



SHIRE OF CARNARVON  
**SCHEDULES**  
ORDINARY COUNCIL MEETING  
TUESDAY 26 JULY 2022

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

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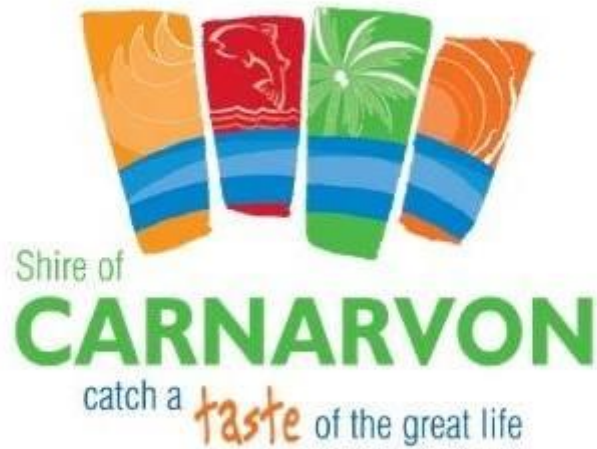
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Introduction

## FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer, and where appropriate to other employees or other persons; and
- Sub delegations from the Chief Executive Officer to other employees or persons
- Authorisations made by the Council or the CEO
- Appointments made by the Council or the CEO, or as of right by virtue of legislation

The Register includes some instruments of sub delegation, authorisation, and appointment by the CEO, which do not need to be adopted/approved by Council. They are included to reflect a “one stop shop” approach.

As a matter of principle throughout the Register, the Chief Executive Officer is the only employee authorised by the Shire of Carnarvon to commence (or authorise the commencement of) legal proceedings.

## TERMINOLOGY AND ACRONYMS

*Clause* – of the Shire of Carnarvon Planning Scheme referenced by ‘cl’, as in cl8.2.1.

*Employee* – refers to an employee of the Shire of Carnarvon. It should be noted although the Chief Executive Officer may generally only delegate a function or duty to an employee (S5.44 Local Government Act 1995 and others), any ‘person’ may be appointed an Authorised Person (although some Acts, such as the Building Act 2011 and Health Act 1911 require only employees or certain qualified employees to be ‘authorised’ or ‘appointed’). Thus, care needs to be taken to ensure that contractors are not ‘delegated’ functions or duties, although they may be appointed as Authorised Persons.

*Regulation* – subordinate legislation, referenced by ‘r’, as in r22.

*Schedule* – to an Act, referenced as ‘Sch’, as in Sch 3.2.

*Section* - of an Act, referenced by ‘s’, as in s5.42.

*Sub delegation* – the terms ‘sub delegate’ and ‘sub delegation’ are used as a style preference, rather than ‘on delegate’ or ‘on delegation’.

## DELEGATIONS AND SUB DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire’s Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not ‘undermine’ the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters so that they are better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the Chief Executive Officer in the case of most sub delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub delegation or authorisation within the Shire’s decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire, which are cross referenced within each Instrument.

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An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the 'head of power' for the exercise of delegation to an elected member, employee, Committee, or person,
- the 'head of power' for sub delegation (where such authority exists under the relevant legislation),
- the precise authority being delegated, including any limits, restrictions, or conditions,
- relevant Shire policies applicable to the execution of the delegation or sub delegation,
- the statutory requirements for the Council to review all delegations, and others to review sub delegations

In general, for all matters, whether made under the Local Government Act 1995, or otherwise, the requirement of the Local Government Act 1995 to review the Register at least once every financial year will be followed, except where delegations under other Acts have different requirements. Where there is no statutory requirement for review, the provisions of the Local Government Act will be applied to ensure uniformity of approach and outcome.

## **AUTHORISATIONS**

This Register includes authorisations under the Local Government Act 1995 and other legislation. In most cases, authorisations are made by the Chief Executive Officer under s9.10 of the LGA 1995, in other cases via delegated authority. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of Local Government officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as 'acting through' functions under s5.45(2) of the Local Government Act 1995.

## **APPOINTMENTS**

Consistent with the aim of providing a single resource, this Register includes appointments under various statutes, in some cases such appointments are "as of right" and in others the Council or the Chief Executive Officer has chosen not to make an appointment at the date of adoption of this Register.

## **LOCAL GOVERNMENT ACT 1995**

Most delegations and sub delegations described in this Register originate under the Local Government Act 1995 which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s5.43, which are:

- any power or duty that requires a decision of an absolute majority or special majority of the local government,
- accepting a tender which exceeds an amount determined by the local government,
- appointing an auditor,
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government,
- any of the local government's powers under s5.98, 5.98A, s5.99, s5.99A and s5.100 of the Act,

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- borrowing money on behalf of the local government,
- hearing or determining an objection of a kind referred to in s9.5 of the Act,
- the power under s9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government,
- any power or duty that requires the approval of the Minister or the Governor.

In addition, there are several other matters which cannot be delegated to the CEO:

- under r18G of the Local Government (Administration) Regulations s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors,
- under r16 of the Local Government (Financial Management) Regulations which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day-to-day accounts or financial management operations.

The delegation powers under the Local Government Act 1995 relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

## OTHER LEGISLATION

Legislation other than the Local Government Act 1995, its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Carnarvon) include:

- Animal Welfare Act 2002,
- Australian Citizenship Act 2007,
- Building Act 2011 and Building Regulations 2012,
- Bush Fires Act 1954, regulations and local laws created under that Act,
- Cat Act 2011 and Regulations,
- Caravan Parks and Camping Grounds Act 1995,
- Control of Vehicles (Off-Road Areas) Act 1978 and Regulations,
- Dog Act 1976 and Regulations,
- Equal Employment Opportunity Act 1984,
- Environmental Protection Act 1986,
- Food Act 2008,
- Freedom of Information Act 1992,
- Graffiti Vandalism Act 2016,
- Health (Miscellaneous Provisions) Act 1911, Regulations and local laws created under that Act,
- Health (Asbestos) Regulations 1992,
- Land Administration Act 1997, and Regulations,
- Litter Act 1979 and Regulations,
- Local Government (Miscellaneous Provisions) Act 1960,
- Parks and Reserves Act 1895,
- Planning and Development Act 2005 including Regulations, policies, and the Town Planning Scheme,
- Public Interest Disclosure Act 2003,
- Public Health Act 2016,

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- Rates and Charges (Rebates and Deferments) Act 1982,
- Road Traffic Act 1974,
- Strata Titles Act 1985.

The Planning and Development (Local Planning Schemes) Regulations 2015 permits delegation by Council to employees (rather than via the Chief Executive Officer as per the Local Government Act). Accordingly, the process for delegating authority and duties is utilised.

## **SUB DELEGATION BY THE CHIEF EXECUTIVE OFFICER**

The Local Government Act 1995 allows the Chief Executive Officer to delegate any of the powers delegated to the office of Chief Executive Officer to another employee (s5.44(1)), in writing (s5.44(2)) and may include conditions (s5.44(4)).

Other legislation permits sub delegation by the CEO, either, as of right, or with the express authority of the Council (Dog Act).

The Bush Fires Act prohibits sub delegation by the CEO.

## **REVIEW OF DELEGATIONS**

The Register of Delegations relevant to the Chief Executive Officer and other employees or other persons will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1), (2)).

As a matter of principle, the Shire of Carnarvon will review all delegations, authorisations, and appointments at least once in every financial year, whether under the Local Government Act 1995, or another Act. This is despite the varying requirements for review viz:

- Building Act 2011 - no requirement
- Bush Fires Act 1954 - no requirement
- Cat Act 2011 - annual review requirement
- Dog Act 1976 - annual review requirement
- Food Act 2008 - no requirement
- Graffiti Vandalism Act 2016 - no requirement
- Public Health Act 2016 - no requirement
- Planning and Development Act 2005 - annual review requirement

This will include the Chief Executive Officer reviewing all sub delegations, authorisations and appointments made by him or her.

## **RECORD OF ACTIONS AND DECISIONS**

If a person is exercising a power or duty that has been delegated (including sub delegated), the Local Government Act requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- how the person exercised the power or discharged the duty,
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (r19 Local Government (Administration) Regulations 1996).

# Delegation Register

Shire of Carnarvon

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Departments/Sections responsible for a work process are to ensure that data is captured, and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Similar provisions do not exist under other legislation regarding record keeping.

The CEO has determined that in relation to all record keeping of the exercise of delegated authority under legislation other than the Local Government Act 1995 that the provisions of the latter will apply and the same record keeping approach as required under the Local Government Act will be applied. These requirements will be applied as an administrative instruction from the CEO.

## **PRIMARY/ANNUAL RETURNS AND GIFT DISCLOSURES**

A person to whom a duty or power is delegated under the Local Government Act 1995 is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests s5.70 LGA
- complete a Primary Return s5.75 LGA
- complete Annual Returns s5.76 LGA

Although these requirements relate only to delegations under the Local Government Act 1995 and not any other Acts, the Council and the CEO have taken the decision to require compliance with those provisions, even when made under other Acts, to ensure all employees are treated equally in such disclosures.

The SoC has no designated senior employees.

## **ACTING THROUGH ANOTHER PERSON**

The Local Government Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. s5.45 (2) of the Act states:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- b) a Chief Executive Officer from performing any of his or her functions by acting through another person.

The key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to 'act through' another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government and Communities Guideline No 17 - Delegations.

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1 Local Government Act 1995 Delegations

#### 1.1 Council to Committees of Council

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Council, as the Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995, s5.16, 5.17
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995, Section 7.12A(2) Local Government Act 1995, Section 7.12A(3) Local Government (Administration) Regulation 18G
<b>Delegate:</b>	<b>Audit and Risk Committee</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Council delegates its authority and power to the Audit and Risk Committee to meet with the local governments' Auditor at least twice per year, subject to one meeting being for the purpose of examining the audit report for the preceding financial year.
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	N/A

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>N/A</b>
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Compliance Links:	
Record Keeping:	

#### Version Control:

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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2 Council to CEO

#### 1.2.1 Performing Functions Outside the District

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s3.20. <i>Performing functions outside district</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
<b>Council Conditions on this Delegation:</b>	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision.  Compliance with the requirements of s3.20 of the Act; and  Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next Ordinary Meeting.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.2.2 Compensation - Damage Incurred when Performing Executive Functions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)].</li> <li>2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Delegation is limited to settlements which do not exceed a material value of \$10,000.</li> <li>b. Only the CEO may commence legal proceedings.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NIL</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.2.3 Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28].</li> <li>2. Authority to give notice of entry [s.3.32].</li> <li>3. Authority to seek and execute an entry under warrant [s.3.33].</li> <li>4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)].</li> <li>5. Authority to give notice and effect entry by opening a fence [s.3.36].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property.</li> <li>b. Only the CEO may commence legal proceedings.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure Manager Operations Coordinator Environmental Services Rangers Community Emergency Services Coordinator Environmental Health Officer Planning and Building Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <i>Local Government Act 1995:</i> s.9.10 Appointment of authorised persons – also refer s.3.32(2)]
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

	Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.2.4 Declare Vehicle is Abandoned Vehicle Wreck

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
<b>Council Conditions on this Delegation:</b>	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Executive Manager Infrastructure   Manager Operations Coordinator Environmental Services Planning and Building Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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## 1. Local Government Act 1995 Delegations

### 1.2.5 Confiscated or Uncollected Goods

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46]</li> <li>2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47].</li> <li>3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> <li>4. Only the CEO may commence legal proceedings.</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$10,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Values exceeding \$10,000 to be disposed of by public tender.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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## 1. Local Government Act 1995 Delegations

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## 1. Local Government Act 1995 Delegations

### 1.2.6 Disposal of Sick or Injured Animals

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)].</li> <li>2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Manager Operations</b> <b>Coordinator Environmental Services</b> <b>Rangers</b> <b>Environmental Health Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
<b>Record Keeping</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.2.7 Close Thoroughfares to Vehicles

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)].</li> <li>2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to: <ul style="list-style-type: none"> <li>• give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and</li> <li>• consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)].</li> </ul> </li> <li>3. Authority to revoke an order to close a thoroughfare [s.3.50(6)].</li> <li>4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A]</li> <li>5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51].</li> <li>6. In cases of emergency: <ol style="list-style-type: none"> <li>i Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally,</li> <li>ii For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991; and</li> <li>iii Where the Council is undertaking repair and maintenance works to a thoroughfare,</li> </ol> </li> </ol> <p>Subject to having regard for the requirements of Sections 3.50 and 3.50A of the Local Government Act 1995, and for CI 4, 5</p>



# Delegation Register

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## 1. Local Government Act 1995 Delegations

	and 6 of the Local Government (Functions and General) Regulations 1996.
<b>Council Conditions on this Delegation:</b>	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure Operations Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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## 1. Local Government Act 1995 Delegations

### 1.2.8 Control Reserves and Certain Unvested Facilities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)].</li> <li>2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure   Manager Operations</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.9 Obstruction of Footpaths and Thoroughfares

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to:               <ol style="list-style-type: none"> <li>a. prevent damage to the footpath; or</li> <li>b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)].</li> </ol> </li> <li>2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)].</li> <li>3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)].</li> <li>4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A].</li> <li>5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>b. Permission may only be granted where, the proponent has:</li> </ol>

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## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>i. Where appropriate, obtain written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ul> <p>c. Only the CEO may commence legal proceedings.</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions</p> <p>Local Government (Uniform Local Provisions) Regulations 1996</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
Record Keeping	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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## 1. Local Government Act 1995 Delegations

### 1.2.10 Gates Across Public Thoroughfares

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)].</li> <li>2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.9(4)].</li> <li>4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)].</li> <li>5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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# Delegation Register

Shire of Carnarvon

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## 1. Local Government Act 1995 Delegations

	<p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.11 Public Thoroughfare – Dangerous Excavations

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>3. Authority to impose conditions on granting permission [ULP r.11(6)].</li> <li>4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.12 Crossing – Construction, Repair and Removal

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)].</li> <li>2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)].</li> <li>3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)].</li> <li>4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> and Council Policy IS001
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

# Delegation Register

Shire of Carnarvon

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## 1. Local Government Act 1995 Delegations

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### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.13 Private Works on, over or under Public Places

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)].</li> <li>2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Actions under this Delegation must comply with procedural requirements detailed in the <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a>.</li> <li>b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> <li>i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works.</li> <li>ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works.</li> <li>iii. Provided evidence of sufficient Public Liability Insurance.</li> <li>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</li> </ol> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	<p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places</p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a></p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure Environmental Health Coordinator Planning and Building Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> – prescribe applicable statutory procedures  Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <a href="#">Local Government Act 1995</a>
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.15 Expressions of Interest for Goods and Services

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&amp;G r.21].</li> <li>2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&amp;G r.23].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Expressions of Interest may only be called where there is either an adopted budget for the proposed goods or services and / or the draft budget contains a provision for this item to be considered.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Manager Operations</b> <b>Finance Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures  Council Policy C002 Purchasing Policy
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.16 Tenders for Goods and Services – Call Tenders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to call tenders [F&amp;G r.11(1)].</li> <li>2. Authority to invite tenders although not required to do so [F&amp;G r.13].</li> <li>3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&amp;G r.14(2a)].</li> <li>4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&amp;G r.14(4)(a)].</li> <li>5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&amp;G r.14(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: <ol style="list-style-type: none"> <li>i. the proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or</li> <li>ii. a current supply contract expiry is imminent; and</li> <li>iii. the value of the proposed new contract is being considered in the draft Annual Budget proposed for adoption, and</li> <li>iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.</li> </ol> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&amp;G.r.18(2)].</li> <li>2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&amp;G r.18(4a)].</li> <li>3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine:             <ol style="list-style-type: none"> <li>i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and</li> </ol> </li> <li>4. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&amp;G r.20(1) and (3)].</li> <li>5. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$20,000 whichever is the lesser value [F&amp;G r.21A(a)].</li> <li>6. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Exercise of authority under F&amp;G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</li> <li>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</li> </ol>

# Delegation Register

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## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"><li>i. The total consideration under the resulting contract is \$250,000 or less;</li><li>ii. The expense is included in the adopted Annual Budget; and</li><li>iii. The tenderer has complied with requirements under F&amp;G r.18(2) and (4).</li></ul> <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&amp;G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&amp;G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract.</p> <p>e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) <b>and</b> that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p> <p>f. Contract variations under r20 and 21A of Local Government (Functions and General) Regulations 1996 are subject to:</p> <ul style="list-style-type: none"><li>• prior budget provision having been made, or</li><li>• being to give effect to a Council decision to accept a variation of a contract entered into, or</li><li>• the intentions and purposes of the contract are not substantially altered,</li><li>• an assessment, in writing, of the reasons for the variation, as determined by the CEO, either generally or specifically in relation to a contract</li><li>• consideration is given to the cumulative impact of variations, to ensure that the scope of the original contract is not significantly altered, and that a separate procurement process is not required, and</li></ul> <p>where the effect on the total contract is –</p> <ul style="list-style-type: none"><li>• a reduction or</li><li>• the cumulative value remains below the tender threshold or</li><li>• likely increase in cost to a cumulative total of \$20,000 ex GST or 10% whichever is the greater, where the adjusted total contract payment remains within Budget provision: or</li><li>• is a reasonable and unforeseen increase in duration of the contract.</li></ul>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	<p>Contract extensions under r20 and 21A of Local Government (Functions and General) Regulations 1996 are subject to:</p> <ul style="list-style-type: none"> <li>• prior budget provision having been made, or</li> <li>• being to give effect to a Council decision to extend a contract entered into, or</li> <li>• the intentions and purposes of the contract are not substantially altered, and</li> <li>• the original contract including provisions which permit an extension</li> <li>• an assessment, in writing, of the merits of extending the contract, as determined by the CEO, either generally or specifically in relation to a contract</li> <li>• any extension taking effect prior to the expiration of the original contract</li> <li>• written evidence that the terms of the contract extension have been mutually agreed by the Shire and the contractor.</li> </ul>
<b>Express Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p>
Record Keeping:	<p>In accordance with r19 Local Government (Administration) Regulations 1996</p>

### Version Control:

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## 1. Local Government Act 1995 Delegations

### 1.2.18 Tenders for Goods and Services - Exempt Procurement

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government												
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited ( <i>exemptions</i> )												
<b>Delegate:</b>	<b>Chief Executive Officer</b>												
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&amp;G.r.11(2)].</li> <li>2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&amp;G r.11(2)(f)].</li> </ol>												
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Tender exempt procurement under F&amp;G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories: <table border="1" data-bbox="609 1211 1369 2036"> <thead> <tr> <th>Category</th> <th>Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&amp;G.r.11(2)(b)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&amp;G.r.11(2)(e)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&amp;G.r.(2)(f)]</td> <td>\$250,000</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&amp;G.r.11(2)(g)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA</td> <td>&lt;\$250,000*</td> </tr> </tbody> </table> </li> </ol>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA	<\$250,000*
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA	<\$250,000*												

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	<p><u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&amp;G.r.11(2)(h)]</p>	<p><i>*as specified in F&amp;G.r.11(2)(h)(ii)</i></p>
	<p>Goods or services supplied by an Australian Disability Enterprise [F&amp;G.r.11(2)(i)]</p>	<p>\$250,000</p>
	<p>b. Tender exempt procurement under F&amp;G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> <li>i. A detailed specification;</li> <li>ii. The outcomes of market testing of the specification;</li> <li>iii. The reasons why market testing has not met the requirements of the specification;</li> <li>iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and</li> <li>v. The expense is included in the adopted Annual Budget.</li> </ul> <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the value delegated above, the decision is to be referred to Council.</p>	
<b>Express Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>	

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government (Functions and General) Regulations 1996</a> – prescribe applicable statutory procedures</p> <p>Council Policy C002 Purchasing Policy</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.19 Disposing of Property

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>(a) the highest bidder at public auction [s.3.58(2)(a)].</li> <li>(b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)]</li> </ol> </li> <li>2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</li> <li>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000 or less.</li> <li>c. When determining the method of disposal: <ul style="list-style-type: none"> <li>• Where a public auction is determined as the method of disposal: <ul style="list-style-type: none"> <li>○ Reserve price has been set by independent valuation.</li> <li>○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>• Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</li> <li>• Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ul style="list-style-type: none"> <li>○ Negotiate the sale of the property up to a -10% variance on the valuation; and</li> </ul> </li> </ul> </li> </ol>

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded.</li> </ul> <p>d. Where the market value of the property is determined as being less than \$20,000 (F&amp;G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> <li>• In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal.</li> </ul> <p>e. Only applies to lease renewals for Sport Clubs and Community Groups.</p> <p>f. Lease term is not to exceed five years.</p>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – s.3.58 Disposal of Property  <a href="#">Local Government (Functions and General) Regulations 1995</a> – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.20 Payments from the Municipal or Trust Funds

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
<b>Council Conditions on this Delegation:</b>	a. Authority to make payments is subject to annual budget limitations.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Manager Finance</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> <li>1. Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5.</li> <li>2. Payments by and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or Finance Manager.</li> <li>3. Monthly and EFT payment listing recorded in Council Minutes</li> </ol>

<b>Compliance Links:</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a></p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.</p> <p><a href="#">Local Government (Audit) Regulations 1996</a></p> <p>Department of Local Government, Sport and Cultural Industries <a href="#">Operational Guideline No.11 – Use of Corporate Credit Cards</a></p> <p>Department of Local Government, Sport and Cultural Industries: <a href="#">Accounting Manual</a></p>
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# Delegation Register

Shire of Carnarvon

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## 1. Local Government Act 1995 Delegations

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.21 Defer, Grant Discounts, Waive or Write Off Debts

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Waive a debt which is owed to the Shire of Carnarvon [s.6.12(1)(b)].</li> <li>2. Grant a concession in relation to money which is owed to the Shire of Carnarvon [s.6.12(1)(b)].</li> <li>3. Write off an amount of money which is owed to the Shire of Carnarvon [s.6.12(1)(c)]</li> <li>4. Make a donation to a community organisation.</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Write-off a rates or service charge debt up to \$100.00 in accordance with the Financial Hardship Policy C036 [s.6.12(1)(c) &amp;(2)].</li> <li>b. A debt may only be waived in accordance with Council Policies 2.8, 3.2, 3.3 or 3.5 and where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire.</li> <li>c. A concession may only be granted in accordance with Council Policies 2.8, 3.2, 3.3 or 3.5.</li> <li>d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Carnarvon.</li> <li>e. Limited to individual debts valued below \$100 or cumulative debts of a debtor valued below \$500. Write off of debts greater than these values must be referred for Council decision.</li> <li>f. Running record of donations maintained by the Chief Executive Officer's office and reported to Council on a quarterly basis.</li> <li>g. Maximum value of a donation is \$1000, to any one applicant, either in 1 application, or multiple applications during a financial year – all other applications to be considered by Council.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Collection of Rates Debts – refer Delegations re: <ul style="list-style-type: none"><li>• Agreement as to Payment of Rates and Service Charges</li><li>• Recovery of Rates or Service Charges</li><li>• Recovery of Rates Debts – Require Lessee to Pay Rent</li><li>• Recovery of Rates Debts – Actions to Take Possession of the Land</li></ul>
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.22 Power to Invest and Manage Investments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)].</li> <li>2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy C011 Investment Policy</li> <li>b. A report detailing the investment portfolio's performance, exposures, and changes since last reporting, is to be provided as part of the Monthly Financial Reports.</li> <li>c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 2 financial years. [Audit r.17]</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Finance Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> <li>1. A decision to invest must be jointly confirmed by two Delegates.</li> <li>2. Investment decisions are limited to a maximum of \$500,000 per transaction on the short-term money market and up to a value of \$1,000,000 per transactions for other markets.</li> </ol>

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	3. Where exposure to a single market or investment type will exceed \$1,000,000 the decision must be referred to the CEO.
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Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Financial Management) Regulations 1996</a> – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a))  Council Policy C011- Investments
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.23 Rate Record Amendment

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
<b>Council Conditions on this Delegation:</b>	a. Delegates must comply with the requirements of s.6.40 of the Act.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Finance Manager Rates Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.24 Agreement as to Payment of Rates and Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegation must comply with Council Policy C009 – Rate Recovery b. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. c. When an agreement extends into the following financial year, the matter is referred to Council for approval. d. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Finance Manager</b> <b>Rates Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Policy C009 – Rate Recovery
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.25 Determine Due Date for Rates or Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Carnarvon. [s.6.50].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	



# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.26 Recovery of Rates or Service Charges

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].</li> <li>2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy Recovery of Rates Debts.</li> <li>b. Only the CEO may commence legal proceedings.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Carnarvon. [s.6.60(2)].</li> <li>2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy Recovery of Rates Debts</li> <li>b. Only the CEO may commence legal proceedings.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Finance Manager</b> <b>Senior Finance Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a> – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60.  Policy C009 – Rate Recovery
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including:             <ol style="list-style-type: none"> <li>i. lease the land, or</li> <li>ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months:                 <ol style="list-style-type: none"> <li>I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or</li> <li>II. cause the land to be transferred to the Shire of Carnarvon [s.6.71].</li> </ol> </li> </ol> </li> <li>2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this delegation must comply with Council Policy Recovery of Rates Debts</li> <li>b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.</li> <li>c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>.</li> </ol>

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	<p>d. CEO must report to Council the intention to commence action to take possession of land.</p> <p>e. Only the CEO may commence legal proceedings.</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p><a href="#">Local Government Act 1995</a> – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation.</p> <p><a href="#">Local Government (Financial Management) Regulations 1996</a> – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation.</p> <p>Council Policy C009 – Rate Recovery</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.29 Rate Record – Objections

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)].</li> <li>2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s.6.76(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Finance Manager</b> <b>Rates Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.30 Renewal or Extension of Contracts during a State of Emergency

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (ja)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2) (ja)].  This authority relates to: <ul style="list-style-type: none"> <li>contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and</li> <li>contracts formed through a public tender.</li> </ul>
<b>Council Conditions on this Delegation:</b>	<p>a. The authority to apply the renewal or extension option may be exercised where it is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration;</p> <p>b. This authority may only be exercised where the total consideration for the renewal or extension (in total, inclusive of the original contract) is \$350,000 or less.</p> <p>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e., before the expense is incurred) in accordance with LGA s.6.8(1)(c).</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy C002.</p> <p>e. The CEO cannot sub-delegate this authority.</p>
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b>	

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
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Compliance Links:	<a href="#">Local Government (Functions and General) Regulations 1996</a> Council Policy C002 -Purchasing Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.31 Procurement of Goods or Services required to address a State of Emergency

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (aa) Associated definition under subregulation 11(3)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> <li>1. Determine that particular goods or services with a purchasing value &gt;\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&amp;G r11(3)(b)]; and</li> <li>2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&amp;G r.11(2) (aa)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe.</li> <li>b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan.</li> <li>c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e., before the expense is incurred) in accordance with LGA s.6.8.</li> <li>d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.</li> </ol>



# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

Compliance Links:	<a href="#">Local Government (Functions and General) Regulations 1996</a> <a href="#">WALGA Subscription Service</a> – Procurement Toolkit Council Policy C002 -Purchasing Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Finance Manager</b> <b>Community Emergency Services Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.32 Appointment of Acting CEO

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> 5.36 <i>Local Government Employees</i> 5.39 <i>Contracts for CEO and senior employees</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Appointment of an Acting Chief Executive Officer.
<b>Council Conditions on this Delegation:</b>	Appointments must be in accordance with Council Policy for appointment of an Acting Chief Executive Officer.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.2.33 Application of Common Seal

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995: Section 9.49A(4) authorisation to sign documents on behalf of the Town</i>
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995: Section 9.49A(4) Execution of documents</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to sign documents on behalf of the Shire.
<b>Council Conditions on this Delegation:</b>	<p>1. The CEO may exercise this delegation where the document is –</p> <p>a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal;</p> <p>b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council.</p> <p>2. Notwithstanding Conditions clause 1, the CEO may exercise this delegation to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to –</p> <p>(a) Notifications, covenants, and easements under the Transfer of Land Act 1893,</p> <p>(b) reciprocal access and/or parking agreements,</p> <p>(c) rights of carriageway agreements,</p> <p>(d) caveats under the Transfer of Land Act 1893; and</p> <p>(e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985.</p> <p>3. Application of the Common Seal has no effect unless countersigned by the President.</p>
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</i>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

# Delegation Register

Shire of Carnarvon

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## 1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

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## 1. Local Government Act 1995 Delegations

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3 CEO to Employees

#### 1.3.1 Determine if an Emergency for Emergency Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.3.34(2) Entry in emergency
<b>Delegate/s:</b>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Manager Operations</b> <b>Community Emergency Services Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
<b>Delegate/s:</b>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure Manager Operations</b> <b>Coordinator Environmental Services</b> <b>Operations Manager</b> <b>Rangers</b> <b>Planning and Building Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9:  <ol style="list-style-type: none"> <li>1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)].</li> <li>2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b).</li> <li>3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares.</li> <li>b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares.
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# Delegation Register

Shire of Carnarvon

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## 1. Local Government Act 1995 Delegations

	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a> Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
<b>Delegate/s:</b>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure Manager Operations</b> <b>Operations Manager</b> <b>Planning and Building Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12: <ol style="list-style-type: none"> <li>1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)].</li> <li>2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)].</li> <li>3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.</li> <li>4. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)].</li> <li>5. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)].</li> <li>6. Authority to <ul style="list-style-type: none"> <li>• impose conditions on granting permission [ULP r.11(6)].</li> <li>• renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].</li> </ul> </li> </ol>

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>• determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)].</li> <li>• determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)].</li> <li>• determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.</li> </ul>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations.</li> <li>b. Actions under this Delegation must comply with the procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>.</li> <li>c. Only the CEO may commence legal proceedings.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations.</p> <p><a href="#">Local Government (Uniform Local Provisions) Regulations 1996</a></p> <p>Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i></p>
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
<b>Delegate/s:</b>	<b>Executive Manager Development and Community Services Executive Manager Infrastructure Manager Operations Operations Manager Planning and Building Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)].</li> <li>2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  This delegated authority is effective only in alignment with Delegated Authority 1.2.14 Private Works on, over or under Public Places
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3.5 Appoint Persons (other than employees) to Open Tenders

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Functions and Genera) Regulations 1996:</i> r.16(3) Receiving and opening tenders, procedure for
<b>Delegate/s:</b>	<b>Executive Manager Development and Community Services Executive Manager Finance Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3.6 Electoral Enrolment Eligibility Claims and Electoral Roll

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
<b>Delegate/s:</b>	<b>Manger People, Culture &amp; Systems Governance Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)].</li> <li>2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].</li> <li>3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)].</li> <li>4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].</li> <li>5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13(2)].</li> <li>6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].</li> <li>7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</li> <li>8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</li> <li>9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</li> <li>10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day</li> </ol>

# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	which is less than 100 days since the last election day [s.4.37(3)].
<b>CEO Conditions on this Delegation:</b>	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3.7 Destruction of Electoral Papers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
<b>Delegate/s:</b>	<b>Manager People, Culture &amp; Systems Governance Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  Department of Local Government, Sport and Cultural Industries: <a href="#">Returning Officer Manual</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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# Delegation Register

Shire of Carnarvon

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## 1. Local Government Act 1995 Delegations

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## 1. Local Government Act 1995 Delegations

### 1.3.8 Information to be Available to the Public

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
<b>Delegate/s:</b>	<b>Senior Executive Officer Manager People, Culture &amp; Systems Governance Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)].</li> <li>2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)].</li> <li>3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> <li>4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)].</li> <li>5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil.

<b>Compliance Links:</b>	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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# Delegation Register

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## 1. Local Government Act 1995 Delegations

### 1.3.9 Financial Management Systems and Procedures

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
<b>Delegate/s:</b>	<b>Executive Manager Development and Community Services Executive Manager Infrastructure Finance Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: <ol style="list-style-type: none"> <li>i. Collection of money owed to the Shire of Carnarvon;</li> <li>ii. Safe custody and security of money collected or held by the Shire of Carnarvon;</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records;</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities;</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards;</li> <li>vi. Making of payments in accordance with Delegated Authority;</li> <li>vii. Preparation of budgets, budget reviews, accounts, and reports as required by legislation or operational requirements.</li> </ol> </li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</li> <li>b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within each 3 financial years. [Audit r.17]</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government Act 1995</a>
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# Delegation Register

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## 1. Local Government Act 1995 Delegations

	<a href="#"><u>Local Government (Financial Management) Regulations 1996</u></a> <a href="#"><u>Local Government (Audit) Regulations 1996</u></a> Department of Local Government, Sport and Cultural Industries <a href="#"><u>Operational Guideline No.11 – Use of Corporate Credit Cards</u></a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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## 1. Local Government Act 1995 Delegations

### 1.3.10 Audit – CEO Review of Systems and Procedures

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Audit) Regulations 1996:</i> r.17 CEO to review certain systems and procedures
<b>Delegate/s:</b>	<b>Manager People, Culture &amp; Systems Governance Officer Finance Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Carnarvon's systems and procedures in relation to <ol style="list-style-type: none"> <li>i. risk management; and</li> <li>ii. internal controls; and</li> <li>iii. legislative compliance [r.17(1)].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	a. Each matter is to be reviewed at least once within every 3 financial years, with a report on each matter to be provided to the Audit and Risk Committee that details the findings, including any identified deficiencies, and actions required.
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.  <a href="#">Local Government (Audit) Regulations 1996</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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# Delegation Register

Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

### 1.3.11 Infringement Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Chief Executive Officer
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice <i>Building Regulations 2012:</i> Regulation 70(1A), (1), (2) Approved officers and authorised officers
<b>Delegate/s:</b>	<b>Executive Manager Development and Community Services Executive Manager Infrastructure</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)].</li> <li>2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19].</li> <li>3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].</li> </ol>
<b>CEO Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation.</li> <li>b. Delegation for Dog Act, Cat Act, Parking Local Law, Infringement Notices is limited to the following listed positions ONLY: <ol style="list-style-type: none"> <li>(i) <b>Chief Executive Officer</b></li> <li>(ii) <b>Rangers</b></li> <li>(iii) <b>Coordinator Environmental Services</b></li> </ol> </li> <li>c. The following listed positions are delegated the functions under s.9.19 and s.9.20 only as a <u>precondition for appointment</u> as an "Approved Officer" in accordance with <i>Building Regulation 70(1)</i> for the purposes of the <i>Criminal Procedure Act 2004</i> section 6(a) and <i>Building Act 2011</i> Infringement Notices: <ol style="list-style-type: none"> <li>(i) <b>Chief Executive Officer</b></li> <li>(ii) <b>Environmental Health Officer</b></li> <li>(iii) <b>Planning and Building Manager</b></li> </ol> </li> </ol>

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Shire of Carnarvon

## 1. Local Government Act 1995 Delegations

	(iv) <b>Building Surveyor</b> <i>NOTE: Delegates must also be appointed as an “Approved Officer” – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.</i>
<b>Express Power to Sub-Delegate:</b>	Nil.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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# Delegation Register

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## 1.4 Local Law Delegations to the CEO

### 1.4.1 Infrastructure Control – Activities in Thoroughfares and Public Places and Trading Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.2.5(2) Removal of redundant crossing cl.2.6 Interpretation – “acceptable material” cl.2.11 Notice to owner or occupier cl.2.15 Assignment of numbers cl.2.17(1) Signs cl.5.3 Declaration of flora road cl.5.5 Signposting of flora roads cl.5.7 Designation of special environmental areas cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<b>1. General Activity Control</b> 1A. Authority, limit to permits subject of this delegation, to: <ol style="list-style-type: none"> <li>a. determine the form of a permit application [cl.7.1(1)(a)];</li> <li>b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)];</li> <li>c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)];</li> <li>d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)];</li> <li>e. determine the form of the permit [cl.7.2(2)].</li> </ol> 1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:



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	<ul style="list-style-type: none"><li>a. Temporary vehicle crossing [cl.2.4(1)]</li><li>b. Any activity described as requiring a permit under cl.2.2(1);<ul style="list-style-type: none"><li>i. dig or otherwise create a trench through or under a kerb or footpath;</li><li>ii. throw, place or deposit anything on a verge;</li><li>iii. cause any obstruction to a vehicle or person using a thoroughfare;</li><li>iv. cause any obstruction to a water channel;</li><li>v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;</li><li>vi. damage a thoroughfare;</li><li>vii. light any fire or burn anything on a thoroughfare other than under a permit issued under cl.5.13;</li><li>viii. fell any tree onto a thoroughfare;</li><li>ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare;</li><li>x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;</li><li>xi. use or do anything so as to create a nuisance;</li><li>xii. place or cause to be placed in on a thoroughfare a bulk rubbish container;</li><li>xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare;</li></ul></li><li>c. Drive or take a vehicle on a closed thoroughfare [cl.2.19];</li><li>d. Erect or place an advertising or directional sign [cl.3.2]</li><li>e. Use of portable signs [cl.3.4];</li><li>f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5];</li><li>g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)];</li><li>h. Clear and maintain in a cleared state, the surface of a thoroughfare within 1m of the person's land [cl.5.11].</li><li>i. Burn, subject to the <i>Bush Fires Act 1954</i>, slash or apply herbicides to part of a thoroughfare to reduce fire hazard, with the method approved to be beneficial to the preservation and conservation of native flora and fauna [cl.5.15]</li></ul>
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	<p>b. Construct firebreaks on a thoroughfare [cl.5.17]</p> <p>1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p> <p>1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)].</p> <p><b>2. Use of Public Places</b></p> <p>2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)].</p> <p><b>3. Crossings</b></p> <p>3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)].</p> <p><b>4. Thoroughfares and Verges</b></p> <p>4A. Authority to determine and maintain the list of “acceptable materials” which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6].</p> <p>4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11].</p> <p>4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15].</p> <p>4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to:</p> <ul style="list-style-type: none"><li>a. Alter the direction of a sprinkler or other watering equipment [cl.9.1];</li><li>b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2];</li></ul> <p>4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to:</p> <ul style="list-style-type: none"><li>Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3];</li><li>Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4].</li></ul> <p>4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2].</p> <p><b>5. Flora and Fauna within Thoroughfares</b></p>
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	<p>5A. Authority to declare a flora road and to signpost it, where roadside vegetation is determined as high quality [cl.5.3 and cl.5.5].</p> <p>5B. Authority to designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which has protected or rare flora or fauna or has environmental, aesthetic or cultural significance [cl.5.7].</p> <p>5C. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:</p> <ul style="list-style-type: none"> <li>a. Collecting native flora and / or native flora seeds [cl.5.20];</li> <li>b. Planting or sowing any plant seeds in a thoroughfare [cl.5.9].</li> </ul> <p>5D. Authority to determine conditions [cl.7.2(4) and cl.7.8] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure Services</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	<p>Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.</p> <p>A register of all special environmental areas must be maintained under cl.5.8 of the <i>Activities in Thoroughfares and Public Places and Trading Local Law</i>.</p> <p>Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer CEO Delegations 1.3.3 and 1.3.4.</p> <p>Crossing permits are approved under Regulations 12 and 13 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer Delegation 1.2.13 Crossings – Construction, Repair and Removal.</p>
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

## Version Control:

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# Delegation Register

Shire of Carnarvon

## 1.4.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p><b>1. Permits General</b></p> <p>1A. Authority, limited to the permit types listed below, to:</p> <ol style="list-style-type: none"> <li>a. determine the form of a permit application [cl.7.1(1)(a)];</li> <li>b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)];</li> <li>c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)];</li> <li>d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)];</li> <li>e. determine the form of the permit [cl.7.2(2)].</li> </ol> <p><b>2. Stallholder, Trading and Performing</b></p> <p>2A. Authority to approve [cl.7.2], renew [c;.7.7] or transfer [cl.7.8] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to:</p> <ol style="list-style-type: none"> <li>a. Stallholder [cl.6.2];</li> <li>b. Trader [cl.6.3];</li> <li>c. Perform in a public place [cl.6.10].</li> </ol> <p>2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p> <p>2C. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)].</p> <p><b>3. Outdoor Eating Facilities</b></p>

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	<p>3B. Authority to approve [cl.7.2], renew [c;.7.7] or transfer [cl.7.8] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16].</p> <p>3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5]</p> <p>3D Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].</p>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Building and Planning</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<ol style="list-style-type: none"> <li>1. All applications for Coral Bay are to be presented to Council for consideration of Coral Bay Settlement Structure Plan 2014-2028</li> <li>2. Any refusal of cancellation to be bought before by council.</li> </ol>

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

**Version Control:**

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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## 1.4.3 Bush Fire Brigades Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Community Emergency Services Manager</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Bush Fire Brigades Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1.4.4 Cats Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Coordinator Environmental Services Rangers Environmental Health Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Shire of Carnarvon Cats Local Law
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1.4.5 Cemeteries Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Shire of Carnarvon Cemeteries Local Law
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1.4.6 Dogs Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Coordinator Environmental Services Rangers Environmental Health Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Shire of Carnarvon Dogs Local Law
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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3	

# Delegation Register

Shire of Carnarvon

## 1.4.7 Parking Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Parking Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 1.4.8 Public Places and Local Government Property Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Manager Operations</b> <b>Coordinator Environmental Services</b> <b>Rangers</b> <b>Environmental Health Officer</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Public Places and Local Government Property Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 1.4.9 Waste Local Law

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Manager Operations</b> <b>Coordinator Environmental Services</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Shire of Carnarvon Waste Local Law
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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**2. Building Act 2011 Delegations**

**2 Building Act 2011 Delegations**

**2.1 Council to CEO**

**2.1.1 Grant a Building Permit**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a building permit [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)].</li> <li>4. Authority to determine an application to extend time during which a building permit has effect [r.23].             <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Planning and Building Manager Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<p><a href="#">Building Act 2011</a></p> <p>s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor</p> <p><a href="#">Building Regulations 2012</a> – r.25 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</p> <p><i>Building Services (Registration Act) 2011 – Section 7</i></p> <p><i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i></p> <p><i>Building and Construction Industry Training Levy Act 1990</i></p> <p><i>Heritage Act 2018</i></p>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

**Version Control:**

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.2 Demolition Permits

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit  <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)].</li> <li>2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) &amp; (2) and s.22].</li> <li>3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)].</li> <li>4. Authority to determine an application to extend time during which a demolition permit has effect [r.23].             <ol style="list-style-type: none"> <li>i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)]</li> <li>ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)].</li> </ol> </li> <li>5. Authority to approve an application for a new responsible person for a demolition permit [r.26].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Planning and Building Manager Building Surveyor</b>



# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Refusal to approve application to be bought before Council
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Compliance Links:	<a href="#">Building Act 2011</a> s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.3 Occupancy Permits or Building Approval Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration  Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55].</li> <li>2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58].</li> <li>3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)].</li> <li>4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Planning and Building Manager Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	<a href="#">Building Act 2011</a> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT
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# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

	<i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.4 Designate Employees as Authorised Persons

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to designate an employee as an authorised person [s.96(3)].</li> <li>2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].</li> </ol> <p>NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.</p>
<b>Council Conditions on this Delegation:</b>	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NA</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<a href="#">Building Act 2011:</a> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

**2. Building Act 2011 Delegations**

# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.5 Inspection and Copies of Building Records

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Planning and Building Manager Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<a href="#">Building Act 2011</a> - s.146 Confidentiality
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.6 Referrals and Issuing Certificates

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Act 2011:</i> s.145A Local Government functions
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)].</li> <li>2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Planning and Building Manager Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.7 Private Pool Barrier – Alternative and Performance Solutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)]</li> <li>2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier, or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)]</li> <li>3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Planning and Building Manager Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	



# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.8 Smoke Alarms – Alternative Solutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55].</li> <li>2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Planning and Building Manager Building Surveyor</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

**Version Control:**

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 2. Building Act 2011 Delegations

### 2.1.9 Appointment of Approved Officers and Authorised Officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
<b>Express Power or Duty Delegated:</b>	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A).</p> <p><i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i></p> <p>2. Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2).</p> <p><i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i></p>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>NA</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 3 Bush Fires Act 1954 Delegations

### 3.1 Council to CEO, President and Bush Fire Control Officer

#### 3.1.1 Make Request to FES Commissioner – Control of Fire

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Carnarvon that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
<b>Council Conditions on this Delegation:</b>	Council is advised as soon as possible
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 3.1.2 Prohibited Burning Times - Vary

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Shire President and Chief Bush Fire Control Officer (jointly)</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
<b>Council Conditions on this Delegation:</b>	a. Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 3.1.3 Prohibited Burning Times – Control Activities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15].</li> <li>2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)].</li> <li>4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</li> <li>5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</li> <li>6. Authority to recover the cost of measures taken by the Shire of Carnarvon or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

# Delegation Register

Shire of Carnarvon

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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

## Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 3.1.4 Restricted Burning Times – Vary and Control Activities

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)].             <ol style="list-style-type: none"> <li>a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C].</li> </ol> </li> <li>2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)].</li> <li>3. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)].</li> <li>4. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].</li> <li>5. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</li> </ol>

# Delegation Register

Shire of Carnarvon

	<p>6. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)].</p> <p>7. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>8. Authority to recover the cost of measures taken by the Shire of Carnarvon or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
<b>Council Conditions on this Delegation:</b>	Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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3	



# Delegation Register

Shire of Carnarvon

## 3.1.5 Control of Operations Likely to Create Bush Fire Danger

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from, but not limited to: <ol style="list-style-type: none"> <li>a. a person operating a bee smoker device during a prescribed period [r.39CA(5)].</li> <li>b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)].</li> <li>c. a person using explosives [r.39D(2)].</li> <li>d. a person using fireworks [r.39E(3)]</li> </ol> </li> <li>2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i></li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 3.1.6 Burning Garden Refuse / Open Air Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25  <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)].</li> <li>2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)].             <ol style="list-style-type: none"> <li>a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)].</li> <li>b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34].</li> </ol> </li> <li>3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of:             <ol style="list-style-type: none"> <li>a. camping or cooking [s.25(1)(a)].</li> <li>b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)].</li> </ol> </li> <li>4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)].</li> <li>5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].</li> </ol>

# Delegation Register

Shire of Carnarvon

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<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 3.1.7 Firebreaks

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Carnarvon:             <ol style="list-style-type: none"> <li>a. clearing of firebreaks as determined necessary and specified in the notice; and</li> <li>b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and</li> <li>c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)].</li> </ol> </li> <li>2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)].             <ol style="list-style-type: none"> <li>a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and             <ol style="list-style-type: none"> <li>a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and</li> <li>b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].</li> </ol> </li> <li>2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Carnarvon [s.38(5A)]</li> <li>3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)].             <ol style="list-style-type: none"> <li>a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3) See Appointment Instrument</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 3.1.9 Control and Extinguishment of Bush Fires

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)].             <ol style="list-style-type: none"> <li>a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Carnarvon or those on behalf of the Shire of Carnarvon to do [s.58].
<b>Council Conditions on this Delegation:</b>	a. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 3.1.11 Prosecution of Offences

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59].</li> <li>2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	



## 4 Cat Act 2011 Delegations

### 4.1 Council to CEO

#### 4.1.1 Cat Registrations

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)].</li> <li>3. Authority to cancel a cat registration [s.10].</li> <li>4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)].</li> <li>5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Carnarvon's District [Regs. Sch. 3 cl.1(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Cat Regulations 2012
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# Delegation Register

Shire of Carnarvon

	<p>r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration.</p> <p>r.12 Period of registration (s.9(7))</p> <p>r.11 Changes in registration</p> <p>r.14 Registration certificate (s.11(1)(b))</p> <p>r.15 Registration tags (s.76(2))</p> <p>Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.</p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

## Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 4.1.2 Cat Control Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Carnarvon's District [s.26].
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 4.1.3 Approval to Breed Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)].</li> <li>2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)].</li> <li>3. Authority to cancel an approval to breed cats [s.38].</li> <li>4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s.39(2)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Cat Regulations 2012:  r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

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# Delegation Register

Shire of Carnarvon

## 4.1.4 Recovery of Costs – Destruction of Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
<b>Council Conditions on this Delegation:</b>	a. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	
2	

# Delegation Register

Shire of Carnarvon

## 4.1.5 Applications to Keep Additional Cats

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to require any document or additional information required to determine an application [r.8(3)]</li> <li>2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)].</li> <li>2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	
2	

# Delegation Register

Shire of Carnarvon

## 4.1.6 Reduce or Waiver Registration Fee

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
<b>Council Conditions on this Delegation:</b>	<ul style="list-style-type: none"> <li>a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i>.</li> </ul>
<b>Express Power to Sub-Delegate:</b>	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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## 5. Dog Act 1974 Delegations

### 5 Dog Act 1974 Delegations

#### 5.1 Dog Act Delegations Council to CEO

##### 5.1.1 Refuse or Cancel Registration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)].</li> <li>2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> <li>i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or</li> <li>ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or</li> <li>iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept</li> <li>iv. the dog is required to be microchipped but is not microchipped; or</li> <li>v. the dog is a dangerous dog [s.16(3) and s.17A(2)].</li> </ol> </li> <li>3. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> <li>i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of</li> </ol> </li> </ol>

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

	section 31, 32 or 33A and had not been claimed [s.17(6)]
<b>Council Conditions on this Delegation:</b>	<p>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</p> <p>b. Only the CEO may commence legal action.</p>
<b>Express Power to Sub-Delegate:</b>	<p><i>Dog Act 1976:</i>  s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)</p>

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	<p><i>Dog Act 1976</i>  s.17A If no application for registration made – procedure for giving notice of decision under s.16(3)</p> <p>Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)</p>
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.2 Kennel Establishments

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Carnarvon Dogs Local Law. c. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.3 Keeping more than 2 dogs, and up to 4 dogs

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.26 Keeping more than 2 dogs
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Whereas the Shire of Carnarvon Dogs Local Law, limits the number of dogs in Urban areas to 2 animals and in Rural or Special Rural to 3 animals, the local government may give approval to keep more than 2 (or 3) dogs, under s26 of the Dog Act, up to threshold for a kennel establishment.
<b>Council Conditions on this Delegation:</b>	<ul style="list-style-type: none"> <li>a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)].</li> <li>b. Application processing and decisions under this delegation are to comply with the Shire of Carnarvon Dogs Local Law.</li> <li>c. Applications for 5 or more dogs to be bought before Council.</li> <li>d. Only the CEO may commence legal proceedings.</li> </ul>
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Rangers</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.4 Recovery of Moneys Due Under this Act

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
<b>Council Conditions on this Delegation:</b>	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
<b>Council Conditions on this Delegation:</b>	a. Proceeds from the sale of dogs are to be directed into the Municipal Fund. b. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.6 Declare Dangerous Dog

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
<b>Council Conditions on this Delegation:</b>	a. Only the CEO may commence legal proceedings. b. A person who has made a declaration cannot determine an objection or revocation of that determination.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)].</li> <li>2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)].</li> <li>3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> <li>i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Only the CEO may commence legal proceedings.</li> <li>b. A person who has made a declaration cannot determine an objection or revocation of that determination.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

<b>Compliance Links:</b>	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
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# Delegation Register

Shire of Carnarvon

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## 5. Dog Act 1974 Delegations

Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
<b>Council Conditions on this Delegation:</b>	a. Only the CEO may commence legal proceedings. b. A person who has made a declaration cannot determine an objection or revocation of that determination.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 5. Dog Act 1974 Delegations

### 5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
<b>Express Power or Duty Delegated:</b>	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
<b>Council Conditions on this Delegation:</b>	a. Does not include the setting of the fee under s33(M)(10(b)) as this must be determined by Council, pursuant to s6.16 LGA. b. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

**6. Food Act 2008 Delegations**

**6 Food Act 2008 Delegations**

**6.1 Council to CEO**

**6.1.1 Determine Compensation**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
<b>Delegate:</b>	<b>CEO</b> <b>Executive Manager Development and Community Services</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)].</li> <li>2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.</li> <li>b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. All compensation requests above \$500 are to be reported to CEO.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

**Version Control:**

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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**6. Food Act 2008 Delegations**

**6.1.2 Prohibition Orders**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
<b>Delegate:</b>	<b>CEO</b> <b>Executive Manager Development and Community Services</b> <b>Coordinator Environmental Services</b> <b>Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)].</li> <li>2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66].</li> <li>3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

**Version Control:**

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 6. Food Act 2008 Delegations

### 6.1.3 Food Business Registrations

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
<b>Delegate:</b>	<b>CEO</b> <b>Executive Manager Development and Community Services</b> <b>Coordinator Environmental Services</b> <b>Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>• Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA</li> <li>• Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1</li> <li>• WA Priority Classification System</li> <li>• Verification of Food Safety Program Guideline</li> </ul>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 6. Food Act 2008 Delegations

### 6.1.4 Appoint Authorised Officers and Designated Officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Delegate:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)].</li> <li>2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)].</li> <li>3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> <li>• Appointment of Authorised Officers as Meat Inspectors</li> <li>• Appointment of Authorised Officers</li> <li>• Appointment of Authorised Officers – Designated Officers only</li> <li>• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li> </ul> </li> </ol>
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers  s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

# Delegation Register

Shire of Carnarvon

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## 6. Food Act 2008 Delegations

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# Delegation Register

Shire of Carnarvon

## 6. Food Act 2008 Delegations

### 6.1.5 Debt Recovery and Prosecutions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
<b>Delegate:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)].</li> <li>2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 6. Food Act 2008 Delegations

### 6.1.6 Food Businesses List – Public Access

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
<b>Express Power or Duty Delegated:</b>	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
<b>Delegate:</b>	<b>CEO</b> <b>Executive Manager Development and Community Services</b> <b>Coordinator Environmental Services</b> <b>Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
<b>Council Conditions on this Delegation:</b>	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
<b>Express Power to Sub-Delegate:</b>	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 7. Graffiti Vandalism Act 2016 Delegations

### 7 Graffiti Vandalism Act 2016 Delegations

#### 7.1 Council to CEO

##### 7.1.1 Give Notice Requiring Obliteration of Graffiti

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)].</li> <li>2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	a. Only the CEO may commence legal proceedings.
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure   Manager Operations</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 7. Graffiti Vandalism Act 2016 Delegations

### 7.1.2 Notices – Deal with Objections and Give Effect to Notices

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to deal with an objection to a notice [s.22(3)].</li> <li>2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> <li>i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and</li> <li>ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].</li> </ol> </li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 7. Graffiti Vandalism Act 2016 Delegations

### 7.1.3 Obliterate Graffiti on Private Property

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
<b>Council Conditions on this Delegation:</b>	a. Subject to exercising Powers of Entry.
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 7. Graffiti Vandalism Act 2016 Delegations

### 7.1.4 Powers of Entry

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
<b>Express Power or Duty Delegated:</b>	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28].</li> <li>2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].</li> </ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Infrastructure</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

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8. Public Health Act 2016 Delegations

**8 Public Health Act 2016 Delegations**

**8.1 Council to CEO**

**8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)**

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
<b>Express Power or Duty Delegated:</b>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
<b>Council Conditions on this Delegation:</b>	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
<b>Express Power to Sub-Delegate:</b>	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

**Version Control:**

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 8. Public Health Act 2016 Delegations

### 8.1.2 Enforcement Agency Reports to the Chief Health Officer

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"><li>1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Carnarvon [s.22(1)]</li><li>2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].</li></ol>
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 8. Public Health Act 2016 Delegations

### 8.1.3 Designate Authorised Officers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>1. Authority to designate a person or class of persons as authorised officers for the purposes of:</p> <ol style="list-style-type: none"> <li>i. The Public Health Act 2016 or other specified Act</li> <li>ii. Specified provisions of the Public Health Act 2016 or other specified Act</li> <li>iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act.</li> </ol> <p>Including:</p> <ol style="list-style-type: none"> <li>a. an environmental health officer or environmental health officers as a class; OR</li> <li>b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR</li> <li>c. a mixture of the two. [s.24(1) and (3)].</li> </ol>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Subject to each person so appointed being; <ul style="list-style-type: none"> <li>• Appropriately qualified and experienced [s.25(1)(a)]; and</li> <li>• Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31].</li> </ul> </li> <li>b. A Register (list) of authorised officers is to be maintained in accordance with s.27.</li> </ol>
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Compliance Links:</b>	<p><i>Public Health Act 2016</i></p> <ul style="list-style-type: none"> <li>s.20 Conditions on performance of functions by enforcement agencies.</li> <li>s.25 Certain authorised officers required to have qualifications and experience.</li> <li>s.26 Further provisions relating to designations</li> <li>s.27 Lists of authorised officers to be maintained</li> <li>s.28 When designation as authorised officer ceases</li> <li>s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers</li> </ul>
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# Delegation Register

Shire of Carnarvon

## 8. Public Health Act 2016 Delegations

	<p>s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority</p> <p><i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i></p> <p><i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i></p>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 8. Public Health Act 2016 Delegations

### 8.1.4 Determine Compensation for Seized Items

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.264 Compensation
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
<b>Council Conditions on this Delegation:</b>	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

<b>Compliance Links:</b>	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.  Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 8. Public Health Act 2016 Delegations

### 8.1.5 Commence Proceedings

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
<b>Express Power or Duty Delegated:</b>	<i>Public Health Act 2016</i> s.280 Commence proceedings
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. The Chief Executive Officer is delegated authority to commence proceedings for an offence under the Public Health Act 2016 [s.280]
<b>Council Conditions on this Delegation:</b>	
<b>Express Power to Sub-Delegate:</b>	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 9. Planning and Development Act 2005 Delegations

### 9 Planning and Development Act 2005 Delegations

#### 9.1 Council to CEO

##### 9.1.1 Illegal Development

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements;</li> <li>2. Give a written direction to the owner or any other person who undertook an unauthorised development:             <ol style="list-style-type: none"> <li>(a) to remove, pull down, take up, or alter the development; and</li> <li>(b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority.</li> </ol> </li> <li>3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.</li> </ol>
<b>Council Conditions on this Delegation:</b>	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

# Delegation Register

Shire of Carnarvon

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## 9. Planning and Development Act 2005 Delegations

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

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# Delegation Register

Shire of Carnarvon

## 9. Planning and Development Act 2005 Delegations

### 9.1.2 Unauthorised or Non – Complying Development – Directions and Offences

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005:</i> Section 214, 218
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> <li>1. Issue written direction to stop unauthorised development [P&amp;D s214(2)] &amp; s218].</li> <li>2. Issue written direction to require the unauthorised development to be brought into compliance by removing, pulling down, taking up or altering the unauthorised development and by restoring the land to how it was prior to the development [P&amp;D s214(3)].</li> </ol> <ul style="list-style-type: none"> <li>• execute work to have unauthorised development brought into compliance [P&amp;D s214(5)].</li> </ul>
<b>Council Conditions on this Delegation:</b>	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 9.2 Local Planning Scheme – Council to CEO

### 9.2.1 Certain planning functions relating to Shire of Carnarvon Town Planning Scheme No 10

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005: Section 214(2), (3) and (5)</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <i>Shire of Carnarvon Town Planning Scheme No. 10.</i> <i>Land Administration Act 1997, Section 15(6)</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Determine that a particular Application for Planning Approval will be advertised and carry out the means and extent of such advertising in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>2. Determine applications with a use permissibility classification of 'P', 'IP' and 'AA' in Table 1 of the Shire of Carnarvon Town Planning Scheme No. 10 ('Scheme No. 10) for Planning Approval in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and/or Western Australian Planning Commission State Planning Policy No. 3.1 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required.</li> <li>3. Extend the advertising period for standard and complex planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g., special electors meetings, workshops etc).</li> <li>4. Give directions in relation to unauthorized development and to authorize any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.</li> <li>5. To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning &amp; Development (Development Assessment Panels) Regulations 2011 in relation to applications for planning approval under Shire of Carnarvon Town Planning Scheme No. 10.</li> <li>6. Determine applications for Planning Approval in accordance with Clause 64 of Schedule 2 of the Planning and Development</li> </ol>



# Delegation Register

Shire of Carnarvon

	(Local Planning Schemes) Regulations 2015 and Part V GENERAL PROVISIONS and CI 5.15 RESTRICTIVE COVENANTS of the Shire of Carnarvon Town Planning Scheme No 10 where no objections have been received (if advertised) and impose conditions as required.
<b>Council Conditions on this Delegation:</b>	<p>In relation to 2. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.</p> <p>In relation to 3. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.</p> <p>In relation to 4. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.</p> <p>In relation to 5. above - The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Gascoyne Joint Development Assessment Panel (GJDAP) application at the next available Council meeting.</p> <p>All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.</p>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 9.2.2 Certain planning functions relating to Shire of Carnarvon Town Planning Scheme No 11

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Planning and Development Act 2005: Section 214(2), (3) and (5)</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i> <i>Shire of Carnarvon District Zoning Scheme No. 11.</i> <i>Land Administration Act 1997, Section 15(6)</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Authority to:</p> <ol style="list-style-type: none"> <li>1. Determine that a particular Application for Planning Approval will be advertised and carry out the means and extent of such advertising in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015.</li> <li>2. Determine applications with a use permissibility classification of 'P', 'IP' and 'AA' in Table 1 and Section 3.5 of the Shire of Carnarvon District Zoning Scheme No. 11 ('Scheme No.11') for Planning Approval in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and/or Western Australian Planning Commission State Planning Policy No. 3.1 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required.</li> <li>3. Extend the advertising period for standard and complex planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g. special electors meetings, workshops etc).</li> <li>4. Give directions in relation to unauthorized development and to authorize any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement.</li> <li>5. Submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning &amp; Development (Development Assessment Panels) Regulations 2011 in relation to applications for planning approval under Shire of Carnarvon District Zoning Scheme No. 11.</li> </ol>
<b>Council Conditions on this Delegation:</b>	In relation to 2. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination

# Delegation Register

Shire of Carnarvon

	<p>In relation to 3. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.</p> <p>In relation to 4. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.</p> <p>In relation to 5. above - The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Gascoyne Joint Development Assessment Panel (GJDAP) application at the next available Council meeting.</p> <p>Applications to be brought to Council to determine:</p> <ul style="list-style-type: none"> <li>• where A Use and/or D use is advertised, and objections received.</li> <li>• where an application is recommended for refusal</li> <li>• where an application exceeds an anticipated value of \$1,000,000</li> </ul> <p>All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.</p>
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

**Version Control:**

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# Delegation Register

Shire of Carnarvon

## 9.2.3 Modification of restrictive covenant conditions

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Clause 5.15 - Shire of Carnarvon Town Planning Scheme No 10</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to remove conditions Restrictive Covenant pursuant to Clause 5.15 of the Shire of Carnarvon Town Planning Scheme No 10.
<b>Council Conditions on this Delegation:</b>	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 9.2.4 Issue of development approval for events

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Shire of Carnarvon Town Planning Scheme No 10
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine applications for events and issue development approval, subject to the application complying with the relevant provisions of Local Planning Policy Statement No 19.
<b>Council Conditions on this Delegation:</b>	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 9.2.5 Bonds for uncompleted works

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Shire of Carnarvon Town Planning Scheme No 10</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the value of and conditions associated with the lodgement of cash bonds or other performance bonds for uncompleted works associated with the subdivision or development of land and to approve the return or payment of such bonds upon the completion of the works or event or any relevant Council policy.
<b>Council Conditions on this Delegation:</b>	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 9.2.6 Planning applications on land adjoining Shire property

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Shire of Carnarvon Town Planning Scheme No 10</i> <i>All Planning Policies</i> <i>Shire of Carnarvon Town Planning Scheme No. 11</i>
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine acceptability of Planning Applications adjacent to Shire of Carnarvon property (freehold or reserved).
<b>Council Conditions on this Delegation:</b>	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 9.2.7 Response to Minister for Lands regarding the exercise of certain powers in relation to Crown Land

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	s.14 Land Administration Act 1997
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to advise the Minister for Lands of the Local Government's views or interests in accordance with Council Endorsed Plans and Policies with regards to the exercise of any power conferred to the Minister for Lands.
<b>Council Conditions on this Delegation:</b>	An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination.  All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	<b>Executive Manager Development and Community Services Manager Planning and Building</b>
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the <a href="#">Planning and Development Act 2005</a>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 10 Delegations by the CEO

**NOTE: The following delegations are made by the CEO, who holds the original power or duty. Council has no role in these decisions of the CEO, and they are included only for completeness in the Register.**

### 10.1 Local Government Act 1995

#### 10.1.1 Electoral Enrolment Eligibility Claims and Electoral Roll

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	<b>Chief Executive Officer</b>
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government Act 1995:</i> s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election <i>Local Government (Elections) Regulations 1995:</i> r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
<b>Delegate:</b>	<b>Manager People, Culture and Systems Governance Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	To: <ul style="list-style-type: none"> <li>• require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)].</li> <li>• decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)].</li> <li>• decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)].</li> <li>• make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)].</li> <li>• approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their family's safety at risk [Elections r.13(2)].</li> <li>• amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)].</li> <li>• ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34].</li> <li>• decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll</li> </ul>

# Delegation Register

Shire of Carnarvon

	<p>[s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination.</p> <ul style="list-style-type: none"> <li>determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)].</li> <li>decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].</li> </ul>
<b>Council Conditions on this Delegation:</b>	NA
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 10.1.2 Destruction of Electoral Papers

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	<b>Chief Executive Officer</b>
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Elections) Regulations 1996:</i> r.82(4) Keeping election papers – s4.84(a)
<b>Delegate:</b>	<b>Manager People, Culture and Systems Governance Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	After a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
<b>Council Conditions on this Delegation:</b>	NA
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 10.1.3 Information to be Available to the Public

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	<b>Chief Executive Officer</b>
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Administration) Regulations 1996:</i> r.29(2) & (3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) <i>Local Government Act 1995:</i> s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
<b>Delegate:</b>	<b>Manager People, Culture and Systems Senior Executive Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: <ul style="list-style-type: none"> <li>determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)].</li> <li>determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)].</li> <li>determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s.5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B].</li> <li>determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s.5.95(1)(b)].</li> <li>determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].</li> </ul>
<b>Council Conditions on this Delegation:</b>	NA
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
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# Delegation Register

Shire of Carnarvon

<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 10.1.4 Financial Management Systems and Procedures

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	<b>Chief Executive Officer</b>
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	<i>Local Government (Financial Management) Regulations 1996:</i> r.5 CEO's Duties as to financial management
<b>Delegate:</b>	<b>Manager Finance   Manager People, Culture and Systems</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Authority to:</p> <ul style="list-style-type: none"> <li>• to establish systems and procedures which give effect to internal controls and risk mitigation for the:             <ol style="list-style-type: none"> <li>i. Collection of money owed to the Shire,</li> <li>ii. Safe custody and security of money collected or held by the Shire,</li> <li>iii. Maintenance and security of all financial records, including payroll, stock control and costing records,</li> <li>iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities,</li> <li>v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards,</li> <li>vi. Making of payments in accordance with Delegated Authority 1.17,</li> <li>vii. Preparation of budgets, budget reviews, accounts and reports as required by legislation or operational requirements. [FM r.5].</li> </ol> </li> </ul>
<b>Council Conditions on this Delegation:</b>	NA
<b>Express Power to Sub-Delegate:</b>	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<p>Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles.</p> <p>Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once each financial year. [Audit r.17]</p>

# Delegation Register

Shire of Carnarvon

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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

## Version Control:

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# Delegation Register

Shire of Carnarvon

## 10.2 Cat Act 2011

### 10.2.1 Infringement Notices – Extensions and Withdrawals

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	<b>Chief Executive Officer</b>
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011: s.44 Delegation by local government s.45 Delegation by CEO of local government</i>
<b>Express Power or Duty Delegated:</b>	<i>Cat Act 2011: s.64 Extension of time s.65 Withdrawal of notice</i>
<b>Delegate:</b>	<b>Executive Manager Development and Community Services Rangers</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: <ul style="list-style-type: none"> <li>extend the period of 28 days within which the modified penalty may be paid, and the extension may be allowed whether or not the period of 28 days has elapsed [s.64].</li> <li>within one year of the infringement notice being given and whether or not the modified penalty has been paid, to withdraw an infringement notice [s.65].</li> </ul>
<b>Council Conditions on this Delegation:</b>	NA
<b>Express Power to Sub-Delegate:</b>	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 11 Authorisations and Appointments – As of Right

**NOTE: The following authorities are as of right, by virtue of specific legislative provisions, and they are included only for completeness in the Register.**

### 11.1 Australian Citizenship Act 2017

<b>Express Power or Duty:</b>	Australian Citizenship Act 2017 s27(5)
<b>Authorisations:</b>	<b>President</b> <b>Deputy President</b> <b>Chief Executive Officer</b>
<b>Function:</b>	Pursuant to s27(5) of the Australian Citizenship Act 2017 the Shire President, Deputy President, CEO are authorised persons, as of right, to receive a Pledge of Commitment under the Act.

### 11.2 Litter Act 1979

<b>Express Power or Duty:</b>	Litter Act 1978 – S26(1)(c)(i), (ii), S30(4a)
<b>Authorisations:</b>	<b>All elected members and employees are Authorised Persons by virtue of their office.</b>
<b>Function:</b>	S26(1)(c)(i), (ii) prescribes that all elected members and employees are Authorised Persons by virtue of their office.

# Delegation Register

Shire of Carnarvon

## 12 Authorisations and Appointments by Council

NOTE: The following authorisations and appointments are made by Council, as the Local Government.

### 12.1 Criminal Code 2013

#### 12.1.1 Person in control of Local Government Property

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	Criminal Code 2013 – S70A
<b>Appointees:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is deemed to be the person in authority of local government property and facilities, including the Council Chambers during Council and Committee meetings
<b>Conditions on this Authorisation or Appointment:</b>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

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## 12.2 Environmental Protection Act 1986

### 12.2.1 Referral of Proposals – Environmental Protection Act 1986

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	Environmental Protection Act 1986 – s87, 114(3)
<b>Appointees:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is authorised to refer Proposals to the Environmental Protection Authority.
<b>Conditions on this Authorisation or Appointment:</b>	

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

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## 12.2.2 Authorisation

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	Environmental Protection Act 1986 – s87, 114(3)
<b>Appointees:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	IF, pursuant to s87 of the Environmental Protection Act 1986 the Chief Executive Officer of the relevant State Government Department requests nominations to be appointed as an Authorised Person for enforcement, the CEO is to be nominated.  The CEO, <u>acting with the consent</u> of the CEO of the relevant State Government Department is authorised to initiate prosecutions.
<b>Conditions on this Authorisation or Appointment:</b>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 12.3 Equal Opportunity Act 1984

### 12.3.1 Equal Employment Opportunity Management Plans

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	Equal Employment Opportunity Act 1984 – S145
<b>Appointees:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer is to prepare and implement equal employment opportunity management plans pursuant to s145 Equal Employment Opportunity Act 1984.
<b>Conditions on this Authorisation or Appointment:</b>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

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## 12.4 Food Act 2008

### 12.4.1 Authorised Persons

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
<b>Appointees:</b>	<b>CEO</b> <b>Executive Manager Planning and Community Services</b> <b>Environmental Services Coordinator</b> <b>Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO and listed Appointees are appointed as: <ul style="list-style-type: none"><li>• an authorised officer for the purposes of the Food Act 2008 [s.122(2)].</li><li>• an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)].</li><li>• an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].</li></ul>
<b>Conditions on this Authorisation or Appointment:</b>	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"><li>• Appointment of Authorised Officers as Meat Inspectors</li><li>• Appointment of Authorised Officers</li><li>• Appointment of Authorised Officers – Designated Officers only</li><li>• Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer</li></ul>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 12.5 Gaming and Wagering Commission Act 1987

### 12.5.1 Authorised Persons

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	<i>Gaming and Wagering Commission Act 1987 s21(2), 55(3)</i>
<b>Appointees:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	If the Commission requests, the Chief Executive Officer is to be the authorised officer and pursuant to s55(3) if the Commission requests the relevant Reports, the CEO is authorised to provide same.
<b>Conditions on this Authorisation or Appointment:</b>	Only activated if the Commission requests

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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## 12.7 Litter Act 1979

### 12.7.1 Authorised Officers, Withdrawal of Infringement Notices

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	<i>Litter Act 1978 – S26(1)(c)(i), (ii), S30(4a)</i>
<b>Appointees:</b>	<b>CEO</b> <b>Executive Manager Development and Community Services</b> <b>Environmental Services Coordinator</b> <b>Rangers</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Pursuant to S30(4a) Litter Act 1979 the CEO, Executive Manager Development and Community Services, Environmental Services Coordinator, and Rangers are authorised to withdraw infringement notices.
<b>Conditions on this Authorisation or Appointment:</b>	Employees and elected members appointed under S26(1)(c)(i), (ii) must hold a certificate stating the person is authorised, in accordance with s26(4)(c).

# Delegation Register

Shire of Carnarvon

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	If the Chief Executive Officer has issued the relevant infringement notice, the Shire President is authorised to withdraw such a notice.
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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

## Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 12.8 Local Government Act 1995

### 12.8.1 Authorised Persons - Public Statements on behalf of the local government

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995 s.2.8(1)(d), 5.41(f)</i>
<b>Appointees:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is authorised to speak in public, on behalf of the Shire, <b>on all matters of an operational nature</b> and, where the Shire President agrees: <ul style="list-style-type: none"><li>• on a specific occasion; or</li><li>• on a specific subject matter; or</li><li>• on a specified category of occasions or a specified category of subjects when they arise.</li></ul>
<b>Conditions on this Authorisation or Appointment:</b>	<p>It is acknowledged that under s.5.41, the CEO has additional broad functions including the function of managing the day-to-day operations of the local government.</p> <p>That function requires the CEO from time to time to speak in public as to the local government's affairs, but the agreement of the Shire President is only required where the CEO makes a public statement on behalf of the local government of a kind which would ordinarily fall within the role of the Shire President as the spokesperson of the local government.</p>

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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3	

# Delegation Register

Shire of Carnarvon

## 12.9 Rates and Charges (Rebates and Deferments) Regulation Act 1992

### 12.9.1 Review Officer and Determination Officer – Rates and Charges (Rebates and Deferments) Regulation Act 1992

<b>Appointer:</b>	<b>Local Government</b>
<b>Express Power or Duty:</b>	<i>Rates and Charges (Rebates and Deferments) Regulation Act 1992 – S12; S13; S32</i>
<b>Appointees:</b>	<b>CEO</b> <b>Finance Manager</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is the Pensioner Rates Review Officer, as defined by the Act. The Finance Manager is the Pensioner Rates Determination Officer as defined by the Act.
<b>Conditions on this Authorisation or Appointment:</b>	

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 13 Authorisations and Appointments by CEO

NOTE: The following authorisations and appointments are made by the CEO, either as of right, or because of delegated authority from the Council, as the local government. As such they require no Council decisions but are included for completeness of the record.

### 13.1 Building Act 2011

#### 13.1.1 Authorised Persons

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
<b>Appointees:</b>	<b>Chief Executive Officer</b> <b>Executive Manager Development and Community Services</b> <b>Manager Planning and Building</b> <b>Building Surveyor</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority as Authorised Persons
<b>Conditions on this Authorisation or Appointment:</b>	A permit authority must give an identity card to each person designated by it as an authorised person and which must: (a) identify the person as an authorised person; and (b) contain a recent photograph of the person  Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 13.3 Caravan Parks and Camping Grounds Act 1995

### 13.3.1 Authorised Persons

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995 s9.10</i> <i>Caravan Parks and Camping Grounds Act 1995 – s17(1)</i>
<b>Appointees:</b>	<b>Chief Executive Officer</b> <b>Executive Manager Development and Community Services</b> <b>Coordinator Environmental Services</b> <b>Ranger</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer, Executive Manager Development and Community Services, Executive Manager Infrastructure, Coordinator Environmental Services, Ranger are appointed Authorised Persons, with powers of entry and inspection pursuant to s17(1) Caravan Parks and Camping Grounds Act.
<b>Conditions on this Authorisation or Appointment:</b>	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> <li>(a) on the front of the card, sets out — <ul style="list-style-type: none"> <li>(i) the name and official insignia of the local government; and</li> <li>(ii) the name of the person; and</li> <li>(iii) a recent photograph of the person; and</li> </ul> </li> <li>(b) on the back of the card, specifies each law to which the person’s appointment relates.</li> </ul> <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> <li>(a) Always carry their identity card when performing functions under a specified law; and</li> <li>(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.</li> </ul> <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 13.3.2 Authorised Persons - Infringement Notice

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995 s9.10 Caravan Parks and Camping Grounds Act 1995 – s23(2)</i>
<b>Appointees:</b>	<b>Chief Executive Officer Executive Manager Development and Community Services Coordinator Environmental Services Ranger</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority as Authorised Persons are appointed an Authorised Person pursuant to s23(2) Caravan Parks and Camping Grounds Act 1995.
<b>Conditions on this Authorisation or Appointment:</b>	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> <li>(a) on the front of the card, sets out — <ul style="list-style-type: none"> <li>(i) the name and official insignia of the local government; and</li> <li>(ii) the name of the person; and</li> <li>(iii) a recent photograph of the person; and</li> </ul> </li> <li>(b) on the back of the card, specifies each law to which the person’s appointment relates. <ul style="list-style-type: none"> <li>(5) A person appointed under subsection (2) (the authorised person) must — <ul style="list-style-type: none"> <li>(a) Always carry their identity card when performing functions under a specified law; and</li> <li>(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.</li> </ul> </li> </ul> </li> </ul> <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	

# Delegation Register

Shire of Carnarvon

## 13.3.3 Authorised Persons - Infringement Notice

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995 s9.10 Caravan Parks and Camping Grounds Act 1995 – s23(3)(5)(7)</i>
<b>Appointees:</b>	<b>Chief Executive Officer Executive Manager Development and Community Services Coordinator Environmental Services Ranger</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority as Authorised Persons for the purposes of s23(3)(5)(7) Caravan Parks and Camping Grounds Act 1995.
<b>Conditions on this Authorisation or Appointment:</b>	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> <li>(a) on the front of the card, sets out — <ul style="list-style-type: none"> <li>(i) the name and official insignia of the local government; and</li> <li>(ii) the name of the person; and</li> <li>(iii) a recent photograph of the person; and</li> </ul> </li> <li>(b) on the back of the card, specifies each law to which the person’s appointment relates.</li> </ul> <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> <li>(a) Always carry their identity card when performing functions under a specified law; and</li> <li>(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.</li> </ul> <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 13.4 Cat Act 2011

### 13.4.1 Authorised Persons

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995 s9.10 Cat Act 2011: s. 48 Authorised persons</i>
<b>Appointees:</b>	<b>Chief Executive Officer Executive Manager Development and Community Services Ranger</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Chief Executive Officer, Executive Manager Development and Community Services and Ranger are designated Authorised Persons for the purposes of s62 Cat Act.</p> <p>Chief Executive Officer, Executive Manager Development and Community Services and Ranger are designated Authorised Persons for all purposes of the Cat Act, except as otherwise provided.</p>
<b>Conditions on this Authorisation or Appointment:</b>	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> <li>(a) on the front of the card, sets out — <ul style="list-style-type: none"> <li>(i) the name and official insignia of the local government; and</li> <li>(ii) the name of the person; and</li> <li>(iii) a recent photograph of the person; and</li> </ul> </li> <li>(b) on the back of the card, specifies each law to which the person’s appointment relates.</li> </ul> <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> <li>(a) Always carry their identity card when performing functions under a specified law; and</li> <li>(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.</li> </ul> <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

# Delegation Register

Shire of Carnarvon

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## Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 13.6 Control of Vehicles (Off Road Areas) Act 1978

### 13.6.1 Authorised Persons

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995 s9.10 Control of Vehicles (Off Road Areas) Act 1978 – s38(3)</i>
<b>Appointees:</b>	<b>Chief Executive Officer Executive Manager Development and Community Services Ranger</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer, Executive Manager Development and Community Services and Ranger are designated Authorised Persons for the purposes of the Act.
<b>Conditions on this Authorisation or Appointment:</b>	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> <li>(a) on the front of the card, sets out — <ul style="list-style-type: none"> <li>(i) the name and official insignia of the local government; and</li> <li>(ii) the name of the person; and</li> <li>(iii) a recent photograph of the person; and</li> </ul> </li> <li>(b) on the back of the card, specifies each law to which the person’s appointment relates.</li> </ul> <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> <li>(a) Always carry their identity card when performing functions under a specified law; and</li> <li>(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.</li> </ul> <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 13.7 Dog Act 1976

### 13.7.1 Authorised Persons

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995 s9.10 Dog Act 1976: s.11(1) Staff and Services s.33E(1) Individual dog may be declared to be dangerous dog (declared)</i>
<b>Appointees:</b>	<b>Chief Executive Officer Executive Manager Development and Community Services Ranger</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Chief Executive Officer, Executive Manager Development and Community Services and Ranger are designated Authorised Persons for the purposes of the Act.</p> <p>Chief Executive Officer, Executive Manager Development and Community Services and Ranger, Customer Services Officer are designated as Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3].</p> <p>The Chief Executive Officer, Executive Manager Development and Community Services and Rangers are designated as Authorised Persons to exercise the powers conferred on an authorised person by this Act [s.11(1)] and specifically to make declarations pursuant to s.33E(1) Individual dog may be declared to be dangerous dog.</p>
<b>Conditions on this Authorisation or Appointment:</b>	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> <li>(a) on the front of the card, sets out — <ul style="list-style-type: none"> <li>(i) the name and official insignia of the local government; and</li> <li>(ii) the name of the person; and</li> <li>(iii) a recent photograph of the person; and</li> </ul> </li> <li>(b) on the back of the card, specifies each law to which the person’s appointment relates.</li> </ul> <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> <li>(a) Always carry their identity card when performing functions under a specified law; and</li> <li>(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.</li> </ul>

# Delegation Register

Shire of Carnarvon

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	A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.
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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

## Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 13.8 Freedom of Information Act 1992

### 12.8.1 Information Coordinator and Principal Decision Maker

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Freedom of Information Act 1992 – S11, 12, 41, 100</i>
<b>Appointees:</b>	<b>FOI Coordinator as Freedom of Information Decision Maker CEO as Principal Review Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	FOI Coordinator as the Freedom of Information Coordinator to undertake the duties and functions associated with the lodgement and collation of an application for information in accordance with S11, 12, of the Freedom of Information Act 1992  FOI Coordinator as the Principal Decision Maker CEO is the Principal Review Officer.
<b>Conditions on this Authorisation or Appointment:</b>	Principal Decision Maker is the FOI Coordinator, or an employee directed by the Chief Executive Officer to undertake the duties and functions s100  Principal Review Officer cannot be subordinate to Principal Decision Maker (s41)

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 13.9 Graffiti Vandalism Act 2016

### 13.9.1 Authorised Persons

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016].</i>
<b>Appointees:</b>	<b>Chief Executive Officer, Executive Manager Infrastructure</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	
<b>Conditions on this Authorisation or Appointment:</b>	Cannot determine Objections or Suspension of effect in relation to Notice issued by the employee - s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
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# Delegation Register

Shire of Carnarvon

## 13.10 Local Government Act 1995

### 13.10.1 Authorised Persons - Legal Proceedings, Infringements and Enforcements

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Local Government Act 1995) s9.10(1), 9.11, 9.13, 9.16 and 9.24 s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]</i>
<b>Appointees:</b>	<b>CEO Executive Manager Development and Community Services, Executive Manager Infrastructure</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO, Executive Manager Development and Community Services, Executive Manager Infrastructure as Authorised Persons for the purposes of s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] and s9.10(1), 9.11, 9.13, 9.16 and 9.24
<b>Conditions on this Authorisation or Appointment:</b>	<p>Only the CEO may commence legal proceedings.</p> <p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"><li>(a) on the front of the card, sets out —<ul style="list-style-type: none"><li>(i) the name and official insignia of the local government; and</li><li>(ii) the name of the person; and</li><li>(iii) a recent photograph of the person;</li></ul>and</li><li>(b) on the back of the card, specifies each law to which the person’s appointment relates.</li></ul> <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"><li>(a) Always carry their identity card when performing functions under a specified law; and</li><li>(b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law.</li></ul> <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:

# Delegation Register

Shire of Carnarvon

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Record Keeping:

In accordance with r19 Local Government (Administration) Regulations 1996

## Version Control:

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# Delegation Register

Shire of Carnarvon

## 13.11 Local Government (Financial Management) Regulations 1996

### 13.11.1 Authority to Incur Liabilities

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Regs 5, 11 Local Government (Financial Management) Regulations 1996</i>
<b>Appointees:</b>	<b>As detailed below</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p><u>Requisitions and Purchase Orders</u></p> <p>Authority is provided to the following employees to raise requisitions (where appropriate) and to incur liabilities through the issue of Purchase Orders, within the following limits:</p> <p>Chief Executive Officer - \$2,000,000            Executive Manager, Infrastructure Services - \$99,999            Executive Manager, Development &amp; Community Services - \$99,999            Project Contracts Manager - \$99,999            Operations Manager, Development Services - \$27,500            A/Operations Manager – Infrastructure - \$25,000            Coordinator, Asset Maintenance - \$16,500            Acting Operations Planner - \$16,500            Finance Manager - \$5,500            Tourism &amp; Economic Development Manager - \$5,500            OH &amp; S Officer - \$5,000            HR Business Partner - \$5,000            Coordinator IT - \$5,000            Tourism Team Leader - \$3,000            Coordinator Library Services - \$3,000            Coordinator Airport Operations - \$3,000            Senior Executive Officer - \$3,000            Leading Hand Works - \$1,000            Leading Hand Roadworks - \$1,000            Leading Hand Waste - \$1,000</p> <p><u>Credit and Debit Cards</u></p> <p>Authority is provided to the following employees to incur liabilities through Shire of Carnarvon credit or debit cards, within the following limits:</p> <p>Chief Executive Officer \$5,000            Executive Manager, Infrastructure Services \$3,000            Executive Manager, Development &amp; Community Services \$3,000            Senior Executive Officer \$3,000            Tourism &amp; Economic Development Manager \$2,000            Operations Manager - \$2,000</p>
<b>Conditions on this Authorisation or Appointment:</b>	Use of corporate credit or debit cards must be consistent with Council Policies, and instructions and procedures determined by the CEO.

<b>Compliance Links:</b>	
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# Delegation Register

Shire of Carnarvon

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Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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## Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
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# Delegation Register

Shire of Carnarvon

## 13.12 Planning and Development Act 2005

### 13.12.1 Authorised, Designated Persons - Infringement Notices

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Planning and Development Act 2005 s228,229,230, 231, 234 Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015</i>
<b>Appointees:</b>	<b>Chief Executive Officer</b> <b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Manager Planning and Building</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer designates the Chief Executive Officer as a Designated Person for the purposes of s230, 231. The Chief Executive Officer designates the Executive Manager Development and Community Services, Executive Manager Infrastructure, Manager Planning and Building Designated Persons for the purposes of s.228, 229 The Chief Executive Officer designates the Chief Executive Officer, Executive Manager Development and Community Services, Executive Manager Infrastructure, Manager Planning and Building as Authorised Persons.
<b>Conditions on this Authorisation or Appointment:</b>	A Designated Person pursuant to s228 cannot be appointed for the purposes of any other Sections as a Designated person

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 13.14 Public Health Act 2016

### 13.14.1 Authorised Officers

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Public Health Act 2016 s.24(1) and (3) Designation of authorised officers</i>
<b>Appointees:</b>	<b>Chief Executive Officer Executive Manager Development and Community Services Coordinator Environmental Services Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO, Executive Manager Development and Community Services, Coordinator Environmental Services, Environmental Health Officer are designated as an authorised officer under s24 of the Public Health Act 2016.
<b>Conditions on this Authorisation or Appointment:</b>	Must operate in accordance with the conditions within the Shire of Carnarvon Health Local Law.  A list of all officers designated as authorised officers must be kept and maintained in accordance with s27 of the Public Health Act 2016.  Each person who is designed as an authorised officer must be issued with certificate of authority as an authorised officer in accordance with s30 of the Public Health Act 2016.

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 13.14.2 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Health (Asbestos) Regulations 1992 Pt 2 Criminal Procedure Act 2004</i>
<b>Appointees:</b>	<b>Chief Executive Officer</b> <b>Executive Manager Development and Community Services</b> <b>Executive Manager Infrastructure</b> <b>Coordinator Environmental Services</b> <b>Environmental Health Officer</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO, Executive Manager Development and Community Services, Executive Manager Infrastructure, Coordinator Environmental Services, Environmental Health Officer are appointed Authorised Persons and authorised pursuant to the Health (Asbestos) Regulations 1992 for the issuing of infringement notices.  The Chief Executive Officer is appointed as an Approved Officer pursuant to the Health (Asbestos) Regulations 1992 and the Criminal Procedure Act 2004 for the withdrawal or extension to a period to pay an infringement notice.
<b>Conditions on this Authorisation or Appointment:</b>	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].

<b>Compliance Links:</b>	
<b>Record Keeping:</b>	In accordance with r19 Local Government (Administration) Regulations 1996

### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

# Delegation Register

Shire of Carnarvon

## 13.15 Public Interest Disclosure Act 2003

### 13.15.1 Public Interest Disclosures

<b>Appointer:</b>	<b>Chief Executive Officer</b>
<b>Express Power or Duty:</b>	<i>Public Interest Disclosure Act 2003 – s23(1)(a)</i>
<b>Appointees:</b>	<b>CEO</b>
<b>Function:</b> <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Pursuant to s23(1)(a) Public Interest Disclosure Act 2003 the Principal Executive Officer (Chief Executive Officer) designates the occupant of a specified position within the authority as the person responsible for receiving disclosures of public interest information.
<b>Conditions on this Authorisation or Appointment:</b>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

#### Version Control:

1	<<insert reference / detail identifying decision to adopt, amend the delegation>>
2	
3	

## 14 Statutory Authorisations and Delegations to Local Government from State Government Entities

### 14.1 Environmental Protection Act 1986

#### 14.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
[Previous](#) [Close](#) [Next](#)

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No. 47. 19-Mar-2004  
Page: 919 [Pdf](#) - 476kb

**EV401**

#### **ENVIRONMENTAL PROTECTION ACT 1986**

##### **Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9<sup>th</sup> day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

## 14.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

Published by:  
Environment

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Western Australia  
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No. 232. 20-Dec-2013  
Page: 6282 [Pdf](#) - [3Mb](#)

**EV402**

### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
  - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

## 14.1.3 Noise Management Plans – Construction Sites

Published by:  
Environment

**GOVERNMENT GAZETTE**  
Western Australia  
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No. 71. 16-May-2014  
Page: 1548 [Pdf](#) - [2Mb](#)

**EV405**

### **ENVIRONMENTAL PROTECTION ACT 1986**

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of--

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.



# Delegation Register

Shire of Carnarvon

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## 14.2 Planning and Development Act 2005

### 14.2.1 Instrument of Authorisation – Local Government CEOs - Sign Development Applications for Crown Land as Owner

DoL FILE 1738/2002v8; 858/2001v9

#### PLANNING AND DEVELOPMENT ACT 2005

#### INSTRUMENT OF AUTHORISATION

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the *2<sup>nd</sup>* day of *June* 2016



**HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS**

# Delegation Register

## Shire of Carnarvon

### SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
<p>The power to sign as owner in respect of Crown land that is:</p> <ul style="list-style-type: none"> <li>a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or</li> <li>the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the <i>Building Regulations 2012</i> (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road.</li> </ul> <p>in respect of development applications being made under or referred to in:</p> <p>(i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act);</p> <p>(ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act);</p> <p>(iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act);</p> <p>(iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act);</p> <p>(v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act);</p> <p>(vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part;</p> <p>(vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).</p>	<p>City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Baywater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brookton Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Cannington Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Cocos (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Coorow Shire of Corrigin Town of Cottesloe Shire of Cranbrook Shire of Cuthbert Shire of Cuse Shire of Cunderdin Shire of Dalwallinu Shire of Dandaragan Shire of Dardanup Shire of Denmark Shire of Derby/West Kimberley Shire of Dornbrook-Rainup Shire of Dowerin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Exmouth City of Fremantle City of Greater Geraldton</p> <p>Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goomalling Shire of Goonalla Shire of Hall Creek Shire of Harvey Shire of Irwin Shire of Jerramungup City of Joondalup Shire of Kalamunda City of Kalbarrie-Boulder Shire of Katanning Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Koorda Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Melville Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moora Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray</p>	<p>In accordance with and subject to approved Government Land policies.</p> <p>Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.</p>

# Delegation Register

## Shire of Carnarvon

---

Shire of Nannup  
Shire of Narembeen  
Shire of Narrogin  
Town of Narrogin  
City of Nedlands  
Shire of Ngaanyerjarri  
Shire of Northam  
Shire of Northampton  
Shire of Nungarin  
Shire of Peppermint Grove  
Shire of Perenjori  
City of Perth  
Shire of Pingelly  
Shire of Plantagenet  
Town of Port Hedland  
Shire of Quairading  
Shire of Ravensthorpe  
City of Rockingham  
Shire of Roebourne  
Shire of Sandstone  
Shire of Serpentine Jarrahdale  
Shire of Shark Bay  
City of South Perth  
City of Stirling  
City of Subiaco  
City of Swan

Shire of Tammin  
Shire of Three Springs  
Shire of Toodyay  
Shire of Trayning  
Shire of Upper Gascoyne  
Town of Victoria Park  
Shire of Victoria Plains  
Town of Vincent  
Shire of Wagin  
Shire of Wandering  
City of Warneeroo  
Shire of Waroona  
Shire of West Arthur  
Shire of Westonia  
Shire of Wickiepin  
Shire of Williams  
Shire of Wiluna  
Shire of Wongan-Ballidu  
Shire of Woodanilling  
Shire of Wyalkatchem  
Shire of Wyndham-East Kimberley  
Shire of Yalgoo  
Shire of Yilgarn  
Shire of York



HON DONALD TERRENCE REDMAN MLA  
MINISTER FOR LANDS

*2nd* ..... day of *June* ..... 2016

## 14.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

### PLANNING AND DEVELOPMENT ACT 2005

#### INSTRUMENT OF DELEGATION

##### Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

#### Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

#### Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

#### Schedule 1

##### 1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
  - i. a type of development; and/or
  - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

##### 2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

##### 3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

# Delegation Register

Shire of Carnarvon

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## 14.3 Main Roads Act 1930

### 14.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

RELATING TO  
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (*Insert name of Local Government*) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

# Delegation Register

Shire of Carnarvon

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Dated:

**THE COMMON SEAL OF THE  
COMMISSIONER OF MAIN ROADS** )

WAS AFFIXED BY )

COMMISSIONER OF MAIN ROADS )

FOR THE TIME BEING IN THE  
PRESENCE OF:

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

## ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,  
perform and be bound by the above conditions.

**THE COMMON SEAL of** )

\_\_\_\_\_  
*[Insert name of Local Government]* )

Was hereunto affixed pursuant to a  
resolution of the Council in the  
presence of. )

\_\_\_\_\_  
*Signature of Chief Executive Officer*

\_\_\_\_\_  
*Signature of Witness*

\_\_\_\_\_  
*Name of Witness (please print)*

## Delegation Register

Shire of Carnarvon

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### 14.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA  
ROAD TRAFFIC CODE 2000  
REGULATION 297(2)  
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads (“the Commissioner”) hereby authorises ..... (“Authorised Body”) by itself, its employees, consultants, agents and contractors (together “Representatives”) to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the “Traffic Management for Works on Roads Code of Practice” (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia (“the Code”) referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner’s delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

# Delegation Register

Shire of Carnarvon

---

Dated:

THE COMMON SEAL OF THE )  
COMMISSIONER OF MAIN ROADS )  
WAS AFFIXED BY )  
)  
)  
COMMISSIONER OF MAIN ROADS )  
FOR THE TIME BEING IN THE PRESENCE OF: )

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness

## ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be bound by the above conditions.

THE COMMON SEAL OF THE )  
..... )  
WAS AFFIXED PURSUANT TO A RESOLUTION )  
OF THE COUNCIL IN THE PRESENCE OF )

\_\_\_\_\_  
Chief Executive Officer

\_\_\_\_\_  
Witness



## 14.4 Road Traffic (Vehicles) Act 2012

### 14.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia  
Department of Transport  
Driver and Vehicle Services

#### **ROAD TRAFFIC (VEHICLES) ACT 2012**

*Road Traffic (Vehicles) Regulations 2014*

**RTVR-2017-202046**

#### **APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES**

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

#### **CONDITIONS**

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

# Delegation Register

Shire of Carnarvon

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Government of **Western Australia**  
Department of **Transport**

**Driver and Vehicle Services**

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

A handwritten signature in blue ink, appearing to read 'C Davers', written over a horizontal line.

Christopher Davers  
Assistant Director, Strategy and Policy  
Driver and Vehicle Services  
Department of Transport

Dated the 5<sup>th</sup> day of September 2017

*[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](http://transport.wa.gov.au)  
Extracted on line on 15 March 2021*



# **SHIRE OF CARNARVON**

# **FREEDOM OF**

# **INFORMATION**

# **STATEMENT**

**Freedom of Information Act 1992**



Reviewed – 15<sup>th</sup> December 2020

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# INTRODUCTION

Section 96(1) of the Freedom of Information Act (1992) requires each government agency, including local government, to prepare and publish annually, an Information Statement.

The Western Australian Freedom of Information Act 1992 (the Act) is designed to enable the public to participate more effectively in governing the State, and to make the persons and bodies that are responsible for State and local government more accountable to the public. The Act gives you the right to apply for access to documents held by State Public Sector agencies which includes: Government Departments; Local Authorities; Statutory Authorities and Ministers.

Agencies are required to assist the public obtain access to documents at the lowest reasonable cost, and to ensure that personal information held is accurate, complete, up to date and not misleading. Your right to apply is not affected by any reasons you have for wishing to obtain access, or the agency's belief as to what your reasons are for applying.

The Act also requires each agency to prepare and publish an annual information statement which details the process of applying for information under the Act, as well as information that the Shire of Exmouth provides outside the Act. This Shire of Exmouth's Freedom of Information Statement fulfils the Shire's obligation in this regard, and is correct as at February 2019. Please note that the information contained in this Information Statement is a general guide and should not be substituted for the FOI Act and regulations

The Information Statement must set out –

- The Agency's Mission Statement
- Details of Legislation administered
- Details of the agency structure
- Details of decision making functions
- Opportunities for public participation in the formulation of policy and performance of agency functions.
- Documents held by the agency
- The operation of FOI in the agency

This document has been prepared by the Shire of Carnarvon to satisfy Part 5 of the Act and is correct as at December 2020. Copies of this document may be obtained from –

Freedom of Information Co-ordinator  
Shire of Carnarvon  
PO Box 459  
CARNARVON WA 6701

Or on the Shire of Carnarvon website at [www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au)

Enquiries may be made to that office on telephone 99410000 Monday to Friday 8.00am to 5.00pm or by email at [hill.d@carnarvon.wa.gov.au](mailto:hill.d@carnarvon.wa.gov.au)

# VISION AND VALUES

## *Vision Statement*

### **Unity, Humanity, Nature**

- A connected community across leaders, cultures and generations
- A future for every young person
- A job rich economy, built on local strengths
- A still-natural environment, looked after and used

## *Core Values*

We have identified these key values and principles as integral in the achievement of our vision –

- Courage
- Authenticity
- Respect & Inclusion
- Passion
- Excellence
- Humility
- Cohesion

# COUNCIL INFORMATION STATEMENT

The Shire of Carnarvon is an open and accountable Local Government and wherever possible will make documents available for public inspection outside of the *Freedom of Information Act*. The general public can view a variety of Council publications at the Council Offices at 3 Francis Street Carnarvon or at the Carnarvon Library or online at Council's website address which is [www.carnarvon.wa.gov.au](http://www.carnarvon.wa.gov.au)

Documents are available for public inspection at either the Council Offices. If members of the public wish to obtain **copies** of any documents, then a **charge may apply** which is usually at a rate of 20 cents per page for photocopying plus any binding costs and postage and delivery charges if applicable.

Emailed copies of public documents will be provided free of charge.

## FOI PROCEDURES AND ACCESS ARRANGEMENTS

### FOI Operations

The Shire of Carnarvon supports open and accountable local government and will endeavour to make information available promptly and at the least possible cost. As previously stated whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act 1992* provides the right to apply for documents held by the Shire and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

### Freedom of Information Applications

Access applications have to:

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the Council Offices with any application fee payable.

Applications and enquiries should be addressed or delivered to:

Freedom Information Officer  
Shire of Carnarvon  
3 Francis Street  
CARNARVON WA 6701

### Acknowledgment of Applications

Applications will be acknowledged in writing and you will be notified of the decision as quickly as possible and no later than 45 days after the application is received.

### Freedom of Information Charges

A scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information all charges are discretionary. The charges are as follows:

No fees or charges apply for personal information or amendment of personal information about yourself (e.g. your medical records; details of employment etc).

Applications for other documents (i.e. which are non-personal in nature) require a \$30 application fee to be paid when the application is lodged, and there may be other charges imposed by the agency as follows:

- \$30 per hour of staff time or pro rata for part of an hour for dealing with an application. (Agencies cannot charge for locating the documents within the scope of your request.)
- \$30 per hour (or pro rata for part of an hour) for supervision by staff when access is given to view documents; or the time taken by staff to prepare a transcript from a tape or make photocopies.
- 20 cents per photocopy.
- Actual cost incurred by the agency for preparing a copy of a tape, film or computerised information, or arranging delivery, packaging and postage of documents.

### Deposits

- Advance deposit may be required of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application 75%

For financially disadvantaged applicants or those issued with prescribed pensioner concession cards, the charge payable is reduced by 25% or may be waived in certain circumstances.

### Access Arrangements

Access to documents can be granted by way of inspection, emailed electronic copy, a “hard” paper copy of a document, a copy of an audio or video tape, a computer disc, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

### Edited Copies of Documents

As a general rule Council will provide edited copies of documents where part of the document may be subject under the schedule of exemptions of the Freedom of Information Act for various reasons (eg, commercial considerations) or where there would be disclosure of personal or private information about an individual.

### Notice of Decision

As soon as possible but in any case within 45 days you will be provided with a notice of decision which will include details such as:

- The date which the decision was made;
- The name and the designation of the officer who made the decision. This is the Manager, Corporate Services
- If the document is an exempt document the reasons for classifying the matter exempt; or the fact that access is given to an edited document; and
- Information on the right to review and the procedures to be followed to exercise those rights.

### Refusal of Access

Applicants who are dissatisfied with a decision will be able to seek an **internal review** by the Chief Executive Officer.

If you disagree with the result of the CEO’s decision then you can apply to the Information Commissioner for an **external review**, and details would be advised to applicants when the internal review decision is issued.



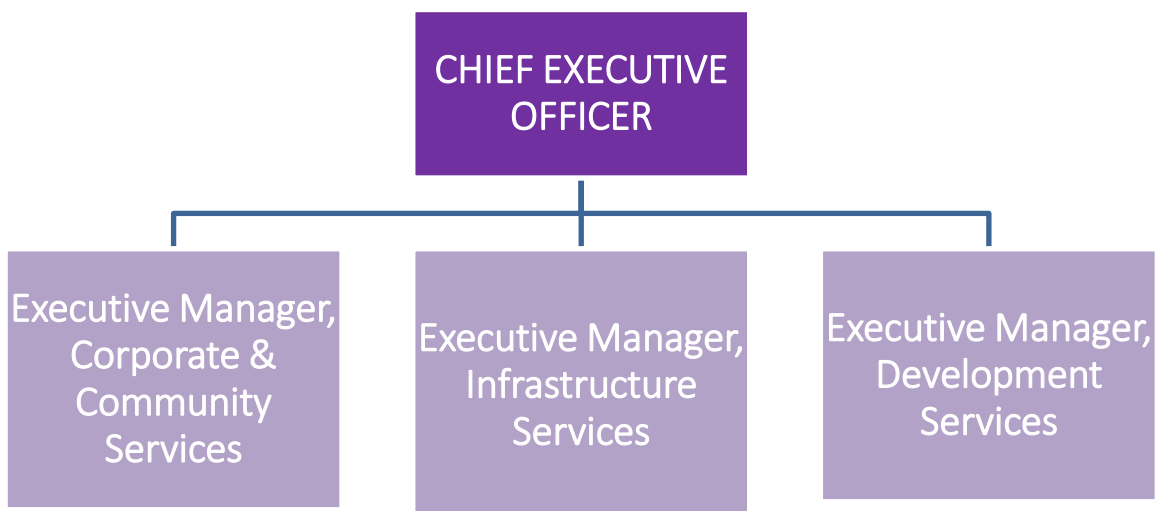
## LEGISLATION ADMINISTERED

The Shire of Carnarvon is established under the Local Government Act 1995, and has the responsibility for the administration of this Act within the municipality. Other major legislation which the Shire of Carnarvon is wholly or partly responsible for administering is –

- Bush Fires Act
- Dog Act
- Litter Act
- Health Act
- Environmental Protection Act
- Town Planning & Development Act
- Dividing Fencings Act
- Off Road Vehicles Act
- Freedom of Information Act
- Occupational Health, Safety & Welfare Act
- Building Codes of Australia
- Library Board Act
- Road Traffic Act
- Main Roads Act
- Building Act
- Caravan and Camping Act
- Liquor Licensing Act
- Land Administration Act
- Town Planning Act

## MANAGEMENT STRUCTURE

Council is the policy making body of the Shire of Carnarvon. To implement Council decisions, it is necessary to employ professional staff. Management of the staff is through senior officers referred to as the Executive Leadership Team. The Chief Executive Officer, who is employed by the Council and has delegated authority, manages the day to day running of the Shire and provides advice to Council and directs the activities of staff through the Managers/Coordinators.



# FUNCTIONS

The elected members of Council act as one body, dealing with the business of the Carnarvon local government area in accordance with relevant statutes, local laws and policies. As a body, Council meets on the fourth Tuesday of each month, except for in December where it meets on the third Tuesday.

## COUNCIL MEETINGS

Meetings commence at 8.30 am sharp and any member of the public is welcome to attend. Limited time (15 minutes) is set aside for the public to ask questions of the Council. Questions are generally taken on notice as a reply may not be immediately forthcoming due to the need to either research the matter raised or to seek clarification of the matter from a third-party. Desirably, questions should be submitted in writing at least 3 days before the Council meeting is to take place in order that a response can (hopefully) be provided at the meeting.

Occasionally, Council may hold a special meeting outside of these times, especially where it is required to deal with an urgent matter of business. Notice of a Special Meeting of Council will be advertised in the Midwest Times/Guardian newspaper 7 days beforehand. Again, any member of the public is welcome to attend a Special Meeting of Council and ask questions of the Council within the allotted public question time.

Where a person requests a matter to be dealt with by the Council, or is required to have a matter (such as a land development proposal or application) to be dealt with by the Council, such a request (or proposal or application) must be submitted in writing to the Chief Executive Officer (CEO) at least 30 days before the date of the Ordinary Meeting of Council (OCM) at which it is requested to be considered and determined. Inclusion of the matter in the meeting agenda will be subject to all relevant and pertinent information being provided by the person making the request (or by the proponent or applicant), all comments from relevant authorities and agencies who may be affected by the matter having been received, and either no public or stakeholder notification beforehand is required, or where required, such notification has been completed and the submission period has expired.

A request received less than 30 days before the next Ordinary Meeting of Council may be presented to Council for consideration and determination only at the discretion of the CEO and subject to the above criteria (where applicable).

## PUBLIC QUESTION TIME

To assist members of the public to participate in the decision making process of the Shire, Public Question Time is available for a period of 15 minutes at the commencement of each meeting. Members of the public with questions are asked to write down their question with their name and address, and to read their question aloud. The question does not need to be on a Shire form. It can be in the form of a letter, email or note, as long as it legibly shows your question and contact details. The questions are to be received by the Presiding Officer of the Shire of Carnarvon.

The question will either be responded to, taken on notice or not accepted by the Presiding Officer, usually the Shire President.

If a question is taken on notice then it will be recorded and a written response provided to the questioner by the CEO as soon as possible, and a copy of the response included in the agenda of the next meeting of the Council. If possible, email your question through to [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au) before the meeting. Your question may not be answered if you do not attend the Council Meeting.

## DEPUTATIONS

Should a group of people wish to engage or make a formal representation to Council on behalf of a larger group in relation to an item contained in the Council agenda, they may apply in writing to the CEO. The CEO will send the written request to the Shire President, who may then either approve the request or refer it to Council for a decision on whether or not to receive the deputation. If approved, the CEO will invite the deputation to attend a Council Meeting. Questions and requests for deputations should be marked for the attention of the Chief Executive Officer and may be email to [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au), or posted to PO Box 459, Carnarvon WA 6701. The requests may also be hand-delivered to the Shire of Carnarvon reception at 3 Francis Street, Carnarvon.

## DOCUMENTS HELD BY THE SHIRE OF CARNARVON

The following documents are available for public inspection at the Shire of Carnarvon free of charge. Members of the public may purchase copies of these documents. The charges for these documents are set annually by the Council and the Fees and Charges manual may be inspected at the Shire Offices during normal office hours. Some of the documents or related information is available online.

- Policy Manual
- Annual Budget
- Annual Report
- Standing Orders
- Strategic Plan
- Freedom of Information Statement
- Tender Register
- Code of Conduct
- Council Minutes & Agendas (unless classified as confidential- and are also available in the Library)
- Electoral Rolls
- Rates and Charges
- Local Laws
- Various leaflets and brochures

The Shire of Carnarvon holds a number of different types of documents for which a Freedom of Information request for information should be submitted. These include letters and general correspondence, internal reports, external reports to other agencies, plans, memorandums, drawings and videos.

Information is held in the Shire's filing system, which is managed by an electronic records management system.

Personal information is held in personnel files in the Shire's records system.

# FOI PROCEDURES

## What is the Freedom of Information Act all about?

- It gives you the legally enforceable right to access records held by both State and Local Government agencies. You do not need to demonstrate any connection to or reason for seeking access to these records.
- It gives you the right to apply to have personal information we hold that you believe is inaccurate to be altered (at no cost).
- It obliges the Shire of Carnarvon to make available certain information about the way it operates.

## What are considered to be records?

The Act defines records as –

- Any paper based records eg. Memos, correspondence, maps, plans, photos etc.
- Any sound based records, eg. cds etc.
- Any image based records eg. Roll films, micrographics, video tapes, optical disks etc.
- Any digital based records eg. Computer tapes, floppy disks, cds etc.

## Who do I contact to make enquiries?

You may ring the Shire of Carnarvon Freedom of Information Co-ordinator on 99410050 between the hours of 8.00am to 5.00pm Monday to Friday if you have any queries. Alternatively, you can send an email to [hill.d@carnarvon.wa.gov.au](mailto:hill.d@carnarvon.wa.gov.au)

## How do I lodge an application?

You must lodge your application in writing –

- give enough information so that the documents can be identified
- give an Australian address to which notices can be sent
- be lodged at the Shire of Carnarvon with any application fee payable
- give enough information so that the documents can be identified

## Lodgement of Applications

Applications may be lodged –

### **By Post, addressed to –**

FOI Co-ordinator  
Dannielle Hill  
Shire of Carnarvon  
PO Box 459  
CARNARVON WA 6701

### **Or in Person to –**

Shire of Carnarvon  
Francis Street  
CARNARVON WA 6701

Shire of Carnarvon  
**APPLICATION FOR ACCESS  
TO DOCUMENTS**  
(under Freedom of Information Act  
1992, S.12)



Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Australian Postal Address \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Name of Organisation/Business \_\_\_\_\_  
(if application is on behalf of an organisation)

**DETAILS OF REQUEST (please tick)**       Personal Documents       Non-Personal Documents

I am applying for access to document(s) concerning \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FORM OF ACCESS (please tick appropriate box)**

I wish to inspect the document(s)       Yes       No

I require a copy of the document(s)       Yes       No

I require access in another form       Yes       No

(specify) \_\_\_\_\_

**FEES AND CHARGES**

Attached is a cheque/cash to the amount of \$\_\_\_\_\_ to cover the application fee. I understand that before I obtain access to documents I may be required to pay processing charges in respect of this application and that I will be supplied with a statement of charges if appropriate.

*In certain cases a reduction in fees and charges may apply – see section on fees and charges on the back of this form. If you consider you are entitled to a reduction, submit a request with copies of documents which address the criteria on the back of this form and support your application for a fee reduction.*

I am requesting a reduction in fees and charges  
(please tick appropriate box)       Yes       No

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Proof of Identify (f applicable)  
(A total of 100 points is required)

Driver's Licence = 40 Points  
Birth Certificate = 70 Points  
Passport = 70 Points

Sighted by \_\_\_\_\_

### NOTES

#### FOI APPLICATIONS

- Please provide sufficient information to enable the correct document(s) to be identified.
- The agency may request proof of your identity.
- If you are seeking access to a document(s) on behalf of another person, the agency will require authorisation, usually in writing.
- Your application will be dealt with as soon as practicable (and, in any case, within 45 days) after it is received.
- The Freedom of Information Act is available online at -  
[https://www.slp.wa.gov.au/legislation/statutes.nsf/main\\_mrtitle\\_353\\_homepage.html](https://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_353_homepage.html)

#### FORM OF ACCESS

You can request access to documents by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded document or of works recorded in shorthand or encoded form, or a written document in the case of a document from which words can be reproduced in written form.

Where the agency is unable to grant access in the form requested, access may be given in a different form.

#### FEES AND CHARGES

1,	<b>Type of Fee</b>	
	Application Fee for Personal Information	Nil
	Application Fee under Section 12(1) of the Act	\$ 30.00
2.	<b>Type of Charge</b>	
	(a) charge for time by staff dealing with the application (per hour, or pro rata for a part of an hour)	\$ 30.00
	(b) charge for access time supervised by staff (per hour, or pro rata for a part of an hour)	\$ 30.00
	plus the actual additional cost to the agency of a special arrangements (eg hire of facilities or equipment).	
	(c) charges for photocopying –	
	(i) per hour, or pro rata for a part of an hour of staff time	\$ 30.00
	(ii) per copy	\$ 0.20
	(d) charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour)	\$ 30.00

- |     |   |                    |
|-----|---|--------------------|
| (e) | charge for duplicating a tape, film or computer information | <b>Actual Cost</b> |
| (f) | charge for delivery, packaging and postage                  | <b>Actual Cost</b> |

3. **Advance Deposits**

- |     |   |            |
|-----|---|------------|
| (a) | Advance deposit which may be required by an agency under Section 18(1) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee.         | <b>25%</b> |
| (b) | Further advance deposit which may be required by an agency under Section 18(4) of the Act, expressed as a percentage of the estimated charges which will be payable in excess of the application fee. | <b>75%</b> |

**LODGEMENT OF APPLICATIONS**

Applications may be lodged –

**By Post, addressed to –**

FOI Co-ordinator  
 Dannielle Hill  
 Shire of Carnarvon  
 PO Box 459  
 CARNARVON WA 6701

**Or in Person to –**

Shire of Carnarvon  
 Francis Street  
 CARNARVON WA 6701



## SHIRE OF CARNARVON

# REVIEW OF WARDS AND REPRESENTATION OPTIONS DISCUSSIONS PAPER

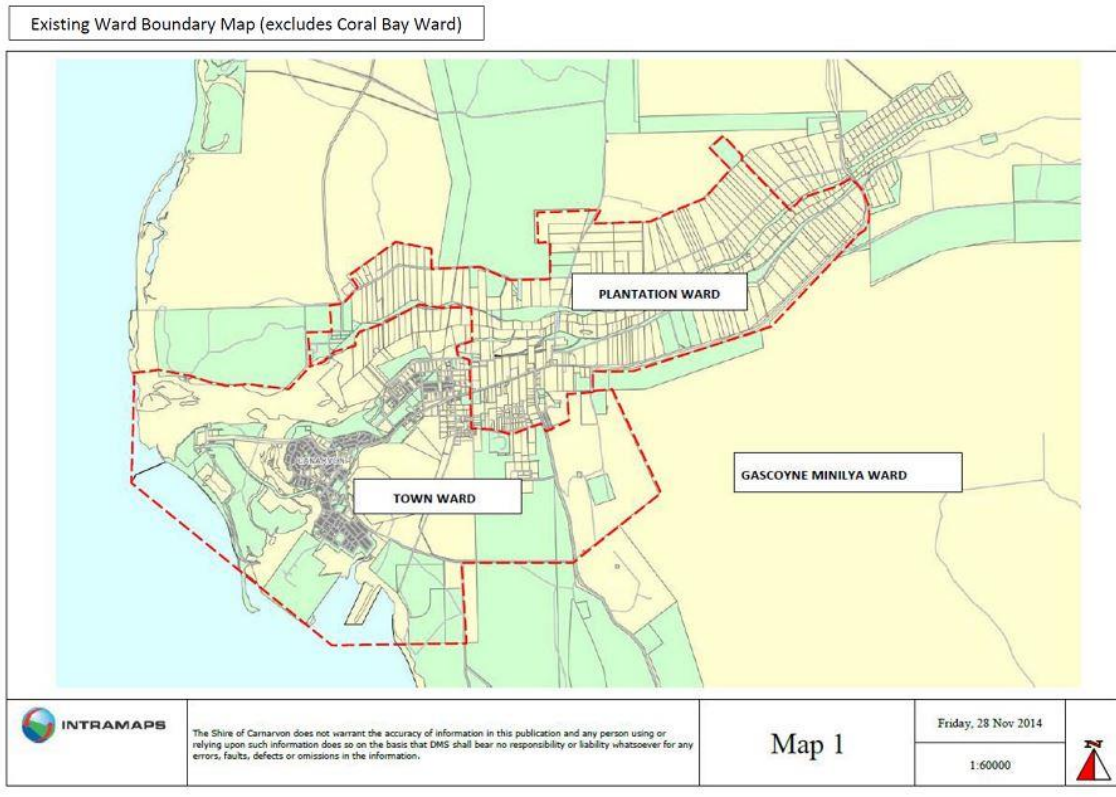
July 2022



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In accordance with Schedule 2.2 of the *Local Government Act 1995*, the Shire of Carnarvon is reviewing its Wards and Representations. The Shire last conducted a review of Wards and Representation in December 2014.



## **BACKGROUND**

Local governments in Western Australia have either a ward system in place or no ward system for the representation of electors and the election of Elected Members throughout a district. A ward system (such as in place in the Shire of Carnarvon) provides for the division of the local government district into “wards” (usually a collection of suburbs) with one or more Elected Members elected from each ward.

A no ward system provides for all Elected Members to be elected by all electors throughout its district. Whether a local government has a ward system or not, the role of Elected Members is to represent all the electors and residents across the entire local government district, not just those electors within their respective ward.

## **REVIEW PROCESS**

This review seeks feedback from the community as to whether the current ward system should remain in place, be modified, or be changed to a no ward system. In addition, the Shire is seeking comments on the current names of wards and the number of Elected Members representing each ward (assuming a ward system is retained).

The steps in the Review will be undertaken in three phases as summarised below:

### **Phase 1**

- Development of a Discussion paper;
- The Shire resolves to undertake a review of its ward and representation;
- The Shire advertises that it is conducting a Review and seeks public submissions; and
- Public Submissions period, minimum of six weeks, during which submissions from the public are invited.

### **Phase 2**

- Administration will assess submissions and consider options for change against the relevant factors to be considered and draft the Proposal;
- Report to Council on outcome of submissions and the Proposal;
- Council considers the Proposal and determines preferred option; and
- Preferred option submitted to the Local Government Advisory Board (the Board) via the Board Report.

### **Phase 3**

- The Board reviews the Board Report to ensure that the Review was validly conducted and makes a recommendation to the Minister on changes (if any);
- Minister accepts or rejects the Board's recommendation;
- If the Minister accepts the Board's recommendation, the Minister will request the Governor issue a Governor's order; and
- The Shire will implement the changes in accordance with the Governor's order ahead of the next Local Government elections.

## **CURRENT CONTEXT**

The Shire of Carnarvon currently has 4 Wards from which 7 Elected Members are elected. An eighth Elected Member, being the Shire President is elected independently by all Electors.

The electoral roll provided for in the October 2021 ordinary election shows the ward representation and electors as follows:

Ward	Suburbs	No. of Electors	No. of Elected Members	Ratio - Elected Member: Elector	% Ratio deviation from average*
Town Ward	8 Babbage Island Brockman Brown Range Carnarvon East Carnarvon Greys Plain Morgantown South Carnarvon	2534	4.25	1: 596	-48%
Plantation Ward	4 Brown Range Kingsford North Plantations South Plantations	519	1.25	1:415	-3.25%
Coral Bay Ward	1 Coral Bay	77	1.25	1:62	84%
Gascoyne/Minilya Ward	7 Inggarda Lyndon Macleod Minilya North Plantations Wooramel Yandoo Creek	78	1.25	1:62	84%
Shire President	1		Included as a percentage across all four wards		
<b>TOTAL</b>	<b>20</b>	<b>3208</b>	<b>8</b>	<b>1:401</b>	

Source: "Enrolment by district, region, LG, locality, postcode SA1.xlsx (live.com)"

\*NB: The percentage ratio deviation shown in the table provides an indication of the percentage difference between the average Elected Member/elector ratio for the whole of the Shire (one Elected Member to 401 electors) and the Elected Member/elector ratio for each Ward.

It is expected that a local government will have similar ratios of Elected Members to electors across the wards of its district, generally falling within a deviation of plus or minus 10%. The percentage ratio deviation is calculated by subtracting the Elected Member/elector ratio for a ward from the average Elected Member/elector ratio for the whole district. The result is then divided by the average Elected Member/elector ratio for the whole district and multiplied by 100 to give a percentage. A negative result indicates that the ward is under-represented, and a positive result indicates the ward is over-represented.

The data shown demonstrates that there is a significant imbalance in representation across the Shire with the Gascoyne/Minilya and Coral Bay Wards over-represented, and the Town and Plantation Wards under-represented.

## COMPARISONS WITH OTHER LOCAL GOVERNMENTS

Local Government	No of Wards	No of Elected Members	No of Electors	Ratio – Elected Member: Elector
East Pilbara	4	10	2,887	1:288
Broome	2	9	7,415	1:823
Ashburton	6	9	2,919	1:324
Shark Bay	2	7	493	1:70

Source: Enrolment by district, region, LG, locality, postcode SA1.xlsx (live.com)

## THE WARD SYSTEM

Many local governments have a Ward system.

The advantages of a Ward system *may* include:

- Different sectors of the community can be represented ensuring a good spread of representation and interest amongst Elected Members;
- There is more opportunity for Elected Members to have a greater knowledge and interest in the issue of the Ward; and
- It may be easier for a candidate to be elected if they only need to canvass one Ward.

The disadvantages of a Ward system *may* include:

- Elected Members can become too focused on their Wards and less focused on the affairs of her Wards and the whole local government;
- An unhealthy competition for resources can develop when electors in each Ward come to expect the service and facilities provided in other Wards, whether they are appropriate or not;
- The community and Elected Members can tend to regard the local government in terms of Wards rather than as a whole community;
- Ward boundaries may appear to be placed arbitrarily and may not reflect the social interaction and communities of interest of the community; and
- Balanced representation across the local government may be difficult to achieve, particularly if a local government has highly populated urban areas and sparsely populated rural areas.

### **No Ward System**

The advantages of a No Ward system *may* include:

- Elected Members are elected by the whole community not just a section of it. Knowledge and interest in all areas of the Council's affairs would result in broadening the views beyond the immediate concerns of those in a Ward;
- The smaller town sites and rural areas have the whole Council working for them;
- Members of the community who want to approach an Elected Member can speak to any Elected Member;

- Social networks and community of interest are often spread across a local government and Elected Members can have an overview of these;
- Elected Members can use their specialty skills and knowledge for the benefits of the whole local government;
- There is balanced representation with each Elected Member representing the whole community; and
- The election process is much simpler for the community to understand and for the Council to administer.

The disadvantages of a No Ward System *may* include:

- Electors may feel that they are not adequately represented if they do not have an affinity with any of the Elected Members;
- Elected Members living in a certain area may have a greater affinity and understanding of the issues specific to that area;
- There is potential for an interest group to dominate the Council;
- Elected members may feel overwhelmed by having to represent all electors and may not have the time or opportunity to understand and represent all the issues; and
- It may be more difficult and costly for candidates to be elected if they need to canvass the whole local government area.

When considering the Ward system, including boundaries and representation levels, the *Local Government Act 1995* specifies that the following factors must be taken into account.

- Physical and topographic features
- Demographic trends
- Economic factors
- Community of interest
- Ratio of Elected Members to electors in the various wards.

### **PHYSICAL AND TOPOGRAPHIC FEATURES**

These may be natural or manufactured features that will vary from area to area. Water features such as rivers and catchment boundaries may be relevant considerations. Coastal plain and foothills regions, parks and reserves may also be relevant as may other man-made features such as railway lines and highways.

The Shire of Carnarvon has several dramatic physical and topographic features that define the district. The Gascoyne River and catchment area, the broad pastoral rangelands, the Shark Bay coastal environs and Ningaloo coastline and marine park as some define features together with man-made structures such as North West Coastal Highway that traverses the Shire from south to north.

Other features include the vast distances with the district, particularly relevant for Coral Bay residents and residents on pastoral stations.

These features could be a consideration in determining Wards and Representation.



Rocky Pool, Gascoyne River, Carnarvon

## DEMOGRAPHIC TRENDS

There are several measurements of the characteristics of human populations, such as population size, and its distribution by age, sex, occupation and location that provide important demographic information. Current and projected population characteristics will be relevant as well as similarities and differences between areas within the local government area.

In the Shire of Carnarvon, the resident population (ERP) was 5,251 in August 2021 according to the Australian Bureau of Statistics (ABS). **Table 1** below summarises the inter-census estimated permanent resident population change between 1996 and 2013.

**Table 1: Estimated Resident Population 2001-2021**

	2001	2006	2013	2016	2021
Shire of Carnarvon (estimated resident population)	6,751	6,051	6,139	5,528	5,251

*Source: 2021 Carnarvon, Census All persons QuickStats | Australian Bureau of Statistics (abs.gov.au)*

In 2021, 52% of residents in the Shire were male and 48% female compared to the figures for Australia of 49.3% male and 50.7% female. There were 1,151 families in the Shire in 2021 and there was an average of 1.8 children per family, while the average household size was 2.3 persons.

The 2021 Census indicated that 16.3% of Shire residents were indigenous persons, compared with 3.2% in Australia.



The median age in the Shire was 40 in 2021 compared to 38 in Western Australia and 38 in Australia. **Table 2** below indicates a relatively significant increase in the median age from 35 in 2006 to 40 in 2021, indicating an ageing population.

**Table 2: Shire of Carnarvon Median Age 2006-2011**

2006	2011	2021
35	38	40

Source: ABS Census data

**Table 3** indicates the age distribution of the 2021 resident population across six age groups and compares the town and the Shire with Western Australia and Australia. The data demonstrates that the population of the Shire has higher proportions of children aged under 4 in relation to Australia, and a much lower proportion of youth aged 5-19. The Shire has a higher proportion of persons aged 50-64 compared to Western Australia and Australia.

**Table 3: Age Distribution, 2021**

	Medium Age	Age group					
		0-4	5-19	20-29	30-49	50-64	65+
Carnarvon	40	6.7%	16.5%	12.6%	25.1%	22%	16.2%
Western Australia	38	6.1%	18.6%	12.5%	28.2%	18.3%	16.1%
Australia	38	5.8%	18.2%	13.1%	27.4%	18.1%	17.2%

Source: ABS, 2021 Census Data

## ECONOMIC FACTORS

Economic factors can be broadly interpreted to include any factor that reflects the character of economic activities and resources in the District. This may include the industries that occur in a local government area (or the release of land for these) and the distribution of community assets and infrastructure such as road networks.



Broadly, the Shire economy is under pinned by service provision, tourism, mining, fishing, retail, horticulture, and pastoralism.

From a regional perspective tourism is a significant contributor with potential for growth, as is mining and the newly emerging green energy sector.

Fishing (predominantly prawns, but also scallops, fin fish, crabs and lobsters) is also another industry of value to the Shire.

The horticultural industry which currently serves the Perth market, carries a crop value in excess \$104m annually. This industry has recently expanded with the Food Bowl Initiative.

The Pastoral industry with improved access to global markets and reduced Australian dollar as well as increased opportunity for diversification to incorporate other uses, such as horticulture and tourism, remains an important part of the local economy.



Gascoyne Food Festival, Carnarvon

**Table 4** below indicates that the largest industry in the Shire is health care and social assistance, followed by retail trade, then public administration and safety.

AUSTRALIAN BUREAU OF STATISTICS 2016 Census of Population and Housing  
G53 INDUSTRY OF EMPLOYMENT BY OCCUPATION  
Count of employed persons aged 15 years and over

	<i>Total</i>
Agriculture, Forestry and Fishing	148
Mining	94
Manufacturing	36
Electricity, Gas, Water and Waste Services	33
Construction	130
Wholesale Trade	21
Retail Trade	192
Accommodation and Food Services	130
Transport, Postal and Warehousing	100
Information Media and Telecommunications	4
Financial and Insurance Services	13
Rental, Hiring and Real Estate Services	25
Professional, Scientific and Technical Services	32
Administrative and Support Services	70
Public Administration and Safety	186
Education and Training	170
Health Care and Social Assistance	197
Arts and Recreation Services	19
Other Services	49
Inadequately described/Not stated	61
<b>Total</b>	<b>1,724</b>

**This table is based on place of usual residence.**

Please note that there are small random adjustments made to all cell values to protect the confidentiality of data. These adjustments may cause the sum of rows or columns to differ by small amounts from table totals.

**Table Four:** Industry Of Employment By Occupation 2016; Source:

<https://www.abs.gov.au/census/find-census-data/community-profiles/2016/UCL515006>

### COMMUNITY OF INTEREST

The term community of interest has several elements. These include a sense of community, identity and belonging, similarities in the characteristics of the residents of a community and similarities in the economic activities. It can also include dependence on the shared facilities in an area as reflected in catchment areas of local schools and sporting teams, or the circulation areas of local newspapers.

Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging.

Considering these elements, it is clear the entire Shire has a shared community of interest for many things, but there are some variations.

In this context there is some distinct difference between two population centres in the Shire as Carnarvon is the principal townsite for the Shire, and the Regional Centre for the Gascoyne, that accommodates a range of commercial, social and community services in support of a range of industries including agriculture, pastoral, mining fishing and tourism.

Conversely, Coral Bay being some 230kms north of Carnarvon is a Settlement founded on tourism and underpinned by the values of the Ningaloo Reef.



Five Fingers, Coral Bay

### **RATIO OF ELECTED MEMBERS TO ELECTORS**

The ideal number of Elected Members for a local government is determined independently by each local government. There is a diverse range of Elected Member / elector ratios across Western Australia, reflecting the sparsely populated remote areas and the highly populated urban areas. The structure of the Council's operations will provide some input into the number of Elected Members needed to service the local government.

It is expected that each local government will have similar ratios of Elected Members to electors across the Wards of its district. The Local Government Advisory Board considers this to be one of the most relevant determining factors.

The Board expects a balanced representation ration per Ward of plus or minus 10% of the Elected Member/elector ratio across the whole of the Shire. However, an Elected Member to elector deviation of greater than plus or minus 10% will be considered by the Board if the local government can provide adequate and appropriate justification for such circumstances.

The advantages of reducing the number of Elected Members *may* include the following:

- The decision-making process may be more effective and efficient if the number of Elected Members is reduced. It is timelier to ascertain the views of a fewer number of people and decision-making may be easier. There is also more scope for team spirit and cooperation amongst a smaller number of people.
- The cost of maintaining Elected Members is likely to be reduced.
- The increase in the ratio of Elected Members to electors is unlikely to be significant.
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local Elected Member.

- A reduction in the number of Elected Members may result in an increased commitment from those elected reflected in greater interest and participation in Council’s affairs.
- Fewer Elected Members are more readily identifiable to the community.
- Fewer positions on Council may lead to greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
- There is a state-wide trend for reductions in the number of Elected Members and many local governments have found that fewer Elected Members works well.  
The disadvantages of reducing the number of Elected Members *may* include the following:
- A smaller number of Elected Members may result in an increased workload and may lessen effectiveness.
- A demanding role may discourage others from nominating for Council.
- There is the potential for dominance in Council by a particular interest group.
- A reduction in the number of Elected Members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council’s affairs may be reduced if there are fewer Elected Members for the community to contact.
- An increase in the ratio of Elected Members to electors may place too many demands on Elected Members.
- A change (increase or decrease) in Elected Member numbers may be options that are put forward by members of the public as part of the public feedback period and will therefore be considered as part of the review process.

### OPTIONS FOR DISCUSSION

As part of this Discussion Paper, the Shire has developed the following options only to aid in discussion and for consideration. At this stage, **the Shire is not promoting any particular option, and the community may suggest alternative options for consideration.**

No.	Option	Detail
One	Retain Ward System and number of Elected Members	No change. This option would retain the current Ward structure, which is non-compliant with the 10% variance in representation as preferred by the Local Government Advisory Board:
Two	No Ward System / 8 Elected Members	All Elected Members able to be elected by the whole community, regardless of where the elector lives. It is possible the Shire could operate without Wards with the 7 Elected Members, plus the Shire President, elected at large. By way of comparison there a number of Local Governments represented without a Ward system. However, while this option may prove the easiest to administer there is a possibility the first past the post voting system could result in elected members not being spread across the district and being concentrated in one area.
Three	3 Wards / 7 Elected Members, plus Shire President. The Shire President is allocated at 0.33 to all three Wards. (The Elected Member: Elector ratio for this option is 1: 401)	Merge the Gascoyne/Minilya Ward and Coral Bay Ward into one ward based on their common interest of being remote from the main administrative centre of Carnarvon. Retain the existing Town Ward and Plantation

	<p><b>Town Ward:</b> No. Elected Members: 4.33 No. Electors: 2534 Ratio - Elected Member: Elector: 1:585 % Ratio Deviation: -45%</p> <p><b>Plantation Ward:</b> No. Elected Members: 1.33 No. Electors: 519 Ratio - Elected Member: Elector: 1:390 % Ratio Deviation: - 3%</p> <p><b>Coral Bay / Gascoyne Minilya Ward:</b> No. Elected Members: 2.33 No. Electors: 155 Ratio - Elected Member: Elector: 1:66 % Ratio Deviation: 83%</p>	<p>Wards and retain the number of Elected Members.</p> <p>This option is non-compliant with the 10% variance in representation as preferred by the Local Government Advisory Board as both the Town Ward would be underrepresented and the Gascoyne / Minilya / Coral Bay Ward overrepresented.</p>
Four	<p>3 Wards / 6 Elected Members, plus Shire President. The Shire President is allocated at 0.33 to all three Wards. (The Elected Member: Elector ratio for this option is 1:458)</p> <p><b>Town Ward:</b> No. Elected Members: 3.33 No. Electors: 2534 Ratio - Elected Member: Elector: 1:760 % Ratio Deviation: - 66%</p> <p><b>Plantation Ward:</b> No. Elected Members: 2.33 No. Electors: 519 Ratio - Elected Member: Elector: 1:259 % Ratio Deviation: 48%</p> <p><b>Coral Bay / Gascoyne Minilya Ward:</b> No. Elected Members: 2.33 No. Electors: 155 Ratio - Elected Member: Elector: 66 % Ratio Deviation: 85%</p>	<p>Merge the Gascoyne/Minilya Ward and Coral Bay Ward into one ward based on their common interest of being remote from the main administrative centre of Carnarvon. Retain the existing Town Ward and Plantation Wards and reduce the number of Elected Members by one. This option is non-compliant with the 10% variance in representation as preferred by the Local Government Advisory Board, and in fact increases the deviation for the Town Ward.</p> <p>See above for potential advantages and disadvantages of increasing the numbers of Elected Members.</p>
Five	<p>2 Wards / 8 Elected Members, plus Shire President. The Shire President is allocated at 0.5 to both Wards. (The Elected Member: Elector ratio for this option is 1:356)</p> <p><b>Town / Coral Bay Ward:</b></p>	<p>Merge the Plantation and Gascoyne / Minilya Wards into one Ward given their economic focus of primary production; and merge the Coral Bay and Town Wards into one Ward as the urban areas, to bring about a 2 ward/9 Elected Member representation.</p>

	No. Elected Members: 8.5 No. Electors: 2611 Ratio - Elected Member: Elector: 1:307 % Ratio Deviation: - 13%  <b>Plantation / Gascoyne Minilya Ward:</b> No. Elected Members : 1.5 No. Electors: 699 Ratio - Elected Member: Elector: 1: 446 % Ratio Deviation: -25%	While the deviation both wards is still greater than the recommended deviation, the deviation is closer to the recommended plus or minus 10%.  See above for potential advantages and disadvantages of increasing the numbers of Elected Members.
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Any number of other options could be explored and this paper invites members of the public to consider options, how the option would reflect in terms of Elected Member: Elector ratios and the standard deviation. Written submissions are strongly encouraged to ensure that Council is provided with robust information on the views of the Community when considering this important matter and making their recommendation to the Department and to the Minister.

Details on how to make a submission are as follows.

Submissions can be made via:

- Post: PO Box 459, Carnarvon WA 6701
- Email: [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au)
- In person: 3 Francis Street, Carnarvon WA 6701

Submissions must be received no later than 12noon (WST) on Wednesday, 31 August 2022 and must be clearly marked ***Review of Wards and Representation – Submission***.

Public information sessions will be held in Carnarvon and Coral Bay as follows:

- Carnarvon, Council Chambers, Stuart Street on Thursday 11 August 2022, at 5.00pm
- Coral Bay, Venue TBC, Monday 1 August 2022, at 5.00pm

Both sessions will be live streamed via the Shire of Carnarvon Facebook page to allow for virtual participation. Please contact the Shire via [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au) for more information about accessing the live stream.

For more information, please contact the Shire Chief Executive Officer, Andrea Selvey via email ([selvey.a@carnarvon.wa.gov.au](mailto:selvey.a@carnarvon.wa.gov.au)) or phone 08 9941 0050.



Shire of Carnarvon

# Strategic Community Plan for 2022 - 2032



## Acknowledgement of Country

The Shire of Carnarvon acknowledges the Yinggarda people as the Traditional Owners of the land on which the Shire stands today and pays its respects to the Yinggarda, Baiyungu, Thalanji, Malgana and Thadjari people, and their Elders both past and present.

## Foreword

Local governments in Western Australia are face the difficult challenge of achieving sustainable and thriving communities in an environment of increasing expectations from those communities. This is no truer than in regional Western Australia and the Shire of Carnarvon is challenged with first, understanding the needs and aspirations of its community and then working with them to try and achieve these aspirations.

The main document that will guide the Shire in responding to the challenges of the future is the Community Strategic Plan. To create this document the Shire recognises that the best solutions are those that are made collaboratively between Council, staff and the Community, utilising the principles of engagement and partnership.

To truly work in partnership with the Carnarvon community the Shire has empowered a Community Jury of everyday residents to develop the comprehensive roadmap before you now. The Jury was informed by a survey that was sent out to all households within the Shire and engagement with local high school students. They also worked with Councillors and staff members in developing Big Ideas for the future.

This Plan will provide Councillors and staff with a focused approach to guide their decisions and deliver services in the coming years. It will also provide some level of certainty for the community about what how they can expect the Shire to act in the future.

We offer the Jury, students and survey respondents our sincere thanks for their dedication to the task, their hard work and passion.

**Eddie Smith, Shire President**

**Andrea Selvey, Chief Executive Officer**

**Shire of Carnarvon**





## Our Values

The Values that Carnarvon holds dear are:

*Respect*  
*Integrity*  
*Sustainability*  
*Unified*  
*Communication*  
*Harmonious*



*“2029 will mark 200 years since the foundation of WA. The Shire should start now, caucusing people for what they think the bicentenary should be like. If it’s successful Carnarvon will surely be on the map in 2040.”*

Tony, Jurist

## Our Vision for the Future

Carnarvon will be a place where:

*Our community is safe and harmonious.*

*Our livelihoods are thriving.*

*Our lifestyles are sustainable.*

*Our health and learning opportunities serve our community.*

*Our places nurture our past, present and future.*

*Our community is engaged, inclusive and supportive.*

*We Grow Our Horizons.*



*“We are planning a long and difficult journey, to do this we must fix our Vehicle - our means of making that journey successfully. I liken this to planning a long trip around Australia with a Vehicle and a Caravan.*

*So, we must prepare the Vehicle and the Caravan for the Trip. We need to ensure everything is in good order, parts repaired or replaced as necessary and prepare with maps, advice, and plan our journey wisely.*

*The same with our Town – Carnarvon; this is our vehicle; we need to fix any problems before setting off into 2030 and 2040.”*

Phil, Juror

## Our Objectives

To make our Vision for the future of 6701 a reality, a more descriptive and detailed set of objectives that spring from the Vision are needed. These are our Objectives:

### In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701.*
- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.*
- *Our sustainable livelihoods create a community that can flourish into the future.*
- *Our holistic health care facilities provide services from the womb to the grave.*
- *Our educational opportunities from early childhood to adulthood are tailored and relevant to the individual.*
- *Our infrastructure, housing and amenities are high quality and accessible.*
- *Our community acknowledges our history and celebrates our diverse cultures.*
- *Our community is engaged, inclusive and supportive.*

## ***“It’s 2040 and we have created a wonderful future for Carnarvon...”***

### **What must we focus on? (What must we get right)?**

**A. We need to deal with anti-social behaviour by engaging with the community to figure out permanent solutions; encourage school attendance, engage with parents and promote positive examples rather than chasing up the negative.**

**B. We need access to childcare facilities, including before and after school care to increase employment opportunities for both parents.**

**C. We need to create a safer community.**

**D. We need to focus on improving the availability, accessibility, quality and liveability of housing and take measures to increase protection from natural disasters.**

**E. We need to focus on creating more and different job opportunities for a variety of skills and education levels.**

**F. We must focus on better community engagement and communication between shire and residents, by allowing more community involvement in the decision-making process of the town, so our plans for the future are community supported and culturally appropriate.**

**G. We need localised government health assistance and improved access to specialised medical services.**

**H. We need to encourage tourism by more activities and opportunities to access coastal sites, beaches, fishing etc.**

**I. We need to encourage new businesses and support already existing ones by encouraging people to stay in town for longer.**

**J. We need to focus on bringing respect and cultural awareness to the forefront by considering and celebrating our history and culture.**

**K. We need more and diverse educational/training opportunities in town (face-to-face and online) that are supported by local businesses.**

**L. We need to encourage collaboration between government and non-government agencies to tackle problems.**

**M. We need to focus on improving and protecting public amenities in town (e.g. quality and number of public toilets, local rubbish bins, streetlights etc).**

**N. We need to focus on creating a community for each and every one of us as we are all part of the story.**

## ***“It’s 2040 and we have created a wonderful future for Carnarvon...”***

### **What must we protect? (What must we keep and look after)?**

- A. Our environment, fisheries, and wildlife**
- B. Our elderly citizens - elderly people are not feeling safe
- C. Our children and youth, and give them a future**
- D. Local businesses - encourage them, and increase local employment
- E. Existing facilities such as the Library and Art Gallery, Space and Technology Museum, and One Mile Jetty Museum**
- F. The coastline, including beaches and sand dunes, and rejuvenate them
- G. Our local community, and maintain our integrity as a small town**
- H. Our heritage and culture - we are multicultural
- I. Tourism, and expand it, while protecting the local environment and community.**
- J. Educational activities, and expand them
- K. Family support services and children’s activities.**
- L. Locals’ opportunities to enjoy Carnarvon’s destinations and events
- M. The community by doing something about the issue of public drinking within the Town environs.**

# ***“It’s 2040 and we have created a wonderful future for Carnarvon...”***

## **What must we change? (What must we alter or fix)?**

- A. We need to change the attitude towards crime and anti-social behaviour by teaching values, respect and repercussions rather than focusing on punishment. We also need to make offenders accountable and have more enforcement of the rules.**
- B. We need to change the way we engage and support families and parents with juvenile offenders, parents need to be given the rights back to raise the children how they were traditionally raised to regain the control of their children.**
- C. We need to better promote and improve the appearance and appeal of Carnarvon and Coral Bay as a tourist destination including the town's appearance and appeal by public artwork, tree planting, visible advertising, maintaining clean public amenities etc.**
- D. Better police communication and involvement in the community.**
- E. We need improved and better supported emergency, rangers and childcare services.**
- F. We need to increase childcare options in town to improve quality, access and affordability.**
- G. We need more and better public facilities such as new playgrounds for both kids and youth (e.g. water or adventure), skatepark, basketball courts, barbecues, outdoor exercise equipment etc.**
- H. We need to fix communication and respect within the community.**
- I. Increased school attendance and review and improve truancy programmes.**
- J. We need to change the public opinion towards the shire by more transparent interactions and education.**



# Big Ideas for the future of Carnarvon

We think that these Big Ideas can make a significant difference to achieving our Vision for the future of Carnarvon in the Short Term (1-3 years) or Long Term (8-15 years). Some are under Shire control and some the Shire can influence and advocate for. They are listed in priority order.

## SHORT TERM

### Carnarvon Youth Patrol and Hostel / Safe Place:

*Short Term*

#### Description

A youth patrol combined with a temporary accommodation facility to provide options for young people engaged in antisocial behaviour at night. This will allow for at-risk children to have a safe place to sleep either short-term or long-term. Requires cooperation between Shire, State Departments, schools and youth programs to and passionate stakeholders who have deep experience.

#### Proposed Benefits

Increased sense of safety in general community at night. Decreased litter and vandalism. Enriched lives of young people by having a safe and secure place to stay to improve physical health, cleanliness, mental wellbeing and opportunities to develop life skills through attached programs. Improved school attendance and employment opportunities.

#### First Steps...

Create a business plan with passionate stakeholders who have deep experience in this area. Apply for funding to the state and federal governments. Investigate use of empty rooms at old schools to reduce initial costs and assist with implementation.

### Rangers & Indigenous Rangers

*Short Term*

#### Description

Introduce the Indigenous Rangers program to look after Country. Committed, reliable rangers can help educate tourists and school children, assist planning, pest control and facilities maintenance.

#### Proposed Benefits

Local face to face caring for country with traditional knowledge. Influx of funding to local community, improving employment, tourism and agricultural production. Improvement in local environment and conservation.

#### First Steps...

Investigate and advocate to Government owners of Ranger program. Develop a relationship between our education system and local Indigenous people with support from the Shire. This will likely become a multi-agency initiative including DBCA, Dept of Fisheries, DPIRD etc.

## Massey Bay Rejuvenation and Coastal Attractions:

### *Short and Long Term*

#### Description

Improve the untidy old tip site at Massey Bay to increase the number of sites around Carnarvon for land-based fishing that is accessible to all. Redesign might include improved paths and fishing points with signage and design to reflect local history and use of recycled products in design and operation. Install a boat ramp in Violet Creek and give access to Teggs Channel. Upgrade the roads to Bush Bay and New beach. In the longer term upgrade the road to Miaboolya Beach and extend the road further north.

#### Proposed Benefits

These projects would give locals and tourists a bigger choice for camping, fishing and sightseeing. Would bring more visitors to town and boost the local economy. No environmental impact as these areas are already developed and only need improving.

#### First Steps...

Investigate capital works and maintenance costs for work in Massey Bay and roads. Conduct soil/environmental site study. Remove existing litter and install rubbish bins at most popular sites. Explore grant funding from DBCA, Tourism, REDS and possible corporate sponsorship.

## Carnarvon Childcare Centre:

### *Short Term*

#### Description

Build a childcare centre that offers long day care and out of school care. It can also become a site for collaboration between CCC & TAFE for work experience and hospitality/childcare certificates, youth worker certificates. Also, a site for NGALA, PCYC & Youth Hub for their young parent and after school programs. Can provide secured childcare spots for non-local workers, to assist long-term employment. Will also require more industry workers, greater government subsidies and conversations with existing provider.

#### Proposed Benefits

People will be able to stay in Carnarvon longer term as they and their partners will be able to work full time and add to the local economy and amenity. TAFE and high school could offer youth and ECE qualifications. Children would be provided with early intervention opportunities. Gives pregnant teenagers support and education before and after becoming a parent through Young Parents Program to help 'break the cycle'.

#### First Steps...

Continue to talk with existing provider. Investigate/advocate for funding from Federal/State Government and Shire provision/upgrades of venues. Surveys to parents regarding childcare requirements. See full proposal for extensive action plan.



## Carnarvon RV Friendly Park:

### *Short Term*

#### Description

Convert part of the Town Oval into a long vehicle and RV friendly space for day parking to encourage lingering in town. Parking will be spaced out and surrounded by playgrounds, EV charger, waterwise plantings, amenities, and tourist information about local features and upcoming local events. After community consultation on design there will be significant communication and advertising with the travelling/RV community.

#### Proposed Benefits

Increased business and tourism activity. Increased amenity for local community with improved Oval space. Increased activation of art gallery and library. Cost-saving of approx. \$41,400 in current annual maintenance as well as saving in water use. Existing services to Oval as opposed to Van Dongen Park drainage site will reduce costs.

#### First Steps...

Investigate capital works and maintenance costs for conversion. Explore grant funding from DBCA, Tourism etc. to support project. Create design to maximise social value of project to locals.

## Whitlock Island Development & Fascine Waterway:

### *Short and Long Term*

#### Description

Continue the Fascine development including boat harbour spit, Pelican Point spit, overall dredging, improvement of the area adjacent to the Northwater Brockman area towards the causeway. These improvements can occur step by step starting immediately. Combine with redevelopment of Whitlock Island to a luxury resort with accommodation, restaurants, a golf course and gated residential community (equivalent to Cable Beach as a premiere beach front destination).

#### Proposed Benefits

Increase revenue across the region by increasing tourism and population growth.

#### First Steps...

Break project into distinct short-term and long-term stages and investigate capital works and maintenance costs. Communicate clearly to community the advantages and disadvantages of the both stages. Advocate and solicit interest in private and government involvement in development of Whitlock Island stage.



## LONG TERM

### Aim toward 100% Renewable Energy:

#### *Long Term*

##### Description

The Shire to aim towards using 100% renewable energy plan in all its operations. Probably through multiple mechanisms such as executing a contract with Horizon Power to only use energy from renewable sources for lighting, facilities temperature control, pumping etc. Other routes might involve funding electric fleet or hybrid vehicles or installing solar panels to run specific buildings such as the aquatic centre.

##### Proposed Benefits

Decrease in fossil fuel usage and hence carbon emissions from electrical power sources.

##### First Steps...

Determine payback time on investment. Determine feasibility of contracts and other routes to achieving the goal of this Big Idea.

### Carnarvon Industrial/Manufacturing Precinct/Hub

#### *Long Term*

##### Description

To set up manufacturing in Carnarvon to produce value and build future global value for in-demand products using rapidly advancing technologies. Utilise renewable power/hydrogen from Province, metals from Hastings, mineral sands from Strandline, industrial salt from Lake Macleod, natural gas from pipeline and proposed deep-water port/international airport facilities. [State/Federal] Government to come on board with private companies.

##### Proposed Benefits

Long-term, high-quality jobs and increased economic activity in town to support increased population and support industries.

Would be in line with best practice sustainable development.

##### First Steps...

Determine interest and support from interested parties in this project. Explore the role that the Shire can effectively have in the long term.



## Recycling and Processing Centre

### *Long Term*

#### Description

Develop a business structure for a recycling plant to process and repurpose materials based on models of sustainable recycling facilities already existing (e.g. composting, metals, rubber, paper etc.) Empty trucks moving to and from mining sites can reduce transport costs of moving recycled material to utilization points. Operational facilities to be run through sustainable, renewable energy.

#### Proposed Benefits

Mining companies can demonstrate environmental responsibility by assisting in transport of recycled materials. Jobs and innovation can be produced – particularly for indigenous people wanting to look after country. More so if upcycling and value is added to the raw materials. Reduced land fill management and waste in our waterways as well as appearance of a tidy town is possible.

#### First Steps...

Start discussions with other local governments who have implemented recycling systems on challenges, start-up costs and needs (e.g. coloured bin system contingent). Discuss learnings from Containers for Change regarding incentives for recycling and nature and economics of different types of materials that can be recycled and how to upcycle or reuse them.

## Gascoyne River Path and Parks

### *Long Term*

#### Description

Convert the land beside the Gascoyne River at Chinamans and all along to a tourist and resident friendly space with amenities. Put park benches inside the area, fix the roads, make a bike trail, make it an inviting space that people want to visit for picnics, afternoon walks etc. Work with Bushfire Brigade and Tree Society to create functional tracks for tourist use and compliment bushfire mitigation (i.e. 'Safe' Fire pit areas, Fire Danger Rating signage). Add toilets (self-contained/environmentally friendly) and interpretive signage regarding flora/fauna/cultural significance. Use sustainable materials on trails to prevent erosion, but also have no impact on river system if flooded.

#### Proposed Benefits

People will be able to enjoy the mighty Gascoyne in a safe place that isn't overgrown and dangerous. Economically it will encourage more people to stay in town a bit longer and enjoy our natural resources. Reduced fire hazard to have overgrown space cleaned up. Tourists and locals might picnic, fish, swim, or enjoy afternoon walks in a safer space.

#### First Steps...

Investigate mechanisms to subsidize cost through automated ticketing like at national parks. Start discussions with partners such as Tree Society and Bushfire Brigade. Determine costs of various proposed designs and preparation work.

## Airport Relocation and Upgrade:

*Long Term*

### Description

Upgrade the airport to accommodate larger 737/A320 type aircraft. This will include the airport in the Australian aviation network and open up the Gascoyne to travel, FIFO from Carnarvon and export to overseas and domestic markets.

The current site can be developed to satisfy residential housing and commercial demand right near the centre of town due to its locations services and developed ground.

The project will require significant community support through the provision of accurate information and effective communication of reasons for the project. It will also require the development of relationships with federal and state governments and private enterprise.

### Proposed Benefits

Satisfy demand for housing. Increased export and tourism opportunities. Resolves existing issue of maintaining safety of existing airport design.

### First Steps...

Full and updated studies for feasibility and planning of airport relocation. Environmental cultural assessments on alternative sites. Advocate for funding from State and Federal Governments for such a project.

## Bejaling Multiuser Port:

*Long Term*

### Description

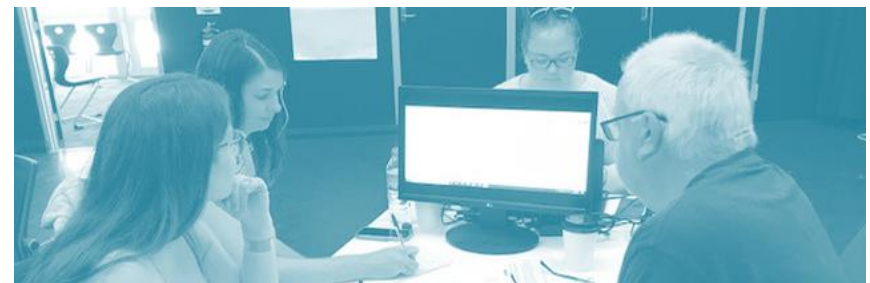
Construction of a port that can accommodate cape-size vessels at Bejaling as an alternative for Cape Cuvier. Would build on studies and projections showing such a port would be useful to assist expansion of Rio Tinto's Lake McLeod salt mining production, FMG, Total Eren/Province, Rio Tinto, Sand mining, Jack Hills projects as well as proposed renewable and hydrogen proposals. Would require Environmental & Cultural impact assessment & secure funding/investment.

### Proposed Benefits

Job creation and general local economic expansion. Generally enabling of large projects that have export potential making Carnarvon generally more attractive for investment.

### First Steps...

Conduct Environmental & Cultural impact assessment for potential site. Investigate potential grant funding from GDC, REDS, JETSI funds to support the cost of pulling all the stakeholders and users of this project together.



# Judging activities that help achieve our Vision.

To assist the Shire using its scarce resources effectively and exploring ways to improve the overall value of projects that will realise our Vision we suggest the following Social, Economic and Environmental criteria be used to judge their contribution:

<b>Social</b>	<b>Social</b>
Creates an improved sense of community – driven by a growing population in a safe, liveable environment – that is immediate and ongoing.	Contributes to the town's reputation, encouraging a positive outlook and appeal as a place to live, work, play and invest.
<b>Economic</b>	<b>Economic</b>
Community benefit and satisfaction vs financial costs (CAP and Ongoing for life of asset).	Boosts local economy and creates sustainable long-term local employment opportunities for the lifespan of the big idea.
<b>Environment</b>	<b>Environment</b>
Respects and protects native culture, wildlife and environmental heritage, maintaining the region's beauty, and encourages educational opportunities and accessibility.	Sustains natural environments balancing historic, current and future community use while minimising environmental negative impacts.



## Additional Focal Areas

Several additional focus areas were required to round out and complete the Strategic Community Plan. Suggested actions that might assist in these areas are shown below:

### Additional area: CORAL BAY & SURROUNDS

***Nature of Issue: How best to support the needs of areas outside the Township of Carnarvon?***

Suggested Actions

- *Improve the living conditions for the workers and business owners of Coral Bay*
- *Improve road safety on regional roads out of Carnarvon.*

Community's role in Actions

- *Difficulties involving community from Carnarvon but Coral Bay residents must advocate strongly for their basic rights.*
- *Motorists/tourists to drive more safely – particularly being aware of hazards in regional areas.*

Shire's role in Actions

- *Shire to advocate for improvement of facilities/general living conditions for the workers and businesses of Coral Bay to other levels of government.*
- *Shire to advocate for greater police presence and assistance to help keep order in Coral Bay.*
- *Advocate for increased visits by fly-in doctor to Coral Bay (currently no doctor at all).*
- *When grading station roads make them wider for cattle, kangaroos and fire - keep the sides clear of plants for better visibility.*

### Additional area: YOUTH

***Nature of Issue: How best to support the needs of youth in Carnarvon?***

Suggested Actions

- *Identify engage with the Elders specific to each family of young offenders/at risk. Elders need to reconnect youth to country.*
- *Parents need to be made accountable for their kids' actions (e.g. restorative justice).*
- *Utilise in-school suspensions instead of sending kids home whilst suspended.*
- *Institute a "no school - no entry" policy to encourage school attendance.*
- *Have positive reinforcement for good behaviour - not just attention and rewards for bad behaviour.*

Community's role in Actions

- *All businesses to support and enforce the "no school - no entry" policy.*
- *WA Police increase engagement towards truancy.*
- *Increase sexual health education in schools.*
- *Local AMS needs to be more involved in youth health education and issues.*

Shire's role in Actions

- *Open the Youth Hub and increase educational programmes.*
- *Bar entry to the Hub if you didn't go to school.*
- *Consider No School - No Pool programme but beware of removing safe spaces because of unintended consequences this might have.*

# Additional area: IMPROVING TRUST BETWEEN CITIZENS AND THE SHIRE

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## ***Nature of Issue: How best to improve the trust between citizens and the Shire Carnarvon?***

### Suggested Actions

- *Host regular (monthly?) community engagement nights to allow the Shire to present their key focuses for the past month and the next month, then allow the community to provide feedback – a Q&A but relaxed, similar to the business after-hours in accessible places. Have one focus of the night to be decided via Facebook poll or similar in advance.*

### Community's role in Actions

- *PARTICIPATE!! Provide constructive feedback and help brainstorm solutions. Don't just be a negative Nelly or keyboard warrior.*

### Shire's role in Actions

- *Facilitate and provide transparency.*
- *Act on the feedback and help find suitable solutions to local issues through open communication.*
- *Do what you say you're going to do and if something isn't possible inform and educate the community - don't just blame external agencies.*
- *Information and communication to be accessible and easy to understand (layman's terms).*
- *Use multiple communication platforms to engage.*
- *Improve education throughout the community on where they can find information relevant to them.*
- *Seeing small actions happening will build credibility.*



# Additional area: DRUG AND ALCOHOL PROBLEMS

## ***Nature of Issue: How deal with the abuse of Drug and Alcohol and subsequent problems?***

### Suggested Actions

- *Support drug and alcohol education programs for Carnarvon youth. It might be useful to separate these issues as they have different effects on different groups.*
- *Minimise effect of restrictions for the whole community.*
- *Possibly change container types to reduce glass damage and litter.*
- *Examine the issue of trouble spots occurring around pub closure times. Potential of a community bus to disperse groups and provide safe transport home.*

### Community's role in Actions

- *Support the Shire education programme targeting youth (e.g. victims, families, former abusers/addicts can talk about the damage drugs and alcohol do).*
- *Support a "Banned Drinker Register", to limit or restrict the amount of alcohol served to a select few instead of the whole community enduring restrictions.*

### Shire's role in this Action?

- *More advocacy and advertising of drug and alcohol support agencies that are currently available in Carnarvon.*
- *Develop a drug and alcohol education programme for schools to teach negative impact of drug and alcohol use and abuse - and where to get help.*
- *Investigate viability of container changes to reduce damage/litter.*
- *Investigate viability of Community Bus to diffuse trouble spots.*





# Additional areas: MONITORING THE IMPLEMENTATION OF OUR COMMUNITY STRATEGIC PLAN.

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## ***Nature of Issue: How monitor the implementation of our Community Strategic Plan?***

### Suggested Actions

- *The Shire to provide six monthly project status updates for the next four years, including action plans, timeframes and budgets.*

### Community's role in Actions

- *Review reports and feedback.*

### Shire's role in Actions

- *Set expectations about what is reasonable time frames for the rollout of our Strategic Community Plan. Within 3 months have a schedule and a Corporate Business Plan.*
- *Provide reports and updates every six months.*
- *Providing one-page summaries (Not too resource intensive):*
  - *High level milestones*
  - *Due dates - whether the project is on track.*
  - *Department responsible for delivery.*
  - *Budget to date.*
  - *Any constraints or issues.*
  - *Achievements.*
  - *Objectives for the next six months.*

*“Planning, need solid plans that are actionable with identified persons, departments, and council for their actions. Who is going to what by when!”*

Damien, Jurist



# How Carnarvon Created its Strategic Community Plan.

A Strategic Community Plan is the long-term document that sets out our community’s vision and hopes for the future. It also sets out the key strategies and actions required to achieve these aspirations. The Strategic Community Plan identifies how we will get from where we are now to where we want to be.

In December 2021, the elected Council of the Shire of Carnarvon formally approved the process for developing the Shire of Carnarvon Strategic Community Plan, including the plan for partnering with Carnarvon’s diverse community.

The Strategic Community Planning process illustrated by this diagram:



The components of this Strategic Community Planning process were:

- Involving the Young People**  
**(High School students at the Carnarvon Community College)**  
 10 young people were trained in facilitation and analysis. Every high school student submitted suggestions regarding what mattered to them, what they wanted to keep and to change. From this information, senior students created a short list of recommendations to present to Council.



**2. Involving the Shire Council and Shire Leadership Team  
(Elected Members and Leadership Team workshop at the Woolshed)**

This group was asked for the Big Ideas they thought could transform Carnarvon to enable it to reach its potential. They presented their ideas at a workshop, responded to questions, developed criteria to measure those ideas, weighted the criteria, and then rated each Big Idea against each criterion.



**3. Involving all Residents  
(All residences within the Shire)**

A hard copy survey was sent out to all Carnarvon residents, with the option of submitting responses online. The survey questioned what mattered most to residents, and how they rated the Shire's services. 356 residents filled out and submitted the survey. This represents around 10% of all residences.



**4. Involving a Representative Group of Residents in a Community Jury**

The 'charge' or purpose of the Jury was to determine:  
*"What is our 2040 Vision for 6701, and what Principles, Priority Plans and Actions will help us to achieve it?"*

Council resolved to publicly announce what aspects of the Strategic Community Plan the Jury recommended it would accept and which aspects, if any, it would not accept including the reasons why they were not accepted.

A Community Jury is based on 3 core principles – Representativeness, Deliberativeness and Influence:

- a) Representativeness - The Jury members are descriptively representative of the community that will be affected.
- b) Deliberativeness - The Jury members have the time and place to deliberate the issues, ie. understand the issues from different points of view, weigh up the pros and cons, consider the trade-offs, and develop smart, carefully reasoned decisions, which they recommend to the decision-makers.
- c) Influence - The Council and the Shire leadership agree that the Community Jury Report will have a significant level of influence – where possible the recommendations will be adopted; and where not feasible, reasons will be given publicly.



The Community survey and an invitation to join the Jury was sent to all households in the Shire region as well as canvassing through social media posts, personal invitations from Shire staff at stalls in the main street and shopping centres and personal invitations to contacts within Coral Bay. Those invited to join the Jury were randomly drawn from those who nominated but stratified to ensure a descriptively representative sample of the local community (matched to the most recent Census). There were particular efforts made to invite difficult to reach groups such as Aboriginal people and youth.

A total of 53 residents agreed to participate, 27 randomly selected people commenced and 24 completed the entire deliberation process. The Jury met on Sunday the 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup> of May 2022 over a 3-week period. They deliberated on their charge and integrated the information from the preceding phases of the Community Strategic Planning process and produced a Report and Recommendations. An independent ombudsman group certified this process as fair and unbiased; that the Community Jury was representative of the community of Carnarvon; that Jurists received the information they needed in a format they could understand to enable their decision making; and Jurists were given the time, information and support to problem solve. Further details of the Jury process and the full deliberations of the Jury are contained in the Jury Report on the Shire of Carnarvon website.

# Community Survey

The Community Survey that was posted to all households was conducted by Orima Research of Canberra. The following is a summary of the results of the survey.

## Shire of Carnarvon 2022 Community Survey - Summary

*This Shire of Carnarvon Community Survey was conducted in April 2022. All members of the community were invited to participate in the survey via hard copy surveys delivered to all households, or through an online version. A total of 356 completed surveys were received. The data was weighted to population proportions on age and gender for the statistical analysis.*

### Perceptions of Carnarvon as a place to live

On a scale from 0 to 10, **on average respondents rated the Carnarvon region 6.2/10 as a place to live.** 50% rated it as 7/10 or higher, while 13% rated it 3/10 or lower.

However, there is a strong sense that the Carnarvon region is getting worse as a place to live. Overall, 71% of respondents thought Carnarvon was getting worse as a place to live over the last 3-5 years, including 40% that felt it was getting *much worse*. Those people who rated it lowest as a place to live were also the most likely to say it was getting worse.

In the survey **12% of respondents expect not to be living in the Carnarvon region in 12 months, and 31% expect to have moved away within 5 years.** As would be expected, those who rate the area lowest as a place to live now, and those who feel it is getting worse as a place to live, are the most likely to expect to move away.

### The best and worst aspects of living in the Carnarvon region

**Residents of Carnarvon clearly feel that liveability factors are the best features of the Carnarvon region, but that crime and antisocial behaviours are the things that most need attention.**

Top 5 strengths of the region	Top 5 things stopping the region achieve its potential
Climate <span style="float: right;">77%</span>	Crime and anti-social behaviour <span style="float: right;">72%</span>
Lifestyle <span style="float: right;">63%</span>	Some of the young children causing problems and damage in the community <span style="float: right;">64%</span>
River, ocean and beaches <span style="float: right;">50%</span>	Not making the most of tourism opportunities <span style="float: right;">26%</span>
Local fresh food and produce <span style="float: right;">49%</span>	Not enough shops and entertainment options <span style="float: right;">26%</span>
Small town feel <span style="float: right;">32%</span>	Not enough government investment in the area <span style="float: right;">26%</span>

### Services

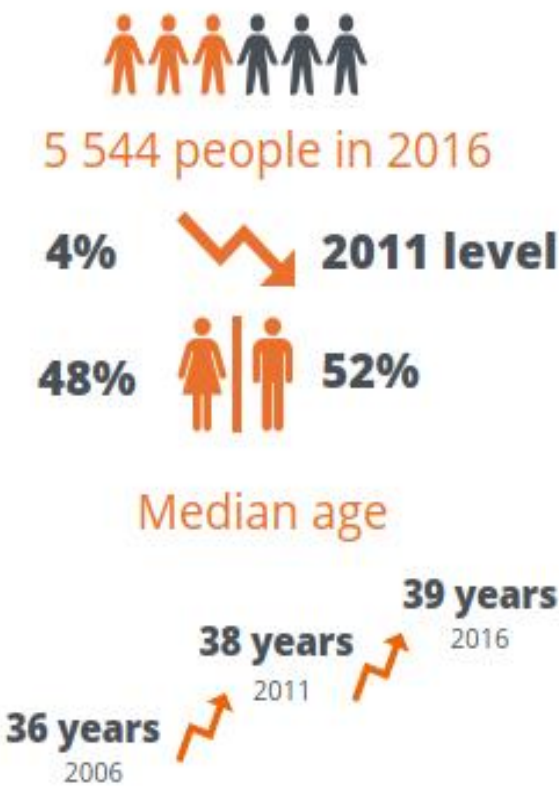
**Many Shire services were considered at least quite important by over 90% of respondents, and a number were rated as *very important* by more than 60% - emergency services (78%); roads, drainage and bridges (66%); town centre, Fascine waterfront and Town Beach (64%); economic development and tourism (63%); and the airport (61%).**

**Satisfaction with service delivery varied considerably.** Satisfaction was highest with the library and art gallery; with emergency services; and with the airport. The services that are currently rated high in importance but low in satisfaction are: Roads, drainage and bridges; Economic development and tourism; Fascine entrance and waterways management; and Footpaths and verges. Parks and gardens are considered moderately important and also had only moderate satisfaction, while youth services are lower in importance, but very low in current satisfaction.

# Basic Facts about the Carnarvon Region

## Population

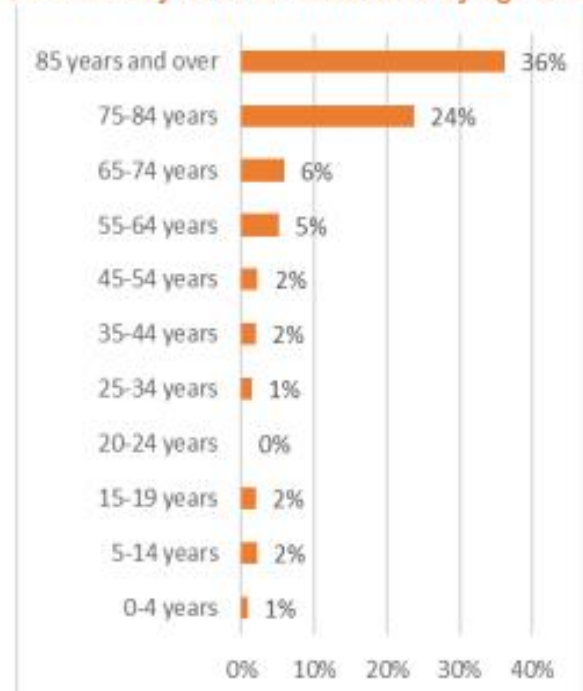
Shire of Carnarvon is located 902 kilometres north of Perth, occupying approximately 46000 km<sup>2</sup> land area. Situated on the edge of WA's Coral Coast, in the centre of the Shark Bay and Ningaloo World Heritage areas, the Shire includes the localities of Carnarvon and Coral Bay.



About two thirds of the Shire's total population lives permanently within the Shire boundaries, which forms the base for establishing good community spirit.

The chart below shows the share of people in the community who need help or assistance in activities such as self-care, mobility and/or communication because of disability, sickness or old age. Such help could be provided by family, friends, neighbours, and/or various community, government and/or professional organisations.

**Core Activity Need for Assistance by Age Group**



## Private dwellings and income



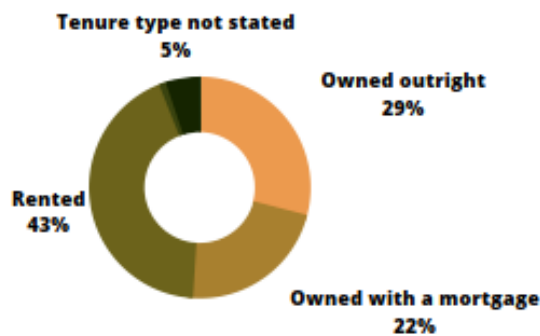
*\*The statistical information presented in this briefing document is sourced from the 2016 Census data available via the Australian Bureau of Statistics (ABS) website, except mentioned otherwise.*



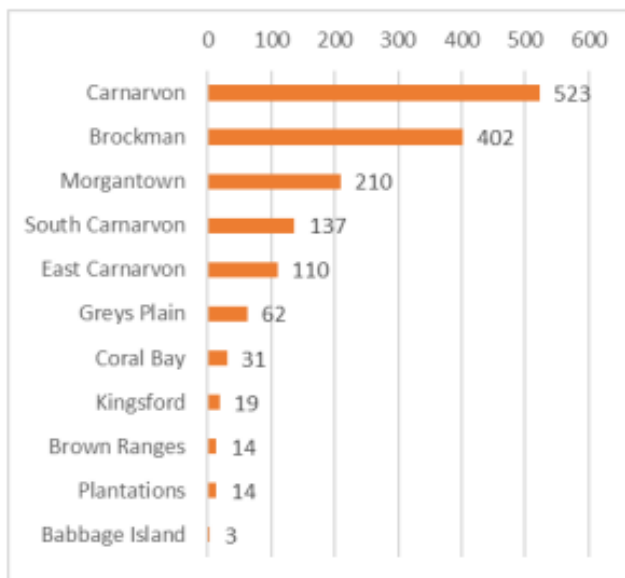
**\$200** Median weekly rent  
**\$150** Aboriginal and/or Torres Strait Islander people



**83% occupied**  
**17% unoccupied**



## Number of offences per financial year 2021/22YTD, by suburb



Source: WAPF, 2022

A total of 1525 offences have been reported to police so far for the 2021/22 financial year. Most common crimes include property damage, stealing, burglary and anti-social behaviour.

## Social Capital and Diversity



Shire of Carnarvon maintains a good level of volunteers – on average every fifth resident aged 15 and over, takes part in volunteering activities within the community.



About 20% or nearly 1000 of the Shire's residents identify themselves as Aboriginal and/or Torres Strait Islander people (4% in Western Australia).

The Shire of Carnarvon acknowledges the Yinggarda people as the traditional owners of Carnarvon and the Baiyungu people as the traditional owners of Coral Bay and respects the deep connection they have to the land and waters of these areas.

We also respect the many other Aboriginal people who also call Carnarvon home.



Another 20% of the Shire's residents are born overseas, in countries such as England, Vietnam, Portugal, Croatia, Italy, India, the Philippines and New Zealand among others.

## Education



Shire of Carnarvon is a home to two high schools from (pre-kindergarten to year 12); a primary school, school of the air, a non-for-profit childcare service and a local TAFE branch.

Carnarvon's TAFE WA branch currently offers 15 courses locally, providing training in areas such as education, social and community services, agriculture, retail and hospitality, environmental management as well general education for adults and conversational English.

Carnarvon Community College is the largest school in the Shire. Over the last 6 years (2017 – 2022) the number of students enrolled in the public school has been decreasing. Keeping students at school and maintaining regular attendance has been a challenge the school authorities face.

22% drop in enrolments  
over the last 6 years  
Between 60 and 65%  
of the students enrolled  
will attend school\*\*

This means that on a regular school day about six/seven out of ten students will be in the classroom.

## How do people make a living in Carnarvon?



The Carnarvon Horticulture District, located along the fertile delta of the Gascoyne River, is one of the most productive in Western Australia for horticulture. The dry sub-tropical climate makes Carnarvon suitable to grow a wide range of produce across the seasons.



The Shire is in the middle of the Gascoyne Coast Bioregion, which has been identified as one of 18 world tropical reef hotspots and the second most diverse marine environment in the world in terms of tropical reef species. A thriving prawn, scallop, crab and fishing industry also operates from Carnarvon.



The pastoral stations within the Shire represent more than just an industry to the local people, it is a way of life that characterises Shire's contemporary history and people. The primary production from the pastoral stations currently includes beef and free-range goats.



Carnarvon is the launchpad for many unique tourist experiences such as the Gnaraloo and Quobba station and the iconic Red Bluff, Coral Bay, Kennedy Range National Park, Mt Augustus National Park to name a few.

\*\*Source: Department of Education, WA, 2022

\*\*\*Source: Shire's estimate based on most recent projections

Main sectors providing  
employment for two thirds  
of the local workforce



The largest share of people  
work in the agriculture,  
forestry and fishing sector  
(17%)



Mining is also a growing industry that contributes to the Shire's economy. Salt constitutes the main mining activity from Rio Tinto's Dampier Salt harvesting operation at Lake MacLeod.

## Shire of Carnarvon unemployment trend

Over the last 20 years, unemployment rate within the Shire follows the trend for Western Australia however it has always remained slightly lower than the state's average.

Current unemployment  
rate is estimated to sit  
around 4.1%\*\*\*



## Key social issues the local community is currently facing

- School attendance
- Appropriate training and employment opportunities for local youth
- Housing availability
- Crime and anti-social behaviour

## Carnarvon's location, unique advantages and economic futures

Carnarvon's unique geographic location and climate provide prospects for the development of renewable and clean energy projects.



Abundant sunshine



Easy to access landscape



Proximity to existing infrastructure



Access to sea



Minimal rainfall



4th windiest location in WA

These local specifics are already attracting the attention of companies, such as Province Resources and Fortescue Future Industries, looking to invest in the development of renewable and clean energy projects such as renewable green hydrogen.



## Things your Shire does



### Community

- Youth Services
- Community Development and Engagement
- Aboriginal Engagement and Reconciliation
- Festivals and Events
- Civic Centre
- Library and Art Gallery
- Sport and Recreation
- Environmental Health
- Ranger Services
- Emergency Services



### Planning and buildings

- Planning and Building Services
- Town Centre, Fascine Waterfront and Town Beach
- Parks and Gardens
- Aquatic Centre



### Roads and infrastructure

- Airport
- Fascine Entrance and Waterways Management
- Footpaths and Verges
- Roads, Drainage and Bridges
- Waste Management

### The information presented in this Briefing Document has been sourced from:

ASB Quick Stats and Community Profile Data <https://www.abs.gov.au/census/find-census-data/search-by-area>

The National Skills Commission, Small Area Labour Markets (SALM) Data <https://www.nationalskillscommission.gov.au/topics/small-area-labour-markets>

Gascoyne Development Commission <https://www.gdc.wa.gov.au/>

Carnarvon Chamber of Commerce <https://www.carnarvonchamber.org.au/>

Western Australia Police Force (WAPF) Crime statistics <https://www.police.wa.gov.au/crime/crimestatistics#/>

Information and documents provided by the Shire of Carnarvon

## What happens now

Council endorsed the recommendations of the Jury unanimously on the 21<sup>st</sup> June 2022 and used them to create this Strategic Community Plan.

Detailed implementation of the

- Our Vision for the Future.
- The Values that make our Vision meaningful.
- Our Objectives that guide us to the Vision.
- Our Values that underlie all that is involved.
- What we must Focus on to create a wonderful future.
- What we must Protect to create a wonderful future.
- What we must Focus on to create a wonderful future.
- Big Ideas that could make a significant difference for the Shire.

Over the next four years will be covered in a Corporate Business Plan. The managing and resourcing of the Plan is also covered in the “Informing Strategies” – particularly the Long-Term Financial Plan, Asset Management Plans and Workforce Plan. The Annual Budget will fund a single year of the Corporate Business Plan, with any necessary adjustments made through the Annual Budget process.



**Schedule 7.2.1 (a)**

*List of Accounts submitted to the ordinary Council Meeting to be held on 26th July 2022 for information in respect to accounts already paid in June 2022. (Local Government Financial Management Regulations 1996)*

SHIRE OF CARNARVON									
VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE	
EFT35627	01/06/2022	CARNARVON FISHING CLUB INC.	SPONSORSHIP OF THE CARNAR-FIN FISHING COMPETITION 2022	\$3,000.00					
EFT35628	01/06/2022	CARNARVON GROWERS ASSOCIATION INC	COUPLER FEMALE X HOSETAIL AND SUPERCLAMP FOR P372	\$87.74					
EFT35629	01/06/2022	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	HIRE OF PUMPS FOR FLOOD DAMAGE	\$977.82					
EFT35630	01/06/2022	THE TRUSTEE FOR BOB GRAY FAMILY TRUST T/A NINGALOO WHALESARK -N- DIVE	OPERATOR RETURN			\$705.50			
EFT35631	01/06/2022	REPCO PTY LTD	PARTS FOR REPAIRS FOR VEHICLE	\$487.92					
EFT35632	01/06/2022	TROPICS HARDWARE	SUPPLY 10 PACKS OF SANDBAG	\$2,233.95					
EFT35633	02/06/2022	AUSSIE BALUSTRADING AND STAIRS	SUPPLY 41X ROUND 50MM POST COVERS ALL STAINLESS STEEL 316 MIRROR FINISH	\$605.00					
EFT35634	02/06/2022	WIN BENTLEY T/A BEES KNEES AROMATHERAPY	RE-ORDER OF ASSORTED LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE: 2 X 50 ML BUG-A-OFF ROLL-ON	\$326.50					
EFT35635	02/06/2022	BARRY EVANS FURNITURE & FLOOR COVERINGS	SUPPLY AND INSTALL COMMERCIAL VINYL FLOORING TO 3 OFFICES AND HALLWAY AT SHIRE DEPOT	\$9,899.00					
EFT35636	02/06/2022	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	INSPECT FAULTY SECURITY LIGHTS AT THE DEPOT NORTHWEST CORNER OF BUILDING LIGHTS DO NOT COME ON	\$777.15					
EFT35637	02/06/2022	CORAL COAST HELICOPTER SERVICES PTY LTD	HELICOPTER SERVICE FOR MOSQUITO SURVEILLANCE	\$957.00					
EFT35638	02/06/2022	CARNARVON GROWERS ASSOCIATION INC	1X 120L DRUM OF FASCINATE 200 SL HERBICIDE	\$468.49					
EFT35639	02/06/2022	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	SUPPLY 11X 6V RED DOLPHIN BATTERY 5X 6V SUPER HEAVY DUTY BATTERY ARLEC 4X 6V BLACK DOLPHIN BATTERY	\$197.80					
EFT35640	02/06/2022	DUN DIRECT PTY LTD	BULK DISTILLATE	\$4,448.00					
EFT35641	02/06/2022	FANG'S KITCHEN	CATERING FOR THE LEVEL UP PROGRAM WORKSHOP	\$117.00					
EFT35642	02/06/2022	GASCOYNE OFFICE EQUIPMENT	SERVICE MANAGEMENT AGREEMENT FOR THE PERIOD OF MAY 2022	\$2,205.98					
EFT35643	02/06/2022	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT - 4 YARDI QUAYS FROM 30/3/22 TO 27/05/22	\$141.80					
EFT35644	02/06/2022	BEST WESTERN HOSPITALITY INN CARNARVON	ACCOMMODATION FOR WORKSHOP FACILITATORS - LEVEL UP WOMEN'S PROGRAM	\$638.00					
EFT35645	02/06/2022	ICONIQ T/A AROCADE	PROVISION OF AERO SERVICES	\$2,117.00					
EFT35646	02/06/2022	INDEPENDENT FUEL SOLUTIONS PTY LTD	DIESEL FOR LOADER AND COMPACTOR	\$1,311.25					
EFT35647	02/06/2022	KLEENIT PTY LTD	MONTHLY TOILET CLEANING - CULTURAL CENTRE, CIVIC CENTRE, TOWN BEACH, BAXTER PARK AND PELICAN POINT	\$20,485.96					
EFT35648	02/06/2022	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	PROVIDE PROTECTIVE COATING ON P369 FORD RANGER VEHICLE UNDERCARRIAGE USING TECTYL	\$1,309.73					
EFT35649	02/06/2022	REPCO PTY LTD	STANDING ORDER FOR SMALL ITEMS FOR THE PERIOD 1ST MAY 22 TO 31ST MAY 22	\$156.27					
EFT35650	02/06/2022	TANK STREAM DESIGN PTY LTD	REORDER OF SOUVENIORS FOR RETAIL AT THE CARNARVON VISITOR CENTRE	\$1,363.91					
EFT35651	02/06/2022	TELSTRA AUSTRALIA	TELEPHONE ACCOUNT 310 8660 691 APRIL 2022	\$3,120.17					
EFT35652	02/06/2022	TOLL EXPRESS	FREIGHT	\$102.15					
EFT35653	02/06/2022	TROPICS HARDWARE	SUPPLY 2 X 10L HAYMES DECKING OIL - DEXPRESS NATURAL	\$572.00					
EFT35654	02/06/2022	AERODROME MANAGEMENT SERVICES PTY LTD	COMPULSORY ANNUAL AERODROME ELECTRICAL INSPECTION (ATI-E) 2021-2022 - CARNARVON AIRPORT	\$11,931.40					
EFT35655	08/06/2022	DEFINITIV GROUP PTY LTD - (STAFF PAY) PAYMENT	PAY RUN- WEEK ENDING 05.06.2022	\$260,000.00					
EFT35656	08/06/2022	AUSTRALIA DAY COUNCIL OF WESTERN AUSTRALIA	GOLD MEMBERSHIP 2022/2023 AUSTRALIA DAY COUNCIL	\$685.00					
EFT35657	08/06/2022	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR CONTRACT BUILDING SURVEYOR	\$450.00					
EFT35658	08/06/2022	CARNARVON MENSWEAR	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$50.00					
EFT35659	08/06/2022	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	ACCOMMODATION FOR 2 JURORS FOR THE SCP COMMUNITY JURY OVER THE 3 SESSIONS	\$149.00					
EFT35660	08/06/2022	JIM AND VL FARNE T/A CORAL BAY CONTRACTING	CONTRACT RFT 09/2021 - DAILY BIN CLEANING - 1ST MAY TO 31ST MAY 2022	\$26,243.67					
EFT35661	08/06/2022	GASCOYNE OFFICE EQUIPMENT	PRINTING FOR THE COMMUNITY SURVEY	\$415.70					
EFT35662	08/06/2022	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$300.00					
EFT35663	08/06/2022	INTEGRATED ICT	2 YEAR IT SUPPORT - DECEMBER 2021 - JUNE 2022	\$6,132.50					
EFT35664	08/06/2022	JENNIFER LITTLE	PROVISION OF MANAGERS SERVICES FOR THE CARNARVON AQUATIC CENTRE - AS PER CONTRACT RFT 02/2016 FOR THE MONTH OF JUNE 2022	\$18,230.17					
EFT35665	08/06/2022	KLEENIT PTY LTD	HIGH PRESSURE CLEAN NETBALL GRANDSTAND - ONCE PER FORTNIGHT FOR THE MONTH OF MAY 2022	\$1,379.40					
EFT35666	08/06/2022	NIGHTGLOW ENTERPRISES (BETTA HOME LIVING & LEADING EDGE COMPUTERS)	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$300.00					
EFT35667	08/06/2022	NORWEST SURFBOARDS	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$450.00					
EFT35668	08/06/2022	QEM GROUP AUSTRALIA PTY LTD	ESSENTIAL PUBLIC ASSET RECONSTRUCTION WORKS (EPAR) - PROVISION OF PLANT AND OPERATORS FOR FLOOD DAMAGE REPAIR AS PER CONTRACT RFT 09/2021 PACKAGE 2 SOUTH AND PACKAGE 3 CENTRAL FROM DFES	\$285,633.70					
EFT35669	08/06/2022	REPCO PTY LTD	SUPPLY PARTS AND TOOLS FOR LIGHT AND HEAVY PLANT VEHICLES	\$731.20					
EFT35670	08/06/2022	SANDHURST SECURITY SERVICES PTY LTD	PROVISION OF SECURITY SERVICES FOR THE MONTH OF MAY 2022	\$2,865.00					
EFT35671	08/06/2022	TROPICS HARDWARE	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$150.00					
EFT35672	08/06/2022	STEVEN TWEEIDIE	2022 REVIEW OF POLICY MANUAL	\$4,400.00					
EFT35673	08/06/2022	VALERIA LUCCHITTO	CATERING FOR COMMUNITY JURY - SUNDAY 29 MAY 2022	\$1,125.00					
EFT35674	08/06/2022	WATER CORPORATION	WATER ACCOUNT - 51 YARDI QUAYS - STAFF HOUSING	\$1,875.53					
EFT35675	15/06/2022	ADAM COTTRELL	COUNCILLOR SITTING FEE FOR MAY 24TH 2022	\$1,457.00					
EFT35676	15/06/2022	AMPOL AUSTRALIA PETROLEUM PTY LTD	AMPOL FUEL FOR WORK PLANTS FOR THE PERIOD OF MAY 2022	\$3,245.99					
EFT35677	15/06/2022	BARE CREATIVE	SOLAR ECLIPSE LOGO CONCEPTS AND FINISHED ART	\$600.00					
EFT35678	15/06/2022	BOC LIMITED (AUST)	ONE AGROSHIELD UNIVERSAL G SIZE FOR WORKSHOP	\$99.39					
EFT35679	15/06/2022	BOOEASY TOURISM SOLUTIONS	MONTHLY FEE PAYABLE TO BOOEASY FOR MAY 2022	\$299.28					
EFT35680	15/06/2022	CARNARVON CLEANERS PTY LTD	RFT 06/2018 - SEPERABLE PORTION B - AIRPORT BUILDING CLEANING FOR THE MONTH OF MAY 2022	\$4,451.50					
EFT35681	15/06/2022	KEMPTON FAMILY TRUST T/A CARNARVON GLASS & WINDOW TINT	SUPPLY AND INSTALL COMMERCIAL FROSTED MOFITS AT LIBRARY	\$345.00					
EFT35682	15/06/2022	BARRY EVANS FURNITURE & FLOOR COVERINGS	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$320.00					

### Schedule 7.2.1 (a)

List of Accounts submitted to the ordinary Council Meeting to be held on 26th July 2022 for information in respect to accounts already paid in June 2022. (Local Government Financial Management Regulations 1996)

SHIRE OF CARNARVON									
VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE	
EFT35683	15/06/2022	CARNARVON MENSWEAR	1X PAIR OF SAFETY BOOTS FOR AIRPORT OFFICER	\$170.00					
EFT35684	15/06/2022	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	ACCOMMODATION FOR JUROR FOR THE SCP COMMUNITY JURY OVER THE 3 SESSIONS	\$149.00					
EFT35685	15/06/2022	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	INSPECT AND REPAIR RCD FAULTS AT THE SKATE PARK	\$643.50					
EFT35686	15/06/2022	CORAL COAST PLUMBING	INSPECT AND UNBLOCK TOILETS AT THE AIRPORT	\$218.90					
EFT35687	15/06/2022	CORAL COAST VETERINARY HOSPITAL	VETERINARY CARE OF CATS PATIENT ID 14299 UNDER RANGERS SERVICES	\$1,046.98					
EFT35688	15/06/2022	CORAL COAST WATER PTY LTD	COMMERCIAL WATER SALES FOR FESTIVAL GROUNDS FOR THE MONTH OF MAY 2022	\$4,180.54					
EFT35689	15/06/2022	RK & U SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	SUPPLY (INCLUDING OVERNIGHT DELIVERY IF APPLICABLE) OF 1 X ALTERNATOR FOR RUBBISH TRUCK - P293	\$1,075.72					
EFT35690	15/06/2022	CARNARVON BOWLING CLUB	SILVER SPONSORSHIP BOWLING CARNIVAL 2022	\$250.00					
EFT35691	15/06/2022	CARNARVON FRESH IGA	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$1,300.00					
EFT35692	15/06/2022	DUN DIRECT PTY LTD	DUNNING'S FUEL FOR WORK PLANTS FOR THE PERIOD FROM 23/05/2022 TO 31/05/2022	\$7,182.91					
EFT35693	15/06/2022	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	ONE WAY FLIGHT FOR CREDITOR OFFICER TEMP STAFF JUNE 2022	\$287.08					
EFT35694	15/06/2022	ALEXANDER FULLARTON	COUNCILLOR SITTING FEE FOR MAY 24TH 2022	\$1,457.00					
EFT35695	15/06/2022	GASCOYNE FUNERAL DIRECTORS & MONUMENTALS	GRAVE DIGGING - GRAVE REOPENING - GRAVE NO. 606	\$297.00					
EFT35696	15/06/2022	GASCOYNE OFFICE EQUIPMENT	COLOR PRINTING AND BOOK BINDING	\$540.60					
EFT35697	15/06/2022	ROADSTONE WEST PTY LTD T/AS GREENFIELD TECHNICAL SERVICES	PROJECT MANAGEMENT, ON SITE TECHNICAL ASSURANCE AND FINANCIAL ADMINISTRATION AND MANAGEMENT OF THE SHIRE'S AGRN951 FLOOD DAMAGE REINSTATEMENT WORKS. PACKAGE 2 & 3	\$44,074.54					
EFT35698	15/06/2022	THE TRUSTEE FOR THE SALTWATER UNIT TRUST T/A HERITAGE RESORT SHARK BAY	ONE NIGHTS ACCOMMODATION FOR CESH SERVICES	\$180.00					
EFT35699	15/06/2022	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON BOOKINGS REDIRECTED TO THE CARNARVON VISITORS CENTRE FROM WA HOLIDAY GUIDES WEBSITE FOR THE MONTH OF MAY 2022	\$502.30					
EFT35700	15/06/2022	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	GIFT CARDS FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$300.00					
EFT35701	15/06/2022	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT 168944 FOR THE PERIOD FROM 01 MAY 2022 TO 31 MAY 2022	\$53,490.29					
EFT35702	15/06/2022	ICONIQ T/A AROCADE	AIRPORT MANAGEMENT SERVICES FOR THE PERIOD OF 30 MAY TIL 05 JUNE 2022	\$4,292.00					
EFT35703	15/06/2022	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK PLANT AT THE TIPSITE	\$269.78					
EFT35704	15/06/2022	INTEGRATED ICT	LABOUR SERVICES & TRAVEL FOR INITIAL ON SITE RESOURCE	\$10,277.73					
EFT35705	15/06/2022	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	WHEEL ALIGNMENT AND WHEEL BALANCE FOR P313	\$155.00					
EFT35706	15/06/2022	KLEENIT PTY LTD	RFT 06/2017 - PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING FORTNIGHT ENDING 12TH JUNE 2022	\$6,276.86					
EFT35707	15/06/2022	LG BEST PRACTICES	MINI AUDIT OF FINANCIAL SERVICES	\$3,630.00					
EFT35708	15/06/2022	LUKE SKENDER	COUNCILLOR SITTING FEE FOR MAY 24TH 2022	\$1,457.00					
EFT35709	15/06/2022	MARCO PAULO FERREIRINHA	COUNCILLOR SITTING FEE FOR MAY 24TH 2022	\$1,457.00					
EFT35710	15/06/2022	BURKE MASLEN	COUNCILLOR SITTING FEE FOR MAY 24TH 2022 AND DEPUTY ALLOWANCE FOR MAY 2022	\$2,434.00					
EFT35711	15/06/2022	MIDWEST CHEMICAL AND PAPER DISTRIBUTORS	SUPPLY 2 X 20L CONTAINERS OF SPICESAN	\$171.60					
EFT35712	15/06/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	SUPPLY AND EMPTY 9M3 SKP BIN WITH UD AT BLOWHOLES CAMPING AREA ON THE WEEK ENDING 01 JUNE 2022	\$943.80					
EFT35713	15/06/2022	MOORE AUSTRALIA WA PTY LTD	2022 LOCAL GOVERNMENT ANNUAL BUDGET WORKSHOPS* FOR THE FINANCE DEPARTMENT - 25 MARCH 2022*	\$1,045.00					
EFT35714	15/06/2022	A & K INVESTMENTS (AUSTRALIA) PTY LTD T/A NEDLANDS GROUP	30 POWER-LITE LED BACKLIT PANEL 120 LUMENS/WATT - PRODUCT CODE BLP45W-120/60 INCLUDING FREIGHT TO CARNARVON AIRPORT	\$3,564.00					
EFT35715	15/06/2022	NORWEST REFRIGERATION SERVICES	SUPPLY AND INSTALL 2 DAIKIN REVERSE CYCLE SPLIT SYSTEM A/C UNITS TO 10 FOSS CRESENT	\$4,932.00					
EFT35716	15/06/2022	OFFICEWORKS LTD	STATIONERY AND DELIVERY	\$518.14					
EFT35717	15/06/2022	OUTBACK COAST PROPERTY PTY LTD	1 MONTHS RENT IN ADVANCE (15/05/2022 - 14/06/2022) 961 NORTH WEST COASTAL HIGHWAY	\$4,345.22					
EFT35718	15/06/2022	QEM GROUP AUSTRALIA PTY LTD	RFT09 21-22 SUPPLY OF PLANT AND OPERATIONS FOR ROAD FLOOD DAMAGE REPAIRS FOR PERIOD FROM 27 MAY 2022 TO 31 MAY 2022	\$83,001.60					
EFT35719	15/06/2022	QUANTUM SURVEYS	PROVISION OF ARTESIAN PIPE ALIGNMENT	\$2,574.00					
EFT35720	15/06/2022	RAC TOURISM ASSETS PTY LTD T/A RAC EXMOUTH CAPE HOLIDAY PARK	3X NIGHTS ACCOMMODATION FOR COMMUNITY DEVELOPMENT OFFICER TO ATTEND GASCOYNE CLUB DEVELOPMENT FORUM AND RECREATIONAL FORUM AS REPRESENTATIVE OF SHIRE OF CARNARVON	\$405.00					
EFT35721	15/06/2022	RADFORD FAMILY TRUST T/A ONWARD DRILLING	ESSENTIAL PUBLIC ASSET RECONSTRUCTION WORKS (EPAR) - PROVISION OF WATER BORE CONSTRUCTION - AS PER CONTRACT RFQ 25/2021	\$47,432.00					
EFT35722	15/06/2022	REPCO PTY LTD	SUPPLY 1X EVAPORATIVE COOLER JETSTREAM 260 FOR THE WASTE FACILITY	\$5,060.00					
EFT35723	15/06/2022	RESPONSE CIVIL EARTHWORKS	VARIATION TO RFQ 11/2022 PROVISION OF CIVIL WORKS AT LONG VEHICLE PARKING AT CAMEL LANE - INSTALL OF CONCRETE FOR PICNIC TABLE SLAB AND ADDITIONAL THICKNESS OF CONCRETE FOR CONCRETE CROSSOVER	\$4,290.00					
EFT35724	15/06/2022	RICHER888 PTY LTD	CATERING - 15 PEOPLE ON THURSDAY 09 JUNE 2022 - COUNCIL CHAMBERS	\$210.00					
EFT35725	15/06/2022	ROAD RUNNER MECHANICAL SERVICES	A WINDOW SWITCH FOR PTRU2	\$211.53					
EFT35726	15/06/2022	SEA CONTRACTING PTY LTD	SUPPLY AND INSTALL 4X WIRELESS DURESS BUTTONS AND RECEIVER AT THE AIRPORT	\$1,039.50					
EFT35727	15/06/2022	RUSSELL SMITH T/A CARNARVON SIGNWORX	PURCHASE OF A FRAME DISPLAY BOARD FOR THE CAMEL LANE CINEMA	\$330.00					
EFT35728	15/06/2022	SIMTEK PTY LTD T/A CASH REGISTER WAREHOUSE	VEND TOUCH SCREEN POS SYSTEM BUNDLE FOR CIVIC CENTRE	\$1,949.00					
EFT35729	15/06/2022	SMITH, EDWARD	COUNCILLOR SITTING FEE AND PRESIDENT ALLOWANCE FOR MAY 2022	\$5,365.00					
EFT35730	15/06/2022	SOUTHERN CROSS AUSTERO PTY LTD	RADIO ADVERTISING- THIS LIFE MUSIC FESTIVAL 2022	\$1,784.20					
EFT35731	15/06/2022	SONY PICTURES RELEASING PTY LTD	FATHER STU	\$275.00					
EFT35732	15/06/2022	THE WARD FAMILY TRUST T/A SUNCITY PRINT	45 X 50 SHEET TRIPPLICATE BROWNS RANGE WASTE FACILITY DOCKET BOOKS (3 BOX) INC GST AND POSTAGE	\$956.00					
EFT35733	15/06/2022	TENDERLINK (TRADING AS TENDERLINK.COM)	ADVERTISING TENDER - RFT 03/2022 - PROVISION OF CLEANING SERVICES ON TENDERLINK OPENING 08 JUNE AND CLOSING 27 JUNE 2022	\$184.80					

### Schedule 7.2.1 (a)

List of Accounts submitted to the ordinary Council Meeting to be held on 26th July 2022 for information in respect to accounts already paid in June 2022. (Local Government Financial Management Regulations 1996)

SHIRE OF CARNARVON									
VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE	
EFT35734	15/06/2022	THOMAS LANGLEY	COUNCILLOR SITTING FEE FOR MAY 24TH 2022	\$1,457.00					
EFT35735	15/06/2022	VALERIA LUCCHITTO	CATERING FOR THE COMMUNITY JURY CELEBRATION ON THURSDAY 02 JUNE 2022	\$2,050.00					
EFT35736	15/06/2022	LUKE VANDELEUR	COUNCILLOR SITTING FEE FOR MAY 24TH 2022	\$1,457.00					
EFT35737	15/06/2022	VANGUARD PRESS	BROCHURE DISPLAY	\$286.00					
EFT35738	15/06/2022	W.A. TREASURY CORPORATION	LOAN 216 PRINCIPAL AND INTEREST PAYMENT - AIRPORT CORRECTIVE WORKS - FOR THE PERIOD OF 01 MAY 2022 TO 30 JULY 2022	\$26,275.22					
EFT35739	15/06/2022	WESTERLY CONTRACTORS	TREE WORK AS PER TEN DER 04/2019 AT FESTIVAL GROUNDS AND MARMION STREET	\$9,384.10					
EFT35740	15/06/2022	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	UNIFORM ORDER	\$479.57					
EFT35741	16/06/2022	DEFINITIV GROUP PTY LTD - (STAFF PAY) PAYMENT	ADHOC TERMINATION PAYMENT FOR 15/06/2022 AND 17/06/2022	\$20,000.00					
EFT35742	21/06/2022	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF MAY 2022				\$495.00		
EFT35743	21/06/2022	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD OF 01/05/2022 - 31/05/2022				\$577.87		
EFT35744	21/06/2022	SHIRE OF CARNARVON MUNICIPAL FUND	COMMISSION ON BUILDING SERVICES LEVY FOR THE PERIOD OF 01/05/2022 - 31/05/2022				\$73.00		
EFT35745	21/06/2022	DEFINITIV GROUP PTY LTD - (STAFF PAY) PAYMENT	PAY-RUN FOR THE WEEK ENDING 19/06/2022	\$300,000.00					
EFT35746	28/06/2022	THE TRUSTEE FOR DILLON NO 1 DISCRETIONARY TRUST & THE TRUSTEE FOR THE TEO DISCRETIONARY TRUST T/A PHARMACY 777 CARNARVON	2022 FLU VACCINATION FOR SHIRE - INFRASTRUCTURE STAFF INCLUDING DEPOT, AIRPORT AND WASTE FACILITY	\$349.30					
EFT35747	28/06/2022	ANDREA SELVEY	REIMBURSEMENT OF RELOCATION EXPENSES FOR CEO	\$8,800.00					
EFT35748	28/06/2022	ARID LANDSCAPE WA	PURCHASE OF LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$198.00					
EFT35749	28/06/2022	ABA AUTOMATIC GATES (WA)	SUPPLY SECTOR 2 LID ASSEMBLY - RED FOR BOOM GATE INCLUDING FREIGHT TO SHIRE DEPOT	\$375.50					
EFT35750	28/06/2022	AUSTRALIA POST	POSTAGE ON 06 MAY 2022	\$945.83					
EFT35751	28/06/2022	BARBARA THOMPSON	REIMBURSEMENT OF FUEL COSTS FOR TRAVEL BETWEEN GERALDTON AND CARNARVON RETURN	\$252.35					
EFT35752	28/06/2022	BOC LIMITED (AUST)	HIRE OF GAS CYLINDERS FOR WORKSHOP AND ENVIRONMENTAL HEALTH DEPARTMENT FOR THE MONTH OF MAY 2022	\$116.38					
EFT35753	28/06/2022	BOUND TO IMPRESS PRY LTD	2 x COMBINE AND SAVE FRONT AND BACK A4 COVER AND FLASHBACK LX STRIPS	\$427.13					
EFT35754	28/06/2022	CARNARVON MOTOR GROUP PTY LTD	ANNUAL INSPECTIONS FOR LICENCE RENEWALS FOR BUS P340 & BUS P341	\$342.50					
EFT35755	28/06/2022	CANINE CONTROL	1 X VISIT TO ACARNARVON TO PROVIDE RANGERS SERVICES IN CARNARVON AND ACCOMMODATION FOR 07 NIGHTS	\$13,373.00					
EFT35756	28/06/2022	CARNARVON PRECISION MACHINING	SUPPLY HOSE FOR STREET SWEEPER - P347	\$590.36					
EFT35757	28/06/2022	BARRY EVANS FURNITURE & FLOOR COVERINGS	SUPPLY AND INSTALL SECURITY SCREEN FOR 5 AIRPORT CRESCENT	\$5,748.00					
EFT35758	28/06/2022	KEMPTON FAMILY TRUST T/A NOVUS GLASS CARNARVON	SUPPLY AND INSTALL SOLAR WINDOW FILL TO NEW SITE OFFICE AT CARNARVON WASTE FACILITY	\$683.44					
EFT35759	28/06/2022	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	REPLACE 1 EXIT LIGHT BACKUP BATTERY AND CHECK EXISTING EXIT LIGHTS. INSPECT BUZZING SOUND COMING FROM GALLERY STRIP LIGHTING	\$14,426.96					
EFT35760	28/06/2022	CFSS WA LTD	4X PARTICIPANTS TO THE PROTECTIVE BEHAVIOURS TRAINING WORKSHOP	\$200.00					
EFT35761	28/06/2022	CITY OF GREATER GERALDTON	MIDWEST LIBRARIES CONSORTIUM TRAINING DAY 13/06/2022 REGISTRATION FEES FOR TWO ATTENDEES	\$66.00					
EFT35762	28/06/2022	CITY OF WANNEROO	BOOK CLUB MEMBERSHIP (BOOKS IN A BAG) ANNUAL FEE 2022-23	\$153.00					
EFT35763	28/06/2022	CORAL COAST PLUMBING	INSPECT AND RECTIFY HOT WATER TAP NOT WORKING IN DEVELOPMENT KITCHEN ADMIN BUILDING	\$77.00					
EFT35764	28/06/2022	CORAL COAST VETERINARY HOSPITAL	VETERINARY CARE OF CATS (PATIENT ID 14541) UNDER RANGERS SERVICES	\$107.11					
EFT35765	28/06/2022	CONTROLLED IRRIGATION SUPPLIES	SUPPLY AND FREIGHT TO CARNARVON SHIRE DEPOT 10X ICD - 100 SINGLE STATION DECODERS	\$1,780.00					
EFT35766	28/06/2022	CS LEGAL	LOCAL GOVERNMENT ACT PROPERTY SALE, THE SHIRE HAS TAKEN POSSESSION AS OF THE 25/05/2022	\$5,654.75					
EFT35767	28/06/2022	CARNARVON CHAMBER OF COMMERCE	SPONSORSHIP FOR THE CARNARVON CHAMBER OF COMMERCE AND INDUSTRY TOWARDS THE PROVISION OF AN ADMINISTRATIVE SUPPORT PERSON IN THE DEVELOPMENT OF THE GROW LOCAL PROGRAM	\$11,000.00					
EFT35768	28/06/2022	CARNARVON MEDICAL CENTRE	ADMIN PRE EMPLOYMENT MINUS AOD SCREEN TESTING	\$480.00					
EFT35769	28/06/2022	CARNARVON FRESH IGA	FOOD AND DRINKS FOR VOLUNTEER WEEK	\$572.22					
EFT35770	28/06/2022	DDAGROUP CORPORATE COMMUNICATIONS PTY LTD	REACTION OF MARKETING LOGO FOR STRATEGIC COMMUNITY PLAN	\$528.00					
EFT35771	28/06/2022	D & J BLACK	ORDER OF LOCAL PRODUCTS FOR RETAIL SALE AT CIVIC CENTRE THEATRE	\$190.00					
EFT35772	28/06/2022	DUN DIRECT PTY LTD	DUNNING'S FUEL FOR WORK PLANTS FOR THE PERIOD OF 06 JUNE 2022 TO 12 JUNE 2022	\$3,403.33					
EFT35773	28/06/2022	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	INVOICES FOR NATIONAL POLICE CLEARANCES . INVOICE NO: 15133585	\$290.40					
EFT35774	28/06/2022	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	TEMP STAFF (FINANCE OFFICER) FLIGHTS CVQ-PER-CVQ 24/06/2022 - 27/06/2022	\$3,700.60					
EFT35775	28/06/2022	FAITHFULL'S PAINTING SERVICE	TOWN BEACH SHELTER NO. 3 TO BE PREPARED, RUST TREATED, PRIMED AND PAINTED IN 2 PAC PAINT	\$4,180.00					
EFT35776	28/06/2022	GABRIELLE MILLS	CARNARVON & CORAL BAY DESTINATION GUIDE 2022 - COPYING AND PROJECT MANAGEMENT	\$4,420.00					
EFT35777	28/06/2022	NOEL JAMES GAITSKELL	REIMBURSEMENT FOR PRESCRIPTION SAFETY GLASSES	\$867.00					
EFT35778	28/06/2022	GASCOYNE OFFICE EQUIPMENT	2X REFURBISHED IPHONE 8 MOBILE PHONES - 1 - AVAILABILITY OFFICER, 1 - WASTE FACILITY	\$872.85					
EFT35779	28/06/2022	GASCOYNE TROPICAL NURSERY	SUPPLY PLANTS FOR CBD PARKS	\$3,018.00					
EFT35780	28/06/2022	WR & BD BOVELL T/A GERALDTON MOWER AND REPAIR SPECIALISTS	DIAMOND CUT OFF CHAIN FOR CONCRETE CHAIN SAW	\$1,095.00					
EFT35781	28/06/2022	ROADSTONE WEST PTY LTD T/AS GREENFIELD TECHNICAL SERVICES	AGRN951 SCA FLOOD DAMAGE CONSTRUCTION PACKAGE 2 & 3 FOR THE PERIOD FROM 13 MAY 2022 TO 25 MAY 2022	\$64,009.77					
EFT35782	28/06/2022	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT 546875 FOR THE PERIOD FROM 14 APRIL 2022 TO 09 JUNE 2022	\$312.01					
EFT35783	28/06/2022	ICONIQ T/A AROCADE	PROVISION OF ARO SERVICES FOR THE WEEK OF 13 JUNE 2022 TO 19 JUNE 2022	\$5,227.00					
EFT35784	28/06/2022	IMPART MEDIA	ANNUAL WEBSITE HOSTING FEES FROM 16/7/2022 TO 15/7/2023 - CARNARVON_ORG.AU	\$1,320.00					
EFT35785	28/06/2022	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK VEHICLES ON 13TH, 14TH & 16TH JUNE 2022	\$2,835.60					
EFT35786	28/06/2022	INK STATION	REPLACEMENT TONER CARTRIDGES	\$272.28					

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SHIRE OF CARNARVON									
VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE	
EFT35787	28/06/2022	INTEGRATED ICT	PURCHASE OF IP EQUIPMENT INCLUDING AIR FREIGHT AND PRE-CONFIGURATION	\$3,346.61					
EFT35788	28/06/2022	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	2 REPLACEMENT TYRES FOR P341	\$452.00					
EFT35789	28/06/2022	KICK SOLUTIONS	CORAL BAY SIGNAGE - FREIGHT CHARGE	\$280.00					
EFT35790	28/06/2022	KINGSFORD BAKERY	SUPPLY OF ROLLS AND PLASTIC PLATES FOR VOLUNTEER WEEK	\$59.20					
EFT35791	28/06/2022	KRISTINE ADCOCK	REIMBURSEMENT FOR THE PURCHASE OF GIFT PACK FOR DOING WELCOME TO COUNTRY AT RECONCILIATION MOVIE	\$49.00					
EFT35792	28/06/2022	LANDGATE - ACCOUNTS	RURAL UV GEN VALS FIRST 500 SHARED	\$4,413.55					
EFT35793	28/06/2022	MARIE LEE MICHAEL	REIMBURSEMENT OF LONG TERM PARKING FEES AT PERTH AIRPORT WHILST WORKING AS A CASUAL STAFF AT SHIRE OF CARNARVON	\$499.04					
EFT35794	28/06/2022	MCLEODS BARRISTERS AND SOLICITORS	PROVISION OF DRAFT LEASE FOR GLADSTONE CAMPING GROUND RENEWAL OF LEASE - MARCH 2022	\$1,909.59					
EFT35795	28/06/2022	MICHAEL ANTONY	REIMBURSEMENT OF RELOCATION EXPENSES FOR EMS STAFF	\$777.08					
EFT35796	28/06/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	SUPPLY AND EMPTY 9M3 SKP BIN WITH LID AT BLOWHOLES CAMPING AREA ON A WEEKLY BASIS FOR THE SERVICE ON 15 JUNE 2022	\$900.90					
EFT35797	28/06/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB INDUSTRIES	TEMPORARY FENCING AND SKIP BIN SERVICES FOR THIS LIFE MUSIC FESTIVAL - 23 JULY 2022	\$2,409.00					
EFT35798	28/06/2022	MOORE AUSTRALIA WA PTY LTD	2022 EMPLOYEE OBLIGATIONS AND FUEL TAX CREDIT WORKSHOP TRAINING. 2022 NUTS AND BOLTS WORKSHOP	\$1,925.00					
EFT35799	28/06/2022	MODERN TEACHING AIDS	MISCELLANEOUS CRAFT SUPPLIES - YOUNG PEOPLE'S SERVICES	\$646.28					
EFT35800	28/06/2022	NORTH METROPOLITAN TAFE	CERT III IN LIBRARY AND INFORMATION SERVICES FOR FULL TIME LIBRARY TRAINEE	\$907.30					
EFT35801	28/06/2022	NORWEST PROJECT SOLUTIONS	BUILD ENTRANCE WALL AT PIONEER PARK FROM LIMESTONES SUPPLIED BY THE SHIRE. POUR FOUNDATION AND LAY BLOCKS	\$4,421.00					
EFT35802	28/06/2022	NORWEST REFRIGERATION SERVICES	INSPECT AND RECTIFY FAULT CODES ON A/C UNITS 3 AND 9 AT THE LIBRARY	\$4,522.72					
EFT35803	28/06/2022	OFFICEWORKS LTD	JUNE STATIONERY ORDER	\$997.86					
EFT35804	28/06/2022	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	FUEL SUPPLY TUBE FOR P293 (RUBBISH TRUCK)	\$300.93					
EFT35805	28/06/2022	RENEE LOUW	REIMBURSEMENT FOR STAFF REWARDS FUNCTION	\$65.80					
EFT35806	28/06/2022	REPCO PTY LTD	GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$50.00					
EFT35807	28/06/2022	RESPONSE CIVIL EARTHWORKS	PROVISION OF CIVIL WORKS AT LONG VEHICLE PARKING AT CAME LANE - AS PER CONTRACT RFQ 11/2022	\$91,042.60					
EFT35808	28/06/2022	R & L COURIERS	DELIVER CONCRETE PICNIC TABLE SETTING FROM GNC GERALDTON TO SHIRE DEPOT	\$793.65					
EFT35809	28/06/2022	SEA CONTRACTING PTY LTD	INSPECT PROBLEM WITH WASTE FACILITY WEIGHBRIDGE LED SCREEN	\$110.00					
EFT35810	28/06/2022	RIP IT SECURITY SHREDDING AND RECYCLERS	SECURITY SHREDDING AND COLLECTION OF RECORD BINS ON 09 JUNE 2022	\$219.00					
EFT35811	28/06/2022	GRANICUS AUSTRALIA PTY LTD (OPENCITIES)	QUARTERLY RENEWAL OF SAAS SUBSCRIPTION - WEBSITE HOSTING SHIRE OF CARNARVON - FROM 03 FEBRUARY 2022 TO 02 MAY 2022	\$6,875.00					
EFT35812	28/06/2022	CARNARVON SPORTS	3 X GIFT CARD FOR COMMUNITY JURY MEMBERS FOR THE STRATEGIC COMMUNITY PLAN REVIEW 2022	\$1,200.00					
EFT35813	28/06/2022	STANTEC AUSTRALIA PTY LTD	ROAD SAFETY AUDIT (RSA) TO BE UNDERTAKEN DAY AND NIGHT AT SPEEDWAY RD FOR BLACKSPOT NOMINATION	\$6,655.00					
EFT35814	28/06/2022	THE WARD FAMILY TRUST T/A SUNCITY PRINT	PURCHASE OF ENVELOPES 5000 PRE-RATES BILLINGG ALSO GENERAL USE	\$953.00					
EFT35815	28/06/2022	TELSTRA AUSTRALIA	TELEPHONE ACCOUNT 7803346000 FOR THE PERIOD FROM 20 APRIL 2022 TO 19 MAY 2022	\$11,574.75					
EFT35816	28/06/2022	TIDMAN & TIDMAN HOLDINGS PTY LTD	SINGLE VISION SPECIALLY WORKED LENS PAIR AND FRAME	\$958.15					
EFT35817	28/06/2022	TOLL EXPRESS	FREIGHT FROM CARNARVON TO WANNEROO ON 28 MAY 2022	\$27.62					
EFT35818	28/06/2022	T-QUIP	DECK PARTS FOR P334	\$185.10					
EFT35819	28/06/2022	TOYWORLD - CARNARVON	LEGO BASE PLATES	\$275.82					
EFT35820	28/06/2022	TROPICS HARDWARE	GIFT CARDS FOR COMMUNITY JURORS FOR THE STRATEGIC COMMUNITY PLAN REVIEW	\$558.70					
EFT35821	28/06/2022	VALERIA LUCCHITTO	CATERING FOR MORNING TEA AT CAMEL LANE THEATRE - WEDNESDAY 25/05/2022	\$200.00					
EFT35822	28/06/2022	VEE JAYS (WA) PTY LTD	MAINTENANCE GRADE QUOBBA GNARALOO RD	\$6,160.00					
EFT35823	28/06/2022	THE WESTERN AUSTRALIAN MUSEUM	PAINTED CANVAS FOR STRATEGIC COMMUNITY PLAN	\$155.00					
EFT35824	28/06/2022	WEST AUSTRALIAN NEWSPAPER LTD	NOTICE OF PUBLIC ADVERTISEMENT OF PLANNING PROPOSAL TO BE PUBLISHED IN THE MIDWEST TIME 17 MAY 2022	\$423.72					
EFT35825	28/06/2022	WESTERLY CONTRACTORS	PRUNE BACK TAMARISK TREES CLEAR OF BOUNDARY FENCE AND POISON SUCKERS	\$2,222.55					
EFT35826	28/06/2022	WS & JA HOPKINSON	MARDATHUNA/HILL SPRING ROAD WORKS - FILLING HOLE WITH TRACKED SKID STEER MOND 25 APRIL 2022	\$440.00					
EFT35827	28/06/2022	PACIFIC BRANDS WORKWEAR GROUP PTY LTD	UNIFORM ORDER	\$1,909.66					
EFT35828	29/06/2022	DEFINITIV GROUP PTY LTD - (STAFF PAY) PAYMENT	TERMINATION PAYMENT FOR DEPOT STAFF	\$4,173.65					
EFT35829	29/06/2022	JOHN ABREU	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00					
EFT35830	29/06/2022	AMANDA JANE KING (LEIGHTON)	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00					
EFT35831	29/06/2022	ANDREA SELVEY	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00					
EFT35832	29/06/2022	GIANG HUONG NGUYEN	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00					
EFT35833	29/06/2022	CAROLINE BALLARD	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00					
EFT35834	29/06/2022	BARE CREATIVE	CARNARVON AND CORAL BAY HOLIDAY PLANNER 2022 DESIGN	\$2,210.00					
EFT35835	29/06/2022	BAYVIEW CORAL BAY	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$6,299.09			
EFT35836	29/06/2022	BLACKBOX CONTROL PTY LTD	MONTHLY SUBSCRIPTION FEE FOR GPS TRACKING ON 22 FLEET VEHICLES	\$759.00					
EFT35837	29/06/2022	BUILDING SUPPLIES WA	SUPPLY AND DELIVER OF ACOUSTIC CEILING TILES FOR CARNARVON AIRPORT	\$6,150.00					
EFT35838	29/06/2022	CARNARVON CARAVAN PARK	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022				\$214.36		

### Schedule 7.2.1 (a)

List of Accounts submitted to the ordinary Council Meeting to be held on 26th July 2022 for information in respect to accounts already paid in June 2022. (Local Government Financial Management Regulations 1996)

SHIRE OF CARNARVON								
VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE
EFT35839	29/06/2022	SUMMERSTAR PTY LTD T/A CAPRICORN HOLIDAY PARK	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$284.37		
EFT35840	29/06/2022	CARNARVON MENSWEAR	SUPPLY 1X PAIR SAFETY BOOTS	\$220.00				
EFT35841	29/06/2022	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$262.50		
EFT35842	29/06/2022	CARNARVON TENNIS CLUB	CONTINUING YOUTH TENNIS ENGAGEMENT - TENNIS LESSONS X 4	\$1,000.00				
EFT35843	29/06/2022	CARNARVON COMMUNITY COLLEGE CLEAVER ST CAMPUS CANTEEN	CATERING - COUNCIL MEETING - 28 JUNE 2022	\$187.50				
EFT35844	29/06/2022	CITY OF GREATER GERALDTON	PROVISION OF BUILDING SERVICES AS PER MOU 9956-6691 FOR THE MONTH OF MAY 2022	\$5,542.27				
EFT35845	29/06/2022	CORAL COAST TOURIST PARK	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$301.00		
EFT35846	29/06/2022	COENRAAD STEFANUS JAKOBUS LOUW	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35847	29/06/2022	COLIN DAVID BURNETT	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35848	29/06/2022	WAYNE COLE	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35849	29/06/2022	FRESLEVER PTY LTD T/A CORAL BAY ECO TOURS	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$385.00		
EFT35850	29/06/2022	CARNARVON FESTIVAL INC	EVENT PLANNING AND ORGANISING FOR CARNARVON STREET PARTY 2021	\$10,000.00				
EFT35851	29/06/2022	CARNARVON MEDICAL CENTRE	TWINRIX VACCINATION FOR DEPOT STAFF	\$99.50				
EFT35852	29/06/2022	CARNARVON MOTOR WRECKERS	TOWING OF ABANDONED AND IMPOUNDED VEHICLES FROM CORNER OF RICHARSON ST	\$198.00				
EFT35853	29/06/2022	CARNARVON FRESH IGA	CATERING SUPPLIES FOR THE SHIRE OF CARNARVON YOUTH HUB ACTIVITIES	\$169.02				
EFT35854	29/06/2022	DAIN BALLARD	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35855	29/06/2022	DALLAS WOOD-HARRIS	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35856	29/06/2022	DAVID APPELBY	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35857	29/06/2022	MR DAVID NIELSEN	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35858	29/06/2022	DEAN ANDREAOLI	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35859	29/06/2022	DUN DIRECT PTY LTD	DUNNING'S FUEL FOR WORK PLANTS FOR THE PERIOD FROM 13 JUNE 2022 TO 19 JUNE 2022	\$4,460.03				
EFT35860	29/06/2022	ELKE ANNING	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35861	29/06/2022	CARNARVON HOTEL	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$218.75		
EFT35862	29/06/2022	FAITHFULL'S PAINTING SERVICE	PREPARE, TREAT AND PRIME STEEL BATTENS/ PURLINS AT THE TOWN BEACH KIOSK AND TOILETS. FINISH COAT RAFTERS IN TWO PACK GLOSS	\$4,620.00				
EFT35863	29/06/2022	NOEL JAMES GAITSKELL	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35864	29/06/2022	GASCOYNE OFFICE EQUIPMENT	COPY MACHINES SERVICE MANAGEMENT AGREEMENT FOR THE MONTH OF MAY 2022	\$1,015.69				
EFT35865	29/06/2022	GASCOYNE TROPICAL NURSERY	SUPPLY PLANTS FOR WOOLWORTHS CARPARK	\$9,494.00				
EFT35866	29/06/2022	GATEWAY MOTEL	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$2,131.49		
EFT35867	29/06/2022	THE HARBOUR AGENCY PTY LTD	50% PAYMENT FOR BOOKING FOR XAVIER RUDD THROUGH THE HARBOUR AGENCY FOR THIS LIFE MUSIC FESTIVAL 2022 AS PER CONTRACT # 73893	\$27,500.00				
EFT35868	29/06/2022	HENRY & MOUAT PTY LTD	LEGAL REVIEW OF AWARD 2022	\$7,150.00				
EFT35869	29/06/2022	HILL, DANNIELLE	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35870	29/06/2022	ILIKE LAM	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$100.00				
EFT35871	29/06/2022	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK PLANTS AT TIPSITE ON 20 JUNE 2022	\$1,051.48				
EFT35872	29/06/2022	INTEGRITY COACH LINES (AUST) PTY LTD	INTEGRITY BOOKINGS FROM 17 MAY 2022 TO 03 JUNE 2022			\$3,103.46		
EFT35873	29/06/2022	THE TRUSTEE FOR I T VISION UNIT TRUST	SYNERGYSOFT ATTRACTIVE/MINOR ITEMS REGISTER UNIT AND IMPLEMENTATION SERVICES	\$1,905.20				
EFT35874	29/06/2022	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	NEW TYRE FOR P303 AND FREIGHT	\$2,727.00				
EFT35875	29/06/2022	KLEENIT PTY LTD	RFT 06/2017 - PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING FORTNIGHT ENDING 26 JUNE 2022	\$6,412.12				
EFT35876	29/06/2022	KATE MEDHURST	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$90.00				
EFT35877	29/06/2022	KRISTINE ADCOCK	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$330.00				
EFT35878	29/06/2022	CHRIS LECA	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35879	29/06/2022	MARKETFORCE PTY LTD	LOCAL GOVERNMENT VACANCIES ADVERTISEMENT: EXECUTIVE MANAGER COMMUNITY & DEVELOPMENT	\$941.85				
EFT35880	29/06/2022	MARIJA VRANKOVICH	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$540.00				
EFT35881	29/06/2022	MAX TANGI	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$530.00				
EFT35882	29/06/2022	MCLEODS BARRISTERS AND SOLICITORS	LEGAL ADVICE FOR 104 DAVID BRAND DRIVE	\$520.44				
EFT35883	29/06/2022	MICHAEL HILL	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35884	29/06/2022	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	SUPPLY AND EMPTY 9M3 SKP BIN WITH LID AT BLOWHOLES CAMPING AREA ON A WEEKLY BASIS FOR SERVICE ON 22 JUNE 2022	\$471.90				
EFT35885	29/06/2022	NINGALOO CLUB PTY LTD	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$262.50		
EFT35886	29/06/2022	OFFICEWORKS LTD	AVERY FULLVUE LATERAL FILE WITH 30MM GUSSET WHITE 100 PACK	\$225.95				
EFT35887	29/06/2022	ORIMA RESEARCH PTY LTD	PROVIDE SURVEY AND SUPPORT CAPABILITIES TO SUPPORT THE SHIRE OF CARNARVON IN THE DEVELOPMENT OF STRATEGIC COMMUNITY PLAN	\$6,600.00				
EFT35888	29/06/2022	PETER CHARLES CAMPBELL	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35889	29/06/2022	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY, SPRAY & COVER - AT THE NORTHERN APRON CARNARVON AIRPORT	\$11,506.00				

### Schedule 7.2.1 (a)

List of Accounts submitted to the ordinary Council Meeting to be held on 26th July 2022 for information in respect to accounts already paid in June 2022. (Local Government Financial Management Regulations 1996)

SHIRE OF CARNARVON								
VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK	BANK DIRECT	VISITOR CENTRE	TRUST	CHEQUE
EFT35890	29/06/2022	QEM GROUP AUSTRALIA PTY LTD	ESSENTIAL PUBLIC ASSET RECONSTRUCTION WORKS (EPAR) - PROVISION OF PLANT AND OPERATORS FOR FLOOD DAMAGE REPAIR AS PER CONTRACT RFT 09/2021 FOR THE PERIOD OF 09 JUNE 2022 TO 22 JUNE 2022	\$248,828.80				
EFT35891	29/06/2022	RAC TOURISM ASSETS PTY LTD T/A NINGALOO REEF RESORT	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$252.00		
EFT35892	29/06/2022	MARISA REID	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35893	29/06/2022	RENEE LOUW	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35894	29/06/2022	SHIRE OF CARNARVON MUNICIPAL FUND	BOOKEASY OPERATOR RETURN COMMISSION FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$2,223.15		
EFT35895	29/06/2022	SCOTT MEDHURST	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$540.00				
EFT35896	29/06/2022	SHARK BAY AVIATION	FLIGHT FRIDAY 24 JUNE 2022 FROM SHARK BAY TO GASCOYNE JUNCTION AND RETURN - 3 PASSENGERS (ZONE AND REGIONAL ROAD GROUP MEETING SHARK BAY)	\$3,100.00				
EFT35897	29/06/2022	SKENDER, REBEKAH	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35898	29/06/2022	SOPHIA ELSA ALSTON	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$100.00				
EFT35899	29/06/2022	SOUVENIRS AUSTRALIA PTY LTD	REORDER OF SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE AND FREIGHT	\$1,028.39				
EFT35900	29/06/2022	ST JOHN AMBULANCE ASSOCIATION IN WA INC	BOOKING OF SFA COURSE	\$160.00				
EFT35901	29/06/2022	FORDETT INVESTMENTS PTY LTD T/A SUNPRINTS T-SHIRTS AND CLOTHING	REORDER OF SOUVENIRS FOR RETAIL AT THE CARNARVON VISITOR CENTRE	\$1,393.76				
EFT35902	29/06/2022	SUSAN F MIZEN	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$494.85				
EFT35903	29/06/2022	THEM EARTHMOVING PTY LTD	AS PER CONTRACT RFT 09/2021 - SUPPLY OF PLANT AND OPERATORS FOR FLOOD DAMAGE REPAIRS II - MINILYA LYNDON PAVEMENT RE-SHEETING FOCUSING ON AREAS ADJACENT TO GRAVEL PITS AND INSTALLATION OF CULVERTS BETWEEN SLK 0 AND SLK 82	\$30,153.75				
EFT35904	29/06/2022	THEAKER VON ZIARNO	45 MINUTES AERIAL AND FIRE SPECULATOR AT 'THIS LIFE FESTIVAL'.	\$3,850.00				
EFT35905	29/06/2022	TILLEY LANE GIFT & HOME	2X FLOWER WREATHS - ANZAC	\$290.00				
EFT35906	29/06/2022	FEDEX EXPRESS AUSTRALIA PTY LTD T/A TNT EXPRESS	FREIGHT ON 20 MAY 2022	\$47.61				
EFT35907	29/06/2022	TOLL EXPRESS	FREIGHT FROM CIS	\$22.77				
EFT35908	29/06/2022	TUPOU TANGI	STAFF INCENTIVE CLAIM FOR 2021.22 AS PER POLICY CPM-001	\$440.00				
EFT35909	29/06/2022	U2 BOBCAT HIRE	WET HIRE OF GRADER, LOADER, 2X DOUBLE SIDE TIPPERS, SMOOTH DRUM ROLLER, SKID STEER WITH BROOM FOR RUNWAY EDGE REPAIR, DRAINAGE AND RESA WORK	\$23,727.00				
EFT35910	29/06/2022	VEE JAYS (WA) PTY LTD	MAINTENANCE GRADE MIABOOLVA RD	\$3,300.00				
EFT35911	29/06/2022	WESTERLY CONTRACTORS	REMOVAL OF DEAD TREES AND SHRUBS AND LIFT CANOPY OF LARGE TREES OVERHANGING MARGARET ROW/WILLIAMS ST LEVEE	\$8,890.20				
EFT35912	29/06/2022	WINTERSUN CARAVAN PARK	OPERATOR PAYMENT FOR THE PERIOD OF 31 MAY 2022 TO 22 JUNE 2022			\$1,027.24		
47236	29/06/2022	DEPARTMENT OF TRANSPORT	12 MONTH FLEET LICENSING					\$18,504.55
47237	29/06/2022	PIVOTEL SATELLITE PTY LTD	PIVOTEL ACCOUNT 07547111 FOR THE PERIOD FROM 15 JUNE 2022 TO 14 JULY 2022					\$120.00
<b>TOTAL</b>				\$2,152,075.61	\$0.00	\$17,670.41	\$1,145.87	\$18,624.55
<b>TOTAL MUNI EFT</b>				\$2,152,075.61				
<b>TOTAL MUNI CHEQUES</b>				\$18,624.55				
<b>TOTAL BANK DIRECTS</b>				\$0.00				
<b>TOTAL TRUST EFT</b>				\$1,145.87				
<b>TOTAL VISITOR CENTER BANK DIRECT</b>								
<b>TOTAL VISITOR CENTER EFT</b>				\$17,670.41				
<b>TOTAL</b>				\$2,189,516.44				



**Local Government Act 1995**

**Shire of Carnarvon Public Places and Local Government Property Amendment Local Law 2022**

Under the powers conferred by the *Local Government Act 1995*, and all other powers enabling it, the Council of the Shire of Carnarvon resolved on **dd mm** 2022 to make the following local law:

**1. Citation**

This local law is cited as the *Shire of Carnarvon Public Places and Local Government Property Amendment Local Law 2021*.

**2. Commencement**

This local law comes into operation 14 days after its publication in the *Government Gazette*.

**3. Shire of Carnarvon Public Places and Local Government Property Local Law 2021 amended**

(1) In this local law the *Shire of Carnarvon Public Places and Local Government Property Local Law 2021* as published in the *Government Gazette* on 15 December 2021 is referred to as the principal local law.

(2) Clause 5.5 of the principal local law is deleted and replaced with:

**5.5 Leaving animal or vehicle in public place**

(1) A person must not leave an animal or a vehicle, or any part of a vehicle, in a public place so that it obstructs the use of any part of that public place, unless that person has first obtained a licence or is authorized to do so under a written law.

(2) A person does not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.

(3) A person does not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours.

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Dated **dd mm** 2022

The Common Seal of the Shire of Carnarvon was affixed by authority of a resolution of the Council in the presence of –

.....  
Eddie Smith  
President

.....  
Andrea Selvey  
Chief Executive Officer



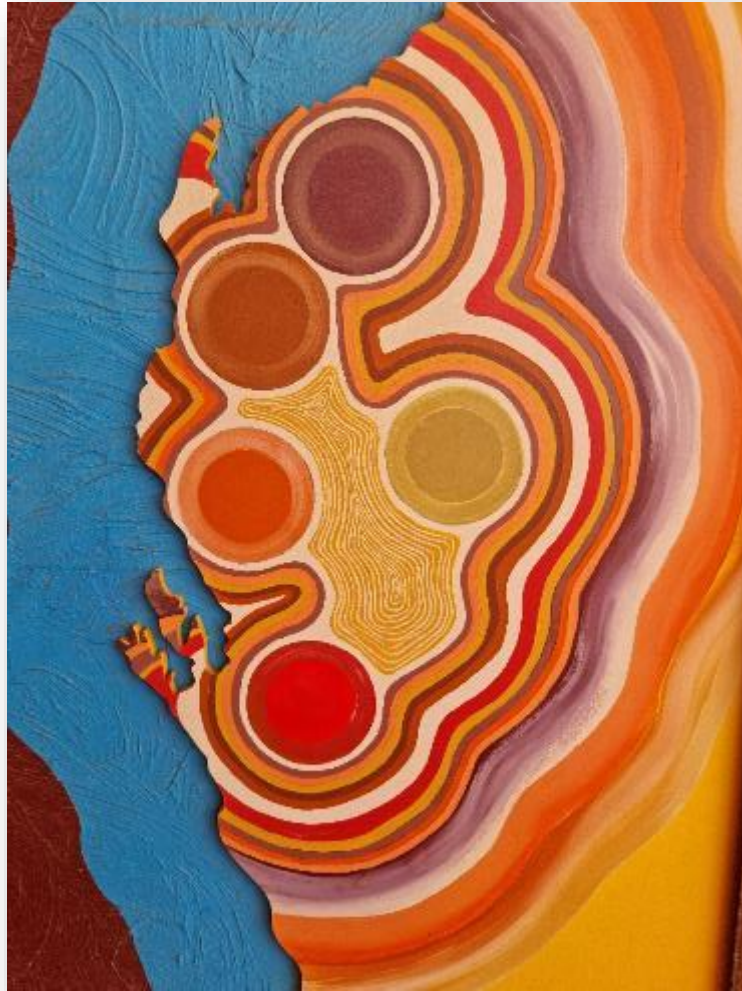
# Reconciliation Action Plan

July 2022 - July 2023



RECONCILIATION  
ACTION PLAN

**REFLECT**



*\*The artwork used throughout this document is a piece painted by Bonni Ingram, a Badimaya Yamaji woman from the Wajarri language group. The artwork depicts the five (5) Aboriginal traditional language groups of the Gascoyne Region.*

## *Acknowledgement of the Traditional Custodians*

The Shire of Carnarvon acknowledges the Yinggarda people as the Traditional Owners of this land which we work and live on. We pay our respects to their Elders past, present and future and extend this respect to all Aboriginal people and their ongoing connection to this Country.

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## *Foreword from the Shire President*

The Carnarvon Shire is an area of great social, cultural and spiritual importance to the Thalanji, Baiyungu, Thudgari, Yinggarda, Malgana and Wajarri peoples. Carnarvon sits approximately 4m above sea level and is positioned right on the edge of WA's Coral Coast, in the centre of the Shark Bay and Ningaloo World Heritage Areas with the mighty Gascoyne River meandering through the middle. It is these natural features, along with superb dry tropic climate, which supported the ancestral homes of many Aboriginal and Torres Strait Islander peoples for thousands of years.



*Shire President Eddie Smith*

Moving forward to 2022, the Carnarvon Shire is now home to many people; all contributing to a thriving and connected community. This Reconciliation Action Plan (RAP) serves as the first step towards providing genuine reconciliation between Council and the Aboriginal and Torres Strait Islander peoples across our Region. I look forward to the delivery of this important document and the benefits it will provide for not only Council and the Aboriginal and Torres Strait Islander peoples of our region but our greater community.

## Our Business

The Shire of Carnarvon is positioned right on the edge of WA's Coral Coast and is the only town in Australia where the central desert reaches out to the sea. Whilst the town of Carnarvon is the administrative centre, our Region includes the townships of Exmouth, Coral Bay, Gascoyne Junction Shark Bay and Carnarvon.

Our Administrative Centre, Library, Camel Lane Theatre and Visitor Information Centre all located in close proximity provide customers with frontline services whilst our Depot ensure our physical and natural environments are enhanced and protected.

Our 94 strong workforce is led by two Directorates which contribute to our mission to meet the needs of our community through the timely and economical provision of quality infrastructure services.

Shire of Carnarvon currently employs 15.1% staff who identify as Aboriginal or Torres Strait Islander people, Council, as part of its reconciliation journey is committed to continuing to support these employees and future employees.

The Office of the Chief Executive Officer supports disaster management, tourism, trade and investment and elected member services. The Development and Community Services Directorate leads community development and regional development. The Infrastructure Services Directorate contributes to Council's facilities, fleet, waste, water and sewer services as well as maintenance and construction of our extensive road network.



## *Our Reconciliation Action Plan*

Being the first RAP for the Shire of Carnarvon, our organization is taking an initial step on the journey to reconciliation by focusing on learning, promoting and celebrating more about the world's oldest continuing cultures, and by building our cultural competency. We will continue to develop the understanding, connections and significance of the Region's Aboriginal and Torres Strait Islander peoples and their connection with Council and the greater community. Through the actions and deliverables of this Reconciliation Action Plan, Council through its people, will endeavor to create positive and meaningful advancements in our reconciliation journey towards an even more prosperous community. Our RAP Champion, Andrea Selvey (Chief Executive Officer) will be responsible for driving

internal engagement and awareness of the RAP. Through our Corporate Business Plan 2018-2022 and Strategic Community Plan 2018-2028, community is a key priority area. We aim to be an inclusive and engaged resilient community, with access to services and facilities that enable a safe and healthy lifestyle. Key initiatives under this initial RAP will focus on communicating our commitment to reconciliation within our organization and the community, increasing understanding of the reconciliation journey, identifying Aboriginal and Torres Strait Islander stakeholders and organizations within our local area for collaborative opportunities. It also includes taking steps towards researching and understanding the profile of our reconciliation journey in relation to the needs of our local community.



# Relationships Action Plan



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organizations.	Identify Aboriginal and Torres Strait Islander stakeholders and organizations within our local area or sphere of influence.	July 2022	Aboriginal Engagement Officer
	Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organizations.	Review Progress: December 2022	Community Services Coordinator
2. Build relationships through celebrating National Reconciliation Week (NRW).	Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.	May 2023	Aboriginal Engagement Officer
	RAP Working Group members to participate in an external NRW event.	May 2023	Aboriginal Engagement Officer and Community Development Officer
	Encourage and support staff and senior leaders to participate in at least one external event to recognize and celebrate NRW.	May 2023	Aboriginal Engagement Officer and Community Development Officer
3. Promote reconciliation through our sphere of influence.	Communicate our commitment to reconciliation to all staff.	July 2022	Communications and Engagement Coordinator
	Identify external stakeholders that our organization can engage with our reconciliation journey.	May 2022	Aboriginal Engagement Officer
	Identify RAP and other like-minded organizations that we could approach to collaborate with on our reconciliation journey.	July 2022	Community Services Coordinator
4. Promote positive race relations through anti-discrimination strategies.	Research best practice and policies in areas of race relations and anti-discrimination.	Review Progress: December 2022	Manager People, Culture and Systems
	Conduct a review of HR policies and procedures to identify existing anti-discrimination provisions, and future needs.	September 2022	Manager People, Culture and Systems



# Respect Action Plan



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.</b>	Use an online survey platform to capture data to measure Shire staff current level of cultural knowledge and understanding of Aboriginal and Torres Strait Islander cultures, histories, and achievements.	September 2022	People and Culture Officer
	Conduct a review of cultural awareness training needs within our organization.	October 2022	Manager People, Culture and Systems
	Explore available cultural awareness training packages to introduce into the Shire staff induction.	October 2022	People and Culture Officer
<b>2. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.</b>	Attend NAIDOC Committee meetings to play an active role in the events.	June 2023	Aboriginal Engagement Officer and Community Development Officer
	Raise awareness and share information amongst our staff of the meaning of NAIDOC Week which includes information about the local NAIDOC Events and encourage attendance.	June 2023	Community Development Officer
	RAP Working Group to participate in an external NAIDOC Week event.	July 2023	Community Services Coordinator
	Fly the Aboriginal and Torres Strait Islander flags during NAIDOC Week out front of our Administration building or other appropriate location.	July 2023	Senior Customer Service Officer
<b>3. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.</b>	Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organizations operational area.	August 2022	Aboriginal Engagement Officer
	Increase staff's understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.	September 2022	Community Services Coordinator

# Opportunities Action Plan



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1. Investigate Aboriginal and Torres Strait Islander employment.</b>	Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	Review Progress: November 2022	Manager People, Culture and Systems
	Work with external Aboriginal and Torres Strait Islander employment agencies to increase recruitment and retention opportunities.	February 2023	Manager People, Culture and Systems
	Promote and make accessible trainee and apprenticeship programs that have the potential to increase opportunities for Aboriginal and Torres Strait Islander people.	March 2023	Manager People, Culture and Systems
<b>2. Investigate Aboriginal and Torres Strait Islander supplier diversity.</b>	Develop a database of Aboriginal and Torres Strait Islander owned businesses within the Shire.	May 2023	Aboriginal Engagement Officer
	Review the Shire of Carnarvon’s Procurement Policy to ensure it articulates the benefits of procurement from Aboriginal and Torres Strait Islander owned businesses.	January 2023	Project Contracts Manager
	Investigate Supply Chain membership.	March 2023	Community Development Officer



# Governance Action Plan



ACTION	DELIVERABLE	TIMELINE	RESPONSIBILITY
<b>1. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.</b>	Establish a RAP Working Group (RWG) that comprises of internal employees of Shire of Carnarvon and external community members. Partner with Gwoonwardu Mia Cultural Centre and their already established advisory group to act as an additional advisory group (separate to RWG).	July 2022	Aboriginal Engagement Officer and Community Development Officer
	Discuss and agree on key deliverables, mission statement and terms of reference for the plan.	July 2022	Aboriginal Engagement Officer and Community Development Officer
<b>2. Provide appropriate support for effective implementation of RAP commitments.</b>	Define resource needs for RAP implementation.	August 2022	Community Development Officer
	Engage senior leaders in the delivery of RAP commitments.	August 2022	Community Services Coordinator
	Appoint a senior leader/s to champion our RAP internally.	July 2022	Chief Executive Officer
	Define appropriate systems and capability to track, measure and report on RAP commitments.	July 2022	Community Development Officer
<b>3. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.</b>	Contact Reconciliation Australia to verify that our primary and secondary contact details are up to date, to ensure we do not miss out on important RAP correspondence.	July (annually)	Community Development Officer
	Contact Reconciliation Australia to request our unique link, to access the online RAP Impact Measurement Questionnaire.	August (annually)	Community Development Officer
	Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.	30 September (annually)	Community Services Coordinator
<b>4. Continue our reconciliation journey by developing our next RAP.</b>	Register via Reconciliation Australia’s website to begin developing our next RAP.	April 2023	Community Services Coordinator

**Contact details:**

Name: Andrea Selvey

Position: Chief Executive Officer

Phone: (08) 9941 0000

Email: [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au)

DRAFT



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## **Shire of Carnarvon**

### **Local Planning Scheme No. 13**

#### **Amendment No. 2**

***"Rezoning portion of Lot 626 Binning Road, Babbage Island, Carnarvon from 'Special Use' (SU2) to 'Tourism', reclassifying a portion of Lot 626 and all of Lot 1044 and Lot 1198 Binning Road, Babbage Island, Carnarvon as 'Foreshore Reserve' and updating the scheme maps accordingly".***



# Form 2A

Regulation 35(1)

Resolution to  
prepare or adopt a

Local Planning Scheme Amendment

Version: 2.0 (June 2021)

*Planning and Development Act 2005*

## RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Shire of Carnarvon Local Planning Scheme No. 13

Amendment No. 2

Resolved that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by

1. Rezone portion of Lot 626 Binning Road, Babbage Island, Carnarvon, from 'Special Use 2' to 'Tourism';
2. Reclassify a portion of Lot 626 and all of Lot 1044 and Lot 1198 Binning Road, Babbage Island, Carnarvon, to 'Foreshore Reserve'; and
3. Update the scheme maps accordingly.

The Amendment is complex  under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

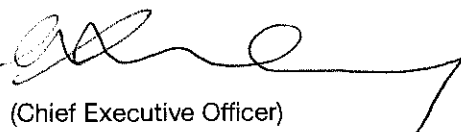
- a) an amendment that is not consistent with the local planning strategy for the scheme endorsed by the Commission;
- b) an amendment relating to development of significant scale relative to other development in the area.

Pursuant to Regulation 35A of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the amendment to the above Local Planning Scheme affects the following structure plan(s):

Babbage and Whitlock Island Sgstructure Plan, 2014

Upon the amendment taking effect, the approval of the structure plan(s) is to be revoked.

Dated this 5th day of January 2022

  
(Chief Executive Officer)

# SHIRE OF CARNARVON

## SCHEME AMENDMENT NO.2 TO LOCAL PLANING SCHEME NO.13

Lots 1044, 1198 & 626 Binning Road  
BABBAGE ISLAND, CARNARVON

July 2021



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**Version Control**

Report version	Revision No.	Purpose	H&A Author	Review date by officer	Date
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Version 4			MH		1 June 2021
Version 5			MH		14 June 2021
Version 6			MH		2 July 2021
Final Draft		FD	MH		7 July 2021
Version 7			MH		13 July 2021
Version 8		Revisions and revised Scheme map	MH		20 July 2021
Final Version		Compete	MH		21 July 21

**Approval for Issue**

Name	Signature	Date
Marc Halsall		21 July 21

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Attachment 6	Traffic/Transport Assessment
Attachment 7	Environmental Site Remediation Report
Attachment 8	Flora & Fauna Assessment
Attachment 9	Servicing Capability Report

## 1.0 INTRODUCTION

Halsall and Associates have been engaged by the current owners of the lease of land within the above land holdings to prepare this Scheme Amendment to amend the zoning of the land to provide for a tourist development which has been supported 'In Principle' by the Shire of Carnarvon but also reserve land that is surplus to this tourist development and subject to inundation in the northwest portion.

In preparation for this Scheme Amendment, detailed consideration was given to the long term objectives for the land through liaison with the Shire of Carnarvon which included correspondence with the Department of Planning, Lands & Heritage. It was confirmed that a number of studies were required to inform the Scheme Amendment and that a Local Development Plan should be prepared concurrently to demonstrate the suitability of the land for tourist development which again assist in supporting the Scheme Amendment and the applicable zoning.

Correspondence from the Shire of Carnarvon dated 24<sup>th</sup> September 2020 was presented to the Assistant Director General at the Department of Planning, Lands & Heritage relevant to the tourist park proposal. The correspondence confirmed that the Council at its Ordinary Meeting on 22<sup>nd</sup> September 2020 resolve to: *"that Council authorise the Shire President to write a letter of In Principle support to the Department of Planning, Lands & Heritage for the proposed development at Babbage Island and to support the change of use to tourism development as presented by Mr Kel Brown"*. A copy of this correspondence is included at **Attachment 1**.

This Scheme Amendment aims to modify zoning to provide for tourism use however segregate the lower lying areas in the northwest which also serve to continue to facilitate access to the beach from the end of Binning Road for the wider community.

## 2.0 BACKGROUND

The site is subject to a lease and contains a substantial development resulting from previous land uses of whaling station and later prawn/fish processing business. This prawn/fish processing activity ceased several years ago and the site has been now left dormant with significant infrastructure already in place including:

- Previous prawn/seafood processing facility with buildings over 3000m<sup>2</sup> in area.
- Existing substantial public road system and access to and within the site.
- Notable areas of accommodation with significant landscaping, access and servicing (59 accommodation units and smaller caravan/camping area and ablution block).
- Public access to the beach and easy walk trail connection to the heritage precinct at the 'One Mile Jetty'.
- Availability of power, reticulated water, telecommunications and existing onsite effluent disposal systems.
- Associated infrastructure.

The existing accommodation area is already attractive, under utilised, fully serviced and provided with landscaped gardens and lawns is ready and suitable for tourism use. The accommodation buildings have some age and therefore have some character.

The site is well located, adjacent to the beach and close to the tourism precinct at the 'One Mile Jetty'. Further, the site is also easily accessed from town via the old tramway trail and located close to Pelican Point where boats can be launched and recreational fishing opportunities exist.

Whilst the subject site previously provided substantial employment for the town, since the prawn/seafood business was purchased all the employment opportunities that existed have now been lost. The infrastructure and attributes of the site are now suitable for an alternate use which could again provide an important employment opportunity for the town of Carnarvon.

### 3.0 THE SITE

The subject site comprises Lot 1044, Lot 1198 and Lot 626 Binning Road, Babbage Island, Carnarvon. Lot 1044 is 8088m<sup>2</sup> in area, Lot 1198 is 3650m<sup>2</sup> in area and Lot 626 is 26.0085 hectares. Lot 1044 and Lot 1198 on Deposited Plan 170870 is the subject of lease H133883 however subject to this proposal the owner proposed to surrender the lease for this portion of land as it is considered surplus to the proposal. Crown land title Volume LR3126 Folio 101 is applicable to Lot 1044. Lot 626 on Deposited Plan 206109 and this is also the subject of a lease H133883. This is the primary title area which is the subject of the future tourist development except for the northwest part which again is to be relinquished subject to the proposal. This title is registered as Volume LR3023 Folio 692. The title for lot 1198 is referenced as LR3023 Folio 807. Current copies of the Certificate of Title for the land are included at **Attachment 2**.

The subject site is located on the western side of Babbage Island which is an island situated immediately to the west of the town site of Carnarvon, accessed by Babbage Island Road via a causeway over what is known as the “Fascine”. The site is approximately 1.5km directly due west from the town site however is accessed via road over a distance of approximately 1.75km from the town site. The location of the site is evident at Figure 1 below.

Figure 1 - Subject site location

Source: Plan WA



The subject site is substantial in area being a total of 27.1823 hectares or 67.14 acres in area and extensive frontage to the ocean approximately 800 metres along the south western boundary. As stated previously however the intention is to excise the northwest rectangular portion of the site and lot 1198 from the lease area and develop the residual majority portions for tourism use.

Access to the site is available via Binning Road which is a short spur road off Pelican Point Road which again connects with Babbage Island Road to the town site in the east. Pelican Point Road itself also adjoins the site in the south eastern truncated corner although physically access is not taken from this point to the site. The site is located adjacent to the Indian Ocean to the west, the 'One Mile Jetty' precinct to the north, reserved land to the east and south, and is therefore generally separate from other land uses in the immediate area but close to an important tourism precinct at the 'One Mile Jetty'. The characteristics of the site and its relationship to its surrounding areas are evident at Figure 2 below.

Figure 2 - Characteristics of the site

Source: Plan WA

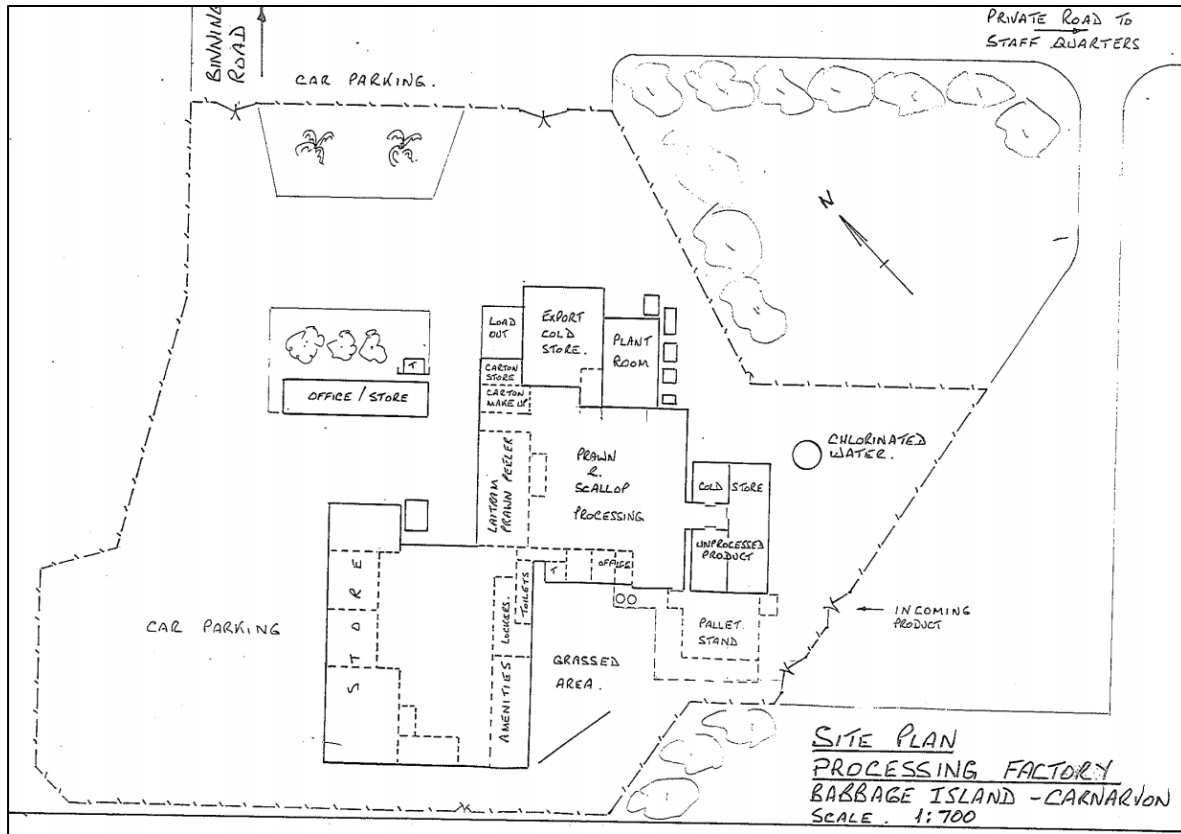


The subject site is occupied by substantial development in the form of a previously established fish and prawn processing factory establishment in the central west. This includes buildings occupying an area of over 3,000m<sup>2</sup> which is a substantial investment. These buildings incorporate a number of rooms previously used for receiving, processing, storage and packing of seafood products and particularly prawns. There are also office rooms, staff amenities and effluent disposal system, power supply and

telecommunication facilities. The site is connected to reticulated water via Binning Road. A plan indicating the previous use of buildings associated with processing factory is evident at Figure 3 below.

Figure 3 - Plan indicating previous use of buildings

Source: Kel Brown



Significant access tracks and parking areas have been established about the buildings of gravel standard and it is also noted that access to the beach has been established north of these buildings from the end of Binning Road around the factory area and to the point where there is an old jetty immediately to the west. This provides that there is a recreational vehicle access to the beach and vehicles can then move up and down the coast.

To the southeast of the seafood/prawn factory buildings and associated amenities is a substantial area of accommodation with landscaped gardens, ablution block, small camping/caravan area and associated residence. This area was established as accommodation for workers at the seafood/prawn processing premises and previous uses. The accommodation is well kept, has some age and therefore some heritage character and the landscaped gardens provide an attractive setting. Access to the buildings is again provided in the format of substantial gravel road systems and power, telecommunications, reticulated water supply and onsite effluent disposal systems already in place.

The specific characteristics of the site are evident in the closer aerial photographs contained at Figure 4a and 4b below.

Figure 4a - Specific characteristics of the site aerial

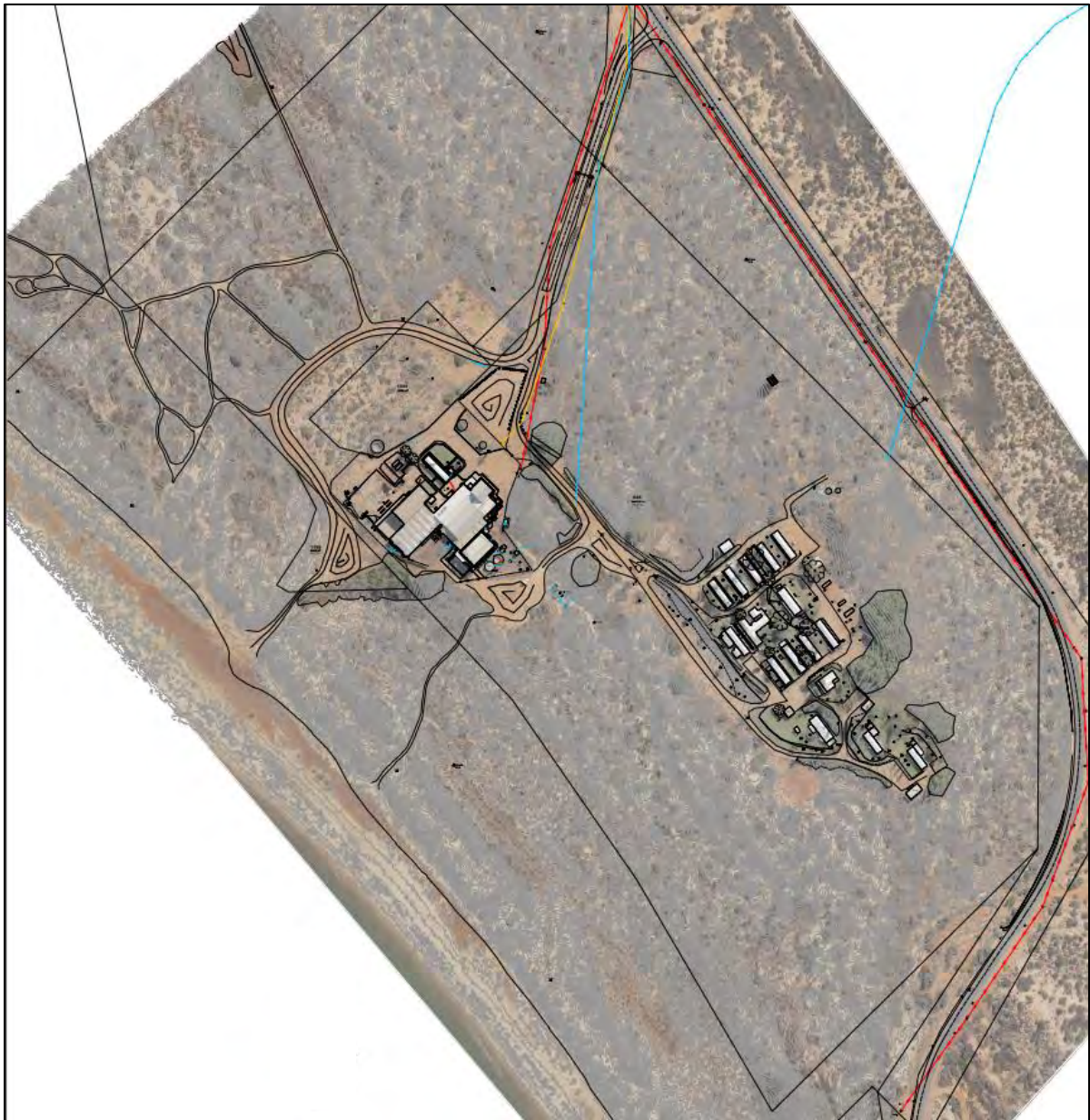
Source: Near Maps





Figure 4b – Plan indicating infrastructure

Source: HTDS



The actual characteristics of the buildings on site are also evident in the photographs contained at Figure 5 below.

Figure 5 - Photographs of infrastructure on site

Source: H&A



As stated previously, the subject site is well serviced with bitumen road access to Binning Road, telecommunications including availability of in ground services but also mobile network, substantial power system and reticulated water supply pipeline however no sewerage is currently provided so on site systems are relied upon presently. Further details with respect to servicing of the site are provided at a later section.

The balance of the site not currently developed generally comprises areas that have been partially disturbed or contain remnant associated vegetation in the form of principally sand dune formation and in particular high ground in the central and eastern parts. Vegetation is therefore typical of coastal dunes in this area and a flora and fauna investigation referred to in a later section outlines in more detail the specific characteristics of the environment. This indicates most vegetation is in poor or degraded condition.

The undulating contours of the site are evident at Figure 6 below and this indicates there are low lying areas in the northwest which are to be avoided by the proposal and also lower ground areas generally in the west and south. Given the raised areas in the central and eastern parts of the site extensive views can be taken both towards the Carnarvon town site but also to the ocean and the 'One Mile Jetty' as a feature to the west / northwest.

Figure 6 - Contours of the site

Source: HTDS



The areas that are subject to flooding as determined by the Department of Water and Environmental Regulation and therefore lower lying sections are evident at Figure 7 below.

Figure 7 - Flood plain mapping

Source: SLIP



The Department of Water and Environmental Regulation has also produced acid sulphate soil risk maps and identified the site as having high to moderate risk of acid sulphate soils.

The subject site falls within the bushfire prone area under the specific mapping identified by the office of Bushfire Risk Management and this triggers the need to consider Bushfire Policy SPP3.7 – Planning in Bushfire Prone Areas and the Building Code of Australia. This is dealt with in a later section where bushfire management plan information has been prepared.

The northwest seafood prawning factory is listed on the local municipal inventory as therefore important historically and further details with respect to this is provided at a later section.

## 4.0 PLANNING FRAMEWORK

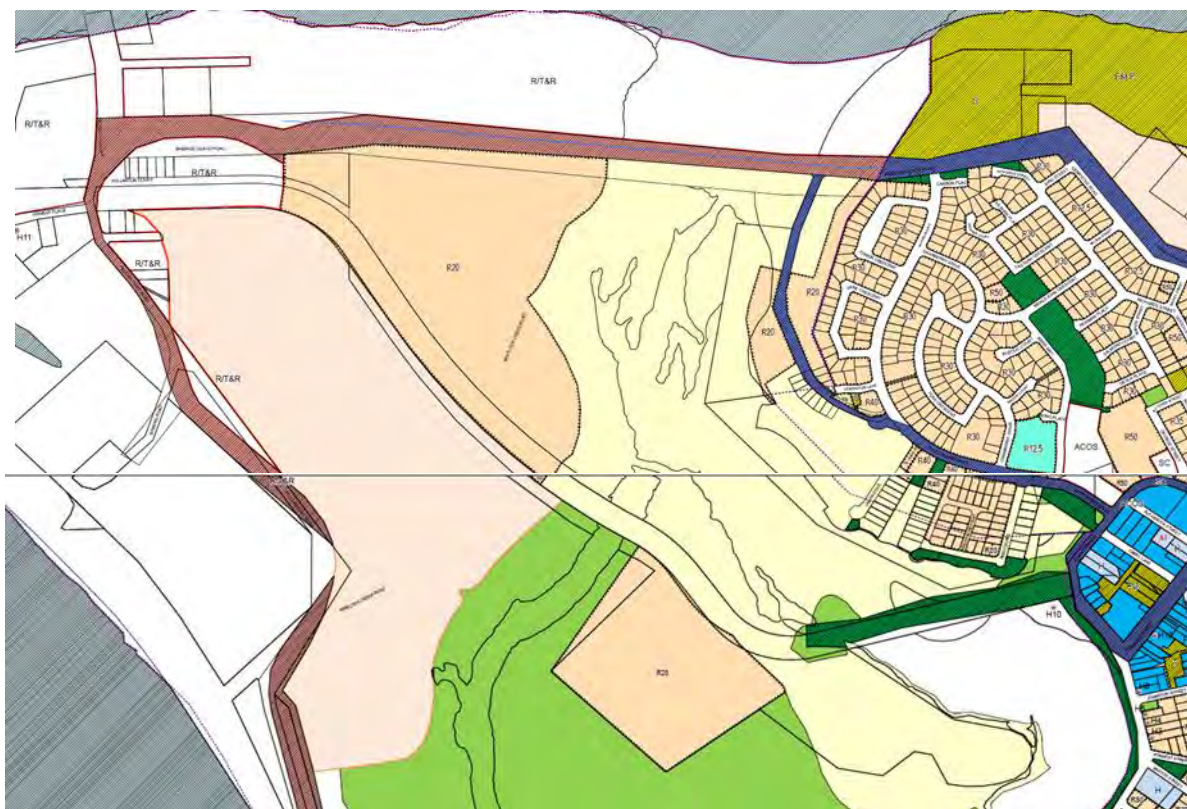
### 4.1 Previous Local Planning Scheme No.10

The previous Local Planning Scheme for the area which was recently abolished identified the subject site as being zoned 'Special Use: Residential/Tourist and Reserve Uses'. The schedule in the Scheme indicated that no development will be permitted until as such time as an overall Structure Plan had been carried out and such Structure Plan was to be prepared and approved in accordance with Part 4 of the Deemed Provisions.

The zoning under the previous Scheme is evident at Figure 8 below.

Figure 8 - Zoning under the previous Scheme

Source: DPLH



The zoning under the previous Scheme therefore availed the opportunity to move development towards tourist use on the subject land however, this was to be subject to a Structure Plan.

The Babbage and Whitlock Islands Structure Plan was adopted by the Shire of Carnarvon in late 2014 and the Commission shortly thereafter. The Structure Plan assessed the opportunities and constraints

on the relevant islands and included specifically a Structure Plan itself which illustrated the objectives for the area. An excerpt of the plan as applicable is provided at Figure 9 below.

Figure 9 - Excerpt of Structure Plan Babbage & Whitlock Islands

Source: Shire of Carnarvon



As evident above, the subject site is essentially recognised as an existing area with no change proposed. Further, some areas of storm surge inundation risk (Special Control Area - SCA) are evident in the northwest and a small section in the very south corner. In addition, there is a development setback line

identified which extends into the site a short distance principally along the south western boundary. Footpath connections are identified around the frontage of the site and linking back to the 'One Mile Jetty' precinct and the heritage trail to the Carnarvon town site as well as Pelican Point.

An indicative buffer for sensitive land uses with a separation of 500 metres was shown about the site recognising the previous use for seafood/prawn factory. The Shire have indicated that this plan whilst still in operation need not be modified to facilitate the proposal and this can be undertaken in the form of production of a Local Development Plan. This has also been confirmed with the Department of Planning, Lands & Heritage.

#### 4.2 Local Planning Scheme No.13

Under Local Planning Scheme No.13 the subject site has had its zoning amended to 'Special Use No.2' and surrounding land has been identified as 'Foreshore Reserve'. This is evident at Figure 10 below.

Figure 10 - Zoning Map Scheme No.13

Source: DPLH



Schedule 4 of the Scheme with reference to the Special Use zone indicates that now the primary uses are Industry Primary Production and Workforce Accommodation. This is subject to the requirement that all land uses shall be at the Local Government's discretion. After consultation with the state agency, the Local Government may require the applicant to advertise an application for development approval and occupants of the workforce accommodation shall be employees of the entity operating the primary production industry or crew of vessels directly associated with the operation of the facility.

Obviously this zoning has been amended to reflect the previous land use and moved away from the tourism/residential zoning that previously existed under the old Planning Scheme. This zoning however now relates to a defunct land use which has now been supported to be changed to 'Tourism' as per Council's resolution.

The proposal is therefore to amend the zoning of the land to 'Tourism' where development is proposed as per the Draft Local Development Plan (see **Attachment 3**) and parts of the land in the northwest which is surplus to requirements is to be identified as 'Foreshore Reserve' under the Scheme consistent with surrounding land.

It is noted the Tourism zoning objectives under the Scheme are to:

- *"Promote and provide for tourism opportunities;*
- *To provide for a variety of holiday accommodation styles and associated uses including retail and service facilities where those facilities are provided in support of the tourist accommodation and are of an appropriate scale where they will not impact detrimentally on the surrounding or wider area;*
- *To encourage the location of tourist facilities so they may benefit from the existing road services, physical service infrastructure, other tourist attractions, natural features and urban facilities."*

Under the zoning table all of the land uses that are proposed under the Local Development Plan are provided for and permissible under the Tourism Zone. Some uses that are not listed such as 'Brewery', could still be considered suitable within the zone as being consistent with the objectives and similar to other land uses that are permitted such as a small bar, tavern or restaurant/café.

The amendment to the Scheme is therefore simply to modify the allocation of zoning to the land (as 'Tourism') to suit ongoing land uses as presented under the Local Development Plan.



### 4.3 Shire of Carnarvon Local Planning Strategy 2017

The strategy was prepared to review the long term strategic planning objectives for the Shire and also inform the new Local Planning Scheme. Importantly and of interest to the subject proposal are the key issues and strategies applicable to the area. Section 4.2 refers to tourism and the direction is to: *“Encourage the growth and retention of tourism opportunities to strengthen the tourism industry. Objectives include to identify, protect and enhance important tourist nodes, recognise the support potential of tourism to the local economy, foster employment opportunities through tourism initiatives that are built on local strength and opportunities and position the settlements of Carnarvon and Coral Bay as key tourism hubs within the region.”*

Particular strategic policy positions include tourism opportunities being expanded to improve and broaden accommodation facilities and exploration of unique tourism experiences that put Carnarvon on the map. The subject site could be considered to be a clear opportunity for this particularly given the defunct use of the land and the clear important location adjacent to the beach and heritage precinct of ‘One Mile Jetty’ and proximity to the town site.

Recommended map designations for the new scheme included investigating the zoning of new tourism land in proximity to the town centre and ‘fascine’ where existing services are provided and identify appropriate sites suitable for incorporating short stay accommodation. Again, the identification of the subject site for tourism opportunity is consistent with this objective.

Further complementary actions include *“encouraging tourism and economic development within the Shire including undertaking a review of accommodation that confirms the ongoing demand for various accommodation types to inform planning and investment decisions”*. The Local Planning Strategy plan identifies the site as ‘Special Purpose Reserve’ logically reflecting the existing/previous use however, the preceding referred comments within the strategy provides justification for flexibility to be applied and consideration of tourism uses on the subject site to broaden the opportunities and provide a unique experience. Notwithstanding this it could be considered that the Scheme Amendment is complex given it is not directly consistent with the Local Planning Strategy map.

Issues of servicing are outlined within the strategy and limitations on water, sewer and power are recognised. The subject site has been identified as suitable for development with existing services of power and water provided and sewer is able to be connected and facilitated by the Water Corporation.

Renewable energies are also possible with good annual sunshine received in Carnarvon. A later section of this report addresses servicing in further detail. The subject site is located close to the town site and therefore can be supported with essential services.

With respect to transport and road networks, again the subject site is close to the town site and serviced with a good standard bitumen road completely adequate for the activities proposed. Again, an investigation report has been prepared to address this however in general the strategy identifies that road networks are important for access to the area and to support tourism.

European heritage and indigenous heritage is considered important and these matters were again addressed in a later section with information researched.

In summary, the Local Planning Strategy recognises the importance of tourism and the need to support unique activities however currently continues to recognise the site's previous land use. Given this is now defunct and the specific Structure Plan for the land is silent with respect to future land uses, there is scope to entertain the proposal for a change in zoning to tourism and if considered necessary this would need to be supported by the Commission as a complex amendment. The site presents as an ideal opportunity to provide a unique tourism experience and provide additional accommodation and economic growth and employment utilising the existing significant infrastructure at a good location.

#### 4.4 Proposed Local Development Plan – Deemed Provision Planning & Development (Local Planning Schemes Regulations 2015 Schedule 2 Part 6)

Under the Deemed Provisions, a Local Development Plan in respect of an area of land in the Scheme may be prepared if:

- a) *“The Commission has identified the preparation of a Local Development Plan as a condition of approval of a plan for subdivision of an area;*
- b) *A Structure Plan requires a Local Development Plan to be prepared for the area;*
- c) *An Activity Centre requires a Local Development Plan to be prepared for the area;*
- d) *The Commission and the Local Government considers that a Local Development Plan is required for the purposes of orderly and planning.”*

Given the proposed development of the site for tourism purposes and therefore the justification for the zoning of the land for this purpose is an important consideration, a Local Development Plan was

required to be prepared by the Shire and the Commission in consultation. The Shire have already supported in principle the Local Development Plan and the purposes of this Scheme Amendment and the relevant Local Development Plan (copy of the plan appended to this document) was to investigate all of the relevant planning issues which were specifically identified by the Local Government in consultation with the Department of Planning, Lands & Heritage and identify a suitable format for development having regard for the characteristics of the land.

The Local Development Plan has also informed the identification of foreshore reserve in the northwest of the site which is an area that is surplus for development, was previously used for other activities and is subject to inundation.

The Local Development Plan is described in greater detail within a separate report however, in summary, the plan proposes the following:

- Refurbishment and establishment of tourism use within and around the existing 59 accommodation units utilising the ablution facilities, lawn areas, access and services with provision almost immediately of a significant number of chalets/accommodation units and caravan/camping sites. This is proposing use of the existing camp area and would rely on essential existing services. An emergency exit to Pelican Point Road in the southeast would be provided along with a new manager's/reception residence adjacent to the entry.
- Further expansion under the Local Development Plan includes caravan and camping sites immediately to the west of the current accommodation with an offering of a further 150 caravan/camping sites. This will be located lower in the relatively flatter dune area with provision of supporting facilities including café/kiosk, numerous fire pits, ablution facilities at appropriate locations, recreation areas including swimming pool, bowling green, playgrounds and other lawn areas. This would provide for a park that would be similar to a typical medium sized caravan park in a country town such as Carnarvon. Coupled with this could be the establishment of a brewery, small scale aquarium and outdoor dining area in the seafront section of the seafood processing facility and a Rottne Island style mini golf, trampolines, recreation area and associated café/kiosk.
- At this stage later development includes new chalet accommodation on the higher ground with offering of accommodation providing opportunities for views across the ocean and the jetty and back towards to Carnarvon township. A more significant bowling green arrangement could be established central along with an amphitheatre for outdoor screening of movies, sports

events etc. This would further add to the tourist development being presented as a destination based accommodation premises on the beach but also the doorstep of Carnarvon.

- Further caravan and camping is proposed in the higher areas of the park providing views to the ocean from caravan and camping sites as well as glamping sites with appropriate ablutions, camp kitchen and further refurbishment and reuse of the existing seafood processing facility. Opportunities include possible ice creamery, badminton or squash court, climbing wall, jungle gym etc.

A standalone higher end accommodation facility also is proposed in the north of the site with possibly 16 accommodation units with central pool, low key water park, indoor bbq area, playground and pump track to suit families staying and to also take advantage of other recreational opportunities on the site.

The result would provide for the following:

- |   |     |
|---|-----|
| • Tourist/caravan camping sites                         | 184 |
| • Number of tourist sites with ensuites                 | 40  |
| • Number of 1 bedroom units with ensuites               | 19  |
| • Number of 1 bedroom units with no bathroom facilities | 40  |
| • Number of 2 bedroom units with bathroom facilities    | 30  |
| • Number of 3 bedroom units with bathroom facilities    | 1   |
| • Glamping/small camp sites                             | 18  |

Thus providing a total of 332 accommodation sites.

A possible staging of development as indicated above is provided on the Local Development Plan however it is possible that the stage sequencing could be modified depending on market forces and experiences when development occurs. For example, when operating the park enquiries may result in request for more glamping sites and as such, this may bring forward objectives in that area.

A Local Development Plan essentially shows the opportunity to make use of an existing landmark building on the coast for brewery, restaurant and other associated recreation facilities. The proposal also intends to commence use of the site with use of the existing 59 accommodation units and use of the ablution facilities that are already in place such that the park can be established and start operating as soon as possible. Further camping and built accommodation could be provided in the east and south of the site with access managed from a central reception and manager's residence upon the entry at

Binning Road. A boom gate could restrict access into the park in the south and this would not restrict access beyond the reception/manager's residence by the general public through the road system and northwest of the previous prawn/fish processing facility to the beach. The tourist development or built accommodation in the north would serve as a potential standalone chalet development which would be managed from the reception building.

The proposal intends to use the attributes of the site including existing infrastructure and substantial buildings at a key location given the existing land use is now defunct and the infrastructure presents as a significant opportunity to showcase the coastal part of the township of Carnarvon as an appropriate response.

The intention is to lodge the Local Development Plan concurrently with the Scheme Amendment such that both documents can inform the processing and assessment of each other. This was obviously at the request of Government.

## 5.0 PLANNING ISSUES

Prior to preparation of the documentation to support this proposal detailed liaison was undertaken with John Meggitt of the Shire of Carnarvon along with the Department of Planning, Lands and Heritage. It was confirmed that information to support the proposal was to include the following:

- Coastal hazard risk assessment
- Bushfire Attack Level Assessment / Bushfire Management Plan
- Transport/traffic
- Soil contamination
- Native vegetation
- Indigenous heritage
- European heritage

Investigations with respect to the above issues have been undertaken and where necessary qualified consultants have been contracted to assist in providing detailed advice to inform the proposal/plan. It is noted that the servicing capabilities of the site were also mentioned as important and it is necessary to determine suitability of services and particularly possibilities for connection to sewer because connection of sewer would avoid any investigations with respect to onsite effluent disposal and allocation of areas for disposal. The following sections provide a summary of the investigation of these issues.

### 5.1 State Planning Policy 3.7 (SPP3.7) – Planning in Bushfire Prone Areas

Under SPP3.7 the subject proposal requires consideration given the site is identified as a Bushfire Prone Area and is also a vulnerable land use. As required therefore a level 3 bushfire consultant was engaged to assist.

A detailed assessment of bushfire attack level was undertaken across the site and the Bushfire Management Plan and Evacuation Plan has been prepared. This is included at **Attachment 4**.

Whilst the subject site is located in a one way in, one way out situation on Babbage Island, the bushfire risk on the island is not extreme given the scant nature of vegetation. The Bushfire Management Plan addresses the elements of SPP3.7 and associated guidelines including consideration of water supply which is provided by way of reticulation by Water Corporation, significant access, early evacuation,

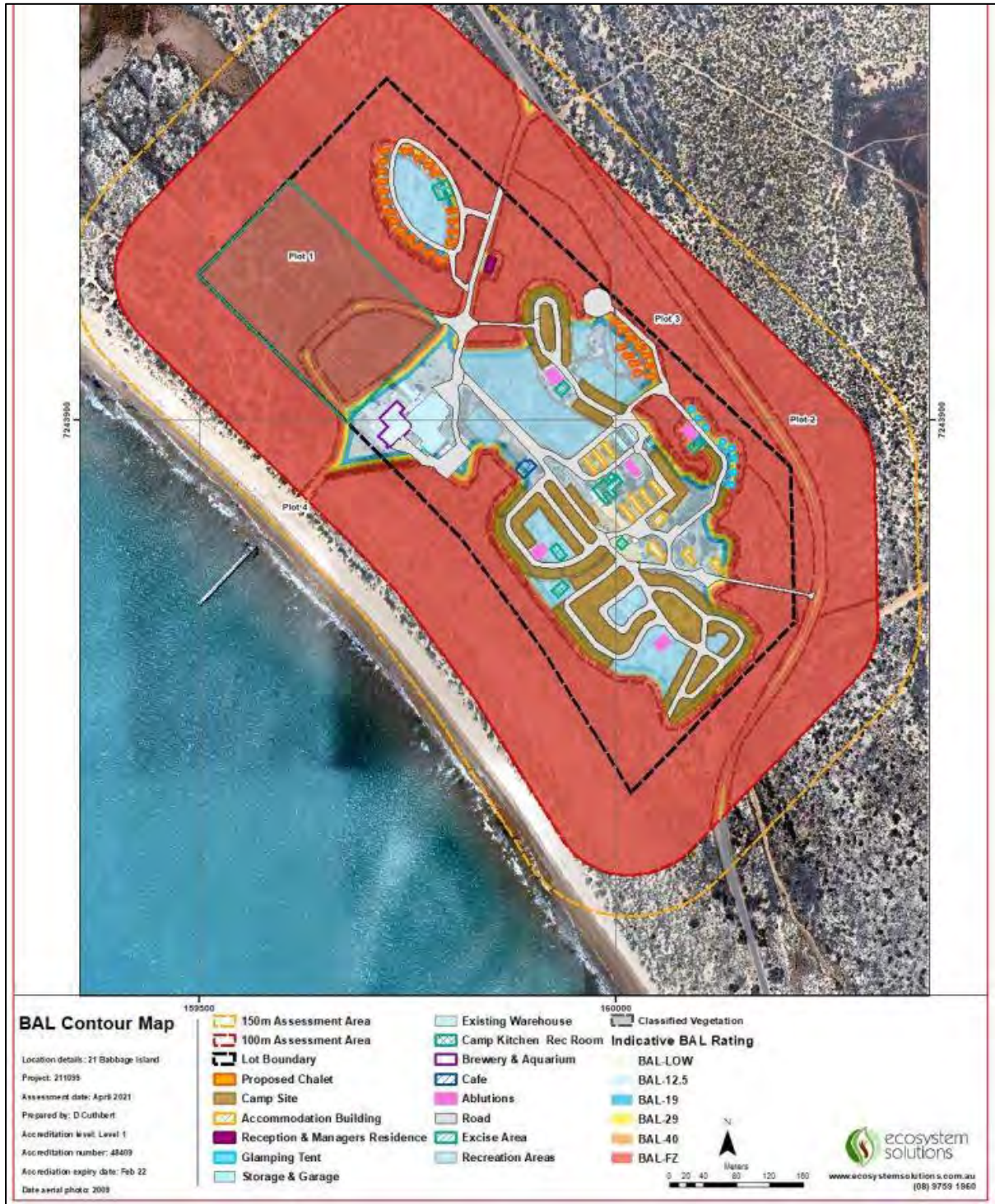
Bushfire Attack Level assessment informing that all development and locations for accommodation will be in a situation of BAL29 or better and internal access is suitable with turnaround for fire fighting vehicles etc. Access to the beach is also available at this location.

The Bushfire Management Plan also identifies that obviously whilst evacuation is an objective, in the event there are any people remaining on site an area of safe zone with BAL low classification has been identified as a location where guests or residual staff can congregate in the event of an emergency.

The BAL assessment for the site has determined that all development can meet the maximum BAL29 rating that is generally the target for any form of development where persons are accommodated. Notwithstanding this, the majority of the area within the development is classified as BAL12.5 and there is also a notable area of BAL low which is an ideal location for a safe zone or refuge space in the event of an emergency. The post development BAL contour map is included at Figure 11 below.

Figure 11 – Post development BAL contour map

Source: Ecosystem Solutions 2021



The bushfire management information supporting this proposal is explained in further detail in the Local Development Plan report however given the Scheme Amendment is a strategic planning proposal the Bushfire Management Plan is appended to assist the assessment of the rezoning.



## 5.2 Coastal Hazard and Inundation – State Planning Policy 2.6 – Coastal Planning (SPP2.6)

The SPP2.6 has relevance particularly when preparing or amending a Local Planning Scheme. Currently the site is zoned for development which is currently accommodated on site however, the adjustment to the zoning will provide for tourist accommodation and consideration of the policy and coastal/inundation influences need to be given. To inform an understanding of this, Coastal Engineers, Seashore Engineering were employed to provide advice and this is included at **Attachment 5**.

The coastal engineering assessment acknowledges that a Structure Plan was prepared for the Babbage and Whitlock Islands and this identifies both a storm surge inundation risk special control area and development setback line. This was to allow for coastal erosion. These allowances are already identified on the LDP for the Babbage Island Tourist Park (refer to Local Development Plan).

The storm surge inundation risk special control area and development setback line are based on a 2009 study by Global Environment Modelling Services Pty Ltd (GEMS) for the wider Carnarvon region and were mapped using procedures outlined in the 2006 State Coastal Protection Policy which was current at the time. The State Coastal Planning Policy was revised in 2013 particularly in terms of expected allowances for coastal erosion associated with sea level rising and consideration of coastal inundation risk.

The coastal investigation report acknowledges the following:

- The proposed development is typically landward of the coastal erosion development setback line and in the order of 160 metres from the coastal vegetation line. It is noted the sandy beach width is from 30 to 60 metres wide across the frontage of the site.
- There is a foreshore reserve of coastal dunes between the beach and the development area.
- The proposed development is typically landward of the storm surge inundation risk special control area at elevations between 2 and 10 metres above sea level. Site elevations are highly variable with typically lower levels in the west and higher levels in the east.
- The existing seafood processing building is located within 140 metres of the coastal vegetation line.
- Stages 1 and 2 are within around 250 metres of the coastal vegetation lot.
- Stages 2 and 3 proposes campsites at the southern end between the development setback line and existing development and re-development in the north at the existing node.
- Subsequent stages 4 to 6 are typically associated with an existing development.

The Structure Plan for the island includes comment with respect to flood management and previous assessments of flood risk in Carnarvon has identified that part of the island is at risk of inundation during severe storm surge. The Gascoine Coast Regional Strategy recommended a minimum elevation of 4.2 metres AHD to be allowed for development near the coast to accommodate future flood events and storm surge.

Seashore Engineering included a coastal inundation assessment looking at category 3, 4 and 5 tropical cyclones as referred to in the previous GEMS 2009 report. It was noted that water levels would peak at 3.3 metres AHD at category 5 including a cyclone crossing the region with worst track situation. Further, the closest output location to the proposed development at Babbage Island had peak water levels for worst track category 3 and 4 cyclones of 2.5 metres AHD and 3 metres AHD which represented 300 to 800 year ARI event at current sea level. With an additional 0.9 metre allowance to sea level rise over 100 years Seashore Engineering concludes that peak water levels could be approximately 3.4 metres AHD to 3.9 metres AHD respectively. This therefore indicates that the 4.2 metre AHD level for development in the Gascoine Coast Regional Strategy provides some reasonably reliable guidance.

It is noted the existing buildings (previous fish/prawn processing factory) has an AHD finished floor level of approximately 2 metres AHD however accommodation buildings in the south eastern part of the site are generally at an AHD of 4.35 metres ranging up to 6.59 metres.

With respect to coastal erosion assessments Seashore Engineering again reviewed the GEMS 2009 report and concluded a development setback allowance of 145 metres relative to the 2009 coastal vegetation line was applicable.

Notwithstanding this, the State Coastal Planning Policy has been the subject of revisions in methodology. The information within the Babbage and Whitlock Islands Structure Plan references the 2013 version of the Coastal Policy and was endorsed with a development setback line and special control area for inundation referencing this policy. Seashore Engineering have considered the differences between the methodologies under the new policy which may not have been considered by the Structure Plan.

It is stated that: *"In terms of the Babbage Island development, the main changes that are associated with the definition of the horizontal setback datum (HSD) the allowance for erosion associated with sea*

*level rise (S3) and the revised allowances for storm surge inundation. It is also noted that the assessment was undertaken in 2009 and coastal change has occurred in the 12 years since that assessment (S2)."*

It was noted that:

- The horizontal setback datum may change in a revised assessment as it is currently based on a 100 year ARI storm rather than the coast vegetation line.
- An acute storm erosion is broadly consistent with current policy.
- Historic trends indicate further assessment may be required because recent data suggests the 80 metre allowance may be reasonably conservative as shoreline accretion has been observed at the site in recent years and the GEMS analysis was only based on two dates of aerial photography. This component would reduce to 20 metres if longer term shoreline stability could be demonstrated.
- An additional 50 metre allowance is required under the revised policy for sea level rise.
- Storm surge inundation modelling allowances for S4 is broadly consistent with current policy. The 2009 modelling is based on a 500 year ARI tropical cyclone and a 0.9 metre sea level rise allowance. The finished floor level of 4.2 metres AHD is recommended and the LDP allows for 0.3 metres of free board above this level.

Seashore Engineering also confirmed that a revised assessment is likely to confirm that the existing coastal erosion development setback line is reasonable as the additional allowance for coastal response to sea level rise required a plus 50 metre offset which may be offset by an updated assessment of historical coastal behavior minus 60 metres.

The storm surge inundation risks are considered broadly consistent with the policy however the boundaries of the special control area cannot follow consistent land contour and are likely to change if high resolution mapping is used.

### 5.3 Coastal Adaptation

The responses as a result of the assessment of previous studies and the advice of Seashore Engineering are as follows:

- The primary response is to avoid potential impacts of coastal erosion and inundation by coastal setbacks and suitable elevations for new development under the LDP.

- Given the site is a leasehold development managed retreat would be considered for camp sites with limited infrastructure and existing buildings should they become threatened by coastal erosion in the future.
- The accommodation of storm surge inundation by setting finished floor levels above the level of inundation with the free board to 4.2 metres AHD could be considered for new development.
- There is no requirement to protect infrastructure from coastal erosion.

In response to the above information the objectives of the Local Development Plan are therefore to:

- Embody the requirement for any future habitable structures to be established above 4.2 metres AHD.
- Include management retreat for any temporary structures or associated facility buildings such as recreation rooms and infrastructure, café or amenities buildings and camp sites.
- Incorporation of a tropical cyclone evacuation plan to avoid any potential risk to occupants of the site in the event of a cyclone through inundation or obvious physical risks.
- Use of the existing buildings within the frontage of the site (previous fish/prawn processing factory) whilst below the 4.2 metre AHD finished floor level the use of such buildings could continue until managed retreat was deemed necessary and obviously evacuation would occur in the event of possible inundation through storm surge/cyclone activity.
- The lease for the land shall make reference to the above as deemed necessary.

#### 5.4 Transport/Traffic Investigations

To inform on transport/traffic matters associated with the proposal, Riley Consulting Pty Ltd were engaged. Jonathon Riley has decades of experience in transport/traffic investigations and a copy of the report to support the proposal is included at **Attachment 6**. In summary, the report analysed the subject site and the proposal for a total of 332 accommodation units which could ultimately generate up to 996 vehicle movements per day. This will potentially result when the site is fully developed as per the Local Development Plan. It was noted that the level of generated traffic is considered to have no material traffic impact under the WAPC Transport Assessment Guidelines for developments.

Access to the subject site via Binning Road was reviewed with respect to its intersection with Pelican Point Road and this indicates that uninterrupted flow conditions will prevail and the site could expect to operate with excellent levels of service.

The report concluded that there are no requirements identified to upgrade the road network as a result of the development proposal.

The reports' justification for the above conclusions include an analysis of current traffic movements west of the causeway bridge indicating approximately 134 standard axles with a mean speed of 76km per hour. With reference to Appendix A in the report, Babbage Island Road would have capacity to carry 22,900 vehicles per day although a threshold of 13,500 vehicles per day would be applied to maintain an acceptable level of service D. Obviously therefore the traffic generated from the site at 996 vehicle movements per day is well below the capacity of the road.

The road supporting the subject site has a speed limit of 60kph and is constructed as a single two lane road with pavement of about 7.2 metres terminating at Pelican Point. Traffic data provided by the Shire of Carnarvon indicates approximately 91 vehicle axles at a mean speed of 67kph along Pelican Point Road.

Binning Road is classified as an access street and has a 50kph speed limit and a 6 metre wide pavement. Whilst there is no traffic data for Binning Road it is likely to be relatively low. With respect to traffic generation and assessment of a total possible occupation the site is determined. In addition figures are used for typical vehicle trip movements that would be experienced by different types of accommodation. This data was used to determine the total vehicle movements per day that would be anticipated which as stated previously would be well below the capacity and would equate to 7.3% of operational capacity of the affected road.

Roads and intersections were also assessed. A forecast of peak traffic was reviewed and estimated at 120 movements during the evening peak hour with 70% of vehicles arriving and therefore a peak demand on any traffic land would be 84 vehicles. The WA Department of Transport test guidelines for developments requires no further assessment given this relatively low ratio.

Pedestrian and cycle networks were also assessed and it was noted that the low vehicle movements on the road network would equate to a vehicle every 30 seconds and thus a quiet road environment and on street cycling would be considered safe under such conditions. Whilst it was noted that internal footpaths and cycling tracks could be provided, walking and cycling off site to the south could be expected but also walking via the existing heritage tramway trail to the town. Walking externally to the site can be expected to the jetty precinct and footpaths already exist.

With respect to public transport it is noted there is a bus service operating in Carnarvon passing through the northern residential areas but it is doubtful there will be sufficient demand to warrant the provision of the transport service to the site.

The investigation with respect to transport/traffic associated with the proposal is that the road network is very adequate. There is limited use currently in the area and pedestrian networks. The proposal therefore does not impose an excessive load on the existing infrastructure and given the limited opportunities elsewhere on Babbage Island for additional development, the subject site presents as probably the use that will take advantage of the excellent infrastructure already in place to less than 10% of its operating capacity.

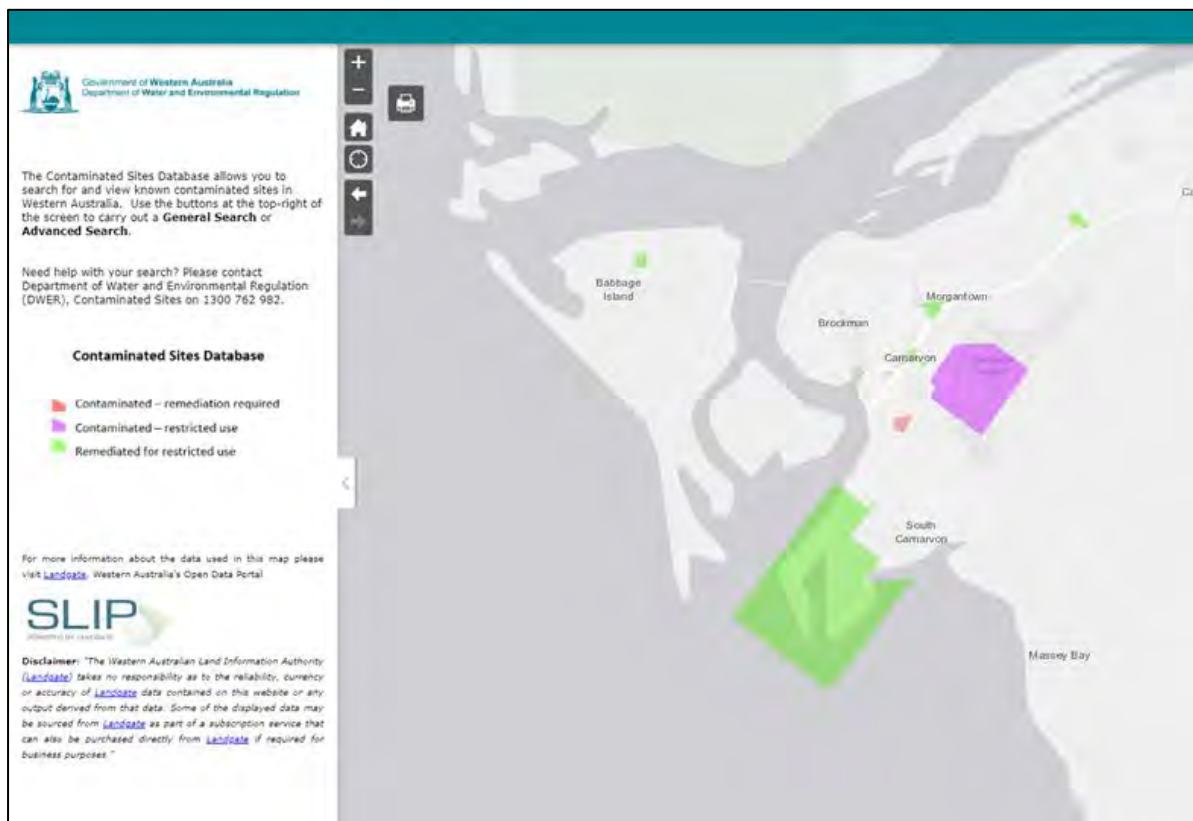
## 5.5 Contamination

The Shire advised that nearby the seafood/prawn factory building there was previously a number of oil/fuel storage tanks and consideration needs to be given whether soil contamination has occurred in this area. Pursuant to this, a review of the contaminated sites data base was undertaken and mapping from the Department of Water and Environmental Regulation database in this regard is included at Figure 12 below.

It should be noted there is no contaminated site registered specifically on the data base within the vicinity of the site.

Figure 12 - Excerpt Contaminated Sites Database Mapping

Source: DWER



It was also noted that the Certificates of Title for the land include that for Lot 1044, Lot 1198 and Lot 626 as included at **Attachment 2**. Lot 626 which incorporates the majority of the site including the prawn factory building, accommodation units and broader areas does not include any notification regarding contamination. This lot is that which will accommodate the proposed development.

It is however noted that Lot 1044 on Deposited Plan 170870 includes a memorial Contaminated Sites Act 2003 registered on 16<sup>th</sup> August 2011 with document Ref: L709101. This refers to the rectangular lot to the north of the previous seafood/prawn processing factory which was the subject of the previous oil/fuel tank facility. Information submitted to the Department of Land Administration in 2001 by the then operators of that site BP, indicated that BP operated from the site from mid-1989 to mid-1991 when oil facilities were demolished and removed from the site.

Prior to BP's tenancy the entire Lot 1044 was leased by Mobil Oil Australia from 1977 to 1989. Mobil operated the site as a fuel depot and prior to Mobil's operation of the site, Ampol used the site as a fuel depot. Also from 1952 to 1964 the site was utilised by North West Seafoods and prior to this it was operated as a whaling station.

The Contaminated Sites Act 2003 detailed summary of records search obtained in January 2020 indicated that Lot 1044 indicated that hydrocarbon such as diesel are present in soils along the northern boundary of Lot 1044 and present in the groundwater of the site. In 2001 the concentration of dissolved hydrocarbons suggested the presence of three phase hydrocarbons along the northern and south western boundaries of the site.

The site was reported to the Department of Environment and Conservation up to May 2004 and it was recognised that land uses between 1970 and 2001 provided potential to cause contamination.

It is noted the first contamination assessment was carried out in 1991 which identified hydrocarbons in the soil and the groundwater. Soil remedial works were conducted in 2000 comprising excavation and validation sampling of soils in the northern and south western portions of the site. Excavated soils were stockpiled on site and later used to backfill the excavations after validation sampling. Soil validation sampling found hydrocarbons remained in the soils along the northern and south western extents of the excavations and concentrations potentially exceeded health based investigation levels existed. The extent of hydrocarbon impacted soil remaining in these areas was not delineated. It was noted the validation results for the land farmed soils reinstated at the site also potentially exceed health based investigation levels.

Groundwater monitoring was conducted between 1991 and 2001 which then confirmed presence in the groundwater at the northern south western boundaries of the site.

The details in the record search indicates the site (Lot 1044) is currently vacant but recognise the site was zoned for development previously under the old Scheme for residential, tourist and reserve uses. The site was identified as *“possibly contaminated investigation required”* as a result of previous investigations.

### 5.5.1 Site Remediation Report – BP Australia, May 2000

As part of the work undertaken by BP following its occupation of Lot 1044, an Environmental Site Remediation Report was produced in May 2000 and submitted to the relevant Government agencies. A copy of this report is included at **Attachment 7**. In summary, this report made an analysis of the previous land uses on the site and explained the remedial activities involved including excavation and land farming of all contaminated soil on Lot 1044 the purpose being because BP intended to relinquish



Special Lease 3316/10511 to the Department of Land Administration *“based on the remedial activities conducted”*.

Six thousand tonnes of soil impacted with petroleum hydrocarbons were excavated and land farmed on site. Concentrations of hydrocarbons above levels as being suitable for industrial use were present west and north of the site and on the eastern portion of Lot 1044. In summary, the report concluded that all soil on the BP leased portion of Carnarvon Lot 1044 which was contaminated above levels accepted by the Department of Environment and Protection as being suitable for industrial use was excavated and remediated. *“Based on the results of analysis of soil samples and relevant criteria, the soil conditions at the former BP Binning Road depot site subsequent to BP’s remedial activities are suitable for industrial/commercial use.”* This is stated in the executive summary of the report. The balance of the report outlines the methodologies and investigations that were undertaken by BP and the conclusions state that based on the data obtained during de-commissioning activities the following conclusions were made with respect to the investigation:

- The natural soils of the site comprise alluvial deposits.
- Soils impacted by a mixture of diesel distillate, oil and whale oil underlying the BP Binning Road depot was land farmed on site. *“Results of analysis of soil samples collected from the walls and bases of excavations indicated that all soils within the petroleum hydrocarbon concentrations exceeding relevant criteria were removed from the sub-surface of the BP leased portion of Carnarvon Lot 1044.”*
- Approximately 6,000m<sup>3</sup> of excavated impacted soils were land farmed on site and used as back fill.
- The maximum depth of excavations was 3.8 metres at the western boundary and 3.5 metres in the northeast excavation.
- Petroleum hydrocarbon impacted soils remain on the eastern portion of Lot 1044 and off site beyond the western and northern boundaries. The location and extent of this impact indicate that it is not attributable to activities conducted by BP at the former Binning Road depot. *“This material was not excavated as it did not occur as a result of BP’s activities at the site.”*
- Groundwater occurs at a depth of 1.5 BGS and is flowing in a westerly direction towards the Indian Ocean approximately 100 metres west of the site.
- Based on the site activities conducted all petroleum hydrocarbon contaminated soils were removed from the site. *“The former BP Binning Road depot is therefore suitable for commercial and industrial use.”*

Given the above investigations, the Department of Lands accepted the relinquishment of the lease by BP and subsequently leased the land to further commercial users.

Given the investigation above, it is clear that the Department of Water and Environmental Regulation (and previous agencies) in charge of contamination have noted that Lot 1044 is potentially contaminated warranting further investigation of land use. It was also noted that land potentially north and west of this site may also be subject to contamination.

Given the above investigations and attached report, the proposal is to avoid the use of Lot 1044 and land to the north and west of this and therefore relinquish the use of this land from any lease associated with the ongoing tourism use and to therefore identify the land as zoned as 'Foreshore Reserve' such that the land can continue to be managed by the Department of Lands. The proposal is therefore to avoid any land that requires any further investigation as this is not seen to be necessary land for development for a number of reasons in addition to this matter including potential inundation and sea rising concerns. The Local Development Plan appended to this amendment indicates this as well as the zoning plan. Subsequent to approval of the zoning and Local Development Plan lease arrangements will be modified in consultation with the Department of Lands. Fencing of areas can also occur if necessary.

## 5.6 Flora and Fauna Assessment

### 5.6.1 Flora

The subject site has been assessed with respect to its significance particularly considering flora and fauna and Ecosystem Solutions were contracted for this work. A report documenting investigations is included at **Attachment 8**.

The purpose of the report was to identify any flora, fauna and vegetation conditions within the site to determine the most suitable areas for development and to best protect any ecological values of the site. Ecosystem Solutions have also prepared a Bushfire Attack Level contour map and Bushfire Management/Evacuation Plan to support the proposal.

The flora, fauna and vegetation assessment specifically targeted consideration of threatened or priority species and threatened or priority ecological communities and the assessment covered the entire site but was limited to observing species present during the time of surveys.

The report indicates the site is located within the Lake McLeod Coastal Zone and there are 6 vegetation units within the site using the vegetation complex mapping of Beard. The vegetation complex as described are consistent with what was observed on site.

With respect to threatened and priority flora and communities a review of desktop information was undertaken to inform the field survey.

The field survey was conducted on 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> April, 2021 by experienced personnel who walked in a systematic manner to cover the entire area. The condition of vegetation was also recorded by GPS.

The results of the investigation confirmed a total of 58 flora species identified on site and some species were confirmed with the Western Australian Herbarium. A nearby population was observed to assist in identification of species following advice of the Herbarium.

A priority 3 species was recorded during the field survey and this was confirmed as the dominant understory species throughout much of the acacia open shrub land community occurring up to the edges of the samphire closed heath. This plant appears to thrive in disturbed areas and can easily be retained within Asset Protection Zones and the species will only need to be removed for the construction of roads and buildings/camps.

Whilst the species of *Tecticornia* was identified it was confirmed that this was unlikely to be a conservation significant species (*Bulbosa*).

During the site visit two vegetation communities were observed including:

- Samphire closed heath
- Acacia open shrub land

The Acacia open shrub land was the dominant vegetation community within the site comprising 72% or 19.8 hectares with the Samphire closed heath comprising 0.99 hectares or 4% of the site. The remaining area of the site is completely cleared of vegetation.

The vegetation condition was assessed and the majority of the site (69% or 18.87 hectares) was considered to be severely impacted from aggressive weeds and therefore in poor condition. Smaller

areas that have not been infiltrated by weeds (3.5% or 0.95 hectares of the site) was in good condition and another area comprising 0.98 hectares or 3.5% of the site was considered to be in very good condition including the extent of Samphire closed heath vegetation community. Obviously 24% of the site which is cleared was deemed to be completely degraded.

It is noted the vegetation that it is very good and good condition is principally located in the northwest of the site and the far south with only very small pockets to be potentially affected by development within identified camping areas in the south.

The figure below excerpted from the report clearly indicates this and it should be noted the majority of areas where development is occurring, the vegetation is in poor or completely degraded condition.

Figure 13 - Vegetation condition mapping.

Source: Ecosystem Solutions 2021



## 5.6.2 Fauna

A desktop analysis was undertaken in accordance with relevant legislation and this was to determine likely target species that would be considered within the site and thus inform an investigation.

The field survey included:

- Acquisition of a site satellite image.
- Two day visual inspection checking for signs of fauna including scats, diggings, nests, burrows, feeding signs etc.
- Direct observations of fauna and signs of fauna using a trimble global positioning system and arc pad.
- One nocturnal survey was conducted using hand held spotlights to observe nocturnal mammals.
- Field observations were analysed and mapped.
- Two camera traps were set up over 2 nights to record any fauna movement.

The site was inspected and walked and remote cameras were placed to detect mammals with the exception of bats and certain bird species. Multiple baits were used to attract birds and mammals. The approach was considered to be consistent with a level 1 survey under the EPA's Guidelines.

The results of the fauna investigations conducted on 20<sup>th</sup> and 21<sup>st</sup> April 2021 identified no animals of conservation significance observed during the surveys or on the camera footage.

The reports summary and recommendations are that based on the analysis of the site the following was stated:

- There were no threatened flora, fauna or ecological communities identified.
- One priority 3 flora species was observed within the site.
- Two vegetation communities were observed within the site.
- The vegetation is ranked from very good to completely degraded with impacts affecting the condition including aggressive weeds, clearing for development, vehicle tracks and grazing.
- Given there were no signs of threatened flora, fauna or ecological communities, a referral under the EPBC Act is not considered as required.

- An approved clearing permit is required prior to any vegetation modification in the site. A clearing permit is required prior to removal of any vegetation if this is not exempted under legislation.

The investigation of flora and fauna values clearly indicates there appears to be no significant vegetation within the site and the majority of the site has been disturbed with the condition of vegetation being either poor, degraded or completely degraded. The areas where development is proposed primarily avoids the area where vegetation is in better condition and although there is a priority 3 species within the site, this can be retained in significant areas particularly given it can be managed within the Asset Protection Zone. This is because it is a species of “pig face”. The results of the investigation therefore provide limited constraints for the development of the site as proposed from a flora/fauna perspective.

## 5.7 Indigenous Heritage

The subject site has been reviewed with respect to Indigenous heritage and the relevant data base was searched. Registered Aboriginal Site 874, the Carnarvon Fascine was identified however this is to the north of the subject site and is registered as an artefacts scatter and midden.

To further clarify the nature of Aboriginal heritage in the area contact was made with Lorna Cooper (Senior Heritage Officer, Aboriginal Heritage Operations) and correspondence was received advising the following:

*“I have reviewed the Aboriginal heritage register of places and objects as well as the DPLH Aboriginal heritage data base. The results indicate that the development area does not intersect with any Aboriginal sites or heritage places. Therefore, no approvals under the Aboriginal Heritage Act 1972 are required.”*

Given this advice no further investigations were identified as necessary however the requirements of the Aboriginal Heritage Act will need to be followed in any case should development proceed.

## 5.8 European Heritage

The Shire of Carnarvon’s Municipal Heritage Inventory identifies a number of sites on Babbage Island but specifically to the subject site is listing no.69 – North West Seafoods Prawning Factory. This has a

management category of 2. Also directly relevant is the prawning jetty which is located immediately to the west of the North West Seafoods Prawning Factory and although this is in a dilapidated state, it still exists. Other European heritage sites on Babbage Island include the tramway bridge and tramway, 'One Mile Jetty', site of meat works off Silver City Road and the lighthouse keepers' cottage and the lighthouse itself.

The location of the site is therefore important given it provides the opportunity to harbor accommodation for those that wish to interpret this European heritage particularly at the jetty precinct and tramway heritage trail to town. The subject site also provides an opportunity for direct interpretation of previous use of the land and the prawning jetty in front of the site (on the beach).

The prawning jetty is listed as Heritage Council of WA No.4592 and was also known as the Norwest Whaling Jetty. This was constructed in 1949 and was used for transportation purposes associated with whaling and prawning/fishing.

The timber jetty previously had rail tracks running along its length and was originally a jetty for whale chasers for a short period of around 4 years. The condition of the jetty is noted as poor however the site holds considerable significance and has a management category of 2. A photograph of the jetty in its prime (1988) is provided below.

Figure 14 - Prawning jetty 1988

Source: Shire of Carnarvon



The Norwest Seafoods prawning factory is listed as municipal inventory site no.69 with no Heritage Council of WA identification. This building was constructed in 1949 and was originally used as a whaling



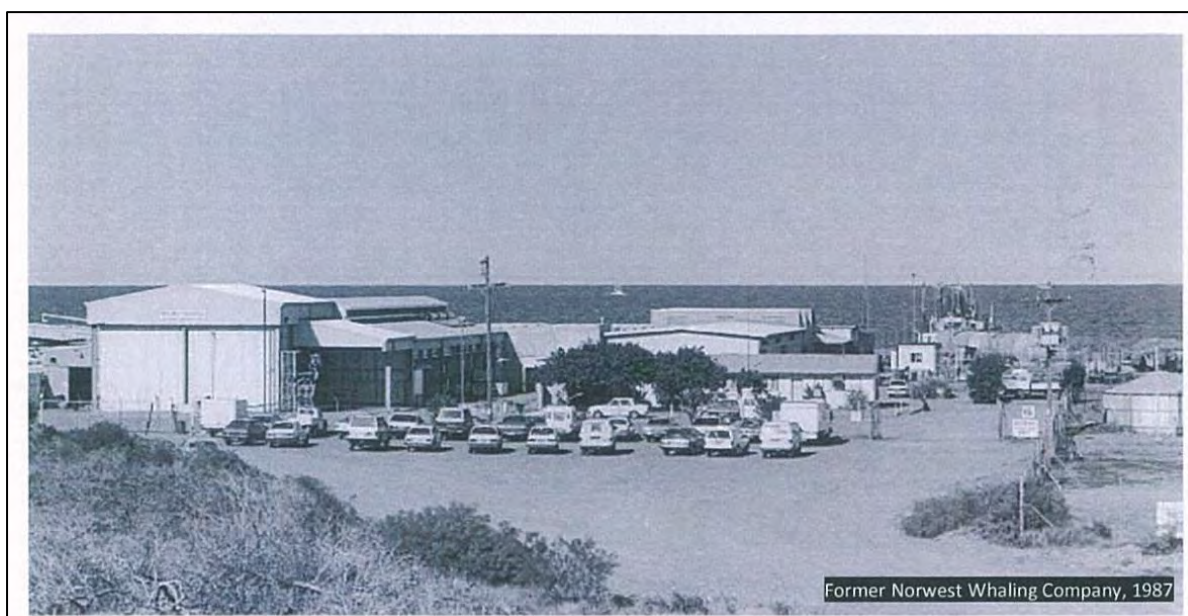
station from 1949 to 1962 and then following this as a prawning/fishing factory until recently. The condition of the building is noted as good with the integrity and authenticity as high. The value of the site is the identity and the diversity of cultural values illustrated by human occupation of the locality and a phase of historic importance in the locality and providing a contribution to the community's sense of place.

The site has considerable significance and has been allocated a management category of 2.

A photograph depicting the prawning factory is included at Figure 15 below.

**Figure 15 - Photograph depicting the prawning factory**

Source: Shire of Carnarvon



Whilst not listed on the heritage inventory, there are 59 accommodation units located to the southeast of the prawning factory and this was to initially accommodate workers on the site. This accommodation has some age and character and the associated landscaping and established trees in this area provide additional historical value.

Photographs of the buildings are provided below at Figure 16.

Figure 16 - Photographs of the accommodation units



It should be noted the buildings appear to be of an age pre-1960 and anecdotally, we understand some of the buildings may have been relocated from the wheatbelt region of the state and were previously used as barrack accommodation. Again, whilst not listed the buildings are in relatively good condition and provide a quaint and attractive location for accommodation and are worthy of protection or use ongoing wherever possible.

Given the European heritage of the site, the proposal intends to retain all aspects of the site with respect to heritage primarily the prawning factory as this is located on the site and a listed premises on the municipal inventory at category 2. The re-use of this building is therefore important even though it is in a location of potential future risk with respect to sea rising and inundation. Re-use of the building would respect its heritage and provide an opportunity to showcase the history of the building, its previous use and tell the story of the history of Carnarvon and its fishing history.

The objective to turn this building into a brewery with associated other uses with food offering and recreational spaces as well as an aquarium and provide an outlet where use of the building can be made. The history can be told through information, photographs and storytelling through various methods. A monument could be established at the frontage of the prawning factory as a dedication and recognition of the fishing industry of the area which essentially assisted strongly in the establishment of Carnarvon itself.

With respect to the prawning jetty obviously this is on public land and within the ocean and beyond the scope of the proposal but with the development of the land perhaps some work can be undertaken in association with Government to protect the remnants of the jetty and continue the legacy along with the showcasing of the prawning factory.

The proposal will also aim to maintain and utilise existing accommodation buildings which have some age and character and this could be more budget accommodation but also again providing an interpretation of the history of the site and the well-established garden, trees and sense of place provided by this accommodation will again support the recognition of the site as an historic location. The proposal serves to respect and protect European heritage although it is noted that use of the prawning factory will need to be vacated in the event of possible inundation via cyclone or the like and over time, managed retreat may be necessary unless an AHD of 4.2 metres can be achieved which may be unlikely. An interim use of this building over ensuing decades however would be a reasonable

outcome given the history of the site and the substantial nature of the buildings and good quality construction.

## 5.9 Servicing

To investigate the servicing capability for the site and the proposal which will be facilitated by the Local Development Plan, Urbanise Civil Engineers were engaged to review current arrangements and possible future opportunities. A copy of the report documenting these investigations is included at **Attachment 9**.

In summary, it is noted there is existing substantial power and water services available to the site and this is reflected in the previous use of the land for a seafood processing factory. The building that was previously used for seafood processing is approximately 3000m<sup>2</sup> and contains significant equipment which would have needed substantial service arrangements. The attached report indicates that it would be uncomplicated to continue to service the proposed development with power and reticulated water supply subject to minor works.

With respect to telecommunications, services are available and also the mobile network is strong given the proximity to the town centre of Carnarvon.

In relation to waste disposal, two options present. The first is the ability to connect sewerage services to the site which would be provided by way of private pumping station and private sewer main to be deposited into the Water Corporation's nearest suitable connection point which is located to the east of the site just on the other side of the "fascine". This is considered to be a viable option and the Water Corporation have confirmed this would be accepted. No further investigation specifically with respect to onsite effluent disposal has therefore been undertaken to inform the proposal. Notwithstanding this, a second option is still available at development stage to design an onsite effluent disposal system to support the development and if so, an investigation of the conditions of the soils, depth to groundwater table, phosphorous retention index and determination of an appropriate disposal field and effluent disposal system would need to be undertaken to the satisfaction of the relevant agencies including the Department of Public Health. There are significant areas not utilised for development on the Local Development Plan particularly in the east which would be the furthest distance away from the ocean and areas of inundation (particularly in the northwest). It appears feasible that an onsite effluent disposal system could be designed and installed for the development however, the proposal

to rezone the land and identify a Local Development Plan for future development is presented on the basis that sewerage can be connected feasibly and that if onsite treatment is to be proposed, detailed information would need to be submitted at development stage and if considered acceptable then sewer need not be connected.

Given the notable sunshine hours experienced at Carnarvon there is a good opportunity to install solar panels to support any future development. This could assist in reducing the draw of the site on local power facilities and be a sustainable approach. The proposal (Local Development Plan) indicates the location for possible solar energy bank and the rooftops of buildings could harbor such facilities. This option is therefore available to the site.

With respect to drainage the subject site is underlain with sandy soils with good infiltration. Drainage is therefore manageable in this context and at each stage of development details with respect to management of drainage can be submitted to the Shire for consideration.

## 6.0 CONCLUSION

The subject site was previously zoned to allow for tourism however with the introduction of Local Planning Scheme No.13 the zoning was amended to reflect the land use that is now defunct being 'Seafood Processing Factory and Associated Accommodation'. Given this use has now ceased and there is no foreseeable future for this despite the fact there has been significant financial investment in the site with major premises and accommodation, an opportunity to again zone the site to allow for tourism exists and this has been supported in principle by the Shire of Carnarvon.

In supporting the proposal in principle, the Shire conversed with the Department of Planning, Lands and Heritage and determined what issues would need to be addressed to demonstrate the suitability of rezoning and this could inform this Scheme Amendment document but also a Local Development Plan demonstrating the objectives for the land.

This document and the Local Development Plan document includes detailed information demonstrating investigations that indicate the site is certainly suitable for reuse for tourism purposes and this will take advantage of the attributes of the site including the existing infrastructure and recognise the excellent location available. The site contains substantial buildings and accommodation units and already an ablution block facility which would provide immediate accommodation for tourists. There is already an attractive setting with respect to the accommodation area which has been in place for decades and therefore has established landscaping and is already an attractive amenity. The seafood factory building is substantial and provides an excellent opportunity to provide an outlet for tourists and locals to experience and showcase the seafood production history of Carnarvon through way of brewery, restaurant and associated experiences and attractions.

The reports appended to this amendment demonstrate that the Local Development Plan has limited constraints with respect to development with flora/fauna, bushfire management, heritage (Indigenous/European), servicing, traffic and coastal influences all manageable subject to appropriate provisions on the Local Development Plan.

The subject site previously was an important employment generator for the town of Carnarvon and the opportunity exists to make use of the site with an outlet for tourists on the ocean essentially within the town site of Carnarvon and therefore provide for something that is missing in Carnarvon and this will boost the economy and potentially provide a landmark tourist development that can support the town. Rezoning of the land to 'Tourism' would allow this to occur and the attached information and Local

Development Plan demonstrates suitability of the land for this purpose. This is recognising the land has previously been zoned for tourism.

WESTERN



AUSTRALIA

REGISTER NUMBER <b>626/DP206109</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

**RECORD OF QUALIFIED CERTIFICATE**

VOLUME **LR3023** FOLIO **692**

**OF  
CROWN LAND TITLE**  
 UNDER THE TRANSFER OF LAND ACT 1893  
 AND THE LAND ADMINISTRATION ACT 1997  
**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 626 ON DEPOSITED PLAN 206109

**STATUS ORDER AND PRIMARY INTEREST HOLDER:**  
(FIRST SCHEDULE)

**STATUS ORDER/INTEREST:** LEASEHOLD

**PRIMARY INTEREST HOLDER:** NOR-WEST SEAFOODS PTY LTD OF 44 FITZGERALD STREET, GERALDTON  
(LC H133883 ) REGISTERED 11/6/1999

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

- 1. H133883 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE. REGISTERED 11/6/1999.
- J854290 VARIATION OF LEASE H133883 REGISTERED 31/7/2006.
- J854291 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 31/7/2006.
- L211108 MORTGAGE OF LEASE H133883 TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 22/1/2010.
- L211108 THE CORRECT ADDRESS OF THE LESSEE IS NOW 12 MEWS ROAD, FREMANTLE. REGISTERED 22/1/2010.

- Warning:
- (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.
  - (2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
  - (3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

END OF PAGE 1 - CONTINUED OVER



ORIGINAL CERTIFICATE OF CROWN LAND TITLE  
QUALIFIED

REGISTER NUMBER: 626/DP206109

VOLUME/FOLIO: LR3023-692

PAGE 2

SKETCH OF LAND: LR3023-692 (626/DP206109)  
PREVIOUS TITLE: LR3023-692  
PROPERTY STREET ADDRESS: 21 BINNING RD, BABBAGE ISLAND.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CARNARVON  
RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF CARNARVON TOWN LOT/LOT 626 ON SUPERSEDED  
PAPER CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 626 ON DEPOSITED  
PLAN 206109 ON 19-AUG-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.  
NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE  
OF TITLE.  
NOTE 3: J854290 CORRESPONDENCE FILE 05209-1949-10RO

WESTERN



AUSTRALIA

REGISTER NUMBER <b>1198/DP193764</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

**RECORD OF QUALIFIED CERTIFICATE**

VOLUME **LR3023** FOLIO **807**

**OF  
CROWN LAND TITLE**  
 UNDER THE TRANSFER OF LAND ACT 1893  
 AND THE LAND ADMINISTRATION ACT 1997  
**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 1198 ON DEPOSITED PLAN 193764

**STATUS ORDER AND PRIMARY INTEREST HOLDER:**  
(FIRST SCHEDULE)

**STATUS ORDER/INTEREST:** LEASEHOLD

**PRIMARY INTEREST HOLDER:** NOR - WEST SEAFOODS PTY LTD OF 44 FITZGERALD STREET, GERALDTON  
(LC H133883 ) REGISTERED 11/6/1999

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:**  
(SECOND SCHEDULE)

- 1. H133883 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE. REGISTERED 11/6/1999.
- J854290 VARIATION OF LEASE H133883 REGISTERED 31/7/2006.
- J854291 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE LEASEHOLD ESTATE. REGISTERED 31/7/2006.
- L211108 MORTGAGE OF LEASE H133883 TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 22/1/2010.
- L211108 THE CORRECT ADDRESS OF THE LESSEE IS NOW 12 MEWS ROAD, FREMANTLE. REGISTERED 22/1/2010.

- Warning:
- (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.
  - (2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
  - (3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE  
QUALIFIED

REGISTER NUMBER: 1198/DP193764

VOLUME/FOLIO: LR3023-807

PAGE 2

SKETCH OF LAND: LR3023-807 (1198/DP193764)  
PREVIOUS TITLE: LR3023-807  
PROPERTY STREET ADDRESS: 21 BINNING RD, BABBAGE ISLAND.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CARNARVON  
RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: A000001A SUBJECT TO SURVEY - NOT FOR ALIENATION PURPOSES  
NOTE 2: LAND PARCEL IDENTIFIER OF CARNARVON TOWN LOT/LOT 1198 ON SUPERSEDED  
PAPER CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 1198 ON DEPOSITED  
PLAN 193764 ON 22-AUG-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.  
NOTE 3: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE  
OF TITLE.  
NOTE 4: J854290 CORRESPONDENCE FILE 05209-1949-10RO

WESTERN



AUSTRALIA

REGISTER NUMBER <b>1044/DP170870</b>	
DUPLICATE EDITION <b>N/A</b>	DATE DUPLICATE ISSUED <b>N/A</b>

**RECORD OF QUALIFIED CERTIFICATE  
OF  
CROWN LAND TITLE**

VOLUME **LR3126** FOLIO **101**

UNDER THE TRANSFER OF LAND ACT 1893  
AND THE LAND ADMINISTRATION ACT 1997  
**NO DUPLICATE CREATED**

The undermentioned land is Crown land in the name of the STATE OF WESTERN AUSTRALIA, subject to the interests and Status Orders shown in the first schedule which are in turn subject to the limitations, interests, encumbrances and notifications shown in the second schedule.

*BGRoberts*  
REGISTRAR OF TITLES



**LAND DESCRIPTION:**

LOT 1044 ON DEPOSITED PLAN 170870

**STATUS ORDER AND PRIMARY INTEREST HOLDER:  
(FIRST SCHEDULE)**

**STATUS ORDER/INTEREST:** LEASEHOLD

**PRIMARY INTEREST HOLDER:** NOR-WEST SEAFOODS PTY LTD OF 44 FITZGERALD STREET, GERALDTON  
(LC H133883 ) REGISTERED 11/6/1999

**LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:  
(SECOND SCHEDULE)**

1. H133883 LEASE. SUBJECT TO THE TERMS AND CONDITIONS AS SET OUT IN THE LEASE.  
REGISTERED 11/6/1999.  
  - J854290 VARIATION OF LEASE H133883 REGISTERED 31/7/2006.
  - J854291 LEASE OF CROWN LAND AND AMALGAMATION ORDER. LAND INCLUDED INTO THE  
LEASEHOLD ESTATE. REGISTERED 31/7/2006.
  - L211108 MORTGAGE OF LEASE H133883 TO COMMONWEALTH BANK OF AUSTRALIA  
REGISTERED 22/1/2010.
  - L211108 THE CORRECT ADDRESS OF THE LESSEE IS NOW 12 MEWS ROAD, FREMANTLE.  
REGISTERED 22/1/2010.
2. L709101 MEMORIAL. CONTAMINATED SITES ACT 2003 REGISTERED 16/8/2011.

- Warning:
- (1) A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.  
Lot as described in the land description may be a lot or location.
  - (2) The land and interests etc. shown hereon may be affected by interests etc. that can be, but are not, shown on the register.
  - (3) The interests etc. shown hereon may have a different priority than shown.

-----END OF CERTIFICATE OF CROWN LAND TITLE-----

**STATEMENTS:**

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

END OF PAGE 1 - CONTINUED OVER

ORIGINAL CERTIFICATE OF CROWN LAND TITLE  
QUALIFIED

REGISTER NUMBER: 1044/DP170870

VOLUME/FOLIO: LR3126-101

PAGE 2

SKETCH OF LAND: DP170870  
PREVIOUS TITLE: LR3023-768  
PROPERTY STREET ADDRESS: 38 BINNING RD, BABBAGE ISLAND.  
LOCAL GOVERNMENT AUTHORITY: SHIRE OF CARNARVON  
RESPONSIBLE AGENCY: DEPARTMENT OF PLANNING, LANDS AND HERITAGE (SLSD)

NOTE 1: A000001A LAND PARCEL IDENTIFIER OF CARNARVON TOWN LOT/LOT 1044 ON SUPERSEDED PAPER CERTIFICATE OF CROWN LAND TITLE CHANGED TO LOT 1044 ON DEPOSITED PLAN 170870 ON 12-SEP-02 TO ENABLE ISSUE OF A DIGITAL CERTIFICATE OF TITLE.  
NOTE 2: THE ABOVE NOTE MAY NOT BE SHOWN ON THE SUPERSEDED PAPER CERTIFICATE OF TITLE.  
NOTE 3: J854290 CORRESPONDENCE FILE 05209-1949-10RO

# Bushfire Management Plan Coversheet

This Coversheet and accompanying Bushfire Management Plan has been prepared and issued by a person accredited by Fire Protection Association Australia under the Bushfire Planning and Design (BPAD) Accreditation Scheme.

## Bushfire Management Plan and Site Details

<b>Site Address / Plan Reference:</b> 21 Binning Road		
<b>Suburb:</b> Babbage Island, Carnarvon	<b>State:</b> WA	<b>P/code:</b> 6701
<b>Local government area:</b> Shire of Carnarvon		
<b>Description of the planning proposal:</b> Scheme Amendment & Local Development Plan for Caravan Park and Camp Grounds		
<b>BMP Plan / Reference Number:</b> 211099	<b>Version:</b> Rev A	<b>Date of Issue:</b> 21/07/2021
<b>Client / Business Name:</b> Kel Brown C/- Halsall & Associates		

Reason for referral to DFES	Yes	No
Has the BAL been calculated by a method other than method 1 as outlined in AS3959 (tick no if AS3959 method 1 has been used to calculate the BAL)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Have any of the bushfire protection criteria elements been addressed through the use of a performance principle (tick no if only acceptable solutions have been used to address all of the BPC elements)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Is the proposal any of the following special development types (see SPP 3.7 for definitions)?</b>		
Unavoidable development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Strategic planning proposal (including rezoning applications)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minor development (in BAL-40 or BAL-FZ)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High risk land-use	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Vulnerable land-use	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**If the development is a special development type as listed above, explain why the proposal is considered to be one of the above listed classifications (E.g. considered vulnerable land-use as the development is for accommodation of the elderly, etc.)?**

Scheme Amendment & Local Development Plan for Caravan Park and Camp Grounds

**Note: The decision maker (e.g. local government or the WAPC) should only refer the proposal to DFES for comment if one (or more) of the above answers are ticked "Yes".**

## BPAD Accredited Practitioner Details and Declaration

<b>Name</b> Gary McMahon	<b>Accreditation Level</b> Level 3	<b>Accreditation No.</b> 35078	<b>Accreditation Expiry</b> 11/2021
<b>Company</b> Ecosystem Solutions		<b>Contact No.</b> (08) 9759 1960	

**I declare that the information provided within this bushfire management plan is to the best of my knowledge true and correct**

Signature of Practitioner



Date 21/07/2021

# Bushfire Management Plan and Bushfire Emergency Evacuation Plan

21 Binning Road, Babbage Island, Carnarvon

21 July 2021

Prepared for:  
Kel Brown  
C/-Halsall and Associates



# Limitations Statement

This report has been prepared in accordance with the Agreement between Ecosystem Solutions Pty Ltd and Kel Brown C/-Halsall and Associates (Client”). **It has been solely prepared** for a vulnerable development at 21 Binning Road, Babbage Island, Carnarvon (“Site”).

## Information

In undertaking this work the authors have made every effort to ensure the accuracy of the information used. Unless otherwise stated in the report, Ecosystem Solutions Pty Ltd has not independently verified such information and cannot guarantee its accuracy or completeness.

## Conclusions

Within the limitations imposed by the scope of work, preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable bushfire consultants under similar circumstances. No other warranty, expressed or implied, is made.

## Reliance

This report is solely for the use of the Client and any reliance on this report by third parties will be at such **party’s sole risk**. This report must only be presented in full and may not be used to support any other purpose than those set out in the report and the Agreement, except where prior written approval with comments are provided by Ecosystem Solutions Pty Ltd. All intellectual property rights in documents created by Ecosystem Solutions Pty Ltd remain the property of Ecosystem Solutions Pty Ltd.

Other parties should not rely on the report or the accuracy or completeness of any conclusions and should make their own enquiries and obtain independent advice in relation to such matters. Ecosystem Solutions Pty Ltd accepts no Liability, or responsibility whatsoever for or in respect of any use or reliance upon this report and its supporting material subsequently used by others. Please note that the contents of this report **may not be directly applicable towards another organisation’s needs and may not contain** sufficient information for purposes of other parties or for other uses.

Ecosystem Solutions Pty Ltd will not be liable to update or revise the report to take into account any events or emergent circumstances or facts occurring or becoming apparent after the date of this report.

## Other limitations

The measures contained in this report cannot guarantee that a structure or building will not be damaged or would survive a bushfire event on every occasion. This is due to the degree of vegetation management, the



unpredictable nature of fire behaviour (knowledge in this field continues to develop) and the unpredictable nature of extreme weather conditions.

The growth, planting or removal of vegetation, poor maintenance of any fire prevention/mitigation measures, addition of structures not included in this report, or other activity can and will change the bushfire threat to all properties detailed in this report. The implementation of fire precautions will depend on the actions of the landowner or occupiers of the land, over which Ecosystem Solutions Pty Ltd has no control. Should changes be made to the Site, a new Bushfire Management Plan is required.

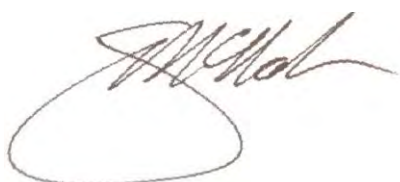
Ecosystem Solutions Pty Ltd accepts no Liability, including Liability for any Loss in connection with:

- a Claim, damage, or injury to property, or persons caused by fire;
- further growth, planting or removal of vegetation on the Site;
- poor maintenance of any fire protection measures;
- additional structures not included in this assessment; or
- any other activity that may change the bushfire threat level.

The Client and owner of the Site each acknowledge that they have been made aware of the exclusions above and that such exclusion of Liability is reasonable in all the circumstances.

This report is valid for a period of two years only from the date of its issue. All BAL ratings identified in this report are indicative and are required to be verified at the time of construction of individual buildings to ensure appropriate setbacks identified in the Site/building have been achieved.

STATEMENT OF CONFORMITY - *PLANNING AND DEVELOPMENT ACT 2005*



Gary McMahon

B.Sc. M. Env Mgmt. PG Dip Bushfire Protection. C.EnvP, BPAD Level 3 (35078)

The signatory declares that this Bushfire Management Plan meets the requirements of State Planning Policy 3.7 and the Guidelines for Planning in Bushfire Prone Areas V1.3.

## DISCLAIMER

*\*All capitalised terms used in the Limitations Statement above that are not defined are defined in the Agreement between Ecosystem Solutions Pty Ltd and the Client.*

*\*\* The limitations above are subject to any relevant rights or remedies that the Client may be entitled to under legislation, including Schedule 2 of the Competition and Consumer Act 2010 (Cth).*

# Document Control

Client - Kel Brown C/- Halsall and Associates

Site - 21 Binning Road, Babbage Island, Carnarvon

Version	Revision	Purpose	Author	Reviewer	Submitted	
					Form	Date
Report	Rev A	Initial Report	DC (Level 1 - BPAD48409)	GM (Level 3 - BPAD35078)	Electronic (email)	21/07/2021

Filename: Z:\PROJECTS\211099 21 Binning Road, Babbage Island, Carnarvon BAL Contour F&F\Reports\21 Binning Road, Babbage Island BMP BEEP.docx

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# Appendices

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**Shire of Carnarvon's Firebreak Notice**

Appendix B

Risk Analysis

Appendix C

Bushfire Emergency Evacuation Plan

Appendix D

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Appendix E

Refuge Open Space Calculations

# SUMMARY

Site Details						
Address		21 Binning Road, Babbage Island, Carnarvon				
Local Government Area		Shire of Carnarvon				
Development Application						
Application	Information Requirements				Occupants	
Tourist Caravan Park & Camping Grounds	Bushfire Management Plan				Maximum 1,250	
	Bushfire Emergency Evacuation Plan					
Vulnerable Land Use						
Determined BAL						
AS 3959 Assessment Procedure	Vegetation Classification	FDI	Effective Slope	Separation Distance	BAL	
Method 1	Class C Shrubland	80	Downslope >5 to 10 degrees	11 m	BAL-29	

# 1 PROPOSAL

## 1.1 Introduction

This Bushfire Management Plan (BMP) has been prepared in accordance with the procedure for a simple development application document. An assessment of the proposal against the requirements of *State Planning Policy (SPP) 3.7* and ***Guidelines for Planning in Bushfire Prone Areas ('Guidelines'***, WAPC, V1.3 December 2017) and the *Tourism Land use in Bushfire Prone Areas Position Statement ('Position Statement, WAPC, Nov 2019)* is included.

The Bushfire Emergency Evacuation Plan (BEEP) (Appendix C) is preceded by a Risk Analysis (Appendix B) to determine the best approach to be followed in the event of a bushfire. This includes considering the safety of the evacuation route and determined Bushfire Attack Level (BAL).

The purpose of this BMP and BEEP is to detail the fire management methods and requirements that will be implemented within and around the Site to reduce the threat to guests, staff and fire fighters in the event of a fire.

## 1.2 Background

The Site is located at 21 Binning Road, Babbage Island, within the Shire of Carnarvon (hereafter **referred to as the 'Site'**). The proposal is for a Scheme Amendment and Local Development Plan for the Site, to allow the development of a Caravan Park and Camping Grounds over 6 Stages. An area on the northwest of the Site will also be excised from the existing lease and returned to the Government (Figure 1).

The site contains existing infrastructure, including a seafood processing plant and accommodation as well as areas of remnant vegetation in varying condition. A Flora and Fauna Significance Assessment has also been prepared for this Site (Ecosystem Solutions Pty Ltd, June 2021), and should be read in conjunction with the Bushfire Management Plan and Bushfire Emergency Evacuation Plan.

The Site is located within a bushfire prone area, as declared by *State Planning Policy 3.7: Planning in Bushfire Prone Areas* (Figure 2).

The purpose of this BMP and BEEP is to detail the fire management methods and requirements that will be implemented within and around the Site to reduce the threat to guests, employees and fire fighters in the event of a fire, as well as to assess and determine if the proposal adequately cares for **'vulnerable' people**.



Figure 1 Proposed Development for 21 Binning Road, Babbage Island



Figure 2 Extract Map of Bushfire Prone Areas with 21 Binning Road, Babbage Island, Carnarvon shown in the blue polygon (accessed 7<sup>th</sup> July 2021)



## 1.3 Regulatory Compliance Requirements

### 1.3.1 Planning and Development Act 2005

On 7 December 2015, the State Government introduced by Gazette, a state map of Bushfire Prone Areas by order under the *Fire and Emergency Services Act 1998* and introduced development controls in bushfire prone areas through the *Planning and Development Act 2005*. These controls were in turn guided by *Planning in Bushfire Prone Areas* and *Guidelines for Planning in Bushfire Prone Areas* (Guidelines).

The State Planning Policy (SPP) 3.7 and Guidelines now form the foundation for fire risk management planning in WA at a community and land development level.

The SPP 3.7 recognises that whilst bushfire is now an important consideration in subdivision design and protecting the community, there are many lots not yet developed and many buildings that do not comply with contemporary construction requirements for bushfire prone areas.

#### Vulnerable Land Uses

Vulnerable land uses according to SPP3.7 and the Guidelines are those where persons may be less able to respond in a bushfire emergency. These include the following:

*“Short stay accommodation or visitation uses that involve people who are unaware of their surroundings and who may require assistance or direction in the event of a bushfire, such as bed and breakfast, caravan park and camping ground, holiday house, holiday accommodation, **home business, serviced (short stay) apartment, tourist development and workers’ accommodation.**”*

Consideration should be given to an Emergency Evacuation Plan and included within the statement against the bushfire protection criteria.

In 2019 the Western Australian Planning Commission (WAPC) released Position Statement: Tourism land uses in bushfire prone areas (October 2019, hereafter referred to as Tourism Position Statement) with the intent to provide bushfire protection for tourism land use relevant to the characteristics of the occupants and/or surrounding community to preserve life and reduce the impact of bushfire on property and infrastructure. The Tourism Position Statement maintains primacy for the protection of human life but recognises the importance of tourism and that the protection of property or infrastructure may be secondary to the social or economic benefit of tourism development to the region.

This proposal, being a caravan park, will be assessed against Table 1, Page 11 - Caravan Park of the Tourism Position Statement.

The proposed development should address the bushfire protection criteria with the aim of achieving BAL-29 or less for the Site. If BAL-29 cannot be achieved, the proposed development should be assessed against clause 6.7.1 of SPP 3.7 and any other planning matters as appropriate.

### 1.3.2 Building Act 2011

The *Building Act 2011* applies the construction standards of the *Building Code of Australia* which refers to *AS3959-2018 Construction of Buildings in Bushfire Prone Areas*. AS3959 includes the deemed to satisfy solutions which demonstrates compliance with the bushfire performance requirements. AS3959 applies to the construction of Class 1, 2, 3 buildings and associated 10a buildings and decks.

Exemptions for minor work and minor alterations from AS3959-2018 requirements are provided. AS3959 does not operate retrospectively to existing buildings, if the use does not change.

## 2 Environmental Considerations

### 2.1 Native vegetation - modification and clearing

The Site includes native coastal vegetation with scattered trees to provide shade, shelter and visual amenity for guests.

Clearing of shrubland is required to construct the facilities and camp sites within the Site. Vegetation modification of the shrubland is required within the Asset Protection Zones, with the removal of fine fuels to comply with the Guidelines. Any clearing or modification of native vegetation will require relevant approved and exemptions.

A basic desktop assessment for environmental values has been completed. Data provided through the Protected Matters Search Tool, accessed 8<sup>th</sup> July 2021, identified one threatened ecological community and a number of Declared Rare Flora and fauna species or species habitat that could occur within the area.

A Flora and Fauna assessment has been conducted by Ecosystem Solutions (unpublished report, June 2021) and provides more details about the environmental values within the Site. *Carpobrotus* sp. Thevenard Island (P3) was recorded onsite during the flora and fauna assessment. This species is under 50cm in height and therefore can be retained within the proposed Asset Protection Zones.

Table 1 Significant Environmental Values within 5 km of the Site (PMST Report)

Significant Environmental Values	Yes / No	If Yes, describe
Conservation Covenant	No	Nil
Bushforever	No	Nil
Conservation Wetland or Buffer	No	Nil
Threatened Ecological Communities	Yes	Subtropical and Temperate Coastal Saltmarsh threatened ecological community is likely to occur with the area. The Flora and Fauna report confirms that the location is too far north to be representative of this TEC.

Significant Environmental Values	Yes / No	If Yes, describe
Threatened Flora	Yes	There are a number of declared rare flora species or species habitat that may occur within the area. <i>Carpobrotus</i> sp. Thevenard Island (P3) was recorded during the environmental survey (Ecosystem Solutions, unpublished report, June 2021).
Threatened Fauna	Yes	There are a number of declared rare fauna species or species habitat that may occur within the area. None were recorded during the environmental survey (Ecosystem Solutions, unpublished report, May 2019).
Environmentally Sensitive Area	No	Nil
Significant for Conservation Strategy	No	Nil

## 2.2 Re-vegetation / Landscape Plans






A Landscape Plan for the Site is shown in Figure 1. All landscaping will be completed to the standards of an Asset Protection Zone and has therefore been excluded from classification under S 2.2.3.2 (f), as low threat vegetation with insufficient fuel to significantly increase the severity of a bushfire attack. The Landscape Plan will be implemented in stages, with a minimum Asset Protection Zone of 11 m from the Class C Shrubland Downslope >5 to 10 Degrees and 9 m from the Class C Shrubland Upslope/flat to each building and camp site within a stage. An Asset Protection Zone around the Refuge Open Space is also required to be established within Stage 1, with a minimum width of 95m from the Class C Shrubland Upslope/Flat and 115 m from the Class C Shrubland Downslope >0 to 5 Degrees. The Asset Protection Zones will be landscaped according to the landscape plan, to ensure that no building or camp site is above a BAL-29 rating and the refuge open space achieves BAL-2.

# Bushfire Assessment Results

## 3.1 Assessment Inputs

The assessment of the Site was undertaken between 19 - 22 April 2021 by BPAD Accredited Practitioners for the purpose of determining the Bushfire Attack Level in accordance with AS 3959-2018 Simplified Procedure (Method 1).

All vegetation within 150 m of the Site was classified in accordance with Clause 2.2.3 of AS 3959-2018, shown in the photos below, with map provided in Figure 3.

Plot	1	Vegetation Classification or Exclusion Clause	
			
Photo ID: 1		Photo ID: 2	
			
Photo ID: 3		Photo ID: 4	
			
Photo ID: 5		Photo ID: 6	

	
<p>Photo ID: 21</p>	
<p>Description / Justification for Classification:</p>	<p>Low coastal shrubland, with an average height of &lt;1m, with a foliage cover &gt;30%, with an open sand understory. Vegetation modification is required for this plot, as shown in the Vegetation Classification - Post Development Map to establish an Asset Protection Zone.</p>

Plot	2	Vegetation Classification or Exclusion Clause	Class C Shrubland Downslope >0 to 5 Degrees
		Photo ID: 7	Photo ID: 8
		Photo ID: 9	Photo ID: 10
		Description / Justification for Classification:	Low coastal shrubland, with an average height of <1m, with a foliage cover of >30%, with an open sand understory.



Plot	3	Vegetation Classification or Exclusion Clause	Class C Shrubland Downslope >5 to 10 Degrees
		Photo ID: 11	Photo ID: 12
		Photo ID: 13	Photo ID: 14
		Description / Justification for Classification:	Low coastal shrubland, with an average height of <1m, with a foliage cover of >30%, with an open sand understory. Vegetation modification is required for this plot, as shown in the Vegetation Classification - Post Development Map to establish an Asset Protection Zone.

Plot	4	Vegetation Classification or Exclusion Clause	Excluded Clause 2.2.3.2 (a), (e) & (f)
	 <p>DIRECTION 171 deg(T) 24.88340°S 113.63546°E ACCURACY 5 m DATUM WGS84</p> <p>2021-04-19 14:36:17+08:00</p>	 <p>DIRECTION 183 deg(T) 24.88210°S 113.63537°E ACCURACY 5 m DATUM WGS84</p> <p>Babbage Island 2021-04-19 15:48:31+08:00</p>	<p>Photo ID: 15</p> <p>Photo ID: 16</p>
	 <p>DIRECTION 171 deg(T) 24.88238°S 113.63544°E ACCURACY 5 m DATUM WGS84</p> <p>Babbage Island 2021-04-19 15:48:56+08:00</p>	 <p>DIRECTION 237 deg(T) 24.88265°S 113.63560°E ACCURACY 5 m DATUM WGS84</p> <p>Babbage Island 2021-04-19 15:49:29+08:00</p>	<p>Photo ID: 17</p> <p>Photo ID: 18</p>
	 <p>DIRECTION 323 deg(T) 24.88382°S 113.63606°E ACCURACY 5 m DATUM WGS84</p> <p>Babbage Island 2021-04-20 12:37:32+08:00</p>	 <p>DIRECTION 15 deg(T) 24.88255°S 113.63283°E ACCURACY 5 m DATUM WGS84</p> <p>Babbage Island 2021-04-21 09:46:45+08:00</p>	<p>Photo ID: 19</p> <p>Photo ID: 20</p>
	<p>Description / Justification for Classification:</p>		<p>Areas greater than 100 m from the Site are excluded under S 2.2.3.2 (a). Low threat vegetation including managed gardens and lawns within the Lot for amenity and recreation purposes are excluded under S 2.2.3.2 (f). Non-vegetated areas including roads and buildings are excluded under S 2.2.3.2 (e). The Vegetation Classification - Post Development Map (Figure 5) shows Asset Protection Zones and low fuel zones that are managed to Asset Protection Zone Standards throughout the Site are excluded under S 2.2.3.2 (f).</p>



Figure 3 Vegetation Class and Effective Slope - Predevelopment



Figure 4 Vegetation Class and Effective Slope - Post development

## 3.2 Assessment Outputs

The results from the Site assessment are provided in Table 2 & 3. The Determined Bushfire Attack Level (highest BAL) for the Site has been determined in accordance with clause 2.2.6 of AS 3959-2018 with map provided in Figure 3. The BAL Contour has been determined using the post development vegetation extent (Figure 4), with detailed view provided in Figures 5 & 6.

*Table 2 Site Assessment Results - Post Development - All Buildings and Tourist Sites*

Method 1 BAL Determination - All Buildings and Tourist Sites						
Fire Danger Index - 80 (AS3959-2018 Table 2.1)						
Plot	Vegetation Classification	Effective Slope Classified (degrees)	Under the Vegetation	Separation Classification (metres)	Distance to the Vegetation	Bushfire Attack Level
1	Class C Shrubland	Upslope/Flat		Min 9m*		BAL-29
2	Class C Shrubland	Downslope >0 to 5 degrees		Min 10m*		BAL-29
3	Class C Shrubland	Downslope >5 to 10 Degrees		Min 11m*		BAL-29
4	Excluded S 2.2.3.2 (a), (e) or (f)	N/A		N/A		BAL-LOW
Determined Bushfire Attack Level						BAL-29*

\* These setback distances will be established and maintained, in perpetuity, to the standards of an Asset Protection Zone (Appendix D) by the lease holder.

Table 3 Site Assessment Results - Post Development - All Buildings and Tourist Sites

Method 1 BAL Determination - Refuge Open Space						
Fire Danger Index - 80 (AS3959-2018 Table 2.1)						
Plot	Vegetation Classification	Effective Slope Under the Classified (degrees)	Separation Distance to the Vegetation Classification (metres)	Separation Distance to the Vegetation	Bushfire Attack Level	
1	Class C Shrubland	Upslope/Flat	Min 95m*		BAL-2	
2	Class C Shrubland	Downslope >0 to 5 degrees	Min 105m*		BAL-2	
3	Class C Shrubland	Downslope >5 to 10 Degrees	Min 115m*		BAL-2	
4	Excluded S 2.2.3.2 (a), (e) or (f)	N/A	N/A		BAL-LOW	
Determined Bushfire Attack Level					BAL-2	

\* These setback distances will be established and maintained, in perpetuity, to the standards of an Asset Protection Zone (Appendix D) by the lease holder.

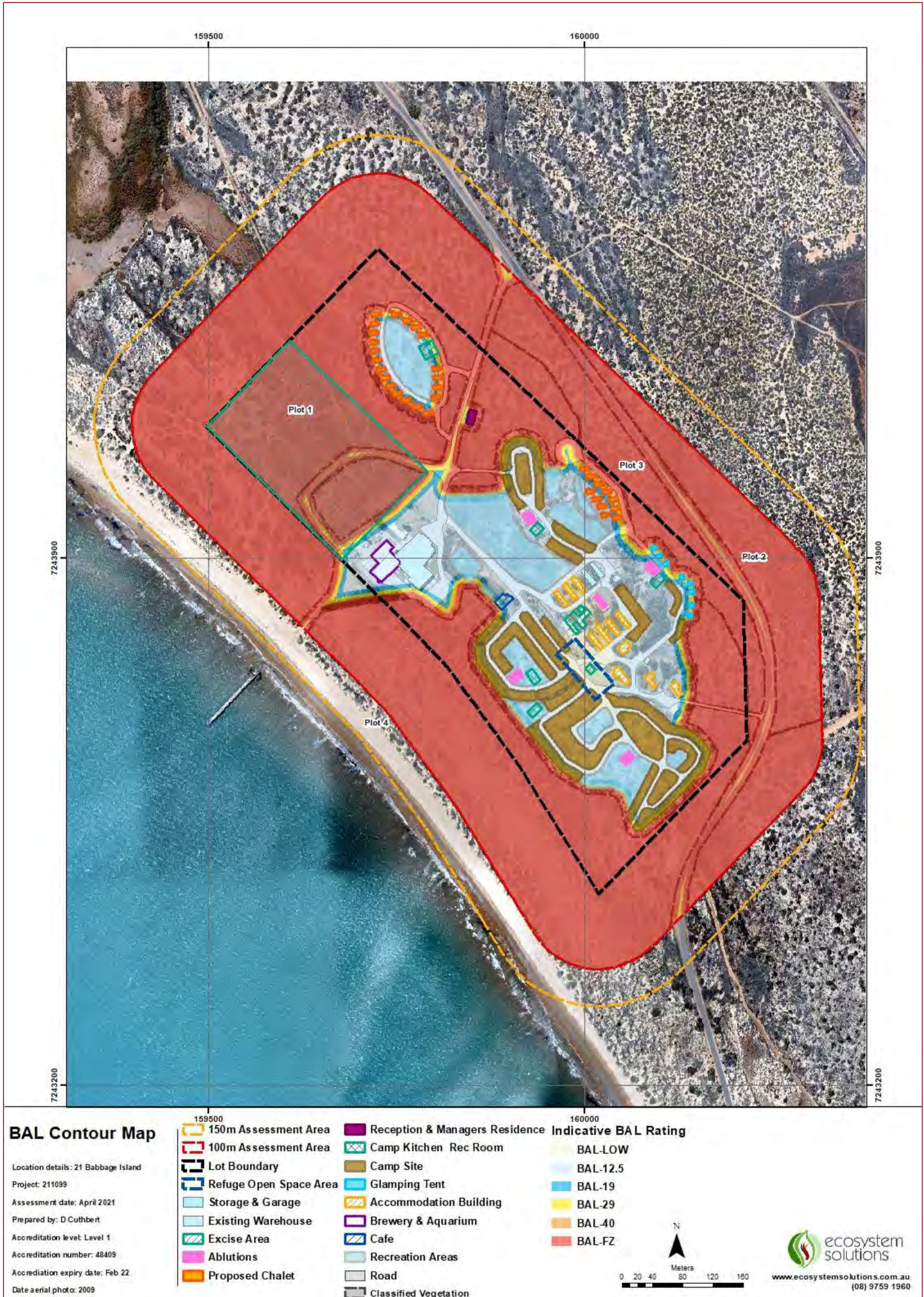


Figure 5 Map of Bushfire Attack Level Assessment



Figure 6 Map of Bushfire Attack Level Assessment - Detailed View - South



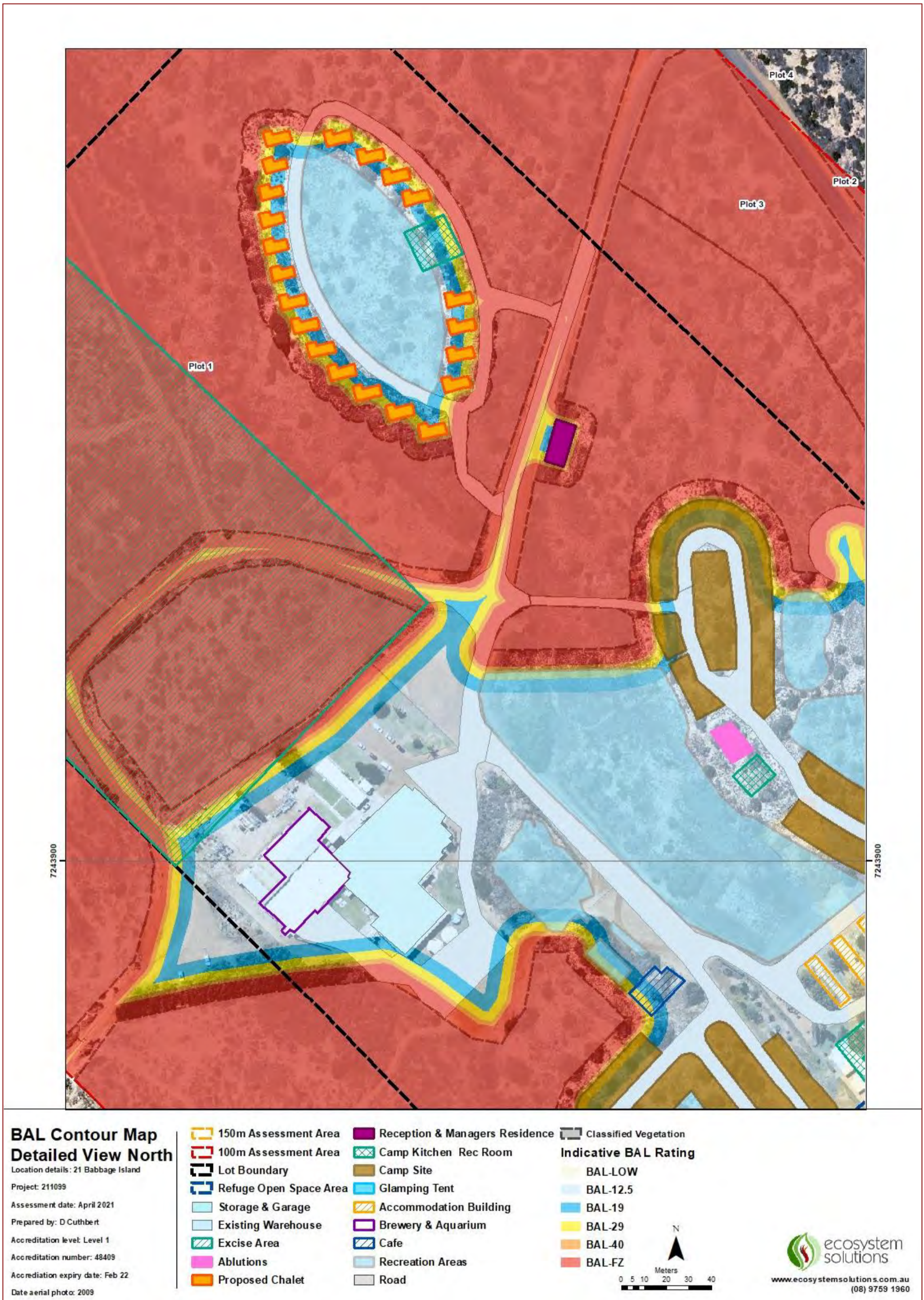


Figure 7 Map of Bushfire Attack Level Assessment - Detailed View - North

# 4 BUSHFIRE RISK CONTROLS

## 4.1 Bushfire Protection Criteria

### ELEMENT 1: LOCATION

Intent: To ensure that strategic planning proposals, subdivision and development applications are located in areas with the least possible risk of bushfire to facilitate the protection of people, property and infrastructure.

#### Acceptable Solution

##### A1.1 Development location

The strategic planning proposal, subdivision and development application is located in an area that is or will, on completion, be subject to either a moderate or low bushfire hazard level, or BAL-29 or below.

#### Compliance

The BAL Contour (Figures 5 to 7) for the Site shows that the proposed accommodation facilities including chalets and tourist sites are within a BAL-29 or lower rating.

The BAL Contour shows that the Refuge Open Space Area is located wholly within a BAL-LOW area, with calculation provided in Appendix E.

Areas of BAL-40 and BAL-FZ encroach on the Lot however these areas will not be utilised for accommodation purposes.

There will be no accommodation site or structure will be established within an area greater than BAL-29.

ELEMENT 2: SITING AND DESIGN OF DEVELOPMENT

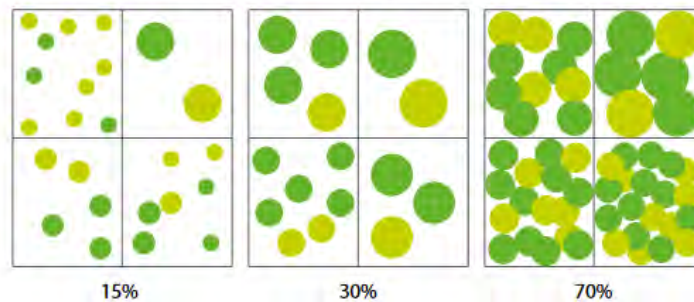
Intent: To ensure that the siting and design of development minimises the level of bushfire impact

Acceptable Solution	Compliance
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<p><b>A2.1 Asset Protection Zone</b></p> <p>Every habitable building is surrounded by, and every proposed lot can achieve, an APZ depicted on submitted plans, which meets the following requirements:</p> <p><b>Width:</b> Measured from any external wall or supporting post or column of the proposed building, and of sufficient size to ensure the potential radiant heat impact of a bushfire does not exceed 29kW/m<sup>2</sup> (BAL-29) in all circumstances.</p> <p><b>Location:</b> the APZ should be contained solely within the boundaries of the lot on which the building is situated, except in instances where the neighbouring lot or lots will be managed in a low-fuel state on an ongoing basis, in perpetuity.</p> <p><b>Management:</b> the APZ is managed in accordance with the requirements of ‘Standards for Asset Protection Zones’. (Figure 8)</p>	<p>An Asset Protection Zone (APZ) will be maintained around every habitable building, tourist site and Brewery to the setback required to achieve BAL-29.</p> <p>The Asset Protection Zones are any proposed habitable building and camp site will be maintained to the standards in the Guidelines (Figure 7) with:</p> <ul style="list-style-type: none"> <li>• 9 m to the Class C Shrubland Upslope/Flat; and</li> <li>• 11 m to the Class C Shrubland Downslope &gt; 5 to 10 degrees.</li> </ul> <p>An Asset Protection Zone around the Refuge Open Space will be maintained to the setback required to achieve a radiant heat flux of 2 kW/m<sup>2</sup> or less (i.e. equivalent to BAL-2), being (Calculations provided in Appendix E):</p> <ul style="list-style-type: none"> <li>• 95 m to the Class C Shrubland Upslope/Flat; and</li> <li>• 115 m to the Class C Shrubland Downslope &gt;5 to 10 degrees.</li> </ul> <p>As this development is staged, it is a requirement of the Bushfire Management Plan that the Refuge Open Space and the Associated Asset Protection Zone to achieve a radiant heat flux of 2 kW/m<sup>2</sup> is established within Stage 1 of the development. It is recommended that the Refuge-Open-Space be demarcated and signposted to alert anyone within the Site of a safe place to seek refuge in a bushfire situation, where evacuation is not possible.</p> <p>The APZ for the Site is illustrated in Figure 10.</p>
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- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 18: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m<sup>2</sup> in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.

Figure 8 Asset Protection Zone Requirements from Guidelines for Planning in Bushfire Prone Areas (WAPC, Dec 2017)

### ELEMENT 3: VEHICULAR ACCESS

Intent: To ensure that the vehicular access serving a subdivision/development is available and safe during a bushfire event.

#### Acceptable Solution

#### Compliance

##### A3.1 Two access routes

Two different vehicular access routes are provided, both of which connect to the public road network, provide safe access and egress to two different destinations and are available to all residents/the public at all times and under all weather conditions.

Access into the Site is via Binning Road, Pelican Point Road and Babbage Island Road which effectively form a non-compliant cul-de-sac (Refer A3.3 below).

Binning Road provides access to the Carnarvon town centre via Pelican Point Road, Babbage Island Road and Robertson Street.

The internal access within the Site (see A3.5 below) has been designed with a number of loop roads and an Emergency Access Way (A3.6), ensuring that there is a minimum of two access / egress routes for all guests within the Site. The development is to proceed in Stages (Figure 1), with two-way access provided to all Sites at all stages of the development process.

In an emergency situation in proximity to the Site, guests would be advised to Evacuate Immediately, if safe to do so, and under instruction from Emergency Personnel, or take shelter/refuge as detailed in Appendix C - Bushfire Emergency Evacuation Plan. This proposal is unavoidable development within a remote location and full compliance with SPP 3.7 is not possible. The comprehensive evacuation plan and risk analysis (Appendix B) ensure that this proposal is not contrary to public interest.

Due to the Site having one access and egress route via the public road network a performance-based principle of a refuge-open-space has been developed (Refer 4.2 below and Appendix C & E) It is recommended that the Refuge-Open-Space be demarcated and signposted to alert anyone within the Site of a safe place to seek refuge in a bushfire situation, where evacuation is not possible.

## ELEMENT 3: VEHICULAR ACCESS

<p>A3.2 Public road</p> <p>Requirements in Table 6, Column 1 of the Guidelines (Figure 9).</p>	<p>No new public roads are to be constructed as part of this proposal. Existing roads in proximity to the Site are in good condition and have been built to standards.</p>
<p>A3.3 Cul-de-sac (including a dead-end road)</p> <p>Where no alternative exists (i.e the lot layout already exists, demonstration required).</p> <ul style="list-style-type: none"> <li>• Requirements in Table 6, Column 2 (Figure 9);</li> <li>• Maximum length: 200 m (if public emergency access is provided between cul-de-sac heads maximum length can be increased to 600 m provided no more than eight lots are services and the emergency access way is no more than 600m); and</li> <li>• Turn-around requirements, including a minimum 17.5 metre diameter head.</li> </ul>	<p>The access to the Site is from Binning Road, Pelican Point Road and Babbage Island Road, effectively forming a non-compliant cul-de-sac, a testament of previous road design that did not take bushfire risk into consideration, as well as the remote location of the Site not allowing an additional access road. This proposal is unavoidable development and is unable to comply to the full extent of SPP 3.7 due to the remote location of the campgrounds and limited access available.</p> <p>Due to the Site having one access and egress route via the public road network a performance-based principle of a refuge-open-space has been developed (Refer 4.2 below and Appendix C &amp; E)</p>
<p>A3.4 Battle-axe</p>	<p>Not applicable to this Site.</p>
<p>A3.5 Private driveways &gt;50m</p> <ul style="list-style-type: none"> <li>• Requirements in Table 6, Column 3 (Figure 9);</li> <li>• Required where a house site is more than 50 m from a public road;</li> <li>• Passing bays: every 200 m with a minimum length of 20 m and a minimum width of 2 m;</li> <li>• Turn-around areas designed to accommodate type 3.4 fire appliances and to enable them to turn around safely every 500 m (i.e. kerb to kerb 17.5 m) and within 50 m of a house;</li> <li>• Any bridges or culverts are able to support a minimum weight capacity of 15 t; and</li> <li>• All-weather surface (i.e. compacted gravel, limestone or sealed).</li> </ul>	<p>The internal access roads are not technically a private driveway as they do not service a private residential building. The proposed internal access roads will be constructed to meet the technical requirements of a private driveway &gt;50 metres, as detailed in Table 6, Column 3 of the Guidelines (Figure 9). This includes all-weather surface construction and providing suitable access for a 15 t vehicle and the passing of a type 3.4 fire appliance.</p>

### ELEMENT 3: VEHICULAR ACCESS

#### A3.6 Emergency access way

Where no alternative exists (demonstration required), an emergency access way is to be provided as an alternative link to a public road during emergencies:

- Requirements in Table 6, Column 4 (Figure 9);
- No further than 600 m from a public road;
- Provided as right of way or public access easement in gross to ensure accessibility to the public and fire services during an emergency; and
- Must be signposted

An Emergency Access Way is proposed to the south east of the Site to provide an additional egress onto Binning Road in the event of a bushfire. This EAW is less than 165 m in length and will be constructed to meet the requirements of the Guidelines (Figure 9), with a 4 m paved surface and 1m constructed road shoulders.

The development is to proceed in Stages (Figure 1), with the Emergency Access Way to be constructed during Stage 1, to ensure two ways of access/egress from the Site is available at all stages of the development process.

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#### A3.7 Fire service access routes

Not applicable to this Site.

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#### A3.8 Firebreak width

Lots greater than 0.5 hectares (5,000 m<sup>2</sup>) must have internal perimeter firebreak of a minimum width of three metres or to the level as prescribed in the local firebreak notice issued by the local government.

Internal firebreaks are not practical for this specific Site. The Site is abutted by public roads on the north, east and south, and the beach to the west, which effectively provide a break around the lot.

The low fuel zones within the Site, as well as the internal roads are adequate measures to control the spread of bushfire.

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<b>TECHNICAL REQUIREMENTS</b>	<b>1 Public road</b>	<b>2 Cul-de-sac</b>	<b>3 Private driveway</b>	<b>4 Emergency access way</b>	<b>5 Fire service access routes</b>
Minimum trafficable surface (m)	6*	6	4	6*	6*
Horizontal clearance (m)	6	6	6	6	6
Vertical clearance (m)	4.5	N/A	4.5	4.5	4.5
Maximum grade <50 metres	1 in 10	1 in 10	1 in 10	1 in 10	1 in 10
Minimum weight capacity (t)	15	15	15	15	15
Maximum crossfall	1 in 33	1 in 33	1 in 33	1 in 33	1 in 33
Curves minimum inner radius (m)	8.5	8.5	8.5	8.5	8.5
*Refer to E3.2 Public roads: Trafficable surface					

Figure 9 Vehicular access technical requirements (Guidelines for Planning in Bushfire Prone Areas Table 6)



## ELEMENT 4: WATER

Intent: To ensure that water is available to the subdivision, development or land use to enable people, property and infrastructure to be defended from bushfire.

### Acceptable Solution

A4.3 Individual lots within non-reticulated areas  
Single lots above 500m<sup>2</sup> need a dedicated static water supply on the lot that has the effective capacity of 10,000 L.

### Compliance

A non-combustible water tank with a minimum capacity of 150,000 L dedicated for firefighting purposes will be provided within the Site. The internal access way will be suitable for a fire truck with a minimum 4 m trafficable surface and hardstand area allowing access to the water tank.

The water tank is required to be maintained in perpetuity.

## 4.2 Performance Based Solutions

The Site access was conducted in accordance with AS3959-2018 Simplified Procedure (Method 1). Due to the nature of the Site, Performance Based Solutions have been considered appropriate for Element 2 - Vehicle Access.

The Site is located on a non-compliant cul-de-sac, therefore is provide with only one access and egress option. The remote nature of this tourist site and the environmental values within Babbage Island provides the unique tourism value which guests seek to experience. The proposal is classed as **unavoidable development, defined as ‘exceptional circumstances where full compliance with SPP 3.7 would be unreasonable as no alternative location exists and it can be proven that it is not contrary to public interests’** (WAPC, V1.3 Dec 2017).

The higher bushfire risk is managed within the Site and implementing the Bushfire Emergency Evacuation Plan (Appendix C), including guests within tourist sites sheltering in a Refuge Open Space in the event of a bushfire in proximity to the Site, where it is no longer safe to evacuate. Calculations used to identify the Refuge Open Space are provided in Appendix E.

This proposal meets the remainder of the compliance requirements for the four Bushfire Protection Criteria Elements and meets all the acceptable solutions of the *WAPC Tourism Position Statement* for Caravan Park.

## 4.3 Summary of Assessment Outcomes

This plan provides acceptable solutions and responses to the performance criteria outlined in the Guidelines for Planning in Bushfire Prone Areas (WAPC, V 1.3, 2017) and the Tourism Land uses in Bushfire Prone Areas Position Statement (WAPC, 2019).

Due to the remote nature of this Tourism Park and the inability to comply with Element 3 of the Guidelines, a performance-based solution has been provided with a Refuge Open Space within an area not exceeding 2kW/m<sup>2</sup> (BAL-2 equivalent), being an additional option in an emergency bushfire event, if evacuation is not possible. The accommodation facilities include temporary structures that do not trigger the structural requirements of AS3959-2018. Any Class 1, 2, 3 and 10a buildings are required to meet the construction standards of AS3959-2018. Any other class buildings are only required to meet AS3959-2018 construction requirements if required by the Shire of Carnarvon. The location of all temporary and permanent will be within BAL-29 or lower with the implementation and maintenance in perpetuity of Asset Protection Zones and there is sufficient water for fire fighting purposed within the Site.

The layout and design of the development is as such that no structure will be required to be exposed to a radiant heat flux in excess of 29kW/m<sup>2</sup> (BAL-29) provided the Asset Protection Zones are implemented to the standards within the *Guidelines for Planning in Bushfire Prone Areas* (Appendix D).

Any class 1, 2, 3 or associated 10a structures that are to be constructed, or future additions planned to existing building shall be designed and built to confirm with AS 3959-2018:

- BAL-29: Sections 3 & 7
- BAL-19: Sections 3 & 6
- BAL-12.5: Section 3 & 5.

The construction requirements of AS3959-2018 do not apply to existing buildings or temporary structures including tents and caravans. It is at the discretion of the Shire of Carnarvon as to whether construction requirement of AS3959 will be applied any other Class Buildings.

## 4.4 Tourism Land Uses in Bushfire Prone Areas

### 1 - Siting and Design

Intent: To provide sufficient space to ensure radiant heat levels do not exceed critical limits for emergency services personnel undertaking operations, including supporting and evacuation occupants.

#### Acceptable Solution

#### Compliance

1.1 Siting and Design to reduce levels of radiant heat, smoke and ember attack.

- Consideration should be given to the provision of an APZ to achieve 29kW/m<sup>2</sup> around the camp ground facilities, which may include the office, **manager's residence, camp kitchen and shower/laundry**.
- Consideration should be given to clustering of camp sites and securing an APZ around the entire development or providing an APZ to separate the site from the potential adjoining hazard.
- Where there is no bushfire construction standard (i.e. tents and caravans and some eco-tents) and the loss of these structures is identified in a risk **assessment as a 'tolerable' risk, then no APZ is required** and subject to a risk assessment, these structures may be located in areas of BAL-40 or BAL-FZ.

The Asset Protection Zones (Refer A2.1 above) surrounding all facilities within the Tourist Site, including camp sites where no bushfire construction standards are required, ensures all facilities are not exposed to a radiant heat greater than 29kw/m<sup>2</sup> (BAL-29 or lower). Therefore, this acceptable solution has been met.

1.2 Where a building is to function as an on-site shelter, there must be sufficient separation distance from the predominant bushfire prone vegetation to avoid exposure to a radiant heat flux exceeding 10kW/m (with an assumed flame temperature of 1200K); or where an open space is to function as an on-site shelter, there must be sufficient separation distance from the predominant bushfire prone vegetation to avoid

A Refuge Open Space is proposed to provide guests within tourist sites to refuge in the event of a bushfire in proximity to the Site, where it is no longer safe to evacuate. The Asset Protection Zone surrounding the refuge open space ensures that no guests refuging in this area will be exposed to a radiant heat flux

## 1 - Siting and Design

exposure to a radiant heat flux exceeding 2kW/m<sup>2</sup> (with an assumed flame temperature of 1200K).

greater than 2kW/m<sup>2</sup> (with an assumed flame temperature of 1200K). Calculations used to identify the Refuge Open Space are provided in Appendix E.

The size of the Refuge Open Space (2,500m<sup>2</sup>) has been calculated to allow each guest within the Site (including chalet guests as a worst-case scenario) 2m<sup>2</sup> of ground space.

1.3 Buildings identified as suitable on-site shelter shall be designed and constructed in accordance with National Construction Code and the ABCB Community Shelter Handbook.

Not applicable to this Site.

## 2 - Vehicle Access

Intent: To provide a safe operational access for emergency services personnel in suppressing a bushfire, while residents and visitors are accessing or egressing the Site.

### Acceptable Solution

### Compliance

2.1 Caravan parks located in residential build-out areas should provide one access route which connects to the public road network and provides safe access and egress.

Not applicable to this Site.

2.2 Caravan Parks located outside of residential built-out areas - where vehicle access in two different directions to two different destinations can not be provided, the BMP should identify the risks and propose bushfire management measures to reduce this risk, which may include on-site shelter and or closure.

The Site is located outside of a residential built out area and is provided with one access and egress route. The Bushfire Management Plan and Associated Bushfire Emergency Evacuation Plan provides bushfire mitigation measures, including early evacuation from the Site and an on-site refuge open space.

## 2 - Vehicle Access

2.3 All roads should be through roads. Dead end roads are not recommended but if unavoidable, or they are existing, they should be no more than 200 metres.

As per 2.2 above, the Site is located on an existing cul-de-sac which provides one egress route. The Bushfire Management Plan and Associated Bushfire Emergency Evacuation Plan provide bushfire management measures, including early evacuation from the Site and an on-site refuge open space.

2.4 Access routes should achieve the requirements of Table 6 in the *Guidelines for Planning in Bushfire Prone Areas*.

Binning Road, Pelican Point Road and Babbage Island Road all meet the requirements of Table 6.

## 3 - Provision of Water

Intent: To provide an adequate supply of water for firefighting purposes to reflect the intended response to a bushfire event, by emergency services and/or the owner/occupier.

### Acceptable Solution

### Compliance

3.1 The development or land use is provided with a reticulated water supply on accordance with the specifications of the relevant water supply authority and/or local government.

Not applicable to this Site.

3.2 Where the intention is to actively defend property and infrastructure, provision of a minimum 10,000L static water supply for firefighting purposes per building/structure, in addition to any requirements for potable water; or

Not applicable to this Site.

3.3 Where the intension is to actively defend property and infrastructure, provision of a minimum 50,000 L static water supply for firefighting purposes per 25 buildings/structure, to the satisfaction of the local government: and

The Site will be provided with a 150,000 L non-combustible water tank, dedicated for fire fighting purposes, as detailed in A4.3 above.

### 3 - Provision of Water

3.4 Dedicated water supplies shall be non-combustible (or suitably shielded) and located such that fire services can readily gain access to appropriate fittings and connect firefighting vehicles to dedicated water supplied in a safe manner.

The water tank will be non-combustible, and the internal access way will be suitable for a fire appliance.

## Spatial representation of the proposed risk management measures



### Asset Protection Zone (APZ)

The minimum width for the APZ for this Site is the distance required to meet the BAL-29 setback, being 9m to the Class C Shrubland Upslope/Flat and 11m to the Class C Shrubland Downslope >5 to 10 Degrees.

An APZ is also required around the refuge open space to achieve a BAL-2 rating, being 95 m to the Class C Shrubland Upslope/Flat and 115m to the Class C Shrubland Downslope >5 to 10 Degrees.

Vegetation within the APZ is to comply with Schedule 1 Element 2 of the Guidelines.

The internal access road will be constructed to meet the standard of a private driveway (A3.5). Any gates along the access way will have a minimum width of 3.6m.

An Emergency Access Way (EAW) will be constructed and maintained to the standard in the Guidelines (A3.6) to provide a secondary access onto Pelican Point Road.

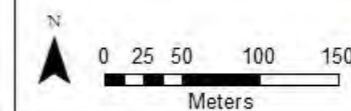
A 150,000L water tank dedicated for fire fighting, with a 50mm male coupling, will be provided in addition to the normal domestic water supply.

Installation and upkeep of the APZ, Internal Access Way, Emergency Access Way and water supply are the responsibility of the landowner. The measures listed above shall be implemented prior to the occupation of the tourist park and shall continue to be maintained in perpetuity.

- Lot Boundary
- Watertank (Indicative)
- Refuge Open Space Area
- Road
- EAW
- Storage & Garage
- Existing Warehouse
- Excise Area
- Ablutions
- Proposed Chalet
- Reception & Managers Residence
- Camp Kitchen Rec Room
- Camp Site
- Glamping Tent
- Accommodation Building
- Brewery & Aquarium
- Cafe
- Recreation Areas
- Asset Protection Zone

### PROPERTY / ASSESSMENT DETAILS

Property Address: 21 Binning Road, Babbage Island  
 Project No: 211099  
 Prepared by: D Cuthbert  
 Accreditation Level: Level 1  
 Accreditation Number: 48409  
 Accreditation Expiry Date: 02/22



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 www.ecosystemsolutions.com.au  
 (08) 9759 1960

Figure 10 Map of Bushfire Management Strategies



## 4.5 Vulnerable Development Emergency Evacuation (cl6.6)

The Bushfire Emergency Evacuation Plan, Appendix D, has followed the State Government of Victoria *CFA Guide to Developing a Bushfire Emergency Plan* to determine whether evacuation or shelter presents the safest option. It has followed the *NSW Rural Fire Service - Guide to Developing a Bush Fire Emergency Management Plan*, the *Bushfire Protection Guidelines WA*, and AS 3745-2010 to identify the triggers for Evacuation.

The following assumptions have been made:

- The tourist park will be hosted.
- Guests and Staff can see and smell smoke and can see a fire.
- Guests and Staff can read and understand the English language.
- A vehicle/s with capacity for all guests and licenced driver will be available at all times in case evacuation is required.

The guests within the Site will be staying within permanent accommodation (e.g. chalets) and non-permanent accommodation (eg. caravans and tents). These non-permanent accommodation does not provide sufficient protection from radiant heat. Therefore, evacuation from the Site is the preferred option for these guests, however the Refuge Open Space should be able to provide an adequate area for guests within the non-permanent accommodation to refuge during a bushfire, if no alternative exists.

The chalets are within a bushfire prone area and are required to be constructed to BAL standards under AS 3959-2018. Therefore, while evacuation is preferred, the chalets should be able to provide adequate protection for their occupants during a bushfire, if no alternative exits.

Any evacuation from the Site should be by vehicle because a vehicle will provide a level of protection and minimum the time exposed to extreme conditions compared to travel as a pedestrian.

Key feature to achieve occupant life safety include:

- Establishing alert triggers for evacuation and shelter;
- Establishing an evacuation and shelter procedure; and
- A clear display of evacuation and shelter in place locations.

Note: the fire front will be preceded by an ember attack for a period longer than the passage of the fire front itself, with a relatively quick decay after its passage. Secondary fires in structures can pose a longer duration of hazard. Buildings within the Site used to shelter within may be ignited, although it is expected that sufficient time is provided after the fire front has passed to safely escape the building. Importantly, any person taking shelter must monitor conditions and be prepared to evacuate the building when safest to do so - after the fire front has passed.

## 5 Responsibilities for Implementation and Management of the Required Bushfire Measures

The responsibilities for the Leaseholder / Occupier and Shire of Carnarvon are outlined in Table 3 and Table 4, respectively.

*Table 4 Leaseholder / Occupier Responsibilities*

Number	Action	Due
1	Provide a copy and obtain endorsement of this Bushfire Management Plan by those with responsibility under this plan including Builders and Shire of Carnarvon	Post planning approval
2	Construct the access roads and Emergency Access Way to comply with the requirements in the Guidelines (A3.5 and A3.6).	Prior to occupancy & Ongoing
3	Comply with the Caravan Parks and Camping Grounds Regulations 1997 including installing the water supply requirements.	Prior to occupancy & Ongoing
4	Establish and maintain Asset Protection Zones (APZ) to the dimensions and standard stated in the BMP (A2.1) within each stage, including areas of low fuel zone as designated in the proposal.	Prior to occupancy & Ongoing
5	Establish and maintain the Asset Protection Zone (APZ) to the dimensions and standard stated in the BMP (A2.1) around the Refuge-Open-Space Area within Stage 1.	Prior to occupancy of Stage 1 & Ongoing
6	Demarcate and install appropriate signage to show the boundaries of the Refuge Open Space Area.	Prior to occupancy of Stage 1 & Ongoing
7	Maintain vehicular access routes within the Site to the required surface condition and clearances (A3.5, A3.6 and Bushfire Emergency Evacuation Plan)	Ongoing
8	Maintain all gates and fences in good working order.	Ongoing

9	Comply with the Shire of <b>Carnarvon's</b> Firebreak and Fuel Hazard Reduction Notice with the exemption of providing firebreaks (refer to A3.8).	Ongoing
10	Ensure that any builders of structures on the Site are aware of the existence of this Bushfire Management Plan and the responsibilities it contains regarding the application of construction standards corresponding to the determined BAL rating.	Ongoing
11	Ensure all future buildings the Leaseholder / Occupier has responsibility for, are designed and constructed in full compliance with:  (a) the requirements of the <i>WA Building Act 2011</i> and the bushfire provisions of the Building Code of Australia (BCA) as applicable to WA; and  (b) with any identified additional requirements established by this BMP or the relevant local government.	Ongoing
12	Ensure no habitable buildings are constructed or tourist sites located in areas above a BAL-29 rating.	Ongoing
13	Be aware updating the Bushfire Management Plan may be required to ensure that the bushfire risk management measures remain effective.  <b>Bushfire plans do not expire and are a 'living document'. Updating is required in certain circumstances, including (but not limited to) if site conditions change, if further details are required at subsequent development stages or to reflect new technologies or methodologies in best practice bushfire risk management ('Guidelines' s4.6.4).</b>	Ongoing
14	Review the Emergency Evacuation Plan, Appendix C	Annually
15	Maintain firefighting equipment in accordance with the Caravan Parks and Camping Grounds Regulations 1997	Ongoing
16	Conduct Seasonal and Daily (during the fire season) preparations (refer to Appendix 3).	Annually / Daily
17	Notification to be placed on the title in the form of a Section 70a notifying future developers that the lot is within a designated bushfire prone area and the development is to comply with the Bushfire Management Plan. Wording to be provided by the Shire of Carnarvon.	Prior to occupancy

Table 5 Shire of **Carnarvon**'s Responsibilities

Number	Action	Due
2	Monitor leaseholder compliance with the annual Firebreak and Fuel Hazard Reduction Notice.	During declared Bush Fire Season
3	Develop and maintain district bushfire fighting services and facilities.	Ongoing
4	Promote education and awareness of bushfire prevention and preparation measures through the community.	Ongoing
5	Administer the requirements of the <i>Bush Fires Act 1954, Planning and Development Act 2005</i> and the <i>Building Act 2011</i> .	Ongoing
6	Maintain public roads in proximity to the Site according to the Guidelines.	Ongoing

## 6 Conclusion

The qualitative assessment comparing the proposal with the bushfire threat against the Bushfire Protection Criteria has identified practical solutions to achieve occupant life safety and minimise the damage to buildings.

This justification is based upon:

- The Site maintaining an Asset Protection Zone to maintain a BAL-29 rating for all structures and camp sites, and an Asset Protection Zone to maintain a BAL-2 rating for the refuge open space, with a public road exit route and a suitable water supply for firefighting purposes.
- Guests within the chalets can shelter within them, as a last resort. Guests within the tourist sites can refuge in the refuge open space, as a last resort.
- Leaseholders implementing their ongoing management responsibilities outlined in this BMP and BEEP and to assist guests in preparing for and responding to a bushfire event as may be made by the Shire or the Department of Fire and Emergency Services.

The Leaseholders acknowledges that:

- A BAL-29 is a high-risk rating, with a risk of ember attack and burning debris ignited by wind-borne embers and a likelihood of exposure to an increased level of radiant heat.
- Bushfire protection is their responsibility, assistance from emergency services in an event should not be relied upon.
- Early evacuation is the primary and best option in the event of a bushfire.
- Superficial damage to buildings and grounds will occur during a bushfire event.

## 7 Glossary

AS3959: Australian Standard 3959 Construction of Buildings in Bushfire Prone Areas.

Asset Protection Zone (APZ): A low fuel area immediately surrounding a building, as defined in the Guidelines.

BAL: Bushfire Attack Level (BAL) as set out in the Australian Standards 3959 Construction of Buildings in Bushfire Prone Areas (AS3959, as referenced in the Building Code of Australia (as amended).

BAL Assessment: An assessment prepared in a manner and form set out in AS3959 to determine a BAL. It is strongly recommended that BAL Assessments are prepared by accredited Level 1 BAL Assessors, unless otherwise exempt in these Guidelines.

Bushfire: An unplanned fire burning vegetation. A generic term which includes grass fires, forest fires and scrub fires both with or without a suppression objective.

Bush Fire Season: Dates determined by the Local Government each year where compliance with the Firebreak Notice is required under Part 3 Division 6 Section 33 of the *Bush Fires Act 1954*. The Firebreak Notice also includes dates where burning is prohibited and dates where burning is restricted with an approved burning permit required.

Bushfire Hazard: The potential or existing flammability of vegetation that, in association with topography and slope, when ignited may cause harm to people and/or damage to property and/or infrastructure.

Bushfire Management Plan (BMP): A document that sets out short, medium and long term risk management strategies for the life of the development. It is strongly recommended that Bushfire Management Plans are prepared by accredited Bushfire Planning Practitioners in accordance with the requirements set out in the Guidelines on behalf of the landowner/proponent with the assistance of the responsible authority for emergency services where required.

Bushfire Planning Practitioner: A person who holds Level Two or Level Three accreditation under the Western Australian Bushfire Association Framework.

Bushfire Prone Area: An area that has been designated by the Fire and Emergency Services Commissioner under s.18P of the Fire and Emergency Services Act 1998 as an area that is subject, or likely to be subject, to bushfires. Such areas are identified on the Map of Bush Fire Prone Areas and can be found on the Department of Fire and Emergency Services website.

Bushfire Risk: The chance of a bushfire igniting, spreading and causing damage to people, property and infrastructure.

Bushfire Risk Management: Means the application of the bushfire protection criteria contained in the Guidelines.

Development Application: An application for approval to carry out development or change a land use under either a local planning scheme or regional planning scheme. This includes local development plans but excludes application for single house and ancillary dwellings on a lot or lots less than 1,100m<sup>2</sup>.

Guidelines: Refers to the Guidelines for Planning in Bushfire Prone Areas (WAPC, 2015), as amended (currently V1.3, Dec 2017).

Minor Development: Refers to applications in residential built-out areas at a scale which may not require full compliance with the relevant policy measures. Classes of development considered under this definition, with the exclusion of applications for unavoidable development, are;

- A single house on an existing lot 1,100m<sup>2</sup> or greater;
- An ancillary dwelling on a lot of 1,100m<sup>2</sup> or greater;
- Change to vulnerable land use in an existing residential development.

Residential Built out Area: A lot that has access to reticulated water and is within or contiguous with, urban area of town (or similar)

Short Term Accommodation: Temporary accommodation provided either continuously or from time to time with no guest accommodation for more than three months in any 12-month period.

Tourism Position Statement: Refers to the Position Statement: Tourism land uses in bushfire prone areas (WAPC, 2019, as amended).

Vulnerable Land Use: A land use where persons may be less able to respond in a bushfire emergency. Examples of what constitutes a vulnerable land use are provided in the Guidelines.

WAPC: Western Australian Planning Commission

# Appendix A Shire of Carnarvon's Firebreak Notice



# Firebreak Notice Information



## NOTICE TO ALL LAND OWNERS AND OCCUPIERS IN THE SHIRE OF CARNARVON

**The penalty for failing to comply with this notice is a fine of \$5,000 or a modified penalty of \$250 per day.**

**Any person failing to comply with this notice may also be liable, whether prosecuted or not, to pay the cost of the Shire of Carnarvon obtaining contractors to preform any fire hazard reduction works on your property. (Section 33 Bush Fires Act 1954)**



As a measure to assist in the control of bush fires or prevent the spread or extension of a bush fire, all owners and occupiers of land within the Shire of Carnarvon are required before the **1st day of November** in each year (or **within 14 days of becoming the owner or occupier of land if after that date**) to clear firebreaks and maintain them up to and including the **30th day of April** the following year, in accordance with this notice.

## TOWN SITE LAND

Refers to all land within the town site.

1. Where the land is 2,000 square meters or less:

- Maintain all dry grass on the land to a height no greater than 50mm
- Ensure no tree crowns overhang buildings
- Prune trees and shrubs, and remove dead flammable material within 1.5m around all buildings
- Ensure the roofs, gutters and walls of all buildings on the land are free of flammable matter

2. Where the land is greater than 2,000 square meters:

- Install a trafficable firebreak 3m wide and 4m high around all structures and within 2m of all external boundaries of the land
- Keep a 20m low fuel buffer zone, clear of all flammable material, around all buildings

## RURAL, PASTORAL AND PLANTATION LAND

Refers to all land outside the town site.

- A minimum width of 3m trafficable firebreak is required to be installed immediately inside or within 2m of the external boundaries of the land and kept clear of all flammable material.
- Around buildings, a 20m “parkland cleared less than 50mm” low fuel buffer zone clear of all flammable material is required

## ALTERNATE STYLE FIREBREAK

If it is considered impracticable for any reason to clear firebreaks or to remove flammable material from the land as required by this notice, you may apply in writing to the Shire of Carnarvon no later than 25 September each year for permission to install firebreaks in an alternate locations or take alternate action to abate fire hazards on land. For further information, contact Carnarvon Rangers on 9941 0019.

## RUBBISH SITES

Refers to all rubbish sites for pastoral stations, town sites and community use.

Trafficable firebreaks are to be installed no less than 3m in width and within 2m of the perimeter of the rubbish sites.

## FUEL DUMPS & DEPOTS

Remove all flammable materials within 5m of where fuel drums, fuel ramps or fuel dumps are located, whether the drums contain fuel or not.

## ANY CLEARING WORKS

All clearing works must be preformed to the satisfaction of a duly authorized Bush Fire Control Officer for the Shire of Carnarvon.

**The requirements of this notice are the minimum standard of protection required. The Shire of Carnarvon reserves the right to place further conditions upon individual land owners/occupiers as may be necessary to reduce fire risk.**

# Appendix B Risk Analysis

# RISK ANALYSIS

*NSW Rural Fire Service, 2014, Development Planning: A guide to developing a Bushfire Emergency Management and Evacuation Plan*

## Site Information

Type of premise	Caravan Park
Occupants	Tourists, including adults, youth & children
Needs	Unfamiliar with locality and may be unfamiliar with English language.
Special health considerations	Occupants may suffer asthma/breathing difficulty in the presence of smoke.
Facility is in a bushfire prone area	Yes

## Evacuation

How accessible is the premise	The Site is accessed from Binning Road. Binning Road provides one access to the Carnarvon town centre.	Limited !
Quality of roads	Binning Road and other roads in proximity to the Site are in good condition, have good sight lines and are minimum 6 m wide bituminous roads.	Suitable ✓
Does the transport route go through a bush fire prone area	Yes, but leading into the low threat area of the town centre.	Suitable ✓

## Shelter

Building conditions	Proposal is for the construction of chalets for short term accommodation (which will be constructed to AS3959 standards), associated non-habitable infrastructure including kitchens and bathrooms, and other temporary structures.	Suitable ✓
Is the premise likely to be affected by significant radiant heat	All camp sites and facilities will be within areas of BAL-29 or lower, with a Refuge Open Space within BAL-2 to be used on the event of a bushfire,	Suitable ✓
Is a defensible space available	Yes, the Site will have an APZ maintained around each camp site, chalet, other facilities and Refuge Open Space. The majority of the Site will be maintained in a low fuel state, providing additional areas of defensible space.	Suitable ✓
Is there a designated assembly point	Yes, the Refuge Open Space, only when evacuation is unsafe.	Suitable ✓
Are ground conditions maintained	The majority of the Site will be maintained in low fuel state as per APZ requirements.	Suitable ✓
Is there disabled access to the area	Individual care must include evacuation, i.e. the vehicle for arrival must be available.	Limited !
Is there sufficient supervision of occupants	The Tourist Park is hosted. Occupants will likely be unfamiliar with bushfire and may become distressed. Clear explanation and instruction is required.	Limited !

## CONCLUSION

### Early Evacuation - Summary

Are occupants needs better suited to evacuation	<p>It is not a primary or essential place of residence.</p> <p>Evacuation early in the development of the fire is the best course of action. In the event that early evacuation to a townsite has failed or is not possible, the Manager will direct chalet guests to shelter-within-building and guest within tourist sites to refuge in the Refuge Open Space area.</p>
Destination	<p>Carnarvon Township</p> <p>The size and location of the bushfire will determine any evacuation center that is activated by emergency services.</p> <p>For the purposes of this plan, the recommended welfare centre within the Shire of Carnarvon is the Carnarvon Festival Grounds.</p>
Transport	Private Vehicle
Are special needs addressed	Individual care must include evacuation, ie the vehicle for arrival must be available.

### Shelter-within-building- Summary

Is the area fit for purpose	<p>The site has been calculated to experience a maximum of BAL-29 (radiant heat less than 29 kW/m<sup>2</sup>) in a bushfire event.</p> <p>The chalets will be constructed to AS3959 standards. Sheltering-within-building should be used as a last resort only for Chalet Guests, when evacuation is impossible. Refuge Open Space should be used as a last resort only to guests within tourist sites and temporary accommodation</p>
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# Appendix C Bushfire Emergency Evacuation Plan

# BUSHFIRE EMERGENCY EVACUATION PLAN

This Plan has been designed to assist in the protection of life and property in the event of a bushfire. This plan outlines procedures for both evacuation, shelter-within-building and refuge open space to enhance the protection of occupants from the threat of a bushfire. The Leaseholder is to review this Plan on an annual basis.

The primary action to follow in a bushfire emergency is to:

EVACUATE

## FACILITY DETAILS

Location: 21 Binning Road, Babbage Island, Carnarvon  
Contact Person: TBA  
Position: Manager  
Phone: TBA  
Occupants: Maximum 1,250 people

*Table 1 Emergency Contact Details*

Name of Organisation	Service Provided	Phone Number/Website
Fire Brigade	Report a fire/receive assistance	000
Department of Fire & Emergency Services (DFES)	Alerts and Warnings	13 3337
	Fire Danger Ratings	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
	Total Fire Bans	<a href="https://twitter.com/dfes.wa">twitter.com/dfes.wa</a>
Bureau of Meteorology	Fire Danger Ratings	<a href="http://bom.gov.au/weather/wa">bom.gov.au/weather/wa</a>
	Weather	<a href="http://www.bom.gov.au/climate/outlooks/#/overview/video">http://www.bom.gov.au/climate/outlooks/#/overview/video</a>
	Seasonal Forecast	<a href="http://www.bom.gov.au/climate/outlooks/#/overview/video">http://www.bom.gov.au/climate/outlooks/#/overview/video</a>
ABC Local Radio Pilbara	News and Updates	Radio frequency 846 AM <a href="https://www.abc.net.au/radio/pilbara/">https://www.abc.net.au/radio/pilbara/</a>
Emergency WA	Alerts and Warnings	<a href="https://www.emergency.wa.gov.au/">https://www.emergency.wa.gov.au/</a>
Carnarvon Hospital	Emergency Medical Service	20 Cleaver Street, Carnarvon 9941 0555

## PREPARATION

### Equipment

Install and/or maintain the following firefighting equipment (Leaseholder):

1. As required under the Caravan Parks and Camping Grounds Regulations 1997.
2. **Install fire extinguishers within each campers' kitchen with instructions of use.**
3. A Radio, with batteries, and instructions to tune into Radio Frequency 684 AM for news and updates in the event of a bushfire.
4. A copy of the Emergency Evacuation Diagram displayed in each chalet and in prominent positions around the Tourist Park.

### Seasonal preparation

Prior to each bushfire season, approximately November to May each year, it is important to become ready for an evacuation in the event of a bushfire and understand the potential bushfire climate. The Bureau of Meteorology produces a quarterly climate outlook video which includes an assessment on the potential for a bushfire. It is recommended to watch the BOM video prior to each bushfire season which provides a seasonal forecast, provided in Table 1.

Conduct seasonal works, to be undertaken at the commencement of the Bushfire Season (Leaseholder):

1. Ensure the Refuge Open Space is clearly demarcated according to the dimensions and area within the Bushfire Management Plan.
2. Ensure all access ways have the appropriate vertical and horizontal clearances in good traversable condition.
3. Ensure the Asset Protection Zone is maintained in a low-fuel state.
4. Ensure all buildings are free of flammable materials, none located within 5 m.
5. Ensure all objects attached to the buildings are non-combustible or easily removable, and the removing mechanism is in working order.
6. Ensure all gas cylinders are positioned with pressure relief valve facing away from the building and not within 6m of any flammable material.
7. Ensure fire hoses and firefighting equipment is in working order. Check the charge level on all fire extinguishers is adequate.
8. Ensure the plan and evacuation details are clearly displayed and conveniently located for all guests.
9. Review the Emergency Evacuation Plan, procedures and that all contact phone numbers

are correct.

10. Ensure that the nominated off-site welfare centre locations and routes to both are still a safe option.
11. Ensure compliance with the Shire of Carnarvon's Firebreak Notice.

### Daily preparation during the fire season

Conduct daily preparation during the fire season, in the morning (Leaseholder):

1. Check the DFES website for any alerts.
2. Ensure guests upon arrival are bushfire aware and familiar with the importance of early evacuation to a townsite and that the use of the Refuge Open Space is a last resort only, as well as being aware of the evacuation procedures.
3. Ensure evacuation logistics and resourcing are fully provided for and immediately accessible, including a suitable vehicle immediately accessible to evacuate all guests.
4. Inspect grounds to:
  - a. Ensure flammable materials are not stored adjacent to buildings.
  - b. Ensure firefighting equipment and access-ways are clear of any obstructions.

## CARING FOR VULNERABLE PEOPLE

The Bushfire Attack Level that will be experienced at the peak of the fire is high (BAL-29 or lower, which is a radiant heat in up to 29 kW/m<sup>2</sup>). This is well above the level of human tolerance (BAL-3 or 3 kW/m<sup>2</sup>).

Fire typically has a progressive build up to a peak followed by a progressive decay; the peak (fire front) lasting between two to five minutes.

Conditions during a fire can be hazardous and frightening. Ignited embers and heavy smoke can be expected, visibility can be significantly reduced, and it can be extremely windy and noisy. Unless prepared, and as may be expected of vulnerable guests - people can become frightened and make dangerous choices. For this reason, early evacuation to a townsite is the best option.

Shelter-within-building is a last resort option for guest within chalets only. There is no guarantee a building will withstand a bushfire attack and the chalets are subject to a BAL-29 or lower rating. Importantly though, sheltering within a building may provide an important delay between the fire front passing and internal conditions becoming untenable, that can enable a safe evacuation. Assembly at a quick exit point whilst the fire front passes is therefore essential.

Refuge Open Space is the last resort option for guests within tourist sites when it is no longer safe to evacuate.

## FIRE DANGER RATING

The Department of Fire and Emergency Services (DFES) provides community and emergency advice about predicted and current conditions that advise about the level of bushfire threat.

The Fire Danger Rating (FDR) is based on the forecast weather conditions, the higher the rating the higher the threat (Figure 1).

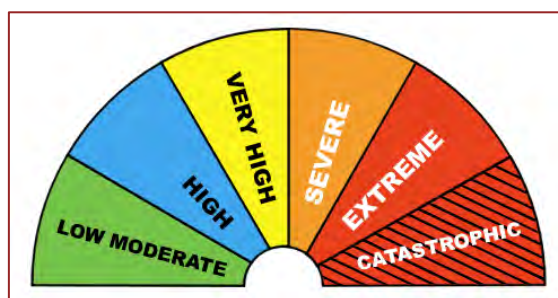


Figure 1 Fire Danger Ratings (DFES website)

It is recommended that people use a range of sources to be prepared for and stay up to date about a bushfire. This includes using the sources listed in Table 1, being alert and aware of your surroundings and talking with guests about your actions.

Table 2 Summary of actions according to Fire Danger Rating

Fire Danger Rating	Action	Responsible Person
Catastrophic or Extreme These are the worst conditions for a bush or grass fire. Buildings are not designed or constructed to withstand a fire in these conditions. The safest place to be is away from high bushfire risk areas.	<ol style="list-style-type: none"> <li>1. When warning has been issued, the Manager will advise guests of the heightened risk of a bushfire event that could occur at any time and that as a minimum, they should stay within low bushfire risk areas (e.g. a town center) during the hottest part of the day (e.g. 10am to 4pm). Guests will be reminded by the Manager of the evacuation and Refuge Open Space procedures and be prepared to evacuate, or refuge should a bushfire event arise.</li> <li>2. Stay vigilant, check warnings regularly and be aware of your surroundings to determine if an Evacuation should be issued.</li> <li>3. Conduct daily preparations</li> </ol>	Manager

Fire Danger Rating	Action	Responsible Person
Severe or Very High Expect hot, dry and possibly windy conditions. If a fire takes hold, it may be uncontrollable.	<ol style="list-style-type: none"> <li>1. Stay vigilant, check warnings regularly and be aware of your surroundings to determine if an Evacuation should be issued.</li> <li>2. Conduct daily preparations</li> </ol>	Leaseholder / Manager
Low/Moderate or High It is likely some of these days are outside the bushfire season.	<ol style="list-style-type: none"> <li>1. Conduct seasonal preparations, prior to bushfire season.</li> <li>2. Conduct daily preparations when days are during the bushfire season only.</li> </ol>	Leaseholder / Manager

## EVACUATION PROCEDURE

### Primary evacuation location:

Location:	Carnarvon town centre or the closest primary welfare centre when declared by DFES
Carnarvon Welfare Centre:	Carnarvon Festival Grounds Robinson Road, Carnarvon
Primary route to location:	North on Binning Road, north on Pelican Point Road, east on Babbage Island Road and north east on Robertson Street.
Transportation:	A vehicle/s with capacity for all guests and licenced driver will be available at all times in case evacuation is required.
Estimated travel time:	10 minutes (when there is a lot of smoke and conditions are hazardous drive slower and expect greater travelling time)

### Secondary evacuation location:

Location:	Exmouth town centre or Exmouth Shire Hall when declared by DFES
Exmouth Welfare Centre:	Exmouth Shire Hall Maidstone Crescent
Primary route to location:	North on Binning Road, north on Pelican Point Road, east on Babbage Island Road, north east on Robertson Street, east on North West Coastal Highway, west on Minlya-Exmouth Road, north on Murat Road and west on Maidstone Crecent.
Transportation:	A vehicle/s with capacity for all guests and licenced driver will be available at all times in case evacuation is required.
Estimated travel time:	4 hours (when there is a lot of smoke and conditions are hazardous drive slower and expect greater travelling time)

The primary action to follow with an imminent bushfire threat is EVACUATE. The evacuation locations detailed above have been supplied as they are likely options and provide a safe distance from the location of a likely bushfire threatening the site, however INSTRUCTION FROM EMERGENCY SERVICES SHOULD ALWAYS BE FOLLOWED IF IT IS AVAILABLE.



## Controlled Evacuation

A Controlled Evacuation is defined as an evacuation of all personnel and guests where there is adequate time to allow guests to pack up and leave with their belongings. An evacuation can trigger an emotive response and allowing enough time for guests to gather their belongings and evacuate to a secure location, away from the risk of fire is the preferred course of action. It should be noted that a bushfire situation can change rapidly, and an emergency evacuation, where guests must leave their belongings, or a Shelter-in-Place & Refuge Open Space, may need to be triggered during a controlled evacuation. Regular communication to guests should be maintained at all times to ensure the evacuation type is adequately communicated and to ensure the evacuation is carried out in a safe way.

## Emergency Evacuation

An Emergency Evacuation is defined as an evacuation of personnel and guests where there is insufficient time to collect their belongings, and they must evacuate immediately to a secure location, away from the risk of the bushfire. Clear communication to guests is required to ensure the evacuation is carried out in a safe way.

## Shelter-within-building (chalet guests only)

Shelter-within-building should only be used as a LAST RESORT ONLY, when evacuation during a bushfire event becomes unsafe. The chalets are exposed to a maximum BAL-29 rating, however sheltering within the building may not be safe. It may however be a better option than remaining outside in a bushfire event.

Designated building: Individual Chalets

## Refuge Open Space (Campsite Guests)

Refuge Open Space should be used as a LAST RESORT ONLY, when evacuation during a bushfire event becomes unsafe. The refuge open space is exposed to a maximum BAL-2 rating. Refuging within the refuge open space may not be safe, however it is a better option than remaining in a temporary structure in a higher BAL rating area in a bushfire event.

Table 3 Evacuation, shelter-within-building and refuge open space actions according to triggers

Trigger	Action	Responsible Person
<ul style="list-style-type: none"> <li>• Direct advice or Watch and Act warning from Emergency services (DFES, Police);</li> <li>• Bushfire within 5 km or 5 hrs of the Site.</li> </ul>	<ol style="list-style-type: none"> <li>1. Upon a direct instruction from Emergency Personnel aware of your circumstance, follow their evacuation instructions.</li> <li>2. The manager will maintain contact with Emergency Services and take directions accordingly. Conditions may change rapidly, and an emergency evacuation or shelter-within-building &amp; refuge open space may need to be enacted during a controlled evacuation.</li> <li>3. Initiate a Controlled Evacuation to the Primary Evacuation Location, via the primary route.               <ol style="list-style-type: none"> <li>a) Notify all personnel and guests, ask guests to quickly gather their belongings and connect caravans;</li> <li>b) Account for all persons;</li> <li>c) Advise for all windows and doors to be closed;</li> <li>d) Determine if the Welfare Centres are open, if they are not, travel to the town centre or other suitable location as advised by emergency services.</li> <li>e) Advise guests to drive to the Primary Evacuation Location, if the roads are blocked utilize the secondary route or Secondary Evacuation Location.</li> <li>f) Advise guests to drive slowly as there could be people, excessive vehicles, fire appliances and livestock on the road. Turn your car headlights and hazard lights on. Close windows and outside vents. <b>If you can't see clearly, pull over and wait until</b> the smoke clears. If you become trapped by a fire, park the vehicle off the road where there is little vegetation, with the vehicle facing towards the oncoming fire. Turn the engine off. Call 000 and stay covered with blankets until the fire front has passed.</li> </ol> </li> </ol>	<p>Manager</p>

Trigger	Action	Responsible Person
<ul style="list-style-type: none"> <li>• Direct advice from Emergency services (DFES, Police);</li> <li>• Signs of smoke arising from the immediate surrounds; or</li> <li>• Bushfire within 2 km or 2 hr of the Site.</li> </ul>	<ol style="list-style-type: none"> <li>1. Upon a direct instruction from Emergency Personnel aware of your circumstance, follow their instructions.</li> <li>2. The manager will maintain contact with Emergency Services and take directions accordingly. Conditions may change rapidly, and shelter-in-place and refuge open space may need to be enacted during an emergency evacuation.</li> <li>3. Notify all personnel and guests that an Emergency Evacuation has been initiated and that there is insufficient time to collect belongings and caravans <u>must not be connected</u></li> <li>4. Initiate an Emergency Evacuation to the Primary Evacuation Location via the primary route. <ol style="list-style-type: none"> <li>a. Account for all persons;</li> <li>b. Advise for all windows and doors to be closed;</li> <li>c. Determine if the Welfare Centres are open, if they are not, travel to the town centre or other suitable location as advised by emergency services.</li> <li>d. Advise guests to drive to the Primary Evacuation Location, if the roads are blocked utilise the secondary route or Secondary Evacuation Location.</li> <li>e. Advise guests to drive slowly as there could be people, excessive vehicles and livestock on the road. Turn your car headlights and hazard lights <b>on. Close windows and outside vents. If you can't see clearly, pull over and wait until the smoke clears. If you become trapped by a fire, park the vehicle off the road where there is little vegetation, with the vehicle facing towards the oncoming fire. Turn the engine off. Call 000 and stay covered with blankets until the fire front has passed.</b></li> </ol> </li> </ol>	<p>Manager</p>

Trigger	Action	Responsible Person
<p>Uncontrolled fire observed in or adjacent to the Site, or a DFES Emergency Warning to Stay in Place has been issued.</p>	<ol style="list-style-type: none"> <li>1. Initiate Shelter-within-building (<u>AS A LAST RESORT - ONLY FOR CHALET GUESTS</u>)</li> <li>2. Call - 000 - DFES and notify them of your actions, and the number of people taking shelter.</li> <li>3. The leaseholder/ manager will maintain contact with emergency services and take directions accordingly.</li> <li>4. Notify all personnel and guests that it is unsafe to evacuate and to take shelter within the building.</li> <li>5. Account for all persons.</li> <li>6. Turn on any external sprinklers surrounding the building.</li> <li>7. Close all windows and doors and turn any air conditioners off.</li> <li>8. Take shelter, within the building, next to an exit.</li> <li>9. Wet towels and place at the foot of doors to stop smoke ingress.</li> <li>10. Monitor the condition of the building;</li> <li>11. When safe to do so inspect around the building or spot fires and put them out (there is no obligation upon any guest to take action to defend the building from bushfire attack); and</li> <li>12. Evacuate the Site when emergency services advise that it is safe to do so.</li> <li>13. Be alert to fire for up to 24 hours after the fire event.</li> </ol> <p>Note: The bushfire conditions decay quickly after the fire front has passed, should the shelter catch fire there should be sufficient time after the fire front has passed to be able to evacuate the building.</p>	<p>Manager</p>

Trigger	Action	Responsible Person
<p>Uncontrolled fire observed in or adjacent to the Site, or a DFES Emergency Warning to Stay in Place has been issued.</p>	<ol style="list-style-type: none"> <li>1. Initiate Refuge Open Space (<u>AS A LAST RESORT - ONLY FOR TOURIST SITE GUESTS</u>)</li> <li>2. Call - 000 - DFES and notify them of your actions, and the number of people taking refuge.</li> <li>3. The manager will maintain contact with emergency services and take directions accordingly.</li> <li>4. Notify all personnel and guests that it is unsafe to evacuate and to take refuge within the refuge open space area.</li> <li>5. Advise all guests and personnel to bring any available/transportable water and fire extinguishers to the refuge area.</li> <li>6. Account for all persons.</li> <li>7. Turn on any external sprinklers surrounding the site.</li> <li>8. Take refuge, within the refuge open space area.</li> <li>9. Once the All Clear has been issued from Emergency Services or when the fire front has passed and conditions appear safe, vacate the refuge open space and inspect the Site for any smoldering fires which are to be extinguished (Manager Only).</li> <li>10. Once the Site appears safe, allow guests to return to their belongings.</li> <li>11. Evacuate the Site when emergency services advise that it is safe to do so.</li> <li>12. Manager to ensure all guests have adequate accommodation and transport to vacate the Site once ready to do so.</li> </ol>	<p>Manager</p>

## RECOVERY

Emergency Services will need to ensure conditions within the Site and surrounding area are safe and all services including power, water and access can be guaranteed prior to allowing the use of the tourist park to resume. Leaseholders will take directions from Emergency Services personnel with regards to any activity on the Site post bushfire event. This may require future bookings to be cancelled until all services have been resumed.

It is important to note that if water was used from a domestic potable water tank by fire fighters, then the water tank will need to be drained and cleaned to ensure no firefighting residue contaminants the potable water.

# EVACUATION DIAGRAM

Address: **21 Binning Road, Babbage Island**  
 Contact Person:  
 Contact Number:



**PRIMARY EVACUATION ADVICE WILL BE PROVIDED BY EMERGENCY SERVICES.**  
 Below are the recommended routes to Welfare Centre's in proximity to the Site.

**Option 1:** Carnarvon town centre or Carnarvon Festival Ground (Welfare Centre). North on Binning Road, north on Pelican Point Road, east on Babbage Island Road and north east on Robertson Street.

**Option 2:** Exmouth town centre or Exmouth Shire Hall (Welfare Centre). North on Binning Road, north on Pelican Point Road, east on Babbage Island Road, north east on Robertson Street, east on North West Coastal Highway, west on Minlya-Exmouth Road, north on Murat Road and west on Maidstone Crecent.

**The primary action to follow in a bushfire event is to EVACUATE**

**Controlled Evacuation** – Early evacuation to allow Guests to gather their belongings prior to evacuating. Enact if bushfire is within 5 km or 5 hrs, DFES Watch & Act Warning or Signs of smoke from the nearby area.

**Emergency Evacuation** – Account for all Guests and immediately evacuate. Enact if bushfire is within 2 km or 2 hrs, or signs of smoke arising from the immediate surrounds.

**Shelter-within-building (Chalet Guests Only)**- Last resort option only, close all windows/doors and turn off air conditioner. Account for all guests and remain within the chalet, near an external door. Evacuate when safe to do so or if Shelter catches fire.

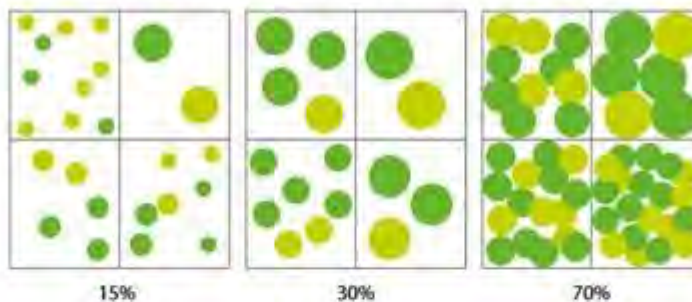
**Refuge Open Space (All other Guests)** – Last resort only. Enact if uncontrolled fire observed in or adjacent to the Site or DFES Emergency Warning to Stay in Place.

On **Extreme** or **Catastrophic Fire Danger Rating days**, it is recommended that guests vacate the Tourist Park and **stay within a lower bushfire risk area** (Carnarvon town centre) **during the hottest part of the day (10 am to 4 pm)** . **Monitor** the ABC Local Radio, **846 AM**, or the DFES website for updates.

# Appendix D Asset Protection Zone Standards

- **Fences:** within the APZ are constructed from non-combustible materials (e.g. iron, brick, limestone, metal post and wire). It is recommended that solid or slatted non-combustible perimeter fences are used.
- **Objects:** within 10 metres of a building, combustible objects must not be located close to the vulnerable parts of the building i.e. windows and doors.
- **Fine Fuel load:** combustible dead vegetation matter less than 6 millimetres in thickness reduced to and maintained at an average of two tonnes per hectare.
- **Trees (> 5 metres in height):** trunks at maturity should be a minimum distance of 6 metres from all elevations of the building, branches at maturity should not touch or overhang the building, lower branches should be removed to a height of 2 metres above the ground and or surface vegetation, canopy cover should be less than 15% with tree canopies at maturity well spread to at least 5 metres apart as to not form a continuous canopy.

Figure 18: Tree canopy cover – ranging from 15 to 70 per cent at maturity



- **Shrubs (0.5 metres to 5 metres in height):** should not be located under trees or within 3 metres of buildings, should not be planted in clumps greater than 5m<sup>2</sup> in area, clumps of shrubs should be separated from each other and any exposed window or door by at least 10 metres. Shrubs greater than 5 metres in height are to be treated as trees.
- **Ground covers (<0.5 metres in height):** can be planted under trees but must be properly maintained to remove dead plant material and any parts within 2 metres of a structure, but 3 metres from windows or doors if greater than 100 millimetres in height. Ground covers greater than 0.5 metres in height are to be treated as shrubs.
- **Grass:** should be managed to maintain a height of 100 millimetres or less.



# Appendix E    Refuge Open Space Calculations

# REFUGE OPEN SPACE CALCULATIONS

An area of BAL-2 or less has been determined within the Site, for tourist sites and glamping tent guests to use as a Refuge Open Space as a LAST RESORT ONLY in the event of a bushfire, when it is unsafe to evacuate.

The Refuge Open Space area has been determined by classifying the vegetation surrounding the Site to calculate the setback required for a BAL-2 of lower rating and allowing 2 m<sup>2</sup> per person (1,250 people, total area of 2,500m<sup>2</sup>). The size of the Refuge Open Space has allowed an area large enough to allow for all guests to refuge, including the Chalet Guests, as a worst-case scenario. The area allocated for each person within the Refuge Open Space has been determined based on allowing people to sit or stand huddled together. There is no guidance provided on the amount of area required for each person in an emergency situation (NSW Rural Fire Services, 2017) and it is anticipated in an extreme event, such as a bushfire, people will want to stand in close proximity to each other.

The results are presented in Table 1, with Figures 1 to 3 illustrate the inputs and outputs and Map of Refuge Open Space area and Associated Asset Protection Zone provided in Figure 4..

Method 2 BAL Determination					
Fire Danger Index - 80 (AS3959-2018 Table 2.1)					
Plot	Vegetation Classification	Effective Slope Under the Classified Vegetation (degrees)	Flame Temperature (Kelvin)	Separation Distance to the Classified Vegetation (metres)	Radiant heat flux
1	Class C Shrubland	Upslope/Flat	1,200	Minimum 95m	1.91 kW/m <sup>2</sup>
2	Class C Shrubland	Downslope >0 to 5 Degrees	1,200	Minimum 105m	1.87 kW/m <sup>2</sup>
3	Class C Shrubland	Downslope >5 to 10 Degrees	1,200	Minimum 115m	1.85 kW/m <sup>2</sup>
Determined Bushfire Attack Level					BAL-2

Default elements for a Method 1 Calculation were used in this situation with the elements used for the calculations from each vegetation type detailed below.

#### CLIMATE DATA

- The default Fire Danger Index of Western Australia (Table 2.1 - AS3959-2018) of 80 was used for these calculations.
- 45 km/hr wind speed default was used for these calculations.

#### VEGETATION CLASSIFICATION

The vegetation classification determines which bushfire model is more appropriate for the vegetation and the surface and overall fuel loads.

- Plots 1, 2 and 3 - The default AS3959-2018 measurements used for Class C Shrubland has been used for this assessment including 15 t/ha for surface fuel load and 15 t/ha for overall fuel load.

#### EFFECTIVE SLOPE

The slope under the classified vegetation was measured using the Nikon Forestry Pro

- Plot 1 - Class C Shrubland classification has been used for this calculation. The slope under the vegetation was measured to be Upslope/Flat.
- Plot 2 - Class C Shrubland classification has been used for this calculation. The slope under the vegetation was measured to be 4 Degrees Downslope. This slope was increased to 5 degrees Downslope in this calculation, which provides a conservative approach.
- Plot 3 - Class C Shrubland classification has been used for this calculation. The slope under the vegetation was measured to be 7 Degrees Downslope. This slope was increased to 10 degrees Downslope in this calculation, which provides a conservative approach.

#### FLAME TEMPERATURE

A modified flame temperature of 1200K has been used for Plots 1, 2 and 3 as per the *Design and Construction of Community Bushfire Refuges* (ACBC, 2014) and the *Tourism Land use in Bushfire Prone Areas Position Statement* (WAPC, 2019)

#### FLAME WIDTH

The default AS3959-2018 Flame Width of 100 m was used in this assessment.

## ELEVATION OF RECEIVER

The default AS3959-2018 Elevation of Receiver was used in this assessment.

## FLAMESOL CALCULATIONS

The calculations for each vegetation and slope class are shown in Figures 1 to 3.



Calculated July 8, 2021, 2:42 pm (BALc v.4.9)

**Shrub Flat**

<b>Bushfire Attack Level calculator - AS3959-2018 (Method 2)</b>			
Inputs		Outputs	
Fire Danger Index	80	Rate of spread	2.86 km/h
Vegetation classification	Shrubland	Flame length	7.73 m
Understorey fuel load	15 t/ha	Flame angle	86 °
Total fuel load	15 t/ha	Panel height	7.72 m
Vegetation height	1.5 m	Elevation of receiver	3.86 m
Effective slope	0 °	Fire intensity	22,207 kW/m
Site slope	0 °	Transmissivity	0.737
Distance to vegetation	95 m	Viewfactor	0.0232
Flame width	100 m	<b>Radiant heat flux</b>	<b>1.91 kW/m<sup>2</sup></b>
Windspeed	45 km/h	<b>Bushfire Attack Level</b>	<b>BAL-12.5</b>
Heat of combustion	18,600 kJ/kg		
Flame temperature	1,200 K		

Rate of Spread - Catchpole et al. 1998

Flame length - Byram, 1959

Elevation of receiver - Douglas & Tan, 2005

Flame angle - Douglas & Tan, 2005

Radiant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan, 2005

Figure 1 Plot 1 Radiant Heat Flux Calculations



Calculated July 8, 2021, 2:41 pm (BALc v.4.9)

**Shrub DS0to5**

<b>Bushfire Attack Level calculator - AS3959-2018 (Method 2)</b>			
Inputs		Outputs	
Fire Danger Index	80	Rate of spread	4.04 km/h
Vegetation classification	Shrubland	Flame length	9.07 m
Understorey fuel load	15 t/ha	Flame angle	86 °
Total fuel load	15 t/ha	Panel height	9.039999999999999 m
Vegetation height	1.5 m	Elevation of receiver	4.52 m
Effective slope	5 °	Fire intensity	31,357 kW/m
Site slope	0 °	Transmissivity	0.731
Distance to vegetation	105 m	Viewfactor	0.0229
Flame width	100 m	Radiant heat flux	1.87 kW/m <sup>2</sup>
Windspeed	45 km/h	Bushfire Attack Level	BAL-12.5
Heat of combustion	18,600 kJ/kg		
Flame temperature	1,200 K		

Rate of Spread - Catchpole et al. 1998

Flame length - Byram, 1959

Elevation of receiver - Douglas & Tan, 2005

Flame angle - Douglas & Tan, 2005

Radiant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan, 2005

Figure 2 Plot 2 Radiant Heat Flux Calculations



Calculated July 8, 2021, 2:39 pm (BALc v.4.9)

**Shrub DS5 to 10**

<b>Bushfire Attack Level calculator - AS3959-2018 (Method 2)</b>			
Inputs		Outputs	
Fire Danger Index	80	Rate of spread	5.71 km/h
Vegetation classification	Shrubland	Flame length	10.63 m
Understorey fuel load	15 t/ha	Flame angle	85 °
Total fuel load	15 t/ha	Panel height	10.58 m
Vegetation height	1.5 m	Elevation of receiver	5.29 m
Effective slope	10 °	Fire intensity	44,276 kW/m
Site slope	0 °	Transmissivity	0.725
Distance to vegetation	115 m	Viewfactor	0.0228
Flame width	100 m	Radiant heat flux	1.85 kW/m <sup>2</sup>
Windspeed	45 km/h	Bushfire Attack Level	BAL-12.5
Heat of combustion	18,600 kJ/kg		
Flame temperature	1,200 K		

Rate of Spread - Catchpole et al. 1998

Flame length - Byram, 1959

Elevation of receiver - Douglas & Tan, 2005

Flame angle - Douglas & Tan, 2005

Radiant heat flux - Drysdale, 1999, Sullivan et al., 2003, Douglas & Tan, 2005

Figure 3 Plot 3 Radiant Heat Flux Calculations

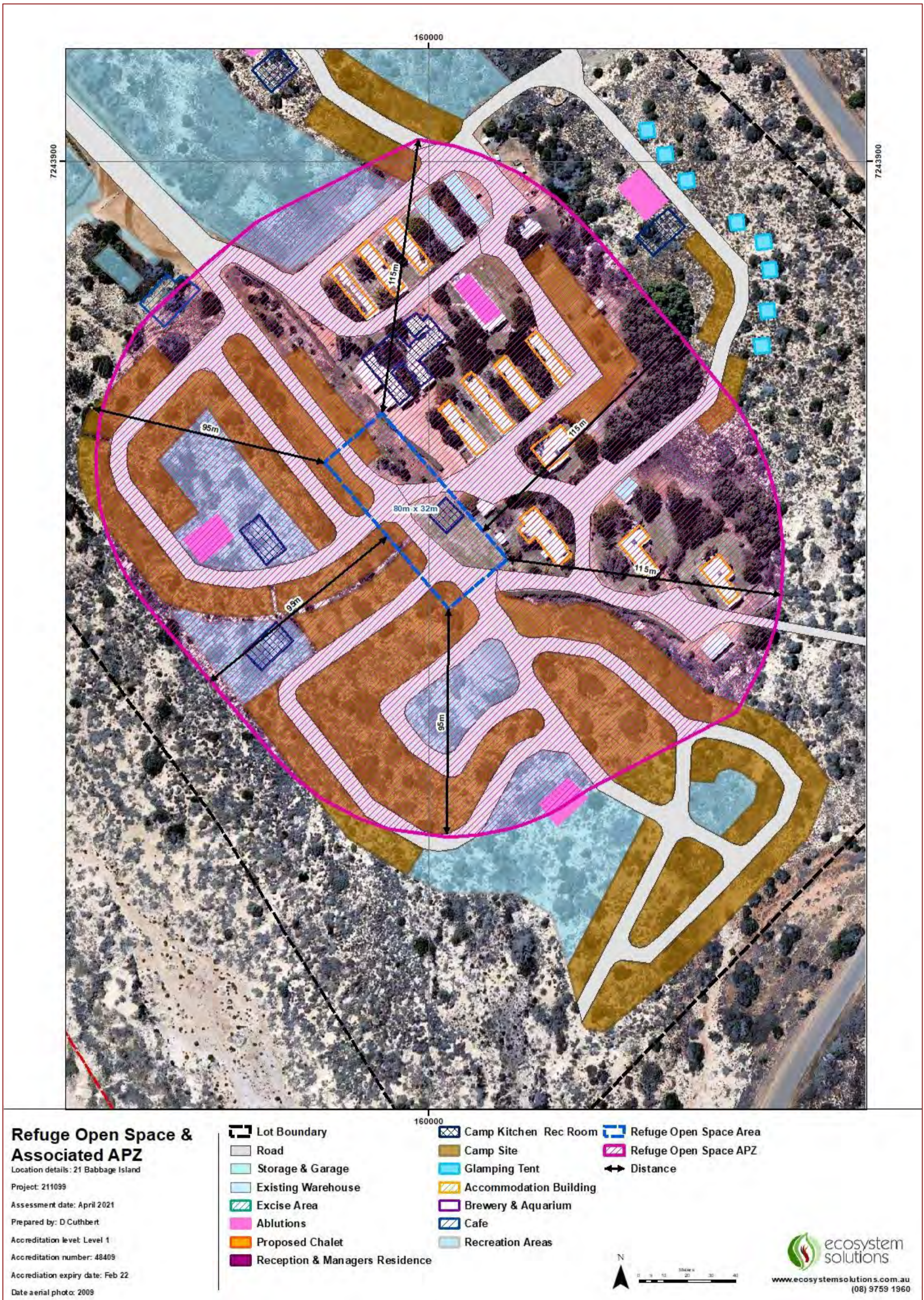


Figure 4 Refuge Open Space and Associated APZ Map





12<sup>th</sup> May 2021  
Marc Halsall  
Halsall and Associates

## **Babbage Island Holiday Park (Lot 426) - Coastal Hazard Review**

### **1. Background**

Halsall and Associates are reviewing the Local Development Plan (LDP) for the Babbage Island Holiday Park, located in the Shire of Carnarvon (Figure 3). This is a Caravan Park/Campground/Tourist Accommodation and Associated Facilities development on Lot 626, 1044, 1198 Binning Rd, Babbage Island. It is understood this is a leasehold development with a significant investment in new infrastructure.

The site is located adjacent to the coast in a region subject to tropical cyclones. The wider Babbage and Whitlock Islands Structure Plan identifies both a storm surge inundation risk Special Control Area (SCA) and a Development Setback Line (DSL) to allow for coastal erosion. These allowances are identified in the LDP for the Babbage Island Holiday Park (Figure 3).

It is understood the storm surge inundation risk SCA and the coastal erosion DSL are based on a 2009 study by Global Environment Modelling Services Pty Ltd (GEMS) for the wider Carnarvon region (1), and were mapped using the procedures outlined in the 2006 State Coastal Protection Policy SPP 2.6 (2), which was current at that time. The State Coastal Planning Policy was revised in 2013 (3), particularly in terms of expected allowances for coastal erosion associated with sea level rise, and mitigation of coastal inundation risk.

This report reviews the current LDP for the Babbage Island Holiday Park, present coastal planning requirements for mitigation and adaptation to the risk of coastal erosion, the potential scope for a updated Coastal Hazard Assessment and advice on potential mitigation of these risks in the LDP.

### **2. Babbage Island Holiday Park Local Development Plan**

The Babbage Island Holiday Park LDP allows for the staged development of an existing caravan park including campsites, chalets, playgrounds and associated buildings. In terms of mitigation of coastal hazards, the following is noted:

- The proposed development is typically landward of the coastal erosion DSL, and in the order of 160m from the coastal vegetation line. The sandy beach width varies from 30-60m in front of the site (Figure 1).
- There is a foreshore reserve of coastal dunes between the sandy beach and the development, with beach access paths identified in the LDP.
- The proposed development is typically landward of the storm surge inundation risk SCA, at elevations ranging from 2.0mAHD to 10.0mAHD. The site elevations are highly variable associated with dune hummocks and swales (Figure 2). Site elevations closer to the coast are typically lower elevation (2.0-3.0mAHD) and higher at the landward extent of the site, adjacent to Pelican Point Road.
- There is one existing building that is within ~140m of the coastal vegetation line, and a number of existing buildings are located within the SCA, near the Whaling Jetty.

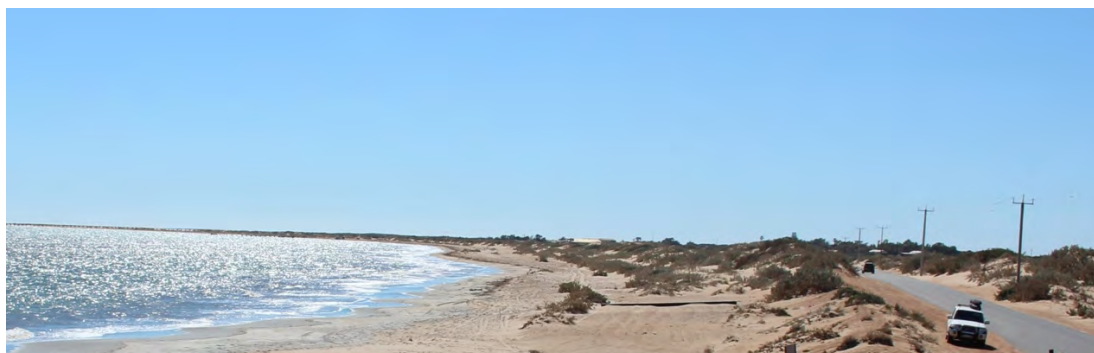


- Stage 1-2 of the development typically involved upgrading of the existing site, which is setback ~250m from the coastal vegetation line, with various buildings, campsites and associated amenities.
- Stage 2-3 of the development includes:
  - 135 new campsites at the southern end between the coastal erosion DSL and the existing development and amenities including a swimming pool, games room, toilet block and bowling green.
  - Redevelopment of the existing node at the northern end including a café, minigolf, play areas and refurbishment of existing buildings to provide a brewery and small scale aquarium.
- Subsequent stages (4-6) are typically landward of the existing development.



**Figure 1: Babbage Island Western Beaches – UAV Looking North Towards Lot 626**

In general, the proposed LDP seeks to ‘avoid’ the risk of coastal hazards by developing landward of previously defined coastal inundation SCA and the coastal erosion DSL (Figure 3). The predominant infrastructure is associated with leasehold campsites located more than 160m from the coastal vegetation line. However, the redevelopment of existing buildings is typically within the previously defined coastal inundation SCA, and for one structure landward of the previously defined coastal erosion DSL. The ‘accommodation’ of coastal hazards requires consideration in the design of these structure, with the LDP identifying minimum finished floor levels (FFLs) of 4.2m AHD.



**Figure 2: Babbage Island Beach Foredunes and Pelican Point Road – Looking North Towards Lot 626**





### 3. Existing Coastal Hazard Allowances

The WA Department of DPI and its Ningaloo Sustainable Development Office (NSDO) commissioned GEMS to complete a study to investigate the impact of storm surge inundation and coastal processes in the Carnarvon region, which was completed in 2009 (1).

#### 3.1 Coastal Hazard Mapping

The aims of the study were to determine areas affected by cyclonic inundation, stability of Babbage Island spit during significant cyclonic events, appropriate coastal development setbacks, finished floor levels for development and any required protection works and management strategies in order to minimize the risk of damage to future development. The scope included mapping (Figure 4) of:

- Design storm inundation, including an allowance for 0.9m sea level rise, which is assumed to be the basis for the storm surge inundation risk Special Control Area (SCA) in the Structure Plan.
- Coastal erosion setback line, which is assumed to be the Development Setback Line (DSL) to allow for coastal erosion in the Structure Plan.



**Figure 4: Mapping of Storm Surge Inundation and Coastal Erosion Allowances (1).**



### 3.2 Coastal Inundation Assessment

GEMS 2009 estimated the event probability and corresponding return periods for Category 3,4 and 5 tropical cyclones that may affect Carnarvon. The results of the estimated return intervals for different tracks (entire zone of influence, crossing region zone, and worst track), with corresponding water levels within the Fascine Waterway are shown below in Table 1.

Inundation and waves were modelled for category 3,4 and 5 cyclones under the current climate with 5 tracks modelled (including worst track), while the inundation was modelled for category 3,4 and 5 cyclones under the worst track only for the 100 year climate (i.e. including a 0.9m allowance for sea level rise).

The Design storm modelled was the “worst track” cyclone that was a high Category 3/lower Category 4 storm. Worst track Category 3 and Category 4 storms have estimated return periods of 311 and 773 years respectively.

GEMS 2009 emphasise that the return periods are indicative only. It is also noted that these events are based on the maximum storm surge occurring jointly with mean high water spring tide (i.e. the water levels are likely to represent conservative estimates of water levels).

**Table 3 GEMS 2009 Cyclone Inundation Modelling - Results**

Storm Intensity	Zone of Influence	Crossing Region		Worst Track	
	Return Period (years)	Return Period (years)	Range of Water Levels (m)	Return Period (years)	Range of Water Levels (m)
Cat 3	12	156	1.6-2.5	311	2-2.5
Cat 4	30	386	1.7-2.9	773	2.3-2.9
Cat 5	119	1518	2.1-3.3	3036	2.6-3.3

Note: ‘Range of water levels’ in Table 1 refer to the Carnarvon Townsite (Fascine Waterway)

WAPC 2006 noted at the time that “Development should be set back from any areas that would potentially be inundated by the ocean during the passage of a Category 5 cyclone tracking to maximise its associated storm surge.” GEMS 2009 outlined that this produces a variable risk profile along the State’s coast, which is expected to be least conservative in the vicinity of Port Hedland, due to the frequent and intense cyclones in the region. In order to achieve the same relative likelihood, a tropical cyclone of 945 hPa (high Category 3/lower Category 4) was considered at Carnarvon.

It is understood the storm surge inundation SCA mapping in the Structure Plan and the LDP is based on the GEMS storm surge model outputs, and provides different peak water levels for different locations in the region (Figure 5).



The closest output location to the proposed development on Babbage Island is location C2, which has peak water levels for worst track category 3 and 4 cyclones of 2.5mAHD and 3.0mAHD (respectively, representing a 300-800yrARI event at MHWS at current sea level). With an additional 0.9m allowance for sea level rise over 100 years, peak water levels could be approximately 3.4mAHD and 3.9mAHD respectively.

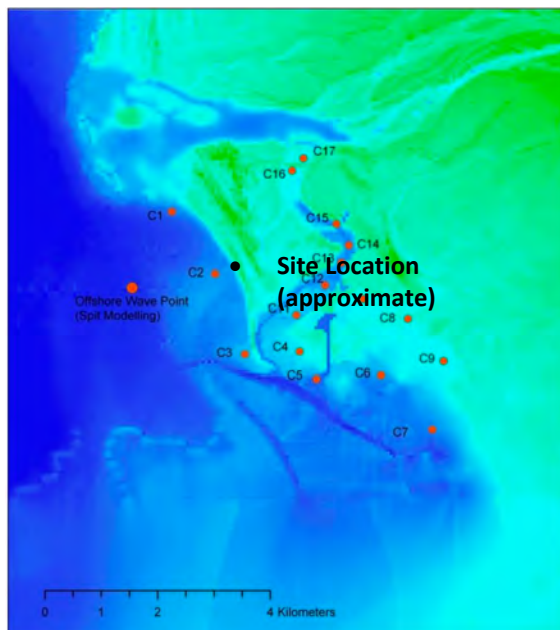


Figure 5: Storm surge grid with selected data output points

### 3.3. Coastal Erosion Assessment

GEMS 2009 assessed coastal erosion for a range of shoreline types observed in the Carnarvon region, including riverine shorelines, sand dunes, barrier spits, sand flat, tidal spits, mangroves and tidal flats. The study identified multiple shore types within the Carnarvon Region and applied the setback allowances to each coastal type and mapped the extent of the recommended setback for Carnarvon.

The coastal erosion assessment along the sandy western coast of Babbage Island was undertaken for the ‘sand dune’ shoreline type. This included coastal erosion modelling and the assessment of historic behaviour at a number of sites along the coast, including the Babbage Island spit, the Whaling Jetty and the 1-Mile Jetty.

The shore type relevant to the proposed development at Babbage Islands is the “sand dunes”, which considers the coast from One Mile Jetty in the north to the southern extent of Pelican Point. The assumed allowances are based on the Whaling Jetty site.

Table 2 GEMS 2009 Coastal Erosion Assessment - Results

Factor	Setback Allowance (m)	Description (GEMS 2009) (for Whaling Jetty site)



<b>S1 – Acute Erosion</b>	25m	Based on SBEACH modelling for a number of profiles during each of a Category 4 and a Category 5 cyclone event along the sandy beaches of the western coast of Babbage Island.
<b>S2 – Historic Trend</b>	80m	Based on twice the observed rate of erosion from 1980-1989, plus an average of the observed rate of erosion, equally along the beach.
<b>S3 -Sea Level Rise</b>	40m	Based on 100 x 0.4mSLR over 100 years, as outlined in the Policy
<b>Total</b>	145m	Assumed relative to 2009 coastal vegetation line.

#### 4. State Coastal Planning Policy Revisions

The storm surge inundation risk SCA and the coastal erosion DSL identified in the Local Development Plan are based on the application of the 2006 State Coastal Protection Policy by GEMS 2009. A revised State Coastal Planning Policy was gazetted in 2013.

The differences between the superseded policy adopted by GEMS (2009), and the present day policy (2013) are summarised in Table 3.

In terms of the Babbage Island development, the main changes are associated with the definition of the horizontal setback datum (HSD), the allowance for erosion associated with sea level rise (S3) and the revised allowances for storm surge inundation. It is also noted that the assessment was undertaken in 2009, and coastal change has occurred in the 12 years since that assessment. (S2).

The State Coastal planning policy requires coastal adaptation to consider the hierarchy identified in Figure 6.



**Figure 6: Coastal Hazard Adaptation Hierarchy (5)**



**Table 3 Comparison of State Coastal Planning Policy SPP 2.6 – WAPC 2006 & WAPC 2013.**

Item	WAPC 2006	WAPC 2013
<b>Horizontal Setback Datum (HSD)</b>	<p>For sandy coast typically “... the seaward extent of ephemeral vegetation on an accreting coast, or the toe of the erosion scarp on an eroding coast”</p> <p>Further assessment required in areas prone to cyclonic storm inundation.</p>	<p>For sandy coast typically “...the seaward shoreline contour representing the peak steady water level under storm activity”</p> <p>In tropical cyclone prone regions, storm to be based on a 100yr ARI tropical cyclone storm event.</p>
<b>S1 – Acute Erosion</b>	<p>Allowance for acute erosion, generally modelled as the horizontal erosion from a 100 year ARI design storm event using a suitable model.</p> <p>“S1 shall be the total recession of the mean sea level contour. “</p>	<p>As per WAPC 2006 however</p> <p>“The distance should be the recession from the HSD to the land extent of the storm erosion as calculated by the model</p>
<b>S2 Historic Trend</b>	<p>The allowance for historic shoreline movement trends should generally be calculated “as 100 times the assessed present longer-term annual rate of erosion “</p>	<p>As per WAPC 2006, however 20m ‘Factor of Safety’ added.</p>
<b>S3 Sea Level Rise Erosion</b>	<p>Allowance of 38m based on 100 x 0.38m sea level rise over 100 years (IPCC median projection) and 100x multiplier based on a simplified Bruun Rule</p>	<p>Allowance of 90m based on 0.90m sea level rise over 100 years (IPCC ‘upper bound projection) and 100x multiplier based on a simplified Bruun Rule</p>
<b>S4 Storm Surge Inundation</b>	<p>“Development should be set back from any areas that would potentially be inundated by the ocean during the passage of a Category 5 cyclone tracking to maximise its associated storm surge. “</p>	<p>Defined as the peak steady water level plus wave run-up during a 500 year recurrence interval tropical cyclone event. Allowance also required for 0.9m SLR over 100yrs (i.e. 500yrARI event occurring at end of 100yr planning period) .</p>





## 5. Discussion

Halsall and Associates are reviewing the Local Development Plan (LDP) for the Babbage Island Holiday Park, located in the Shire of Carnarvon. The wider Babbage and Whitlock Islands Structure Plan identifies both a storm surge inundation risk Special Control Area (SCA) and a Development Setback Line (DSL) to allow for coastal erosion. The storm surge inundation risk SCA and the coastal erosion DSL identified in the Local Development Plan are based on the application of the 2006 State Coastal Protection Policy by GEMS in 2009.

### *Coastal Hazard Assessment*

*In terms of a Coastal Hazard Assessment for this site under WAPC 2013, the following is noted:*

- Horizontal Setback Datum: This *may change* in a revised assessment as it is now based on a 100yrARI storm rather than the coastal vegetation line.
- Acute Storm Erosion (S1): The existing erosion modelling allowances for S1 is broadly consistent with the current Policy.
- Historic Trend (S2): Further assessment required. Recent data suggests the 80m allowance in GEMS 2009 may be reasonably conservative, as shoreline accretion has been observed at the site in recent years (Figure 7), and the GEMS analysis was only based on 2 dates of aerial photography. This component would reduce to 20m if longer term shoreline stability could be demonstrated.
- Sea Level Rise Allowance (S3): An additional 50m allowance is required under the revised Policy.
- Storm Surge Inundation (S4): The existing storm surge modelling allowances for S4 is broadly consistent with the current Policy. The GEMS 2009 modelling is based on a ~500yrARI tropical cyclone and a 0.9m sea level rise allowance. The proposed FFL of 4.2mAHD in the LDP effectively allows for a 0.3m freeboard above this level. However, higher resolution survey that is now available may adjust the location of the storm surge inundation SCA. Previous mapping was likely based on broad low resolution survey data.

### *Coastal Hazard Mapping*

A revised assessment is likely to confirm that the existing coastal erosion DSL is reasonable, as the additional allowance for the coastal response to sea level rise required by the current Policy (+50m) may be offset by an updated assessment of historic coastal behaviour (-60m). However, further assessment is required of historic coastal behaviour (S2).

The storm surge inundation (S4) that forms the basis of the storm surge inundation SCA are considered to be broadly consistent with the current Policy. However, the boundaries of the SCA do not follow a consistent land contour and are likely to change if mapped on current high resolution survey. This is required to better define the coastal inundation risk to existing and proposed structures.



**Figure 7: Coastline Movements from 2008 to 2018 show an historic trend (S2) of stability or accretion adjacent to the development, rather than the erosion trend identified in GEMS 2009**

#### *Coastal Adaptation*

The coastal adaptation responses in the LDP are based on the coastal adaptation hierarchy identified in the Policy (Figure 6), and are likely to continue to require consideration of the following:

- The primary response in the LDP is to ‘avoid’ the potential impacts of coastal erosion and inundation by coastal setbacks and suitable elevations.
- As a leasehold development, “managed retreat” could be considered for campsites with limited infrastructure and existing buildings should they become threatened by coastal erosion in the future.
- The “accommodation” of storm surge inundation by setting finished floor levels above the level of inundation, with a suitable freeboard, could be considered.
- There is no requirement to “protect” infrastructure from coastal erosion.



## 6. Recommendation

The GEMS 2009 study has been reviewed and is considered to provide a thorough and detailed technical study of coastal hazards at the site. However, the storm surge inundation risk SCA and the coastal erosion DSL identified in the Local Development Plan are based on the application of the previous 2006 State Coastal Protection Policy.

Whilst the revised 2013 State Coastal Planning Policy is typically more conservative in the assessment of coastal hazards, the coastal erosion (S1) and storm surge (S4) modelling undertaken by GEMS 2009 is broadly consistent with the revised policy, and it is recommended these allowances are used in any revised Coastal Hazard Assessment for the proposed development.

A revised coastal hazard assessment for the site should consider:

- Further assessment of historic shoreline change (S2). A further 12 years of coastal change has occurred since 2009, and the previous assessment is only based on 2 dates of aerial photography.
- Mapping of storm surge inundation risk (S4) on the latest available survey. This will better define the current and longer term risk to existing and proposed development, and a suitable coastal adaptation response.
- A suitable coastal adaptation response to these coastal hazards.

The Proponent should seek advice from the Shire of Carnarvon and the Department of Planning on the requirement for a revised coastal hazard assessment for the site following consideration of this letter report and historic planning approvals.

Sincerely

Stuart Barr

Director, Seashore Engineering

### Limitations of this Report

This report and the work undertaken for its preparation, is presented for the use of the client. The report may not contain sufficient or appropriate information to meet the purpose of other potential users. Seashore Engineering does not accept any responsibility for the use of the information in the report by other parties.



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**References**

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PROPOSED TOURIST PARK  
LOTS 626, 1044, 1198 BINNING ROAD,  
BABBAGE ISLAND, CARNARVON  
TRAFFIC ASSESSMENT

May 2021



Riley Consulting Pty Ltd  
PO Box Z5578  
Perth WA 6831  
0413 607 779 Mobile

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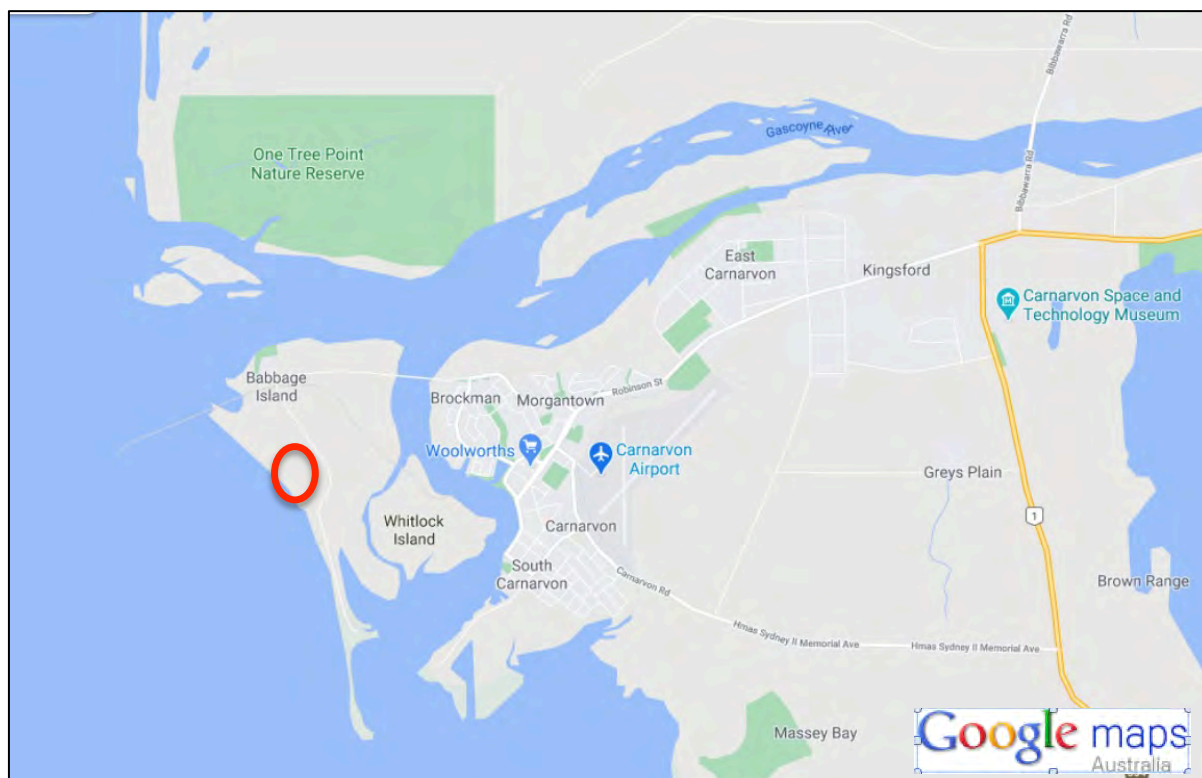
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## 1. EXECUTIVE SUMMARY

- 1.1. Riley Consulting has been commissioned through Halsall and Associates to consider the future traffic generation of a proposed tourism park to be located on Lots 626, 1044 1198 Binning Road, Babbage Island. The key findings of the traffic review are:
- 1.2. The indicative concept plan shows the potential to increase the existing 59 accommodation units to 332 accommodation units. It is expected that the redevelopment of the site would be undertaken in about six stages over several years.
- 1.3. Whilst other uses on the site may occur, the primary use will be tourist accommodation. Based on recognised trip generation sources, the ultimate development could generate up to 996 vehicle movements per day. During the peak of site activity 120 vehicle movements could mature, assuming full occupancy.
- 1.4. The level of generated traffic is considered to have no material traffic impact under the WAPC *Transport Assessment Guidelines for Developments*.
- 1.5. Access to the subject site is provided from Binning Road and assessment of its intersection with Pelican Point Road indicates uninterrupted flow conditions will prevail. Under such conditions minimal delays are forecast and the intersection can be expected to operate with excellent Levels of Service.
- 1.6. It is considered that the site is well located to dilute impact to the existing residential community of Carnarvon whilst providing a good mix of tourist accommodation. There are no requirements identified to upgrade the existing road network as a result of the development proposal.

**2. INTRODUCTION AND BACKGROUND**

- 2.1. Riley Consulting has been commissioned through Halsall and Associates to prepare a traffic assessment of the proposed Babbage Island Tourist Park for the purpose of a rezoning application.
- 2.2. Babbage Island is located west of Carnarvon and is accessed by a single road to the north of the town. The site has historically been used as a prawn fishing facility, but has been disused for many years.
- 2.3. It is proposed to submit a rezoning application to permit tourist accommodation and other related uses on the site.
- 2.4. This report considers the potential traffic impacts to the surrounding road network that the proposal may create.
- 2.5. Figure 1 indicatively shows the site location.



**Figure 1 Site Location**

**3. EXISTING SITUATION**

- 3.1. As discussed the site was previously used to facilitate the prawn fishing industry and is understood to have been a major employer in Carnarvon. Whilst the historical activities ceased many years ago, it is pertinent to note that fishing industry workers would have driven to the site, although probably not during the traditional AM and PM peaks.



- 3.2. The local road network is constrained by a single access to Babbage Island. The local road network is discussed below.

### **Babbage Island Road**

- 3.3. Babbage Island Road is classified as a local distributor in the Main Roads Western Australia (MRWA) Functional Road Hierarchy. It provides a connection between the island and Robinson Street. It is constructed as a single two lane road with a pavement of about 7.2 metres and gravel shoulders.
- 3.4. Traffic data provided by the Shire of Carnarvon indicates an average of 1,530 vehicles per weekday at the Babbage Island Road school zone. During the weekend the average reduces to 1,286 vehicles per day (vpd). MRWA traffic data shows 737vpd west of Nelson Road (2019) and indicates traffic demands have dropped by about 20% in the past few years.
- 3.5. Shire traffic data west of the causeway bridge indicates the number of equivalent standard axles to be 134 with a mean speed of 76kph.
- 3.6. Reference to Appendix A indicates that Babbage Island Road would have capacity to carry 22,900vpd, although a threshold of 13,500vpd would be applied to maintain an acceptable Level of Service D.
- 3.7. A speed limit of 60kph applies to Babbage Island Road between Robinson Street and David Brand Drive. The limit increases to 80kph over the causeway bridge and reduces back to 60kph approximately 400 metres east of Dwyers Leap access road.

### **Pelican Point Road**

- 3.8. Pelican Point Road is classified as an access street in the MRWA Functional Road Hierarchy. It provides a continuation of Babbage Island Road south beyond One Mile Jetty. It has a 60kph speed limit.
- 3.9. It is constructed as a single two lane road with a pavement of about 7.2 metres. The road is a cul de sac terminating at the southern tip of Babbage Island where there is a boat ramp and the Carnarvon Beach holiday resort.
- 3.10. Traffic data provided by the Shire of Carnarvon indicates the number of equivalent standard axles to be 91 with a mean speed of 67kph

### **Binning Road**

- 3.11. Binning Road is classified as an access street in the MRWA Functional Road Hierarchy. It is a cul de sac serving the subject site. It has a 50kph speed limit and is constructed with a 6 metre pavement (approximately).
- 3.12. There is no traffic data for Binning Road.

#### 4. DEVELOPMENT PLAN PROPOSAL

4.1. Figure 2 shows an indicative site plan for the proposed play tourist park to be located on the subject land.



Figure 4 Site Layout (indicative concept)

4.2. The planning documentation discusses the possibility of a six stage development opportunity for the site that includes accommodation and leisure opportunities.

4.3. Figure 2 indicates the following yield could be achieved:

Proposed tourist accommodation units	332
Existing accommodation units	59

4.4. The concept plan also discusses other uses on the site such as mini-golf, aquarium and a small brewery. Other uses on the site would predominantly be used by patrons of the site, but can be used by local people

## **5. PROPOSED INTERNAL TRANSPORT NETWORKS**

5.1. The site presently has a small internal road network accessed from Binning Road. The roads are of gravel construction and served the prawn industry building and the existing 59 accommodation units.

5.2. The development of the subject land will need to provide an appropriate internal road network to service the future tourism units. Gravel access tracks may be appropriate where daily traffic demands are low and typically serve less than 15 accommodation units. Caravan and camping sites would be suitably served by gravel tracks subject to being passable in adverse weather conditions.

5.3. It would be expected that access to higher end accommodation would be provided by a paved access.

## **6. CHANGES TO EXTERNAL TRANSPORT NETWORKS**

6.1. There are no known changes to the external road network.

## **7. TRAFFIC GENERATION**

7.1. The primary uses on the subject land will be tourism accommodation. Whilst other uses of the site are proposed and may attract local people, it is considered that with a local population of 4,426 persons, the external attraction would be unlikely to have a significant impact.

7.2. There are no Australian trip generation sources for camp sites, only motel type accommodation which is indicated to generate 5 trips per occupied room per day. Obviously motel accommodation is more transit orientated and would expect that few facilities are provided on site for the use of guests. The

proposed development of a tourist park can be expected to retain patrons on-site for much of their stay.

- 7.3. Reference to the ITE Trip Generation (USA) manual suggests that a recreational vehicle camp site can be expected to generate 0.2 trips per site in the traditional AM peak (equal arrival and departure) and 0.37 trips per site in the PM peak (70% arrivals).
- 7.4. To check the relevance of the ITE data, reference is made to MRWA traffic data for Horrocks Road (accessing the Horrocks Tourist park) west of Northampton. The MRWA data indicates that the AM peak equates to 9.6% of the daily demand and the PM peak equates to 12.4%. Using these peak proportions indicates that the ITE data equates to about 3 trips per unit per day. Given the location of the subject site and the nature of tourist activity, the ITE trips rate is considered appropriate.
- 7.5. It is understood that the site is unused at the present time and thus the existing 59 units are also not used. For the purpose of this traffic report the full 332 proposed units will be assumed.
- 7.6. On the basis of 332 units generating an average of 3 trips per day, the site can be expected to generate 996 vehicle movements per day. It would be expected the morning peak would generate 96 trips and the evening peak 120 trips. Table 1 shows the expected traffic generation of the subject site.

**Table 1 Forecast Traffic Movements**

<b>Use</b>	<b>AM Peak</b>	<b>PM Peak</b>	<b>Daily</b>
Existing uses	0	0	0
Proposed Tourist Park	96	120	996
<b>Forecast Traffic Demands</b>	<b>+96</b>	<b>+120</b>	<b>+996</b>

### **Distribution**

- 7.7. All vehicles must enter and exit from Binning Road and it can be expected that the majority of traffic would head to and from Carnarvon. There may be trips to access the boat ramp to the southern end of Pelican Point Road and 2% of movement is assumed.

## **8. TRAFFIC IMPACTS**

- 8.1. It is forecast that the site could generate 996 vehicle movements per day, of which 20 trips may access Pelican Point. Thus Pelican Point Road north and

Babbage Island Road can be expected to experience an increase of about 976 vehicle movements per day.

- 8.2. Based on a capacity of 13,500vpd (operation at Level of Service D) The forecast increase would equate to 7.3% of the operational capacity of the affected road.
- 8.3. Reference to the WAPC Transport Assessment Guidelines for Developments - (Volume 4) states that:  
*“where a traffic increase as a result of a proposed development is less than 10% of current road capacity, it would not normally have a material impact”.*
- 8.4. With a forecast increase of 7.3% there would be no material traffic impact under the WAPC Transport Assessment Guidelines for Developments.
- 8.5. Whilst under the WAPC guidelines there is no material traffic impact, it is acknowledged that traffic accessing the site will traverse Babbage Island Road from Robinson Street. There are no houses directly fronting Babbage Island Road and thus impact to residents would be minimal.

## 9. ROADS AND INTERSECTIONS

- 9.1. As discussed, access to the site will be taken from Binning Road. As a result all traffic must pass through the intersection of Binning Road and Pelican Point Road.
- 9.2. The forecast peak traffic generation is estimated to be 120 movements during the evening peak hour with 70% of vehicles arriving. Therefore the peak demand on any traffic lane will be 84 vehicles.
- 9.3. As stated by the WAPC *Transport Assessment Guidelines for Developments* (Volume 4) *“For ease of assessment, an increase of 100 vehicles per hour for any lane can be considered as equating to around 10% of capacity. Therefore any section of road where traffic would increase flows by more than 100 vehicles per hour for any lane should be included in the analysis”.*
- 9.4. It can be seen that there is no specific need to undertake assessment of local intersections.
- 9.5. However, it is pertinent to review how the intersection may cope and reference to Austroads Table 4.1 (Attached at Appendix B) is made. Whilst the table shown in Appendix B is no longer contained in current Austroads, the principles behind the table are still sound and provide a convenient assessment tool.
- 9.6. The traffic data for Pelican Point Road indicates less than 100 vehicles per day currently use the road and during the peak periods a demand of 10% would

typically be expected. On the basis of 10 vehicles currently using the major road in the peak and an arrival demand of 84 vehicles, less than 100 vehicles will oppose the side road demand of 36 vehicles. Reference to Table 4.1 shows that uninterrupted flow conditions can be expected at the intersection.

9.7. With uninterrupted flow conditions a Level of Service A for all movements can be expected and minimal delays will occur. Further analysis of local intersections would not be considered necessary.

9.8. The intersection of Babbage Island Road at Robinson Road is provided with appropriate turn lanes and a wide median. Aerial mapping measurement indicates a storage area of about 13.5 metres in the median for vehicles turning right to Robinson Road. It is considered that the intersection is appropriate for use by vehicles towing caravans and boats.

## **10. PEDESTRIAN AND CYCLE NETWORKS**

10.1. As indicated, local traffic demands are very low with less than 100 vehicles per traffic lane forecast during peak periods. This equates to a vehicle every 30 seconds and thus a quiet road environment can be anticipated. On street cycling would be considered safe under such conditions.

10.2. Internally the site can provide appropriate footpaths and cycle tracks for patrons to easily navigate the site and for recreational cycling with children.

10.3. Walking and cycling off site to the south can be expected with access to Carnarvon town centre provided by the existing heritage tramway trail. No access path connects directly to the site from the trail and it is suggested that an appropriate pedestrian and cycling path be provided.

10.4. Walking externally to the site can be expected to One Mile jetty and access to off-road paths is highly recommended.

## **11. ACCESS TO PUBLIC TRANSPORT**

11.1. There is a bus service operating in Carnarvon passing through the northern residential areas and servicing the local school. It is doubtful that sufficient demand would exist from the proposed development to warrant the provision of a public transport service. However, during peak tourist season there may be some opportunity to provide public transport access.

11.2. The operator of the tourist park may provide a small bus service to ferry patrons to the town centre. However, any such service would need to be financially viable.

## APPENDIX A

### Levels of Service by Road Type

LOS	Single Carriageway <sup>1</sup>	2-Lane Boulevard <sup>2</sup>	Dual Carriageway (4-Lanes) <sup>3</sup>	Dual Carriageway (4-lane Clearway) <sup>3</sup>
A	2,400vpd	2,600vpd	24,000vpd	27,000vpd
B	4,800vpd	5,300vpd	28,000vpd	31,500vpd
C	7,900vpd	8,700vpd	32,000vpd	36,000vpd
D	13,500vpd	15,000vpd	36,000vpd	40,500vpd
E	22,900vpd	25,200vpd <sup>4</sup>	40,000vpd	45,000vpd
F	>22,900vpd	>25,200vpd <sup>4</sup>	>40,000vpd	>45,000vpd

<sup>1</sup> Based on Table 3.9 Austroads - Guide to Traffic Engineering Practice Part 2

<sup>2</sup> Based on single carriageway +10% (supported by Table 3.1 Austroads - Guide to Traffic Engineering Practice Part 3) – Boulevard or division by medians.

<sup>3</sup> Based on RRR Table 3.5 - mid-block service flow rates (SF.) for urban arterial roads with interrupted flow. Using 60/40 peak split.

<sup>4</sup> Note James Street Guildford passes 28,000vpd.

For the purposes of planning, the capacity of a road can be taken as the value between Level of Service E and F. However, a Level of Service D is the lowest preferred operational Level of Service.

**APPENDIX B**Published 2005 **Guide to Traffic Engineering Practice — Part 5: Intersections at Grade****Table 4.1 — Intersection Capacity - Uninterrupted Flow Conditions**

Major Road Type <sup>1</sup>	Major Road Flow (vph) <sup>2</sup>	Minor Road Flow (vph) <sup>3</sup>
Two-lane	400	250
	500	200
	650	100
Four-lane	1000	100
	1500	50
	2000	25

## Notes:

1. Major road is through road (i.e. has priority).
2. Major road design volumes include through and turning movements.
3. Minor road design volumes include through and turning volumes.



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**BP Australia Limited**

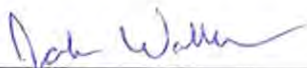
Swan Street, North Fremantle  
Western Australia, 6159

**Environmental Site Remediation Report**

**BP Binning Road Depot  
Binning Road  
Carnarvon, Western Australia**

**May, 2000**

Written by:



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Johan Wohleben  
Environmental Project Scientist

Reviewed and Approved by:



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Gavin Scally  
Environmental Manager WA



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## 1. EXECUTIVE SUMMARY

The former BP Binning Road Depot, located on the western portion of Lot 1044 Binning Road on Babbage Island in Carnarvon, Western Australia, underwent remedial activities over the period 28 January to 15 May 2000. Remedial activities involved the excavation and landfarming of all contaminated soil on the portion of Lot 1044 which was leased by BP. BP intends to relinquish Special Lease 3116/10511 to the Department of Land Administration based on the remedial activities conducted.

As part of divestment procedures, BP Environmental staff supervised the excavation of approximately 6000 tonnes of soil impacted with petroleum hydrocarbons. All excavated soil was landfarmed on-site.

Soil samples were obtained from the excavations and landfarm stockpiles and analysed for benzene, toluene, ethylbenzene and total xylenes (BTEX) and total petroleum hydrocarbons (TPH). Analysis of the excavation soil samples indicated that soils remaining in the subsurface of the leased portion of the site do not contain petroleum hydrocarbon or BTEX concentrations above relevant criteria. Analysis of soil samples obtained from the landfarm stockpiles indicated that landfarmed soils do not contain petroleum hydrocarbon or BTEX concentrations above relevant criteria, aside from one landfarm soil validation sample which contained petroleum hydrocarbon concentrations above relevant criteria. The stockpile from which this soil sample was collected was transported to the Carnarvon landfill facility for disposal. Remediated landfarmed soils were used as backfill for the excavated areas.

Soil impacted with petroleum hydrocarbon concentrations above levels accepted by the Department of Environmental Protection as being suitable for industrial use are present west and north of the site and on the eastern portion of Lot 1044. The location, extent and composition of this impact indicate that it is not attributable to activities conducted by BP at the former Binning Road Depot. This material was not excavated as it was not contained within the BP leased portion of the site.



In summary, all soil on the BP leased portion of Carnarvon Lot 1044 which was contaminated above levels accepted by the Department of Environmental Protection as being suitable for industrial use was excavated and remediated. Based on the results of the analysis of soil samples and relevant criteria, the soil conditions at the former BP Binning Road depot site subsequent to BP's remedial activities are suitable for industrial/commercial use.



## 2. BACKGROUND INFORMATION

The former BP Binning Road Depot was located on the western portion of Lot 1044 at Binning Road on Babbage Island, Carnarvon in Western Australia. The site is predominately level and is bordered by a seafood processing plant to the south, the Indian Ocean approximately 100 metres to the west, and vacant bushland to the north and east (see Figure 1). At the time of remedial activities there were no structures on-site apart from an abandoned concrete water tank located at the site's southwestern corner.

BP has leased the western portion of Lot 1044 from the Department of Land Administration under Special Lease 3116/10511 since 12 June 1989 (see Figure 2). BP stored distillate fuel in four aboveground bulk storage tanks and operated the depot facilities till mid 1991 when all facilities were demolished and removed from the site. BP has continued to lease the western portion of the vacant site till the present.

Prior to BP's tenancy the entire Lot 1044 was leased by Mobil Oil Australia from 1977 to 1989. Mobil operated the site as a fuel depot which included the aforementioned bulk storage tanks on the western portion of the site (storing distillate and Ampol standard and super petrol), and two 55,000 litre super motor spirit aboveground tanks and associated pumps, a drum filling platform and a truck fill stand located on the eastern side of the lot. Prior to Mobil's occupation of Lot 1044 it had been operated as a fuel depot by Ampol. From 1952 to 1964 the site was utilised by Northwest Seafoods and prior to 1952 was operated as whaling station by the Australian Whaling Commission. Whale oil and bunker oil were stored in aboveground storage tanks on site and beyond the northern and western boundaries of Lot 1044 during this period. These tanks were removed prior to Ampol's occupation of the site. Locations of storage tanks are depicted on Figure 1B in Appendix B.



## 2.1 BP Fuel System and Associated Equipment

Petroleum hydrocarbon products were stored at the former BP Binning Road depot in six aboveground tanks. The former location of each of the tanks is indicated on Figure 1B in Appendix B. The capacities and product stored in each tank are displayed below.

**TABLE 1**  
**Storage Tank Configuration**

Tank Number	Tank Type	Tank Capacity (kilolitres)	Product Stored
T1	Aboveground	4,456	Distillate
T2	Above ground	1,110	Distillate
T3	Aboveground	464	Distillate
T4	Aboveground	464	Distillate
T5	Aboveground	45	Diesel
T6	Aboveground	45	Diesel

## 2.2 Site Investigations

An environmental site assessment of Carnarvon Lot 1044, comprising the BP Binning Road Depot and the former Ampol and Mobil depots, was conducted by BP Engineering personnel over the period December 1994 to March 1995.

A previous environmental site assessment was undertaken by Groundwater Technology in September and October 1991.

### 2.2.1 BP Australia Environmental Site Assessment

Over the period December 1994 to March 1995 an ESA comprising site reconnaissance, the completion of thirteen soil borings (S1-S13), thirty one soil corings (B11-B131), and the installation and sampling of six groundwater monitoring wells (MWBI2, MWBI3, MWBI5, MWBI7, MWBI9 and MWBI15) was conducted by BP engineering personnel.



Soil borings were completed using a drill rig equipped with 125 millimetre hollow stem augers to a maximum depth of 6.0 metres bgs. Soil corings were collected using a 25mm hand operated soil coring kit to a maximum depth of 3.17 metres bgs. Monitoring wells were installed using either a 75 millimetre hand auger in conjunction with a 50mm sludger or a drill rig using 125 millimetre hollow stem augers.

One hundred and sixteen soil samples were collected. Thirty seven soil samples were collected on the BP leased portion of Lot 1044, thirty six soil samples were taken from the eastern portion of Lot 1044 (which was occupied by the Ampol and Mobil depots), and forty three soil samples were collected outside the eastern, western and northern boundaries of Lot 1044. Concentrations of petroleum hydrocarbons exceeded relevant criteria in thirteen soil samples. The contaminants were in the C<sub>10</sub>-C<sub>14</sub>, C<sub>15</sub>-C<sub>28</sub> and C<sub>29</sub>-C<sub>36</sub> hydrocarbon ranges and did not include BTEX components, which appears to indicate a mixture of diesel and heavier oils (bunker oil and whale oil). The soil profile was found to consist of fine to medium grained, well rounded and sorted quartz sands. See Figure 1B and Table 1B in Appendix B for locations of borings, corings and soil analytical results.

On the BP leased portion of Lot 1044 concentrations of petroleum hydrocarbons exceeded relevant criteria in three soil samples collected from soil boring S12 at a depth of 1.6 metres bgs and soil corings BI2 and BI12 at depths between 0.5 and 1.5 metres bgs. Soil boring S12 and soil coring BI12 were completed on the western portion of the site. Soil coring BI2 was collected near the northeastern corner of the BP leased portion of Lot 1044.

On the eastern portion of Lot 1044 concentrations of petroleum hydrocarbons exceeded relevant criteria in two soil samples collected from soil coring BI3 at depths between 1.0 and 1.7 metres bgs. Soil coring BI3 was completed beneath the former location of a diesel bowser located just beyond the eastern boundary of the BP leased portion of Lot 1044.

Beyond the eastern, western and northern boundaries of Lot 1044 concentrations of petroleum hydrocarbons exceeded relevant criteria in nine soil samples collected from soil boring S13 at a depth of 1.8 metres bgs and soil corings BI7 to BI11 and BI26 at depths between 0.5 and 1.8 metres bgs. Soil boring S13 was completed just beyond the western





boundary of Lot 1044 at a depth of 1.8 metres bgs. Soil coring BI26 was collected beyond the northern boundary of the site at a depth of 1.8 metres bgs. Soil corings BI7 to BI11 were collected beyond the southwestern boundary of the site.

Groundwater was encountered at approximately 1.5 metres bgs and was assumed to be flowing in a westerly direction towards the Indian Ocean, located approximately 100 metres from the site. Monitoring well MWBI2 was installed on the BP leased portion of Lot 1044 along the northern boundary. Monitoring well MWBI3 was completed beneath the former location of a diesel bowser located just beyond the eastern boundary of the BP leased portion of Lot 1044, while MWBI5 was installed on the eastern portion of Lot 1044 beneath the former location of the two 55,000 litre super petrol aboveground storage tanks. Monitoring wells MWBI7, MWBI9 and MWBI15 were installed west of the site. Water samples were also obtained from soil borings S5 (same location as MWBI2) and S13. See Figure 1B in Appendix B for locations of monitoring wells

Analysis of groundwater samples detected TPH or BTEX compounds in five of the six wells and both groundwater samples collected from soil borings S5 and S13. Phase separated hydrocarbons (PSH) was observed on-site in monitoring well MWBI2. Analysis by GCMS indicated the product as degraded diesel. The groundwater samples collected from soil boring S5 and S13 contained all BTEX constituents, but were not analysed for TPH.

Analysis of groundwater collected from MWBI5 revealed concentrations of TPH and BTEX. Groundwater with concentrations of TPH and BTEX was also detected in off-site monitoring wells MWBI3, MWBI7, and MWBI9. Off-site monitoring well MWBI15 did not contain any petroleum hydrocarbons. A dissolved phase multi-source groundwater plume is flowing from the eastern portion of Lot 1044 towards the Indian Ocean in a westerly direction. See Table 2B in Appendix B for groundwater analytical results.



## 2.2.2 Groundwater Technology Environmental Site Assessment

During September and October 1991 an environmental site assessment comprising site reconnaissance, a soil vapour survey, the installation and sampling of three monitoring wells and the collection of five soil samples was conducted by Groundwater Technology.

Low levels of hydrocarbon vapours were detected, however the actual levels of contamination were not quantified by laboratory analysis. Four soil samples were collected during the installation of the monitoring wells. Three groundwater samples were collected from groundwater monitoring wells MW1-MW3. MW1 and MW2 were located on the eastern portion of Lot 1044 adjacent to the former truck filling stand and the former drum filling platform respectively. MW3 was located at the eastern end of the BP leased portion of Lot 1044. See Figure 1B in Appendix B for locations of groundwater monitoring wells.

Concentrations of petroleum hydrocarbons exceeded relevant criteria in one soil sample collected during the installation of MW3 at a depth of 1.6 metres bgs. Analysis of groundwater samples detected TPH compounds in monitoring well MW3. See Tables 1B and 2B respectively in Appendix B for soil and groundwater analytical results.



### 3. PURPOSE & SCOPE

Validation sampling and analysis of soil at the site was performed to:

- evaluate the nature and extent of petroleum hydrocarbon concentrations in the soil relative to levels accepted by the Department of Environmental Protection as being suitable for industrial use (“relevant criteria”);
- evaluate residual soil conditions on the BP leased western portion of Lot 1044 according to the relevant criteria to direct excavation and on-site landfarming of impacted soils; and
- document BP’s environmental diligence subsequent to equipment and supply operations conducted by BP on the leased portion of Carnarvon Lot 1044. BP intends to relinquish Special Lease 3116/10511 to the Department of Land Administration based on the remedial activities conducted.

BP Environmental personnel supervised the removal of all on-site petroleum hydrocarbon impacted soil at the site identified as exceeding relevant criteria. Soil impacted with petroleum hydrocarbon and BTEX concentrations above the relevant criteria are present west and north of the site and on the eastern portion of Lot 1044. BP distributed diesel and distillate fuels from the western portion of Lot 1044 for a period of only two years. The location, nature (i.e. the presence of heavier oils in soil and BTEX in groundwater) and extent of this impact can not be attributed to activities conducted by BP. Therefore impacted soil outside the boundaries of the BP leased portion of Lot 1044 was not excavated. Specifically, activities conducted by BP Environmental personnel included:

- sampling of soils to assist in determining the required extent of the excavations;
- direction of excavation activities based on contaminant levels in soil samples obtained from the walls and base of the excavations;
- supervision of a landfarming program to treat excavated impacted soils;



- preparation of maps indicating site investigation soil and groundwater sample locations, the extent of the excavations and soil sampling locations and the layout of the landfarm stockpiles and soil sampling locations; and
- development of conclusions concerning the site conditions subsequent to excavation and landfarming activities.



## 6. CONCLUSIONS

Based on the data obtained during site decommissioning activities, the following conclusions can be made:

- natural soils at the site comprise fluvial river deposits. Field observations noted fine to medium grained, well rounded and sorted quartz sands to the groundwater table underlain by heavily stained soils to a depth of approximately 3 metres;
- soils impacted with a mixture of diesel/distillate, bunker oil and whale oil underlying the former BP Binning Road depot were excavated and land farmed on-site. Approximately 6000 cubic metres of impacted soil were removed. Results of analysis of soil samples collected from the walls and bases of the excavations indicated that all soils with petroleum hydrocarbon concentrations exceeding relevant criteria were removed from the subsurface of the BP leased portion of Carnarvon Lot 1044;
- approximately 6000 cubic metres of excavated impacted soils were landfarmed on-site and used as backfill for the excavated areas when analysis confirmed that concentrations of petroleum hydrocarbons were below relevant criteria;
- the maximum depth of the excavations was 3.8 metres bgs at the western boundary excavation and 3.5 metres bgs at the northeastern excavation;
- petroleum hydrocarbon impacted soils remain on the eastern portion of Lot 1044 and off-site beyond the western and northern boundaries. The location and extent of this impact indicate that it is not attributable to activities conducted by BP at the former Binning Road Depot. This material was not excavated as it did not occur as a result of BP's activities at the site;



- groundwater on-site occurs at a depth of approximately 1.5 bgs and is flowing in a westerly direction towards the Indian Ocean located approximately 100 metres west of the site;
- based on the site activities conducted all petroleum hydrocarbon contaminated soils were removed from the site. The former BP Binning Road depot is therefore suitable for commercial/industrial use.

# Flora and Fauna Significance Assessment

21 Binning Road, Babbage Island, Carnarvon

21 July 2021

Prepared for:  
Kel Brown  
C/- Halsall & Associates  
Att: Marc Halsall



# Limitations Statement

This report has been prepared in accordance with the Agreement between Ecosystem Solutions Pty Ltd and Kel Brown C/- Halsall & Associates (“Client”). **It has been solely prepared for a** development application at 21 Binning Road, Babbage Island, Carnarvon (“Site”).

## Information

In undertaking this work the authors have made every effort to ensure the accuracy of the information used. Unless otherwise stated in the report, Ecosystem Solutions Pty Ltd has not independently verified such information and cannot guarantee its accuracy or completeness.

## Conclusions

Within the limitations imposed by the scope of work, preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted practices and using a degree of skill and care ordinarily exercised by reputable ecological consultants under similar circumstances. No other warranty, expressed or implied, is made.

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Ecosystem Solutions Pty Ltd will not be liable to update or revise the report to take into account any events or emergent circumstances or facts occurring or becoming apparent after the date of this report.



# Document Control

Kel Brown

C/- Halsall & Associates

Att: Marc Halsall

21 Binning Road, Babbage Island, Carnarvon

Version	Revision	Purpose	Author	Reviewer	Submitted	
					Form	Date
Report	Rev A	Initial Report	KL / DC	DP	Electronic (email)	30/06/2021
Report	Rev B	Update Site Plan	KL / DC	DP	Electronic (email)	21/07/2021

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Appendix B	Protected Matters Search Tool Extract
Appendix C	Conservation Codes for Western Australian Flora and Fauna
Appendix D	Relevé Field Sheets
Appendix E	Total Flora List

# 1 Introduction

Ecosystem Solutions were contracted by the landowner C/- Halsall & Associates to conduct a flora and fauna significance survey at 21 Binning Road, Babbage Island, Carnarvon (hereafter called the **“Site”**) within the Shire of Carnarvon. The survey is to support future development of the Site as a tourist park (Figure 1). The proposal is for a Scheme Amendment and Local Development Plan for the Site, to allow the development of a Caravan Park and Camping Ground over 6 Stages.

The purpose of this report is to identify flora, fauna and vegetation condition within the Site to determine the most suitable areas for development, to best protect any ecological values of the Site. Ecosystem Solutions has also prepared a BAL Contour Report for the Site (Ecosystem Solutions, unpublished report, May 2021), which should be read in conjunction with this report.

The flora, fauna and vegetation specifically targeted include Threatened or Priority species and Threatened or Priority Ecological Communities.

This assessment covered the entire Site but was limited to observing the species present during the time of the surveys.



Figure 1 Local Development Plan for 21 Binning Road, Babbage Island, Carnarvon

## 2 Site Details

The Site has existing infrastructure, including a seafood processing plant and accommodation, as well as areas of remnant coastal vegetation in varying condition. The surrounding landscape includes further areas of remnant vegetation that extend across the island, with small areas that have been cleared for tourist and residential development. The Site is dissected by Binning Road, with Pelican Point Road abutting the eastern boundary.

# 3 Flora and Vegetation

## 3.1 Desktop analysis

### 3.1.1 Landscape, soils and vegetation

Soil-Landscape systems are areas with recurring patterns of landforms, soils and vegetation and are used by the Department of Agriculture to maintain a consistent approach to land resource surveys.

The Site is located within the Lake MacLeod Coastal Zone:

- Lake bed, saline flats and calcrete plains (with some sandplains and dunes) on marine shoreline and aeolian deposits and marine limestone of the Carnarvon Basin. Salt lakes soils with Red deep sands and some Calcareous loamy earths and Red deep sandy duplexes. Bare salt lake with halophytic shrublands, spinifex grasslands and acacia scrub. Located in the north-west coast from Carnarvon to Waroora Station. (Tille, 2006).

The Lake MacLeod Coastal Zone is further broken down into a number of soil mapping units, with six units occurring within the Site:

- 238Cs\_2CsC - Elongated depressions and deflation basins between primary and secondary dunes;
- 238Cs\_2CsD - Low secondary dunes with hummocky relief;
- 238Cs\_3CsC - Elongated depressions and deflation basins between primary and secondary dunes;
- 238Cs\_3CsD - Low secondary dunes with hummocky relief;
- 238Cs\_4CsE - Undulating tertiary dune complex, western component; and
- 238CsX\_URBAN - Built-up area.

The broad scale vegetation complex mapping of Beard (unpublished report, at 1:250,000 scale) shows Gascoyne Marshes along the eastern edge of the Site, being *Atriplex* spp., *Maireana* spp. communities on alkaline soils, which is consistent with the vegetation observed within the Site.



### 3.1.2 Threatened and Priority Flora

Extracts from the Department of Biodiversity, Conservation and Attractions (DBCA) NatureMap Database (Appendix A) and the Commonwealth Environmental Protection and Biodiversity Conservation (EPBC) Protected Matters Search Tool (Appendix B) were obtained to determine if records of any rare or threatened flora are known within the boundary or in the vicinity of the Site. A reconnaissance survey across the Site was conducted, with targeted survey within the proposed areas of impact (in line with Environmental Protection Authority (EPA), 2016).

Species of flora and fauna are protected, as defined in Appendix C, as their populations are restricted geographically or threatened by local processes. DBCA recognizes these threats of extinction and consequently applies regulations towards population and species protection. Protected species are gazetted under the *Biodiversity Conservation Act (2016)* and therefore it is an offence to “take” or damage rare flora without Ministerial approval. The act defines “to take” as “... to gather, pick, cut, pull up, destroy, dig up, remove or injure the flora or to cause or permit the same to be done by any means” (Government of Western Australia, 2010).

Appendix C presents the definitions for conservation codes under the *Biodiversity Conservation Act (2016)* which was previously the *Wildlife Conservation Act 1950*.

### 3.1.3 Threatened and Priority Ecological Communities

An ecological community is a naturally occurring biological assemblage that occurs in a particular type of habitat. A Threatened Ecological Community (TEC) is one which is found to fit into one of the following categories: Presumed Totally Destroyed; Critically Endangered; Endangered, or Vulnerable.

**Possible TECs that do not meet survey criteria are added to the Department of Parks and Wildlife’s Priority Ecological Community Lists, under Priority 1, 2 and 3.** These are ranked in order of priority for survey and/or the definition of the community and evaluation of its conservation status.

## 3.2 Field Survey

The Site was surveyed for flora on 19, 20 and 21 April 2021 by Kelly Lamp (B.Sc Hons. Nat Rs Mgmt., FB62000182 and TFL 54-2021), and Dani Cuthbert (Dip Bus & Dip TM) from Ecosystem Solutions. The Site was walked in a systematic manner to cover the entire area. Zones with consistent vegetation structure and composition were noted and the main species in each of the strata were identified and recorded. The condition of the vegetation (based on EPA 2016, adapted from Trudgen 1988) was also recorded using Global Positioning System (GPS). The Site was also inspected for flora species of significance and Threatened Ecological Communities, based on the DBCA and EPBC database records.

## 3.3 Results

### 3.3.1 Threatened and Priority Flora

The NatureMap Database identified one Threatened species, which is rare or is likely to become extinct, 15 Priority listed species and one presumed extinct species within a 40 km radius of the Site. The Protected Matters Search Tool identified no records of Endangered or vulnerable species, within a 50 km radius of the Site (Appendix A & B), summarised in Table 2.

A total of 58 flora species were identified within the Site with some species confirmed by the Western Australian Herbarium (Appendix E). For conservation significant flora species that were identified to be possibly occurring within the Site, a nearby population was observed or a scan from the Western Australian Herbarium obtained. This assisted in the identification of these species during the field survey, even if they were not currently flowering.

Table 1 Conservation significant flora species recorded within 40 km of the Site

Species	DBCAs Conservation Code	EPBC Act Status	Life Form	Habitat	Likelihood of occurrence within the proposed development area
<i>Abutilon sp. Pritzelianum (S. van Leeuwen 5095)</i>	P1		Shrub	Orange brown sandy loam, red sand, clay. Sandplain, dunes, floodplain.	Possibly, habitat is present.
<i>Abutilon sp. Quobba (H. Mearz 3858)</i>	P2		Shrub	Brown clayey sand.	Unlikely, there is no brown clayey sand within the Site. Closest record is 7 km to the east of the Site.
<i>Acacia ryaniana</i>	P2		Shrub	Coastal sand dunes.	Possibly, habitat is present. Closest record is 3.5 km east of the Site.
<i>Atriplex spinulosa</i>	P1		Herb	Clay, clay loam.	Unlikely, there is no clay or clay loam within the Site. Closest record is 12.2 km to the southeast of the Site.
<i>Carpobrotus sp. Thevenard Island (M. White 050)</i>	P3		Herb	Coarse white sand. Dune tops, disturbed areas.	This species has been confirmed to occur within the Site.
<i>Chthonocephalus spathulatus</i>	P3		Herb	Red-brown loam or sandy clay. Undulating plains.	Unlikely, habitat not present. Closest record is 28.2 km to the south of the Site.
<i>Chthonocephalus tomentellus</i>	P2		Herb	Red sand. Undulating plains, sand dunes, near saline	Unlikely, habitat not present. Closest record is 10.5 km to the southeast of the Site.
<i>Lepidium biplicatum</i>	P3		Shrub	Coastal regions.	Possibly, habitat is present. Closest record is 36.4 km to the north of the Site.
<i>Lepidium scandens</i>	P3		Shrub	Red sand, clay.	Unlikely, habitat not present. Closest record is 38.7 km to the southeast of the Site.
<i>Myriocephalus nudus</i>	X		Herb	Moist areas, along rivers & creeks, granite outcrops.	Unlikely, habitat not present. Considered extinct.
<i>Rumex crystallinus</i>	P2		Herb	Arid & semi-arid areas. Clay pan, new water.	Unlikely, habitat not present. Closest record is 8.5 km east of the Site.
<i>Schoenia filifolia subsp. arenicola</i>	P1		Herb	Sand, red clay. Sub-coastal sand ridges.	Unlikely, habitat not present. Endemic to area. Closest record is 7 km east of the Site.
<i>Scholtzia sp. Folly Hill (M.E. Trudgen 12097)</i>	P2		Shrub	Yellow or red sand. Sand dunes.	Possibly, habitat is present.
<i>Sondottia glabrata</i>	P2		Herb	Saline flats.	Unlikely, habitat not present. Closest record is 23.4 km south of the Site.

<i>Sporobolus blakei</i>	P2		Herb	Red sandy clay, loam. Creeks.	Unlikely, habitat not present. Closest record is 2.5km east of the Site.
<i>Swainsona ecallosa</i>	P1		Herb	Stony flats.	Unlikely, habitat not present. Closest record is 2.5km east of the Site.
<i>Tecticornia bulbosa</i>	T		Shrub	Saline sandy clay or red/brown loam.	Unlikely. Closest record is 16.6km northeast of the Site and the species is only known from this location.

*Carpobrotus* sp. Thevenard Island (Priority 3, Figure 2) was recorded during the field survey, with identification confirmed by the Western Australian Herbarium. This species is a dominant understorey species throughout much of the Acacia open shrubland vegetation community, occurring right up to the edges of the Samphire closed heath. It appears to thrive in the disturbed areas of the Site and was seen to be common across the Babbage Island area, as well as at numerous other locations in proximity to the Site. This species is under 50cm in height, and therefore can be retained within the proposed Asset Protection Zones. The species will only need to be removed for the construction of roads and buildings.



Figure 2 *Carpobrotus* sp. Thevenard Island at 21 Binning Road, Babbage Island

A number of *Tecticornia* species were collected during the survey, with identification to species level not possible due to the specimens being sterile. Advice was sought from Dr Kelly Shepherd, Senior Research Scientist, Western Australian Herbarium, as to whether *Tecticornia bulbosa* could be ruled as a possibility for the sterile specimens. Her feedback was that ‘while *T. bulbosa* has distinctive glaucous blue articles so does *T. auriculata*. That said, I don't think *T. bulbosa* occurs on Babbage Is. **so it is unlikely any of the sterile plants are that species**’. Therefore, we do not believe that the conservation significant species *Tecticornia bulbosa* occurs within the Site.

### 3.3.2 Vegetation Communities

The Protected Matters Search Tool identified one Threatened Ecological Community that is likely to occur within the area - Subtropical and Temperate Coastal Saltmarsh. The Site includes a number of species that are typical of this Threatened Ecological community, however Babbage Island is north of the 26° latitude where this TEC is listed to occur in the Conservation Advice (Dept of Sustainability, Environment, Water, Population and Communities, 2013). The Department of Agriculture, Water and the Environment (Commonwealth, DAWE) confirmed that they do not believe that Carnarvon can be considered to have this ecological community, as it is not part of the defined area this community inhabits (pers comm, 21/06/2021). The Site is therefore not considered to be representative of this or any other listed TEC.

Relevés were completed within the Site, with locations noted in Figure 3 and data collected presented in Appendix D. A list of all species identified during the site assessment is included in Appendix E. During the Site assessment the remnant vegetation within the Site was observed to comprise of two vegetation communities (described according to Keighery, 1994, adapted Muir, 1977, and Aplin, 1979, Table 2 below) of:

- Samphire closed heath - *Tecticornia* spp., *Carpobrotus* sp. Thevenard Island and *Muellerolimon salicorniaceum* closed heath over *Samolus* sp. Millstream and *Dysphania plantaginella* scattered herbland and *Sporobolus virginicus*, *Eragrostis falcata* and *Paractaenum novae-hollandiae* scattered grassland.
- Acacia open shrubland - *Acacia coriacea* subsp. *coriacea*, *Acacia sclerosperma* subsp. *sclerosperma*, *Pimelea microcephala* subsp. *microcephala* and *Nitraria billardierei* open shrubland over *Acacia coriacea* subsp. *coriacea*, *Acacia sclerosperma* subsp. *sclerosperma*, *Carpobrotus* sp. Thevenard Island, *Trichodesma zeylanicum*, *Commicarpus australis*, *Threlkeldia diffusa*, *Atriplex vesicaria* and *Salsola australis* low shrubland over *\*Cenchrus ciliaris*, *Eulalia aurea*, *Spinifex longifolius* and *Paractaenum novae-hollandiae* grassland and *Euphorbia* sp., *Roepera fruticulosa* and *Amaranthus clementii* scattered herbs.

The Acacia open shrubland is the dominant vegetation community within the Site, comprising 19.8 ha, 72%. The Samphire closed heath comprises of 0.99 ha, 4% of the Site. The remaining area of the Site is completely cleared of native vegetation.

Table 2 Structural Classification (from Keighery, 1994, adapted from Muir, 1977, and Aplin, 1979).

Stratum	Canopy Cover				
	70%-100%	30%-70%	10%-30%	2%-10%	<2%
Trees > 30m	Tall Closed Forest	Tall Open Forest	Tall Woodland	Tall Open Woodland	Scattered Tall Trees
Trees 10-30m	Closed Forest	Open Forest	Woodland	Open Woodland	Scattered Trees
Trees < 10m	Low Closed Forest	Low Open Forest	Low Woodland	Low Open Woodland	Scattered Low Trees
Shrubs >2m	Tall Closed Scrub	Tall Open Scrub	Tall Shrubland	Tall Open Shrubland	Scattered Tall Shrubs
Shrubs 1-2m	Closed Heath	Open Heath	Shrubland	Open Shrubland	Scattered Shrubs
Shrubs <1m	Low Closed Heath	Low Open Heath	Low Shrubland	Low Open Shrubland	Scattered Low Shrubs
Hummock Grasses	Closed Hummock Grassland	Mid-Dense Hummock Grasslands	Hummock Grassland	Open Hummock Grassland	Scattered Hummock Grassland
Grasses, Sedges & Herbs	Closed Tussock Grassland/ Sedgeland/ Herbland	Tussock Grassland/ Sedgeland/ Herbland	Open Tussock Grassland/ Sedgeland/ Herbland	Very Open Tussock Grassland/ Sedgeland/ Herbland	Scattered Tussock Grassland/ Sedgeland/ Herbland

### 3.3.3 Vegetation Condition

Utilising the vegetation condition scale of the Eremean and Northern Botanical Province, adapted from Keighery 1994 and Trudgen, 1988 (Table 3), the areas of vegetation were ranked from Very Good to Completely Degraded (Figure 3).

The majority of the Site has been mapped as Poor (18.87 ha, 69% of the site), with severe impact from aggressive weeds including *\*Cenchrus ciliaris*, as well as past grazing and clearing for past development within the lot. Smaller areas that have not been infiltrated by *\*Cenchrus ciliaris* have been mapped as in Good (0.95 ha, 3.5% of the Site) or Very Good (0.98% or 3.5% of the Site) Condition, including the extent of the Samphire closed heath vegetation community. The Completely Degraded area (6.5 ha, 24% of the Site) includes areas completely cleared of vegetation within existing infrastructure.



Table 3 Vegetation Condition Scale (adapted from Keighery 1994 Trudgen 1988)

Category	Description	Present within the Site
Excellent	Pristine or nearly so, no obvious signs of damage caused by human activities since European settlement.	Not present
Very Good	Some relatively slight signs of damage caused by human activities since European settlement. For example, some signs of damage to tree trunks caused by repeated fire, the presence of some relatively non-aggressive weeds, or occasional vehicle tracks.	0.98 ha (3.5% of the Site)
Good	More obvious signs of damage caused by human activity since European settlement, including some obvious impact on the vegetation structure such as that caused by low levels of grazing or slightly aggressive weeds.	0.95 ha (3.5% of the Site)
Poor	Still retains basic vegetation structure or ability to regenerate to it after very obvious impacts of human activities since European settlement, such as grazing, partial clearing, frequent fires or aggressive weeds.	18.87 ha (69% of the Site)
Degraded	Severely impacted by grazing, very frequent fires, clearing or a combination of these activities. Scope for some regeneration but not to a state approaching good condition without intensive management. Usually with a number of weed species present including very aggressive species.	Not present
Completely Degraded	Areas that are completely or almost completely without native species in the structure of their vegetation; i.e. areas that are <b>cleared or 'parkland cleared' with their flora comprising weed or crop species</b> with isolated native trees or shrubs.	6.5 ha (24% of the Site)



Figure 3 Vegetation Community Mapping for 21 Binning Road, Babbage Island, Carnarvon



Figure 4 Vegetation Condition Mapping for 21 Binning Road, Babbage Island, Carnarvon

# 4 Fauna

## 4.1 Desktop Analysis

The conservation status of fauna within Western Australia is determined by criteria outlined within two acts of legislation: *Commonwealth EPBC Act 1999* and the State-based *Western Australian Biodiversity Conservation Act 2016 (WA)*. The conservation codes for fauna under the *Biodiversity Conservation Act (2016)* which was previously the *Wildlife Conservation Act 1950* are presented in Appendix C. These categories are consistent with the International Union for Conservation of Nature (IUCN) classifications and therefore link into a global ranking system for taxa at risk of extinction.

A desktop study and analysis of the records of NatureMap and the Protected Matters Search Tool (Appendix A & B) were made to determine the presence or likely presence of fauna or fauna assemblages within the Site. The analysis primarily targeted terrestrial threatened vertebrate species listed under the *Biodiversity Conservation Act 2016 (WA)* and *Environmental Protection Biodiversity Conservation Act 1999 (Commonwealth)*. A list of fauna expected to occur within a 40-kilometre radius of the Site was compiled from a search conducted on the DBCA database (NatureMap) and within a 50-kilometre radius of the site was compiled from a search conducted on Commonwealth EPBC Protected Matters Search Tool (Table 5). Marine and freshwater species have been excluded due to the location of the Site.

The results of the native fauna database search for species likely to be within or utilising the Site are listed below (Table 4).

Table 4 Conservation significant fauna species recorded within 40 km of the Site

Species	Conservation Status		Preferred Habitat	Likelihood of occurrence within the proposed development area.
	DBCAs Conservation Code	EPBC Act Status		
<i>Amytornis textilis</i> Thick-billed Grasswren	P4		Dense cover and acacia-dominated shrublands.	Unlikely, habitat not present. Closest record is 30.8km southeast of the Site.
<i>Amytornis textilis subsp. textilis</i> Western Grasswren	P4		Semi-arid shrubland on coastal dunes, plains and drainage lines.	Possibly, habitat is present. Closest record is 30.5km west of the Site.
<i>Calidris ferruginea</i> Curlew Sandpiper	Threatened	Critically Endangered	Intertidal mudflats in sheltered coastal areas and around non-tidal swamps, lakes and lagoons near the coast. Sometimes inland around ephemeral and permanent water bodies.	Unlikely, habitat not present. Species or species habitat known to occur in area. Closest record is 0.7km north of the Site.
<i>Calidris tenuirostris</i> Great Knot	Threatened	Critically Endangered	Sheltered coastal habitats, with large intertidal mudflats or sandflats.	Unlikely, habitat not present. Species or species habitat known to occur in area. Closest record is 0.6km north of the Site.
<i>Charadrius leschenaultii</i> Greater Sand Plover	Threatened	Vulnerable	Almost entirely coastal, inhabiting littoral and estuarine habitats. Sheltered sandy, shelly or muddy beaches with large intertidal mudflats or sandbanks.	Unlikely, habitat not present. Species or species habitat known to occur in area. Closest record is 0.7km north of the Site.

Charadrius leschenaultii subsp. leschenaultii Greater Sand Plover (Mongolian)	Threatened		Almost entirely coastal, inhabiting littoral and estuarine habitats. Sheltered sandy, shelly or muddy beaches with large intertidal mudflats or sandbanks.	Unlikely, habitat not present. Closest record is 3.4km east of the Site.
Charadrius mongolus Lesser Sand Plover	Threatened		Coastal littoral and estuarine environments, large intertidal sandflats or mudflats in sheltered bays, and occasionally sandy ocean beaches.	Unlikely, habitat not present. Closest record is 0.6km west of the Site.
Falco hypoleucos Grey Falcon	Threatened	Vulnerable	Wide variety.	Possible occurrence.
Falco peregrinus Peregrine Falcon	Other		Wide variety.	Possible occurrence. Closest record is 1.9km east of the Site.
Lagorchestes hirsutus subsp. bernieri Shark Bay Rufous Hare-wallaby	Threatened		Dunes, heath, grassland and low scrub.	No longer occurs on the mainland. Closest record is 34.8km west of the Site.
Lagostrophus fasciatus subsp. fasciatus Banded Hare-wallaby	Threatened		Dunes, grassland and heathland. Prefers thicker vegetation.	Unlikely, habitat not present. Closest record is 3.4km east of the Site.
Leipoa ocellata Malleefowl	Threatened	Vulnerable	Semi-arid to arid shrublands and low woodlands dominated by mallee and/or acacia.	Possible occurrence. Closest record is 26.1km northeast of the Site.

Limosa lapponica subsp. menzbieri	Threatened	Critically Endangered	Mainly in coastal habitats such as large intertidal sandflats, banks, mudflats, estuaries, inlets, harbours, coastal lagoons and bays.	Unlikely, habitat not present. Species or species habitat known to occur in area. Closest record is 3.4km east of the Site.
Bar-tailed Godwit (Northern Siberian)				
Numenius madagascariensis	Threatened	Critically Endangered	Intertidal mudflats.	Unlikely, habitat not present. Species or species habitat known to occur in area. Closest record is 1.3km east of the Site.
Eastern Curlew				
Rostratula australis	Threatened	Endangered	Shallow terrestrial freshwater (occasionally brackish) wetlands. Those with rank emergent tussocks of grass, sedges, rushes or reeds, or samphire.	Unlikely, habitat not present. Species or species habitat known to occur in area. Closest record is 4km northeast of the Site.
Australian Painted Snipe				
Stercorarius antarcticus	P4		Breeding season - Subantarctic islands on flat or sloping areas of shingle beaches and unvegetated gravel beds. Non-breeding season - Disperse/migrate over oceanic waters.	Unlikely, habitat not present. Closest record is 1.7km north of the Site.
Brown Skua				
Tringa brevipes	P4		Sheltered coasts with reefs and rock platforms or with intertidal mudflats.	Unlikely, habitat not present. Species or species habitat known to occur in area. Closest record is 0.8km north of the Site.
Grey-tailed Tattler				

Birds protected under international agreement include, these species may frequent the Site:

- *Atticus hypoleucus* (Common Sandpiper)
- *Apus pacificus* (Fox-tailed Swift)
- *Apus pacificus* subsp. *pacificus* (Fork-tailed Swift)
- *Arenaria interpres* (Ruddy Turnstone)
- *Arenaria interpres* subsp. *interpres* (Ruddy Turnstone)
- *Calidris acuminata* (Sharp-tailed Sandpiper)
- *Calidris alba* (Sanderling)
- *Calidris canutus* (Red Knot)
- *Calidris melanotos* (Pectoral Sandpiper)
- *Calidris ruficollis* (Red-necked Stint)
- *Calidris subminuta* (Long-toed Stint)
- *Charadrius dubius* (Little Ringed Plover)
- *Charadrius veredus* (Oriental Plover)
- *Chlidonias leucopterus* (White-winged Black Tern)
- *Fregata ariel* (Lesser Frigatebird)
- *Gelochelidon nilotica* (Gull-billed Tern)
- *Glareola maldivarum* (Oriental Pratincole)
- *Hirundo rustica* (Barn Swallow)
- *Hydroprogone caspia* (Caspian Tern)
- *Limicola falcinellus* (Broad-billed Sandpiper)
- *Limnodromus semipalmatus* (Asian Dowitcher)
- *Limosa lapponica* (Bar-tailed Godwit)
- *Limosa limosa* (Black-tailed Godwit)
- *Macronectes giganteus* (Southern Giant Petrel)
- *Numenius minutus* (Little Curlew)
- *Numenius phaeopus* (Whimbrel)
- *Oceanites oceanicus* (**Wilson's Storm-petrel**)
- *Pandion cristatus* (Osprey)
- *Philomachus pugnax* (Ruff)
- *Plegadis falcinellus* (Glossy Ibis)
- *Pluvialis fulva* (Pacific Golden Plover)
- *Pluvialis squatarola* (Grey Plover)



- *Sterna dougallii* (Roseate Tern)
- *Sterna hirundo* (Common Tern)
- *Sternula albifrons* (Little Tern)
- *Thalasseus bergii* (Crested Tern)
- *Tringa glareola* (Wood Sandpiper)
- *Tringa nebularia* (Common Greenshank)
- *Tringa stagnatilis* (Marsh Sandpiper)
- *Tringa tetanus* (Common Redshank)
- *Xenus cinereus* (Terek Sandpiper)

## 4.2 Field Survey

With the conservation significant species in mind, a field study of the Site was conducted. The approach adopted for this survey was:

- A Satellite Image of the Site was acquired.
- Two day time visual inspection of the property and adjoining vegetation for any signs of fauna (e.g. scats, diggings, nests, burrows, feeding signs) was conducted.
- Direct observations of fauna and signs of fauna were recorded using a Trimble Global Positioning System (GPS) and ArcPad® (Version 8- ESRI).
- One nocturnal survey was conducted to determine fauna activity. A 40 w LightForce hand-held spotlight was used with white light to observe nocturnal mammals. Observations were recorded using GPS and ArcPad®.
- Field observations were analysed and mapped with ArcGis (ArcMap V10.3®).
- Two camera traps were set up over two nights to record any fauna movement.

The Site was inspected via a walked transect and the area inspected for signs of fauna usage.

Remote cameras are best placed to detect mammals, with the exception of bats, and can be suited to certain bird species. This method is less suited to detecting reptiles and frogs (Geillespie *et al*, 2015). During the survey, multiple baits were used. This included pieces of apple, with fruit shown to lure birds over carnivorous mammals. Universal bait was also used.

This type of survey has minimal impact on the fauna within the property and provides sufficient data on the presence and relative abundance and distribution of taxa. During the field surveys, the habitat at the Site was assessed to determine its potential suitability to host any of the anticipated **threatened or rare species. This approach is consistent with a Level 1 survey under the EPA's** Technical Guidance: Sampling methods for Terrestrial vertebrate fauna (2016) which specifies a minimum requirement of a desktop study to gather information on the subject site and a reconnaissance survey to verify the accuracy of the background study and delineate fauna and faunal assemblages.

## 4.3 Results

The Site was surveyed for fauna on 20<sup>th</sup> and 21<sup>st</sup> April 2021 by Kelly Lamp (B.Sc Hons. Nat Rs Mgmt) and Dani Cuthbert (Dip Bus & Dip TM) from Ecosystem Solutions. The Site was walked in a systematic manner, focusing on the proposed areas of impact.

A nocturnal survey was conducted on 20<sup>th</sup> April. The two camera traps were set up over night on 20<sup>th</sup>

and 21<sup>st</sup> April. No animals of conservation significance were observed during the surveys or on the camera footage.

*Table 5 Fauna survey times and observations*

Survey Type	Date and Time	Sunrise / Sunset Time	Observations
Daytime	20 April 2021	NA	No significant fauna were observed during this survey.
Dusk / Nocturnal	20 April 2021 6:30 pm to 8:30 pm	Sunset 6:06 pm	No significant fauna were observed during this survey.
Dusk / Nocturnal - Camera Trap	20 & 21 April 2021 6:00 pm to 8:30 am		No significant fauna were observed during this survey.
Daytime	21 April 2021	NA	No significant fauna were observed during this survey.
Dusk / Nocturnal - Camera Trap	21 & 22 April 2021 6:00 pm to 8:30 am		No significant fauna were observed during this survey.

Although no animals of significance were observed, either directly or through signs, the lack of this data should not be taken directly as an indication that those species are absent from the Site. No trapping or seasonal sampling was conducted.

Table 4 above summarises the likely presence of the conservation significant species identified in the desktop searches.

## 5 Survey Constraints

The survey limitations were assessed against the EPA Technical Guidance Statement for Flora and Vegetation Surveys (EPA, 2016) and summarised in Table 6.

Table 6 Survey Limitations

Limitation	Level of Constraint	Comment
Competency & experience of personnel	Negligible	The field survey was completed by Ecologists with over 12 <b>years' experience surveying for flora and fauna in Western Australia</b> . The report has been endorsed and approved by an Ecologist who has more than 20 <b>years' experience in Western Australia</b> .
Survey type and extent	Low	The survey area was traversed in a systematic way. The number of relevés completed is considered appropriate given the scope of this report.
Survey timing and season	Moderate	The survey was conducted across three days in April due to the <b>client's requirements</b> . 6-8 weeks post wet season is the optimal time for flowering and therefore conducting flora surveys. A targeted spring flora survey would provide more comprehensive information on significant flora and/or vegetation within the Site.
Information available	Moderate	This report is resourced with data from DBCA and DAWE (Department of Agriculture, Water and the Environment). Flora species were identified by Ecosystem Solutions botanist Kelly Lamp and the Western Australian Herbarium.
Access	Negligible	The Site was available to survey during the entire survey period.
Disturbances	Moderate	The area is moderately disturbed as it is bound by roads and has been impacted by introduced flora species as well as feral animals.

## 6 Significance

Under the EPBC Act, an action that has, will have, or is likely to have, a significant impact on a matter of national environmental significance, requires approval from the Minister. A significant impact is defined as an impact which is important or of consequence, having regard for its context or intensity (Commonwealth of Australia, 2009).

Matters of environmental significance are:

- Listed threatened species and ecological communities
- Migratory species protected under international agreements
- Ramsar wetlands of international importance
- The Commonwealth marine environment
- World Heritage properties
- National Heritage places
- Great Barrier Reef Marine Park, and
- Nuclear actions.

For this development, there is a limited potential for impact on threatened species.

## 7 Summary and Recommendations

Based on the results of the analysis of Site, the following conclusions and recommendations are made.

- There were no threatened flora, fauna or ecological communities identified within the Site.
- One Priority 3 flora species were observed within the Site, being *Carpobrotus* sp. Thevenard Island.
- Two Vegetation Communities were observed within the Site, Acacia open shrubland and Samphire closed heath.
- The vegetation is ranked from Very Good to Completely Degraded condition (Figure 4). Impacts affecting the condition of the vegetation include aggressive weeds, clearing for development, vehicle tracks and grazing.

- Given there were no signs of threatened flora, fauna, or ecological communities, a referral under the EPBC Act is not considered as required as any proposed actions are unlikely to significantly impact on threatened species or communities.
- An approved clearing permit is required prior to any vegetation modification in the Site.

## 8 References

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# Appendix A NatureMap Extract

# NatureMap Animal Report

Created By Guest user on 01/04/2021

**Kingdom** Plantae  
**Conservation Status** Conservation Taxon (T, X, IA, S, P1-P5)  
**Current Names Only** Yes  
**Core Datasets Only** Yes  
**Method** 'By Circle'  
**Centre** 113° 38' 02" E, 24° 52' 56" S  
**Buffer** 40km

Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
1.	43021 <i>Abutilon</i> sp. <i>Fritzelianum</i> (S. van Leeuwen 5095)		P1	
2.	14114 <i>Abutilon</i> sp. <i>Quobba</i> (H. Demarz 3858)		P2	
3.	13071 <i>Acacia</i> <i>ryaniana</i>		P2	
4.	2477 <i>Atriplex</i> <i>spinulosa</i>		P1	
5.	18359 <i>Carpobrotus</i> sp. <i>Thevenard Island</i> (M. White 050)		P3	
6.	12618 <i>Chthonocephalus</i> <i>spathulatus</i>		P3	
7.	7934 <i>Chthonocephalus</i> <i>tomentellus</i>		P2	
8.	3020 <i>Lepidium</i> <i>biplicatum</i>		P3	
9.	3046 <i>Lepidium</i> <i>scandens</i>		P3	
10.	8119 <i>Myriocephalus</i> <i>nudus</i>		X	
11.	2434 <i>Rumex</i> <i>crystallinus</i> ( <i>Shiny Dock</i> )		P2	
12.	13288 <i>Schoenia</i> <i>filifolia</i> subsp. <i>arenicola</i>		P1	Y
13.	16293 <i>Scholtzia</i> sp. <i>Folly Hill</i> (M.E. Trudgen 12097)		P2	
14.	12730 <i>Sondottia</i> <i>glabrata</i>		P2	
15.	13571 <i>Sporobolus</i> <i>blakei</i>		P3	
16.	4225 <i>Svalnsona</i> <i>ecallosa</i>		P1	
17.	31817 <i>Tecticornia</i> <i>bulbosa</i> ( <i>Large-articed Samphire</i> )		T	

**Conservation Codes**  
T - Rare or likely to become extinct  
X - Presumed extinct  
IA - Protected under international agreement  
S - Other specially protected fauna  
1 - Priority 1  
2 - Priority 2  
3 - Priority 3  
4 - Priority 4  
5 - Priority 5

<sup>1</sup> For NatureMap's purposes, species flagged as endemic are those whose records are wholly contained within the search area. Note that only those records complying with the search criterion are included in the calculation. For example, if you limit records to those from a specific datasource, only records from that datasource are used to determine if a species is restricted to the query area.





# NatureMap Animal Report

Created By Guest user on 01/04/2021

**Kingdom** Animalia

**Conservation Status** Conservation Taxon (T, X, IA, S, P1-P5)

**Current Names Only** Yes

**Core Datasets Only** Yes

**Method** 'By Circle'

**Centre** 113° 38' 02" E, 24° 52' 56" S

**Buffer** 40km

Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
1.	41323 <i>Actitis hypoleucos</i> (Common Sandpiper)		IA	
2.	25648 <i>Amytornis textilis</i> (Thick-billed Grasswren)		P4	
3.	24541 <i>Amytornis textilis</i> subsp. <i>textilis</i> (Western Grasswren, Thick-billed Grasswren (western))		P4	
4.	25554 <i>Apus pacificus</i> (Fork-tailed Swift, Pacific Swift)		IA	
5.	24334 <i>Apus pacificus</i> subsp. <i>pacificus</i> (Fork-tailed Swift, Pacific Swift)		IA	
6.	25736 <i>Arenaria interpres</i> (Ruddy Turnstone)		IA	
7.	24778 <i>Arenaria interpres</i> subsp. <i>interpres</i> (Ruddy Turnstone)		IA	
8.	24779 <i>Calidris acuminata</i> (Sharp-tailed Sandpiper)		IA	
9.	24780 <i>Calidris alba</i> (Sanderling)		IA	
10.	25738 <i>Calidris canutus</i> (Red Knot, knot)		IA	
11.	24784 <i>Calidris ferruginea</i> (Curlew Sandpiper)		T	
12.	24786 <i>Calidris melanotos</i> (Pectoral Sandpiper)		IA	
13.	24788 <i>Calidris ruficollis</i> (Red-necked Stint)		IA	
14.	24789 <i>Calidris subminuta</i> (Long-toed Stint)		IA	
15.	24790 <i>Calidris tenuirostris</i> (Great Knot)		T	
16.	25335 <i>Caretta caretta</i> (Loggerhead Turtle)		T	
17.	25574 <i>Charadrius dubius</i> (Little Ringed Plover)		IA	
18.	25575 <i>Charadrius leschenaultii</i> (Greater Sand Plover)		T	
19.	24372 <i>Charadrius leschenaultii</i> subsp. <i>leschenaultii</i> (Greater Sand Plover (Mongolian))		T	
20.	25576 <i>Charadrius mongolus</i> (Lesser Sand Plover)		T	
21.	24378 <i>Charadrius veredus</i> (Oriental Plover)		IA	
22.	25338 <i>Chelonia mydas</i> (Green Turtle)		T	
23.	41332 <i>Chlidonias leucopterus</i> (White-winged Black Tern, white-winged tern)		IA	
24.	24084 <i>Dugong dugon</i> (Dugong)		S	
25.	24473 <i>Falco hypoleucos</i> (Grey Falcon)		T	
26.	25624 <i>Falco peregrinus</i> (Peregrine Falcon)		S	
27.	24478 <i>Fregata ariel</i> (Lesser Frigatebird)		IA	
28.	47954 <i>Gelochelidon nilotica</i> (Gull-billed Tern)		IA	
29.	24481 <i>Glareola maldivarum</i> (Oriental Pratincole)		IA	
30.	25630 <i>Hirundo rustica</i> (Barn Swallow)		IA	
31.	48587 <i>Hydroprogne caspia</i> (Caspian Tern)		IA	
32.	24124 <i>Lagorchestes hirsutus</i> subsp. <i>bernieri</i> (Shark Bay Rufous Hare-wallaby, Rufous Hare-wallaby (Bernier and Dore Islands))		T	
33.	24128 <i>Lagostrophus fasciatus</i> subsp. <i>fasciatus</i> (Banded hare-wallaby, Merrine)		T	
34.	24557 <i>Leipoa ocellata</i> (Malleefowl)		T	
35.	25739 <i>Limicola falcinellus</i> (Broad-billed Sandpiper)		IA	
36.	24795 <i>Limnodromus semipalmatus</i> (Asian Dowitcher)		IA	
37.	30932 <i>Limosa lapponica</i> (Bar-tailed Godwit)		IA	
38.	24796 <i>Limosa lapponica</i> subsp. <i>menzbieri</i> (Bar-tailed Godwit (northern Siberian))		T	
39.	25741 <i>Limosa limosa</i> (Black-tailed Godwit)		IA	
40.	24690 <i>Macronectes giganteus</i> (Southern Giant Petrel)		IA	
41.	24051 <i>Megaptera novaeangliae</i> (Humpback Whale)		S	
42.	24798 <i>Numenius madagascariensis</i> (Eastern Curlew)		T	
43.	24799 <i>Numenius minutus</i> (Little Curlew, Little Whimbrel)		IA	
44.	25742 <i>Numenius phaeopus</i> (Whimbrel)		IA	
45.	24497 <i>Oceanites oceanicus</i> (Wilson's Storm-petrel)		IA	
46.	48591 <i>Pandion cristatus</i> (Osprey, Eastern Osprey)		IA	
47.	24802 <i>Philomachus pugnax</i> (Ruff, reeve)		IA	
48.	24843 <i>Plegadis falcinellus</i> (Glossy Ibis)		IA	
49.	24382 <i>Pluvialis fulva</i> (Pacific Golden Plover)		IA	

NatureMap is a collaborative project of the Department of Biodiversity, Conservation and Attractions and the Western Australian Museum.



Name ID	Species Name	Naturalised	Conservation Code	Endemic To Query Area
50	24383 <i>Pluvialis squatarola</i> (Grey Plover)		IA	
51	48237 <i>Rostratula australis</i> (Australian Painted Snipe)		T	
52	48116 <i>Stercorarius antarcticus</i> (Brown Skua)		P4	
53	25640 <i>Sterna dougallii</i> (Roseate Tern)		IA	
54	25642 <i>Sterna hirundo</i> (Common Tern)		IA	
55	48593 <i>Sternula albifrons</i> (Little Tern)		IA	
56	48597 <i>Thalasseus bergii</i> (Crested Tern)		IA	
57	24803 <i>Tringa brevipes</i> (Grey-tailed Tattler)		P4	
58	24806 <i>Tringa glareola</i> (Wood Sandpiper)		IA	
59	24808 <i>Tringa nebularia</i> (Common Greenshank, greenshank)		IA	
60	24809 <i>Tringa stagnatilis</i> (Marsh Sandpiper, little greenshank)		IA	
61	24810 <i>Tringa totanus</i> (Common Redshank, redshank)		IA	
62	41351 <i>Xenus cinereus</i> (Terek Sandpiper)		IA	

**Conservation Codes**

- T - Rare or likely to become extinct
- X - Presumed extinct
- IA - Protected under international agreement
- S - Other specially protected fauna
- 1 - Priority 1
- 2 - Priority 2
- 3 - Priority 3
- 4 - Priority 4
- 5 - Priority 5

<sup>1</sup> For NatureMap's purposes, species flagged as endemic are those whose records are wholly contained within the search area. Note that only those records complying with the search criterion are included in the calculation. For example, if you limit records to those from a specific datasource, only records from that datasource are used to determine if a species is restricted to the query area.

# Appendix B Protected Matters Search Tool Extract



## EPBC Act Protected Matters Report

This report provides general guidance on matters of national environmental significance and other matters protected by the EPBC Act in the area you have selected.

Information on the coverage of this report and qualifications on data supporting this report are contained in the caveat at the end of the report.

Information is available about [Environment Assessments](#) and the EPBC Act including significance guidelines, forms and application process details.

Report created: 01/04/21 12:35:37

### [Summary](#)

### [Details](#)

[Matters of NES](#)

[Other Matters Protected by the EPBC Act](#)

[Extra Information](#)

### [Caveat](#)

### [Acknowledgements](#)



This map may contain data which are  
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[Coordinates](#)  
Buffer: 50.0km



## Summary

### Matters of National Environmental Significance

This part of the report summarises the matters of national environmental significance that may occur in, or may relate to, the area you nominated. Further information is available in the detail part of the report, which can be accessed by scrolling or following the links below. If you are proposing to undertake an activity that may have a significant impact on one or more matters of national environmental significance then you should consider the [Administrative Guidelines on Significance](#).

<a href="#">World Heritage Properties:</a>	1
<a href="#">National Heritage Places:</a>	1
<a href="#">Wetlands of International Importance:</a>	None
<a href="#">Great Barrier Reef Marine Park:</a>	None
<a href="#">Commonwealth Marine Area:</a>	None
<a href="#">Listed Threatened Ecological Communities:</a>	1
<a href="#">Listed Threatened Species:</a>	29
<a href="#">Listed Migratory Species:</a>	52

### Other Matters Protected by the EPBC Act

This part of the report summarises other matters protected under the Act that may relate to the area you nominated. Approval may be required for a proposed activity that significantly affects the environment on Commonwealth land, when the action is outside the Commonwealth land, or the environment anywhere when the action is taken on Commonwealth land. Approval may also be required for the Commonwealth or Commonwealth agencies proposing to take an action that is likely to have a significant impact on the environment anywhere.

The EPBC Act protects the environment on Commonwealth land, the environment from the actions taken on Commonwealth land, and the environment from actions taken by Commonwealth agencies. As heritage values of a place are part of the 'environment', these aspects of the EPBC Act protect the Commonwealth Heritage values of a Commonwealth Heritage place. Information on the new heritage laws can be found at <http://www.environment.gov.au/heritage>

A [permit](#) may be required for activities in or on a Commonwealth area that may affect a member of a listed threatened species or ecological community, a member of a listed migratory species, whales and other cetaceans, or a member of a listed marine species.

<a href="#">Commonwealth Land:</a>	2
<a href="#">Commonwealth Heritage Places:</a>	None
<a href="#">Listed Marine Species:</a>	79
<a href="#">Whales and Other Cetaceans:</a>	10
<a href="#">Critical Habitats:</a>	None
<a href="#">Commonwealth Reserves Terrestrial:</a>	None
<a href="#">Australian Marine Parks:</a>	None

### Extra Information

This part of the report provides information that may also be relevant to the area you have nominated.

<a href="#">State and Territory Reserves:</a>	2
<a href="#">Regional Forest Agreements:</a>	None
<a href="#">Invasive Species:</a>	12
<a href="#">Nationally Important Wetlands:</a>	3
<a href="#">Key Ecological Features (Marine):</a>	None

## Details

### Matters of National Environmental Significance

#### World Heritage Properties [\[ Resource Information \]](#)

Name	State	Status
<a href="#">Shark Bay, Western Australia</a>	WA	Declared property

#### National Heritage Properties [\[ Resource Information \]](#)

Name	State	Status
Natural		
<a href="#">Shark Bay, Western Australia</a>	WA	Listed place

#### Listed Threatened Ecological Communities [\[ Resource Information \]](#)

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Name	Status	Type of Presence
<a href="#">Subtropical and Temperate Coastal Saltmarsh</a>	Vulnerable	Community likely to occur within area

#### Listed Threatened Species [\[ Resource Information \]](#)

Name	Status	Type of Presence
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##### Birds

<a href="#">Calidris canutus</a> Red Knot, Knot [855]	Endangered	Species or species habitat known to occur within area
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<a href="#">Calidris ferruginea</a> Curlew Sandpiper [856]	Critically Endangered	Species or species habitat known to occur within area
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<a href="#">Calidris tenuirostris</a> Great Knot [862]	Critically Endangered	Species or species habitat known to occur within area
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<a href="#">Charadrius leschenaultii</a> Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat known to occur within area
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<a href="#">Falco hypoleucos</a> Grey Falcon [929]	Vulnerable	Species or species habitat known to occur within area
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<a href="#">Leipoa ocellata</a> Malleefowl [934]	Vulnerable	Species or species habitat likely to occur within area
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<a href="#">Limosa lapponica menzbieri</a> Northern Siberian Bar-tailed Godwit, Bar-tailed Godwit (menzbieri) [86432]	Critically Endangered	Species or species habitat known to occur within area
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<a href="#">Macronectes giganteus</a> Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
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<a href="#">Macronectes halli</a> Northern Giant Petrel [1061]	Vulnerable	Species or species habitat may occur within area
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Name	Status	Type of Presence
<a href="#">Numenius madagascariensis</a> Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Pezoporus occidentalis</a> Night Parrot [59350]	Endangered	Species or species habitat may occur within area
<a href="#">Pterodroma mollis</a> Soft-plumaged Petrel [1036]	Vulnerable	Species or species habitat may occur within area
<a href="#">Rostratula australis</a> Australian Painted Snipe [77037]	Endangered	Species or species habitat known to occur within area
<a href="#">Sternula nereis nereis</a> Australian Fairy Tern [82950]	Vulnerable	Breeding known to occur within area
<a href="#">Thalassarche carteri</a> Indian Yellow-nosed Albatross [64464]	Vulnerable	Foraging, feeding or related behaviour may occur within area
<a href="#">Thalassarche cauta</a> Shy Albatross [89224]	Endangered	Species or species habitat may occur within area
<a href="#">Thalassarche impavida</a> Campbell Albatross, Campbell Black-browed Albatross [64459]	Vulnerable	Species or species habitat may occur within area
<a href="#">Thalassarche melanophris</a> Black-browed Albatross [66472]	Vulnerable	Species or species habitat may occur within area
<a href="#">Thalassarche steadi</a> White-capped Albatross [64462]	Vulnerable	Foraging, feeding or related behaviour likely to occur within area
<b>Mammals</b>		
<a href="#">Eubalaena australis</a> Southern Right Whale [40]	Endangered	Species or species habitat likely to occur within area
<a href="#">Megaptera novaeangliae</a> Humpback Whale [38]	Vulnerable	Congregation or aggregation known to occur within area
<b>Reptiles</b>		
<a href="#">Aipysurus apraefrontalis</a> Short-nosed Seasnake [1115]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Caretta caretta</a> Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
<a href="#">Chelonia mydas</a> Green Turtle [1765]	Vulnerable	Breeding known to occur within area
<a href="#">Dermochelys coriacea</a> Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Foraging, feeding or related behaviour known to occur within area
<a href="#">Natator depressus</a> Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
<b>Sharks</b>		
<a href="#">Carcharias taurus (west coast population)</a> Grey Nurse Shark (west coast population) [68752]	Vulnerable	Species or species habitat known to occur within area

Name	Status	Type of Presence
<a href="#">Carcharodon carcharias</a> White Shark, Great White Shark [64470]	Vulnerable	Species or species habitat known to occur within area
<a href="#">Rhincodon typus</a> Whale Shark [66680]	Vulnerable	Species or species habitat may occur within area
<b>Listed Migratory Species</b>		<a href="#">[ Resource Information ]</a>
* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.		
Name	Threatened	Type of Presence
<b>Migratory Marine Birds</b>		
<a href="#">Anous stolidus</a> Common Noddy [825]		Species or species habitat may occur within area
<a href="#">Apus pacificus</a> Fork-tailed Swift [678]		Species or species habitat likely to occur within area
<a href="#">Ardenna carneipes</a> Flesh-footed Shearwater, Flesh-footed Shearwater [82404]		Species or species habitat likely to occur within area
<a href="#">Fregata ariel</a> Lesser Frigatebird, Least Frigatebird [1012]		Species or species habitat likely to occur within area
<a href="#">Hydroprogne caspia</a> Caspian Tern [808]		Foraging, feeding or related behaviour known to occur within area
<a href="#">Macronectes giganteus</a> Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
<a href="#">Macronectes halli</a> Northern Giant Petrel [1061]	Vulnerable	Species or species habitat may occur within area
<a href="#">Sterna dougallii</a> Roseate Tern [817]		Breeding likely to occur within area
<a href="#">Thalassarche carteri</a> Indian Yellow-nosed Albatross [64464]	Vulnerable	Foraging, feeding or related behaviour may occur within area
<a href="#">Thalassarche cauta</a> Shy Albatross [89224]	Endangered	Species or species habitat may occur within area
<a href="#">Thalassarche impavida</a> Campbell Albatross, Campbell Black-browed Albatross [64459]	Vulnerable	Species or species habitat may occur within area
<a href="#">Thalassarche melanophris</a> Black-browed Albatross [66472]	Vulnerable	Species or species habitat may occur within area
<a href="#">Thalassarche steadi</a> White-capped Albatross [64462]	Vulnerable	Foraging, feeding or related behaviour likely to occur within area
<b>Migratory Marine Species</b>		
<a href="#">Balaena glacialis australis</a> Southern Right Whale [75529]	Endangered*	Species or species habitat likely to occur within area
<a href="#">Balaenoptera edeni</a> Bryde's Whale [35]		Species or species habitat may occur within area



Name	Threatened	Type of Presence
<a href="#">Carcharhinus longimanus</a> Oceanic Whitetip Shark [84108]		Species or species habitat may occur within area
<a href="#">Carcharodon carcharias</a> White Shark, Great White Shark [64470]	Vulnerable	Species or species habitat known to occur within area
<a href="#">Caretta caretta</a> Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
<a href="#">Chelonia mydas</a> Green Turtle [1765]	Vulnerable	Breeding known to occur within area
<a href="#">Dermochelys coriacea</a> Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Foraging, feeding or related behaviour known to occur within area
<a href="#">Dugong dugon</a> Dugong [28]		Species or species habitat known to occur within area
<a href="#">Lamna nasus</a> Porbeagle, Mackerel Shark [83288]		Species or species habitat may occur within area
<a href="#">Manta alfredi</a> Reef Manta Ray, Coastal Manta Ray, Inshore Manta Ray, Prince Alfred's Ray, Resident Manta Ray [84994]		Species or species habitat known to occur within area
<a href="#">Manta birostris</a> Giant Manta Ray, Chevron Manta Ray, Pacific Manta Ray, Pelagic Manta Ray, Oceanic Manta Ray [84995]		Species or species habitat likely to occur within area
<a href="#">Megaptera novaeangliae</a> Humpback Whale [38]	Vulnerable	Congregation or aggregation known to occur within area
<a href="#">Natator depressus</a> Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
<a href="#">Orcinus orca</a> Killer Whale, Orca [46]		Species or species habitat may occur within area
<a href="#">Rhincodon typus</a> Whale Shark [66680]	Vulnerable	Species or species habitat may occur within area
<b>Migratory Terrestrial Species</b>		
<a href="#">Hirundo rustica</a> Barn Swallow [662]		Species or species habitat known to occur within area
<a href="#">Motacilla cinerea</a> Grey Wagtail [642]		Species or species habitat may occur within area
<a href="#">Motacilla flava</a> Yellow Wagtail [644]		Species or species habitat known to occur within area
<b>Migratory Wetlands Species</b>		
<a href="#">Actitis hypoleucos</a> Common Sandpiper [59309]		Species or species habitat known to occur within area
<a href="#">Arenaria interpres</a> Ruddy Turnstone [872]		Species or species habitat known to occur within area

Name	Threatened	Type of Presence
<a href="#">Calidris acuminata</a> Sharp-tailed Sandpiper [874]		Species or species habitat known to occur within area
<a href="#">Calidris alba</a> Sanderling [875]		Species or species habitat known to occur within area
<a href="#">Calidris canutus</a> Red Knot, Knot [855]	Endangered	Species or species habitat known to occur within area
<a href="#">Calidris ferruginea</a> Curlew Sandpiper [856]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Calidris melanotos</a> Pectoral Sandpiper [858]		Species or species habitat known to occur within area
<a href="#">Calidris ruficollis</a> Red-necked Stint [860]		Species or species habitat known to occur within area
<a href="#">Calidris tenuirostris</a> Great Knot [862]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Charadrius leschenaultii</a> Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat known to occur within area
<a href="#">Charadrius veredus</a> Oriental Plover, Oriental Dotterel [882]		Species or species habitat may occur within area
<a href="#">Limosa lapponica</a> Bar-tailed Godwit [844]		Species or species habitat known to occur within area
<a href="#">Limosa limosa</a> Black-tailed Godwit [845]		Species or species habitat known to occur within area
<a href="#">Numenius madagascariensis</a> Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Numenius phaeopus</a> Whimbrel [849]		Species or species habitat known to occur within area
<a href="#">Pandion haliaetus</a> Osprey [952]		Breeding known to occur within area
<a href="#">Pluvialis squatarola</a> Grey Plover [865]		Species or species habitat known to occur within area
<a href="#">Tringa brevipes</a> Grey-tailed Tattler [851]		Species or species habitat known to occur within area
<a href="#">Tringa glareola</a> Wood Sandpiper [829]		Species or species habitat known to occur within area
<a href="#">Tringa nebularia</a> Common Greenshank, Greenshank [832]		Species or species habitat known to occur within area
<a href="#">Xenus cinereus</a> Terek Sandpiper [59300]		Species or species

Name	Threatened	Type of Presence
		habitat known to occur within area

### Other Matters Protected by the EPBC Act

#### Commonwealth Land [\[ Resource Information \]](#)

The Commonwealth area listed below may indicate the presence of Commonwealth land in this vicinity. Due to the unreliability of the data source, all proposals should be checked as to whether it impacts on a Commonwealth area, before making a definitive decision. Contact the State or Territory government land department for further information.

Name
Commonwealth Land - Defence - CARNARVON TRAINING DEPOT

#### Listed Marine Species [\[ Resource Information \]](#)

\* Species is listed under a different scientific name on the EPBC Act - Threatened Species list.

Name	Threatened	Type of Presence
<b>Birds</b>		
<a href="#">Actitis hypoleucos</a> Common Sandpiper [59309]		Species or species habitat known to occur within area
<a href="#">Anous stolidus</a> Common Noddy [825]		Species or species habitat may occur within area
<a href="#">Apus pacificus</a> Fork-tailed Swift [678]		Species or species habitat likely to occur within area
<a href="#">Ardea alba</a> Great Egret, White Egret [59541]		Breeding known to occur within area
<a href="#">Ardea ibis</a> Cattle Egret [59542]		Species or species habitat may occur within area
<a href="#">Arenaria interpres</a> Ruddy Turnstone [872]		Species or species habitat known to occur within area
<a href="#">Calidris acuminata</a> Sharp-tailed Sandpiper [874]		Species or species habitat known to occur within area
<a href="#">Calidris alba</a> Sanderling [875]		Species or species habitat known to occur within area
<a href="#">Calidris canutus</a> Red Knot, Knot [855]	Endangered	Species or species habitat known to occur

Name	Threatened	Type of Presence within area
<a href="#">Calidris ferruginea</a> Curlew Sandpiper [856]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Calidris melanotos</a> Pectoral Sandpiper [858]		Species or species habitat known to occur within area
<a href="#">Calidris ruficollis</a> Red-necked Stint [860]		Species or species habitat known to occur within area
<a href="#">Calidris tenuirostris</a> Great Knot [862]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Charadrius leschenaultii</a> Greater Sand Plover, Large Sand Plover [877]	Vulnerable	Species or species habitat known to occur within area
<a href="#">Charadrius ruficapillus</a> Red-capped Plover [881]		Species or species habitat known to occur within area
<a href="#">Charadrius veredus</a> Oriental Plover, Oriental Dotterel [882]		Species or species habitat may occur within area
<a href="#">Chrysococcyx osculans</a> Black-eared Cuckoo [705]		Species or species habitat known to occur within area
<a href="#">Fregata ariel</a> Lesser Frigatebird, Least Frigatebird [1012]		Species or species habitat likely to occur within area
<a href="#">Haliaeetus leucogaster</a> White-bellied Sea-Eagle [943]		Species or species habitat known to occur within area
<a href="#">Heteroscelus brevipes</a> Grey-tailed Tattler [59311]		Species or species habitat known to occur within area
<a href="#">Himantopus himantopus</a> Pied Stilt, Black-winged Stilt [870]		Species or species habitat known to occur within area
<a href="#">Hirundo rustica</a> Barn Swallow [662]		Species or species habitat known to occur within area
<a href="#">Larus pacificus</a> Pacific Gull [811]		Foraging, feeding or related behaviour known to occur within area
<a href="#">Limosa lapponica</a> Bar-tailed Godwit [844]		Species or species habitat known to occur within area
<a href="#">Limosa limosa</a> Black-tailed Godwit [845]		Species or species habitat known to occur within area
<a href="#">Macronectes giganteus</a> Southern Giant-Petrel, Southern Giant Petrel [1060]	Endangered	Species or species habitat may occur within area
<a href="#">Macronectes halli</a> Northern Giant Petrel [1061]	Vulnerable	Species or species habitat may occur within area

Name	Threatened	Type of Presence
<a href="#">Merops ornatus</a> Rainbow Bee-eater [670]		Species or species habitat may occur within area
<a href="#">Motacilla cinerea</a> Grey Wagtail [642]		Species or species habitat may occur within area
<a href="#">Motacilla flava</a> Yellow Wagtail [644]		Species or species habitat known to occur within area
<a href="#">Numenius madagascariensis</a> Eastern Curlew, Far Eastern Curlew [847]	Critically Endangered	Species or species habitat known to occur within area
<a href="#">Numenius phaeopus</a> Whimbrel [849]		Species or species habitat known to occur within area
<a href="#">Pandion haliaetus</a> Osprey [952]		Breeding known to occur within area
<a href="#">Pluvialis squatarola</a> Grey Plover [865]		Species or species habitat known to occur within area
<a href="#">Pterodroma mollis</a> Soft-plumaged Petrel [1036]	Vulnerable	Species or species habitat may occur within area
<a href="#">Puffinus carneipes</a> Flesh-footed Shearwater, Fleshy-footed Shearwater [1043]		Species or species habitat likely to occur within area
<a href="#">Recurvirostra novaehollandiae</a> Red-necked Avocet [871]		Species or species habitat known to occur within area
<a href="#">Rostratula benghalensis (sensu lato)</a> Painted Snipe [889]	Endangered*	Species or species habitat known to occur within area
<a href="#">Sterna caspia</a> Caspian Tern [59467]		Foraging, feeding or related behaviour known to occur within area
<a href="#">Sterna dougallii</a> Roseate Tern [817]		Breeding likely to occur within area
<a href="#">Thalassarche carteri</a> Indian Yellow-nosed Albatross [64464]	Vulnerable	Foraging, feeding or related behaviour may occur within area
<a href="#">Thalassarche cauta</a> Shy Albatross [89224]	Endangered	Species or species habitat may occur within area
<a href="#">Thalassarche impavida</a> Campbell Albatross, Campbell Black-browed Albatross [64459]	Vulnerable	Species or species habitat may occur within area
<a href="#">Thalassarche melanophris</a> Black-browed Albatross [66472]	Vulnerable	Species or species habitat may occur within area
<a href="#">Thalassarche steadi</a> White-capped Albatross [64462]	Vulnerable	Foraging, feeding or related behaviour likely to occur within area
<a href="#">Tringa glareola</a> Wood Sandpiper [829]		Species or species habitat known to occur

Name	Threatened	Type of Presence
<a href="#">Tringa nebularia</a> Common Greenshank, Greenshank [832]		within area Species or species habitat known to occur within area
<a href="#">Xenus cinereus</a> Terek Sandpiper [59300]		Species or species habitat known to occur within area
<b>Fish</b>		
<a href="#">Campichthys galei</a> Gale's Pipefish [66191]		Species or species habitat may occur within area
<a href="#">Choeroichthys suillus</a> Pig-snouted Pipefish [66198]		Species or species habitat may occur within area
<a href="#">Festucalex scalaris</a> Ladder Pipefish [66216]		Species or species habitat may occur within area
<a href="#">Filicampus tigris</a> Tiger Pipefish [66217]		Species or species habitat may occur within area
<a href="#">Halicampus brocki</a> Brock's Pipefish [66219]		Species or species habitat may occur within area
<a href="#">Haliichthys taeniophorus</a> Ribboned Pipehorse, Ribboned Seadragon [66226]		Species or species habitat may occur within area
<a href="#">Hippocampus angustus</a> Western Spiny Seahorse, Narrow-bellied Seahorse [66234]		Species or species habitat may occur within area
<a href="#">Hippocampus histrix</a> Spiny Seahorse, Thorny Seahorse [66236]		Species or species habitat may occur within area
<a href="#">Hippocampus planifrons</a> Flat-face Seahorse [66238]		Species or species habitat may occur within area
<a href="#">Hippocampus trimaculatus</a> Three-spot Seahorse, Low-crowned Seahorse, Flat-faced Seahorse [66720]		Species or species habitat may occur within area
<a href="#">Lissocampus fatiloquus</a> Prophet's Pipefish [66250]		Species or species habitat may occur within area
<a href="#">Nannocampus subosseus</a> Bonyhead Pipefish, Bony-headed Pipefish [66264]		Species or species habitat may occur within area
<a href="#">Solegnathus lettiensis</a> Gunther's Pipehorse, Indonesian Pipefish [66273]		Species or species habitat may occur within area
<a href="#">Solenostomus cyanopterus</a> Robust Ghostpipefish, Blue-finned Ghost Pipefish, [66183]		Species or species habitat may occur within area
<a href="#">Stigmatopora argus</a> Spotted Pipefish, Gulf Pipefish, Peacock Pipefish [66276]		Species or species habitat may occur within area
<a href="#">Syngnathoides biaculeatus</a> Double-end Pipehorse, Double-ended Pipehorse, Alligator Pipefish [66279]		Species or species habitat may occur within

Name	Threatened	Type of Presence area
<a href="#">Trachyrhampus bicoarctatus</a> Bentstick Pipefish, Bend Stick Pipefish, Short-tailed Pipefish [66280]		Species or species habitat may occur within area
<b>Mammals</b>		
<a href="#">Dugong dugon</a> Dugong [28]		Species or species habitat known to occur within area
<b>Reptiles</b>		
<a href="#">Aipysurus apraefrontalis</a> Short-nosed Seasnake [1115]	Critically Endangered	Species or species habitat may occur within area
<a href="#">Aipysurus laevis</a> Olive Seasnake [1120]		Species or species habitat may occur within area
<a href="#">Aipysurus pooleorum</a> Shark Bay Seasnake [66061]		Species or species habitat may occur within area
<a href="#">Caretta caretta</a> Loggerhead Turtle [1763]	Endangered	Foraging, feeding or related behaviour known to occur within area
<a href="#">Chelonia mydas</a> Green Turtle [1765]	Vulnerable	Breeding known to occur within area
<a href="#">Dermochelys coriacea</a> Leatherback Turtle, Leathery Turtle, Luth [1768]	Endangered	Foraging, feeding or related behaviour known to occur within area
<a href="#">Disteira kingii</a> Spectacled Seasnake [1123]		Species or species habitat may occur within area
<a href="#">Disteira major</a> Olive-headed Seasnake [1124]		Species or species habitat may occur within area
<a href="#">Emydocephalus annulatus</a> Turtle-headed Seasnake [1125]		Species or species habitat may occur within area
<a href="#">Ephalophis greyi</a> North-western Mangrove Seasnake [1127]		Species or species habitat may occur within area
<a href="#">Hydrophis elegans</a> Elegant Seasnake [1104]		Species or species habitat may occur within area
<a href="#">Natator depressus</a> Flatback Turtle [59257]	Vulnerable	Breeding known to occur within area
<a href="#">Pelamis platurus</a> Yellow-bellied Seasnake [1091]		Species or species habitat may occur within area
<b>Whales and other Cetaceans</b>		<a href="#">[ Resource Information ]</a>
Name	Status	Type of Presence
<b>Mammals</b>		
<a href="#">Balaenoptera acutorostrata</a> Minke Whale [33]		Species or species habitat may occur within area
<a href="#">Balaenoptera edeni</a> Bryde's Whale [35]		Species or species habitat may occur within

Name	Status	Type of Presence area
<a href="#">Delphinus delphis</a> Common Dolphin, Short-beaked Common Dolphin [60]		Species or species habitat may occur within area
<a href="#">Eubalaena australis</a> Southern Right Whale [40]	Endangered	Species or species habitat likely to occur within area
<a href="#">Grampus griseus</a> Risso's Dolphin, Grampus [64]		Species or species habitat may occur within area
<a href="#">Megaptera novaeangliae</a> Humpback Whale [38]	Vulnerable	Congregation or aggregation known to occur within area
<a href="#">Orcinus orca</a> Killer Whale, Orca [46]		Species or species habitat may occur within area
<a href="#">Stenella attenuata</a> Spotted Dolphin, Pantropical Spotted Dolphin [51]		Species or species habitat may occur within area
<a href="#">Tursiops aduncus</a> Indian Ocean Bottlenose Dolphin, Spotted Bottlenose Dolphin [68418]		Species or species habitat likely to occur within area
<a href="#">Tursiops truncatus s. str.</a> Bottlenose Dolphin [68417]		Species or species habitat may occur within area

### Extra Information

#### State and Territory Reserves [\[ Resource Information \]](#)

Name	State
Chinamans Pool	WA
One Tree Point	WA

#### Invasive Species [\[ Resource Information \]](#)

Weeds reported here are the 20 species of national significance (WoNS), along with other introduced plants that are considered by the States and Territories to pose a particularly significant threat to biodiversity. The following feral animals are reported: Goat, Red Fox, Cat, Rabbit, Pig, Water Buffalo and Cane Toad. Maps from Landscape Health Project, National Land and Water Resources Audit, 2001.

Name	Status	Type of Presence
<b>Birds</b>		
<i>Columba livia</i> Rock Pigeon, Rock Dove, Domestic Pigeon [803]		Species or species habitat likely to occur within area
<i>Streptopelia senegalensis</i> Laughing Turtle-dove, Laughing Dove [781]		Species or species habitat likely to occur within area
<b>Mammals</b>		
<i>Canis lupus familiaris</i> Domestic Dog [82654]		Species or species habitat likely to occur within area



Name	Status	Type of Presence
Capra hircus Goat [2]		Species or species habitat likely to occur within area
Felis catus Cat, House Cat, Domestic Cat [19]		Species or species habitat likely to occur within area
Mus musculus House Mouse [120]		Species or species habitat likely to occur within area
Oryctolagus cuniculus Rabbit, European Rabbit [128]		Species or species habitat likely to occur within area
Vulpes vulpes Red Fox, Fox [18]		Species or species habitat likely to occur within area
<b>Plants</b>		
Cenchrus ciliaris Buffel-grass, Black Buffel-grass [20213]		Species or species habitat likely to occur within area
Cylindropuntia spp. Prickly Pears [85131]		Species or species habitat likely to occur within area
Prosopis spp. Mesquite, Algaroba [68407]		Species or species habitat likely to occur within area
Tamarix aphylla Athel Pine, Athel Tree, Tamarisk, Athel Tamarisk, Athel Tamarix, Desert Tamarisk, Flowering Cypress, Salt Cedar [16018]		Species or species habitat likely to occur within area
<b>Nationally Important Wetlands</b>		<b>[ Resource Information ]</b>
<b>Name</b>	<b>State</b>	
<a href="#">Lake MacLeod</a>	WA	
<a href="#">McNeill Claypan System</a>	WA	
<a href="#">Shark Bay East</a>	WA	

## Caveat

The information presented in this report has been provided by a range of data sources as acknowledged at the end of the report.

This report is designed to assist in identifying the locations of places which may be relevant in determining obligations under the Environment Protection and Biodiversity Conservation Act 1999. It holds mapped locations of World and National Heritage properties, Wetlands of International and National Importance, Commonwealth and State/Territory reserves, listed threatened, migratory and marine species and listed threatened ecological communities. Mapping of Commonwealth land is not complete at this stage. Maps have been collated from a range of sources at various resolutions.

Not all species listed under the EPBC Act have been mapped (see below) and therefore a report is a general guide only. Where available data supports mapping, the type of presence that can be determined from the data is indicated in general terms. People using this information in making a referral may need to consider the qualifications below and may need to seek and consider other information sources.

For threatened ecological communities where the distribution is well known, maps are derived from recovery plans, State vegetation maps, remote sensing imagery and other sources. Where threatened ecological community distributions are less well known, existing vegetation maps and point location data are used to produce indicative distribution maps.

Threatened, migratory and marine species distributions have been derived through a variety of methods. Where distributions are well known and if time permits, maps are derived using either thematic spatial data (i.e. vegetation, soils, geology, elevation, aspect, terrain, etc) together with point locations and described habitat; or environmental modelling (MAXENT or BIOCLIM habitat modelling) using point locations and environmental data layers.

Where very little information is available for species or large number of maps are required in a short time-frame, maps are derived either from 0.04 or 0.02 decimal degree cells, by an automated process using polygon capture techniques (static two kilometre grid cells, alpha-hull and convex hull); or captured manually or by using topographic features (national park boundaries, islands, etc). In the early stages of the distribution mapping process (1999-early 2000s) distributions were defined by degree blocks, 100K or 250K map sheets to rapidly create distribution maps. More reliable distribution mapping methods are used to update these distributions as time permits.

Only selected species covered by the following provisions of the EPBC Act have been mapped:

- migratory and
- marine

The following species and ecological communities have not been mapped and do not appear in reports produced from this database:

- threatened species listed as extinct or considered as vagrants
- some species and ecological communities that have only recently been listed
- some terrestrial species that overfly the Commonwealth marine area
- migratory species that are very widespread, vagrant, or only occur in small numbers

The following groups have been mapped, but may not cover the complete distribution of the species:

- non-threatened seabirds which have only been mapped for recorded breeding sites
- seals which have only been mapped for breeding sites near the Australian continent

Such breeding sites may be important for the protection of the Commonwealth Marine environment.

## Coordinates

-24.88222 113.63389

## Acknowledgements

This database has been compiled from a range of data sources. The department acknowledges the following custodians who have contributed valuable data and advice:

- [Office of Environment and Heritage, New South Wales](#)
- [Department of Environment and Primary Industries, Victoria](#)
- [Department of Primary Industries, Parks, Water and Environment, Tasmania](#)
- [Department of Environment, Water and Natural Resources, South Australia](#)
- [Department of Land and Resource Management, Northern Territory](#)
- [Department of Environmental and Heritage Protection, Queensland](#)
- [Department of Parks and Wildlife, Western Australia](#)
- [Environment and Planning Directorate, ACT](#)
- [Birdlife Australia](#)
- [Australian Bird and Bat Banding Scheme](#)
- [Australian National Wildlife Collection](#)
- Natural history museums of Australia
- [Museum Victoria](#)
- [Australian Museum](#)
- [South Australian Museum](#)
- [Queensland Museum](#)
- [Online Zoological Collections of Australian Museums](#)
- [Queensland Herbarium](#)
- [National Herbarium of NSW](#)
- [Royal Botanic Gardens and National Herbarium of Victoria](#)
- [Tasmanian Herbarium](#)
- [State Herbarium of South Australia](#)
- [Northern Territory Herbarium](#)
- [Western Australian Herbarium](#)
- [Australian National Herbarium, Canberra](#)
- [University of New England](#)
- [Ocean Biogeographic Information System](#)
- [Australian Government, Department of Defence](#)
- [Forestry Corporation, NSW](#)
- [Geoscience Australia](#)
- [CSIRO](#)
- [Australian Tropical Herbarium, Cairns](#)
- [eBird Australia](#)
- [Australian Government – Australian Antarctic Data Centre](#)
- [Museum and Art Gallery of the Northern Territory](#)
- [Australian Government National Environmental Science Program](#)
- [Australian Institute of Marine Science](#)
- [Reef Life Survey Australia](#)
- [American Museum of Natural History](#)
- [Queen Victoria Museum and Art Gallery, Inveresk, Tasmania](#)
- [Tasmanian Museum and Art Gallery, Hobart, Tasmania](#)
- Other groups and individuals

The Department is extremely grateful to the many organisations and individuals who provided expert advice and information on numerous draft distributions.

Please feel free to provide feedback via the [Contact Us](#) page.

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Department of Agriculture Water and the Environment  
GPO Box 858  
Canberra City ACT 2601 Australia  
+61 2 6274 1111

# Appendix C Conservation Codes for Western Australian Flora and Fauna (DBCA, Jan 2018)

CONSERVATION  
CODE

CATEGORY

Threatened  
species (T)

Listed by order of the Minister as Threatened in the category of critically endangered, endangered or vulnerable under Section 19(1), or is a rediscovered species to be regarded as threatened species under section 26(2) of the *Biodiversity Conservation Act 2016* (BC Act).

*Threatened fauna is that subset of ‘Specially Protected Fauna’ listed under Schedules 1 to 3 of the Wildlife Conservation (Specially Protected Fauna) Notice 2018 for Threatened Fauna.*

*Threatened flora is that subset of ‘Rare Flora’ listed under schedules 1 to 3 of the Wildlife Conservation (Rare Flora) Notice 2018 for Threatened Flora.*

The Assessment of the conservation status of these species is based on their national extent and ranked according to their level of threat using IUCN Red List categories and criteria as detailed below

Critically  
endangered  
species (CR)

Threatened species considered to be **“facing an extremely high risk of extinction in the wild in the immediate future, as determined in accordance with the criteria set out in the ministerial guidelines”**.

Listed as critically endangered under section 19(1)(a) of the BC Act in accordance with the criteria set out in section 20 and the ministerial guidelines. Published under schedule 1 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for critically endangered fauna or the *Wildlife Conservation (Rare Flora) Notice 2018* for critically endangered flora.

Endangered  
species (EN)

Threatened species considered to be **“facing a very high risk of extinction in the wild in the near future, as determined in accordance with criteria set out in the ministerial guidelines”**.

Listed as endangered under Section 19(1)(b) of the BC Act in accordance with the criteria set out in section 21 and the ministerial guidelines. Published under schedule 2 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for endangered fauna or the *Wildlife Conservation (Rare Flora) Notice 2018* for endangered flora.

Vulnerable  
species (VU)

Threatened species considered to be **“facing a high risk of extinction in the wild in the medium-term future, as determined in accordance with criteria set out in the ministerial guidelines”**.

Listed as endangered under section 19(1)(c) of the BC Act in accordance with the criteria set out in section 22 and the ministerial guidelines. Published under schedule 3 of the *Wildlife Conservation (Specially Protected Fauna) Notice 2018* for vulnerable fauna or the *Wildlife Conservation (Rare Flora) Notice 2018* for vulnerable flora.

CONSERVATION CODE	CATEGORY
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Extinct species (EX)	<p>Species where <b>“there is no reasonable doubt that the last member of the species has died”</b>, and listing is otherwise in accordance with the ministerial guidelines (section 24 of the BC Act).</p> <p>Published as presumed extinct under schedule 4 of the <i>Wildlife Conservation (Specially Protected Fauna) Notice 2018</i> for extinct fauna or the <i>Wildlife Conservation (Rare Flora) Notice 2018</i> for extinct flora.</p>
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Extinct in the wild species (EW)	<p>Species that <b>“is known only to survive in cultivation, captivity or as a naturalised population well outside its part range; and it has not been recorded in its known habitat or expected habitat, at appropriate seasons, anywhere in its past range, despite surveys over a time frame appropriate to its life cycle and form”</b>, and listing is otherwise in accordance with the ministerial guidelines (section 25 of the BC Act).</p> <p>Currently there are no threatened fauna or flora species listed as extinct in the wild. If listing of a species as extinct in the wild occurs, then a schedule will be added to the applicable notice.</p>
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<u>Specially protected species</u>	<p>Listed by order of the Minister as specially protected under section 13(1) of the BC Act. Meeting one or more of the following categories: species of special conservation interest; migratory species; cetaceans; species subject to international agreement; or species otherwise in need of special protection.</p> <p>Species that are listed as threatened species (critically endangered, endangered or vulnerable) or extinct species under the BC Act cannot also be listed as Specially Protected species.</p>
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Migratory species (MI)	<p>Fauna that periodically or occasionally visit Australia or an external Territory or the exclusive economic zone; or the species is subject of an international agreement that relates to the protection of migratory species and that binds the Commonwealth; and listing is otherwise in accordance with the ministerial guidelines (Section 15 of the BC Act).</p> <p>Includes birds that are subject to an agreement between the government of Australia and the governments of Japan (JAMBA), China (CAMBA) and the Republic of Korea (ROKAMBA), and fauna subject to the <i>Convention on the Conservation of Migratory Species of Wild Animals</i> (Bonn Convention), an environmental treaty under the United Nations Environment Program. Migratory species listed under the BC Act are a subset of the migratory animals, that are known to visit Western Australia, protected under the international agreements of treaties, excluding species that are listed as Threatened species.</p> <p>Published as migratory birds protected under an international agreement under schedule 5 of the <i>Wildlife Conservation (Specially Protected Fauna) Notice 2018</i>.</p>
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CONSERVATION CODE	CATEGORY
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Species of special conservation interest (conservation dependent fauna) (CD)	<p>Fauna of special conservation need being species dependent on ongoing conservation intervention to prevent it becoming eligible for listing as threatened, and listing is otherwise in accordance with the ministerial guidelines (section 14 of the BC Act).</p> <p>Published as conservation dependent fauna under schedule 6 of the <i>Wildlife Conservation (Specially Protected Fauna) Notice 2018</i>.</p>
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Other specially protected species (OS)	<p>Fauna otherwise in need of special protection to ensure their conservation, and listing is otherwise in accordance with the ministerial guidelines (section 18 of the BC Act).</p> <p>Published as other specially protected fauna under schedule 7 of the <i>Wildlife Conservation (Specially Protected Fauna) Notice 2018</i>.</p>
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<u>Priority species (P)</u>	<p>Possibly threatened species that do not meet survey criteria, or are otherwise data deficient, are added to the Priority Fauna or Priority Flora Lists under Priorities 1, 2 or 3. These three categories are ranked in order of priority for survey and evaluation of conservation status so that consideration can be given to their declaration as threatened fauna or flora.</p> <p>Species that are adequately known, are rare but not threatened, or meet criteria for near threatened, or that have been recently removed from the threatened species or other specially protected fauna lists for other than taxonomic reasons, are placed in Priority 4. These species require regular monitoring.</p> <p>Assessment of Priority codes is based on the Western Australian distribution of the species, unless the distribution in WA is part of a contiguous population extending into adjacent States, as defined by the known spread of locations.</p>
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Priority 1 Poorly-known species	<p>- Species that are known from one or a few locations (generally five or less) which are potentially at risk. All occurrences are either: very small; or on lands not managed for conservation, e.g. agricultural or pastoral lands, urban areas, road and rail reserves, gravel reserves and active mineral leases, or otherwise under threat of habitat destruction or degradation. Species may be included if they are comparatively well known from one or more locations but do not meet adequacy of survey requirements and appear to be under immediate threat from known threatening processes. Such species are in urgent need of further survey.</p>
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Priority 2 Poorly-known species	<p>- Species that are known from one or a few locations (generally five or less), some of which are on lands managed primarily for nature conservation, e.g. national parks, conservation parks, nature reserves and other lands with secure tenure being managed for conservation. Species may be included if they are comparatively well known from one or more locations but do not meet adequacy of survey requirements and appear to be under threat from know threatening processes. Such species are in urgent need of further survey.</p>
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CONSERVATION CODE	CATEGORY
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Priority 3 Poorly-known species	- Species that are known from several locations, and the species does not appear to be under imminent threat, or from few but widespread locations with either large population size or significant remaining areas of suitable habitat, much of it not under imminent threat. Species may be included if they are comparatively well known from several locations but do not meet adequacy of survey requirements and known threatening processes exist that could affect them. Such species are in need of further survey.
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Priority 4 - Rare, Near Threatened and other species in need of monitoring	<p>(a) Rare. Species that are considered to have been adequately surveyed, or for which sufficient knowledge is available, and that are considered not currently threatened or in need of special protection but could be if present circumstances change. These species are usually represented on conservation lands.</p> <p>(b) Near Threatened. Species that are considered to have been adequately surveyed and that are close to qualifying for vulnerable but are not listed as Conservation Dependent.</p> <p>(c) Species that have been removed from the list of threatened species during the past five years for reasons other than taxonomy.</p>
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# Appendix D Relevé Field Sheets

<b>STRUCTURAL VEGETATION, FLORA – Relevé</b>								<b>SITE_ID: B01</b>	
<b>Date: 20/04/2021</b>	<b>GPS:</b>							E	<b>Structural comm. type</b>
								N	
<b>Recorder: K Lamp</b>	<b>Photo no. + direction:</b>								
<b>Location: Babbage Island – Samphire shrubland to SW of Site</b>									

<b>Condition:</b> Pristine <b>Excellent</b> Very Good Good Degraded Completely Degraded								
<b>Aspect:</b> N NE E SE S SW W NW					<b>Slope:</b> <b>Flat</b> Gentle Mod Steep			
<b>Geology:</b> Gran Lat Lime Other					<b>Rock:</b> 0 <2 2-10 10-20 20-50 >50			
<b>Soil Colour:</b> Grey Dark Brown Light Brown <b>Orange/Brown</b> Red/Brown White Yellow					<b>Soil Type:</b> C CL CLS <b>CS</b> L LS S SCL SL SP ZCL ZL ZS			
<b>Litter (% cover &amp; depth):</b>					<b>Bare Ground (% cover):</b>			
<b>Hydrology:</b> Good drain <b>Poor drain</b> Wet all year <b>Seas wet</b> winter/spring			<b>Topographic position:</b> Upland Wetland Rock Outcrop <b>Drainage Depression</b> Creekline Riparian Bank Gully Plain Slope Lower Slope Middle Slope Upper Valley Flat					

Layer	Height (m)	Cover	Plant Species (Dominant 3 first)
Tree (T2)	10-30	NA	
Tree (T3)	< 10	NA	
Shrub (S1)	> 2	NA	
Shrub (S2)	1-2	NA	
Shrub (S3)	0-1	>70%	<i>Tecticornia</i> sp. 1 (sterile), <i>Tecticornia indica</i> (probably subsp. <i>leiostachya</i> , but can't confirm without fruit), <i>Tecticornia pterygosperma</i> subsp. <i>denticulata</i> , <i>Salicornia blackiana</i> , <i>Tecticornia</i> sp. 1 (sterile), <i>Frankenia pauciflora</i> , <i>Tecticornia indica</i> .
Sedge/Rush (VR)		NA	
Herb (H)		<2	<i>Samolus</i> sp. Millstream (M.I.H. Brooker 2076)
Grass (G)		<2	<i>Eragrostis falcata</i>
Other (climbers) (C)			

Cover Codes: D >70% M 30-70% S 10-30% V 2-10% VV <2% E <5% Emergent \* = Introduced

Surrounding plants: *Carpobrotus* sp. Thevenard Island (M. White 050), *Dysphania plantaginella*, *Eulalia aurea*, *Spinifex longifolius*

<b>STRUCTURAL VEGETATION, FLORA – Relevé</b>										<b>SITE_ID: R02</b>
<b>Date: 20/04/2021</b>	<b>GPS:</b>								E	<b>Structural comm. type</b>
									N	
<b>Recorder: K Lamp</b>	<b>Photo no. + direction:</b>									
<b>Location: W of existing camp</b>										

<b>Condition:</b> Pristine Excellent Very Good <b>Good</b> Degraded Completely Degraded										
<b>Aspect:</b> N NE E SE S SW <b>W</b> NW						<b>Slope:</b> Flat Gentle Mod Steep				
<b>Geology:</b> Gran Lat Lime Other						<b>Rock:</b> 0 <2 2-10 10-20 20-50 >50				
<b>Soil Colour:</b> Light Orange Grey Dark Brown Light Brown Orange/Brown Red/Brown White Yellow						<b>Soil Type:</b> C CL CLS CS L LS S SCL SL SP ZCL ZL ZS				
<b>Litter (% cover &amp; depth): 20%, patchy, 4cm</b>						<b>Bare Ground (% cover): 30%</b>				
<b>Hydrology:</b> Good drain Poor drain Wet all year Seas wet winter/spring				<b>Topographic position:</b> Coastal Dune Upland Wetland Rock Outcrop Drainage Depression Creekline Riparian Bank Gully Plain Slope Lower Slope Middle Slope Upper Valley Flat						

Layer	Height (m)	Cover	Plant Species (Dominant 3 first)
Tree (T2)	10-30	NA	
Tree (T3)	< 10	NA	
Shrub (S1)	> 2	NA	
Shrub (S2)	1-2	<2%	<i>Acacia coriacea subsp. coriacea, Rhagodia preissii subsp. obovata, Nitraria billardierei</i>
Shrub (S3)	0-1	30 – 70%	<i>Senecio pinnatifolius var. pinnatifolius, Thekeldia diffusa, Atriplex vesicaria</i> (Tentative ID sterile specimen), <i>Carpobrotus</i> sp. Thevenard Island (M. White 050), <i>Pimelea microcephala subsp. microcephala, Trichodesma zeylanicum</i>
Sedge/Rush (VR)		NA	
Herb (H)		<2%	
Grass (G)		10-30	<i>Eulalia aurea</i>
Other (C)	(climbers)		

Cover Codes: D >70% M 30-70% S 10-30% V 2-10% VV <2% E <5% Emergent \* = Introduced

Surrounding plants: *Cenchrus ciliaris*

<b>STRUCTURAL VEGETATION, FLORA – Relevé</b>										<b>SITE_ID: R03</b>
<b>Date: 20/04/2021</b>	<b>GPS:</b>								E	<b>Structural comm. type</b>
									N	
<b>Recorder: K</b>	<b>Lamp</b>	<b>Photo no. + direction:</b>								
<b>Location: NE of Site</b>										

<b>Condition:</b> Pristine Excellent Very Good Good <b>Degraded</b> Completely Degraded	
<b>Aspect:</b> N NE E SE S SW W NW	<b>Slope:</b> Flat Gentle <b>Mod (undulating)</b> Steep
<b>Geology:</b> Gran Lat Lime Other	<b>Rock:</b> 0 <2 2-10 10-20 20-50 >50
<b>Soil Colour:</b> Light Orange Grey Dark Brown Light Brown Orange/Brown Red/Brown White Yellow	<b>Soil Type:</b> C CL CLS CS L LS <b>S</b> SCL SL SP ZCL ZL ZS
<b>Litter (% cover &amp; depth): &lt;5%</b>	<b>Bare Ground (% cover): 20%</b>
<b>Hydrology:</b> Good drain Poor drain Wet all year Seas wet winter/spring	<b>Topographic position:</b> Coastal Dune Upland Wetland Rock Outcrop Drainage Depression Creekline Riparian Bank Gully Plain Slope Lower Slope Middle Slope Upper Valley Flat

Layer	Height (m)	Cover	Plant Species (Dominant 3 first)
Tree (T2)	10-30	NA	
Tree (T3)	< 10	NA	
Shrub (S1)	> 2	NA	
Shrub (S2)	1-2	10 - 30%	<i>Acacia coriacea</i> subsp. <i>coriacea</i> , <i>Chenopodium gaudichaudianum</i> , <i>Pimelea microcephala</i> subsp. <i>microcephala</i> , <i>Commicarpus australis</i> , <i>Acacia sclerosperma</i> subsp. <i>sclerosperma</i> , <i>Nitraria billardierei</i>
Shrub (S3)	0-1	10 - 30%	<i>Atriplex vesicaria</i> (Tentative ID sterile specimen), <i>Threlkeldia diffusa</i> , <i>Carpobrotus</i> sp. Thevenard Island (M. White 050), <i>Commicarpus australis</i> , <i>Salsola australis</i> , <i>Trichodesma zeylanicum</i>
Sedge/Rush (VR)		NA	
Herb (H)		<2%	<i>Euphorbia</i> sp.
Grass (G)		>70%	<i>Cenchrus ciliaris</i> , <i>Spinifex longifolius</i> , <i>Paractaenum novae-hollandiae</i>
Other (climbers) (C)		<2%	<i>Roepera fruticulosa</i>

Cover Codes: D >70% M 30-70% S 10-30% V 2-10% VV <2% E <5% Emergent \* = Introduced

Surrounding plants:

<b>STRUCTURAL VEGETATION, FLORA – Relevé</b>										<b>SITE_ID: R04</b>	
<b>Date:</b> 20/04/2021		<b>GPS:</b>							E	<b>Structural comm. type</b> Samphire shrubland	
<b>Recorder:</b> K		<b>Photo no. + direction:</b>							N		
<b>Lamp</b>											
<b>Location: S of the intertidal samphire system</b>											

<b>Condition:</b> Pristine <b>Excellent</b> Very Good Good Degraded Completely Degraded											
<b>Aspect:</b> N NE E SE S SW W NW						<b>Slope:</b> <b>Flat</b> Gentle Mod Steep					
<b>Geology:</b> Gran Lat Lime Other						<b>Rock:</b> 0 <2 2-10 10-20 20-50 >50					
<b>Soil Colour:</b> Grey Dark Brown Light Brown				<b>Soil Type:</b> C CL CLS <b>CS</b> L LS							
<b>Orange/Brown</b> Red/Brown White Yellow				S SCL SL SP ZCL ZL ZS							
<b>Litter (% cover &amp; depth): Many senesced samphires. Ground litter &lt;2%</b>						<b>Bare Ground (% cover): 20%</b>					
<b>Hydrology:</b> Good drain Poor drain Wet all year <b>Seas wet</b> winter/spring				<b>Topographic position:</b> Upland Wetland Rock Outcrop <b>Drainage Depression</b> Creekline Riparian Bank Gully Plain Slope Lower Slope Middle Slope Upper Valley Flat							

Layer	Height (m)	Cover	Plant Species (Dominant 3 first)
Tree (T2)	10-30	-	
Tree (T3)	< 10	-	
Shrub (S1)	> 2	-	
Shrub (S2)	1-2	-	
Shrub (S3)	0-1	30 – 70%	<i>Tecticornia</i> sp. 3. (This taxon is part of the <i>Tecticornia halocnemoides</i> 'round seed' aggregate), <i>Tecticornia</i> sp. 2 B (sterile), <i>Muellerolimon salicorniaceum</i> , <i>Tecticornia</i> sp. 4 (sterile), <i>Tecticornia pruinosa</i> , <i>Tecticornia</i> sp. 1 (sterile), <i>Tecticornia</i> sp. 2 (sterile), <i>Carpobrotus</i> sp. Thevenard Island (M. White 050)
Sedge/Rush (VR)		-	
Herb (H)		<2%	<i>Dysphania plantaginella</i> , <i>Fabaceae</i> sp.
Grass (G)		2 – 10%	<i>Paractaenum novae-hollandiae</i> , <i>Sporobolus virginicus</i>
Other (climbers) (C)			

Cover Codes: D >70% M 30-70% S 10-30% V 2-10% VV <2% E <5% Emergent \* = Introduced

Surrounding plants: *Cenchrus ciliaris*

<b>STRUCTURAL VEGETATION, FLORA – Relevé</b>										<b>SITE_ID: R05</b>
<b>Date: 21/04/2021</b>	<b>GPS:</b>								E	<b>Structural comm. type</b>
								N		
<b>Recorder: K</b>	<b>Photo no. + direction:</b>									
<b>Lamp</b>										
<b>Location: N of existing camp</b>										

<b>Condition:</b> Pristine Excellent Very Good Good <b>Degraded</b> Completely Degraded	
<b>Aspect:</b> N NE <b>E</b> SE S SW W NW	<b>Slope:</b> Flat Gentle <b>Mod</b> Steep
<b>Geology:</b> Gran Lat Lime Other	<b>Rock:</b> 0 <2 2-10 10-20 20-50 >50
<b>Soil Colour:</b> <b>Light Orange</b> Grey Dark Brown Light Brown Orange/Brown Red/Brown White Yellow	<b>Soil Type:</b> C CL CLS CS L LS <b>S</b> SCL SL SP ZCL ZL ZS
<b>Litter (% cover &amp; depth): &lt;5%</b>	<b>Bare Ground (% cover): 40%</b>
<b>Hydrology:</b> <b>Good drain</b> Poor drain Wet all year Seas wet winter/spring	<b>Topographic position:</b> <b>Coastal Dune</b> Upland Wetland Rock Outcrop Drainage Depression Creekline Riparian Bank Gully Plain Slope Lower Slope Middle Slope Upper Valley Flat

Layer	Height (m)	Cover	Plant Species (Dominant 3 first)
Tree (T2)	10-30	NA	
Tree (T3)	< 10	NA	
Shrub (S1)	> 2	NA	
Shrub (S2)	1-2	2 – 10%	<i>Acacia sclerosperma subsp. sclerosperma</i> , <i>Acacia coriacea subsp. coriacea</i> , <i>Exocarpos aphyllus</i>
Shrub (S3)	0-1	10 – 30	<i>Acacia sclerosperma subsp. sclerosperma</i> , <i>Acacia coriacea subsp. coriacea</i> , <i>Commicarpus australis</i> , <i>Salsola australis</i> , <i>Carpobrotus</i> sp. Thevenard Island (M. White 050), <i>Threlkeldia diffusa</i> , <i>Trichodesma zeylanicum</i>
Sedge/Rush (VR)		NA	
Herb (H)		<2	<i>Euphorbia</i> sp., <i>Senecio pinnatifolius</i> var. <i>pinnatifolius</i> , <i>Amaranthus clementii</i> (Tentative ID, very immature inflorescence)
Grass (G)		30 – 70%	* <i>Cenchrus ciliaris</i>
Other (climbers) (C)		NA	

Cover Codes: D >70% M 30-70% S 10-30% V 2-10% VV <2% E <5% Emergent \* = Introduced

Surrounding plants:

## Appendix E Total Flora List

Family	Species	Identified by	NOTES
Aizoaceae	* <i>Mesembryanthemum crystallinum</i>	KL	
Aizoaceae	<i>Carpobrotus sp.</i> Thevenard Island (M. White 050)	WAHerb	
Amaranthaceae	<i>Amaranthus clementii</i> (Tentative ID, very immature inflorescence)	WAHerb	
Asparagaceae	<i>Acanthocarpus sp.</i> (Sterile. Need to see fertile specimen to confirm but most likely <i>A. preissii</i> .)	WAHerb	
Asteraceae	* <i>Sonchus asper</i>	KL	
Asteraceae	<i>Olearia axillaris</i> - Broad-leaved variant.	WAHerb	
Asteraceae	<i>Senecio pinnatifolius</i> var. <i>pinnatifolius</i>	KL	
Boraginaceae	<i>Trichodesma zeylanicum</i>	WAHerb	
Chenopodiaceae	<i>Atriplex cinerea</i> (Sterile. Most likely this species <b>but can't rule out A. amnicola</b> )	WAHerb	
Chenopodiaceae	<i>Atriplex isatidea</i>	WAHerb	
Chenopodiaceae	<i>Atriplex vesicaria</i> (Tentative ID - sterile specimen)	WAHerb	
Chenopodiaceae	<i>Chenopodium gaudichaudianum</i>	WAHerb	
Chenopodiaceae	<i>Dysphania plantaginella</i>	WAHerb	
Chenopodiaceae	<i>Dysphania sp.</i> (Sterile. Need to see fertile material in this genus in order to identify to species)	WAHerb	
Chenopodiaceae	<i>Enchylaena tomentosa</i>	WAHerb	

Chenopodiaceae	<i>Enchylaena tomentosa var. tomentosa</i>	WAHerb	
Chenopodiaceae	<i>Maireana appressa</i>	WAHerb	
Chenopodiaceae	<i>Salicornia blackiana</i>	WAHerb	
Chenopodiaceae	<i>Salsola australis</i>	KL	
Chenopodiaceae	<i>Tecticornia sp. 4 (sterile)</i>	WAHerb (Dr Kelly Shepherd)	
Chenopodiaceae	<i>Threlkeldia diffusa</i>	WAHerb	
Chenopodiaceae	<i>Rhagodia preissii subsp. obovata</i>	WAHerb	
Chenopodiaceae	<i>Tecticornia indica</i>	WAHerb (Dr Kelly Shepherd)	Probably subsp. <i>leiostachya</i> but can't confirm without fruit
Chenopodiaceae	<i>Tecticornia pruinosa</i>	WAHerb (Dr Kelly Shepherd)	
Chenopodiaceae	<i>Tecticornia pterygosperma subsp. denticulata</i>	WAHerb (Dr Kelly Shepherd)	
Chenopodiaceae	<i>Tecticornia sp. 1 (sterile)</i>	WAHerb (Dr Kelly Shepherd)	
Chenopodiaceae	<i>Tecticornia sp. 2 (sterile)</i>	WAHerb (Dr Kelly Shepherd)	
Chenopodiaceae	<i>Tecticornia sp. 2 B (sterile)</i>	WAHerb (Dr Kelly Shepherd)	
Chenopodiaceae	<i>Tecticornia sp. 3</i>	WAHerb (Dr Kelly Shepherd)	Tecticornia sp. 3. This taxon is part of the Tecticornia halocnemoides 'round seed' aggregate
Chenopodiaceae	<i>Tecticornia sp. 3 B (sterile)</i>	WAHerb	
Chenopodiaceae	<i>Threlkeldia diffusa</i>	WAHerb	
Convolvulaceae	<i>Ipomoea muelleri</i>	WAHerb	



Cyperaceae	<i>Cyperus bulbosus</i>	WAHerb	
Euphorbiaceae	<i>Euphorbia</i> sp. (Possibly <i>*E. hirsta</i> )	KL	
Fabaceae	<i>Acacia coriacea</i> subsp. <i>coriacea</i>	KL	
Fabaceae	<i>Acacia sclerosperma</i> subsp. <i>sclerosperma</i>	KL	
Fabaceae	<i>Acacia tetragonophylla</i>	KL	
Fabaceae	<i>Fabaceae</i> sp. (Sterile)	KL	Unable to identify as sterile and juvenile
Frankeniaceae	<i>Frankenia pauciflora</i>	WAHerb	
Goodeniaceae	<i>Scaevola crassifolia</i>	KL	
Myrtaceae	<i>Scholtzia obovata</i>	WAHerb	
Nitrariaceae	<i>Nitraria billardierei</i>	WAHerb	
Nyctaginaceae	<i>Commicarpus australis</i>	KL	
Plumbaginaceae	<i>Muellerolimon salicorniaceum</i>	WAHerb	
Poaceae	<i>*Cenchrus ciliaris</i>	WAHerb	
Poaceae	<i>*Cenchrus echinatus</i>	WAHerb	
Poaceae	<i>Eragrostis falcata</i>	WAHerb	
Poaceae	<i>Eulalia aurea</i>	WAHerb	
Poaceae	<i>Paractaenum novae-hollandiae</i>	WAHerb	
Poaceae	<i>Spinifex longifolius</i>	KL	
Poaceae	<i>Sporobolus virginicus</i>	WAHerb	

Poaceae	<i>Triraphis mollis</i>	WAHerb
Primulaceae	<i>Samolus</i> sp. Millstream (M.I.H. Brooker 2076)	WAHerb
Santalaceae	<i>Exocarpos aphyllus</i>	KL
Scrophulariaceae	<i>Myoporum montanum</i>	WAHerb
Solanaceae	<i>Solanum orbiculatum</i> subsp. <i>orbiculatum</i>	WAHerb
Surianaceae	<i>Stylobasium spathulatum</i>	WAHerb
Thymelaeaceae	<i>Pimelea microcephala</i> subsp. <i>microcephala</i>	KL
Zygophyllaceae	<i>Roepera fruticulosa</i>	WAHerb



## **21 BINNING ROAD, BABBAGE ISLAND, CARNARVON**

### **SERVICING REPORT**

**JUNE 2021**

**FOR: HALSALL & ASSOCIATES PTY LTD**

**PROJECT NO: URB0583      PREPARED BY: PETER ALEBAKIS**



## Revision Status

Rev	Date	Author	Approved	Revision Comments
A	02/07/2021	P.Alebakis	B.Paton	Initial Issue for review



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# 1 Introduction

## 1.1 Site Description

It is proposed to construct holiday accommodation on Lot 6226, 1044, 1198 Binning Road Babbage, refer Appendix A for proposed development layout.

The project is on Babbage Island with 1 main access road crossing from the main land of Carnarvon town centre.

## 1.2 Purpose of Report

The purpose of this report is to provide a desktop analysis of the proposed development and works required to service the development.

## 1.3 Exclusions / Limitations

The following works are not included in this report:

- Information received from Water Corporation is subject to detail design and Water Corporation approval at the time of the development.
- Geotechnical information was not provided during the feasibility. Any notation is generic and subject to geotechnical investigation for the site.

# 2 Design Parameters

## 2.1 Design Assumptions

The following assumptions have been made for the analysis of the fire system, refer to Appendix A for detail breakdown: -

- Number of sites                    317
- Number of people                834
- Peak factor                         5

# 3 Potable & Wastewater Demand

The proposed development plans indicates that the estimated capacity is 834 people during peak season.

The estimated Daily Water Demand of 146kL per day (Average 175 L/person/day) has been calculated for the development based on Department of Health (DoH) hydraulic load allowance recommendations.

### 3.1 Groundwater & Floodplain

Department of Water floodplain database indicates that the majority of the site is located above the floodplain with the western portion of the development being under flood and storm surge risk.



Groundwater mapping is outside of Department of Water records, however noting the location of the site being beach side, the water level is controlled by the seasonal tide and storm surges. The estimated ground water level is in the order of 1m and dewatering for installation of gravity pipe works for wastewater collection is expected for the project.

## 4 Civil & Drainage

All proposed roads are internal private roads with a minimum access width of 6m hardstand that could be either sealed or unsealed to be reviewed at detail design stage of the project.

Roads to be shaped to minimise earthworks while grading to localised drainage treatment areas and provide flood mitigation across the accommodation sites.



## 5 Wastewater Reticulation & Disposal

The proposed development consists various types of holiday sites. A gravity Wastewater Reticulation system is proposed for the collection of wastewater from permanent accommodation structures, caravan disposal units, toilet blocks and commercial buildings that are being proposed across the site.

The Wastewater Reticulation to be installed in accordance with AS3500.2 with a Wastewater pumping station centrally located, that will discharge waste through a pressure main.

The proposed development will generate an estimated 146kL of wastewater per day, on the assumption the site is at full capacity. Two options have been considered for the disposal of wastewater as follow:-

- Option 1: Disposal to Water Corporation System.
- Option 2: Private Wastewater Treatment Plant (**WWTP**) and disposal through onsite irrigation.

### Option 1 - Disposal to Water Corporation System

Discussion with Water Corporation have indicated that there is capacity within their system to discharge the developments wastewater into the Water Corporation existing sewer network. An existing DN225 gravity Wastewater would need to be extended a minimum 160m to a sufficient level and clearance to existing lots to enable connection into the Water Corporation Wastewater system – refer to Appendix B for hydraulic services concept plans.

Based on the design parameters noted in section 2.1, the estimated wastewater pumping station pump rate for the site is 11.3 l/s that will be pumped through a private 160PE pressure main to the proposed Water Corporation discharge point.

The estimated development construction cost for the outfall disposal component is as follows:

Item Description	Cost \$ excluding GST
Pressure Main and Gravity Outfall Wastewater Infrastructure	\$628,000.00
Authority Charges	\$640,000.00
Professional Engineering Fees	\$51,000.00
Estimated Annual Rates – to be determined by Water Corporation upon completion of project.	TBA

Authority Charges are subject to meter sizing and water use. These fees are staged over the course of the project stages and credit may apply to any existing water agreement that is in place.

### Option 2 – Private WWTP & Effluent Irrigation Field

A Private Wastewater Treatment Plant (WWTP) for the site is an alternative method of disposal whereby the wastewater is treated on site at a level sufficient to enable it to be re-used for landscape irrigation.

Based on the design parameters noted in section 2.1, the estimated wastewater pumping station pump rate for the site is 11.3 l/s that will be pumped through a private 160PE pressure main to the proposed





wastewater treatment plant inlet point. Upon treatment an effluent irrigation network, as shown on the concept plan (Subject to Department of Health (DoH) approvals) is to be used as a means of disposal. The proposed WWTP and irrigation will need to be approved through DoH and ongoing maintenance & reporting of the system to ensure that the system is operating within the required regulations.

The estimated development construction cost for the outfall disposal component is as follows:

Item Description	Cost \$ excluding GST
Wastewater Treatment Plant	\$600,000.00
Spray Field Irrigation	\$200,000.00
Professional Engineering Fees	\$20,000.00
Estimated Annual Rates – to be determined by site operation	TBA

It is proposed that the wastewater is a high class treatment which will allow the development to reduce water use across the site by using the wastewater effluent as landscaped irrigation instead of a Bore or Water Corporation supply.

## 6 Potable & Fire Water Reticulation

An existing DN100 water reticulation main is current servicing the site. It is estimated that the peak water demand for the site is in the order of 22l/s excluding fire hydrant supply. Discussions with Water Corporation have informed us that there is sufficient water capacity with an existing DN375 distribution main located on Babbage Island Road where a DN150 water main can be extended to the development for potable and fire water supply.

Internal reticulation is to be installed in accordance with AS3500.1 with a ring main around the proposed development to provide supply security and pressure.

A separate fire main is to be installed with a ring main around the proposed development to provide supply security and pressure. Fire water for hydrant coverage to be installed as a feed system in accordance with AS2419.1 and hose reels in accordance with AS2441-2005 with a fire booster to be located at the main entrance.

Water Corporation have indicated that there is sufficient flow and pressure to service the site, however this will need to be tested to be confirmed during detail design. Fire Storage tanks and boosters have been considered as a provisional sum item and potential tank locations shown on concept plans in Appendix B.

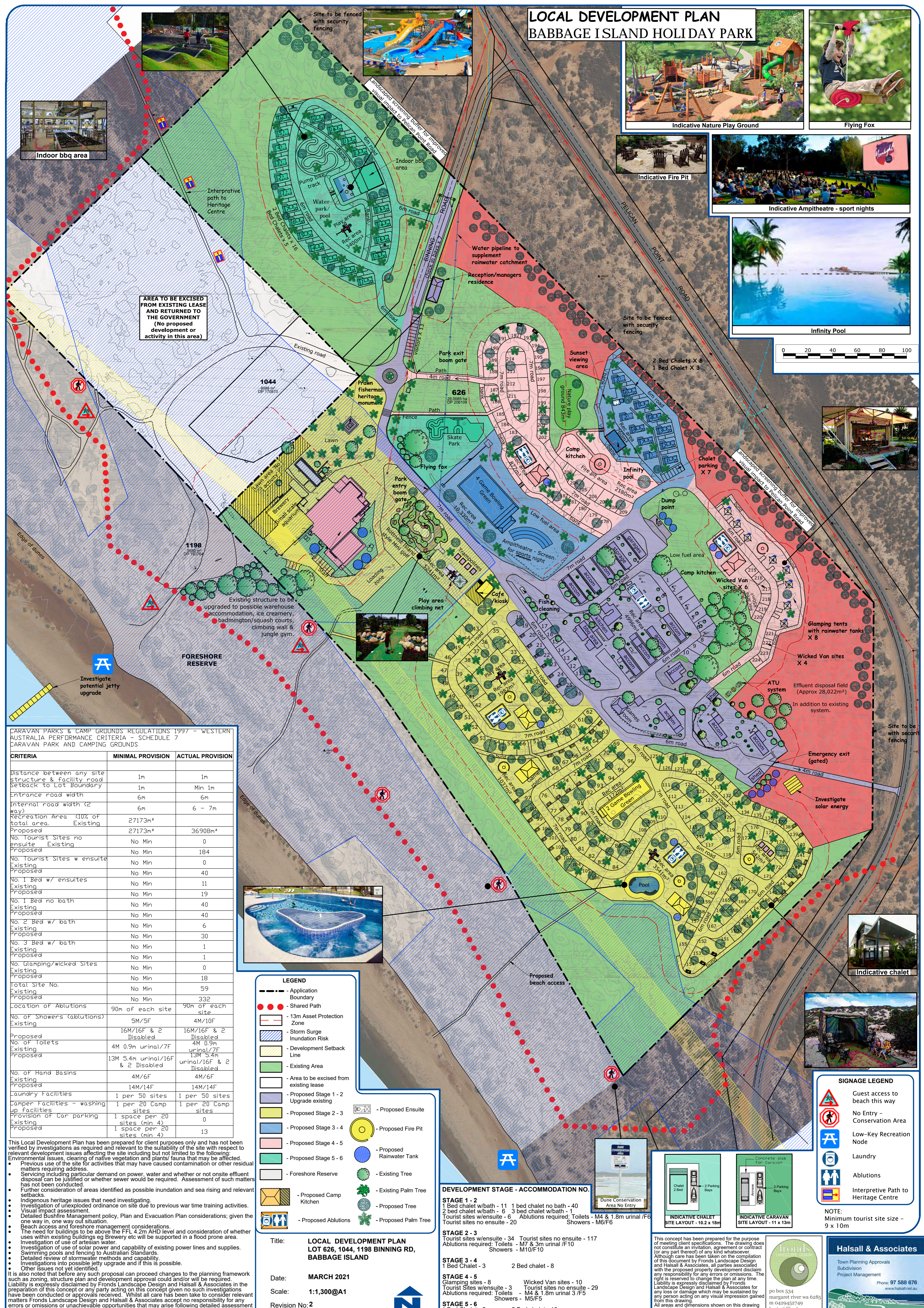
Item Description	Cost \$ excluding GST
Water Main Upgrades to Water Corporation Spec.	\$178,000.00
Authority Charges	\$147,000.00
Provisional - Fire Storage tanks and Booster, subject to testing	\$250,000.00



## Appendix 1 Proposed development plan



# LOCAL DEVELOPMENT PLAN BABBAGE ISLAND HOLIDAY PARK



AREA TO BE EXCISED FROM EXISTING LEASE AND RETURNED TO THE GOVERNMENT (No proposed development or activity in this area)

FORESHORE RESERVE

## CARAVAN PARKS & CAMP GROUNDS REGULATIONS 1997 - WESTERN AUSTRALIA PERFORMANCE CRITERIA - SCHEDULE 7 CARAVAN PARK AND CAMPING GROUNDS

CRITERIA	MINIMAL PROVISION	ACTUAL PROVISION
Distance between any site structure & facility road	1m	1m
Setback to Lot Boundary	1m	Min 1m
Entrance road width	6m	6m
Internal road width (2 way)	6m	6 - 7m
Recreation Area (10% of total area)	27173m²	Existing
Proposed	27173m²	36908m²
No. Tourist Sites no ensuite	No Min	0
Existing	No Min	184
Proposed	No Min	0
No. Tourist Sites w ensuite	No Min	0
Existing	No Min	40
Proposed	No Min	11
No. 1 Bed w/ ensuite	No Min	19
Existing	No Min	40
Proposed	No Min	40
No. 2 Bed w/ bath	No Min	6
Existing	No Min	30
Proposed	No Min	1
No. 3 Bed w/ bath	No Min	1
Existing	No Min	0
Proposed	No Min	18
No. Glamping/wicked Sites	No Min	0
Existing	No Min	18
Proposed	No Min	59
Total Site No.	No Min	332
Existing	No Min	332
Proposed	No Min	0
Location of Ablutions	90m of each site	90m of each site
No. of Showers (ablutions)	5M/5F	4M/10F
Existing	16M/16F & 2 Disabled	16M/16F & 2 Disabled
Proposed	4M 0.9m urinal/7F	4M 0.9m urinal/7F
Existing	13M 5.4m urinal/16F & 2 Disabled	13M 5.4m urinal/16F & 2 Disabled
Proposed	4M/6F	4M/6F
Existing	14M/14F	14M/14F
Proposed	1 per 50 sites	1 per 50 sites
Laundry Facilities	1 per 20 Camp sites	1 per 20 Camp sites
Camper facilities - washing up facilities	1 space per 20 sites (min 4)	0
Existing	1 space per 20 sites (min 4)	13
Proposed		

This Local Development Plan has been prepared for client purposes only and has not been verified by investigations as required and relevant to the suitability of the site with respect to relevant development issues affecting the site including but not limited to the following: Environmental issues, clearing of native vegetation and plants/fauna that may be affected. Matters requiring address: Previous use of the site for activities that may have caused contamination or other residual servicing including particular demand on power, water and whether or not onsite effluent disposal can be justified or whether sewer would be required. Assessment of such matters has not been conducted. Further consideration of areas identified as possible inundation and sea rising and relevant setbacks. Indigenous heritage issues that need investigating. Investigation of unexploded ordnance on site due to previous war time training activities. Visual impact assessment. Detailed Bushfire Management policy, Plan and Evacuation Plan considerations; given the one way in, one way out situation. Beach access and foreshore management considerations. The need for buildings to be above the FFL 4.2m AHD level and consideration of whether uses within existing buildings eg Brewery etc will be supported in a flood prone area. Investigation of use of solar power and capability of existing power lines and supplies. Swimming pools and fencing to Australian Standards. Detailed review of stormwater methods and capability. Investigations into possible jetty upgrade and if this is possible. Other issues not yet identified.

It is also noted that before any such proposal can proceed changes to the planning framework such as zoning, structure plan and development approval could and/or will be required. Liability is expressly disclaimed by Fronds Landscape Design and Halsall & Associates in the preparation of this concept or any party acting on this concept given no such investigations have been conducted or approvals received. Whilst all care has been taken to consider relevant matters Fronds Landscape Design and Halsall & Associates accept no responsibility for any errors or omissions or unachievable opportunities that may arise following detailed assessment by professionals or other parties.

### LEGEND

- Application Boundary
- Shared Path
- 13m Asset Protection Zone
- Storm Surge Inundation Risk
- Development Setback Line
- Existing Area
- Area to be excised from existing lease
- Proposed Stage 1 - 2 Upgrade existing
- Proposed Stage 2 - 3
- Proposed Stage 3 - 4
- Proposed Stage 4 - 5
- Proposed Stage 5 - 6
- Foreshore Reserve
- Proposed Camp Kitchen
- Proposed Ablutions
- Proposed Ensuite
- Proposed Fire Pit
- Proposed Rainwater Tank
- Existing Tree
- Existing Palm Tree
- Proposed Tree
- Proposed Palm Tree

Title: **LOCAL DEVELOPMENT PLAN LOT 626, 1044, 1198 BINNING RD, BABBAGE ISLAND**

Date: **MARCH 2021**

Scale: **1:1,300@A1**

Revision No: **2**

### DEVELOPMENT STAGE - ACCOMMODATION NO.

<b>STAGE 1 - 2</b>	1 Bed chalet w/bath - 11	1 bed chalet no bath - 40	2 bed chalet w/bath - 6	3 bed chalet w/bath - 1	Tourist sites w/ensuite - 6	Ablutions required: Toilets - M4 & 1.8m urinal /F6 Showers - M6/F6
<b>STAGE 2 - 3</b>	Tourist sites w/ensuite - 34	Tourist sites no ensuite - 117	Ablutions required: Toilets - M7 & 3m urinal /F10 Showers - M10/F10			
<b>STAGE 3 - 4</b>	1 Bed Chalet - 3	2 Bed chalet - 8				
<b>STAGE 4 - 5</b>	Glamping sites - 8	Wicked Van sites - 10	Tourist Sites w/ensuite - 3	Tourist sites no ensuite - 29	Ablutions required: Toilets - M4 & 1.8m urinal 3 /F5 Showers - M5/F5	
<b>STAGE 5 - 6</b>	1 Bed chalet - 5	2 Bed chalet - 16				

**INDICATIVE CHALET SITE LAYOUT - 10.2 x 18m**

**INDICATIVE CARAVAN SITE LAYOUT - 11 x 13m**

**SIGNAGE LEGEND**

- Guest access to beach this way
- No Entry - Conservation Area
- Low-Key Recreation Node
- Laundry
- Ablutions
- Interpretive Path to Heritage Centre

**NOTE:** Minimum tourist site size - 9 x 10m

This concept has been prepared for the purpose of meeting client specifications. The drawing does not constitute an invitation, agreement or contract (or any part thereof) of any kind whatsoever. Although care has been taken on the compilation of this document by Fronds Landscape Design and Halsall & Associates, all parties associated with the proposed property development disclaim any responsibility for any errors or omissions. The right is reserved to change the plan at any time. Liability is expressly disclaimed by Fronds Landscape Design and Halsall & Associates for any loss or damage which may be sustained by any person acting on any visual impression gained from this drawing. All areas and dimensions shown on this drawing are subject to final survey.

**fronds**  
landscape design

po box 534  
margaret river wa 6285  
m 0429452749  
karin@fronds.com.au

**Halsall & Associates**  
Town Planning Approvals  
Subdivision  
Project Management  
Phone: 97 588 676  
www.halsall.net.au



## Appendix 2 Development Demand Calculations



**Proposed Concept Development  
Lot 626, 1044, 1198 Binning Road  
Babbage Island - Caravan Park**



ABN: 57 114 536 435

**STAGE 1 - 2 DEVELOPMENT**

Accommodation Type	Number of Accommodation	No of People Per Site	Total Number of People
1 x Bed Chalet with Bath	11	2	22
1 x Bed Chalet without Bath	40	2	80
2 x Bed Chalets with Bath	6	4	24
3 x Bed Chalets with Bath	1	6	6
Tourist Site With Ensuite	6	2	12
Tourist Site NO Ensuite	20	2	40
<b>Total Number of people for Stage 1 - 2</b>			<b>184</b>

**STAGE 2 - 3 DEVELOPMENT**

Accommodation Type	Number of Accommodation	No of People Per Site	Total Number of People
Tourist Site With Ensuite	34	2	68
Tourist Site NO Ensuite	117	2	234
<b>Total Number of people for Stage 2 - 3</b>			<b>486</b>

**STAGE 3 - 4 DEVELOPMENT**

Accommodation Type	Number of Accommodation	No of People Per Site	Total Number of People
1 x Bed Chalet with Bath	3	2	6
2 x Bed Chalet with Bath	8	2	16
<b>Total Number of people for Stage 3 - 4</b>			<b>22</b>

**STAGE 4 - 5 DEVELOPMENT**

Accommodation Type	Number of Accommodation	No of People Per Site	Total Number of People
Tourist Site With Ensuite	3	2	6
Tourist Site NO Ensuite	29	2	58
Glamping Sites	8	2	16
Wicked Van Sites	10	2	20
<b>Total Number of people for Stage 4 - 5</b>			<b>100</b>

**STAGE 5 - 6 DEVELOPMENT**

Accommodation Type	Number of Accommodation	No of People Per Site	Total Number of People
1 x Bed Chalet with Bath	5	2	10
2 x Bed Chalet with Bath	16	2	32
<b>Total Number of people for Stage 4 - 5</b>			<b>42</b>

**Total Number of people in the Caravan Park 834**

	Petrol station customers	
Caravan Parks	3 persons / caravan park bay	140
	2 persons / tent site	140
	<b>Park homes / chalets / Standard short-stay holiday houses</b> 2 or less bedrooms/dwelling 3 bedrooms/dwelling 4 or more bedrooms/dwelling	564/dwelling 761/dwelling 829/dwelling
	<b>Large short-stay holiday houses (&gt;6 persons) / Eco-tourism accommodation facilities</b>	140
Swimming Pool		15

Water Litre Usage	Hydraulic Load Rate	Water Litre Usage Per site / per day
564	Litres / Dwelling / Day	6204
564	Litres / Dwelling / Day	22560
564	Litres / Dwelling / Day	3384
761	Litres / Dwelling / Day	761
564	Litres / Dwelling / Day	3384
140	Litre / Person / Day	5600
<b>Total Litres of Water Per Day for Stage 1 - 2</b>		<b>41893</b>

Water Litre Usage	Hydraulic Load Rate	Water Litre Usage Per site / per day
564	Litres / Dwelling / Day	38352
140	Litres / Dwelling / Day	32760
<b>Total Litres of Water Per Day for Stage 2 - 3</b>		<b>71112</b>

Water Litre Usage	Hydraulic Load Rate	Water Litre Usage Per site / per day
564	Litres / Dwelling / Day	1692
564	Litres / Dwelling / Day	4512
<b>Total Litres of Water Per Day for Stage 3 - 4</b>		<b>6204</b>

Water Litre Usage	Hydraulic Load Rate	Water Litre Usage Per site / per day
564	Litres / Dwelling / Day	1692
140	Litres / Dwelling / Day	8120
140	Litre / Person / Day	2240
140	Litre / Person / Day	2800
<b>Total Litres of Water Per Day for Stage 4 - 5</b>		<b>14852</b>

Water Litre Usage	Hydraulic Load Rate	Water Litre Usage Per site / per day
564	Litres / Dwelling / Day	2820
564	Litres / Dwelling / Day	9024
<b>Total Litres of Water Per Day for Stage 5 - 6</b>		<b>11844</b>

Number of Swimming Pools	Litres / Day	Water Litre Usage Per site / per day
3	15	45

**Total Water Usage in Litres per day Fully Developed 145950**

**Kilolitres per Day Requirement Fully Developed 145.95**

**Average Flow Requirement Fully Developed 1.69**

**Peak Flow Requirement Fully Developed (5x Average) 8.45**

**Pump Rate Flow Requirement Fully Developed (1.33x Peak) 11.23**



## Appendix 3 External Services Construction Cost Estimate



**PRELIMINARY BUDGET  
ESTIMATED DEVELOPMENT COSTS**



Project: 21 Binning Road, Babbage Island, Carnarvon  
 Job No: URB0583  
 Revision: A  
 Date: 5/06/2021  
 Task: Disposal to Water Corporation System - Pressure main and Gravity outfall

		SUBDIVISION LOTS	1
		STAGES	1
<b>CONSTRUCTION BUDGET</b>			
1	Mobilisation and Management	\$	48,000.00
2	Sewer Reticulation	\$	475,000.00
		<b>SUBTOTAL CONSTRUCTION</b>	<b>\$ 523,000.00</b>
		Contingency 20%	\$ 105,000.00
		<b>SUBTOTAL inc CONTINGENCY</b>	<b>\$ 628,000.00</b>
<b>AUTHORITY CHARGES BUDGET</b>			
3	* Water Corporation Contribution Charges and Land Development Agreements	\$	616,216.00
	* Water Corporation Contribution Credit		TBA
4	* Local Authority Supervision Fee 1.5%	\$	7,500.00
*	<i>Note: Budget only, subject to change, Authority contributions to be verified on application to Authority.</i>		
		<b>SUBTOTAL FEES AND CHARGES</b>	<b>\$ 624,000.00</b>
		Contingency 3%	\$ 16,000.00
		<b>SUBTOTAL inc CONTINGENCY</b>	<b>\$ 640,000.00</b>
<b>PROFESSIONAL FEES BUDGET</b>			
5	Civil Engineering Professional Fees	\$	51,000.00
*	<i>Note: Budget only, to be verified by Developer with request for quotation.</i>		
		<b>SUBTOTAL PROFESSIONAL FEES</b>	<b>\$ 51,000.00</b>
		Contingency 5%	\$ 2,550.00
		<b>SUBTOTAL inc CONTINGENCY</b>	<b>\$ 53,550.00</b>
		<b>TOTAL BUDGET ESTIMATE</b>	<b>\$ 1,321,550.00</b>
		<b>ESTIMATED COST PER LOT</b>	<b>\$ 1,321,550.00</b>

**NOTES**

- 1 Estimate based on the order of 1 lots and 1 stage of development
- 2 Rates based on current expected market rates which may vary at the time of tender.
- 3 Total Civil Budget Estimated price is exclusive of GST. The developer is to determine GST payable.
- 4 As a preliminary budget estimate, a contingency of 20% has been allowed on civil costs.
- 5 Preliminary Budget Estimate is based on **0% design**, and will be subject to final planning, detailed feature surveys and geotechnical investigations, infrastructure alignments within existing road reserves and detailed design layout.
- 6 Excludes all other professional fees and authority charges not listed above that may become required as part of the WAPC/DA

**PRELIMINARY BUDGET  
ESTIMATED DEVELOPMENT COSTS**



Project: 21 Binning Road, Babbage Island, Carnarvon  
 Job No: URB0583  
 Revision: A  
 Date: 5/06/2021  
 Task: Water Main Upgrade Water Corporation - DN150

		SUBDIVISION LOTS	1
		STAGES	1
<b>CONSTRUCTION BUDGET</b>			
1	Mobilisation and Management	\$	26,000.00
2	Water Reticulation	\$	122,000.00
		<b>SUBTOTAL CONSTRUCTION</b>	<b>\$ 148,000.00</b>
		Contingency 20%	\$ 29,600.00
		<b>SUBTOTAL inc CONTINGENCY</b>	<b>\$ 177,600.00</b>
<b>AUTHORITY CHARGES BUDGET</b>			
3	* Water Corporation Contribution Charges and Land Development Agreements	\$	140,635.00
4	* Local Authority Supervision Fee 1.5%	\$	2,664.00
*	<i>Note: Budget only, subject to change, Authority contributions to be verified on application to Authority.</i>		
		<b>SUBTOTAL FEES AND CHARGES</b>	<b>\$ 143,299.00</b>
		Contingency 3%	\$ 3,582.48
		<b>SUBTOTAL inc CONTINGENCY</b>	<b>\$ 146,881.48</b>
<b>PROFESSIONAL FEES BUDGET</b>			
5	Civil Engineering Professional Fees	\$	22,000.00
*	<i>Note: Budget only, to be verified by Developer with request for quotation.</i>		
		<b>SUBTOTAL PROFESSIONAL FEES</b>	<b>\$ 22,000.00</b>
		Contingency 5%	\$ 1,100.00
		<b>SUBTOTAL inc CONTINGENCY</b>	<b>\$ 23,100.00</b>
		<b>TOTAL BUDGET ESTIMATE</b>	<b>\$ 347,581.48</b>
		<b>ESTIMATED COST PER LOT</b>	<b>\$ 347,581.48</b>

**NOTES**

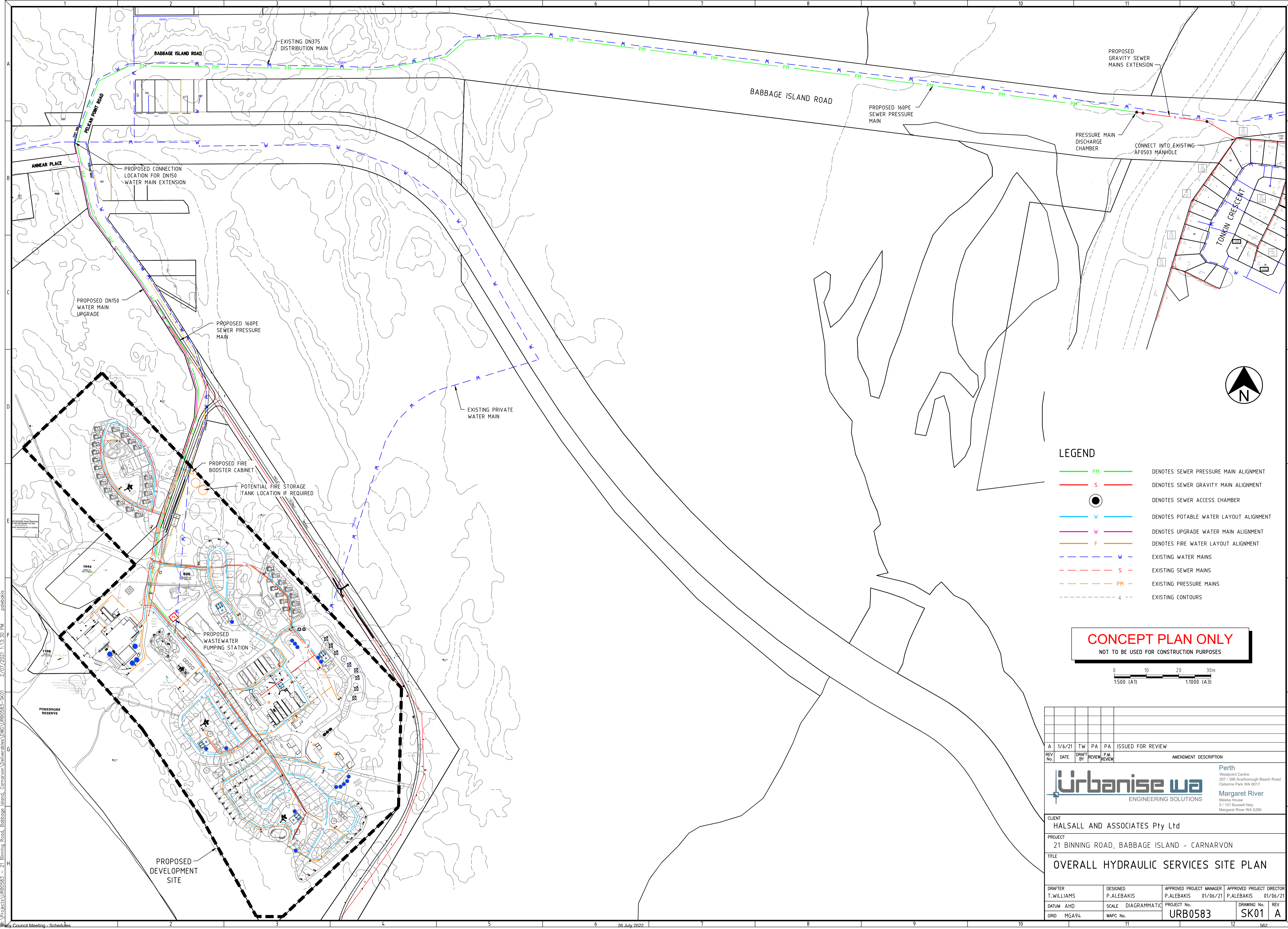
- 1 Estimate based on the order of 1 lots and 1 stage of development
- 2 Rates based on current expected market rates which may vary at the time of tender.
- 3 Total Civil Budget Estimated price is exclusive of GST. The developer is to determine GST payable.
- 4 As a preliminary budget estimate, a contingency of 20% has been allowed on civil costs.
- 5 Preliminary Budget Estimate is based on 0% design, and will be subject to final planning, detailed feature surveys and geotechnical investigations, infrastructure alignments within existing road reserves and detailed design layout.
- 6 Excludes all other professional fees and authority charges not listed above that may become required as part of the WAPC/DA approvals process.





## Appendix 4 Hydraulic Concept Plans





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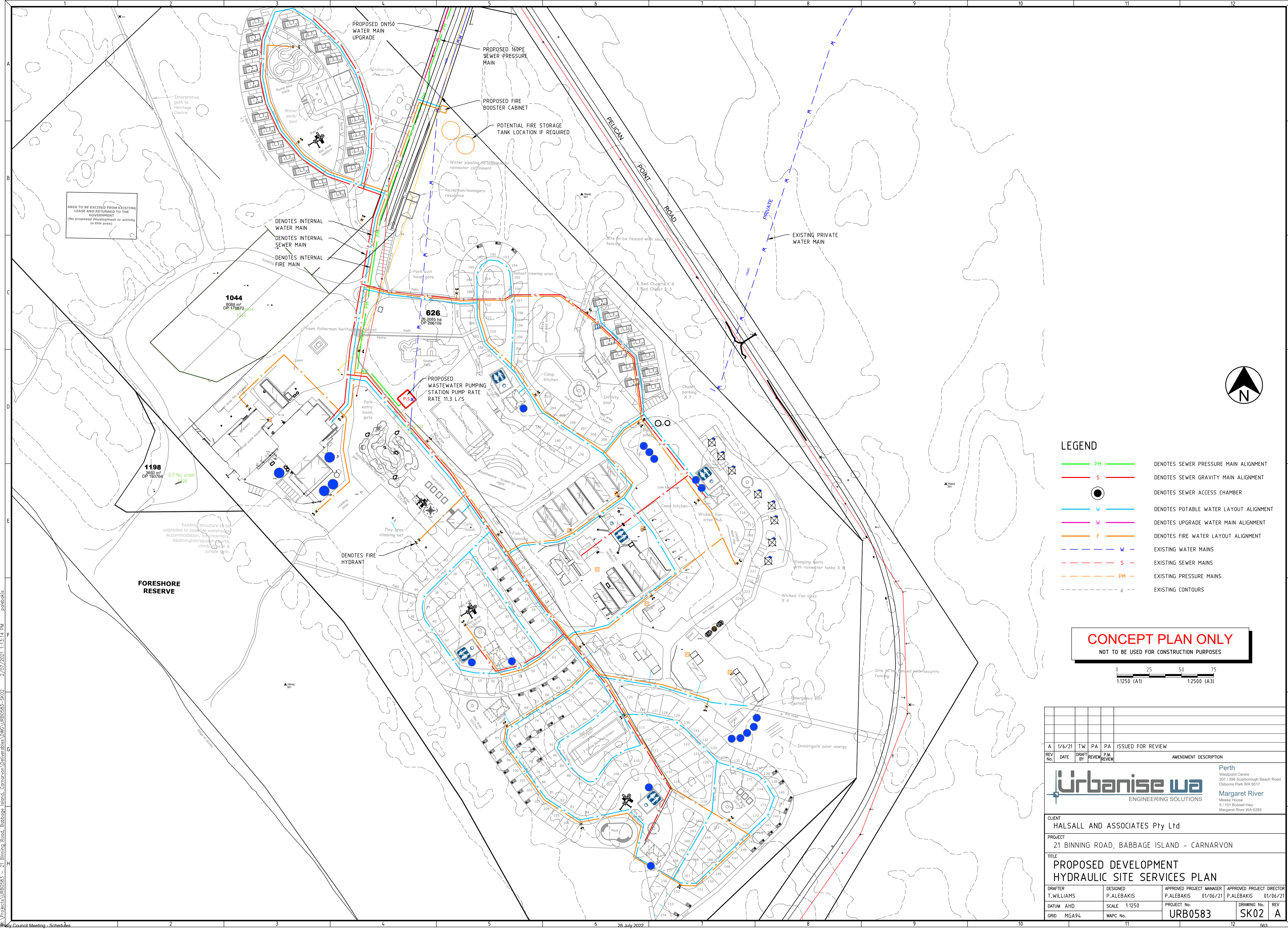
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	DENOTES SEWER GRAVITY MAIN ALIGNMENT
	DENOTES SEWER ACCESS CHAMBER
	DENOTES POTABLE WATER LAYOUT ALIGNMENT
	DENOTES UPGRADE WATER MAIN ALIGNMENT
	DENOTES FIRE WATER LAYOUT ALIGNMENT
	EXISTING WATER MAINS
	EXISTING SEWER MAINS
	EXISTING PRESSURE MAINS
	EXISTING CONTOURS

**CONCEPT PLAN ONLY**  
NOT TO BE USED FOR CONSTRUCTION PURPOSES

0 10 20 30m  
1:500 (A1) 1:1000 (A3)

REV	DATE	BY	T.W.	P.A.	P.A.	ISSUED FOR REVIEW	AMENDMENT DESCRIPTION
A	1/6/21						
<p><b>Urbanise wa</b> ENGINEERING SOLUTIONS</p> <p>Perth Westpoint Centre 207 / 396 Scarborough Beach Road Osborne Park WA 6017</p> <p>Margaret River Miska House 6 / 101 Bassett Hwy Margaret River WA 6285</p>							
CLIENT HALSALL AND ASSOCIATES Pty Ltd							
PROJECT 21 BINNING ROAD, BABBAGE ISLAND - CARNARVON							
TITLE OVERALL HYDRAULIC SERVICES SITE PLAN							
DRAFTER	DESIGNED	APPROVED PROJECT MANAGER		APPROVED PROJECT DIRECTOR			
T.WILLIAMS	P.ALEBAKIS	P.ALEBAKIS 01/06/21		P.ALEBAKIS 01/06/21			
DATUM	AHD	SCALE	DIAGRAMMATIC	PROJECT No.		DRAWING No.	REV
GRD	MGA94	WAPC	No.	URB0583		SK01	A

2/07/2021 1:13:30 PM  
 polso@olis  
 C:\Projects\URB0583 - 21 Binning Road, Babbage Island, Carnarvon\Deliverables\DWG\URB0583-SK01



AREA TO BE EXCISED FROM EXISTING LEASE AND RETURNED TO THE GOVERNMENT  
(No proposed development or activity in this area)

**FORESHORE RESERVE**

**1044**  
8088 sq  
DP 170870

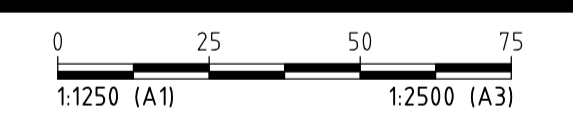
**626**  
26 0085 sq  
DP 206109

**1198**  
8650 sq  
DP 185764

**PROPOSED WASTEWATER PUMPING STATION**  
PUMP RATE 11.3 L/S

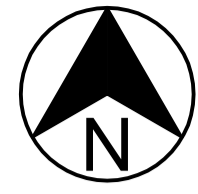
- LEGEND**
- PM DENOTES SEWER PRESSURE MAIN ALIGNMENT
  - S DENOTES SEWER GRAVITY MAIN ALIGNMENT
  - DENOTES SEWER ACCESS CHAMBER
  - W DENOTES POTABLE WATER LAYOUT ALIGNMENT
  - F DENOTES UPGRADE WATER MAIN ALIGNMENT
  - DENOTES FIRE WATER LAYOUT ALIGNMENT
  - W EXISTING WATER MAINS
  - S EXISTING SEWER MAINS
  - PM EXISTING PRESSURE MAINS
  - 4 EXISTING CONTOURS

**CONCEPT PLAN ONLY**  
NOT TO BE USED FOR CONSTRUCTION PURPOSES



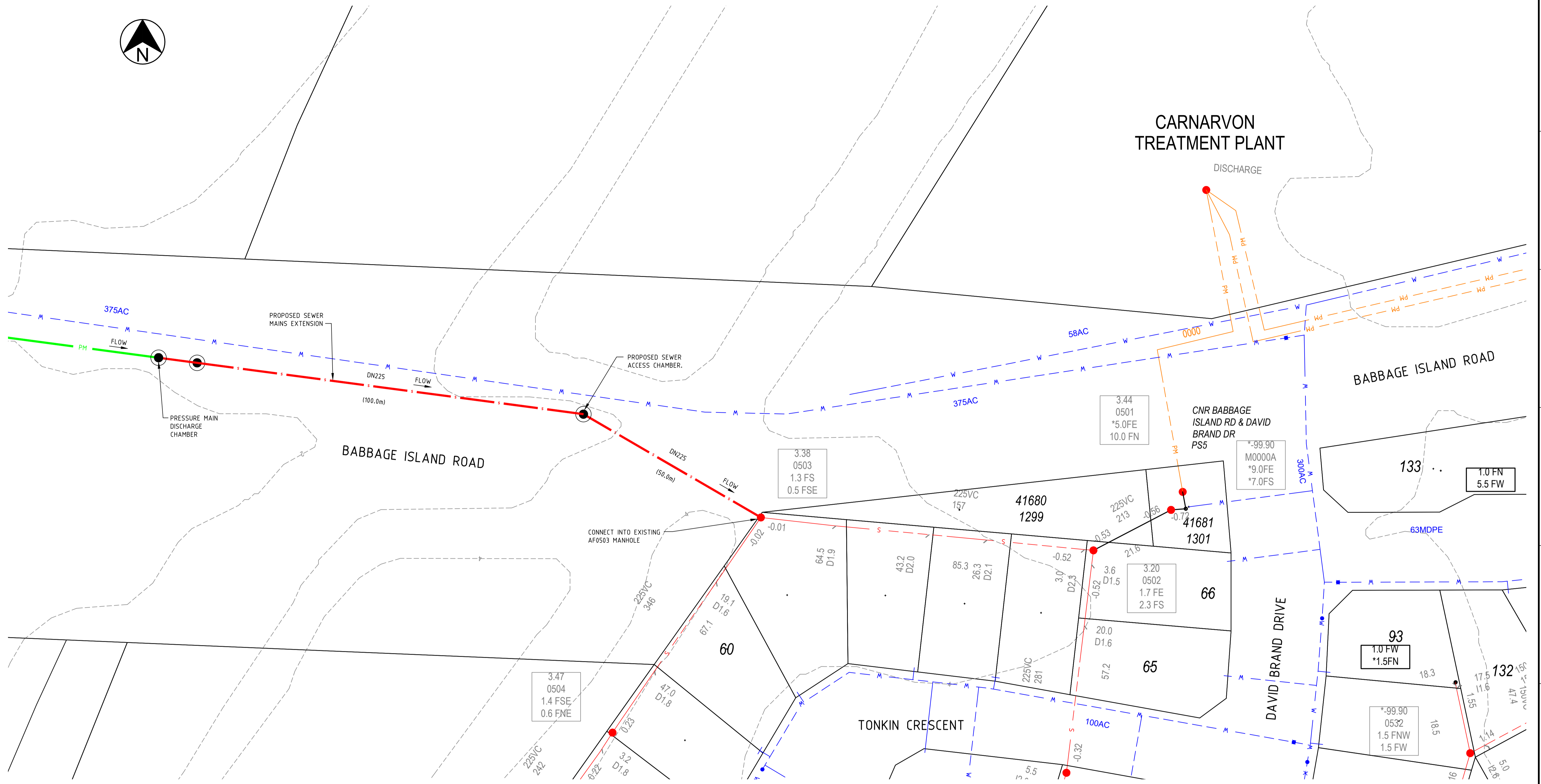
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<p><b>Urbanise wa</b> ENGINEERING SOLUTIONS</p> <p>Perth Westpoint Centre 207 / 396 Scarborough Beach Road Osborne Park WA 6017</p> <p>Margaret River Miska House 61 / 101 Bassett Hwy Margaret River WA 6285</p>					
<p>CLIENT HALSALL AND ASSOCIATES Pty Ltd</p>					
<p>PROJECT 21 BINNING ROAD, BABBAGE ISLAND - CARNARVON</p>					
<p>TITLE PROPOSED DEVELOPMENT HYDRAULIC SITE SERVICES PLAN</p>					
DRAFTER T.WILLIAMS	DESIGNED P.ALEBAKIS	APPROVED PROJECT MANAGER P.ALEBAKIS	01/06/21	APPROVED PROJECT DIRECTOR P.ALEBAKIS	01/06/21
DATUM AHD	SCALE 1:1250	PROJECT No. URB0583	DRAWING No. REV SK02 A		
GRID MGA94	WAPC No.				

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# CARNARVON TREATMENT PLANT

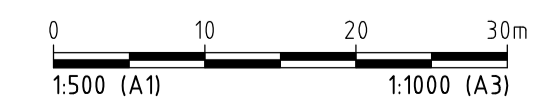
DISCHARGE



### LEGEND

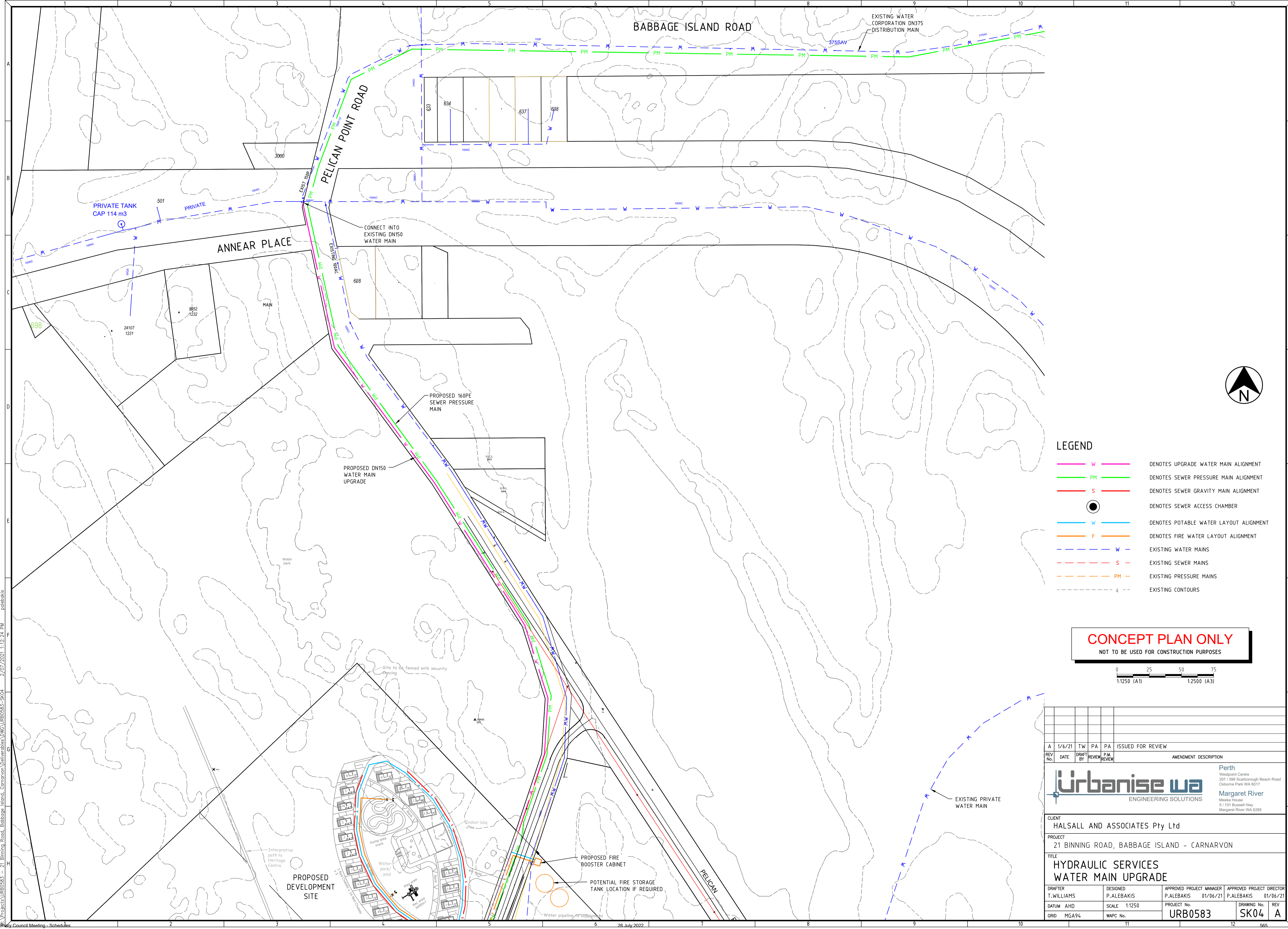
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- S — PROPOSED SEWER GRAVITY MAIN
- PROPOSED SEWER MANHOLES
- - - W - - - EXISTING WATER MAINS
- - - S - - - EXISTING SEWER MAINS
- - - PM - - - EXISTING PRESSURE MAINS
- - - 4 - - - EXISTING CONTOURS

**CONCEPT PLAN ONLY**  
NOT TO BE USED FOR CONSTRUCTION PURPOSES



A		1/6/21	TW	PA	PA	ISSUED FOR REVIEW
REV No.	DATE	DRAFT BY	REVIEW	P.M REVIEW	AMENDMENT DESCRIPTION	
<b>Urbanise wa</b> ENGINEERING SOLUTIONS						
CLIENT: HALSALL AND ASSOCIATES Pty Ltd PROJECT: 21 BINNING ROAD, BABBAGE ISLAND - CARNARVON TITLE: PRESSURE MAIN DISCHARGE LOCATION & SEWER MAINS EXTENSION						
DRAFTER	DESIGNED	APPROVED PROJECT MANAGER		APPROVED PROJECT DIRECTOR		
T.WILLIAMS	P.ALEBAKIS	P.ALEBAKIS	01/06/21	P.ALEBAKIS	01/06/21	
DATUM	AHD	SCALE	1:500	PROJECT No.	URB0583	DRAWING No. SK03
GRID	MGA94	WAPC No.				REV A

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- LEGEND**
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  - PM — DENOTES SEWER PRESSURE MAIN ALIGNMENT
  - S — DENOTES SEWER GRAVITY MAIN ALIGNMENT
  - DENOTES SEWER ACCESS CHAMBER
  - W — DENOTES POTABLE WATER LAYOUT ALIGNMENT
  - F — DENOTES FIRE WATER LAYOUT ALIGNMENT
  - W — EXISTING WATER MAINS
  - S — EXISTING SEWER MAINS
  - PM — EXISTING PRESSURE MAINS
  - 4 — EXISTING CONTOURS

**CONCEPT PLAN ONLY**  
NOT TO BE USED FOR CONSTRUCTION PURPOSES

0 25 50 75  
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REV No.	DATE	BY	T.W.	PA	PA	ISSUED FOR REVIEW	AMENDMENT DESCRIPTION
<p style="text-align: center;"><b>Urbanise wa</b> ENGINEERING SOLUTIONS</p> <p style="font-size: small;">Perth Westpoint Centre 207 / 396 Scarborough Beach Road Osborne Park WA 6017</p> <p style="font-size: small;">Margaret River Miska House 6 / 101 Bassett Hwy Margaret River WA 6285</p>							
<p>CLIENT <b>HALSALL AND ASSOCIATES Pty Ltd</b></p>							
<p>PROJECT <b>21 BINNING ROAD, BABBAGE ISLAND - CARNARVON</b></p>							
<p>TITLE <b>HYDRAULIC SERVICES WATER MAIN UPGRADE</b></p>							
DRAFTER T. WILLIAMS		DESIGNED P. ALEBAKIS		APPROVED PROJECT MANAGER P. ALEBAKIS 01/06/21		APPROVED PROJECT DIRECTOR P. ALEBAKIS 01/06/21	
DATUM AHD		SCALE 1:1250		PROJECT No. URB0583		DRAWING No. SK04	
GRID MGA94		WAPC No.				REV A	

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 polabakis  
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## Appendix 5 Water Corporation Correspondence



## Peter Alebakis

---

**From:** Charles Sabato <Charles.Sabato@watercorporation.com.au>  
**Sent:** Monday, 15 March 2021 7:46 AM  
**To:** Todd Williams  
**Subject:** RE: Proposed Tourist Development, Babbage Island - Hydraulic Requirements and Scope  
**Attachments:** babbage.pdf; BabbageWW.pdf

Hi Todd,

We have reviewed the proposal and have the following comments:

**Water source:** No constraints

**Wastewater treatment and disposal:** No constraints

**Water supply network:** No constraints – there is an existing DN375 main onto Babbage Island. The developer may be required to extend the reticulation network from the DN150 at the intersection of Annear Pl and Pelican Pt Rd, depending on staging of demands (plan attached).

**Wastewater conveyance:** the private pump station rate will be restricted to 5 L/s. A suitable discharge location will be available in the vicinity of Access Chamber 0503 on Babbage Island Rd, near the Babbage Island Rd pump station. A short length of sewer main extension will be required to provide a suitable discharge location. Boundary traps may also be required on downstream property connections (plan attached).

Kind Regards,

**Chas Sabato**  
Senior Planner - Land Planning  
Development Services  
*Available Monday, Tuesday & Thursday*

E [Charles.Sabato@watercorporation.com.au](mailto:Charles.Sabato@watercorporation.com.au)  
T (08) 9420 2105



[watercorporation.com.au](http://watercorporation.com.au)



---

**From:** Todd Williams <todd@urbanise.net.au>  
**Sent:** Monday, 22 February 2021 4:30 PM  
**To:** Land Planning <LandPlanning@watercorporation.com.au>  
**Subject:** Proposed Tourist Development, Babbage Island - Hydraulic Requirements and Scope  
**Importance:** High

Hi,

Urbanise WA has been appointed to look at the serviceability requirements for a Proposed Tourist Park Development at Lot 626, 1198 Binning Road on Babbage Island near Carnarvon.

We wish to seek feedback from the Water Corporation as to the following:

- There is an Existing 100-12 (280952) Water Main, can you please provide confirmation of what the capacity of the system is to supply water for the proposed development?
- We are seeking the option to dispose the wastewater via a private pumping station. Can you please provide us with the capacity to accept this wastewater discharge and a preferred Discharge Location for the private pressure main?

For your information and consideration, please find attached:-

- A copy of the Proposed Concept Development Plan and Planning Proposal.
- A copy of the Hydraulic Load Rating calculations based on the number of People or Dwelling per Stage in accordance with DOH hydraulic load allowances.
- Location of development within the Existing Water Corp Infrastructure

Should you have any queries or require further information please feel free to contact us and we would be happy to assist.

Please contact me on 0439 700 245 should you have any further queries

Regards

**Todd Williams** MIPWEA

Senior Civil Designer

M: +61 439 700 245

[todd@urbanise.net.au](mailto:todd@urbanise.net.au)

[urbanise.net.au](http://urbanise.net.au)

Office 5  
101 Bussell  
Highway  
Margaret River  
WA 6285

ABN: 57 114 536  
435



**IPWEA**

INSTITUTE OF PUBLIC WORKS  
ENGINEERING AUSTRALIA

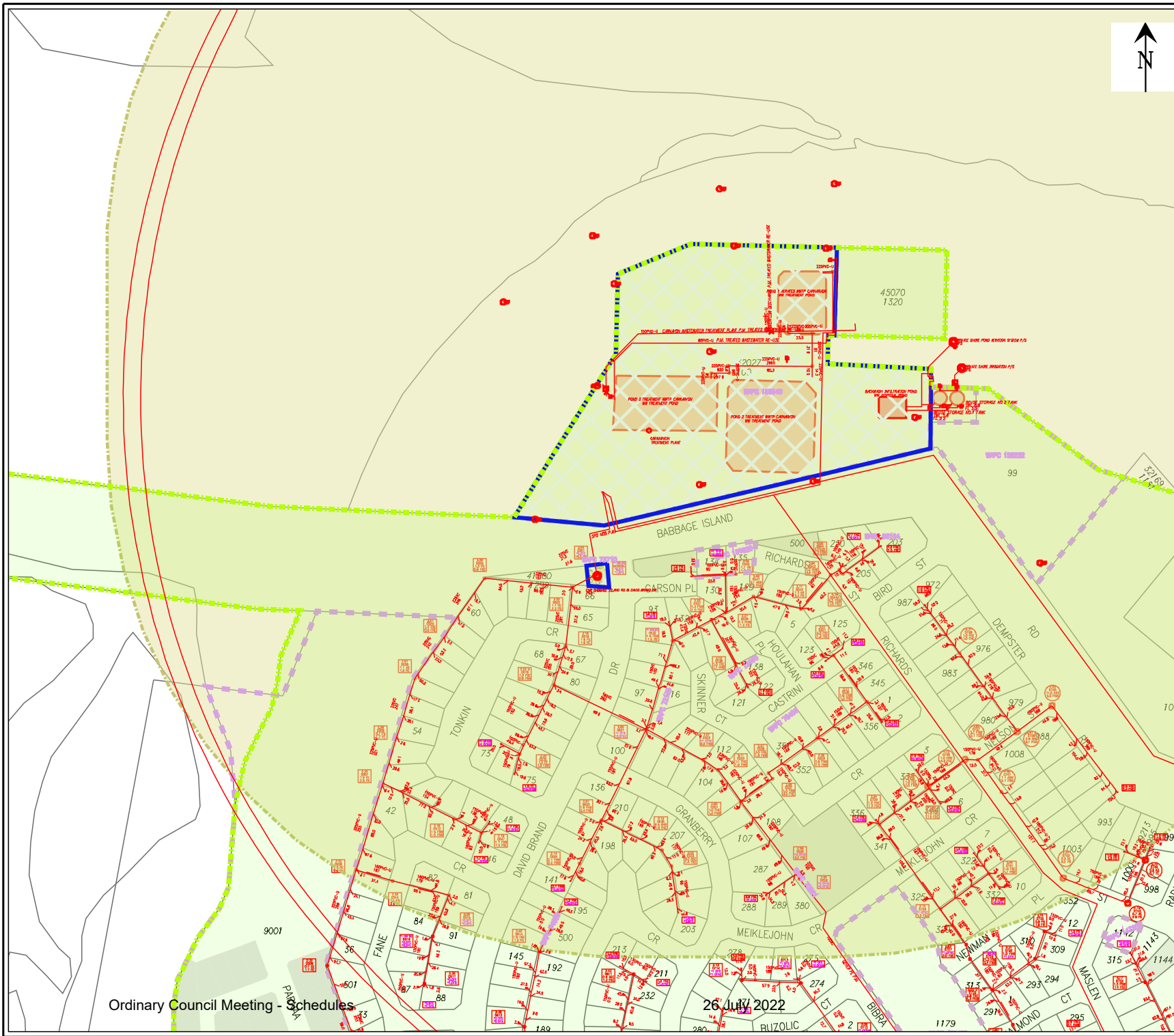
DISCLAIMER: This message contains privileged and confidential information intended only for the use of the addressee named above. If you are not the intended recipient of this message you must not disseminate, copy or take any action relying upon it. If you have received this message in error please notify Urbanise WA immediately. Any views expressed in this message are those of the individual sender, except where the sender has the authority to issue and specifically states them to be the views of Urbanise WA.

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**Legend**

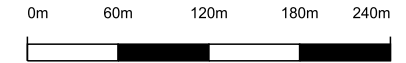
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- Parcel Edge,Lodged Location - S- surveyed
- Lot,Lodged Text
- Lot Polygon,Proposed Coverage
- Reserve,Lodged Reserve Text
- Crown Allotment,Lodged Text
- Land Matter Boundary,Boundary
- Land Matter Coverage,Coverage
- Land Matter Coverage,Coverage - 10
- Development Proposal Polygon,Coverage
- Development Proposal Annotation,Annotation
- Street Name Small Size,Name Text
- Street Name Small Size,Type Text
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- Sewer Gravity Manhole,Info Text - 2
- Sewer Gravity Manhole,Symbol
- Sewer Gravity Manhole,Symbol - 2
- Sewer Inspection Opening,Text - 1
- Sewer Inspection Opening,Symbol - 1
- Sewer Gravity Pipe,Length Text
- Sewer Gravity Pipe,Attributes Text
- Sewer Gravity Pipe,CENTRELINE
- Sewer Pipe Overpass,Overpass
- Sewer Connection,Freshhand Connection
- Sewer Connection,Symbol
- Sewer Connection,Symbol - 1
- Sewer Connection,Symbol - 2
- Sewer Connection,Symbol - 3
- Sewer Connection,Symbol - 4
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- Sewer Pressure Main,Attributes Text
- Sewer Pressure Main,CENTRELINE
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- Sewer Valve,Symbol - 1
- Sewer Meter,Symbol
- Sewer Protection,Centreline
- Sewer Pump Station,Name Text
- Sewer Pump Station,Type/Number Text
- Sewer Pump Station,Symbol
- Sewer Treatment Plant,Text
- Sewer Treatment Plant,Name Text
- Sewer Treatment Plant,Symbol
- Sewer Observation Bore,Symbol
- Sewer Sample Point,Location
- Wastewater Disposal Pond,Coverage
- Wastewater Disposal Pond,Name text
- Wastewater Treatment Pond,Coverage
- Wastewater Treatment Pond,Name text
- Sewer Tank,Area
- Sewer Tank,Floor Level Text
- Sewer Tank,Location
- Sewer Tank,Top Level Text
- Sewer Tank,Type Text
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- Boundaries - Water Zone,Coverage

Title: babbageww

Author: css

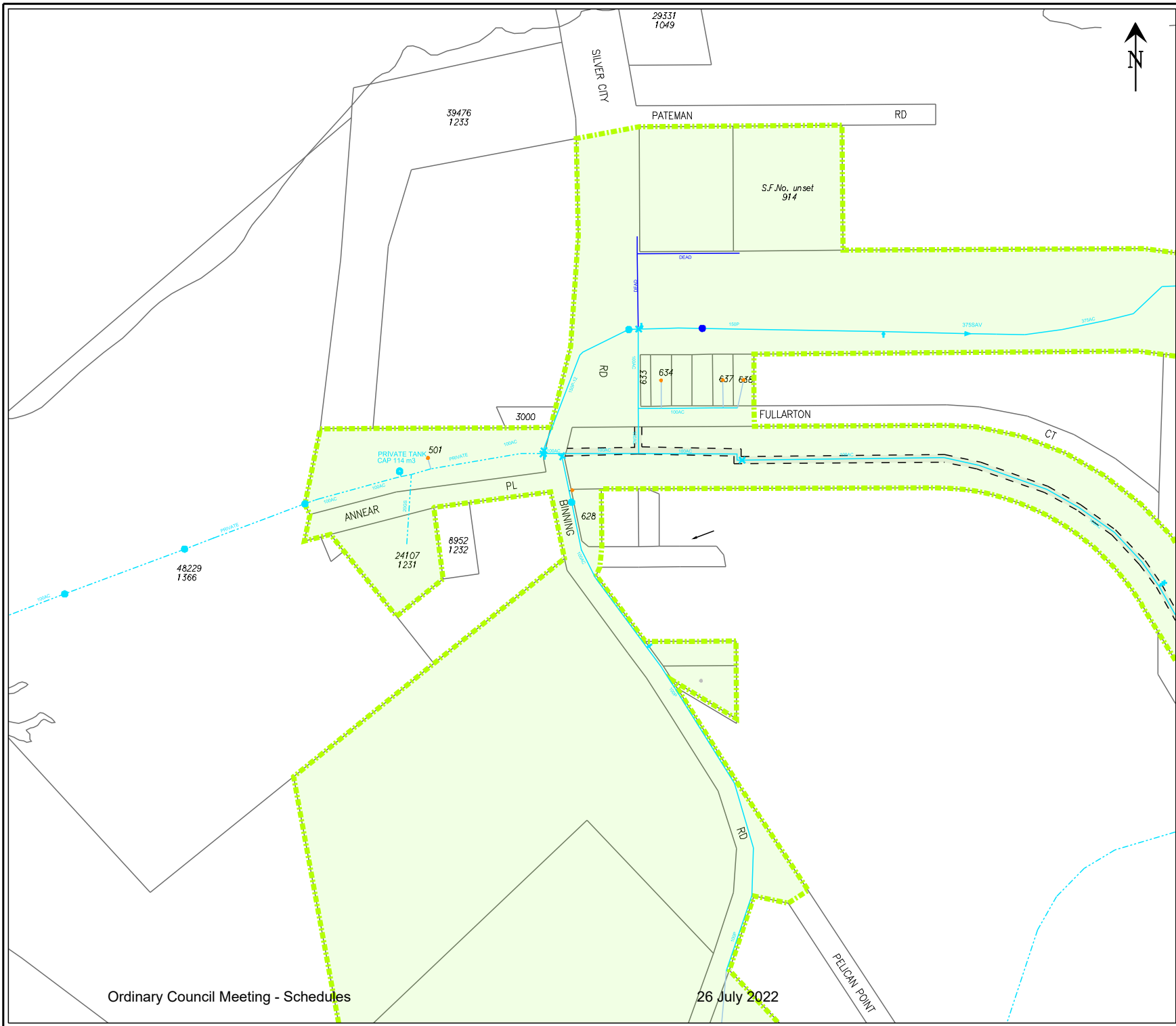
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Scale 1:5000



Projection: MGA Zone 49 (m)

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- Legend**
- Road Casement, Lodged Location - S- surveyed
  - Parcel Edge, Lodged Location - S- surveyed
  - As Def Lot, Lodged Text
  - As Def Reserve, Lodged Reserve Text
  - As Def Crown Allotment, Lodged Text
  - As Def Lease or State Forest, Lodged Text
  - Land Matter Boundary, Boundary
  - Land Loader Line, Loader Line
  - As Def Street Name Small Size, Name Text
  - As Def Street Name Small Size, Type Text
  - Boundaries - Water Zone, Coverage
  - Water Scour Fitting, Location (Dist) - Dist
  - Water Fitting, Location (Dist) - Single Air Valve
  - Water Fitting, Location (Dist) - Connector
  - Water Fitting, Location (Dist) - Change Point
  - Water Fitting, Text - Dist
  - Water Hydrant, Location (Dist Out Of Use) - Hydrant
  - Water Hydrant, Location (Dist) - Hydrant
  - Water Pipe, Route (Dist Out Of Use) - Potable - Water Corporation
  - Water Pipe, Route (Dist) - Potable - Water Corporation
  - Water Pipe, Route (Dist) - Potable - Private
  - Water Pipe, Route (Serv Design) - Potable - Water Corporation
  - Water Pipe, Route (Serv) - Potable - Water Corporation
  - Water Valve, Location (Dist) - Open
  - Water Tank, Extent (In Use)
  - Water Tank, Location (In Use)
  - As Def Water Tank, Name Text
  - As Def Water Tank, Capacity Text
  - As Def Water Pipe, Owner Text, Text - Route (Dist) - Potable - Private
  - As Def Water Pipe, Size Text, Text - Route (Dist) - Potable - Private
  - As Def Water Pipe, Size Text, Text - Route (Dist) - Potable - Water Corporation
  - As Def Water Pipe, Status Text, Text - Route (Dist Out Of Use) - Potable - Water Corporation
  - Service Point, Location, Location (Serv) - Active
  - Service Point, Location, Location (Serv) - Inactive

Print Date: 15/03/2021 07:27:44

Scale 1:5000



Projection: MGA Zone 49 (m)

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# **Planning and Development Act 2005**

## **RESOLUTION TO AMEND LOCAL PLANNING SCHEME**

### ***Shire of Carnarvon Local Planning Scheme No. 13 Amendment No. 2***

**Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:**

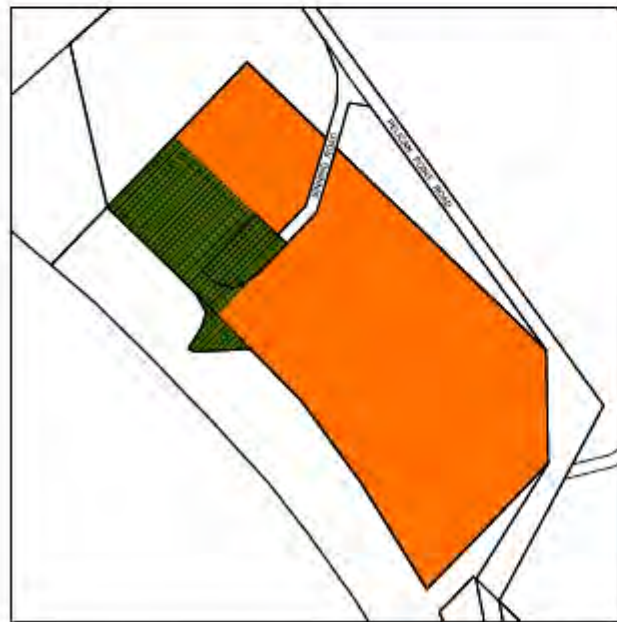
1. Rezone portion of Lot 626 Binning Road, Babbage Island, Carnarvon, from 'Special Use 2' to 'Tourism';
2. Reclassify a portion of Lot 626 and all of Lot 1044 and Lot 1198 Binning Road, Babbage Island, Carnarvon, to 'Foreshore Reserve'; and
3. Update the scheme maps accordingly.

# SCHEME AMENDMENT MAP

## SHIRE OF CARNARVON LOCAL PLANNING SCHEME No.13 AMENDMENT No. 2



EXISTING ZONING



PROPOSED ZONING

### LEGEND


#### LOCAL SCHEME RESERVES

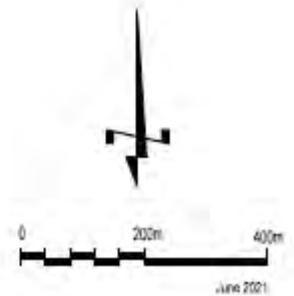
-  ENVIRONMENTAL CONSERVATION RESERVE
-  FORESHORE
-  LOCAL ROADS
-  PUBLIC OPEN SPACE

#### LOCAL SCHEME ZONES

-  SPECIAL USE
-  TOURISM

#### OTHER CATEGORIES

-  SU2 SPECIAL USE AREA



**SCHEME AMENDMENT INITIATED**

**This Amendment was initiated by resolution of the Shire of Carnarvon at its Ordinary Meeting of the Council held on the 26th day of October, 2021**

.....  
**MAYOR/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 26th day of July, 2022 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.....**

**APPROVAL GRANTED**

.....  
**MINISTER FOR PLANNING**

**DATE.....**



# Form 3A Submission form

Regulation 24(1)  
(a), 26(6)(a), 40(1)(a)  
and 49(1)(a)

Version: 2.0 (February 2021)

## Planning and Development Act 2005

TO: The Chief Executive Officer of the

Shire of  Carnarvon

### SUBMISSION ON LOCAL PLANNING SCHEME/SCHEME AMENDMENT

Number 2

Name: Joanne Buzzard

Organisation / Company: Carnarvon Heritage Group  
(if applicable)

Address: 1 Annear Place, Carnarvon WA 6701

Phone: 0409377934

State how your interests are affected, whether as a private citizen, on behalf of a company or other organisation, or as an owner or occupier of property.

Carnarvon Heritage Group - Tourism Community

ADDRESS OF PROPERTY AFFECTED (if applicable).  
(Include lot number and nearest street intersection).

Binning Road

#### SUBMISSION

(Provide your comments in full and any arguments to support them (attach additional pages if necessary).)

The CHG oppose the boom gate on 'Binning Road'  
This is a public road and allows public access  
to the beach for fishing and the LPWD experience.  
It is used daily by the general public + tourists people.  
The CHG would appreciate any support to the rebuild  
of the old Pranning Jetty.

Date 15/3/22

Signature JBuzz



Your Ref: ADM2148  
Our Ref: 20220216

Andrea Selvey  
Chief Executive Officer  
Shire of Carnarvon  
3 Francis Street  
PO Box 459  
Carnarvon WA 6701  
Via email: selvey.a@carnarvon.wa.gov.au

Dear Andrea

### **LOCAL PLANNING SCHEME 13 AMENDMENT No. 2 – SUBMISSION ON AMENDMENT**

The GDC supports Scheme Amendment No. 2. to Local Planning Scheme No. 13. On Lots 1044, 1198 & 626 Binning Road Babbage Island, Carnarvon and proposed tourism development.

The Gascoyne Development Commission (GDC) is a statutory authority established by the Regional Development Commissions Act 1993 (WA). The objectives of the GDC include to promote economic and social development by identifying opportunities for investment and encourage that investment.

Tourism plays a significant role in driving the Gascoyne economy. It is one of the region's major employers and economic drivers. The GDC believes that diversification of the region's tourism industry is a key opportunity to promote sustainable economic and social development.

Yours sincerely

Tym Duncanson  
**Chief Executive Officer**

16 February 2022

**Carnarvon**  
33 Robinson Street  
PO Box 781 Carnarvon WA 6701  
Tel: (08) 9941 7000  
Email: [info@gdc.wa.gov.au](mailto:info@gdc.wa.gov.au)

**Exmouth**  
21 Maidstone Crescent  
PO Box 266 Exmouth WA 6707  
Tel: (08) 9949 2090  
Email: [info@gdc.wa.gov.au](mailto:info@gdc.wa.gov.au)

[www.gdc.wa.gov.au](http://www.gdc.wa.gov.au)



Department of **Biodiversity,  
Conservation and Attractions**



Your ref: ADM2148  
Our ref: PRS 48531  
Enquiries: Nick Detchon  
Phone: (08) 9964 0901  
Email: [nicholas.detchon@dbca.wa.gov.au](mailto:nicholas.detchon@dbca.wa.gov.au)

Mr Stefan Louw  
Planning and Building Manager  
Shire of Carnarvon

*email: [louw.c@carnarvon.wa.gov.au](mailto:louw.c@carnarvon.wa.gov.au)*

Dear Mr Louw

### **LOCAL PLANNING SCHEME 13 AMENDMENT No. 2**

Thank you for your letter of 2 February 2022 regarding the above Local Planning Scheme amendment.

The Department of Biodiversity, Conservation and Attractions has no objections to the proposal as outlined in your letter.

It is anticipated that the proposed Local Planning Scheme amendment and any associated environmental impacts will be appropriately managed through the existing planning framework.

Thank you for raising this matter to our attention. If you have any queries regarding this matter, please contact Nick Detchon on 9964 0901.

Yours sincerely

Allison Donovan  
REGIONAL MANAGER  
Midwest Region

23 March 2022

**Midwest Region:** 1<sup>st</sup> Floor, The Foreshore Centre, 201 Foreshore Drive, Geraldton  
Phone: (08) 9964 0901 Fax: (08) 9964 0977  
Postal Address: PO Box 72, Geraldton, Western Australia 6531  
[www.dbca.wa.gov.au](http://www.dbca.wa.gov.au)



Your Ref: ADM2148  
Our Ref: LPS383101  
Enquiries: Matt Calabro  
Direct Tel: 9420 2099

08 February 2022

Chief Executive Officer  
Shire of Carnarvon  
3 Francis St  
CARNARVON WA 6701

Attention: Stefan Louw

**Re: Local Planning Scheme 13 - Amendment No. 2 – Lot 626 Binning Road,  
Babbage Island, Carnarvon**

Thank you for your letter dated 2 February 2022. We offer the following comments regarding this proposal.

The proposed amendment has minimal impact on the Water Corporation Assets in the area and thus Water Corporation has no objection to the Proposed Planning Scheme Amendment.

Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact me at [matt.calabro@watercorporation.com.au](mailto:matt.calabro@watercorporation.com.au)

Regards,



Matt Calabro  
Advisor – Land Planning  
Development Services



Your ref: ADM2148  
Our ref: DWERVT1085-3-5; PA047535  
Enquiries: Nandini Rastogi, Ph 6364 7241

Planning and Building  
Shire of Carnarvon  
PO Box 459  
Carnarvon, WA 6701

Attention: Stefan Louw

Dear Stefan

**LOCAL PLANNING SCHEME 13 AMENDMENT NO. 2 - LOTS 1044, 1198 AND 626 BINNING ROAD, BABBAGE ISLAND, CARNARVON**

Thank you for providing the scheme amendment application received with correspondence for the Department of Water and Environmental Regulation (Department) to consider.

The Department has identified that the proposed scheme amendment proposal has the potential to impact the environment and water resource values and management. In principle, the Department does not object to the proposal; however, key issues, recommendations and advice are provided below, and these matters should be addressed:

1. **Issue:** Wastewater servicing

**Advice:**

The design volume, as referenced in the *21 Binning Road, Babbage Island, Carnarvon, Servicing Report (Urbanise WA, 2021)*, must be reviewed to ensure it includes allowance to take trade waste from the proposed brewery.

A provision is placed on the scheme amendment that requires connection to reticulated sewerage, and that disposal of trade waste must be via reticulated sewerage

2. **Issue:** *Environmental Protection Act Part V* licence L7219/1997/9

**Advice:**

Prior to approving the scheme amendment, the regulatory instrument, *Environmental Protection Act Part V* licence L7219/1997/9, should be withdrawn or surrendered

3. **Issue:** Flood risk

**Advice:**

Storm surge is the dominant flood risk, and consideration is required of how the recommendations from *Babbage Island Holiday Park (Lot 426) - Coastal Hazard Review (Seashore Engineering 2021)* are implemented

4. **Issue:** Contaminated sites

**Advice:**

See direct response from the contaminated site's branch dated 23 June 2022  
– copy attached

More detail pertaining to the above items are provided in Attachment 1.

In the event there are modifications to the proposal that may have implications on aspects of the environment and/or water management, the Department should be notified to enable the implications to be assessed.

Should you require any further information on the comments, please contact Nandini Rastogi on 6364 7241.

Yours sincerely



Nandini Rastogi  
Planning Advice Officer  
Mid West Gascoyne Region

01 / 07 / 2022

**Attachment 1 - Department of Water and Environmental Regulation detailed comments on the *Local Planning Scheme 13 Amendment No. 2 - Lots 1044, 1198 and 626 Binning Road, Babbage Island, Carnarvon***

**Contact for further information:** Nandini Rastogi on 6364 7241

Item No.	Reviewer comment/advice
1	<p><b>Issue:</b> Wastewater servicing</p> <p><b>Advice:</b></p> <p>The design volume, as referenced in the <i>21 Binning Road, Babbage Island, Carnarvon, Servicing Report (Urbanise WA, 2021)</i>, must be reviewed to ensure it includes allowance to take trade waste from the proposed brewery</p> <p>A provision is placed on the scheme amendment that requires connection to reticulated sewerage <u>and that disposal of trade waste must be via reticulated sewerage</u></p> <p><b>Discussion:</b></p> <p>The <a href="#"><i>21 Binning Road, Babbage Island, Carnarvon, Servicing Report (Urbanise WA, 2021)</i></a> is noted. This report states a gravity Wastewater Reticulation system is proposed for the collection of wastewater from permanent accommodation structures, caravan disposal units, toilet blocks and commercial buildings that are being proposed across the site. It goes on to state that the proposed development will generate an estimated 146kL of wastewater per day, on the assumption the site is at full capacity.</p> <p>While confirmation has been received from Water Corporation that there are no constraints for wastewater treatment and disposal, this is on the basis that the private pump station rate will be restricted to 5 L/s.</p> <p>What is not clear is whether the estimated 146kL of wastewater per day has taken full account of domestic and trade waste from the proposed brewery, which is identified on the Babbage Island Holiday Park – Local Development Plan. Breweries produce significant volumes of trade waste, and the site is not suitable for onsite wastewater disposal of this waste.</p> <p>If the volume of trade waste has not been considered in the servicing report and onsite waste disposal is proposed, it should be noted that depending on the brewing capacity of the proposal, the operations may be categorised as Prescribed Premises as per Schedule 1 of the <i>Environmental Protection Regulations 1987</i>, under Category 25.</p> <p>Regardless of whether the proposed brewery is prescribed or not, the Department would not support this proposal without disposal of trade waste to reticulated sewerage due to the site being unsuitable to receive trade waste.</p> <p>It is, therefore, important that the design volume, as referenced in the <i>21 Binning Road, Babbage Island, Carnarvon, Servicing Report (Urbanise WA, 2021)</i>, is reviewed, and it is confirmed that this includes the ability to take trade waste from the proposed brewery.</p> <p>Furthermore, due to the unsuitable nature of this site to accommodate onsite waste disposal of both domestic and trade waste. It is recommended that a provision be placed on the scheme amendment that requires connection to reticulated sewerage and disposal of trade waste via the reticulated sewerage.</p>

Item No.	Reviewer comment/advice
2	<p><b>Issue:</b> <i>Environmental Protection Act Part V</i> licence L7219/1997/9</p> <p><b>Advice:</b> Prior to approving the scheme amendment, the regulatory instrument, <i>Environmental Protection Act Part V</i> licence L7219/1997/9, should be withdrawn or surrendered</p> <p><b>Discussion:</b></p> <p>The Department notes that there is a regulatory instrument associated with the subject land, being <i>Environmental Protection Act Part V</i> licence L7219/1997/9, issued under the name of "Westralian Marine Group Pty Ltd" for category 22 – seafood processing at Babbage Island, WA 6701, valid until 22 March 2024.</p> <p>We note the proponent's advice that the existing seafood processing factory is no longer operational and that there appears to be no future intent to undertake seafood processing.</p> <p>Therefore, the Department advises that seafood processing is likely to be inconsistent with the intent of the rezoning and as we understand that the operation is no longer active and that the proponent should withdraw or surrender the licence.</p>
3	<p><b>Issue:</b> Flood risk</p> <p><b>Advice:</b> Storm surge is the dominant flood risk, and consideration is required of how the recommendations from <i>Babbage Island Holiday Park (Lot 426) - Coastal Hazard Review (Seashore Engineering 2021)</i> are implemented</p> <p><b>Discussion:</b></p> <p>In carrying out its role in floodplain management, the Department provides advice and recommends guidelines for the development of floodplains to minimise flood risk and damage.</p> <p>Our guiding principles for floodplain management are to ensure that:</p> <ul style="list-style-type: none"> <li>• Proposed development has adequate flood protection from a 1 in 100 (1%) Annual Exceedance Probability (1% AEP) flood.</li> <li>• Proposed development does not detrimentally impact on the existing flooding regime of the general area.</li> </ul> <p>Based on available <a href="#">inland flood mapping</a>, the Department has no objection to the proposal with regard to the Gascoyne River's major flooding.</p> <p>In assessing flood risk, Section 3.1 of the <i>21 Binning Road, Babbage Island, Carnarvon, Servicing Report (Urbanise WA, 2021)</i> only considered the above-referenced flood mapping. However, due to the proximity to the coast and landform, the dominant flood hazard mechanism at this location is related to coastal processes (e.g. tide, storm surge, erosion, etc.).</p> <p>The <a href="#">Babbage Island Holiday Park (Lot 426) - Coastal Hazard Review (Seashore Engineering 2021)</a> is noted, and Figure 4 indicates much of the site is at risk from storm surge inundation. This report recommended mapping of storm surge inundation risk (S4) on the latest available survey will better define the current and longer-term risk to the existing and proposed development and suitable coastal adaptation response. But does not provide advice on how this is to be implemented.</p> <p>The Shire is therefore recommended to consider how the recommendations from <i>Babbage Island Holiday Park (Lot 426) - Coastal Hazard Review (Seashore Engineering 2021)</i> are implemented in relation to storm surge inundation risk.</p>

Item No.	Reviewer comment/advice
4	<b>Issue: Contaminated sites</b> <b>Advice:</b> See direct response from the contaminated site's branch dated 23 June 2022 – copy attached



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# Memorandum

**TO:** Land Use Planning – Mid West Region  
**FROM:** Contaminated Sites – Science and Planning  
**DATE:** 23 June 2022  
**RE:** SHIRE OF CARNARVON SCHEME AMENDMENT NO.2 TO  
LOCAL PLANNING SCHEME NO.13 LOTS 1044, 1198 & 626  
BINNING ROAD BABBAGE ISLAND, CARNARVON  
**FILE NO:** PA 473535, DMO (CSS SITE ID) 4756

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The following comments and advice is for inclusion within the departments consolidated response to PA request 473535 for Shire of Carnarvon scheme amendment involving the abovementioned lots and potential tourism related development.

Contaminated Sites understand that the scheme amendment proposes the following:

1. Rezone portion of Lot 626 Binning Road. Babbage Island, Carnarvon, from 'Special Use 2' to 'Tourism';
2. Reclassify a portion of Lot 626 and all of Lot 1044 and Lot 1198 Binning Road, Babbage Island, Carnarvon, to 'Foreshore Reserve'; and
3. Update the scheme maps accordingly.

## Lot 1044

The report details that an inspection of the certificate of title for Lot 1044 on deposited Plan 170870 identified that a *Contaminated Sites Act 2003* (CS Act) memorial (reference number L709101 ML) was placed on the title.

Lot 1044 has a history of fuel depot and seafood processing related industrial uses. The report provides a brief overview of the *possibly contaminated – investigation required* classification that was placed on Lot 1044 on Deposited Plan under the CS Act in May of 2011. The reasons for classification for Lot 1044 note that the site was reported to the department under the CS Act as it was used as a fuel depot from approximately 1970 to 2001.

The site classification details that a contamination assessment was first carried out in 1991 that identified hydrocarbons (such as from petrol/diesel/oil) in soil and groundwater at the site. Soil remedial works were conducted in 2000 comprising excavation and validation sampling of soils in the northern and south-western portions



of the site. Excavated soils were stockpiled on site and later used to backfill the excavations after validation sampling.

Soil validation sampling found that hydrocarbons (such as from diesel) remained in soils along the northern and south-western extents of the excavations at concentrations potentially exceeding the Health-based Investigation Levels for commercial and industrial sites and exceeding Ecological Investigation Levels relevant at that time.

At the time of classification, the extent of hydrocarbon impacted soil remaining in this area had not been delineated.

Groundwater monitoring conducted at the site between 1991 and 2001 detected hydrocarbons (such as from petrol/diesel/oil) in groundwater at the northern and south-western boundaries of the site. The concentration of dissolved-phase hydrocarbons in groundwater indicated that free-phase hydrocarbons may be present at the site (i.e. petroleum hydrocarbons may be floating on top of the water table). The extent of groundwater impacts were not delineated and records indicate that the most recent information relating to contamination investigation, monitoring or remediation that is held on the department's Contaminates Sites Branch files was BP Australia Ltd Environmental Site Remediation Report for BP Binning Road Depot dated May 2000.

As hydrocarbon impacts were detected in groundwater, there is some potential that impacts in groundwater have migrated with groundwater to impact further areas. A desktop assessment of the site also indicates that some natural attenuation of the impacts in soil and groundwater has likely occurred. However, further investigation would be required to assess this.

As the site has only been partially investigated for contamination, a comment cannot be made on the suitability of the site as a whole for any land use. Should the Shire of Carnarvon or any planning authority receive an application for development and/or subdivision for Lot 1044, under section 58 of the CS Act, a referral to the department's Contaminated Sites Branch would be required. If an application indicates a change to a more sensitive land use or development that may result in contaminated exposure risks, the department is likely to recommend the application of a contaminated sites condition to any conditional approval requiring the site to be investigated, and if required, remediated to ensure that the site is suitable for the proposed land use or development.

### **Lot 1198**

Lot 1198 has not been reported or classified under the CS Act and the department does not appear to hold any records relating to the contamination status of Lot 1198 on Deposited Plan 193764.





## Lot 626

Land at Lot 626 on Deposited Plan 206109 has not been reported or classified under the CS Act. The department does not appear to hold any records to indicate that the seafood factory areas of the site are not suitable to operate as a commercial premises or outlet for tourists and locals to experience and showcase the seafood production history of Carnarvon through way of brewery, restaurant and associated experiences and attractions. Based on the available information, from a contamination perspective, the department has no objection to this proposed future use of Lot 626 for this commercial purpose.

Should Lot 626 be proposed to be developed for a more sensitive land use such as residential accommodation, school or as a childcare centre, contamination investigation to assess the site's suitability for these land uses would be recommended.

The department's Contaminated Sites Branch does not appear to hold any additional information relating to the contamination status of the wider Lot 626. Outside of areas immediately down hydraulic gradient of Lot 626 and the area of Lot 626 associated with the former seafood factory land uses, from a contamination perspective, the department has no concerns to highlight relating to proposed future tourism-related uses of the land. Should site structures include asbestos-containing building materials or if areas of waste deposition has occurred over time, assessment of these materials and areas is recommended prior to any redevelopment or re-use of existing buildings. WorkSafe and/or the Department of Health can be contacted for further information on assessing the integrity of asbestos-containing building materials.

Please note that this advice relates to potential contamination issues only.

If you have any queries in relation to the above, please contact Contaminated Sites on 1300 762 982.

Approved by:

Andrew Miller  
SENIOR MANAGER  
CONTAMINATED SITES

## Submission assessment

No.	Submitter	Main issues summarised	Officer recommendation
1	Water Corporation	The proposed amendment has minimal impact on the Water Corporation Assets in the area and thus Water Corporation has no objection to the Proposed Planning Scheme Amendment.	Noted. No further action required.
2	Gascoyne Development Commission (GDC)	GDC supports the scheme amendment. The objectives of the GDC include to promote economic and social development by identifying opportunities for investment and encourage that investment. Tourism plays a significant role in driving the Gascoyne economy. It is one of the region's major employers and economic drivers. The GDC believes that diversification of the region's tourism industry is a key opportunity to promote sustainable economic and social development.	Noted. No further action required.
3	Carnarvon Heritage Group (CHG)	The CHG oppose the proposed boom gate on Binning Road. Binning Road is a public road that allows access to the beach. The CHG would appreciate any support to the rebuild of the old prawning jetty.	This submission relates to the draft Local Development Plan (LDP) which will be addressed separately to the amendment. A requirement would be that the boom gate be removed from Binning Road as part of the approval process for the draft LDP. The rebuild of the old prawn jetty could potentially be addressed as part of the development of the site at a development application level. No further action required as part of the scheme amendment process.
4	Department of Biodiversity, Conservation and Attractions (DBCAs)	No objection to the amendment. It is anticipated that the proposed amendment and associated environmental impacts will be appropriately managed through the existing planning framework.	Noted. No further action required.

5	Department of Water and Environment Regulation (DWER)	<p>In principle, the Department does not object to the proposal; however, key issues, recommendations and advice are provided below, and these matters should be addressed:</p> <p>1. <b>Issue:</b> Wastewater servicing</p> <p><b>Advice:</b> The design volume, as referenced in the <i>21 Binning Road, Babbage Island, Carnarvon, Servicing Report (Urbanise WA, 2021)</i>, must be reviewed to ensure it includes allowance to take trade waste from the proposed brewery.</p> <p>A provision is placed on the scheme amendment that requires connection to reticulated sewerage, and that disposal of trade waste must be via reticulated sewerage</p> <p>2. <b>Issue:</b> <i>Environmental Protection Act Part V</i> licence L7219/1997/9</p> <p><b>Advice:</b> Prior to approving the scheme amendment, the regulatory instrument, <i>Environmental Protection Act Part V</i> licence L7219/1997/9, should be withdrawn or surrendered</p> <p>3. <b>Issue:</b> Flood risk</p> <p><b>Advice:</b> Storm surge is the dominant flood risk, and consideration is required of how the recommendations from <i>Babbage Island Holiday Park (Lot 426) - Coastal Hazard Review (Seashore Engineering 2021)</i> are implemented.</p> <p>4. <b>Issue:</b> Contaminated sites</p> <p><b>Advice:</b> See direct response from the contaminated site's branch dated 23 June 2022 – Attached memorandum.</p>	<p>In response to the matters raised by DWER in the letter dated 1 July 2022, please consider the following:</p> <p><b>Waste Water Servicing</b> – It is noted that trade waste from potential brewery could be managed by reticulated sewerage. If a provision is applied to the scheme amendment that requires connection to reticulated sewerage for trade waste associated with a brewery then this would deal with the query raised by the department, although this would be unusual and there would need to be specific mention in the Scheme somewhere. This is not necessary. There are examples of breweries in Western Australia that have been approved without connection to reticulated sewerage for the management of trade waste, obviously scale of operation is a determiner. As such, it is determined that no Scheme provision be applied, but that a notation be placed on the LDP that states, <b>“Unless suitable information is submitted to demonstrate trade waste can adequately be managed onsite, trade waste shall be disposed of via reticulated sewerage”</b>. Applying a zoning provision in a Scheme to dictate how trade waste can be managed by a development is not the appropriate mechanism.</p> <p>With respect to the issue of Environmental Protection Act part 5 licence L7219/1997/9, and the fact that this should be withdrawn or surrendered. It is noted that the applicant would be amenable to surrender this upon approval of the Scheme Amendment and acting upon the</p>
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			<p>restaurant and associated experiences and attractions.</p> <p>The department is concerned should Lot 626 be used for more sensitive land uses such as residential accommodation, school or child care centre. <b>These uses are not proposed as part of the local development plan.</b></p>
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# LOCAL DEVELOPMENT PLAN BABBAGE ISLAND HOLIDAY PARK

CARAVAN PARKS & CAMP GROUNDS REGULATIONS 1997 - WESTERN AUSTRALIA PERFORMANCE CRITERIA - SCHEDULE 7  
CARAVAN PARK AND CAMPING GROUNDS

CRITERIA	MINIMAL PROVISION	ACTUAL PROVISION
Distance between any site structure & facility road	1m	1m
Setback to Lot Boundary	1m	Min 1m
Entrance road width	6m	6m
Internal road width (2 way)	6m	6 - 7m
Recreation Area (10% of total area)	27173m <sup>2</sup>	Existing 27173m <sup>2</sup>
Proposed	27173m <sup>2</sup>	36908m <sup>2</sup>
No. Tourist Sites no ensuite	No Min	0
Proposed	No Min	184
No. Tourist Sites w ensuite	No Min	0
Existing	No Min	40
Proposed	No Min	11
No. 1 Bed w/ ensuite	No Min	19
Existing	No Min	40
Proposed	No Min	40
No. 2 Bed w/ bath	No Min	6
Existing	No Min	30
Proposed	No Min	1
No. 3 Bed w/ bath	No Min	1
Existing	No Min	18
Proposed	No Min	59
Total Site No.	No Min	332
Existing	No Min	332
Proposed	No Min	90m of each site
Location of Ablutions	90m of each site	90m of each site
No. of Showers (ablutions)	5M/5F	4M/10F
Existing	16M/16F & 2 Disabled	16M/16F & 2 Disabled
Proposed	4M 0.9m urinal/7F	4M 0.9m urinal/7F
No. of Toilets	4M 0.9m urinal/7F	13M 0.4m urinal/16F & 2 Disabled
Existing	13M 5.4m urinal/16F & 2 Disabled	4M/6F
Proposed	4M/6F	4M/14F
No. of Hand Basins	4M/6F	14M/14F
Existing	1 per 50 sites	1 per 50 sites
Proposed	1 per 20 Camp sites	1 per 20 Camp sites
Laundry Facilities	1 per 20 Camp sites	0
Camper Facilities - washing up facilities	1 space per 20 sites (min 4)	12
Existing	1 space per 20 sites (min 4)	
Proposed		

AREA TO BE EXCISED FROM EXISTING LEASE AND RETURNED TO THE GOVERNMENT (No proposed development or activity in this area)

Existing structures to be refurbished for use as brewery, restaurant, cafe, ice creamery, aquarium and recreational activities such as climbing wall, jungle gym, squash/badminton courts etc and other similar uses permissible within the Tourism Zone

APPLICATION OF LOCAL DEVELOPMENT PLAN  
BABBAGE ISLAND HOLIDAY PARK  
LOT 626 BINNING ROAD, BABBAGE ISLAND, CARNARVON

- The provisions of the Shire of Carnarvon Local Planning Scheme No.13 are varied as detailed within this LDP.
- All other requirements of the Local Planning Scheme shall be satisfied in all other matters.
- The internal driveway system and parking areas sealed unless otherwise determined by Council.
- Chalet sizes and layouts are indicative only and may vary at building licence stage.
- All development shall comply with the Bushfire Management Plan and Evacuation Plan.
- Prior to development a Cyclone Evacuation Plan is to be prepared outlining strategies for evacuation of the site in the event of a cyclone.
- The finished floor level of all habitable buildings shall be constructed above Australian Height Datum 4.2m unless existing at the time of adoption of the Local Development Plan. Any new buildings located within an area below AHD 4.2m shall be of transportable construction.
- Prior to development, an updated lease will be finalised incorporating a clause addressing coastal hazards (erosion and inundation) as per the requirements of the State Planning Policy 2.6 State Coastal Planning Policy.
- Treatment of effluent disposal shall be way of private sewer main and connection to sewer unless details are submitted prior to commencement of development to demonstrate suitability of an appropriate onsite effluent disposal system which is supported by the Shire and the Health Department of WA as an alternative.
- At each stage of development drainage management details are to be submitted to the Shire for approval prior to installation.
- At each stage of development a suitable landscaping plan shall be submitted to assist in providing shade, screening and improvement to the site to the satisfaction of the Shire and once approved landscaping shall be implemented at the relevant stage.
- An Acid Sulphate Soils Assessment should be undertaken in areas that demonstrate potential medium to high risk prior to development and any recommendations of the assessment shall be implemented.
- Car parking is to be designed to comply with Australian Standard 2890.
- Development shall comply with the Caravan and Camping Legislation unless otherwise varied by Council.
- Prior to establishment of buildings the requisite building permit in accordance with the Building Codes shall be obtained.
- Licensing of the park under the Caravan and Camping Legislation is to be obtained separately.
- Staging on this plan is indicative and may vary in response to tourist demand.
- Use of existing development for alternate uses shall be subject to a Development application.
- Unless suitable information is submitted to demonstrate trade waste can adequately be managed onsite, trade waste shall be disposed of via reticulated sewerage.
- There shall be cancellation of the Environmental Protection Act part 5 licence L7219/1997/9 prior to any new use under the LDP being implemented.

Approval  
This LDP has been approved by the Shire under Clause 52(1)(a) of the deemed provisions as applicable to the Shire of Carnarvon Local Planning Scheme No.13.  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Ordinary Council Meeting - Schedules



**LEGEND**

- Application Boundary
- Shared Path
- 9m Asset Protection Zone
- 11m Asset Protection Zone
- Storm Surge Inundation Risk
- Development Setback Line
- Existing Area
- Area to be excised from existing lease
- Proposed Stage 1 - 2 Upgrade existing
- Proposed Stage 2 - 3
- Proposed Stage 3 - 4
- Proposed Stage 4 - 5
- Proposed Stage 5 - 6
- Foreshore Reserve
- Proposed car parking (Refurbished structure)
- Proposed Fire Pit
- Proposed Rainwater Tank

**PROPOSED BUILDINGS**

- Proposed Ensuite
- Proposed Glamping Site
- Proposed Chalet
- Proposed Ablution
- Proposed Camp Kitchen
- Existing Tree
- Existing Palm Tree
- Proposed Tree
- Proposed Palm Tree

**DEVELOPMENT STAGE - ACCOMMODATION NO.**

**STAGE 1 - 2**  
1 Bed chalet w/bath - 11 | 1 bed chalet no bath - 40  
2 bed chalet w/bath - 6 | 3 bed chalet w/bath - 1  
Tourist sites w/ensuite - 6 | Ablutions required: Toilets - M4 & 1.8m urinal /F6  
Tourist sites no ensuite - 20 | Showers - M6/F6

**STAGE 2 - 3**  
Tourist sites w/ensuite - 34 | Tourist sites no ensuite - 117  
Ablutions required: Toilets - M7 & 3m urinal /F10  
Showers - M10/F10

**STAGE 3 - 4**  
1 Bed Chalet - 3 | 2 Bed chalet - 8

**STAGE 4 - 5**  
Glamping sites - 8 | Small camper sites - 10  
Tourist Sites w/ensuite - 3 | Tourist sites no ensuite - 29  
Ablutions required: Toilets - M4 & 1.8m urinal 3 /F5  
Showers - M5/F5

**STAGE 5 - 6**  
1 Bed chalet - 5 | 2 Bed chalet - 16

**SIGNAGE LEGEND**

- Guest access to beach this way
- No Entry - Conservation Area
- Low-Key Recreation Node
- Laundry
- Ablutions
- Interpretive Path to Heritage Centre

NOTE: Minimum tourist site size - 9 x 10m

**INDICATIVE CHALET SITE LAYOUT - 10.2 x 18m**

**INDICATIVE CARAVAN SITE LAYOUT - 10 x 13m**

**INDICATIVE INFINITY POOL**

**INDICATIVE FIRE PIT**

**INDICATIVE CHALET**

**INDICATIVE CARAVAN**

This concept has been prepared for the purpose of meeting client specifications. The drawing does not constitute an invitation, agreement or contract (or any part thereof) of any kind whatsoever. Although care has been taken in the completion of this document by Fronds Landscape Design and Halsall & Associates, all parties associated with the proposed property development disclaim any responsibility for any errors or omissions. The right is reserved to change the plan at any time. Liability is expressly disclaimed by Fronds Landscape Design and Halsall & Associates for any loss or damage which may be sustained by any person acting on any visual impression gained from this drawing. All areas and dimensions shown on this drawing are subject to final survey.

**fronds** Landscape Design

po box 534  
margaret river wa 6285  
m 0429452749  
karinkemp@aussiehighroadband.com.au

**Halsall & Associates**  
Town Planning Approvals  
Subdivision  
Project Management  
Phone: 97 588 676  
www.halsall.net.au

## Submission assessment

No.	Submitter	Main issues summarised	Officer recommendation
1	Water Corporation	The proposed amendment has minimal impact on the Water Corporation Assets in the area and thus Water Corporation has no objection to the Proposed Planning Scheme Amendment.	Noted. No further action required.
2	Gascoyne Development Commission (GDC)	GDC supports the scheme amendment. The objectives of the GDC include to promote economic and social development by identifying opportunities for investment and encourage that investment. Tourism plays a significant role in driving the Gascoyne economy. It is one of the region's major employers and economic drivers. The GDC believes that diversification of the region's tourism industry is a key opportunity to promote sustainable economic and social development.	Noted. No further action required.
3	Carnarvon Heritage Group (CHG)	The CHG oppose the proposed boom gate on Binning Road. Binning Road is a public road that allows access to the beach. The CHG would appreciate any support to the rebuild of the old prawning jetty.	This submission relates to the draft Local Development Plan (LDP) which will be addressed separately to the amendment. A requirement would be that the boom gate be removed from Binning Road as part of the approval process for the draft LDP. The rebuild of the old prawn jetty could potentially be addressed as part of the development of the site at a development application level. No further action required as part of the scheme amendment process.
4	Department of Biodiversity, Conservation and Attractions (DBCA)	No objection to the amendment. It is anticipated that the proposed amendment and associated environmental impacts will be appropriately managed through the existing planning framework.	Noted. No further action required.



5	Department of Water and Environment Regulation (DWER)	<p>In principle, the Department does not object to the proposal; however, key issues, recommendations and advice are provided below, and these matters should be addressed:</p> <p>1. <b>Issue:</b> Wastewater servicing</p> <p><b>Advice:</b> The design volume, as referenced in the <i>21 Binning Road, Babbage Island, Carnarvon, Servicing Report (Urbanise WA, 2021)</i>, must be reviewed to ensure it includes allowance to take trade waste from the proposed brewery.</p> <p>A provision is placed on the scheme amendment that requires connection to reticulated sewerage, and that disposal of trade waste must be via reticulated sewerage</p> <p>2. <b>Issue:</b> <i>Environmental Protection Act Part V</i> licence L7219/1997/9</p> <p><b>Advice:</b> Prior to approving the scheme amendment, the regulatory instrument, <i>Environmental Protection Act Part V</i> licence L7219/1997/9, should be withdrawn or surrendered</p> <p>3. <b>Issue:</b> Flood risk</p> <p><b>Advice:</b> Storm surge is the dominant flood risk, and consideration is required of how the recommendations from <i>Babbage Island Holiday Park (Lot 426) - Coastal Hazard Review (Seashore Engineering 2021)</i> are implemented.</p> <p>4. <b>Issue:</b> Contaminated sites</p> <p><b>Advice:</b> See direct response from the contaminated site's branch dated 23 June 2022 – Attached memorandum.</p>	<p>In response to the matters raised by DWER in the letter dated 1 July 2022, please consider the following:</p> <p><b>Waste Water Servicing</b> – It is noted that trade waste from potential brewery could be managed by reticulated sewerage. If a provision is applied to the scheme amendment that requires connection to reticulated sewerage for trade waste associated with a brewery then this would deal with the query raised by the department, although this would be unusual and there would need to be specific mention in the Scheme somewhere. This is not necessary. There are examples of breweries in Western Australia that have been approved without connection to reticulated sewerage for the management of trade waste, obviously scale of operation is a determiner. As such, it is determined that no Scheme provision be applied, but that a notation be placed on the LDP that states, <b>“Unless suitable information is submitted to demonstrate trade waste can adequately be managed onsite, trade waste shall be disposed of via reticulated sewerage”</b>. Applying a zoning provision in a Scheme to dictate how trade waste can be managed by a development is not the appropriate mechanism.</p> <p>With respect to the issue of Environmental Protection Act part 5 licence L7219/1997/9, and the fact that this should be withdrawn or surrendered. It is noted that the applicant would be amenable to surrender this upon approval of the Scheme Amendment and acting upon the</p>
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Notice Type	Date Of Notice	Infringement Description	Location Code	Amounts Charged
Litter	01/07/2020	LITTERING - ANY OTHER LITTER	BABBAGE IS	200.00
Litter	01/07/2020	LITTERING - ANY OTHER LITTER	SOUTH CVON	200.00
Local_law	15/09/2017	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	16/05/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	16/05/2018	DRIVING A VEHICLE OR ANIMAL ON OR ACROSS A LAWN OR GARDEN WITHOUT THE CONSENT OF THE OWNER	CARNARVON	50.00
Local_law	16/06/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Local_law	07/07/2018	NO PARKING AREA		50.00
Parking	26/07/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	28/08/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	28/08/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	06/09/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	10/09/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	15/09/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	25/05/2018	NO PARKING AREA	CARNARVON	50.00
Parking	02/07/2018	PARKING IN AN AREA RESERVED FOR VEHICLES OF A DIFFERENT CLASS	CARNARVON	50.00
Caravan_camping	29/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	08/08/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CARNARVON	100.00
Parking	14/03/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	22/07/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Local_law	27/07/2019	RESTRICTED PARKING	CARNARVON	50.00
Parking	12/08/2019	NO PARKING AREA	CARNARVON	50.00
Parking	09/10/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Local_law	10/01/2020	DRIVING A VEHICLE OR ANIMAL ON OR ACROSS A LAWN OR GARDEN WITHOUT THE CONSENT OF THE OWNER	CVN CBD	50.00
Parking	07/08/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	16/07/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
	21/04/2015	BURNING GARDEN REFUSE WITHIN LIMITED BURNING TIMES	EAST CVON	250.00

Other	01/02/2019	OFFENCES RELATING TO LIGHTING FIRES IN	KINGS	250.00
Local_law	24/11/2017	OFFENCES RELATING TO LIGHTING FIRES IN	CARNARVON	250.00
Local_law	20/12/2017	OFFENCES RELATING TO LIGHTING FIRES IN	CARNARVON	250.00
Other	02/01/2018	OFFENCES RELATING TO LIGHTING FIRES IN	SOUTH CVON	250.00
Other	01/10/2018	FINAL DEMAND FEE	CARNARVON	18.20
Caravan_camping	24/06/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/04/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/04/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	09/07/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Dog	13/01/2015	DOG IN PLACE WITHOUT CONSENT		200.00
Dog	02/01/2015	DOG ATTACK OR CHASE CAUSING PHYSICAL	EAST CVON	400.00
Dog	02/01/2015	DOG ATTACK OR CHASE CAUSING PHYSICAL	EAST CVON	400.00
Dog	03/02/2015	DOG ATTACK OR CHASE CAUSING PHYSICAL		400.00
Dog	03/02/2015	DOG NOT HELD OR TETHERED IN CERTAIN PUBLIC PLACES		200.00
Caravan_camping	23/01/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Dog	21/04/2015	UNREGISTERED DOG	SOUTH CVON	200.00
Dog	21/04/2015	DOG NOT HELD OR TETHERED IN CERTAIN PUBLIC PLACES	SOUTH CVON	200.00
Parking	22/08/2017	NO PARKING AREA	CARNARVON	50.00
Caravan_camping	09/10/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Parking	19/06/2017	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Local_law	14/12/2017	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Caravan_camping	11/03/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	SOUTH CVON	100.00
Caravan_camping	12/03/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	SOUTH CVON	100.00
Caravan_camping	12/03/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	SOUTH CVON	100.00
Local_law	01/05/2018	NO PARKING AREA	CORAL BAY	50.00
Caravan_camping	29/06/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Local_law	28/07/2017	DEPOSITING RUBBISH, BOTTLES, GLASS OR	CARNARVON	50.00
Local_law	13/08/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Caravan_camping	22/07/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	22/07/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	28/05/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BABBAGE IS	100.00

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Caravan_camping	08/04/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	20/04/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	20/04/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/03/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	SMLBOATHBR	100.00
Caravan_camping	20/03/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	04/04/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	04/04/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	04/04/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/05/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/05/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/05/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/05/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/05/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/05/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	26/05/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	27/06/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	27/06/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	250.00
Caravan_camping	07/08/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	08/08/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	10/09/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	06/10/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	06/10/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00

Caravan_camping	06/10/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/11/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/01/2018	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CARNARVON	100.00
Caravan_camping	03/10/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	13/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/02/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/02/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	09/05/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	30/05/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	18/07/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	20/11/2017	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	10/01/2018	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/03/2018	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/03/2018	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/03/2018	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	14/05/2018	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	25/03/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	04/06/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BABBAGE IS	100.00
Caravan_camping	23/08/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	23/08/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	04/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BAXTER	100.00
Caravan_camping	20/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	SOUTH CVON	100.00
Caravan_camping	11/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	NWCH	100.00
Caravan_camping	11/12/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BABBAGE IS	100.00



Caravan_camping	28/06/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CARNARVON	100.00
Caravan_camping	30/03/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CVN CBD	100.00
Caravan_camping	29/04/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	SOUTH P	100.00
Caravan_camping	28/05/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BABBAGE IS	100.00
Caravan_camping	02/06/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CARNARVON	100.00
Caravan_camping	06/06/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CVN CBD	100.00
Caravan_camping	01/07/2019	CARAVAN ON CAMP NOT MAINTAINED	BABBAGE IS	100.00
Caravan_camping	01/07/2019	CARAVAN ON CAMP NOT MAINTAINED	BABBAGE IS	100.00
Caravan_camping	05/07/2019	CARAVAN ON CAMP NOT MAINTAINED	CARNARVON	100.00
Caravan_camping	08/07/2019	CARAVAN ON CAMP NOT MAINTAINED	NORTH P	100.00
Caravan_camping	22/03/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BABBAGE IS	100.00
Caravan_camping	22/03/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BABBAGE IS	100.00
Caravan_camping	05/08/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	06/08/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	06/08/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	06/08/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	02/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	04/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	04/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	11/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	28/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	28/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	22/07/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	BABBAGE IS	100.00
Caravan_camping	28/09/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	SOUTH CVON	100.00
Caravan_camping	29/12/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	05/01/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	11/01/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00

Caravan_camping	12/02/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	27/02/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	27/02/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/03/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/03/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	08/10/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	13/10/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	30/11/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	30/11/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/12/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/12/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/12/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/12/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/12/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/12/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	23/11/2019	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	13/03/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	06/06/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	28/06/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	28/06/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	28/06/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	13/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00

Caravan_camping	13/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	13/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	26/01/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	26/01/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	18/06/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	23/06/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	11/10/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	11/10/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	21/10/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	21/10/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	01/11/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	11/03/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	11/03/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	14/03/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	03/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	09/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	09/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	09/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	05/09/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	14/09/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	14/09/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	14/09/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	06/12/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00

Caravan_camping	11/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	11/08/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	22/09/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	29/09/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	09/10/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	09/10/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	27/06/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	27/06/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	27/06/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	29/06/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	30/06/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	20/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	17/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	20/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	22/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	23/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Caravan_camping	24/04/2021	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Dog	12/11/2020	DOG ATTACK OR CHASE CAUSING PHYSICAL	BROCKMAN	400.00
Dog	11/12/2020	DOG ATTACK OR CHASE CAUSING PHYSICAL INJURY	BROCKMAN	400.00
Dog	06/10/2020	DOG ATTACK OR CHASE CAUSING PHYSICAL	KINGS	400.00
Dog	30/07/2020	DOG ATTACK OR CHASE CAUSING PHYSICAL	BROCKMAN	400.00
Parking	18/09/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	17/08/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	17/08/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00

Parking	28/08/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	28/08/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	21/12/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Local_law	29/05/2019	PARKING IN AN AREA RESERVED FOR VEHICLES OF A DIFFERENT CLASS	CVN CBD	50.00
Parking	01/06/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	08/07/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	13/07/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Local_law	12/07/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	28/08/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	10/10/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	10/10/2018	DRIVING A VEHICLE OR ANIMAL ON OR ACROSS A LAWN OR GARDEN WITHOUT THE CONSENT OF THE OWNER	CARNARVON	50.00
Local_law	03/08/2019	PLACING ON A PUBLIC THOROUGHFARE ANYTHING THAT OBSTRUCTS IT WITHOUT	CVN CBD	50.00
Parking	13/12/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	SOUTH CVON	50.00
Parking	13/12/2019	OTHER	CVN CBD	50.00
Parking	24/12/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00
Parking	06/01/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	EAST CVON	50.00
Parking	07/11/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	07/11/2018	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	24/11/2018	DRIVING A VEHICLE OR ANIMAL ON OR ACROSS A LAWN OR GARDEN WITHOUT THE CONSENT OF THE OWNER	CVN CBD	50.00
Caravan_camping	22/07/2020	CAMPING WHERE PROHIBITED, CONTRARY TO THE REGULATIONS	CORAL BAY	100.00
Parking	14/07/2019	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	09/07/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	100.00
Parking	20/07/2020	DRIVING A VEHICLE OR ANIMAL ON OR ACROSS A LAWN OR GARDEN WITHOUT THE CONSENT OF THE OWNER	CVN CBD	50.00
Parking	01/04/2021	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CARNARVON	50.00

Parking	01/09/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	16/09/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	BROCKMAN	50.00
Parking	16/09/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	100.00
Parking	15/10/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	15/10/2020	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Parking	10/05/2021	STOPPING A VEHICLE OR ANIMAL ON A LAWN OR GARDEN WITHOUT CONSENT OF OWNER	CVN CBD	50.00
Other	17/05/2021	OTHER	CORAL BAY	50.00
Litter	09/03/2016	LITTERING - ANY OTHER LITTER		200.00
Litter	06/06/2018	LITTERING - ANY OTHER LITTER	EAST CVON	500.00
Local_law	13/06/2018	LITTERING CREATING PUBLIC RISK	BRORAN	500.00
Local_law	20/06/2017	DRIVING A VEHICLE OR ANIMAL ON OR ACROSS A LAWN OR GARDEN WITHOUT THE CONSENT OF THE OWNER	CARNARVON	50.00

25968.20



Government of **Western Australia**  
Department of **Transport**

Your ref: Ms Carolien Claassens  
Our ref: DT/22/00958  
Enquiries: wabngrants@transport.wa.gov.au

Ms Andrea Selvey  
Chief Executive Officer  
Shire of Carnarvon  
Yinggarda Country  
3 Francis Street, Carnarvon WA 6701

Dear Ms Selvey,

On behalf of the Minister for Transport I am pleased to offer the Shire of Carnarvon funding assistance for the Carnarvon Community College Shared Path. A Grant Agreement Contract is attached for execution.

This offer is part of the Government's West Australian Bicycle Network (WABN) grant program providing financial support for a range of bicycle planning and infrastructure projects across Western Australia.

The following funding details have been accepted:

**Percentage of total project cost:** 50%

**To a maximum of:** \$53,750.00 GST exclusive

**IMPORTANT INFORMATION:**

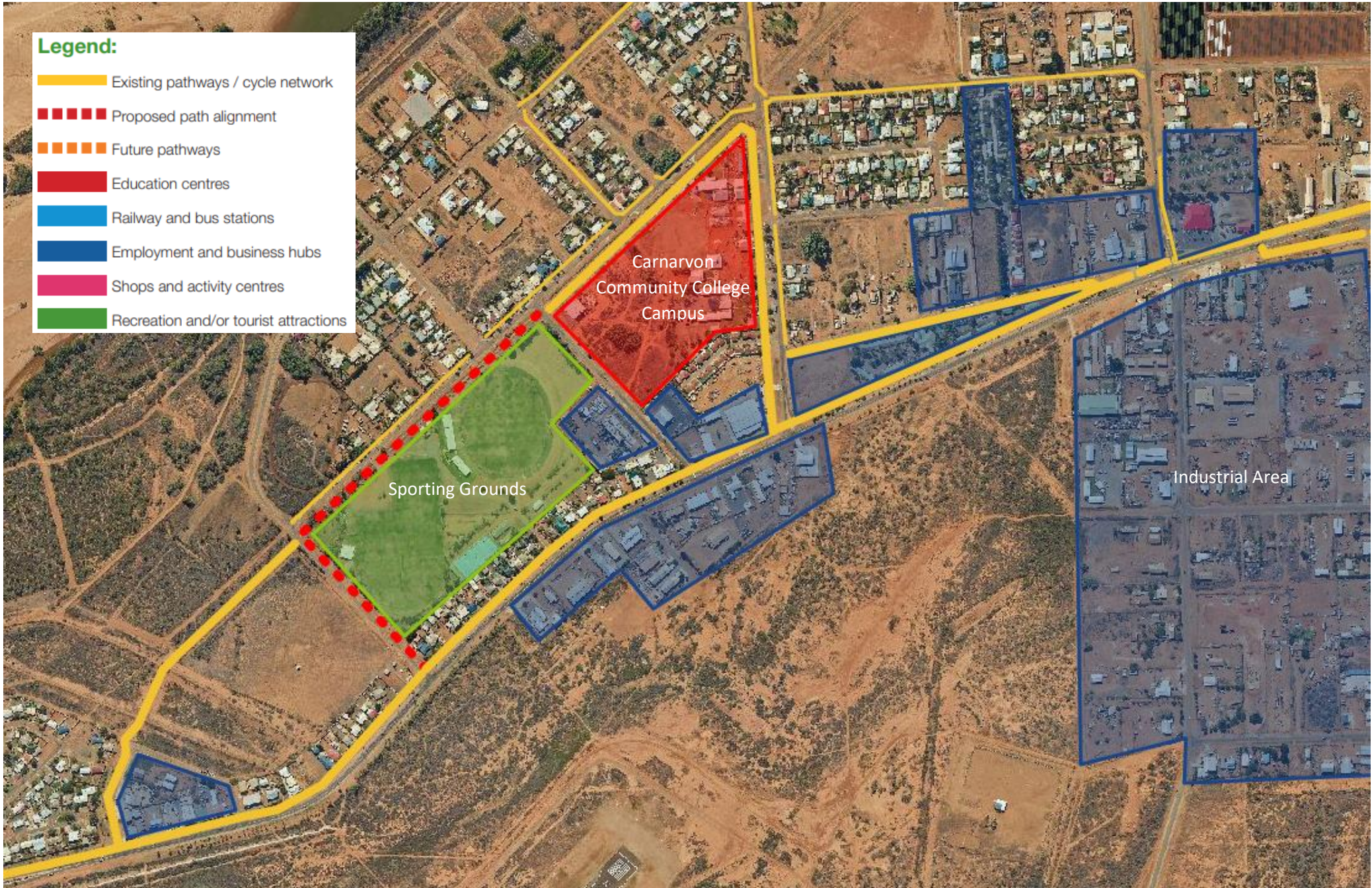
- A. All works are to be completed by the dates set out in Schedule 1 of the agreement.
- B. In the event that the project cannot be completed and acquitted in line with the deadlines set out in Schedule 1, DoT must be notified immediately. Approval of amended dates is required in writing from the DoT Cycling Team.
- C. Grants and Grant funding cannot be carried over into the next financial year under any circumstances.

If you wish to accept this offer, please sign and return the attached Grant Agreement by email.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Justin McKirdy'.

Justin McKirdy  
Executive Director Urban Mobility  
Date: 1 July 2022



**CARNARVON COMMUNITY COLLEGE SHARED PATH**



## Carnarvon and Coral Bay Solar Eclipse Infrastructure Requirements

Priority	Location	Description	Permanent or Temporary	Rationale	Budget Implications	Quote/Plans Attached
<b>Priority 1</b>	Coral Bay	<p>Refurbishment of existing Coral Bay ablutions.</p> <p>New ablution facility.</p> <p>Temporary ablution facilities.</p>	Permanent and temporary	<p>Coral Bay is currently serviced by one small public ablution facility. This facility is aged and dilapidated. It does not meet current service demand or user expectations. Cosmetic, fixture and fittings refurbishments are proposed.</p> <p>A contemporary, energy efficient, modular style new ablutions facility is proposed to service the longer term needs of Coral Bay. Such a facility is essential to servicing the growing number of visitors to the town both for the eclipse event specifically, and to leave</p> <p>Temporary ablutions facilities to cope with expected peak influxes of visitors before, during and after the eclipse event are required. Proposed temporary facilities are inclusive of servicing and self-contained service staff accommodation.</p>	<p>\$50,000</p> <p>\$305,000</p> <p>\$16,500</p>	<p>Refer to WD-05.</p> <p>Price basis - direct quotations, estimates using industry standard unit rates with applicable remote area escalation.</p>
<b>Priority 2</b>	Coral Bay and Carnarvon	<p>Water fill points and sewerage disposal service points.</p> <p>Coral Bay – 1 x permanent service point</p> <p>Carnarvon - 1 x permanent service point</p> <p>Carnarvon - 1 x temporary water service point with up to six (6) fill lines.</p>	Permanent and Temporary	<p>Carnarvon and Coral Bay are classed as very remote regional towns. Visitors are encouraged to travel in self-contained accommodation or camp in serviced campgrounds.</p> <p>Access to water fill stations and dump points is critical to servicing visitor requirements. An additional water/sewerage disposal service point in Coral Bay and Carnarvon will alleviate demand on existing services during the eclipse period and will provide legacy benefit in future tourist seasons.</p> <p>Limited water supply in Exmouth is expected to place downstream pressure on Carnarvon infrastructure, with visitors accessing water fill points prior to travelling further north.</p> <p>In addition to the permanent additional water/sewerage disposal service points, the Shire will utilise a strategically positioned temporary potable water tanker to provide a water service point to travellers. Will service up to six (6) vehicles at a time. This will assist traffic congestion at the permanent</p>	<p>\$35,000</p> <p>\$In Kind</p>	<p>Price basis - direct quotations, estimates using industry standard unit rates with applicable remote area escalation.</p>

Priority	Location	Description	Permanent or Temporary	Rationale	Budget Implications	Quote/Plans Attached
				water points enabling Carnarvon to better service pass through travellers and reduce pressures on Exmouth water supply.		
<b>Priority 3</b>	Coral Bay Entrance Parking, Coral Bay Day-Use Parking, Carnarvon long vehicle day use parking and RV pedestrian access.	Carparking	Permanent, Temporary and Strategic	<p>Additional long and standard vehicle parking in and adjacent to Coral Bay town site will assist traffic management during high season. Two sites are proposed. The first requires formalisation of the existing parking area adjacent to the foreshore and DBCA visitor facility.</p> <p>The second is outside the township and is the additional water/sewerage disposal service point site described in Priority 2. Whilst intended to alleviate traffic pressure during the eclipse period, this additional parking, coupled with traffic management may provide a long-term solution to Coral Bay traffic congestion.</p> <p>Formalising and beautifying an uncontrolled parking area at Van Dongen Park will maximise long vehicle parking for the eclipse. It will also bridge strategic development of an RV friendly park on Town Oval. That RV friendly park was identified by the recent Strategic Plan Community Jury Consultation process conducted by the Shire. In time, the parking area at Van Dongen Park can be phased out leaving a legacy of the beautification of the Van Dongen area already substantially completed. Signage on the inside of the Van Dongen perimeter will highlight Carnarvon feature points to eclipse visitors with a view to stimulation of an extended visit.</p> <p>Remediation of the dual carriage median strips on Robinson Street will support pedestrian friendly access to the town centre and add to the legacy of a revitalised CBD entry.</p>	<p>\$126,000</p> <p>\$30,000</p> <p>\$150,000</p> <p>\$30,000</p> <p>\$225,000</p>	<p>Refer to WD-06. Price basis - recent long vehicle car park project and known local unit rates for construction services.</p> <p>Refer to WD-04. Price basis - recent long vehicle car park project and known local unit rates for construction services.</p> <p>Refer WD-01, WD-02, WD-03</p> <p>Price basis - direct quotations, estimates using industry standard unit rates with applicable remote area escalation.</p> <p>Refer WD-03 Price Basis – known local unit rates for construction services.</p> <p>Refer WD-02 Construct to budget.</p>

Priority	Location	Description	Permanent or Temporary	Rationale	Budget Implications	Quote/Plans Attached
				Town Oval will be used for overflow long vehicle parking for the eclipse event and access crossovers are required. Critical to the strategic RV friendly park development is pedestrian linkage from the park to Robinson Street. A “plaza” style pedestrian friendly redevelopment of an existing dilapidated carpark is proposed to link the temporary overflow long vehicle parking and the future RV friendly park to the central shopping precinct. The plaza will maximise existing shade trees, provide additional shade trees with potential to utilise natural local stone and One Mile Jetty timber highlight features.		
<b>Priority 4</b>	Coral Bay	Waste Management	Temporary	<p>The Coral Bay rubbish facility is operating at capacity and a long-term solution to extending/moving the facility will not be complete prior to the 2023 Solar Eclipse. The provision of additional rubbish (skip) bins, recycling bins and removal of rubbish from the Coral Bay area for disposal in Carnarvon waste facility will be required.</p> <p>The Shire of Carnarvon is communicating with Containers for Change about additional services for recycling and the possibility of involving community groups to assist with collection and sorting during this time.</p>	\$9,000  \$In Kind	Price Basis - direct quote.
<b>Priority 5</b>	Carnarvon	Carnarvon Visitor Centre Cosmetic Upgrades and Ablutions	Permanent	<p>Carnarvon Visitor Centre and Woolshed is intended to be used as a centralised information hub during the Solar Eclipse period and beyond. The current building is dated. Cosmetic upgrades to the both the centre and external ablution facilities are proposed. Improving aesthetics of this facility to a contemporary standard will provide a much-needed improvement to the main street streetscape.</p> <p>This forms another element in the central town area precinct plan linking shopping and service areas to RV friendly parking and visitor information servicing.</p>	\$95,000	Refer to Figure 1.  Price basis - estimates using industry standard unit rates with applicable remote area escalation.

#### Airport Usage:

Carnarvon and Coral Bay airports have capacity for overflow parking of small/light charter planes. It is estimated up to 15 light plane parking bays could be available in Coral Bay and at least 50 bays in Carnarvon through the temporary closure of the secondary Carnarvon runway. The Shire of Carnarvon will consider making these bays available to assist with reducing overcrowding at Learmonth airport, however, JTSI may need to give budget consideration to resourcing a qualified aviation team for this period. Airport parking fees will apply.

**Event Support:**

The Shire of Carnarvon is encouraging local businesses and community groups to develop a festival of events that are an extension of the Total Solar Eclipse and add value to visitor experience in the region. A specific focus has been placed on dark night tourism, Carnarvon's Space and Technology Museum, Aboriginal Culture, and historical, land-based tourism. Whilst the intention is for these events to be created and delivered by the community, additional State government funding support may be requested to integrate the delivery these events with other initiatives in the Gascoyne region.

**Traffic Management:**

Coral Bay accommodation bookings have reached capacity at 3200 people during the 2023 eclipse period. An additional 1000 people are expected to access the town as day-trippers. Coral Bay businesses operators have requested assistance to manage traffic congestion with the addition of access to parking external to the town and traffic control on entry to the town.



# Gascoyne Country Zone Minutes

10:00am  
Friday, 24 June 2022

**Meeting hosted by  
Shire of Shark Bay**

# Gascoyne Country Zone

Meeting hosted by Shire of Shark Bay

61-63 Knight Terrace, Denham

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

## Minutes

### ATTENDEES

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

### GUESTS

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

### GUEST SPEAKER

Nil

### APOLOGIES

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

## **Attachments**

The following were provided as attachments to the agenda:

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

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### **1. DECLARATION OF INTEREST**

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Nil

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### **2. ANNOUNCEMENTS**

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Nil

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### **3. DEPUTATIONS**

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Nil.

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### **5. CONFIRMATION OF MINUTES**

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#### **5.1 Minutes of the 22 April 2022 via Teams**

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#### **RESOLUTION**

**Moved:** President Eddie Smith  
**Seconded:** Cr Hamish McTaggart

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

**CARRIED**

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#### **5.2 Business Arising**

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Nil

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## **6. ZONE BUSINESS**

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### **6.1 Solar Eclipse 20 April 2023**

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*Shire of Exmouth*

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

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### **6.2 Intensive Family Community Intervention**

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*By the Shire of Carnarvon*

#### **BACKGROUND**

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

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

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

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

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

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

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



## SECRETARIAT COMMENT

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

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

## RESOLUTION

**Moved:** Cr Hamish McTaggart  
**Seconded:** President Cr Cheryl Cowell

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

**CARRIED**

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### 6.3 WALGA Best Practice Governance Review Update

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

#### BACKGROUND

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **COMMENT**

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

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

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

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

## RESOLUTION

**Moved:** Cr Hamish McTaggart  
**Seconded:** President Cr Cheryl Cowell

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

**CARRIED**

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### 6.4 Proposed Advocacy Position for Management of Bushfire Brigades Discussion Paper

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*By Susie Moir, Policy Manager Resilient Communities*

#### BACKGROUND

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

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

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

Four options are identified for the future management of BFBs:

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

## COMMENT

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

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

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

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

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

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

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

## RESOLUTION

**Moved:** Cr Hamish McTaggart  
**Seconded:** President Eddie Smith

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

**CARRIED**

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### 6.5 Zone Attendance Protocols – Online Attendance

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*By Chantelle O'Brien, Zone Executive Officer*

#### BACKGROUND

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

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

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

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

## **COMMENT**

There are several considerations regarding the suitability of hybrid meetings.

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

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

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

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

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

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

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

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

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

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

## RESOLUTION

**Moved:** President Eddie Smith  
**Seconded:** Cr Hamish McTaggart

**That the Zone adopt the following protocols:**

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

**CARRIED**

## 6.6 Zone Status Report – June 2022

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

### RESOLUTION

Moved: **Cr Hamish McTaggart**  
Seconded: **President Eddie Smith**

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

**CARRIED**

## **7. STATE COUNCIL AGENDA – MATTERS FOR DECISION**

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

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

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

### **Matters for Decision**

#### **5.1 Review of advocacy positions relating to Emergency Management**

That State Council:

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

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

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

- 8.9 Expansion of the Community Emergency Services Manager Program

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

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

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

That:

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

##### **3.8 *Public Libraries***

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



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

### **Matters for Noting**

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

### **RESOLUTION**

**Moved: President Eddie Smith**  
**Seconded: Cr Hamish McTaggart**

**That**

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

**CARRIED**

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## **8. EXECUTIVE REPORTS**

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### **8.1 State Councillor's Report to the Zone**

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

**Noted**

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## **8.2 President's Report to the Zone**

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

**Noted**

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## **8.3 Gascoyne Development Commission**

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

**Noted**

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### **8.3.1 Gascoyne Resources Workforce and Accommodation Working Group Update**

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Kate Boston, Regional Development Officer

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

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

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

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

**Noted**

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## **8.4 Department of Local Government, Sport and Cultural Industries**

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

**Noted**

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## **8.5 Roadwise Report**

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

**Noted**

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## **8.6 Regional Development Australia – Mid West Gascoyne**

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

**Noted**

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## 9. OTHER BUSINESS

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### 9.1 Continuing Professional Development (CPD)

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*By the Shire of Upper Gascoyne*

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

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

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

#### **For Discussion**

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

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### 9.2 Management Orders on State owned land

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*By the Shire of Carnarvon*

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

#### **RESOLUTION**

**Moved:** Cr Hamish McTaggart  
**Seconded:** President Cr Cheryl Cowell

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

**CARRIED**

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### 9.3 Zone Meeting Dates – 2022

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

*Secretariat Comment*

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

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

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**10. DATE, TIME AND PLACE OF NEXT MEETING**

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

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**11. CLOSURE**

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