. A review is carried out by a person who was not involved in the original decision. Internal review does not apply to matters dealt with under a code of conduct, Part 8A of the Act or another separate legal process. Those follow their own review or appeal rights.

A complainant who is still dissatisfied may take their complaint to the:

- Ombudsman WA;
- Local Government Inspector *(only for matters under Part 8A of the Act);*
- Department of Local Government;
- Corruption and Crime Commission or the Public Sector Commissioner, for suspected misconduct; or
- WA Police, if appropriate.

Privacy, confidentiality and records

Personal information about complainants and the people complained about is handled in line with the Privacy policy and the *Privacy and Responsible Information Sharing Act 2024*. Access to documents is dealt with under the *Freedom of Information Act 1992*. A person who makes, receives or handles a breach complaint under Part 8A of the Act must keep it confidential, as section 8A.36 requires.

Every complaint is recorded in the Shire's Complaints Register and records system, in line with the Records Management policy and the *State Records Act 2000*. Records must be factual, accurate and current.

~~Persistent and~~ Unreasonable ~~Complaints~~complainant conduct

~~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 situations where the decisions/actions of the Shire may be unacceptable 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)~~

Employees are not expected to tolerate abuse, threats or harassment. The Shire may limit how a complainant contacts it, for example by nominating one contact officer, setting times for calls, or requiring communication in writing. The Customer Service Charter sets out the Shire's expectations of its customers.

The Shire will manage unreasonable complainant conduct in line with Ombudsman WA guidance such as:

- ~~b.~~A rude, angry~~,~~ and harassing ~~complaints~~customer;
- ~~c. aggressive complaints.~~Aggressive customer;

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~~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~~

- Habitual or obsessive:
  - ~~Lodging of Complaints~~cannot 'let go' of their complaint;
  - cannot be satisfied despite the best efforts of the agency;
  - 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).

The Shire may regulate, withhold or withdraw the provision of service to an unreasonable complainant by taking one of the following actions:

- Only take calls at specific times on specific days.
- Require the complainant to make an appointment to meet with employees.
- Limit all future dealings to writing.
- Only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action.
- Suspend, or terminate, a Shire premise membership as per terms and conditions (of that membership).
- Direct all contact to be through a specific employee or area.

A decision to restrict contact is approved by the CEO, or an Executive Manager authorised by the CEO. It is documented, the complainant is told in writing of the reasons, the restrictions and how long they apply, and it is reviewed annually.

An employee or Elected Member who considers that managing unreasonable conduct poses a psychosocial risk to them should tell People, Culture & Wellbeing, who will take steps to manage the risk.

Responsibilities

- An Elected Member, employee or contractor who receives a complaint passes it to the Shire for recording and handling under this policy. An Elected Member does not investigate a complaint or direct employees about it (see clause 20 of the Elected Member Code of Conduct and the Communications Agreement).
- An employee who handles a complaint must disclose any conflict of interest to their manager as soon as practicable, and must not handle a complaint in which they have one.
- The CEO is responsible for implementing this policy and maintaining the Complaints Register.

Complaints ~~can be made:~~about employees

Complaints about employees are to be made in accordance with the Shire's Code of Conduct for Employees. Where a complaint about an employee involves wrongdoing, or improper or unlawful conduct, a public interest disclosure can be made under the Shire's Public Interest Disclosure processes. This policy does not apply to the procedure of how complaints against employees and

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Elected Members are submitted. Processes for complaint handling are to be made in accordance with the relevant legislation and Codes of Conduct adopted by the Shire.

~~a. in writing via fax and emails and are to be directed to the generic shire address~~Email: shire@carnarvon.wa.gov.au

~~b. via the shire website~~

~~c. in person by completing a customer feedback form at the Shire office~~

~~d.~~Phone: ~~by~~08 ~~telephone.~~9941 0038

~~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.~~

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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.

Post: Shire of Carnarvon, 3 Francis St, Carnarvon WA 6701



~~EME003~~	ELECTED ~~MEMBERS INDUCTION,~~MEMBER PROFESSIONAL ~~DEVELOPMENT, AND CONFERENCE ATTENDANCE POLICY~~DEVELOPMENT		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Corporate ~~of~~Strategy ~~the~~& ~~CEO~~Performance		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	~~Annually~~Within three months of an incoming Council
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	~~N/A~~Code of Conduct for Council Members, Committee Members and Candidates; Attendance at Events; Communications Agreement; Elected Member Payments, Facilities and Recognition;		
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:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Update policy name to "Elected Members Induction, Professional Development and Conference Attendance Policy". Change to objectives to reflect intent of policy. Insertion of new text under 'Continuing Professional Development' insertion of new paragraph 'Elected Member training is..... to enable full participation within the Community' and add 'No training or PD to occur during caretaker period'	FC 5/3/23
28/11/2023	Council	Nil	OCM 11/11/23
26/03/2024	Council	Nil	OCM 07/03/24



~~EME003 Elected Members Induction,~~Elected Member **Professional Development**~~, and Conference Attendance Policy~~

OBJECTIVES

To provide a policy position on the induction and continuing professional development of elected members that is compliant with ~~Section~~s 5.126 to 5.128 of the Local Government Act 1995 and articulates Council's commitment to best practice governance.

SCOPE

This policy applies to Elected Members. Attendance at events is dealt with under policy 'Attendance at Events'. This policy sets the requirements that apply to all professional development, and deals with induction, mandatory training and training courses that are not events.

DEFINITIONS

Mandatory training means the *Council Member Essentials* course specified in regulation 35 of the *Local Government (Administration) Regulations 1996*.

Professional development means courses, conferences, seminars and other learning for Elected Members, other than mandatory training and induction.

POLICY STATEMENT/S

Induction

Elected Members need to ~~develop a clear understanding of~~understand 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~~plans, policies and long-term planning projects and documents.

An accessible, informative induction program ~~is essential to~~helps newly appointed Elected Members ~~being able to~~ understand their role 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.~~

~~Sitting~~Returning members may be required to undertake refreshers and be informed of any changes to statutory requirements, organisational direction and emerging issues. Continuing and returning Elected Members will support newly appointed Elected Members by participating in the induction process.

Subjects ~~to~~that may be covered in an Elected Member's Induction

- Elected Members' Responsibilities & support;
- ~~Elected Members Support~~
- Meeting Procedures and Protocols;

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- ~~Decision-making Framework~~Decision-making, delegations and policies;
- Integrated Planning and Reporting;
- Financial Management ~~Framework~~;
- ~~Professional Risk and Liability of an Elected Member~~
- ~~Land Use Planning~~
- Code of Conduct, conflicts of interest, gifts and returns;
- Communication Agreement(s);
- Emergency Management and recovery; and
- ~~Ensure understanding of compulsory~~Compulsory training and timeframes ~~Mandatory Training~~.

~~All Elected Members are to ensure they complete the prescribed training course, within 12 months of being elected in accordance with the requirements of the Local Government Act 1995. The course has been developed to provide members with the skills and knowledge to perform their roles as leaders in their district.~~

Mandatory Training

Elected Members must complete all mandatory training, professional development and induction requirements prescribed under the *Local Government Act 1995*, associated regulations and any other applicable legislative requirements, within the prescribed timeframes.

The Shire will facilitate access to required training and meet associated costs in accordance with this Policy and the adopted budget.

Elected Members must provide evidence of completion to the CEO, who will maintain appropriate records and ensure compliance with applicable reporting and disclosure requirements.

Any exemptions, non-compliance or consequences arising from failure to complete mandatory training will be managed in accordance with the prevailing legislative requirements.

Continuing Professional Development

- The Shire supports the ongoing professional development of Elected Members, particularly in relation to roles, responsibilities, interests, individual conduct, and meeting procedure.
- Elected Member training is available to Diploma level through ~~WALGA~~the Western Australian Local Government Association (WALGA) and, where possible, Elected Members will be supported to complete the training. ~~External Committee Training.~~
- Any Professional development must be relevant to the Elected Member's role, within budget, and approved in accordance with this policy.



External Committee Training.

- If Elected Members are nominated and approved to sit on an external committee (not a committee of council) which requires training as part of ~~the~~its membership, this training is to be carried out as soon as practicable to enable full participation within the Committee.

~~Elected Members training, with the exception of the Mandatory Training, must be endorsed by Council in consideration of benefit to the Community and budgetary implications.~~

~~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.~~

Approval to Attend Training/Conferences.

Mandatory training does not need approval. Any other professional development may be approved or paid for only if it:

- is relevant to Council's role under the Act or another written law, or to the Elected Member's role (Admin Reg 37(2));
- will benefit the community, and the request states how;
- is within the budget allocated for Elected Member professional development in the adopted annual budget;
- does not take place in the three months before the Elected Member's term ends, between a notice of resignation and the day it takes effect, or while the Elected Member or Council is suspended (Admin Reg 37(3)); and
- is not scheduled or funded during a caretaker period.

Conferences and seminars are events under section 5.90A of the Act, so attendance is approved under the Attendance at Events policy. A conference or seminar that meets the requirements above is pre-approved under section 1 of that policy, once the CEO has confirmed this. Any other conference or seminar is approved under section 3.

Courses and other training that are not events, including WALGA training to Diploma level, are approved by the President, or by the Deputy President where the request is from the President, on the CEO's advice that the requirements above are met.

An Elected Member who wishes to be nominated tells the CEO and the President, and Council decides by resolution which Elected Members, if any, represent it. Attending as Council's delegate is representation, not professional development, and is dealt with under the Attendance at Events policy.

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Knowledge Transfer

After attending a conference, the Elected Member is to provide Council with a summary of the key outcomes and benefit to the Shire, through a provided delegates' report, within one month. If the conference is to conclude on, or within five working days after, the day of agenda publication of the next Council meeting, this report will be submitted to the next following Ordinary Council Meeting.

~~Register of Professional Development~~Training Register and Annual Report

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

- Maintain a Register of Professional Development undertaken by Elected Members and publish the Register on the Shire's website
- Disclose, in the Annual Report each year, the professional development undertaken by Elected Members in the relevant period~~. Election Caretaker Period~~ and publish it on the Shire's website within one month after the end of that financial year

~~Professional Development is not to be scheduled and/or expenses expended during the election caretaker period. Any CPD or compulsory training stipulated in this policy is to be completed prior to the caretaker period. The caretaker period is in accordance with EME024 Caretaker Policy – Shire Elections.~~

Caretaker Period(s)

Professional development (other than mandatory training and induction) is not to be scheduled or funded by the Shire during a caretaker period, (unless already approved by Council decision prior to Caretaker) in line with the Shire's Guide to Caretaker Period Requirements.



~~EME026~~	EMPLOYEE GRATUITY PAYMENTS		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Corporate ~~of~~Strategy ~~the~~& ~~CEO~~Performance		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	~~s5.50~~ Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

~~EME026~~ Employee Gratuity Payments

OBJECTIVES

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

The policy is to set out:

a. ~~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. ~~b.~~ the manner of assessment of the additional amount.

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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.



~~CD011~~	INCOMING CORPORATE PARTNERSHIPS		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Lifestyle ~~of~~& ~~the CEO~~Community		
CREATION DATE:		REVIEW SCHEDULE:	~~Quarterly~~Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	1.2.33 Authority to Sign Documents on Behalf of the Shire		
RELATED POLICIES:	Common Seal and Document Execution; Attendance at Events		
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:
28.03.2023		New Policy	FC 5/3/23
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/24

~~CD0011~~ Incoming Corporate Partnerships

OBJECTIVES

~~The objective of this policy is:~~

- ~~to form effective partnerships and sponsorships with the corporate/not-for-profit sector and community groups that generates revenue or in-kind support to deliver initiatives that benefit the broader community, the Shire and corporate/not-for-profit or community group partners; and~~To attract financial and in-kind support through partnerships and sponsorships with businesses, not-for-profit organisations and community groups to deliver initiatives that benefit the community, the Shire and its partners, and ensure these arrangements are assessed, approved and managed fairly, consistently and transparently.
  - ~~to establish a framework and processes for managing partnerships that is clear, equitable, consistent and transparent.~~

~~POLICY~~ SCOPE

~~The policy concerns partnership relationships created with the purpose of delivering a project, program, service or facility and provides the right to associate the partner's name, products or services with the initiative, in return for negotiated and specific benefits such as cash or in-kind support or promotional opportunities. It involves a negotiated exchange and should result in tangible, material and mutual compensation for the principal parties to the arrangement. Partnerships can take the form of cash and/or in-kind support. It applies to the Shire President, all Elected Members and all employees of the Shire of Carnarvon.~~

This Policy applies to incoming partnerships and sponsorships where a business, organisation or community group provides financial or in-kind support for a Shire project, program, service or facility in return for agreed recognition, promotional opportunities or other benefits.

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POLICY STATEMENT

~~In seeking to deliver Shire approved initiatives in the most effective and efficient way to the Community, the Shire will pursue partnership and sponsorship opportunities with businesses, organisations and community groups. All partnerships and sponsorships will be investigated, developed, implemented and managed guided by the following principles:~~

The Shire will pursue partnerships and sponsorships with businesses, organisations and community groups to support the effective and efficient delivery of Council-approved initiatives or activities that align with Council-endorsed plans and strategies.

1. Principles

~~Alignment~~

- ~~The Shire will only consider engaging with and continuing engagement with organisations that support and align with the values, objectives and vision for the Shire of Carnarvon. Benefit~~
- ~~Any partnerships should have a net result of building and strengthening relationships with all tiers of our community.~~
- ~~Any partnerships should reduce the cost of community initiatives and events to our ratepayers to ensure they are delivered in the most cost effective and efficient manner.~~

All partnerships and sponsorships must:

1. **Align with Shire priorities:** Support the Shire's values, objectives and vision.
2. ~~Any partnerships should be relevant to our community, deliver on community aspirations and complement other community events or initiatives. Probity~~Benefit the community: Respond to community needs and aspirations, strengthen relationships and complement other community initiatives.

- ~~A partnership and sponsorship agreement should not impose or imply conditions that would limit, or appear to limit, the Shire's ability to carry out its functions fully and impartially. In particular, they should not present a conflict of interest (or perception of a conflict of interest) in the Shire's compliance with, and exercise of, its legislative obligations under the Local Government Act or any other legislation.~~
- ~~All partnerships will align with Shire procurement policies and the Shire of Carnarvon's Elected Member and Staff Codes of Conduct. Conflicts arising from personal relationships or financial arrangements of staff involved in sponsorship assessment, approval or administration will be managed in accordance with the conflict of interest provisions of the Shire's Code of Conduct.~~
- ~~No employee may seek or receive a personal benefit or be perceived to receive a personal benefit from a sponsorship. Any contribution from the sponsor must be received by the Shire, not directly to an individual, and must be seen to benefit the Shire, not an individual. All Shire employees receiving products, goods or services as mementoes or tokens of appreciation from sponsors, will disclose the receipt of such items in accordance with Shire policies and the Shire Code of Conduct. Shire employees and Elected Members must declare an interest if a closely associated person and/or any businesses they may own, control or are in any way~~

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~~associated with, are negotiating and/or entering into sponsorship arrangements with the Shire.~~

3. **Provide value:** Help reduce costs to ratepayers or enhance community outcomes, considering the resources required to deliver the partnership.
4. **Be fair and transparent:** Be assessed, approved and managed consistently, in accordance with relevant Shire policies and Codes of Conduct.
5. **Protect the Shire's independence:** Maintain the Shire's ability to carry out its responsibilities impartially, without providing partners with influence over decisions or preferential treatment.
6. **Manage conflicts of interest:** Require Elected Members and employees to declare and manage actual, potential or perceived conflicts of interest, including those involving associated people or businesses.
7. **Prevent personal benefits:** Ensure partnership contributions are received by the Shire for the agreed purpose. Elected Members and employees must not seek personal benefits, and any gifts or hospitality offered must be managed under relevant Shire requirements.
8. ~~Any partnerships and sponsorship arrangements undertaken should not replace a service required by law nor inhibit the Shire's ability to ensure that events, programs and services are accessible and appropriate to all groups in the community.~~Maintain public services and access: Preserve the Shire's statutory responsibilities and ensure events, programs and services remain accessible and appropriate to the community.

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- ~~Sponsorship of Shire activities/infrastructure/roles will not involve explicit endorsement of the sponsor or the sponsor's products/services. Risk Assessment and Tension between Principles~~
- ~~These are general principles and will need to be assessed on case by case basis in a manner partially detailed in the policy below. Sometimes there may exist tension between principles or uncertainty regarding facts that will require deliberation and careful justification and consideration.~~
- ~~Any deviation from these principles should be based on retaining the intent of the principle. For example, although receiving sponsorship from people or organisations which are, or may be, subject to regulation or inspection by the Shire during the life of the sponsorship is not recommended, adhering to this principle can unduly limit the Shire's partnership prospects. In such a case the Shire should develop alternative strategies to ensure it can carry out its regulatory or inspection responsibilities in relation to sponsors in an open, fair, accountable and impartial manner.~~

~~**REALISING THE PRINCIPLES**~~

~~These principles will be implemented in the following ways in partnerships:~~

9. **Provide appropriate recognition:** Recognise a partner's contribution without endorsing its products or services.



2. Partnership Assessment, Approval and Management

~~1. The Process for acquiring Partnerships.~~2.1 Seeking partnerships

Incoming ~~sponsorship can~~partnerships and sponsorships may be sourced ~~by~~through:

- ~~An open call invitation for sponsorship (either general or for a specific purpose and either through a tender process or non-structured process).~~
- ~~Unsolicited approaches for sponsorship from sponsors (organisations approach the Shire for either general or for a specific sponsorship).~~
- ~~A targeted approach to specific sponsors (approaching specific organisations with offers for specific sponsorship).~~
- ~~Approval to source incoming sponsorship by any of these methods is at the discretion of the business unit Managers in consultation with the CEO.~~
- Public invitations for general or specific opportunities.
- ~~2. The Process for assessing suitability of Partnerships.~~Direct approaches to potential partners.

~~Regardless of the method of approach the Shire will only consider engaging with and continuing partnering with organisations that support its values. In practice this means that a two-stage process will be used to assess a potential sponsors and sponsorships:~~

- Unsolicited proposals received by the Shire.

Executive Managers may pursue these opportunities in consultation with the CEO. Discussions must not commit the Shire before the required approvals are obtained.

~~2.1. Assessment of The Partner.~~3. Assessing Proposals

~~Certain organisations and individuals engage and activities and hold beliefs that are incompatible with the Shire's values. These include but are not limited to:~~

~~2.2. Assessing the Partnership Proposal.~~3.1 Partner Suitability

The Shire will assess whether a potential partner's activities, reputation and proposed involvement align with the Shire's values and responsibilities. Partnerships must not proceed where these are incompatible.

3.2 Strategic alignment and community benefit

Proposals must support a Council-approved initiative or align with Council-endorsed plans and strategies.

~~To be eligible, partnerships proposals must be:~~Eligible activities may include:

- ~~In the Shire's current Corporate Business Plan;~~
- ~~In the Shire's current Long Term Financial Plan as approved by Council;~~

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- ~~Identified as meeting a strategic/important community need or aspiration in the current Strategic Community Plan, including the proposed 'Big Ideas' or 'Additional Areas'. The following types of activities are acceptable and open to sponsorship/partnership:~~
- ~~Community and Shire events. These are events organised by Council, local groups or organisations for the community.~~
- ~~Shire programming and initiatives. These are ongoing or one-off activities and programs focused on a particular purpose.~~
- ~~Shire buildings and physical infrastructure. These might be permanent (eg. play equipment, benches, bricks, airport buildings) or temporary (street treatments, plantings, pop-ups)~~

~~**2.3. Assessing Internal and External Partnership Conflicts.**~~

~~External - Where an existing partnership or grant conflicts with, or prohibits the association with, a potential sponsor (eg. alcohol or fast food) then an agreement cannot be entered into. When this is possible, but unspecified a discussion with existing partners should be undertaken to assess if the new partnership could be a concern. Where a potential sponsor presents the possibility of limiting access to future sponsorships or grants that have greater value to the Shire the value of this will need to be negotiated with the CEO before approval. Internal - Potential conflicts of interest/perceived conflicts of interest for staff and Elected Members in a proposed partnership would not be unusual in a smaller local government. During the assessment process a list of such conflicts should be created and assessed for seriousness. Potential strategies to manage these conflicts can also be proposed.~~

- Community and Shire events.
- Programs, services and initiatives.
- Buildings, facilities and permanent or temporary infrastructure.

The assessment must consider the community benefit, financial and in-kind contributions, delivery costs and the Shire's capacity to meet its commitments.

3.3 Conflicts and existing commitments

Proposals must be checked against existing partnership agreements and funding conditions. An arrangement must not proceed where it would breach an existing commitment. Where compatibility is unclear, officers must consult the relevant existing partner or funding body.

Any potential restriction on future partnerships or funding opportunities must be referred to the CEO before approval.

Actual, potential or perceived conflicts of interest involving Elected Members or employees must be documented and managed in accordance with the Shire's relevant policies and Codes of Conduct.

4. Approval requirements

~~2.4.~~4.1 Approval ~~Authority.~~authority

~~Once a partnership proposal has been assembled the following authorities will approval the proposal depending on alignment with Shire values, risk and financial value of partnership. Financial value of Partnership Agreements must be approved by relevant Shire officers or Council as per below:~~



~~$500 - $2,000~~	~~Relevant Manager to approve.~~
~~$2,001 - $10,000~~	~~Relevant Executive Manager to approve.~~
~~$10,001 and above~~	~~Council to approve~~

~~Alignment with Shire values If a partnership is not directly related to the Shire's current Corporate Business Plan and Long Term Financial Plan, approval must be given by the Executive Leadership Team with justification for their decision. Risk The primary risk of sponsorship for the Shire is around reputational damage. Depending on the how likely and how significant the risk of the good name of the Shire being bought into disrepute different authorisations are required. Agreements with different levels of risk require approval as below:~~

~~Low (low likelihood, low significance)~~	~~Relevant Manager to approve.~~
~~Moderate (low to medium likelihood, medium to high significance)~~	~~Relevant Executive Manager to approve.~~
~~High (medium to high likelihood, high significance)~~	~~CEO to approve.~~
~~Extreme (medium to high likelihood, critical significance)~~	~~Council to approve.~~

~~Following approval and signing of the sponsorship agreement details of the approved sponsorship agreement will be made publicly available, including the forms of recognition and benefits offered to the sponsor.~~

The CEO may approve partnerships and sponsorships with a total value of up to $20,000, provided they support Council-approved initiatives or align with Council-endorsed plans and strategies and can be delivered within approved budgets and available resources.

Council approval is required for:

- Partnerships and sponsorships valued at more than $20,000.
- Multi-year agreements, regardless of value.
- Arrangements involving extreme risk.
- Proposals that do not align with Council-approved initiatives or Council-endorsed plans and strategies.
- Arrangements requiring a separate Council decision or budget approval.

~~3. Partnership Agreements~~4.2 Total partnership value

~~All Partners will be provided with a formal agreement clearly outlining roles and responsibilities, commitments and benefits. Agreements cannot be altered without the agreement of both the Shire and the Partner. The agreement will contain the following sections:~~



3.1. Description of Partnership Contribution type and nature

In the interests of equity and transparency in all partnerships, benefits will be clearly outlined in the agreement which is signed by both parties The final mix of what Partners receive from the Shire will be decided in negotiation with them, and will differ – depending on the partnership activities. It is up to the Shire officer producing the agreement to liaise with the party on a list of benefits that will be both mutually beneficial to both parties and apply appropriate recognition. These will be listed in the agreement as: Description of Benefits to be provided by the Shire The primary benefit provided by the Shire is recognition of the contribution of the sponsor. All sponsors are encouraged to discuss their preferred options for recognition based on their organisation's own objectives. Benefits will vary depending on the initiative and program that is being sponsored. Examples of benefits and recognition include, but are not limited to:

- Brand awareness in form of recognition in relevant marketing material and publicity associated with partnership. (i.e. social media and Shire website, print and digital advertising, relevant marketing collateral).
- Partnership promoted through media release and photo opportunity with Shire or Council representative.
- Logo inclusion in relevant partnership related materials including promotion, banners/signage at any sponsored event/activity.
- Entry/tickets to sponsored event/activity.
- Naming rights for whole or portion of event/activity.
- Verbally acknowledge partner at any related activities.
- Opportunity to officially open or partake in the event/activity. To assist sponsors examples of benefits that may align, but are not limited, to dollar values include:

$0 $5,000	**Brand awareness in form of recognition in relevant marketing material and publicity associated with partnership. (i.e. social media and Shire website, print and digital advertising, relevant marketing collateral). Logo inclusion in relevant partnership related materials including promotion, banners/signage at any sponsored event/activity.**
$5,000 $10,000	Partnership promoted through media release and photo opportunity with Shire or Council representative. Entry/tickets to sponsored event/activity. Naming rights for whole or portion of event/activity. Opportunity to officially open or partake in the event/activity.
Over $10,000	All benefits used as negotiated.

-

Description of Benefits to be provided by Partner

The type of contribution from the sponsor may be cash or in-kind. In-kind means the provision or receipt of goods or services to support or enhance an initiative at a reduced rate or free of charge.



~~**3.2. Performance criteria**~~

~~A list of actions and timing that show compliance with the agreement.~~

~~**3.3. Term of Sponsorship**~~

~~Length of time stating when the sponsorship begins and ends.~~

The total partnership value includes all cash and reasonably assessed in-kind contributions over the full agreement term, excluding GST. Annual payments or instalments must not be assessed as separate contributions.

4.3 Risk assessment

Before approval, officers must assess and document the financial, operational and reputational risks, any conflicts of interest and the Shire's capacity to meet the proposed commitments.

Risks must be assessed using the Shire's risk management framework, with appropriate measures identified to manage them.

~~3.4. Standard Terms~~4.4 Transparency

~~A list of standard terms such as:~~

- ~~Definitions.~~
- ~~Insurances.~~
- ~~Exclusivity.~~
- ~~Scope of agreement.~~

~~**3.5. Dispute mechanisms and review**~~

~~A description of the process for review and potential discontinuation of the sponsorship. All existing Partners will be made aware of any new partners in a project, event or activity prior to the signing of the final agreement.~~

~~**4. Process for Reviewing suitability of Partnerships.**~~

~~The Shire reserves the right to review and suspend/alter/discontinue the partnership relationship at any time. A review will be triggered by any change to any of the criteria for partnership listed above. This includes any action by individuals associated with the partner organisation or action by the partner organisation that brings the good name of the Shire into disrepute. The details of such a process will be included in the Partnership Agreement.~~

Following approval and signing, details of the partnership, including agreed recognition and benefits, will be made publicly available, subject to applicable confidentiality requirements.



~~EME037~~	~~DATA~~INFORMATION BREACH		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Corporate ~~of~~Strategy ~~the~~& ~~CEO~~Performance	**RESPONSIBLE OFFICER:**	Manager People, Culture & Systems
CREATION DATE:	24/09/2024	**REVIEW SCHEDULE:**	Annually
RELATED DOCUMENTS:	~~Acceptable & Secure use Policy – ICT~~Privacy; ~~Privacy~~CCTV ~~Policy~~& ~~(not~~Other ~~published)~~Surveillance; ~~Disposal~~Information ~~of~~Breach ~~Surplus~~Response ~~IT and minor Assets Policy~~Plan ~~Data Breach Response Plan (not published)~~ ~~Server Access and data Security Policy (ICT) (not published)~~		
LEGISLATION:	Local Government Act 1995 State Records Act 2000		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
24/09/24	Council	New Policy	OCM03/09/24

~~EME037 Data~~Information Breach

OBJECTIVES

This ~~Data~~Information Breach Policy sets out the Shire of Carnarvon's (the Shire) policy for identifying, managing and preventing data breaches. Effective breach management, including notification where warranted, assists the Shire in avoiding or reducing possible harm to both the affected individuals/organisations and the Shire, and may prevent future breaches.

The purpose of this policy is to ensure alignment with the Australian Privacy Act 1988 and WA Privacy and Responsible Information Sharing legislation (PRIS) ~~(the Shire has drafted this policy in anticipation of the PRIS legalisation coming into effect)~~.

SCOPE

This policy applies to all Elected Members, Employees, Contractors, Agents and third-party service providers of the Shire who gather, manage or have access to data, personal or sensitive personal information in the course of their duties or work for the Shire.

POLICY STATEMENT

1. Purpose

- Provides definitions and examples of ~~data~~information breach events
- Steps involved in responding to a ~~data~~information breach, and reviewing systems, policies and procedures to prevent future ~~data~~information breaches; and
- Roles and responsibilities for reporting, reviewing and managing ~~data~~information breaches

2. Identifying ~~Data~~Information Breach Events

~~A data~~An information breach occurs when there is a failure that has caused or has the potential to cause unauthorised access to or unauthorised disclosure of ~~any Shire~~ data held by the Shire.



~~A data~~An information breach may occur as the result of malicious action, systems failure or human error, or it may also occur because of a misconception about whether a particular act or practise is permitted under the Information Protection Act Principles (IPPs).

Examples of ~~data~~information breaches include:

a. ~~a.~~ Human error

- When a letter or email is sent to the wrong recipient;
- System access is incorrectly granted to someone without appropriate authorisation;
- When a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information is lost or misplaced; or
- When an Elected Member or employee fails to implement appropriate password security measures~~,~~ (for example, sharing password and log in information).

b. ~~b.~~ System failure

- When a coding error allows access to the systems by an unauthorised user.

c. ~~c.~~ Malicious or criminal attack

- Cyber incidents such as ransomware, malware, hacking, phishing or brute force access attempts resulting in access to or theft or personal information;
- Social engineering or impersonation leading to inappropriate disclosure of personal information;
- Shire employees using their valid credentials to access personal and/or sensitive information outside the scope of their duties or permissions; or
- Theft of a physical asset such paper record, laptop, USB stick or mobile phone containing personal information.

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3. Reporting ~~a Data~~an Information Breach

~~All Employees, Elected members, contractors and third-party agents are encouraged to report any concerns or incidents to their supervisor or Manager, they should report any suspected or confirmed data breaches immediately to the Data Breach Response Team.~~All Employees, , contractors and third-party agents are to immediately report to their supervisor if they have any information breach concerns, or they suspect or are aware of a confirmed information breach. .. Elected members should report directly to the CEO.

4. ~~Data~~Information Breach Response Team

Following ~~a data~~an information breach the Shire will establish ~~a Data~~an information Breach Response Team (~~DBRT~~IBRT) responsible for coordinating and executing the response plan. The team should include representatives from IT, Information Management, Communications, and any other relevant departments.



5. Responding to ~~a Data~~an information Breach

The Shire will implement all necessary procedures according to its ~~Data~~Information Breach Response Plan, including the following key steps in response to a data breach:

- Contain the breach;
- Evaluate the associated risks;
- Consider notifying affected individuals (where applicable); and
- Take steps to prevent repeat actions

6. Investigation and Assessment

The ~~DBRT~~IBRT will promptly investigate and assess the nature and extent of the data breach in accordance with the Shire's ~~Data~~Information Breach Response Plan, the team will assess the circumstance of the data breach to determine the risk of harm to individuals and any potential legal obligations.

7. Notification Requirements

The ~~DBRT~~IBRT will comply with the requirements of the Privacy Act and other applicable laws regarding the notification of affected individuals and relevant authorities and notify any affected individuals and authorities as soon as practicable after identifying ~~a data~~an information breach.

8. Roles and Responsibilities

All employees, ~~elected members~~Elected Members, contractors and third-party agents are responsible for understanding and adhering to this policy.

9. Review and Update

This ~~Data~~Information Breach Policy is designed to create a framework for preventing, managing, and learning from ~~data~~information breaches within the Shire. It should be reviewed regularly and employees, ~~elected members~~Elected Members and contractors updated with the necessary training to reflect changes in technology, regulations, and organisational processes.

~~**This policy is to be read in conjunction with the related documents.**~~



~~EME007~~	LEGAL ~~EXPENSES – ELECTED MEMBERS AND EMPLOYEES~~REPRESENTATION		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	~~Annually~~Within three months of an incoming Council
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	~~N/A~~Code of Conduct for Council Members, Committee Members and Candidates; CEO Standards, Performance and Review Panel; Complaint Handling		
LEGISLATION:	~~N/A~~Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Legal Profession Uniform Law Application Act 2022 Legal Profession Uniform Law (WA)		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

~~EME007 Legal Expenses – Elected Members and Employees~~Legal Representation

OBJECTIVES

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

To set out when, and on what conditions, the Shire may pay the legal representation costs of Elected Members, members of committees of council and employees who become involved in legal proceedings because of their official functions.

SCOPE

This policy applies to current and former (where stated) Elected Members, commissioners, members of 'committees of council' who are not Elected Members, and employees of the Shire, where they become involved in legal proceedings as a result of their official functions.

It does not apply to:

- *legal advice or representation the Shire obtains in the normal course of performing its own functions;*
- *attendance at an inquiry into the Shire; or*
- *a complaint about an Elected Member, or about the CEO. Council may consider an application only where the complaint was dismissed or no breach was found.*



DEFINITIONS

Approved lawyer means – an Australian legal practitioner who holds a current Australian practising certificate under the *Legal Profession Uniform Law (WA)*, who:

a. is from a law practice on the Shire's approved panel of legal service providers, unless Council or the CEO considers that inappropriate (for example, because of a conflict of interest or insufficient expertise); and

b. is approved in writing by Council, or by 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 means 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 means costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services means 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.

POLICY STATEMENT/S

Basis for payment

S. 9.56 of the Act protects Elected Members, committee members and employees from tort actions for things done in good faith in performing a function under the Act or another written law. It does not stop proceedings being commenced. Where Council considers the expenditure is within the Shire's functions (s 3.1 and 6.7(2)), it may pay legal representation costs in accordance with this policy.

Payments the Shire must not make

The Shire must not directly or indirectly pay, reimburse or otherwise fund the following liabilities of a current or former Elected Member, or the premium for any insurance that would indemnify them against it (reg 19D of the Local Government (Financial Management) Regulations 1996):



a. an amount ordered under s 8A.19(2) of the Act, or under regulation 7(6) or (7) of the Local Government (Local Government Inspector) Regulations 2025 (adjudication and mediation costs);

b. a modified penalty under an infringement notice issued under Part 9 Division 2 Subdivision 2A of the Act;

c. a fine imposed for an offence under the Act;

d. an amount ordered under Part 4 Division 5 of the State Administrative Tribunal Act 2004; or

e. exemplary or punitive damages awarded in civil proceedings. Legal representation costs approved under this policy do not include these amounts.

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. ~~a.~~ relative to a matter that arises from the performance, by the Elected Member or employee, ~~in fulfilling~~of his or her functions for the Shire ~~of Carnarvon,~~;

b. ~~b.~~ in respect of legal proceedings that have been, or may be, commenced~~,~~;

c. ~~c.~~ in performing their 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. ~~d.~~ that 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. ~~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~~

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. ~~c.~~ where exceptional circumstances are involved – for example, where a person or ~~organization~~organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Elected Members or employees~~.~~; or

d. ~~d. The Shire of Carnarvon will not approve, unless under~~in exceptional circumstances only, the payment of legal representation costs for a defamation action, or a negligence action, instituted by an Elected Member or employee.

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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~~CEO. Where the applicant is the CEO, the application is made to the President and reported to Council by an appropriate employee.

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

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

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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. ~~a.~~ has read, and understands, the terms of this Policy~~;~~;
b. ~~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. ~~c.~~ undertakes to repay to the Shire of Carnarvon any legal representation costs in accordance with the provisions of this Policy.

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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~~Shire of Carnarvon as may be required by the ~~local government~~Shire Council 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, and presented to Council.

~~Legal representation costs – Limit~~

Conflicts of interest

An Elected Member who applies for payment, or who has an interest in an application, must disclose the interest in writing to the CEO before the meeting, or at the meeting before the matter is discussed (s 5.65). They must not preside at, or take part in, the discussion or decision, unless permitted under s 5.68 or by the Minister under s 5.69.



Limit of costs

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. ~~a.~~ refuse,

b. ~~b.~~ grant; or

c. ~~c.~~ grant subject to conditions, an application for payment of legal representation costs.

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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~~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. ~~a.~~ not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or

b. ~~b.~~ given false or misleading information in respect of the application.

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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 circumstances warrant, the Council ~~decides,~~can decide that 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~~Authorisation 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. ~~a.~~ all or part of those costs – in accordance with a determination by the Council, or

b. ~~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.

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

~~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.~~



~~EME036~~	PRIVACY		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Corporate ~~of~~Strategy ~~the~~& ~~CEO~~Performance	**RESPONSIBLE OFFICER:**	Manager People, Culture & Systems
CREATION DATE:	24/09/2024	**REVIEW SCHEDULE:**	Annually
RELATED DOCUMENTATION:	~~Evidence~~Information ~~Act 1906;~~Breach; ~~Limitation~~Complaint ~~Act 1935;~~Handling; ~~Australian~~CCTV ~~Privacy~~& ~~Act~~Other ~~1988~~Surveillance; ~~Electronic~~General ~~Transactions~~Disposal ~~Act~~Authority ~~2011;~~for Local Governments GDALG 2023-005 ~~Financial~~Shire ~~Management~~of ~~Act~~Carnarvon ~~2006;~~Recordkeeping Plan – RKP 2020006 ~~Freedom of Information Act 1992;~~ ~~Local Government Act 1995~~ ~~State Records Act 2000~~ ~~General Disposal Authority for Local Governments GDALG 2023-005~~ ~~Shire of Carnarvon Recordkeeping Plan – RKP 2020006~~		
LEGISLATION:	Evidence Act 1906 Limitation Act 1935 Australian Privacy Act 1988 Electronic Transactions Act 2011 Financial Management Act 2006 Freedom of Information Act 1992 Local Government Act 1995 State Records Act 2000		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
24/09/24	Council	New Policy	OCM03/09/24

~~EME036~~ Privacy

OBJECTIVES

The Shire of Carnarvon (the Shire) is committed to responsibly manage the personal and/or sensitive personal information (in accordance with all relevant privacy laws) of all customers and stakeholders who exchange their information with the Shire. It reflects ~~our~~the Shire's dedication to protecting the privacy rights of individuals while providing necessary and valued services to the community.

The purpose of this policy is to ensure alignment with the Australian Privacy Act 1988 and compliance with the WA Freedom of Information Act 1992 and WA Privacy and Responsible Information Sharing legislation (PRIS~~) (the Shire has drafted this policy in anticipation of the PRIS legalisation coming into effect)~~.



SCOPE

This policy applies to all Elected Members, Employees, Contractors and Agents of the Shire. It sets out how the Shire collects, uses, protects, and manages personal information and identifies its responsibilities in protecting individuals' information.

POLICY STATEMENT

1. Purposes of Personal Information Processing~~:~~

~~We collect~~The Shire collects and process personal information for the following purposes:

- Provision of government services;
- ~~Provision of government services; compliance~~Compliance with legal and regulatory requirements;
- Communications and correspondence required to operate ~~its~~the Shire's information, financial and business systems;
- Information that is required to facilitate the service of customer requests;
- Employment and human resources management; and
- Information the Shire ~~Requires~~requires to protect its interests and improve ~~our~~its services

2. Types of Information the Shire Collects~~:~~

2.1 Personal information

~~2.1 Personal information means information~~Information that is recorded in any form and will vary depending on the circumstances and purpose of its collection, it may include:

- Contact information (e.g. an individual's names, addresses, telephone numbers, email addresses);
- Identification details (e.g. date of birth, government-issued identification card i.e. driving licence);
- Financial information (e.g. payment details, billing information);
- Employment information (e.g. job titles, work history, qualifications and training details); and
- Other information relevant to specific services or interactions with the local government (e.g. property ownership, company registration documentation)

2.2 Sensitive Personal Information

~~2.2 Sensitive~~ Information~~: means information~~ or an opinion ~~about~~like an individual's racial or ethnic origin, religious beliefs, sexual preferences, medical information, political opinions, membership of a political association, membership of a professional or trade association, or criminal record.

Generally, sensitive personal information requires a higher level of privacy protection than other personal information.

2.3 Credit Information~~:~~

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- Rates repayment information and history; and
- Financial hardship information.

3. Methods of collection~~:~~

The Shire collects personal information for a range of statutory and administrative reasons, ~~we~~and may collect personal information through various channels, including:

- Direct interactions (e.g. in-person, over the phone, or written correspondence/applications);
- Online interactions (e.g. website, email, online application forms, job applications);
- Submissions to Public Consultations and surveys (e.g. direct & online);
- Requests under the Freedom of information Act 1992; and
- Third-party sources (e.g. contractors, service providers, accounts payable/receivable)

4. Consent to Collection

In certain situations, Australian privacy law requires that an organisation or agency obtain individuals consent to collect personal information and to use it or disclose it~~:~~;

a. ~~a.~~ Express Consent: is given openly and either verbally or in writing. For example, when you sign your name (by hand or by an electronic or voice signature); and

b. ~~b.~~ Implied consent: An organisation or agency does not require express consent to handle ~~non- sensitive~~non-sensitive personal information but must reasonably believe that it has obtained implied consent from the subject.

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5. Roles and Responsibilities

~~a. Chief Executive Officer~~

Chief Executive Officer - Under the Local Government Act 1995, the Chief Executive Officer (CEO) is responsible for ensuring that all records of the Shire are kept in accordance with relevant legislation.

~~b. Elected Members, Employees and Contractors~~

Elected Members, Employees and Contractors - In accordance with the ~~Shires~~Shire's Recordkeeping Policy, all Elected Members, Employees and Contractors are required to keep full and accurate records in the Shire's recognised Recordkeeping systems and Business Information Systems (BIS), thus ensuring that personal, sensitive or confidential information is protected. They are required to comply with confidentiality clauses to ensure that they take all reasonable steps to protect Personal Information from misuse, interference or loss, as well as unauthorised access, modification or disclosure.

6. Data Security

~~We are~~The Shire is committed to ensuring the security of personal and sensitive information.

- The Shire's ICT Business Unit implements appropriate technical and ~~organizational~~organisational measures to protect against ~~unauthorized~~unauthorised access, disclosure, alteration, and destruction of the Shire's Information Assets~~.~~;



- All employees are required to comply with the Shire's Acceptable & Secure use Policy – ICT;
- All physical copies of sensitive documents are stored in locked areas with access to these and vital records restricted to authorised persons only; and
- Personal and sensitive information is only accessible to relevant authorised employees

7. Data Sharing and Disclosure~~:~~

~~We do~~The Shire will not sell or trade personal information with external parties for commercial purposes. ~~We~~The Shire may share customer and stakeholder information to third-party service providers only in the following circumstances:

- With the consent of the customer or stakeholder, express or implied~~:~~;
- As required by law~~:~~; or
- To complete the purpose or function for which the information was provided.

The Privacy Statement on the Shire's website states how the organisation will use personal information collected on the website.

8. Data Retention~~:~~

The Shire will ensure it ~~hold only~~only holds necessary personal and sensitive information for its intended purposes, ~~while~~including limiting access to this information only to authorised personnel ~~in the course of~~while performing their duties for the Shire. Retention of Personal Information requires consideration of the following factors:

- How long is the information held, or is sighting it sufficient?

~~We~~The Shire will retain personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law. The Shire ~~should~~will not collect and store copies of personal information unless it is required for business purposes.

- How and when is the information destroyed?

When personal information is no longer needed, it ~~is~~will be securely disposed of in accordance with the General Retention and Disposal Authority for Local Government Records 2023-005.

9. Information Classification

In accordance with the Western Australian Classification Policy the Shire has a four-level information classification structure to ensure its information is handled correctly~~, these~~. These are as follows:

- Public – Press releases, Public Notices, advertising, information on social media, etc.;
- Unofficial – Internal dialogue not related to work decisions;
- Official – Related to work duties and decisions, official internal and external correspondence; and
- Sensitive – Personal Identifying Information, HR matters, contracts, and legal documents, etc.



10. Requesting Access or Correcting ~~your~~ Personal Information~~:~~

Subject to the applicable local laws and regulations, ~~you~~individuals may have some or all of the following rights in respect to ~~your~~their personal data:

- Access their personal information and correct inaccuracies in their personal information;
- Request the deletion of their personal information residing with ~~us~~the Shire; and
- Lodge a complaint with the relevant supervisory authority.

To exercise these rights, individuals can contact our Privacy Officer.

~~**11. Changes to the Privacy Policy:**~~

~~We may update this Privacy Policy from time to time to reflect changes in our practices or for legal compliance. The revised policy will be effective immediately upon posting.~~

~~**12. Contact Information:**~~

~~For questions or concerns regarding this Privacy Policy or the handling of personal information, please contact our Privacy Officer.~~

~~**13. Review Date:**~~

~~This Privacy Policy will be reviewed annually to ensure its effectiveness and relevance to the organisation's privacy practices.~~



~~CF001~~	PURCHASING AND PROCUREMENT		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Corporate ~~of~~Strategy ~~the~~& ~~CEO~~Performance	**RESPONISBLE OFFICER:**	DCEO
CREATION DATE:	27 May 2014	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	~~CF003~~Regional ~~-~~Price ~~Tenders Criteria Policy~~Preference ~~CF002~~Records ~~-~~Management Code ~~Regional~~of ~~Price~~Conduct ~~Policy~~for Council Members, Committee Members and Candidates for Election Employee Code of Conduct		
LEGISLATION:	~~s3.57~~Local ~~of~~Government ~~LGA,~~Act ~~Regulation~~1995, ~~11As of Functions & General Regulations~~3.57 Local Government (Functions and General) Regulations ~~1996~~1996, ~~Regulation~~regs ~~11~~11, 11A and ~~Regulation~~ 18(4) ~~Local~~State ~~Government~~Records Act ~~1995~~2000 ~~("the Act") and the Local Government Act (Functions and General) Regulations 1996 ("the Regulations")~~ (WA) State ~~Records~~Government's ~~Act~~Buy ~~2000~~Local ~~(WA) and associated records management practices and procedures of the Shire of Carnarvon.~~Policy ~~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:**
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Minor and Significant: Refer minutes of meeting.	OCM 11/11/23
24/09/2024	Council	Major: Refer minutes of meeting.	OCM03/09/24

~~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) ~~a)~~ adhere to statutory obligations;

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b) ~~b)~~ seek value for money to achieve the most advantageous outcome for the Shire;
c) ~~c)~~ be consistent, efficient, effective, and transparent;
d) ~~d)~~ maintain fair and ethical practices;
e) ~~e)~~ declare any conflicts of interest consistent with the Code of Conduct;
f) ~~f)~~ maintain commercial confidentiality;
g) ~~g)~~ be undertaken competitively and impartially; and
h) ~~h)~~ seek to maximise local content.

2. Accountability

Shire of Carnarvon 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) ~~a)~~ user requirements~~;~~;
b) ~~b)~~ quality standards~~;~~;
c) ~~c)~~ sustainability~~;~~;
d) ~~d)~~ life cycle costs; and
e) ~~e)~~ service benchmarks.

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~~Specification compliance and~~For example, products and services that best meet the specification set, or have a lower total ownership cost ~~of goods and services~~, might outweigh obtaining lowest direct purchase price. Where higher priced conforming offers are however recommended, the benefits ~~shall~~need to be demonstrable.

Value for money assessment shall consider:

a) ~~a)~~ total ownership cost including but not limited to transaction and acquisition costs, delivery costs, distribution costs, consumables, deployment, maintenance, and disposal;
b) ~~b)~~ technical merit of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions, and any relevant methods of assuring quality;
c) ~~c)~~ value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, after sales service and integration with existing systems;
d) ~~d)~~ financial viability and capacity of the supplier, supplier experience, financial viability, longevity, and default risk; and
e) ~~e)~~ fortuitous and temporary local availability of goods or specialised services.

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4. Sustainable Purchasing

The Shire is committed to sustainable purchasing, which is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services. Where



appropriate, specifications shall seek to include goods, services and/or processes that minimise negative environmental and social impacts and embrace Corporate Social Responsibility (~~CSR~~CSPR).

The Shire will ensure that sustainable considerations, as well as ~~CSR~~CSPR, are balanced against value for money outcomes.

5. 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 the Council adopted Regional Price Preference Policy.

~~5~~6. Economic and Business Development for Aboriginal Businesses

The Shire is committed to creating a supportive and inclusive environment for Aboriginal businesses to thrive and contribute to the local economy. This not only benefits Aboriginal communities but can also lead to a more diverse and robust business landscape.

Steps that the Shire will take include:

- Clear Communication: Language used in seeking quotes or tenders will be inclusive and inviting to Aboriginal-owned businesses~~.~~ ; and
- Accessible Information: Information about tendering or quoting processes, requirements, and deadlines will be easily accessible to all interested parties, including Aboriginal businesses.

~~6~~7. Purchasing Value

Purchasing value shall:

a) ~~a)~~ be exclusive of Goods and Services Tax (GST)~~;~~;

b) ~~b)~~ be the actual or estimated value over the full contract period; and

c) ~~c)~~ incorporate any approved variation to the scope of the purchase.

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~~7~~8. Purchasing Under Established Shire Contracts

Goods and services purchased 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.

~~8~~9. Purchasing Thresholds

Goods and/or services shall be purchased in accordance with the ~~applicable Table 1 purchase threshold~~required purchasing process, unless:

a) ~~a)~~ exempted under the Local Government Act 1995 and associated regulations; or

b) ~~b)~~ purchased from a WALGA Preferred Supplier Panel member; or

c) ~~c)~~ under a current Shire contract for provision of those goods and/or services; or

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d) ~~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~~	~~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.~~
Up to $5,000	No quotations required. Direct purchase by authorised officer.
$5,001–$25,000	Obtain a minimum of two written quotation. A record of the details of quotations received is to be made.
$25,001 - $75,000	Obtain at least ~~three (3)~~two 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. 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~~Procurement decision shall be based on pre-determined evaluation criteria that assesses value for money considerations ~~in accordance with Policy C013 Tender Selection Criteria~~.
Emergency ~~Purchases1~~Purchases	Where goods or services are required for an emergency response, and are within scope of an existing contract or WALGA Preferred Supplier Panel Member Purchasing, the emergency supply must be obtained from that contract or Panel using relevant unallocated budgeted funds. If no such contract exists, and due to the urgency of the situation compliance with the provisions in the Purchasing Policy would cause unreasonable delay in providing the required urgent response to the emergency situation, the supply may be obtained from any supplier capable of providing the emergency supply. The emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must



	be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.
Departures from Quotation Requirements	
Where the minimum number of quotations prescribed by this Policy cannot reasonably be obtained due to limited supplier availability, the specialised nature of the goods or services, or other exceptional circumstances, a departure from the quotation requirements must be approved by the responsible Executive Manager and the Manager of Governance, Risk & Compliance. Any departure must: Be justified and approved in writing prior to committing to the purchase, except where an immediate emergency response makes prior approval impracticable. Demonstrate that reasonable efforts have been made to obtain competitive quotations, where practicable. Demonstrate that the proposed purchase represents value for money. Be recorded and retained in accordance with the Shire's recordkeeping requirements. Remain consistent with the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996 and applicable delegations. An approved departure from the Shire's quotation requirements does not constitute an exemption from statutory public tendering requirements.	

~~TABLE 1~~

~~Purchasing thresholds do not prevent 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.~~

~~9~~10. Emergency Purchases

An emergency purchase is defined as the supply of goods, services or works associated with:

(a) ~~(a)~~ a local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or

(b) ~~(b)~~ a local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s6.8 of the Act and r11(2)(a) of the Regulations; or

(c) ~~(c)~~ a State of Emergency declared under the Emergency Management Act 2005 and therefore r11(2)(aa), r11(2)(ja) and r11(3) of the Regulations apply to vary the application of this Policy.

Time constraints alone are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes and tenders, whichever may apply.

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Emergency purchases outside of the Shire's annual budgeted amount must be approved by the Shire President in line with the requirements of the Act and reported to Council at the next Ordinary Council Meeting.

Emergency purchases to be made from existing annual budget allocations must be approved in advance by a Shire officer with appropriate delegated authority.

~~10~~11. WALGA Preferred Supplier Panel Member Purchasing

Prior to any purchasing from or engagement of a WALGA Preferred Supplier Panel Member, evidence of Panel Membership shall be obtained and included in the purchasing records. Evidence shall include but is not limited to:

- Use of the official WALGA preferred supplier purchasing portal (Currently eQuotes); and
- Extracts from the official WALGA preferred supplier website that confirm supplier membership to the panel.

~~11~~12. Anti-Avoidance

The Shire shall not enter two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract in an attempt to take the value of the purchase in consideration below a particular purchasing threshold.

~~12~~13. 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.~~Goods and services in the following table are exempt from the required purchasing process:

~~Table 2~~

Exempt Goods and/or Service	Exemption Limit and Extent
Live Shows, Artistic Performances, ~~Art Work~~Artwork	Exempt up to a maximum of $150,000 in any one instance where the show, performance, or artwork is a unique product or service.
Freight	Exempt up to a maximum of $20,000 in any one instance. Where possible market testing is encouraged.
Travel/Airfares	Exempt up to a maximum of $10,~~000in~~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.
Leasing of Property	Exempt up to a maximum of $75,000 p.a. in any one instance.
Souvenirs and Tourism Merchandise	Exempt up to a maximum of $10,000 in any one instance where the merchandise is a unique product or service in accordance with s3.58 of the Local Government Act 1995.



Software and other annual subscriptions	No limit. Recurrent subscription costs shall be considered in the initial purchasing value for money assessment.
Insurance Renewals	No limit. Recurrent subscription costs shall be considered in the initial purchasing value for money assessment.
Sole Source of Supply	No limit. Sole source of supply validity must be demonstrated, documented, and approved by the CEO~~, Deputy CEO or Executive Manager Infrastructure Services~~.
WALGA Preferred Supplier Program (PSP)	As per the Local Government (Functions and General) Regulations 1996

~~**13. 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 the Council adopted Regional Price Preference Policy.~~

14. 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.

15. Purchasing Records

All records associated with all purchasing categories will be recorded and retained in line with the provisions of the State Records Act 2000 and Shire of Carnarvon policies and procedures.



~~CF002~~	REGIONAL PRICE PREFERENCE ~~POLICY~~		
POLICY OWNER:	Council		
DEPARTMENT:	~~Office~~Corporate ~~of~~Strategy ~~the~~& ~~CEO~~Performance	**RESPONSIBLE OFFICER:**	DCEO
CREATION DATE:		**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	Purchasing and Procurement		
LEGISLATION:	~~LG~~Local Government Act 1995 Local ~~s.~~Government ~~3.57~~(Functions ~~LG~~and ~~F&G~~General) ~~Reg.~~Regulations ~~1996 Part 4A – Regional price preference~~1996,		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Minor: Refer minutes of meeting.	OCM 11/11/23
24/09/2024	Council	Minor: Refer minutes of meeting.	OCM03/09/24

~~CF002~~ Regional Price Preference

OBJECTIVES

To maximise the use of competitive local business in the procurement of goods and services ~~and~~, to encourage employment of local people and to encourage economic growth within the town and the region.

POLICY STATEMENT/S

This Policy applies to all purchases over $75,000 (excluding GST) for goods or services under ~~Purchasing~~policy ~~Policy~~Procurement ~~(CF001),~~and Purchasing, 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:

a. ~~a.~~ 10% (up to a maximum of $50,000 excluding GST)) for goods and services,

b. ~~b.~~ 5% (up to a maximum price reduction of $50,000 (excluding GST) for construction (building).

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~~Definition of Regional~~

Definition of Regional Tenderer (r.24B of the Local Government Functions and General Regulations 1996)



1. ~~1.~~A Regional Tenderer is defined as a supplier who has been operating a business continuously (for at least ~~6~~six months before submitting a Tender) out of premises located within the municipal boundaries of the Shires of Carnarvon, Exmouth, Upper Gascoyne, and Shark Bay, and where local governments of those areas have a reciprocal policy that includes the Shire of Carnarvon.
2. ~~2.~~Some or all of the goods and services to be supplied from regional sources.

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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 Part 4 Local Government Functions and General Regulations 1996.~~

Application of the Levels of Preference

The submission/ quote 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~~and is only one 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.



~~EME019~~	~~ROLES~~REFERENCE GROUPS AND ~~RESPONSIBILTIES OF SHIRE DELEGATES TO~~ EXTERNAL BODIES		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		**REVIEW SCHEDULE:**	~~Annually~~Within three months of an incoming Council
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	Code of Conduct for Council Members, Committee Members and Candidates Social & Public Communications Communications Agreement		
LEGISLATION:	Local Government Act 1995 State Records Act 2000 Local Government (Development Assessment Panels) Regulations 2025		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

~~EME019 Roles and Responsibilities of Shire delegates to external bodies.~~Reference Groups and External Bodies

OBJECTIVES

To ~~prescribe~~set out how Reference Groups are established and operate when Council seeks stakeholder or community advice and how delegates nominated by Council as members of external committees or organisations ~~may~~shall fulfil their representative role.

SCOPE

This policy applies to:

- Reference Groups may only be established by resolution of Council in accordance with section 2.7 of the Act and is not in relation to a function of the CEO under section 5.41; and
- Elected Members and employees appointed by Council as delegates or observers to committees, bodies or organisations established by other agencies or organisations.

It does not apply to committees of Council established under s 5.8 of the Local Government Act 1995.

DEFINITIONS

Reference Group means a group of stakeholders and/or community members established by resolution of Council to provide information, advice or input to Council. It is not a committee under s 5.8 of the Act.



External body means a committee, board, organisation or group established by an agency or organisation other than the Shire, to which Council appoints a delegate.

Delegate means an Elected Member or employee appointed by Council to represent the Shire on an external body, including any appointed deputy (proxy).

Elected Member representative means the Elected Member appointed by Council to a Reference Group or external body.

Liaison officer means the officer appointed by the CEO to support a Reference Group.

POLICY STATEMENT/S

~~The Shire of Carnarvon provides delegate representation on a range of external organisations and committees and is Endorsed by Council: FC7/8/22 at the second 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:~~

General principles

- Reference Groups and delegates cannot hold or exercise delegated powers of Council, make decisions on behalf of the Shire, or commit Shire resources.
- Reference Groups and delegates provide a valuable mechanism for Council to gain information that may be of use in decision-making.
- Elected Members and delegates must not speak on behalf of Council or the Shire, or comment to the media, about matters under consideration, other than as authorised under policy Media & Public Communications.
- All operational and administrative liaison with the Shire is to occur through the CEO or the liaison officer, consistent with the Communications Agreement.

Establishing a Reference Group

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

A Reference Group may be established to:

a. facilitate stakeholder and/or community input and involvement;
b. provide advice; and
c. support the Shire regarding strategic, program or project activities.

The Terms of Reference must provide for:

a. a statement of objectives and the scope of activity;
b. an outline of membership and stakeholder representation;
c. the meeting's operational and administrative framework; and
d. how and how often the Reference Group will update Council.



An Elected Member must always be appointed to a Reference Group. Council will also identify a Chair when establishing the group and proxy.

Reference Group membership and tenure

Membership is determined by Council based on relevance to the group's purpose.

- Stakeholder organisations: where members are to represent stakeholder organisations, the Shire will seek written nominations from those organisations.
- Community members: where members are to be drawn from the community, the Shire will publicly advertise and call for nominations within a defined period.
- Appointment: Council appoints members based on demonstrated knowledge, skills and/or understanding relevant to the group's purpose.

Membership expires on the day of the next ordinary election. If a Reference Group's work is likely to conclude within 12 months after that election, community and stakeholder membership may continue for that period. The Elected Member representative must be reappointed following the election.

Members may be reappointed, and there is no maximum period of membership. A vacancy is filled by resolution of Council after, where relevant, calling for nominations.

If a member fails to attend three consecutive meetings, their membership automatically terminates unless leave has been approved by the Reference Group.

Council can terminate a member's appointment before the end of their term if the member:

a. does not act within the code of conduct; or

b. discloses confidential information, or speaks on behalf of Council or the Shire without authority.

Reference Group operations

Meetings are informal and provide an opportunity for ideas to be raised and discussed. A Reference Group will only consider matters set out in its Terms of Reference or referred to it by Council.

A Reference Group cannot direct Shire employees, call tenders, award contracts, expend monies, direct volunteers, or do anything that is the responsibility of Shire employees or Council.

The Chair manages meetings. The liaison officer attends meetings and arranges secretarial support, such as minutes, venues and meeting notices.

Members must disclose any conflict of interest in a matter under discussion. Elected Members must also comply with the disclosure requirements of the Act and Elected Member's Code of Conduct.

Records of meetings are to be kept in the Shire's recordkeeping system in accordance with the *State Records Act 2000*.

Appointment of delegates to external bodies

Council appoints delegates to external bodies following each election, or otherwise as required. A delegate's appointment is as a representative of Council and is by right of their position with the Shire.



Responsibilities of delegates

A delegate shall:

a. ~~a. Ensure that no pledges~~ensure no pledge of financial ~~support,~~ or in-kind support ~~are made, unless express decisions to that effect have been made by the~~is made unless previously endorsed by 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. ~~b. Ensure~~ensure their availability to attend scheduled meetings~~, and where they are~~ and, where unable to ~~do so, provide~~attend, give a prior apology to the ~~respective~~external body's 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.~~

c. where unable to attend, advise their deputy (proxy) so the Shire is represented, preferably with at least 24 hours' notice;

d. ~~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~~acknowledge that if they fail to attend three successive meetings, with or without an apology, Council may appoint a replacement;

~~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 can be provided.~~

~~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:~~

e. advise the CEO if they are unable to continue in the role, so Council can consider a replacement and formal advice can be given to the external body; and

f. provide the Shire with a copy of the external body's minutes for recordkeeping, maintaining any confidentiality requirements of Council or the external body.

When taking part in an external body's decision-making, a delegate is to communicate and be mindful of Council's position, determined from:

- ~~Firstly,~~ firstly, Council resolutions ~~of Council~~ dealing specifically with the matter ~~at hand,~~;
- ~~Secondly,~~ secondly, Council resolutions ~~of Council~~ dealing generally with the matter ~~at hand,~~;

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- ~~Thirdly~~thirdly, relevant statements of ~~the Council's~~Council's position~~ contained~~ in adopted ~~Council~~ policies or the ~~Shire's~~Community Strategic ~~Community Plan,~~Plan; and
- ~~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.~~lastly, where Council has no established position, the potential sensitivity and risk of the matter, such as environmental or social impact, or 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.~~Where the delegate identifies a significant level of sensitivity or risk, or where a decision may require a commitment of Shire resources, the delegate is to ask the CEO to prepare a report for Council before committing to a position. The delegate may provide a position statement for the report, but officers will provide their professional advice and recommendation for Council's determination.

~~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.~~

Voting and observing on external bodies

~~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.~~A delegate may take part in, and vote on, matters before the external body. The delegate has a duty to the external body to act in good faith for the purposes for which it 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.~~

Council may require a delegate to communicate the Shire's position, but it is not appropriate to bind the delegate's vote. This does not entitle a delegate to substitute personal beliefs for Council's position. Where a delegate can vote in line with Council's stated position while meeting their good-faith obligations, Council expects them to do so.



~~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.~~Where a delegate votes in good faith against a Council position, they must include in their delegates' report to Elected Members at the next Council meeting on the decision and the factors that influenced it.

~~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:~~Observers such as other Elected Members or employees attending meetings of external bodies that are not open to the public attend as observers only and remain representatives of the Shire. They must communicate with the meeting only through Council's appointed delegate, or at the request of the Presiding Member.

- ~~Communicate 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~~

Reporting to Council

Reference Group advice is approved by resolution of the group and conveyed to Council through a report by the CEO. The Chair, or a nominee, may speak to the advice at the relevant Council meeting and answer questions, but will not take part in debate.

The Elected Member representative on a Reference Group, and each delegate to an external body, is to give Council periodic updates on activities, outcomes and significant matters through an existing reporting mechanism, such as delegates' reports to Council.

Conduct

- Elected Members are bound by the code of confuct in all Reference Group and delegate roles.
- Employees are bound by the Employee Code of Conduct.
- Community and stakeholder members of Reference Groups are expected to act honestly, respectfully and in good faith, consistent with the principles of the Code of Conduct and Terms of Reference.

Review

Council will review all Reference Groups and delegate appointments within three months of each election. It will decide whether each should continue and whether any Terms of Reference should be changed.

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Note: Because Development Assessment Panels operate under their own legislative framework, this policy does not apply in full to an Elected Member nominated to a DAP. DAP members must comply with the Local Government (Development Assessment Panels) Regulations 2025 and the DAP Code of Conduct.

Acknowledgement of the Traditional Owners

Objective

To outline how and when the Shire will formally acknowledge Aboriginal and Torres Strait Islander peoples as the traditional custodians of the land within the district of the Shire of Carnarvon. In the Shire of Carnarvon, the Yinggarda and Baiyungu people are the Traditional Custodians of the land and waters.

Scope

This Policy applies to Elected Members, Employees and persons organising meetings, events or publications on behalf of the Shire.

Policy statement

The Shire of Carnarvon's vision is to build an inclusive, unified community where the cultures. histories, and contributions of Aboriginal and Torres Strait Islander peoples are acknowledged, celebrated, and woven into the fabric of our shared future.

The Shire of Carnarvon supports the practice of both Welcome to Country and Acknowledgement of Country as a means to show respect to the Traditional Custodians of the land and waters on which the Shire is situated, the Yinggarda and Baiyungu peoples. These practices will be integrated into Council-related civic and community events in accordance with this Policy.

The form and type of recognition will be tailored to the nature and size of the event.

1. Welcome to Country

A Welcome to Country can only be delivered by a person authorised by the relevant Prescribed Body Corporate for the Country on which the event is held.

A Welcome to Country will be arranged at the commencement of major official Shire events, including but not limited to:

- Shire-led events celebrating Aboriginal and Torres Strait Islander peoples and cultures, including the official opening of NAIDOC Week.
- Australia Day citizenship ceremonies.
- At the first Council meeting following an ordinary election.
- Other significant civic occasions, as determined by the CEO in consultation with the Shire President.

Organisers must engage the relevant Prescribed Body Corporate early to agree on the authorised person, cultural protocols and fees. Costs must be included in the event budget.

The Shire will observe the cultural protocols and customs prescribed.

Where a Welcome to Country cannot be arranged, an Acknowledgement of Country must be delivered.

2. Acknowledgement of Country

An Acknowledgement of Country is a respectful public recognition of the Traditional Custodians of the land and waters within the Shire and their continuing connection to Country. It may be delivered by any person.

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Printed copies may be outdated.

An Acknowledgement of Country will be included at the commencement of:

- Council and committee meetings.
- Citizenship ceremonies.
- Official Shire functions, ceremonies and public forums.
- Other Shire meetings and events, where approved by the Shire President and/or the CEO.

The acknowledgement will normally be delivered by the presiding member, host or official Shire representative and must recognise the Traditional Owners of the location where the gathering takes place.

Where a Welcome to Country has been delivered, the Shire representative should appropriately recognise the person delivering the Welcome and pay respects to the Traditional Owners and Elders, during the official proceedings.

3. Written acknowledgement

The Shire's Acknowledgement of Country will be included on its website and in key strategic and/or statutory documents, including the Annual Report, Strategic Community Plan and Corporate Business Plan. It may also be included in other significant publications and communications, where appropriate.

The Shire's standard written acknowledgement is:

"The Shire of Carnarvon acknowledges and respects the Yinggarda (Carnarvon) and Baiyungu (Coral Bay) people as the Traditional Custodians of the lands where we live and work. We pay our respects to Elders past, present and emerging, and recognise their continuing cultural and spiritual connections to the land, waters and seas. We honour their rich contribution to our community and remain committed to reconciliation."

For spoken acknowledgements, the following wording may be adapted to the location:

I acknowledge the [Traditional Owners] as the Traditional Custodians of the land on which we gather today. I pay my respects to Elders past, present and emerging, and respect their continuing connection to Country.

4. Responsibilities

The CEO is responsible for implementing this Policy. Employees organising Shire meetings, events and publications are responsible for including the appropriate recognition and confirming local cultural protocols with the relevant Traditional Owners where required.

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	Native Title Act 1993			
Relevant Policies & Strategic Plans	Innovate Reconciliation Action Plan 2025-2027 Civic Functions and Hospitality			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Annually			

Annual Closure During Festive Season

Objective

To provide a consistent and flexible framework for the annual closure of the Shire of Carnarvon's Administration Office and non-essential services during the Christmas and New Year period, while ensuring continuity of essential services and appropriate communication with the community.

Scope

This policy applies to the Shire of Carnarvon Administration Office, Works Depot, and other non-essential services and facilities as determined by the Chief Executive Officer (CEO).

Essential services and operational functions required to maintain public safety, community wellbeing, and critical infrastructure are excluded from the closure where continued operations are necessary.

Policy statement

While the determination of operational hours and associated service delivery arrangements is an administrative responsibility of the Chief Executive Officer, the proposed policy provides an opportunity for Council to formally acknowledge and support the Shire's approach to annual Christmas and New Year closure arrangements.

The policy is not intended to introduce an additional approval requirement or alter existing operational responsibilities. Rather, it provides a transparent and consistent framework that recognises the importance of maintaining essential community services while supporting operational efficiency and employee wellbeing.

The Chief Executive Officer will retain responsibility for determining the annual closure dates and ensuring appropriate service delivery arrangements are maintained throughout the closure period.

The closure period may vary from year to year, provided that:

- The closure does not exceed two (2) consecutive weeks.
- The closure period encompasses both Christmas Day and New Year's Day.
- Appropriate arrangements are maintained for essential services and emergency response.
- Employees and the community are provided with reasonable advance notice of the closure arrangements.

Essential Services and Operational Requirements

The CEO shall determine which services, facilities and functions are required to remain operational, operate at reduced capacity, or maintain on-call arrangements during the closure period.

The CEO may authorise employees to work during the closure period where required to maintain essential services, respond to emergencies, or meet operational requirements.

The CEO retains discretion to vary, shorten or cancel the closure, in whole or in part, where necessary to respond to unforeseen circumstances or community needs.

Employee Leave Arrangements

Employees affected by the closure will be required to make appropriate leave arrangements for ordinary

working days falling within the closure period, excluding applicable public holidays.

Leave arrangements may include annual leave, accrued rostered days off, time off in lieu or other approved leave entitlements, subject to the applicable industrial instrument, employment contract and legislative requirements.

Any direction to take annual leave must comply with the applicable employment legislation and industrial instrument.

Where employees have insufficient accrued leave, alternative arrangements may be considered and agreed upon in accordance with the applicable employment conditions.

Communication and Notification

The CEO shall ensure that:

- Employees and Elected Members are advised of the proposed closure dates as early as practicable.
- Public notice of the closure is provided through the Shire's usual communication channels, including its website and other appropriate platforms.
- Emergency contact details and arrangements for accessing essential services are made available to the community.
- Any changes to the approved closure arrangements are communicated in a timely manner.

Responsibility

The CEO is responsible for the implementation and administration of this policy, including determining annual closure dates, maintaining essential service arrangements, and ensuring compliance with relevant employment obligations.

Annual closure arrangements determined in accordance with this policy do not require further Council approval.

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 (WA) – section 5.41, Role of CEO. Work Health and Safety Act 2020 (WA). Fair Work Act 2009 (Cth) and applicable industrial instruments, where relevant to employee leave and employment conditions			
Relevant Policies & Strategic Plans	Customer Service Charter Workforce Plan Business Continuity Plan			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Three Yearly			

Attendance at Events

Objective

This Policy complies with section 5.90A of the Local Government Act 1995 by supporting Elected Members and the Chief Executive Officer (CEO) in attending events that benefit the community.

The policy will establish guidelines for the management of invitations to events or functions and provide transparency on the acceptance and payments of tickets to events.

Scope

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

Definitions

Act means the Local Government Act 1995.

Event means a concert, conference, function, sporting event, or an occasion of a kind prescribed for the purposes of the Act.

Function means an official ceremony or a formal social event where a large number of people are usually present.

Gift has the meaning given in the Act.

Ticket includes admission to an event, an invitation to attend an event, or a complimentary registration.

Community event means an event open to the public, or to all members of the community, that is free to attend.

Invitation-only event means an event for invited guests only, including one hosted by a commercial entity, whether or not it is free.

Policy Statement

Elected Members and the CEO attend events to fulfil their leadership role in the community. Elected Members and/or the CEO will receive tickets or invitations to attend Events to represent the Shire on Council Business.

Tickets and invitations to events require:

a) a payment with Shire Funds;
b) an Access Pass be allocated for Council or CEO representation while on Council Business; or
c) the estimated ticket value of associated costs be disclosed as a gift (when valued at $300 or more, or multiple tickets/gifts and within a 12 month period from the same donor) in accordance with section 5.87A – 5.87C of the Local Government Act 1995.

1.Pre- Approved Events

For pre-approved events, tickets and invitations must be received by the Shire.

The Shire pre-approves attendance at the following events, for Council Business, by Elected Members and the CEO:

a) Advocacy lobbying, Presidential representation or Ministerial briefings;

b) Industry and economic briefings, specifically related to the operation of local government;

c) Community cultural and sporting Events, festivals and art exhibitions within the Shire:

d) Opening or launch of an Event or Facility within the Shire;

e) Where Presidential or CEO representation has been formally requested.

Events hosted, run or sponsored by:

i. The Shire;

ii. The community (including meetings) held within the Shire, to which the Elected Members or the CEO have been officially invited;

iii. Major professional bodies associated with local government, such as WALGA and Local Government Professionals;

iv. Local, State or Federal government agencies; and

v. Educational institutions within the Shire.

A ticket or other gift associated with attendance at a Pre-Approved Event, where attendance is approved in accordance with this Policy and section 5.90A of the Local Government Act 1995, constitutes an excluded gift for the purposes of section 5.62(1B)(a) of the Act.

This exclusion relates to the financial interest provisions of the Act and does not remove any applicable statutory obligations relating to the disclosure and registration of gifts under sections 5.87A and 5.87B of the Act.

2. Sponsored Events

The Shire sponsors events, shows, festivals, sporting contests and other community activities. Supporting sponsored events is an important part of the civic life of the Shire.

Sponsorship agreements may include complimentary tickets, invitations, tables, preferential access or opportunities for formal participation as part of the negotiated sponsorship package.

The following requirements apply to tickets and admission benefits provided through sponsorship arrangements:

- All complimentary tickets must be referred to the CEO for coordination and allocation.
- Priority will be given to Elected Members, the CEO and/or CEO representative attending in an official capacity, including undertaking civic or ceremonial duties, representing the Shire, stakeholder engagement or performing employment-related duties.
- Complimentary tickets must not be negotiated, accepted or allocated solely for personal enjoyment or private benefit.
- Where complimentary tickets remain available following allocation for official purposes, the CEO may arrange for their return to the event organiser or, subject to the terms of the sponsorship agreement,

their distribution through a fair and transparent process that provides a community benefit.

- The allocation and use of complimentary tickets must be appropriately documented and comply with the applicable Codes of Conduct, statutory gift disclosure and conflict of interest requirements.

Where a ticket constitutes a gift under the *Local Government Act 1995* and attendance is approved in accordance with this Policy, the excluded gift provisions under section 5.62(1B) of the Act may apply. Any applicable statutory gift disclosure obligations must still be satisfied.

3. Approval Process for non pre-approved events

Where an invitation is received to an Event that is not pre-approved, it may be submitted for approval no later than three business days prior to the Event as follows:

(a) Events for the Shire President will be approved by the Deputy President; and

(b) Events for Councillors or the CEO will be approved by the Shire President.

Considerations for approval of the Event must:

- Include any justification provided by the applicant;
- Be considered against the adopted budget;
- Detail the Event's benefit to the Shire;
- Detail how the event relates to the attendee's role;
- Align to the Shire's Strategic Community Plan; and
- Detail the number of Shire representatives already approved to attend.

4. Gift Disclosure

Elected Members and the CEO must declare any Gift/s received in relation to their role at the Shire when valued at $300 or more (either one gift or cumulative gifts over 12 months from the same donor). The recipient must disclose the Gift (and any other associated hospitality) within 10 days to the Shire.

Where an Elected Member or the CEO is offered a ticket to an Event, and the ticket falls under the definition of a Gift, details of the ticket are to be disclosed in accordance with sections 5.87A – 5.87C of the Local Government Act 1995. The disclosed information will be listed on the Shire's website.

5. Declaration of Interest

Where a donor of a Gift at/over $300 has a matter before Council, the Elected Member and/or CEO must disclose a Conflict of Interest and remove themselves from the meeting (unless approval is granted by the Council or the Minister, depending on the value of the Gift).

A Gift is excluded from the Conflict of Interest provisions when:

(a) the Gift relates to attendance at a pre-approved Event in this policy; or

(b) the Gift is from the specified entities prescribed in section 20B of the Local Government

(Administration) Regulations 1996.

6. Payment of Tickets

Where an Elected Member attends a pre-approved Event and there is a Cost associated with the Event, then the Cost of the attendance is to be paid by the Shire within the adopted budget.

Where the CEO attends a pre-approved Event and there is a Cost associated with the Event, the Cost of the attendance is to be met by the Shire within the adopted budget. If the Event is ticketed and the Elected Member or the CEO pays the full ticketed price from their Personal Funds, and does not seek reimbursement, or if the Event is free to the public, then no action is required.

6.1 Free Tickets

A ticket is only considered free when there are no associated costs through travel costs, hospitality, catering, and attending in a capacity that would be a financial benefit to the guest.

All events that have a value is required that:

(a) a ticket be purchased; and

the estimated ticket value of associated costs be disclosed as a gift in accordance with section 4 of this policy.

7. Non-Approved Events

Any Event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved Event.

All Events are considered Non-Approved if:

- attendance would breach a local, State or Federal declaration of emergency, a controlled border or a Commonwealth travel advisory; or
- The Cost of the following Events is not permitted to be met by Shire funds:
  - Party political Events and fundraisers;
  - Personal Social Events; and
  - Cultural and sporting Events held outside of the Shire unless approved in accordance with section 3 of this policy.

8. Record of Attendance at Events

Elected Members and the CEO must:

- Inform the Shire of their attendance at an Event under this policy; and
- Submit any invitation and records relevant to their attendance for recording in the Shire's corporate record keeping management system.

9. Community Engagement Events

The Shire approves attendance by Elected Members and the CEO at the following Community Engagement Events for Council Business. The partner of each Elected Member may attend the following Community Engagement Events as one of the invited Guests.

9.1 Community Engagement by Elected Members

The Shire will host events for Elected Members to engage with the Community. These events will be hosted and paid for by the Shire, and will be held under the following conditions:

(a) Each Elected Member, or any combination of Elected Members, may request an event at any time by submitting a request to the Shire President .

(b) Each event must be for an identified purpose that allows Elected Members to fulfill their role and advance the purposes of the Shire.

(c) Each Elected Member may suggest a guest list for the event and all guests must relate to the purpose of the proposed event.

(d) Final guest lists are to be approved by the Shire President's office which retains sole discretion as to whether an event is to be held and, if so, the format of the event and who is approved to attend.

(e) Any costs associated are covered by the adopted budget.

10. Invitations and Attendance by Dignitaries

Invitations to Parliamentary and Vice-Regal dignitaries must be managed in accordance with:

- the protocols of the State and Federal Government and Parliaments;
- the protocols of the Vice-Regal Offices;
- any funding agreements with State and Federal Governments; and
- the requirements of the President's office to ensure appropriate Parliamentary and Vice-Regal representation. The preparation of invitation lists at Shire events is a responsibility of the Shire President who may grant authorisation for another person to prepare and issue invitations.

11. Dispute Resolution

Any disputes under this policy are to be resolved by the Shire President and the CEO.

OFFICE USE ONLY	
Responsible Directorate/s	Office of the CEO

Legislation / Local Law / Guideline Requirements	Local Government Act 1995			
Relevant Policies & Strategic Plans	Code of Conduct for Council Members, Committee Members and Candidates; Elected Members Induction, Professional Development and Conference Attendance; Elected Members Payments, Facilities and Recognition			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Within three months of an incoming Council			

CCTV & Other Surveillance

Objective

The Shire of Carnarvon is committed to community safety and recognises the role surveillance has within the community. This Policy aims to assist in deterring and detecting instances of crime and anti-social behaviour and defines how Closed-Circuit Television (CCTV) and other surveillance systems will be managed lawfully, proportionately and with respect for individual privacy, in line with legislative and industry best practice.

Scope

This Policy applies to all CCTV and other surveillance systems leased, owned, controlled or managed, in part or in full, by the Shire, including fixed, temporary, mobile and vehicle-mounted systems, located:

- within, on or around Shire assets, buildings and facilities;
- in public places and open spaces within the district; and
- on roads, accessways, and car parks within the district.

It applies to Employees, Contractors and any other person authorised to access or manage surveillance systems or footage on behalf of the Shire. Where a system is subject to additional statutory or security requirements, those requirements prevail to the extent of any inconsistency.

Definitions

Authorised officer means an employee authorised in writing by the CEO to manage, operate, access or disclose from a surveillance system.

CCTV means closed circuit television and includes live or recorded footage.

CEO means the Chief Executive Officer of the Shire.

District means the local government district of the Shire of Carnarvon.

Footage means any live or recorded image, sound or other information captured by a surveillance system.

Law enforcement agency means WA Police or any other agency authorised by law to investigate or prosecute offences.

Personal information has the meaning given in the Privacy and Responsible Information Sharing Act 2024.

Private activity and ***private conversation*** have the meanings given in the Surveillance Devices Act 1998.

Procedures means the Shire's operating procedures for surveillance systems, as approved by the CEO.

Shire means the Shire of Carnarvon.

Other surveillance means any other type of surveillance system, whether fixed, temporary, mobile or vehicle mounted.

Policy statement

The Chief Executive Officer is responsible for the administration and operational management of the Shire's CCTV and other surveillance systems in accordance with this policy and applicable legislation.

Council retains the responsibility for establishing the overarching policy principles governing the Shire's use of CCTV and other surveillance systems.

Purpose

The Shire conducts CCTV and other surveillance operations in order to:

- Assist in detecting, deterring and responding to criminal and anti-social behavior (actual, alleged or perceived) that has or is occurring, may occur against people and property within the Shire;
- Protect Shire-owned or managed assets and facilities;
- Assist emergency management, incident response and recovery;
- Provide evidence to support investigations and/or prosecutions by the WA Police, Shire Officers duly authorised by the Chief Executive Officer, or any other law enforcement agency in relation to incidents committed or alleged to have been committed within the Shire; and
- Support other safety initiatives in respect to community concerns about safety and crime prevention within the Shire.

Permitted uses

- The use of CCTV and other surveillance systems and/or access to footage is restricted to law enforcement agencies, law Courts, the CEO or anyone duly authorised by the CEO;
- Members of the public are not permitted to view or access footage unless required by law e.g. Freedom of Information Act 1992 (FOI); and
- Employees are not permitted to view or access footage unless duly authorised by the CEO and in accordance with the procedures or as required by law.

The use of CCTV and other surveillance must be reasonable, proportionate, and consistent with these purposes and must not be used for personal purposes, or for surveillance unrelated to legitimate Shire functions.

Privacy

A person's right to privacy is essential. The Shire acknowledges the importance of protecting individual privacy when operating CCTV and other surveillance systems. Other surveillance systems must not be used to record private activities or private conversations except as permitted by the *Surveillance Devices Act 1998*, and cameras are not to record audio unless the Act permits it.

Footage containing personal information is to be collected, used, disclosed, secured and destroyed in accordance with the Information Privacy Principles in the *Privacy and Responsible Information Sharing Act 2024*. Each disclosure of footage, including to an investigative agency, is to be recorded. A privacy impact assessment is to be completed before new camera installations or significant changes to the system, where required by that Act.

Requests for Footage

- Access to CCTV and other surveillance systems and footage is restricted to law enforcement agencies, courts, the CEO, and persons authorised in writing by the CEO.
- Employees and members of the public are not permitted to view or access footage unless authorised by the CEO or required by law, for example under the Freedom of Information Act 1992.
- Footage must not be accessed, used, copied or disclosed except in accordance with this Policy, the Procedures and applicable legislation.

Cooperation with WA Police

The Shire supports community safety through cooperation with WA Police. Access to and disclosure of footage to WA Police must occur in accordance with applicable legislation and any Memorandum of Understanding or written arrangement in force between the Shire and WA Police.

Where provided in any arrangement with WA Police, they may have live monitoring access to the Shire's surveillance network, with the ability to record, download and use. Any additional costs associated with managing access for WA Police will be managed within the MOU. The CEO is responsible for maintaining and reviewing these arrangements.

Installations

- Proposals: areas proposed for new cameras must be supported by a detailed project plan and approved by the CEO or their nominated officer.
- Alternatives: other crime prevention measures are to be considered before and after installation, and footage may be used to inform broader security and crime prevention strategies.
- Appropriate measures must be implemented to inform the public of installed CCTV surveillance where reasonably practicable and consistent with applicable legislative and security requirements.

Maintenance and Upgrades

Cameras and associated hardware and software will be maintained, replaced or upgraded as required, within the adopted annual budget.

System security

Details about other surveillance or CCTV camera locations, their maintenance schedule and other details relating to their make/model and any other operational requirement will not be made publicly available unless required by law. Footage must be stored securely and protected against unauthorised access, alteration, disclosure, or destruction.

Retention and disposal

Footage is recorded 24 hours a day, seven days a week and retained for not less than 7 days before it is destroyed or overwritten, in accordance with the *State Records Act 2000*, the Shire's Recordkeeping Plan and the *General Retention and Disposal Authority for Local Government Information* (DA 2023-005, class 106). Footage relating to an incident, investigation, legal proceeding or Freedom of Information application must be preserved and kept for the period required by DA 2023-005, and in any case until all related action is completed.

Role(s) and Responsibilities

- Council sets the policy principles for the Shire's use of surveillance.
- The CEO is responsible for the Shire's surveillance network, for authorising officers and other agencies to access systems or footage having regard to their role and the circumstances, and for approving the Procedures.
- An Employee authorized by the CEO responsible for CCTV and other surveillance systems, , is responsible for system design, installation, maintenance, hardware and software upgrades (where contractor managed), signage, contractor management and staff training. That employee will work collaboratively with WA Police to support community safety.
- Only officers authorised by the CEO may manage and operate CCTV and other surveillance systems, in accordance with this Policy and the Procedures.

Review and audit

CCTV and other surveillance controls are to be considered as part of the CEO's review of the appropriateness and effectiveness of the Shire's systems and procedures under regulation 17 of the Local Government (Audit) Regulations 1996.

Standards

CCTV and other surveillance systems are to be designed, installed and operated having regard to current Australian standards, and relevant lighting, signage and risk management standards.

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 Surveillance Devices Act 1998 State Records Act 2000 Freedom of Information Act 1992 Local Government (Audit) Regulations 1996 Privacy and Responsible Information Sharing Act 2024 General Retention and Disposal Authority for Local Government			
Relevant Policies & Strategic Plans	Shire of Carnarvon Recordkeeping Plan; Privacy; Information breach			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	TBC	**Resolution #**	TBC
Last reviewed	**Date**	TBC	**Resolution #**	TBC
Review Cadence	Annually			

Council Policy
Child Safe Awareness

Child Safe Awareness

Objective

This policy aims to reduce the risk of harm and child abuse in our communities by encouraging child safe environments to be created and maintained. Shire of Carnarvon is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

Scope

The safety and wellbeing of children is everyone's responsibility. This Child Safe Awareness policy applies to all, Elected Members, Employees, Volunteers, Trainees, Work Experience Students, Interns, and anyone else who undertakes work on behalf of the Shire of Carnarvon, regardless of whether their work related to children or young people. It applies to occupants of Shire of Carnarvon facilities and venues, including Visitors, Contractors and Suppliers.

Definitions

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm. Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate. Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

Policy statement

The Shire of Carnarvon supports and values all children and young people. The Shire makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire demonstrates its commitment to being child safe and a

zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Carnarvon is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire will promote the safety and wellbeing of children across the community.

Consistent with the National Principles for Child Safe Organisations and the Commonwealth Child Safe Framework, this policy provides a framework that outlines the role of the Shire of Carnarvon in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.
- The safety and best interests of children and young people are a primary consideration when making decisions that concern them.
- Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.
- Communities are informed and involved in promoting the safety and wellbeing of children and young people, including protection from harm.
- Collaboration with the community and our partners promotes the safety, participation, and empowerment of all children and young people.

Policy Functions

Shire of Carnarvon will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- Developing a process to deliver child safe messages (for example at Shire venues, grounds and facilities or events).
- Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).

Responsibilities

The Shire has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although Shire of Carnarvon is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with people/organisations that utilise Shire of Carnarvon facilities, to encourage them to operate in alignment with the Child Safe Awareness policy.

The Shire of Carnarvon will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

OFFICE USE ONLY				
Responsible Directorate/s	Lifestyle & Community			
Legislation / Local Law / Guideline Requirements	Child Care Services Act 2007 Children and Community Services Act 2004 Civil Liability Act 2002 Corruption, Crime and Misconduct Act 2003 Equal Opportunity Act 1984 Freedom of Information Act 1992 Local Government Act 1995 National Principles for Child Safe Organisations Parliamentary Commissioner Act 1971 Public Interest Disclosure Act 2003 Public Sector Management Act 1994 United Nations Convention on the Rights of the Child (CRC) Work Health and Safety Act 2020 Working with Children (Criminal Record Checking) Act 2004			
Relevant Policies & Strategic Plans	Employee Code of Conduct Records Management Policy Strategic Community Plan			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	26 April 2023	**Resolution #**	OCM 26/04/23
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Annually			

Common Seal and Document Execution

Objective

This policy establishes, in accordance with the requirements of section 9.49A of the Local Government Act 1995 (the Act) authorisations to:

1. affix the Shires's Common Seal;
2. sign documents on behalf of the Shire; and
3. execute Deeds on behalf of the Shire.

Scope

This policy applies to all Shire employees preparing documents for execution and/or who have been authorised through the provisions of this policy to execute documents on behalf of the Shire.

Definitions

CEO means the Chief Executive Officer of the Shire.
Shire means the Shire of Carnarvon.
Executive Manager means a Shire employee appointed as an Executive Manager of the Shire .
Document means any paper or electronic document, including communications such as letters and emails, which:

(a) conveys a decision;
(b) or establishes an obligation on the Shire; or
(c) is ceremonial.

Manager means a Shire employee appointed to the position of Manager of the Shire.

Policy statement

Introduction

Documents executed by the Shire will be executed in accordance with the Act and the provisions set out in this policy. Section 9.49A (1) of the Act sets out that a document is considered duly executed by a local government if:

a) the common seal is validly affixed to it in accordance with section 9.49A(2) and 9.49A(3) of the Act; or
b) it is signed by an employee or other person authorised by the Council to do so in accordance with section 9.49A(4) of the Act.

Pursuant to section 9.49A(4) of the Act, a local government may, by resolution, authorise the CEO, another employee or an agent of the local government to sign documents on behalf of the local government, either generally or subject to conditions or restrictions in the authorisation.

Affixing the Common Seal

The Common Seal may be applied to Documents that give effect to decisions of Council.

The Common Seal is to be applied in the presence of both the Shire President (or in the Shire President's absence the Deputy Shire President) and the CEO (or an Acting CEO) each of whom are to sign the Document to attest that the Common Seal was affixed.

Where possible, Documents requiring the Common Seal must be duly executed by the other counterparties prior to being submitted to the Shire for execution.

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Custody of the Common Seal

The CEO is to be:

(a) responsible for the safe custody and proper use of the Common Seal; and
(b) maintain a record of each time the Common Seal is used in the Document Execution Register.

General Document Signing (Execution) Authorities

Where an employee has the written authority to make a decision ("written decision-making authority") or the decision is within the roles and responsibilities of the employee that employee also has the authority to sign documents which give effect to that decision.

Written decision-making authorities are:

(a) Delegated Authority;
(b) Statutory Authority; or
(c) Operational Authorisation.

Where the CEO has delegated authority to an Executive manager, they may only sign (execute) Documents relevant to matters within the scope of their role and department. Documents relevant to the activities of multiple departments may only be signed (executed) by CEO.

Managers may only sign (execute) Documents relevant to matters within the scope of activity of their Unit. Documents relevant to the activities of multiple units may only be signed (executed) by the relevant Executive Manager, or where Units within multiple departments are affected, the CEO.

Digital and electronic signatures may be applied to a Document.

Where considered appropriate by the CEO, the Shire President may be requested to execute documents as a co signatory with the CEO.

Specific Document Signing (Execution) Authorities

For the purposes of this policy, Documents commonly executed by the Shire are grouped into three categories. The way in which a document is to be executed and who has the authority to execute a Document is based upon its category.

Employees who sign documents are also restricted to any applicable delegations of authority as listed in the Shire's Delegated Authority Register.

Category 1 Documents

(i) Category 1 documents require the Shire's Common Seal to be validly affixed in accordance with section 9.49A(2) – (3) of the Act, and requires that Council has specifically authorised by resolution:
(I) The execution of the document by the Shire; and
(II) The affixing of the Common Seal to the document in accordance with 9.49A(2).

The Common Seal is affixed to the document in accordance with this policy.

Documents are to be recorded in the Document Execution Register referred to in the policy.

Category 2 Documents

(i) Council authorises, by this policy, the CEO and authorised employees to sign Category 2 Documents on behalf of the Shire in accordance with section 9.49A(4) of the Act.

(ii) A Council resolution authorising execution of the Document, or a decision made under delegated authority, or a legislative provision is required prior to the execution of any Document(s) listed under Category 2 by an authorised signatory.

(iii) This policy does not prevent the execution of any Category 2 Document by affixing the Common Seal in accordance with section 9.49A(1)(a) of the Act.

Category 3 Documents

(i) Category 3 Documents are documents that are generally created in the normal course of business to discharge the duties of an employee's position in a manner consistent with Shire policies and Management Practices.

(ii) Category 3 Documents and correspondence that are created in the normal course of business to discharge the duties of an employee's position, in a manner consistent with section 5.41(d) of the Act, do not require specific authorisation through this policy.

(iii) Such duties may be undertaken by employees where the authority and accountability has been extended through an authorisation, delegation, policy, CEO Instruction, lawful direction, position description or 'acting through' arrangement under the Local Government Act 1995.

Execution of Documents by Lawyers on behalf of the Shire

Lawyers appointed by the Shire to act on its behalf for a matter may, where so instructed:

(a) correspond with third parties on behalf of the Shire;

(b) sign and lodge Court Documents on behalf of the Shire;

c) electronically sign land transaction documents in accordance with the Property Exchange Australia (PEXA) process;

d) only electronically sign land transaction documents in accordance with the PEXA process that relate to easements, notifications affecting land under section 70A of the Transfer of Land Act 1893, and restrictive covenants;

e) only electronically sign other land transaction documents in accordance the PEXA process where Council has specifically resolved to provide authority; and

f) sign such other documents as instructed by the Shire from time to time.

Employees are to ensure an appropriate level of authority is obtained prior to instructing lawyers to act.

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995			
Relevant Policies & Strategic Plans	Document Execution Register			
Relevant Delegations	Delegation 1.2.33 – Authority to Sign Documents			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Bi Annually			

Community Sponsorship & Grants

Objective

To establish a framework for the Shire of Carnarvon's provision and administration of financial and in-kind assistance through grants and outgoing sponsorships.

The policy guides fair, transparent and equitable funding decisions aligned with Council's endorsed strategies, priorities and plans. It supports investment in initiatives that deliver community and economic benefits, efficient administration and the responsible use of Shire resources.

Scope

This policy applies to financial and in-kind assistance provided through the Shire of Carnarvon's grants and sponsorship programs. It covers organisations applying for or receiving assistance, officers responsible for assessing and administering applications, and Council when determining applications presented for its approval.

Definitions

Term	Definition
Acquittal	The process by which a recipient demonstrates that funding or in-kind support was used for its approved purpose, including evidence of expenditure and outcomes achieved.
Applicant	An organisation applying for assistance under a Shire funding program.
Funding agreement	A written agreement between the Shire and a recipient setting out the approved assistance, responsibilities, conditions and reporting requirements.
Funding guidelines	The published requirements for a funding program, including eligibility, funding limits, application periods, assessment criteria and approval and reporting arrangements.
Funding program	A program established by Council to provide grants, outgoing sponsorship or in-kind support for eligible purposes.
Grant	Financial or in-kind assistance provided by the Shire to support an approved project, event, activity or initiative.
In-kind support	Non-cash assistance provided by the Shire, such as access to facilities, equipment, staff time or other resources at no cost or reduced cost.
Outgoing sponsorship	Financial or in-kind assistance provided by the Shire in exchange for agreed benefits that support Council's endorsed strategies, priorities and plans, such as recognition, promotion or destination exposure.
Recipient	An individual or organisation approved to receive assistance under a Shire funding program.
Variation	A change to the approved purpose, activities, funding, timeframe

Policy statement

The Shire supports eligible organisations to deliver projects, events and activities that improve community participation, wellbeing and local capacity. Assistance may be financial or in-kind, such as use of Shire facilities, equipment or resources. Sponsorship must provide agreed benefits to the Shire.

Funding must:

- Support Council-approved or Council-endorsed priorities and demonstrate community and economic benefit.
- Be assessed fairly against published guidelines and provide value for money.
- Remain within the approved budget and relevant approval authority.
- Be supported by records of assessment, approval, expenditure and outcomes.

Funding Programs and Responsibilities

Funding programs may be established or removed by Council. Council adopts, amends or revokes this policy and approves funding allocations through the annual budget.

The CEO administers this policy and approves supporting funding guidelines consistent with Council decisions. Guidelines must outline eligibility, funding limits, application periods, assessment criteria, approval arrangements and reporting requirements. They cannot change a Council-approved funding limit or approval authority.

Officers assess applications against the relevant guidelines and prepare recommendations.

Assessment and Eligibility

Applications will be evaluated against the criteria set out in the funding guidelines. The information required will be proportionate to the size and nature of the funding program.

All assessors must declare and appropriately manage conflicts of interest before assessing applications. Assessment reasons and recommendations must be recorded.

Applicants will be advised of the outcome and may be provided with feedback to support future applications. Funding decisions are final, subject to any applicable statutory review or complaint rights.

Funding Conditions and Accountability

The Shire will enter into a funding agreement with each recipient before releasing funding or in-kind support. The agreement will document the responsibilities of both parties and the conditions of assistance.

Each funding agreement will include, at a minimum:

- The approved purpose, funding amount, in-kind support and project description.
- The recipient's activities, deliverables and expected outcomes.
- The Shire's obligations.
- Reporting, acknowledgement and acquittal requirements.
- Payment arrangements, including the payment schedule and GST treatment.
- Conditions relating to indemnity, liability, variations, extensions and withdrawal of funding.

Acquittal and unspent funds

The Shire will require recipients to complete an acquittal in accordance with their funding agreement and the relevant funding guidelines. Acquittals must demonstrate that funding or support was used for its approved

purpose. Reporting requirements will be proportionate to the amount and nature of the assistance provided.

Where a recipient fails to provide an acquittal, the Shire may terminate the agreement and require repayment of all or part of the funding, in accordance with the agreement.

Unless the Shire approves a variation in writing, recipients must return unspent funds within 60 days of completing the project.

The Shire may recover unspent, misused or inadequately accounted-for funding in accordance with the funding agreement. Failure to meet funding conditions may affect eligibility for future assistance.

The Shire may request additional evidence or audit information to verify compliance with this policy and the funding agreement.

OFFICE USE ONLY				
Responsible Directorate/s	Lifestyle & Community			
Legislation / Local Law / Guideline Requirements	*Local Government Act 1995;* *Local Government (Administration) Regulations 1996*; *Local Government (Financial Management) Regulations 1996*; Code of Conduct for Council Members, Committee Members and Candidates			
Relevant Policies & Strategic Plans	Strategic Community Plan 2022-2032; Attendance at Events Policy; Incoming Corporate Partnerships; Elected Member Payments, Facilities and Recognition.			
Relevant Delegations	1.2.20 Payments from the Municipal or Trust Funds; 1.2.21 Defer, Grant Discounts, Waive or Write Off Debts (donations)			
Initial Council adoption	**Date**	DD/MM/YYYY	**Resolution #**	OCM XX/XX/XX
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XX
Review Cadence	Annually			

Complaint Handling

Objective

To provide guidance to the receiving, management and handling of complaints.

The Shire of Carnarvon is committed to providing an accessible, responsive and accountable Complaints Management Framework that promotes organisational learning and continuous improvement. Accepting feedback, including complaints, assists the Shire in engaging with complainants to continually enhance the customer experience and the Shires's services. Complaints are managed in line with the Shire's values of Courage, Authenticity, Respect, Excellence, Cohesion, Humility, Inclusion and Passion.

Scope

This policy applies to complaints about the Shire's services, decisions, actions and processes, and its employees, Elected Members, and consultants and contractors engaged by the Shire.

This policy:

- promotes the Shire's corporate values of; Respect, Integrity, Sustainability, Unified Communication and Harmonious.
- reflects best practice as outlined by the Australian Standards - Guidelines for complaint management in organisations, and the WA Ombudsman Guidelines on Complaint Handling; and
- supports the Shire's commitment to the wider community: To be a dynamic organisation that delivers effective services and maintains a strong customer focus.

Definitions

Act means the Local Government Act 1995.
CEO means the Chief Executive Officer of the Shire.
Complainant means a person, organisation or representative making a complaint.
Complaint means an expression of dissatisfaction, however made, about the Shire's services, conduct, actions or lack of action, or its handling of a complaint, where a response or resolution is expected.
Elected Member means a council member of the Shire of Carnarvon, including the President.
Elected Member Code of Conduct means the Shire's Code of Conduct for Council Members, Committee Members and Candidates.
Employee means a person employed by the Shire under section 5.36(1) of the Act or engaged by the Shire under a contract for services, and includes a volunteer where the Employee Code of Conduct applies to volunteers.
Employee Code of Conduct means the Code of Conduct for Employees prepared and implemented by the CEO under section 5.51A of the Act, including the matters prescribed in Part 4A of the *Local Government (Administration) Regulations 1996.*
Inspector means the Local Government Inspector.

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Policy statement

What is a complaint?

A complaint is: *"an expression of dissatisfaction made to or about an organisation, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required"* (as defined by the AS/NZS 10002-2014 Guidelines for Complaint Management in Organisations).

A complaint is not:

- an initial request for a service to be provided by the Shire;
- A request for documents, information or explanation of policies or procedures;
- Compliance enforcement action;
- The lodging of an appeal or objection in accordance with a statutory process, standard procedure or policy);
- A submission relating to the exercise of a regulatory function;
- A petition; and
- A civil dispute between private individuals.

The above will not be registered as a complaint as each is covered and managed by a separate process.

The Shire may determine to take the following courses of action:

- Take no further action and give the complainant reason/s;
- Resolve the complaint by use of appropriate strategies such as, but not limited to, mediation, informal discussion or negotiation; and
- Discontinue the assessment in circumstances where it becomes evident that the matter would be referred to another body or person and advise the complainant accordingly.

Submitting a complaint

The Shire accepts complaints via, written letter or email, in person, by phone, or submitting a Feedback Form available on our website or from the Shire's Libraries, Visitors Centre, Recreation Facilities or Administration.

A complainant may nominate another person to assist or make a complaint on their behalf via written permission for another person to act on their behalf.

At a minimum, the following information is to be supplied to effectively process the complaint:

- Name and address.
- Contact details.
- Complaint details.
- Date of occurrence of complaint.

The Shire accepts anonymous complaints but investigates them only where they raise a serious matter, such as a risk to public health or safety, and there is enough information to enquire. Without knowing who made a complaint, the Shire cannot check information with them or report the outcome.

The Shire's five principles of complaint management are;

1. *Customer Focus*
   The Shire is committed to providing an open, transparent and easily accessible complaints handling process .
2. Protect People
   Privacy is respected, and no adverse action is taken against anyone who makes a complaint in good faith.
3. *Responsiveness*
   The Shire will address each complaint in a fair, objective, unbiased and timely manner. Complainants will be kept informed of the complaints progress and of any delays during the process.
4. *Remedy*
   The complaint will be assigned to an officer with the authority to deal with the complaint in a timely manner.
5. *Learn*
   Feedback, compliments and complaints are reviewed to assist improving services and processes.

Timeframes, review and escalation

All complaints submitted must be acknowledged and responded to within the timeframe set out in the Customer Service Charter with a final solution. If a complaint cannot be resolved in that time, the complainant will be told why, what will happen next and when to expect a full response.

In establishing the order in which complaints will be attended to, consideration will be given to the urgency of each complaint in terms of public safety implications, seriousness, frequency of occurrence, severity and the need for immediate action.

A complainant who is dissatisfied with the outcome may ask for an internal review, as set out in the Customer Service Charter. A review is carried out by a person who was not involved in the original decision. Internal review does not apply to matters dealt with under a code of conduct, Part 8A of the Act or another separate legal process. Those follow their own review or appeal rights.

A complainant who is still dissatisfied may take their complaint to the:

- Ombudsman WA;
- Local Government Inspector *(only for matters under Part 8A of the Act)*;
- Department of Local Government;
- Corruption and Crime Commission or the Public Sector Commissioner, for suspected misconduct; or
- WA Police, if appropriate.

Privacy, confidentiality and records

Personal information about complainants and the people complained about is handled in line with the Privacy policy and the *Privacy and Responsible Information Sharing Act 2024*. Access to documents is dealt with under the *Freedom of Information Act 1992*. A person who makes, receives or handles a breach complaint under Part 8A of the Act must keep it confidential, as section 8A.36 requires.

Every complaint is recorded in the Shire's Complaints Register and records system, in line with the Records Management policy and the *State Records Act 2000*. Records must be factual, accurate and current.

Unreasonable complainant conduct

Employees are not expected to tolerate abuse, threats or harassment. The Shire may limit how a complainant contacts it, for example by nominating one contact officer, setting times for calls, or requiring communication in writing. The Customer Service Charter sets out the Shire's expectations of its customers.

The Shire will manage unreasonable complainant conduct in line with Ombudsman WA guidance such as:

- A rude, angry and harassing customer;
- Aggressive customer;
- Habitual or obsessive:
    - cannot 'let go' of their complaint;
    - cannot be satisfied despite the best efforts of the agency;
    - 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).

The Shire may regulate, withhold or withdraw the provision of service to an unreasonable complainant by taking one of the following actions:

- Only take calls at specific times on specific days.
- Require the complainant to make an appointment to meet with employees.
- Limit all future dealings to writing.
- Only respond to future correspondence which provides significant new information about the complaint or raises new issues which the Shire believes warrant fresh action.
- Suspend, or terminate, a Shire premise membership as per terms and conditions (of that membership).
- Direct all contact to be through a specific employee or area.

A decision to restrict contact is approved by the CEO, or an Executive Manager authorised by the CEO. It is documented, the complainant is told in writing of the reasons, the restrictions and how long they apply, and it is reviewed annually.

An employee or Elected Member who considers that managing unreasonable conduct poses a psychosocial risk to them should tell People, Culture & Wellbeing, who will take steps to manage the risk.

Responsibilities

- An Elected Member, employee or contractor who receives a complaint passes it to the Shire for recording and handling under this policy. An Elected Member does not investigate a complaint or direct employees about it (see clause 20 of the Elected Member Code of Conduct and the Communications Agreement).
- An employee who handles a complaint must disclose any conflict of interest to their manager as soon as practicable, and must not handle a complaint in which they have one.
- The CEO is responsible for implementing this policy and maintaining the Complaints Register.

Complaints about employees

Complaints about employees are to be made in accordance with the Shire's Code of Conduct for Employees. Where a complaint about an employee involves wrongdoing, or improper or unlawful conduct, a public interest disclosure can be made under the Shire's Public Interest Disclosure processes. This policy does not apply to the procedure of how complaints against employees and Elected Members are submitted. Processes for complaint handling are to be made in accordance with the relevant legislation and Codes of Conduct adopted by the Shire.

Email: shire@carnarvon.wa.gov.au
Phone: 08 9941 0038
Post: Shire of Carnarvon, 3 Francis St, Carnarvon WA 6701

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	*Local Government Act 1995;* *Local Government (Model Code of Conduct) Regulations 2021;* *Local Government (Local Government Inspector) Regulations 2025;* *Public Interest Disclosure Act 2003;* *Corruption, Crime and Misconduct Act 2003;* *Privacy and Responsible Information Sharing Act 2024;* *Freedom of Information Act 1992;* *State Records Act 2000;* AS/NZS 10002:2014 Guidelines for complaint management in organisations; Ombudsman WA Guidelines on Complaint Handling.			
Relevant Policies & Strategic Plans	Code of Conduct for Council Members, Committee Members and Candidates; Code of Conduct for Employees; CEO Standards, Performance and Review Panel; Communications Agreement; Customer Service Charter; Privacy; Records Management.			
Relevant Delegations	13.15.1 Public Interest Disclosures			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Within three months of an incoming Council			

Elected Member Payments, Facilities and Recognition

Objective

This Policy sets out the fees and allowances payable to Elected Members, the expenses that may be reimbursed, and the facilities provided to support Elected Members in performing their duties of office, in accordance with the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the SAT Determination.

It also sets out how Elected Members may use Shire vehicles for official business, and how the Shire recognises the service of retiring Elected Members.

Scope

This Policy applies to the President, the Deputy President and all other Elected Members of the Shire of Carnarvon.

Approval of attendance at events is dealt with under policy Attendance at Events. Approval of training, conferences and professional development is dealt with under Elected Member Professional Development. This Policy applies to the payment of the costs of that attendance.

Fees and expenses for committee members who are not Elected Members are not covered by this Policy (s. 5.100; Admin Reg 34ACA).

Definitions

Act means the *Local Government Act 1995*.
Admin Reg means the *Local Government (Administration) Regulations 1996*.
CEO means the Chief Executive Officer of the Shire of Carnarvon.
Deputy President means the Deputy President of the Shire of Carnarvon.
Elected Member means a person elected under the Act who currently holds office as a member of the Council of the Shire of Carnarvon, including the President and the Deputy President.
Legitimate business of Council has the meaning given in clause 4 (Shire vehicles).
President means the President of the Shire of Carnarvon.
Resign means when an Elected Member has resigned from their term before it concluded.
Retire means to cease to hold office as an Elected Member at the end of a term of office, having not nominated re-election.
SAT determination means the determination of the Salaries and Allowances Tribunal for local government Elected Members and Chief Executive Officers, made under s 7B of the *Salaries and Allowances Act 1975*.
Shire means the Shire of Carnarvon.
Shire vehicle means a vehicle owned, leased or hired by the Shire.

Policy statement

1. Fees and allowances

Fees and allowances are set in accordance with the SAT determination. The SAT determination applies to Elected Members and Chief Executive Officers of local governments in Western Australia.

Meeting attendance fees *(Act s 5.98 and 5.99)*

- The fee for attending meetings is paid monthly in arrears (s 5.99).
- The annual attendance fee payable to the President is set by the Council during the budget adoption process and must be within the threshold of the SAT determination for a Band 2 Local Government.
- The annual attendance fee payable to Elected Members is set by the Council during the budget adoption process and must be within the threshold of the SAT determination for a Band 2 Local Government.

President's allowance

The annual local government allowance payable to the President is set by the Council during the budget adoption process and must be within the threshold of the SAT determination for a Band 2 Local Government and is payable monthly in arrears.

Deputy President's allowance

The annual local government allowance payable to the President is set by the Council during the budget adoption and is payable monthly in arrears.

Information and communications technology (ICT)

Elected Members are provided with an electronic devices with internet capabilities.

Elected Members may receive an annual ICT allowance of $600, payable in monthly instalments of $50, in lieu of reimbursement of eligible ICT expenses under section 5.99A of the *Local Government Act 1995*. The allowance is intended to contribute towards telephone rental, mobile telephone calls, data and other eligible ICT expenses incurred in performing official Council duties. The allowance will be determined having regard to the cost of ICT equipment supplied by the Shire and the requirements of the applicable Salaries and Allowances Tribunal determination.

Superannuation

Is paid in accordance with SAT determination and ATO guidelines.

Conditions of payment

- Fees and allowances are paid to an Elected Member unless the Elected Member advises the CEO in writing that they do not wish to claim all or part of them.
- Any taxation liability arising from these payments is the responsibility of the Elected Member.
- All fees and allowances are paid monthly in arrears. The Shire does not advance payment for fees, allowances or reimbursements.
- All fees and allowances paid to Elected Members are disclosed in the Shire's Annual Report.

2. Expenses and reimbursements

Expenses that must be reimbursed

- Childcare and travel costs incurred because of the Elected Member's attendance at a Council meeting, or at a meeting of a committee of which they are a member *(Admin Reg 31(1)(b)).*
- Childcare and travel costs incurred in completing the mandatory training required by s 5.126(1) of the Act. *(Admin Reg 31(1)(b)).*

Expenses that may be reimbursed

Expenses that may be reimbursed

The Shire may approve reimbursement of reasonable and eligible expenses incurred by an Elected Member in performing a function under the express authority of the Shire, or in their capacity as an Elected Member, subject to the provisions of the *Local Government Act 1995*, the *Local Government (Administration) Regulations 1996* and the applicable Salaries and Allowances Tribunal (SAT) determination.

Activities for which reimbursement of eligible expenses may be considered include:

- Council and committee meetings;
- Scheduled meetings between the President and CEO;
- Confidential briefings, agenda briefings, workshops and Council briefing forums;
- Authorised community engagement and advocacy activities;
- Intergovernmental and regional local government meetings;
- Approved professional development and training; and
- Approved seminars, forums, conferences and events.

The inclusion of an activity in the above list does not constitute standing approval for attendance, expenditure or reimbursement.

Approval and reimbursement process

Where an Elected Member anticipates incurring a discretionary expense for which reimbursement will be sought, a request must be submitted to the CEO for assessment and approval by the appropriate decision-maker prior to the expenditure being incurred.

The request must include:

- The purpose and nature of the activity;
- The relevance of the activity to the Elected Member's official functions;
- Details of the anticipated expenditure; and
- Any supporting documentation or approvals required under other applicable Council policies.

In assessing the request, consideration will be given to legislative eligibility, reasonableness of the expenditure, benefit to the Shire, available budget and compliance with applicable Council policies.

Where attendance is subject to the Attendance at Events Policy or the Elected Member Professional Development Policy, the relevant approval requirements must also be satisfied.

Claims for reimbursement must be supported by appropriate receipts or documentary evidence. Expenses must not be recoverable under an insurance policy or from another source, or have otherwise been paid or reimbursed by the Shire.

Requests for reimbursement of other expenses that are not prescribed under the Regulations must be referred to Council for consideration where approval under section 5.98(3) of the Act is required.

Nothing in this Policy limits an Elected Member's statutory entitlement to reimbursement of prescribed expenses that must be reimbursed under the Act and Regulations.

Approved events, conferences, seminars and training

- The Shire is responsible for registration, travel and accommodation costs for an event, conference, seminar or training course that has been approved under the Attendance at Events policy or the Elected Member Professional Development policy.
- Reasonable out-of-pocket expenses incurred in attending an approved event may be reimbursed upon production of sufficient documentary evidence (invoices or tax receipts). Eligible sustenance expenses, including meals and incidentals, may be paid or reimbursed in accordance with the applicable rates and conditions of the *Public Service Award 1992*, as provided for under the Salaries and Allowances Tribunal (SAT) determination.
- The sustenance allowance must be adjusted to exclude meals provided as part of the event, registration, travel or accommodation arrangements. Duplicate claims for expenses covered by the sustenance allowance will not be permitted.
- Payment for continuing professional development is subject to *Admin Reg 37 (Part 10, Training), s 5.129* and Elected Member Professional Development policy.

Accompanying persons

The Shire does not pay for a partner, spouse or nominee to accompany an Elected Member on Shire business. The cost is met by the Elected Member or the accompanying person. Council may approve the expense of one accompanying person where, having regard to the nature of the function, it considers attendance by that person is appropriate. Attendance at Events policy applies where the Shire receives a ticket for a partner or guest. *(Admin Reg 32(1)(b))*

3. Travel

Where an Elected Member is required to travel on approved official business, the Shire will, where practicable, arrange and pay for necessary travel, registration and accommodation costs prior to departure. All bookings are to be coordinated by an officer nominated by the CEO.

The following conditions apply to official travel:

- Travel arrangements must be cost-effective, reasonable and appropriate to the nature of the official business, subject to approved budget allocations, Shire's Purchasing and Procurement Policy and applicable statutory requirements.
- Air travel will be booked in economy class. An Elected Member who elects to upgrade their travel arrangements must personally meet any additional costs. Personally accrued frequent flyer points may be used for upgrades, provided there is no additional cost to the Shire.
- Elected Members must not accrue personal loyalty points or rewards, accept complimentary upgrades or otherwise obtain personal benefits arising from travel or accommodation arrangements funded by the Shire. Elected Members may utilise existing personal airline lounge memberships at no additional cost to the Shire.
- Reimbursement of meals, incidental expenses and other out-of-pocket expenses associated with official travel will be managed in accordance with the relevant approval and reimbursement provisions of this Policy.
- Where an Elected Member elects to arrange private accommodation instead of Shire-arranged

accommodation, prior approval must be obtained before any reimbursement may be considered, subject to applicable statutory requirements.

- Where exceptional circumstances arise, including limited accommodation availability, the CEO may approve alternative travel or accommodation arrangements, provided the expenditure remains within applicable statutory limits and financial authorisations.
- The Shire will not purchase or reimburse alcoholic beverages for Elected Members, except where they are included in an approved event or function package at no separately identifiable cost.
- Additional costs arising from changes or cancellations initiated by an Elected Member for personal reasons will ordinarily be borne by the Elected Member. Costs arising from changes to the Shire's operational requirements will be borne by the Shire. Exceptional circumstances may be considered on a case-by-case basis.
- All travel arrangements and associated expenditure must comply with the applicable Salaries and Allowances Tribunal determination, relevant legislation and the Shire's financial management policies and procedures.

Interstate and international travel

- Interstate and international travel by an Elected Member on behalf of the Shire must be authorised in advance by resolution of Council, following consideration of a report prepared by the CEO outlining the purpose of the travel, anticipated benefits to the Shire, alignment with the Shire's strategic objectives and estimated expenditure.
- Such travel may include representation at conferences, advocacy activities, intergovernmental engagements, sister-city activities, trade missions and economic development initiatives.
- Where interstate travel is required at short notice and cannot reasonably await a Council meeting, the CEO must submit a written request to the President for approval, where the President is lawfully authorised to provide that approval. Where the proposed traveller is the President, the request must be referred to the Deputy President, subject to the same authorisation requirements.
- International travel must be approved by resolution of Council prior to departure.
- Where interstate travel is approved under the short-notice arrangements, the CEO must report the approval, purpose, associated expenditure, benefits to the Shire and reasons for the short-notice approval to the next practicable Ordinary Council Meeting.
- All interstate and international travel arrangements and associated expenditure must comply with the Shire's Purchasing and Procurement Policy, applicable financial management requirements and the relevant provisions of this Policy.
- Details of interstate and international travel undertaken by Elected Members, including the names of attendees, purpose of travel and total cost to the Shire, will be disclosed in the Annual Report, subject to applicable legislative requirements.

4. Shire vehicles for official business

A Shire vehicle is made available to the President and other Elected Members, on application in writing to the CEO for approval, for legitimate business of Council only. It is not to be used for private business, and meet the below criteria:

- Requests and bookings for the use of a Shire vehicle must be made in accordance with the Shire's Communications Agreement.
- If a Shire vehicle is available and the request complies with this Policy, the CEO may approve its use.
- The driver must hold a current unrestricted Western Australian driver's licence of the correct class and

provide evidence upon collection of any vehicle when requested.

- Elected Members representing the Shire at meetings, approved by Council, outside the district may use a Shire vehicle and fuel card where available.
- Where a Shire vehicle is unavailable and an Elected Member uses a private vehicle for legitimate Council business, reimbursement may be approved by the CEO in advance, at the applicable kilometre rate prescribed under the *Local Government Officers' (Western Australia) Award 2021*, subject to the applicable Salaries and Allowances Tribunal (SAT) determination. *(Admin Reg 32(1)).*
- Where a Shire vehicle is available and the Elected Member chooses to use their own vehicle, travel costs for attending a Council or committee meeting, or completing mandatory training, are reimbursed to the extent the SAT determination requires.
- Taxi fares are reimbursed upon submitting a tax invoice or receipt when an Elected Member attends a conference, seminar, forum or similar event as a Shire representative.

Legitimate business of Council

In this Policy, legitimate business of Council means:

- Meetings, briefing sessions and civic or ceremonial functions convened by the President or Council;
- Meetings, functions or other official duties undertaken as an authorised representative of the President or Council;
- Conferences, seminars and professional development activities approved in accordance with the Attendance at Events policy or the Elected Member Professional Development policy, as applicable;
- Inspections and meetings within the district relating to official Council business, as endorsed by the President or authorised by Council; and
- Meetings and official duties requiring travel outside the district, as endorsed by the President or authorised by Council, with associated expenditure subject to approval by the CEO in accordance with the adopted budget and applicable financial delegations.

Breaches

Breaches of this clause are referred to the CEO and the President at the same time in writing, to consider the nature of the breach and decide a suitable assessment process and any action. If a breach is regarding the President, the breach will be referred to the Deputy President and the CEO.

5. Facilities and support

The following can be provided to Elected Members upon request to the CEO:

- business cards;
- name badges;
- corporate wear, on commencement, purchased through the Shire's endorsed catalogue; and limited to $440 inclusive of GST per term of appointment.

Office of the President

The Shire provides the President, at the Shire's expense, with suitable office accommodation and administrative support approved by the CEO, within the Council Chambers building.

Election purposes

Elected Members must not use Shire equipment, facilities or other non-financial support provided under this Policy for any election-related purpose.

6. Recognition of Service

The Shire acknowledges the contribution and commitment of Elected Members to Council and the community.

Recognition of service may take the form of a formal acknowledgement by Council upon the conclusion of an Elected Member's service.

Whilst section 5.100A of the *Local Government Act 1995* and regulation 34AC of the *Local Government (Administration) Regulations 1996* permit the provision of retirement gifts in prescribed circumstances, the Shire does not provide such gifts as a standard entitlement.

Any proposal to provide a retirement gift must be considered and approved by resolution of Council, subject to legislative eligibility requirements, prescribed limits and available budget.

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 Local Government (Administration) Regulations 1996 Local Government (Model Code of Conduct) Regulations 2021 Corruption, Crime and Misconduct Act 2003 Salaries and Allowances Act 1975 and the SAT determination Public Service Award 1992			
Relevant Policies & Strategic Plans	Code of Conduct for Council Members, Committee Members and Candidates Attendance at Events Elected Member Professional Development			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	DD/MM/YYYY	**Resolution #**	OCM XX/XX/XXXX
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Within three months of an incoming Council			
Next review due	**Date**	DD/MM/YYYY		

Elected Member Professional Development

Objective

To provide a policy position on the induction and continuing professional development of elected members that is compliant with s 5.126 to 5.128 of the *Local Government Act 1995* and articulates Council's commitment to best practice governance.

Scope

This policy applies to Elected Members. Attendance at events is dealt with under policy 'Attendance at Events'. This policy sets the requirements that apply to all professional development, and deals with induction, mandatory training and training courses that are not events.

Definitions

Mandatory training means the *Council Member Essentials* course specified in regulation 35 of the *Local Government (Administration) Regulations 1996*.
Professional development means courses, conferences, seminars and other learning for Elected Members, other than mandatory training and induction.

Policy statement

Induction

Elected Members need to understand their role and responsibilities when first elected. 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 plans, policies and long-term planning projects and documents.

An accessible, informative induction program helps newly appointed Elected Members understand their role and to be able to move quickly into their governance responsibilities.

Returning members may be required to undertake refreshers and be informed of any changes to statutory requirements, organisational direction and emerging issues. Continuing and returning Elected Members will support newly appointed Elected Members by participating in the induction process.

Subjects that may be covered in an Elected Member's Induction

- Elected Members' Responsibilities & support;
- Meeting Procedures and Protocols;
- Decision-making, delegations and policies;
- Integrated Planning and Reporting;
- Financial Management;
- Code of Conduct, conflicts of interest, gifts and returns;
- Communication Agreement(s);
- Emergency Management and recovery; and
- Compulsory training and timeframes.

Mandatory Training

Elected Members must complete all mandatory training, professional development and induction requirements prescribed under the *Local Government Act 1995*, associated regulations and any other applicable legislative requirements, within the prescribed timeframes.

The Shire will facilitate access to required training and meet associated costs in accordance with this Policy and the adopted budget.

Elected Members must provide evidence of completion to the CEO, who will maintain appropriate records and ensure compliance with applicable reporting and disclosure requirements.

Any exemptions, non-compliance or consequences arising from failure to complete mandatory training will be managed in accordance with the prevailing legislative requirements.

Continuing Professional Development

- The Shire supports the ongoing professional development of Elected Members, particularly in relation to roles, responsibilities, interests, individual conduct, and meeting procedure.
- Elected Member training is available to Diploma level through the Western Australian Local Government Association (WALGA) and, where possible, Elected Members will be supported to complete the training.
- Any Professional development must be relevant to the Elected Member's role, within budget, and approved in accordance with this policy.

External Committee Training.

If Elected Members are nominated and approved to sit on an external committee (not a committee of council) which requires training as part of its membership, this training is to be carried out as soon as practicable to enable full participation within the Committee.

Approval to Attend Training/Conferences.

Mandatory training does not need approval. Any other professional development may be approved or paid for only if it:

- is relevant to Council's role under the Act or another written law, or to the Elected Member's role (Admin Reg 37(2));
- will benefit the community, and the request states how;
- is within the budget allocated for Elected Member professional development in the adopted annual budget;
- does not take place in the three months before the Elected Member's term ends, between a notice of resignation and the day it takes effect, or while the Elected Member or Council is suspended (Admin Reg 37(3)); and
- is not scheduled or funded during a caretaker period.

Conferences and seminars are events under section 5.90A of the Act, so attendance is approved under the Attendance at Events policy. A conference or seminar that meets the requirements above is pre-approved under section 1 of that policy, once the CEO has confirmed this. Any other conference or seminar is approved under section 3.

Courses and other training that are not events, including WALGA training to Diploma level, are approved by the President, or by the Deputy President where the request is from the President, on the CEO's advice that the requirements above are met.

An Elected Member who wishes to be nominated tells the CEO and the President, and Council decides by resolution which Elected Members, if any, represent it. Attending as Council's delegate is representation, not professional development, and is dealt with under the Attendance at Events policy.

Knowledge Transfer

After attending a conference, the Elected Member is to provide Council with a summary of the key outcomes and benefit to the Shire, through a provided delegates' report, within one month. If the conference is to conclude on, or within five working days after, the day of agenda publication of the next Council meeting, this report will be submitted to the next following Ordinary Council Meeting.

Training Register and Annual Report

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

- Maintain a Register of Professional Development undertaken by Elected Members and publish the Register on the Shire's website
- Disclose, in the Annual Report each year, the professional development undertaken by Elected Members in the relevant period and publish it on the Shire's website within one month after the end of that financial year

Caretaker Period(s)

Professional development (other than mandatory training and induction) is not to be scheduled or funded by the Shire during a caretaker period, (unless already approved by Council decision prior to Caretaker) in line with the Shire's Guide to Caretaker Period Requirements.

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 Local Government (Administration) Regulations 1996			
Relevant Policies & Strategic Plans	Code of Conduct for Council Members, Committee Members and Candidates; Attendance at Events; Communications Agreement; Elected Member Payments, Facilities and Recognition;			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Within three months of an incoming Council			

Council Policy
Employee Gratuity Payments

Employee Gratuity Payments

Objective

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

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 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

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

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995			
Relevant Policies & Strategic Plans	N/A			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/2026
Review Cadence	Annually			

External Grants

Objective

To enable the Shire to obtain and manage external grant funding that delivers Council-endorsed priorities and community benefit, with clear rules for Chief Executive Officer (CEO) approval and Council approval.

The CEO may approve applications for Council-endorsed activities within existing resources and authority. Council approval is required for the exceptions in section 2.1, including acceptance of grants exceeding $250,000 excluding GST unless Council has already authorised acceptance.

Scope

This policy applies to external grant funding sought or received by the Shire, independently, in partnership with other organisations or as an auspicing body.

All officers involved in external grant funding must comply with this policy.

Definitions

External grant funding: Financial assistance received from an external organisation for a specified purpose and subject to conditions.
Council endorsed activity: a project, program or service approved by a Council resolution or clearly supporting a specific objective or action in a Council-endorsed strategy or plan.
Funding body: The organisation providing or administering the grant.
Funding agreement: A legally binding document setting out the approved funding, purpose, conditions and obligations of the parties.
Shire contribution: Cash, in-kind support or other Shire commitments, whether budgeted or requiring approval.
In-kind contribution: Non-cash support, including staff time, facilities, equipment or services.
Ongoing obligations: Responsibilities continuing beyond the funding period, including operating costs, asset maintenance and use restrictions.
Joint funding application: An application made with another organisation involving shared responsibilities or contributions.
Auspicing arrangement: An arrangement where the Shire administers funding for another organisation and is accountable to the funding body.
Conditional application: An application permitted by the funding body pending further approvals, without binding the Shire to acceptance, contributions or delivery.
Acquittal: Reporting that demonstrates expenditure, outcomes and compliance with grant conditions.

Policy statement

The Shire will actively pursue external funding that supports Council endorsed priorities and delivers community benefit. Funding decisions must consider strategic alignment, financial sustainability, delivery capacity, risk and ongoing obligations of receiving funding.

External funding provides an opportunity to strengthen services, improve assets, deliver endorsed initiatives and deliver community outcomes. The availability of funding alone is insufficient justification to pursue a proposal; the anticipated benefits should justify the resources and commitments required.

UNCONTROLLED WHEN PRINTED
Printed copies may be outdated.

This policy must be read in conjunction with the following Shire policies and governance documents:

- Purchasing and Procurement;
- Incoming Corporate Partnerships;
- Record Keeping Plan ;
- Communications Agreement;
- The adopted annual budget and applicable Council resolutions.
- The adopted Strategic Community Plan (SCP) or Council Plan and supporting Council-endorsed strategies and plans, including the Corporate Business Plan where applicable.

The following provisions establish the respective responsibilities of Council and the Chief Executive Officer and identify when a Council decision is required.

1. Roles and Responsibilities

Council approves the Shire's strategic plans, budget and proposals referred to under section 2.1. A Council decision on a funding proposal must identify whether it authorises application, acceptance, Shire contributions or ongoing obligations, and specify any conditions and maximum amounts.

The CEO is responsible for assessing applications and funding offers, obtaining the approvals required by this policy, implementing Council decisions and administering grants within approved resources and authority. This policy does not create a statutory delegation or replace any required financial or execution authority.

2. Funding Approval Requirements

Approval to apply, approval to accept funding, authority to execute an agreement and authority to incur expenditure are separate. Each required approval or authority must be in place before the relevant action occurs. The grant amount alone does not require Council approval to submit an application; the $250,000 threshold applies to acceptance.

The acceptance threshold is the total grant amount payable to the Shire over the full agreement term, excluding GST, including funds administered for another organisation. It is not the total project cost or the value of an individual year or instalment. For a variation, use the revised total grant amount. Council approval is required before agreeing to a variation that exceeds $250,000 without prior express acceptance authority, exceeds a Council-approved maximum, or triggers another requirement in section 2.1.

2.1 Council approval

Before applying

Council approval is required before this action if any of the following applies:

- The proposal is not a Council-endorsed activity as defined in this policy.
- The proposal conflicts with an existing Council resolution or requires a change to Council policy.
- The application establishes a new auspicing arrangement, changes the purpose, parties or responsibilities of a Council-approved auspicing arrangement, or creates a binding joint funding obligation not already authorised.
- Submission commits the Shire to cash, in-kind support, delivery, service levels or other obligations not already authorised within the CEO's authority.
- Prior Council approval is required by legislation or the funding body.

Before accepting funding

Council approval is required before this action if any of the following applies:

- The total grant funding offered exceeds $250,000 excluding GST, unless acceptance has already been

expressly authorised by Council as provided below.

- A budget amendment requiring Council approval is necessary, including for a fully funded project.
- The offer requires unapproved Shire contributions, additional resources or unfunded ongoing obligations.
- The offer requires a new ongoing service or a change to a Council-approved project scope, service level, budget allocation or delivery commitment that has not already been authorised by Council.
- The offer is for a different purpose from the Council-endorsed activity, or includes risks or commitments outside the CEO's authority or the Shire's approved risk limits.
- The offer establishes an auspicing arrangement not expressly approved by Council, or changes the purpose, parties, responsibilities or maximum funding amount authorised by Council.
- Approval is otherwise required by legislation, funding conditions or an existing Council resolution.

A further Council decision on acceptance is not required solely because the grant exceeds $250,000 if an existing Council resolution expressly authorises acceptance up to a stated maximum and approves the associated Shire contributions and ongoing obligations. The offer must remain within that resolution, and every other applicable approval requirement must be satisfied. Approval to apply, strategic alignment or inclusion in the annual budget alone is not express authority to accept a grant exceeding $250,000.

2.2 CEO approval

Before applying

The CEO may approve an application only when all of the following conditions are met:

- The proposal is a Council-endorsed activity as defined in this policy.
- Preparation can be accommodated within existing budgets and staff capacity.
- Submission does not bind the Shire to commitments requiring Council approval.
- Application risks are acceptable under the Shire's risk management framework.
- Prior Council approval is not otherwise required.

Repeat applications, funding renewals and applications to improve existing assets must meet the same conditions; they are not exempt from this policy.

The CEO may submit an application before Council has approved acceptance, a required budget amendment or proposed Shire contributions only if all CEO application conditions above are met, the funding body permits those approvals to follow, and the application expressly states that acceptance, contributions and delivery are subject to the required Council approvals. Submission must create no binding commitment. This exception does not defer any approval required before application under section 2.1.

Before accepting funding

The CEO may accept funding only when all the following conditions are met:

- The offer remains consistent with the endorsed activity.
- The total grant amount is $250,000 or less excluding GST, or the prior Council acceptance authority described in section 2.1 applies.
- All required budget approvals are complete. Shire cash and in-kind contributions and delivery resources are available within approved allocations. Ongoing obligations have been costed and are provided for in approved budgets or expressly authorised by Council.
- Funding conditions are achievable, and delivery resources are available.
- Risks and commitments remain within the CEO's authority and the Shire's accepted risk limits.
- No matter requiring Council approval remains outstanding.

3. Assessment and Application Framework

Applications must be assessed through the External Funding Assessment and Approval Framework. The assessment must identify strategic alignment, community benefit, delivery capacity, funding conditions, risks, Shire cash and in-kind contributions, and ongoing costs.

The assessment must cite the Council resolution, adopted budget provision or specific objective or action in the adopted SCP or Council Plan or a supporting Council-endorsed plan relied on to establish endorsement. It must record the approval pathway, total grant value excluding GST, Shire contributions, ongoing obligations and the approvals obtained. The assessment must be updated against the actual offer and any proposed variation before approval. The CEO must maintain the framework; it cannot change the approval rules in this policy.

4. Agreements and Expenditure

An appropriately authorised person may execute a funding agreement only after acceptance and the associated commitments have been approved. A separate Council decision solely to sign the agreement is not required unless legislation, funding conditions, an existing Council resolution or the applicable execution authority requires it. If the final agreement differs from the approved offer and triggers section 2.1, further Council approval must be obtained before execution.

Approval to apply for or accept funding does not, by itself, authorise expenditure. Budget, procurement and financial authorisation requirements continue to apply.

5. Administration and Reporting

The CEO must ensure that each accepted grant has a responsible officer, appropriate financial tracking and records, and arrangements to meet funding conditions, reporting deadlines and acquittal requirements.

A central grants register must record applications, approvals, outcomes and commitments. Council will receive quarterly reports on funding activity and outcomes through the Audit, Risk and Improvement Committee.

OFFICE USE ONLY				
Responsible Directorate/s	Lifestyle & Community			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995:			
Relevant Policies & Strategic Plans	Purchasing and Procurement Common Seal and Document Execution Incoming Corporate Partnerships Record Keeping Plan Strategic Community Plan Corporate Business Plan Communications Agreement			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	DD/MM/YYYY	**Resolution #**	OCM XX/XX/XXXX
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Annually			

Incoming Corporate Partnerships

Objective

To attract financial and in-kind support through partnerships and sponsorships with businesses, not-for-profit organisations and community groups to deliver initiatives that benefit the community, the Shire and its partners, and ensure these arrangements are assessed, approved and managed fairly, consistently and transparently.

Scope

This Policy applies to incoming partnerships and sponsorships where a business, organisation or community group provides financial or in-kind support for a Shire project, program, service or facility in return for agreed recognition, promotional opportunities or other benefits.

Policy statement

The Shire will pursue partnerships and sponsorships with businesses, organisations and community groups to support the effective and efficient delivery of Council-approved initiatives or activities that align with Council-endorsed plans and strategies.

1. Principles

All partnerships and sponsorships must:

1. **Align with Shire priorities:** Support the Shire's values, objectives and vision.
2. **Benefit the community:** Respond to community needs and aspirations, strengthen relationships and complement other community initiatives.
3. **Provide value:** Help reduce costs to ratepayers or enhance community outcomes, considering the resources required to deliver the partnership.
4. **Be fair and transparent:** Be assessed, approved and managed consistently, in accordance with relevant Shire policies and Codes of Conduct.
5. **Protect the Shire's independence:** Maintain the Shire's ability to carry out its responsibilities impartially, without providing partners with influence over decisions or preferential treatment.
6. **Manage conflicts of interest:** Require Elected Members and employees to declare and manage actual, potential or perceived conflicts of interest, including those involving associated people or businesses.
7. **Prevent personal benefits:** Ensure partnership contributions are received by the Shire for the agreed purpose. Elected Members and employees must not seek personal benefits, and any gifts or hospitality offered must be managed under relevant Shire requirements.
8. **Maintain public services and access:** Preserve the Shire's statutory responsibilities and ensure events, programs and services remain accessible and appropriate to the community.
9. **Provide appropriate recognition:** Recognise a partner's contribution without endorsing its products or services.

2. Partnership Assessment, Approval and Management

2.1 Seeking partnerships

Incoming partnerships and sponsorships may be sourced through:

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- Public invitations for general or specific opportunities.
- Direct approaches to potential partners.
- Unsolicited proposals received by the Shire.

Executive Managers may pursue these opportunities in consultation with the CEO. Discussions must not commit the Shire before the required approvals are obtained.

3. Assessing Proposals

3.1 Partner Suitability

The Shire will assess whether a potential partner's activities, reputation and proposed involvement align with the Shire's values and responsibilities. Partnerships must not proceed where these are incompatible.

3.2 Strategic alignment and community benefit

Proposals must support a Council-approved initiative or align with Council-endorsed plans and strategies.

Eligible activities may include:

- Community and Shire events.
- Programs, services and initiatives.
- Buildings, facilities and permanent or temporary infrastructure.

The assessment must consider the community benefit, financial and in-kind contributions, delivery costs and the Shire's capacity to meet its commitments.

3.3 Conflicts and existing commitments

Proposals must be checked against existing partnership agreements and funding conditions. An arrangement must not proceed where it would breach an existing commitment. Where compatibility is unclear, officers must consult the relevant existing partner or funding body.

Any potential restriction on future partnerships or funding opportunities must be referred to the CEO before approval.

Actual, potential or perceived conflicts of interest involving Elected Members or employees must be documented and managed in accordance with the Shire's relevant policies and Codes of Conduct.

4. Approval requirements

4.1 Approval authority

The CEO may approve partnerships and sponsorships with a total value of up to $20,000, provided they support Council-approved initiatives or align with Council-endorsed plans and strategies and can be delivered within approved budgets and available resources.

Council approval is required for:

- Partnerships and sponsorships valued at more than $20,000.
- Multi-year agreements, regardless of value.

- Arrangements involving extreme risk.
- Proposals that do not align with Council-approved initiatives or Council-endorsed plans and strategies.
- Arrangements requiring a separate Council decision or budget approval.

4.2 Total partnership value

The total partnership value includes all cash and reasonably assessed in-kind contributions over the full agreement term, excluding GST. Annual payments or instalments must not be assessed as separate contributions.

4.3 Risk assessment

Before approval, officers must assess and document the financial, operational and reputational risks, any conflicts of interest and the Shire's capacity to meet the proposed commitments.

Risks must be assessed using the Shire's risk management framework, with appropriate measures identified to manage them.

4.4 Transparency

Following approval and signing, details of the partnership, including agreed recognition and benefits, will be made publicly available, subject to applicable confidentiality requirements.

OFFICE USE ONLY				
Responsible Directorate/s	Lifestyle & Community			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 Local Government (Administration) Regulations 1996			
Relevant Policies & Strategic Plans	Common Seal and Document Execution; Attendance at Events			
Relevant Delegations	1.2.33 Authority to Sign Documents on Behalf of the Shire			
Initial Council adoption	**Date**	28 March 2023	**Resolution #**	FC 5/3/23
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Annually			

Council Policy
Information Breach

Information Breach

Objective

This Information Breach Policy sets out the Shire of Carnarvon's (the Shire) policy for identifying, managing and preventing data breaches. Effective breach management, including notification where warranted, assists the Shire in avoiding or reducing possible harm to both the affected individuals/organisations and the Shire, and may prevent future breaches.

The purpose of this policy is to ensure alignment with the *Australian Privacy Act 1988* and *WA Privacy and Responsible Information Sharing legislation (PRIS)*.

Scope

This policy applies to all Elected Members, Employees, Contractors, Agents and third-party service providers of the Shire who gather, manage or have access to data, personal or sensitive personal information in the course of their duties or work for the Shire.

Policy statement

1. Purpose

- Provides definitions and examples of information breach events
- Steps involved in responding to a information breach, and reviewing systems, policies and procedures to prevent future information breaches; and
- Roles and responsibilities for reporting, reviewing and managing information breaches

2. Identifying Information Breach Events

An information breach occurs when there is a failure that has caused or has the potential to cause unauthorised access to or unauthorised disclosure of data held by the Shire.

An information breach may occur as the result of malicious action, systems failure or human error, or it may also occur because of a misconception about whether a particular act or practise is permitted under the Information Protection Act Principles (IPPs).

Examples of information breaches include:

a. Human error
   - When a letter or email is sent to the wrong recipient;
   - System access is incorrectly granted to someone without appropriate authorisation;
   - When a physical asset such as a paper record, laptop, USB stick or mobile phone containing personal information is lost or misplaced; or
   - When an Elected Member or employee fails to implement appropriate password security measures (for example, sharing password and log in information).

b. System failure
   - When a coding error allows access to the systems by an unauthorised user.

c. Malicious or criminal attack
   - Cyber incidents such as ransomware, malware, hacking, phishing or brute force access attempts resulting in access to or theft or personal information;
   - Social engineering or impersonation leading to inappropriate disclosure of personal

information;

- Shire employees using their valid credentials to access personal and/or sensitive information outside the scope of their duties or permissions; or
- Theft of a physical asset such paper record, laptop, USB stick or mobile phone containing personal information.

3. Reporting an Information Breach

All Employees, , contractors and third-party agents are to immediately report to their supervisor if they have any information breach concerns, or they suspect or are aware of a confirmed information breach. .. Elected members should report directly to the CEO.

4. Information Breach Response Team

Following an information breach the Shire will establish an information Breach Response Team (IBRT) responsible for coordinating and executing the response plan. The team should include representatives from IT, Information Management, Communications, and any other relevant departments.

5. Responding to an information Breach

The Shire will implement all necessary procedures according to its Information *Breach Response Plan*, including the following key steps in response to a data breach:

- Contain the breach;
- Evaluate the associated risks;
- Consider notifying affected individuals (where applicable); and
- Take steps to prevent repeat actions

6. Investigation and Assessment

The IBRT will promptly investigate and assess the nature and extent of the data breach in accordance with the Shire's Information Breach Response Plan, the team will assess the circumstance of the data breach to determine the risk of harm to individuals and any potential legal obligations.

7. Notification Requirements

The IBRT will comply with the requirements of the Privacy Act and other applicable laws regarding the notification of affected individuals and relevant authorities and notify any affected individuals and authorities as soon as practicable after identifying an information breach.

8. Roles and Responsibilities

All employees, Elected Members, contractors and third-party agents are responsible for understanding and adhering to this policy.

9. Review and Update

This Information Breach Policy is designed to create a framework for preventing, managing, and learning from information breaches within the Shire. It should be reviewed regularly and employees, Elected Members and contractors updated with the necessary training to reflect changes in technology, regulations, and organisational processes.

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 State Records Act 2000			
Relevant Policies & Strategic Plans	Privacy; CCTV & Other Surveillance; Information Breach Response Plan			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	24 September 2024	**Resolution #**	OCM 03/09/24
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Annually			

Council Policy
Legal Representation

Legal Representation

Objective

To set out when, and on what conditions, the Shire may pay the legal representation costs of Elected Members, members of committees of council and employees who become involved in legal proceedings because of their official functions.

Scope

This policy applies to current and former (where stated) Elected Members, commissioners, members of 'committees of council' who are not Elected Members, and employees of the Shire, where they become involved in legal proceedings as a result of their official functions.

It does not apply to:

- *legal advice or representation the Shire obtains in the normal course of performing its own functions;*
- *attendance at an inquiry into the Shire; or*
- *a complaint about an Elected Member, or about the CEO. Council may consider an application only where the complaint was dismissed or no breach was found.*

Definitions

Approved lawyer means – an Australian legal practitioner who holds a current Australian practising certificate under the *Legal Profession Uniform Law (WA)*, who:

a. is from a law practice on the Shire's approved panel of legal service providers, unless Council or the CEO considers that inappropriate (for example, because of a conflict of interest or insufficient expertise); and
b. is approved in writing by Council, or by 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 means 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 means costs, including fees and disbursements, properly incurred in providing legal representation.

Legal services means 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.

Policy statement

Basis for payment

S. 9.56 of the Act protects Elected Members, committee members and employees from tort actions for things done in good faith in performing a function under the Act or another written law. It does not stop proceedings being commenced. Where Council considers the expenditure is within the Shire's functions (s 3.1 and 6.7(2)),

it may pay legal representation costs in accordance with this policy.

Payments the Shire must not make

The Shire must not directly or indirectly pay, reimburse or otherwise fund the following liabilities of a current or former Elected Member, or the premium for any insurance that would indemnify them against it (reg 19D of the Local Government (Financial Management) Regulations 1996):

a. an amount ordered under s 8A.19(2) of the Act, or under regulation 7(6) or (7) of the Local Government (Local Government Inspector) Regulations 2025 (adjudication and mediation costs);
b. a modified penalty under an infringement notice issued under Part 9 Division 2 Subdivision 2A of the Act;
c. a fine imposed for an offence under the Act;
d. an amount ordered under Part 4 Division 5 of the State Administrative Tribunal Act 2004; or
e. exemplary or punitive damages awarded in civil proceedings. Legal representation costs approved under this policy do not include these amounts.

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. relative to a matter that arises from the performance, by the Elected Member or employee, of his or her functions for the Shire ;
b. in respect of legal proceedings that have been, or may be, commenced;
c. in performing their 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. that 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 organisation is lessening the confidence of the community in the local government by publicly making adverse personal comments about Elected Members or employees; or
d. in exceptional circumstances only, 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 CEO. Where the applicant is the CEO, the application is made to the President and reported to Council by an appropriate employee.

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 best 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 Shire of Carnarvon as may be required by the Shire Council 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, and presented to Council.

Conflicts of interest
An Elected Member who applies for payment, or who has an interest in an application, must disclose the interest in writing to the CEO before the meeting, or at the meeting before the matter is discussed (s 5.65). They must not preside at, or take part in, the discussion or decision, unless permitted under s 5.68 or by the Minister under s 5.69.

Limit of costs
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 circumstances warrant, the Council can decide that 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.

Authorisation 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.

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, or
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.

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Legal Profession Uniform Law Application Act 2022 Legal Profession Uniform Law (WA)			
Relevant Policies & Strategic Plans	Code of Conduct for Council Members, Committee Members and Candidates; CEO Standards, Performance and Review Panel; Complaint Handling			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Within three months of an incoming Council			

Media & Public Communications

Objective

This Policy establishes the Shire of Carnarvon's principles and responsibilities for official media, public communications and communication planning. It guides public communications, so that information is timely, accurate, accessible and impartial, and the roles of the President, Deputy President and CEO as spokespersons are clear.

It ensures the Shire provides clear public understanding of Shire services, decisions and priorities, meaningful opportunities for community feedback, and community trust in the context of official Shire media and public communication.

Scope

This Policy applies to the Shire's official media communications across all channels, including media enquiries, interviews and statements; websites; social media; advertising and public notices; newsletters and printed materials; videos, photography and campaigns; and communications associated with events, consultation, emergencies and service delivery.

This Policy applies to Elected Members, employees, volunteers, contractors and service providers when communicating or acting on behalf of the Shire. Communications in a personal capacity, where those comments may reasonably be perceived as representing the Shire, are dealt with under "personal communications".

Definitions

Communications function means the operational process of official media, communication planning, publication and editorial oversight.

Official communications means information or statements issued, published or delivered on behalf of the Shire through any authorised channel.

Service area means a Shire department, team, facility, program or function responsible for delivering the underlying service, project or activity.

Spokesperson means a person authorised to provide official Shire comment or statements, consistent with statutory roles and applicable Shire authorisations.

Social Media means digital platforms that allow the publication, exchange and discussion of information, images, audio or video.

Policy statement

<u>Communication principles</u>

- Accurate and accountable - information is verified, appropriately sourced and corrected promptly when needed.
- Timely and accessible - information is provided promptly and in plain language, using accessible formats and channels that meet community needs.
- Open and respectful constructive participation, transparency and balanced public discussion, including criticism.
- Consistent and coordinated - communications are planned, appropriately branded and coordinated

across services and facilities to avoid duplication, mixed messages and reactive publication.

- Planned and audience-focused - service areas identify public impacts and communication needs early; channels, language and formats reflect the needs of Carnarvon, Coral Bay and other communities.
- Responsive Two-way communication - Listen to community questions and feedback, refer matters to the appropriate service area and communicate outcomes where appropriate.

Roles and responsibilities

- ***President***: The President is the principal spokesperson for the local government in accordance with section 2.8(1)(b) of the *Local Government Act 1995* and represents Council on policy, strategic and community-wide matters, including carrying out civic and ceremonial duties on behalf of the local government. In performing these functions, the President must at all times act consistently with Council decisions.
- ***Deputy President***: May undertake spokesperson responsibilities when acting for the President in accordance with the Act and applicable arrangements.
- ***Chief Executive Officer (CEO): Chief Executive Officer (CEO):*** In accordance with section 5.41 of the *Local Government Act 1995*, the CEO is responsible for the management and administration of the Shire, the implementation of Council decisions and the delivery of operational services.

  The CEO is responsible for communications relating to administrative, operational, technical and service delivery matters and may speak on behalf of the local government with the agreement of the President, in accordance with section 5.41(4)(b) of the Act.

  The CEO may authorise appropriate employees or subject-matter experts to provide factual information, technical advice or operational commentary within their respective areas of responsibility, subject to applicable statutory requirements and the Shire's communication agreement.

Media enquiries and official statements

All media enquiries must be referred immediately to the CEO for coordination and determination of the appropriate response and authorised spokesperson.

Statements relating to Council policy and strategic matters will be coordinated between the President and CEO, having regard to their respective statutory functions. Statements relating to operational, administrative, technical and service delivery matters may be made by the CEO or an authorised representative, in accordance with applicable statutory requirements.

Employees must not respond directly to media enquiries or provide official statements, information or commentary on behalf of the Shire without prior authorisation from the CEO.

Significant, sensitive, contentious, legal or reputational matters must be managed directly by the CEO, in consultation with the President where appropriate. Exceptions may apply where approved emergency management or crisis communication arrangements provide otherwise.

Responses will be professional, factual and timely, taking account of media deadlines where practicable, privacy, commercial sensitivity, confidentiality and legal obligations. No person is permitted to speculate or to

release information that has not been appropriately verified or authorised.

Social media

Official social media channels may be used to share information, answer routine questions, invite feedback, direct users to Shire services and support community participation. Where a matter involves statutory consultation, formal complaints, Council decisions or official records, the Shire will follow the applicable approved process.

Disagreement with the Shire, criticism of a decision or a negative opinion alone is not a reason for removal.

The Shire may limit, hide or remove comments that appear to:

- contain threats, or promote or incite violence;
- be defamatory, harassing, abusive or vulgar, or involve hate speech or discrimination;
- disclose private or confidential information;
- breach the law or intellectual property rights; or
- be spam, or repetitive material that disrupts discussion.

Personal communications

Elected Members, employees, contractors and volunteers may express personal views in accordance with applicable law, Codes of Conduct and the Shire's Communications agreement, provided they do not represent those views in an official Shire or Council position. Official Shire branding, accounts, staff time and other resources must not be used for personal or electoral purposes. Communications and requests between Council Members, the CEO and employees must be undertaken in accordance with the Shire's Communications Agreement.

Employees, contractors, volunteers and other representatives are subject to their applicable employment contracts, obligations and Code of Conduct. They must protect confidential information, must not imply that any unauthorised opinion is the Shire's official position and are to refer requests for official comment through the appropriate channels.

Third-party information and intellectual property

Information shared or reproduced through official Shire channels, from another organisation, should be relevant to Shire functions, services and decisions, and are attributed to its source and checked for accuracy, currency and practicality. Permission or another lawful basis must exist for use of photographs, artwork, text and other protected material.

Emergency and sensitive communications

During emergencies, disasters, service disruptions or other significant incidents, official communications will be coordinated by the Communications function in collaboration with the CEO and Shire President, relevant operational leads and responsible external agencies. Communications must support clear, timely, accurate and consistent public information and the Shire's established emergency management and incident response arrangements.

The CEO determines any additional approval or spokesperson arrangements required for an incident. Operational procedures may provide for timely publication or republication of verified alerts and essential public safety information without introducing unnecessary delays.

Caretaker periods and electoral neutrality

During a statutory caretaker period, Shire publications, media activities, events and official channels must remain impartial and comply with applicable legislation and the Shire's Guide to Caretaker Period

Requirements. Election-related media enquiries, candidate matters and content creating an electoral advantage must be assessed and escalated in accordance with that Guide and CEO directions. Ordinary, factual and necessary service communications may continue through normal authorised processes.

Implementation and Records

Official statements, significant approvals, media responses, moderation actions and other communications constituting Shire records must be captured and retained in accordance with the Shire's records management requirements and the State Records Act 2000. Routine engagement is managed according to approved records and operational procedures.

The CEO is responsible for implementation of this Policy through CEO Directives, operational procedures, access controls and employee authorisations. Conduct concerns or suspected breaches are managed under the relevant legislation, Codes of Conduct, policies and Shire processes.

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 Local Government (Model Code of Conduct) Regulations 2021 State Records Act 2000			
Relevant Policies & Strategic Plans	Code of Conduct for Council Members, Committee Members and Candidates Complaint Handling Employee Code of Conduct Communications Agreement			
Relevant Delegations	Authorisation 12.8.1 – Public statements on behalf of the Shire			
Initial Council adoption	**Date**	DD/MM/YYYY	**Resolution #**	OCM XX/XX/XXXX
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Within three months of an incoming Council			

Privacy

Objective

The Shire of Carnarvon (the Shire) is committed to responsibly manage the personal and/or sensitive personal information (in accordance with all relevant privacy laws) of all customers and stakeholders who exchange their information with the Shire. It reflects the Shire's dedication to protecting the privacy rights of individuals while providing necessary and valued services to the community.

The purpose of this policy is to ensure alignment with the Australian Privacy Act 1988 and compliance with the WA Freedom of Information Act 1992 and WA Privacy and Responsible Information Sharing legislation (PRIS.

Scope

This policy applies to all Elected Members, Employees, Contractors and Agents of the Shire. It sets out how the Shire collects, uses, protects, and manages personal information and identifies its responsibilities in protecting individuals' information.

Policy statement

1. Purposes of Personal Information Processing

The Shire collects and process personal information for the following purposes:

- Provision of government services;
- Compliance with legal and regulatory requirements;
- Communications and correspondence required to operate the Shire's information, financial and business systems;
- Information that is required to facilitate the service of customer requests;
- Employment and human resources management; and
- Information the Shire requires to protect its interests and improve its services

2. Types of Information the Shire Collects

2.1 Personal information

Information that is recorded in any form and will vary depending on the circumstances and purpose of its collection, it may include:

- *Contact information (e.g. an individual's names, addresses, telephone numbers, email addresses);*
- *Identification details (e.g. date of birth, government-issued identification card i.e. driving licence);*
- *Financial information (e.g. payment details, billing information);*
- *Employment information (e.g. job titles, work history, qualifications and training details); and*
- *Other information relevant to specific services or interactions with the local government (e.g. property ownership, company registration documentation)*

2.2 Sensitive Personal Information

Information or an opinion like an individual's racial or ethnic origin, religious beliefs, sexual preferences, medical information, political opinions, membership of a political association, membership of a professional or trade association, or criminal record.

Generally, sensitive personal information requires a higher level of privacy protection than other personal information.

2.3 Credit Information

- Rates repayment information and history; and
- Financial hardship information.

3. Methods of collection

The Shire collects personal information for a range of statutory and administrative reasons, and may collect personal information through various channels, including:

- Direct interactions (e.g. in-person, over the phone, or written correspondence/applications);
- Online interactions (e.g. website, email, online application forms, job applications);
- Submissions to Public Consultations and surveys (e.g. direct & online);
- Requests under the Freedom of information Act 1992; and
- Third-party sources (e.g. contractors, service providers, accounts payable/receivable)

4. Consent to Collection

In certain situations, Australian privacy law requires that an organisation or agency obtain individuals consent to collect personal information and to use it or disclose it:

a. Express Consent: is given openly and either verbally or in writing. For example, when you sign your name (by hand or by an electronic or voice signature); and
b. Implied consent: An organisation or agency does not require express consent to handle non-sensitive personal information but must reasonably believe that it has obtained implied consent from the subject.

5. Roles and Responsibilities

Chief Executive Officer - Under the Local Government Act 1995, the Chief Executive Officer (CEO) is responsible for ensuring that all records of the Shire are kept in accordance with relevant legislation.

Elected Members, Employees and Contractors - In accordance with the Shire's Recordkeeping Policy, all Elected Members, Employees and Contractors are required to keep full and accurate records in the Shire's recognised Recordkeeping systems and Business Information Systems (BIS), thus ensuring that personal, sensitive or confidential information is protected. They are required to comply with confidentiality clauses to ensure that they take all reasonable steps to protect Personal Information from misuse, interference or loss, as well as unauthorised access, modification or disclosure.

6. Data Security

The Shire is committed to ensuring the security of personal and sensitive information.

- The Shire's ICT Business Unit implements appropriate technical and organisational measures to protect against unauthorised access, disclosure, alteration, and destruction of the Shire's Information Assets;
- All employees are required to comply with the Shire's Acceptable & Secure use Policy – ICT;
- All physical copies of sensitive documents are stored in locked areas with access to these and vital records restricted to authorised persons only; and
- Personal and sensitive information is only accessible to relevant authorised employees

7. Data Sharing and Disclosure

The Shire will not sell or trade personal information with external parties for commercial purposes. The Shire may share customer and stakeholder information to third-party service providers only in the following circumstances:

- With the consent of the customer or stakeholder, express or implied;
- As required by law; or
- To complete the purpose or function for which the information was provided.

The Privacy Statement on the Shire's website states how the organisation will use personal information collected on the website.

8. Data Retention

The Shire will ensure it only holds necessary personal and sensitive information for its intended purposes, including limiting access to this information only to authorised personnel while performing their duties for the Shire. Retention of Personal Information requires consideration of the following factors:

- How long is the information held, or is sighting it sufficient?

The Shire will retain personal information for as long as necessary to fulfill the purposes for which it was collected or as required by law. The Shire will not collect and store copies of personal information unless it is required for business purposes.

- How and when is the information destroyed?

When personal information is no longer needed, it will be securely disposed of in accordance with the General Retention and Disposal Authority for Local Government Records 2023-005.

9. Information Classification

In accordance with the Western Australian Classification Policy the Shire has a four-level information classification structure to ensure its information is handled correctly. These are as follows:

- Public – Press releases, Public Notices, advertising, information on social media, etc.;
- Unofficial – Internal dialogue not related to work decisions;
- Official – Related to work duties and decisions, official internal and external correspondence; and
- Sensitive – Personal Identifying Information, HR matters, contracts, and legal documents, etc.

10. Requesting Access or Correcting Personal Information

Subject to the applicable local laws and regulations, individuals may have some or all of the following rights in respect to their personal data:

- Access their personal information and correct inaccuracies in their personal information;
- Request the deletion of their personal information residing with the Shire; and
- Lodge a complaint with the relevant supervisory authority.

To exercise these rights, individuals can contact our Privacy Officer.

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Evidence Act 1906 Limitation Act 1935 Australian Privacy Act 1988 Electronic Transactions Act 2011 Financial Management Act 2006 Freedom of Information Act 1992 Local Government Act 1995 State Records Act 2000			
Relevant Policies & Strategic Plans	Information Breach; Complaint Handling; CCTV & Other Surveillance; General Disposal Authority for Local Governments GDALG 2023-005 Shire of Carnarvon Recordkeeping Plan – RKP 2020006			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	24 September 2024	**Resolution #**	OCM 03/09/24
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Annually			

Council Policy
Purchasing and Procurement

Purchasing and Procurement

Objective

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

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 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.

For example, products and services that best meet the specification set, or have a lower total ownership cost , might outweigh obtaining lowest direct purchase price. Where higher priced conforming offers are however recommended, the benefits need to 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 of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions, and any relevant methods of assuring quality;
c) value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, after sales service and integration with existing systems;

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d) financial viability and capacity of the supplier, supplier experience, financial viability, longevity, and default risk; and

e) fortuitous and temporary local availability of goods or specialised services.

4. Sustainable Purchasing

The Shire is committed to sustainable purchasing, which is defined as the procurement of goods and services that have less environmental and social impacts than competing goods and services. Where appropriate, specifications shall seek to include goods, services and/or processes that minimise negative environmental and social impacts and embrace Corporate Social Responsibility (CSPR).

The Shire will ensure that sustainable considerations, as well as CSPR, are balanced against value for money outcomes.

5. 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 the Council adopted Regional Price Preference Policy.

6. Economic and Business Development for Aboriginal Businesses

The Shire is committed to creating a supportive and inclusive environment for Aboriginal businesses to thrive and contribute to the local economy. This not only benefits Aboriginal communities but can also lead to a more diverse and robust business landscape.

Steps that the Shire will take include:

- Clear Communication: Language used in seeking quotes or tenders will be inclusive and inviting to Aboriginal-owned businesses ; and
- Accessible Information: Information about tendering or quoting processes, requirements, and deadlines will be easily accessible to all interested parties, including Aboriginal businesses.

7. 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.

8. Purchasing Under Established Shire Contracts

Goods and services purchased 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.

9. Purchasing Thresholds

Goods and/or services shall be purchased in accordance with the required purchasing process, 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
Up to $5,000	No quotations required. Direct purchase by authorised officer.
$5,001–$25,000	Obtain a minimum of two written quotation. A record of the details of quotations received is to be made.
$25,001 - $75,000	Obtain at least two 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. 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. Procurement decision shall be based on pre-determined evaluation criteria that assesses value for money considerations.
Emergency Purchases	Where goods or services are required for an emergency response, and are within scope of an existing contract or WALGA Preferred Supplier Panel Member Purchasing, the emergency supply must be obtained from that contract or Panel using relevant unallocated budgeted funds. If no such contract exists, and due to the urgency of the situation compliance with the provisions in the Purchasing Policy would cause unreasonable delay in providing the required urgent response to the emergency situation, the supply may be obtained from any supplier capable of providing the emergency supply. The emergency supply is only to be obtained to the extent necessary to facilitate the urgent emergency response and must be subject to due consideration of best value and sustainable practice. The rationale for policy non-compliance and the purchasing decision must be evidenced in accordance with the Shire's Records Management Policy and other Shire procedures and guidelines.
Departures from Quotation Requirements	

Purchasing Value (Excl GST)	Required Purchasing Process
Where the minimum number of quotations prescribed by this Policy cannot reasonably be obtained due to limited supplier availability, the specialised nature of the goods or services, or other exceptional circumstances, a departure from the quotation requirements must be approved by the responsible Executive Manager and the Manager of Governance, Risk & Compliance. Any departure must: • Be justified and approved in writing prior to committing to the purchase, except where an immediate emergency response makes prior approval impracticable. • Demonstrate that reasonable efforts have been made to obtain competitive quotations, where practicable. • Demonstrate that the proposed purchase represents value for money. • Be recorded and retained in accordance with the Shire's recordkeeping requirements. • Remain consistent with the Local Government Act 1995, the Local Government (Functions and General) Regulations 1996 and applicable delegations. An approved departure from the Shire's quotation requirements does not constitute an exemption from statutory public tendering requirements.	

10. Emergency Purchases

An emergency purchase is defined as the supply of goods, services or works associated with:

(a) a local emergency and the expenditure is required (within existing budget allocations) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets; or

(b) a local emergency and the expenditure is required (with no relevant available budget allocation) to respond to an imminent risk to public safety, or to protect or make safe property or infrastructure assets in accordance with s6.8 of the Act and r11(2)(a) of the Regulations; or

(c) a State of Emergency declared under the Emergency Management Act 2005 and therefore r11(2)(aa), r11(2)(ja) and r11(3) of the Regulations apply to vary the application of this Policy.

Time constraints alone are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time for planning and scoping proposed purchases and to then obtain quotes and tenders, whichever may apply.

Emergency purchases outside of the Shire's annual budgeted amount must be approved by the Shire President in line with the requirements of the Act and reported to Council at the next Ordinary Council Meeting.

Emergency purchases to be made from existing annual budget allocations must be approved in advance by a Shire officer with appropriate delegated authority.

11. WALGA Preferred Supplier Panel Member Purchasing

Prior to any purchasing from or engagement of a WALGA Preferred Supplier Panel Member, evidence of Panel Membership shall be obtained and included in the purchasing records. Evidence shall include but is not limited to:

- Use of the official WALGA preferred supplier purchasing portal (Currently eQuotes); and
- Extracts from the official WALGA preferred supplier website that confirm supplier membership to the panel.

12. Anti-Avoidance

The Shire shall not enter two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract in an attempt to take the value of the purchase in consideration below a particular purchasing threshold.

13. Purchasing Threshold Exemptions

Goods and services in the following table are exempt from the required purchasing process:

Exempt Goods and/or Service	Exemption Limit and Extent
Live Shows, Artistic Performances, Artwork	Exempt up to a maximum of $150,000 in any one instance where the show, performance, or artwork is a unique product or service.
Freight	Exempt up to a maximum of $20,000 in any one instance. Where possible market testing is encouraged.
Travel/Airfares	Exempt up to a maximum of $10,000 in any one instance. Where possible market testing is encouraged. An equitable approach to purchasing this service from any local travel suppliers shall apply.
Leasing of Property	Exempt up to a maximum of $75,000 p.a. in any one instance.
Souvenirs and Tourism Merchandise	Exempt up to a maximum of $10,000 in any one instance where the merchandise is a unique product or service in accordance with s3.58 of the Local Government Act 1995.
Software and other annual subscriptions	No limit. Recurrent subscription costs shall be considered in the initial purchasing value for money assessment.
Insurance Renewals	No limit. Recurrent subscription costs shall be considered in the initial purchasing value for money assessment.
Sole Source of Supply	No limit. Sole source of supply validity must be demonstrated, documented, and approved by the CEO.
WALGA Preferred Supplier Program (PSP)	As per the *Local Government (Functions and General) Regulations 1996*

14. 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.

15. Purchasing Records

All records associated with all purchasing categories will be recorded and retained in line with the provisions of the State Records Act 2000 and Shire of Carnarvon policies and procedures.

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995, s 3.57 Local Government (Functions and General) Regulations 1996, regs 11, 11A and 18(4) State Records Act 2000 (WA) State Government's Buy Local Policy			
Relevant Policies & Strategic Plans	Regional Price Preference Records Management Code of Conduct for Council Members, Committee Members and Candidates for Election Employee Code of Conduct			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	27 May 2014	**Resolution #**	Not recorded
Last reviewed	**Date**	24 September 2024	**Resolution #**	OCM 03/09/24
Review Cadence	Annually			

Reference Groups and External Bodies

Objective

To set out how Reference Groups are established and operate when Council seeks stakeholder or community advice and how delegates nominated by Council as members of external committees or organisations shall fulfil their representative role.

Scope

This policy applies to:

- Reference Groups may only be established by resolution of Council in accordance with section 2.7 of the Act and is not in relation to a function of the CEO under section 5.41; and
- Elected Members and employees appointed by Council as delegates or observers to committees, bodies or organisations established by other agencies or organisations.

It does not apply to committees of Council established under s 5.8 of the Local Government Act 1995.

Definitions

Reference Group means a group of stakeholders and/or community members established by resolution of Council to provide information, advice or input to Council. It is not a committee under s 5.8 of the Act.
External body means a committee, board, organisation or group established by an agency or organisation other than the Shire, to which Council appoints a delegate.
Delegate means an Elected Member or employee appointed by Council to represent the Shire on an external body, including any appointed deputy (proxy).
Elected Member representative means the Elected Member appointed by Council to a Reference Group or external body.
Liaison officer means the officer appointed by the CEO to support a Reference Group.

Policy statement

General principles

- Reference Groups and delegates cannot hold or exercise delegated powers of Council, make decisions on behalf of the Shire, or commit Shire resources.
- Reference Groups and delegates provide a valuable mechanism for Council to gain information that may be of use in decision-making.
- Elected Members and delegates must not speak on behalf of Council or the Shire, or comment to the media, about matters under consideration, other than as authorised under policy Media & Public Communications.
- All operational and administrative liaison with the Shire is to occur through the CEO or the liaison officer, consistent with the Communications Agreement.

Establishing a Reference Group

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

A Reference Group may be established to:

a. facilitate stakeholder and/or community input and involvement;
b. provide advice; and

c. support the Shire regarding strategic, program or project activities.

The Terms of Reference must provide for:

a. a statement of objectives and the scope of activity;
b. an outline of membership and stakeholder representation;
c. the meeting's operational and administrative framework; and
d. how and how often the Reference Group will update Council.

An Elected Member must always be appointed to a Reference Group. Council will also identify a Chair when establishing the group and proxy.

Reference Group membership and tenure

Membership is determined by Council based on relevance to the group's purpose.

- Stakeholder organisations: where members are to represent stakeholder organisations, the Shire will seek written nominations from those organisations.
- Community members: where members are to be drawn from the community, the Shire will publicly advertise and call for nominations within a defined period.
- Appointment: Council appoints members based on demonstrated knowledge, skills and/or understanding relevant to the group's purpose.

Membership expires on the day of the next ordinary election. If a Reference Group's work is likely to conclude within 12 months after that election, community and stakeholder membership may continue for that period. The Elected Member representative must be reappointed following the election.

Members may be reappointed, and there is no maximum period of membership. A vacancy is filled by resolution of Council after, where relevant, calling for nominations.

If a member fails to attend three consecutive meetings, their membership automatically terminates unless leave has been approved by the Reference Group.

Council can terminate a member's appointment before the end of their term if the member:

a. does not act within the code of conduct; or
b. discloses confidential information, or speaks on behalf of Council or the Shire without authority.

Reference Group operations

Meetings are informal and provide an opportunity for ideas to be raised and discussed. A Reference Group will only consider matters set out in its Terms of Reference or referred to it by Council.

A Reference Group cannot direct Shire employees, call tenders, award contracts, expend monies, direct volunteers, or do anything that is the responsibility of Shire employees or Council.

The Chair manages meetings. The liaison officer attends meetings and arranges secretarial support, such as minutes, venues and meeting notices.

Members must disclose any conflict of interest in a matter under discussion. Elected Members must also comply with the disclosure requirements of the Act and Elected Member's Code of Conduct.

Records of meetings are to be kept in the Shire's recordkeeping system in accordance with the *State Records Act 2000*.

Appointment of delegates to external bodies

Council appoints delegates to external bodies following each election, or otherwise as required. A delegate's appointment is as a representative of Council and is by right of their position with the Shire.

Responsibilities of delegates

A delegate shall:

a. ensure no pledge of financial or in-kind support is made unless previously endorsed by Council or the CEO;
b. ensure their availability to attend scheduled meetings and, where unable to attend, give a prior apology to the external body's Presiding Member;
c. where unable to attend, advise their deputy (proxy) so the Shire is represented, preferably with at least 24 hours' notice;
d. acknowledge that if they fail to attend three successive meetings, with or without an apology, Council may appoint a replacement;
e. advise the CEO if they are unable to continue in the role, so Council can consider a replacement and formal advice can be given to the external body; and
f. provide the Shire with a copy of the external body's minutes for recordkeeping, maintaining any confidentiality requirements of Council or the external body.

When taking part in an external body's decision-making, a delegate is to communicate and be mindful of Council's position, determined from:

- firstly, Council resolutions dealing specifically with the matter;
- secondly, Council resolutions dealing generally with the matter;
- thirdly, relevant statements of Council's position in adopted policies or the Community Strategic Plan; and
- lastly, where Council has no established position, the potential sensitivity and risk of the matter, such as environmental or social impact, or community conflict.

Where the delegate identifies a significant level of sensitivity or risk, or where a decision may require a commitment of Shire resources, the delegate is to ask the CEO to prepare a report for Council before committing to a position. The delegate may provide a position statement for the report, but officers will provide their professional advice and recommendation for Council's determination.

Voting and observing on external bodies

A delegate may take part in, and vote on, matters before the external body. The delegate has a duty to the external body to act in good faith for the purposes for which it was established.

Council may require a delegate to communicate the Shire's position, but it is not appropriate to bind the delegate's vote. This does not entitle a delegate to substitute personal beliefs for Council's position. Where a delegate can vote in line with Council's stated position while meeting their good-faith obligations, Council expects them to do so.

Where a delegate votes in good faith against a Council position, they must include in their delegates' report to Elected Members at the next Council meeting on the decision and the factors that influenced it.

Observers such as other Elected Members or employees attending meetings of external bodies that are not open to the public attend as observers only and remain representatives of the Shire. They must communicate with the meeting only through Council's appointed delegate, or at the request of the Presiding Member.

Reporting to Council

Reference Group advice is approved by resolution of the group and conveyed to Council through a report by the CEO. The Chair, or a nominee, may speak to the advice at the relevant Council meeting and answer questions, but will not take part in debate.

The Elected Member representative on a Reference Group, and each delegate to an external body, is to give Council periodic updates on activities, outcomes and significant matters through an existing reporting mechanism, such as delegates' reports to Council.

Conduct

- Elected Members are bound by the code of confuct in all Reference Group and delegate roles.
- Employees are bound by the Employee Code of Conduct.
- Community and stakeholder members of Reference Groups are expected to act honestly, respectfully and in good faith, consistent with the principles of the Code of Conduct and Terms of Reference.

Review

Council will review all Reference Groups and delegate appointments within three months of each election. It will decide whether each should continue and whether any Terms of Reference should be changed.

Note: Because Development Assessment Panels operate under their own legislative framework, this policy does not apply in full to an Elected Member nominated to a DAP. DAP members must comply with the Local Government (Development Assessment Panels) Regulations 2025 and the DAP Code of Conduct.

OFFICE USE ONLY				
Responsible Directorate/s	Office of the CEO			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 State Records Act 2000 Local Government (Development Assessment Panels) Regulations 2025			
Relevant Policies & Strategic Plans	Code of Conduct for Council Members, Committee Members and Candidates Social & Public Communications Communications Agreement			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Within three months of an incoming Council			

Regional Price Preference

Objective

To maximise the use of competitive local business in the procurement of goods and services, to encourage employment of local people and to encourage economic growth within the town and the region.

Policy statement

This Policy applies to all purchases over $75,000 (excluding GST) for goods or services under policy Procurement and Purchasing, 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:

a. 10% (up to a maximum of $50,000 excluding GST)) for goods and services,
b. 5% (up to a maximum price reduction of $50,000 (excluding GST) for construction (building).

Definition of Regional Tenderer (r.24B of the Local Government Functions and General Regulations 1996)

1. A Regional Tenderer is defined as a supplier who has been operating a business continuously (for at least six months before submitting a Tender) out of premises located within the municipal boundaries of the Shires of Carnarvon, Exmouth, Upper Gascoyne, and Shark Bay, and where local governments of those areas have a reciprocal policy that includes the Shire of Carnarvon.
2. Some or all of the goods and services to be supplied from regional sources.

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.

Application of the Levels of Preference

The submission/ quote 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 and is only one 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.

OFFICE USE ONLY				
Responsible Directorate/s	Corporate Strategy & Performance			
Legislation / Local Law / Guideline Requirements	Local Government Act 1995 Local Government (Functions and General) Regulations 1996,			
Relevant Policies & Strategic Plans	Purchasing and Procurement			
Relevant Delegations	N/A			
Initial Council adoption	**Date**	23 August 2022	**Resolution #**	FC 7/8/22
Last reviewed	**Date**	24 November 2026	**Resolution #**	OCM XX/XX/XXXX
Review Cadence	Annually			



CD001	CCTV DATA MANAGEMENT		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		**REVIEW SCHEDULE:**	Annually - December
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:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Nil	OCM 12/05/24

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 - December
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:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/24

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 area surrounding the Woolshed and Theatre, 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.

Policy Statements

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	COMMUNITY AWARDS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		**REVIEW SCHEDULE:**	Annually - December
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:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Major Changes: Refer to Council Minutes	OCM 12/05/24

CD003 Australia Day awards

OBJECTIVES

The purpose of this policy is to establish a structured framework for evaluating nominations for Awards programs initiated by the Shire of Carnarvon, as well as for submitting nominations for Award programs provided by external agencies. The primary objective is to promote fairness, transparency, and consistency in recognising and celebrating exceptional contributions and accomplishments within the community. This policy endeavours to cultivate a culture of appreciation and acknowledgment.

POLICY STATEMENT/S

1. Scope

This policy applies to all Awards programs developed, sponsored, or endorsed by the Shire of Carnarvon for the purpose of recognising and honouring individuals or groups within the community.

2. Awards Committee

The Chief Executive Officer and the Executive Leadership Team are responsible for ensuring this policy is understood and adhered to by Council staff. The Awards Committee consisting of Elected Members are responsible for evaluating applications and Council staff is responsible for preparing recommendations for Council approval.

3. Guidelines and Criteria

For Awards programs with predefined guidelines and criteria, the Awards Committee shall adhere to the specified requirements during the nomination assessment process. In cases where programs are developed by the Shire, shire staff to draft appropriate guidelines and criteria tailored to the specific objectives of the Awards and present to the Committee for consideration.



4. Assessment Process

The assessment of nominations shall be conducted objectively, ensuring fairness, impartiality, and confidentiality throughout the process. The Awards Committee shall consider factors such as the impact of the nominee's contributions, the duration of their involvement, and their dedication to enhancing community well-being as set out in the guidelines and criteria.

5. Publicity and Promotion

The Shire of Carnarvon shall actively promote and publicise Awards programs to encourage community participation and nominations. Public awareness campaigns, media releases, and community outreach initiatives shall be utilised to raise awareness of the importance of community recognition and encourage nominations.

6. Award Presentation

Recipients of community recognition Awards shall be formally acknowledged and honoured through an official award presentation ceremony. The ceremony shall provide an opportunity to celebrate the achievements of recipients and showcase their contributions to the community.



CD004	COMMUNITY GROWTH FUND		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		**REVIEW SCHEDULE:**	Annually - December
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:**
27/09/2022	Community & Cultural Services Manager	Removal of delegation and update to timeframes	FC4/9/22
13/12/2022	Community & Cultural Services Manager	Changes as presented to Council.	FC 4/12/22
28/05/2024	Council	Major Changes: Refer to Council Minutes	OCM 12/05/24

CD004 Community Growth Fund

OBJECTIVES

To establish a framework for the allocation of grants to ensure equity and transparency in the distribution of Community Growth funding. This policy outlines the eligibility requirements for those organisations seeking financial assistance through the Shire.

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 and businesses that make a positive contribution to the sustainable development of the region's social, cultural, economic, sporting, and environmental lifestyle.

POLICY STATEMENT/S

1. Background and Context

This policy demonstrates Council's commitment to supporting local organisations, clubs, and businesses in the Shire by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation, and contribute positively to the shire's sense of place.

Council will provide grants only when it is satisfied that:



- The grant aligns with the Shire of Carnarvon Strategic Community Plan objectives, considering other Council priorities and available resources.
- The applicant, whether an organisation, club, or local business, 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 fosters community benefit and / or contributes to the local economy.
- The grant addresses a community and/or social need in the community and supports the overall well-being of residents.

2. Definitions

Applicant	The organisation, community group or business who will be implementing the proposed program, project, or activity.
Council	Elected Member body for the Shire of Carnarvon
Shire	The organisation of the Shire of Carnarvon
Event	This 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 Shire staff, the Shire President and Councillors.

The Community Growth Funds Committee consisting of Elected Members is responsible for evaluating applications, and Shire staff will prepare recommendations for Council approval.



4. Grant Categories

Category	Grant Description	Maximum (Cash or In-Kind)
Community Grant	The purpose of this category is to provide support to local community groups, sporting clubs, and organisations. These grants are intended to enhance their capacity and operations by offering necessary funding and resources. Our aim is to foster a vibrant and resilient community by empowering local initiatives that contribute to its well-being and development.	Up to $5,000

POLICY

1. Community Grants

The purpose of this category is to provide support to local community groups, sporting clubs, and organisations. These grants are intended to enhance their capacity and operations by offering necessary funding and resources. Our aim is to foster a vibrant and resilient community by empowering local initiatives that contribute to its well-being and development.

a. Applicant Eligibility

For the applicant to be considered eligible for funding, it should:

- Demonstrate alignment with the Shire of Carnarvon's Strategic Community Plan.
- 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.
- Be deliverable to a high standard within 12 months of approval to ensure timely implementation and impact.
- Provide a comprehensive budget and quotes where applicable.



b. Grant Eligibility

For an application must meet one of these eligibility criteria for funding:

- **Engagement and Activation** - Projects must be designed to actively engage the local community and activate spaces.
- **Inclusivity and Accessibility -** Projects must create an inclusive and accessible space to encourage increased patronage and visitors. Accessibility should be a priority to accommodate diverse needs.
- **Aesthetic Enhancement** - Projects should aim to enhance the aesthetic appeal of publicly accessible spaces, contributing positively to the visual landscape of the area.
- **Community Engagement** - Projects should encourage more people to visit, invest, live, work, play, and spend time in the designated area, fostering community cohesion and vitality.
- **History and Heritage** – Projects that acknowledges our history and heritage and celebrates our diverse cultures.
- **Project Expenses** - Funding may cover essential project materials and equipment, including freight costs; venue hire, including Shire venues; contracted labour costs, performers, and/or artists fees, including travel and accommodation.
- **Promotion and Communication** - Funding may be used for publicity, marketing, and communication costs to effectively promote the project and engage the community.
- **Catering Costs** - Catering expenses are permissible when integrated into a community building project, must not exceed 50% of the total budget.
- **Operational Expenses** - Operational expenses, such as insurance, rates, and lease, are acceptable and must not exceed 50% of the total budget.
- **Community and Social Impact** - Projects should drive community and social outcomes to enhance the quality of life in local communities, contributing to community, arts, cultural, and sporting.
- **Community Well-being** - Projects should aim to improve the capacity and wellbeing of the community, with a particular focus on youth, Aboriginal and Torres Strait Islander people, Culturally and Linguistically Diverse people, older persons, and access and inclusion initiatives.

c. Grant Value

Applications up to the value of $5,000 will be considered by Council if they meet one of the eligibility criteria.

d. Ineligible applicants

The Council will not consider applications that are for:

- 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. (do we want to make it clear this does not include Rates debts?)
- Items of equipment or other expenditure that are personal or of a personal gain.



- Assets where Council has an unacceptable risk of being damaged, lost, causing injury, or quickly losing value.

e. Assessment Criteria

The Council will review and assess applications on the extent to which they address the following criteria:

Local Impact

- Demonstrated contribution to the improvement of the local community in Carnarvon.
- Clear identification of how the project will benefit residents or organisations.
- Potential to address specific needs or issues within the community.
- Evidence of community support or involvement in the project.

Sustainability

- Consideration of the long-term viability and impact of the project beyond the grant period.
- Integration of sustainable practices, such as environmental, economic, or social sustainability.
- Plans for ongoing maintenance, management, or funding beyond the initial grant.

Diversity and Inclusion

- Efforts to engage diverse segments of the community, including marginalised or underrepresented groups.
- Promotion of inclusivity and accessibility in project design, implementation, and outcomes.
- Commitment to fostering a welcoming and equitable environment for all participants or beneficiaries.
-

f. How to Apply

Applicants are required to complete an application form. This form can be downloaded from our webpage Community » Shire of Carnarvon or you may request a copy of the form by emailing shire@carnarvon.wa.gov.au.

Risks

- Identification and assessment of potential risks associated with the project, including financial, logistical, or reputational risks.
- Strategies to mitigate or manage risks effectively throughout the project lifecycle.
- Contingency plans in place to address unforeseen challenges or setbacks.

Strategic Alignment

- Alignment with the priorities, goals, or objectives outlined in the Shire of Carnarvon's Strategic Community Plan or community development initiatives.
- Contribution to broader community or regional strategies, plans, or priorities.
- Potential to leverage existing resources, partnerships, or initiatives for maximum impact and sustainability.



2. 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 assessed by the Community Growth Funds Committee on an assessment matrix and eligibility criteria for the category.
- Incomplete or late applications outside allocated round period will not be accepted.
- Previous approved grants through the Community Growth Fund that have not been acquitted will result in future grant applications being declined for consideration.
- Each organisation will be eligible once per financial year.

3. How Are Applications Assessed?

- The Community Growth Funds Committee is a committee consisting of Elected Members and Council staff that evaluates applications and prepares recommendations for Council approval.
- The high demand for funding under the Shire of Carnarvon's Community Growth Fund may mean that not all grant applications can be approved.
- All funding submissions will be assessed by Community Growth Funds Committee on an assessment matrix and eligibility criteria for the category. This is done by a 0 - 4 scoring method as listed below:

Conflicts with Eligibility Criteria	0
Not Demonstrated	1
Partially Demonstrated	2
Sufficiently Demonstrated	3
Strongly Demonstrated	4

- All applications will receive written notification of their applications outcome. Successful applications may also be acknowledged as part of Council's publications.

4. Submission Timeframes

Submissions will be considered on a triannual 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	Up to six weeks after the closing date.
2	1 July	12 August	
3	1 October	12 November	

5. Accountability and Reporting

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 because 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.

6. Acquittal Process

Following the conclusion of a funded program, project and/or activity, a comprehensive acquittal report is necessary, due within 12 weeks. Failure to submit this report renders the grant recipient ineligible to apply for future grants from the Community Growth Fund until the acquittal is received.

EXPLANATORY NOTES

N/A



CD005	LETTERS OF SUPPORT		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		**REVIEW SCHEDULE:**	Annually - December
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Nil	OCM 12/05/24

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 Councils 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 will 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 - December
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:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/24

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, 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.



CD008	CONSUMPTION OF ALCOHOL ON SHIRE OWNED AND MANAGED PROPERTIES		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		**REVIEW SCHEDULE:**	Annually - December
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/24

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 the sale of alcohol is strictly in accordance with the terms and conditions as outlined in the Liquor Permit approval from Department of Racing, Gaming and Liquor.

Note

In order to apply for a license to supply or sell alcohol, the applicant must have the consent of the of the owner and the Shire of Carnarvon.

Consent given by the Shire of Carnarvon **does not** replace the requirement to apply for a Permit to sell Liquor from the Department of Racing, Gaming and Liquor or the Carnarvon Court House.

For more information on Liquor Permits or how to apply please visit Liquor applications | DLGSC



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 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. 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:

- 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).
    - All security/crowd control personnel are required to be licenced operators (if applicable).
    - These persons must attend all times during the event.
- Proposed Licenced Area:
    - 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

Bond provisions or fees may also apply for any littering or damage to the Shire's property.



CD014	OUTGOING SPONSORSHIP		
POLICY OWNER:	Shire of Carnarvon		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	March 2024	**REVIEW SCHEDULE:**	
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**APPROVED BY CEO:**
28/05/2024	Council	Creation	OCM 12/05/24

CD0014 Outgoing Sponsorship

OBJECTIVE

To establish a framework for the allocation of funding to community organisations and events. This policy aims to facilitate sponsorship of diverse events or programs that raise the profile of the Shire of Carnarvon. This policy seeks to support initiatives that either:

a. Generate economic advantages for the Shire; or
b. Foster community celebration, development, and engagement.

By adhering to this policy, the Shire aims to strategically invest in sponsorships that contribute to the economic growth and community well-being of Carnarvon, while also enhancing its reputation and visibility through marketing.

POLICY STATEMENT/S

1. Background and Context

The policy is designed to support community organisations and events that directly contribute to the economic growth of Carnarvon. Recipients of funding are free to allocate the funds as they see fit, with the expectation that they will provide substantial marketing efforts to enhance the reputation and awareness of the Shire of Carnarvon. Applications will be accepted once per financial year and will be considered by the Community Growth Fund Committee for inclusion as part of the annual budget allocation process.

Definitions

Applicant	The organisation or community group who will be implementing the proposed event or program.
Council	Elected Member body for the Shire of Carnarvon
Shire	The organisation of the Shire of Carnarvon.



Event	Means an event which occurs within the Shire and attracts visitors or competitors to Carnarvon, which in return provides economic benefit.
Program	Means a series of events or activities which occur over a period, which contributes to the liveability and/or attract competitors and/or spectators to Carnarvon.
Grant	The sum of money/in-kind support given to community organisations for an event or program.
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 Community Growth Fund Committee consisting of Elected Members is responsible for evaluating applications and preparing recommendations for Council approval. Shire staff are responsible for providing secretariat and for assessing each application for compliance with the eligibility criteria of this Policy.

POLICY

3. Applicant Eligibility

The Shire of Carnarvon will accept applications for sponsorship that meet the following criteria:

- Events or programs must demonstrate alignment with the Shire of Carnarvon's Strategic Community Plan.
- Applicants must be debt free with the Shire of Carnarvon.
- Applicants must have relevant public liability insurance cover.
- Applicant must adhere to all Statutory requirements of delivering events or programs.
- Events or programs must be delivered to a high standard within 12 months of approval to ensure timely implementation and impact.

4. Ineligible Applicants:

The Shire of Carnarvon will not enter into a sponsorship agreement with:

- an individual.
- Commonwealth or State Government Departments.
- a political party.
- an applicant that the Shire considers supporting, promote or facilitate violence, intolerance, or discrimination.



- an employee or elected member of the Shire, or their immediate family, however this does not include an application from an organisation that an employee, elected member, or their immediate family member may be part of
- an applicant that has outstanding debts to the Shire.
- an applicant who is in legal conflict with the Shire.
- an applicant that has failed to provide satisfactory acquittal reporting for any previous Shire funding.
- an applicant that has already received Shire funding (including in-kind) for the same project or event within the same financial year.
- an applicant that has already applied for Shire funding (including in-kind) for the same project or event within the same financial year and been refused.
- an applicant that conducts, or has conducted, themselves in a way that the Shire considers to be injurious or prejudicial to the character or interests of the Shire.
- Integrity of the sponsorship process must be maintained by all parties who must not lobby, seek to influence or canvass the decision-making process of Council Members, their families, or Shire employees, in relation to their expression of interest. Any organisation who does will have their expression of interest rejected.

5. Recognition of the Shire as a sponsor

Up to $10,000 Funding and In-kind Sponsorship Category:

This category is designed for community organisations or events that significantly contribute to attracting competitors or visitors to the Carnarvon region.

In return for the $10,000 sponsorship, the Shire of Carnarvon requests the following acknowledgments:

- Acknowledged as ‘Major Sponsor’
- Prominent placement of Shire of Carnarvon logo on marketing materials such as posters, flyers, banners, and websites.
- Signage supplied by the Shire of Carnarvon displayed during event or program.
- Logo inclusion on print and media advertising.
- Inclusion of the Shire of Carnarvon's name and logo on custom printed event signage and promotional items such as merchandise.
- Acknowledgement of the Shire of Carnarvon in radio or television advertising.
- Recognition in all press releases and media coverage.
- Verbal acknowledgment of the Shire of Carnarvon's support during event opening/closing ceremonies or speeches.
- Recognition in event programs or schedules.
- Social media mentions and tags highlighting the Shire of Carnarvon's sponsorship.
- Opportunity for Shire of Carnarvon representatives to attend and speak at key event functions.



Up to $5,000 Funding and In-kind Sponsorship Category:

This category is designed for community organisations and events that contribute to the liveability of Carnarvon while also attracting competitors and/or spectators.

- Acknowledged as 'Sponsor'
- Inclusion of the Shire of Carnarvon logo on promotional materials such as flyers, brochures, and event websites.
- Signage supplied by the Shire of Carnarvon displayed during event or program.
- Mention of the Shire of Carnarvon in event-related communications and social media posts.
- Verbal acknowledgment of the Shire of Carnarvon's support during event opening/closing ceremonies or speeches.
- Social media mentions and tags highlighting the Shire of Carnarvon's sponsorship.
- Opportunity for Shire of Carnarvon representatives to attend and speak at key event functions.

6. Assessment process

Sponsorship will be determined by:

- Applicants meeting the sponsorship eligibility criteria set out in clause 3 and 4.
- Applicant agreeing to adhere to the requirements of Shire's recognition as set out in clause 5.
- Alignment with any of the Shire's strategic and community plans.
- The Shire's financial capacity; and
- Previous financial assistance provided by the Shire to the applicant.

All sponsorship applications will be assessed by Community Growth Fund Committee on an assessment matrix and eligibility criteria as set out in the guidelines. This is done by a 0 - 4 scoring method as listed below:

Conflicts with Eligibility Criteria	0
Not Demonstrated	1
Partially Demonstrated	2
Sufficiently Demonstrated	3
Strongly Demonstrated	4



Applications will be accepted once per financial year and will be considered by the Community Growth Fund Committee for inclusion as part of the annual budget allocation process.

7. Submission Timeframes

Submissions will be considered one per financial year by the Community Growth Fund committee. Applications outside scheduled rounds will not be accepted.

Opening Date	Closing Date	Applicants notified of outcome
1 June	28 June	After the Council endorses the budget.

8. Accountability and Reporting

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.
- Provide an Acquittal by the date stipulated in the Funding Agreement, ensuring the following is provided:
    - Evidence of acknowledgement of the Shire's contribution as outlined in Clause 5.
    - Evidence of event or program because of funding.

9. Acquittal Process

Following the conclusion of a funded event or program, an event or program report outlining marketing and event and/or program outcomes. Failure to submit this report renders the grant recipient ineligible to apply for future funding.

EXPLANATORY NOTES

N/A



CF013	SIGNIFICANT ACCOUNTING POLICIES		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	**RESPONISBLE OFFICER:**	DCEO
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/24	Council	Minor Changes: Refer minutes of meeting.	OCM03/09/24

CF013 Significant Accounting Policies

CF013 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 appear in the 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 in the statement of financial position..

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 10 to 80 years
Furniture and Equipment 4 to 10 years
Plant and Equipment 1 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 50 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 statement of financial position.(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.



CF017	RELATED PARTIES DISCLOSURES		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	**RESPONSIBLE OFFICER:**	Manager People, Culture & Systems
CREATION DATE:	23/08/2022	**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:**
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Nil	OCM03/09/24

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.



EME006	REIMBURSEMENT OF ELECTED MEMBERS' EXPENSES		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
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:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

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.



EME011	ELECTED MEMBERS – SERVICE AWARD AND GIFT		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	s5.100 Local Government Act 1995, cl34AC LG (Administration)		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

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.



EME013	PUBLIC INTEREST DISCLOSURE		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	Public Interest Disclosure Act 2003 State Records Act 2000		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

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.



EME015	ELECTED MEMBERS – ACCESS TO INFORMATION		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	s.5.92(1)(2) Local Government Act 1995		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

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.



EME016	ELECTED MEMBERS – ACCESS TO SHIRE VEHICLES FOR OFFICIAL USE		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	Local Government (Administration) Regulations 34AD		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

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.

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. Ordinary and Special Meetings of Council,

b. Committee or Advisory Committee Meetings,

c. 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. Meetings, briefing sessions and civic or ceremonial functions convened by the Shire President of the Council,



e. Meeting, function, or other official role as a representative of the Shire President or the Council,

f. Conferences and seminars where the attendance has been approved by the Council,

g. 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,

h. Meetings requiring travel outside the Shire of Carnarvon as approved by the Shire President,

The Chief Executive Officer must approve use of a council vehicle for all requests that comply with this policy, if a vehicle is available.

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.



EME017	USE OF SHIRE LOGO		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
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:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

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.

- On a tourism promotion brochure indicating a facility or event is located within the Shire,

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).



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:**
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

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 vie the Grievance Procedure and/or CEO, the Elected Member may raise the concern with the Shire President who may seek external advice.



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:**
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

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.



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:**
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

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.

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 CEO. 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).

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.



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:**
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

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.



EME035	ELECTED MEMBERS - ELECTRONIC ATTENDANCE AT MEETINGS		
POLICY OWNER:	Shire of Carnarvon		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	15 December 2023	**REVIEW SCHEDULE:**	Annual
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:	• EME001 Code of Conduct for Elected Members, Committee Members and Candidates		
LEGISLATION:	• r.14C-r14E Local Government (Administration) Regulations 1996 • s3. Disability Services Act 1993		

DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**APPROVED BY COUNCIL:**
15 December 2023	CEO	New Policy	OCM09/01/24
25/06/2024	Council	Nil	OCM 04/06/24

EME035 Elected Members Electronic Attendance at Meetings

OBJECTIVE

This Policy establishes guidelines and expectations for requests for electronic attendance at meetings of Council and Committee members attending meetings electronically in relation to equipment and location.

POLICY STATEMENT/S

Meetings Held by Electronic Means

Meetings may be held by electronic means in accordance with Regulation 14D(2) of the *Local Government (Administration) Regulations 1996*.

Under the Regulations, Council cannot authorise a meeting to be held under sub regulation (2)(c) if holding the proposed meeting under that authorisation would result in more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, being held under an authorisation under sub regulation (2)(C).

Council must have regard to whether the location from which each Member attends the meeting via electronic means and the equipment the member intends to use to attend the meeting are deemed suitable for the member to be able to effectively engage in deliberations and communications during the meeting. Suitable locations and equipment are designated by the provisions of this Policy.

Requests for Electronic Attendance at Meetings



Requests for electronic attendance at briefings and workshops are not legislated and are therefore covered by this Policy. If a Member intends to attend an unlegislated meeting such as a briefing or workshop electronically, they do not need to ask for permission, but should advise the CEO's office at their earliest convenience to ensure the appropriate videoconferencing equipment is made available and tested prior to the meeting.

Under the Regulations, the Shire President or Council can authorise electronic attendance. In the case of the President needing to attend electronically, the authorisation can be provided by the Deputy Shire President.

Requests for electronic attendance should be made preferably two business days prior to the meeting, briefing or workshop for which electronic attendance is being requested.

All requests for electronic attendance should specify the location from which the Member wishes to attend the meeting and the equipment the member intends to use to attend the meeting.

Requests for electronic attendance at Ordinary Council Meetings are to be made by email to the Shire President and copied to the CEO, as early as possible, so that the application may be considered, and arrangements made to accommodate the request, if approval is given.

Requests for electronic attendance at Committee Meetings are to be made by email to the Shire President and copied to the Committee Chairperson and the CEO, as early as possible, so that the application and arrangements made to accommodate the request can be considered and implemented if approved by the President or Presiding Member.

Should the application for electronic attendance at a meeting meet the requirements for approval as specified in this policy, and approval for electronic attendance is denied by the Shire President, or in the case of the President by the Deputy Shire President, the Member will not be admitted to the meeting.

Requirements for Approval

There is no limit to the number of meetings that can be attended electronically due to a public health emergency, state of emergency or natural disaster (Regulation 14(2)(a)).

For Ordinary Council Meetings, Special Council Meetings and Committee Meetings, the Member's electronic attendance at the proposed meeting under r14(2)(b) of the Regulations must not result in the member attending more than half of the meetings (including the proposed meeting) of the Council or Committee in the relevant period under an authorisation under r14(2)(b) of the Regulations. This cap does not apply to a member who is a person with a disability as defined in s3 of the Disability Services Act 1993.

There is no cap on electronic attendance for Agenda Briefing, Corporate Information Sessions, and other briefings and workshops, however physical presence is encouraged, particularly for meetings that require a high level of collaboration and involvement.

The CEO's office will record electronic attendance on the Attendance register and will formally advise the Council on the number of meetings the requester has attended via means to ensure compliance under Regulation 14C(2)(b).



In approving the request, the Council must have regard to whether the location from which the member wishes to attend the meeting and the equipment the member intends to use to attend the meeting are deemed suitable for the member to be able to effectively engage in deliberations and communications during the meeting, in line with the provisions of this Policy.

Suitable Locations

1. Locations within Australia and its Territories are suitable for electronic attendance.

2. Due to increased cyber security risks with overseas communications networks, attendance from international locations will not be supported. However, in exceptional circumstance, attendance from overseas from secure connections may be approved per request to the Shire of Carnarvon management team at which time our ICT provider will whitelist the IP address from the origin country, subject to the internet connection being secured (not public WIFI).

4. If other people are present at the location at the time of the meeting, the member must be able to close a door in order or take other measures required to minimise noise and maintain privacy

Electronic Means

1. The electronic means for all electronic meetings will be set up by the CEO's office, using a software or web-based application approved for use by the Shire.

2. CEO's office will include the details of how to connect to all meetings electronically on the Outlook calendar invite for that meeting.

Suitable Networks and Equipment

1. Members attending meetings electronically must connect through a suitable network and using suitable equipment.

2. Suitable networks include private home internet and WIFI, or a mobile hotspot from a trusted personal mobile device.

3. Due to increased cyber security risks, public WIFI is not considered to be a suitable connection for electronic attendance (this includes connections at cafes, airports, hotels, and restaurants).

4. Suitable equipment for attending electronic meetings includes Shire provided devices (e.g. tablet or laptop) or a personal computer or laptop with a video camera.

Maintaining Confidentiality During the Meeting

1. If the meeting or part of the meeting for which a member is attending electronically is to be closed to the public, the member must make a declaration that they can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires).

2. This declaration must be recorded in the minutes of the meeting and should be worded as follows: "I [Member Name], declare that I am able to maintain confidentiality during the closed part of this meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting."

3. Should the member make the above declaration and subsequently cannot maintain confidentiality;



they must leave the meeting or the closed part of the meeting.

4. The declaration is to be made before the meeting goes behind closed doors.

5. Clauses 1 – 4 above apply to all attendees of meetings where the entire meeting is held by electronic means.

DEFINITIONS

Briefing means a briefing session of Council or an Agenda Briefing for an Ordinary Council Meeting.

Meeting means an Ordinary Council Meeting, Special Council Meeting, or Committee Meeting (including the Audit and Risk Committee) of the Shire of Carnarvon.

Natural Disaster State Planning Policy No. 3.4 Natural Hazards and Disasters 1. This policy applies to the planning and development of land that may be affected by natural disasters and hazards. It defines natural disasters as "rapid on-set events". The policy also lists the natural disasters that Western Australia is subject to, including floods, cyclones, storm surge, severe storms, landslide, bush fires and earthquakes.

Relevant period means the period of 12 months ending on the day on which the proposed meeting is to be held.

Regulation means a regulation under the *Local Government (Administration) Regulations 1996.*

SCHEDULE 1 - CREDIT CARDS

DATE PAID	PAYEE	DESCRIPTION	ACCOUNT NAME	AMOUNT
21.08.2026	Rezdy	Booking Platform, Accelerate Plan For The Period 22.08.2026 - 22.09.2026	Executive Manager Lifestyle & Community	$ 108.90
23.08.2026	Kmart	Misc. Items For Young People's Services (Book Week)	Executive Manager Lifestyle & Community	$ 60.00
27.08.2026	Woolworths	Purchase Of Items For Gyotaku & Feast Workshop	Executive Manager Lifestyle & Community	$ 13.75
27.08.2026	Woolworths	Purchase Of Items For Gyotaku & Feast Workshop (Gst Free Portion)	Executive Manager Lifestyle & Community	$ 32.90
27.08.2026	Woolworths	Purchase Of Items For Gyotaku & Feast Workshop	Executive Manager Lifestyle & Community	$ 5.75
27.08.2026	Starlink	Internet For The Art Hub For The Period 27/09/2026 - 27/10/2026	Executive Manager Lifestyle & Community	$ 84.01
28.08.2026	Maddog Promotions	Financial Year Magnet Calendars For Rate Notices	Executive Manager Lifestyle & Community	$ 2,558.16
28.08.2026	Air Bnb	Perth Accom For Working Remotely City Of Cockburn	Executive Manager Lifestyle & Community	$ 1,214.00
28.08.2026	Wotif	Accom Nesuto Curtin Perth Hotel 17/092026 - 19/09/2026	Executive Manager Lifestyle & Community	$ 543.99
28.08.2026	Wotif	Accom Nesuto Curtin Perth Hotel 17/092026 - 19/09/2026 (Bas Excluded Portion)	Executive Manager Lifestyle & Community	$ 43.98
30.08.2026	Facebook Advertising	Advertisements For Big Things In Carnarvon" "Fresh Local Flavours" & Gascoyne Art Awards"	Executive Manager Lifestyle & Community	$ 317.90
30.08.2026	Facebook Advertising	Advertisements For Big Things In Carnarvon" "Fresh Local Flavours" & Gascoyne Art Awards (Bas Excluded Portion)"	Executive Manager Lifestyle & Community	$ 9.54
31.08.2026	Facebook Advertising	Advertisements For Big Things In Carnarvon" "Fresh Local Flavours" & Gascoyne Art Awards"	Executive Manager Lifestyle & Community	$ 13.19
31.08.2026	Facebook Advertising	Advertisements For Big Things In Carnarvon" "Fresh Local Flavours" & Gascoyne Art Awards (Bas Excluded Portion)"	Executive Manager Lifestyle & Community	$ 0.40
01.09.2026	Plixi	Subscription For Plixi (Ai-Generated Engagement) For The Period September 2026	Executive Manager Lifestyle & Community	$ 142.63
02.09.2026	Starlink	Internet For Admin Building For The Period 02.09.2026 - 02.10.2026	Executive Manager Lifestyle & Community	$ 150.00
02.09.2026	Starlink	Internet For Admin Building For The Period 02.09.2026 - 02.10.2026	Executive Manager Lifestyle & Community	$ 75.00
03.09.2026	Woolworths	Yirra Yaakin BBQ Supplies	Executive Manager Lifestyle & Community	$ 5.50
03.09.2026	Woolworths	Yirra Yaakin BBQ Supplies (Gst Free Portion)	Executive Manager Lifestyle & Community	$ 60.40
03.09.2026	Woolworths	Yirra Yaakin BBQ Supplies	Executive Manager Lifestyle & Community	$ 4.50
04.09.2026	Ezi*Peoples Park Coral Floreat	Accommodation For Executive Manager Community Planning & Sustainability And Executive Manager Infrastructure Services For The Coral Bay Community Meeting	Executive Manager Lifestyle & Community	$ 868.60
07.09.2026	Temu	Purchase Of Items For Monday Connection Club	Executive Manager Lifestyle & Community	$ 286.25
09.09.2026	Mitre 10	Gas Bottle For Community Meeting BBQ	Executive Manager Lifestyle & Community	$ 47.50
09.09.2026	Woolworths	Supplies For Community Meeting BBQ	Executive Manager Lifestyle & Community	$ 11.33
09.09.2026	Woolworths	Supplies For Community Meeting BBQ (Gst Free Portion)	Executive Manager Lifestyle & Community	$ 68.85
09.09.2026	Woolworths	Supplies For Community Meeting BBQ	Executive Manager Lifestyle & Community	$ 84.05
10.09.2026	Woolworths	Supplies For R U Ok Day	Executive Manager Lifestyle & Community	$ 16.45
15.09.2026	Post Carnarvon Post Shop	Working With Children Check - Arts Development Officer	Executive Manager Lifestyle & Community	$ 87.00
18.09.2026	Temu	Decorations For National Banana Day	Executive Manager Lifestyle & Community	$ 60.20
18.09.2026	Facebook Advertising	Advertisement For Carnarvon & Coral Bay	Executive Manager Lifestyle & Community	$ 20.59
20.08.2026	Woolworths	Purchase Of Items For Alex Crisp Workshop, As Part Of Gascoyne Food	Executive Manager Planning & Sustainability	$ 21.89
20.08.2026	Woolworths	Purchase Of Items For Alex Crisp Workshop, As Part Of Gascoyne Food (Gst Free Portion)	Executive Manager Planning & Sustainability	$ 91.48
20.08.2026	Booking.Com	Accommodation For Bushfire Safety Awareness & Fire Fighting Skills - Geraldton	Executive Manager Planning & Sustainability	$ 728.29
21.08.2026	Woolworths	Bush Fire Brigade Supplies	Executive Manager Planning & Sustainability	$ 203.28
21.08.2026	Woolworths	Bush Fire Brigade Supplies (Gst Free Portion)	Executive Manager Planning & Sustainability	$ 55.57
08.09.2026	Temu	Purchase Of Items For Creative Sparks	Executive Manager Planning & Sustainability	$ 452.51
14.09.2026	Australia Post, Carnarvon	Postage Of Registered Freight	Executive Manager Planning & Sustainability	$ 8.15
24.08.2026	Department Of Transport	Replace Registration Plates On Isuzu Tip Truck	Special Projects Officer	$ 32.00
24.08.2026	Department Of Transport	Duplicate Copy Of Registration Papers - Isuzu Tip Truck	Special Projects Officer	$ 6.90
01.09.2026	Starlink	Internet For The Bush Fire Brigade For The Period September 2026	Special Projects Officer	$ 110.00
01.09.2026	Starlink	Internet For The Bush Fire Brigade Car For The Period September 2026	Special Projects Officer	$ 85.00
01.09.2026	Starlink	Internet For Camp Host For The Period September 2026	Special Projects Officer	$ 75.00
01.09.2026	Starlink	Internet For The Yardi Residence For The Period September 2026	Special Projects Officer	$ 75.00
01.09.2026	Starlink	Internet For The Depot (Terminal Access Charger) For The Period September 2026	Special Projects Officer	$ 46.00
01.09.2026	Starlink	Internet For The Depot (Local Priority) For The Period September 2026	Special Projects Officer	$ 190.00
01.09.2026	Starlink	Internet For The Media Department For The Period September 2026	Special Projects Officer	$ 75.00
01.09.2026	Starlink	Internet For The Visitor Centre For The Period September 2026	Special Projects Officer	$ 15.00
01.09.2026	Starlink	Internet For The Waste Facility For The Period September 2026	Special Projects Officer	$ 150.00
01.09.2026	Starlink	Internet For The Depot For The Period September 2026	Special Projects Officer	$ 38.01
04.09.2026	Canva	Subscription Fees For 5 Team Members For The Period September 2026	Special Projects Officer	$ 167.88
07.09.2026	Rebrandly	Subscription Fees For The Period 07.09.2026 - 07.10.2026	Special Projects Officer	$ 20.11
08.09.2026	Mate Communicate	Internet For 10 Foss Cresent For The Period September 2026	Special Projects Officer	$ 80.80
10.09.2026	Starlink	Monthly Data Plan - Media/Roam	Special Projects Officer	$ 6.94
26.08.2026	Vistaprint Australia	Corflute Signs And Stands X38 For Marketing Of The Shire Election	Executive Manager - Infrastructure	$ 2,312.23
31.08.2026	Tropics Hardware	Makita Drill Combo & Screwdriver Power Bit Set	Executive Manager Corporate Strategy & Performance	$ 643.95
01.09.2026	Tropics Hardware	Power Boards	Executive Manager Corporate Strategy & Performance	$ 53.50
02.09.2026	Event & Conference Co.	2026 Waste & Resource Recovery Conference	Executive Manager Corporate Strategy & Performance	$ 747.04
04.09.2026	Bayview Coral Bay	Accommodation For Community Meeting In Coral Bay	Executive Manager Corporate Strategy & Performance	$ 808.00
07.09.2026	Vistaprint Australia	Election Promotional Signs	Executive Manager Corporate Strategy & Performance	$ 379.62
10.09.2026	Mail Chimp	Monthly Newsletter Subscription For The Period Of September	Executive Manager Corporate Strategy & Performance	$ 92.04
16.09.2026	Moore Australia	2026 Financial Reporting Template And Documentation	Executive Manager Corporate Strategy & Performance	$ 1,815.00
16.09.2026	Windcave Pty Ltd	Accommodation For The Commissioner To Attend WALGA Conference, 2026	Executive Manager Corporate Strategy & Performance	$ 850.00
17.09.2026	Kmart	Supplies For Tiny Hands Craft (School Holiday Program)	Executive Manager Corporate Strategy & Performance	$ 62.00
17.09.2026	Australia Post	Working With Children's Check (Application Fee)	Executive Manager Corporate Strategy & Performance	$ 87.00
18.09.2026	Kmart	Refund Of Items That Were Out Of Stock	Executive Manager Corporate Strategy & Performance	-$ 8.00
				$ 17,572.51

Completed By:	**Riley Amai**
Signature:	
Position:	**Finance Officer**
Date:	**6/11/2026**

Checked By:	**Racheal King**
Signature:	
Position	**Governance, Risks & Compliance Manager**
Date:	**6/11/2026**

SCHEDULE 2 - LIST OF ACCOUNTS PAID UNDER DELEGATION

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	EFT PAYMENT AMOUNT
EFT48916	01/10/2026	ASHLEY THOMAS NENCKI	REIMBURSEMENT OF APPROVED COUNCIL-RELATED EXPENSES	-$ 848.00
EFT48917	01/10/2026	AQUA TERRA OIL AND MINERAL SERVICE AND SUPPLY COMPANY PTY LTD T/S ATOM SUPPLY	SUPPLY OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR COUNCIL OPERATIONS	-$ 611.16
EFT48918	01/10/2026	BAYVIEW CORAL BAY	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR RETURN	-$ 315.00
EFT48919	01/10/2026	BEST WESTERN HOSPITALITY INN GERALDTON	OVERNIGHT ACCOMMODATION IN GERALDTON FOR COUNCIL WORK-RELATED TRAVEL	-$ 249.00
EFT48920	01/10/2026	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	FREIGHT AND DELIVERY SERVICES FOR COUNCIL SUPPLIES	-$ 341.69
EFT48921	01/10/2026	BLACKBOX CONTROL PTY LTD	MONTHLY GPS FLEET VEHICLE TRACKING SUBSCRIPTION – SEPTEMBER TO OCTOBER 2026	-$ 1,193.50
EFT48922	01/10/2026	CARNARVON CLEANERS PTY LTD	CONTRACT CLEANING SERVICES FOR VISITOR CENTRE, WOOLSHED AND THEATRE – SEPTEMBER 2026	-$ 2,443.71
EFT48923	01/10/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	REPLACEMENT GLAZING AND GLASS REPAIRS	-$ 1,125.14
EFT48924	01/10/2026	RYDER CARLEEN TERRI T/AS SALTWATER CREATIONS	REFUND OF GASCOYNE ART AWARDS ENTRY FEE FOR WITHDRAWN ARTWORK	-$ 40.00
EFT48925	01/10/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	SUPPLY OF HIGH-VISIBILITY RAIN JACKETS AND PROTECTIVE WORKWEAR	-$ 667.75
EFT48926	01/10/2026	CORAL COAST TOURIST PARK	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR RETURN	-$ 261.62
EFT48927	01/10/2026	CENTRAL REGIONAL TAFE	APPRENTICE MECHANIC TRAINING BLOCK ACCOMMODATION AT CENTRAL REGIONAL TAFE – SEPTEMBER 2026	-$ 370.00
EFT48928	01/10/2026	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	SUPPLY OF SAND FOR COUNCIL WORKS	-$ 5,643.00
EFT48929	01/10/2026	PRETZOS HOLDING PTY LTD T/AS COASTLINE MOWERS	SUPPLY OF MOWER AND GROUNDS MAINTENANCE PARTS	-$ 489.05
EFT48930	01/10/2026	CUPPA & CRUMB CAFE	LITTER LEGENDS VOLUNTEER RECOGNITION COFFEE VOUCHERS	-$ 1,180.00
EFT48931	01/10/2026	CARNARVON ARTS AND CRAFTS WORKSHOP INC	YOUTH COMMUNITY ARTS WORKSHOP – YOUNITY FLAG-SEWING PROJECT	-$ 715.00
EFT48932	01/10/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	AIR-CONDITIONING REPAIRS TO COUNCIL VEHICLES OR EQUIPMENT	-$ 2,360.83
EFT48933	01/10/2026	CARNARVON MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL AND AUDIOMETRIC ASSESSMENTS FOR RECRUITMENT	-$ 237.00
EFT48934	01/10/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	GROCERIES AND CONSUMABLES FOR COUNCIL COMMUNITY PROGRAMS AND EVENTS	-$ 1,104.52
EFT48935	01/10/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	SUPPLY OF RAPID-SET CEMENT FOR COUNCIL MAINTENANCE WORKS	-$ 221.10
EFT48936	01/10/2026	DAVID GRAY & CO. PTY LIMITED	SUPPLY OF RUBBISH BINS FOR COUNCIL OPERATIONS	-$ 5,395.50
EFT48937	01/10/2026	DENIKA SWEETMAN	STAFF ATTRACTION AND RETENTION BENEFIT – CLUB MEMBERSHIP REIMBURSEMENT	-$ 80.00
EFT48938	01/10/2026	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ENVIRONMENTAL REGULATORY FEES – PREMISES COMPONENT	-$ 6,952.00
EFT48939	01/10/2026	D & J BLACK	MANGO LEATHER PRODUCTS FOR RESALE AT VISITOR CENTRE	-$ 50.00
EFT48940	01/10/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	WORK-RELATED AIR TRAVEL BETWEEN PERTH AND BROOME	-$ 516.00
EFT48941	01/10/2026	EXECUTIVE MEDIA PTY LTD	FULL-PAGE ADVERTISING AND EDITORIAL PLACEMENTS IN CARAVANNING AUSTRALIA	-$ 3,500.00
EFT48942	01/10/2026	GAVIN GRIFFITHS INVESMENTS PTY LTD	PRE-EMPLOYMENT HEALTH ASSESSMENT FOR RECRUITMENT	-$ 330.00
EFT48943	01/10/2026	GARRY POSTANS T/AS MILLENNIUM REMOVALS	TRANSPORT OF GASCOYNE ART AWARDS ARTWORKS TO GERALDTON AND PERTH	-$ 880.00
EFT48944	01/10/2026	GASCOYNE OFFICE EQUIPMENT	RICOH PHOTOCOPIER AND PRINTING EQUIPMENT SERVICE AGREEMENT	-$ 5,424.73
EFT48945	01/10/2026	HELEN TIPTON	REIMBURSEMENT OF WORKSHOP REFRESHMENTS AND SUPPLIES	-$ 45.39
EFT48946	01/10/2026	HOSPITALITY PTY LTD T/AS HOSPITALITY INN CARNARVON	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR RETURN	-$ 847.93
EFT48947	01/10/2026	GASCOYNE HOTEL	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR RETURN	-$ 113.75
EFT48948	01/10/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FITTING OF TYRES FOR COUNCIL VEHICLES	-$ 1,260.60
EFT48949	01/10/2026	JTAGZ PTY LTD	ANNUAL POOL PASS IDENTIFICATION TAGS FOR CARNARVON AQUATIC CENTRE	-$ 277.75
EFT48950	01/10/2026	KATHLEEN RYAN	WELCOME TO COUNTRY SERVICE FOR CHILDREN'S WEEK THEATRE EVENT AT CIVIC CENTRE	-$ 500.00
EFT48951	01/10/2026	THE TRUSTEE FOR NIGHT OWL TRUST T/AS KESTREL CAFE	CANAPÉS AND GRAZING PLATTER CATERING FOR GASCOYNE ART AWARDS OPENING NIGHT	-$ 2,440.00
EFT48952	01/10/2026	KEELY RAI ROBERTSON	REIMBURSEMENT OF APPROVED COUNCIL-RELATED EXPENSES	-$ 306.45
EFT48953	01/10/2026	KICK SOLUTIONS	PRODUCTION OF INFORMATION PANELS, SIGNAGE AND VINYL STICKERS FOR GASCOYNE ART AWARDS	-$ 1,056.00
EFT48954	01/10/2026	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR RETURN	-$ 262.50
EFT48955	01/10/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	TEMPORARY PERSONNEL AND CONTRACTED WORKFORCE SERVICES, INCLUDING WORKPLACE HEALTH AND	-$ 38,601.81
EFT48956	01/10/2026	LOHMAN NOMINEES PTY LTD	MONTHLY LEASE AND PROPERTY OUTGOINGS FOR COMMUNITY ART HUB – OCTOBER 2026	-$ 6,499.83
EFT48958	01/10/2026	MAX TANGI	REIMBURSEMENT FOR DEPOT MORNING TEA SUPPLIES	-$ 103.00
EFT48959	01/10/2026	MCLEODS LAWYERS PTY LTD	LEGAL SERVICES RELATING TO PREPARATION OF CHIEF EXECUTIVE OFFICER EMPLOYMENT CONTRACT	-$ 8,866.00
EFT48960	01/10/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	WEEKLY WASTE BIN COLLECTION AND DISPOSAL SERVICES	-$ 2,532.20
EFT48961	01/10/2026	TURTLE TIME PTY LTD T/AS NINGALOO ROAST	COFFEE AND CHOCOLATE-COATED COFFEE BEAN PRODUCTS FOR RESALE AT VISITOR CENTRE	-$ 151.40
EFT48962	01/10/2026	OUTBACK OASIS CARAVAN PARK	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR RETURN	-$ 336.87
EFT48963	01/10/2026	PARKWOOD UPHOLSTERY	SUPPLY OF SHADE SAIL FOR COUNCIL FACILITIES	-$ 2,200.00
EFT48964	01/10/2026	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY OF BAGGED ASPHALT POTHOLE REPAIR MATERIAL	-$ 6,195.20
EFT48965	01/10/2026	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	SUPPLY OF BOLTS AND MECHANICAL FASTENERS	-$ 11.88
EFT48966	01/10/2026	REPCO PTY LTD	VEHICLE RECOVERY EQUIPMENT AND AUTOMOTIVE SUPPLIES, NET OF APPLICABLE CREDIT	-$ 910.54
EFT48967	01/10/2026	SCOTT EDWARD PLUME	CONTENT CREATION PACKAGES PROMOTING CARNARVON VISITOR ATTRACTIONS	-$ 1,800.00
EFT48968	01/10/2026	SOUNDBAY PTY LTD	THEATRE EQUIPMENT AND SUPPLIES FOR CIVIC CENTRE EVENT	-$ 145.00
EFT48969	01/10/2026	SUPERPOP PTY LTD	POPCORN SUPPLIES FOR CINEMA KIOSK	-$ 269.65
EFT48970	01/10/2026	TELSTRA LIMITED	BUSINESS TELECOMMUNICATIONS SERVICE CHARGES – AUGUST TO SEPTEMBER 2026	-$ 279.00
EFT48971	01/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT AND DELIVERY SERVICES FOR COUNCIL SUPPLIES	-$ 587.49
EFT48972	01/10/2026	TRAILER PARTS PTY LTD t/a MARTIN'S TRAILER PARTS	TRAILER REPAIR AND MAINTENANCE PARTS	-$ 262.54
EFT48973	01/10/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	HARDWARE, TOOLS AND MAINTENANCE SUPPLIES FOR COUNCIL OPERATIONS	-$ 473.90
EFT48974	01/10/2026	VALERIA LUCCHITTO	LITTER LEGENDS VOLUNTEER RECOGNITION COFFEE VOUCHERS	-$ 350.00
EFT48975	01/10/2026	WATER CORPORATION	WATER SERVICE CHARGES FOR COUNCIL-MANAGED PROPERTIES	-$ 1,352.38
EFT48976	01/10/2026	WESTON, CHERYL	REIMBURSEMENT OF APPROVED COUNCIL-RELATED EXPENSES	-$ 31.00
EFT48977	05/10/2026	MARTIN ALDRIDGE	PAYMENT FOR SERVICES – GST-EXCLUDED COMPONENT (SUPPORTING DETAIL REQUIRES CONFIRMATION)	-$ 2,254.02
EFT48982	06/10/2026	GAIL THOMASON	VARIOUS FURNITURE ITEMS, AS PER ATTACHED TO PAYMENT REQUEST VOUCHER	-$ 4,340.00
EFT48984	08/10/2026	CROSSOVER HOLDINGS PTY LTD T/A RAY WHITE CARNARVON	RENT FROM 12/10/2026 TO 25/10/2026	-$ 4,800.00
EFT48985	09/10/2026	Gascoyne Funeral Services	GARDEN MAINTENANCE AND AMENITIES CLEANING SERVICES FOR JUNE AND JULY 2026	-$ 4,950.00
EFT48986	09/10/2026	Civil Contractors Federation Western Australia Ltd	REGISTRATION FOR TWO COUNCIL REPRESENTATIVES TO ATTEND THE 2026 WA CIVIL WORKS SAFETY FORUM	-$ 165.00
EFT48987	09/10/2026	The Trustee for 76tourin Family Trust	SUPPLY OF EMBROIDERED CORAL BAY SOUVENIR PATCHES FOR VISITOR CENTRE RETAIL	-$ 1,677.50
EFT48988	09/10/2026	GREYMACH PTY LTD T/AS AGWEST MACHINERY	SUPPLY OF MACHINERY GUARD COMPONENTS FOR COUNCIL PLANT MAINTENANCE	-$ 93.50
EFT48989	09/10/2026	ASHFUELS (WA) PTY LTD	BULK DIESEL SUPPLY AND DELIVERY FOR COUNCIL OPERATIONS, INCLUDING FUEL LEVY AND DELIVERY CHARGES	-$ 7,421.42
EFT48990	09/10/2026	BAYVIEW CORAL BAY	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR SETTLEMENT – CORAL BAY	-$ 494.37
EFT48991	09/10/2026	BDP DISTRIBUTION PTY LTD T/AS MCDONALDS WHOLESALERS	SUPPLY OF TOILET TISSUE AND AMENITIES CONSUMABLES FOR COUNCIL FACILITIES	-$ 192.70
EFT48992	09/10/2026	CARNARVON CLEANERS PTY LTD	CONTRACT CLEANING SERVICES FOR COUNCIL FACILITIES, INCLUDING CIVIC CENTRE THEATRE	-$ 715.24
EFT48993	09/10/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	SUPPLY OF PROTECTIVE SAFETY FOOTWEAR FOR COUNCIL OPERATIONS	-$ 277.80
EFT48994	09/10/2026	CORAL COAST TOURIST PARK	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR SETTLEMENT – CORAL COAST TOURIST PARK	-$ 183.75
EFT48995	09/10/2026	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	SUPPLY AND DELIVERY OF CREAM SAND FOR PREMIER OVAL MAINTENANCE WORKS	-$ 5,038.00
EFT48996	09/10/2026	CUPPA & CRUMB CAFE	AFTERNOON TEA CATERING FOR SEPTEMBER 2026 CITIZENSHIP CEREMONY	-$ 280.00
EFT48997	09/10/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	SUPPLY OF REPLACEMENT FORKLIFT BATTERY FOR BROWN RANGE WASTE FACILITY	-$ 240.00
EFT48998	09/10/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	FOOD AND CATERING SUPPLIES FOR COUNCIL STAFF EVENT	-$ 563.00
EFT48999	09/10/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	SUPPLY OF CLEANING CONSUMABLES FOR BLOWHOLES FACILITIES	-$ 19.90
EFT49000	09/10/2026	MESSAGE4U PTY LTD T/A DIRECTSMS BY SINCH MESSAGEMEDIA	MONTHLY SMS MESSAGING PLATFORM SUBSCRIPTION FOR COUNCIL COMMUNICATIONS	-$ 53.90
EFT49001	09/10/2026	DUN DIRECT PTY LTD	UNLEADED PETROL SUPPLY FOR COUNCIL OPERATIONS	-$ 549.47
EFT49002	09/10/2026	EQUIFAX AUSTRALIASIA WORKFORCE SOLUTIONS PTY LTD	NATIONAL POLICE CLEARANCE CHECKS ASSOCIATED WITH COUNCIL RECRUITMENT	-$ 264.00
EFT49003	09/10/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN AIR TRAVEL FOR COUNCIL GOVERNANCE AND COMPLIANCE BUSINESS	-$ 3,818.70
EFT49004	09/10/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	CORAL BAY WASTE FACILITY LANDFILL MANAGEMENT AND OPERATIONAL SERVICES UNDER COUNCIL CONTRACT	-$ 28,692.88
EFT49005	09/10/2026	FIRST CLASS CONSTRUCTIONS (WA) PTY LTD	VAN DONGEN PARK STAGE 1 LANDSCAPING AND CONSTRUCTION WORKS	-$ 788,795.75
EFT49006	09/10/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	EMERGENCY ROAD FLOOD DAMAGE INSPECTIONS, EVIDENCE COLLECTION AND DISASTER RECOVERY FUNDING APPLICATION SUPPORT	-$ 13,793.67
EFT49007	09/10/2026	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY SUPPLY CHARGES FOR COUNCIL-MANAGED RESIDENTIAL PROPERTY	-$ 1,609.55
EFT49008	09/10/2026	HOWARD & HEAVER PTY LTD TRADNG AS H + H ARCHITECTS	ARCHITECTURAL CONTRACT ADMINISTRATION SERVICES FOR VAN DONGEN PARK PROJECT	-$ 7,053.76
EFT49009	09/10/2026	J W & S L SLATTER	SUPPLY OF LOCALLY PRODUCED TEA TOWELS AND HAND TOWELS FOR VISITOR CENTRE RETAIL	-$ 384.00
EFT49010	09/10/2026	KICK SOLUTIONS	PRINTING OF ANNUAL BLOWHOLES MEMBERSHIP VEHICLE WINDSCREEN STICKERS FOR 2026–27	-$ 1,064.80
EFT49011	09/10/2026	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR SETTLEMENT – CARNARVON HOTEL	-$ 376.25
EFT49012	09/10/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	UNSEALED RURAL ROAD NETWORK GRADING SERVICES UNDER COUNCIL MAINTENANCE CONTRACT	-$ 53,724.00

EFT49013	09/10/2026	OFFICEWORKS LTD	SUPPLY OF VISITOR CHAIRS FOR COUNCIL FACILITIES	-$	1,159.95
EFT49014	09/10/2026	OUTBACK COAST PROPERTY PTY LTD	WATER USAGE CHARGES FOR COUNCIL-MANAGED PROPERTY – JULY TO SEPTEMBER 2026	-$	38.93
EFT49015	09/10/2026	POLITY PTY LTD	ADMINISTRATION AND REPORTING OF 2026 COUNCIL STAFF SURVEY	-$	2,090.00
EFT49016	09/10/2026	RK & LJ SMITH CORPORATION PTY LTD T/AS THE PRINTSMITH CO	PRINTING AND REPLACEMENT OF BLOWHOLES DIRECTIONAL AND PRICING SIGNAGE	-$	226.11
EFT49017	09/10/2026	REPCO PTY LTD	SUPPLY OF ASSORTED AUTOMOTIVE FUSES FOR COUNCIL FLEET MAINTENANCE	-$	265.58
EFT49018	09/10/2026	ROSSLYN LLOYD	RESIN WORKSHOP FACILITATION FOR OCTOBER 2026 SCHOOL HOLIDAY PROGRAM	-$	800.00
EFT49019	09/10/2026	COLM LAWRENCE STANLEY	REIMBURSEMENT OF APPROVED ACCOMMODATION EXPENSES ASSOCIATED WITH COUNCIL CONFERENCE ATTENDANCE	-$	2,069.59
EFT49020	09/10/2026	TELSTRA LIMITED	TELECOMMUNICATIONS SERVICE CHARGES FOR COUNCIL OPERATIONS	-$	107.00
EFT49021	09/10/2026	THE GLOVE COMPANY PTY LTD	SUPPLY OF NEEDLE-RESISTANT PROTECTIVE GLOVES FOR SAFE COLLECTION OF DISCARDED SHARPS	-$	4,328.50
EFT49022	09/10/2026	T-QUIP	SUPPLY OF REPLACEMENT SEAT SAFETY AND PROXIMITY SWITCHES FOR COUNCIL PLANT	-$	295.47
EFT49023	09/10/2026	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	CONSTRUCTION AND INSTALLATION OF TRAMWAY WALK TRAIL SHELTERS	-$	156,200.00
EFT49024	09/10/2026	TRAILER PARTS PTY LTD t/a MARTIN'S TRAILER PARTS	SUPPLY OF BRAKE TUBING AND FITTINGS FOR COUNCIL TRAILER MAINTENANCE	-$	65.71
EFT49025	09/10/2026	VANGUARD UNIT TRUST & VIKING TRUST T/A VANGUARD PRINT	VISITOR INFORMATION BROCHURE STORAGE, DISTRIBUTION AND FREIGHT SERVICES	-$	1,208.69
EFT49026	09/10/2026	WEST AUSTRALIAN NEWSPAPER LTD	PUBLICATION OF STATUTORY 2026–27 FIREBREAK NOTICE IN MIDWEST TIMES	-$	3,769.59
EFT49027	09/10/2026	WESTRAC PTY LTD	SUPPLY OF WEAR PLATES AND HYDRAULIC OIL FOR COUNCIL PLANT MAINTENANCE	-$	1,112.12
EFT49028	09/10/2026	XAVIER COX	RENTAL PAYMENT FOR COUNCIL-MANAGED RESIDENTIAL ACCOMMODATION	-$	3,033.00
EFT49029	16/10/2026	ACE888 PTY LTD T/A Richi's Golden Cafe	CATERING FOR COUNCIL STAFF MEETING AT THE DEPOT – OCTOBER 2026	-$	1,595.00
EFT49030	16/10/2026	SHANNON MCGHEE	APPROVED STAFF FITNESS MEMBERSHIP REIMBURSEMENT UNDER ATTRACTION AND RETENTION ARRANGEMENTS	-$	300.00
EFT49031	16/10/2026	ALISHA SPRATT	REIMBURSEMENT OF APPROVED COUNCIL-RELATED EXPENSES	-$	464.00
EFT49032	16/10/2026	AMANDA JANE KING (LEIGHTON)	REIMBURSEMENT FOR EVENT PRESENTATION SUPPLIES PURCHASED FOR WA TOURISM CONFERENCE	-$	222.00
EFT49033	16/10/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	SUPPLY OF FUEL FOR COUNCIL FLEET AND OPERATIONAL VEHICLES	-$	1,684.01
EFT49034	16/10/2026	ASHFUELS (WA) PTY LTD	BULK FUEL SUPPLY AND DELIVERY FOR COUNCIL OPERATIONS	-$	24,447.67
EFT49035	16/10/2026	BDP DISTRIBUTION PTY LTD T/AS MCDONALDS WHOLESALERS	WHOLESALE FOOD AND CONSUMABLE SUPPLIES FOR COUNCIL ACTIVITIES	-$	206.75
EFT49036	16/10/2026	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	FREIGHT AND DELIVERY OF BULK ASPHALT REPAIR MATERIALS TO COUNCIL DEPOT	-$	3,332.71
EFT49037	16/10/2026	J BLACKWOOD & SON PTY LTD	SUPPLY OF INDUSTRIAL EQUIPMENT AND CONSUMABLES FOR COUNCIL OPERATIONS	-$	736.11
EFT49038	16/10/2026	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY ONLINE TOURISM BOOKING PLATFORM CHARGES – SEPTEMBER 2026	-$	453.95
EFT49039	16/10/2026	BTX CONTRACTING	DELIVERY OF COUNCIL SCHOOL HOLIDAY PROGRAM ACTIVITIES	-$	1,066.00
EFT49040	16/10/2026	CARNARVON ENGINEERING	ENGINEERING REPAIR SERVICES FOR COUNCIL PLANT AND EQUIPMENT	-$	1,072.50
EFT49041	16/10/2026	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	ACCOMMODATION FOR COUNCIL-RELATED BUSINESS TRAVEL	-$	540.00
EFT49042	16/10/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	SUPPLY OF PROTECTIVE WORKWEAR, UNIFORMS AND SAFETY EQUIPMENT FOR COUNCIL STAFF	-$	421.81
EFT49043	16/10/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	INSPECTION AND RECTIFICATION OF FAULTY LIGHTING AT BROCKMAN PARK	-$	15,227.84
EFT49044	16/10/2026	CENTRAL REGIONAL TAFE	RESIDENTIAL ACCOMMODATION FEES ASSOCIATED WITH VOCATIONAL TRAINING	-$	40.00
EFT49045	16/10/2026	CHANDAN KUMAR SAH	APPROVED PROFESSIONAL MEMBERSHIP REIMBURSEMENT FOR 2026–27	-$	640.00
EFT49046	16/10/2026	CHURCH OF CHRIST CARNARVON	COMMUNITY DONATION IN RECOGNITION OF SUPPORT PROVIDED TO COUNCIL EMPLOYEES	-$	500.00
EFT49047	16/10/2026	CIRCUITWEST INC	CHILDREN'S BOOK WEEK 2026 LIVE THEATRE PERFORMANCE FUNDED THROUGH COMMUNITY PROGRAM GRANT	-$	3,300.00
EFT49048	16/10/2026	CORAL COAST VETERINARY HOSPITAL	VETERINARY TREATMENT, VACCINATION, MICROCHIPPING AND PREVENTATIVE MEDICATION FOR COUNCIL-MANAGED ANIMAL	-$	750.00
EFT49049	16/10/2026	CORAL COAST WATER PTY LTD	QUARTERLY WATER SERVICE CHARGES – OCTOBER TO DECEMBER 2026	-$	1,356.69
EFT49050	16/10/2026	CUPPA & CRUMB CAFE	MORNING TEA CATERING FOR NATIONAL BANANA DAY 2026 COMMUNITY EVENT	-$	300.00
EFT49051	16/10/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	SUPPLY OF ELECTRICAL CONNECTOR KIT FOR COUNCIL TRAILER MAINTENANCE	-$	28.60
EFT49052	16/10/2026	CARNARVON MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL AND AUDIOMETRIC ASSESSMENTS FOR COUNCIL RECRUITMENT	-$	132.00
EFT49053	16/10/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	GROCERIES, CATERING AND GENERAL CONSUMABLE SUPPLIES FOR COUNCIL PROGRAMS	-$	1,168.23
EFT49054	16/10/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	SUPPLY OF PAINT, SEALANTS, LOCKS AND BUILDING MAINTENANCE MATERIALS FOR COUNCIL FACILITIES	-$	356.96
EFT49055	16/10/2026	DISCOVERY PARKS CARNARVON (DISCOVERY HOLIDAY PARKS PTY LIMITED)	ACCOMMODATION FOR COUNCIL GOVERNANCE AND COMPLIANCE BUSINESS TRAVEL – OCTOBER 2026	-$	1,511.00
EFT49056	16/10/2026	EQUIFAX AUSTRALIASIA WORKFORCE SOLUTIONS PTY LTD	EMPLOYMENT SCREENING AND POLICE CLEARANCE SERVICES FOR COUNCIL RECRUITMENT	-$	971.30
EFT49057	16/10/2026	EDGE DIGITAL TECHNOLOGY PTY LTD	ANNUAL SERVICING AND MAINTENANCE OF CIVIC CENTRE CINEMA PROJECTION EQUIPMENT, INCLUDING ASSOCIATED TRAVEL	-$	3,289.00
EFT49058	16/10/2026	EMPLOYMENT TRAINING SOLUTIONS	FORKLIFT OPERATOR TRAINING AND COMPETENCY ASSESSMENTS FOR COUNCIL PERSONNEL	-$	1,600.00
EFT49059	16/10/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	AIR TRAVEL AND ACCOMMODATION BOOKINGS FOR COUNCIL BUSINESS	-$	8,104.70
EFT49060	16/10/2026	THE TRUSTEE FOR H&K FAMILY TRUST TRADING AS GASCOYNE BAKERY CAFE	CATERING FOR YIRRA YAAKIN ELDERS COMMUNITY LUNCHEON – SEPTEMBER 2026	-$	755.00
EFT49061	16/10/2026	GAVIN GRIFFITHS INVESMENTS PTY LTD	PRE-EMPLOYMENT MEDICAL ASSESSMENT FOR COUNCIL RECRUITMENT	-$	660.00
EFT49062	16/10/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	INSPECTION, EMPTYING AND UNBLOCKING OF HILL STREET PUBLIC DUMP POINT	-$	1,824.04
EFT49063	16/10/2026	GASCOYNE COMMUNITY SERVICES ABORIGINAL CORPORATION	COMMUNITY GROWTH FUND ROUND 2 GRANT ALLOCATION – SEPTEMBER 2026 COUNCIL APPROVAL	-$	3,000.00
EFT49064	16/10/2026	BREAKAWAY HOLDINGS WA PTY LTD TAS GASCOYNE TRADERS	ARTS AND CRAFT SUPPLIES FOR YOUNG PEOPLE'S SERVICES SCHOOL HOLIDAY ACTIVITIES	-$	28.00
EFT49065	16/10/2026	MOODY L&K PTY LTD T/AS GERALDTON LOCK & KEY	LOCKSMITH HARDWARE AND REPLACEMENT PARTS FOR COUNCIL MAINTENANCE	-$	44.00
EFT49066	16/10/2026	HAMES SHARLEY WA PTY LTD	STAGE 2 PRELIMINARY DESIGN, DOCUMENTATION AND BUSHFIRE ASSESSMENT SERVICES	-$	18,864.78
EFT49067	16/10/2026	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	SUPPLY OF AUTOMOTIVE AND WORKSHOP MAINTENANCE CONSUMABLES FOR COUNCIL FLEET	-$	111.33
EFT49068	16/10/2026	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY SUPPLY FOR PUBLIC STREET LIGHTING NETWORK	-$	58,933.06
EFT49069	16/10/2026	HOSPITALITY PTY LTD T/AS HOSPITALITY INN CARNARVON	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR SETTLEMENT	-$	1,352.00
EFT49070	16/10/2026	HR PARTNER SOFTWARE PTY LTD	ANNUAL HR PARTNER EMPLOYEE MANAGEMENT SOFTWARE SUBSCRIPTION	-$	12,281.50
EFT49071	16/10/2026	INTERFIRE AGENCIES PTY LTD (THE TRUSTEE FOR THE LOVETT FAMILY TRUST)	PROTECTIVE UNIFORMS AND EQUIPMENT FOR GASCOYNE RIVER BUSH FIRE BRIGADE VOLUNTEERS	-$	14,410.92
EFT49072	16/10/2026	INTEGRATED ICT	MANAGED INFORMATION AND COMMUNICATIONS TECHNOLOGY SUPPORT SERVICES	-$	36,906.36
EFT49073	16/10/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FITTING OF REPLACEMENT TYRE FOR COUNCIL PLANT	-$	4,628.30
EFT49074	16/10/2026	KLEENIT PTY LTD	CONTRACT CLEANING SERVICES FOR CULTURAL CENTRE PUBLIC TOILETS	-$	33,772.75
EFT49075	16/10/2026	LG BEST PRACTICES PTY LTD	SPECIALIST END-OF-FINANCIAL-YEAR PAYROLL PROCESSING, ACCRUALS AND EMPLOYEE PROVISION SERVICES	-$	4,603.50
EFT49076	16/10/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	TEMPORARY FINANCE OFFICER LABOUR-HIRE SERVICES – SEPTEMBER 2026	-$	10,311.10
EFT49077	16/10/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	REGISTRATION FOR 2026 LOCAL GOVERNMENT PROFESSIONALS WA ANNUAL STATE CONFERENCE	-$	7,570.00
EFT49078	16/10/2026	LOHMAN NOMINEES PTY LTD	ELECTRICITY USAGE CHARGES FOR COUNCIL-LEASED PREMISES	-$	162.92
EFT49079	16/10/2026	MARIA ESMA MCMAHON	ART HUB CONSIGNMENT SALES PROCEEDS – JUNE 2026	-$	16.00
EFT49080	16/10/2026	DEVINIA WAINWRIGHT T/AS MARA LAMAR	ART HUB CONSIGNMENT SALES PROCEEDS – JUNE 2026	-$	46.08
EFT49081	16/10/2026	MARIE LOCK	ART HUB CONSIGNMENT SALES PROCEEDS – JUNE 2026	-$	96.00
EFT49082	16/10/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	WASTE BIN COLLECTION AND DISPOSAL SERVICES FOR COUNCIL OPERATIONS	-$	1,266.10
EFT49083	16/10/2026	MOORE AUSTRALIA (WA) PTY LTD	PROFESSIONAL PREPARATION AND COMPILATION OF MONTHLY FINANCIAL MANAGEMENT REPORT	-$	3,300.00
EFT49084	16/10/2026	HEATHER & PHILIP MORPHETT	CAMP HOST SERVICES AT COUNCIL-MANAGED CAMPING FACILITIES – SEPTEMBER TO OCTOBER 2026	-$	750.00
EFT49085	16/10/2026	NORWEST REFRIGERATION SERVICES	SUPPLY OF REPLACEMENT AIR-CONDITIONING UNIT FOR FORMER INFANT SCHOOL BUILDING	-$	1,484.89
EFT49086	16/10/2026	PATHWEST LABORATORY MEDICINE WA	PATHOLOGY AND LABORATORY SERVICES – SEPTEMBER 2026	-$	247.50
EFT49087	16/10/2026	PARAMOUNT PICTURES AUSTRALIA PTY	CINEMA FILM SCREENING AND DIGITAL PROJECTION LICENSING FEES	-$	94.50
EFT49088	16/10/2026	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	CRANE HIRE AND LIFTING SERVICES FOR REMOVAL OF VESSEL – MAY 2026	-$	2,172.94
EFT49089	16/10/2026	RK & LJ SMITH CORPORATION PTY LTD T/AS THE PRINTSMITH CO	DESIGN AND MANUFACTURE OF SHIRE PRESIDENT'S OFFICE IDENTIFICATION SIGNAGE	-$	470.67
EFT49090	16/10/2026	PROJEX PARTNERS PTY LTD	FASCINE TO HARBOUR WALK PROJECT DUE DILIGENCE, DESIGN AND DOCUMENTATION SERVICES	-$	5,555.00
EFT49091	16/10/2026	PUBLIC LIBRARIES WESTERN AUSTRALIA INC	ANNUAL PUBLIC LIBRARIES WESTERN AUSTRALIA MEMBERSHIP	-$	300.00
EFT49092	16/10/2026	REPCO PTY LTD	SUPPLY OF BRAKE DRUMS, BRAKE SHOES AND WHEEL CYLINDERS FOR COUNCIL FLEET	-$	932.49
EFT49093	16/10/2026	ROSMECH SALES & SERVICE PTY LTD	SUPPLY OF REPLACEMENT PARTS FOR COUNCIL FLEET AND PLANT MAINTENANCE	-$	2,076.28
EFT49094	16/10/2026	E & MJ ROSHER	SUPPLY OF MACHINERY REPLACEMENT PARTS FOR COUNCIL OPERATIONS	-$	1,960.95
EFT49095	16/10/2026	RSM AUSTRALIA PTY LTD	PROFESSIONAL PREPARATION AND LODGEMENT OF AUGUST 2026 BUSINESS ACTIVITY STATEMENT	-$	416.35
EFT49096	16/10/2026	SAMANTHA DELORRAINE DRUMMOND	ART HUB CONSIGNMENT SALES PROCEEDS – JUNE 2026	-$	20.00
EFT49097	16/10/2026	DANIEL EDWIN CASSIDY DAVIES-NORRISH T/AS SANDY TURTLE SUPPORTS AND THERAPIES	ART HUB CONSIGNMENT SALES PROCEEDS – JUNE 2026	-$	16.80
EFT49098	16/10/2026	SANDHURST SECURITY SERVICES PTY LTD	SECURITY PATROL AND MONITORING SERVICES FOR COUNCIL FACILITIES	-$	4,008.58
EFT49099	16/10/2026	SEA CONTRACTING PTY LTD	CONTRACTED MONITORING SERVICES FOR COUNCIL OPERATIONS	-$	2,341.58

EFT49100	16/10/2026	SAFETY CHAMPION SOFTWARE PTY LTD	ANNUAL SAFETY CHAMPION WORK HEALTH AND SAFETY MANAGEMENT SOFTWARE SUBSCRIPTION	-$	12,441.13
EFT49101	16/10/2026	CITY OF KALAMUNDA	BUILDING SURVEYING AND REGULATORY ASSESSMENT SERVICES UNDER INTER-COUNCIL AGREEMENT	-$	1,836.25
EFT49102	16/10/2026	SMARTSHEET INC	SMARTSHEET SOFTWARE SUBSCRIPTION FOR DIGITAL FORMS, WORKFLOW AUTOMATION AND RECORDS MANAGEMENT	-$	1,584.00
EFT49103	16/10/2026	SPARE PARTS PUPPET THEATRE INC	PERFORMANCE ROYALTIES ASSOCIATED WITH BEANSTALK SCHOOL HOLIDAY THEATRE PRODUCTION	-$	35.50
EFT49104	16/10/2026	SUNNY INDUSTRIAL BRUSHWARE PTY LTD	SUPPLY OF REPLACEMENT GUTTER BROOM BRUSHES FOR COUNCIL STREET SWEEPING EQUIPMENT	-$	2,422.20
EFT49105	16/10/2026	SUPAGAS PTY LIMITED	SUPPLY OF 45 KG LPG CYLINDER FOR COUNCIL-MANAGED PROPERTY	-$	125.00
EFT49106	16/10/2026	SUPER MOTOR SPARES	SUPPLY OF AUTOMOTIVE AND MECHANICAL SPARE PARTS FOR COUNCIL FLEET	-$	937.59
EFT49107	16/10/2026	TELOMAC TACKLE AND CAMPING	PRIZE VOUCHER FOR NATIONAL BANANA DAY 2026 COMMUNITY COMPETITION	-$	190.00
EFT49108	16/10/2026	THE TRUSTEE FOR TALIS UNIT TRUST T/A TALIS CONSULTANTS	PROFESSIONAL CONSULTANCY SERVICES FOR COUNCIL PROJECTS	-$	1,026.30
EFT49109	16/10/2026	CASSANDRA JOANNE TAYLOR	APPROVED MEAL ALLOWANCE FOR ATTENDANCE AT WASTE FACILITY INDUSTRY CONFERENCE	-$	427.24
EFT49110	16/10/2026	SAMUAL TAYLOR	REFUND OF CAT TRAP SECURITY BOND	-$	81.00
EFT49111	16/10/2026	TELSTRA LIMITED	INTERNET AND TELECOMMUNICATIONS CHARGES FOR COUNCIL ADMINISTRATION	-$	1,487.27
EFT49112	16/10/2026	TENDERLINK (TRADING AS TENDERLINK.COM)	TENDERLINK PROCUREMENT PORTAL AND ADVERTISING FEES FOR CORAL BAY AIRSTRIP WORKS TENDER	-$	184.80
EFT49113	16/10/2026	Theonie Rose McKenna	ART HUB CONSIGNMENT SALES PROCEEDS – JUNE 2026	-$	12.00
EFT49114	16/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT AND DELIVERY SERVICES FOR COUNCIL SUPPLIES	-$	616.58
EFT49115	16/10/2026	TONI EDNEY	ART HUB CONSIGNMENT SALES PROCEEDS – JUNE 2026	-$	432.00
EFT49116	16/10/2026	T-QUIP	SUPPLY OF REPLACEMENT SEAT SAFETY AND PROXIMITY SWITCHES FOR COUNCIL PLANT	-$	38.40
EFT49117	16/10/2026	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	REMOVAL AND REPLACEMENT OF SECURITY FENCING AT BROWN RANGE WASTE FACILITY	-$	4,620.00
EFT49118	16/10/2026	THIS IS A CONVERSTION STARTER PTY LTD T/AS TRADEMUTT	SUPPLY OF COUNCIL WORKWEAR UNDER SUPPLIER SALES ORDER	-$	350.00
EFT49119	16/10/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLY OF DOOR LOCKS, PASSAGE HARDWARE, MEASURING TOOLS, FASTENERS AND KEYS FOR COUNCIL MAINTENANCE	-$	731.10
EFT49120	16/10/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	SUPPLY OF STAFF UNIFORMS AND WORKWEAR FOR COUNCIL OPERATIONS	-$	155.95
EFT49121	16/10/2026	VENTIA AUSTRALIA PTY LIMITED	TRAMWAY BRIDGE STAGE 1 DETAILED DESIGN AND REFURBISHMENT WORKS UNDER REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM	-$	170,446.89
EFT49122	16/10/2026	VIBES BMX	FINAL PROJECT AND SERVICE FEES FOR BMX-RELATED COUNCIL ACTIVITIES	-$	3,250.00
EFT49123	16/10/2026	WESTRAC PTY LTD	SUPPLY OF REPLACEMENT FILTERS AND LUBRICATING OIL FOR COUNCIL PLANT	-$	673.23
EFT49124	16/10/2026	WHITBURN RURAL SERVICES	SUPPLY OF AGRICULTURAL AND MACHINERY REPLACEMENT PARTS FOR COUNCIL MAINTENANCE	-$	3,642.87
EFT49125	22/10/2026	ABC FOUNDATION LTD	ANNUAL COMMUNITY CONTRIBUTION TOWARDS 2026 NAIDOC WEEK CELEBRATIONS	-$	5,000.00
EFT49126	22/10/2026	ANTOINETT MARILYN ROE	ART HUB CONSIGNMENT SALES PROCEEDS FOR SEPTEMBER 2026	-$	12.00
EFT49127	22/10/2026	ASHFUELS (WA) PTY LTD	SUPPLY AND DELIVERY OF 400 LITRES OF DIESEL TO THE CARNARVON WASTE FACILITY, INCLUDING FUEL LEVY	-$	1,128.20
EFT49128	22/10/2026	BAYVIEW CORAL BAY	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR SETTLEMENT – CORAL BAY	-$	140.00
EFT49129	22/10/2026	BDP DISTRIBUTION PTY LTD T/AS MCDONALDS WHOLESALERS	WHOLESALE FOOD AND CONSUMABLE SUPPLIES FOR COUNCIL ACTIVITIES	-$	62.40
EFT49130	22/10/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	GLAZING AND SLIDING-DOOR REPAIRS AT COUNCIL FACILITIES, INCLUDING 11 DE BONI STREET	-$	1,051.87
EFT49131	22/10/2026	CORAL COAST TOURIST PARK	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR SETTLEMENT – CORAL COAST TOURIST PARK	-$	170.62
EFT49132	22/10/2026	CUPPA & CRUMB CAFE	CATERING SERVICES FOR COUNCIL EVENT OR PROGRAM	-$	660.00
EFT49133	22/10/2026	CARNARVON BOWLING CLUB INC	COMMUNITY GROWTH FUND ROUND 2 GRANT ALLOCATION TO CARNARVON BOWLING CLUB	-$	5,500.00
EFT49134	22/10/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	FOOD AND PROGRAM SUPPLIES FOR YOUNG PEOPLE'S SERVICES AND SEPTEMBER–OCTOBER SCHOOL HOLIDAY ACTIVITIES	-$	555.91
EFT49135	22/10/2026	CARNARVON PEST CONTROL	PEST MANAGEMENT AND TREATMENT SERVICES AT COUNCIL PREMISES	-$	715.00
EFT49136	22/10/2026	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LIMITED	FEES FOR SCREENING OF TOY STORY 5 FOR SHOOTING STARS AWARDS DAY AT THE CINEMA. $275 MG. NOT TICKET SALES WILL OCCUR.	-$	312.50
EFT49137	22/10/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN AIRFARES FOR COUNCIL COMMUNITY ENGAGEMENT ASSOCIATED WITH THE SEAWATER INUNDATION PROJECT	-$	3,729.00
EFT49138	22/10/2026	FIVE ELEMENTS INTERNATIONAL PTY LTD T/AS JOHANN KLOECKER SPECIALISED MATERIALS & CO	SUPPLY OF SPECIALISED MATERIALS AND EQUIPMENT FOR COUNCIL OPERATIONS	-$	16,474.15
EFT49139	22/10/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	PLUMBING LABOUR AND ASSOCIATED MATERIALS FOR COUNCIL MAINTENANCE WORKS	-$	663.97
EFT49140	22/10/2026	GASCOYNE MACHINING PTY LTD	SUPPLY AND ASSEMBLY OF HYDRAULIC HOSE, FITTINGS AND PROTECTIVE HOSE GUARD FOR COUNCIL PLANT P390	-$	244.35
EFT49141	22/10/2026	GOODWORK HOLDINGS PTY LTD	SUPPLY PLANT AND OPERATORS FOR UNSEALED ROADWORKS ON MINILYA/LYNDON ROAD AS PER CONTRACT RFT 20/2024 FOR 2026/2027 -ITEMISED, AS PER INVOICE	-$	68,897.93
EFT49142	22/10/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	PROJECT MANAGEMENT AND ONSITE SUPERVISION SERVICES FOR THE UNSEALED ROAD UPGRADE PROJECTS FOR RRG 2-26/2027 - MINILYA LYNDON ROAD	-$	15,038.09
EFT49143	22/10/2026	HELEN TIPTON	APPROVED STAFF HEALTH AND WELLBEING REIMBURSEMENT UNDER ATTRACTION AND RETENTION ARRANGEMENTS	-$	150.00
EFT49144	22/10/2026	GASCOYNE HOTEL	VISITOR CENTRE ACCOMMODATION BOOKING OPERATOR SETTLEMENT – GASCOYNE HOTEL	-$	455.00
EFT49145	22/10/2026	J & J & KIDS PTY LTD T/A PELICAN POINT WATERFRONT RESORT	ACCOMMODATION ASSOCIATED WITH COUNCIL BUSINESS TRAVEL	-$	2,750.00
EFT49146	22/10/2026	LANDGATE - ACCOUNTS	SLIP SUBSCRIPTION SERVICES ANNUAL CHARGE - SMALL NON COMMERCIAL CUSTOMER	-$	2,755.01
EFT49147	22/10/2026	LG BEST PRACTICES PTY LTD	SPECIALIST RATES END-OF-FINANCIAL-YEAR PROCESSING AND BILLING SUPPORT FOR 2025–26	-$	6,050.00
EFT49148	22/10/2026	LGISWA	INSTALMENT 2: LGIS PUBLIC LIABILITY - COVER REF: 000015 - PERIOD: 30.06.2026 - 30.07.2027	-$	513,315.64
EFT49149	22/10/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	LABOUR-HIRE PLACEMENT AND TRANSFER-RELATED SERVICE FEES FOR COUNCIL WORKFORCE RESOURCING	-$	19,407.41
EFT49150	22/10/2026	LOHMAN NOMINEES PTY LTD	MONTHLY PERIODICAL LEASE OF 3Q ROBINSON STREET FOR COMMUNITY ART HUB FOR THE PERIOD 01 NOVEMBER TO 30 NOVEMBER 2026	-$	6,499.83
EFT49151	22/10/2026	DEVINIA WAINWRIGHT T/AS MARA LAMAR	ART HUB CONSIGNMENT SALES PROCEEDS FOR SEPTEMBER 2026	-$	51.84
EFT49152	22/10/2026	McArthur (SA) Pty Ltd	RECRUITMENT SERVICES FOR MANAGER ENVIRONMENT AND SUSTAINABILITY – CANDIDATE SHORTLISTING MILESTONE	-$	11,165.00
EFT49153	22/10/2026	MESSAGES ON HOLD AUSTRALIA PTY LTD	ANNUAL SUBSCRIPTION FOR SHIRE PHONE SYSTEMS PROFESSIONLLY PRODUCES AUDIO MUSIC MESSAGES 2026-2027 FINANCIAL YEAR 35 X 20 SEC PHONE AUDIO MESSAGES PER YEAR@ $1600 PER YEAR	-$	324.99
EFT49154	22/10/2026	HEATHER & PHILIP MORPHETT	CAMP HOST SERVICE FEES FOR COUNCIL-MANAGED CAMPING FACILITIES	-$	250.00
EFT49155	22/10/2026	THE TRUSTEE FOR D & T ROSE FAMILY TRUST T/AS NEW HEIGHTS TREE SERVICE	REMOVAL AND STUMP GRIND TREE WITH BEES NEST AT HEARN PLACE AS PER QUOTE0857	-$	2,479.95
EFT49156	22/10/2026	OUTBACK COAST PROPERTY PTY LTD	RENT FOR 6A JOHNSTON STREET PERIOD: 01.10.2026 - 31.10.2026	-$	1,868.45
EFT49157	22/10/2026	PERTRAIN PTY LTD	TRAINING AND REFERENCE MATERIALS RELATING TO PERSONAL PROTECTIVE EQUIPMENT	-$	1,370.49
EFT49158	22/10/2026	Purely Tan Beauty Salon Pty Ltd T/a Rejuvenate - The Wellness Booth	STAFF HEALTH AND WELLNESS MONTH EVENT – CATERING AND PARTICIPANT VOUCHERS	-$	900.00
EFT49159	22/10/2026	RAW CREATIVE	GRAPHIC DESIGN AND ARTWORK PREPARATION FOR COUNCIL BROCHURES	-$	1,580.50
EFT49160	22/10/2026	REECE WELDING AND FABRICATION	WELDING AND FABRICATION REPAIRS TO PEDESTRIAN FOOTBRIDGE INFRASTRUCTURE	-$	1,188.00
EFT49161	22/10/2026	R & L COURIERS	FREIGHT, AS PER CON NOTE NO. 186944 (INCLUDING FUEL LEVY)	-$	2,970.00
EFT49162	22/10/2026	ROBERT EDWARD HULL	APPROVED REIMBURSEMENT FOR PROTECTIVE WORK FOOTWEAR	-$	239.95
EFT49163	22/10/2026	SAMANTHA DELORRAINE DRUMMOND	ART HUB CONSIGNMENT SALES PROCEEDS FOR SEPTEMBER 2026	-$	53.60
EFT49164	22/10/2026	DANIEL EDWIN CASSIDY DAVIES-NORRISH T/AS SANDY TURTLE SUPPORTS AND THERAPIES	ART HUB CONSIGNMENT SALES PROCEEDS FOR SEPTEMBER 2026	-$	5.60
EFT49165	22/10/2026	SOUTHERN CROSS AUSTEREO	RADIO ADVERTISING AND PROMOTIONAL SERVICES FOR COUNCIL ACTIVITIES	-$	561.00
EFT49166	22/10/2026	SHIRE OF CARNARVON MUNICIPAL FUND	TRANSFER OF COMMISSION INCOME TO THE SHIRE MUNICIPAL FUND	-$	253.01
EFT49167	22/10/2026	SHARON ELIZABETH WILLIAMS	ART HUB CONSIGNMENT SALES PROCEEDS FOR SEPTEMBER 2026	-$	12.00
EFT49168	22/10/2026	TELOMAC TACKLE AND CAMPING	SUPPLY OF TWO 12-VOLT BILGE PUMPS FOR COUNCIL OPERATIONS	-$	280.00
EFT49169	22/10/2026	TELSTRA LIMITED	TELSTRA MOBILE TELECOMMUNICATIONS CHARGES AND DEVICE REPAYMENTS – SEPTEMBER TO OCTOBER 2026	-$	1,378.59
EFT49170	22/10/2026	L M DALY & P J DALY T/AS TILLEY LANE GIFT & HOME	SUPPLY OF FLORAL ARRANGEMENTS FOR COUNCIL PURPOSES	-$	500.00
EFT49171	22/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT AND DELIVERY OF COUNCIL GOODS AND SUPPLIES	-$	61.61
EFT49172	22/10/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	HARDWARE AND MAINTENANCE SUPPLIES FOR COUNCIL OPERATIONS	-$	253.80
EFT49173	22/10/2026	TURTLE TIME PTY LTD T/A 6701 WATERFRONT CAFE	LITTER LEGENDS VOLUNTEER RECOGNITION COFFEE VOUCHERS AND ASSOCIATED PROGRAM SUPPLIES	-$	962.00
EFT49174	22/10/2026	THE VIETNAMESE COMMUNITY IN CARNARVON INCORPORATED	COMMUNITY GROWTH FUND ROUND 2 ALLOCATION FOR LOCAL COMMUNITY INITIATIVES, APPROVED SEPTEMBER 2026	-$	3,300.00
EFT49175	28/10/2026	LEAH MAREE HORTON	AUDIT AND RISK IMPROVEMENT COMMITTEE MEETING ATTENDANCE AND APPROVED TRAVEL, ACCOMMODATION AND MEAL REIMBURSEMENTS – OCTOBER 2026	-$	2,193.50

EFT49176	28/10/2026	PEOPLE ASSIGNMENT PTY LTD	APPROVED TRAVEL, ACCOMMODATION AND MEAL EXPENSE REIMBURSEMENTS ASSOCIATED WITH COUNCIL SERVICES	-$	1,959.17
EFT49177	30/10/2026	Gascoyne Funeral Services	CEMETERY GRAVE EXCAVATION AND ASSOCIATED BURIAL SERVICES	-$	2,640.00
EFT49178	30/10/2026	ACE888 PTY LTD T/A Richi's Golden Cafe	CATERING FOR EMERGENCY SERVICES EVENT ASSOCIATED WITH EX-TROPICAL CYCLONE NARELLE RECOVERY ACTIVITIES	-$	968.00
EFT49179	30/10/2026	Abdul Samad Shah	APPROVED MEAL EXPENSE REIMBURSEMENT FOR COUNCIL-RELATED SITE VISIT	-$	101.60
EFT49180	30/10/2026	RONALD STEVEN SMITH	REFUND OF OVERPAID PROPERTY RATES	-$	1,546.00
EFT49181	30/10/2026	ALISHA SPRATT	APPROVED TRAVEL SUSTENANCE ALLOWANCE FOR ATTENDANCE AT OCTOBER 2026 TOURISM CONFERENCE	-$	312.00
EFT49182	30/10/2026	MATHEW BERESFORD	APPROVED TRAVEL SUSTENANCE ALLOWANCE FOR SEPTEMBER 2026 TRAINING IN GERALDTON	-$	3,189.42
EFT49183	30/10/2026	BTX CONTRACTING	MANAGEMENT OF CARNARVON AQUATIC CENTRE AS PER SCHEDULE NOVEMBER 2026	-$	33,000.00
EFT49184	30/10/2026	CARNARVON MOTOR GROUP PTY LTD	SUPPLY OF VEHICLE FUEL INJECTORS, INJECTOR SEALS, GASKETS, FUEL PIPES AND OTHER AUTOMOTIVE REPLACEMENT PARTS	-$	4,860.03
EFT49185	30/10/2026	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR COUNCIL-RELATED TRAVEL – 2 TO 4 AUGUST 2026	-$	420.00
EFT49186	30/10/2026	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	ACCOMMODATION FOR COUNCIL-RELATED BUSINESS VISIT TO CARNARVON	-$	340.00
EFT49187	30/10/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	SUPPLY OF WORKWEAR AND PROTECTIVE CLOTHING FOR COUNCIL OPERATIONS	-$	19,357.73
EFT49188	30/10/2026	KELLY CAPEWELL T/AS CAS E BEL	CATERING SERVICES (SLUSHIE VAN) AT GEYM CHILDREN'S WEEK EVENT ON SATURDAY 24/10/2026 BETWEEN 9:30AM AND 11:30AM PROVIDING 150 COPS FOR $600 TOTAL	-$	600.00
EFT49189	30/10/2026	CARNARVON GROWERS ASSOCIATION INC	2026/2027 STANDING ORDER FOR EMERGENCY / UNPLANNED MINOR RETICULATION ITEMS THAT REQUIRE IMMEDIATE DELIVERY -PVC END CAP 40MM	-$	70.97
EFT49190	30/10/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	FOOD AND CONSUMABLE SUPPLIES FOR YOUNG PEOPLE'S SERVICES PROGRAMS	-$	52.90
EFT49191	30/10/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	HARDWARE, ELECTRICAL ACCESSORIES AND MAINTENANCE CONSUMABLES FOR COUNCIL OPERATIONS	-$	780.84
EFT49192	30/10/2026	DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION	ANNUAL COMPLIANCE FEE - MINISTERIAL STATEMENT 355 2026/27 FY	-$	3,500.00
EFT49193	30/10/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	AIR TRAVEL BOOKINGS ASSOCIATED WITH COUNCIL AND GOVERNMENT STAKEHOLDER BUSINESS	-$	6,467.97
EFT49194	30/10/2026	GASCOYNE FOOD COUNCIL	REIMBURSEMENT FOR COMMUNITY EVENT HOSPITALITY TICKETS – AUGUST 2026	-$	500.00
EFT49195	30/10/2026	GASCOYNE OFFICE EQUIPMENT	REPLACMENT PAPER ROLL FOR THE CANON TM-350 PRINTER VEVOR WIDE FORMAT PAPER PLOTTER PAPER 6 ROLLS 609.6 MM X 45.7 M CAD BOND ROLL ?MISC? FOR CANON TM?350 PRINTER	-$	39.95
EFT49196	30/10/2026	CARNARVON ACCOMMODATION SERVICES PTY LTD T/AS GATEWAY MOTEL	ACCOMMODATION FOR COUNCIL-RELATED TRAVEL – AUGUST 2026	-$	860.00
EFT49197	30/10/2026	BREAKAWAY HOLDINGS WA PTY LTD TAS GASCOYNE TRADERS	SUPPLY OF MATERIALS AND CONSUMABLES FOR COUNCIL OPERATIONS	-$	260.00
EFT49198	30/10/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	PROJECT MANAGEMENT AND ONSITE SUPERVISION SERVICES FOR THE UNSEALED ROAD UPGRADE PROJECTS FOR RRG 2-26/2027 - MINILYA LYNDON ROAD	-$	5,983.56
EFT49199	30/10/2026	HELEN TIPTON	APPROVED REIMBURSEMENT FOR WASTE BINS PURCHASED FOR COUNCIL USE	-$	24.00
EFT49200	30/10/2026	HORIZON POWER (BENTLEY OFFICE)	POWER SUPPLY FOR 9 RICHARDS STREET BROCKMAN WA FOR THIS PERIOD OF 19/09/26 TO 16/10/26 - 433 UNITS	-$	177.41
EFT49201	30/10/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	TYRE PUNCTURE REPAIR	-$	50.00
EFT49202	30/10/2026	KLEENIT PTY LTD	CLEANING SERVICES FOR TOWN BEACH, ROBINSON STREET, FASCINE FORESHORE, EGAN STREET, FRANCIS STREET, RUSHTON STREET, DAVID BRAND DRIVE AND BAXTER PARK FOR THE PERIOD SEPTEMBER 2026	-$	7,172.00
EFT49203	30/10/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	TEMPORARY LABOUR-HIRE SERVICES FOR RANGER TEAM LEADER COVERAGE	-$	9,898.49
EFT49204	30/10/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	BIN COLLECTION FOR BLOWHOLES, 50 BINS PER WEEK FOR THE PERIOD OF SEPTEMBER 2026	-$	2,201.10
EFT49205	30/10/2026	ONISOA (LILLY) RAMAHAZOMANANA	APPROVED STAFF FITNESS PROGRAM REIMBURSEMENT UNDER ATTRACTION AND RETENTION ARRANGEMENTS	-$	150.00
EFT49206	30/10/2026	OUTBACK FITNESS - AVE PAASUKE	5 X FITNESS SESSIONS AT $200 PER SESSION. HEALTH AND WELLNESS MONTH PROGRAM	-$	1,000.00
EFT49207	30/10/2026	PINNACLE HEIGHT SAFETY PTY LTD	DELIVERY OF CERTIFICATE IV IN WORK HEALTH AND SAFETY TRAINING X 2, ONSITE 5TH OCT TO 2ND NOV & 29TH OCT TO 26TH NOV 2026, VIRTUAL DELIVERY (CERT4WHSSD C153411)	-$	20,168.00
EFT49208	30/10/2026	RACHEAL KING	APPROVED KILOMETRES-TRAVELLED REIMBURSEMENT FOR COUNCIL BUSINESS	-$	659.09
EFT49209	30/10/2026	RENEE LOUW	APPROVED STAFF STUDY ASSISTANCE REIMBURSEMENT	-$	225.00
EFT49210	30/10/2026	REPCO PTY LTD	SUPPLY OF TRACTOR TRANSMISSION AND HYDRAULIC FLUID FOR COUNCIL PLANT MAINTENANCE	-$	1,301.85
EFT49211	30/10/2026	RIVERGUMS PLANTATION	VENUE HIRE FOR CARERS DAY LUNCH 11:30AM - 1:30PM	-$	300.00
EFT49212	30/10/2026	R & L COURIERS	2026/2027 STANDING ORDER FOR WORKSHOP LOCAL FREIGHT (GERALDTON-CARNARVON) -FREIGHT, AS PER CON NOTE NO. 176492 (INCLUDING FUEL LEVY)	-$	653.40
EFT49213	30/10/2026	ROSMECH SALES & SERVICE PTY LTD	SUPPLY OF REPLACEMENT PARTS FOR COUNCIL FLEET AND PLANT MAINTENANCE	-$	791.21
EFT49214	30/10/2026	E & MJ ROSHER	5 X KIT, BLADE AS PER QUOTE 1175182	-$	1,950.00
EFT49215	30/10/2026	RETURNED & SERVICE LEAGUE GASCOYNE SUB - BRANCH	VENUE HIRE AND REFRESHMENTS FOLLOWING COUNCIL MEETING	-$	131.00
EFT49216	30/10/2026	RSM AUSTRALIA PTY LTD	PROFESSIONAL SERVICES IN RELATION TO PREPARATION AND LODGEMENT OF JULY 2026 BAS STATEMENT AND YEAR ENDED 30 JUNE 2026 TAXABLE PAYMENTS ANNUAL REPORT.	-$	441.65
EFT49217	30/10/2026	SANDHURST SECURITY SERVICES PTY LTD	COUNCIL-RELATED GOODS AND SERVICES AS SUPPORTED BY SUPPLIER INVOICE	-$	1,540.00
EFT49218	30/10/2026	SOMERSET HEALTH	SENIORS WEEK HEALTH PRESENTATION - GRANT FUNDED	-$	396.00
EFT49219	30/10/2026	THE TRUSTEE FOR THE SSL WA UNIT TRUST T/A SUBTERRANEAN SERVICE LOCATIONS WA	SURVEYING WORKS TO DETERMINE THE EXACT END LOCATION OF THE SHIRE OF CARNARVON'S ARTESTIAN BORE PIPE	-$	5,506.60
EFT49220	30/10/2026	TELOMAC TACKLE AND CAMPING	AGRN1280 - EX TC NARELLE & ASSOCIATED FLOODING MATERIALS FOR EMERGENCY SERVICES EVENT (GET READY FOR SEVERE WEATHER SEASON) - GIFTS/HAMPERS FOR EVENT ATTENDEES - RNL R108 - FUTURE READY INDUSTRIES FUNDING	-$	315.00
EFT49221	30/10/2026	Taiwanese Kitchen 6701	CATERING FOR GASCOYNE EARLY YEARS NETWORK CHILDREN'S WEEK EVENT – 24 OCTOBER 2026	-$	100.00
EFT49222	30/10/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT AND DELIVERY OF COUNCIL GOODS AND SUPPLIES	-$	132.02
EFT49223	30/10/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	TEMPORARY FENCING HIRE, DELIVERY AND COLLECTION FOR VAN DONGEN PARK WORKS	-$	1,959.95
EFT49224	30/10/2026	VALERIA LUCCHITTO	CATERING SUPPLIES FOR SCHEDULED STAFF CHRISTMAS FUNCTION	-$	57.00
EFT49225	30/10/2026	WATER CORPORATION	WATER USAGE FOR 3 FRANCIS ST CARNARVON FOR THE PERIOD 1 SEP 2026 - 31 OCT 2026	-$	1,245.68
EFT49226	30/10/2026	WESTRAC PTY LTD	SUPPLY OF REPLACEMENT PARTS FOR COUNCIL HEAVY PLANT AND EQUIPMENT	-$	1,861.64
EFT49227	30/10/2026	WESTOZ LITHIUM PTY LTD	RATES REFUND FOR ASSESSMENT A4093 E09/02499 MINING STREET MINING CARNARVON WA 6701	-$	1,370.99
				-$	2,610,162.91
				-$	1,163,375.17
				-$	3,773,538.08

Completed	**Riley Amai**
Signature:	
Position:	**Finance Officer**
Date:	**6/11/2026**

Checked By:	**Racheal King**
Signature:	
Position	**Governance, Risks & Compliance Manager**
Date:	**6/11/2026**

SCHEDULE 3 - DIRECT DEBITS

VOUCHER NUMBER	DATE PAID	PAYEE	DIRECT DEBITS MUNI	DESCRIPTION
DD43008.1	2/10/2026	COMMONWEALTH BANK	-$ 1,436.51	COMMBANK - MONTHLY MERCHANT FEES FOR THE PERIOD SEPTEMBER 2026
DD43011.1	6/10/2026	ANZ BANK LIMITED	-$ 825.29	ANZ BANK - MONTHLY ANZ TRANSACTION FEES FOR THE PERIOD SEPTEMBER 2026
DD43011.2	6/10/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 10,150.00	PR409 - ATO TAXATION FOR THE TERMIANTION, RETENTION BONUS AND BACK PAYS
DD43011.3	6/10/2026	TOYOTA FLEET MANAGEMENT	-$ 395.25	TOYOTA FLEET - MONTHLY OPERATING LEASE FOR P339 FOR THE PERIOD OCTOBER 2026
DD43014.1	12/10/2026	W.A. TREASURY CORPORATION	-$ 89,970.75	WATC - QUARTERLY LOAN PAYMENT FOR LOAN #219
DD43014.2	12/10/2026	DE LAGE LANDEN PTY LIMITED	-$ 15,654.08	MONTHLY LEASE PAYMENT FOR SHIRE LAPTOPS AND IT EQUIPMENTS FOR THE PERIOD OCTOBER 2026
DD43016.1	14/10/2026	ANZ BANK LIMITED	-$ 10.00	ANZ BANK - MONTHLY ACCOUNT SERVICING FEES FOR THE PERIOD OCTOBER 2026
DD43018.1	7/10/2026	FLEET CARE PTY LTD	-$ 4,027.52	FLEET CARE - MONTHLY LEASE FOR P404 FOR THE PERIOD OCTOBER 2026
DD43018.2	7/10/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 2,024.00	PR411 - ATO TAXATION FOR THE TERMINATION PAY PERIOD 21/09/2026 - 04/10/2026
DD43018.3	7/10/2026	ATO - CHILD SUPPORT AGENCY	-$ 626.54	PR411 - CHILD SUPPORT FOR THE TERMINATION PAY PERIOD 21/09/2026 - 04/10/2026
DD43018.4	7/10/2026	BEAM CLEARING HOUSE	-$ 762.35	PR411 - SUPERANNUATION FOR THE TERMINATION PAY PERIOD 21/09/2026 - 04/10/2026
DD43018.5	7/10/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-$ 4,890.07	PR411 - EMPLOYEE SALARY FOR THE TERMINATION PAY PERIOD 21/09/2026 - 04/10/2026
DD43020.1	8/10/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 95,651.00	PR410 - ATO TAXATION PAYMENT FOR THE EMPLOYEES PAY PERIOD 21/09/2026 - 04/10/2026
DD43020.2	8/10/2026	ATO - CHILD SUPPORT AGENCY	-$ 1,242.81	PR410 - CHILD SUPPORT PAYMENT FOR THE EMPLOYEES PAY PERIOD 21/09/2026 - 04/10/2026
DD43020.3	8/10/2026	AUSTRALIAN SERVICES UNION	-$ 27.50	PR410 - UNION FEES PAYMENT FOR THE EMPLOYEES PAY PERIOD 21/09/2026 - 04/10/2026
DD43020.4	8/10/2026	MAXXIA PTY LTD	-$ 5,481.39	PR410 - SALARY SACRIFICE PAYMENT FOR THE EMPLOYEES PAY PERIOD 21/09/2026 - 04/10/2026
DD43020.5	8/10/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-$ 286,974.25	PR412 - EMPLOYEES SALARY PAYMENT FOR THE TERMINATION PAY PERIOD 21/09/2026 - 04/10/2026
DD43022.1	9/10/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 1,298.00	PR412 - ATO TAXATION FOR THE TERMINATION PAY PERIOD 21/09/2026 - 04/10/2026
DD43022.2	9/10/2026	HPE FINANCIAL SERVICES (AUSTRALIA) PTY LIMITED	-$ 512.11	HPE - MONTHLY LEASE PAYMENT FOR ADMIN COPIER FOR THE PERIOD OCTOBER 2026
DD43029.1	19/10/2026	IINET LIMITED	-$ 30.00	IINET - MONTHLY INTERNET CHARGES FOR VISITOR CENTRE FOR THE PERIOD 24/10/2026 - 23/11/2026
DD43031.1	21/10/2026	ANZ BANK LIMITED	-$ 449.15	ANZ BANK - MONTHLY AWPS EFTPOS MR1367549SEP26 FEES FOR SEPTEMBER 2026
DD43033.1	22/10/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 98,160.00	PR413 - ATO TAXATION DEDUCTION FOR THE EMPLOYEE PAY PERIOD 05/10/2026 - 18/10/2026
DD43033.2	22/10/2026	ATO - CHILD SUPPORT AGENCY	-$ 1,242.81	PR413 - CHILD SUPPORT DEDUCTION FOR THE EMPLOYEE PAY PERIOD 05/10/2026 - 18/10/2026
DD43033.3	22/10/2026	AUSTRALIAN SERVICES UNION	-$ 27.50	PR413 - UNION FEES DEDUCTION FOR THE EMPLOYEE PAY PERIOD 05/10/2026 - 18/10/2026
DD43033.4	22/10/2026	MAXXIA PTY LTD	-$ 5,778.54	PR413 - SALARY SACRIFICE DEDUCTION FOR THE EMPLOYEE PAY PERIOD 05/10/2026 - 18/10/2026
DD43033.5	22/10/2026	BEAM CLEARING HOUSE	-$ 113,302.07	PR412 - SUPERANNUATION PAYMENT FOR THE TERMINATION PAY PERIOD FROM 21/09/2026 - 04/10/2026
DD43033.6	22/10/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-$ 283,259.25	PR413 - EMPLOYEES SALARY FOR THE EMPLOYEES PAY PERIOD 05/10/2026 - 18/10/2026
DD43036.1	15/10/2026	SG FLEET AUSTRALIA PTY LTD	-$ 9,660.91	SG FLEET - MONTHLY LEASE PAYMENT FOR THE MONTH OF OCTOBER 2026
DD43036.2	15/10/2026	W.A. TREASURY CORPORATION	-$ 20,527.35	WATC - QUARTERLY LOAN PAYMENT FOR LOAN #222
DD43044.1	8/10/2026	DEPARTMENT OF TRANSPORT	-$ 537.10	VEHICLE REGISTRATION FOR PSES11 FOR THE PERIOD 08.10.2026 - 07.10.2027
DD43044.2	1/10/2026	DEPARTMENT OF TRANSPORT	-$ 168.90	JETTY LICENCE RENEWAL FOR PELICAN POINT FOR 2026/2027 FINANCIAL YEAR
DD43048.1	29/10/2026	BEAM CLEARING HOUSE	-$ 2,266.20	PR415 - SUPERANNUTION FOR THE EMPLOYEE TERMINATION PAY PERIOD 19/10/2026 - 30/10/2026
DD43050.1	30/10/2026	DE LAGE LANDEN PTY LIMITED	-$ 5,575.11	DE LEAGE - MONTHLY LEASE FOR IT EQUIPMENT FOR THE MONTH OF OCTOBER 2026
DD43050.2	30/10/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 28,910.00	PR415 - ATO TAX DEDUCTION FOR THE TERMINATION PAY PERIOD 19/10/2026 - 30/10/2026
DD43050.3	30/10/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-$ 53,948.35	PR415 - EMPLOYEE SALARY DEDUCTION FOR THE TERMINATION PAY PERIOD 19/10/2026 - 30/10/2026
DD43062.1	6/10/2026	ANZ BANK LIMITED	-$ 17,572.51	Amanda Leighton - 16.09.2026 - Moore Australia - 2026 Financial Reporting Template and Documentation
			-$ 1,163,375.17	

Completed By:	**Riley Amai**
Signature:	
Position:	**Finance Officer**
Date:	**6/11/2026**

Checked By:	**Racheal King**
Signature:	
Position	**Governance, Risks & Compliance Manager**
Date:	**6/11/2026**

MOORE

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17 November 2026

Ms Amanda Dexter
Chief Executive Officer
Shire of Carnarvon
3 Francis Street
CARNARVON WA 6701

Dear Amanda

COMPILATION REPORT TO SHIRE OF CARNARVON

We have compiled the accompanying special purpose financial report of Shire of Carnarvon which comprise the statement of financial position as at 31 October 2026, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Carnarvon as at 31 October 2026 and for the period then ended based on the records of the Shire of Carnarvon.

THE RESPONSIBILITY OF CARNARVON

The CEO of Shire of Carnarvon is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

OUR RESPONSIBILITY

On the basis of information provided by Shire of Carnarvon we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants.*

Supplementary information attached to the financial report has been extracted from the records of Shire of Carnarvon and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Carnarvon who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

NOTE REGARDING BASIS OF PREPARATION

We draw attention to Note 1 to the financial report where matters of non-compliance with the basis of preparation have been detailed. Supplementary information is provided for management information purposes and does not comply with the disclosure requirements of the Australian Accounting Standards.

Russell Barnes
Associate Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.
Liability limited by a scheme approved under Professional Standards Legislation.

SHIRE OF CARNARVON

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2026

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

TABLE OF CONTENTS

Statement of financial activity		2
Statement of financial position		3
Note 1	Basis of preparation	4
Note 2	Net current assets information	5
Note 3	Explanation of variances	6

SHIRE OF CARNARVON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

	Note	Amended Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		7,355,303	7,315,303	**7,230,791**	(84,512)	(1.16%)	▼
Rates excluding general rates		1,114,120	1,114,120	**1,107,891**	(6,229)	(0.56%)	
Grants, subsidies and contributions		4,562,573	1,830,944	**1,695,768**	(135,176)	(7.38%)	▼
Fees and charges		4,321,500	2,660,440	**2,660,453**	13	0.00%	
Interest revenue		527,000	175,664	**161,866**	(13,798)	(7.85%)	▼
Other revenue		1,586,251	132,056	**182,513**	50,457	38.21%	▲
		19,466,747	**13,228,527**	**13,039,282**	**(189,245)**	(1.43%)	
Expenditure from operating activities							
Employee costs		(13,061,681)	(4,505,123)	**(3,835,594)**	669,529	14.86%	▲
Materials and contracts		(8,556,030)	(2,734,092)	**(2,988,667)**	(254,575)	(9.31%)	▼
Utility charges		(973,659)	(324,444)	**(241,735)**	82,709	25.49%	▲
Depreciation		(8,722,886)	(2,907,496)	**(2,936,016)**	(28,520)	(0.98%)	▼
Finance costs		(143,817)	(31,116)	**(20,275)**	10,841	34.84%	▲
Insurance		(724,079)	(724,044)	**(854,123)**	(130,079)	(17.97%)	▼
Other expenditure		(413,780)	(59,608)	**(94,657)**	(35,049)	(58.80%)	▼
		(32,595,932)	**(11,285,923)**	**(10,971,067)**	**314,856**	2.79%	
Depreciation excluded from operating activities		8,722,886	2,907,496	**2,936,016**	28,520	0.98%	▲
Amount attributable to operating activities		**(4,406,299)**	**4,850,100**	**5,004,231**	**154,131**	3.18%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		18,867,660	5,863,872	**2,490,988**	(3,372,884)	(57.52%)	▼
Proceeds from disposal of financial assets at amortised cost - term deposits		0	0	**1,000,000**	1,000,000		▲
		18,867,660	**5,863,872**	**3,490,988**	**(2,372,884)**	(40.47%)	
Outflows from investing activities							
Right-of-use assets received - non-cash		0	0	**(487,837)**	(487,837)	(100.00%)	▼
Acquisition of property, plant and equipment		(2,684,618)	(321,091)	**(111,690)**	209,401	65.22%	▲
Acquisition of infrastructure		(18,694,651)	(4,864,979)	**(3,544,509)**	1,320,470	27.14%	▲
		(21,379,269)	**(5,186,070)**	**(4,144,036)**	**1,042,034**	20.09%	
Amounts excluded from investing activities	2(c)	0	0	**(512,163)**	(512,163)		▼
Amount attributable to investing activities		**(2,511,609)**	**677,802**	**(1,165,211)**	**(1,843,013)**	(271.91%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings		6,250,000	0	**0**	0		
Proceeds from new leases - non-cash		0	0	**487,837**	487,837	100.00%	▲
Transfer from reserve accounts		865,000	0	**0**	0		
		7,115,000	**0**	**487,837**	**487,837**		
Outflows from financing activities							
Repayment of borrowings		(5,570,902)	(115,261)	**(115,261)**	0	0.00%	
Payments for principal portion of lease liabilities		(68,342)	(82,318)	**(82,318)**	0	0.00%	
Transfer to reserve accounts		0	0	**(12,402)**	(12,402)		▼
		(5,639,244)	**(197,579)**	**(209,981)**	**(12,402)**	(6.28%)	
Amounts excluded from financing activities	2(d)	0	0	**(487,837)**	(487,837)		▼
Amount attributable to financing activities		**1,475,756**	**(197,579)**	**(209,981)**	**(12,402)**	(6.28%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	5,442,152	5,442,152	**5,376,966**	(65,186)	(1.20%)	▼
Amount attributable to operating activities		(4,406,299)	4,850,100	**5,004,231**	154,131	3.18%	▲
Amount attributable to investing activities		(2,511,609)	677,802	**(1,165,211)**	(1,843,013)	(271.91%)	▼
Amount attributable to financing activities		1,475,756	(197,579)	**(209,981)**	(12,402)	(6.28%)	▼
Surplus or deficit after imposition of general rates		**0**	**10,772,475**	**9,006,005**	**(1,766,470)**	(16.40%)	▼

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF CARNARVON
STATEMENT OF FINANCIAL POSITION
AS AT 31 OCTOBER 2026

	Actual 30 June 2026	Actual as at 31 October 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	12,058,213	16,124,376
Trade and other receivables	3,147,869	6,283,888
Other financial assets	1,000,000	0
Inventories	90,022	81,546
TOTAL CURRENT ASSETS	16,296,104	22,489,810
NON-CURRENT ASSETS		
Trade and other receivables	177,623	177,623
Other financial assets	271,561	271,561
Property, plant and equipment	45,626,454	45,339,738
Infrastructure	271,368,110	272,400,862
Right-of-use assets	181,114	643,098
TOTAL NON-CURRENT ASSETS	317,624,862	318,832,882
TOTAL ASSETS	333,920,966	341,322,692
CURRENT LIABILITIES		
Trade and other payables	2,840,142	405,252
Other liabilities	5,214,224	10,201,379
Lease liabilities	114,665	144,923
Borrowings	523,308	408,048
Employee related provisions	1,149,484	1,149,484
TOTAL CURRENT LIABILITIES	9,841,823	12,309,086
NON-CURRENT LIABILITIES		
Lease liabilities	64,733	439,994
Borrowings	2,028,722	2,028,721
Employee related provisions	98,706	98,706
TOTAL NON-CURRENT LIABILITIES	2,192,161	2,567,421
TOTAL LIABILITIES	12,033,984	14,876,507
NET ASSETS	**321,886,982**	**326,446,185**
EQUITY		
Retained surplus	53,682,230	58,229,031
Reserve accounts	2,864,772	2,877,174
Revaluation surplus	265,339,980	265,339,980
TOTAL EQUITY	**321,886,982**	**326,446,185**

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

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied with exception to the following:

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulations 34 and 35 prescribe the content of the financial report. Supplementary information does not form part of the financial report.

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 financial 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 known transactions up to 11 November 2026

Matters of non-compliance with Basis of Preparation
The following matters represent non-compliance with the basis of preparation:
1. Balances as at 30 June 2026 have not been audited and may be subject to change.

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.

All monies held in the Trust Fund are excluded from the financial statements.

Material accounting policies
Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect 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 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.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Amended Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 October 2026
Current assets		$	$	$
Cash and cash equivalents		13,063,019	12,058,213	16,124,376
Trade and other receivables		3,153,285	3,147,869	6,283,888
Other financial assets		0	1,000,000	0
Inventories		90,022	90,022	81,546
		16,306,326	16,296,104	22,489,810
Less: current liabilities				
Trade and other payables		(2,785,178)	(2,840,142)	(405,252)
Other liabilities		(5,214,224)	(5,214,224)	(10,201,379)
Lease liabilities		(68,342)	(114,665)	(144,923)
Borrowings		(570,902)	(523,308)	(408,048)
Employee related provisions		(1,123,052)	(1,149,484)	(1,149,484)
		(9,761,698)	(9,841,823)	(12,309,086)
Net current assets		6,544,628	6,454,281	10,180,724
Less: Total adjustments to net current assets	2(b)	(1,102,476)	(1,077,315)	(1,174,719)
Closing funding surplus / (deficit)		**5,442,152**	**5,376,966**	**9,006,005**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(2,864,772)	(2,864,772)	(2,877,174)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		68,342	114,665	144,923
- Current portion of borrowings		570,902	523,308	408,048
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		1,123,052	1,149,484	1,149,484
Total adjustments to net current assets	2(a)	**(1,102,476)**	**(1,077,315)**	**(1,174,719)**

	Amended Budget Estimates 30 June 2027	YTD Budget Estimates 31 October 2026	YTD Actual 31 October 2026
	$	$	$
(c) Amounts excluded from investing activities			
Add: Right of use assets received - non-cash	0	0	487,837
Reconciling item - movement between current assets			
- Financial assets at amortised cost - term deposits	0	0	(1,000,000)
Total amounts excluded from investing activities	**0**	**0**	**(512,163)**
(d) Amounts excluded from financing activities			
Non-cash proceeds from new leases	0	0	(487,837)
Total non-cash amounts excluded from financing activities	**0**	**0**	**(487,837)**

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 local government's operational cycle.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

3 EXPLANATION OF MATERIAL VARIANCES

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 budget materially.
The material variance adopted by Council for the 2026-27 year is $10,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
General rates Rate revenue lower than year-to-date budget due to rates exemption approved prior to rates being raised.	**(84,512)**	**(1.16%)** Permanent	▼
Grants, subsidies and contributions RJED grant income and timing of revenue recognition. Actual revenue recognition does not align with the monthly budget profile of various grants. Main Roads WA direct grant received in full ahead of the year-to-date budget profile.	**(135,176)**	**(7.38%)** Timing	▼
Interest revenue Interest earned on investments being lower than the year-to-date budget, reflecting the timing and level of funds invested during the period.	**(13,798)**	**(7.85%)** Timing	▼
Other revenue Variance due to higher than budgeted revenue from the sale of scrap, art gallery income and LGIS reimbursement. Merchandise sales are also above the year-to-date budget, partially offset by the timing of lease revenue. The variance comprises both timing and permanent components.	**50,457**	**38.21%** Permanent	▲
Expenditure from operating activities			
Employee costs Employee costs being below the year-to-date budget as a result of vacant positions across administration, road maintenance, tip site maintenance, asset management and parks and gardens.	**669,529**	**14.86%** Timing	▲
Materials and contracts Expenditure on AGRN1280 TC Narelle and administration costs are not included in the budget. Computer operations, parks and gardens, cyclone preparation, Synergy software, tip maintenance, mesquite eradication and consultancies are higher than the year-to-date budget. This is partially offset by staff housing recoveries, country road maintenance, the audit fee accrual and structure plans being below the year-to-date budget.	**(254,575)**	**(9.31%)** Timing Timing	▼
Utility charges Carnarvon parks and gardens, civic centre operations, airport buildings, Blowholes campgrounds and library buildings utility costs are lower than the year-to-date budget. Partially offset by street lighting expenditure, which is higher than the year-to-date budget.	**82,709**	**25.49%** Timing	▲
Depreciation Depreciation on roads, staff housing and road construction is higher than the year-to-date budget, partially offset by plant and leased vehicle depreciation being lower. Depreciation is a non-cash item and is excluded from the funding surplus.	**(28,520)**	**(0.98%)** Timing	▼
Finance costs Variance is due to timing of interest accruals on borrowings and budgets have been profiled throughout the year and actual expenditure does not align with budget profile.	**10,841**	**34.84%** Timing	▲
Insurance Expenditure higher than year-to-date budget due to expenditure other than insurance premiums being allocated and not included in budget.	**(130,079)**	**(17.97%)** Timing	▼
Other expenditure Year-to-date budget for elected member expenses lower than actual expenditure.	**(35,049)**	**(58.80%)** Timing	▼
Depreciation excluded from operating activities Non-cash depreciation added back. Refer to depreciation above.	**28,520**	**0.98%** Timing	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Primarily due to the timing of capital grant funding and acquittals against the year-to-date budget. Sea Water Inundation Project funds received $2.79 million are held as a capital grant liability until spent.	**(3,372,884)**	**(57.52%)** Timing Permanent	▼
Proceeds from disposal of financial assets at amortised cost - term deposits Term deposit matured which was not reinvested.	**1,000,000**	 Permanent	▲

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2026

3 EXPLANATION OF MATERIAL VARIANCES

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 budget materially.
The material variance adopted by Council for the 2026-27 year is $10,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Outflows from investing activities			
Right-of-use assets received - non-cash	**(487,837)**	**(100.00%)**	▼
Recognition of new right-of-use assets for the administration and depot copiers that were not included in the year-to-date budget.		Permanent	
Acquisition of property, plant and equipment	**209,401**	**65.22%**	▲
Civic Centre Theatre upgrade, staff housing refurbishment, and IT and furniture projects are not progressing in line with the year-to-date budget.		Timing	
Housing Development Northwater expenditure ($88,711) exceeds its annual budget of $50,000.		Permanent	
Acquisition of infrastructure	**1,320,470**	**27.14%**	▲
Roads to Recovery, Regional Road Group, Blackspot (including Speedway Road), drainage, footpath and airport projects, and the Regional Precincts and Partnerships Program, are below the year-to-date budget. This is partially offset by Carnarvon Activation Plan expenditure being higher than the year-to-date budget.		Timing	
Amounts excluded from investing activities	**(512,163)**		▼
Term deposit matured which was not reinvested. Right-of-use assets non-cash not included in annual budget.		Permanent	
Inflows from financing activities			
Proceeds from new leases - non-cash	**487,837**	**100.00%**	▲
Recognition of new lease liabilities for the administration copier, depot copier and new IT equipment lease, which were not included in the budget.		Permanent	
Outflows from financing activities			
Transfer to reserve accounts	**(12,402)**		▼
Interest earned on reserve funds ($12,402) transferred to reserves. No transfers to reserves are included in the budget.		Permanent	
Amounts excluded from financing activities	**(487,837)**		▼
Non-cash proceeds from new leases for the administration copier, depot copier and new IT equipment lease, which were not included in the budget.		Permanent	
Surplus or deficit at the start of the financial year	**(65,186)**	**(1.20%)**	▼
Year-end adjustments made to the opening position following preparation of the 2025-26 financial accounts. The opening position remains subject to finalisation and audit of the Annual Financial Report.			
Surplus or deficit after imposition of general rates	**(1,766,470)**	**(16.40%)**	▼
The variance in the closing funding surplus reflects the combined effect of the operating, investing and financing variances detailed above, particularly the timing of capital expenditure and other year-to-date expenditure against budget.			

SHIRE OF CARNARVON

SUPPLEMENTARY INFORMATION

TABLE OF CONTENTS

1	Key information	2
2	Key information - graphical	3
3	Cash and cash equivalents	4
4	Reserve accounts	5
5	Capital acquisitions	6
6	Receivables	8
7	Other current assets	9
8	Payables	10
9	Borrowings	11
10	Lease liabilities	12
11	Other current liabilities	13
12	Grants, subsidies and contributions	14
13	Capital grants, subsidies and contributions	15
14	Trust fund	16
15	Budget amendments	17

BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$5.44 M	$5.44 M	$5.38 M	($0.07 M)
Closing	$0.00 M	$10.77 M	$9.01 M	($1.77 M)

Refer to Statement of Financial Activity

Cash and Cash Equivalents

	$16.12 M	% of total
Unrestricted Cash	$13.25 M	82.2%
Restricted Cash	$2.88 M	17.8%

Refer to 3 - Cash and Cash Equivalents

Payables

	$0.41 M	% Outstanding
Trade Payables	$0.03 M	
0 to 30 Days		85.8%
Over 30 Days		14.2%
Over 90 Days		14.2%

Refer to 8 - Payables

Receivables

	$0.38 M	% Outstanding
Trade Receivable		74.7%
Over 30 Days		73.4%
Over 90 Days		% Collected
	$5.90 M	43.6%
Rates Receivable		

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($4.41 M)	$4.85 M	$5.00 M	$0.15 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$7.23 M	% Variance
YTD Budget	$7.32 M	(1.2%)

Grants and Contributions

YTD Actual	$1.70 M	% Variance
YTD Budget	$1.83 M	(7.4%)

Refer to 12 - Grants, Subsidies and Contributions

Fees and Charges

YTD Actual	$2.66 M	% Variance
YTD Budget	$2.66 M	0.0%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.51 M)	$0.68 M	($1.17 M)	($1.84 M)

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Amended Budget	$0.00 M	

Asset Acquisition

YTD Actual	$4.14 M	% Spent
Amended Budget	$21.38 M	19.4%

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$2.49 M	% Received
Amended Budget	$18.87 M	13.2%

Refer to 13 - Capital Grants, Subsidies and Contributions

Key Financing Activities

Amount attributable to financing activities

Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$1.48 M	($0.20 M)	($0.21 M)	($0.01 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.12 M)
Interest expense	($0.02 M)
Principal due	$2.44 M

Refer to 9 - Borrowings

Reserves

Reserves balance	$2.88 M
Net Movement	$0.01 M

Refer to 4 - Reserve Accounts

Lease Liabilities

Principal repayments	($0.08 M)
Interest expense	($0.00 M)
Principal due	$0.58 M

Refer to Note 10 - Lease Liabilities

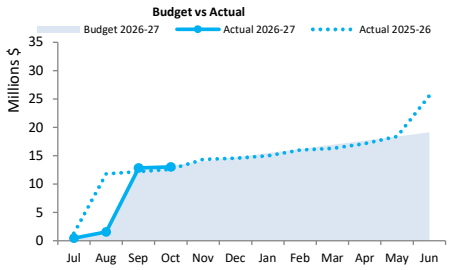
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

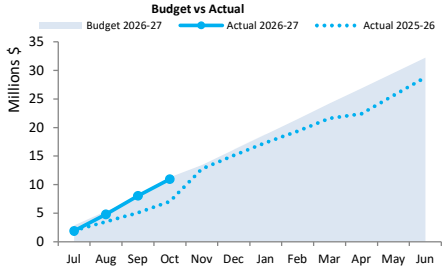
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

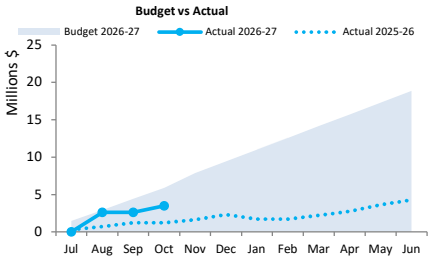


OPERATING EXPENSES

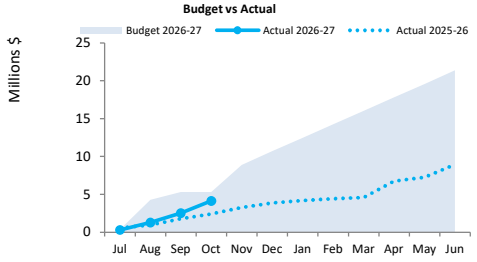


INVESTING ACTIVITIES

CAPITAL REVENUE

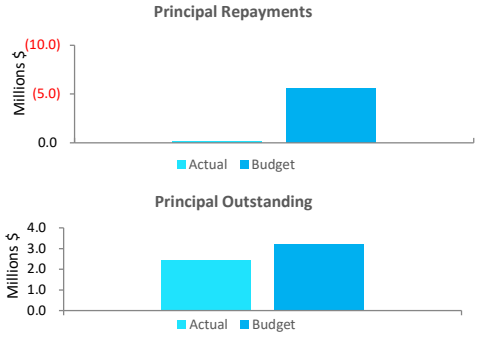


CAPITAL EXPENSES

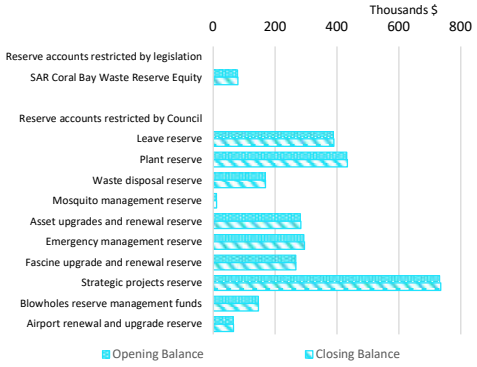


FINANCING ACTIVITIES

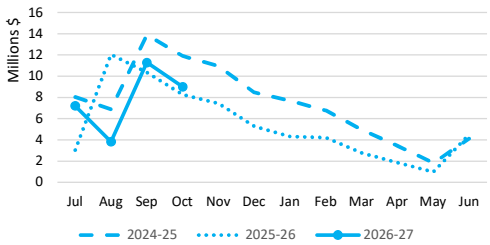
BORROWINGS



RESERVE ACCOUNTS



Closing funding surplus / (deficit)



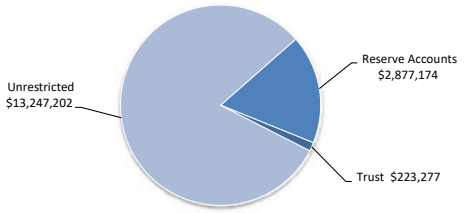
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

3 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand	Cash and cash equivalents	2,800	0	2,800	0	NA	NA	NA
Municipal Account	Cash and cash equivalents	9,744,402	0	9,744,402	0	ANZ	Variable	NA
Municipal Online Account	Cash and cash equivalents	3,500,000	0	3,500,000	0	ANZ	Variable	NA
Reserve Bank Account	Cash and cash equivalents	0	2,877,174	2,877,174	0	ANZ	Variable	NA
Trust Bank Account	Cash and cash equivalents	0	0		223,277	ANZ	NA	NA
Total		**13,247,202**	**2,877,174**	**16,124,376**	**223,277**			

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 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.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by legislation								
SAR Coral Bay Waste Reserve Equity	79,640	0	0	79,640	79,641	344	0	79,985
Reserve accounts restricted by Council								
Leave reserve	388,319	0	0	388,319	388,318	1,683	0	390,001
Plant reserve	431,876	0	(365,000)	66,876	431,876	1,870	0	433,746
Waste disposal reserve	168,713	0	0	168,713	168,713	731	0	169,444
Mosquito management reserve	11,253	0	0	11,253	11,253	49	0	11,302
Asset upgrades and renewal reserve	281,903	0	(200,000)	81,903	281,903	1,220	0	283,123
Emergency management reserve	293,307	0	0	293,307	293,307	1,270	0	294,577
Fascine upgrade and renewal reserve	266,684	0	0	266,684	266,684	1,154	0	267,838
Strategic projects reserve	731,922	0	(300,000)	431,922	731,922	3,168	0	735,090
Blowholes reserve management funds	145,958	0	0	145,958	145,958	631	0	146,589
Airport renewal and upgrade reserve	65,197	0	0	65,197	65,197	282	0	65,479
	2,864,772	**0**	**(865,000)**	**1,999,772**	**2,864,772**	**12,402**	**0**	**2,877,174**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

5 CAPITAL ACQUISITIONS

Capital acquisitions	Amended Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings	754,000	256,928	91,574	(165,354)
Furniture And Equipment	300,009	64,163	19,859	(44,304)
Plant And Equipment	1,630,609	0	257	257
Acquisition of property, plant and equipment	**2,684,618**	**321,091**	**111,690**	**(209,401)**
Infrastructure - Roads	4,034,420	1,204,796	220,315	(984,481)
Other Infrastructure - Drainage	175,000	58,332	0	(58,332)
Other Infrastructure - Footpaths	200,000	66,666	0	(66,666)
Other Infrastructure - Airport	522,000	165,000	19,637	(145,363)
Other Infrastructure - Parks And Ovals	11,501,024	2,616,115	2,040,623	(575,492)
Other Infrastructure	2,262,207	754,070	1,260,298	506,228
Other Infrastructure - Landfill	0	0	3,636	3,636
Acquisition of infrastructure	**18,694,651**	**4,864,979**	**3,544,509**	**(1,320,470)**
Total of PPE and Infrastructure.	**21,379,269**	**5,186,070**	**3,656,199**	**(1,529,871)**
Right-of-use asset - Right Of Use - Plant And Equipment	0	0	487,837	487,837
Acquisition of right-of-use assets	**0**	**0**	**487,837**	**487,837**
Total capital acquisitions	**21,379,269**	**5,186,070**	**4,144,036**	**(1,042,034)**
Capital Acquisitions Funded By:				
Capital grants and contributions	14,264,269	5,186,070	2,490,988	(2,695,082)
Lease liabilities	0	0	487,837	487,837
Borrowings	6,250,000	0	0	0
Reserve accounts				
Plant reserve	365,000	0	0	0
Asset upgrades and renewal reserve	200,000	0	0	0
Strategic projects reserve	300,000	0	0	0
Contribution - operations	0	0	1,165,211	1,165,211
Capital funding total	**21,379,269**	**5,186,070**	**4,144,036**	**(1,042,034)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value for the purpose of *Local Government (Financial Management) Regulation 17A(4),* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

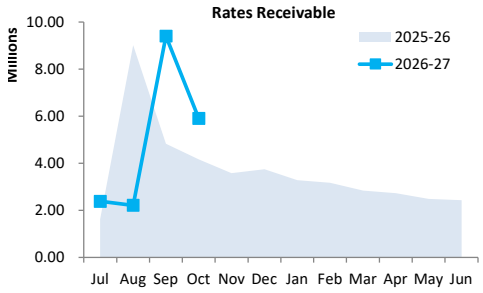
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Amended Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
2974	STAFF HOUSING - (L.&B.)	50,000	22,266	0	(22,266)
2990	Housing Development Northwater	50,000	16,666	88,711	72,045
3154	LAND & BUILDINGS - C/C	647,000	215,664	569	(215,095)
4154	LAND & BUILDINGS - AIRPORT	0	0	1,451	1,451
3434	LAND & BUILDINGS LIB/ART	7,000	2,332	0	(2,332)
3074	BUILDINGS (OTH COMM)	0	0	843	843
Buildings Total		**754,000**	**256,928**	**91,574**	**(165,354)**
Furniture And Equipment					
0598	EQUIPMENT (NEW AND RENEWAL) FOR I.T.	128,000	42,662	19,859	(22,803)
0215	Chambers Upgrade / Refresh Presidents Officer & IT	65,000	10,833	0	(10,833)
3554	FURN & EQUIP (LIB)	32,009	10,668	0	(10,668)
NEWF2	Replacement of playground equipment	75,000	0	0	0
Furniture And Equipment Total		**300,009**	**64,163**	**19,859**	**(44,304)**
Plant And Equipment					
4144	Purchase Plant & Equipment (Works)	1,630,609	0	0	0
3274	PLANT & EQUP SWIM POOL	0	0	257	257
Plant And Equipment Total		**1,630,609**	**0**	**257**	**257**
Infrastructure - Roads					
3740	ROADS TO RECOVERY - SP-37	1,624,363	401,448	118,201	(283,247)
3747	REGIONAL ROADS GROUP (RRG)	1,315,333	438,440	87,977	(350,463)
3760	ROAD CONSTRUCTION (Shire Funded)	150,000	50,000	0	(50,000)
3864	BLACKSPOT ROAD PROJECTS	944,724	314,908	14,137	(300,771)
Infrastructure - Roads Total		**4,034,420**	**1,204,796**	**220,315**	**(984,481)**
Other Infrastructure - Drainage					
3770	DRAINAGE - CONSTRUCTION	175,000	58,332	0	(58,332)
Other Infrastructure - Drainage Total		**175,000**	**58,332**	**0**	**(58,332)**
Other Infrastructure - Footpaths					
3850	FOOTPATH/CYCLEWAY ASSET RENEWALS .	200,000	66,666	0	(66,666)
Other Infrastructure - Footpaths Total		**200,000**	**66,666**	**0**	**(66,666)**
Other Infrastructure - Airport					
4124	INFRASTRUCTURE - AIRPORT	522,000	165,000	19,637	(145,363)
Other Infrastructure - Airport Total		**522,000**	**165,000**	**19,637**	**(145,363)**
Other Infrastructure - Parks And Ovals					
5495	REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM	11,501,024	2,616,115	2,040,623	(575,492)
Other Infrastructure - Parks And Ovals Total		**11,501,024**	**2,616,115**	**2,040,623**	**(575,492)**
Other Infrastructure					
3974	OTHER INFRASTRUCTURE - SP-36	2,262,207	754,070	1,259,716	505,646
4214	OTHER INFR.(TOURISM)	0	0	379	379
3800	OTHER INFRASTRUCTURE - SP-37	0	0	130	130
4314	TOWN BEACH INFR.	0	0	73	73
Other Infrastructure Total		**2,262,207**	**754,070**	**1,260,298**	**506,228**
Other Infrastructure - Landfill					
2414	OTHER INFRASTRUCTURE - CB	0	0	3,636	3,636
Other Infrastructure - Landfill Total		**0**	**0**	**3,636**	**3,636**
Grand Total		**21,379,269**	**5,186,070**	**3,656,199**	**(1,529,871)**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

6 RECEIVABLES

Rates receivable	30 Jun 2026	31 Oct 2026
	$	$
Opening arrears previous year	2,004,628	2,303,657
Levied this year	7,814,396	8,338,682
Less - collections to date	(7,415,367)	(4,638,204)
Gross rates collectable	**2,403,657**	**6,004,135**
Allowance for impairment of rates receivable	(100,000)	(100,000)
Net rates collectable	**2,303,657**	**5,904,135**
% Collected	75.5%	43.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(17,129)	188,268	7,907	784	496,519	676,349
Percentage	(2.5%)	27.8%	1.2%	0.1%	73.4%	
Balance per trial balance						
Trade receivables						676,349
Other receivables						16,089
GST receivable						93,596
Receivables for employee related provisions						8,451
Allowance for impairment of receivables from contracts with customers						(420,461)
Accrued income						5,729
Total receivables general outstanding						**379,753**

Amounts shown above include GST (where applicable)

KEY INFORMATION

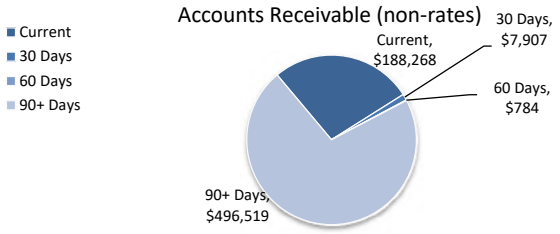
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cash flows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 October 2026
	$	$	$	$
Inventory				
Fuel and materials	34,432	0	(9,190)	25,242
Visitor Centre stock	55,590	714	0	56,304
Total other current assets	**90,022**	**714**	**(9,190)**	**81,546**

Amounts shown above include GST (where applicable)

KEY INFORMATION

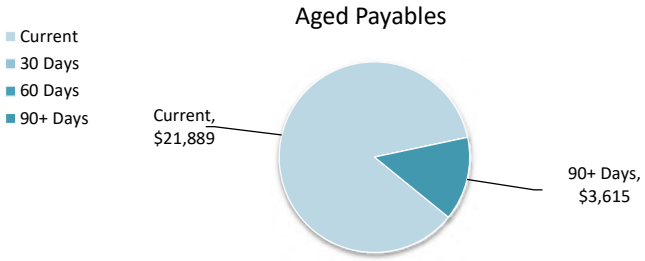
Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	21,889	0	0	3,615	25,504
Percentage	0.0%	85.8%	0.0%	0.0%	14.2%	
Balance per trial balance						
Sundry creditors						25,504
Other payables						193,597
Bonds and deposits held						179,291
Visitor Centre liabilities						6,860
Total payables general outstanding						**405,252**
Amounts shown above include GST (where applicable)						

KEY INFORMATION
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period 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.
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

9 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Airport Corrective Works	216	25,880	0	0	0	(25,880)	25,880	0	0	(395)
Plant and Equipment	217	970,316	0	0	0	(264,337)	970,316	705,979	0	(34,323)
Heavy Plant	219	565,609	0	0	(51,260)	(103,631)	514,349	461,978	(6,902)	(23,412)
Light Fleet	220	147,516	0	0	(23,310)	(47,117)	124,206	100,399	(1,767)	(5,782)
Housing (RED House)	221	477,709	0	0	(7,822)	(15,847)	469,887	461,862	(2,066)	(24,726)
Plant and Equipment	222	365,000	0	0	(32,869)	(66,496)	332,131	298,504	(4,643)	(15,614)
Heavy Plant	TBA	0	0	1,250,000	0	(47,594)	0	1,202,406	0	(34,688)
Short term capital funding	TBA	0	0	5,000,000	0	(5,000,000)	0	0	0	0
Total		**2,552,030**	**0**	**6,250,000**	**(115,261)**	**(5,570,902)**	**2,436,769**	**3,231,128**	**(15,378)**	**(138,940)**
Current borrowings		523,308					408,048			
Non-current borrowings		2,028,722					2,028,721			
		2,552,030					**2,436,769**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2026-27

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Purchase heavy plant and equipment	0	1,250,000	WATC	Debenture	10	0	5.55%	0	(1,250,000)	1,250,000
Short term capital funding	0	5,000,000	WATC	Short term	1	0	5.55%	0	(5,000,000)	5,000,000
	0	**6,250,000**				**0**		**0**	**(6,250,000)**	**6,250,000**

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Lease No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Admin Copier	NA	0	15,250	0	(681)	(2,778)	14,569	0	(173)	(643)
IT Equipment	**53-001	20,157	0	0	(20,138)	(20,157)	19	0	(135)	(116)
Copier Plan Copier	**09AUS1	6,613	0	0	(902)	(2,748)	5,711	3,865	(96)	(247)
IT Laptops	**83AUS2	6,493	0	0	(769)	(2,342)	5,724	4,151	(95)	(250)
Fleet	35180	146,135	0	0	(47,812)	(40,317)	98,323	105,818	(1,972)	(3,621)
Depot Copier	**33155	0	5,496	0	(159)	0	5,337	0	(52)	0
Laptops	**53-002	0	467,091	0	(11,857)	0	455,234	0	(2,374)	0
Total		**179,398**	**487,837**	**0**	**(82,318)**	**(68,342)**	**584,917**	**113,834**	**(4,897)**	**(4,877)**
Current lease liabilities		114,665					144,923			
Non-current lease liabilities		64,733					439,994			
		179,398					**584,917**			

All lease repayments were financed by general purpose revenue.

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 measured at the present value of the lease payments that are not paid at 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.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

11 OTHER CURRENT LIABILITIES

Other current liabilities	Opening Balance 1 July 2026	Liability transferred from/(to) non-current	Liability Increase	Liability Reduction	Closing Balance 31 October 2026
	$	$	$	$	$
Other liabilities					
Contract liabilities	1,390,895	0	840,565	0	2,231,460
Capital grant/contributions liabilities	3,823,329	0	4,146,590	0	7,969,919
Total other liabilities	5,214,224	0	4,987,155	0	10,201,379
Employee Related Provisions					
Provision for annual leave	716,089	0	0	0	716,089
Provision for long service leave	433,395	0	0	0	433,395
Total Provisions	1,149,484	0	0	0	1,149,484
Total other current liabilities	**6,363,708**	**0**	**4,987,155**	**0**	**11,350,863**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Notes 12 and 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2026	Current Liability 31 Oct 2026	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
F.A.G.- General Purpose	0	0	0	0	0	1,112,391	370,796	278,098
F.A.G. - Roads	0	0	0	0	0	286,872	95,624	71,718
F.A.G. - Special Purpose	0	0	0	0	0	72,721	18,180	18,180
RJED Grant Income	770,997	840,565	0	1,611,562	1,611,562	308,173	102,724	237,823
Bushfire Grant	0	0	0	0	0	31,200	10,400	15,600
Other Grants - SP-06	10,275	0	0	10,275	10,275	10,275	3,424	0
Grants Animal Control	25,000	0	0	25,000	25,000	50,000	16,664	0
Emergency Services Grant	0	0	0	0	0	35,610	11,868	21,805
Grant - National Road Safety Week	0	0	0	0	0	25,490	8,496	10,550
Grants and contributions	0	0	0	0	0	0	0	5,460
Department of Communities Grant- Mayu Mia	0	0	0	0	0	242,082	161,388	116,251
Other Grant Income - Youth Services	114,087	0	0	114,087	114,087	124,000	41,332	49,000
Grants (Mosquito Funding)	0	0	0	0	0	3,500	1,164	0
Grants - Protection Of The Environment	149,656	0	0	149,656	149,656	323,656	0	0
Art Gallery Grants	21,685	0	0	21,685	21,685	58,000	19,332	0
Grants Library	0	0	0	0	0	6,000	2,000	4,009
Community Development Grants Income	25,490	0	0	25,490	25,490	70,000	23,332	33,883
Community Art Hub Income	0	0	0	0	0	50,000	16,664	877
Seniors Grant (Income)	0	0	0	0	0	3,000	1,000	4,250
Town Planning Grants	25,231	0	0	25,231	25,231	25,231	8,408	0
Grant For Charmap Development	0	0	0	0	0	15,000	5,000	0
Grant - Coral Bay Settlement Structure Plan	198,474	0	0	198,474	198,474	198,474	66,156	0
Grant - Recovery Delivery	0	0	0	0	0	500,000	280,000	280,000
MRWA Direct Grant	0	0	0	0	0	545,048	545,048	545,901
Grant - Improving Flood Preparedness Project	50,000	0	0	50,000	50,000	0	0	0
R2R Funding - Operating	0	0	0	0	0	400,000	0	0
Other Grants & Contributions	0	0	0	0	0	0	0	2,363
	1,390,895	**840,565**	**0**	**2,231,460**	**2,231,460**	**4,496,723**	**1,809,000**	**1,695,768**
Contributions								
State Library Subsidy	0	0	0	0	0	350	116	0
MRWA Streetlighting Contribution	0	0	0	0	0	26,682	8,892	0
MRWA Robinson Street Sweeping Contribution	0	0	0	0	0	10,000	3,332	0
MRWA Verge Mtnce Contribution	0	0	0	0	0	18,818	6,272	0
Area Promotion Advertising Campaign	0	0	0	0	0	10,000	3,332	0
	0	**0**	**0**	**0**	**0**	**65,850**	**21,944**	**0**
TOTALS	**1,390,895**	**840,565**	**0**	**2,231,460**	**2,231,460**	**4,562,573**	**1,830,944**	**1,695,768**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2026	Current Liability 31 Oct 2026	Amended Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Grant - Lotterywest - Civic Centre -Theatre	497,000	0	0	497,000	497,000	497,000	165,664	0
Art Gallery Grants	32,009	0	0	32,009	32,009	32,009	10,668	0
Carnarvon Activation Plan Income	1,011,186	1,357,423	0	2,368,609	2,368,609	2,245,207	748,400	0
Historical Grants	9,091	0	0	9,091	9,091	0	0	0
Regional Road Group Funding	0	0	0	0	0	1,883,333	249,108	227,305
State Blackspot Funding	217,652	0	0	217,652	217,652	944,724	314,908	760,737
Roads To Recovery Funding	0	0	0	0	0	1,624,363	541,452	392,946
R.A.D.S Grant	0	0	0	0	0	90,000	0	0
R.A.U.P Grant	0	0	0	0	0	50,000	0	0
Partnership Programs	2,056,391	0	0	2,056,391	2,056,391	11,501,024	3,833,672	1,110,000
Sea Water Inundation Project - Income	0	2,789,167	0	2,789,167	2,789,167	0	0	0
	3,823,329	**4,146,590**	**0**	**7,969,919**	**7,969,919**	**18,867,660**	**5,863,872**	**2,490,988**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2026	Amount Received	Amount Paid	Closing Balance 31 October 2026
	$	$	$	$
Private Works	82,903	0	0	**82,903**
Public Open Space	140,374	0	0	**140,374**
	223,277	**0**	**0**	**223,277**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2026

15 BUDGET AMENDMENTS

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

Description	Council Resolution	Classification	Non-Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			$	$	$	$
Budget adoption						0
STC Narelle Recovery	Res. OCM 13/09/2026	Operating revenue		150,000	0	150,000
Future Ready Industries	Res. OCM 13/09/2026	Operating expenses		150,000	0	300,000
Carnarvon Floodplain Recovery	Res. OCM 13/09/2026	Operating revenue		50,000	0	350,000
STC Narelle Recovery	Res. OCM 13/09/2026	Operating expenses		0	(150,000)	200,000
Future Ready Industries	Res. OCM 13/09/2026	Operating expenses		0	(150,000)	50,000
Carnarvon Floodplain Recovery	Res. OCM 13/09/2026	Operating revenue		0	(50,000)	0
Workshop Hoist	Res. OCM 19/10/2026	Capital expenses		32,795	0	32,795
Grader acquisition	Res. OCM 19/10/2026	Capital expenses		0	(32,795)	0
				382,795	**(382,795)**	**0**

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17 November 2026

Ms Amanda Dexter
Chief Executive Officer
Shire of Carnarvon
3 Francis Street
CARNARVON WA 6701

Dear Amanda

MATTERS IDENTIFIED DURING COMPILATION OF STATUTORY MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2026

We advise we have completed the compilation of your statutory monthly financial report for the period ended 31 October 2026 and identified certain matters additional to those identified in the compilation report we wish to bring to your attention.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report and we draw your attention to the note regarding basis of preparation. Other matters which arise during our compilation we wish to bring to your attention are raised in the following pages of this letter along with suggestions to resolve these issues.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial report and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and council, which may exist. However, we aim to use our knowledge of the shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely



Russell Barnes
Associate Director
Moore Australia (WA) Pty Ltd

MOORE

Shire of Carnarvon Period ended 31 October 2026

Topic	Item	First Identified	Explanation	Action Required	Priority
Funding Statements	Opening surplus	August 2026	The net current assets carried forward from 2025/26 included exclusions for employee provisions $1,149,484. Legislation allows for the exclusion of leave provision held in reserve $388,318, resulting in a $761,166 decrease to the surplus as at the 30 June 2026.	Consideration should be given to funding the current variance of $759,483, at 31 October 2026. This is likely to need to be addressed over multiple years and may occur by increasing the leave reserve account. Provisions should be reviewed to ensure they are accurate and all amounts receivable from other local governments have been recognised.	High
Liabilities	Leases	October 2026	Lease payments exceed budget and new leases agreements in place without budget We have excluded detailed information in relation to leases until the issue is resolved.	We recommend reviewing current lease agreements and lease payments adjusting liabilities (where appropriate).	High
Uploaded budget	Reconciliation	July 2026	The budget uploaded does not agree to the amended annual budget. We have amended this on the face of the statements.	We recommend balancing the uploaded budget to the adopted budget to ensure the correct reporting requirements of the financial statements and monitoring of budgeted variances.	Medium
Liabilities	Contract liabilities	August 2026	Contract liabilities have not been adjusted in-line with year-to-date expenditure, understating revenue recognition. We have allocated grant revenue to liabilities on the face of the statements: $2,791,416 to for Sea water inundation project and $840,565 for RJED grant.	We recommend revising the contract liabilities on a monthly basis to recognise the increase or decrease of liabilities. We note budget amendments will be required for Sea water inundation project and RJED grant income.	Medium
Capital Expenditure	Allocations	August 2026	Transactions have been allocated to capital expenditure accounts without budget allocations or appear to be operating in nature.	We recommend allocations are reviewed and adjusted (where appropriate) to ensure correct allocations for capital acquisitions. Controls should be developed and implemented to ensure unbudgeted expenditure is authorised by an absolute majority of Council prior to occurring.	Medium

MOORE

Shire of Carnarvon Period ended 31 October 2026

Topic	Item	First Identified	Explanation	Action Required	Priority
Subsidiary ledgers	Outstanding accounts receivable	August 2026	Although we acknowledge a provision for impairment exists, the debtors aged trial balance includes invoices totalling $496,519 outstanding for over 90 days, and debtors with credit balances totalling $17,129.	We recommend reviewing overdue debtors collection procedures to ensure debtors outstanding for over 30 days are subject to regular review and reminder notices are issued to improve the collection rate. We recommend debtors with credit balances be investigated and remedied.	Medium
Operating Expenditure	Allocations	August 2026	PWOH have been under allocated by $437,751. Plant Operating Costs have been under allocated by $91,919.	We recommend the allocations be reviewed and adjusted (where appropriate) and ensure recoveries of public works overheads and plant operating costs.	Medium
Year end Balances	Opening surplus	July 2026	At the time of preparing the Monthly Financial Report, the Annual Financial Report has not been finalised, therefore the opening surplus may change from the current $5,376,966 due to year end and audit adjustments.	None.	Low

Coral Bay Waste Concept Development

Final Release

Prepared for Shire of Carnarvon

4 November 2026

Project Number: TW25082

Assets | Engineering | Environment | Noise | Spatial | Waste

DOCUMENT CONTROL

Version	Description	Date	Author	Reviewer	Approver
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2.0	Final Release	04/11/2026	CL, MM	RC	RC

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Table of Contents

1 Introduction 1
1.1 Objective and Scope 1
2 Current Waste Management System Review 2
2.1 Kerbside Collection Service 2
2.2 Coral Bay Waste Management Facility 2
2.3 Container Deposit Scheme 3
2.4 Key Findings and Challenges 3
2.5 Summary 5
3 Waste Data and Projections 6
3.1 Current Waste Volumes 6
3.2 Waste Projections 7
4 Legislative Framework and Policy Drivers 9
4.1 National 9
4.1.1 National Waste Policy 9
4.2 State 9
4.2.1 Western Australian Waste Strategy 9
4.2.2 Waste Avoidance and Resource Recovery Act 11
4.2.3 Waste Avoidance and Resource Recovery Levy 12
4.2.4 Industry Regulation Licensing 12
5 Circular Economy Initiatives 13
5.1 Avoid, Reduce and Reuse 13
5.1.1 Integrated Waste Education Program 13
5.1.2 Reuse Shop 14
5.1.3 Influencing Commercial Practices 15
5.1.4 Waste Management Plans 15
5.2 Recycle 16
5.2.1 Scrap Metal 16
5.2.2 Container Deposit Scheme 16
5.2.3 Construction and Demolition 16
5.2.4 Kerbside Recycling Service 16
5.2.5 Community Recycling and Drop-Off Facilities 17
5.3 Recover 17
5.3.1 Greenwaste Recovery 17

5.4 Treatment 17
5.4.1 Household Hazardous Waste 17
5.4.2 E-Waste 18
5.4.3 Batteries 18
5.5 Circular Economy Infrastructure 19
5.5.1 Circular Economy Shed 19
5.5.2 Bulk Waste Storage and Processing Area 20

6 Residual Waste Options 21
6.1 Proposed Landfill Sites 21
6.1.1 Water Corp Site 21
6.1.2 Minilya-Exmouth Junction Site (Highway Site) 21
6.2 Residual Waste Infrastructure 21

7 Waste Options Summary 23
7.1 Regional Collaboration 24

8 Financial Assessment 25
8.1 Financial Assessment inputs 25
8.1.1 Capital Cost Estimates 25
8.1.2 Operational Costs 26
8.1.3 Logistics 27
8.1.4 Gate Fees 28
8.1.5 Financial Model Assumptions 28
8.2 Financial Model Outputs 29
8.2.1 Cost per Tonne 29

9 Technical Assessment 31

10 Evaluation of Options 35

11 Approval Pathway Mapping 37
11.1 Environmental Approvals 37
11.1.1 Environmental Impact Assessment (Part IV of EP Act) 37
11.1.2 DWER Works Approval and Licence 37
11.1.3 Clearing 39
11.1.4 DWER Appeals 39
11.1.5 EPBC Act Referral for Matters of National Environmental Significance 40
11.2 Planning Approval 40

12 Recommendations 42

Tables

Table 2-1: Kerbside Collection Services Summary 2
Table 3-1: Current Waste Volumes – 2025/26 6
Table 4-1: Beyond WAste 2030 Targets 9
Table 4-2: Waste Hierarchy 10
Table 7-1: Waste Options Summary 23
Table 8-1: Capital Costs Summary for Waste Management Options over 20 Year 25
Table 8-2: Labour and Plant Resource Allocation and Annual Cost 26
Table 8-3: Haulage Vehicle Capacity and Costs 28
Table 8-4: Waste Options - Whole of Project Cost Summary 29
Table 8-5: Ranking According to Annual Average Cost per Tonne 30
Table 9-1: Multi-Criteria Analysis Scoring System 32
Table 9-2: Multi-Criteria Analysis Scoring 33
Table 10-1: Combined Evaluation Score 35
Table 11-1: Key Environmental Approvals 37
Table 11-2: Prescribed Premises Category 38

Figures

Figure 3-1: Putrescible Waste Volumes Received at Coral Bay WMF 7
Figure 3-2: Projected Residual Waste Tonnages 2025/25 – 2050/51 (Year 20) 8
Figure 3-3: Projected Inert and Green Waste Tonnages 2025/25 – 2050/51 (Year 20) 8

Diagrams

Diagram 4-1: Waste Hierarchy (Waste Authority, 2019) 10
Diagram 4-2: Circular Economy (Waste Authority, 2019) 10

Appendices

APPENDIX A Conceptual Designs
APPENDIX B Capital Cost Estimates

Drawings

TW25082-C-100 OPTION 1 43
TW25082-C-110 OPTION 2 43
TW25082-C-111 OPTION 2 LANDFILL TRENCH DESIGN 43
TW25082-C-120 OPTION 3 43

1 Introduction

Talis Consultants Pty Ltd (Talis) was engaged by the Shire of Carnarvon (the Shire) to assess a variety of options to assist the Shire in determining its preferred long-term waste management approach for the Town of Coral Bay (Coral Bay).

Coral Bay is a popular coastal tourist town located approximately 11 hours north of Perth, Western Australia (WA), and 2 hours and 20 minutes north of Carnarvon. Coral Bay has a small population of 245 permanent residents. It is situated in close proximity to the Ningaloo Coast Heritage Area leading to a busy tourist season where the total population can reach over 5,000, mostly comprising short-stay visitors. In 2014, a population cap of 5,300 people was introduced to prevent additional visitors from adversely impacting the surrounding ecosystems, limited infrastructure and services available.

The Shire provides a range of waste management services to the Coral Bay community, including a weekly residual waste kerbside collection service and the Coral Bay Waste Management Facility (WMF) including residual waste disposal at its landfill. The landfill is estimated to reach capacity within 3-5 years. Therefore, it is critical to begin long-term planning for better practice waste management services within Coral Bay and the subsequent future of residual waste disposal.

The Shire recognises the importance of establishing clear, long-term plan for the management of its residual waste and future waste management services. It is important that the Shire assesses both the technical and financial implications of each option to determine which option warrants further investigation. This will support the Shire in determining its preferred direction for waste management in Coral Bay that meets the needs of residents, ratepayers and visitors to the region.

1.1 Objective and Scope

The objective of this report is to undertake a technical and financial assessment of proposed waste options, to assist the Shire with making an informed decision on which option warrants further detailed consideration for long term waste management and resource recovery services for Coral Bay.

The report comprises of the following sections:

- Section 2: Current Waste Management System Review;
- Section 3: Waste Data and Projections;
- Section 4: Legislative Framework and Policy Drivers;
- Section 5: Circular Economy Initiatives;
- Section 6: Residual Waste Options;
- Section 7: Waste Options Summary
- Section 8: Financial Assessment;
- Section 9: Technical Assessment;
- Section 10: Evaluation of Options;
- Section 11: Approval Pathway Mapping;
- Section 12: Implementation Plan; and
- Section 13: Recommendations.

2 Current Waste Management System Review

The following section provides an overview of the key waste management activities undertaken by the Shire to service the Coral Bay community. As part of this review, Talis conducted a desktop assessment of available data, relevant documents, and previous reports, and undertook a site visit to Coral Bay. The findings from these investigations have been incorporated into the current review of the waste management system.

2.1 Kerbside Collection Service

The Shire provides a kerbside collection service for households and businesses, with the residual waste generated from this service disposed of at the Coral Bay WMF. During the peak season (April – October) collections occur daily to better manage the increase in waste generation due to a higher visitor population. During the off-season (November – March) collections occur on a weekly basis. Public place residual waste and fish offal collections from the fish cleaning stations are also undertaken by the current collection contractor.

A summary of the kerbside collection services has been summarised in Table 2-1.

Table 2-1: Kerbside Collection Services Summary

Kerbside Collection Service	Bin Sizes and Collection Frequency	Treatment/ Disposal
Domestic and Commercial Kerbside Residual Waste	Residential – 240L bin: • Peak Season - Daily • Off Peak: - 3 x weekly Commercial 240L Bin: • Peak Season – Daily • Off Peak – Daily with reduced number of bins	Landfill at Coral Bay WFM
Commercial Carboard	660L Bin collected daily	Stockpiled separately until rain reduces volume and then landfilled at Coral Bay WFM
Public Place Residual Waste	240L Bin collected daily	Landfill at Coral Bay WMF
Fish Cleaning Station	120L Plastic Lined Bins collected daily	Landfill deep burial and cover at the Coral Bay WMF

2.2 Coral Bay Waste Management Facility

The Coral Bay WMF is located at 43 Sanctuary Road Coral Bay, situated approximately 1.5km from the centre of the Coral Bay townsite, and approximately 500 metres from the nearest residential area. The facility covers 6.9 hectares (ha) of land, and is owned by the Shire, with operational management currently contracted to Coral Bay Contracting. The WMF is open 7 days per week (8am-5pm).

The WMF is currently licensed as a prescribed premises, pursuant to Schedule 1 of the *Environmental Protection Regulations 1987* for the following activities:

- Category 62: Solid Waste Depot with an approved capacity of up to 500 tonnes per annum; and
- Category 62: Class II or III putrescible landfill site with an approved capacity up to 5,000 tonnes per annum accepted.

The Coral Bay WMF is secured by a perimeter ring-lock fence and lockable entrance gate; however, users have uncontrolled access when unstaffed. The WMF is predominantly used for the disposal of municipal and commercial residual waste. The key site activities include:

- Putrescible Landfill (unlined);
- Drop off Services:
  - Residual waste;
  - Construction and Demolition (C&D) waste;
  - Cardboard;
  - Scrap Metal;
  - Greenwaste;
  - White Goods;
  - Mattresses;
  - Hazardous Waste:
    - Asbestos;
    - Car Batteries;
    - Waste Oil; and
    - Tyres.

2.3 Container Deposit Scheme

In addition to the Shire's waste management operations, the ABC Foundation LTD operate a Container Deposit Scheme (CDS) Pop-Up Depot and a 24/7 Drop and Go in Coral Bay. The Depot is open on Tuesdays from 11:00am to 1:00pm. The CDS Depot and Drop GO are utilised by both residents and commercial businesses; it is also assumed that these CDS is utilised by visitors (tourists) to the area.

2.4 Key Findings and Challenges

Coral Bay has a small permanent population and is a geographically isolated coastal community that faces a number of structural challenges in the delivery of waste management services. These challenges influence the cost, practicality and availability of waste management solutions and are largely outside of the Shire's direct control. The review identified several key operational, environmental and strategic challenges associated with the current waste management system in Coral Bay.

Coral Bay Waste Management Facility

While the existing WMF continues to provide an essential residual waste disposal service for the community, improvements to site management, operational controls and long-term planning will be required to ensure the facility can continue to operate safely, efficiently and in accordance with contemporary waste management practices

A key challenge is that the Coral Bay landfill is unmanned and subject to uncontrolled access. This limits the Shire's ability to accurately monitor waste acceptance, enforce appropriate disposal practices and maintain reliable waste data. The uncontrolled access also presents significant work health and safety risks for site users. Additionally, the waste volumes observed at the WFM indicate

that the actual waste volumes received at the site are likely to be higher than reported, reducing the accuracy of data used to inform future planning and infrastructure investment.

Current waste management practices, along with Coral Bay's relative isolation and distance to available processing facilities and markets, have also resulted in the accumulation of stockpiled materials throughout the site. While stockpiling is appropriate for materials intended for recovery, excessive stockpiling of materials ultimately destined for landfill disposal occupies valuable space and can increase operational and environmental risks. Materials that are currently not recovered should be disposed of within the active landfill area in a timely manner, while dedicated stockpile areas should be established for materials such as green waste and scrap metal that are intended for diversion from landfill.

At present, landfill development appears to have occurred on an ad hoc basis, with multiple disposal areas evident across the site with no formal landfill closure or rehabilitation management plan in place. Reducing the size of the active landfill area and avoiding multiple active disposal cells at any one time would improve operational efficiency, reduce the extent of exposed waste and support more effective landfill management.

Visual amenity is another consideration for the current and future WMF. The landfill is clearly visible from Coral Bay Road, creating a prominent visual impact for residents and visitors entering the town. Opportunities to improve screening should therefore be considered, particularly in conjunction with future landfill closure, capping and rehabilitation activities.

A significant challenge is the limited remaining landfill void space available, with a previous study by ASK Waste Management estimating 3-5 years of available landfill capacity remaining. Given the remaining void space available, future expansion of landfill operations at the existing WMF is not recommended. Additionally, there is little remaining virgin land for future landfill expansion and retrieval of cover and capping materials.

Resource Recovery

The majority of waste generated is not recovered as there is no local Materials Recovery Facility (MRF) in Coral Bay. Historically, high costs and long distances have precluded the Shire from transporting waste to a Resource Recovery Facilities outside of Coral Bay. Several waste streams present specific management challenges. Green waste, generated predominantly through Tamarisk tree clearing activities, is generally unsuitable for beneficial reuse due to salinity constraints and is therefore stockpiled until conditions are suitable for controlled burning due to the WMFs close proximity to the townsite.

Scrap metal and waste oil recovery are dependent on periodic collections by external recyclers once sufficient quantities have accumulated, resulting in extended on-site storage periods. Recent scrap metal collections generated approximately $22 per tonne in revenue for the Shire. While these recovery streams provide a financial return and divert materials from disposal, revenue generation is intermittent and dependent on market conditions and collection schedules.

Lead-acid and marine batteries are recovered at the WMF, with the majority received from boat owners. This battery recycling generates an estimated revenue of approximately $700 per tonne. However, infrastructure for household hazardous and problematic wastes is also limited, with no dedicated facilities for the receipt and management of other battery types and e-waste, increasing the risk of hazardous materials entering the landfill. Evolving regulatory requirements and increasing community expectations are likely to require additional infrastructure and operational controls for these waste streams over time. The recent funding secured by the ABC Foundation to process e-waste in Carnarvon may provide opportunities to improve e-waste recovery outcomes for Coral Bay in the future.

Service Charges

The assessment also identified broader financial and service delivery challenges associated with the current waste management arrangements. The Coral Bay WMF currently operates without a disposal gate fee, with the costs of waste management services recovered through annual Shire rates. The existing rating structure provides residents and businesses with unrestricted access to the facility, regardless of the volume or frequency of waste delivered. While this approach simplifies service administration, it provides limited incentives for waste avoidance, source separation or resource recovery and may contribute to higher disposal rates. In addition, the full cost of service provision has not been assessed using a whole-of-life costing methodology that accounts for future landfill development, closure and rehabilitation liabilities, asset replacement and long-term operational expenditure. As a result, there is uncertainty regarding the financial sustainability of the current service model and the extent to which waste management activities in Coral Bay may be subsidised by ratepayers elsewhere within the Shire. Establishing a clearer understanding of lifecycle costs and exploring alternative funding and user-pays mechanisms will be important considerations in the development of a financially sustainable long-term waste management strategy.

2.5 Summary

Overall, the assessment found that the existing waste management system continues to provide an essential service to the Coral Bay community and has successfully supported the town's residential, commercial and tourism sectors over many years. Given Coral Bay's remote location, residual waste disposal will remain a key service requirement and a fundamental component of the town's future waste management framework. While a number of operational, infrastructure and financial challenges were identified including the existing landfill approaching the limits of its practical capacity, with limited remaining void space and few opportunities for future expansion., the assessment also highlighted significant opportunities to improve resource recovery, strengthen operational performance and enhance the long-term sustainability of waste service delivery. These findings support further consideration of a new Waste Facility to ensure future landfill capacity, resource recovery infrastructure, funding and operational models capable of delivering a sustainable, efficient and resilient waste management system that meets the long-term needs of the Coral Bay community.

3 Waste Data and Projections

It is essential that the Concept Plan caters for current and future waste generation volumes and needs.

The waste volumes disposed of at the Coral Bay WMF comes from a variety of sources, including but not limited to:

- Domestic and commercial residual waste;
- Public bin residual waste;
- Community drop-off; and
- Shire operations.

The WMF currently lacks a weighbridge, and historic data has been determined by estimates from operational staff. The current waste tonnages for Coral Bay, as well as projections for future waste generation are outlined in the following sections, including the methods used to estimate waste volumes.

3.1 Current Waste Volumes

The waste volumes projected in the financial model were obtained from 2025/26 Coral Bay Contracting records and consist of three waste inputs, putrescible, inert, and green waste. As data was recorded in cubic metres (m3) all figures were converted to tonnes using conversion factors from the Department of Water and Environmental Regulation (DWER) Annual Returns Information (2019).

As noted in Section 2, actual waste volumes received at the WMF are likely to be higher than reported, reducing the accuracy of data used to inform future planning and infrastructure investment. A conservative approach was therefore taken to account for unrecorded waste volumes due to the WMF being unmanned. This approach will help to ensure that future waste management infrastructure caters for the unknowns including, but not limited to, additional waste generated by construction/demolition projects or unforeseen events such as natural disasters.

The adjusted waste volume assumptions were determined in consultation with the Shire. Putrescible waste tonnages were increased from 3,950 to 7,500 tonnes per annum, and inert green waste tonnages were increased by 50%. In addition, there were approximately 30 tyres received at the facility in 2025/26, however a volume or tonnage figure was not recorded for them.

The current and adjusted waste volumes for 2025-26 are detailed in Table 3-1.

Table 3-1: Current Waste Volumes – 2025/26

Waste Input	Waste Volumes (m^3)	Conversion factors	Tonnes per Annum	
			Current*	Adjusted
Putrescible	13,180	0.3	3,954	7,500
Inert	27	1.3	35	70
Green Waste	204	0.15	31	61
Total	**13,411**	**NA**	**4,020**	**7,631**

*Note: *Tonnes converted from waste volumes (m^3).*

Waste volumes vary seasonally due to the influx of visitors to Coral Bay during peak tourism periods. The monthly residual waste volumes received at the Coral Bay WMF in 2025 are shown in Figure 3-1

As shown in Figure 3-2 ,April, July and October had the highest volumes while January, February and March had the lowest volumes. A total of 8,640m3 of putrescible waste was received in the peak season (April – October) while 4,540 m3 was received in the off season (November – March). On average, in the peak season, 1,234 m3 of putrescible waste is received at the facility per month. In this off-season, the average volume received at the facility per month is only 908m3.

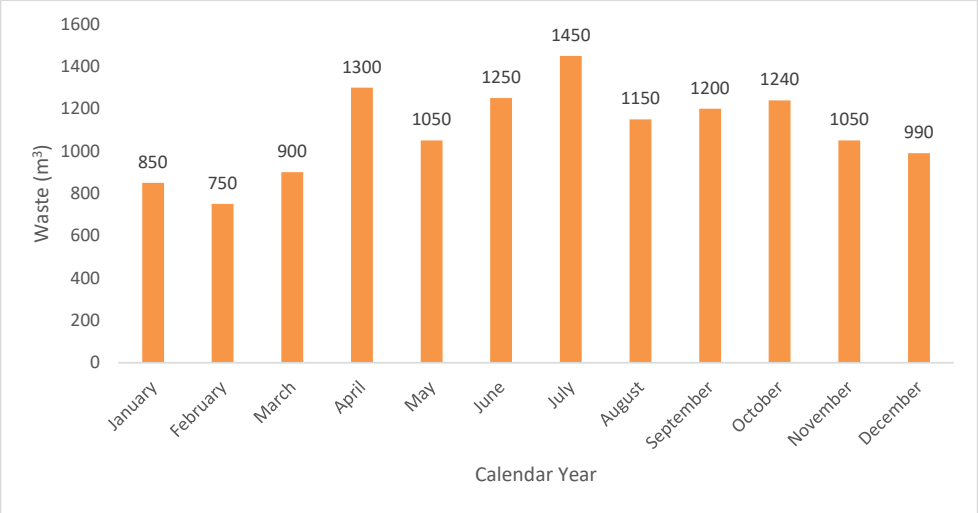


Figure 3-1: Putrescible Waste Volumes Received at Coral Bay WMF

3.2 Waste Projections

Waste projections are required to ensure that the proposed waste management options can cater for future demands. The adjusted waste tonnages had a 1% growth rate applied from 2025-26 to project the waste tonnages over the 20-year period modelled. The resulting waste generation projections for putrescible are shown in Figure 3-2 and Figure 3-3 for green waste and inert waste.

It is projected by Year 20 (2050) there will be an increase of approximately 1,600 tonnes of putrescible waste requiring disposal compared to Year 1 (2031) as seen in Figure 3-2.

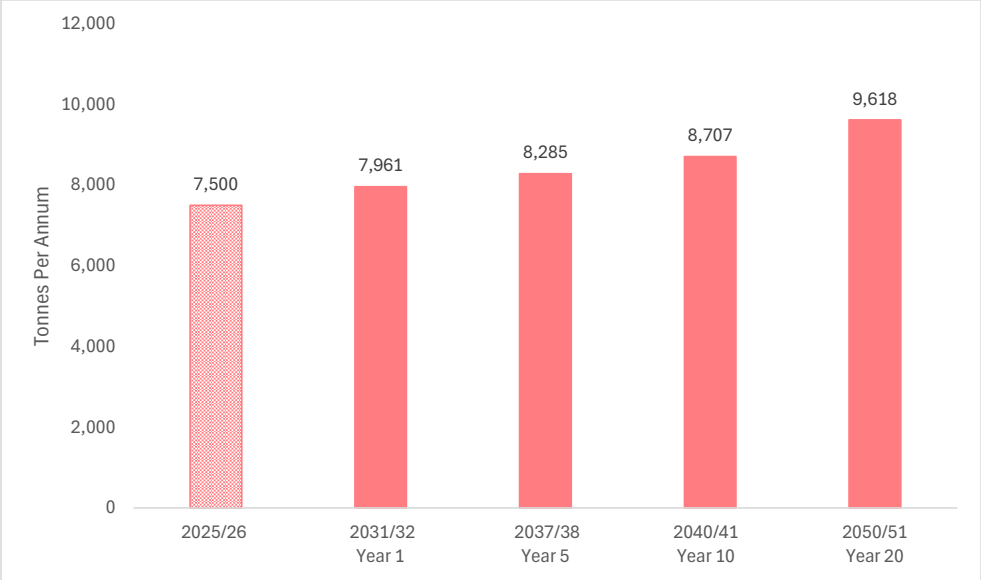


Figure 3-2: Projected Residual Waste Tonnages 2025/25 – 2050/51 (Year 20)

It is projected by Year 20 (2050/51) there will be an increase of approximately 90 tonnes of inert waste, and 78 tonnes of green waste requiring disposal compared to Year 1 (2031) as seen in Figure 3-3.

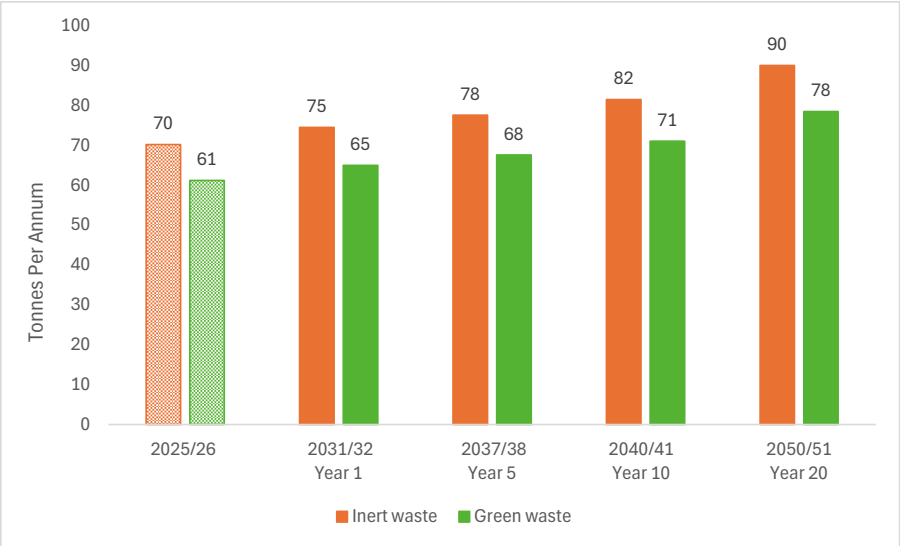


Figure 3-3: Projected Inert and Green Waste Tonnages 2025/25 – 2050/51 (Year 20)

4 Legislative Framework and Policy Drivers

There are several federal and State regulations, policies and guidelines relating to waste management which may have an impact on the Shire either currently or in the future. These documents have been reviewed and assessed in terms of their potential implications on the Shire's current and future waste management operations.

4.1 National

4.1.1 National Waste Policy

The National Waste Policy – Less Waste More Resources (National Policy) was released by the Department of Climate Change, Energy, the Environment and Water in 2018 and provides a direction for waste in Australia to 2030 with a view to avoid and reduce waste generation and manage waste as a resource to deliver a more circular and sustainable economy. The National Policy sets five outcomes for waste management by 2030. To achieve these outcomes, the Policy sets out fourteen key strategies. These strategies are implemented through the accompanying National Waste Policy Action Plan 2024 (Action Plan), which contains seven targets to help guide actions.

One of these targets is to reduce total waste generated in Australia by 10% per person by 2030. The Action Plan identifies several initiatives to reduce per capita waste, such as changing purchasing decisions, rethinking ownership models, altering design of products and encouragement for repair and reuse of items.

The National Policy also recognises the important role of LGAs in providing waste management services and infrastructure. Strategy 8 details the need for sustainable procurement from governments, to ensure environmental issues are considered in the purchase of goods and infrastructure, and that demand for recycled materials and products is promoted. This is further detailed in Target 4 of the Action Plan, which aims to "significantly increase the use of recycled content by governments and industry".

4.2 State

4.2.1 Western Australian Waste Strategy

The Western Australian Waste Strategy – Beyond Waste 2030 (the Strategy), was released by the Waste Authority in December 2025. It is based on findings from the Waste Avoidance and Resource Recovery Strategy 2030 consultation draft (2024). The Beyond Waste Strategy contains three Strategic Objectives relating to avoidance, recovery of waste and protection of the natural environment, which aim to move Western Australia towards a sustainable, low-waste, circular economy. Targets were developed as part of these objectives and are detailed in Table 4-1.

Table 4-1: Beyond WAste 2030 Targets

Objective	New Target
Avoid	• Reduce total waste generated per person by 10%
Recover	• Recover energy only from residual waste • Increase the recycling rate to 75% • MSW – increase the recycling rate to 60% in major regional centres*

Objective	New Target
	• C&D: increase the recycling rate to 80% • C&I: increase the recycling rate to 80%
Protect	• Work towards eliminating illegal dumping • All waste is managed and/or disposed of using better practice approaches and facilities • A 20% reduction in litter (from 2024 baseline)

*Notes: *Major regional centres include the cities of Albany, Busselton, Bunbury, Greater Geraldton and Kalgoorlie-Boulder*

The Shire is not part of a regional centre and would not contribute to achieving Strategy targets for MSW, however would be included in the targets for the C&I and C&D sectors. The Strategy details that other major regional centres may be identified by the Waste Authority during the life of the Strategy.

Underpinning National and State legislation, strategies and policies, is the Waste Hierarchy (Diagram 4-1) and the Circular Economy (**Diagram 4-2**). The Waste Hierarchy is the internationally accepted principle used to guide decision making surrounding waste management. It identifies waste management options in order of preference, with the most preferred options located at the top of the hierarchy. Avoiding the generation of waste is the highest priority, followed by various methods of recovery or reprocessing before waste is disposed. A circular economy is an alternative to a traditional "take, make, use, dispose" economy that aims to retain materials in the economy for as long as possible. This is achieved by reusing and recovering materials as well as extracting energy from waste as set out in the waste hierarchy.

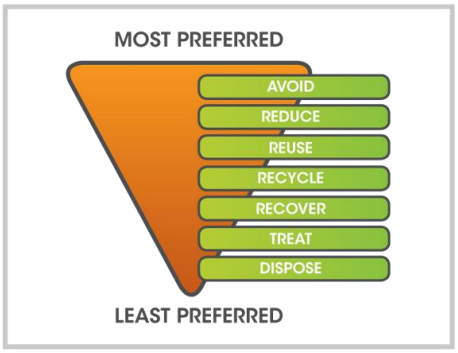


Diagram 4-1: Waste Hierarchy (Waste Authority, 2019)



Diagram 4-2: Circular Economy (Waste Authority, 2019)

A description of the levels detailed in the waste hierarchy are provided in Table 4-2.

Table 4-2: Waste Hierarchy

Waste Hierarchy Level	Description
Avoid and reduce	Avoidance and reduction involve preventing waste generation through avoiding and/or reducing actions that will generate waste, such as refusing purchase of single-use plastic items. Avoidance practices seek to reduce the demand for products that are "wasteful" thereby reducing their overall

Waste Hierarchy Level	Description
	production. Below are some examples of avoidance and reduction initiatives that the Shire could undertake.
Reuse and upcycling	Reuse and upcycling promote the use of older items that are in good working order, and the refurbishment and repair of those items to ensure they can be utilised to their full potential.
Recycling	Recycling is the process of converting waste materials back into the same or similar products. To achieve high quality end products, the process requires materials to be clean and contain low levels of contamination.
Recover	Recovery of waste occurs when waste materials are used in the creation of products that have economic or ecological benefits.
Treatment	Waste materials that cannot feasibly be recovered, reused or recycled can undergo treatment. Treatment is the last resort before disposal, seeking to minimise health and environmental impacts from disposing the material as-is. Treatment also ensures that any valuable materials that are mixed into the waste product are recovered, such as rare-earth minerals contained in a mobile phone.
Disposal	The least preferred level of the Waste Management Hierarchy is disposal which typically involves the landfilling of waste. In addition, it can include incineration without any energy or heat recovery. While it is inevitable that a small portion of waste will require disposal, it is located at the bottom of the Waste Management Hierarchy and should be treated as a last resort.

4.2.2 Waste Avoidance and Resource Recovery Act

The Waste Avoidance and Resource Recovery Act 2007 (WARR Act) came into force in July 2008. Some of the key requirements include:

- Legislative frameworks for waste avoidance and resource recovery systems;
- The establishment of the Waste Authority;
- Development of the State Waste Strategy;
- Provision of MSW services by local governments;
- Levies on waste; and
- The WARR Levy Act.

The primary objective of the WARR Act is "to contribute to sustainability, and the protection of human health and the environment, in Western Australia and the move towards a waste free society by:

- Promoting the most efficient use of resources, including resource recovery and waste avoidance;
- Reducing environmental harm, including pollution through waste;
- The consideration of resource management options against the following hierarchy:
  - Avoidance of unnecessary resource consumption;
  - Resource recovery (including reuse, reprocessing, recycling and energy recovery); and
  - Disposal.

In 2021, the WARR Act underwent a review which concluded it requires improvements to better align with the State Waste Strategy. Key recommendations which may become relevant to the Shire in future included:

- Include provisions in the WARR Act for the development and adoption of better-practice approaches to waste services under the WARR Act. This should also include appropriate enforcement provisions;
- Define essential waste services and clarify local government's role in relation to essential waste services in their district. In addition, this should include a CEO exemption process for exceptional circumstances such as natural disasters.

4.2.3 Waste Avoidance and Resource Recovery Levy

A waste levy imposes a financial penalty on landfill disposal to encourage alternatives like recycling. Currently, WA's waste levy applies only to waste generated in or treated in the Perth Metropolitan Area with a rate increase at the start of 2025-26 to $88.00 per tonne for both putrescible and inert waste. The WARR Levy Act 2007 requires the payment of a levy per tonne of waste disposed of to landfill.

There have been discussions in the past from the WA State Government in relation to the geographical spread of the landfill levy. This includes the Waste Levy Review, conducted in 2020, which suggests a levy similar in rate to that applied in Perth may be extended to regional landfill facilities in Western Australia in future, particularly those in the larger regional centres.

In 2023, DWER published a consultation summary report following the release of the Waste Levey Review which concluded that any extension of the levy into regional areas would be "subject to a consultation regulatory impact assessment process". There have not been further consultation papers published since. At this stage, Talis does not anticipate that the levy will be extended to Coral Bay given its remote location, size and population.

4.2.4 Industry Regulation Licensing

The Environmental Protection Act 1986 (EP Act) has objectives which include the prevention, control and abatement of pollution and environmental damage. In addition, the EP Act delivers regulation and compliance to assist in the promotion of best practice.

As part of the requirements of the EP Act, operators who seek to develop a Prescribed Premise (e.g. a waste management facility) in accordance with Schedule 1 of the Environmental Protection Regulations 1987 (EP Regulations) must obtain a Works Approval for construction, and a Licence (or registration) for operation of facilities. The Works Approval and Licence provides for ongoing supervision by the Department of Water and Environmental Regulation (DWER) who is the regulator.

5 Circular Economy Initiatives

The Shire has the potential to maximise resource recovery through the implementation of circular economy initiatives in Coral Bay.

As detailed in Section 5.1, the Waste Hierarchy details the most sustainable (preferred) and least sustainable (least preferred) methods for treatment and management of waste. Talis identified circular economy initiatives that could realistically be implemented by the Shire, , with emphasis on the higher order preferred outcomes within the Waste Hierarchy. These initiatives are outlined in the following subsections, and are categorised under the following Waste Hierarchy levels:

- Avoid and reduce;
- Reuse and upcycling;
- Recycling;
- Recover; and
- Treatment.

While Talis recognises that residual waste is primarily disposed of, the below initiatives seek to minimise the volume of waste normally destined for landfill. The options for the disposal of residual waste are discussed in Section 6.

5.1 Avoid, Reduce and Reuse

5.1.1 Integrated Waste Education Program

Providing waste education is a key factor in the success of a waste management system and is required to support existing and new waste management services. The best performing waste management systems are supported by strong waste education programs. Information provided within a Waste Education Program should cover the following two key questions:

- **Why?** Outlining the benefits of sustainable waste management practices based on the Waste Management Hierarchy; and
- **How?** How the community can participate in waste management services provided.

Waste education typically focuses on initiatives at the top of the Waste Management Hierarchy (Avoid, Reduce, Reuse and Recycle) and informs the community on the waste services provided. For maximum benefit, an education program should be directed across the community and local businesses, not only at specific groups such as schools.

Given the relatively small permanent population of Coral Bay and the limited resources available for dedicated education infrastructure, a standalone education centre is unlikely to represent the most efficient investment. Instead, the Shire should maximise the use of existing infrastructure and communication channels to promote waste services and broader waste avoidance and resource recovery objectives. This may include signage at the Waste Facility, digital communications, visitor information centres, community facilities and partnerships with local businesses.

A key consideration for Coral Bay is the significant seasonal influx of visitors, with accommodation providers and tourism-related businesses servicing a large transient population throughout the year. Accordingly, waste education initiatives should focus on delivering clear, consistent and highly visible

messaging to residents, visitors and businesses to promote correct use of waste services and improve resource recovery performance.

The Shire currently provides waste management information via its website. The existing information should be kept up to date in relation to current services provided within Coral Bay and enhanced with the addition of new services such as resource recovery initiatives.

There is also the potential for the Shire to expand the waste education program to achieve greater community awareness and involvement using additional resources including:

- Additional education material at waste management facilities;
- Increased frequency of pamphlets and newsletters distribution;
- Develop a new waste education website for the Shire;
- Portable displays (for use at community events);
- Static displays (at community centres and the Shire's office); and
- Waste Education Officer to service the Shire.

Local governments similar to the Shire have recently run waste education campaigns to encourage waste avoidance and reduction in their local communities. For example, the Shire of Exmouth targets the reuse of items within the community by setting up a repair café once a month to allow residents a chance to fix or upcycle broken or damaged items.

5.1.2 Reuse Shop

Reuse shops are designed to facilitate the collection and storage of small quantities of reusable materials and make them available to the community for free or a minimal fee. Presentation is a key factor in the success of a Reuse Shop, with attractive and well organised shops more likely to encourage use and improve the quality of the items received. In terms of infrastructure, reuse shops generally include a shed for the storage of items to be held indoors, as well as a forecourt area for larger, outdoor items. A consistent approach to the layout, signage and receptacles at the Reuse Shops ensures a greater uptake of the service and increases the reuse of materials that may have traditionally been sent to landfill.

The Shire does not currently operate a Reuse Shop in Coral Bay. Talis has recently designed a number of Community Reuse and Recycling Centres across the State that include a reuse shop as part of modern fully integrated waste management facilities.

The operation of the Reuse Shop may be undertaken by community groups. However, Talis recommend that the operation of a Reuse Shop be managed by the Shire or suitably appointed contractor. Advertising the items available at the Reuse Shop in key tourist areas and accommodation would increase support and awareness of the facility as well as reduce operating costs associated the Reuse Shop.

The key financial impact that a reuse shop can have in remote areas comes from the diversion of these reusable items from landfill, saving the Shire landfill void space for disposal of materials that require such treatment.

The following initiatives could also be incorporated into the Reuse Shop:

- Repair Cafés provide all the tools, expert guidance and materials to make any repairs on all sorts of items including clothes, furniture, electrical appliances, bicycles, crockery,

appliances, toys etc. Items may be given minor improvement prior to sale through the use of a Repair Café.

- Tool Libraries are a resource or initiative that provides tools, equipment, and resources for managing, reducing, or repurposing waste. Tool Libraries minimise waste by encouraging reuse, repair, and recycling. Additional benefits are provided to the community through ensuring people can access tools they may not be able to afford to buy and through providing an opportunity for individuals to learn new skills.

5.1.3 Influencing Commercial Practices

Providing information to commercial business operators to improve their waste management practices should be undertaken to:

- Educate businesses to be smarter with their operations in relation to waste management;
- Inform businesses of the waste management services available; and
- Obtain support for larger waste management initiatives.

The Shire could facilitate greater communication with the local commercial sector, with a focus on practices from the upper tiers of the Waste Management Hierarchy. This should include promoting the financial benefits of practices such as reducing oversupply, reuse of materials and separating recyclable waste streams where possible (such as eligible 10c containers) to reduce disposal costs. The Shire may wish to consider incorporating these activities into the role of a Waste Education Officer who would run a campaign targeted towards commercial operators.

The Shire could also influence commercial practices through its procurement and approval processes. For tendered local government projects, the Shire could stipulate a requirement to prepare a Waste Management Plan, with the focus on maximising the diversion of materials from landfill. In addition, the Shire could also specify the requirement to utilise recycled products in such projects, which will assist with the advancement of local recycling markets. This can be particularly relevant to construction projects. Furthermore, the Shire could condition the requirement for the preparation of Waste Management Plans for proposals seeking planning approval. These Waste Management Plans should maximise the diversion of materials from landfill, while also ensuring appropriate management systems are in place for all waste arising. Similarly, this could have a significant impact on the larger construction projects.

5.1.4 Waste Management Plans

The Shire could consider updating its Waste Management Plan (WMP) requirements for Development Approval and Building Permit Applications which would inform on the waste management requirements for various types of development. Key waste management objectives would be to:

- Maximise reuse and recycling of demolition and construction materials and materials from subdivisions and identify and manage hazardous demolition materials such as asbestos;
- Ensure that storage and collection of waste is designed and managed with regards to location, amenity, space and ongoing management of waste facilities;
- Ensure that developments enable adequate space for waste management and kerbside collections;
- Minimise waste to landfill; and
- Improve resource recovery.

The WMP would include the method of reuse, recycling, disposal of waste and waste service provider together with:

- Estimates of waste generation during demolition, construction, and ongoing use of the site; and
- Detail on how these wastes are to be sorted, stored, and removed for recycling or disposal.

Inclusion of such information within Waste would position the Shire to establish mandatory Waste Management Plans (WMPs) to be included with all Development Applications (DAs).

Such an approach offers opportunities for increased collaboration between the Shire's Planning / Environment and Waste team and an increased understanding of local C&D waste generation, issues, and potential reuses.

5.2 Recycle

Options for recycling of materials within the new waste management facility are detailed below.

5.2.1 Scrap Metal

Scrap metal is typically stockpiled for extended periods (sometimes several years) until sufficient quantities are built up to be removed by a scrap metal recycling contractor. As E-waste has become a more prevalent source of scrap metal, some scrap metal recyclers will collect it along with other types of scrap metal.

Current trends indicate that prices for copper and aluminium scrap metals are steadily rising, while for steel, prices are stagnating. Scrap metal prices are constantly affected by supply and demand resulting in varied returns for LGAs.

5.2.2 Container Deposit Scheme

The CDS is already a valued service within Coral Bay and allows eligible containers to be recycled for a 10c refund per container. Most CDS refund points in regional towns are staffed, and containers are returned to the metropolitan area for recycling. Consideration should also be given to potential impacts on existing CDS collections operating in Coral Bay. Early stakeholder engagement would assist in identifying opportunities for collaboration, avoiding unnecessary duplication of existing services and minimising potential adverse impacts.

5.2.3 Construction and Demolition

Construction and Demolition waste (C&D) such as bricks, concrete and rebar can be stockpiled, periodically separated and crushed to prepare it for haulage to an appropriate recycling facility.

5.2.4 Kerbside Recycling Service

A kerbside Recycling Service could be implemented for Coral Bay should it become less cost-prohibitive in the future. The service would likely involve a single truck and driver working 1-2 days per week. During busier periods, such as in the tourist season, an "on-demand" service could be offered. Recycled material collected in the kerbside service would require initial screening at the Coral Bay WMF, then would be hauled to the nearest facility MRF for recycling processing.

5.2.5 Community Recycling and Drop-Off Facilities

Community Recycling Centres (CRCs) and Drop Off Facilities would be designed to provide environmental and social services to residents, businesses and tourists giving them the opportunity to divert waste from landfill.

Numerous successful CRCs are currently operating across WA and are extensively utilised by the surrounding communities. There is also an increasing expectation from the community for local governments to offer these facilities, especially in areas where such services are not yet available.

These types of facilities are typically used to recover problem wastes, recyclable materials and reusable items that are not otherwise accepted through kerbside or general waste disposal services.

A Circular Economy (CE) Shed infrastructure would support these objectives by providing a dedicated and accessible location for the segregation, storage and recovery of materials, improving resource recovery outcomes while reducing the volume of waste requiring disposal. The CE Shed would also enhance the facility's ability to safely manage recoverable materials and create opportunities for increased reuse, recycling and community participation in circular economy initiatives.

5.3 Recover

Examples of recovery of waste materials that the Shire could implement are below.

5.3.1 Greenwaste Recovery

Green-waste mulching is a low-cost solution that uses simple and proven technology which is utilised across Western Australia. There are several applications for mulch. It is common that an LGA would provide it to the community free of charge for their own personal use while others utilise mulch for their own parks and maintenance works.

Depending on the ecological characteristics of the area, quality can be a key issue for the mulch generated. Green-waste is either mulched without any treatment, treated via a windrow composting system or utilised as a feedstock for more advanced biological treatment options. The need for and type of pre-treatment required is determined by both the source and characteristics of the material and local demand for the potential products.

Mulch generated from green waste could be used during capping and closure of the landfill, as a base for revegetation.

5.4 Treatment

5.4.1 Household Hazardous Waste

Household Hazardous Waste (HHW) requires treatment prior to disposal, such as chemicals, E-waste and batteries. Hazardous waste is typically separated at waste management facilities and stockpiled to later be removed and treated by a licensed contractor.

5.4.2 E-Waste

E-waste is generated when electronic products reach their end-of-life, such as mobile phones, printers, televisions, cameras and game consoles. This waste typically contains reusable materials such as ferrous and non-ferrous metals, glass and different types of plastic.

The Department of Water and Environmental Regulation (The Department) has recently introduced a ban on disposal of E-waste to landfill, imposed on various entities including landfill operators. The Department is taking an education-focussed approach as part of the introduction of these changes, understanding that there will be a gradual transition period for those responsible for E-waste to develop a system to properly treat and recycle their collected E-waste.

Approximately 90-95% of E-Waste componentry can be recycled; however, the collection method generally determines whether E-Waste is manually dismantled or mechanically shredded. Through these processes E-Waste components are sorted into metals, plastics, glass, cables and packaging for transport to markets.

E-Waste specific recyclers that operate out of Perth, as well as metal recyclers that collect E-waste as part of typical scrap metal collections, should be considered to collect any E-Waste generated within the Shire.

5.4.3 Batteries

If batteries are landfilled their casings have the potential to disintegrate and metals and chemicals used within the battery may leach into the surrounding environment. It is therefore important to ensure that batteries are removed from the waste stream in preparation for recycling.

Of particular importance to the Shire, is the storage and handling of lithium batteries. These types of batteries should be stored and handled in accordance (where relevant) with hazardous waste, dangerous goods and workplace health and safety legislation including:

- National Code of Practice for Storage and Handling of Workplace Dangerous Goods;
- National Standard for Storage and Handling of Workplace Dangerous Goods;
- Guidelines for the design and operation of facilities for the acceptance and storage of household hazardous waste;
- AS 3780:1994 The storage and handling of corrosive substances; and
- AS/NZS 3833:2007 The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers.

The requirements outlined within these documents typically provide guidance for the following items:

- Classification and labelling;
- Accident and incident reporting;
- Risk assessment and review;
- Worker consultation and training;
- Preparation of Material Safety Data Sheets (MSDS);
- Fire protection systems;
- External labelling;
- Registers; and

- Notification of quantities in excess of registered quantities.

The design of a suitable storage area for batteries should include the following:

- Storage area should be easily accessible and minimises transfer and transport risks;
- Storage sheds should be designed to include sufficient airflow and consider other risks associated with batteries;
- The storage area must be suitably signed and labelled;
- Floor slabs and bunded walls must be impervious to acid and chemicals in case of a spill. It is recommended that concrete is utilised as it is generally impervious;
- The batteries should be fully protected and secured from unauthorised personnel; and
- Procedures to ensure that the integrity of existing bunds should be in place.

The Shire would be required to engage a metal recycler or a specific battery recycler to periodically collect the stored batteries for recycling and provide a revenue stream to the Shire.

5.5 Circular Economy Infrastructure

Based on the analysis undertaken and the existing waste management systems in place, the following circular economy infrastructure framework is recommended to maximise resource recovery outcomes and support the Shire's long-term waste management strategy for Coral Bay.

- Circular economy shed:
  - Gate-house;
  - Reuse facility;
  - CDS facility;
  - Baling infrastructure;
  - Household Hazardous Waste receival area;
- Bulk waste processing area:
  - Scrap metal;
  - Green-waste; and
  - Inert materials.

The circular economy infrastructure is detailed in the following subsections.

5.5.1 Circular Economy Shed

5.5.1.1 *Gatehouse*

A gatehouse will be located at the community entrance to the CE Shed, where site staff will direct customers to the required drop-off area. The kiosk can also facilitate the management of traffic, inspection of materials presented and acceptance of payment from customers who wish to drop-off materials at the facility. An ablutions block for staff will also form part of the gatehouse.

5.5.1.2 *Reuse Shop*

At the Reuse Shop, customers have the option to buy or drop-off used goods. The facility also handles the storage, sorting, and display of the goods for sale. The Reuse Shop will be established at the front of the Circular Economy Shed to allow drop-off of materials for reuse/resale in accordance with the waste management hierarchy.

There will be numerous entrances to the Reuse Shop to access the different drop-off areas. A large, sealed parking area will be located next to the Reuse Shed for the transfer of bulkier materials or for customers wanting to browse longer at the facility.

5.5.1.3 *Container Deposit Scheme Receival Point*

The CDS Receival Point will be co-located with other waste infrastructure to improve efficiencies within the facility e.g. staff could be utilised within the Reuse Shop and CDS drop-off point simultaneously.

5.5.1.4 *Baling infrastructure*

There shall be a designated area in the new waste management facility for a baling machine. The machine will be used primarily for the baling of cardboard for recycling, a significant stream of waste received at the current waste management facility. Other materials that could be baled for recycling include metals and plastics. These baled materials will then be stored in a long-term storage area until haulage to a designated recycling facility.

5.5.1.5 *Household Hazardous Waste Area*

A household hazardous waste area will be integrated into the Circular Economy Shed by providing designated drop off bins/areas for items such as E-waste and batteries. The area will be co-located with the Reuse Shop where staff can monitor the drop-off points and ensure health and safety risks are minimised during the handling and storage of hazardous waste. The waste is to be eventually removed from site by a qualified contractor for appropriate treatment/disposal.

5.5.2 Bulk Waste Storage and Processing Area

5.5.2.1 *Bulky Recyclables Drop-off Hardstand Areas*

Large bulky items accepted at the facility for recycling are to be scrap metal (including white goods) and C&D waste. Materials will be stockpiled on hardstand concrete pads for future recycling.

5.5.2.2 *Green-waste*

A dedicated green-waste stockpile area will be incorporated within the Bulk Waste Processing Area and designed to accommodate approximately two weeks of green waste material. Material will be temporarily stored in this area prior to processing and disposal through controlled burning by site personnel or a suitably qualified contractor.

6 Residual Waste Options

Residual waste disposal will continue to be the predominant waste service in Coral Bay. A variety of options were investigated for the disposal of residual waste. As discussed in Section 2, it was determined that upgrades to the existing Coral Bay landfill are not a viable long-term solution.

Two key options were identified for residual waste management in Coral Bay, these included either a landfill located within the Coral Bay region or a WTS located in Coral Bay with bulk haulage to the Shire's Brown Range Landfill in Carnarvon.

Prior to Talis undertaking the concept plan development, the Shire determined two sites for potential Waste Facilities in Coral Bay, including the Water Corporation (Water Corp) Site and the Highway Site. Further information on each proposed site is provided in Section 6.1.

6.1 Proposed Landfill Sites

6.1.1 Water Corp Site

The Water Corp Site is located on Lot 304 on Plan P053818. It spans approximately 28 hectares and lies approximately 3.5 kilometres from the centre of Coral Bay, adjacent to Water Corporation's Wastewater Treatment Plant (WWTP). The Shire has received written support from the Water Corporation to develop the site with some conditions of operation to ensure the Water Corporation can continue to demonstrate compliance with license conditions. The conditions are as follows:

- Provide fencing (to Water Corporation specifications) around the existing groundwater monitoring wells (at cost to the Shire) and grant access (when required) to Water Corporation staff and contractors;
- Should the layout of the Waste Facility conflict with the location of existing Water Corporation groundwater monitoring wells, the Shire shall relocate the bores to a location and depth specified by the Water Corporation (at cost to the Shire); and
- Provide 24 months' notice of the commissioning of the waste disposal site to allow adequate time for the Water Corporation to plan future monitoring requirements.

6.1.2 Minilya-Exmouth Junction Site (Highway Site)

The proposed Highway site is located approximately 16 km from the existing community landfill by road, which includes around 6 km of unsealed road east of the Minilya-Exmouth Road and Coral Bay Road intersection. The Shire has identified the site as a potential location for a future secure landfill; however, site boundaries and conditions of use have not yet been confirmed. The land is subject to a Pastoral Lease and Native Title interests, and further stakeholder consultation will be required to confirm development requirements, tenure arrangements and any associated approval obligations prior to progressing the site.

6.2 Residual Waste Infrastructure

In consultation with the Shire, Talis identified and conceptualised the following residual waste options:

- Option 1 - Water Corp WTS & Carnarvon Landfill;
- Option 2 – Water Corp Landfill; and

- Option 3 - Water Corp WTS and Highway Site Landfill.

Based on the above, the Residual waste infrastructure proposed for each option has been outlined below:

- Option 1 – involves the construction of a transfer station at Lot 304 to receive residual waste from residents and commercial operators. Residual waste will be compacted using a Compaction Transfer System and transported to the Brown Range Waste Management Facility (Brown Range WMF), located approximately 240 km south of Coral Bay, for final disposal. Residual waste streams unsuitable for compaction, such as damaged bulky items and hard waste, will be stored in a semi-trailer before being transported to Brown Range WMF for disposal.
- Option 2 – Water Corp Site Landfill involves the development of a residual waste disposal facility at Lot 304, incorporating a landfill for the direct disposal of residual waste generated within Coral Bay. Residual waste delivered by residents and commercial operators will be processed and disposed of on-site, eliminating the need for off-site transport and disposal.
- Option 3 – involves the establishment of a residual waste drop-off facility at Lot 304, with a landfill developed at the Highway Site for final disposal. Residual waste received at Lot 304 from residents and commercial operators will be transferred to the Highway Site on a regular basis for processing and disposal at the landfill.

The following items are also applicable to each option:

- All options would include the capping and closure of the existing landfill at the Coral Bay WMF, noting that the cost associated with these works are not a part of this assessment;
- All ratepayers of Coral Bay should be supplied with a set number of tip passes annually to subsidise their disposal of residual waste to any of the proposed waste facilities; and
- All commercial operators should be charged a gate fee for disposal of residual waste in line with the gate fee charged at the Brown Range WMF in Carnarvon.

7 Waste Options Summary

Based on the findings from the previous sections, Talis, in consultation with the Shire, developed three Waste Options for progression to the conceptual design stage and subsequent financial and technical assessment. The primary objective of each option is to address the long-term management of residual waste in Coral Bay, which was identified as the key waste management challenge requiring resolution.

Each option also incorporates Circular Economy Initiatives, with consideration given to the supporting infrastructure required and the extent to which these initiatives can assist in reducing and managing residual waste generated within Coral Bay. Applying a consistent suite of circular economy initiatives across all options enables a direct comparison of the residual waste management infrastructure, operational requirements and associated costs.

Broader initiatives identified during the assessment, including waste education programs, procurement practices, service charge reviews and other operational improvements, were not included in the detailed financial and technical assessment. This approach reflects the Shire's priority of addressing critical waste management infrastructure requirements. However, these initiatives may be implemented independently of the infrastructure options and have the potential to further improve waste management outcomes and resource recovery performance across the community.

The Waste Options have been summarised in Table 7-1.

Table 7-1: Waste Options Summary

Options Summary					
Waste Facility Summary		**Option 1**	**Option 2**	**Option3**	
Waste Facility Description		Water Corp WTS & Carnarvon Landfill	Water Corp Landfill	Water Corp WTS & Highway Site Landfill	
Residual Waste Disposal Location		Carnarvon Landfill (Brown Range)	Water Corp Landfill	Highway Site	
Area Location		Coral Bay & Carnarvon	Coral Bay	Coral Bay	
Number of Sites in Coral Bay		1	1	2	
Number of Sites outside Coral Bay		1	0	0	
Site Aspects					
Site Entry	Gatehouse	Water Corp Site	Water Corp Site	Water Corp Site	Highway Site
CE Shed	CDS Facility	Water Corp Site	Water Corp Site	Water Corp Site	
	Reuse Shop				
	Baling Infrastructure				
	HHW Receival				
Residual Waste	WTS	Water Corp Site	NA	NA	
	Landfill	Carnarvon Landfill	Water Corp Site	Highway Site	
Bulk Waste Recovery	Inert (C&D) Stockpile & Processing	Water Corp Site	Water Corp Site	Water Corp Site	Highway Site
	Scrap metal				
	Greenwaste Stockpile				
	Greenwaste Processing			Highway Site	

7.1 Regional Collaboration

There are a number of waste management challenges that the Shire, and its neighbouring LGAs, face including low populations, low waste tonnages and significant distances between towns. As part of any of the options outlined it is recommended that the Shire considers the potential of regional collaboration and its associated benefits.

The Shire should consider aligning contract periods, where possible, to assist in facilitating the development of joint contracts for services such as bulk waste processing. A regional Bulk Collection/Processing contract would facilitate economies of scale to obtain a better value for money services. The Shire should explore opportunities to create economies of scale for problematic or difficult to recycle materials such as polystyrene, mattresses and soft plastics. In addition, by combining quantities of materials collected such as cardboard, participating local governments could obtain a better market price for the sale of such products. This approach would require further investigation however, could be delivered through a 'milk run' type service where the Shire, or local governments in collaboration, collect from all the separate waste management facilities within the region to achieve a full load of material ready for sale at market or for further processing. The following bulk services could be considered at a minimum for Regional Bulk Processing Contracts:

- C&D processing;
- Scrap Metal collections; and/or
- Mattress processing.

Additionally, regional waste education initiatives should be explored to improve community understanding of waste avoidance, correct disposal practices and resource recovery opportunities. A coordinated regional approach could provide consistent messaging across participating local governments while reducing the cost and administrative burden associated with developing education programs independently. Initiatives could target residents, businesses and visitors and focus on priority issues such as source separation, contamination reduction, hazardous waste disposal, Container Deposit Scheme participation and responsible use of waste facilities. For Coral Bay, consideration should also be given to tourism-focused education and signage, recognising the significant contribution of seasonal visitors to local waste generation. Regional collaboration may provide opportunities to share educational resources, campaign materials and specialist expertise while supporting more consistent waste management behaviours across the region.

8 Financial Assessment

To understand the financial implications of the three options, an extensive model for whole of life costings over a 20-year period was prepared. Key inputs comprise of capital and operational costs for the establishment of new infrastructure along with logistic costs and the Carnarvon landfill gate fees for the acceptance of residual waste. The following section outlines the key financial inputs and findings of the financial modelling works.

8.1 Financial Assessment inputs

8.1.1 Capital Cost Estimates

Capital cost estimates for each option have been prepared based on the concept plan designs. The concept plan designs have been provided in Table 8-1The capital costs represent the expenses relating to the establishment of physical infrastructure such as road works, hardstands, earthworks and structures. Key additional cost items include:

- Local loading of 45% for comparison to Perth Prices;
- Contingency figure of 20%; and
- Professional services of 10%.

To enable a consistent comparison between the options, a similar waste management facility configuration has been adopted across all options where practicable. Capital costs associated with the establishment of a new landfill facility in Coral Bay apply to Options 2 and 3 only, while infrastructure associated with the consolidation and bulk haulage of residual waste applies only to Option 1. Capital costs associated with the Circular Economy infrastructure apply to all three options.

Capital cost estimates have been developed using present day values and escalated using forecasted inflation over the 20-year assessment period, where expenditure is expected to occur in future years.

The estimated overall capital cost over the 20-year assessment period is presented in Table 8-1. A detailed breakdown of the total costs has been provided in Appendix B.

Table 8-1: Capital Costs Summary for Waste Management Options over 20 Year

Capital Cost	Option 1	Option 2	Option 3
Total capital cost over 20-year assessment period	$5,954,509	$7,846,563	$8,125,663

For the purposes of this assessment, landfill development has been staged to align with forecasted waste volumes. It has been assumed that new landfill trenches will be constructed every five years, based on the rate of void space consumption and operational capacity. This phased approach aligns capital expenditure with operational demand and avoids unnecessary upfront investment. The capital costs associated with the landfill phasing works accounts for approximately $2.8M and $3.06M for Option 2 and 3, respectively.

The capital cost estimates assume the landfill will operate as an unlined landfill without a leachate collection system, consistent with similar regional landfill facilities. Any future regulatory requirements for engineered lining systems, leachate management infrastructure or additional environmental controls would result in increased capital expenditure beyond the costs presented in this report.

For Option 1, which involves the consolidation and transfer of residual waste to the Shire's Brown Range landfill in Carnarvon, two (2) Wastetech compaction and containment systems have been incorporated into the concept design. This system is considered well suited to the relatively low volumes of waste generated within Coral Bay, as it maximises waste compaction, reduces transport frequency and ensures waste remains fully contained during storage and haulage. Similar systems have been successfully implemented in regional locations, including the Shire of Esperance, demonstrating their suitability for remote operating environments.

A key finding of the assessment is that the upfront capital investment required for the preferred circular economy-based facility configuration is broadly comparable to that of a standalone landfill development, with estimated capital costs of approximately $7M to $8M. Importantly, the higher-cost options incorporate additional infrastructure, including a CE Shed, material storage areas and resource recovery infrastructure that provide greater opportunity for waste diversion, resource recovery and future service expansion. While these facilities require a larger initial investment, they offer greater flexibility to adapt to future waste management and circular economy objectives.

The capital cost estimates are based on concept-level designs and should therefore be regarded as indicative. The estimates will require refinement as the project progresses through subsequent design stages. Further design development, site investigations, regulatory requirements and engineering assessments may influence the final facility configuration, staging requirements and associated capital costs.

8.1.2 Operational Costs

Operational cost estimates for each option were developed using a combination of Shire operational budgets, data from comparable projects, and Talis' industry knowledge and experience. Cost estimates were prepared for:

- Labour (Staffing Resources);
- Plant (Machinery and Vehicle); and
- Services and Ancillary Costs.

The service and ancillary costs were assumed to be a fixed rate per annum for each option. The costs associated with the prime mover, compactor, and kerbside collection vehicles have not been included within the plant cost estimates, as these costs are incorporated within the hourly rates adopted for the logistics (haulage) modelling.

Table 8-2 summarises the labour and plant requirements and service and ancillary costs, together with the associated 2025/26 financial year annual operating costs for each option.

Table 8-2: Labour and Plant Resource Allocation and Annual Cost

Aspect	Annual Cost	Apportionment			2025/26 Annual Cost		
		Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
Labour							
General Operator	$91,529	2.5	3	3.5	$228,823	$274,588	$320,353
Plant (Machinery & Vehicle)							
Dump Truck	$30,000	-	0.5	0.75	$-	$15,000	$22,500

Aspect	Annual Cost	Apportionment			2025/26 Annual Cost		
		Option 1	Option 2	Option 3	Option 1	Option 2	Option 3
Front End Loader	$30,000	1	1	1	$30,000	$30,0000	$30,000
Forklift	$10,000	1	1	1	$10,000	$10,000	$10,000
Services and Ancillary							
Power Generation	Fixed Costs per Option	$100,000	$40,000	$40,000	$100,000	$40,000	$40,000
Plant Fuel	Fixed Costs per Option	$20,000	$30,000	$50,000	$20,000	$30,000	$50,000
				TOTAL	**$388,823**	**$399,588**	**$472,853**

The operational costs outlined in the Table 8-2 are present-day costs. The costs were escalated with CPI to account for inflation when modelling the costs over the 20-year period.

The operational costs are highest for Options 3 and 2, at approximately $472,000 per annum and $400,000 respectively. Both options involve the disposal of residual waste in Coral Bay. Conversely, Option 1 has the lowest operational costs at approximately $388,000 reflect the site and infrastructure requirements for each option, with Option 3 requiring two operational sites in Coral Bay

8.1.3 Logistics

For the purpose of this assessment, haulage costs modelling has been undertaken for the options that require additional transportation requirements. The transportation costs associated with the kerbside collection vehicle transportation from the point of collection to the Water Corp Site is the same for each options and has therefore not been included in the haulage costs.

The two key logistics arrangements included with the assessment consist of:

- Direct Haulage: This involves haulage of all waste directly to the landfill facility within the vehicle the waste was originally collected in. The direct haulage to the Water Corp Waste Facility following kerbside collection has not been included in the logistics modelling as it is not a point of difference between the options. The modelling only assesses the additional direct haulage costs to deliver waste the Water Corp Site to the Highway Site under Option 3.
- Bulk Haulage: This involves the use of a WTS at the new Waste Facility, to consolidate all waste requiring landfilling. The WTS is to incorporate a hydraulic compaction system. The materials will then be compressed utilising a hydraulic ram into designated transfer trailers in a B-Double configuration (or similar). This logistic arrangement is used in Option 1 only as this option includes the haulage of residual waste to Carnarvon for disposal at the Shire's Browns Range Landfill.

A summary of the logistics requirements and haulage vehicles for each option is outlined in Table 8-3.

Table 8-3: Haulage Vehicle Capacity and Costs

Haulage Option	Haulage Vehicles	Truck Capacity (m^3)	Compaction Rate	Total Tonnage	Cost Per Hour	Cost Per Litre	Cost per Tonne/ Coster per Litre
Direct	Kerbside Collection Truck	24	0.2	4.8	$140	-	$12
Direct	Dump Truck*	25	0.3	8	-	$2.50	$4.53
Bulk Haulage	2 x B-Double (30m^3) Compactor Transfer Trailer	46	0.4	46	$350	-	$45

**Dump Truck - Based on fuel cost (L/km)*

Residual waste transport costs have been assessed using hourly plant and vehicle operating rates. Accordingly, the cost estimates account for fleet utilisation requirements, including any additional vehicle movements that may be required during operations, rather than relying on assumptions regarding the number of transport vehicles required. This provides a representative assessment of the ongoing haulage costs associated with each option.

8.1.4 Gate Fees

For the purpose of this assessment, the Shires 2025/26 commercial gate fee for general putrescible waste of $52 per tonne has been adopted for Option 1. The gate fee for this option was obtained from the Shire's Schedule of Fees and Charges released in June 2026 for its Brown Range Landfill.

Options 2 and 3 do not include a separate residual waste gate fee, as the capital and operating cost estimates incorporate all residual waste management infrastructure, processing, transport, and disposal costs associated with these options.

8.1.5 Financial Model Assumptions

The financial model also included a range of standard indices and assumptions for completeness, with some of the key ones listed below:

- All costs associated with the collection of MGBs for the kerbside service have been excluded from the model;
- Two (2) compactors have been included for the WTS modelling, with a capital cost of $1.2M for each system over the lifetime of the model and allowed for higher tonnages of waste to be transported;
- Additional transport and haulage distances have been calculated from the Water Corp Site;
- All key statistics for the haulage vehicle types used for modelling can be seen in Table 8-3;
- The same landfill design was used for each 'local' regional disposal location in the models to allow for direct comparison;
- An inflation rate of 2.5% has been adopted for the financial model over the 20-year life;
- For all financial modelling, 'on-costs' such as governance and corporate overhead costs are excluded;
- Labour (staffing) costs for General Operator have been provided by the Shire;

- A waste growth rate of 1% per annum has been adopted for the 20 year life of the model;
- Initial waste volumes were agreed upon with the Shire;
- Greenwaste processing has not been costed into the model as the costs are considered incidental in relation to other infrastructure requirements;
- No costs have been included in the model for any landfill closure and rehabilitation works that may be required to the Shire's Coral Bay WFM.

8.2 Financial Model Outputs

Talis prepared a 20-year financial model for each Waste Option covering the key costs including the capital and operational costs. Arsing from the modelling works, the whole of project costs over a 20-year period are presented in Table 8-4.

Table 8-4: Waste Options - Whole of Project Cost Summary

Aspect	Option 1	Option 2	Option 3
OPEX	$11,518,503	$11,837,397	$14,007,790
CAPEX	$5,954,509	$7,846,563	$8,125,663
Logistics - Additional Transport Costs	$-	$-	$2,739,880
Logistics - Bulk Haulage	$11,847,438	$-	$-
Carnarvon Landfill Gate Fee	$13,280,138	$-	$-
Total	**$42,600,588**	**$19,683,960**	**$24,873,333**
Rank	**3**	**1**	**2**
Cost difference	*$22,916,628*	*$0*	*$5,189,373*

The whole-of-project cost assessment formed the basis of the financial evaluation criterion and considered all capital and operational expenditure over the 20-year assessment period. Option 2 achieved the lowest whole-of-project cost of $19.7M, resulting in the highest financial ranking. While Option 2 requires a capital investment of $7.8M, the option avoids the ongoing haulage and third-party landfill gate fees associated with transporting residual waste outside the Coral Bay region. Option 3 ranked second with a total project cost of $24.9M, approximately $5.2M higher than Option 2, primarily due to the additional transport costs of $2.7Massociated with transferring waste between facilities. Option 1 ranked third with a whole-of-project cost of $42.6M, approximately $22.9Mgreater than the lowest-cost option. Although Option 1 has the lowest capital cost of $6.0M, the ongoing bulk haulage costs ($11.8M) and Carnarvon Landfill gate fees ($13.3M) significantly increase lifecycle expenditure, resulting in the highest overall project cost and lowest financial ranking.

8.2.1 Cost per Tonne

The ranking on the annual average cost per tonne for each of the options is listed below in Table 8-5.

Table 8-5: Ranking According to Annual Average Cost per Tonne

Avg. Cost per Tonne ($/tonne)	Option 1	Option 2	Option 3
	WTS & Carnarvon Landfill	Water Corp Landfill	Water Corp Site & Hwy Landfill Site
Cost per Tonne ($/tonne)	$234	$108	$136
Rank	3	1	2

The annual average cost per tonne provides an additional measure of long-term financial efficiency and supports the whole of project cost assessment. Option 2 achieved the lowest average cost of $108 per tonne, reflecting the financial benefits of local residual waste disposal and the avoidance of ongoing haulage and external disposal charges. Option 3 ranked second at $136 per tonne, approximately 26% higher than Option 2, largely due to the additional transport requirements associated with transferring waste between the Water Corp site and Highway site. Option 1 recorded the highest average cost of $234 per tonne, approximately 117% higher than Option 2, primarily as a result of the cumulative haulage and landfill disposal costs incurred over the assessment period. Consistent with the financial evaluation criteria, the cost-per-tonne assessment demonstrates that options incorporating local residual waste disposal infrastructure provide a substantially more cost effective and financially sustainable outcome over the long term than transporting residual waste to external landfill facilities.

9 Technical Assessment

To assess each of the Waste Options and determine which option is the most suitable for the Shire to further consider, Talis undertook a multi-criteria analysis (MCA) against key aspects relevant to the options proposed, including:

- Construction;
- Site Conditions;
- Operation;
- Environmental Impact;
- Disposal Services.

Assessment criteria were developed for each aspect, along with a three-tiered, traffic light scoring system which was utilised to assess each initiative against the assessment criteria. Under this system, the green scores indicated that the criterion is likely to be achieved, the yellow indicated that it may be achieved, and the orange indicated that it is unlikely be achieved.

The key aspects, criteria and scoring system have been provided in Table 9-1. The result of the MCA has been provided in Table 9-2.

Table 9-1: Multi-Criteria Analysis Scoring System

Aspect	Criteria	Description	Scoring		
			3	2	1
Construction	Constructability	Level of construction works required.	Minimal	Moderate	Significant
	Requires New Supporting Infrastructure	Magnitude of new supporting infrastructure required.	Minimal	Moderate	Significant
	Capital Investment	Magnitude of the capital costs required.	Minimal	Moderate	Significant
Site Conditions	Best Practice Siting	Ability for best practice siting principles to be applied.	Likely	Possibly	Unlikely
	Available Area	Area available within the site for construction of the facility.	Likely	Possibly	Unlikely
	Shape/Topography	Whether the shape and topography of the site are suitable for construction and operation.	Likely	Possibly	Unlikely
	Surrounding Land Uses	Types of land uses surrounding the site and whether these are supportive or constraining to the activities.	Minimal	Moderate	Significant
	Environmental Separation Distances	Magnitude of the separation distance to sensitive receptors and environmental factors (surface water, groundwater, etc).	Likely	Possibly	Unlikely
	Land Ownership	Ownership of the site in relation to the ease/difficulty for the Shire to procure the site.	Minimal	Moderate	Significant
	Site Access and Road Network	Suitability of access to the site including upgrades required.	Minimal	Moderate	Significant
	Distance & Transportation Requirements	Distance by road from waste generation sources.	Minimal	Moderate	Significant
Operation	Operational Flexibility	Flexibility to operate the facility.	Minimal	Moderate	Significant
	Material Double Handling	Level of double handling of materials required.	Minimal	Moderate	Significant
	Labour Resourcing	Quantity of labour resources required in comparison to the current situation.	Minimal	Moderate	Significant
Environmental Impacts	Operational Liability	Level of risk incurred by the Shire through operation of the facility.	Minimal	Moderate	Significant
	Greenhouse Gas	Quantity of greenhouse gas emissions generated in comparison to the current situation.	Minimal	Moderate	Significant
Disposal Service	Long-Term Strategy	Degree of long-term security for the Shire's waste disposal.	Minimal	Moderate	Significant
		TOTAL MAXIMUM SCORE AVAILABLE	**48**		

Table 9-2: Multi-Criteria Analysis Scoring

Aspect	Criteria	Description	Scoring		
			Option 1	Option 2	Option 3
Construction	Constructability	Level of construction works required.	2	1	1
	Requires New Supporting Infrastructure	Magnitude of new supporting infrastructure required.	2	2	1
	Capital Investment	Magnitude of the capital costs required.	2	2	2
Site Conditions	Best Practice Siting	Ability for best practice siting principles to be applied.	2	2	2
	Available Area	Area available within the site for construction of the facility.	2	2	3
	Shape/Topography	Whether the shape and topography of the site are suitable for construction and operation.	3	3	2
	Surrounding Land Uses	Types of land uses surrounding the site and whether these are supportive or constraining to the activities.	3	3	3
	Environmental Separation Distances	Magnitude of the separation distance to sensitive receptors and environmental factors (surface water, groundwater, etc).	3	3	3
	Land Ownership	Ownership of the site in relation to the ease/difficulty for the Shire to procure the site.	3	3	2
	Site Access and Road Network	Suitability of access to the site including upgrades required.	2	3	1
	Distance & Transportation Requirements	Distance by road from waste generation sources.	1	3	2
Operation	Operational Flexibility	Flexibility to operate the facility.	2	3	2
	Material Double Handling	Level of double handling of materials required.	1	3	2
	Labour Resourcing	Quantity of labour resources required in comparison to the current situation.	2	3	2
Environmental Impacts	Operational Liability	Level of risk incurred by the Shire through operation of the facility.	2	3	3
	Greenhouse Gas	Quantity of greenhouse gas emissions generated in comparison to the current situation.	1	3	2
Disposal Service	Long-Term Strategy	Degree of long-term security for the Shire's waste disposal.	3	3	3
		TOTAL	34	45	30

The MCA identified several key points of difference between the options. While all options achieved comparable scores for best-practice siting, environmental separation distances, surrounding land uses and long-term disposal security, the assessment was principally influenced by differences in capital investment, operational efficiency, transport requirements, labour resourcing and operational risk.

A key differentiator is the configuration of the residual waste infrastructure. Option 2 is based on a single integrated Waste Facility incorporating waste receival, resource recovery and landfill disposal at one location. In contrast, Options 1 and 3 adopt a networked approach, with waste management activities undertaken across two separate facilities and residual waste and other materials transferred between sites. While a networked configuration can improve the separation of public users from disposal activities and reduce visual amenity impacts at community-facing facilities, it generally requires additional infrastructure, transport movements and labour, and introduces greater operational complexity. These differences are reflected in the MCA outcomes, particularly for operational flexibility, material double handling, labour resourcing and operational liability, where Option 2 achieved higher scores.

Option 2 achieved the highest technical assessment score of 45 out of 48, demonstrating the strongest overall technical performance. It achieved the highest scores across several key operational criteria, including distance and transport requirements, operational flexibility, material double handling, labour resourcing, operational liability and greenhouse gas emissions. Consolidating waste management activities at a single location reduces transport requirements and material handling compared with the alternative options. Option 2 also achieved the highest scores for site access and road network, available area, site shape and topography, and land ownership considerations. Collectively, these advantages resulted in Option 2 achieving the highest technical score.

In addition to the MCA outcomes, preliminary landfill assessments undertaken as part of these works indicate that the proposed Water Corporation site may provide approximately 70 years of landfill void capacity within the currently identified footprint. Should future expansion to the south be feasible, additional landfill capacity may also be available. While landfill void capacity was not specifically assessed as part of the MCA, the available capacity provides a potential long-term benefit and supports the site's suitability for residual waste disposal.

Option 1 achieved a score of 34 out of 48 and performed strongly in relation to capital investment, reflecting its comparatively low upfront infrastructure requirements. However, this advantage is offset by the ongoing requirement to transport residual waste to Carnarvon for landfill disposal. This creates long-term exposure to transport logistics, external service providers, labour requirements, fuel costs and potential changes to disposal arrangements outside the Shire’s control. The significant haulage requirement also reduces operational efficiency and contributes to higher greenhouse gas emissions.

Option 3 achieved a score of 30 out of 48 and was primarily constrained by the requirement to operate across two facilities. While the option retains local disposal infrastructure and avoids reliance on third-party landfill services, it requires additional transport movements, double handling of waste and increased operational oversight. These requirements reduce operational flexibility and increase labour demands relative to Option 2. Consequently, while Option 3 is technically feasible, it does not provide the same level of operational efficiency, simplicity or overall technical performance as Option 2.

Overall, the MCA demonstrates that the principal differentiators between the options are transport requirements, operational efficiency, labour resourcing and operational risk. Option 2 performed most strongly across these criteria and achieved the highest overall technical assessment score. On this basis, Option 2 represents the strongest technical outcome of the options assessed.

10 Evaluation of Options

A total of 100 points was available for the combined assessment of each option which was split into 75 points for the financial assessment and 25 for the technical assessment. Waste management services are amongst the largest operating cost for a local government and ensuring that these are delivered in a cost effective and efficient manner is critical to obtaining value for money for the Shire's rate payers.

The technical assessment was undertaken to assess the key points of difference between the options and ensure that operational, environmental and site-specific considerations were appropriately considered as part of the assessment process. However, given the significant variation in capital and operating costs between the options, the financial performance was identified as the more critical factor influencing the evaluation. Consequently, a higher weighting was assigned to the financial assessment to reflect its relative importance in determining the most suitable long-term residual waste management solution for Coral Bay.

The financial assessment was incorporated into the combined evaluation by assigning the lowest whole of project cost option the maximum available financial score of 75 points. The remaining options were scored proportionally based on their relative cost compared with the lowest cost option. The resulting financial scores were then combined with the total technical assessment scores for each option which were weighted out of 25 to determine the overall ranking of options. The combined evaluation score for each Waste Option is shown in Table 10-1.

Table 10-1: Combined Evaluation Score

Assessment	Factors	Option 1	Option 2	Option 3
		WTS & Carnarvon Landfill	Water Corp Landfill	Water Corp Site & Hwy Landfill Site
Financial	Whole of Project Costs	$42,600,588	$19,683,960	$24,873,333
	Comparison to Lowest Price	$22,916,628	$0	$5,189,373
	Weighting Allocation	34.65	75.00	59.35
Technical	Raw Scores	34.65	75.00	59.35
	Weighting Allocation	17.71	23.44	15.63
TOTAL COMBINED EVALUATION		**52.36**	**98.44**	**74.98**
	Ranking	**3**	**1**	**2**

The combined evaluation indicates that Option 2 is the preferred option, achieving the highest overall score of 98.44. This outcome is primarily attributable to its significantly lower whole of project cost of approximately $19.7M, which resulted in the maximum financial score being awarded, while also achieving the highest weighted technical assessment score of 23.44. The strong technical performance reflects Option 2's ability to provide a balanced outcome across service delivery, operational, environmental and implementation considerations while maintaining the lowest capital investment requirement.

Option 3 achieved the second highest overall score of 74.98. Although its technical assessment outcome was lower than Option 2, it remained competitive due to a whole of project cost that was approximately 26% higher than the lowest-cost option. As a result, Option 3 retained a relatively high financial score, reflecting a favourable balance between cost and technical performance.

Option 1 ranked third with an overall score of 52.36. While the option achieved a moderate technical assessment outcome of 15.63 and requires the lowest capital investment, it's whole of project cost of approximately $42.6Mwas more than double that of Option 2. This outcome is primarily driven by the ongoing haulage costs associated with transporting residual waste to Brown Range Landfill in Carnarvon, and the payment of landfill disposal gate fees over the assessment period. These recurring operational costs resulted in a substantially lower financial score, which outweighed the option's capital cost advantage and reduced its overall ranking.

Overall, the assessment demonstrates that whole of project costs were a significant driver of the final rankings due to the higher weighting assigned to the financial assessment. However, cost was not the sole determining factor. Option 2 not only achieved the maximum financial score but also recorded the highest technical assessment score, indicating that the option represents the strongest overall balance of cost, operational performance, service delivery outcomes, and implementation considerations. This resulted in a clear separation from the other options and reinforced its ranking as the preferred option.

11 Approval Pathway Mapping

The following section maps out the approval requirements for the delivery of a Waste Facility at the Preferred Site including both environmental and planning approvals. This assessment focuses on the key approvals required for the establishment, development and operation of the Waste Facility, noting that additional ancillary approvals have not been assessed

11.1 Environmental Approvals

The key environmental approvals for the Waste Facility are shown in Table 11-1.

Table 11-1: Key Environmental Approvals

Process	Approval Authority	Relevant Legislation	Requirement
Environmental Impact Assessment	Minister of Environment (State)	Part IV of Environmental Protection Act 1986 (EP Act)	Not expected
Works Approval & Licence	(DWER) (State)	Part V of Environmental Protection Act 1986 (EP Act)	Required
Vegetation Clearing Permit	DWER (State)	Part V Division 2 of the Environmental Protection Act 1986 (EP Act)	Required
EPBC Act Referral for Matters of National Environmental Significance	Department of Agriculture, Water and the Environment (National)	Environmental Protection and Biodiversity Conservation Act	Potentially

To maximise the efficiency of the approvals process, the proponent should look to run the approval processes concurrently. The following section gives an overview of the various environmental approvals.

11.1.1 Environmental Impact Assessment (Part IV of EP Act)

Part IV of the EP Act specifies that the EPA may require proposals to undergo an Environmental Impact Assessment (EIA). This occurs via a Referral of the project to the EPA. Talis does not believe this project would have significant environmental impact to warrant an EPA referral. However, this should be assessed as the project progresses.

11.1.2 DWER Works Approval and Licence

The operations within the Waste Facility will be considered Prescribed Premises under Part V of the EP Act and will each need to undergo DWER's approval processes to obtain both a Works Approval for this construction and a Licence for its operation. The process for obtaining a Works Approval or Licence from DWER is similar for both approvals, however the supporting information required for each differs slightly.

A Works Approval is required before constructing a Prescribed Premises and requires specific details regarding environmental impacts associated with construction and the environmental engineering controls of a proposal. A Licence is required for the operation of the facility and its Application cannot be considered until the construction has been 'certified' by the DWER under the Works Approval process.

11.1.2.1 *Prescribed Premises Category*

The Waste Facility is expected to be classified under the following key Prescribed Premises categories as outlined in Table 11-2.

Table 11-2: Prescribed Premises Category

Category No.	Name	Description	Production or Design Capacity
62	Solid waste depot	Premises on which waste is stored, or sorted, pending final disposal or re-use.	500 tonnes or more per year
64	Class II / III	Premises on which waste (as determined by reference to the waste type description in the document titled "Landfill Waste Classification and Waste Definitions 1996" published by the Chief Executive Officer and as amended from time to time) is accepted for burial.	20 tonnes or more of waste per year

11.1.2.2 *Works Approval*

As the Waste Facility will be classified as a Prescribed Premises, the proponent will be required to obtain a Works Approvals from the DWER. A Works Approval is required before constructing a Prescribed Premises and requires specific details regarding environmental impacts associated with the construction of the facility and the proposed engineering measures to mitigate or manage emissions during operation.

Application forms include an option to request a time limited operations period which allows applicants to perform operations once the Works Approval compliance report has been approved by the DWER and prior to a Licence being granted. The time limited operations period can be set between 90 and 180 days.

To complete the Works Approval assessment process, including approval for any time limited operations period, the DWER will seek information on:

- Supporting environmental information, such as an Environmental Assessment and Management Plan (EAMP), including:
  - Potential impacts;
  - Proposed management measures; and
  - Evidence of effective stakeholder communication.
  - Specialist studies to review the potential environmental impacts of the project and any required management measures such as odour impact assessment, Surface Water and Leachate Management Plan, etc;
  - Maps of premises boundaries and various environmental and social values on or surrounding the Site;
  - Design Drawings, Technical Specifications, Construction Quality Assurance Plans and Designers Risk Assessment;
  - Information on any proposed clearing; and
  - The proposed activities of the project.

It is recommended that a request for the maximum allowable time limited operations period of 180 days is included within any Works Approval applications associated with the Waste Facility. This will allow the proponent to avoid delays in the commencement of operation of the facility while waiting for the Licences to be granted.

The Works Approval holder will be responsible for ensuring the Waste Facility complies with all Works Approval conditions and will be liable for any penalties if conditions are breached.

11.1.2.3 *Licence*

The proponent of the Waste Facility will be required to apply for a Licence through the DWER (whilst operations are progressing via the time limited operations approvals under the Works Approval). The DWER must be provided with at least one of the following before a Licence can be applied for:

- Environmental Compliance Report; and/or
- Environmental Commissioning Report.

The timeframe for this assessment is expected to be shorter than that of the Works Approval application, as much of the required information will have been provided and assessed in the Works Approval application process.

According to the Guidance Statement: Licence Duration (Department of Environment Regulation, 2016), most new licences for new premises will be granted for a duration of 20 years. This reduces the need for applicants to submit Licence renewal applications.

Much of the information provided to the DWER for the Works Approval will be sufficient for the Licence, particularly if a time limited operations period was applied for as detailed infrastructure and operational information would be required by the DWER during the assessment of the Works Approval application.

The Licence holder will be responsible for ensuring that the facility complies with all Licence conditions and will be liable for any penalties if conditions are breached.

11.1.3 Clearing

Clearing of native vegetation will be required for the development of the WMF. Therefore, a Clearing Permit will be required from the DWER which will need to be supported with relevant flora and fauna investigations.

11.1.4 DWER Appeals

Applicants can appeal decisions made by the DWER within 21 days of being notified of the decision. Appeals should be lodged with the Minister for Environment through the Office of the Appeals Convenor. The following can be appealed:

- Granting or refusal of a Clearing Permit;
- The conditions of a Works Approval or Licence; and
- An amendment to a Works Approval or Licence.

11.1.5 EPBC Act Referral for Matters of National Environmental Significance

The Department of Agriculture, Water and the Environment (DAWE) Matters of National Environmental Significance (MNES); *Significant Impact Guidelines 1.1* (MNES Guidelines, 2013) outline significant impact criteria to assist with determining if a project requires referral under the Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act). A project requires referral if it is likely to have a significant impact on MNES. To determine if an action is likely to have a significant impact a proponent undertakes a 'self-assessment' using the MNES Guidelines. If the proponent determines that the action requires referral, the action is referred to the Federal Minister for the Environment.

As clearing is required, the potential for referral of the project to the Federal government should be assessed as the project progresses.

11.2 Planning Approval

In WA, Local Governments are required to provide municipal waste services through enacted legislation. The WMF will be considered public works, which is subject to a Public Works Exemption under Section 6 of the Planning and Development Act 2005 (PD Act) pursuant to Part 6 of the Waste Avoidance and Resource Recovery Act 2007. The PD Act gives exempt bodies the power to undertake a public work, or take land, for the purposes of a public work without obtaining development approval from the responsible authority under the relevant planning scheme subject to certain conditions.

The key pieces of legislation relating to the Public Works Exemption are the PD Act, Public Works Act 1902 and the Waste Avoidance and Resource Recovery Act 2007.

In accordance with the PD Act, a proponent such as a Local Government (and other bodies, as specified in Section 6 of the PD Act) is entitled to the public works exemption for Development Approvals:

> *"(1) Subject to section 5(2) and (3) and subsections (2) and (3) of this section, nothing in this Act interferes with the right of the Crown, or the Governor, or the Government of the State, or a local government.*
>
> *to undertake, construct or provide any public work."*

Public works is defined in the Public Works Act under Part 1 Section 2 as:

> *"(a) every work which the Crown, or the Governor, or the Government of WA, or any Minister of the Crown, or any local authority is authorised to undertake under this or any other act."*

The Waste Avoidance and Resource Recovery Act 2007 came into force in WA in July 2008 and was developed to, amongst other things, provide a legislative framework for waste avoidance and resource recovery systems and prescribe local government waste management responsibilities. Part 6 of the Waste Avoidance and Resource Recovery Act 2007 outlines the requirement of local governments to provide waste services. Under Section 3 - Terms Used, 'waste service' means:

> *"(a) the collection, transport, storage, treatment, processing, sorting, recycling or disposal of waste; or*
>
> *(b) the provision of receptacles for the temporary deposit of waste; or*
>
> *(c) the provision and management of waste facilities, machinery for the disposal of waste and processes for dealing with waste."*

Therefore, the development of the WMF by the Shire would be regarded as a critical service for the community that aligns with the service requirements under Part 6 of the Waste Avoidance and Resource Recovery Act 2007.

Given the requirement of Local Government Authorities to provide waste services including infrastructure, the establishment of the WMF to be provided by the Shire would therefore be defined as a public work which is subject to a public works exemption under the PD Act. The PD Act gives exempt bodies the power to undertake a public work or take land for the purposes of a public work without obtaining development approval from the responsible authority under the relevant planning scheme. However, the proponent will still be required to have regard to the purpose and intent of the local planning scheme and have regard to the principles of proper and orderly planning and the amenity of the area:

> *"(2) Rights referred to in subsection (1) are to be exercised having due regard to —*
>
> *(a) the purpose and intent of any planning scheme that has effect in the locality where, and at the time when, the right is exercised; and*
>
> *(b) the orderly and proper planning, and the preservation of the amenity, of that locality at that time."*

It is recommended that the Shire discusses the Public Works Exemption with its Planning Department and may also wish to obtain legal advice on this matter.

12 Recommendations

Based on the findings of the technical and financial assessments, and combined evaluation, Talis puts forward the following recommendations for the Shire's consideration:

1. Concentrate on the delivery a local waste management facility for all waste service requirements including, but not limited to, disposal, recycling, reuse.

2. Progress the development of an integrated waste management facility within the Coral Bay region that incorporates residual waste disposal, resource recovery, recycling, reuse and community drop-off functions. This approach was identified as the preferred option through the technical and financial assessments and achieved the highest overall combined evaluation score.

3. If the Water Corporation site is determined to be unsuitable, undertake a regional site selection study to identify and assess alternative locations capable of supporting the long-term development of an integrated waste management facility. The study should consider environmental, technical, planning, operational and land tenure constraints.

4. Progress detailed investigations of the preferred site to inform future planning, design and approvals. Investigations should include, but not be limited to, hydrogeological, geotechnical, flora and fauna, heritage, and other environmental studies required to support the development of the facility.

5. Engage with DWER to confirm the applicable approval pathways, regulatory requirements and supporting data required for environmental approvals, licensing and facility development.

6. Incorporate the outcomes of this assessment into the development of a long-term Waste Management Strategy for Coral Bay, establishing a clear framework for future waste infrastructure planning, service delivery and resource recovery initiatives.

7. Review the existing Coral Bay WMF fees and charge's structure to ensure disposal pricing appropriately reflects service delivery costs, supports long-term financial sustainability and encourages resource recovery where practicable.

8. Prepare a Landfill Closure Plan for the existing waste facility in accordance with relevant regulatory requirements and contemporary landfill management practices. The closure plan should identify closure objectives, rehabilitation requirements, monitoring obligations and indicative implementation costs.

9. Undertake preliminary concept design and business case development for the preferred option, including refinement of capital and operational cost estimates, staging requirements, site layout and funding opportunities to support future implementation.

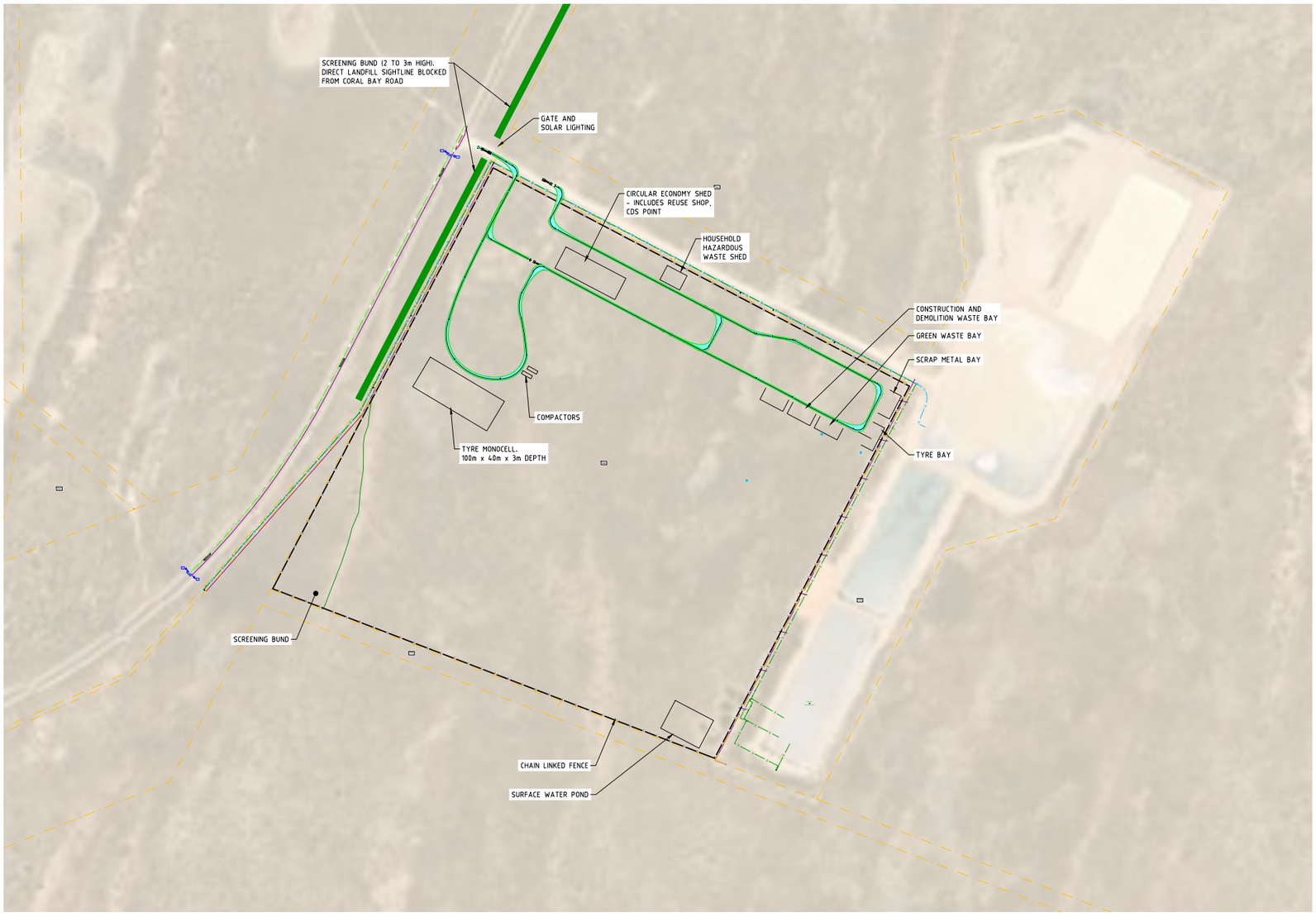
APPENDIX A
Conceptual Designs

TW25082-C-100 OPTION 1

TW25082-C-110 OPTION 2

TW25082-C-111 OPTION 2 LANDFILL TRENCH DESIGN

TW25082-C-120 OPTION 3



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SURVEY REFERENCE: QUANTUM SURVEYS
DATE: MARCH 2026
VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM
HORIZONTAL DATUM: MGA 2020 ZONE 49

100m 0m 100m 200m
1:2500 @ A1

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Client: CLIENT
Shire of CARNARVON catch a taste of the great life

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No.	Date			Amendment / Issue	App.
A	08.09.2026	WPJ	MW	PRELIMINARY ISSUE	MW

Project: CORAL BAY CONCEPT PLAN

Title: OPTION 1

Scale: 1:2500 @ A1 | Date: 08.07.2026
Drawn: JT | Checked: MW | Approved: MW
Job No: TW25082 | Drg. No: C-100 | Rev: A
Filename: TW25082.DWG

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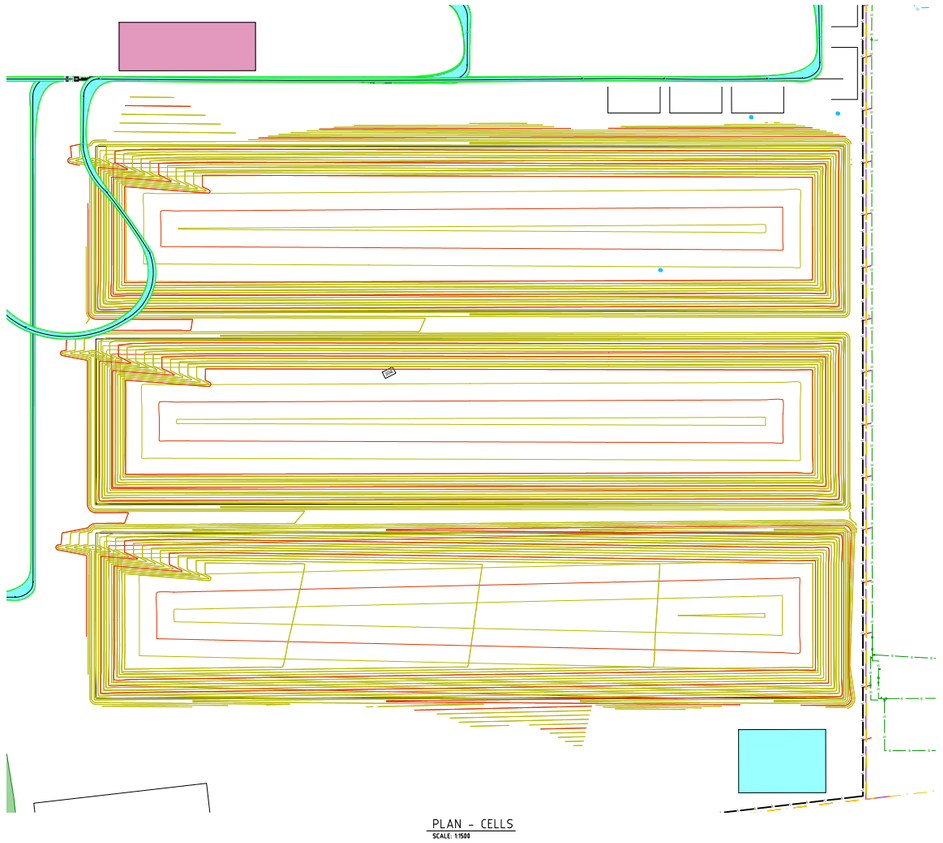
Printed by:Kimia Jaskulty on 11.10.2599 12:22 PM



PLAN - CELLS
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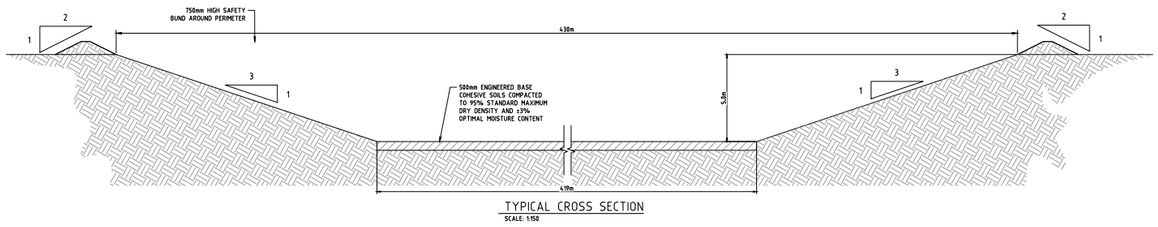

TYPICAL CROSS SECTION
SCALE: 1:50

NOTES:

1. NO INVESTIGATION HAS BEEN UNDERTAKEN TO ASCERTAIN OFFSETS FROM EXISTING WASTE DEPOSITS.
2. NO GEOTECHNICAL ASSESSMENT HAS BEEN UNDERTAKEN TO ENSURE STABILITY OF TRENCH OPERATIONS.
3. A COMPETENT PERSON MUST ASSESS ONGOING GROUND/SITE CONDITIONS DURING EXCAVATION FOR VARIATIONS IN SOIL TYPE, MOISTURE CONTENT AND GEOLOGICAL CONDITIONS.
4. PROFILES AND CONTROL MEASURES MUST BE MONITORED DURING EXCAVATION AND BACKFILLING OPERATIONS TO ENSURE RISK MITIGATION WHILST WORKING BENEATH SLOPES.
5. SLOPE ANGLES TO BE REDUCED OR SHORED IN RESPONSE TO ASSESSED RISK.
6. SAFETY BUNDS MUST BE INSTALLED ALONG THE EDGE OF ACCESS RAMPS AND AROUND THE PERIMETER OF THE EXCAVATION AS DETAILED.
7. NO PLANT OR VIBRATORY MACHINERY TO BE OPERATED ADJACENT TO EXCAVATION BATTERS.
8. EXCAVATED MATERIALS MUST NOT BE PLACED WITHIN 6.0m OF THE EXCAVATION BATTERS.
9. EXISTING GROUND SURFACE CREATED FROM SURVEY SUPPLIED DATED 14.11.2024.
10. TRENCHES HAVE 1 IN 15 RAMPS INCLUDED FOR ACCESS REQUIREMENTS.

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DATE: MARCH 2026
VERTICAL DATUM: AUSTRALIAN HEIGHT DATUM
HORIZONTAL DATUM: MGA 2020 ZONE 49

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1:1500 @ A1

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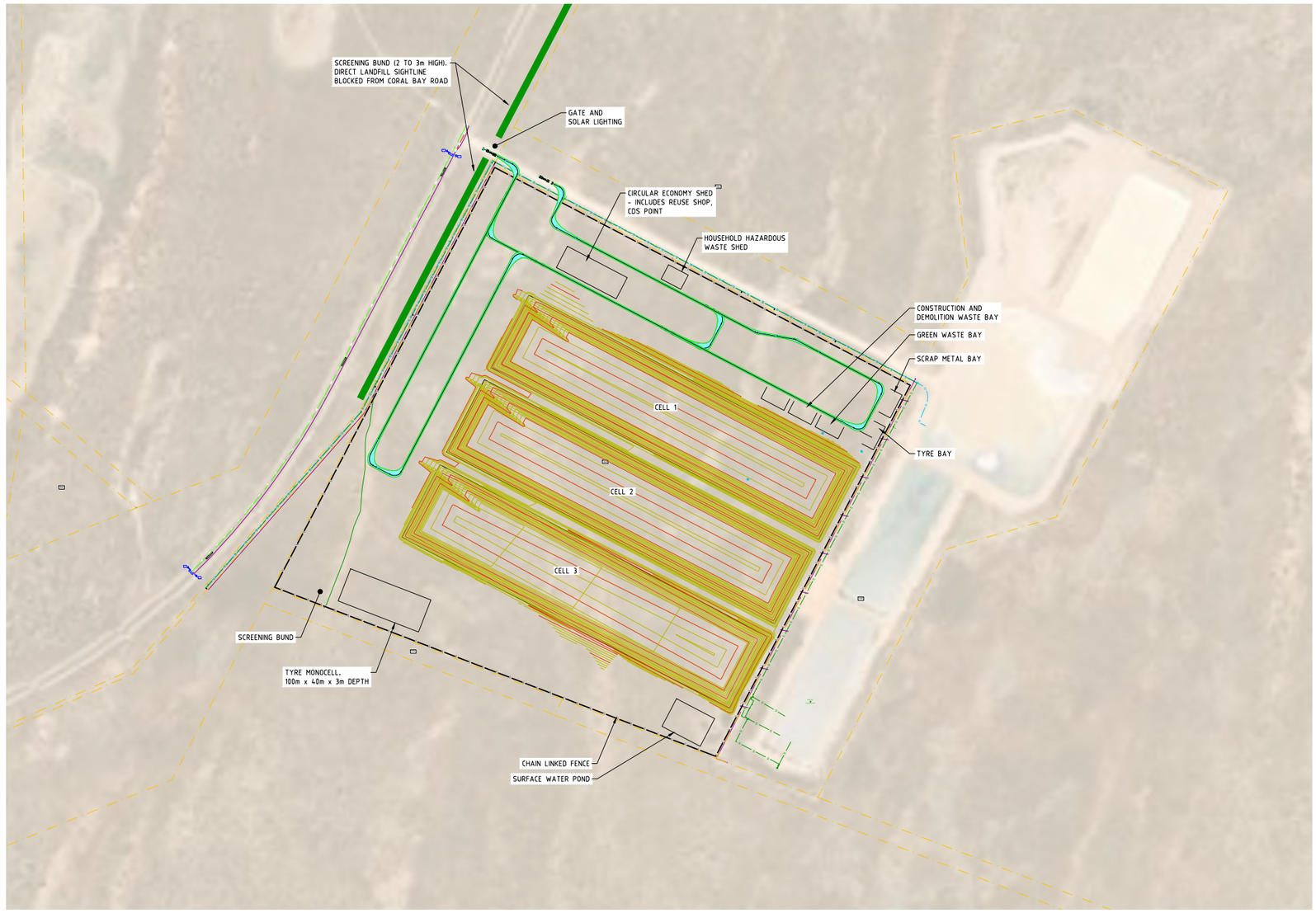
A	08.09.2026	WPJ	MW	PRELIMINARY ISSUE	MW

Project: CORAL BAY CONCEPT PLAN

Title: OPTION 2 LANDFILL TRENCH DESIGN

Scale: AS SHOWN @ A1 | Date: 08.07.2026
Drawn: JT | Checked: MW | Approved: MW
Job No: TW25082 | Drg. No: C-111 | Rev: A
Filename: TW25082.DWG



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Project: CORAL BAY CONCEPT PLAN

Title: OPTION 2

Scale: 1:2500 @ A1 | Date: 08.07.2026
Drawn: JT | Checked: MW | Approved: MW
Job No: TW25082 | Drg. No: C-110 | Rev: A
Filename: TW25082.DWG

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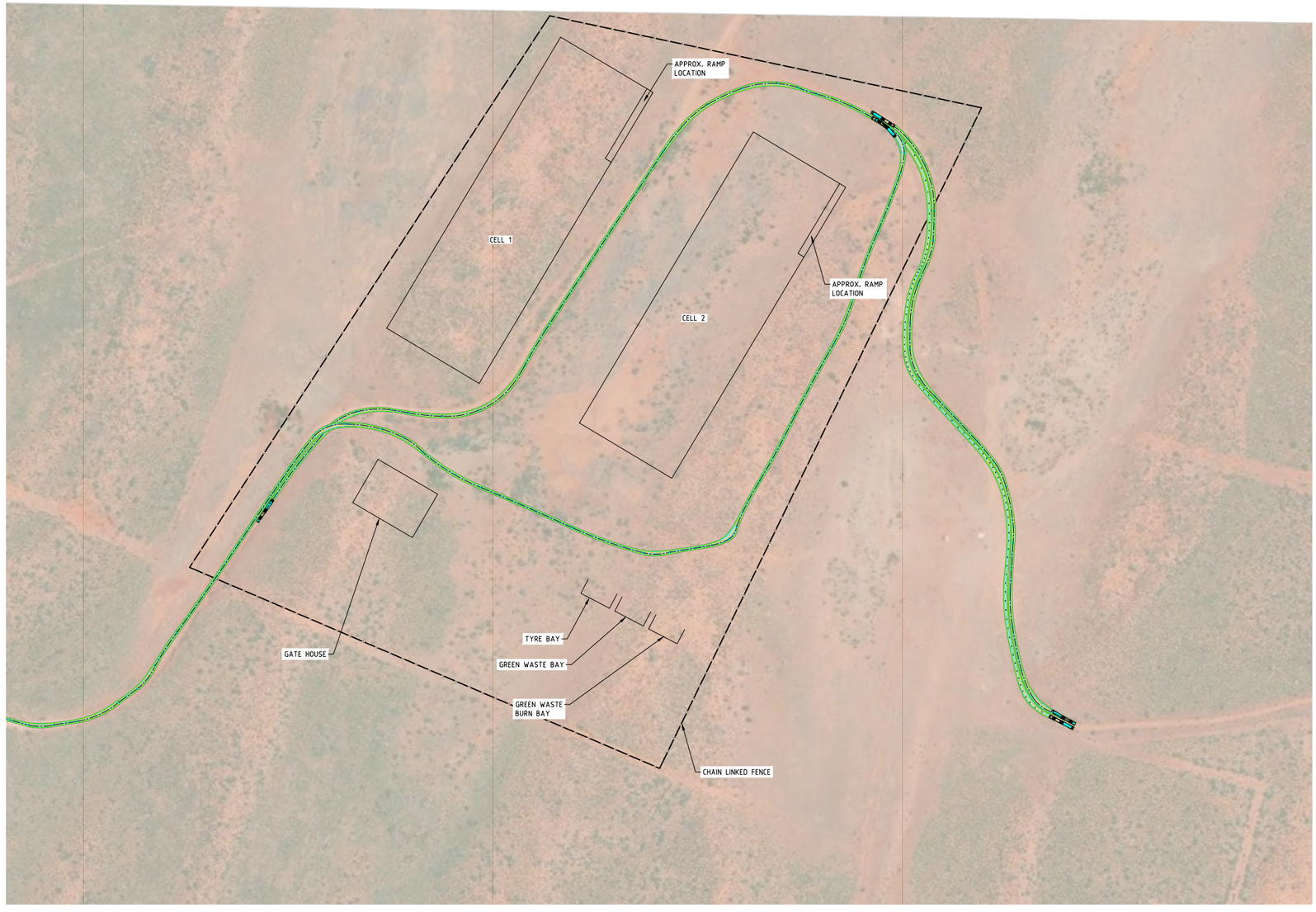

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80m 0m 80m 160m
1:2000 @ A1

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A	08.09.2026	WPJ	MW	PRELIMINARY ISSUE	MW

Project: CORAL BAY CONCEPT PLAN

Title: OPTION 3

Scale: 1:2000 @ A1 | Date: 08.07.2026
Drawn: JT | Checked: MW | Approved: MW
Job No: TW25082 | Drg. No: C-120 | Rev: A
Filename: TW25082.DWG

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APPENDIX B
Capital Cost Estimates

Coral Bay Concept Plan
Shire of Carnarvon

Capital Cost Estimate Option 1

September 2026

Option 1 - Capital Costs Estimates	Unit	Rate	Quantity	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21	Year 22	Year 23
Item				2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49	2049/50	2050/51	Cost	Cost	Cost
Material Supply and Site Preparation																											
Supply suitable wearing course material to stockpile for internal site roads	m3	$ 5.50	7,970	$ 43,835	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub designated stockpile areas (maximum 2 m height)	m2	$ 5.50	8,483	$ 46,656	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub designated borrow areas (maximum 1.5 m depth), haul vegetation to stockpile	m2	$ 5.50	6,072	$ 33,395	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub screening bund footprint, haul vegetation to stockpile	m2	$ 5.50	7,290	$ 40,095	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub internal road footprints, haul vegetation to stockpile	m2	$ 5.50	7,970	$ 43,835	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub waste bay (C&D, Scrap Metal, Green Waste, Tyre) footprints, haul vegetation to stockpile	m2	$ 5.50	2,250	$ 12,375	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub tyre monocell footprint, haul vegetation to stockpile	m2	$ 5.50	4,000	$ 22,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub surface water pond footprint, haul vegetation to stockpile	m2	$ 5.50	1,850	$ 10,175	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub site building footprints, haul vegetation to stockpile	m2	$ 5.50	2,667	$ 14,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from designated stockpile areas (maximum 2 m height), haul to designated stockpile	m3	$ 9.40	1,697	$ 15,948	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from designated borrow areas (maximum 1.5 m depth), haul to designated stockpile	m3	$ 9.40	1,214	$ 11,415	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from screening bund footprint, haul to designated stockpile	m3	$ 9.40	1,458	$ 13,705	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from internal road footprints, haul to designated stockpile	m3	$ 9.40	1,594	$ 14,984	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from waste bay (C&D, Scrap Metal, Green Waste, Tyre) footprints, haul to designated stockpile	m3	$ 9.40	450	$ 4,230	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from tyre monocell footprint, haul to designated stockpile	m3	$ 9.40	800	$ 7,520	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from surface water pond footprint, haul to designated stockpile	m3	$ 9.40	370	$ 3,478	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from site building footprints, haul to designated stockpile	m3	$ 9.40	533	$ 5,014	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from landfill cell footprints, haul to designated stockpile	m3	$ 9.40	-	$ -																							
		SUBTOTAL	*$*	*480,658.46*																							
Site Infrastructure																											
Win from borrow, load, haul, place, condition, and compact general fill material in screening bund adjacent to public roads	m3	$ 21.63	9,108	$ 196,998	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install site perimeter fencing	lin m	$ 11.00	2,132	$ 23,456	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install site access gate	Item	$ 3,600.00	1	$ 3,600	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Circular Economy Shed including all footings and foundations	m2	$ 300.00	2,200	$ 660,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Hazardous Goods Storage Shed including all footings and foundations	m2	$ 300.00	500	$ 150,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Gatehouse office (12 x 3m weighbridge crib including toilt, lunch room etc) including all footings and foundations	Item	$ 82,000.00	1	$ 82,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate surface water pond to design levels, haul material to stockpile	m3	$ 9.40	2,576	$ 24,214	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Scarify, moisture condition, and compact in-situ subgrade for internal site roads	m2	$ 9.40	7,970	$ 74,918	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Win from supplied stockpile, load, haul, place, condition, and compact 2000 mm wearing course on internal site roads	m2	$ 26.90	7,970	$ 214,393	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		SUBTOTAL	*$*	*2,001,412*																							
Waste Disposal																											
Supply and install 54000 (or similar) Waste Compactors	Item	$ 1,200,000	2	$ 2,400,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate tyre monocell to design levels, haul material to stockpile	m3	$ 9.40	8,544	$ 80,314	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		SUBTOTAL	*$*	*2,472,439*																							
		TOTAL	$	5,954,509																							

TW25082

Coral Bay Concept Plan
Shire of Carnarvon

Capital Cost Estimate Option 2

September 2026

Option 2 - Capital Costs Estimates	Unit	Rate	Quantity	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Item				2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49	2049/50	2050/51
Material Supply and Site Preparation									Cell 1A Full						Cell 1B Full					Cell 1C Full				
Supply suitable wearing course material to stockpile for internal site roads	m3	$ 5.50	1,196	$ 6,575	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub designated stockpile areas (maximum 2 m height)	m2	$ 5.50	9,196	$ 50,576	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub designated borrow areas (maximum 1.5 m depth), haul vegetation to stockpile	m2	$ 5.50	6,072	$ 33,395	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub screening bund footprint, haul vegetation to stockpile	m2	$ 5.50	7,290	$ 40,095	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub internal road footprints, haul vegetation to stockpile	m2	$ 5.50	7,970	$ 43,835	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub waste bay (C&D, Scrap Metal, Green Waste, Tyre) footprints, haul vegetation to stockpile	m2	$ 5.50	2,250	$ 12,375	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub tyre monocell footprint, haul vegetation to stockpile	m2	$ 5.50	4,000	$ 22,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub surface water pond footprint, haul vegetation to stockpile	m2	$ 5.50	1,850	$ 10,175	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub site building footprints, haul vegetation to stockpile	m2	$ 5.50	2,667	$ 14,669	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub landfill Cell 1 footprint, haul vegetation to stockpile	m2	$ 5.50	41,000	$ 225,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from designated stockpile areas (maximum 2 m height), haul to designated stockpile	m3	$ 9.40	1,839	$ 17,288	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from designated borrow areas (maximum 1.5 m depth), haul to designated stockpile	m3	$ 9.40	1,214	$ 11,415	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from screening bund footprint, haul to designated stockpile	m3	$ 9.40	1,458	$ 13,705	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from internal road footprints, haul to designated stockpile	m3	$ 9.40	1,594	$ 14,984	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from waste bay (C&D, Scrap Metal, Green Waste, Tyre) footprints, haul to designated stockpile	m3	$ 9.40	450	$ 4,230	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from tyre monocell footprint, haul to designated stockpile	m3	$ 9.40	800	$ 7,520	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from surface water pond footprint, haul to designated stockpile	m3	$ 9.40	370	$ 3,478	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from site building footprints, haul to designated stockpile	m3	$ 9.40	533	$ 5,014	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from landfill cell footprints, haul to designated stockpile	m3	$ 9.40	8,200	$ 77,080	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		SUBTOTAL		***$ 859,471***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
Site Infrastructure																								
Win from borrow, load, haul, place, condition, and compact general fill material in screening bund adjacent to public roads	m3	$ 21.63	9,108	$ 196,998	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install site perimeter fencing	lin m	$ 11.00	2,132	$ 23,456	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install site acess gate	Item	$ 3,600.00	1	$ 3,600	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Circular Economy Shed including all footings and foundations	m2	$ 300.00	1	$ 300	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Hazardous Goods Storage Shed including all footings and foundations	m2	$ 300.00	1	$ 300	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Gatehouse office (12 x 3m weighbridge crib including toilt, lunch room etc) including all footings and foundations	Item	$ 82,000.00	1	$ 82,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate surface water pond to design levels, haul material to stockpile	m3	$ 9.40	2,576	$ 24,214	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Scarify, moisture condition, and compact in-situ subgrade for internal site roads	m2	$ 9.40	7,970	$ 74,918	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Win from supplied stockpile, load, haul, place, condition, and compact 2000 mm wearing course on internal site roads	m2	$ 26.90	1,196	$ 32,159	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		SUBTOTAL		***$ 611,124***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***
Waste Disposal																								
Excavate tyre monocell to design levels, haul material to stockpile	m3	$ 9.40	8,544	$ 80,314	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1A to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ 824,740	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1B to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ -	$ -	$ -	$ -	$ -	$ 979,532	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1C to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,204,095	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1D to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,430,087	$ -	$ -	$ -	$ -
Win from landfill cell excavation, load, haul, place, condition, and compact perimeter bunds around landfill cells	m3	$ 21.63	1,575	$ 34,067	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
		SUBTOTAL		***$ 1,334,769***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 1,371,345***	***$ -***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 1,685,733***	***$ -***	***$ -***	***$ -***	***$ -***	***$ 2,002,122***	***$ -***	***$ -***	***$ -***	***$ -***
		TOTAL (excl phasing)	$	2,717,364																				
		TOTAL (inc phasing)	$	7,846,563																				

TW25082

Coral Bay Concept Plan
Shire of Carnarvon

Capital Cost Estimate Option 3

September 2026

Option 3 - Capital Costs Estimates	Unit	Rate	Quantity	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Item				2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42	2042/43	2043/44	2044/45	2045/46	2046/47	2047/48	2048/49	2049/50	2050/51
Material Supply and Site Preparation									Cell 1A Full						Cell 1B Full					Cell 1C Full				
Supply suitable wearing course material to stockpile for internal site roads	m3	$ 5.50	2,452	$ 13,485	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub designated stockpile areas (maximum 2 m height)	m2	$ 5.50	10,751	$ 59,132	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub designated borrow areas (maximum 1.5 m depth), haul vegetation to stockpile	m2	$ 5.50	6,072	$ 33,395	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub screening bund footprint, haul vegetation to stockpile	m2	$ 5.50	7,290	$ 40,095	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub internal road footprints, haul vegetation to stockpile	m2	$ 5.50	16,345	$ 89,898	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub waste bay (C&D, Scrap Metal, Green Waste, Tyre) footprints, haul vegetation to stockpile	m2	$ 5.50	3,150	$ 17,325	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub tyre monocell footprint, haul vegetation to stockpile	m2	$ 5.50	4,000	$ 22,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub surface water pond footprint, haul vegetation to stockpile	m2	$ 5.50	1,850	$ 10,175	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub site building footprints, haul vegetation to stockpile	m2	$ 5.50	2,667	$ 14,668	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Clear and grub landfill Cell 1 footprint, haul vegetation to stockpile	m2	$ 5.50	41,000	$ 225,500	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from designated stockpile areas (maximum 2 m height), haul to designated stockpile	m3	$ 9.40	2,150	$ 20,212	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from designated borrow areas (maximum 1.5 m depth), haul to designated stockpile	m3	$ 9.40	1,214	$ 11,415	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from screening bund footprint, haul to designated stockpile	m3	$ 9.40	1,458	$ 13,705	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from internal road footprints, haul to designated stockpile	m3	$ 9.40	3,269	$ 30,729	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from waste bay (C&D, Scrap Metal, Green Waste, Tyre) footprints, haul to designated stockpile	m3	$ 9.40	630	$ 5,922	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from tyre monocell footprint, haul to designated stockpile	m3	$ 9.40	800	$ 7,520	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from surface water pond footprint, haul to designated stockpile	m3	$ 9.40	370	$ 3,478	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from site building footprints, haul to designated stockpile	m3	$ 9.40	533	$ 5,014	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Strip topsoil (200 mm) from landfill cell footprints, haul to designated stockpile	m3	$ 9.40	8,200	$ 77,080	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SUBTOTAL				**$ 981,046**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Site Infrastructure																								
Win from borrow, load, haul, place, condition, and compact general fill material in screening bund adjacent to public roads	m3	$ 21.63	9,108	$ 196,998	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install site perimeter fencing	lin m	$ 11.00	2,132	$ 23,456	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install site access gate	Item	$ 3,600.00	1	$ 3,600	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Circular Economy Shed including all footings and foundations	m2	$ 300.00	1	$ 300	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Hazardous Goods Storage Shed including all footings and foundations	m2	$ 300.00	1	$ 300	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Supply and install Gatehouse office (12 x 3m weighbridge crib including toilt, lunch room etc) including all footings and foundations	Item	$ 82,000.00	1	$ 82,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate surface water pond to design levels, haul material to stockpile	m3	$ 9.40	2,576	$ 24,214	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Scarify, moisture condition, and compact in-situ subgrade for internal site roads	m2	$ 9.40	16,345	$ 153,643	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Win from supplied stockpile, load, haul, place, condition, and compact 2000 mm wearing course on internal site roads	m2	$ 26.90	2,452	$ 65,952	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SUBTOTAL				**$ 770,649**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Waste Disposal																								
Excavate tyre monocell to design levels, haul material to stockpile	m3	$ 9.40	8,544	$ 80,314	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1A to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ 824,740	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1B to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ -	$ -	$ -	$ -	$ -	$ 979,532	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1C to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,204,095	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Excavate landfill Cell 1D to design levels, haul material to stockpile	m3	$ 9.40	87,738	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,430,087	$ -	$ -	$ -	$ -
Win from landfill cell excavation, load, haul, place, condition, and compact perimeter bunds around landfill cells	m3	$ 21.63	1,575	$ 34,067	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
SUBTOTAL				**$ 1,314,769**	$ -	$ -	$ -	$ -	**$ 1,371,345**	$ -	$ -	$ -	$ -	$ -	**$ 1,685,733**	$ -	$ -	$ -	$ -	**$ 2,002,122**	$ -	$ -	$ -	$ -
TOTAL (ex. planning)	$			8,125,663																				
TOTAL	$			8,125,663																				

TW25082



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Shire of Carnarvon
Local Planning Scheme No. 13

Amendment No. 14

Summary of Amendment Details

Update scheme text to introduce new and revised land use classes and general definitions to facilitate State Government reforms for short-term rental accommodation.

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FORM 2A

Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Shire of Carnarvon Local Planning Scheme No. 13
Amendment No. 14

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

1. In Part 6, Division 1, Clause 37, 'Terms Used':
   A. Delete the definition for *short-term accommodation.*
   B. Amend the general definition for *cabin* to:

      means a building that -

      (a) is an individual unit other than a chalet; and

      (b) forms part of -

      (i) tourist and visitor accommodation; or

      (ii) a caravan park;

      and

      (c) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

   C. Amend the general definition for *chalet* to:

      means a building that —

      (a) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and

      (b) forms part of –

      (i) tourist and visitor accommodation; or

      (ii) a caravan park;

      (c) and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

2. In Part 6, Division 2, Clause 38, 'Land Use Terms Used':
   A. Delete the definitions for:
      - *bed and breakfast*;
      - *holiday accommodation;*

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- *holiday house;*
- *motel;*
- *serviced apartment;*
- *tourist development; and*

B. Amend the existing land use term for *roadhouse* to:

roadhouse means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services —

(a) a full range of automotive repair services;

(b) wrecking, panel beating and spray painting services;

(c) transport depot facilities;

(d) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;

(e) facilities for being a muster point in response to accidents, natural disasters and other emergencies;

C. Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions

3. In Part 3, Clause 17 'Zoning Table' insert in alphabetical order the following land uses and permissibility:

A. *hosted-short term rental accommodation;* designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.
B. *Unhosted-short term rental accommodation*;
   - *Regional Centre* – 'P' use
   - *Residential* – 'D' use
   - *Tourism* – 'P' use
   - 'X' use in all other zones
C. *tourist and visitor accommodation* and designate as 'A' in Tourism Zone and Regional Centre Zone, and 'X' in all other zones

4. In Part 3, Clause 17 'Zoning Table', delete all references to:

A. *bed and breakfast*;

B. *holiday accommodation;*

C. *holiday house;*

D. *motel;*

E. *serviced apartment;*

F. *tourist development.*

5. Modify schedules 1, 3, 5 and 7 in the following way:

5.1 - Schedule 1:

Modify No.1 by replacing references to 'holiday accommodation' with 'tourist and visitor accommodation'.

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5.2 - Schedule 3:

a) Modify all references of 'short term accommodation' to 'short-term rental accommodation';

b) Modify No. 2 by deleting references to 'holiday houses' and replace with 'un-hosted short-term rental accommodation';

c) Modify No. 3 by replacing references to 'holiday accommodation' with 'tourist and visitor accommodation' and 'holiday house' with 'un-hosted short-term rental accommodation';

d) Within No. 3, delete Condition 4 and re-number the conditions accordingly;

e) Modify No. 4, 5, 6, 7 and 8by deleting 'motel' and replacing 'tourist development' with 'tourist and visitor accommodation';

f) Modify No. 9 and 10 by replacing 'bed and breakfast', 'holiday accommodation' and 'tourist development' with 'hosted short-term rental accommodation', 'tourist and visitor accommodation' and 'un-hosted short-term rental accommodation'; and

g) Modify No. 15 by replacing 'motel' with 'tourist and visitor accommodation'.

5.3 - Schedule 5:

a) Modify Clause 22 by replacing 'tourist development' with 'tourist and visitor accommodation';

b) Modify Table 6 by replacing 'holiday accommodation' with 'un-hosted short-term rental accommodation';

c) Modify Table 6 by deleting 'service apartment' and its corresponding requirement;

d) Modify Table 6 by deleting 'holiday houses' and its corresponding requirement;

e) Modify Table 6 by replacing 'bed and breakfast' with 'hosted short-term rental accommodation';

f) Modify Table 6 by deleting 'motel' and its corresponding requirement;

g) Modify Table 6 by replacing 'tourist development' with 'tourist and visitor accommodation'; and

h) Modify Clause 52 by replacing 'short-term tourism accommodation' with 'short-term rental accommodation'.

5.4 - Schedule 7:

a) Modify Special Control Area 5, by replacing 'short-term accommodation' with 'short-term rental accommodation'.

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The amendment is standard under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;

2. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;

3. the amendment is not considered a complex or basic amendment.

Dated this 28 day of July 2026

_____
(Chief Executive Officer)

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Scheme Amendment Report

1. Introduction

The purpose of this amendment is to amend the Shire of Carnarvon's local planning scheme to implement the State Government's planning reforms for short-term rental accommodation.

This amendment is required to ensure alignment with new 'deemed' and 'model' land use classes and general definitions introduced into the state planning framework. Most significantly, it includes amendments to reflect the 'deemed' land use classes for 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation', along with removal of superseded land uses. The following report provides further detail and background information on these changes, including specific implications for the Shire

2. Background

Short-Term Rental Accommodation (STRA) refers to the practice of renting out a property (or part of a property) for a relatively short period of time, usually on a nightly or weekly basis. This type of accommodation is usually booked through online platforms and is popular among travellers and visitors seeking temporary lodging for holidays, business trips or other short stays. The State Government has committed to various initiatives to deliver better regulation of the short-term rental accommodation sector.

In November 2023, the Western Australian Planning Commission released its *Position Statement: Planning for Tourism and Short-Term Rental Accommodation* (Position Statement) and associated Guidelines. The release of the Position Statement complemented other whole-of-government reforms relating to STRA, responding to recommendations made in the 2019 parliamentary enquiry *Levelling the Playing Field: Managing the impact of the rapid increase of short-term rentals in Western Australia.* This included development of a state-wide registration scheme for STRA, as well as an incentive scheme to encourage transition of properties from the short to long term rental market.

Alongside the registration scheme, which sits separately to the planning system and is mandatory for all STRA, amendments to planning regulations were flagged as a key part of the State Government's goal to ensure a fairer and more consistent treatment of STRA from both a legal and practical standpoint. The planning changes, which have triggered the need for the Shire to amend its scheme, aim to provide greater consistency across the state in relation to what approvals are needed for STRA proposals as well as how these uses are defined in local planning schemes.

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3. State Planning Framework

The State Government's planning reforms for short-term rental accommodation are being implemented predominantly through the *Planning & Development (Local Planning Schemes) Regulations 2015* (LPS Regulations), which in turn have been informed by policy direction provided through the Position Statement.

Position Statement

The Position Statement foreshadowed a series of amendments to the LPS Regulations with the overall aim of providing more certainty and consistency across jurisdictions in respect to the treatment of STRA. Key changes flagged in this document included dedicated land use classes for STRA to ensure a clear delineation between this use and traditional accommodation types, as well as a state-wide exemption for hosted STRA and a 90-night exemption for unhosted STRA within the Perth Metropolitan Area. The Position Statement also includes guidance on strategic and statutory planning matters for both tourism and STRA, as well as local planning policy development.

LPS Regulations

The LPS Regulations are a key component of Western Australia's planning system comprising of three major parts:

- Regulations proper, which set out the process for preparing or amending a local planning scheme;
- 'Model' provisions, set out in Schedule 1, which are to be used by local governments in preparing or amending a local planning scheme; and
- 'Deemed' provisions, set out in Schedule 2, read automatically into all local planning schemes, and override any existing scheme provision to the extent of any inconsistencies. Where there is a conflict between these provisions and the scheme, the deemed provisions prevail.

Amendments to both Schedules 1 and 2 of these regulations have been made to facilitate the necessary planning changes of the State Government's short-term rental accommodation (STRA) reform initiatives, as envisaged by the Position Statement. These changes, most notably, include:

i. new 'deemed' land use classes of 'hosted short-term rental accommodation' and 'unhosted short-term rental accommodation' to ensure these accommodation types are classified as dedicated land use classes in planning schemes;

ii. new 'deemed' general terms to define 'short-term rental accommodation' and link to the overarching *Short-Term Rental Accommodation Act 2024*, which provides the legal framework for the STRA Register;

iii. a new 'model' land use class of 'tourist and visitor accommodation' to differentiate these use types from STRA, and consolidate a number of existing land use terms for tourist and visitor accommodation (aside from 'hotel'), as well as other changes to general definitions;

iv. a state-wide development approval exemption for 'hosted short-term rental accommodation' (this includes ancillary dwellings); and

v. a 90-night (cumulative) exemption within a 12-month period for 'unhosted' short-term rental accommodation in the Perth metropolitan area.

The implications for these changes to the Shire are detailed further in the following sections of this report.

4. Local Planning Context

Short-term rental accommodation (STRA) in the Shire of Carnarvon has historically evolved alongside the tourism sector, rather than through any explicit local planning policy direction. The Shire's Local Planning Strategy (2017) provides important insight into how visitor accommodation—including holiday homes, seasonal worker accommodation, caravan parks, and other short-stay formats—has been understood and managed over time.

Tourism has long been a major economic driver for the Shire, particularly in Coral Bay and Carnarvon, with significant seasonal population increases. This seasonal swell has historically placed pressure on the local accommodation market, fostering a mix of formal and informal short-stay arrangements.

In Coral Bay, governance of accommodation has been particularly strong. Since the early 2000s, the area has undergone numerous planning interventions, culminating in the Coral Bay Settlement Structure Plan (2015), which formally prohibits permanent residential subdivision or occupation in order to preserve the area's tourism function and holiday-based character. The historical planning position is that Coral Bay remain a dedicated tourism settlement, with short-stay accommodation forming its dominant housing type and 89.2% of dwellings categorised as "other" (caravans, cabins, holiday units) as per the Local Planning Strategy.

Although specific numbers of STRA development approvals are not referenced, the Strategy highlights historical compliance challenges around seasonal worker accommodation in horticultural localities, with "largely non-compliant" accommodation historically occurring in the Intensive Horticulture Zone around Carnarvon and Wooramel. This issue overlaps with STRA pressures in the sense that seasonal workers compete for the same limited short-stay housing stock

The Shire's strategic and statutory documents demonstrate a historical approach that:

1. Recognises STRA as part of the broader tourism accommodation market rather than a stand-alone policy issue.
2. Uses zoning and structure planning—especially in Coral Bay and coastal nodes—to control where short-stay accommodation is appropriate.
3. Prioritises tourism-oriented use in specific settlements (especially Coral Bay) and seeks to avoid permanent residential encroachment into areas intended for tourism.
4. Highlights emerging issues in seasonal worker accommodation and informal short-stay arrangements, signalling a need for clearer regulation.
5. Encourages expansion and diversification of short-stay accommodation, including holiday homes, where consistent with tourism and settlement planning frameworks.

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5. Proposed Amendment

With the introduction of the new deemed land use classes into planning schemes associated with short-term rental accommodation, this scheme amendment relates to the introduction, modification and deletion of various land use and general definitions to the Shire's planning scheme. The new exemptions are also 'deemed' and as such are already operative, however this amendment does include changes to the zoning table to reflect the hosted STRA exemption as a permitted use.

Deemed Short-Term Rental Accommodation Land Use Classes

Whilst the new 'deemed' land use classes are automatically read into the Shire's scheme through the LPS Regulations, along with the previously mentioned exemptions, these uses are being incorporated into scheme zoning tables to ensure absolute clarity from an interpretation perspective, particularly given these uses replace long-standing 'model' land use classes within the Shire's planning framework.

To implement the required changes, this amendment requires deletion of all references to the land use classes of *bed and breakfast, holiday accommodation* and *holiday house* replaced with the new 'deemed' definitions of *hosted short-term rental accommodation* and *unhosted short-term rental accommodation.* This includes amending the Zoning Table and Definitions schedules of the scheme text accordingly.

In addition to the LPS Regulations, the Position Statement and Planning Bulletin 115 provide further direction for how STRA should be dealt with in local planning schemes from a permissibility standpoint. To reflect these requirements, this amendment proposes the following designations for these new land use classes:

- 'Hosted short-term rental accommodation' is proposed as a Permitted use in all zones where any type of 'dwelling' is capable of approval, to reflect the state-wide exemption in the 'deemed provisions';
- 'Unhosted short-term rental accommodation' is proposed to be designated in a manner that is consistent with the current 'Holiday House' land use

Aside from the above, where the uses of holiday house and bed and breakfast are referenced in other sections of the scheme text, these are to be cross-referenced accordingly.

Model 'Tourist and Visitor Accommodation' Land Use

A new model land use class of 'Tourist and Visitor Accommodation' has been introduced to supersede various traditional accommodation land use types (excluding 'hotel') and provide a clearer delineation between these uses and 'short-term rental accommodation'. In the context of the Shire's, uses to be deleted through this change include:

- *Motel – specifically referenced in the new land use class definition;*
- *Serviced apartment – specifically referenced in the new land use class definition;*
- *Tourist development – directly replaced by the new use class; and*
- *[insert any other equivalent/similar non-model traditional accommodation scheme land uses]*.

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New and Revised Land Use & General Definitions

As part of the LPS Regulations changes, amendments to some other model definitions were also introduced so as to not cause confusion or conflict with the new short-term rental accommodation land use terms. These include deletion of the definition for 'short-term accommodation', which has been removed to avoid confusion with new terms relating to 'short-term rental accommodation'. This has consequentially resulted in modifications to the general model terms of 'cabin' and 'chalet', as well as the land use term for 'road house'. The new model terms are proposed to be introduced into the scheme text through this amendment.

Through deletion of the general term 'short term accommodation' it is proposed to insert into the scheme text the deleted model definition in-full wherever referenced, to replicate the changes made in the model provisions; this being:

> *accommodation for guests, on a commercial basis, either continuously or from time to time, with no guest accommodated for periods totalling more than 3 months in any 12-month period.*

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Planning and Development Act 2005
RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Shire of Carnarvon Local Planning Scheme No. 13
Amendment No. 14

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

1. In Part 6, Division 1, Clause 37, 'Terms Used':

   a. Delete the definition for *short-term accommodation.*

   b. Amend the general definition for *cabin* to:

   means a building that -

   (d) is an individual unit other than a chalet; and

   (e) forms part of -

   (iii) tourist and visitor accommodation; or

   (iv) a caravan park;

   and

   (f) if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

   c. Amend the general definition for *chalet* to:

   means a building that —

   (c) is a self-contained unit that includes cooking facilities, bathroom facilities and separate living and sleeping areas; and

   (d) forms part of –

   (iii) tourist and visitor accommodation; or

   (iv) a caravan park;

   (d) and if the unit forms part of a caravan park - is used to provide accommodation for persons, on a commercial basis, with no individual person accommodated for a period or periods exceeding a total of 3 months in any 12-month period

2. In Part 6, Division 1, Clause 38, 'Land Use Terms Used':

   B. Delete the definitions for:

   - *bed and breakfast*;
   - *holiday accommodation;*
   - *holiday house;*
   - *motel;*
   - *serviced apartment;*

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- *tourist development.*

D. Amend the existing land use term for *road house* to:

road house means premises that has direct access to a State road other than a freeway and which provides the services or facilities provided by a freeway service centre and may provide any of the following facilities or services —

(f) a full range of automotive repair services;

(g) wrecking, panel beating and spray painting services;

(h) transport depot facilities;

(i) accommodation for guests, on a commercial basis, with no individual guest accommodated for a period or periods exceeding a total of 3 months in any 12-month period;

(j) facilities for being a muster point in response to accidents, natural disasters and other emergencies;

E. Insert the definition for *tourist and visitor accommodation* as per Schedule 1 – Model Provisions

3. In Part 3, Clause 17 'Zoning Table' insert in alphabetical order the following land uses and permissibility:

A. *hosted-short term rental accommodation;* designate as 'P' uses in zones where a dwelling is capable of approval and 'X' uses in all other zones.

B. *unhosted short term rental accommodation*;
- *Regional Centre* – 'P' use
- *Residential* – 'D' use
- *Tourism* – 'P' use
- 'X' use in all other zones

C. *tourist and visitor accommodation* and designate as 'A' in Tourism Zone and Regional Centre Zone, and 'X' in all other zones

4. In Part 3, Clause 17 'Zoning Table', delete all references to:

a. *bed and breakfast*;

b. *holiday accommodation;*

c. *holiday house;*

d. *motel;*

e. *serviced apartment;*

f. *tourist development; and*

5. Modify schedules 1, 3, 5 and 7 in the following way:

5.1 - Schedule 1:

Modify No.1 by replacing references to 'holiday accommodation' with 'tourist and visitor accommodation'.

5.2 - Schedule 3:

a) Modify all references of 'short term accommodation' to 'short-term rental accommodation';

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b) Modify No. 2 by deleting references to 'holiday houses' and replace with 'un-hosted short-term rental accommodation';

c) Modify No. 3 by replacing references to 'holiday accommodation' with 'tourist and visitor accommodation' and 'holiday house' with 'un-hosted short-term rental accommodation';

d) Within No. 3, delete Condition 4 and re-number the conditions accordingly;

e) Modify No. 4, 5, 6, 7 and 8by deleting 'motel' and replacing 'tourist development' with 'tourist and visitor accommodation';

f) Modify No. 9 and 10 by replacing 'bed and breakfast', 'holiday accommodation' and 'tourist development' with 'hosted short-term rental accommodation', 'tourist and visitor accommodation' and 'un-hosted short-term rental accommodation'; and

g) Modify No. 15 by replacing 'motel' with 'tourist and visitor accommodation'.

5.3 - Schedule 5:

a) Modify Clause 22 by replacing 'tourist development' with 'tourist and visitor accommodation';

b) Modify Table 6 by replacing 'holiday accommodation' with 'un-hosted short-term rental accommodation';

c) Modify Table 6 by deleting 'service apartment' and its corresponding requirement;

d) Modify Table 6 by deleting 'holiday houses' and its corresponding requirement;

e) Modify Table 6 by replacing 'bed and breakfast' with 'hosted short-term rental accommodation';

f) Modify Table 6 by deleting 'motel' and its corresponding requirement;

g) Modify Table 6 by replacing 'tourist development' with 'tourist and visitor accommodation'; and

h) Modify Clause 52 by replacing 'short-term tourism accommodation' with 'short-term rental accommodation'.

5.4 - Schedule 7:

a) Modify Special Control Area 5, by replacing 'short-term accommodation' with 'short-term rental accommodation'.

UNOFFICIAL

The amendment is standard under the provisions of Regulation 35(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. the amendment would have minimal impact on land in the scheme area that is not the subject of the amendment;

2. the amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area;

3. the amendment is not considered a complex or basic amendment.

Dated this 28 day of July 2026

_____
(Chief Executive Officer)

UNOFFICIAL

FORM 6A

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Carnarvon at the Ordinary Meeting of the Council held on the 28th day of April, 2026.

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE
by resolution of the Council of the Shire of Carnarvon at the Ordinary Meeting of the Council held on the 28th day of April, 2026, proceed to advertise this Amendment.

.....

SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

COUNCIL RECOMMENDATION

This Amendment is recommended for support by resolution of the Shire of Carnarvon at the Ordinary Meeting of the Council held on the 24th day of November, 2026 and the Common Seal of the Shire of Carnarvon was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

MAYOR/SHIRE PRESIDENT

.....

CHIEF EXECUTIVE OFFICER

WAPC ENDORSEMENT (r.63)

.....

DELEGATED UNDER S.16 OF THE P&D ACT 2005

DATE.....

FORM 6A - CONTINUED

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....