

SHIRE OF CARNARVON

# SCHEDULES

ORDINARY COUNCIL MEETING

TUESDAY 27 JUNE 2023



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EME018		HONORARY FREEMAN OF THE SHIRE & NOTABLE AWARDS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
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23/08/2022	Council	Nil	FC7/8/22

**EME018 Honorary Freeman of the Shire**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

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

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

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

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

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

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

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

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

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



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

The selection criteria are to include:

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

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

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

Awarding the Titles

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

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

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

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



EME019		ROLES AND RESPONSIBILITIES OF SHIRE DELEGATES TO EXTERNAL BODIES	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
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23/08/2022	Council	Nil	FC7/8/22

**EME019 Roles and Responsibilities of Shire delegates to external bodies.**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

The Shire of Carnarvon provides delegate representation on a range of external organisations and committees and is Endorsed by Council: FC7/8/22 at the first meeting after an ordinary election or as required.

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

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



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

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

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

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

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

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

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

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

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

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

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



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





EME020		DISRUPTIVE BEHAVIOUR AT COUNCIL MEETINGS AND FORUMS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>	Shire of Carnarvon Meeting Procedures Local Law s5.41d Local Government Act 1995 s70A WA Criminal Code s49 Police Act 1892 s74 Criminal Procedure Act 2004 s70A Criminal Code 2013		
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME020 Disruptive behaviour at Council meetings and forums**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

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

This can include, but not be limited to:

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



h. Aggressive/threatening behaviour towards either Elected Members, Shire employees or members of the public.

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

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

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

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

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

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

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

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

Principles

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

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

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

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

Provisions

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



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

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

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

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

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

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

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

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

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

Notes

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

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

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



EME021		ELECTED MEMBERS CONTACT WITH SHIRE EMPLOYEES	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>	Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates. Shire of Carnarvon Code of Conduct for Employees		
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME021 Elected Members contact with Shire employees**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

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

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

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

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

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



EME022		CIVIC FUNCTIONS AND HOSPITALITY	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
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23/08/2022	Council	Nil	FC7/8/22

**EME022 Civic functions and hospitality**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

Introduction

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

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

Principles

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

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

General Provisions

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

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



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

Specific Civic Functions and Events

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

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

Note

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



EME023		GOVERNANCE SUPPORT TO ELECTED MEMBERS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
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23/08/2022	Council	Nil	FC7/8/22

**EME023 Governance support to Elected Members**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

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

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

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

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

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



EME024		CARETAKER POLICY - SHIRE ELECTIONS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>	Code of Conduct for Council Members, Committee Members and Candidates Local Government Act 1995 s.4.49(a); s4.87(3) Local Government (Elections) Regulations 1997 Reg. 78 Shire of Carnarvon CEO Standards		
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME024 Caretaker Policy - Shire Elections**

**OBJECTIVES**

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

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

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

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

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

**POLICY STATEMENT/S**

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





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

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

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

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

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

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

Major Policy Decision – means:

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



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

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

Scheduling Major Policy Decisions

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

Decisions made prior to Caretaker Period

This policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made 3 during a caretaker period, as far as practicable any such announcements should be made before the caretaker period begins or after it has concluded.

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

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

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

Extraordinary circumstances requiring exemption

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

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



Caretaker Statement

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

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

Shire of Carnarvon publications

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

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

Public consultation during the caretaker period

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

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

Approval for Public Consultation

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

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

Attendance and participation at events and functions

Public Events Hosted by External Bodies

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

Shire of Carnarvon Organised Civic Events/Functions

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



the outcome of an election. All known candidates are to be invited to civic events/functions organised by the Shire during the caretaker period.

Addresses by Elected Members

Excluding the Shire President and Deputy Shire President fulfilling their functions as prescribed by s2.8, 2.9 of the Local Government Act 1995, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the caretaker period.

Use of Shire resources

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

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

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

Access to Shire information and assistance

Electoral Information and Assistance

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

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

Media Advice

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

Publicity Campaigns

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



Media Attention

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

Election Process Enquiries

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



EME025		REFERENCE GROUPS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME025 Reference Groups**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

Notes

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

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

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

Principles

Reference groups:

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

Establishment



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

A Reference Group may be established to:

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

The Terms of Reference must provide for the following:

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

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

Membership

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

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

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

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

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

Tenure of Appointment

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



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

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

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

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

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

Operation

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

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

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

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

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

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

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

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

Reference Group Support

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

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





Review Process

As a minimum requirement, the Council will review all Reference Groups on a two-year cycle, within three months of an ordinary local government election, to determine whether they should continue and if so, whether the Terms of Reference should be modified. A report will be prepared for Council, including recommendations in relation to the future direction of any Group.

Notes

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



EME026		EMPLOYEE GRATUITY PAYMENTS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>	s5.50 Local Government Act 1995		
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME026 Employee Gratuity Payments**

**OBJECTIVES**

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

The policy is to set out:

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

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

**POLICY STATEMENT/S**

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



EME027		ACKNOWLEDGEMENT OF THE TRADITIONAL OWNERS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME027 Acknowledgement of the Traditional Owners**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

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

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

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

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

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

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

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



EME028		FLYING OF FLAGS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME028 Flying of flags**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

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

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

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

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

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

Order of precedence of flags:

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



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

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



EME029		ANNUAL CLOSURE DURING FESTIVE SEASON	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME029 Annual closure during festive season**

**OBJECTIVES**

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

**POLICY STATEMENT/S**

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

Processing of Leave

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

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



EME030		COMPLAINT HANDLING	
<b>POLICY OWNER:</b>			
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME030 Complaint handling**

**OBJECTIVES**

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

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

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

**POLICY STATEMENT/S**

Notes

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

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

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

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

Principles

- a. A complaint is not a request for a service or a new level of service but is an expression of dissatisfaction about a Council service or action, accompanied by a request for redress. This redress



might take the form of a seeking particular outcome for the individual making the complaint, or a more general desire to see a change to Council services and procedures.

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

Complaints Procedure

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

Complaints Register

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

Internal Management and Reporting

The Shire will:





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

Information Inputs into Strategic Planning or Organisation Improvement

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

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

Persistent and Unreasonable Complaints

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

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

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

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

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

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

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

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

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



- a. it can be clearly shown that the Shire’s complaint procedure has been correctly implemented in all its facets and no material element of the complaint overlooked or inadequately addressed;
- b. the behaviour of the complainant has become so habitual, obsessive or intimidating that it constitutes an unreasonable demand on the Shire’s resources; and
- c. all internal review or appeal processes have been exhausted; and
- d. the complainant has been advised of external review processes available to them and has chosen not to pursue those processes; or
- e. external review processes have been undertaken and have found against the complainant

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

The confidentiality of any person involved will be protected.

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

Procedures

Lodging of Complaints

Complaints can be made:

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

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

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

Initial Resolution: Minor Matters

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



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

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

Stage 2 Complaints Processes

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

Complaints in Relation to Council Services

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

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

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



f. The decision at any point in the process will be recorded against the Complaints Register number along with the file reference number for any associated written document

Note

In some cases, complaints may be concerned with seeking a level of service change or a programmed action that is not provided for in existing budgets or programme capital works. These matters will be automatically forwarded to strategic, annual, and capital works planning processes for future reference and consideration.

Complaints Against Employees (other than the CEO)

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

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

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

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

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

Complaints Against the CEO



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

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

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

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



confidentiality, and of the avenues available to them for further appeal if they are dissatisfied with the decision and outcomes.

Complaints against an Elected Member or the Shire President

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

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

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

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

Anonymous Complaints

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

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



EME031		SHIRE SOCIAL MEDIA	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>	Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates Shire of Carnarvon Code of Conduct for Employees		
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME031 Shire social media**

**OBJECTIVES**

The objectives of this policy are to:

- a. Communicate and promote the Shire’s news, initiatives, events, and profile, and actively listen to the community’s views on local government matters.
- b. Actively engage with the community and raise the profile and public awareness of Shire business, services, public resources and facilities, and response/recovery actions in relation to natural events and emergencies.
- c. Strengthen the Shire reputation as being responsive, consultative, participatory, and transparent.
- d. Provide an appropriate framework for use of Social Media that aligns with the Shire’s Codes of Conduct.

**POLICY STATEMENT/S**

This policy represents authorisation from the Shire President to the Chief Executive Officer pursuant to s5.41(f) of the Local Government Act 1995 for Shire commentary to be conducted using social media under this policy framework.

Use of the Shire’s Social Media shall be limited to:

- a. Authorised Shire Representative as determined by the Chief Executive Officer in writing.
- b. The dissemination of information only unless otherwise approved by the Shire President or the Chief Executive Officer.
- c. Information from the Shire of Carnarvon or from another agency or organization where the information relates to the response and recovery processes applicable to a natural event or an emergency.



An authorised Shire Representative may only disclose publicly available information (excludes confidential, proprietary, private, or legal matters) on Social Media, and must not cite, post or reference material from a third party, although applicable to the Shire, without approval from that third party and their Executive Manager.

An authorised Shire Representative shall record all social media communications in the Shire central records system

A Shire representative must not publicly disclose any internal information via social media that may adversely affect the Shire’s customer relations or public image.

A Shire representative when using Social Media shall always be accurate and factual, respectful and courteous, and mindful of:

- a. Their obligation of fidelity to the Shire,
- b. The Shire’s Code of Conduct,
- c. Possible implications under other legislation and common law (i.e. not illegal, libellous, discriminatory, defamatory, abusive or obscene); and
- d. Not bringing Council’s integrity into disrepute or harm the operations or reputation of the organisation.

A Shire representative in using Social Media in their own personal time must not refer to or comment on local government business, activities, or other Shire representatives without first having obtained authorisation from the Shire President or Chief Executive Officer.

Note

With Social Media having blurred the lines between people’s personal and professional time and space it is important to understand that the impact of a person’s social media presence can have repercussions in both their personal and professional lives.

While active Social Media interaction by Shire Representatives in a personal capacity is accepted as a medium of advocacy and self-expression, it is important the use of Social Media engagement by a Shire Representatives does not harm the organisation, or its employee’s reputations.

It should be noted that a Shire Representative found to have breached the provisions of this policy or pertinent legislation (including the Shire’s Codes of Conduct) may be subject to disciplinary action by the Shire.





EME032		ELECTION SIGNS	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>			
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME032 Election signs**

**OBJECTIVES**

The objective of this policy is to establish a framework for the controls and standards for electoral material and signs displayed during Federal, State, and local government elections.

**POLICY STATEMENT/S**

The Shire recognises that decisions of the High Court of Australia and the Supreme Court of Western Australia protect the display of electoral material or signs on private property that are an implied constitutional freedom of political communication.

The Shire will implement appropriate controls and standards to exercise the extent of the Shire’s legitimate ability to control electoral material and signs and signs on private property.

The Shire will not permit signage (including election signs) on any facilities or land owned, managed, or controlled by the Shire which detract from the amenity and/or pose a risk to public safety.



EME033		GRIEVANCE INVESTIGATION AND RESOLUTION	
<b>POLICY OWNER:</b>	Council		
<b>DEPARTMENT:</b>	Office of the CEO		
<b>FILE NUMBER</b>			
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	Every 4 years
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>			
<b>LEGISLATION:</b>	Local Government Act 1995 (WA) State Records Act 2000 (WA) Privacy Act 1988 (cth) Freedom of Information Act 1992 (WA) Equal Opportunity Act 1984 (WA) Public Interest Disclosure Act (2003) Occupational Safety & Health Act 1984 (WA) Fair Work Act 2009 (cth) Work Health and Safety Act 2020 and Regulations		
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
23/08/2022	Council	Nil	FC7/8/22

**EME033 Grievance Investigation and Resolution**

**OBJECTIVES**

To provide guidance on processes in relation to receiving and actioning internal employee grievances.

**POLICY STATEMENT/S**

Applies to all workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers and those performing work through a third party.

All employees have a right to express any genuine grievances or complaints through an impartial internal process.

All employees involved in a grievance process are expected to participate in good faith. For the purposes of this directive, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire of Carnarvon in any capacity.

Definitions

Complainant: An employee who raises a complaint about a matter regarding the workplace.

Respondent: An employee who is alleged to have acted in a manner which caused the complaint



Support Person: A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.

Witness: A person (including an employee) who is requested by the Shire of Carnarvon to assist the process by providing relevant information regarding the complaint.

Investigator: Appropriate Shire of Carnarvon employee or a suitable person external to the Shire appointed by the CEO (or by a Director, on the recommendation of the Shire President, where the matter relates to the CEO) to conduct investigations.

Making a Complaint

If a Complainant believes they are the victim of behaviour of a Respondent which is inconsistent with the Shire of Carnarvon’s policies, procedures or guidelines, the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion.

If the nature of the complaint is sufficiently serious, the Complainant should contact his/her Manager or Human Resources directly, instead of approaching the Respondent. If the alleged inappropriate behaviour continues, the Complainant should make a formal complaint to his/her direct manager.

If the direct manager is the Respondent in the matter or if the Complainant feels uncomfortable approaching his/her manager, the Complainant should approach Human Resources.

Where a complaint is received it must be forwarded in a timely manner to Human Resources for a decision upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Any grievances lodged against the Chief Executive Officer are to be dealt with by the Shire President and Council under this policy.

Grievances should be lodged with the Manager Human Resources or CEO.

Investigations

Shire Instigated Investigations

Where the Shire becomes aware of allegations of employee/s breaching Shire of Carnarvon’s policies, procedures or guidelines, an investigation may commence in accordance with this Policy. This is without the need of a formal complaint being lodged.

External Government Agencies

There may be times where the investigation of a complaint may be undertaken by an external government agency before or instead of being investigated by the Shire.

Circumstances include investigations being conducted by the Corruption and Crime Commission (CCC), Public Sector Commission (PSC) or the Police.



Stand Down

Where allegations of misconduct are considered by the Chief Executive Officer (or President) to be sufficiently serious or pose a threat to health and safety the Respondent may be stood down while the matter is being investigated.

Key principles in the complaint process

The following principles are necessary for the fair investigation and resolution of a complaint:

Confidentiality

Only the employees directly investigating or addressing the complaint will have access to the information about the complaint.

The Chief Executive Officer (or the President, where the matter relates to the CEO) may inform or appoint a third party to investigate and advise on the investigation.

All parties involved in dealing with a complaint are required to keep the matter confidential. Only the outcome to the investigation will be placed on the employee’s personal file. and all documentation will otherwise be kept in a confidential file.

Impartiality

Both parties will have an opportunity to put their cases forward. No assumptions are made, and no action will be taken until available and relevant information has been collected and considered.

No employee who is a Witness or Respondent may be involved in any decision-making capacity as to the outcome of the grievance.

Sensitivity

The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.

Timeliness

The Shire will with all complaints as promptly and in accordance with any legislative requirements.

Documented

All complaints and investigations must be documented and inn formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process.

For more informal processes, a file note or note in a diary may be sufficient; and

Follow the Principles of Natural Justice

The principles of natural justice provide that:



- A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made,
- A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation,
- Anyone involved in the investigation must be unbiased and will declare any conflict of interest,
- Decisions must be based on the balance of probability arising from the objective considerations and substantiated facts; and
- The Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

Procedurally Fair

The principles of procedural fairness provide that:

- The Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable,
- A Respondent is entitled to receive verbal or written communication from the Shire of Carnarvon of the potential consequences of given forms of conduct, as applicable to the situation,
- The Respondent is given an opportunity to respond to any allegations made against him/her by a Complainant,
- Any mitigating circumstances presented to the CEO (or to the Shire President when the matter relates to the CEO) through the grievance process are investigated and considered,
- Any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

Outcomes of making a complaint

Where a complaint is substantiated, there are several possible outcomes:

- If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives; or
- If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with Human Resources, may elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives.

Vexatious or Malicious Complaints



Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire.

Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Patterns of unsubstantiated Complaints

Where an abnormally strong pattern of separate unsubstantiated complaints about a given Respondent becomes apparent, the matter may be considered further from a performance management or disciplinary perspective.



EME034		COMMUNICATION	
<b>POLICY OWNER:</b>	Shire of Carnarvon		
<b>DEPARTMENT:</b>	Executive		
<b>CREATION DATE:</b>		<b>REVIEW SCHEDULE:</b>	
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>	Code of Conduct for Council Members, Committee Members and Candidates for Election		
<b>LEGISLATION:</b>	<i>Local Government Act 1995 (the Act)</i> Section 2.7 of the Act sets out the role of the Council Section 2.10 of the Act sets out the role of Councillors Section 2.8 of the Act sets out the role of the President Section 5.41 of the Act sets out the functions of the CEO. Code of Conduct for Council Members, Committee Members and Candidates for Election.		
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
27/09/2022	Council	Endorsed	FC4/9/22

**EME034 Communication**

**OBJECTIVE**

The purpose of this policy is to provide a clear protocol for two-way communication between the Council and the administration.

**SCOPE**

The Shire President, Council Members and the CEO are leaders in the community and their conduct can impact positively and negatively on the reputation of the Shire.

The administration has respect for the Office of Council Member and values the contribution that they make.

The administration and Council Members acknowledge:

- the separation of powers enshrined in legislation (and the Code of Conduct); and
- the importance of achieving the right balance between provision of timely communication and the critical need for provision of accurate information which, on occasion, takes time to compile; and
- the importance of upholding our organisational values of courage, authenticity, respect, inclusion, humility, passion, excellence, and cohesion in all our communication.

Communication that goes to one Council Member will be sent to all Council Members, except for communication relating to integrity matters, development of Alternative Motions, development of Notices of Motions, personally sensitive information, and individual training.



It is also noted that the role of the President includes liaising with the CEO on the local government’s affairs and the performance of its functions which requires heightened communication to achieve.

**DEFINITIONS**

N/A

**POLICY STATEMENTS**

Effective communication between Council Members and the administration is critical to the success of the entire organisation. Council Members and the administration have a responsibility to communicate effectively. Under section 5.92 of the Act, Council Members may request any information held by the local government that is relevant to the performance by the person of any of his or her functions under the Act or under any other written law.

The communication points for Councillors are:

- The Shire President
- CEO and Executive Managers
- Senior Executive Officer

Distribution of Council and Committee meeting agendas and minutes occurs at the direction of the Chief Executive Officer, by the Senior Executive Officer (Council and Committees) . Queries regarding the contents of agenda and minutes should be directed to the Shire President, CEO or the relevant employee responsible for such matters.

All correspondence generated and received by Council Members that relate to the business of Council is subject to the State Records Act 2000, the Freedom of Information Act 1992, and the Shire’s Record Keeping Plan, and as such must be retained within the Shire’s corporate recordkeeping system.

**Customer Requests**

Customer Service forms part of the day-to-day operations of the local government under section 5.41 of the Act. The Shire’s Customer Request Management system provides a means for customers to request and report issues associated with the extensive services provided by the Shire to the community.

The Customer Request Management system is linked to the Shire’s Records Management system to ensure efficient, effective, and timely responses.

As community leaders and the public face of the local government, Council Members are often a point of contact for members of the public. Members of the public will often reach out to Council Members with issues and requests for services relating to advancing planning or building matters, maintenance of parks and gardens, road works or waste collection. While Council Members have a role representing the collective interests of electors, ratepayers, and residents of the district, acting on behalf of individual customers can put Council Members in a difficult position.





Council Members have responsibilities to abide by the rules of conduct provided for in the Local Government (Model Code of Conduct) Regulations 2021 and which are included in the Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates for Election. There are three clauses of relevance.

- Regulation 18 states that a Council Member must not make improper use of their office to gain directly or indirectly an advantage for the council member or any other person.
- Regulation 19 states a Council Member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- Regulation 20 states that a Councillor must not direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee or attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee.

Making some types of Customer Requests on behalf of customers could result in a perception by the administration as a direction that must be acted on as a priority and accordingly result in an advantage to the customer.

To avoid legislative breaches, perceived or actual, when approached by members of the community, Councillors should direct the customer to the Customer Request Management system via email – [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au) or through the Shire’s website at <https://www.carnarvon.wa.gov.au/Our-Shire/Customer-Feedback-Complaints>

A model response that Council Members may wish to use when contacted by members of the public directly is below:

*“Thank you for email regarding XXXX, the best way to action your issue is to contact the Shire through the Customer Request Management (CRM) system at [shire@carnarvon.wa.gov.au](mailto:shire@carnarvon.wa.gov.au) or through Council’s website at <https://www.carnarvon.wa.gov.au/Our-Shire/Customer-Feedback-Complaints>. This will enable you to track progress on your request. A response will be provided by the Shire in accordance with the Shire’s Customer Service Charter. If you do not receive a response to your satisfaction, please follow up with me.”*

If a customer is not satisfied with the Shire’s services, a Council Member may wish to:

- consult with the Shire President or the CEO and/or
- advise the customer to contact the Ombudsman.

To protect Council Members, Customer Requests received from Council Members on behalf of third parties will be treated like any other request received in the Customer Request Management system. Council Members will not receive any preferential treatment in this regard because such an action would be in conflict with the Shire’s conflict of interest procedures and Code of Conduct.



Council Members are community members and customers too, and Customer Requests received from them will be managed in accordance with the standard customer service request procedure.

**Weekly Updates**

The CEO issues an informal Weekly Update to Council Members at the end of each week. The purpose of the update is to provide Council Members with administration information that is not necessarily publicly available and provides a mechanism for the administration to communicate information to Council Members informally and regularly.

Weekly Updates communicate to Council Members any hot topics, general staffing information and information about the local government sector that may be of interest. The principle aim is to ensure a “no surprises” environment for Council Members. The updates are kept short and sharp without going into too much detail. Council Members are welcome to request further detail on any topic that is of particular interest or concern.

**Calendar**

All Council Members have access to an electronic calendar through Outlook. This is the official calendar in performance of their duties and all invitations will be sent via Outlook.

Shire President – all Shire related calendar activities will be updated and managed by the Senior Executive Officer on behalf of the Shire President.

Council Members - all Shire originated calendar requests will be managed by the Senior Executive Officer who will issue invites and update calendars by sending invitations to the relevant Council Members. Council Members are required to accept or decline the meeting invitation to ensure accurate records of attendance can be maintained. Should the Council Member decline, it will indicate that they will be an apology for the meeting or event.

External agencies may send invitations directly to a Council Member for events/meetings that require attendance in an official capacity, but consideration of same should be consistent with the Shire Tickets to/Attendance at Events Policy, and guidance may be obtained via the CEO.

Shire calendars should include only Shire related activities at which Council Members are attending in an official capacity including:

- Committees of Council
- Council Advisory Groups
- External groups of which a Council Member is a Shire representative
- Shire Events.

**Maintaining Confidentiality/Embargoed information**

Council Members must not promote Shire information to the community that has not already been released or published, or until such time as the Shire President, as spokesperson for the Shire, has had an opportunity to speak.



The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature or embargoed. Such documents will be clearly marked ‘confidential’ or embargoed.

Information does not need to be marked confidential for its release to constitute a gain for another person

**Meetings**

In accordance with Regulation 14 of the Local Government (Administration) Regulations 1996, Council Members will receive the notice paper and agenda relating to any council or committee meeting from the time that these documents are available for inspection by members of the public. The following conventions shall apply:

- All Council Members will receive electronic versions of Council and Committee agendas and all attachments.
- All Council Members will receive a printed copy of all Council agendas and Committees that they are a member of, including confidential Items.

Council Members are encouraged to opt out of receiving paper copies of agendas.

Where practicable, the agenda for Ordinary Council Meetings will be provided 3 days prior to the Council meeting.

Council, and the administration recognise the importance of accurate and timely advice contained in the agenda and that on occasion, additional information on agenda items may need to be published following publication of the agenda. This shall occur using a header box in the agenda with the associated report published on the Shire’s website with the agenda when available.

Late items will be permitted only with the approval of the CEO and the Shire President and in accordance with the Shire of Carnarvon Meeting Procedures Local Law.

In accordance with Regulation 6 of the Local Government (Model Code of Conduct) Regulations 2021 Council Members should ensure they read all papers prior to the meeting.

**Alternative Motions / Amendments**

Council Members wishing to propose an Alternative Motion or Amendment to the Officer’s recommendation are encouraged to first consult with the CEO. This is to ensure the consequences of the Alternative Motion / Amendment are assessed for compliance.

Council Members are encouraged to distribute Alternative Motions / Amendments prior to the meeting to all other Council Members, Executive and the Senior Executive Officer. Alternative Motions / Amendments that are circulated prior to 1:00pm on the day of the meeting will be printed and tabled for Council Members in Chambers.

**Information regarding agenda reports**



Under section 5.41 of the Act, the functions of the CEO include ensuring that advice and information is available to the Council so that informed decisions can be made. The Agenda Briefing session provides an opportunity for Council Members to identify additional information requirements related to agenda reports. Responses to questions that are not answered at the Agenda Briefing will be provided to all Council Members.

Council Members seeking information on agenda reports can also request to meet with the CEO.

**EXPLANATORY NOTES**

N/A



CHILD SAFE AWARENESS POLICY			
<b>POLICY OWNER:</b>	Shire of Carnarvon		
<b>DEPARTMENT:</b>	Executive		
<b>CREATION DATE:</b>	20/06/2023	<b>REVIEW SCHEDULE:</b>	Annually
<b>RELATED PROCEDURES:</b>			
<b>RELATED FORMS:</b>			
<b>RELATED DELEGATIONS:</b>			
<b>RELATED POLICIES:</b>	<ul style="list-style-type: none"> <li>· Employee Code of Conduct</li> <li>· Information Technology Policy</li> <li>· Record Keeping Policy</li> <li>· Strategic Community Plan</li> <li>· Working with Children Checks Policy</li> </ul>		
<b>LEGISLATION:</b>	<ul style="list-style-type: none"> <li>· Child Care Services Act 2007</li> <li>· Children and Community Services Act 2004</li> <li>· Civil Liability Act 2002</li> <li>· Corruption, Crime and Misconduct Act 2003</li> <li>· Equal Opportunity Act 1984</li> <li>· Freedom of Information Act 1997</li> <li>· Local Government Act 1995</li> <li>· National Principles for Child Safety Organisations</li> <li>· Parliamentary Commissioner Act 1971</li> <li>· Public Interest Disclosure Act 2003r</li> <li>· Public Sector Management Act 1994</li> <li>· United Nations Convention on the Rights of the Child (CRC)</li> <li>· Work Health and Safety Act 2020</li> <li>· Working with Children (Criminal Record Checking) Act 2004</li> </ul>		
DOCUMENT CONTROL			
<b>DATE REVIEWED:</b>	<b>REVIEWED BY:</b>	<b>CHANGES (IF ANY):</b>	<b>ENDORSED BY COUNCIL:</b>
20/06/2023	A.Leighton	New Policy	

**CD0012**

**OBJECTIVE**

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

**SCOPE**

The safety and wellbeing of children is everyone’s responsibility. This Child Safe Awareness policy applies to all, employees, volunteers, trainees, work experience students, interns, and anyone else who undertakes work on behalf of the Shire of Carnarvon, regardless of their work related to children or young people. It applies to occupants of Shire of Carnarvon facilities and venues, including visitors, contractors and suppliers.

**DEFINITIONS**

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

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

- creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions

- places emphasis on genuine engagement with and valuing of children and young people
- creates conditions that reduce the likelihood of harm to children and young people
- creates conditions that increase the likelihood of identifying any harm, and
- responds to any concerns, disclosures, allegations, or suspicions of harm. Note: in the context of local governments, this would involve referring concerns to the

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

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

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

### **POLICY STATEMENTS**

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

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

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

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

### **POLICY PRINCIPLES**

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

**POLICY FUNCTIONS**

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

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

**RESPONISBILITIES**

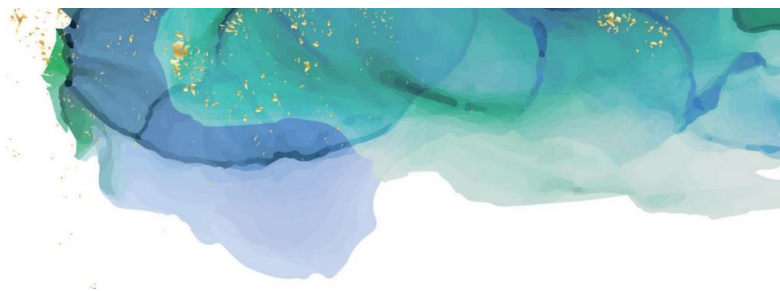
Shire of Carnarvon has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

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

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

**EXPLANATORY NOTES**

N/A



## Frequently Asked Questions – Child Safe Awareness Policy template

### Policy background and intent

#### 1. Why was the Child Safe Awareness Policy template developed?

The Child Safe Awareness Policy (the Policy) template was developed in response to Recommendation 6.12 of the Royal Commission into Institutional response to Child Sexual Abuse (Royal Commission)<sup>1</sup>.

The Policy template aims to support local governments to introduce and integrate child safe functions into existing local government roles. While grounded in the Royal Commission's recognition of the role local governments play in keeping children and young people safe, the functions of Recommendation 6.12 have been revised to reflect the diversity of local government contexts and circumstances.

The active role local governments take in community development and community safety, particularly roles that impact on child safety, was recognised by the Royal Commission as making them well placed to support smaller organisations within their communities to create child safe environments.

#### 2. Who is the Policy template for?

The Policy template is for all local governments across Western Australia (WA).

#### 3. What is the purpose of the Policy?

The Policy aims to provide a framework for local governments to support community organisations to create safe environments for children and young people by ensuring child safe messages, information and resources are accessible to them.

#### 4. Does implementing the Policy mean a local government is 'child safe'?

The Policy is focused on the external facing role of local government to support organisations in their community to be child safe. Implementing this Policy alone does not make a local government 'child safe'.

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<sup>1</sup> The State Government 'accepted in principle' Recommendation 6.12 ('accepted in principle' means the intent of the recommendation is accepted).



A child safe and friendly organisation embeds a child safe culture across all activities and services. Implementing the ten National Principles for Child Safe Organisations (National Principles) is essential to establishing and sustaining a child safe and friendly organisation. An ongoing cycle of assessment, action and review is required to effectively implement the National Principles.

Adopting the Policy can contribute towards local governments beginning to implement elements of

- *National Principle 1*: Child safety and wellbeing is embedded in organisational leadership, governance and culture,
- *National Principle 3*: Families and communities are informed and involved in promoting child safety and wellbeing and
- *National Principle 10*: Policies and procedures document how the organisation is safe for children and young people.

#### **5. Why are the Policy Principles different to the National Principles for Child Safe Organisations?**

The National Principles are designed to build capacity in organisations to address the social, cultural, operational, and environmental factors that can affect the likelihood of children being abused in an organisation. The adoption and application of the National Principles in an organisation, in which children are involved, is a significant step in promoting child safety and wellbeing.

The Policy Principles respond to a single recommendation of the Royal Commission (Recommendation 6.12) focused on the external facing role of local government to deliver child safe messages to organisations in their communities and as such do not include every aspect of the National Principles.

The State Government is currently considering options for requiring relevant organisations to comply with the National Principles, and for an existing independent body to oversee compliance.

### **Policy development**

#### **6. How was the Policy developed?**

The Policy was developed through an extensive consultation and co-design process led by Department of Communities (Communities), as the lead agency responsible for implementing the Recommendation 6.12 of the Royal Commission, in partnership with the Department of Local Government, Sport and Cultural Industries (DLGSC). The process included:

- A state-wide consultation with local governments to inform the development of an approach to meet Recommendation 6.12 and implement the child safety officer functions. The consultation was conducted through a discussion paper and feedback process in 2020/2021.
- A comprehensive co-design process including three workshops with over 35 representatives from local governments and the WA Local Government Association (WALGA) in 2022. Submissions were received from stakeholders including 26 local governments and the Office of the Commissioner for Children and Young People. The outcomes from the co-design process were used to inform the development of the draft

Policy template to support local governments' role in responding to Recommendation 6.12.

- The draft Policy template was circulated to WA local governments and key stakeholders, including the Office of the Commissioner for Children and Young People WA. Many local governments acknowledged the importance of child safety, and the role local governments have in promoting safety in their communities.

## Policy Implementation

### 7. Is it mandatory for local governments to apply the Policy?

Each local government is strongly encouraged to have a Child Safe Awareness Policy in response to the Royal Commission's recommendation 6.12 and as part of the broader work to implement the National Principles for Child Safe Organisations. All Local Governments are encouraged to fully implement the Policy, and fulfil the Policy Functions, to demonstrate their leadership, commitment, and as first step towards building child safe environments in their local community.

### 8. What flexibility is provided to amend the Policy template?

Some parts of the Policy template have been designed with the intention that local governments can adapt them to suit their local contexts and circumstances.

Other sections have been agreed broadly by local governments and should remain unchanged to provide a state-wide approach and consistency with the recommendation of the Royal Commission. This is the minimum requirement to guide implementation.

Instructions are provided in the Policy template to guide local governments in adapting the template.

### 9. Who has oversight of the Policy?

Local governments are responsible for their own policy implementation including any governance requirements. This recognises the need for locally based and tailored response to implementing the Policy.

### 10. What does the Policy mean for contractors?

The Policy scope includes anyone who undertakes work on behalf of a local government, this includes visitors, contractors, and suppliers.

### 11. What are Child Safe messages?

The Child Safe messages being developed for local governments are informed by the findings from the Royal Commission and the National Principles. They will promote child safe practices for community and contracted organisations to provide environments that keep children safe from harm.

The first tranche of messages will be aimed at providing child safe information for organisations that use local government venues and facilities with messages aimed at other groups (including children and young people) to be developed in consultation with local governments after the Policy is implemented.

**12. Who developed the Child Safe messages?**

DLGSC has developed the first tranche of messages in consultation with Communities, the Office of the Commissioner for Children and Young People, local governments, and local government youth advisory groups.

**13. Is there a guideline on how to deliver or display the messages?**

Guidelines for promoting the Child Safe messages in local government venues and facilities has been developed by DLGSC.

**14. What support and resources are available for local governments to support implementation?**

DLGSC has developed an implementation toolkit to assist local governments in implementing the Policy, resources in the toolkit include:

- An implementation checklist.
- A list of online child safety resources that local government staff can direct organisations to use.
- Information on referral pathways for local government staff if they receive complaints, concerns or disclosures of child abuse.
- Communications tools including website material and social media tiles to promote a local government's implementation of the Policy.

DLGSC can provide advice, support and guidance as required to implement the Policy through its Child Safeguarding Implementation Unit ([childsafeguarding@dlgsc.wa.gov.au](mailto:childsafeguarding@dlgsc.wa.gov.au)).

**15. Does implementing the policy make the Local Government responsible/liable in any way for the actions/behaviour of local community groups or organisations?**

The intent of the policy is not to make local governments liable for the actions or behaviour of community or contracted organisations. The Policy states that local governments should 'take all reasonable steps to engage with persons who utilise local government facilities to operate in alignment with' the Policy' (i.e. in line with the Policy Principles).

**16. What is the role of DLGSC in supporting local governments to be child safe?**

The Child Safeguarding Implementation Unit within DLGSC is undertaking work with all the sectors it supports, including sport and recreation, culture and the arts, and local government, to embed child safe practices and prepare organisations for implementation of the National Principles for Child Safe Organisations.

**17. What is the role of local government in reporting and responding to allegations of harm to children or child sexual abuse?**

One of the practical things an organisation can do is to have robust processes in place to identify and report child abuse to appropriate authorities and identify people who may not be safe to work with children. The referral pathways resource included in the implementation toolkit is designed to assist local government staff in referring complaints and concerns about child wellbeing as well as disclosures of abuse.

Where it is believed that a child is in immediate danger or life-threatening situation, the Western Australia Police Force should be contacted immediately by dialling **000**.

If there are concerns about a child's wellbeing (and it doesn't require immediate Police attention), Communities should be contacted on **1800 273 889**. Communities has responsibility for administering the *Children and Community Services Act 2004* and providing child protection services to the community. Further information about responding to the concerns for the safety or wellbeing of a child or young person can be found on the [Department of Communities website](#).

**18. What is the role of State Government in creating and supporting child safe communities?**

The WA Government is working with our partner organisations, peak bodies, the Australian Government, and other jurisdictions to drive the coordinated implementation of the National Principles through administrative and legislative levers, and existing regulatory mechanisms, to build the capacity of WA organisations to become child safe.

**CARNARVON GOLF CLUB (INC)**  
**PO BOX 413**  
**CARNARVON WA 6701**



ABN 99 391 569 843  
[carnarvngolfclub@gmail.com](mailto:carnarvngolfclub@gmail.com)

12 June 2023

Ms Andrea Selvey  
Chief Executive Officer  
Shire of Carnarvon  
3 Francis Street  
Carnarvon WA 6701

Dear Ms Selvey

### **2021/22 Shire Rates**

The Carnarvon Golf Club (Club) has been in existence for over 100 years with 30 or more of these holding a lease over its present site with the Shire of Carnarvon (Shire). The Club pays the Shire an account for rubbish removal fees annually.

Recently, the Club received a Rates Notice for 2022 (dated 25 May 2023) of \$4,257.28, due 29 June 2023. While, the Club annually receives and pays an account for rubbish bins, it has not received a Rates account for many years.

At a recent meeting, with yourself, it was determined that this was due to an oversight at the Shire level and not the Club avoiding payment. The Club was also informed that the 2023 Rates will be issued in September for a similar amount.

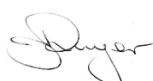
The Club offers locals and tourists alike the opportunity to enjoy and compete in one of the most popular sports year-round. It is fully inclusive, providing an avenue for all ages, genders and backgrounds to come together and enjoy the sport and promote community engagement. We are a small club of 55 members who maintain the fairways, greens and premises. Our competitions bring many competitors to Carnarvon, contributing to the growth of its economy.

The Club understands that we are obliged to pay Shire Rates, however we have had no prior notice that an oversight had occurred and we would now be receiving these accounts. The Club has only been given a few weeks to pay in full and also advised that if it is not received by the due date (29 June 2023) interest will be charged on any outstanding balances.

As the Club has not been given the time to budget for such a large amount, nor the opportunity to pay by instalments or time to apply for funding relief (next round for Community Growth Fund opens 1 July) a one off 50% reduction it is sought. A reduction will enable the Club to budget and raise additional income to be able to pay the upcoming 2023 Rates, whilst being able to maintain its current services to members and visitors.

Thank you for your consideration.

Yours Sincerely



Jill Dwyer  
Secretary

**Shire of Carnarvon**

**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
FOR THE PERIOD ENDED 31 MAY 2023**

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

**TABLE OF CONTENTS**

* Statement of Financial Activity by Nature or Type	2
* Note 1      Explanation of Composition of Net Current Assets	4
* Note 2      Explanation of Material Variances	5
 Index to Notes for other supporting Information	 6

\* Required by Legislation

NOTE:

As of July 2022 Regulation 34 changed. Local Governments are required to Report the Statement of Financial Activity and Variances by Nature or Type.

The Shire adopted the annual budget for 2022-2023 on 30th September 2022 . The following report provides the requirements to comply with the Local Government (Financial Management) Regulations 1996, plus other supporting notes for information.

The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation.

TATUTORY STATEMENT Local Government (Financial Management) Regulations 34

REG 34(3)

STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

BY NATURE OR TYPE

Ref	REG 34(1)(a)	Current Budget	REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	
	Adopted Budget		YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
Note	\$	\$	\$	\$	\$	%	
<b>opening funding surplus / (deficit)</b>	1	6,993,926	6,591,095	6,591,095	<b>6,591,095</b>	0	0.00%
<b>Revenue from operating activities</b>							
fees	10	6,312,079	6,354,079	6,351,405	<b>6,388,996</b>	37,591	0.59%
specified area rates	10	276,773	276,773	276,773	<b>289,677</b>	12,904	4.66%
operating grants, subsidies and contributions	12	13,750,929	14,095,850	11,583,987	<b>10,217,842</b>	(1,366,145)	(11.79%) ▼
leases and charges		3,246,980	3,493,966	3,213,874	<b>3,171,355</b>	(42,519)	(1.32%)
interest earnings		82,500	119,000	109,087	<b>138,645</b>	29,558	27.10% ▲
other revenue		271,750	328,491	257,923	<b>321,938</b>	64,015	24.82% ▲
profit on disposal of assets		0	16,426	16,426	<b>16,426</b>	(0)	(0.00%)
		<b>23,941,011</b>	<b>24,684,585</b>	<b>21,809,475</b>	<b>20,544,878</b>	(1,264,597)	
<b>Expenditure from operating activities</b>							
employee costs		(7,694,543)	(7,594,512)	(7,095,274)	<b>(6,713,814)</b>	381,460	5.38%
materials and contracts		(17,548,507)	(18,069,537)	(14,970,344)	<b>(12,632,336)</b>	2,338,008	15.62% ▼
utility charges		(834,200)	(821,433)	(738,072)	<b>(756,186)</b>	(18,114)	(2.45%)
depreciation on non-current assets		(8,099,260)	(8,099,260)	(7,424,197)	<b>(7,589,841)</b>	(165,644)	(2.23%)
interest expenses		(25,986)	(51,924)	(16,463)	<b>(20,255)</b>	(3,792)	(23.03%)
insurance expenses		(557,451)	(585,995)	(569,286)	<b>(553,534)</b>	15,752	2.77%
other expenditure		(423,500)	(380,230)	(312,642)	<b>(286,372)</b>	26,270	8.40%
loss on disposal of assets		0	0	0	<b>0</b>	0	0.00%
		<b>(35,183,447)</b>	<b>(35,602,891)</b>	<b>(31,126,278)</b>	<b>(28,552,338)</b>	2,573,940	
<b>Non-cash amounts excluded from operating activities</b>							
Loss: Profit on asset disposals		0	(16,426)	(16,426)	<b>(16,426)</b>	0	(0.00%)
Loss: Loss on disposal of assets		0	0	0	<b>0</b>	0	0.00%
Loss: Depreciation on assets		8,099,260	8,099,260	7,424,197	<b>7,589,841</b>	165,644	2.23%
Loss: Movement in Provisions		0	0	0	<b>(33,998)</b>	(33,998)	0.00%
Loss: Movement in Local Govt House trust		0	0	0	<b>(6,451)</b>	(6,451)	0.00%
		<b>8,099,260</b>	<b>8,082,834</b>	<b>7,407,771</b>	<b>7,532,967</b>	125,196	2.23%
<b>Amount attributable to operating activities</b>		<b>(3,143,176)</b>	<b>(2,835,472)</b>	<b>(1,909,032)</b>	<b>(474,493)</b>	1,474,987	
<b>Investing activities</b>							
non-operating grants, subsidies and contributions	11	7,005,789	7,318,446	3,134,964	<b>2,824,604</b>	(310,360)	(9.90%)
Loss: UnSpent Non-Operating Grants (Contract Liabilities)	11	0	0	0	<b>0</b>	0	0.00%
<b>Net Non-Operating Grants</b>		<b>7,005,789</b>	<b>7,318,446</b>	<b>3,134,964</b>	<b>2,824,604</b>	(310,360)	
proceeds from disposal of assets		0	32,427	22,427	<b>22,427</b>	0	0.00%
payments for property, plant and equipment and infrastructure	7	(11,965,083)	(11,445,377)	(8,998,028)	<b>(5,439,198)</b>	3,558,830	39.55% ▼
<b>Net Non-Operating Expenditure</b>		<b>(11,965,083)</b>	<b>(11,412,950)</b>	<b>(8,975,601)</b>	<b>(5,416,771)</b>	3,558,830	
<b>Amount attributable to investing activities</b>		<b>(4,959,294)</b>	<b>(4,094,504)</b>	<b>(5,840,637)</b>	<b>(2,592,167)</b>	3,248,470	
<b>Financing Activities</b>							
proceeds from new debentures	13	1,821,053	1,821,053	1,821,053	<b>1,821,053</b>	0	0.00%
transfer from reserves	6	2,259,970	2,449,970	2,130,459	<b>2,130,459</b>	0	0.00%
payments for principal portion of lease liabilities		(310,181)	(310,181)	(267,016)	<b>(267,016)</b>	0	0.00%
New Current Lease Liability		0	0	0	<b>(5,555)</b>		
repayment of debentures	13	(157,575)	(161,902)	(46,208)	<b>(46,208)</b>	0	0.00%
principal elements on self supporting loan		0	0	0	<b>0</b>	0	0.00%
transfer to reserves	6	(2,504,723)	(3,460,060)	(2,274,885)	<b>(2,274,885)</b>	0	0.00%
<b>Amount attributable to financing activities</b>		<b>1,108,544</b>	<b>338,881</b>	<b>1,363,403</b>	<b>1,357,848</b>	(5,555)	
<b>closing funding surplus / (deficit)</b> REG 34(1)(e)	1	<b>0</b>	<b>0</b>	<b>204,829</b>	<b>4,882,284</b>	4,677,455	

KEY INFORMATION

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

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

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

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

**KEY TERMS AND DESCRIPTIONS**

**FOR THE PERIOD ENDED 31 MAY 2023**

**NATURE OR TYPE DESCRIPTIONS**

**REVENUE**

**EXPENSES**

**RATES**

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

**OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS**

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

**REVENUE FROM CONTRACTS WITH CUSTOMERS**

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

**FEES AND CHARGES**

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

**SERVICE CHARGES**

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

**INTEREST EARNINGS**

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

**OTHER REVENUE / INCOME**

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

**PROFIT ON ASSET DISPOSAL**

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

**EMPLOYEE COSTS**

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

**MATERIALS AND CONTRACTS**

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

**UTILITIES (GAS, ELECTRICITY, WATER, ETC.)**

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

**INSURANCE**

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

**LOSS ON ASSET DISPOSAL**

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

**DEPRECIATION ON NON-CURRENT ASSETS**

Depreciation expense raised on all classes of assets.

**INTEREST EXPENSES**

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

**OTHER EXPENDITURE**

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

GROUP OF CARRIAGES



STATUTORY STATEMENT Local Government (Financial Management) Regulations 34(2)(a)  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 MAY 2023

Note

Explanation of the composition of net current assets

	Notes	Opening Position			Closing Position		YTD Actual (b) 31/05/2023
		Adopted Budget	Last Years Closing	This time 2 months ago	This time last month		
		Closing Surplus Calculation as at 30th June 2022	Closing Surplus 21/22, Audited Bfwd Actual 22/23	30/03/2023	30/04/2023		
		\$	\$	\$	\$	\$	\$
<b>Net current assets used in the Statement of Financial Activity</b>							
<b>Current assets</b>							
Cash and cash equivalents	5	11,829,664	11,658,101	5,145,135	3,547,889	4,296,841	4,296,841
Cash backed Reserves		2,812,049	2,884,571	3,022,869	3,025,652	3,028,999	3,028,999
Rates receivables		821,455	821,455	1,715,082	1,586,453	1,215,212	1,215,212
Receivables	8	574,398	637,285	591,986	1,521,212	913,212	913,212
Inventories		104,895	27,397	42,752	46,376	45,712	45,712
<b>Total Current assets</b>		<b>16,142,461</b>	<b>16,028,809</b>	<b>10,517,825</b>	<b>9,727,582</b>	<b>9,500,116</b>	<b>9,500,116</b>
<b>Less: Current liabilities</b>							
Payables		(2,694,860)	(2,992,876)	(251,412)	(471,667)	(96,255)	(96,255)
Contract liabilities		(3,569,766)	(3,560,267)	(2,008,637)	(2,008,637)	(1,492,603)	(1,492,603)
Borrowings	13	(7,720)	(46,208)	(23,279)	(23,279)	(114,799)	(114,799)
Lease liabilities	14	(311,409)	(303,866)	(84,176)	(59,343)	(36,888)	(36,888)
Employee Provisions		(579,587)	(778,494)	(744,176)	(744,176)	(744,176)	(744,176)
<b>Total Current liabilities</b>		<b>(7,163,342)</b>	<b>(7,681,711)</b>	<b>(3,111,680)</b>	<b>(3,307,102)</b>	<b>(2,484,671)</b>	<b>(2,484,671)</b>
<b>Net Currents Assets</b>		<b>8,979,119</b>	<b>8,347,098</b>	<b>7,406,144</b>	<b>6,420,480</b>	<b>7,015,445</b>	<b>7,015,445</b>
<b>Less: Adjustments to net current assets</b>							
Less: Reserves - restricted cash	6	(2,883,909)	(2,884,571)	(3,022,869)	(3,025,652)	(3,028,999)	(3,028,999)
Add: Borrowings included in Budget	13	7,720	46,208	23,279	23,279	114,799	114,799
Add: Lease liabilities included in Budget	14	311,409	303,866	84,176	59,343	36,888	36,888
Add: Provisions - employee		579,587	778,494	744,176	744,176	744,176	744,176
<b>Total adjustments to net current assets</b>		<b>(1,985,193)</b>	<b>(1,756,003)</b>	<b>(2,171,238)</b>	<b>(2,198,854)</b>	<b>(2,133,117)</b>	<b>(2,133,117)</b>
<b>Funding surplus/(deficit) (NET CURRENT ASSETS)</b>		<b>6,993,926</b>	<b>6,591,095</b>	<b>5,234,906</b>	<b>4,221,626</b>	<b>4,882,328</b>	<b>4,882,328</b>

NOTE

CURRENT AND NON-CURRENT CLASSIFICATION

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

**TATUTORY STATEMENT Local Government (Financial Management) Regulations 34(2)(b)  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**Note  
Explanation of material variance**

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

The material variance adopted by Council in accordance with REG 34(5) for the 2022-23 year for Operating is (+) plus or (-) minus \$10,000 and for Capital (+) plus or (-) minus \$20,000 or 10.00% whichever is the higher.

Reporting Program	Var. \$	Var. %	Variance	Timing/ Permanent	Explanation of Variance
	\$	%			
<b>Revenue from operating activities</b>					
Rates	37,591	0.59%			Within Variance
Specified area rates	12,904	4.66%			Within Variance
Operating grants, subsidies and contributions	(1,366,145)	(11.79%)	Lower	Timing	Flood Mitigation Grants are \$1.8M lower than YTD Budget which is offset by lower expenditure. \$500k has been received from Dept Planning for Town Planning which will be carried forward to Fy24.
Fees and charges	(42,519)	(1.32%)			Within Variance
Service charges	0	0.00%			Within Variance
Interest earnings	29,558	27.10%	Higher	Permanent	Interest on Bank accounts and Rates Instalment charges is higher than budget.
Other revenue	64,015	24.82%	Higher	Permanent	Unbudgeted revenue of \$34K Insurance Claim and \$36K reimbursement of Grow Local employee costs from Chamber of Commerce. These will be offset by expenditure.
Profit on disposal of assets	(0)	(0.00%)			Within Variance
<b>Expenditure from operating activities</b>					
Employee costs	381,460	5.38%			Within Variance
Materials and contracts	2,338,008	15.62%	Lower	Timing	\$1.8M Lower expenditure to YTD budget for Flood works. Other areas under YTD budget include road maintenance \$100, Community Amenities (Town Planning and Sanitation) \$231K, Governance \$161K, Economic Services - Area promotion \$93K. Some of this expenditure is expected to be finalised by year end.
Utility charges	(18,114)	(2.45%)			Within Variance
Depreciation on non-current assets	(165,644)	(2.23%)			Within Variance
Interest expenses	(3,792)	(23.03%)			Within Variance
Insurance expenses	15,752	2.77%			Within Variance
Other expenditure	26,270	8.40%			Within Variance
<b>Non-cash amounts excluded from operating activities</b>					
Add: Depreciation on assets	165,644	2.23%			Within Variance
<b>Investing activities</b>					
Proceeds from non-operating grants, subsidies and contributions	(310,360)	(9.90%)			Within Variance
Payments for property, plant and equipment and infrastructure	3,558,830	39.55%	Lower	Timing	Refer to Note 7 for projects details.
<b>Financing activities</b>					
Proceeds from new debentures	0	0.00%			Within Variance
Transfer from reserves	0	0.00%			Within Variance
Payments for principal portion of lease liabilities	0	0.00%			Within Variance
Payment of debentures	0	0.00%			Within Variance
Transfer to reserves	0	0.00%			Within Variance
<b>Opening funding surplus / (deficit)</b>	<b>0</b>	<b>0.00%</b>			<b>Within Variance</b>

**Shire of Carnarvon**

**SUPPORTING INFORMATION THE MONTHLY STATEMENTS  
PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c)  
FOR THE PERIOD ENDED 31 MAY 2023**

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

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**MONTHLY FINANCIAL REPORT  
FOR THE PERIOD ENDED 31 MAY 2023**

**Note**

**BASIS OF PREPARATION**

**REPORT PURPOSE**

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

**BASIS OF ACCOUNTING**

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

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

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

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

**PREPARATION TIMING AND REVIEW**

Date prepared: All processed transactions up to 20 June 2023

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

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

**THE LOCAL GOVERNMENT REPORTING ENTITY**

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

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

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

**GOODS AND SERVICES TAX**

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

**ROUNDING OFF FIGURES**

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

**Financial Statement**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**FOR THE PERIOD ENDED 31 MAY 2023**

Note  
**BY PROGRAM**

	Ref Note	Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)
<b>Opening funding surplus / (deficit)</b>	1	\$ 6,993,926	\$ 6,591,095	\$ 6,591,095	\$ 6,591,095	\$ 0	0.00%
<b>Revenue from operating activities</b>							
Governance		22,600	20,407	18,401	7,144	(11,257)	(61.18%)
General purpose funding (Rates)		6,312,079	6,354,079	6,351,405	6,388,996	37,591	0.59%
General purpose funding		1,854,686	1,901,186	1,886,936	1,928,695	41,759	2.21%
Law, order and public safety		353,793	324,799	233,107	188,694	(44,413)	(19.05%)
Health		73,816	82,810	44,927	44,737	(190)	(0.42%)
Education and welfare		433,333	442,603	427,840	346,204	(81,636)	(19.08%)
Housing		0	2,200	2,013	2,006	(7)	(0.33%)
Community amenities		2,673,811	2,673,811	2,202,732	2,880,798	678,066	30.78%
Creation and culture		72,700	183,264	172,339	183,525	11,186	6.49%
Transport		11,729,993	11,859,565	9,710,896	7,694,296	(2,016,600)	(20.77%)
Economic services		353,700	789,359	730,917	819,320	88,403	12.09%
Other property and services		60,500	50,500	27,962	60,464	32,502	116.24%
		<b>23,941,011</b>	<b>24,684,585</b>	<b>21,809,475</b>	<b>20,544,878</b>	<b>(1,264,597)</b>	
<b>Expenditure from operating activities</b>							
Governance		(733,588)	(694,271)	(598,075)	(936,154)	(338,079)	(56.53%)
General purpose funding		(144,426)	(146,426)	(91,722)	(189,604)	(97,882)	(106.72%)
Law, order and public safety		(1,485,851)	(1,374,124)	(1,240,607)	(1,296,792)	(56,185)	(4.53%)
Health		(500,290)	(498,589)	(457,404)	(374,631)	82,773	18.10%
Education and welfare		(1,007,992)	(1,133,137)	(1,039,577)	(789,367)	250,210	24.07%
Housing		(188,223)	(192,223)	(177,401)	(110,477)	66,924	37.72%
Community amenities		(3,137,178)	(3,088,178)	(2,486,777)	(2,193,397)	293,380	11.80%
Creation and culture		(4,806,158)	(4,869,584)	(4,559,284)	(4,113,574)	445,710	9.78%
Transport		(21,351,573)	(21,445,582)	(18,477,160)	(15,812,990)	2,664,170	14.42%
Economic services		(1,750,981)	(2,083,590)	(1,923,088)	(1,795,252)	127,836	6.65%
Other property and services		(77,187)	(77,187)	(75,183)	(940,099)	(864,916)	(1150.41%)
		<b>(35,183,447)</b>	<b>(35,602,891)</b>	<b>(31,126,278)</b>	<b>(28,552,338)</b>	<b>2,573,940</b>	
<b>Non-cash amounts excluded from operating activities</b>							
Loss: Profit on asset disposals		0	(16,426)	(16,426)	(16,426)	0	(0.00%)
Loss: Loss on disposal of assets		0	0	0	0	0	0.00%
Loss: Depreciation on assets		8,099,260	8,099,260	7,424,197	7,589,841	165,644	2.23%
Loss: Movement in Provisions		0	0	0	(33,998)	(33,998)	0.00%
Loss: Movement in Local Govt House trust		0	0	0	(6,451)	(6,451)	0.00%
		8,099,260	8,082,834	7,407,771	7,532,967		
<b>Amount attributable to operating activities</b>		<b>(3,143,176)</b>	<b>(2,835,472)</b>	<b>(1,909,032)</b>	<b>(474,493)</b>	<b>1,474,987</b>	
<b>Investing Activities</b>							
Non-operating grants, subsidies and contributions		7,005,789	7,318,446	3,134,964	2,824,604	(310,360)	(9.90%)
<b>Net Non-Operating Grants</b>		<b>7,005,789</b>	<b>7,318,446</b>	<b>3,134,964</b>	<b>2,824,604</b>	<b>(310,360)</b>	<b>(9.90%)</b>
Proceeds from disposal of assets		0	32,427	22,427	22,427	0	0.00%
Payments for property, plant and equipment and infrastructure		(11,965,083)	(11,445,377)	(8,998,028)	(5,439,198)	3,558,830	39.55%
<b>Amount attributable to investing activities</b>		<b>(4,959,294)</b>	<b>(4,094,504)</b>	<b>(5,840,637)</b>	<b>(2,592,167)</b>	<b>3,248,470</b>	
<b>Financing Activities</b>							
Proceeds from new debentures	13	1,821,053	1,821,053	1,821,053	1,821,053	0	0.00%
Transfer from reserves	6	2,259,970	2,449,970	2,130,459	2,130,459	0	0.00%
Payments for principal portion of lease liabilities	14	(310,181)	(310,181)	(267,016)	(267,016)	0	0.00%
New Current Lease Liability		0	0	0	(5,555)		
Payment of debentures	13	(157,575)	(161,902)	(46,208)	(46,208)	0	0.00%
Transfer to reserves	6	(2,504,723)	(3,460,060)	(2,274,885)	(2,274,885)	0	0.00%
<b>Amount attributable to financing activities</b>		<b>1,108,544</b>	<b>338,881</b>	<b>1,363,403</b>	<b>1,357,848</b>	<b>(5,555)</b>	
<b>Closing funding surplus / (deficit)</b>	1	<b>0</b>	<b>0</b>	<b>204,829</b>	<b>4,882,284</b>	<b>4,677,455</b>	

**KEY INFORMATION**

**Note 4**

**REPORTING PROGRAMS**

**KEY TERMS AND DESCRIPTIONS  
FOR THE PERIOD ENDED 31 MAY 2023**

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

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

CITY OF GARDNER

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

Note 5

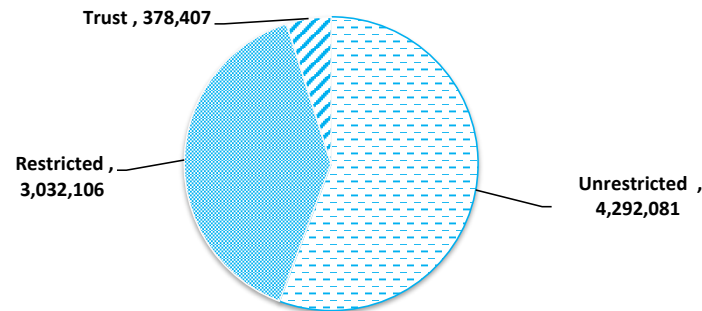
**CASH AND FINANCIAL ASSETS**

Description	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
	\$	\$	\$	\$			
<b>Cash on hand</b>							
Municipal Bank Account - 4334-09426	2,394,404	0	2,394,404	0	ANZ Bank	0.00%	On Call
Municipal Online Account - 4510-69349	1,897,677	0	1,897,677	0	ANZ Bank	1.30%	On Call
Trust Bank Account - 4334-09434	0	0	0	378,407	ANZ Bank	0.00%	On Call
Reserve Bank Account-4334-75677	0	271	271	0	ANZ Bank	0.00%	On Call
Reserve Online Account - 4516-72666	0	3,028,725	3,028,725	0	ANZ Bank	1.30%	On Call
<b>Investments</b>							
Term Deposit - No.2 Blowholes	0	3,110	3,110	0	WATC	0.05%	OCDF*
<b>Total</b>	<b>4,292,081</b>	<b>3,032,106</b>	<b>7,324,187</b>	<b>378,407</b>			
<b>Comprising</b>							
Cash and cash equivalents	4,292,081	3,032,106	7,324,187	378,407			
	<b>4,292,081</b>	<b>3,032,106</b>	<b>7,324,187</b>	<b>378,407</b>			

**KEY INFORMATION**

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

\* OCDF - Overnight Cash Deposit Facility



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

FINANCING ACTIVITIES  
Note  
CASH RESERVE

services

Service name	Original Budget Opening Balance	Actual Opening Balance	Original Budget Transfers In (+)	Current Budget Transfers In (+)	Actual Transfers In (+)	Original Budget Transfers Out (-)	Current Budget Transfers Out (-)	Actual Transfers Out (-)	Original Budget Closing Balance	Current Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Reserve	330,125	330,201	22,791	22,791	13,856	0	0	0	352,916	352,992	344,000
Contingent Reserve	192,457	192,501	22,791	747,791	12,864	0	0	0	215,248	940,292	205,300
Waste Disposal Reserve	153,324	153,359	0	0	1,105	0	0	0	153,324	153,359	154,400
Public Ablutions Reserve	1,764	1,764	0	0	0	(1,764)	(1,764)	(1,764)	0	0	0
Affordable Housing Reserve	700,540	700,701	0	0	0	(700,540)	(700,540)	(700,701)	0	0	0
Community Centre Reserve	60,515	60,529	0	0	0	(60,515)	(60,515)	(60,529)	0	0	0
Replacement Reserve	107,065	107,090	0	0	0	(107,065)	(107,065)	(107,090)	0	0	0
Port Reserve	59,302	59,316	0	0	0	(59,302)	(59,302)	(59,316)	0	0	0
Royal Bay Tip Reserve	71,860	71,876	0	0	518	0	0	0	71,860	71,876	72,300
Range/Fascine Wall Reserve	414,442	414,537	0	0	0	(414,442)	(414,442)	(414,537)	0	0	0
Road Planning Reserve	1,451	1,451	0	0	0	(1,451)	(1,451)	(1,451)	0	0	0
Range Dredging Reserve	84,693	84,712	0	0	0	(84,693)	(84,693)	(84,712)	0	0	0
Road Mitigation Reserve	11,886	11,889	0	0	0	(11,886)	(11,886)	(11,889)	0	0	0
Road/Nasa Reserve	21,368	21,373	0	0	0	(21,368)	(21,368)	(21,373)	0	0	0
Roadwholes Reserve	2,750	2,751	130,000	130,000	0	(132,750)	(132,750)	(2,751)	0	0	0
Road & Infrastructure Development Reserve	224,864	224,916	0	0	0	(224,864)	(224,864)	(224,916)	0	0	0
Asset Management Reserve	38,896	38,905	0	0	0	(38,896)	(38,896)	(38,905)	0	0	0
Emergency Response Reserve	265,402	265,463	0	0	0	(265,402)	(265,402)	(265,463)	0	0	0
Mosquito Management Reserve	6,173	6,174	800	4,058	850	0	0	0	6,973	10,232	7,000
Road Roads Grading	135,032	135,062	0	0	0	(135,032)	(135,032)	(135,062)	0	0	0
Port Renewal And Upgrade Reserve	0	0	59,302	59,302	59,743	0	0	0	59,302	59,302	59,700
Asset Upgrades And Renewal Reserve	0	0	527,623	754,702	523,035	0	(190,000)	0	527,623	564,702	523,000
Emergency Management Reserve	0	0	288,683	288,683	286,174	0	0	0	288,683	288,683	286,100
Range Upgrade And Renewal Reserve	0	0	394,579	394,579	391,147	0	0	0	394,579	394,579	391,100
Strategic Projects Reserve	0	0	925,404	925,404	917,353	0	0	0	925,404	925,404	917,300
Roadwholes Reserve Management Funds	0	0	132,750	132,750	68,240	0	0	0	132,750	132,750	68,200
<b>Reserve Funds</b>	<b>2,883,909</b>	<b>2,884,570</b>	<b>2,504,723</b>	<b>3,460,060</b>	<b>2,274,885</b>	<b>(2,259,970)</b>	<b>(2,449,970)</b>	<b>(2,130,459)</b>	<b>3,128,662</b>	<b>3,894,171</b>	<b>3,028,900</b>

KEY INFORMATION

During budget deliberations the Council reviewed and restructured Reserve funds to meet the future funding needs of the Shire. The highlighted reserves have been closed during the financial year.

Refer to Reserve Purposes on the following page.

\* Budget Amendment 14/23 approved the use of the Infrastructure Renewal and Upgrade reserve to fund Storm water pumps. The wording of this was incorrect, it should have referred to the Asset Upgrades and Renewals Reserve. As such the funds were intended to be utilised from the Asset Upgrades and Renewals Reserve.



ATTACHMENT 1  
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 FOR THE PERIOD ENDED 31 MAY 2023

FINANCING ACTIVITIES  
 Note 6 (Continued)  
**CASH RESERVES**

Reserve Purpose

Reserve name	Timing if intended use	Purpose
Service Leave Reserve	Ongoing	To fund the current annual and long service leave requirements.
Plant Replacement Reserve	Ongoing	To fund the acquisition of new plant as per the Plant Replacement program.
Waste Disposal Reserve	Ongoing	To be used for maintenance or capital expenditure at Browns Range Refuse Site. Annual transfer being revenue as raised by waste charge, less actual expenditure (excluding depreciation) on Carnarvon waste management facilities and service.
Municipal Ablutions Reserve	Close & Transfer	To be used to contribute to replacement of major upgrades on Shire of Carnarvon, to be closed and transferred to new Asset Upgrades and Renewal Reserve.
Staff Housing Reserve	Close & Transfer	To be used for major maintenance and capital purchases with respect to staff housing, to be closed and transferred to Strategic Projects Reserve.
Civic Centre Reserve	Close & Transfer	To be used for major building and equipment upgrades to Carnarvon Civic Centre, to be closed and transferred to new Asset Upgrades and Renewal Reserve.
Replacement Reserve	Close & Transfer	To be used to fund the Shire of Carnarvon Information Technology Strategy, to be closed and transferred to new Asset Upgrades and Renewal Reserve.
Port Reserve	Close & Transfer	To be used to contribute to capital costs in relation to the Carnarvon Airport.
Coral Bay Tip Reserve	Ongoing	To be used for maintenance and capital costs associated with Coral Bay Refuse Site. Annual transfer being revenue as raised by Specified Area Rate raised less expenditure at Coral Bay Waste facility and services, (excludes depreciation).
Fascine Wall Reserve	Close & Transfer	To be used for capital upgrade costs associated with the Fascine Wall.
Town Planning Reserve	Close & Transfer	To be used to contribute to funding town planning scheme reviews, new scheme & relevant town planning purposes, to be closed and transferred to new Asset Upgrades and Renewal Reserve.
Fascine Dredging Reserve	Close & Transfer	To be used for capital upgrade costs associated with the Fascine Wall.
Flood Mitigation Reserve	Close & Transfer	To be used to finance Council's obligations with respect to the Flood Mitigation Strategy, to be closed and transferred to Emergency Management Reserve.
OTC/NASA Reserve	Close & Transfer	To be used for the development & conservation of the OTC site, to be closed and transferred to new Asset Upgrades and Renewal Reserve.
Blowholes Reserve	Close & Repurpose	To be used to assist with the removal of shack debris and post demolition rehabilitation of shack area, to be closed and transferred to Strategic Projects Reserve.
Land & Infrastructure Development Reserve	Close & Transfer	To be used for the purchase of land and development of infrastructure within the Shire of Carnarvon, to be closed and transferred to Strategic Projects Reserve.
Asset Management Reserve	Close & Transfer	To be used for the replacement and improvement of specified assets within the Shire of Carnarvon in accordance with the Shire's Asset Management Plan, to be closed and transferred to new Asset Upgrades and Renewal Reserve.
Emergency Response Reserve	Close & Transfer	To be used in the preparation for and providing immediate assistance, relief and recovery to the community in response to an Emergency within the Shire of Carnarvon, to be closed and transferred to Emergency Management Reserve.
Mosquito Management Reserve	Ongoing	To be used for the purpose of delivering services to assist in mosquito management within the Shire of Carnarvon, which includes funding from the Department of Health.
Country Roads Grading	Close & Transfer	To be used for the country roads grading program in seasons when the climatic conditions are suitable, to be closed and transferred to new Asset Upgrades and Renewal Reserve.
Port Renewal And Upgrade Reserve	New 2022-23	To fund upgrades and renewal at the Carnarvon Airport.
Asset Upgrades And Renewal Reserve	New 2022-23	To fund the upgrade and renewal of existing assets.
Emergency Management Reserve	New 2022-23	To be used in the preparation for and providing immediate assistance, relief and recovery to the community in response to an emergency within the Shire of Carnarvon.
Fascine Upgrade And Renewal Reserve	New 2022-23	To fund the upgrades and renewal of Fascine Infrastructure.
Strategic Projects Reserve	New 2022-23	To fund development of strategic projects and new infrastructure.
Blowholes Reserve Management Funds	New 2022-23	To fund the implementation of the Blowholes Reserve management plan.

ADDITIONAL INFORMATION

During budget deliberations the Council reviewed and restructured Reserve funds to meet the future funding needs of the Shire. The highlighted reserves have been closed during the financial year.

SHIRE OF CARNARVON

INVESTING ACTIVITIES

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
NOTES TO AND FORMING PART OF THE BUDGET REVIEW REPORT  
FOR THE PERIOD ENDED 31 MAY 2023

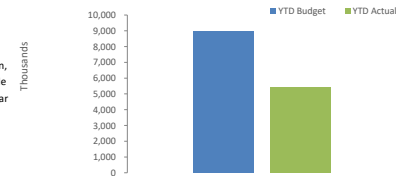
Note 7

CAPITAL ACQUISITIONS SUMMARY

Capital acquisitions	Adopted Budget	Current Budget	YTD Budget	YTD Actual
	\$	\$	\$	\$
Land & Buildings	1,320,772	871,858	494,395	454,014
Furniture & Equipment	125,000	83,910	81,912	44,919
Plant & Equipment	1,542,000	827,000	789,930	542,236
Roads	4,088,436	4,149,327	3,302,589	2,036,904
Footpaths	447,500	447,500	226,250	40,322
Drainage	40,000	265,000	242,913	264,067
Parks & Ovals	1,041,815	1,555,247	890,516	150,760
Airport	620,496	524,881	524,881	504,824
Other Infrastructure	2,419,064	2,650,654	2,380,470	1,364,296
Carparks	0	0	0	0
Landfill	320,000	70,000	64,163	36,856
<b>Payments for Capital Acquisitions</b>	<b>11,965,083</b>	<b>11,445,377</b>	<b>8,998,028</b>	<b>5,439,198</b>
Right of use assets	0	0	204,993	204,993
<b>Total Capital Acquisitions</b>	<b>11,965,083</b>	<b>11,445,377</b>	<b>9,203,021</b>	<b>5,644,191</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	7,005,789	7,318,446	3,134,964	2,824,604
Borrowings	1,821,053		1,821,053	1,821,053
Other (disposals & C/Fwd)	0		22,427	22,427
Cash backed reserves				
Public Ablutions Reserve	1,764	1,764	0	1,764
Staff Housing Reserve	700,540	700,540	0	700,701
CASH @ BANK CORAL BAY TIP RESERVE	60,515	60,515	0	60,529
It Replacement Reserve	107,065	107,065	1,764	107,090
Airport Reserve	59,302	59,302	700,701	59,316
Coral Bay Tip Reserve	0	0	60,529	0
Surge/Fascine Wall Reserve	414,442	414,442	107,090	414,537
Town Planning Reserve	1,451	1,451	59,316	1,451
Fascine Dredging Reserve	84,693	84,693	0	84,712
CASH @ BANK UNSPENT GRANTS & CONTRIBL	11,886	11,886	414,537	11,889
INVESTMENTS UNSPENT GRANTS & CONTRIBL	21,368	21,368	1,451	21,373
Blowholes Reserve	132,750	132,750	84,712	2,751
Cash @ Bank Unspent Grants & Contributions	0	0	11,889	0
Investments Unspent Grants & Contributions	0	0	21,373	0
CASH @ BANK MOSQUITO MANAGEMENT RE!	224,864	224,864	2,751	224,916
Asset Management Reserve	38,896	38,896	0	38,905
Airport Renewal and Upgrade Reserve	265,402	265,402	0	265,463
Asset Upgrades and Renewal Reserve	0	0	224,916	0
Emergency Management Reserve	135,032	135,032	38,905	135,062
Fascine Upgrade and Renewal Reserve	0	0	265,463	0
<b>Capital funding total</b>	<b>11,086,812</b>	<b>9,768,416</b>	<b>7,178,834</b>	<b>7,003,536</b>

SIGNIFICANT ACCOUNTING POLICIES

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



IRE OF CARNARVON  
 TES TO THE STATEMENT OF FINANCIAL ACTIVITY  
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 R THE PERIOD ENDED 31 MAY 2023

INVESTING ACTIVITY

Note 7 (Continu

CAPITAL ACQUISITIONS SUMMA

APITAL ACQUISITIONS DETAILED

		Adopted								
ount	Job	Account Description	Original Budget	Revised Budget	YTD Budget	YTD Actual	Purchase Orders Outstanding	TOTAL	Variance (Under)/Over	Comments
<b>Land &amp; Buildings</b>										
i	LRC023	Admin Building Roof Replacement	300,000	300,819	819	494	0	494	(325)	Carry Forward to FY24
14		Land & Buildings - Dfes	0	51,000	46,750	0	42,864	42,864	(3,886)	To be completed by 30 June 2023
14	0511	4 Yardi Quays - Capital	40,000	11,000	10,076	11,110	10,040	21,150	11,074	Complete
14	0512	21 Richards Street	12,000	0	0	12,683	0	12,683	12,683	Complete
14	0519	10 Foss Crescent	40,000	96,000	87,989	66,272	14,560	80,832	(7,157)	To be completed by 30 June 2023
10	BC01	Red House 1	0	48,000	0	0	0	0	0	Carry Forward to FY24
14	LRC022	Baxter Park Ablution Block Refurbishment	100,000	113,349	103,895	115,013	0	115,013	11,118	Complete
14	3156	Ceiling Replacement Ladies Toilet - Civic Centre Building	50,000	18,600	17,050	31,127	0	31,127	14,077	Complete
10	1501	Depot Improvements	25,000	11,090	10,164	7,351	0	7,351	(2,813)	Budgeted for FY24
10	G008	Bulk Fuel Tank	30,000	0	0	0	0	0	0	Budgeted for FY24
14	G005	Pelican Point Erosion Project (D.N.U.)	67,690	0	0	0	0	0	0	See Job G015
14	LRC015	Baston Oval Ablutions Upgrade	170,000	170,000	170,000	162,592	1,000	163,592	(6,408)	Complete
14	LRC021	D.N.U. Foreshore Playground Upgrades	434,082	0	0	0	0	0	0	See Job LRC024
14	0415	Main Airport Terminal	40,000	29,000	26,576	25,039	0	25,039	(1,537)	Complete
14	0419	Old Terminal Building	12,000	23,000	21,076	22,333	0	22,333	1,257	Complete
			<b>1,320,772</b>	<b>871,858</b>	<b>494,395</b>	<b>454,014</b>	<b>68,464</b>	<b>522,477</b>	<b>28,082</b>	
<b>Furniture &amp; Equipment</b>										
i		Furn & Equip (Admin)	15,000	10,000	9,163	0	763	763	(8,400)	Carry Forward to FY24
18		Equipment (New And Renewal) For I.T.	60,000	60,000	60,000	31,010	1,023	32,033	(27,967)	
14		Furn & Equip (Lib)	50,000	0	0	0	27,567	27,567	27,567	Carry Forward to FY24
14		Eng. Office Equipment	0	13,910	12,749	13,909	0	13,909	1,160	Complete
			<b>125,000</b>	<b>83,910</b>	<b>81,912</b>	<b>44,919</b>	<b>29,353</b>	<b>74,272</b>	<b>(7,640)</b>	
<b>Plant &amp; Equipment</b>										
i		Plant & Equip (Admin)	0	22,000	20,163	22,319	0	22,319	2,156	Complete
i		Plant & Equip (Animal Ctl)	0	79,600	72,963	79,437	0	79,437	6,474	Complete
14		Plant And Equipment	725,000	355,400	355,400	353,000	737,769	1,090,769	735,369	Carry Forward to FY24 - Waste Compac
14	1564	Other Plant And Equipment - Aquatic Centre	12,000	12,000	12,000	10,834	0	10,834	(1,166)	Complete PO Raised - Garden Truck Delivered 2
14		Plant And Equipment - Sp-34	0	175,000	160,413	0	124,716	124,716	(35,697)	weeks ago
14		Plant & Equip. - Airport	15,000	15,000	15,000	1,780	15,880	17,660	2,660	Carry Forward to FY24
14		Plant & Equipment - Sp-43	790,000	168,000	154,000	74,865	0	74,865	(79,135)	Complete
			<b>1,542,000</b>	<b>827,000</b>	<b>789,939</b>	<b>542,236</b>	<b>878,365</b>	<b>1,420,601</b>	<b>630,662</b>	
<b>Roads</b>										
10	R2R010	West Street - Roads To Recovery	12,542	12,542	12,542	12,809	0	12,809	267	Complete
10	R2R011	George Street - Roads To Recovery	8,618	8,618	8,618	8,599	0	8,599	(20)	Complete
10	R2R029	Hill Street - Roads To Recovery	7,552	7,552	7,552	7,199	0	7,199	(353)	Complete
10	R2R047	Shallcross Street - Roads To Recovery	16,783	18,146	16,632	18,146	0	18,146	1,514	Complete
10	R2R125	Wooramel Street - Roads To Recovery	9,725	13,473	12,342	13,473	0	13,473	1,131	Complete
10	R2R151	Tuckey Court - Roads To Recovery	8,664	8,664	8,664	8,788	0	8,788	124	Complete
10	R2R166	Hope Street - Roads To Recovery	9,435	9,435	9,435	8,527	0	8,527	(908)	Complete
10	R2R167	Smart Street - Roads To Recovery	8,777	8,777	8,777	9,553	0	9,553	776	Complete
10	R2R235	Rushton Street (B) - Roads To Recovery	4,615	0	0	0	0	0	0	
10	R2R236	Rushton Street (C) - Roads To Recovery	5,035	5,035	5,035	5,017	0	5,017	(18)	Complete
10	R2R241	Main Street - Roads To Recovery	850,605	850,605	100,000	96,579	915,810	1,012,389	912,389	Carry Forward to FY24
17	RRG121	Quobba Gnalaroo	395,817	486,411	486,411	1,724	486,411	488,135	1,724	Complete
17	RRG174	Minilya/Lyndon Road	697,414	697,414	697,414	309,154	342	309,496	(387,918)	Complete
3747	RRG209	Harbour Road	744,935	744,935	744,936	457,700	74,367	532,067	(212,869)	Has been rebudgeted at different Job fc 23/24
17	RRG242	Carnarvon Mullewa Road	594,537	594,537	594,537	594,722	0	594,722	185	Complete
10	C101	Olivia Terrace	14,500	14,500	14,500	15,205	0	15,205	705	Complete
10	C203	Festival Road	21,975	21,975	21,975	22,979	0	22,979	1,004	Complete
10	C702	Grid Construction & Approches	150,000	119,802	109,813	85,005	46,500	131,505	21,692	Complete
10	C737	Water Bore Installation	125,000	125,000	124,998	56,660	0	56,660	(68,338)	Budgeted for FY24
10	LRC001	Dog Fence Project Support	9,852	9,852	9,852	11,547	0	11,547	1,695	Complete
10	LRC018	Culverts And Flood Wall Rock Minilya Lyndon & Wandroonga Pimbee Rds	308,555	308,555	308,556	293,519	2,463	295,982	(12,574)	Complete
14	BLS204	Speedway Road A - Black Spot	83,500	83,500	0	0	0	0	0	Carry Forward to FY24
			<b>4,088,436</b>	<b>4,149,327</b>	<b>3,302,589</b>	<b>2,036,904</b>	<b>1,525,893</b>	<b>3,562,797</b>	<b>260,208</b>	
<b>Footpaths</b>										
18		Bicycle Network Coral By Design And Construct	250,000	250,000	50,000	26,960	0	26,960	(23,040)	Project cancelled
10	9004	Temporary Budget Job No - Footpaths Asset Renewals (Coa 3850)	90,000	15,000	0	0	0	0	0	Budgeted for FY24
18		Wa Bicycle Network Community College Shared Path	107,500	182,500	176,250	13,362	0	13,362	(162,888)	Carry Forward to FY24
			<b>447,500</b>	<b>447,500</b>	<b>226,250</b>	<b>40,322</b>	<b>0</b>	<b>40,322</b>	<b>(185,928)</b>	

IRE OF CARNARVON  
 TES TO THE STATEMENT OF FINANCIAL ACTIVITY  
 TES TO AND FORMING PART OF THE BUDGET REVIEW REPORT  
 R THE PERIOD ENDED 31 MAY 2023

INVESTING ACTIVITY

Note 7 (Continued)

CAPITAL ACQUISITIONS SUMMARY

CAPITAL ACQUISITIONS DETAILED

Account	Job	Account Description	Original Budget	Revised Budget	YTD Budget	YTD Actual		Variance (Under)/Over	Comments
10	D002	<b>Drainage</b>							
		Storm Water Pumps	40,000	265,000	242,913	264,067	0	264,067	21,154 Complete Part Reserve funded
			<b>40,000</b>	<b>265,000</b>	<b>242,913</b>	<b>264,067</b>	<b>0</b>	<b>264,067</b>	<b>21,154</b>
		<b>Parks &amp; Ovals</b>							
14	0615	Playground Equipment	10,000	10,000	10,000	6,018	0	6,018	(3,982) Complete
10	1154	Blowholes Development Project (Capital Works)	148,340	160,000	0	0	148,340	148,340	148,340 Carry Forward to Fy24
10	9011	Blowholes Interpretive Shelter - Gdc	118,475	118,475	118,476	36,950	49,784	86,734	(31,742) Carry Forward to Fy24
10	9012	Blowholes Erosion Control Work (Acquarium)	75,000	75,000	0	0	0	0	0 Carry Forward to Fy24
10	9013	Blowholes Shelter Upgrade	25,000	25,000	0	0	0	0	0 Carry Forward to Fy24
10	9014	Blowholes Stairs Upgrade	65,000	65,000	0	0	0	0	0 Carry Forward to Fy24
10	G015	Pelican Point Erosion Control Project (Grant Funded)	0	67,690	62,040	0	0	0	(62,040) Carry Forward to Fy24
10	R013	Skate Park Upgrade	80,000	80,000	80,000	10,219	0	10,219	(69,781) Carry Forward to Fy24
10	LRC024	Foreshore Playgroup Upgrades	0	434,082	100,000	92,708	342,039	434,748	334,748 Carry Forward to Fy24
10	LRC05A	Facine Shelters And Bbqs	0	0	0	1,021	0	1,021	1,021 Complete
10	R046	Youth Precinct Development	520,000	520,000	520,000	3,844	449,987	453,831	(66,169) Carry Forward to Fy24
			<b>1,041,815</b>	<b>1,555,247</b>	<b>890,516</b>	<b>150,760</b>	<b>990,151</b>	<b>1,140,911</b>	<b>250,395</b>
		<b>Airport</b>							
14	A012	Coral Bay Airstrip Upgrade	440,500	320,000	320,000	299,943	0	299,943	(20,057) Complete
14	A015	Carnarvon Airport Airside Fencing , Boundary Fencing, Apron Lighting	179,996	204,881	204,881	204,881	0	204,881	0 Complete
			<b>620,496</b>	<b>524,881</b>	<b>524,881</b>	<b>504,824</b>	<b>0</b>	<b>504,824</b>	<b>(20,057)</b>
		<b>Other Infrastructure</b>							
14		Bushfire Brigade Water Tank	119,350	119,350	119,350	9,000	0	9,000	(110,350) Carry Forward to Fy24
14		Infrastructure - Dfes	0	11,915	10,912	12,400	0	12,400	1,488 Complete
14	0495	Brown's Range Cemetery - Niche Wall (Columbarium)	20,000	20,000	20,000	0	0	0	(20,000) Carry Forward to Fy24
14	LRC014	Pioneer Cemetery Remediation	0	0	0	7,863	0	7,863	7,863 Complete
14	3617	Perimeter Fencing - Waste Water Ponds	25,000	0	0	0	0	0	0 Budgeted for Fy24
14	3620	Iws - Infrastructure (Bbrf)	238,000	210,000	193,328	182,838	0	182,838	(10,490) Complete
14	3622	Main Street Reticulation	200,000	200,000	133,334	29,037	1,320	30,357	(102,977) Carry Forward to Fy24
14	LRC005	Facine Shelter & Bbq Project	64,150	79,550	74,325	52,945	850	53,795	(20,530) Budgeted for Fy24
14	LRC007	Town Amenity Improvements	22,350	24,650	24,451	23,659	0	23,659	(792) Complete
14	LRC017	Brockman Park Retic And Landscape	168,670	175,000	160,413	170,629	0	170,629	10,216 Complete
14	LRC019	Facine Wall Capping Beam Replacement	439,450	852,450	781,407	6,147	65,014	71,161	(710,246) Carry Forward to Fy24
14	LRC020	Facine Wall Cathodic Protection	413,000	0	0	698	64,686	65,384	65,384 Project cancelled. Order to be cancelled
14	0404	Replacement Of Triple J Transmitter	15,000	15,000	15,000	0	0	0	(15,000) Carry Forward to Fy24
14	4211	Entry Statement (Other Infrastructure Capital)	20,000	18,000	16,500	16,670	0	16,670	170 Complete
14	LRC003	Coral Bay Visitor Signage Project	15,189	15,189	15,189	16,929	0	16,929	1,740 Complete
14	LRC009	Blowholes Camping Area Improvements	67,405	72,150	66,132	72,108	0	72,108	5,976 Complete
14	SE001	*Solar Eclipse -Coral Bay Existing Ablution Upgrades	50,000	80,000	73,326	110,900	0	110,900	37,574 Complete
14	SE002	*Solar Eclipse -Coral Bay Temporary Ablution Facilities	16,500	16,500	16,500	15,385	0	15,385	(1,115) Complete
14	SE003	*Solar Eclipse -Water Fill And Sewerage Disposal Points	35,000	35,000	35,000	36,891	0	36,891	1,891 Complete
14	SE004	*Solar Eclipse -Coral Bay Entrance Parking Facilities	206,000	228,500	209,451	233,276	0	233,276	23,825 Complete
14	SE005	*Solar Eclipse -Carnarvon Bay Pedestrian Zone	30,000	30,000	30,000	20,032	0	20,032	(9,968) Complete
14	SE006	*Solar Eclipse -Waste Management Plan	9,000	9,000	9,000	31,652	0	31,652	22,652 Complete
14	SE007	*Solar Eclipse -Carnarvon Visitor Centre Cosmetic Upgrades And Ablutions	95,000	141,400	129,613	139,168	8,600	147,768	18,155 Complete
19		Entry Statement Nwch Re-Establishment	150,000	150,000	112,500	20,632	99,572	120,204	7,704 Complete
14	SE008	Lighting Improvements - Town Beach (Itsi)	0	7,000	6,413	6,802	0	6,802	389 Complete
14	SE009	Shade Sails Installation Town Beach (Itsi)	0	64,000	58,663	65,089	0	65,089	6,426 Complete
14	SE010	Ablutions Upgrade Town Beach (Itsi)	0	54,900	50,325	56,586	0	56,586	6,261 Complete
14	SE011	Swimming Pontoon At Facine - Replace & Reposition (Itsi)	0	16,500	15,125	22,314	0	22,314	7,189 Complete
14	SE012	Additional Seating - Town Beach (Itsi)	0	4,600	4,213	4,644	0	4,644	431 Complete
			<b>2,419,064</b>	<b>2,650,654</b>	<b>2,380,470</b>	<b>1,364,296</b>	<b>240,042</b>	<b>1,604,338</b>	<b>(776,132)</b>
		<b>Landfill</b>							
14	0385	New Refuse Site Development At Coral Bay	320,000	70,000	64,163	36,856	27,394	64,250	87 Carry Forward to Fy24
			<b>320,000</b>	<b>70,000</b>	<b>64,163</b>	<b>36,856</b>	<b>27,394</b>	<b>64,250</b>	<b>87</b>
		<b>TOTALS</b>	<b>11,965,083</b>	<b>11,445,377</b>	<b>8,998,028</b>	<b>5,439,198</b>	<b>3,759,661</b>	<b>9,198,859</b>	<b>200,831</b>

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**Note 8  
RECEIVABLES**

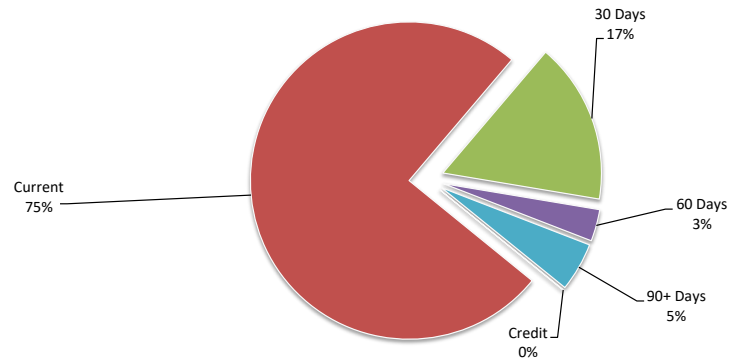
rates receivable	30 June 2022	31 May 2023
	\$	\$
Opening arrears previous years	834,286	821,455
Revised this year	6,075,905	6,678,673
Less - collections to date	(6,088,736)	(6,284,864)
Equals current outstanding	<b>821,455</b>	<b>1,215,264</b>
<b>Net rates collectable</b>	<b>821,455</b>	<b>1,215,264</b>
% Collected	88.1%	83.8%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(221)	523,598	114,068	22,490	34,487	694,423
Percentage	0.0%	75.4%	16.4%	3.2%	5%	
<b>Balance per trial balance</b>						
Sundry receivable	(221)	523,598	114,068	22,490	34,487	694,423
Due (to)/from ATO - GST and PAYG Net	0	185,056	0	0	0	185,056
Provision for Doubtful Debts	0	0	0	0	(6,868)	(6,868)
FESA Control	0	0	0	0	0	33,050
Accounts Receivable	0	0	0	0	0	(3,799)
LSL owed by Other Councils	0	11,377	0	0	0	11,377
<b>Total receivables general outstanding</b>	<b>(221)</b>	<b>720,031</b>	<b>114,068</b>	<b>22,490</b>	<b>27,619</b>	<b>913,239</b>
Amounts shown above include GST (where applicable)						

**KEY INFORMATION**

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

**Accounts Receivable (non-rates)**



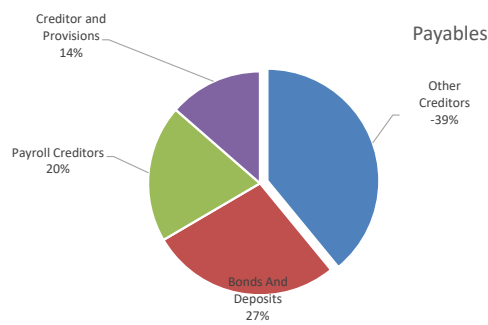
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**Note 9  
PAYABLES**

<b>Payables - general</b>	<b>Credit</b>	<b>Current</b>	<b>30 Days</b>	<b>60 Days</b>	<b>90+ Days</b>	<b>Total</b>
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	(1,252)	(1,252)
Percentage	0%	0%	0%	0%	100%	
<b>Balance per trial balance</b>						
Other Creditors	0	(171,723)	0	0	0	(171,723)
Bonds And Deposits	0	120,932	0	0	0	120,932
Payroll Creditors	0	87,319	0	0	0	87,319
Creditor and Provisions	0	59,724	0	0	0	59,724
<b>Total payables general outstanding</b>						<b>96,252</b>

**KEY INFORMATION**

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



GROUP OF COMPANIES LIMITED

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**OPERATING ACTIVITIES  
Note 1**

**RATE REVENUE**

General rate revenue	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>STATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Loss rental value</b>											
Residential	11.78720	1,284	22,281,709	2,626,390	25,000	(35,000)	2,616,390	2,626,296	5,222	559	2,632,077
Commercial/Industrial	10.91810	265	15,578,600	1,700,887	0	0	1,700,887	1,700,887	32,951	0	1,733,838
Special Use/Rural	11.78720	55	1,757,732	207,187	0	0	207,187	207,187	9,184	0	216,371
<b>Unimproved value</b>											
Leasing	25.9827	47	833,994	216,694	0	0	216,694	216,694	0	0	216,694
Historical	11.83120	31	3,131,820	370,532	0	0	370,532	370,532	0	0	370,532
Intensive Horticultural	2.71260	170	20,882,500	566,459	0	0	566,459	566,459	0	0	566,459
<b>Sub-Total</b>		<b>1,852</b>	<b>64,466,355</b>	<b>5,688,149</b>	<b>25,000</b>	<b>(35,000)</b>	<b>5,678,149</b>	<b>5,688,055</b>	<b>47,357</b>	<b>559</b>	<b>5,735,971</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Loss rental value</b>											
Residential	1,228	395	3,236,508	485,060	0	0	485,060	485,060	0	0	485,060
Commercial/Industrial	1,228	59	453,208	72,452	0	0	72,452	72,452	0	0	72,452
Special Use/Rural	1,228	47	373,933	57,716	0	0	57,716	57,716	0	0	57,716
<b>Unimproved value</b>											
Leasing	450	17	14,161	7,650	0	0	7,650	7,650	16,201	(810)	23,001
Historical	1,228	9	30,700	11,052	0	0	11,052	11,052	(2,603)	(1,724)	6,725
Intensive Horticultural	1,228	0	0	0	0	0	0	0	3,499	4,532	8,031
<b>Sub-total</b>		<b>527</b>	<b>4,108,510</b>	<b>633,930</b>	<b>0</b>	<b>0</b>	<b>633,930</b>	<b>633,930</b>	<b>17,097</b>	<b>1,998</b>	<b>653,024</b>
<b>Total general rates</b>		<b>2,379</b>	<b>68,574,865</b>	<b>6,322,079</b>	<b>25,000</b>	<b>(35,000)</b>	<b>6,312,079</b>	<b>6,321,985</b>	<b>64,454</b>	<b>2,557</b>	<b>6,388,995</b>
<b>Other Rates</b>	<b>Rate in \$ (cents)</b>										
GRV - GRV Coral Bay				264,001		0	264,001	275,078	0	0	275,078
Gratuita rates				14,000		0	14,000	0	0	0	14,000
Contributors (OTC Dish)				(1,228)		0	(1,228)	0	0	0	(1,228)
<b>Total specified area rates</b>				<b>276,773</b>		<b>0</b>	<b>276,773</b>	<b>275,078</b>	<b>0</b>	<b>0</b>	<b>289,603</b>
<b>Total Rates</b>							<b>6,588,852</b>	<b>6,597,063</b>	<b>64,454</b>	<b>2,557</b>	<b>6,678,617</b>

**ADDITIONAL INFORMATION**

Rates were levied in October 2022

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

INVESTING ACTIVITIES  
Note 1  
NON-OPERATING GRANTS AND CONTRIBUTION

	Type	Adopted Budget Revenue	Current Budget	YTD Budget	YTD Revenue Actual	Variance	Comment
		\$	\$	\$	\$	\$	
<b>Non-operating grants and subsidies</b>							
<b>Governance</b>							
Lrci Grant Phase 3	Tied	300,000	300,000	0	0	0	\$150K received in Fy22 held as Contract Liabili
<b>Law, order, public safety</b>							
Bushfire Brigade Water Tank Grant	Tied	119,350	119,350	0	9,000	9,000	\$119K received in Fy22 held as Contract Liabili
Dfes Grant - Infrastructure		0	57,715	0	0	0	
<b>Health</b>							
<b>Housing</b>							
RED Grant Accommodation	Tied	0	48,000	48,000	0	(48,000)	
<b>Community amenities</b>							
LRCI Grant - SP-25	Tied	25,000	25,000	25,000	25,000	0	
L.R.C.I GRANT - SP-31	Tied	125,000	125,000	25,000	75,000	50,000	
<b>Recreation and culture</b>							
Grants - Blowholes Dev.	Tied	145,039	145,039	35,000	32,451	(2,549)	\$110K received in Fy21 held as Contract Liabili
L.R.C.I. Grant - Sp-34	Tied	84,400	84,400	0	0	0	
Grant - Pelican Pt. Sand Drift & Erosion Project - Dph							
Coastwest Program	Tied	33,845	33,845	33,845	30,460	(3,385)	
Grants - Integrated Water Project	Tied	173,135	173,135	173,135	17,898	(155,237)	
Lrci Grant - Sp-34	Tied	255,290	255,290	0	106,582	106,582	\$120K received in Fy21 held as Contract Liabili
<b>Bbrf &amp; Dpiral Grants (Skate Park &amp; Youth Precinct)</b>							
	Tied	583,000	583,000	80,000	10,219	(69,781)	\$30K received in Fy22 held as Contract Liabili
Lrci Grants Phase 3	Tied	1,286,532	1,286,532	0	99,390	99,390	\$642K received in Fy22 held as Contract Liabili
Grant - Blowholes Int. Shelter - Gdc	Tied	85,000	85,000	0	19,400	19,400	\$85K received in Fy22 held as Contract Liabili
<b>Transport</b>							
Local Roads & Community Infrastructure Grant	Tied	19,852	19,852	10,000	19,852	9,852	\$9.8K received in Fy21 held as Contract Liabili
Regional Road Group	Tied	1,243,691	1,304,087	1,195,403	837,483	(357,920)	
Wa Bicycle Network Coral Bay Design And Construct	Tied	125,000	125,000	120,000	40,000	(80,000)	
Roads To Recovery - Sp-37	Tied	942,351	942,351	105,502	186,223	80,721	
Wa Bicycle Network Carnarvon Community College Shared Path	Tied	53,750	53,750	44,790	26,875	(17,915)	
R.A.D.S Grant	Tied	344,612	314,143	287,958	307,464	19,506	
R.A.U.P. Grant	Tied	128,293	90,808	83,237	74,656	(8,581)	
Lrci Grant - Sp-37	Tied	308,555	308,555	155,000	153,555	(1,445)	
<b>Economic services</b>							
Grant - Entry Statement Nwch - Gdc	Tied	150,000	150,000	75,000	75,000	0	
Grant	Tied	391,500	606,000	555,500	595,500	40,000	Solar eclipse Funding
Lrci Grant - Infr.	Tied	82,594	82,594	82,594	82,594	0	
		<b>7,005,789</b>	<b>7,318,446</b>	<b>3,134,964</b>	<b>2,824,604</b>	<b>(310,360)</b>	

CITY OF CARNARVON



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

OPERATING ACTIVITIES

Note 1

OPERATING GRANTS AND CONTRIBUTIONS

Provider	Type	Adopted Budget Revenue	Revised Budget	YTD Budget	YTD Revenue Actual	Variance	Comment
<b>Operating grants and subsidies</b>							
<b>General purpose funding</b>							
F.A.G. - General Purpose	Untied	1,368,283	1,368,283	1,368,283	1,368,283	0	
F.A.G. - Roads	Untied	347,131	347,131	347,131	347,131	0	
<b>Law, order, public safety</b>							
Bushfire Grant		19,793	19,793	19,792	19,793	1	
Emergency Svces Grant	Untied	36,000	41,506	38,038	27,643	(10,395)	
Grant - National Road Safety Week	Untied	0	0	0	5,300	5,300	
Grants And Contributions	Untied	130,000	130,000	50,000	56,406	6,406	CESM contributions
Dfes Grant Risk Officer	Untied	140,000	70,000	64,163	0	(64,163)	
<b>Health</b>							
Grants (Mosquito Funding)	Untied	36,136	22,490	20,614	22,490	1,876	
<b>Education and welfare</b>							
Exhibitions Inc	Untied	73,000	35,000	32,076	1,500	(30,576)	
Grants- Service Agreement - Youth Hub	Untied	304,333	304,333	304,332	279,749	(24,583)	
Youth Grant (Income)	Untied	0	50,000	45,826	54,200	8,374	
Wa Country Arts Grant	Untied	0	3,970	3,630	3,970	340	
<b>Community amenities</b>							
Grants - Protection Of The Environment	Untied	337,060	337,060	37,060	43,874	6,814	
Grant For Chrmap Development	Untied	100,000	75,000	68,750	75,000	6,250	
Town Planning Grants	Untied	0	0	0	500,000	500,000	CORAL BAY STRUCTURE PLAN GRANT & REGIONAL NORTH LOCAL GOVERNMENT ASSISTANCE GRANT
<b>Recreation and culture</b>							
Lib. And Gallery Grants	Untied	3,000	18,713	18,713	19,336	623	
Other Culture - Grants And Other Contributions	Untied	0	0	0	773	773	
Seniors Grant (Income)	Untied	0	1,000	913	1,000	87	
Public Art Contributions	Untied	0	4,100	3,751	18,282	14,531	
Aust Day Income	Untied	0	30,000	27,500	24,000	(3,500)	
Staff Subsidy	Untied	0	2,318	2,123	3,682	1,559	
Live Show Income	Untied	0	10,000	9,163	3,913	(5,250)	
<b>Transport</b>							
Grant - Flood Mitigation Works	Untied	9,206,494	9,206,494	8,309,659	6,452,690	(1,856,969)	
Grant - Improving Flood Preparedness Project	Untied	1,170,011	1,170,011	0	10,173	10,173	\$431K held as Contract Liability from F22.
Mrwa Direct Grant	Untied	367,988	367,988	367,988	367,989	1	
Mrwa Streetlighting Contribution	Untied	21,700	21,700	21,700	21,706	6	
Mrwa Robinson Street Sweeping Contribution	Untied	15,000	10,000	10,000	10,000	0	
Mrwa Verge Mtnce Contribution	Untied	15,000	15,000	15,000	16,525	1,525	
<b>Economic services</b>							
Other Grants & Contributi	Untied	0	7,069	6,479	7,966	1,487	
Total Solar Eclipse Project 2023 - Income	Untied	60,000	425,152	389,719	426,151	36,432	
V.C. Other Income	Untied	0	1,739	1,584	28,316	26,732	
		<b>13,750,929</b>	<b>14,095,851</b>	<b>11,583,987</b>	<b>10,217,842</b>	<b>(1,366,146)</b>	

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**FINANCING ACTIVITIES**

**Note 13**

**BORROWINGS**

**Repayments - borrowings**

Particulars	Loan No.	1 July 2022	New Loans		Principal Repayments		Principal Outstanding			Interest Repayments			
			YTD Actual	Full Year Budget	YTD Actual	Original Budget	Current Budget	YTD Actual	Original Budget	Current Budget	YTD Actual	Original Budget	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
<b>Transport</b>													
Airport Corrective works	216	174,578	0	0	46,208	47,110	47,110	128,370	127,468	127,468	8,847	6,343	6,343
Plant and Equipment	TBC	0	0	1,821,053	0	110,465	114,792	0	1,706,261	1,706,261	0	9,000	34,538
<b>Total</b>		<b>174,578</b>	<b>0</b>	<b>1,821,053</b>	<b>46,208</b>	<b>157,575</b>	<b>161,902</b>	<b>128,370</b>	<b>1,833,729</b>	<b>1,833,729</b>	<b>8,847</b>	<b>15,343</b>	<b>40,881</b>
Current borrowings		114,792						114,792					
Non-current borrowings		1,879,462						1,879,462					
		<b>1,994,254</b>						<b>1,994,254</b>					

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

**New borrowings 2022-23**

The Shire has approved borrowing in the 2022/23 Budget of \$1,821,053 which has been financed.

**Unspent borrowings**

The Shire had no unspent debenture funds as at 30th June 2022, nor is it expected to have unspent funds as at 30th June 2023.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing -51924 included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023**

**FINANCING ACTIVITIES  
NOTE 14**

**LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases	Lease No.	1 July 2022	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget	YTD Actual	Full Year Budget
Particulars		\$	\$	\$	\$	\$	\$	\$	\$	\$
Other property and services										
Various Plant & Furniture & Equipment		597,621	204,993	0	267,016	310,181	535,598	273,407	11,408	16,961
<b>Total</b>		597,621	204,993	0	267,016	310,181	535,598	273,407	11,408	16,961
Current lease liabilities		303,866					36,850			
Non-current lease liabilities		293,755					498,748			
		597,621					535,598			

All lease repayments were financed by general purpose revenue.

New Actual Leases includes IT equipment.

**KEY INFORMATION**

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

FINANCING ACTIVITIES  
NOTE 15

BUDGET AMENDMENTS

The following Budget Amendments have been approved by Council, since the adoption of the 2022-23 Budget.

Reference	Job No.	Description	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
OCM April		<b>Budget adoption</b>	Budgeted Closing surplus/(deficit)	6,993,926	6,591,095	0	(402,831)	(402,831)
OCM April	0021	Back-Rates Levied	Operating Revenue	(35,000)	2,000	37,000	0	(365,831)
OCM April	0041	Instalment Interest Charges	Operating Revenue	18,500	22,000	3,500	0	(362,331)
OCM April	0251	Interim Rating	Operating Revenue	25,000	30,000	5,000	0	(357,331)
OCM April	0503	Staff Reimbursements (Admin)	Operating Revenue	1,200	1,000	0	(200)	(357,531)
OCM April	0553	Reimbursement-Insurance	Operating Revenue	10,000	500	0	(9,500)	(367,031)
OCM April	0563	Reimbursements (Gst)	Operating Revenue	0	8,000	8,000	0	(359,031)
OCM April	0593	Other Income - Sp-05	Operating Revenue	5,900	6,407	507	0	(358,524)
OCM April	0663	Legal Costs Recovered	Operating Revenue	3,000	2,000	0	(1,000)	(359,524)
OCM April	0863	Reimbursements - Sp-06	Operating Revenue	0	35,000	35,000	0	(324,524)
OCM April	0933	Fines And Penalties (Ac)	Operating Revenue	15,000	15,500	500	0	(324,024)
OCM April	1141	Legal Charges Recovered	Operating Revenue	20,000	30,000	10,000	0	(314,024)
OCM April	1203	Emergency Svces Grant	Operating Revenue	36,000	41,506	5,506	0	(308,518)
OCM April	1323	Grants/Reimbursements - Sp-09	Operating Revenue	0	35,500	35,500	0	(273,018)
OCM April	1343	Exhibitions Inc	Operating Revenue	73,000	35,000	0	(38,000)	(311,018)
OCM April	1383	Youth Grant (Income)	Operating Revenue	0	50,000	50,000	0	(261,018)
OCM April	1393	Wa Country Arts Grant	Operating Revenue	0	3,970	3,970	0	(257,048)
OCM April	1413	Lease Income (Health Clinic)	Operating Revenue	10,000	400	0	(9,600)	(266,648)
OCM April	1753	Lodging Houses	Operating Revenue	6,500	900	0	(5,600)	(272,248)
OCM April	1783	Liquid Waste Regs.	Operating Revenue	1,500	2,500	1,000	0	(271,248)
OCM April	1783	Fines & Penalties - Hlth	Operating Revenue	960	2,000	1,040	0	(270,208)
OCM April	1813	Water Sampling - Income	Operating Revenue	1,200	2,000	800	0	(269,408)
OCM April	1823	Grants (Mosquito Funding)	Operating Revenue	36,136	22,490	0	(13,646)	(283,054)
OCM April	1H33	Dfes Grant Risk Officer	Operating Revenue	140,000	70,000	0	(70,000)	(353,054)
OCM April	2393	Refuse Removal - C'Von	Operating Revenue	1,055,000	1,045,000	0	(10,000)	(363,054)
OCM April	2543	Refuse Removal - Com. Mgb'S	Operating Revenue	360,000	394,000	34,000	0	(329,054)
OCM April	2953	Development Applications	Operating Revenue	35,000	56,000	21,000	0	(308,054)
OCM April	3073	Blowholes Camping Fees	Operating Revenue	90,000	140,000	50,000	0	(258,054)
OCM April	3083	Gladstone Camping Fees	Operating Revenue	6,000	16,000	10,000	0	(248,054)
OCM April	3103	Live Show Income	Operating Revenue	0	10,000	10,000	0	(238,054)
OCM April	3143	Civic Centre Hire	Operating Revenue	7,000	5,500	0	(1,500)	(239,554)
OCM April	3153	Civic Centre - Cinema Income	Operating Revenue	5,000	13,000	8,000	0	(231,554)
OCM April	3383	Leases & Rentals	Operating Revenue	0	2,150	2,150	0	(229,404)
OCM April	3505	Lib. And Gallery Grants	Operating Revenue	3,000	18,713	15,713	0	(213,691)
OCM April	3513	Library Fundraising (Sale Of Books)	Operating Revenue	1,750	850	0	(900)	(214,591)
OCM April	3553	Staff Subsidy	Operating Revenue	0	2,318	2,318	0	(212,273)
OCM April	3663	Jubilee Hall (C'Von Arts)	Operating Revenue	300	1,114	814	0	(211,459)
OCM April	3673	Seniors Grant (Income)	Operating Revenue	0	1,000	1,000	0	(210,459)
OCM April	3693	Public Art Contributions	Operating Revenue	0	4,100	4,100	0	(206,359)
OCM April	3713	Reimbursements - Sp-36	Operating Revenue	0	1,925	1,925	0	(204,434)
OCM April	4027	Grant For Chrimap Development	Operating Revenue	100,000	75,000	0	(25,000)	(229,434)
OCM April	4121	Mrwa Robinson Street Sweeping Contribution	Operating Revenue	15,000	10,000	0	(5,000)	(234,434)
OCM April	4123	Airport Lease Payments	Operating Revenue	850,000	970,247	120,247	0	(114,187)
OCM April	4163	Landing Fees - Military	Operating Revenue	4,000	2,000	0	(2,000)	(116,187)
OCM April	4173	Landing Fees	Operating Revenue	54,600	60,000	5,400	0	(110,787)
OCM April	4193	Rental-Houses Airport Crescent	Operating Revenue	0	1,200	1,200	0	(109,587)
OCM April	4197	Airside Parking Fees	Operating Revenue	15,000	10,000	0	(5,000)	(114,587)
OCM April	4213	Other Income - Airport	Operating Revenue	2,200	1,700	0	(500)	(115,087)
OCM April	4253	Other Grants & Contributi	Operating Revenue	0	7,069	7,069	0	(108,018)
OCM April	4263	Bush Bay/New Beach Camping Fees	Operating Revenue	17,000	19,800	2,800	0	(106,018)
OCM April	4297	Total Solar Eclipse Project 2023 - Income	Operating Revenue	60,000	425,152	365,152	0	259,134
OCM April	4463	Building Lic. Fees	Operating Revenue	25,000	30,000	5,000	0	264,134
OCM April	4983	Staff Rent	Operating Revenue	0	1,000	1,000	0	265,134
OCM April	5123	Diesel Fuel Rebate (Ato)	Operating Revenue	30,000	20,000	0	(10,000)	255,134
OCM April	5483	Interest On Investments	Operating Revenue	2,000	35,000	33,000	0	288,134
OCM April	5603	Art Gallery Income	Operating Revenue	700	1,200	500	0	288,634
OCM April	6063	Aust Day Income	Operating Revenue	0	30,000	30,000	0	318,634
OCM April	6117	Reimbursements Trainee - Youth	Operating Revenue	56,000	10,000	0	(46,000)	272,634
OCM April	6733	Other Income - Sp-25	Operating Revenue	20,000	0	0	(20,000)	252,634
OCM April	7013	Operator Member Fees	Operating Revenue	21,000	15,200	0	(5,800)	246,834
OCM April	7093	V.C. Other Income	Operating Revenue	0	2,238	2,238	0	249,072
OCM April	9303	Raise The Roof Income - Ticket Sales	Operating Revenue	0	33,445	33,445	0	282,517
OCM April	9313	Kiosk Sales Cinema	Operating Revenue	6,000	10,000	4,000	0	286,517
OCM April	41X2	Profit Plant General	Operating Revenue	0	16,426	0	0	286,517
OCM April	E016	I.T.Subscriptions And Minor Equipment	Operating Revenue	(4,000)	(6,000)	0	(2,000)	284,517
OCM April	0102	Members Conf. & Travel	Operating Expenses	(10,000)	(14,000)	0	(4,000)	280,517
OCM April	0132	Civic Receptions	Operating Expenses	(4,000)	(1,000)	3,000	0	283,517
OCM April	0172	Public Relations - Sp-04	Operating Expenses	(1,500)	(1,000)	500	0	284,017
OCM April	0182	Loss Of Earn/Travel Costs	Operating Expenses	(1,500)	(400)	1,100	0	285,117
OCM April	0192	Corporate Communications	Operating Expenses	(12,000)	(6,000)	6,000	0	291,117

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

FINANCING ACTIVITIES  
NOTE 15  
BUDGET AMENDMENTS

The following Budget Amendments have been approved by Council, since the adoption of the 2022-23 Budget.

Reference	Job No.	Description	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
OCM April	01C2	Acknowledgement Of Aboriginal Heritage	Operating Expenses	(10,000)	(1,000)	9,000	0	300,117
OCM April	01D2	Review Of Local Laws	Operating Expenses	(5,000)	(1,500)	3,500	0	303,617
OCM April	02B2	Naturalisation Expenses	Operating Expenses	(500)	(300)	200	0	303,817
OCM April	0282	Insurance (Admin)	Operating Expenses	(166,526)	(167,000)	0	(474)	303,343
OCM April	0302	Admin. Buildings	Operating Expenses	(176,361)	(146,934)	29,427	0	332,770
OCM April	0342	Telephone - Sp-05	Operating Expenses	(60,000)	(72,000)	0	(12,000)	320,770
OCM April	0352	Advertising - Sp-04	Operating Expenses	(10,000)	(6,000)	4,000	0	324,770
OCM April	0362	Office Equip. - Maint	Operating Expenses	(42,000)	(37,000)	5,000	0	329,770
OCM April	0382	Postage And Freight	Operating Expenses	(16,000)	(12,000)	4,000	0	333,770
OCM April	0442	Audit Fees	Operating Expenses	(80,000)	(56,000)	24,000	0	357,770
OCM April	0462	Legal Expenses - Sp-05	Operating Expenses	(45,000)	(120,000)	0	(75,000)	282,770
OCM April	0522	Office Equip - Rental	Operating Expenses	(4,476)	0	4,476	0	287,246
OCM April	0532	Computer Operations	Operating Expenses	(342,000)	(327,000)	15,000	0	302,246
OCM April	0552	Int. On Leases (Admin)	Operating Expenses	0	(400)	0	(400)	301,846
OCM April	0586	Retention And Bonus Pmts.	Operating Expenses	(95,000)	(68,585)	26,415	0	328,261
OCM April	0622	Debt Collection	Operating Expenses	(10,000)	(5,000)	5,000	0	333,261
OCM April	06C2	Website	Operating Expenses	(110,000)	(55,000)	55,000	0	388,261
OCM April	06D2	Consultancies	Operating Expenses	(168,500)	(218,015)	0	(49,515)	338,746
OCM April	06E2	Reg.Risk Mgmt. (Lgis Members Contribution)	Operating Expenses	(11,000)	(5,000)	6,000	0	344,746
OCM April	06I2	Covid Preparation And Action	Operating Expenses	(2,000)	0	2,000	0	346,746
OCM April	0732	Fire Prevention/Fighting	Operating Expenses	(121,952)	(114,452)	7,500	0	354,246
OCM April	0742	Brigade Buildings	Operating Expenses	(2,181)	(6,091)	0	(3,910)	350,336
OCM April	0862	Ac - Employee Costs - Sp-07	Operating Expenses	(444,249)	(408,778)	35,471	0	385,807
OCM April	0892	Animal Pound	Operating Expenses	(26,237)	(4,537)	21,700	0	407,507
OCM April	0912	Control Expenses - Other	Operating Expenses	(26,000)	(78,800)	0	(52,800)	354,707
OCM April	0932	Phone/Internet (Ac)	Operating Expenses	(3,500)	(2,000)	1,500	0	356,207
OCM April	0962	Vehicle Operating (Ac)	Operating Expenses	(67,000)	(25,000)	42,000	0	398,207
OCM April	1102	Impounded Vehicles	Operating Expenses	(3,000)	(3,050)	0	(50)	398,157
OCM April	1192	Staff Trng.	Operating Expenses	(90,000)	(122,000)	0	(32,000)	366,157
OCM April	11FF	Shared Cesm Svce.	Operating Expenses	(152,550)	(147,350)	5,200	0	371,357
OCM April	1202	Other Expenses	Operating Expenses	0	(2,000)	0	(2,000)	369,357
OCM April	1362	Early Years Strategy	Operating Expenses	0	(35,500)	0	(35,500)	333,857
OCM April	1722	Asset Management - Sp-05	Operating Expenses	(190,338)	(197,250)	0	(6,912)	326,945
OCM April	1822	Mosquito/Vermin Control	Operating Expenses	(73,936)	(45,900)	28,036	0	354,981
OCM April	1952	Lotteries House - Mtce	Operating Expenses	(2,970)	(3,645)	0	(675)	354,306
OCM April	1H32	Bushfire Risk Mgmt.Officer	Operating Expenses	(112,130)	(21,550)	90,580	0	444,886
OCM April	1I32	B/Fire Risk Mgmt Plan Dev	Operating Expenses	0	(27,000)	0	(27,000)	417,886
OCM April	2052	Town Planning Schemes - Sp-30	Operating Expenses	(5,000)	(3,000)	2,000	0	419,886
OCM April	2362	Refuse Collection -Cvn.	Operating Expenses	(203,400)	(213,400)	0	(10,000)	409,886
OCM April	2372	Browns Rd - Tip Site Mtce.	Operating Expenses	(771,854)	(771,054)	800	0	410,686
OCM April	2806	Consultancy And Training - Planning	Operating Expenses	(40,000)	(50,000)	0	(10,000)	400,686
OCM April	3012	Cemetery	Operating Expenses	(86,435)	(95,235)	0	(8,800)	391,886
OCM April	3222	Telephone - Sp-33	Operating Expenses	(2,000)	(1,500)	500	0	392,386
OCM April	3242	Carnarvon Parks & Gardens	Operating Expenses	(1,189,468)	(1,182,455)	7,013	0	399,399
OCM April	3512	Telephone - Sp-35	Operating Expenses	0	(3,000)	0	(3,000)	396,399
OCM April	3562	Internet Expenses Library	Operating Expenses	0	(1,200)	0	(1,200)	395,199
OCM April	3572	Festival And Events	Operating Expenses	(64,000)	(94,000)	0	(30,000)	365,199
OCM April	3676	Infrastructure Subscriptions	Operating Expenses	0	(15,000)	0	(15,000)	350,199
OCM April	3722	Public Art	Operating Expenses	0	(14,500)	0	(14,500)	335,699
OCM April	3792	Freight & Postage	Operating Expenses	0	(1,000)	0	(1,000)	334,699
OCM April	3812	Equipment Minor Incl It- Lib	Operating Expenses	(12,400)	(13,900)	0	(1,500)	333,199
OCM April	3980	Drainage Mtce. Town	Operating Expenses	(77,790)	(44,790)	33,000	0	366,199
OCM April	4002	New Lighting	Operating Expenses	0	(30,000)	0	(30,000)	336,199
OCM April	4028	Chrmpt Development	Operating Expenses	(150,000)	(75,000)	75,000	0	411,199
OCM April	4102	Employee Costs - Sp-42	Operating Expenses	(167,193)	(215,888)	0	(48,695)	362,504
OCM April	4182	Airport Buildings	Operating Expenses	(144,028)	(146,728)	0	(2,700)	359,804
OCM April	4182	Airport Licences	Operating Expenses	(150)	(4,500)	0	(4,350)	355,454
OCM April	41D2	Coral Bay Airport	Operating Expenses	(12,168)	(10,968)	1,200	0	356,654
OCM April	41L2	Airside Maintenance	Operating Expenses	(75,224)	(77,150)	0	(1,926)	354,728
OCM April	4262	Area Promotion	Operating Expenses	(420,000)	(447,000)	0	(27,000)	327,728
OCM April	4296	Total Solar Eclipse Project 2023- Expenditure	Operating Expenses	(64,000)	(389,152)	0	(325,152)	2,576
OCM April	4302	Tourist Reserves Mtce	Operating Expenses	(87,213)	(91,313)	0	(4,100)	(1,524)
OCM April	4352	Employee Costs - Sp-46	Operating Expenses	(154,396)	(154,616)	0	(220)	(1,744)
OCM April	4372	Build. Control Expenses	Operating Expenses	0	(1,035)	0	(1,035)	(2,779)
OCM April	4492	Contract Bldg. Survey	Operating Expenses	(60,000)	(42,000)	18,000	0	15,221
OCM April	4502	It Expenses & Subscriptions Building	Operating Expenses	(4,000)	2,800	6,800	0	22,021
OCM April	5332	Interest On Loan Plant	Operating Expenses	(9,000)	(34,538)	0	(25,538)	(3,517)
OCM April	5382	Staff Housing	Operating Expenses	(176,223)	(180,223)	0	(4,000)	(7,517)
OCM April	5602	Art Gallery Programs	Operating Expenses	(18,300)	(20,300)	0	(2,000)	(9,517)
OCM April	5612	Art Gallery Equip.	Operating Expenses	(3,000)	(15,713)	0	(12,713)	(22,230)
OCM April	6192	Pathway Projects	Operating Expenses	0	(35,000)	0	(35,000)	(57,230)
OCM April	6242	Community Newsletter	Operating Expenses	(20,000)	(4,000)	16,000	0	(41,230)
OCM April	6872	Eh Monitoring And Assessment	Operating Expenses	(10,465)	(7,650)	2,815	0	(38,415)
OCM April	6962	Youth Outreach And School Holiday Program	Operating Expenses	(25,000)	(75,000)	0	(50,000)	(88,415)
OCM April	6993	Ningaloo Inspired Mural	Operating Expenses	0	(3,970)	0	(3,970)	(92,385)
OCM April	7322	Public Health Plan	Operating Expenses	(21,000)	(15,150)	5,850	0	(86,535)
OCM April	9412	Cinema Expenses	Operating Expenses	(8,000)	(15,000)	0	(7,000)	(93,535)
OCM April	9422	Cinema Kiosk Purchase	Operating Expenses	(2,000)	(3,500)	0	(1,500)	(95,035)
OCM April	9522	Equipment Maintenance	Operating Expenses	(2,500)	(6,000)	0	(3,500)	(98,535)
OCM April	9572	Minor Equip - C/Centre	Operating Expenses	(4,000)	(1,000)	3,000	0	(95,535)
OCM April	9602	Cinema Advertising	Operating Expenses	(1,800)	(1,390)	410	0	(95,125)
OCM April								(95,125)
OCM April	0745	Dfes Grant - Infrastructure	Capital Revenue	0	57,715	57,715	0	(37,410)
OCM April	3841	Regional Road Group	Capital Revenue	1,243,691	1,304,087	60,396	0	22,986
OCM April	4603	R.A.D.S Grant	Capital Revenue	344,612	314,143	0	(30,469)	(7,483)
OCM April	4604	R.A.U.P. Grant	Capital Revenue	128,293	90,808	0	(37,485)	(44,968)
OCM April	4A33	Grant	Capital Revenue	391,500	606,000	214,500	0	169,532

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 MAY 2023

FINANCING ACTIVITIES  
NOTE 15

BUDGET AMENDMENTS

The following Budget Amendments have been approved by Council, since the adoption of the 2022-23 Budget.

Reference	Job No.	Description	Classification	Original Budget	Current Budget	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
						\$	\$	\$
OCM April	3981	Contribution	Operating Revenue	0	0	0	0	169,532
OCM April	0584	Admin Building Roof Replacement	Capital Expenses	(300,000)	(300,819)	0	(819)	168,713
OCM April	2974	4 Yardi Quays - Capital	Capital Expenses	(40,000)	(11,000)	29,000	0	197,713
OCM April	2974	21 Richards Street	Capital Expenses	(12,000)	0	12,000	0	209,713
OCM April	2974	10 Foss Crescent	Capital Expenses	(40,000)	(96,000)	0	(56,000)	153,713
OCM April	3064	Baxter Park Ablution Block Refurbishment	Capital Expenses	(100,000)	(113,349)	0	(13,349)	140,364
OCM April	3154	Ceiling Replacement Ladies Toilet - Civic Centre Building	Capital Expenses	(50,000)	(18,600)	31,400	0	171,764
OCM April	3680	Depot Improvements	Capital Expenses	(25,000)	(11,090)	13,910	0	185,674
OCM April		Bulk Fuel Tank	Capital Expenses	(30,000)	0	30,000	0	215,674
OCM April	3764	D.N.U. Foreshore Playground Upgrades	Capital Expenses	(434,082)	0	434,082	0	649,756
OCM April	2414	New Refuse Site Development At Coral Bay	Capital Expenses	(320,000)	(70,000)	250,000	0	899,756
OCM April	4154	Main Airport Terminal	Capital Expenses	(40,000)	(29,000)	11,000	0	910,756
OCM April	4154	Old Terminal Building	Capital Expenses	(12,000)	(23,000)	0	(11,000)	899,756
OCM April	3740	Shallcross Street - Roads To Recovery	Capital Expenses	(16,783)	(18,146)	0	(1,363)	898,393
OCM April	3740	Wooramel Street - Roads To Recovery	Capital Expenses	(9,725)	(13,473)	0	(3,748)	894,645
OCM April	3740	Rushton Street (B) - Roads To Recovery	Capital Expenses	(4,615)	0	4,615	0	899,260
OCM April	3747	Quobba Gnaraloo	Capital Expenses	(395,817)	(486,411)	0	(90,594)	808,666
OCM April	3760	Grid Construction & Approches	Capital Expenses	(150,000)	(119,802)	30,198	0	838,864
OCM April	3770	Storm Water Pumps	Capital Expenses	(40,000)	(265,000)	0	(225,000)	613,864
OCM April	3690	Blowholes Development Project (Capital Works)	Capital Expenses	(148,340)	(160,000)	0	(11,660)	602,204
OCM April	3690	Pelican Point Erosion Project (D.N.U.)	Capital Expenses	(67,690)	0	67,690	0	669,894
OCM April	3690	Pelican Point Erosion Control Project (Grant Funded)	Capital Expenses	0	(67,690)	0	(67,690)	602,204
OCM April	3690	Foreshore Playground Upgrades	Capital Expenses	0	(434,082)	0	(434,082)	168,122
OCM April	4124	Coral Bay Airstrip Upgrade	Capital Expenses	(440,500)	(320,000)	120,500	0	288,622
OCM April	4124	Carnarvon Airport Airside Fencing , Boundary Fencing, Apron	Capital Expenses	(179,996)	(204,881)	0	(24,885)	263,737
OCM April	3604	Perimeter Fencing - Waste Water Ponds	Capital Expenses	(25,000)	0	25,000	0	288,737
OCM April	3604	Iws - Infrastructure (Bbrf)	Capital Expenses	(238,000)	(210,000)	28,000	0	316,737
OCM April	3604	Fascine Shelter & Bbq Project	Capital Expenses	(64,150)	(79,550)	0	(15,400)	301,337
OCM April	3604	Town Amenity Improvements	Capital Expenses	(22,350)	(24,650)	0	(2,300)	299,037
OCM April	3604	Brockman Park Retic And Landscape	Capital Expenses	(168,670)	(175,000)	0	(6,330)	292,707
OCM April	3604	Facine Wall Capping Beam Replacement	Capital Expenses	(439,450)	(852,450)	0	(413,000)	(120,293)
OCM April	3604	Facine Wall Cathodic Protection	Capital Expenses	(413,000)	0	413,000	0	292,707
OCM April	4214	Entry Statement (Other Infrastructure Capital)	Capital Expenses	(20,000)	(18,000)	2,000	0	294,707
OCM April	4214	Blowholes Camping Area Improvements	Capital Expenses	(67,405)	(72,150)	0	(4,745)	289,962
OCM April	4214	*Solar Eclipse -Coral Bay Existing Ablution Upgrades	Capital Expenses	(50,000)	(80,000)	0	(30,000)	259,962
OCM April	4214	*Solar Eclipse -Coral Bay Entrance Parking Facilities	Capital Expenses	(206,000)	(228,500)	0	(22,500)	237,462
OCM April	4214	*Solar Eclipse -Carnarvon Visitor Centre Cosmetic Upgrades	Capital Expenses	(95,000)	(141,400)	0	(46,400)	191,062
OCM April	4214	Lighting Improvements - Town Beach (Jtsi)	Capital Expenses	0	(7,000)	0	(7,000)	184,062
OCM April	4214	Shade Sails Installation Town Beach (Jtsi)	Capital Expenses	0	(64,000)	0	(64,000)	120,062
OCM April	4214	Ablutions Upgrade Town Beach (Jtsi)	Capital Expenses	0	(54,900)	0	(54,900)	65,162
OCM April	4214	Swimming Pontoon At Fascine - Replace & Reposition (Jtsi)	Capital Expenses	0	(16,500)	0	(16,500)	48,662
OCM April	4214	Additional Seating - Town Beach (Jtsi)	Capital Expenses	0	(4,600)	0	(4,600)	44,062
OCM April	1224	Land & Buildings - Dfes	Capital Expenses	0	(51,000)	0	(51,000)	(6,938)
OCM April	0594	Furn & Equip (Admin)	Capital Expenses	(15,000)	(10,000)	5,000	0	(1,938)
OCM April	3554	Furn & Equip (Lib)	Capital Expenses	(50,000)	0	50,000	0	48,062
OCM April	5304	Eng. Office Equipment	Capital Expenses	0	(13,910)	0	(13,910)	34,152
OCM April	0564	Plant & Equip (Admin)	Capital Expenses	0	(22,000)	0	(22,000)	12,152
OCM April	0974	Plant & Equip (Animal Ctl)	Capital Expenses	0	(79,600)	0	(79,600)	(67,448)
OCM April	2514	Plant And Equipment	Capital Expenses	(725,000)	(355,400)	369,600	0	302,152
OCM April	3344	Plant And Equipment - Sp-34	Capital Expenses	0	(175,000)	0	(175,000)	127,152
OCM April	4284	Plant & Equipment - Sp-43	Capital Expenses	(790,000)	(168,000)	622,000	0	749,152
OCM April	1264	Infrastructure - Dfes	Capital Expenses	0	(11,915)	0	(11,915)	737,237
OCM April								737,237
OCM April		Transfers to cash backed reserves (restricted assets)	Transfer to reserves (Expenditure)	(2,504,723)	(3,460,060)	0	(955,337)	(218,100)
OCM April		Transfers from cash backed reserves (restricted assets)	Transfer from reserves (Revenue)	2,259,970	2,449,970	190,000	0	(28,100)
OCM April		Repayment of debentures	Other Financing Expenditure	(157,575)	(161,902)	0	(4,327)	(32,427)
OCM April		Proceeds on Sale/Disposal of Assets	Other Financing Revenue	0	32,427	32,427	0	0
						4,680,620	(4,680,620)	

Schedule 7.2.1 (A)

List of Accounts submitted to the ordinary Council Meeting to be held on 27th June 2023 for information in respect to accounts already paid in May 2023 (Local Government Financial Management Regulations 1996)

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK EFTPOS	DIRECT DEBITS MUNI	CHEQUES
EFT38243	01/05/2023	GENERAL SERVICES OFFICER	PAYRUN PR161 - SALARY MONIES RETURNED DUE TO INCORRECT BANK DETAILS	\$1,582.34		
EFT38244	01/05/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01.03.2023 - 31.03.2023	\$5,645.91		
EFT38245	01/05/2023	SHIRE OF CARNARVON MUNICIPAL FUND	COMMISSION ON BUILDING SERVICES LEVY FOR THE PERIOD 01.03.2023 - 31.03.2023	\$45.00		
EFT38246	03/05/2023	SHIRE OF CARNARVON MUNICIPAL FUND	[CANCEL PAYMENT FOR STANDARD NET - PAYROLL PR158 & PR 160]			
EFT38247	05/05/2023	ARO	STAFF REIMBURSEMENT FOR MEALS WHILE WORKING FOR CORAL BAY AIRPORT INSPECTION ON 01.05.2023	\$106.00		
EFT38248	05/05/2023	THE TRUSTEE FOR AUSTRALIAN TRANSIT UNIT TRUST	SHUTTLE BUS RUN UP AND DOWN ROBINSON STREET ON THURSDAY 20 APRIL 2023 (SOLAR ECLIPSE EVENT)	\$1,045.00		
EFT38249	05/05/2023	WIN BENTLEY T/A BEES KNEES AROMATHERAPY	RE-ORDER OF ASSORTED LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$196.00		
EFT38250	05/05/2023	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	(1): STANDING ORDER FOR INFRASTRUCTURE FREIGHTS / (2): FREIGHT OF UMBRELLAS FOR TOTAL ECLIPSE EVENT	\$489.18		
EFT38251	05/05/2023	BOSTON PAQUITA	REORDER OF LOCALLY CREATED BOOKS FOR RETAIL AT THE VISITOR CENTRE	\$255.00		
EFT38252	05/05/2023	BRONWYN BRANKOVIC	FACE PAINTING FOR SCHOOL HOLIDAY EVENT	\$500.00		
EFT38253	05/05/2023	CARNARVON LUXURY CANAL HOLIDAY HOME	ACCOMMODATIONS DURING THE SOLAR ECLIPSE EVENT	\$1,200.00		
EFT38254	05/05/2023	CANINE CONTROL	PROVISION OF CONTRACT RANGERS SERVICES FOR APRIL 2023	\$5,800.00		
EFT38255	05/05/2023	BARRY EVANS FURNITURE & FLOOR COVERINGS	FABRIC DYE AND APPLICATION BOTTLES FOR SCHOOL HOLIDAY PROGRAM	\$172.90		
EFT38256	05/05/2023	CARNARVON MENSWEAR	(1): KING GEE TRADITIONAL FULL BUTTON SHIRTS INCLUDING SHIRE LOGO FOR INFRASTRUCTURE STAFF / (2): RANGERS UNIFORMS	\$559.60		
EFT38257	05/05/2023	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	ACCOMMODATION FOR ARTISTS DURING THE SOLAR ECLIPSE EVENT 2023	\$3,428.00		
EFT38258	05/05/2023	CARNARVON LOTTERY NEW & GIFTS T/A THE CARNARVON PAPERSHOP	SMALL ITEMS FOR MONTHLY STAFF AWARD THE MONTH OF APRIL 2023	\$90.00		
EFT38259	05/05/2023	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	(1): SUPPLY, INSTALLATION AND FREIGHT OF NEW PUMP VSD FOR PREMIER OVAL / (2): INVESTIGATE AND FIX EXELOO IN-WALL BASIN	\$5,872.68		
EFT38260	05/05/2023	CORAL COAST PLUMBING	(1): PUMP OUTS OF TOILETS AND DUMPS POINTS AT BLOWHOLES / (2): PUMP OUTS OF TOILETS AND DUMPS POINTS AT BUSHBAY CAMPING AREAS	\$2,458.50		
EFT38261	05/05/2023	CORAL COAST HELICOPTER SERVICES PTY LTD	HELICOPTER SERVICES FOR MOSQUITO SURVEILLANCE	\$2,040.00		
EFT38262	05/05/2023	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	(1): DRINKS AND WATER FOR ARTISTS AT THE ECLIPSE EVENT / (2): FOOD SUPPLIES FOR YOUTH PROGRAMS	\$683.10		
EFT38263	05/05/2023	ANDREW STEPHEN ROBERTSON T/AS DEASMEDIA	(1): PHOTOGRAPHY & VIDEOGRAPHY SERVICES FOR THE SOLAR ECLIPSE PROGRAM OF EVENTS FOR THE SHIRE / (2): SCHOOL HOLIDAY PROGRAM APRIL 2023 AND NATIONAL YOUTH FESTIVAL EVENT PHOTOGRAPHY	\$5,000.00		
EFT38264	05/05/2023	PEOPLE & PAYROLL OFFICER	LOCAL CLUB MEMBERSHIP SUBSIDY AS PER POLICY CPM-001 FOR PEOPLE & PAYROLL OFFICER	\$100.00		
EFT38265	05/05/2023	DIRECT SMS PTY T/A DIRECT SMS PTY LTD	ONLINE SMS COMMUNICATION SERVICE USED TO MARKET AND PROMOTE EVENTS AND FOLLOW UP ON BOOKINGS WITH BOOKEASY FOR THE MONTH OF	\$95.57		
EFT38266	05/05/2023	D & J BLACK	REORDER OF LOCAL PRODUCTS FOR RETAIL SALE AT THE VISITOR CENTRE	\$500.00		
EFT38267	05/05/2023	OPERATIONS PLANNER	STAFF REIMBURSEMENT FOR REPLACEMENT LICENCE PLATES FOR PUTE36	\$30.50		
EFT38268	05/05/2023	DUN DIRECT PTY LTD	SUPPLY AND DELIVERY OF FUEL FOR THE PERIOD 17.04.2023 - 23.04.2023	\$3,018.52		
EFT38269	05/05/2023	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	(1): FLIGHTS FOR LECTURERS TO DELIVER ON-SITE RANGER TRAINING/ (2): ARO FLIGHT / (3): FLIGHT AMENDMENT TO FLIGHT TO PERTH	\$2,495.02		
EFT38270	05/05/2023	JM AND VL FARNE T/A CORAL BAY CONTRACTING	(1): CLEANING OF CORAL BAY ABLUITION BLOCK & FISH CLEANING FACILITY FOR THE MONTH OF APRIL 2023 / (2): CORAL BAY ROADSIDE BINS, FISH OFFAL BINS AND LANDFILL SITE MAINTENANCE FOR THE MONTH OF APRIL 2023	\$23,759.25		
EFT38271	05/05/2023	GASCOYNE ARTS SOCIETY INCORPORATED	10 BOOKS "FROM THE SHORES OF THE GASCOYNE"	\$70.00		
EFT38272	05/05/2023	MICHELLE FRANCES GOFF T/AS GASCOYNE SECURITY DOORS AND SCREENS	PROVIDE 2 X PEOPLE TO SET UP TEMPORARY FENCING AND PROVIDE SUPPORT TO EVENT SET UP	\$1,100.00		
EFT38273	05/05/2023	GASCOYNE OFFICE EQUIPMENT	15 X CANVAS PANELS FOR SCHOOL HOLIDAY EVENTS	\$64.40		
EFT38274	05/05/2023	ROADSTONE WEST PTY LTD T/AS GREENFIELD TECHNICAL SERVICES	(1): PROVIDE ENGINEERING SERVICES SUPERVISION AND ADMINISTRATIVE SUPPORT - DRFWA AGRN951/ FINANCIAL MANAGEMENT/ADMINISTRATION / (2): PROVISION OF ENGINEERING SERVICES, SUPERVISION AND ADMINISTRATIVE SUPPORT / (3): PROVIDE ENGINEERING SERVICES SUPERVISION AND ADMINISTRATIVE SUPPORT - DRFWA AGRN951	\$4,898.30		
EFT38275	05/05/2023	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE PERIOD 24.02.2023 - 21.04.2023	\$355.11		
EFT38276	05/05/2023	INTEGRATED ICT	(1): SITE VISIT 11 APRIL 2023 - 14 APRIL 2023 / (2): LABOUR SERVICES	\$6,257.10		
EFT38277	05/05/2023	JOLLYS AUTO CENTRE (JOLLYS TYRE SERVICE)	PUNCTURE REPAIRS FOR MOWER P334	\$44.00		
EFT38278	05/05/2023	KLEENIT PTY LTD	(1): PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING / (2): PROVISION OF WASTE FACILITY CLEANING	\$7,055.62		
EFT38279	05/05/2023	COMMUNITY & CULTURAL DEVELOPMENT COORDINATOR	GYM / FITNESS MEMBERSHIP SUBSIDY AS PER POLICY CPM-001	\$300.00		
EFT38280	05/05/2023	EXECUTIVE ADMINISTRATOR	GYM / FITNESS MEMBERSHIP SUBSIDY AS PER POLICY CPM-001	\$149.88		
EFT38281	05/05/2023	LG BEST PRACTICES PTY LTD	(1): PAYROLL RECONCILIATION TRAINING & PAYROLL BALANCING / (2): PREPARATION OF REPORT FOR FINANCE DEPARTMENT REVIEW	\$5,692.50		
EFT38282	05/05/2023	HELENE PTY LTD T/A LO-GO APPOINTMENTS	(1): EMPLOYMENT OF ARO FOR THE WEEK ENDING 22.04.2023 / (2): EMPLOYMENT OF ARO FOR THE WEEK ENDING 29.04.2023	\$7,426.71		
EFT38283	05/05/2023	MCLEODS BARRISTERS AND SOLICITORS	PROVISION OF DRAFT DEED OF EXTENSION OF LAND LEASE FOR HANGAR 140 LOT 547 ON DP 205438 - CARNARVON AIRPORT	\$400.00		
EFT38284	05/05/2023	TSE EVENT COORDINATOR	STAFF REIMBURSEMENT FOR PURCHASING PILLOWS REQUIRED FOR SOLAR ECLIPSE EVENT	\$216.00		
EFT38285	05/05/2023	MICHAEL CADE PLUMB T/AS MIKE PLUMBING CONTRACTING	FOOD FOR ARTISTS ARRIVAL OFF THE PLANE ON THE 20 APRIL 2023	\$800.00		
EFT38286	05/05/2023	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	(1): BIN HIRE FOR SOLAR ECLIPSE EVENT IN CORAL BAY, DURATION OF 07.04.2023 - 26.04.2023 / (2): DELIVERY OF 1 x 6M3 SKIP BIN TO CIVIC CENTRE	\$9,075.00		
EFT38287	05/05/2023	NINGALOO ROAST	RESTOCK OF LOCAL PRODUCTS FOR RETAIL AT THE VISITOR CENTRE FOR SOLAR ECLIPSE	\$365.00		
EFT38288	05/05/2023	ONE 20 PRODUCTIONS	PROVIDE ALL LIGHTING, STAGE, BACKLINE INSTRUMENTS AND SOUND EQUIPMENT FOR SOLAR	\$31,636.55		
EFT38289	05/05/2023	OUTBACK COAST PROPERTY PTY LTD	56 CLEAVER STREET, SOUTH CARNARVON RENTAL CHARGES FOR THE PERIOD 14.05.2023 TO 13.06.2023	\$1,738.09		
EFT38290	05/05/2023	PATHWEST LABORATORY MEDICINE WA	PATHOLOGY SERVICES FOR THE MONTH OF APRIL 2023	\$70.00		
EFT38291	05/05/2023	MIRANDA PLUM	PURCHASE OF LOCALLY MADE PRODUCTS FOR RETAIL AT THE VISITOR CENTRE	\$30.00		
EFT38292	05/05/2023	R & L COURIERS	(1): INFRASTRUCTURE LOCAL FREIGHT (GERALDTON - CARNARVON - CORAL BAY) FOR THE MONTH OF MARCH 2023 / (2): FREIGHT TO CORAL BAY - SHIRE NEWSLETTERS FOR MARCH 2023 / (3): DELIVER 1 X PALLET FROM KENNARDS HIRE, RETURN OF CONCRETE PUMP (ON PALLET) TO KENNARDS HIRE	\$550.55		
EFT38293	05/05/2023	SAFETYCULTURE PTY LTD	SAFETYCULTURE AUDITOR PLATFORM - ANNUAL PLAN (04 MARCH 2023 - 04 MARCH 2024)	\$2,508.00		
EFT38294	05/05/2023	SENIOR FINANCE OFFICER	LOCAL CLUB MEMBERSHIP SUBSIDY AS PER POLICY CPM-001 FOR SENIOR FINANCE OFFICER	\$100.00		
EFT38295	05/05/2023	ST JOHN AMBULANCE ASSOCIATION IN WA INC	HLTAID011 - PROVIDE FIRST AID FOR STAFF	\$160.00		
EFT38296	05/05/2023	THE TRUSTEE FOR THE SWEETMAN NO 2 TRUST T/A SWEET AS CONCRETE	SUPPLY 5 CONCRETE BLOCKS WITH STAINLESS STEEL HARDWARE FOR PONTOON MOORING	\$550.00		
EFT38297	05/05/2023	TELSTRA LIMITED	TELEPHONE ACCOUNT 3108660709 (WASTE FACILITY & EHS) AND 3108660691 (MOBILE PHONES) FOR APRIL 2023	\$1,773.67		
EFT38298	05/05/2023	ANTHONEY JOHN WALLACE T/AS TONY MOWS IT ALL	PROVIDE 2 X PEOPLE TO SET UP TEMPORARY FENCING AND PROVIDE SUPPORT TO EVENT SET UP	\$1,098.90		

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK EFTPOS	DIRECT DEBITS MUNI	CHEQUES
EFT38299	05/05/2023	VANGUARD PRESS	DISTRIBUTION, STORAGE AND BROCHURE RACKING FOR THE 2022/2023 DESTINATION GUIDE FOR THE MONTH OF APRIL 2023	\$1,111.22		
EFT38300	05/05/2023	WATERLILLY AUSTRALIA PTY LIMITED	CALCIUM HARDNESS TABLETS; CYA TEST TABLETS FOR ENVIRONMENT & HEALTH DEPARTMENT	\$156.20		
EFT38301	05/05/2023	THE WEE BUS	BUS HIRE TO TRANSPORT SYMPHONY ORCHESTRA	\$400.00		
EFT38302	05/05/2023	WESTLINE CIVIL PTY LTD	DELIVERY AND INSTALL OF HUTCHINSON PARK STORMWATER PUMP STATION UPGRADE	\$78,468.50		
EFT38303	05/05/2023	WESTRAC PTY LTD	FILTERS FOR PGRA1	\$217.87		
EFT38304	05/05/2023	DEPARTMENT OF MINES, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01.04.2023 - 30.04.2023	\$554.10		
EFT38305	05/05/2023	SHIRE OF CARNARVON MUNICIPAL FUND	COMMISSION ON BUILDING SERVICES LEVY FOR THE PERIOD 01.04.2023 - 30.04.2023	\$35.00		
EFT38306	12/05/2023	REGINALD DOREY	PAY PR 1E3 FOR THE PERIOD ENDING 07.05.2023	\$1,986.53		
EFT38307	18/05/2023	ACIL ALLEN PTY LTD	CARNARVON AIRPORT - STRATEGIC AIRPORT ASSET AND FINANCIAL MANAGEMENT FRAMEWORK SUPPORT	\$4,228.00		
EFT38308	18/05/2023	ADAM COTTRELL	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023 AND COUNCILLOR TRAVELLING FEE	\$1,569.00		
EFT38309	18/05/2023	AMPOL AUSTRALIA PETROLEUM PTY LTD	AMPOL FUEL FOR WORK VEHICLES FOR THE MONTH OF APRIL 2023	\$2,280.78		
EFT38310	18/05/2023	ASM ECLIPSE PTY LTD	(1): DRINK HOLDERS FOR SOLAR ECLIPSE EVENT / (2): SOLUVINER ORDER FOR RETAIL AT VISITOR CENTER (MUG SUBLIMATED)	\$3,650.21		
EFT38311	18/05/2023	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	COUNCILLOR TRAINING - 3 ADDITIONAL STAFF PARTICIPANTS - 22 MAY 2023 - IN HOUSE LEADERSHIP - THE COUNCILLOR'S ROLE	\$2,306.70		
EFT38312	18/05/2023	BUILDING ON STRENGTHS	CONSULTANCY ENGAGEMENT FOR THE PREPARATION OF A BUSINESS CASE FOR USE BY DEVELOPERS IN APPLICATIONS FOR THE INFRASTRUCTURE DEVELOPMENT FUND	\$1,870.00		
EFT38313	18/05/2023	BOOEASY TOURISM SOLUTIONS	BOOEASY BOOKING PLATFORM FOR THE MONTH OF APRIL 2023	\$220.00		
EFT38314	18/05/2023	CARNARVON AUTO SERVICE PTY LTD	TOWING CHARGES FOR VEHICLE FROM BAXTER PAR CAR PARK TO THE CARNARVON TIP	\$150.00		
EFT38315	18/05/2023	STUART GEORGE PENDERGAST T/AS CARNARVON MOWING & MAINTENANCE	LAWN MOWING, WHIPPER SNIP AND EDGING FRONT AND BACK YARD AT 141 OLIVIA TERRACE	\$300.00		
EFT38316	18/05/2023	KEMPTON FAMILY TRUST T/A CARNARVON GLASS & WINDOW TINT	REGLAZE TRUCK WING MIRROR ON PTC3	\$75.00		
EFT38317	18/05/2023	CARNARVON MENSWEAR	5 X KING GEE DRILL PANTS FOR MECHANIC	\$290.00		
EFT38318	18/05/2023	THE TRUSTEE FOR THE CARAVANA SUN TRUST	FINAL PAYMENT ON PERFORMANCE CARAVANA SUN " SOLAR ECLIPSE EVENT 2023"	\$12,100.00		
EFT38319	18/05/2023	CITY OF GREATER GERALDTON	PROVISION OF BUILDING SURVEYING SERVICES FOR THE MONTH OF MARCH 2023	\$2,579.24		
EFT38320	18/05/2023	CORSIGN WA PTY LTD	SUPPLY AND DELIVER VARIOUS SIGNS FOR YALBALGO NORTH ROAD	\$11,144.10		
EFT38321	18/05/2023	RK & LI SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	AIRCORN REPAIRS TO FUSO CANTER P309	\$1,722.27		
EFT38322	18/05/2023	CARNARVON GROWERS ASSOCIATION INC	(1): SUPPLY AND DELIVER 1X BRASS SWIVEL 1 BSPM - 1" BSPF FOR SWIVEL HOSE REEL INCLUDES AIR FREIGHT / (2): PLUMBING FITTINGS FOR OIL WASTE TANK / (3): PLUMBING ITEMS FOR REFUSE SITE MAINTENANCE / (4): PVC PIPE FOR PLUMBING WORK AT PC BAXTER PARK / (5): REDUCING NIPPLE FOR BAXTER PARK RETICULATION	\$375.65		
EFT38323	18/05/2023	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	(1): TEA ROOM & KITCHEN SUPPLIES - COFFEE, LONGLIFE MILK AND TEASPOONS / (2): FOOD AND ACTIVITY SUPPLIES OVER SCHOOL HOLIDAY ON 18.04.2023	\$136.08		
EFT38324	18/05/2023	PEOPLE & PAYROLL OFFICER	STAFF REIMBURSEMENT FOR GYM/FITNESS MEMBERSHIP SUBSIDY AS PER POLICY CPM-001 FOR PEOPLE & PAYROLL OFFICER	\$300.00		
EFT38325	18/05/2023	DEPARTMENT OF TRANSPORT	DISCLOSURE OF INFORMATION FEES - APRIL 2023	\$12.30		
EFT38326	18/05/2023	DUN DIRECT PTY LTD	DUNNING FUEL FOR WORK VEHICLES FOR THE PERIOD 22.04.2023 - 30.04.2023 AND 01.05.2023 - 07.05.2023	\$7,199.18		
EFT38327	18/05/2023	ENVIRONMENTAL HEALTH AUSTRALIA (WA) INC	CORPORATE MEMBERSHIP RENEWAL FROM 01.07.2022 - 30.06.2023	\$380.00		
EFT38328	18/05/2023	FAITHFULL'S PAINTING SERVICE	PAINTING OF CARNARVON CIVIC CENTRE BEAMS AND HIGH VOLTAGE DOORS	\$1,650.00		
EFT38329	18/05/2023	ALEXANDER FULLARTON	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023	\$1,457.00		
EFT38330	18/05/2023	GASCOYNE OFF ROAD RACING CLUB INC.	COMMUNITY GROWTH FUNDING - ROUND 1 2023 - COUNCIL MEETING - FEBRUARY 2023	\$5,500.00		
EFT38331	18/05/2023	GASCOYNE PLUMBING SOLUTIONS	(1): FIT NEW WATER FOUNTAIN AND COMPLETE ALL REQUIRED MODIFICATIONS FROM PREVIOUS WATER FOUNTAIN TO ENSURE SUITABILITY; INVESTIGATE AND FIX BASIN IN DISABLED AT TOWN BEACH / (2): REPAIR MAIN WATER LEAK AT 21 RICHARDS ST - URGENT WORK REQUIRED AFTER HOURS - REPLACED SECTION 20MM COPPER SERVICE LINE AND T-PIECE MAINS TO RETICULATIO	\$1,623.49		
EFT38332	18/05/2023	GASCOYNE FUNERAL DIRECTORS & MONUMENTALS	(1): GARDEN MAINTENANCE & AMENITY CLEANING AT BROWNS RANGE CEMETERY IN ACCORDANCE WITH RFT 02/2018 FOR THE MONTH OF APRIL 2023 / (2): GRAVE DIGGING - GRAVE #1110 RE-OPEN	\$1,792.00		
EFT38333	18/05/2023	GASCOYNE MACHINING PTY LTD	HOSE AND FITTINGS FOR PRESSURE WASHER - PTL5	\$172.01		
EFT38334	18/05/2023	GASCOYNE OFFICE EQUIPMENT	(1): POSTER PRINT - A1 GLOSS - GASCOYNE ART AWARDS POSTER / (2): POSTER PRINT - A1 GLOSS - LIBRARY COSMIC POSTER (PREVIOUS POSTER STOLEN) / (3): PRINTING AND LAMINATING OF A2 SIGN FOR POTABLE WATER TO BE TEMPORARILY PLACED AT THE INFORMATION BAY ON NORTH WEST COASTAL HIGHWAY	\$210.00		
EFT38335	18/05/2023	GOODWORK HOLDINGS PTY LTD	MAINTENANCE GRADING ON WARROORA HOMESTEAD TO BULBARLI RD	\$8,448.00		
EFT38336	18/05/2023	ROADSTONE WEST PTY LTD T/AS GREENFIELD TECHNICAL SERVICES	(1): PROJECT MANAGEMENT FOR AGRN951 FLOOD DAMAGE REINSTATEMENT WORKS FOR THE PERIOD 01 APRIL 2023 TO 30 APRIL 2023 / (2): PROJECT MANAGER FOR THE MONTH OF APRIL 2023 - AGRN951 FLOOD DAMAGE REINSTATEMENT WORKS - WATER BORE DRILLING	\$16,962.52		
EFT38337	18/05/2023	MOORE AUSTRALIA AUDIT (WA)	(1): PROVISION OF AUDIT OF FINAL ACQUITTAL FOR THE FASCINE REVITALISATION COMPLETION PROJECT / (2): FINAL BILLING TO 30 APRIL 2023 - FINANCIAL MANAGEMENT, INTERNAL CONTROLS, LEGISLATIVE COMPLIANCE AND RISK MANAGEMENT	\$6,050.00		
EFT38338	18/05/2023	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNTS FOR THE MONTH OF APRIL 2023	\$39,388.90		
EFT38339	18/05/2023	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK VEHICLE ON 24 & 27.04.2023	\$785.24		
EFT38340	18/05/2023	THE TRUSTEE FOR T VISION UNIT TRUST	AERIAL IMAGE UPDATE FOR MAPPING MODULE	\$554.40		
EFT38341	18/05/2023	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	(1): FITMENT OF 4 X NEW TYRES, WHEEL BALANCE AND WHEEL ALIGNMENT FOR P369 / (2): WHEEL BALANCE FOR P349	\$1,782.00		
EFT38342	18/05/2023	KLEENIT PTY LTD	(1): PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING - RFT 06/2017 FOR THE FORTNIGHT ENDED 16.04.2023 / (2): AS PER CONTRACT RFT 03/2022 - PROVISION OF CLEANING SERVICES FOR WORKS DEPOT; LIBRARY & ART GALLERY; ADMIN OFFICE; COUNCIL CHAMBERS; BASTON HALL, PREMIER OVAL AND NETBALL; PUBLIC TOILET BLOCKS FOR THE MONTH OF APRIL 2023 / (3): EXTRA PUBLIC TOILET, BBQ'S AND STREET CLEANING BETWEEN 17.04.2023 - 23.04.2023 / (4): OPENING CLEAN OF CULTURAL CENTRE PUBLIC TOILETS / (5): EXTRA PUBLIC TOILET, BBQ'S AND STREET CLEANING BETWEEN 11.04.2023 - 16.04.2023	\$27,214.87		
EFT38343	18/05/2023	LANDGATE - ACCOUNTS	(1): GOODS/SERVICES FOR IMAGERY EXTRACT TO TOWNSITE CARNARVON AND CORAL BAY / (2): COUNTRY URBAN UV REVALUATION ROLL 2022/2023	\$455.70		
EFT38344	18/05/2023	LUKE SKENDER	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023	\$1,457.00		
EFT38345	18/05/2023	PROCUREMENT OFFICER	ANNUAL LEAVE TRAVEL ASSISTANCE AS PER POLICY CPM-001 FOR PROCUREMENT OFFICER (LEAVE FROM 05.05.2023-19.05.2023)	\$440.00		
EFT38346	18/05/2023	MARKET CREATIONS AGENCY PTY LTD	DESIGN AND PRINTING OF THE SHIRE PARTNERSHIP PROGRAM PROSPECTUS	\$1,771.00		
EFT38347	18/05/2023	MARCO PAULO FERREIRINHA	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023	\$1,457.00		
EFT38348	18/05/2023	BURKE MASLEN	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023 AND MONTHLY DEPUTY ALLOWANCE	\$2,434.00		



VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK EFTPOS	DIRECT DEBITS MUNI	CHEQUES
EFT38349	18/05/2023	MIDWEST LOCK AND SAFE	(1): 12 X RESTRICTED PADLOCKS AND 6 X RESTRICTED KEYS FOR CARNARVON AIRPORT AIRSIDE ACCESS / (2): SUPPLY AND DELIVER 1 X DOUBLE SIDED DEADLOCK LIBRARY KEYS / (3): 4 X INFRASTRUCTURE KEYS - 1 SERIES ORANGE	\$1,650.00		
EFT38350	18/05/2023	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	(1): WEEKLY HIRE AND SERVICE OF 3 X 4.5M3 FRONT LIFT BINS ON 03.05.2023 & 26.04.2023 / (2): WEEKLY HIRE AND SERVICE OF 2 X 4.5M3 SKIP BINS WITH LIDS FOR BLOWHOLES CAMPING AREA ON 08.03.2023 / (3): COLLECTION 9M3 FRONT LIFT BINS - BUSHBAY CAMPING AREA ON 01.05.2023	\$2,557.80		
EFT38351	18/05/2023	NAOMI MELITA MCMAHON	PROVISION OF ARTWORK FOR SIGNAGE TO CELEBRATE ABORIGINAL CULTURAL HISTORY AT QUOBBA BLOWHOLES	\$3,000.00		
EFT38352	18/05/2023	NORTHERN ASPECT CONSTRUCTIONS	(1): HIRE OF TELEHANDLER FOR 2 DAYS - APRIL 2023 - SOLAR ECLIPSE EVENT / (2): HIRE OF 100KVA GENERATOR TO BE USED FOR TOTAL SOLAR ECLIPSE MUSIC FESTIVAL	\$4,040.00		
EFT38353	18/05/2023	NORWEST REFRIGERATION SERVICES	INSPECT AND RECTIFY FAULT WITH AIR CONDITIONER AT CAMEL LANE CINEMA	\$1,087.09		
EFT38354	18/05/2023	OUTBACK COAST PROPERTY PTY LTD	WATER USAGE 961 NORTH WEST COASTAL HIGHWAY, CARNARVON FOR THE PERIOD 18.01.2023 - 22.03.2023	\$26.67		
EFT38355	18/05/2023	KELLY JOY FLEWERS T/AS PERTH PARTY TIME	ENTERTAINMENT AND ALLOWANCES - APRIL SCHOOL HOLIDAY PROGRAM	\$10,100.00		
EFT38356	18/05/2023	PHIL YOUNG T/A CLASSIC 87.6	CASUAL RADIO ADVERTISING FOR COURTYARD CRAFT MARKETS 2023 SEASON, COMMENCING 04 MAY 2023 - ENDING 30 JUNE 2023	\$360.00		
EFT38357	18/05/2023	JOHN LOXLEY MEGGITT T/A PLEXUS TOWN PLANNING	OFFSITE TOWN PLANNING CONSULTANCY FEE FOR THE CORAL BAY WASTE FACILITY DEVELOPMENT FOR THE MONTH OF MARCH - APRIL 2023	\$1,518.00		
EFT38358	18/05/2023	MIRANDA PLUM	BAXTER PARK ARTWORK ON OLD SPLASH PARK CONCRETE SLAB AS PART OF SOLAR ECLIPSE EVENTS AND ACTIVITIES	\$2,500.00		
EFT38359	18/05/2023	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	P105 TRAILER SEALS AND BEARINGS	\$98.56		
EFT38360	18/05/2023	CEI PTY LIMITED T/A RAECO	BOOK PROCESSING MATERIALS	\$1,029.49		
EFT38361	18/05/2023	REPCO PTY LTD	(1): SUPPLY BRAKE PARTS FOR ISUZU DMAX REGO C28819 (P354) / (2): FUEL FILTERS CARTRIDGE AND SPIN ON FOR EXCAVATOR P360 / (3): AIR FILTER AND LUBE FILTER SPIN ON FULL FLOW FOR EXCAVATOR P360 / (4): FILTER SERVICE KIT FOR ISUZU P353 / (5): SUPPLY JOCKEY WHEEL SOLID AND MOUNTING BRACKET FOR PTLA / (6): SUPPLY AND DELIVER FILTERS FOR SERVICE OF STREET SWEEPER 1GW0062 (P347) / (7): SUPPLY AND DELIVER FILTERS FOR PATCHING TRUCK (PTR1) TO CARNARVON SHIRE DEPOT / (8): FILTER - AIR HD AND RYCO HD FUEL FILTER, OIL FILTER FOR P309 / (9): 1X CENTURY TRUCK HEAVY DUTY BATTERY - PART: N120MF FOR ROLLER P287 / (10): 4 X NETS TO COVER GOODS IN THE BACK OF UTES P356, PUTE30, P353, P355, 1 NETS TO COVER GOODS IN THE BACK OF UTES / (11): V-BELT FOR TRACTOR PTC3 / (12): MICRO MINI & ATS BLADE KIT 300 PCS FOR ISUZU P354 / (13): SUPPLY AND DELIVER 4 X FLUID PENRIT FLEET GEAR 10 20L FOR P304 TO CARNARVON SHIRE DEPOT	\$3,254.25		
EFT38362	18/05/2023	RICHER888 PTY LTD	CATERING FOR COUNCIL MEETING - 26.04.2023	\$295.00		
EFT38363	18/05/2023	RSM AUSTRALIA PTY LTD	FBT RETURNS FOR 2021 AND 2022; PREPARATION AND LODGEMENT OF DECEMBER 2022 AND JANUARY 2023 BAS STATEMENTS	\$2,142.25		
EFT38364	18/05/2023	SEA CONTRACTING PTY LTD	(1): QUARTERLY INSPECTION OF AUTOMATIC DOORS - MAY 2023 / (2): INVESTIGATE AND REPAIR AIRPORT SECURITY CAMERAS ON 01.05.2023	\$1,210.00		
EFT38365	18/05/2023	SMITH, EDWARD	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023 AND MONTHLY PRESIDENT'S ALLOWANCE	\$5,365.00		
EFT38366	18/05/2023	SOUTHERN CROSS AUSTEREO PTY LTD	STATE AND LOCAL RADIO ADVERTISING CAMPAIGN FOR SOLAR ECLIPSE EVENTS	\$4,466.00		
EFT38367	18/05/2023	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	A NIGHT AT THE MUSEUM ECLIPSE EVENT, HOSTING OF A COMMUNITY EVENT IN RECOGNITION OF THE 2023 SOLAR ECLIPSE	\$16,500.00		
EFT38368	18/05/2023	FORDETT INVESTMENTS PTY LTD T/A SUNPRINTS T-SHIRTS AND CLOTHING	PRINT TRANSFER ON T-SHIRTS FOR SOLAR ECLIPSE EVENT	\$3,322.84		
EFT38369	18/05/2023	THE TRUSTEE FOR B SMITH AND R VENN TRUST T/A TELOMAC TACKLE AND CAMPING SHOP	SLEEPING BAGS AND OTHER SUPPLIES FOR STAFF TO SLEEP NEAR STAGE FOR SECURITY PURPOSES (SOLAR ECLIPSE EVENT)	\$289.65		
EFT38370	18/05/2023	TEAM GLOBAL EXPRESS PTY LTD	(1): FREIGHT - CARNARVON TO PATHWESTON 26.04.23 & 02.05.23 / (2): FREIGHT - WANNEROO TO CARNARVON ON 24.04.2023 FOR LIBRARY / (3): FREIGHT - CARNARVON TO WANNEROO ON 28.04.2023 FOR LIBRARY	\$137.31		
EFT38371	18/05/2023	THOMAS LANGLEY	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023	\$1,457.00		
EFT38372	18/05/2023	TROPICS HARDWARE	(1): PROVIDE TEMPORARY FENCING AND MATERIALS REQUIRED FOR SOLAR ECLIPSE DECORATIONS / (2): SCREW BOLT BLACK / RED TIP THUNDERBOLT FOR CBD PARKS MAINTENANCE & RETIC / (3): ITEMS FOR PAINTING WORK FOR AIRPORT GROUND / (4): TOMCAT MOUSE BAIT STATION FOR BASTON PAVILLION AND MIXER PAINT MED UNIVERSAL HEAVY DUTY UNI-PRO / (5): 1X 20LT ACETONE MAXI / (6): SUPPLY 8X JUG ALPINE BLUE 5L / (7): SMALL ITEMS FOR CBD PARKS MAINTENANCE & RETIC, BASTON PAVILLION AND WORKSHOP / (8): 2 X ESKIES FOR COMMUNITY EVENT (SOLAR ECLIPSE 2023) / (9): HARDWARE SUPPLIES FOR FACADE CONSTRUCTION / (10): SUPPLY 15L BARRICADE NS CONCRETE SEALANT TOP COATING FOR AT WORK AT BAXTER SPLASH PARK / (11): ITEMS FOR CARPENTRY WORK FOR SOLAR ECLIPSE - WATER FILL & SEWERAGE DISPOSAL POINTS / (12): MISCELLANEOUS EQUIPMENT FOR GALLERY INSTALLATION / (13): SCREW BOLT BLACK TIP THUNDERBOLT FOR CAMEL LANE CARPENTRY WORK / (14): CUT KEYS FOR 95 OLIVIA TERRACE / (15): SUPPLY GAL PIPE 40NB 6.5M LENGTH, TEE 40MM X 50MM GALV FOR AIRPORT BUILDINGS / (16): DISINFECTANT HOSPITAL GRADE 5L FOR PREMIER OVAL TOILET BLOCK AND RAGS PAINTERS WHITE SKG	\$4,471.80		
EFT38373	18/05/2023	THE TRUSTEE FOR UDLA UNIT TRUST	CARNARVON REVITALISATION CONCEPT PLANNING STAGE 0	\$12,100.00		
EFT38374	18/05/2023	LUKE VANDELEUR	MONTHLY COUNCILLOR SITTING FEE - 26TH APRIL 2023	\$1,457.00		
EFT38375	18/05/2023	WATER CORPORATION	WATER ACCOUNT 9013322384 FOR THE PERIOD: 01.05.2023 - 30.06.2023	\$114.55		
EFT38376	18/05/2023	WEST AUSTRALIAN NEWSPAPER LTD	PUBLIC NOTICE - ANNUAL GENERAL MEETING - MIDWEST TIMES 05.04.2023	\$309.98		
EFT38377	18/05/2023	WESTERLY CONTRACTORS	CHERRY PICKER FOR DECORATIONS - SOLAR ECLIPSE EVENT - TREE WORK AS PER TENDER 04/2019	\$187.00		
EFT38378	18/05/2023	WESTRAC PTY LTD	(1): SUPPLY AND DELIVER KIT SEAL FOR CAT BACKHOE (PBHOE1) TO CARNARVON SHIRE DEPOT / (2): 1 X CAP FOR CAT BACKHOE PBHOE1	\$754.15		
EFT38379	23/05/2023	RAJESH GUPTA	RATES REFUND FOR ASSESSMENT A2914 1D GEORGE ST MORGANTOWN 6701	\$5,117.64		
EFT38380	25/05/2023	APPLE PTY LIMITED	4 X IPHONE 14 128GB MIDNIGHT FOR SENIOR ENVIRONMENTAL HEALTH OFFICER (PHONE REPLACEMENT), RANGER (PHONE REPLACEMENT), LEADING HANDS FOR WORKS (PHONE REPLACEMENT - PHONE NOT HOLDING CHARGE), MANAGER ECONOMIC DEVELOPMENT (PHONE GOES BLANK DURING PHONE CALL)	\$5,596.01		
EFT38381	25/05/2023	ASM ECLIPSE PTY LTD	SOUVINER ORDER FOR RETAIL AT VISITOR CENTER (BAMBOO PEN, OVAL BUMP STICK 3D-WHALESHARK/MANTA/TURT, MAG/FLEX 3D	\$441.65		
EFT38382	25/05/2023	AUSTRALIS ADVISORY GROUP PTY LTD T/AS AUSTRALIS ASSET ADVISORY GROUP	20% PAYMENT FOR UNDERTAKE REVALUATION OF INFRASTRUCTURE ASSETS FOR FAIR VALUE AS PER INSTRUCTIONS FROM THE OFFICE OF THE AUDITOR GENERAL	\$6,050.00		
EFT38383	25/05/2023	AUSTRALIA POST	AUSTRALIA POST POSTAGE FEE FOR THE MONTH OF APRIL 2023	\$444.29		
EFT38384	25/05/2023	AVELING	5 SPOTS FOR THE TRAINING MODULES FOR NEW STARTERS: GENERAL HEALTH & SAFETY RESPONSIBILITIES AWARENESS (WHS AND OSH); LOCAL GOVERNMENT SAFETY INDUCTION; WORKPLACE BULLYING AND HARASSMENT AWARENESS; DEVELOPING A MENTALLY HEALTHY WORKPLACE	\$1,485.00		
EFT38385	25/05/2023	BAYVIEW CORAL BAY	OPERATOR CANCELLATION FEE PAYMENT FOR THE PERIOD OF APRIL 2023	\$643.12		
EFT38386	25/05/2023	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF APRIL 2023 (B22/055, B23/019, B23/022, B23/009)	\$526.47		
EFT38387	25/05/2023	BDP DISTRIBUTION PTY LTD T/AS MCDONALDS WHOLESALERS	TOILET ROLL JUMBO 2 PLY- SKU S10536	\$327.10		

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK EFTPOS	DIRECT DEBITS MUNI	CHEQUES
EFT38388	25/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH RATES MODELLING, ROLL UPLOADS AND REPORTS FOR THE WEEK ENDING 14.05.2023	\$412.50		
EFT38389	25/05/2023	CARNARVON AUTO SERVICE PTY LTD	TOWING CHARGES FOR WHITE HOLDEN COMMODORE FROM THE VERGE OF TOYOTA CAR DEALERSHIP TO THE CARNARVON TIP	\$150.00		
EFT38390	25/05/2023	SUMMERSTAR PTY LTD T/A CAPRICORN HOLIDAY PARK	OPERATOR PAYMENT FOR THE PERIOD: 06.04.2023 - 02.05.2023	\$126.87		
EFT38391	25/05/2023	CALL ASSOCIATES PTY LTD	CONNECT CALL CENTRE SERVICES - SHIRE OF CARNARVON FOR THE MONTH OF APRIL 2023	\$181.26		
EFT38392	25/05/2023	CARNARVON MOTOR GROUP PTY LTD	1X HILUX 4X4 2.4L DSL D/C/C 6AT WORKMATE 2U60080 001 FOR LEADING ROAD COORDINATOR	\$65,010.85		
EFT38393	25/05/2023	CARNARVON PRECISION MACHINING	HOSE FOR PRESSURE WASHER - PTL5	\$276.51		
EFT38394	25/05/2023	CARNARVON CENTRAL APARTMENTS 2	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$148.75		
EFT38395	25/05/2023	CARNARVON CLEANERS PTY LTD	AS PER CONTRACT RFT 03/2022 - PROVISION OF CLEANING SERVICES FOR CARNARVON AIRPORT & CIVIC CENTRE FOR THE MONTH OF APRIL 2023	\$4,958.23		
EFT38396	25/05/2023	CARNARVON YACHT CLUB	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023 FOR TOTAL ECLIPSE EVENT TICKET SALES THROUGH VISITOR CENTRE	\$4,993.56		
EFT38397	25/05/2023	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	SUPPLY AND INSTALL NEW WEATHERPROOF DOUBLE GPO ON EXTERNAL WALL WHERE NEW WATER FOUNTAIN IS GOING (USES 10AMP 240 PLUG).	\$930.01		
EFT38398	25/05/2023	JRM OPERATIONS PTY LTD T/A CORAL COAST TOURIST PARK	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$2,365.08		
EFT38399	25/05/2023	CORAL COAST WATER PTY LTD	(1): COMMERCIAL WATER SALES ACCOUNT 9920 (FESTIVAL GROUND) FOR THE MONTH OF APRIL 2023 / (2): COMMERCIAL WATER SALES ACCOUNT 10220 (27 SPEEDWAY) FOR THE MONTH OF APRIL 2023 / (3): COMMERCIAL WATER SALES ACCOUNT 7000 (228 NORTH RIVER ROAD) FOR THE MONTH OF APRIL 2023	\$9,063.89		
EFT38400	25/05/2023	CONTROLLED IRRIGATION SUPPLIES	SUPPLY 8X BAGS PR SPRAY NOZZLES, 5X SINGLE STATION BATTERY NODES BT, 5X SINGLE STATION BATTERY NODES NON BT, PLUS DELIVERY FOR SHIRE ADMIN CENTRE GARDENS	\$2,875.00		
EFT38401	25/05/2023	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	(1): REPAIRS TO ISUZU DMAX P354 LOW VOLTAGE TRANS / (2): REPAIR AIRCON TO LOADER P348 / (3): REPAIR ELECTRICAL FAULT TO TOYOTA FRE UNIT P313 / (4): REPAIRS TO ELECTRIC WINDOWS FOR FUSO TRUCK PTRUS / (5): SUPPLY ACDELCO 12 VOLT SEALED BATTERY FOR CARNARVON BUSH BRIGADE LIGHT	\$3,366.79		
EFT38402	25/05/2023	CARNARVON MEDICAL CENTRE	AUDIOMETRY TEST FOR GENERAL SERVICES OFFICER ON 27.02.2023	\$132.00		
EFT38403	25/05/2023	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	(1): FOOD SUPPLIES FOR YOUTH PROGRAM ON 10, 15 & 17.05.2023 / (2): MINOR CLEANING CONSUMABLES & MILK FOR DEPOT	\$145.49		
EFT38404	25/05/2023	CARNARVON STATE EMERGENCY SERVICE	REIMBURSEMENT OF EXPENDITURE - IN ACCORDANCE WITH LGGS GRANT 2022/23 - QUARTER 4 (APRIL - JUNE)	\$6,910.75		
EFT38405	25/05/2023	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	(1): MATERIALS TO COMPLETE WORKS FOR MURAL AT CARNARVON CENTRAL - TOWN REVITALISATION PROJECT FC SHEETING IS REQUIRED AS BASE MATERIAL FOR THE MURAL TO COMMENCE / (2): SUPPLY ALL CARPENTRY HAND TOOL / (3): CAP 50MM NB ROUND TUBE METAL FOR AIRPORT FENCE / (4): SUPPLY ITEMS FOR RETIC AND GROUNDS MAINTENANCE / (5): SUPPLY 3X HASP & STAPLE CONCEALED CP FOR COMMUNITY EVENTS / (6): HIRE OF TEMPORARY FENCING UP TO 78 PANELS, 100 FEET AND 75 BRACKETS AND 100 WHITE CHAIRS. DELIVERY AND PICK UP INCLUDED FOR SOLAR ECLIPSE EVENT / (7): 4 X WATER FILTER CARTRIDGES FOR WASTE FACILITY DRINKING WATER / (8): PLY 17MM PLASTIC FACE FOR SOLAR ECLIPSE STAGE / (9): SUPPLY WORKSHOP TOOLS AND PARKS & GARDENS TOOLS / (10): PADLOCK COMBINATION 3 WHEEL FOR EMERGENCY SERVICES AT THE DEPOT / (11): CHAIN KEG GALV & SHACKLE BOW FOR SOLAR ECLIPSE BINS / (12): CHAIN KEG GALV & PADLOCK COMBI BLK BODY RESET FOR FIRE PREVENTION / (13): 1 PACK (5) BOLT SCREW - 10X60 GAL FOR THE REMOVAL OF BOLLARDS ON FOOTPATH OUTSIDE CIVIC CENTRE / (14): SUPPLY AND DELIVER 2X GAS HOUSE CYLINDER TO 4 YARD QUAYS	\$9,873.22		
EFT38406	25/05/2023	DISCOVERY HOLIDAY PARKS PTY LTD	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$2,691.49		
EFT38407	25/05/2023	EQUIFAX AUSTRALASIA WORKFORCE SOLUTIONS PTY LTD	4 X NATIONAL POLICE CLEARANCES AS PART OF THE ONBOARDING PROCESS FOR THE MONTH OF APRIL 2023 FOR RANGER, SENIOR RANGER, YOUTH OFFICER, CUSTOMER SERVICE OFFICER	\$198.00		
EFT38408	25/05/2023	CARNARVON HOTEL	(1): PROVIDE 4 X SINGLE ROOMS, 4X DOUBLE ROOMS, 1 DOUBLE ROOM, 1X TWIN ROOM. ACCOMMODATION REQUIRED TO HOUSE ARTISTS OVERNIGHT AND DURING THE SOLAR ECLIPSE EVENTS / (2): OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$4,011.87		
EFT38409	25/05/2023	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	FLIGHT AMENDMENT TO PLANNERS RETURN FLIGHT TO PERTH	\$315.00		
EFT38410	25/05/2023	JM AND VL FARNE T/A CORAL BAY CONTRACTING	UPGRADE TO CORAL BAY ABLUTION BLOCK SURROUND	\$2,200.00		
EFT38411	25/05/2023	GAVIN GRIFFITHS INVESTMENTS PTY LTD	PRE-EMPLOYMENT MEDICAL FOR GENERAL SERVICES OFFICER	\$286.00		
EFT38412	25/05/2023	GASCOYNE PLUMBING SOLUTIONS	(1): PROVIDE 4 X PORTALOOS FOR SOLAR ECLIPSE EVENT. 18 APRIL 2023 - 21 APRIL 2023. 2 X PUMP OUT CLEANING AND RETURNED CLEAN DURING THE WEEK. ALL WITH FUNCTIONING LIGHTS FOR NIGHT TIME / (2): EMERGENCY CALL OUT TO INSPECT AND RECTIFY BLOCKAGE OF MAIN STREET EXELOO / (3): TO INVESTIGATE AND UNBLOCK BAXTER PARK TOILETS. (TOILETS BACKING UP AND NOT FLUSHING)	\$4,244.00		
EFT38413	25/05/2023	GASCOYNE LANDSCAPING	DESIGN AND CONSTRUCTION OF AN IRRIGATION SYSTEM; SUPPLY, INSTALL 48 TREES INCLUDING TREE STAKES FOR BROCKMAN PARK - AS PER CONTRACT RFQ 10/2022	\$158,499.90		
EFT38414	25/05/2023	GASCOYNE OFFICE EQUIPMENT	RICOH SERVICE AGREEMENT FOR THE MONTH OF MARCH 2023	\$3,967.66		
EFT38415	25/05/2023	GASCOYNE SAFETY ASSETS PTY LTD	REPAIR OF EXISTING FIRE SPRINKLER SYSTEM AT CIVIC CENTRE THEATRE TO CONTINUE OPERATIONAL USE AND MEET COMPLIANCE REQUIREMENTS. INCLUDES NEW FIRE CONTROL PANEL AND SMOKE ALARMS RETROFITTED TO EXISTING SYSTEM	\$12,478.40		
EFT38416	25/05/2023	CARNARVON ACCOMMODATION SERVICES PTY LTD T/AS GATEWAY MOTEL	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$548.62		
EFT38417	25/05/2023	DONNA LYNN GOODMAN	3 X "RESPECT, REFLECT, CELEBRATE" SHIRTS	\$148.50		
EFT38418	25/05/2023	WA HOLIDAY GUIDE PTY LTD	COMMISSION ON BOOKINGS/MARKETING FEES - WA HOLIDAY GUIDE - FOR THE MONTH OF APRIL 2023	\$141.99		
EFT38419	25/05/2023	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT 553988 & 162298 FOR THE PERIOD: 16.03.2023 - 12.05.2023	\$350.32		
EFT38420	25/05/2023	HOSPITALITY PTY LTD T/AS HOSPITALITY INN CARNARVON	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$282.53		
EFT38421	25/05/2023	INDEPENDENT FUEL SOLUTIONS PTY LTD	(1): INDEPENDENT FUEL FOR WORK VEHICLES ON 02 & 04.05.2023 / (2): INDEPENDENT FUEL FOR WORK VEHICLES ON 11 & 15.05.2023	\$2,145.13		
EFT38422	25/05/2023	INTEGRATED ICT	(1): MANAGED SERVICE AGREEMENT FOR THE MONTH OF MARCH & APRIL 2023 / (2): EXCLAIMER SIGNATURE CLOUD / (3): IPTEL FOR THE MONTH OF MARCH & APRIL 2023 / (4): SECURITY AS A SERVICE FOR THE MONTH OF MARCH 2023 / (5): M365 LICENSING FOR THE MONTH OF APRIL 2023 / (6): VEAM CLOUD CONNECT - BACKUP; CLOUD STORAGE ARCHIVE (TIER 4) FOR THE MONTH OF APRIL 2023	\$22,798.29		
EFT38423	25/05/2023	JUURLU BABA YAMITJI PTY LTD	PROVIDE EVENT TRAFFIC MANAGEMENT PLAN AND PAPERWORK FOR SOLAR ECLIPSE EVENT STREET CLOSURE. PROVIDE 2X TRAFFIC WARDENS TO MAIN STATIONS	\$11,175.78		
EFT38424	25/05/2023	CUSTOMER SERVICES OFFICER	REIMBURSEMENT FOR WWC SCREENING APPLICATION FOR CUSTOMER SERVICES OFFICER	\$87.00		
EFT38425	25/05/2023	KENNETH ROBERT WILLIAM COATZ T/A KEN'S BOBCAT HIRE WA	CLEAR AND REMOVE SCRUB AT THE REAR OF 141 OLIVIA TERRACE. OLD STORMWATER PUMP STATION. LEVEL CRACKER DUST AND CLEAN AREA	\$4,400.00		

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK EFTPOS	DIRECT DEBITS MUNI	CHEQUES
EFT38426	25/05/2023	KLEENIT PTY LTD	(1): PROVISION OF PUBLIC SPACE & FOOTPATH CLEANING AS PER CONTRACT RFT 06/2017 FOR THE FORTHNIGHT ENDING 14.05.2023 AND ADDITIONAL PRESSURE CLEANING AND GRAFFITI REMOVAL / (2): EXTRA CLEAN AT PREMIER PAVILLION PUBLIC TOILETS (LADIES) AFTER FOOTBALL ON WEEKEND OF 6TH AND 7TH MAY 2023 / (3): AS PER CONTRACT RFT 03/2022 - PROVISION OF CLEANING SERVICES FOR YOUTH HUB FOR THE MONTH OF APRIL 2023	\$6,980.86		
EFT38427	25/05/2023	KLEENHEAT GAS PTY LTD	2 X 45KG VAP CYL - EQUIPMENT SERVICE CHARGE FOR 4 YARDI QUAYS	\$93.50		
EFT38428	25/05/2023	LANDGATE - ACCOUNTS	CONSOLIDATED MINING TENEMENT ROLL	\$728.50		
EFT38429	25/05/2023	HELENE PTY LTD T/A LO-GO APPOINTMENTS	(1): CONTRACTING SERVICES OF ARO FOR THE WEEK ENDING 06.05.2023 / (2): SERVICES OF RATES OFFICER FOR THE WEEK ENDING 21.08.2021 & 28.08.2021	\$8,433.92		
EFT38430	25/05/2023	KELSIE-ANN JOHNSTON T/AS SWIFT MARKETING SOLUTIONS	REDEVELOPMENT OF THE SHIRE OF CARNARVON ECONOMIC AND TOURISM STRATEGIC PLAN 2023 - 2028	\$15,686.96		
EFT38431	25/05/2023	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	(1) WEEKLY HIRE AND SERVICE OF 3 X 4.5M3 FRONT LIFT BINS FOR BLOWHOLES CAMPING AREA ON 11.05.2023 / (2): FORTNIGHTLY HIRE AND SERVICE OF 2X 4.5M3 SKIP BINS WITH LIDS FOR BUSHBAY CAMPING AREA ON 15.05.2023	\$1,253.60		
EFT38432	25/05/2023	NINGALOO CLUB PTY LTD	OPERATOR CANCELLATION FEE PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$472.50		
EFT38433	25/05/2023	NIGHTGLOW ENTERPRISES (BETTA HOME LIVING & LEADING EDGE COMPUTERS)	SUPPLY 2 X MAXIM URN WITH THERMOSTAT STAINLESS FOR REFUSE SITE AND THE DEPOT	\$328.00		
EFT38434	25/05/2023	CARNARVON CAPITAL HOLDINGS PTY LTD T/A NORWESTA LIFESTYLE PARK	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$325.50		
EFT38435	25/05/2023	OUTBACK COAST PROPERTY PTY LTD	(1): RENT FOR UNIT 20/19 MARMION STREET FOR THE PERIOD: 22.05.2023 - 21.06.2023 / (2): WATER USAGE FOR 56 CLEAVER STREET FOR THE PERIOD: 13.03.2023 - 09.05.2023	\$1,810.48		
EFT38436	25/05/2023	AUSTRALIAN TAXATION OFFICE (PAYG)	CORRECTION TO PAYMENT FOR OUTSTANDING PAYG PAYMENTS	\$20.00		
EFT38437	25/05/2023	RAC TOURISM ASSETS PTY LTD T/A NINGALOO REEF RESORT	OPERATOR PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023	\$1,872.50		
EFT38438	25/05/2023	R & L COURIERS	(1): R&L COURIER FREIGHT IN APRIL 2023, FREIGHT TO CORAL BAY (JOHN FARNE) TO CARNARVON SHIRE ON 13.04.2023, FREIGHT FROM KICK SOLUTIONS ON 17.04.2023 / (2): FREIGHT TO CORAL BAY (NEWSLETTER) FROM CARNARVON SHIRE ON 05.04.2023 / (3): FREIGHT TO CORAL BAY (RANGER) FROM CARNARVON SHIRE ON 01.04.2023	\$543.40		
EFT38439	25/05/2023	SANDHURST SECURITY SERVICES PTY LTD	(1): PROVIDE SECURITY GUARDS OVER 3 DAY SOLAR ECLIPSE EVENT FROM THE 18 APRIL - 20 APRIL 2023. INCLUDES STATIC GUARDS FOR OVERNIGHT PROTECTION AND ROAMING GUARDS ON EVENT DAY 20 APRIL 2023 / (2): DAILY PATROL SERVICES AND ACTIVE ALARM RESPONSES FOR THE MONTH OF APRIL 2023	\$7,533.70		
EFT38440	25/05/2023	SHIRE OF CARNARVON MUNICIPAL FUND	(1): BOOKEASY OPERATOR COMMISSION PAYMENT FOR THE PERIOD: 05.04.2023 - 02.05.2023 / (2): COMMISSION ON BUILDING & CONSTRUCTION INDUSTRY TRAINING FUND LEVY FOR THE PERIOD OF APRIL 2023 (PROJECT: B22/055, B23/019, B23/022, B23/009)	\$1,574.51		
EFT38441	25/05/2023	CLARE LOUISE STACE T/AS SENSATIONAL STILTWALKING, SKATING, STORYTELLING AND SILLINESS	FINAL PAYMENT FOR OVER PERFORMANCE FOR THE SOLAR ECLIPSE EVENT - THURS 20 APRIL 2023 - 2 X STILTWALKERS; 2 X NEW COSTUMES SPECIFICALLY FOR THE EVENT - 4 X PERFORMANCES	\$1,815.00		
EFT38442	25/05/2023	CARNARVON SPORTS	(1): 4X RIDGE WAY TRAIL CAMERAS FOR ILLEGAL RUBBISH DUMPING IN SOUTH COMMON AREA / (2): SUPPLY 2 X SECURITY TRAIL CAMERAS FOR REFUSE SITE	\$1,489.90		
EFT38443	25/05/2023	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	REIMBURSEMENT OF ELECTRICAL CHARGES - OTC DISH FROM 06.02.2023 - 11.05.2023	\$202.97		
EFT38444	25/05/2023	ST JOHN AMBULANCE ASSOCIATION IN WA INC	AMBULANCE FOR BAXTER PARK FAMILY FUN DAY 19.04.2023	\$759.00		
EFT38445	25/05/2023	TELSTRA LIMITED	(1): TELEPHONE ACCOUNT 4244120244 (SAT PHONES FOR DEPOT & RANGERS) FOR THE MONTH OF MARCH 2023 / (2): TELEPHONE ACCOUNT 4244120244 (SAT PHONES FOR DEPOT & RANGERS) FOR THE MONTH OF APRIL 2023 / (3): TELEPHONE ACCOUNT 7803346000 (LANDLINE & INTERNET DATA) FOR THE MONTH OF MARCH 2023 / (4): TELEPHONE ACCOUNT 7803346000 (LANDLINE AND INTERNET DATA) FOR THE MONTH OF APRIL 2023	\$15,899.18		
EFT38446	25/05/2023	TENDERLINK (TRADING AS TENDERLINK.COM)	(1): ADVERTISING ON TENDERLINK PORTAL FOR TENDER RFT 05/2023 - SUPPLY OF PLANT AND OPERATORS FO UNSEALED ROAD UP / (2): ADVERTISING ON TENDERLINK PORTAL FOR TENDER RFT 04/2023 - PROVISION OF UNSEALED GRADING SERVICES AND MINOR WORK / (3): ADVERTISING ON TENDERLINK PORTAL FOR TENDER RFT 06/2023 - CARNARVON COMMUNITY COLLEGE SHARED CONCRETE BICYCLE	\$554.40		
EFT38447	25/05/2023	TEAM GLOBAL EXPRESS PTY LTD	(1): FREIGHT FOR ELECTRICAL PARTS FOR CORAL BAY AIRPORT ON 16.02.2023 / (2): FREIGHT FOR HSE SERVICES ON 08 & 09.05.2023 / (3): FREIGHT FROM CARNARVON TO DELUXE FOR CINEMA ON 28.03.2023 AND FREIGHT FOR PARTS OF RUBBISH COMPACTOR P376 ON 03.04.2023	\$255.17		
EFT38448	25/05/2023	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	(1): SUPPLY/ DELIVERY/ CONSTRUCTION OF ALL MATERIALS/ LABOUR/ WORKS SPECIFIED IN RFQ 24-2022 WOOLSHED CEILING / (2): 2ND PROGRESS PAYMENT 15% OF INSTALLATION OF THE QUOBBA BLOWHOLE ROAD SHADE SHELTER - AS PER CONTRACT RFQ 02/2023	\$50,245.00		
EFT38449	25/05/2023	URQUHART AVIATION FUEL PTY LTD	AVGAS AND DRUMS FOR FIRE 609432	\$4,109.60		
EFT38450	25/05/2023	NATASA ROWAN T/AS VORTEX GAMING PERTH	FINAL PAYMENT FOR SUPPLY GAMING TRUCK AND STAFF FOR SOLAR ECLIPSE ENTERTAINMENT.	\$2,260.00		
EFT38451	25/05/2023	WATERLILLY AUSTRALIA PTY LIMITED	SUPPLY OF THE FOLLOWING PARTS FOR ENVIRONMENT & HELATH DEPARTMENT : AF129 COMPARATOR 2000+ WATER BALANCE KIT WITH CYANURIC ACID TEST, 3/40I DISC FOR CHLORINE 0.1-2, 2/1L DISC FOR PH 8-9.6, DPD 1 TABLETS 500 PACK, DPD 3 TABLETS 500 PACK, PHENOL RED TABLETS 500 PACK, THYMOL BLUE TABLETS 100 PACK, CELL RACK FOR 6 X 24MM CELLS	\$2,098.36		
EFT38452	25/05/2023	WATER CORPORATION	WATER ACCOUNTS FOR THE PERIOD: 15.02.2023 - 11.05.2023	\$26,307.77		
EFT38453	25/05/2023	WESTRAC PTY LTD	(1): CUTTING BLADES FOR RUBBISH COMPACTOR P397 / (2): SUPPLY AND DELIVER 1000 HR SERVICE KIT (OIL STANDARD TESTING, ELEMENTS, AIR FILTERS) FOR PBHOE / (3): SUPPLY AND DELIVER 1000 HR SERVICE KIT (FILTER HYDR) FOR	\$2,063.76		
EFT38454	25/05/2023	WHITBURN RURAL SERVICES	SUPPLY AND DELIVER 2 KUBOTA MOWER DECK BELTS FOR MOWER P371	\$643.09		
EFT38455	30/05/2023	ACWEST PTY LTD	ASSISTANCE WITH PREPARATION OF BUDGET REVIEW IN MARCH 2023; PREPARATION OF FEBRUARY AND MARCH FINANCIAL REPORT FOR COUNCIL; GENERAL ACCOUNTING ASSISTANCE FOR THE MONTHS OF MARCH & APRIL 2023	\$5,500.00		
EFT38456	30/05/2023	AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	LICENCE TAX & ADMIN CHARGE FOR LICENCE RENEWAL 11790446/1 & 11790447/1 TO 30.06.2024 FOR AERONAUTICAL / AERONAUTICAL ASSIGNED SYSTEM	\$90.00		
EFT38457	30/05/2023	AVELING	(1): 04 SPOTS FOR THE BELOW TRAINING MODULES FOR NEW STARTERS: GENERAL HEALTH & SAFETY RESPONSIBILITIES AWARENESS (WHS AND OSH); LOCAL GOVERNMENT SAFETY INDUCTION; WORKPLACE BULLYING AND HARASSMENT AWARENESS; DEVELOPING A MENTALLY HEALTHY WORKPLACE / (2): 1 SPOT FOR THE BELOW TRAINING MODULES FOR NEW STARTER: GENERAL HEALTH & SAFETY RESPONSIBILITIES AWARENESS (WHS AND OSH); - LOCAL GOVERNMENT SAFETY INDUCTION; WORKPLACE BULLYING AND HARASSMENT AWARENESS; DEVELOPING A MENTALLY HEALTHY WORKPLACE / (3): 13 SPOTS ON RECORD KEEPING AWARENESS FOR THE PUBLIC SECTOR TO BE ADDED TO NEW STARTER TRAINING MODULES	\$2,200.00		
EFT38458	30/05/2023	BAYVIEW CORAL BAY	PAYMENT FOR MISSED OPERATOR CANCELLATION RETURN ON 31.03.2023	\$135.00		
EFT38459	30/05/2023	WIN BENTLEY T/A BEES KNEES AROMATHERAPY	6 X CAKES FOR ART GALLERY EVENT 15.05.2023	\$48.00		
EFT38460	30/05/2023	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	FREIGHT FROM CORSIGN TO CARNARVON DEPOT FOR BUSHFIRE STATION SIGNAGE	\$121.81		

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK EFTPOS	DIRECT DEBITS MUNI	CHEQUES
EFT38461	30/05/2023	BLACKBOX CONTROL PTY LTD	SUBSCRIPTION FEE FOR GPS TRACKING ON 27 FLEET VEHICLES FOR THE PERIOD: 28.04.2023 - 27.05.2023	\$883.00		
EFT38462	30/05/2023	BOB WADDELL & ASSOCIATES PTY LTD	ASSISTANCE WITH RATES MODELLING, ROLL UPLOADS AND REPORTS, RATES BILLING ... FOR THE WEEK ENDING 21.05.2023	\$1,650.00		
EFT38463	30/05/2023	STUART GEORGE PENDERGAST T/A S CARNARVON MOWING & MAINTENANCE	(1): 95 OLIVIA TERRACE- YARD CLEAN UP AND UNIT 20, 19 MARMION STREET- GARDENING, TIDY AND MOW / (2): 9 RICHARD STREET- GARDENING, TIDY AND MOW (PRIOR TO NEW TENANT)	\$860.00		
EFT38464	30/05/2023	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	(1): INVESTIGATE AND REPAIR EXPOSED WIRE ON TOP OF LIGHT POLE AT THE NETBALL COURTS. INSPECT LIGHTS THAT ARE NOT WORKING AND RECTIFY / (2): INVESTIGATE AND FIX FAULTING LIGHTS IN THE LIBRARY IN STAFF OFFICES / (3): INVESTIGATE FAULTING RCD SWITCH AT THE VISITOR CENTRE. RCD WONT TURN BACK ON AND EVERYTHING IS UNPLUGGED / (4): REPAIRS TO THE ELECTRICAL BOARD AT BUSHFIRE STATION. REPAIR EXTERNAL LIGHTING TO MAKE IT SAFE, GET POWER TO WALL SOCKETS AS REQUIRED / (5): CHANGE PLUG ON HIRED CONCRETE PUMP TO 32A 5 PIN AND TEST. SWAPPED PLUG BACK AGAIN FOR TOWN BEACH PARK MAINTENANCE / (6): INVESTIGATE AND REPAIR HOT WATER URN SHIRE ADMIN KITCHEN - IN ACCORDANCE WITH CONTRACT RFT 10/2022	\$7,770.64		
EFT38465	30/05/2023	CENTRAL REGIONAL TAFE	BS841419 CERTIFICATE IV IN WORK HEALTH AND SAFETY CEO AND COORDINATOR GOVERNANCE & INFORMATION	\$35.92		
EFT38466	30/05/2023	CITY OF GREATER GERALDTON	PROVISION OF BUILDING SURVEYING SERVICES FOR THE MONTH OF APRIL 2023	\$1,998.70		
EFT38467	30/05/2023	CIRCUITWEST INC	PRODUCTION OF ABRA DA-CAMERON - LIVE SHOW AND WORKSHOP FOR COMMUNITY EVENT	\$2,750.00		
EFT38468	30/05/2023	CITY OF COCKBURN	EVENT WAGES - STAGE MANAGER DURING THE SOLAR ECLIPSE EVENT, SYMPHONY OF MUSIC	\$1,313.46		
EFT38469	30/05/2023	JRM OPERATIONS PTY LTD T/A CORAL COAST TOURIST PARK	PAYMENT FOR MISSED OPERATOR FEE RETURN ON 30.04.2023	\$248.00		
EFT38470	30/05/2023	CORSIGN WA PTY LTD	SIGN FOR BUSHFIRE STATION - 1600MM X 1000MM	\$246.40		
EFT38471	30/05/2023	A.C.P. INDUSTRIES PTY LTD T/A S CARNARVON FRESH IGA	(1): LOLLIES BOXES FOR COMMUNITY EVENT "VOLUNTEER DINNER" / (2): FOOD PURCHASES FOR NATIONAL ROAD SAFETY WEEK WORKSHOP (SESSION 1) / (3): PUNCHES FOR COMMUNITY EVENT VOLUNTEER DINNER / (4): MINOR CLEANING CONSUMABLES AND TEA ROOM SUPPLY FOR DEPOT ON 23.05.2023 / (5): SUGAR, COFFEE & MILK FOR ADMIN OFFICE ON 19.05.2023	\$658.06		
EFT38472	30/05/2023	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT - REGIONAL DEVELOPMENT	GASCOYNE HOUSING SOLUTIONS PROJECT WILL DEVELOP A BUSINESS CASE, OPTIONS ANALYSIS AND COSTINGS TO DELIVER THE NEXT 100 HOUSES IN CARNARVON	\$44,000.00		
EFT38473	30/05/2023	DUN DIRECT PTY LTD	DUNNING FUEL FOR WORK VEHICLES FOR THE PERIOD: 01.05.2023 - 07.05.2023 AND 08.05.2023 - 14.05.2023	\$6,616.24		
EFT38474	30/05/2023	ELDERS RURAL SERVICES AUSTRALIA LIMITED	7 X 600 LITRE COERCO FIRE APPLIANCE FOR PASTORAL FIRES - RESPONSE AND ASSISTANCE	\$32,340.00		
EFT38475	30/05/2023	ELAN ENERGY MATRIX PTY LTD	RECYCLE OF 188 TRUCK TYRES	\$5,283.74		
EFT38476	30/05/2023	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	(1): FLIGHTS FOR INTERNS 18 JUN PER/CVQ AND 08 JUN CVQ/PER / (2): FLIGHTS FOR ARO ON 23.05.2023 SYD/PER/CNV	\$2,390.00		
EFT38477	30/05/2023	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2022/23 ESL QUARTER 4 IN ACCORDANCE WITH DFES OF WA ACT 1998 PART 6A - EMERGENCY SERVICES LEVY - SECTION 36(2) AND OPTION B AGREEMENT ARRANGEMENTS	\$29,892.41		
EFT38478	30/05/2023	GASCOYNE BAKERY CAFE	LEASE DRESSING ROOM UPSTAIRS FOR CHANGE ROOM FOR THURSDAY 20 APRIL 2023 SOLAR ECLIPSE	\$400.00		
EFT38479	30/05/2023	GASCOYNE PLUMBING SOLUTIONS	(1): SUPPLY AND REPLACE EXISTING STAINLESS STEEL ACCESSIBLE TOILET PAN/CISTERN IN DISABLED TOILET AT EVELOO FACILITY / SUPPLY AND INSTALL NEW STAINLESS STEEL URINAL AT BAXTER PARK AFTER DAMAGE OF EXISTING / (2): INVESTIGATE AND RECTIFY EMERGENCY BLOCKAGE AT CULTURAL CENTRE PUBLIC TOILETS	\$7,863.77		
EFT38480	30/05/2023	ROADSTONE WEST PTY LTD T/A S GREENFIELD TECHNICAL SERVICES	AGRN951 SCA FLOOD DAMAGE CONSTRUCTION. PAYMENT FOR SERVICE PROVIDED FOR THE PERIOD: 01.05.2023 - 14.05.2023	\$8,839.05		
EFT38481	30/05/2023	HAMPDON INDUSTRIAL PTY LTD	6 x D SIZE CO2 CYLINDERS FOR PEST MANAGEMENT	\$840.00		
EFT38482	30/05/2023	THE TRUSTEE FOR THE HARC UNIT TRUST T/A HYDROLOGY AND RISK CONSULTING PTY LTD	PERCENTAGE OF TASKS COMPLETED AS PER MAYS PROGRESS REPORT FOR DELIVERY OF THE GASCOYNE RIVER FLOOD MODELLING - AS PER CONTRACT RFT 12/2022 FLOOD PREPAREDNESS PROJECT - GASCOYNE RIVER FLOOD MODELLING	\$40,240.20		
EFT38483	30/05/2023	THE TRUSTEE FOR THE SALTWATER UNIT TRUST T/A HERITAGE RESORT SHARK BAY	ACCOMODATION , DATE RANGE FROM THE 16-20 OF MAY 2023 FOR LEMC AND CEO CATCHUP	\$720.00		
EFT38484	30/05/2023	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY ACCOUNT 557509 FOR THE PERIOD: 22.03.2023 - 18.05.2023	\$352.01		
EFT38485	30/05/2023	HOMESTEAD HAMPERS	CATERING FOR NATIONAL VOLUNTEER WEEK- RECOGNITION DINNER	\$2,000.00		
EFT38486	30/05/2023	INDEPENDENT FUEL SOLUTIONS PTY LTD	INDEPENDENT FUEL FOR WORK VEHICLES ON 17.05.2023	\$220.66		
EFT38487	30/05/2023	INTEGRATED ICT	(1): SECURITY AS A SERVICE FOR THE MONTH OF APRIL 2023 / (2): INTERNET CONNECTION FOR AQUATICS CENTRE. INVOICE ISSUED IN APRIL 2023 / (3): INTERNET CONNECTION FOR 51 YARDI QUAYS. INVOICE ISSUED IN APRIL 2023 / (4): NBN CONNECTION - LIBRARY FOR THE PERIOD: 24.03.2023 - 31.03.2023	\$5,003.05		
EFT38488	30/05/2023	RURAL ROAD MANAGER	REIMBURSEMENT FOR FUEL PURCHASED AT MINILYA ROADHOUSE - ROAD INSPECTIONS MINILYA LYNDON RD	\$100.00		
EFT38489	30/05/2023	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	FOAM FILL TYRES FOR P374	\$4,015.00		
EFT38490	30/05/2023	KICK SOLUTIONS	PROVIDE SIGNAGE FOR SYMPHONY OF MUSIC SIGN. WOODEN LETTERS CUT OUT TO SPELL EVENT NAME. PROVIDE SIGNAGE FOR HEART + CARNARVON CUT OUT LETTERS IN MDF WOOD	\$1,850.00		
EFT38491	30/05/2023	LANDGATE - ACCOUNTS	(1): RURAL UV GENERAL REVALUATION 2022/2023 FIRST 500 SHARED / (2): GROSS RENTAL VALUATIONS CHARGEABLE SCHEDULE NO: G2023/03 DATED 18.02.2023 - 28.04.2023	\$4,386.00		
EFT38492	30/05/2023	HELENE PTY LTD T/A LO-GO APPOINTMENTS	EMPLOYMENT OF RANGER FROM LOGO- DRUG AND ALCOHOL TESTING	\$55.00		
EFT38493	30/05/2023	MARKET CREATIONS AGENCY PTY LTD	MARKETING ACCOUNT MANAGEMENT 100 HOURS- INCLUDES STRATEGIC MARKETING, PROFESSIONAL WRITING AND PR, SOCIAL MEDIA SUPPORT, COMMUNITY ENGAGEMENT, COMMUNICATIONS ON WEBSITE	\$14,300.00		
EFT38494	30/05/2023	DEVELOPMENT BUSINESS SERVICES ASSISTANT	LOCAL CLUB MEMBERSHIP SUBSIDY AS PER POLICY CPM-001 FOR DEVELOPMENT BUSINESS SERVICES ASSISTANT	\$100.00		
EFT38495	30/05/2023	COMMUNITY EMERGENCY SERVICES MANAGER	REIMBURSEMENT FOR CESH PURCHASING DJI AIR 2S FLY MORE COMBO (APPROVED INSURANCE CLAIM)	\$1,825.00		
EFT38496	30/05/2023	THE TRUSTEE FOR KIMAL TRUST T/A MKB SKIP BINS	WEEKLY HIRE AND SERVICE OF 3X 4.5M3 FRONT LIFT BINS FOR BLOWHOLES CAMPING AREA ON 17.05.2023	\$714.60		
EFT38497	30/05/2023	KIMMARC PTY LTD T/A PORTSIDE ENGINEERING AND CRANE SERVICES	HIRE OF CRANE AND DOGMAN TO LIFT PONTOON IN TO FASCINE	\$324.50		
EFT38498	30/05/2023	RIP IT SECURITY SHREDDING AND RECYCLERS	SECURITY SHREDDING AND COLLECTION OF BLUE BINS ON 17.05.2023	\$225.00		
EFT38499	30/05/2023	SKRIBB MINING TRADING AS CARNARVON SMASH	EXCESS FOR AIPORT VEHICLE TOYOTA P343	\$300.00		
EFT38500	30/05/2023	THE WARD FAMILY TRUST T/A SUNCITY PRINT	PRINT 2 X A3 3MM ALUMINIUM COMPOSIT SIGNS TO BE PLACED AT THE BLOWHOLES BOATRAMP	\$50.00		
EFT38501	30/05/2023	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT FROM CARNARVON TO PATHWEST ON 15 & 16 MAY 2023 (WATER SAMPLES)	\$64.09		
EFT38502	30/05/2023	VEE JAYS (WA) PTY LTD	MAINTENANCE GRADING- MARDATHUNA RD (M093) FROM NWCH TO MARDATHUNA STATION AND HILL SPRINGS RD (M094) FROM NWCH TO HILL SPRINGS STATION	\$24,200.00		
EFT38503	30/05/2023	VEND LIMITED	ANNUAL PAYMENT OF VEND LIGHTSPEED ACCOUNT FOR DAILY SALES OPERATIONS AT VISITOR CENTRE	\$2,856.00		
EFT38504	30/05/2023	WATER CORPORATION	WATER ACCOUNTS FOR THE PERIOD: 21.03.2023 - 18.05.2023	\$258.84		

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	MUNI BANK EFTPOS	DIRECT DEBITS MUNI	CHEQUES
EFT38505	30/05/2023	W.A. TREASURY CORPORATION	LOAN NO. 216 - PRINCIPAL & INTEREST PAYMENT	\$26,275.22		
EFT38506	30/05/2023	WESTRAC PTY LTD	(1): DIAGNOSE & REPAIR ENGINE OVERHEATING FOR BACKHOE PBHOE1 / (2): A SWITCH FOR BACKHOE PBHOE1 / (3): DELIVERY OF A SWITCH FOR PBHOE1	\$949.36		
EFT38507	30/05/2023	D & J UNIT TRUST THE T/AS WESTQUEST PTY LTD	RENT IN ADVANCE FOR 95 OLIVIA TERRACE - STAFF HOUSING RENT FOR THE MONTH OF JUNE 2023	\$2,383.33		
DD40131.4	12/05/2023	MAXXIA PTY LTD	PAYROLL PR157 - SALARY SACRIFICE - MAXXIA PRE-TAX (ECM) FOR THE PERIOD 27.03.2023 TO 09.04.2023		\$1,890.16	
DD40153.1	01/05/2023	ANZ BANK LIMITED	APRIL 2023 MERCHANT FEES		\$1,283.92	
DD40154.1	01/05/2023	WESTNET PTY LTD	WESTNET FEES FOR MAY 2023		\$23.95	
DD40155.1	03/05/2023	DUALDOCKER GMBH	SERVICE KITS FOR FLOATING PONTOON		\$4,112.62	
DD40156.1	08/05/2023	ANZ BANK LIMITED	ANZ TRANSACTIVE FEES APRIL 2023		\$435.92	
DD40157.1	08/05/2023	INET LIMITED	INET ACCOUNT 1197615741		\$15.00	
DD40158.1	12/05/2023	INET LIMITED	INET ACCOUNT 1197615196		\$15.00	
DD40162.1	15/05/2023	INET LIMITED	INET PHONE ACCOUT 119761919		\$15.00	
DD40167.1	08/05/2023	ANZ BANK LIMITED	CORPORATE CREDIT CARD RECONCILIATION 23.03.2023 TO 23.04.2023		\$5,865.70	
DD40168.1	15/05/2023	SG FLEET AUSTRALIA PTY LTD	MONTHLY LEASE FEE FOR SHIRE VEHICLES		\$27,941.54	
DD40169.1	11/05/2023	AUSTRALIAN TAXATION OFFICE (PAYG)	TAXATION FOR PAYROLL PR163 FOR THE PERIOD 24.04.2023 - 07.05.2023		\$66,290.00	
DD40169.2	11/05/2023	ATO - CHILD SUPPORT AGENCY	PAYROLL PR163 - SALARY DEDUCTION - CHILD SUPPORT FOR THE PERIOD 24.04.2023 - 07.05.2023		\$714.55	
DD40169.3	11/05/2023	AUSTRALIAN SERVICES UNION	PAYROLL PR163 - DEDUCTION - UNION A.S.U. FOR THE PERIOD 24.04.2023 - 07.05.2023		\$25.90	
DD40169.4	11/05/2023	MAXXIA PTY LTD	PAYROLL PR163 - DEDUCTION - SALARY SACRIFICE MAXXIA PRE-TAX FOR THE PERIOD 24.04.2023 - 07.05.2023		\$1,557.66	
DD40169.5	11/05/2023	BEAM CLEARING HOUSE	PAYROLL PR163 - SUPERANNUATION FOR THE PERIOD 24.04.2023 - 07.05.2023		\$29,441.66	
DD40169.6	11/05/2023	SHIRE OF CARNARVON MUNICIPAL FUND	PAYROLL PR163 - STANDARD NET FOR THE PERIOD 24.04.2023 - 07.05.2023		\$193,151.28	
DD40171.1	18/05/2023	TOYOTA FLEET MANAGEMENT	MONTHLY LEASE FEE APRIL 2023		\$3,750.08	
DD40176.1	25/05/2023	AUSTRALIAN TAXATION OFFICE (PAYG)	TAXATION - PAYROLL PR164 FOR THE PERIOD: 08.05.23 - 21.05.23		\$63,844.00	
DD40176.2	25/05/2023	ATO - CHILD SUPPORT AGENCY	SALARY DEDUCTION FOR CHILD SUPPORT - PAYROLL PR 164 FOR THE PERIOD: 08.05.23 - 21.05.23		\$714.55	
DD40176.3	25/05/2023	AUSTRALIAN SERVICES UNION	SALARY DEDUCTION FOR UNION A.S.U - PAYROLL PR 164 FOR THE PERIOD: 08.05.23 - 21.05.23		\$25.90	
DD40176.4	25/05/2023	MAXXIA PTY LTD	SALARY SACRIFICE MAXXIA PRE TAX - PAYROLL PR 164 FOR THE PERIOD: 08.05.23 - 21.05.23		\$1,557.66	
DD40176.5	25/05/2023	BEAM CLEARING HOUSE	SUPERANNUATION - PAYROLL PR 164 FOR THE PERIOD: 08.05.23 - 21.05.23		\$37,268.37	
DD40176.6	25/05/2023	SHIRE OF CARNARVON MUNICIPAL FUND	PAYROLL PR 164 - STANDARD NET - FOR THE PERIOD: 08.05.23 - 21.05.23		\$190,265.12	
DD40181.1	18/05/2023	INET LIMITED	INET ACCOUNT 1197615626		\$15.00	
DD40182.1	23/05/2023	3E Advantage Pty Limited	RICOH RENTAL AGREEMENT MAY 2023		\$410.30	
			<b>TOTAL</b>	<b>\$1,313,503.71</b>	<b>\$630,630.84</b>	<b>\$0.00</b>
			TOTAL MUNI EFT	\$1,313,503.71		
			TOTAL BANK DIRECTS	\$630,630.84		
			CHEQUES	\$0.00		
			<b>TOTAL</b>	<b>\$1,944,134.55</b>		

RECEIVED  
30 MAY 2023

BY: *KM*

053/15



SHIRE OF CARNARVON  
SHIRE OF CARNARVON  
CHIEF EXECUTIVE OFFICER  
PO BOX 459  
CARNARVON WA 6701

Australia and New Zealand Banking Group Limited (ANZ) ABN 11 009 237 226 Australian Credit Licence No. 427247



**ANZ CORPORATE CARD**

STATEMENT PERIOD: 24/04/23 to 22/05/23

ACCOUNT NUMBER: 4564-8002-9909-9005

☎ Cards Enquiries: 1800 032 481 Lost/Stolen Cards: 1800 033 844

**STATEMENT OF ACCOUNT**

Opening Balance	\$5,865.70
Payment Due Date	05/06/2023
Closing Balance	\$1,917.62

Date	Description	Amount \$A
<b>IMPORTANT MESSAGES</b>		
YOUR AGREED PAYMENT WILL BE DEBITED FROM YOUR ACCOUNT 016610 00433409426 ON 05/06/23		
08/05/2023	PAYMENT - THANK YOU	5,865.70CR
22/05/2023	PURCHASES	2,455.50
22/05/2023	CARD ADJUSTMENTS	537.88CR

**END OF STATEMENT**

**General Information**

**Please keep cards secure and PINs confidential at all times.**

Please check this Statement of Account and ensure all Cardholders check their Cardholder Activity Reports carefully. Immediately advise us of any unauthorised use of any cards linked to this Billing Account (or Card PIN where applicable), any disputed transactions, or any other error by calling the ANZ Commercial Cards Customer Service Centre on the number above.

**YOUR PAYMENT OPTIONS**



**ANZ Internet Banking**  
www.anz.com Payments made after 10pm (EST) will be processed the next business day.



**BPAY Payments - Biller Code 6007**  
BPAY payments from ANZ accounts made after 6pm (EST) will be processed the next business day. Check with your institution for cut-off times. Your bill reference number is your ANZ account number.



**ANZ Phone Banking**  
13 22 73 Payments made after 10pm (EST) will be processed the next business day.



**By Mail**  
Tear off this slip and mail to GPO BOX 607, Melbourne, VIC 3001



**CardPay Direct**  
To ask about setting up a convenient direct debit payment please call 13 22 73.



**Direct Credit via EFT**  
Payments to your Account can be made via Electronic Funds Transfer (EFT) from your nominated account.

<b>Account Number</b>	4564-8002-9909-9005
<b>Account Name</b>	SHIRE OF CARNARVON
<b>Amount Paid</b>	
<b>Due Date</b>	05/06/2023

ANZFURNUM-230523





**Cardholder Summary Report**

STATEMENT PERIOD: 24/04/2023 to 22/05/2023

Cards Enquiries: 1800 032 481 Lost/Stolen Cards: 1800 033 844

SHIRE OF CARNARVON  
 SHIRE OF CARNARVON  
 Billing Account Credit Limit:  
 Nominated Financial Year End:

13,000  
 06/23

Cardholder Details	Credit Limit	Transaction Limit	Total Purchases \$A	Total Purchases No.	Total Cash Advances \$A	Total Cash Advances No.	Other CR/DR & Payments	Total Month Expenditure	YTD Expenditure
DAVID NIELSEN 000XXXXXXXXXX493418	3,000		0.00	0	0.00	0	0.00	0.00	9,973.75
ANDREA SELVEY 000XXXXXXXXXX867909	5,000	2,000	126.88	1	0.00	0	0.00	126.88	9,999.38
STEPHANIE LECA (L) 000XXXXXXXXXX945465	2,000	1,500	574.10	2	0.00	0	351.90CR	222.20	9,014.81
KIERAN COOMEY 000XXXXXXXXXX016910	3,000		515.14	3	0.00	0	0.00	515.14	18,937.14
D'ANNIELLE HILL 000XXXXXXXXXX197900	2,000		1,070.70	5	0.00	0	185.98CR	884.72	4,203.48
STEPHANIE LECA 000XXXXXXXXXX413075	5,000	5,000	168.68	2	0.00	0	0.00	168.68	168.68
ALAN JOHN THORNTON 000XXXXXXXXXX443585									
<b>SUB-TOTAL (\$A)</b>			<b>2,455.50</b>		<b>0.00</b>		<b>537.88CR</b>	<b>1,917.62</b>	<b>61,642.72</b>

Account Fee Summary	Number
Annual Card Fee	0 cards
Rewards Fee	0 cards
Cash Advance (over-the-counter)	0 withdrawals
Cash Advance (ATM)	0 withdrawals
Cash Advance (Other)	0 withdrawals
All other fees and charges	

**TOTALS (\$A) including all fees and charges**

2,455.50      0.00      537.88CR      1,917.62      62,263.55



**Cardholder Activity Report**  
 STATEMENT PERIOD: 24/04/2023 to 22/05/2023  
 Cards Enquiries: 1800 032 481 Lost/Stolen Cards: 1800 033 844

Credit Limit 5,000  
 Transaction Limit 2,000  
 Cash Advance Limit (ATM)  
 Cash Advance Limit (over-the-counter)

ANDREA SELVEY  
 SHIRE OF CARNARVON  
 PO BOX 459  
 CARNARVON WA 6701

Card Number 000XXXXXXXXXXXX867909

Transaction Details		Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Actual GST Amount	Remarks
Date							GST Code FBT
22/04/2023	EG GROUP/90 - 92 ROBINSON CARNARVON	126.88	0.00		11.53		
<b>TOTAL (\$A)</b>		126.88	0.00		11.53		
<b>Opening Expenditure Nominated Financial YTD</b>		9,872.50					<b>Date</b>
<b>Total for this month</b>		126.88					<b>Date</b>
<b>Total Expenditure Nominated Financial YTD</b>		9,999.38					

\*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.





**Cardholder Activity Report**  
 STATEMENT PERIOD: 24/04/2023 to 22/05/2023  
 Cards Enquiries: 1800 032 481 Lost/Stolen Cards: 1800 033 844

Credit Limit 2,000  
 Transaction Limit 1,500  
 Cash Advance Limit (ATM)  
 Cash Advance Limit (over-the-counter)

KIERAN COOMEY  
 SHIRE OF CARNARVON  
 PO BOX 459  
 CARNARVON WA 6701

Card Number 000XXXXXXXXXX016910

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks	
						Actual GST Amount	GST Code FBT
26/04/2023	BAYVIEW CRL BAY PL COTTESLOE	222.20			20.20		
08/05/2023	WWW.BOLLARDSHOP.COM.AU RIVERVALE	351.90			31.99		
17/05/2023	WWW.BOLLARDSHOP.COM.AU RIVERVALE			351.90CR			
<b>TOTAL (\$A)</b>		574.10	0.00	351.90CR	52.19		

<b>Opening Expenditure Nominated Financial YTD</b>	8,792.61	<b>Certified by (Cardholder Name)</b>		<b>Date</b>
<b>Total for this month</b>	222.20	<b>Authorised by</b>		<b>Date</b>
<b>Total Expenditure Nominated Financial YTD</b>	9,014.81			

\*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.



**Cardholder Activity Report**  
 STATEMENT PERIOD: 24/04/2023 to 22/05/2023  
 Cards Enquiries: 1800 032 481 Lost/Stolen Cards: 1800 033 844

Credit Limit 3,000  
 Transaction Limit  
 Cash Advance Limit (ATM)  
 Cash Advance Limit (over-the-counter)

DANNIELLE HILL  
 SHIRE OF CARNARVON  
 PO BOX 459  
 CARNARVON WA 6701

Card Number 000XXXXXXXXXX197900

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Actual GST Amount	Remarks GST Code FBT
21/04/2023	SA EXERCISE PHYSIOLOGY MORPHETT VALE	275.00			25.00		
27/04/2023	AP CARNARVON PS CARNARVON	225.19			20.47		
18/05/2023	GASCOYNE OFFICE EQUIPM CARNARVON	14.95			1.35		
<b>TOTAL (\$A)</b>		515.14	0.00	0.00	46.82		

**Certified by (Cardholder Name)**

Opening Expenditure Nominated Financial YTD 18,422.00

Total for this month 515.14

Total Expenditure Nominated Financial YTD 18,937.14

**Authorised by**

Date

Date

\*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.



**Cardholder Activity Report**  
 STATEMENT PERIOD: 24/04/2023 to 22/05/2023  
 Cards Enquiries: 1800 032 481 Lost/Stolen Cards: 1800 033 844

Credit Limit 2,000  
 Transaction Limit  
 Cash Advance Limit (ATM)  
 Cash Advance Limit (over-the-counter)

STEPHANIE LECA  
 SHIRE OF CARNARVON  
 3 FRANCIS ST  
 CARNARVON WA 6701

Card Number 000XXXXXXXXXX413075

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Remarks	
						Actual GST Amount	GST Code FBT
30/04/2023	FACEBK QVHYTN3LX2.fb.me/ads	331.47			30.13		
30/04/2023	INCL OVERSEAS TXN FEE 9.65 AUD						
03/05/2023	Vistaprint Australia PTY Derrimut	185.98		185.98CR	16.90		
03/05/2023	Vistaprint Australia PTY Derrimut						
05/05/2023	BADGE-A-MINIT NORWOOD	86.25			7.84		
05/05/2023	AVIATION ID AUSTRALIA MERIMBULA	99.00			9.00		
18/05/2023	INTEGRITY COACH LINES MALAGA	368.00			33.45		
<b>TOTAL (\$A)</b>		<b>1,070.70</b>	<b>0.00</b>	<b>185.98CR</b>	<b>97.32</b>		

<b>Opening Expenditure Nominated Financial YTD</b>	3,318.76	<b>Certified by (Cardholder Name)</b>		<b>Date</b>	
<b>Total for this month</b>	884.72	<b>Authorised by</b>		<b>Date</b>	
<b>Total Expenditure Nominated Financial YTD</b>	4,203.48				

\*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.



**Cardholder Activity Report**  
 STATEMENT PERIOD: 24/04/2023 to 22/05/2023  
 Cards Enquiries: 1800 032 481 Lost/Stolen Cards: 1800 033 844

Credit Limit 5,000  
 Transaction Limit 5,000  
 Cash Advance Limit (ATM)  
 Cash Advance Limit (over-the-counter)

ALAN JOHN THORNTON  
 SHIRE OF CARNARVON  
 3 FRANCIS ST  
 CARNARVON WA 6701

Card Number 000XXXXXXXXXX443585

Date	Transaction Details	Purchases	Cash Advances	Cardholder Payments & Adjustments	Estimated GST*	Actual GST Amount	Remarks
							GST Code FBT
05/05/2023	AUSTRALIAN ENTOMOLOGIC COORABELL	59.48			5.40		
09/05/2023	STATE LAW PUBLISHER WEST PERTH	109.20			9.92		
<b>TOTAL (\$A)</b>		168.68	0.00	0.00	15.32		

Opening Expenditure Nominated Financial YTD 0.00

Date

Total for this month 168.68

Date

Total Expenditure Nominated Financial YTD 168.68

Certified by (Cardholder Name)

Authorised by

\*This calculation is an estimate amount only and is not to be relied upon as an accurate GST calculation.

SHIRE OF CARNARVON									
Budget Adjustments for Council Approval - June 2023									
Funds allocated to								Comments	
Item #	Account/Job	Description	Classification	Opening Budget	Amended Budget	Impact on Budget	Running total Impact on Budget Surplus/(Deficit)	Reason	Authorising Officer
28/23	3485	Infrastructure renewal and upgrade reserve	TFRR	190,000	0	(190,000)	(190,000)	Correction to Amendment 14/23. Budget amendment 14/23 approved the use of the Infrastructure Renewal and Upgrade reserve to fund storm water pumps. The wording of this was incorrect. It should have referred to the Asset Upgrades and Renewals Reserve. As such the funds were intended to be utilised from the Asset Upgrades and Renewals Reserve.	A THORNTON
28/23	7510	Asset Upgrades and Renewal Reserve	TTRE	0	190,000	190,000	0	Correction to Amendment 14/23.	A THORNTON
29/23	1263	GRANT - National Road Safety Week MUN	OPREV	0	5,300	5,300	5,300	Grant funding received for National Road Safety Week	A THORNTON
29/23	1052	NATIONAL ROAD SAFETY WEEK (GRANT) MUN	OPEX	0	(5,300)	(5,300)	0	Allocation of funds received for National Road Safety Week	A THORNTON

LEGEND

Key to Classification

- Revenue from Operating Activities
- Expenditure from Operating Activities
- Revenue from Investing Activities
- Non- Operating Expenditure
- Transfer from reserves (Revenue)
- Transfer to reserves (Expenditure)
- Other Financing Revenue
- Other Financing Expenditure

OPREV

OPEX

CAPEX

CAPEX

TFRR

TTRE

OFR

OFE

Impact on Budget

(\$100) = reduced income or increased expenditure

\$100 = Increased revenue or increased expenditure

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
<b>Corporate Services Fees/Charges</b>						
<b>Rates</b>						
<b>Instalment Charges</b>						
Instalment Plans - Administration Fee per instalment notice. The administration fee does not apply to the first instalment. The fee is only applicable to ratepayers who elect to pay either by the two or four instalments option by the due date	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 67	\$ 6.60	each	\$ 6.60
Interest on Instalment Plan	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 68	6.00%	annual rate	5.50%
<b>Interest Charges</b>						
Penalty interest on overdue rates and service charges (including ESL penalty interest) - calculated daily on rates and service charges unpaid by due date	No	Yes	Local Government Financial Management Regulations 1996, Part 5, Section 70, 71	7.00%	annual rate	7.00%
<b>Rating Charges</b>						
Dishonoured Cheque including administration fee	Yes	No	LG Act 1995	\$ 55.00	each	\$ 59.00
Rates Reprint - Cost per reprint sent by e-mail	No	No		\$ 10.00	each	\$ 10.00
Rates Reprint - Cost per reprint	Yes	No		\$ 16.50	each	\$ 18.00
Account Enquiries - Rating Information per request only	Yes	No		\$ 66.00	each	\$ 60.00
Account Enquiries - Orders and Requisitions only	Yes	No		\$ 120.00	each	\$ 120.00
Account Enquiries - Combined Rating and Orders and Requisition per request	Yes	No		\$ 180.00	each	\$ 180.00
Account Enquiries - Combined Rating and Orders and Requisition - where physical bushfire inspection Required	Yes	No		\$ 220.00	each	\$ 220.00
Account Enquiries - Combined Rating and Orders and Requisition - PRIORITY (24-48 business hours)	Yes	No		\$ 220.00	each	\$ 220.00
Account Enquiries - Combined Rating and Orders and Requisition - where physical bushfire inspection required - PRIORITY (24-48 business hours)	Yes	No		\$ 220.00	each	\$ 220.00
Real Estate Rating Advice on Paper/Assessment	Yes	No		\$ 12.10	each	\$ 13.00
Electoral Roll per request	No	No		\$ 68.20	each	\$ 73.00
Administration Fee - arrange to repay rates	No	No		\$ 55.00	each	\$ 59.00
Administration Fee - Debt Clearance Letter	No	No		\$ 35.00	each	\$ 38.00
Administration Fee - Issue of Section 6.60 Notice	No	No		\$ 11.50	each	\$ 13.00
Rates - Re-imbursment of Search/Legal Fees	No	No		Actual Cost	each	Actual Cost
Debt Recovery Cost: Rates Collection - All legal and court costs	No	No		Actual Cost		Actual Cost
Rates Database Extractions	Yes	No		\$ 110.00	per hour	\$ 117.00
Caveat Withdrawal Fee	No	No		Actual Cost		Actual Cost
<b>Direct Debit Admin Fee</b>	<b>No</b>	<b>No</b>		<b>\$ 57.50</b>	<b>each</b>	<b>\$</b>
<b>Dishonour Fee (Bank charges recovered by Council)</b>	<b>No</b>	<b>No</b>		<b>Actual Cost</b>	<b>each</b>	<b>Actual Cost</b>
<b>Other Governance</b>						
<b>Administrative Charges</b>						
<b>Debtors</b>						
Debt Recovery Cost: Non-Rate Debt Collection - All legal and court costs	No	No		Actual Cost		Actual Cost
Sundry Debtors payment arrangement administration fee	No	No		\$ 60.00	each	\$ 64.00
<b>Debtors Interest Charges</b>						
Penalty interest on overdue debtors invoices - calculated daily on outstanding amount	No	No	LG Act 1995	\$ -	each	7.00%
<b>Freedom of Information Requests</b>						
Application fee	No	Yes	FOI Reg 1993, Schedule 1	\$ 30.00	each	\$ 30.00
Charge for time taken dealing with application (per hour or pro rata for a part of an hour)	No	Yes	FOI Reg 1993, Schedule 1	As per legislation		As per legislation
Charge for duplicating a Tape, File or Computer Information	No	Yes	FOI Reg 1993, Schedule 1	Actual Cost		Actual Cost
<b>Printing or Copying:</b>						
A4 Black and White - per side	Yes	No	LG Act 1995	\$ 0.50	each	\$ 0.50
A4 Coloured - per side	Yes	No	LG Act 1995	\$ 1.00	each	\$ 1.00
A3 Black and White - per Side	Yes	No	LG Act 1995	\$ 1.00	each	\$ 1.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
A3 Coloured - per Side	Yes	No	LG Act 1995	\$ 2.00	each	\$ 2.1
Binding Per Copy	Yes	No	LG Act 1995	\$ 3.50	each	\$ 3.8
Copy of archived document	Yes	No	LG Act 1995	\$ 6.00	Per document	\$ 6.5
<b>Cemeteries</b>						
<b>All applications interment shall be made at least 24 hours prior to the fixed time for burial otherwise an extra charge shall apply. Internment in the South Carnarvon Pioneer Cemetery is prohibited.</b>						
<b>A Grant of Exclusive Right of Burial confers upon the grantee an exclusive right to bury one or more deceased persons in a grave and to carry out memorial works on a grave during the term of the grant.</b>						
Grant of Exclusive Right of Burial - Standard sized plot grave reservation	No	No	Cemetaries Act 1986	\$ 795.00	each	\$ 795.0
Renewal of Exclusive Grant of Right of Burial - Standard sized plot	No	No	Cemetaries Act 1986	\$ 795.00	each	\$ 795.0
Transfer of Exclusive Grant of Right of Burial - Standard sized plot grave reservation	No	No	Cemetaries Act 1986	\$ 80.00	each	\$ 80.0
Sinking Fees - Grave for any stillborn child (1.4m deep)	No	No		\$ 400.00	each	\$ 424.0
Sinking fees - Double Burial Plot (2.4m deep)	No	No		\$ 650.00	each	\$ 688.0
Sinking fees - Family to Dig Grave	No	No		\$ 350.00	each	\$ 371.0
<b>Burial Fees/Charges</b>						
Burial in Standard Grave to any depth to 2.1m	No	No	Cemetaries Act 1986	\$ 1,590.00	each	\$ 1,590.0
Reopen and Second Burial in Standard Grave	No	No	Cemetaries Act 1986	\$ 1,590.00	each	\$ 1,590.0
Burial in Non-Standard Size (Oversized) Grave - Additional cost per 30cm wide or deeper	No	No	Cemetaries Act 1986	\$ 37.00	each	\$ 37.0
Interment for Still Born Child (Not to be reopened for joint burial)	No	No	Cemetaries Act 1986	\$ 111.00	each	\$ 111.0
Exhumation						
Re-opening Grave for Exhumation	No	No	Cemetaries Act 1986	At Cost + GST	each	At Cost + GST
Reinterment in same grave (additional charges will apply if new grave)	No	No	Cemetaries Act 1986	At Cost + GST	each	At Cost + GST
<b>Internment of Ashes - Plaques for the niche wall shall be provided by the family at the specified dimension and standard</b>						
Niche Wall Ashes Internment - Small	No	No	Cemetaries Act 1986	\$ 106.00	each	\$ 106.0
Niche Wall Ashes Internment - Single	No	No	Cemetaries Act 1986	\$ 159.00	each	\$ 159.0
Niche Wall Ashes Internment - Double	No	No	Cemetaries Act 1986	\$ 318.00	each	\$ 318.0
Reservation of Niche Wall Space - Small	No	No	Cemetaries Act 1986	\$ 106.00	each	\$ 106.0
Reservation of Niche Wall Space - Single	No	No	Cemetaries Act 1986	\$ 159.00	each	\$ 159.0
Reservation of Niche Wall Space - Double	No	No	Cemetaries Act 1986	\$ 318.00	each	\$ 318.0
<b>Additional Charges</b>						
Funeral Directors Annual Licence to conduct funerals at the cemetery	No	No	Cemetaries Act 1986	\$ 117.00	each	\$ 117.0
Single Funeral Permit (Funeral Directors only)	No	No	Cemetaries Act 1986	\$ 69.00	each	\$ 69.0
Single Funeral Permit (Other than Funeral Directors)	No	No	Cemetaries Act 1986	\$ 583.00	each	\$ 583.0
Internment without due notice	No	No	Cemetaries Act 1986	\$ 117.00	each	\$ 117.0
Permit to Construct Memorial	No	No	Cemetaries Act 1986	\$ 37.00	each	\$ 37.0
<b>Development - Regulatory Services</b>						
<b>Animal Control</b>						
<b>Animal Microchipping</b>						
Microchipping of dog or cat	Yes	No	LG Act 1995	Actual Cost	each	Actual Cost
Microchipping of dog or cat - per animal where two or more	Yes	No	LG Act 1995	\$50.00	each	\$ 50.0
Microchipping of dog or cat - Eligible Pensioners where either 1 dog or 1 cat only	Yes	No	LG Act 1995	\$50.00	each	\$ 50.0
Microchipping of dog or cat - Eligible Pensioners per animal where two or more	Yes	No	LG Act 1995	\$45.00	each	\$ 45.0
<b>Cat Breeders</b>						
Cat Breeders - Application for grant of, or renewal of approval to breed cats	No	Yes	Cat Reg 2012	\$ 100.00	each	\$ 100.0
<b>Cat Registration Fees and Charges *</b>						
Sterilised Cat - 1 year	No	Yes	Cat Reg 2012, Schedule 3	\$ 20.00	each	\$ 20.0
Sterilised Cat - If application is made after 31st of May until next 31st of October	No	Yes	Cat Reg 2012, Schedule 3	\$10.00	each	\$ 10.0
Sterilised Cat - 3 years	No	Yes	Cat Reg 2012, Schedule 3	\$ 42.50	each	\$ 42.5
Sterilised Cat - Lifetime Registration	No	Yes	Cat Reg 2012, Schedule 3	\$ 100.00	each	\$ 100.0
Eligible Pensioners - Amount of above fee payable	No	Yes	Cat Reg 2012, Schedule 3	50%	each	50%
Replacement Cat Tag	Yes	No	LG Act 1995	\$ 5.00	each	\$ 6.0
Surrender of Cat/Kitten	Yes	No	LG Act 1995	\$ 80.00	each	\$ 85.0
Surrender of litter of kittens	Yes	No	LG Act 1995	\$ 92.00	each	\$ 98.0



Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Poundage Fee Cat - Daily Fee (Sustenance)	Yes	No	LG Act 1995	At Cost	each	At Cost
<b>Cat Infringements - Fine per Cat</b>						
<b>Under Cat Regulations 2012, CAT Act 2011</b>						
<b>Boarding Kennels</b>						
Application for kennel licence	Yes	Yes	Dog Act 1976	\$ 165.00	each	\$ 165.00
Kennel Licence Registration Fee	Yes	Yes	Dog Act 1976	\$ 200.00	each	\$ 200.00
Kennel Licence Renewal	No	Yes	Dog Act 1976	\$ 200.00	each	\$ 200.00
<b>Dog Registration Fees and Charges *</b>						
Sterilised Dogs - 1 year	No	Yes	Dog Act 1976	\$ 20.00	each	\$ 20.00
Sterilised Dog - If application is made after 31st of May until next 31st of October	No	Yes	Dog Act 1976	\$ 10.00	each	\$ 10.00
Sterilised Dogs - 3 years	No	Yes	Dog Act 1976	\$ 42.50	each	\$ 42.50
Sterilised Dog - Lifetime Registration	No	Yes	Dog Act 1976	\$ 100.00	each	\$ 100.00
Eligible Concession Card Holders - Amount of above fee payable (except Dangerous Dog)	No	Yes	Dog Act 1976	50%	each	50%
Working Dogs - Bona fide used in droving or tendering stock, Amount of above fee payable	No	Yes	Dog Act 1976	25%	each	25%
Lifetime dog sterilisation cost - only under RSPCA Pet Sterilisation Program	No	Yes	Dog Act 1976			No charge
Unsterilised Dogs - 1 year	No	Yes	Dog Act 1976	\$ 50.00	each	\$ 50.00
Unsterilised Dog - If application is made after 31st of May until next 31st of October	No	Yes	Dog Act 1976	\$25.00	each	\$ 25.00
Unsterilised Dogs - 3 years	No	Yes	Dog Act 1976	\$ 120.00	each	\$ 120.00
Unsterilised Dog - Lifetime	No	Yes	Dog Act 1976	\$ 250.00	each	\$ 250.00
Eligible Concession Card Holders - Amount of above fee payable (except Dangerous Dog)	No	Yes	Dog Act 1976	50%	each	50%
Working Dogs - Bona fide used in droving or tendering stock, Amount of above fee payable	No	Yes	Dog Act 1976	25%	each	25%
1 year (NEW) dog registration paid after 31 May	No	Yes	Dog Act 1976	50%	each	50%
Guide Dogs	No	Yes		No Charge		No Charge
Dangerous Dog - 1 year	No	Yes		\$50.00	each	\$ 50.00
Dangerous Dog initial property inspection	Yes	No	LG Act 1995	\$ 200.00	each	\$ 250.00
Dangerous Dog annual inspection	Yes	No	LG Act 1995	\$ 200.00	each	\$ 212.00
Dangerous Dog Collar	Yes	No	LG Act 1995	At Cost	each	At Cost
Dangerous Dog Sign	Yes	No	LG Act 1995	\$ 45.00	each	\$ 48.00
Dangerous Dog Muzzle	Yes	No	LG Act 1995	\$ 35.00	each	\$ 38.00
Replacement Dog Tag	Yes	No	LG Act 1995	\$ 5.00	each	\$ 6.00
<b>Dog Local Laws and Dog Charges</b>						
Dog Seizure and impounding Fee - includes first day sustenance	Yes	No	LG Act 1995	\$ 80.00	each	\$ 100.00
Dog Seizure Fee - Without impound and return of dog	No	No	Dog Act 1976	No charge	each	No charge
Poundage Fee Dog - Daily Fee (Sustenance)	Yes	No	LG Act 1995	\$ 29.00	each	\$ 31.00
Surrender of a dog	Yes	No	LG Act 1995	\$ 80.00	each	\$ 80.00
Surrender of litter of puppies	Yes	No	LG Act 1995	\$ 92.00	each	\$ 92.00
Application for more than 2 Dogs - Charge per application	Yes	No	LG Act 1995	\$ 150.00	each	\$ 159.00
<b>Dog Infringements - Fine per Dog</b>						
<b>Under Dogs Local Law 2003, Dog Act 1976</b>						
Ranger Services - euthanizing	Yes	No	LG Act 1995	\$ 103.00	each	\$ 109.00
<b>Vehicle Impoundment - Per Vehicle</b>						
Animal trap bond - refundable upon return of trap	No	No	LG Act 1995	\$ 69.00	each	\$ 74.00
<b>Vehicle Impounding</b>						
Towing Vehicles	No	No	LG Act 1995	At Cost + 15% Admin Fee	each	At Cost + 15% Admin Fee
Abandoned Vehicles (Impound Fee)	No	No	LG Act 1995	\$ 132.50	each	\$ 141.00
Shopping Trolley and other materials (per trolley)	No	No	LG Act 1995	\$ 100.00	each	\$ 106.00
<b>Camping Ground Fees - Tourist Nodes</b>						
Blowholes Campgrounds						
Blowholes Campground - Adult, per person, per night (16 years and older)	Yes	No	LG Act 1995	\$ 11.00	each	\$ 11.00
Blowholes Campground - Child, per person, per night (6-15 years)	Yes	No	LG Act 1995	\$ 3.00	each	\$ 3.00
Blowholes Campground - Concession Card Holder per person, per night	Yes	No	LG Act 1995	\$ 8.00	each	\$ 8.00
Bush Bay Campgrounds						
Bush Bay/New Beach Campground - Adult, per person, per night (16 years and older)	Yes	No	LG Act 1995	\$ 8.00	each	\$ 8.00
Bush Bay/New Beach Campground - Child, per person, per night (6-15 years)	Yes	No	LG Act 1995	\$ 3.00	each	\$ 3.00
Bush Bay/New Beach Campground - Concession Card Holder per person, per night	Yes	No	LG Act 1995	\$ 6.00	each	\$ 6.00



Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
<b>Infringement Fees</b>						
Issue of Final Demand Notice per infringement	No	Yes	Fines Enforcement Registry	\$ 25.30	each	\$ 25.30
Enforcement Certificate per infringement	No	Yes	Fines Enforcement Registry	\$ 21.50	each	\$ 21.50
Fines Enforcement Registration Fee per infringement	No	Yes	Fines Enforcement Registry	\$ 81.00	each	\$ 81.00
<b>Bush Fire Brigade</b>						
<b>Income will be paid to the Bush Fire Brigade for all brigade hazard reduction burning</b>						
3.4 Urban Tanker (min crew of 3)	Yes	No	Bush Fires Act 1954	\$ 88.00	each	\$ 94.00
Light Tanker (min crew of 2)	Yes	No	Bush Fires Act 1954	\$ 55.00	each	\$ 59.00
<b>Miscellaneous</b>						
Opening of Tramway Bridge based upon cost recovery	Yes	No	LG Act 1995	Cost Recovery + 15% Administration		Cost Recovery + 15% Administration
Professional Fishing Companies Traversing Fee Blowholes	Yes	No	LG Act 1995	\$ 530.00	each	\$
<b>Health</b>						
<b>Caravan Park and Camping Ground</b>						
Annual Registration Fee (Minimum)*	No	Yes		\$200.00	per annum	\$ 200.00
Transfer of Caravan Park Licence	No	Yes	Caravan Parks and Camping Ground Regulations 1997	\$100.00	each	\$ 100.00
Registration per Long Stay Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	\$6.00	per annum	\$ 6.00
Registration per Short Stay Site and Sites in Transit Parks	No	Yes	Caravan Parks and Camping Ground Regulations 1997	\$6.00	per annum	\$ 6.00
Registration per Camp Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	\$3.00	per annum	\$ 3.00
Registration per Overflow Site	No	Yes	Caravan Parks and Camping Ground Regulations 1997	\$1.50	per annum	\$ 1.50
Additional fee for renewal after expiry (Reg 53)	No	Yes	Caravan Parks and Camping Ground Regulations 1997	\$20.00	each	\$ 20.00
Reg 54 Temporary licence - Greater of \$100 and the pro-rata amount of the ordinary application fee	No	Yes	Caravan Parks and Camping Ground Regulations 1997	Minimum of \$100	each	Minimum of \$100
Reg 55 Transfer of licence	No	Yes	Caravan Parks and Camping Ground Regulations 1998	\$ 100.00	each	\$ 100.00
Letter of Approval for park home, hard annex relating to Caravan Park and Camping licence	No	No	LG Act 1995	\$ 157.50	each	\$ 157.50
<b>Lodging Houses</b>						
s.123 Application for registration - Minimum Fee of \$300	No	No	Health (Miscellaneous Provisions Act 1911)	\$ 11.00	per room	\$ 11.00
S.125 Application for renewal of registration - Minimum Fee of \$240	No	No	Health (Miscellaneous Provisions Act 1911)	\$ 9.00	per room	\$ 9.00
Request to amend registration (Inspection fee payable if required)	No	No	Health (Miscellaneous Provisions Act 1911)	\$ 85.00	each	\$ 85.00
Inspections in addition to annual routine inspection	No	No	Health (Miscellaneous Provisions Act 1911)	\$165 + \$2/room	each	\$165 + \$2/room
<b>Public Buildings</b>						
s.176 Application for approval to construct, alter or extend public building (Risk Management Plan not required)	No	No	Health (Public Building) Regs, Schedule 1	\$150 + inspection fee	each	\$150 + inspection fee
s.176 Application for approval to construct, alter or extend public building (Risk Management Plan required)	No	No	Health (Public Building) Regs, Schedule 1	\$300 + inspection fee	each	\$250 + inspection fee
R.5 Application for certificate of approval - where s.176 application has been made	No	No	LG Act 1995	\$ -	each	\$
R.5 Application for certificate of approval - where s.176 application has not been made	No	No	LG Act 1995	\$100 + inspection fee	each	\$100 + inspection fee
R.9(3) Application to vary certificate of approval (increase capacity for large licensed premises) - includes inspection	No	No	Health (Public Building) Regs, R.9(2)	\$ 250.00	each	\$ 250.00
r.9(1) Application to vary certificate of approval (other) - includes inspection	No	No	Health (Public Building) Regs, R.9(2)	\$50.00	each	\$50 + inspection fee if required
R.26 Submission of risk management plan for approval (large public buildings)	No	No	LG Act 1995	No Charge	each	No Charge
Inspection small public building (<100 persons enclosed or <400 persons outdoor venue)	No	No	LG Act 1995	\$ 150.00	each	\$ 150.00
Inspection medium public building (100-400 persons enclosed or 400-2000 persons outdoor venue)	No	No	LG Act 1995	\$ 250.00	each	\$ 250.00
Inspection of large public building (>400 persons enclosed or >2000 persons outdoor venue)	No	No	LG Act 1995	\$ 350.00	each	\$ 350.00
<b>Food Businesses</b>						

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Notification of Food Business exempt from registration - E.g. non-profit sausage sizzle	No	No	Food Act 2008	Exempt from charge by Reg.10	each	Exempt from charge by Reg. 1
Temporary Premises (E.g Market stall, limited duration and food handling) - Application for registration of Food Business	No	No	Food Act 2008	\$ 160.00	each	\$ 80.0
Small Premises (E.g Mobile, home-based, limited food handling) - Application for Registration of Food Business	No	No	Food Act 2008	\$ 195.00	each	\$ 135.0
<b>Small Food Premises - Annual Admin Fee</b>	<b>No</b>	<b>No</b>	<b>Food Act 2008</b>	<b>\$ 60.00</b>	<b>each</b>	
Small Food Premises Inspection Fee	No	No	Food Act 2008	\$ 85.00	each	\$ 85.0
Medium Premises (E.g Restaurant/Café, general food service, butchery - Application for Registration of Food Business	No	No	Food Act 2008	\$ 340.00	each	\$ 220.0
<b>Medium/Large Food Premises - Annual Admin Fee</b>	<b>No</b>	<b>No</b>	<b>Food Act 2008</b>	<b>\$ 120.00</b>	<b>each</b>	
Medium Food Premises Inspection Fee	No	No	Food Act 2008	\$ 170.00	each	\$ 170.0
Large Premises (E.g Supermarket with deli, high-volume food handling) - Application for Registration of Food Business	No	No	Food Act 2008	\$ 420.00	each	\$ 300.0
Large Food Premises Inspection Fee	No	No	Food Act 2008	\$ 250.00	each	\$ 250.0
Re-issue of Certificate - (includes alter to certificate or change of operator)	No	No	Food Act 2008	\$ 80.00	each	\$ 50.0
Inspection of animal food processing premises or retail pet meat shop (Food Regulations 2008 Part 5, Division 4)	No	No	Food Act 2008	\$ 170.00	each	\$ 170.0
<b>Aquatic Facilities</b>						
Aquatic facility water sampling/testing – per facility, per visit - Health (Aquatic Facilities) Regulations 2007, r.21	No	No	LG Act 1995	\$ 40.00	each	\$ 40.0
Aquatic facility Operational Code Compliance Assessment - Health (Aquatic Facilities) Regulations 2007, r.19	No	No	LG Act 1995	\$ 250.00	each	\$ 250.0
<b>Private drinking water supplies</b>						
Private drinking water sampling and basic assessment - per premises, within town boundary	No	No	LG Act 1995		each	\$ 100.0
Private drinking water sampling and basic assessment - per premises, pastoral areas	No	No	LG Act 1995	\$ 150.00	each	\$ 150.0
<b>Onsite wastewater systems (e.g. septic)</b>						
Application to install apparatus	No	No	Health (Miscellaneous Provisions) Act 1911	\$ 118.00	each	\$ 118.0
Permit to use apparatus (inspection included)	No	No	Health (Miscellaneous Provisions) Act 1911	\$ 118.00	each	\$ 118.0
Local Government Report Fee (applies instead of the application fee for large systems that require Dept Health final approval)	No	No	Health (Miscellaneous Provisions) Act 1911	\$ 118.00	each	\$ 118.0
<b>Fee for Service</b>						
Settlement/pre-sale health records search (commercial premises) - does not include inspection fees	No	No	LG Act 1995	\$ 85.00	each	\$ 85.0
Noise Management Plan approval	No	No	LG Act 1995	\$ 250.00	each	\$ 250.0
Section 39 Certificate (Liquor Control Act 1988)	No	No	LG Act 1995	\$ 240.00	each	\$ 150.0
Inspections, reports, notices and other Shire actions relating to licences & registrations where cost is not covered by the above (hourly rate)	No	No	LG Act 1995	\$ 85.00	each	\$ 85.0
<b>Town Planning and Regional Development</b>						
<b>Fees are based on the estimated cost of development - Per Application *</b>						
<b>Determination of a Development Application (other than for an Extractive Industry) where the Development has not commenced or been carried out and the estimated cost of the Development is:</b>						
A) Not more than \$50,000	No	Yes	Planning and Development Act 2005	\$147.00	each	\$ 147.0
B) More than \$50,000 but not more than \$500,000	No	Yes	Planning and Development Act 2005	0.32% of the estimated cost of development \$1,700 plus		0.32% of the estimated cost of development \$1,700 plus
C) More than \$500,000 but not more than \$2.5 million	No	Yes	Planning and Development Act 2005	0.257% for every \$1 in excess of \$500,000		0.257% for every \$1 in excess of \$500,000

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
D) More than \$2.5 million but not more than \$5 million	No	Yes	Planning and Development Act 2005	\$7,161 plus 0.206% for every \$1 in excess of \$2.5 million		\$7,161 plus 0.206% for every \$1 in excess of \$2.5 million
E) More than \$5 million but not more than \$21.5 million	No	Yes	Planning and Development Act 2005	\$12,633 plus 0.123% for every \$1 in excess of \$5 million		\$12,633 plus 0.123% for every \$1 in excess of \$5 million
F) More than \$21.5 million	No	Yes	Planning and Development Act 2005	\$34,196.00	each	\$ 34,196.0
* If the Development has commenced or been carried out without approval, an additional amount by way of penalty is payable. This penalty is twice the amount of the fee payable for the determination application fees shown above, in addition to the normal application fee. Thus the fee payable is three times the standard fee. This is a statutory fee.						
<b>Advertisements for Scheme Amendments, Structure Plans &amp; Amendments, Outline Development Plans &amp; Amendments, and Planning Applications</b>						
Notice published in the Midwest Times	Yes	No	LG Act 1995	At Cost + 15% (Admin) + GST	each	At Cost + 15% (Admin) + GST
Notice published in the West Australian (WALGA rate)	Yes	No	LG Act 1995	At Cost + 15% (Admin) + GST	each	At Cost + 15% (Admin) + GST
Government Gazette Publication	No	No	LG Act 1995	At Cost Recovery	each	At Cost Recover
Sign-on-site (per site) affixed to existing structure	No	No	LG Act 1995	\$ 44.00	each	\$ 47.0
Sign-on-site (per site) , A3 heavy duty	No	No	LG Act 1995	\$ 143.00	each	\$ 143.0
Sign-on-site (per site), pylon sign	No	No	LG Act 1995	At Cost + 15% (Admin) + GST	each	At Cost + 15% (Admin) + GST
<b>Extractive Industry *</b>						
Determination of Development Application	No	Yes	Planning and Development Act 2005	\$ 739.00	each	\$ 739.0
* If the Development has commenced or been carried out without approval, an additional amount of \$1,478.00 by way of penalty is payable, in addition to the normal application fee. Thus the fee payable is 3 times the standard fee. This is a statutory fee.						
<b>Change of Use and Non Conforming Use Application Only</b>						
Application for change of use or for change of continuation of a non-conforming use where development is not occurring	No	Yes	Planning and Development Act 2005	\$ 295.00	each	\$ 295.0
Alteration, extension or change of non-conforming use where development already commenced or been carried out	No	Yes	Planning and Development Act 2005	\$ 885.00	each	\$ 885.0
<b>Miscellaneous Fees</b>						
Section 40 Certificates	No	Yes	Liquor Licence Act	\$ 200.00	each	\$ 200.0
Amendment or cancellation	Yes	Yes	DAP Amendment Regulations 2017	\$ 241.00	each	\$
S70A/Restrictive Covenant Request (per request)	Yes	Yes	Land Administration Act 1997	\$ 350.00	each	\$
Road and/or Pedestrian Access Way Closure (per request)	Yes	Yes	Land Administration Act 1997	\$ 1,100.00	each	\$
S60/62 Motor Vehicles Repair Application (per request)	Yes	Yes	LG Act 1995	\$ 150.00	each	\$
<b>Home Occupation - In accordance with Planning and Development Regulations 2009, Reg 47, Schedule 2</b>						
Initial Application for approval of a home occupation where the home occupation has not commenced	No	Yes	Planning and Development Act 2005	\$222.00	each	\$ 222.0
Initial Application for approval of a home occupation where the home occupation has commenced	No	Yes	Planning and Development Act 2005	\$666.00	each	\$ 666.0
Application for the renewal of approval of a home occupation before the approval expires	No	Yes	Planning and Development Act 2005	\$73.00	each	\$ 73.0
Application for the renewal of approval of a home occupation after the approval has expired	No	Yes	Planning and Development Act 2005	\$219.00	each	\$ 219.0
<b>Planning Advice</b>						
Issue of written planning advice	No	Yes	Planning and Development Act 2005	\$73.00	each	\$ 73.0
Replying to a property settlement questionnaire	No	Yes	Planning and Development Act 2005	\$73.00	each	\$ 73.0
<b>Zoning</b>						
Issue of Zoning Certificate	No	Yes	Planning and Development Act 2005	\$73.00	each	\$ 73.0
Written Zoning Enquiries	No	Yes	Planning and Development Act 2005	\$73.00	each	\$ 73.0
<b>Scheme Amendment and Structure Plans</b>						
<b>Calculated for individual applications as per Part 2 and 3 of the Town Planning (Local Government Planning Fees) Regulations 2000</b>						
Planning Scheme Amendment, Structure Plans and Development Plans	No	Yes	Planning and Development Act 2005			

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Manager	No	Yes	Planning and Development Act 2005	\$ 140.00	per hour	\$ 88.0
Senior Planner	No	Yes	Planning and Development Act 2005	\$ 120.00	per hour	\$ 66.0
Planning Officer	No	Yes	Planning and Development Act 2005	\$ 120.00	per hour	\$ 36.8
Secretary/Administration	No	Yes	Planning and Development Act 2005	\$ 75.00	per hour	\$ 30.2
Other staff e.g. Environmental Health Officer	No	No	Local Government Act 1995	\$ 132.00	per hour	\$ 36.8
<b>Note: Above fees are based on the completed application being lodged</b>						
<b>Provision of a Sub-Division/Strata Clearance (per lot)</b>						
A) 1 to 5 lots - Charge per lot	No	Yes	Planning and Development Regulations 2009	\$73.00	per lot	\$ 73.0
B) Between 6 and 195 lots - Charge for first 5 lots \$365.00, then \$35.00 per additional lot	No	Yes	Planning and Development Regulations 2009	\$365.00 for the first 5 lots, then \$35.00 per additional lot	per lot	\$365.00 for the first 5 lots, then \$35.00 per additional lot
C) More than 195 lots	No	Yes	Planning and Development Regulations 2009	\$7,393.00	each	\$ 7,393.0
Strata Form 7 Clearance Certificate under section 5B(2), 8A(f) or 9(3) of the Strata Titles Act - Minimum Fee of \$100.00 applies	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	0.20 per sqm of floor area	each	0.20 per sqm of floor area
Application for Certificate of Approval for Strata Plan (Form 24)	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)			
a) Up to and including 5 lots - \$656 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	\$656 plus \$65 per lot	per lot	\$656 plus \$65 per lot
b) More than 5 and up to 100 lots - \$981 plus per lot fee	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	\$981 plus \$42.50 per lot	per lot	\$981 plus \$42.5 per lot
c) more than 100 lots	No	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	\$ 5,113.50	Per lot	\$ 5,113.5
Planning and building - Professional Services - Per hour	Yes	Yes	Strata Titles General Regulations 1996, Schedule 1 (2)	At cost plus 20% plus	Per Item	At cost plus 20% plus
<b>Mapping Services (there is an additional \$5 for colour copies) -</b>						
A3 Maps Printed - Black & White	Yes	No	LG Act 1995	\$ 3.50	each page	\$ 1.1
Production of Specialised Planning Maps	Yes	No	LG Act 1995	\$ 73.00	per hour	\$ 73.0
Provision of a Certificate of Title (through Landgate)	No	No	LG Act 1995	Cost Recovery	each	Cost Recovery
Research Fee for Planning Information	No	No	LG Act 1995	\$ 73.00	per hour	\$ 73.0
<b>Building Control</b>						
<b>Applications for Building and or Demolition Permits - In accordance with Building Act 2011 (s. 16(1))</b>						
<b>Certified Application for a Building Permit (s. 16(1))</b>						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
(a) For building work for a Class 1 or Class 10 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	0.19 % of the estimated value of the building work but not less than \$110		0.19 % of the estimated value of the building work but not less than \$110
(b) For building work for a Class 2 to Class 9 building or incidental structure - * Value of the building work as determined by the relevant permit authority	No	Yes	Building Regulations 2012 Schedule 2	0.09 % of the estimated value of the building work but not less than \$110		0.09 % of the estimated value of the building work but not less than \$110
<b>Uncertified Application for a Building Permit (s. 16(1))</b>						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	0.32 % of the estimated value of the building work but not less than \$110	each	0.32 % of the estimated value of the building work but not less than \$110
Application for a Certificate of Design Compliance (CDC) for Class 2-9 building works (commercial) in the Shire	No	Yes	Building Regulations 2012 Schedule 2	\$450 plus 0.1% of the estimated value of works		\$450 plus 0.1% of the estimated value of works

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Application for a Building Approval Certificate for a building in respect of which unauthorised work has been done.	No	Yes	Building Regulations 2012 Schedule 2	0.38 % estimated (inclusive of GST) value of the building work but not less than \$105		0.38 % estimate (inclusive of GST) value of the building work but not less than \$110
Amendment to existing Building Permit - Minor amendments	No	Yes	Building Regulations 2012 Schedule 2	\$ 91.12	each	\$ 91.1
Amendment to existing Building Permit - Major amendment :subject to additional hourly rate depending upon extent of changes (MPBS to confirm)	No	Yes	Building Regulations 2012 Schedule 2	\$238.70 but subject to additional hourly rate depending upon extent of changes (MPBS to confirm)		\$238.70 but subject to additional hourly rate depending upon extent of changes (MPBS to confirm)
Building and Construction Industry Training Levy if over \$20,000	No	Yes	Building Regulations 2012 Schedule 2	0.2% of the estimated value (incl of GST) of the proposed construction, minimum \$20,000 value		0.2% of the estimated value (incl of GST) of the proposed construction, minimum \$20,000 value
<b>Application for a Demolition Permit (s. 16(1))</b>						
(a) For demolition work in respect of a Class 1 or Class 10 building or incidental structure	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
(b) For demolition work in respect of a Class 2 to Class 9 building	No	Yes	Building Regulations 2012 Schedule 2	\$110.00 for each storey of the building	each storey	\$110.00 for each storey of the building
Application to Extend the time during which a Building or Demolition Permit has effect (s. 32(3)(f))	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application for Occupancy Permits and Building Approval Certificate						
Application for an Occupancy Permit for a completed building (s. 46)	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application for a Temporary Occupancy Permit for an incomplete building (s. 47)	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application for modification of an Occupancy Permit for additional use of a building on a temporary basis (s. 48)	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application for a Replacement Occupancy Permit for Permanent Change of the building's use, classification (s. 49)	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application for an Occupancy Permit or Building Approval Certificate for registration of strata scheme or plan of re- subdivision (s. 50(1) and (2))	No	Yes	Building Regulations 2012 Schedule 2	\$11.60 for each strata unit covered by the application, but not less than \$115.00	each	\$11.60 for each strata unit covered by the application, but not less than \$110.00
Application for an Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))						
<b>Application for an Occupancy Permit for a building in respect of which unauthorised work has been done (s. 51(2))</b>						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
* Estimated value of the unauthorised work as determined by the relevant permit authority.	No	Yes	Building Regulations 2012 Schedule 2	0.18% of the estimated value of the unauthorised work* but not less than \$110.00		0.18% of the estimated value of the unauthorised work* but not less than \$110.00
<b>Application for a Building Approval Certificate for a building or an incidental structure in respect of which unauthorised work has been done (s. 51(3))</b>						
Minimum Fee	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application to replace an Occupancy Permit for an existing building (s. 52(1))	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application for a Building Approval Certificate for an existing building or an incidental structure where unauthorised work has not been done (s. 52 (2))	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0
Application to extend the time during which an Occupancy Permit or Building Approval Certificate has effect (s. 65(3)(a))	No	Yes	Building Regulations 2012 Schedule 2	\$ 110.00	each	\$ 110.0

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Application for Variation/Modification of Building Standards in which declaration is sought from Building Commissioner as defined in Regulation 31 (for each Building Standard in respect of which a Declaration is sought)	No	Yes	Building Regulations 2012, Part 9, Division 3	\$ 2,160.15	per standard variation	\$ 2,160.1
Inspections of Swimming Pool Enclosures \$58.45, as defined in Regulation 53 (2), Division 2 of the Building Regulations Act 2012. (Annual fee to cover 4 yearly inspections)	No	Yes	Building Regulations 2012, Part 8, Division 2, reg 53 (2)	\$ 58.45	per annum	\$ 58.4
Swimming Pool re-inspection(s) and per request outside of normal inspection programs (Pursuant to S6.162 of the Local Government Act 1995)	No	No	LG Act 1995	\$ 80.00	each	\$ 80.0
Smoke Alarm Approval Fee	No	Yes	Building Regulations 2012, Part 8, Division 3, reg 61 (3) (b)	\$ 179.40	each	\$ 179.4
Application to search a property for Plans (plus photo copying charges)	Yes	No		\$ 70.00	each property	\$ 75.0
Archive Retrieval (fee must be paid before retrieval of plans)	Yes	No		\$ 70.00	each property	\$ 75.0
<b>Building Services Levy \$45,000 or Less - Set by Building Services Commission</b>						
Building Permit	No	Yes	Building Services Act 2011	\$ 61.65	each	\$ 61.6
Demolition Permit	No	Yes	Building Services Act 2011	\$ 61.65	each	\$ 61.6
Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	\$ 61.65	each	\$ 61.6
Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	\$ 61.65	each	\$ 61.6
Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	\$ 123.30	each	\$ 123.3
Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	\$ 123.30	each	\$ 123.3
<b>Building Services Levy Over \$45,000 - Set by Building Services Commission</b>						
Building Permit	No	Yes	Building Services Act 2011	0.137% of the value of the work	each	0.137% of the value of the work
Demolition Permit	No	Yes	Building Services Act 2011	0.137% of the value of the work	each	0.137% of the value of the work
Occupancy Permit for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	\$61.65	each	\$ 61.6
Building Approval Certificate for approved building work under Sub-Section 47, 49, 50 or 52 of the Building Act 2011	No	Yes	Building Services Act 2011	\$61.65	each	\$ 61.6
Occupancy Permit for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	0.274% of the value of the work	each	0.274% of the value of the work
Building Approval Certificate for unauthorised building work under Section 51 of the Building Act 2011	No	Yes	Building Services Act 2011	0.274% of the value of the work	each	0.274% of the value of the work
<b>Private Swimming Pool Inspection Fees</b>						
Swimming Pool Inspection Fees and Follow Up Inspection Fees. Includes the following: Final Inspection of newly completed pools and pool fencing. Mandatory compliance inspection every four years (to be charged over 4 years); and any subsequent follow up inspections	No	Yes	Building Regulations 2012	\$ 58.45	Per Annum	\$ 58.4
<b>Inspection Fees</b>						
Request for BAL Assessment Report and Certificate	Yes	No		\$ 130.00	per hour	\$ 130.0
Inspections (includes travel time)	Yes	No		\$ 150.00	per hour	\$ 150.0
Materials on Street (Hoarding Licence) (per month x m2)	Yes	No		\$ 1.00	each	\$ 1.0
Monthly Building Statistics per annum	Yes	No		\$ 128.00	each	\$ 128.0
<b>Shire Certifying Services</b>						
Certificate of Design Compliance Assessment	Yes	Yes	Building Services Act 2011	\$ 176.00	per hour	\$ 176.0
Certificate of Construction Compliance (provide for approved buildings)	Yes	Yes	Building Services Act 2011	\$ 181.10	each	\$ 181.1
Certificate of Building Compliance (provide for unauthorised work)	Yes	Yes	Building Services Act 2011	\$ 180.00	each	\$ 180.0
<b>Development - Economic Development</b>						
<b>Visitor Centre</b>						
Membership Package - Brochure (Outside of the Shire of Carnarvon ONLY)	Yes	No	LG Act 1995	\$ 80.00	each	\$ 85.0
Membership Package - Event & Community	Yes	No	LG Act 1995	\$ 110.00	each	\$ 117.0
Membership Package - Local businesses	Yes	No	LG Act 1995	\$ 160.00	each	\$ 170.0
Membership Package - Premium (per annum)	Yes	No	LG Act 1995	\$ 420.00	each	\$ 445.0
Membership Package - Medium	Yes	No	LG Act 1995	\$ 320.00	each	\$ 339.0
Additional Brochure Display	Yes	No	LG Act 1995	\$ 20.00	each	\$ 22.0
Town Map Listing	Yes	No	LG Act 1995	\$ 55.00	each	\$ 59.0

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Bookeasy changes (min. one hour) for all membership packages, including non-members	Yes	No	LG Act 1995	\$ 80.00	each	\$ 85.0
Display Boards (Visitor Centre OR Airport)- Maximum of 4 applications (non-profit) (1 year term only)	Yes	No	LG Act 1995	\$ 100.00	each	\$ 106.0
Display Boards (Visitor Centre OR Airport) - Maximum of 4 applications (1 year term only - all other membership levels)	Yes	No	LG Act 1995	\$ 220.00	each	\$ 233.0
Visitor Info Bay - T Junction site - Non-members	Yes	No	LG Act 1995	\$ 220.00	each	\$ 233.0
T Junction site - All Membership Levels	Yes	No	LG Act 1995	\$ 160.00	each	\$ 170.0
Website Listing and Brochure Display Membership Package (Available for tourism businesses outside the Carnarvon/Coral Bay district)	Yes	No	LG Act 1995	\$ 120.00	each	\$ 127.0
<b>Holiday Planner: Non-member rates</b>						
Back Page advertisement rate (Includes 1/8 Page within Destination Guide)	Yes	No	LG Act 1995	\$ 3,465.00	each	\$ 3,666.0
Full Page advertisement rate	Yes	No	LG Act 1995	\$ 3,234.00	each	\$ 3,422.0
Half Page advertisement rate	Yes	No	LG Act 1995	\$ 1,848.00	each	\$ 1,956.0
1/4 Page advertisement rate	Yes	No	LG Act 1995	\$ 984.50	each	\$ 1,042.0
1/8 Page advertisement rate	Yes	No	LG Act 1995	\$ 577.50	each	\$ 611.0
Business Listing advertisement rate	Yes	No	LG Act 1995	\$ 231.00	each	\$ 245.0
Special Content Feature advertisement rate	Yes	No	LG Act 1995	\$ 577.50	each	\$ 611.0
<b>Premium/Intermediate Member Rates</b>						
Back Page advertisement rate (Includes 1/8 Page within Destination Guide)	Yes	No	LG Act 1995	\$ 3,234.00	each	\$ 3,422.0
Full Page advertisement rate	Yes	No	LG Act 1995	\$ 2,772.00	each	\$ 2,933.0
Half Page advertisement rate	Yes	No	LG Act 1995	\$ 1,559.80	each	\$ 1,651.0
1/4 Page advertisement rate	Yes	No	LG Act 1995	\$ 843.15	each	\$ 893.0
1/8 Page advertisement rate	Yes	No	LG Act 1995	\$ 519.75	each	\$ 550.0
<b>Standard/Not for Profit Member Rates</b>						
Back Page advertisement rate (Includes 1/8 Page within Destination Guide)	Yes	No	LG Act 1995	\$ 3,234.00	each	\$ 3,422.0
Full Page advertisement rate	Yes	No	LG Act 1995	\$ 2,772.00	each	\$ 2,933.0
Half Page advertisement rate	Yes	No	LG Act 1995	\$ 1,732.50	each	\$ 1,833.0
1/4 Page advertisement rate	Yes	No	LG Act 1995	\$ 924.00	each	\$ 978.0
1/8 Page advertisement rate	Yes	No	LG Act 1995	\$ 519.75	each	\$ 550.0
Business Listing advertisement rate	Yes	No	LG Act 1995	\$ 231.00	each	\$ 245.0
Special Content Feature advertisement rate	Yes	No	LG Act 1995	\$ 577.50	each	\$ 611.0
<b>Other Charges</b>						
Photocopying - A4 Sheets (Black & White)	Yes	No	LG Act 1995	\$ 0.50	each	\$ 0.5
Photocopying - A3 Sheets (Black & White)	Yes	No	LG Act 1995	\$ 1.00	each	\$ 1.0
Photocopying - A4 Sheets (Colour)	Yes	No	LG Act 1995	\$ 1.00	each	\$ 1.0
Photocopying - A3 Sheets (Colour)	Yes	No	LG Act 1995	\$ 2.00	each	\$ 2.0
Visitors Centre Admin Fee charged on ticket sales for non Council events - NOT via SABO	Yes	No	LG Act 1995	3% on ticket price	each	3% on ticket price
This Life Events Advertising Campaign Fee	Yes	No	LG Act 1995	\$ 3,465.00	each	\$ 3,666.0
Social Media Posts (1x Instagram and 1x Facebook Post)	Yes	No	LG Act 1995	\$ 24.20	each	\$ 26.0
Social Media Posts (1x Instagram and 1x Facebook Post) - Includes advertising campaign	Yes	No	LG Act 1995	\$ 60.50	each	\$ 65.0
Blog Features on Shire of Carnarvon Visitors Centre website	Yes	No	LG Act 1995	\$ 121.00	each	\$ 129.0
Cooperative Marketing Campaigns	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
Advertising on Shire of Carnarvon Visitors Centre website (maximum 1 month per year – Home page – Premium and Intermediate Members only)	Yes	No	LG Act 1995	\$ 159.50	each	\$ 169.0
<b>Online Shopping Fees (purchasing goods via Visitor Centre website)</b>						
Postage and Handling	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
<b>Retail Prices - Souvenirs/Merchandise (mark up fees)</b>						
Retail Prices - Option 1	Yes	No	LG Act 1995	5% to 120% mark up on souvenirs/merchandise for retail at the Shire of Carnarvon Visitor Centre	each	5% to 120% mark up on souvenirs/merchandise for retail at the Shire of Carnarvon Visitor Centre
Prices as Marked (including discounts) - Option 2	Yes	No	LG Act 1995	Prices as marked on souvenirs/merchandise for retail at the Shire of Carnarvon Visitors Centre	each	Prices as marked on souvenirs/merchandise for retail at the Shire of Carnarvon Visitor Centre
<b>Other Fees</b>						
Commission on operator bookings (tours & accommodation)	Yes	No	LG Act 1995	Booking System Commission Rate	each	Booking System Commission Rate
Accommodation Cancellation Fee (less than 24 hours notice)	Yes	No	LG Act 1995	\$ 27.50	each	\$ 30.0



Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
<b>Courtyard Craft Markets</b>						
Weekly Trading Fee: Two Tables Maximum - Craft Markets	Yes	No	LG Act 1995	\$ 15.00	each	\$ 16.0
Annual Trading Fee: Two Tables Maximum - Craft Markets	Yes	No	LG Act 1995	\$ 300.00	each	\$ 318.0
Weekly hire of Civic Centre rear outside space and kitchen Gascoyne Growers Market (includes use of power and water during the hire period)	Yes	No	LG Act 1995	\$ 150.00	each	\$ 159.0
Annual hire of Civic Centre rear outside space and kitchen Gascoyne Growers Market (includes use of power and water during the hire period)	Yes	No	LG Act 1995	\$ 3,000.00	each	\$ 3,174.0
Use of power within the Grower's Shed outside of Market operating hours - Per annum	Yes	No	LG Act 1995	\$ 275.00	each	\$ 291.0
Use of power within the Grower's Shed outside of Market operating hours - Weekly	Yes	No	LG Act 1995	\$ 9.70	each	\$ 11.0
<b>Development - Community, Recreation &amp; Cultural</b>						
<b>Civic Centre Woolshed &amp; Kitchen</b>						
Woolshed Hire - Not for Profit Association - Per hour	Yes	No	LG Act 1995	\$ 60.00	each	\$ 64.0
Woolshed Hire - Private - Per hour	Yes	No	LG Act 1995	\$ 92.50	each	\$ 98.0
Woolshed Hire - Community Group - Per hour e.g. Community event/ Free event	Yes	No	LG Act 1995	\$ 22.00	each	\$ 24.0
Woolshed Hire - Community Group - Full Day e.g. Community event/ Free event	Yes	No	LG Act 1995	\$ 110.00	each	\$ 117.0
Woolshed Hire - Full day rate	Yes	No	LG Act 1995	\$ 535.00	each	\$ 567.0
Woolshed Hire - Full day rate - Not for Profit	Yes	No	LG Act 1995	\$ 380.00	each	\$ 403.0
Additional Staff Per Hour - General (Incl. Not for Profit)	Yes	No	LG Act 1995	\$ 52.00	per hour	\$ 56.0
Use of Woolshed in Conjunction with Theatre Per Hour	Yes	No	LG Act 1995	\$ 72.00	each	\$ 77.0
Use of Woolshed in Conjunction with Theatre Per Hour - Not for Profit	Yes	No	LG Act 1995	\$ 40.00	each	\$ 43.0
Late Finish Charge	Yes	No	LG Act 1995	\$ 108.00	each	\$ 115.0
Kitchen Hire - Per Hour	Yes	No	LG Act 1995	\$ 32.00	each	\$ 34.0
Kitchen Hire - Full day (minimum 8 hours)	Yes	No	LG Act 1995	\$ -	each	\$ 150.0
Laundry fee - when tablecloths are requested in Woolshed Hire	Yes	No	LG Act 1995	\$ 64.00	each	\$ 68.0
Standard lights & sound package	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
High End lights and sound (Performance Only)	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
Marketing (with Hire of venue where our data base and staff are used)	Yes	No	LG Act 1995	\$ 720.00	each	\$ 720.0
Ticket Booking Charge (General)	Yes	No	LG Act 1995	3.00%	each	3.00%
Woolshed Cleaning Post Hire	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
BOND - Without Alcohol	No	No	LG Act 1995	\$ 660.00	each	\$ 660.0
BOND - With Alcohol	No	No	LG Act 1995	\$ 1,500.00	each	\$ 1,500.0
Sale of Kiosk Stock (i.e. confectionary, soft drinks, water, popcorn etc.)	Yes	No	LG Act 1995	As per advertised price	each	As per advertise price
<b>Camel Lane Theatre/Auditorium</b>						
Annual Membership - Civic Centre - Individual	Yes	No	LG Act 1995	\$ 50.00	per person	\$ 53.0
Annual Membership - Civic Centre - Family (2 Adults & 2 Children, + \$5 for each additional child)	Yes	No	LG Act 1995	\$ 100.00	each	\$ 106.0
Theatre Hire Performance - Four Hours - General	Yes	No	LG Act 1995	\$ 545.00	each	\$ 577.0
Theatre Hire Performance - Four Hours - Non Profit	Yes	No	LG Act 1995	\$ 275.00	each	\$ 291.0
Theatre Hire Performance - Eight Hours - General	Yes	No	LG Act 1995	\$ 815.00	each	\$ 863.0
Theatre Hire Performance - Eight Hours - Non Profit	Yes	No	LG Act 1995	\$ 410.00	each	\$ 434.0
Public Meeting - Minimum Charge Three Hours- General	Yes	No	LG Act 1995	\$ 335.00	each	\$ 355.0
Public Meeting - Minimum Charge Three Hours - Non Profit	Yes	No	LG Act 1995	\$ 170.00	each	\$ 180.0
Bare Stage Hire Per Hour (i.e. rehearsal) - General	Yes	No	LG Act 1995	\$ 50.00	each	\$ 53.0
Bare Stage Hire Per Hour (i.e. rehearsal) - Non Profit	Yes	No	LG Act 1995	\$ 30.00	each	\$ 32.0
<b>No charge for carers - must be with person they are caring for and must show Companion Card</b>						
Standard lights & sound package	Yes	No	LG Act 1995	\$ 150.50		\$ 150.5
Standard lights & sound package Not For Profit	Yes	No	LG Act 1995	\$ 75.50		\$ 75.5
High End lights & Sound (Performance only)	Yes	No	LG Act 1995	\$ 335.00		\$ 335.0
High End lights & Sound (Performance only) Not for Profit	Yes	No	LG Act 1995	\$ 225.00		\$ 225.0
Cinema Membership ticket	Yes	No	LG Act 1995	\$ 12.00	each	\$ 12.0
Cinema Adult ticket	Yes	No	LG Act 1995	\$ 17.00	each	\$ 17.0
Cinema Concession ticket	Yes	No	LG Act 1995	\$ 13.00	each	\$ 13.0
Cinema Student ticket (12 years - 16 years and Uni Student)	Yes	No	LG Act 1995	\$ 12.00	each	\$ 12.0
Cinema Child ticket (4 to 12 years ticket. Must be accompanied by an Adult)	Yes	No	LG Act 1995	\$ 12.00	each	\$ 12.0



Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
School Holiday Movie Ticket Special	Yes	No	LG Act 1995	\$ 10.00	each	\$ 5.0
Cinema Advertising - Monthly Fee	Yes	No	LG Act 1995	\$ -	monthly	\$ 100.0
Live show ticket	Yes	No	LG Act 1995	As advertised	each	As advertised
Sale of Bar/Kiosk Stock (i.e. Alcohol for Live Show events)	Yes	No	LG Act 1995	As advertised	each	As advertised
Private Cinema Hire - up to 300 attendees	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
<b>Civic Centre Gallery/Function Room Hire</b>						
BOND - Without Alcohol	No	No	LG Act 1995	\$ 660.00	each	\$ 660.0
BOND - With Alcohol	No	No	LG Act 1995	\$ 1,500.00	each	\$ 1,500.0
Key Deposit	No	No	LG Act 1995	\$ 50.00	each	\$ 50.0
<b>Civic Centre - Other Hire Fees</b>						
Hire of Civic Centre Open Space Areas front entrance of Civic Centre complex) - (not available on Saturdays from May until October and December.) For purposes other than Saturday Markets	Yes	No	LG Act 1995	\$ 66.00	each	\$ 70.0
Hire of Civic Centre Open Space Areas back entrance & car park of Civic Centre	Yes	No	LG Act 1995	\$ 66.00	each	\$ 70.0
Live Show Promotions service as part of the venue hire package for Live Performances at the Civic Centre	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
<b>Community Bus Hire</b>						
Hire of Community Bus - Standard charge per km	Yes	No	LG Act 1995	\$ 0.75	each	\$ 0.7
BOND	No	No	LG Act 1995		each	\$ 1,000.0
<b>Youth Hub Fees &amp; Charges</b>						
Activity Fee	Yes	No	LG Act 1995	Cost Recovery	each	Cost Recovery
<b>Library/Art Gallery Fees</b>						
Activity Fee	Yes	No	LG Act 1995	As per advertised cost	each	As per advertise cost
<b>Activity Fee - No Charge for Carers - must be with person they are caring for and must show Companion card</b>						
Photocopying / Internet Printing - A4 Sheets Black & White	Yes	No	LG Act 1995	\$ 0.40	each	\$ 50.0
Photocopying/Internet Printing - A3 Sheets Black & White	Yes	No	LG Act 1995	\$ 1.00	each	\$ 1.0
Photocopying/Internet Printing - A4 Sheets Colour	Yes	No	LG Act 1995	\$ 1.00	each	\$ 1.0
Photocopying/Internet Printing - A3 Sheets Colour	Yes	No	LG Act 1995	\$ 2.00	each	\$ 2.0
Faxes - Within W.A. - fixed fee of \$3.30 plus 30 cents per page	Yes	No	LG Act 1995	\$3.30 plus 30c per page	each	\$3.30 plus 30c per page
Faxes - Other States within Australia - fixed fee of \$4.40 plus 30 cents per page	Yes	No	LG Act 1995	\$4.40 plus 30c per page	each	\$4.40 plus 30c per page
Faxes - International - fixed fee of \$6.60 plus 30 cents per page	Yes	No	LG Act 1995	\$6.60 plus 30c per page	each	\$6.60 plus 30c per page
Faxes - Receiving faxes - fee per page	Yes	No	LG Act 1995	\$ 0.20	each	\$ 0.2
Scanning Fee	Yes	No	LG Act 1995	\$ 0.40	each	\$ 0.5
<b>1 Hour Free per day for customers. Additional internet computer use charged as per below:</b>						
Internet Computer Use per 30 mins	Yes	No	LG Act 1995	\$ 2.50	each	\$ 2.5
Internet Computer Use per 60 mins	Yes	No	LG Act 1995	\$ 4.00	each	\$ 4.0
Internet Computer Use per 2 hours	Yes	No	LG Act 1995	\$ 6.00	each	\$ 6.0
<b>Free for customers. Additional wireless internet use charged as per below:</b>						
Wireless Internet - \$2.50 per half hour	Yes	No	LG Act 1995	\$ 2.50	per hour	FREE
Wireless Internet - \$4.00 per hour	Yes	No	LG Act 1995	\$ 4.00	per hour	FREE
Wireless Internet - \$6.00 per two hours	Yes	No	LG Act 1995	\$ 6.00	per two hours	FREE
Lost and Damaged Books Charged at Depreciated Value	Yes	No	LG Act 1995		each	At net present value as per Stat WA Library charges
Administration Fee for Overdue, Lost and Damaged Items	Yes	No	LG Act 1995	\$ 11.00	each	\$ 11.0
Library Card Replacement - May change to \$3.60 due sot consortium increase TBC	Yes	No	LG Act 1995	\$ 3.40	each	\$ 3.5
Function Room Hire Fees per day (minimum 4 hours) - Commercial Groups	Yes	No	LG Act 1995	\$ 120.00	each	\$ 120.0
Function Room Hire Fees per hour - Commercial Groups	Yes	No	LG Act 1995	\$ 37.00	per hour	\$ 37.0

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Function Room Hire Fees per day (minimum 4 hours) - Non-profit Community Groups	Yes	No	LG Act 1995	\$ 85.00	each	\$ 85.0
Function Room Hire Fees per hour - Non-profit Community Groups	Yes	No	LG Act 1995	\$ 26.00	per hour	\$ 26.0
Cancellation Fees of 10% of total booking fee if cancelled less than 7 days prior	Yes	No	LG Act 1995	At cost	each	At cost
<b>Art Gallery</b>						
<b>Note: No charge for charitable organisations and/or school/educational groups</b>						
Main Gallery Exhibition Space - Hire Fee (per week) - Local / Gascoyne Artists / Groups	Yes	No	LG Act 1995	\$ 75.00	each	\$ 80.0
Main Gallery Exhibition Space - Hire Fee (per week) - Other artists / groups	Yes	No	LG Act 1995	\$ 150.00	each	\$ 159.0
Gallery Nook Exhibition Space - Hire Fee (per period) - All artists / groups	Yes	No	LG Act 1995			\$ 150.0
After Hours Staffing (per hour)	Yes	No	LG Act 1995	\$ 50.00	per hour	\$ 50.0
Art Gallery Sales - Commission fee	Yes	No	LG Act 1995	10% commission on all sales	each	10% commissior on all sales
Art Gallery / Function Room Cleaning - Post Hire	Yes	No	LG Act 1995	At cost	per hour	At cost
<b>Aquatic Centre</b>						
<b>No Charge for Carers - must be with person they are caring for and must show Companion card</b>						
Adult Swimming Day Ticket (over 16 years of age)	Yes	No	LG Act 1995	\$ 5.00	each	\$ 5.0
Junior Swimming Day Ticket(persons 4 -16 years of age)	Yes	No	LG Act 1995	\$ 3.00	each	\$ 3.0
Children Under Four Years	Yes	No	LG Act 1995	FREE	each	FREE
Family Swimming Day Ticket (2 adults and 2 children under 16)	Yes	No	LG Act 1995	\$ 13.00	each	\$ 13.0
Senior Citizens Entrance	Yes	No	LG Act 1995	\$ 3.00	each	\$ 3.0
Spectators of all age entrance	Yes	No	LG Act 1995	\$ -	each	\$ 1.0
Family Season Pass	Yes	No	LG Act 1995	\$ 520.00	each	\$ 520.0
Senior Citizens Season Pass	Yes	No	LG Act 1995	\$ 120.00	each	\$ 120.0
Adult Season Pass	Yes	No	LG Act 1995	\$ 220.00	each	\$ 220.0
Adult Half Season Pass	Yes	No	LG Act 1995	\$ 110.00	each	\$ 110.0
Junior Season Pass(16 years and under)	Yes	No	LG Act 1995	\$ 120.00	each	\$ 120.0
Junior Half Season Pass(16 years and under)	Yes	No	LG Act 1995	\$ 59.99	each	\$ 60.0
10 Day Adult Pass	Yes	No	LG Act 1995	\$ 39.60	each	\$ 40.0
10 Day Child Pass	Yes	No	LG Act 1995	\$ 24.00	each	\$ 24.0
Administration Fee for Commercial Users	Yes	No	LG Act 1995	\$ 70.00	each	\$ 70.0
Venue Hire Per Hour - no alcohol	Yes	No	LG Act 1995	\$ 150.00	per hour	\$ 150.0
Pool Hire - Lane Fee (or equivalent area)	Yes	No	LG Act 1995	\$ 15.00	each	\$ 15.0
<b>Sports Ground Hire</b>						
<b>Baston Pavillion</b>						
Functions Baston Pavillion (Half Day = 4 hours)	Yes	No	LG Act 1995	\$ 300.00	each	\$ 300.0
Functions Baston Pavillion (Full Day = 8 hours)	Yes	No	LG Act 1995	\$ 500.00	each	\$ 500.0
BOND	No	No	LG Act 1995	\$ 500.00	each	\$ 500.0

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Key Deposit per key	No	No	LG Act 1995	\$ 50.00	each	\$ 50.00
<b>Town Oval/Festival Grounds - Sport grounds commercial use hire</b>						
Commercial Sports Ground Hire (e.g. Circus, Trade Displays, Concerts or Carnivals) (Development Application Fee may be applicable) - Whole of event hire	Yes	No	LG Act 1995	\$ 1,100.00	each	\$ 1,100.00
Development Application Fee for Commercial Sports Ground Hire	No	Yes		Refer to Planning & Development Act Fees	each	Refer to Planning & Development Act Fees
BOND	No	No	LG Act 1995	\$ 1,000.00	each	\$ 1,000.00
Key Deposit per key	No	No	LG Act 1995	\$ 50.00	each	\$ 50.00
<b>Town Oval/Festival Grounds/Soccer Grounds - Seasonal sports grounds &amp; facility hire by sporting groups</b>						
Junior Clubs (Season Hire - 6 months)	Yes	No	LG Act 1995	\$ 1,500.00	per season	\$ 1,500.00
Senior Clubs (Season Hire - 6 months)	Yes	No	LG Act 1995	\$ 3,800.00	per season	\$ 3,800.00
<b>Other Sports Ground Hire - Sporting groups only</b>						
Grounds Hire (Half day = 4 hours)	Yes	No	LG Act 1995	\$ 82.50	per booking	\$ 82.50
Grounds Hire (Full Day = 8 hours)	Yes	No	LG Act 1995	\$ 165.00	per booking	\$ 165.00
<b>Basketball/Netball Courts - Seasonal Hire</b>						
Senior Club Season (6 months)	Yes	No	LG Act 1995	\$ 2,500.00	per season	\$ 2,500.00
Junior Club Season (6 months)	Yes	No	LG Act 1995	\$ 500.00	per season	\$ 500.00
Casual/Non-club Court Hire (Daily rate = 8 hours) - only available outside of confirmed season	Yes	No	LG Act 1995	\$ 100.00	each	\$ 100.00
BOND - key deposit per key	No	No	LG Act 1995	\$ 50.00	each	\$ 50.00
BOND payment for hire of courts	No	No	LG Act 1995	\$ 500.00	each	\$ 500.00
<b>PREMIER OVAL PAVILLION HIRE - OTHER THAN SEASONAL HIRE (high risk events such as parties and wakes not permitted)</b>						
Functions/Meeting Room (Half Day = 4 hours)	Yes	No	LG Act 1995	\$ 150.00	each	\$ 150.00
Functions/Meeting Room (Full Day = 8 hours)	Yes	No	LG Act 1995	\$ 200.00	each	\$ 200.00
Change room (day use = 8 hours)(Sept to December only)	Yes	No	LG Act 1995	\$ 100.00	each	\$ 100.00
BOND	No	No	LG Act 1995	\$ 1,000.00	each	\$ 1,000.00
Key Deposit per key	No	No	LG Act 1995	\$ 50.00	each	\$ 50.00
<b>Parks &amp; Reserves</b>						
Hire fee per hour	Yes	No	LG Act 1995	\$ -		\$ 65.00
BOND - Function with No Alcohol	No	No	LG Act 1995	\$ -		\$ 500.00
BOND - Function with Alcohol	No	No	LG Act 1995	\$ -		\$ 1,000.00
Key Deposit per key	No	No	LG Act 1995	\$ -		\$ 50.00
<b>Other Event Application Fees</b>						
Supply of rubbish bins for events as per Event Application	Yes	No	LG Act 1995	\$ 10.00	per bin	\$ 20.00
Provision for supply of rubbish bins for events, per day including days before and days after event as per Event Application	Yes	No	LG Act 1995	\$ 5.00	per bin	\$ -
Business/Commercial Day Hire of Full Sound System (including microphone)	Yes	No	LG Act 1995	\$ 220.00	each	\$ -
Business/Commercial Day Hire of Speakers & Console (not including microphone)	Yes	No	LG Act 1995	\$ 110.00	each	\$ -
Not Profit/Charitable Day Hire of Full Sound System (including microphone)	Yes	No	LG Act 1995	\$ 110.00	each	\$ -
Not Profit/Charitable Day Hire of Speakers & Console (not including microphone)	Yes	No	LG Act 1995	\$ 50.00	each	\$ -
<b>Infrastructure</b>						
<b>Rubbish Collection &amp; Refuse</b>						
Gross Refuse Charge -1 x MGB/Domestic per annum	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	\$ 504.00	per annum	\$ 504.00

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Gross Refuse Charge - 1 x MGB/Commercial per annum	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	\$ 504.00	per annum	\$ 504.0
Gross Refuse Charge - 1 x MGB/Commercial (less than 1 year)	No	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	Pro-rata	per annum	Pro-rata
Replacement Rubbish Bin	Yes	No	Waste Avoidance and Resource Recovery Act 2007, Part 6, Div 3, Section 67	\$ 117.00	per bin	\$ 124.0
<b>Waste Disposal Fees - Browns Range</b>						
<i>Unless a specific formal fee exemption or waiver has been issued, commercial waste disposal fees are applicable to all waste disposal other than domestic generated waste disposal by a domestic householder resident of the Shire of Carnarvon. This includes application of waste disposal fees to clubs, groups and organisations including not for profit organisations. Commercial waste disposal fees and charges do not apply to waste disposal being performed on behalf of the Shire of Carnarvon by its employees, contractors or agents.</i>						
<b>Commercial Service Fee</b>	Yes	No		\$ 40.00	per day	no charge
*Commercial Putrescible Waste Disposal	No	No		\$ 45.00	per tonne or part thereof	\$ 48.0
<i>*Putrescible waste is waste likely to become putrid - including wastes that contain organic materials such as food wastes or wastes of animal or vegetable origin, which readily bio-degrade within the environment of the landfill.</i>						
*Mixed Commercial Inert Non-putrescible Waste Disposal	Yes	No		\$ 23.00	per tonne or part thereof	\$ 25.0
<i>*Inert non-putrescible waste is waste that is largely non-biodegradable, non-flammable and not chemically reactive</i>						
Commercial Horticultural Plastics Waste Disposal	No	No		\$ 68.00	per tonne or part thereof	\$ 74.0
<i>Horticultural plastics includes shade cloths, plastic mulch, irrigation pipe etc.</i>						
Commercial Horticultural Chemical Containers	Yes	No		\$ -	each	No charge
<i>Containers must be rinsed and free of visible chemical residue with lids removed</i>						
Commercial Horticultural Putrescible Waste Disposal	Yes	No		\$ 45.00	per tonne or part thereof	\$ 48.0
<i>Horticultural putrescible waste includes reject/spoiled fruit, vegetables, pulps etc.</i>						
Commercial Construction and Demolition Rubble - Without Metal Reinforcing	Yes	No		\$ 32.00	per tonne or part thereof	\$ 34.0
<i>Includes concrete, rock, bricks, blocks, tiles and other mineral based construction and demolition rubble which includes metal reinforcing bars, rods or mesh.</i>						
Commercial Mixed Construction and Demolition Waste	Yes	No		\$ 23.00	each	\$ 25.0
<i>Construction and demolition waste (C&amp;D waste) means materials in the waste stream which arise from construction, refurbishment or demolition activities sometimes referred to simply as "Builders Waste."</i>						
Commercial 240 litre bin Disposal	Yes	No		\$ 11.00	each	\$ 12.0
<b>General Domestic Waste Disposal</b>						
Mixed General Domestic Waste	No	No		No Charge	each	No charge
<i>Must be waste disposal by a Shire of Carnarvon resident domestic householder and waste must have been generated from the householders domestic residence.</i>						
<b>Recyclable Waste Types</b>						
Recyclable Scrap Metal	No	No		No Charge	each	No Charge
<i>Recyclable scrap metal includes white goods, metal goods, washed tin cans and any ferrous or non ferrous metals. Large metal items must be cut up as directed by facility operators. Metal must be separate and free from other waste contamination or the applicable mixed fee shall apply.</i>						
Car Bodies	No	No		No Charge	each	No Charge
<i>All vehicles must have oils and fuels removed. LPG vehicles must have gas tank removed from vehicle.</i>						
Fire Extinguishers - Approved and Inspected	No	No		No Charge	each	No Charge
<i>Fire Extinguishers are extremely hazardous to the safe operation of the tipsite. There is no charge for disposal of an approved Fire Extinguisher. An Fire Extinguisher must be empty, separated from all other waste, have its valve removed and have been inspected and marked by an operator.</i>						
Clean Separated Cardboard	No	No		No Charge	each	No charge
<i>Cardboard must be free from contamination by other waste types. Must be inspected and approved by operator. Boxes to be flattened and placed where directed by operator.</i>						
Clean Separated Glass	No	No		No Charge	each	No charge
<i>Includes clean non refundable glass bottles and other clean glass products. Must be inspected and approved by operator. To be placed where directed by operator.</i>						
Batteries - All Types Separated	No	No		No Charge	each	No charge
<i>Batteries must be free from contamination by other waste types. Must be inspected, approved by operator and placed where directed by operator.</i>						
Approved Separated e-Waste	Yes	No		No Charge	each	No charge

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
<i>E-waste is the fastest-growing component of the municipal solid waste stream. The Shire of Carnarvon will be attempting to develop mechanisms for the removal and reprocessing of e-Waste from the waste stream. Approved e-waste will consist of televisions, computers and other consumer electronic products. Approved e-waste will be separated from all other waste types and shall be inspected and approved by an operator.</i>						
Eligible Container Deposit Scheme Beverage Containers	No	No		No Charge	each	No charge
<i>No container refund available at facility. Containers must be separated from other waste and placed where directed by operator. 50% of Deposits collected will be allocated to Shire of Carnarvon Community Growth Fund.</i>						
<b>Mattresses and Bulky Foam Furniture Type Items</b>						
Mattress Disposal - Commercial and Domestic	Yes	No		\$ 27.00	each	\$ 29.0
<i>Includes all mattress types - spring, foam, other. Also includes bed bases.</i>						
Approved Mattress Disposal - Commercial and Domestic	No	No		No Charge	each	No charge
<i>An approved mattress is a mattress separated from other waste and placed in mattress disposal area. Mattresses are difficult items to process in a landfill. They do not compact well leaving large voids. This fills a landfill more quickly and can create problems in the event of a fire. There is no charge for disposal of an Approved Mattress.</i>						
Bulky Foam Furniture - Commercial and Domestic	Yes	No		\$ 27.00	each	\$ 29.0
<i>Includes lounges, arm chairs, recliners, any bulky foam and/or spring containing furniture items.</i>						
Approved Bulky Foam Furniture - Commercial and Domestic	No	No		No Charge	each	No charge
<i>Batteries must be free from contamination by other waste types. Must be inspected, approved by operator and placed where directed by operator.</i>						
Approved Separated e-Waste	Yes	No		No Charge	each	No charge
<i>Approved bulky foam furniture is furniture separated from other waste and placed in furniture disposal area. These furniture items are difficult to process in a landfill. They do not compact well leaving large voids. This fills the landfill more quickly and can create problems in the event of a fire. There is no charge for disposal of Approved Bulky Foam Furniture.</i>						
Untamated Green Waste (Commercial and Domestic)	No	No		No Charge	each	No charge
<i>No contamination of green waste accepted. Contaminated green waste will be charged at the commercial putrescible rate. Contamination includes anything other than vegetation. Timber pallets treated and untreated timber is NOT green waste.</i>						
<b>Hazardous Waste Types</b>						
<b>All hazardous waste will attract a Burial Fee in addition to Disposal Fee. - ONLY accepted between 7am - 3pm Monday to Friday</b>						
Burial Fee - Commercial and Domestic	Yes	No		\$ 70.00	each	\$ 75.0
<i>Applicable to hazardous waste disposal and any other waste disposal requiring immediate burial due to its noxious or offensive nature as determined by site operators.</i>						
Domestic and Commercial Asbestos Waste Disposal Including asbestos contaminated soil (Special Waste Type 1)	Yes	No		\$ 97.00	per tonne or part thereof	\$ 103.0
Medical Waste (Special Waste Type 2)	Yes	No		\$ 81.00	per 110L bin	\$ 86.0
Medical Waste INCLUDING SHARPS DISPOSAL less than 10KG <i>MUST BE DISPOSED OF IN NOMINATED WASTE BIN</i>	Yes	No		\$ -	each	No charge
<b>Septic and Sewerage Waste Types</b>						
<b>All septic and sewerage waste is ONLY accepted between 7am - 3pm Monday to Friday</b>						
Septage, Grease Trap and Liquid Sewerage Waste.	Yes	No		\$ 11.00	per tonne or part thereof	\$ 12.0
Sewerage Sludge	Yes	No		\$ 45.00	per tonne or part thereof	\$ 48.0
<i>Sewerage sludge disposal shall be by prior arrangement only. Sludge shall be spadable and shall have been tested to meet Class II Landfill Classification limits for disposal.</i>						
<b>Animal Carcasses</b>						
Small Animal Carcass Disposal - Commercial and Domestic	No	No		No Charge	each	No charge
<i>Dogs, cats, sheep, goats etc as determined by operator</i>						
Large Animal Carcass Disposal - Commercial and Domestic	Yes	No		\$ 81.00	each	\$ 86.0
<i>Cattle, horse, pig etc as determined by operator</i>						
Bulk Offal Disposal - Commercial and Domestic (for offal quantity greater than 650kg)	Yes	No		\$ 108.00	per tonne or part thereof	\$ 115.0
<b>Tyres</b>						
<b>Any tyre still attached to a rim attracts double fee.</b>						
<b>Tyre disposal fees are applicable to Commercial and Domestic customers. Tyre disposal fees are intended to encourage disposal via commercial tyre service operators. Commercial operators fees for tyre recycling via Tyre Stewardship Scheme.</b>						
Car and Motor Cycle Tyre	Yes	No		\$ 13.50	each	\$ 15.0
Four wheel Drive and Light Truck Tyre	Yes	No		\$ 16.00	each	\$ 17.0
Truck Tyre	Yes	No		\$ 38.00	each	\$ 41.0
Tractor Tyre Small (up to 1 metre Tall)	Yes	No		\$ 143.00	each	\$ 120.0
Tractor Tyre Large (above 1 Metre Tall)	Yes	No		\$ 371.00	each	\$ 170.0
Earthmoving Tyre Small (up to 1 metre Tall)	Yes	No		\$ -	each	\$ 130.0
Earthmoving Tyre Medium (1 to 1.5 metres Tall)	Yes	No		\$ -	each	\$ 320.0
Earthmoving Tyre Large (above 1.5 Metres Tall)	Yes	No		\$ -	each	\$ 640.0
<b>Other Fees and Charges</b>						
Caravans	Yes	No		\$ 43.00	each	\$ 46.0
Boats - Other	Yes	No		\$ 43.00	each	\$ 46.0

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Boats - Metal (Subject to being cut up in pieces less than 2m in any dimension. Otherside \$40 incl GST	Yes	No		No charge	each	No charge
External District Waste originated from outside the Shire Of Carnarvon - Applies to all waste types except scrap metal.	Yes	No		\$ 269.00	per tonne or part thereof	\$ 285.0
<i>External district waste will not be accepted without prior approval. External district tyre waste will not be accepted unless the tyre waste is shredded.</i>						
Gas Bottles - All Types	No	No		PROHIBITED	each	PROHIBITED
<i>Gas bottles are extremely hazardous to the safe operation of the tipsite. Gas bottles in any form will not be accepted at the facility. Return to an authorised gas agent or gas service provider.</i>						
Clean Fill	No	No		No Charge	each	No charge
<i>Clean fill means raw excavated natural material such as clay, gravel, sand, soil or rock fines that:</i> <i>(a) has been excavated or removed from the earth in areas that have not been subject to potentially contaminating land uses including industrial, commercial, mining or intensive agricultural activities;</i> <i>(b) has not been processed except for the purposes of:</i> <i>i. achieving desired particle size distribution; and/or</i> <i>ii. removing naturally occurring organic materials such as roots; and</i> <i>(c) does not contain any acid sulphate soil; and</i> <i>(d) does not contain any other type of waste.</i>						
Brown Range Tip Shop Items for Purchase	Yes	No		As per tip shop prices	each	As per tip shop prices
<b>Airport</b>						
a) Full Fare Passengers - Contract Service Agreement rate	Yes	No		As per negotiated contract	each	As per negotiated contract
b) Full Fare Passengers - Where no Contract Service Agreement	Yes	No		\$ 38.50	each	\$ 41.0
<b>Airport Landing Fees</b>						
<i>Landing at Carnarvon Airport where the maximum take off weight (MTOW) of that aircraft is (where a negotiated contract price has not been set):-</i>						
MTOW 0 - < 2,000kg	Yes	No		\$ 17.60	per landing	\$ 19.0
MTOW 2,000 - <5,700kg	Yes	No		\$ 29.15	per landing	\$ 31.0
MTOW 5,700 - <10,000kg	Yes	No		\$ 34.10	per landing	\$ 37.0
MTOW >10,000kg	Yes	No		\$ 38.50	per landing	\$ 41.0
Royal Flying Doctor Service (RFDs) and aircraft required to land as non-scheduled stop due to a medical emergency	No	No		No charge		No charge
<b>Locally Based Aircraft Landing</b>						
a) Annual Landing Charge - this allows for an unlimited number of landings for MTOW < 4,000kg *only upon prior arrangement* Includes overnight parking when required.	Yes	No		\$ 1,650.00	per litre	\$ 1,746.0
<b>Overnight Airside Aircraft Parking Fees</b>						
MTOW 0 - < 5,700kg - Parking per day	Yes	No		\$ 13.75	per day	\$ 15.0
MTOW 0 - < 5,700kg - Parking per annum	Yes	No		\$ 2,102.10	per annum	\$ 2,225.0
MTOW >5,700kg - Parking per day	Yes	No		\$ 27.50	per day	\$ 30.0
MTOW >5,700kg - Parking per annum	Yes	No		\$ 4,204.20	per annum	\$ 4,449.0
<b>Coral Bay Airport Landing Fees</b>						
Landing at Coral Bay Airport	Yes	No		\$ 11.00	per landing	\$ 12.0
Locally based Aircraft Only. Annual Landing charge - for unlimited number of landings. By prior arrangement only.	Yes	No		\$ 1,100.00	per annum	\$ 1,164.0
<b>Department of Defence Landing Fees</b>						
As per the standard Landing Fee charges						
<b>Other Airport Charges</b>						
Environmental Charge	Yes	No		\$ 104.50	each	\$ 111.0
Aerodrome Reporting Officer [Non-Critical] call-out charge	Yes	No		\$ 88.00	each	\$ 94.0
<b>Engineering</b>						
<b>Crossover Inspection</b>						
Application fee	Yes	No		\$ 100.00	each	\$ 106.0
Additional Inspections	Yes	No		\$ 80.00	each	\$ 85.0
<b>Note: Vehicle crossover subsidy payment \$900 ex GST</b>						
<b>Excavation Permits (For Excavation within Road Reserve or within Council Controlled Land)</b>						
Permit Application fee (includes 1 inspection)	Yes	No		\$ 100.00	per hour	\$ 106.0
Additional Inspections	Yes	No		\$ 80.00	per hour	\$ 85.0
<b>Reinstatement Bonds (by surface type) Bonds Will be Refunded if reinstatement works</b>						

Fee Description	GST	Statutory Fee	Legislation	Fee 2022/23	Fee Unit	Fee 2023/24
Concrete/Paving (\$/SQM)	No	No		\$ 159.00	each	\$ 169.0
Sealed (\$/SQM)	No	No		\$ 96.00	each	\$ 102.0
Unsealed (\$/SQM)	No	No		\$ 53.00	each	\$ 57.0
<b>Private Works</b>						
Where GST-inclusive quote is supplied	Yes	No		As per quote		As per quote
Where GST-inclusive quote is not supplied	Yes	No		Actual cost + 20% Admin + GST	per hour	
Hire of Street Sweeper with Shire Operator (only within 20km radius of Carnarvon Townsite)	Yes	No		\$ 223.00	per hour	\$ 236.0
Hire of Street Sweeper travel beyond 20km radius of Carnarvon Townsite (per km)	Yes	No		\$ 5.38	per hour	\$ 5.3









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## EXECUTIVE SUMMARY

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Carnarvon, like many areas of the Gascoyne, is currently experiencing a critical shortage of essential worker accommodation. This shortage, estimated at up to 350 houses over the next decade, affects the ability of local businesses to attract, and retain workers, limiting not only immediate service delivery, but also long-term business planning. Worker accommodation insecurity is a major barrier to business expansion and future investment.

In 2021 the Shire of Carnarvon commissioned the “On Our Horizon” report by Acil Allen into the impact of identified major projects on issues such as housing. The report concludes that 7,500 jobs will be created annually between 2028 and 2032 during construction phases but that the aggregated and ongoing employment need is equivalent to 3,500 full time jobs per annum from 2032 onwards. Carnarvon currently does not have housing availability for these workers and is working in collaboration with other stakeholders to trigger infill development in Carnarvon. Some areas zoned for higher density residential development in South Carnarvon lack critical infrastructure, which in turn restricts lot yield and therefore the commercial return of new builds on vacant land.

Infill development is ordinarily a high priority for new residential development, as marginal costs are typically lower. Indirect, non-market benefits also arise through infill development, including leveraging existing local community infrastructure, reducing travel distances, and building liveable neighbourhoods. However, the costs associated with construction in remote areas such as Carnarvon, especially site and headworks, are a significant barrier to this.

The property development that would be generated if the costs of site and head works could be reduced would provide a significant opportunity for Carnarvon/Gascoyne regional builders to upscale their businesses. Continuity of contracts or lack thereof has constrained growth for the construction industry business for many years with fewer than two houses per annum being built in the past 10 years. Working on a conservative estimate of a 5-property development, the room for growth for local builders and associated trades and suppliers is significant.

## PURPOSE

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Carnarvon, like many areas of the Gascoyne, is currently experiencing a critical shortage of essential worker accommodation. This shortage, estimated at up to 350 houses over the next decade, affects the ability of local businesses to attract, and retain workers, limiting not only immediate service delivery, but also long-term business planning. Worker accommodation insecurity is a major barrier to business expansion and future investment.

The Gascoyne Development Commission's Strategic Plan 2022 - 2026 identifies that efforts to improve living standards are central to attracting people to live and work in the region, and that securing and retaining a suitable workforce continues to be critical for most industries and employers. The shortage of residential housing across the region is a major barrier to development in all the Gascoyne's key industry sectors.

In 2021 the Shire of Carnarvon commissioned the "On Our Horizon" report by Acil Allen (see Appendix 1) into the impact of identified major projects on issues such as housing. These projects include:

- The Carnarvon Fruit Bowl
- Yangibana Rare Earth Project
- Ningaloo Reef Resort Upgrade
- Carnarvon Barge Loading Facility
- Babbage Island Upgrade Project
- The Pier Development
- Gascoyne Green Hydrogen Hub Project
- HyEnergy

The report concludes that 7,500 jobs will be created annually between 2028 and 2032 during construction phases but that the aggregated and ongoing employment need is equivalent to 3,500 full time jobs per annum from 2032 onwards. Carnarvon currently does not have housing availability for these workers and is working in collaboration with other stakeholders to trigger infill development in Carnarvon. However, the costs associated with construction in remote areas such as Carnarvon, especially site and headworks, are a significant barrier to this.

This business case outlines the issues that support the application of a grant to be applied towards the costs of provision of headworks including wastewater, ground works, water and electricity for essential worker infill.

## 1. SHIRE OF CARNARVON DEMOGRAPHICS

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The Shire of Carnarvon is a local government authority in the Gascoyne region of Western Australia, approximately 900km north of Perth with a population of just over 5,000 people (ABS 2021). According to the Shire of Carnarvon's Community Strategic Plan 2022 – 2032, its primary industries include agriculture and forestry, fishing, retail, and food and accommodation services, and housing availability is considered a critical issue by the local community. Carnarvon is an area of significant social and economic disadvantage with SEIFA (Socio-Economic Indexes for Australia) Scores around 940 for all determinants, placing the area in the lowest 3rd decile across the country (ABS 2016).

The Gascoyne Housing Review (see Appendix 2) identified a 40% increase in median house prices over the year to December 2020, and a declining rental vacancy rate from 3.8% to 0.5% between May 2020 and May 2021. This is particularly impactful for “essential workers” – those employed in government roles such as health, education or community safety, or working in the tourism and service industries - who often have limited or lower incomes. With an average weekly household income of only \$1,400 (ABS 2021), and construction costs at more than 50% higher than in metropolitan areas, there is a critical need for affordable essential worker accommodation.

## 2. SNAPSHOT OF CURRENT HOUSING SITUATION IN CARNARVON

---

Unprecedented housing shortages exist across the Gascoyne. Recent construction and housing data for Carnarvon shows continued pressure on property and rental markets, including:

- Low rental vacancies. Carnarvon experienced a 23% decline in the number of rental listings between 2021 and 2022,
- Increasing rental prices. Carnarvon experienced a 2.9% increase in median asking rental price for houses over the 12 months to May 2022 (following a 0% increase over the preceding 4 years),
- 65 property sales in the 12 months to May 2022, representing 6.2% of stock on the market, and a
- 4.3 % increase in median sales price in the 12 months to May 2022.

Regional housing shortages have been further exacerbated by the COVID-19 pandemic, through regional migration, labour market constraints, international supply chain disruptions and increased local demand in the hospitality and tourism sectors. Market failures identified by the Gascoyne Development Commission in its Gascoyne Housing Review, include:

- Elevated construction costs. Construction costs are estimated to be approximately 50 - 60% above Perth averages. Costs have further escalated in response to the state-wide construction industry boom with trades and services being drawn to larger population centres in neighbouring regions, especially the Pilbara. Accommodation shortages compound the shortage of trades and services available to build new accommodation.
- The viability of new builds is affected by low land values in some parts of the region, especially Carnarvon.
- The impact of the Government Regional Officers Housing (GROH) program on availability of rental accommodation for the private market. The program has a total stock of 197 properties across the Gascoyne (at January 2022). At that time, the Department of Communities have identified current and forecast demand for at least 19 houses in Carnarvon (see below).

<b>Unmet GROH requirements in Carnarvon as at Jan 2022</b>	
<b>New properties required</b>	<b>14</b>
<i>Department of Communities (Child Protection)</i>	5
<i>Department of Education</i>	3
<i>Department of Fire and Emergency Services</i>	1
<i>Department of Primary Industries and Regional Development</i>	1
<i>WA Police Department</i>	4
<b>Replacement properties required</b>	<b>5</b>
<i>Department of Fire and Emergency Services</i>	1
<i>Pathwest</i>	1
<i>WA Police Department</i>	3
<b>Total Properties Required</b>	<b>19</b>

### 3. LAND AVAILABILITY

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The Gascoyne Development Commission's Economic Snapshot Housing Overview (2020/21) shows that there is a significant amount of land available for residential development across the Gascoyne, that house sales have increased by over 30%, and rental prices are rising.

In March 2023, Development WA had 8 residential Lots ready for development in Carnarvon (see Appendix 3), including one Duplex Lot and one Group Housing Lot. However, the Gascoyne Housing Review identified that, despite these residential lots being available, land sales remained low in the

Shire of Carnarvon, and that no sales had occurred in the Northwater Estate since 2014, partly due to high site work and construction costs in regional WA.

### 4. STRATEGIC LINKAGES

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The provision of essential workers housing directly addresses the Gascoyne regional priority for workforce development and accommodation by developing innovative, high-quality housing for essential workers in Carnarvon. The Shire of Carnarvon's 2022 – 2032 Community Strategic Plan identified housing availability as a key issue for the community.

The Gascoyne Development Commission's Strategic Plan 2022 – 2026 identifies a focus on attracting and retaining skilled and talented people to the region. Strategic Initiative 3.1 advocates "for end user service levels parity with the metropolitan area" by working "with lead agencies to address skills and worker shortages". While the Strategic Plan identifies that focusing on education is one way to achieve this, another shorter-term solution is to provide essential worker accommodation through lead agencies such as the Shire of Carnarvon.

The Strategic Plan further identifies that "securing and retaining a suitable workforce will continue to be critical for most industries and employers. The shortage of residential housing across the region is a major barrier to development in all the Gascoyne's key industry sectors" (page 16). With the GDC's Economic Snapshot Housing Overview (2020/21) showing that there is a significant amount of land available for residential development, the provision of funding to engage local builders to construct high quality innovative houses that can either be used to attract and retain executive/family workers and/or seasonal backpacker workers is an ideal solution.

In June 2021, the Gascoyne Development Commission engaged Urbis to review residential housing availability and market failure in the Gascoyne. Their final report was released in January 2022 (see Appendix 2) and recommends three priority areas to drive increased worker housing availability and create the conditions for increased private sector investment, these are:

- Unlock private capital – support private sector investment in new construction and renovations.
- Optimise government assets – enhance the utilisation of public and government regional officer housing and land assets.
- Innovate the home – stimulate alternative housing options.

The Urbis report specifically identified that there was a need to "investigate a preferred option for the next 100 houses in Carnarvon to improve liveability, maximize public benefit and reduce the cost of

development." In part this is due to aging of current stock (no new houses have been built for the past 10 years and the average house is now 50 years old), plus housing costs in the Gascoyne are roughly 50% more than a Perth metropolitan build (Gascoyne Worker Housings Action Plan 2022). This makes quality housing unaffordable for many local businesses or families.

## 5. ANTICIPATED FUTURE HOUSING NEEDS

---

There is a significant shortage of residential and workers accommodation across all major towns in the Gascoyne region. The issue is a major barrier to industry development and is constraining growth of the \$712 million resources sector, the \$214 million primary industries sector and the \$114 million tourism and hospitality sector.

Recent work by the Shire of Carnarvon has identified a short to medium term need for up to 350 additional homes in Carnarvon over the next 10 years, far exceeding the 15 new homes developed in the previous 10 years. 100 houses is a critical near-term goal to attract people to the region, build capacity and economies of scale in the local building industry, and provide future workers for the region's major industries.



## 6. CONSTRAINTS ON HOUSING PROVISION

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The Shire of Carnarvon, private sector builders and other stakeholders have identified a range of potential housing development land development and housing options in Carnarvon, however all identified options are affected by development barriers or constraints that are impacting commercial returns and investment decisions by the private sector.

The Department of Planning, Lands, and Heritage have recently completed a Land Capacity Analysis with draft findings indicating that:

- There is currently limited supply of land appropriately zoned within the Local Planning Scheme No. 13 for a 'residential' purpose. The Capacity Analysis also notes that the supply of currently zoned land 'capable of substantial further development' is highly constrained by lack of infrastructure provision.
- The Capacity Analysis notes that although there are significant areas identified within the Shire's strategic documents (local planning strategy/structure plans) for 'future residential' land supply, these areas are not yet zoned appropriately, or subject to further studies and investigations.
- Although the Capacity Analysis identifies that there is a large amount of land 'capable of substantial further development', mostly as a result of 'future residential' land supply, which could accommodate a large population increase, this is subject to a number of constraints; including scheme amendments, structure planning, infrastructure provision, environmental and heritage issues, and may not be able to be developed in the short to medium term without significant investment. For example:
  - Some areas zoned for higher density residential development in South Carnarvon lack critical infrastructure, which in turn restricts lot yield and therefore the commercial return of new builds on vacant land. Infill development is ordinarily a high priority for new residential development, as marginal costs are typically lower. Indirect, non-market benefits also arise through infill development, including leveraging existing local community infrastructure, reducing travel distances, and building liveable neighbourhoods.
  - Carnarvon's existing housing stock is aging. Poor condition housing is another barrier for attracting workers (and families) to the region. The cost of new builds and renovations exceeds predicted sale prices/financial returns. Subsidised site and head works would help to address this situation.



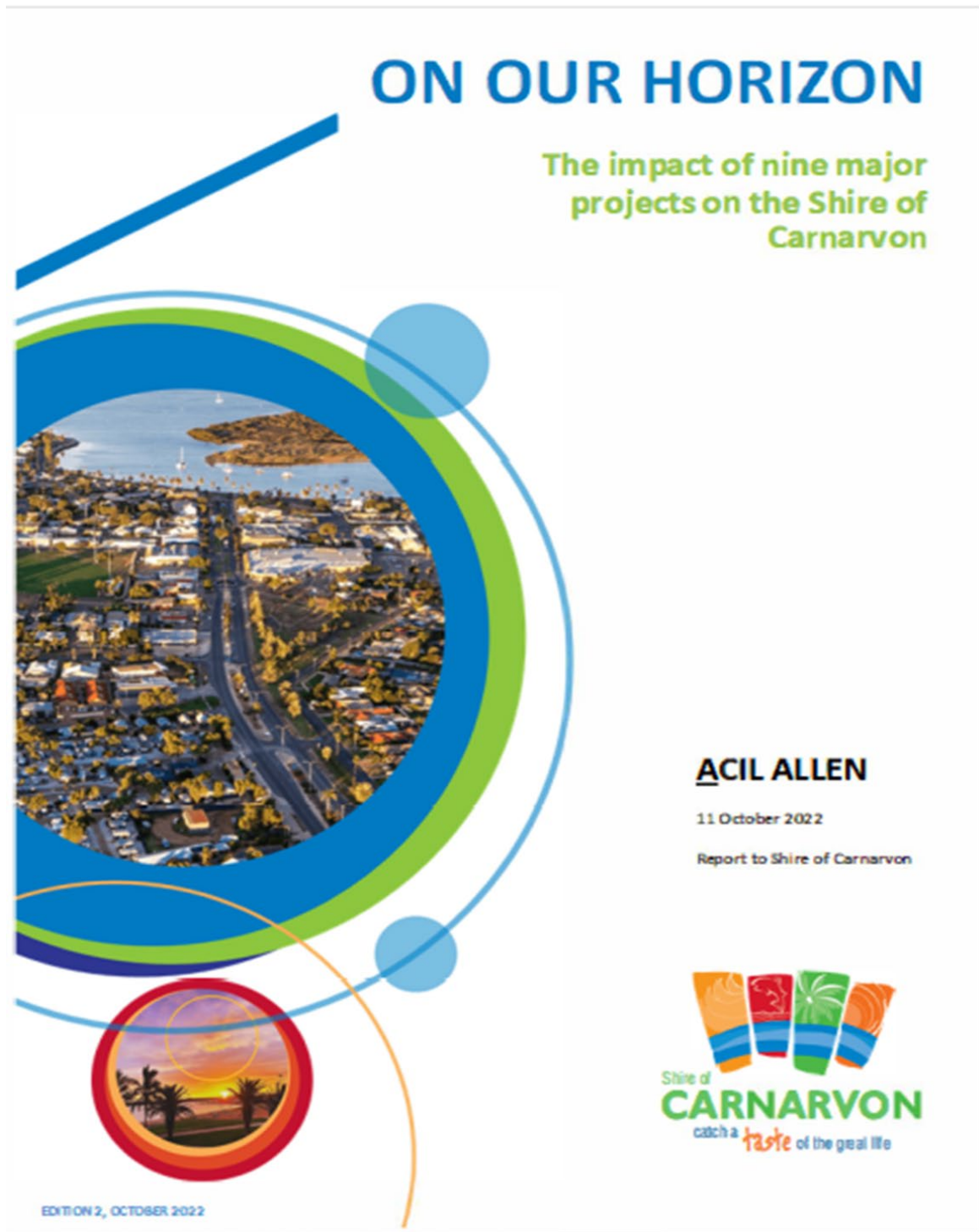
## 7. ECONOMIC BENEFIT OF ADDITIONAL HOUSING

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Subsidizing the cost of head and site works will create an opportunity for several houses to be built either via infill, or on available group housing land. The preference is for local builders to undertake the builds as each house will provide direct employment of a project manager, administration support, architect/draftsman, concreters, plumbers, electricians, painters, landscapers, fencing contractors, labourer's, carpenters, and cabinet makers. As a projection, if 5 houses were built, 47.5 direct jobs would be generated during the construction phase, revitalizing, and re-energizing the construction industry in Carnarvon. With a conservatively estimated weekly spend of \$300 a week during construction, 47.5 workers equate to a direct economic benefit of \$570,000 during the 10-month construction. Further to this, indirect spending will amount to a further \$969,000 during that period, creating an overall economic impact of more than \$1.5 million.

The property development that would be generated if the costs of site and head works could be reduced would provide a significant opportunity for Carnarvon/Gascoyne regional builders to upscale their businesses. Continuity of contracts or lack thereof has constrained growth for the construction industry business for many years with fewer than two houses per annum being built in the past 10 years. Working on a conservative estimate of a 5-property development, the room for growth for local builders and associated trades and suppliers is significant.

## APPENDIX 1 ON OUR HORIZON



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# Introduction

There is a pipeline of major projects planned for the Shire of Carnarvon in the tourism, mining, agriculture, aquaculture, housing, retail, food and beverage, and infrastructure sectors over the decade from 2022 to 2032. The construction of these projects is expected to get underway mid-2022 and extend through to 2031 providing transformational benefits to the Shire in terms of jobs, business opportunities and the attraction of new permanent population. The On Our Horizon report profiles a selection of nine of the major projects in the pipeline to examine their impact on social services and infrastructure in the Shire of Carnarvon noting that there are other projects which will also provide new employment opportunities in the Shire and place even more pressure on social infrastructure.

## 1.1 Methodology

Consultation was undertaken with the proponents of the nine major projects to understand their key characteristics in terms of their construction and operation phases including:

- Timing
- Employment
- Spending
- Local content targets for spending and employment.

Where proponent information was not available, it was supplemented by publicly available information or informed estimates.

### Box 1.1 Data and information disclaimer

The information contained in this report are best estimates as of July 2022 based on information supplied by proponents, published in the public domain, and assumptions made by stakeholders with some knowledge of the projects. The information may change due to changes in investment decisions by proponents. The information contained in this report should therefore be used as a guide only and should not be relied on.

*Source: ACIL Allen*

This information describing the major projects was aggregated to form a timeline of projected employment including an estimate of the staff that could be located in Carnarvon during the construction and operation phases of the projects. A standard household profile for Western Australia was applied to understand the likely impact on the population of Carnarvon and its demographic profile.

A review of the key social services and infrastructure in Carnarvon was undertaken to their capacity to cater for additional population demand. This analysis was compared with the projections of population and demographics to identify what additional social services and infrastructure would be required in the town to cater for the additional population.

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**12 Acronyms and definitions**

The key acronyms and definitions used in this report are presented in **Table 1.1**.

**Table 1.1** Acronyms

Acronym	Meaning
FTE	Full time equivalent employee
ha	hectare
mtpa	Million tonnes per annum
t	tonnes
<i>Source: ACIL Allen</i>	

**13 Report structure**

Chapter Two of this report profiles the nine major projects on our horizon and they key characteristics along with a summary of their aggregated impact. Chapter Three profiles the key social services and infrastructure including its current capacity and its ability to absorb additional population.

# Major projects on our horizon 2

This chapter describes the pipeline of major projects on the Shire of Carnarvon’s horizon including a brief description of the project and its key spending and employment characteristics. Note that all employment in this chapter is presented in full time equivalent jobs unless otherwise stated. A full time equivalent job is the aggregation of all part time and full time jobs expressed as the equivalent of a full time job.

## 21 Carnarvon Fruit Bowl



The Gascoyne Food Bowl Initiative is a State Government initiative designed to increase horticultural production in Carnarvon by providing new land and water resources for irrigation expansion. An outcome of the project is the development of 278 hectares (ha) of horticultural land known as the Carnarvon Fruit Bowl that will boost the Carnarvon horticulture district by almost one quarter. Three producers have been awarded the rights to develop the land including:

- Fruitico, a large table grape producer based in the Peel region who has plans to spend \$25 million to develop 219 ha of land for the production of table grapes. The project is likely to require the hire of up to 25 permanent employees including a Farm Manager, Administrative Assistant, Agronomist and twenty farm labourers. Up to 200 seasonal workers will be required to prune vines and harvest grapes with these workers only required for parts of the year.
- Durmo Quality Produce, a local melon producer based in Carnarvon has plans to expand their production of watermelons and rockmelons by approximately 20 ha. It is assumed that the additional production will result in the employment of six additional full time equivalent staff once the project has reached full operation, as well as seasonal workers required to plant and harvest the melons with two growing seasons assumed.
- 4 Ways Fresh, a South Australian company with horticulture operations in Geraldton has plans to develop 40 ha of land for the production of vegetables including capsicum, eggplant, tomatoes, and zucchini. The company will employ a Farm Manager, six full time employees and around 30 seasonal employees to assist with planting and harvesting once full operation has been reached.

The Carnarvon Fruit Bowl project will represent significant local job creation particularly during the peak times associated with planting, pruning, and harvesting. Once all three projects are operating at full production, it is estimated that around 37 permanent jobs will be created along with 240 jobs that are likely to last for several months during peak planting, pruning, and harvest periods. It is likely that all new employees will represent new population in Carnarvon with project proponents making use of government schemes to address labour shortages in the agriculture industry such as the Pacific Australia Labour Mobility (PALM) scheme, and the Australian Agriculture Visa Program. The estimated labour requirements of the project are presented in **Table 2.1**.

**Table 2.1** Key characteristics: Carnarvon Fruit Bowl

Total	Carnarvon local content	Local content share
Construction workforce Peak of 35	Peak of 35	100%



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	Total	Carnarvon local content	Local content share
Permanent operations workforce	37 per annum	37 per annum	100%
Seasonal workforce	240 per annum during peak periods only	240 per annum during peak periods only	100%

*Source: 4 Ways Fresh, DPIRD, WA Business News, ACIL Allen*

**22 Yangibana Rare Earths Project**



The Yangibana Project is a significant rare earths project located 250 kilometres north east of Carnarvon which will produce a mixed rare earths carbonate rich in Neodymium and Praseodymium that are critical materials used in the manufacturing of permanent magnets found in new technology products including electric vehicles, renewable energy wind turbines, and electrical consumer products. The project is designed to mine one mtpa of ore for processing at an on site processing plant producing up to 15,000t of mixed rare earths carbonate per annum.<sup>1</sup>

Construction is planned to commence in late 2022 and will require \$658 million of capital spending. It is expected to require a workforce of around 500 personnel over the two year construction period with the peak of construction occurring during 2023 when 250 personnel will be located on site. Hastings Technology Metals as the developer has plans to spend as much as possible of the total capital cost with local businesses in the Shire of Carnarvon including on consumables and services. Local employment will be targeted during construction and it is estimated that up to 50 personnel will be employed locally depending on the availability of suitably qualified labour.

During operation, around 250 employees will be required with the company targeting locally based employees. For the purposes of this report, it has been assumed that around 22 employees will be based in Carnarvon whilst others will be housed in an on site accommodation village. Carnarvon will be a charter stop enroute to the Yangibana site during construction and operation providing the opportunity to maximise local employment.

The key spending and employment characteristics of the Yangibana rare earths project are presented in **Table 2.2**.

**Table 2.2** Key characteristics: Yangibana rare earths project

	Total	Carnarvon local content	Local content share
Capital spending	\$658 million		Less than 10 per cent
Construction workforce	500 over two years	Peak of 18	Working with TAFE to allow workforce to be job ready
Operations spending	More than \$200 per annum		Less than 10 per cent
Operations workforce	220 per annum	Around 17 per annum	Less than 10 per cent

*Source: Hastings Technology Metals and ACIL Allen*

<sup>1</sup> Hastings Technology Metals Ltd (2017), Yangibana Project Definitive Feasibility Study Executive Summary, Hastings Technology

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**23 Ningaloo Reef Resort and accommodation village**



This project is comprised of two parts. The first is the construction of an accommodation village which is designed to house the workforce required to develop the Ningaloo Reef Resort and its workforce once it is operational. The second phase of the project is the upgrade and development of the resort to become a four star family beach resort.

The construction of the accommodation village is expected to cost around \$8.5 million and will require a peak workforce of around 100 workers of which around 10 will be sourced from the Shire. The upgrade of the Ningaloo Reef Resort will require \$40 million of construction spending over two years and will provide jobs for 250 workers.

Once operational, the resort will require an average of 40 workers with a further 15 staff required during peak times. Most staff are expected to be housed in the accommodation village. It is expected that around 25 permanent staff could be located permanently in Carnarvon.

The key spending and employment characteristics of the Ningaloo Reef Resort and accommodation village project are presented in **Table 2.3**.

**Table 2.3** Key characteristics: Ningaloo Reef Resort and accommodation village project

	Total	Carnarvon local content	Local content share
Accommodation village			
Capital spending	\$8.5m	\$0.63m	Less than 10 per cent
Construction workforce	100 over two years	Peak of 10	10 per cent
Ningaloo Reef Resort			
Capital spending	\$40m	\$3.00m	Less than 10 per cent
Construction workforce	250 over two years	Peak of 10	10 per cent
Operations workforce	Average 40 per annum	Around 25 per annum	10 per cent

Source: RAC and ACIL Allen

**24 Carnarvon Barge Loading Facility**



A study to examine the pre-feasibility of a barge loading facility in Carnarvon is currently underway with the aim of providing bulk loading facilities to service major projects proposed or planned for the Shire of Carnarvon and surrounds including renewable hydrogen projects.<sup>2</sup> The facility will provide current and future projects with access to reliable, cost-effective marine infrastructure to facilitate the movement of goods into and out of the Gascoyne region and nearby areas of the Pilbara and Mid West regions.

As the project is currently at pre-feasibility stage, there is no publicly available data describing it. For the purposes of this report, it is assumed that it would be constructed over 24 months commencing in mid-2024 so that it is operational prior to the commencement of major projects including the Gascoyne Green Hydrogen Hub and HyEnergy projects and the Babbage Island tourism development.

<sup>2</sup> <https://www.mediastatements.wa.gov.au/Pages/McGowan/2022/02/Carnarvon-barge-loading-study-paves-way-for-future-investment.aspx>

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It is expected that the facility will require around 20 workers in each year of construction of which around 15 will be employed directly from Carnarvon. In operation, a workforce of around 20 workers will be required who will all be based in Carnarvon.

The key employment characteristics of the Carnarvon barge loading facility project are presented in **Table 2.4**.

**Table 2.4** Key characteristics: Carnarvon Barge Loading Facility

	Total	Carnarvon local content	Local content share
Construction workforce	Peak of 20	Peak of 15	75%
Operations workforce	20 per annum	20 per annum	100%

*Source: ACIL Allen*

**25 Babbage Island Resort**



The phased development of accommodation units, caravan park and camping ground at Babbage Island in Carnarvon will create 332 accommodation sites. The first phase of the project is expected to commence construction in 2023 with the redevelopment of 59 existing accommodation units and other infrastructure at the site that previously housed workers employed at a seafood processing facility. The first phase could also include the development of caravan and camping and built accommodation.<sup>3</sup> The subsequent construction phases of the resort will commence around 2028 with the construction of new accommodation and resort facilities including a swimming pool, water park, playground, amphitheater, and pump track.

It is estimated that the first phase of the project will require around 100 construction workers in each of the two years of construction while the second phase will require 200 construction workers in each year of construction. Once fully operational, the resort could employ as many as 40 staff of whom all will be located in Carnarvon as illustrated in **Table 2.5**.

**Table 2.5** Key characteristics: Babbage Island Resort

	Total	Carnarvon local content	Local content share
Construction workforce	Phase 1 = 100 peak Phase 2 = 200 peak	Peak of 8 Peak of 15	7.5%
Operations workforce	40 per annum	40 per annum	100%

*Source: ACIL Allen*

<sup>3</sup> Halsall and Associates (2021), Shire of Carnarvon Scheme Amendment No. 2 to Local Planning Scheme No. 13 Lots 1044, 1198 and 626 Binning Road Babbage Island, Carnarvon

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**26 Old Justice Precinct: The Pier**



There are plans to revitalise the former justice precinct site as a mixed use development including residential, retail, and other commercial uses. The development to be known as The Pier is expected to take place over stages with the first stage delivering 35 two bedroom two bathroom apartments and associated facilities including a resort style swimming pool. The second phase of the development will result in the development of a microbrewery and retail offering while the final phase will focus on the construction of conference facilities and office space.

It is expected that the project will require \$12.2 million of capital spending over a 12 to 24 month period with the first phase becoming operational after around 12 months. It is expected that the construction will require a peak of 100 jobs while there will be around 40 jobs created once the project is fully operational with most jobs employed by the microbrewery, conference facilities, and apartment complex. The estimated labour requirements of the project are presented in **Table 2.6**.

**Table 2.6**

Key characteristics: The Pier

	Total	Carnarvon local content	Local content share
Construction workforce	Peak of 100	Peak of 8	7.5%
Operations workforce	40	40	100%

Source: Shire of Carnarvon and ACIL Allen

**27 Gascoyne Green Hydrogen Hub**



Fortescue Future Industries is currently investigating a potential green energy and hydrogen project near Carnarvon including a renewable energy generation hub comprising wind turbines and infill solar arrays, and port facilities.

The project is currently in its early stages and no publicly available information was available to inform the spending and employment estimates. It is estimated that the project could commence construction as early as mid-2027 with operation commencing around mid-2031. During the peak of construction, the project could employ as many as 4,000 personnel while in operations as many as 1,500 workers per annum could be required.

It is likely that the majority of workers required for the project will be employed on a fly in – fly out basis however the project will be located in proximity to the town of Carnarvon allowing workers and their households to move to the town to take up the long term job opportunities it offers. For the purposes of this report, a local content estimate of 7.5 per cent has been assumed for employment in the construction and operation phases as presented in **Table 2.7**.

**Table 2.7** Key characteristics: Gascoyne Green Hydrogen Hub

	Total	Carnarvon local content	Local content share
Construction workforce	Peak of 4,000	Peak of 3,000 in 2029	Less than 10 per cent
Operations workforce	113 per annum	113 per annum	Less than 10 per cent

Source: ACIL Allen

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**28 HyEnergy™**



Province resources has plans to develop the HyEnergy green hydrogen project adjacent to the north side of the town of Carnarvon. The \$1.5 billion<sup>4</sup> project has been recognised by the Western Australian Government as a significant project which is in the State’s interest. It will be developed in phases totalling up to eight gigawatts in installed renewable energy capacity generated from solar and wind farms. The project is proposed to generate 550,000 tonnes of renewables-based hydrogen per annum from an onshore hydrogen gas production facility for sale to the domestic market via the Dampier to Bunbury Natural Gas Pipeline, and to the export market via an offshore ship loading buoy.<sup>5</sup>

The project which is currently in feasibility stage could commence construction in 2025 and take place over an approximate seven year period with the peak construction period extending for around three years when 4,000 workers per annum are required. As many as 300 of these workers could relocate to Carnarvon. Production is expected to commence in around 2032 and will require a workforce of around 1,500 workers per annum once fully operational. Around 113 of these workers are expected to move to Carnarvon.

**Table 2.8** Key characteristics: HyEnergy project

	Total	Carnarvon local content	Local content share
Construction workforce	Peak of 4,000	Peak of 300	7.5%
Operations workforce	1,500 per annum	113 per annum	7.5%

*Source: Province Resources and ACIL Allen*

**29 Aggregated demand for employment**

The aggregated demand for employment from the nine major projects in the construction and operation phases are presented in **Figure 2.1**. The majority of the workforce is required for construction activities associated with the development of the major projects however, the operation phases of these projects also provide significant enduring job opportunities of around an additional 3,500 full time equivalent jobs per annum from 2032 onwards as well as around 90 full time equivalent seasonal jobs per annum. On a jobs basis, the seasonal jobs are equivalent to a combined total of around 255 jobs required for short periods of time during the peak planting, pruning, and harvesting periods and during peak the peak tourism season.

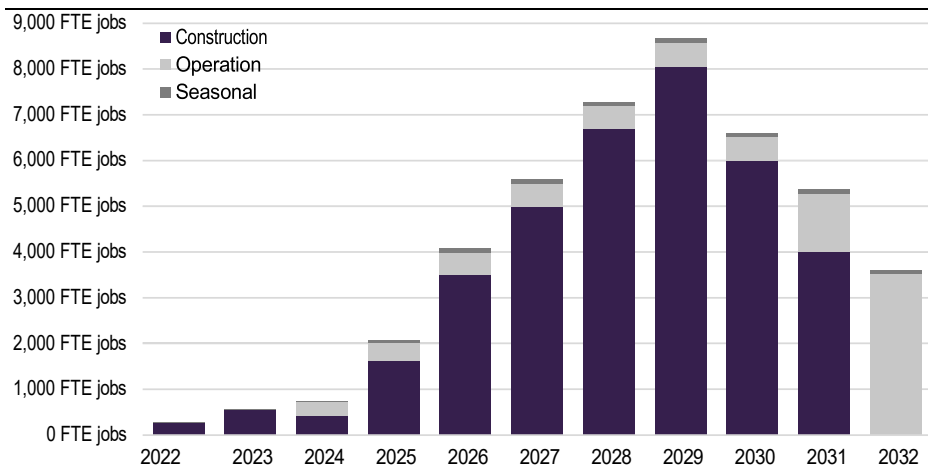
The peak demand for employment is expected to occur over the period from 2028 to 2030 inclusive when an average of nearly 7,500 workers are required each year. This is when both hydrogen projects are under construction along with the second phase of the Babbage Island Resort.

<sup>4</sup> [www.abc.net.au/news/2021-08-17/gascoyne-green-hydrogen-twiggy-forest-gnaraloo/100366480](http://www.abc.net.au/news/2021-08-17/gascoyne-green-hydrogen-twiggy-forest-gnaraloo/100366480)

<sup>5</sup> <https://research.csiro.au/hyresource/hyenergy-project/>

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**Figure 2.1** Major projects: demand for employment: construction, operation, and seasonal workforces: full time equivalent jobs (FTE)

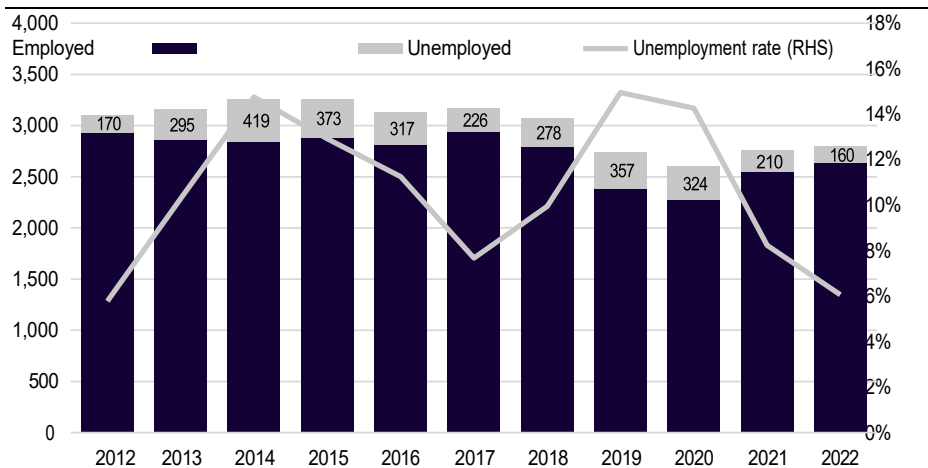


Source: ACIL Allen

**210 Impact on the workforce in the Shire of Carnarvon**

There is currently a workforce of around 2,800 people in the Shire of Carnarvon of which 200 are seeking employment. Over the past decade, there has been an average of 300 job seekers in each year and unemployment has remained above six per cent as illustrated in **Figure 2.2**.

**Figure 2.2** Employment and Unemployment: Shire of Carnarvon: number of persons



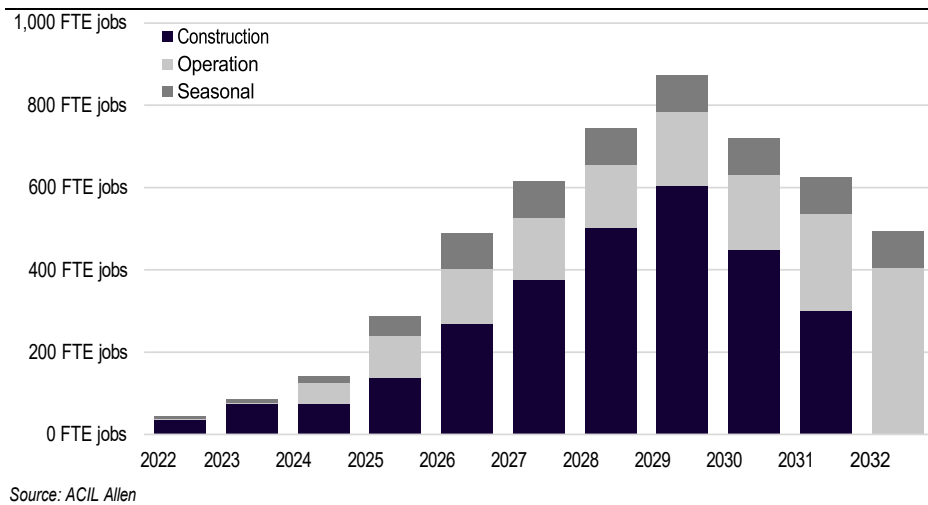
Source: Department of Employment

The proponents of the major projects identified in the Shire of Carnarvon indicate a potential to source employees from the Shire particularly during their operations phases. This is especially so for those projects in the agriculture and tourism sectors. Whilst there is a high number of unemployed people in the Shire, it is likely that the majority of the workers required by the major projects will need to move to the Shire because of the skill sets and work experience required by the project proponents.

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The major projects indicate a potential net increase in the workforce from 2022 when the first of the projects commence construction with the first operations jobs coming on line in the second half of 2022 as illustrated in **Figure 2.3** which shows the potential workforce that will move to the Shire of Carnarvon to take up the work opportunities presented by the major projects. All projects are expected to be constructed by the end of 2031 resulting in an enduring permanent (excluding seasonal workers) operations workforce of around 400 full time equivalent workers from 2032 onwards. The two hydrogen projects result in the largest increases in permanent workforce accounting for around 225 permanent jobs and the remainder of the projects accounting for 180 permanent jobs in addition to seasonal workforces.

**Figure 2.3** Demand for locally based workforce: major projects: construction, operation, and seasonal workforces: full time equivalent jobs (FTE)



**211 Impact on demographics**

Some of the workforce attracted to relocated to the Shire of Carnarvon to work on the nine major projects will bring additional household members including spouses and dependent children. An analysis was undertaken of the demographic profile of the working age population in Western Australia in order to determine the total impact on the population of the Shire of Carnarvon from the relocation of workers from elsewhere to the Shire.

It is assumed that 60 per cent of new employees moving to the Shire of Carnarvon will be aged between 25 and 44. A further 15 per cent of new employees will be aged between 18 and 24 and 25 years and 25 per cent between 45-64 years of age. The assumptions for new employees in presented in **Table 2.9**.

**Table 2.9** Assumed age profile of new employees

Age group	Share (%)
18-24	15.0
25-44	60.0
45-64	25.0
65+	0.0
<b>Total</b>	<b>100.0</b>

Source: ACIL Allen

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Population multipliers were derived using 2021 Australian Bureau of Statistics Census data for Western Australia relating to relationships, family composition, education, and dependent children. For more detail explaining the steps in this derivation, see **Appendix B**.

The population multipliers are presented in **Table 2.10**. They imply that for every worker employed by the nine major projects that move to the Shire of Carnarvon, there will be on average a net inflow of between 1.26 and 1.97 people (including partners, and dependent children) depending on the age of the employee. The analysis implies that for every new employee aged between 25 and 64 years of age, there will be an average of a further 0.95 people including dependent children and/or partners.

**Table 2.10** Population multipliers, by age group

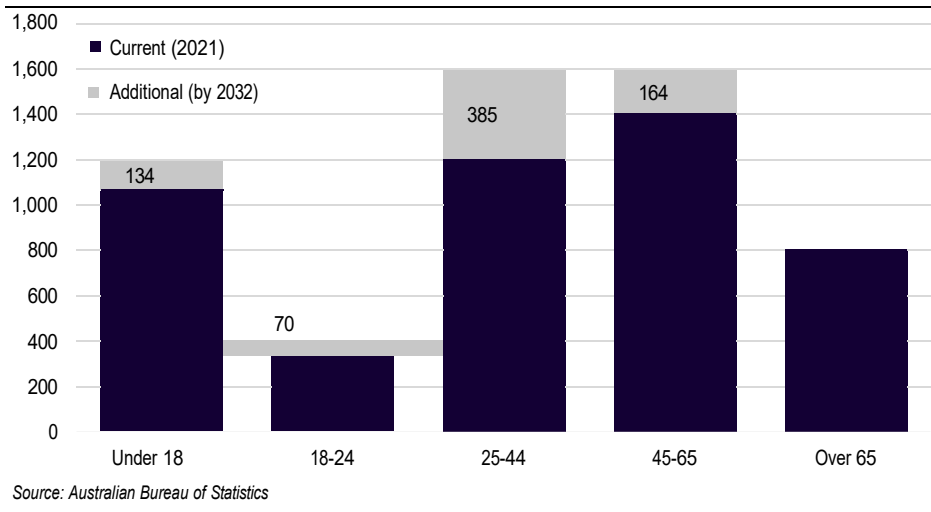
Age	Population multiplier
18-24	1.26
25-44	1.95
45-64	1.97
65+	1.71

*Source: ACIL Allen*

Applying a standard demographic profile for the population of working age people and their families in Western Australia indicates an additional 619 adults and 134 dependent children in the Shire including 88 school aged children in kindergarten to year 12, 28 children of child care age, and 25 post school aged children. The demographic profile of the residents of the Shire of Carnarvon combined with the additional population created by the nine major projects is presented in

**Figure 2.4.**

**Figure 2.4** Current and future demographic profile: Shire of Carnarvon: number of persons



**212 Impact on population**

The population of the Shire of Carnarvon has experienced decline since 2010-11 and whilst rates of decline have slowed, they remain at 1.6 per cent which represents a loss of nearly 100 people per year. Assuming an average household size in Western Australia of 2.5 persons would indicate a loss of around 40 families per year from the Shire.

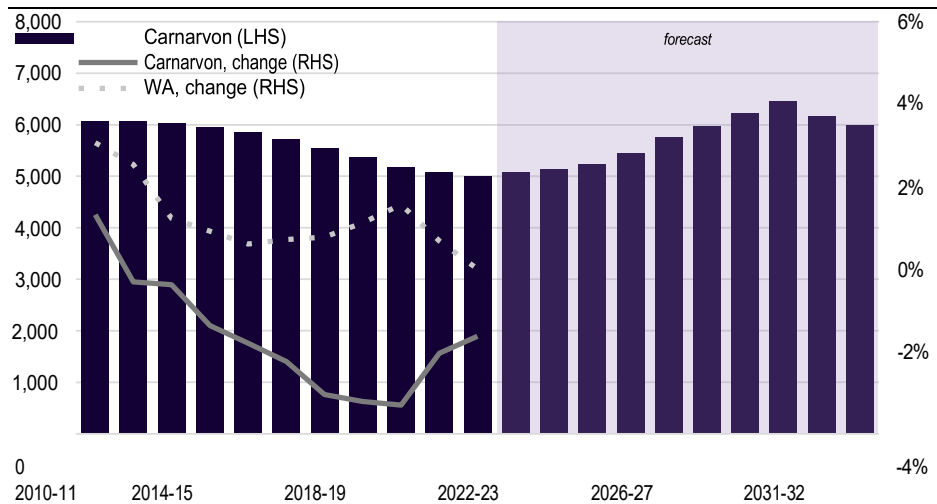


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Assuming the existing residential population in the Shire remains constant into the future, the major projects will result in the population increasing from around 5,000 people in 2021 to a peak of 6,450 people in 2029-30, before softening to around 6,000 people by the end of the estimates period (Figure 2.5). The increase over the estimates period reflects an increase of around 1.9 per cent per annum.

The forecast increase in population over the decade to 2032 includes the construction and operational employees associated with the nine major projects and their partners and dependent children that are expected to relocate to the Shire of Carnarvon. The analysis excludes seasonal workers.

**Figure 2.5** Population and population growth: Shire of Carnarvon



Source: Australian Bureau of Statistics Cat 3218.0, ACIL Allen

# Social services and infrastructure

# 3

This chapter sets out the key current social services in the Shire of Carnarvon and makes estimates as to the resulting impact that the potential additional population that is attracted to the Shire because of the major projects will have. This analysis includes the **permanent operations workforce as of 2032** only and does not include the impact of the seasonal workers who are likely to be housed in temporary accommodation such as youth hostels and caravan parks.

## .1 Assumptions

---

The following assumptions have been made when calculating the impact on social services and infrastructure presented in this report.

### .1.1 Best estimates

---

The analysis uses best estimates provided by the proponents of the major projects, through publicly available information, or estimates provided by professionals with knowledge of the nine major projects. It is likely that market conditions may result in differences in some or all assumptions particularly as they relate to project timing, the size of the workforce, and the ability to source workers from the Shire of Carnarvon.

### .1.2 Nine major projects only

---

The analysis takes into account the projected workforces of the nine major projects only and does not take into consideration other projects that may also be in the pipeline.

### .1.3 Population projections

---

Population projections assume that the current residential population base will remain steady into the future and will not continue to decline (as observed between 2010-11 and 2020-21). The projected trend in future population projections only reflect the impact of major projects.

### .1.4 Enduring operations workforce as of 2032

---

**Figure 2.3** presents the projected construction and operations workforces that could be located in Carnarvon given the local content aspirations of the major projects noting that there are currently infrastructure limitations in the Shire that will impact the ability of the major projects to attract workers to the Shire. It shows that a permanent operations workforce of around 400 workers residing in the Shire is possible from 2032. If all projects proceed at the rate assumed in this report and local employment targets are achieved, the demand for social services will be realised as early as 2026 when a combined construction and permanent operations workforce of around 400 workers is required, and will peak in 2029 when a combined locally based construction and permanent operations workforce of around 780 workers is required. Further to these estimates are the seasonal workers and the employment requirements of other projects in the Shire which will place further demand on social services and infrastructure.

The information contained in this chapter refers to the impact of the enduring operations workforce of the nine major projects of around 400 workers on the social infrastructure and services in the

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Shire of Carnarvon that is required from 2032 onwards, noting that if construction workforces also relocate to Carnarvon then a similar level of demand will be present from 2026.

**1.5 Social services and infrastructure ratios**

The report makes use of social services and infrastructure ratios based on the current structure of the population in the Shire of Carnarvon and the level of service and infrastructure provision. Future demand for social services and infrastructure is based on current ratios

**2 Infrastructure limitations**

The ability to attract new population to the Shire of Carnarvon will be limited by the ability of social infrastructure to attract and maintain new population. Some of the nine major projects on the horizon go towards addressing these shortfalls including The Pier which will provide contemporary office and retail space, a micro brewery, and modern apartment style housing.

Key impediments to population attraction and retention in the Shire of Carnarvon include the availability of a suitable quality of housing with supporting infrastructure including roads, streetscapes, sewerage, communications. This issue of inadequate social infrastructure impacting the ability of a regional town to attract workers is supported by CEDA which found there is a identified a widening gap in services and outcomes outside in regional areas of Australia and that in some parts of the country, the provision of infrastructure services remains below what is acceptable for a highly developed nation. The most pervasive issue is connectivity, in both a physical and a digital sense. Access to telecommunications and transport links are key factors influencing business decisions to invest in regional areas because of the limitation it places on people's capacity to communicate, innovate, and embrace data-reliant technologies. The article concluded that Innovative and adaptive infrastructure can unlock opportunities for growth and employment.<sup>6</sup>

The Australia Institute also found that the total absence of available housing for incoming workers to a regional area contributed toward:

- Higher labour costs as firms need to pay more to attract staff into localities with limited housing options
- Elevated staff turnover in enterprises as staff relocate to find more affordable housing
- Reduced living standards as some households pay unaffordable rents to secure a home of the standard they are seeking
- Lost business opportunities that enable existing businesses to grow and attract new firms as investors, whilst also being confronted by the absence of an available labour force.<sup>7</sup>

The availability of a high standard of housing in the Shire of Carnarvon is therefore key to the ability of the Shire to maximise the economic benefits of the major projects in terms of local employment, spending, and population growth.

**3 Housing**

The Australian Bureau of Statistics reports that in 2021 there were 1,583 houses and apartments in the Shire of Carnarvon of which 1,561 are located in the town and Carnarvon. A further 35 dwellings are planned for construction as part of The Pier development which is one of the major projects on our horizon.

<sup>6</sup> CEDA (2019), Addressing The Infrastructure Gap Between Our Cities And Regions, opinion article by Romily Madew

<sup>7</sup> Regional Australia Institute (2022), Building the Good Life: Foundations for Regional Housing

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The current housing market in Carnarvon is limited with very few houses available for sale or rent. There are blocks of residential land available at NorthWater Estate including ten single dwelling, one duplex, and one grouped housing lot. Furthermore, the standard of housing available in the town that is suitable to accommodate employees of the major projects is a key limitation in attracting new population to the town.

Assuming the local employment content targets of the proponents of the major projects will require houses for an additional 405 permanent workers from 2032. In order to meet these local employment targets, around 370 new houses would be required which allows for the new accommodation at The Pier as well as an assumption that more than one resident of some new households will be employed by the major projects. For the purposes of this report, it is assumed that 15 per cent of households will include more than one resident employed by a major project.

New housing solutions will need to cater for a range of households as described in Section 2.11 which shows that the workforce attracted to the Shire will be a mix of single person, couple or share housing, and family households.

Further housing will also be required to house the additional social services and infrastructure employees that are required to cater for the additional population. There are two GROH houses currently under construction to accommodate police and education employees<sup>8</sup> and it is likely that a further 12 will be required as a result of the increase in demand for government services created by the major projects. In total, it is estimated that around 350 dwellings will be required.

**Key Finding 1** Key Finding: housing

A further 370 dwellings of a suitable standard are required to house the additional population in the town assuming the local employment content targets during the operations phases of the major projects in 2032. A further 12 will be required to accommodate additional social service and infrastructure employees resulting in a total housing demand of around 350 dwellings.

Source: ACIL Allen

**4 Health**

The primary health facilities in the Shire of Carnarvon are located at the Carnarvon Health Campus which includes hospital facilities and a GP clinic. The hospital comprises of 30 beds<sup>9</sup> indicating a bed to 1,000 population ratio of 6.01 which is above the average for very remote hospitals in Western Australia of 2.76 beds per 1,000 population and compared to a State average of 2.34 beds per 1,000 population. There are five practitioners at the GP clinic and five nurses indicating a ratio of 1,000 people for every GP and every nurse.

An increase in the population of Carnarvon will result in a decrease in the ratio of beds to population to 5.2 beds per 1,000 population. This ratio remains favourable compared to the State and very remote average however, in order to maintain the current level of service in the Shire of Carnarvon, an additional 4.5 beds will be required.

In order to maintain the current level of service at the GP clinic, an additional 0.75 GPs and 0.75 nurses will be required.

<sup>8</sup> Minister for Housing; Lands; Homelessness; Local Government (March 2022), Two homes for teachers and police underway in Carnarvon, <https://www.mediastatements.wa.gov.au/Pages/McGowan/2022/03/Two-homes-for-teachers-and-police-underway-in-Carnarvon.aspx>

<sup>9</sup> Hospital Resources 2020–21: Australian hospital statistics

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**Key Finding 2** Key Finding: health

In order to maintain the current level of health services in the Shire of Carnarvon, an additional 4.5 hospital beds, 0.75 GPs, and 0.75 GP clinic nurses will be required.

Source: ACIL Allen

**5 Education**

Public education in the Shire of Carnarvon is provided by Carnarvon Community College which caters for students from kindergarten to year 12. Private education is provided by Carnarvon Christian School which caters for children from kindergarten to year six while St Mary Star of the Sea caters for students from kindergarten to year 12.

Applying a standard demographic profile to the approximately 400 permanent workers required by the major projects from 2032 indicates that there will be an additional 42 kindergarten to year six students and 46 year seven to year 12 students. An analysis of the current ratio of students to teachers at the Carnarvon Community College and the maximum allowable class sizes set out in the School Education Act Employees' General Agreement <sup>10</sup> estimates that an additional four kindergarten to year six teachers and two year seven to year twelve teachers will be required assuming all children attend the College.

**Key Finding 3** Key Finding: education

An additional four kindergarten to year six teachers and two year seven to year twelve teachers will be required in order to meet the class size requirements of the School Education Act Employees' General Agreement.

Source: ACIL Allen

**6 Child care**

There is one child care facility in Carnarvon that has a licence for 58 children. It is assumed that children attend day care from the age of birth up to aged four years as children are able to attend kindergarten at school once they have turned 4 years and six months. There are 259 children aged 4 and under in the Shire of Carnarvon which indicates a ratio of 0.22 childcare places per child.

This is well below the average for Western Australia of 0.39<sup>11</sup>.

It is expected that the additional families that move to the Shire of Carnarvon because of the major projects will result in an additional 28 children of child care age. An additional six childcare places will be required in the Shire of Carnarvon in order to maintain the current number of childcare places to children. If the ratio of childcare places to children in Western Australia is to be achieved, a further 55 childcare places would be required in the Shire of Carnarvon to cater for the current and projected population.

<sup>10</sup> Western Australian Industrial Relations Commission, School Education Act Employees' General Agreement Section 12. Class sizes

<sup>11</sup> Based on data from the Department of Education, Skills and Employment showing the number of children attending centre based day care in Western Australia in June 2021 compared to the number of children aged less than four years as of the 2021 Australian Bureau of Statistics Census.

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**Key Finding 4** Key Finding: child care

An additional six childcare places will be required in the Shire of Carnarvon in order to maintain the current number of childcare places to children. A total of 55 places are required to bring the Shire up to the average childcare service provision ratio in Western Australia.

Source: ACIL Allen

**7 Policing**

In 2020-21, there were 920 people for every police officer in the Perth Metropolitan Area. In regional areas of the State, the ratio was 373 people for each police officer.<sup>12</sup> In Carnarvon, the ratio was more favourable with around 150 to 180 people per police officer. The addition of a further 750 workers and their families in the Shire as a result of the additional employment created by the major projects would increase this ratio to 170 to 210 people per police officer. In order to maintain the current ratio of police officers to population, a further 4.5 full time equivalent police officers will be required.

**Key Finding 5** Key Finding: policing

A further 4.5 full time equivalent police officers will be required in the Shire of Carnarvon to maintain the current ratio of police officers to population.

Source: ACIL Allen

**8 Air services**

Carnarvon Airport is owned and operated by the Shire of Carnarvon. It hosts flights that operate between Carnarvon and Perth as well as flights to Monkey Mia. A comparison of the number of inbound passengers to the population of the Shire of Carnarvon shows that there is a fairly constant long term ratio of around 1.9 passengers per head of population<sup>13</sup>. If this ratio is applied to the population of the Shire in 2032, it implies an additional 900 inbound passengers each year.

Assuming a capacity of 34 passengers per flight<sup>14</sup> indicates that an additional 26 flights will be required between Perth and Carnarvon each year to maintain the current level of air services in the Shire.

**Key Finding 6** Key Finding: air services

An additional 26 flights carrying an additional 900 inbound passengers will be required between Perth and Carnarvon each year to maintain the current level of air services in the Shire.

Source: ACIL Allen

<sup>12</sup> WA Police (2022), Western Australia Police Force 2021 Annual Report

<sup>13</sup> Average over 16 years from 2006 to 2021 inclusive

<sup>14</sup> Rex Airlines operates a Saab 340 aircraft between Carnarvon and Perth which has a passenger capacity of 36 seats <https://www.rex.com.au/AboutRex/OurCompany/fleet.aspx> with an assumption that not all seats are taken by passengers

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The images used in this report are sourced from the following:

- Yangibana - Hastings Technologies
- Carnarvon Food Bowl – Business News
- Ningaloo Reef Resort – Shire of Carnarvon
- Gascoyne Green Hydrogen Hub – iStock
- Babbage Island Resort – Shire of Carnarvon
- Old Justice Precinct – Shire of Carnarvon
- Carnarvon Barge Loading Facility – Google maps
- HyEnergy – Fortescue Future Industries
- Front Cover – Shire of Carnarvon

# Methodology: Population multipliers **B**

## **B.1.1 Objective**

The objective is to determine the net impact on the Shire of Carnarvon’s permanent residential population as a result of new employees who move to the region. It excludes those employees on a fly-in fly-out, or drive-in drive-out basis. The analysis will consider the expected number of new employees plus their:

- Spouses or de facto partners; and
- Dependent children.

## **B.1.2 Age categories**

The first step was to profile potential employees by age, with the categories including **0-17, 18-24, 25-44, 45-64, and over 65**. In doing so, the analysis can be more tailored to the expected profile of new employees who are expected to move to Carnarvon, and also enable the analysis to perform scenario testing. For example, the analysis will be able to assign a higher weight to people who are aged between 25-44 years of age, as they may be more likely to move to the region (from Perth, or another regional centre) compared to someone aged over 45.

## **B.1.3 Data sources**

The following data sources presented in were used in ACIL Allen’s analysis. The aim of this analysis is to determine (on average), how many spouses/ partners, and dependent children an individual may have for each age bracket (as defined in the previous section). We can then determine the total expected inflow of people for a given number of employees (i.e. a population multiplier for every one employee in the Shire).

**Table B.1** List of data sources

Item	Data source	Data points
A	ABS Census 2016 Age by MDCP Social Marital Status Western Australia	Married in a registered marriage Married in a de facto marriage Not married Not applicable Overseas visitor
B	ABS Census 2016 Age by FCMF Family composition (1 Digit Level) Western Australia	Couple family with no children Couple family with children One parent family Other family Not applicable
C	ABS Census 2016 Age by CDCF Count of Dependent Children in Family	Couple family with: No dependent children Couple family with: One dependent child Couple family with: Two dependent children Couple family with: Three dependent children

Source: ACIL Allen



**B.1.4 Methodology**

The following steps were applied to determine the residential population impact.

- **Step 1:** Profile the WA population into age categories of 0-17 (children and youth), 18-24 (young adults), 25-44 (young adults and middle age), 45-64 (middle age and older adults), over 65 (senior);
- **Step 2:** Identify the share of the population who are partnered and non partnered, by age category (Item A)
- **Step 3:** Determine the share of partnered and non partnered population who have children, by age category (Item B)
- **Step 4:** Determine the average number of dependent children that partnered and non partnered people have, by age category (Item C)
- **Step 5:** Determine the average distribution of children who attend an educational institution (assumed by ACIL Allen)
- **Step 6:** Multiply the relevant items above to determine the population multipliers and expected number of individuals, partners, and dependent children per employee.

ACIL Allen has determined the population multipliers for each age category based on 100 new employees moving to the Shire of Carnarvon (assumed to be 100 for each age category). Rounding has not been applied to this data until the end of the analysis.

**B.1.5 Results**

**Table B.2** presents the distribution of employed individuals by ‘partnered’ and ‘non partnered’, and having ‘dependent children’ and ‘not having dependent children’.

**Table B.2** Distribution of employed individuals, per 100 new employees, no rounding applied

Age	Individuals, Partnered, Dependents	Individuals, Partnered, No dependents	Individuals, Not partnered, Dependents	Individuals, Not partnered, No dependents	Total
18-24	2.91	10.61	9.23	77.25	100.00
25-44	16.05	42.22	5.98	35.75	100.00
45-64	26.19	36.08	4.18	33.55	100.00
65+	44.98	7.09	0.62	47.31	100.00

Source: ACIL Allen

**Table B.3** presents the distribution of the expected number of employee partners, per 100 new employees.

**Table B.3** Distribution of partners, by age, per 100 new employees, no rounding applied

Age	Partners, Partnered, Dependents	Partners, Partnered, No dependents	Partners, Not partnered, Dependents	Partners, Not partnered, No dependents	Total
18-24	2.91	10.61	0.00	0.00	13.52
25-44	16.05	42.22	0.00	0.00	58.27
45-64	26.19	36.08	0.00	0.00	62.27
65+	44.98	7.09	0.00	0.00	52.07

Source: ACIL Allen

**Table B.4** presents the distribution of the expected number of employee dependent children, per 100 new employees.

**Table B.4** Distribution of dependent children, by age, per 100 new employees, no rounding applied

Age	Children, Partnered, Dependents	Children, Partnered, No dependents	Children, Not partnered, Dependents	Children, Not partnered, No dependents	Total
18-24	3.60	0.00	8.98	0.00	12.58
25-44	29.06	0.00	7.82	0.00	36.89
45-64	32.02	0.00	3.15	0.00	35.17
65+	18.74	0.00	0.14	0.00	18.87

Source: ACIL Allen

The following two tables represent the distribution of the expected number of dependent children for partnered, and not partnered families across educational types (ie. figures in **Table B.5** and **Table B.6** sum to figures in **Table B.4**). The figures in these tables reflect ACIL Allen assumptions (for example, an employee aged over 65 is not likely to have a pre-school, primary or secondary school aged child).

**Table B.5** presents a distribution of dependent children of partnered parents, per 100 new employees.

**Table B.5** Distribution of children by education stage, children of partnered families, by age, per 100 new employees, no rounding applied

Age	Children, Partnered, Dependents, pre-school	Children, Partnered, Dependents, primary	Children, Partnered, Dependents, secondary	Children, Partnered, Dependents, post-school	Total
18-24	3.24	0.36	0.00	0.00	3.60
25-44	8.72	8.72	8.72	2.91	29.06
45-64	0.00	3.20	14.41	14.41	32.02
65+	0.00	0.00	0.00	18.74	18.74

Source: ACIL Allen

**Table B.6** presents a distribution of dependent children of non partnered parents, per 100 new employees.

**Table B.6** Distribution of children by education stage, children of unpartnered families, by age, per 100 new employees, no rounding applied

Age	Children, Not partnered, Dependents, pre-school	Children, Not partnered, Dependents, primary	Children, Not partnered, Dependents, secondary	Children, Not partnered, Dependents, post-school	Total
18-24	8.08	0.90	0.00	0.00	8.98
25-44	2.35	2.35	2.35	0.78	7.82
45-64	0.00	0.32	1.42	1.42	3.15
65+	0.00	0.00	0.00	0.14	0.14

Source: ACIL Allen

A summary of the results is presented in **Table B.7** and shows:

- For every 100 new employees aged between 18 and 24, there will be a net inflow of 126 people including partners and dependent children (multiplier 1.26);
- For every 100 new employees aged between 25 and 44, there will be a net inflow of 195 people including partners and dependent children (or a multiplier of 1.95)
- For every 100 new employees aged between 45 and 64, there will be a net inflow of 197 people including partners and dependent children (or a multiplier of 1.97)
- For every 100 new employees aged over 65, there will be a net inflow of 171 people (or a multiplier of 1.71).

A summary of population inflows (per 100 new employees) is presented in **Table B.7**.

**Table B.7** Summary of population inflows, per 100 new employees, by age category

Age	Individuals	Partners	Children, pre-school	Children, primary	Children, secondary	Children, post-school	Total (rounded)
18-24	100.00	13.52	11.32	1.26	0.00	0.00	126
25-44	100.00	58.27	11.07	11.07	11.07	3.69	195
45-64	100.00	62.27	0.00	3.52	15.83	15.83	197
65+	100.00	52.07	0.00	0.00	0.00	18.87	171

Source: ACIL Allen

### B.1.6 Population multipliers

A summary of the population multipliers is presented in **Table B.8**.

**Table B.8** Summary of population multipliers, by age category

Age	Individuals	Partners	Children, pre-school	Children, primary	Children, secondary	Children, post-school	Total
18-24	1.00	0.14	0.11	0.01	0.00	0.00	1.26
25-44	1.00	0.58	0.11	0.11	0.11	0.04	1.95
45-64	1.00	0.62	0.00	0.04	0.16	0.16	1.97
65+	1.00	0.52	0.00	0.00	0.00	0.19	1.71

Source: ACIL Allen

## B.2 Source data

**Table B.9** Age by MDCP Social Marital Status, Western Australia (1.00 = 100%)

Age	Married in a registered marriage	Married in a de facto marriage	Not married	Not applicable	Overseas visitor	Total
18-24	0.03	0.11	0.71	0.13	0.02	1.00
25-44	0.43	0.16	0.26	0.14	0.01	1.00
45-64	0.54	0.08	0.23	0.13	0.01	1.00
65+	0.49	0.03	0.30	0.17	0.01	1.00

Source: ABS Census 2016, Counting Persons, Place of Enumeration (MB), STATE by AGEP Age by MDCP Social Marital Status; ACIL Allen

**Table B.10** Age by FMCF - 1 Digit Level, Western Australia (1.00 = 100%)

Age	Couple family with no children	Couple family with children	One parent family	Other family	Not applicable	Total
18-24	0.11	0.40	0.14	0.03	0.32	1.00
25-44	0.17	0.45	0.07	0.01	0.29	1.00
45-64	0.27	0.37	0.08	0.01	0.28	1.00
65+	0.46	0.07	0.04	0.01	0.41	1.00

Source: ABS Census 2016, Counting Persons, Place of Enumeration (MB), STATE by AGEP Age by FMCF - 1 Digit Level; ACIL Allen

**Table B.11** Age by CDCF Count of Dependent Children in Family, Couple family, Western Australia (1.00 = 100%)

Age	Couple family with: No dependent children	Couple family with: One dependent child	Couple family with: Two dependent children	Couple family with: Three dependent children	Couple family with: Four dependent children	Couple family with: Five dependent children	Couple family with: Six or more dependent children
Children	0	1	2	3	4	5	6
18-24	0.29	0.35	0.24	0.08	0.02	0.01	0.01
25-44	0.08	0.29	0.42	0.16	0.04	0.01	0.00
45-64	0.31	0.30	0.28	0.09	0.02	0.00	0.00
65+	0.75	0.14	0.08	0.03	0.01	0.00	0.00

Source: ABS Census 2016, Counting Persons, Place of Enumeration (MB), STATE by AGEP Age by CDCF Count of Dependent Children in Family; ACIL Allen

**Table B.12** Age by CDCF Count of Dependent Children in Family, One parent family, Western Australia (1.00 = 100%)

Age	One parent family with: No dependent children	One parent family with: One dependent child	One parent family with: Two dependent children	One parent family with: Three dependent children	One parent family with: Four dependent children	One parent family with: Five dependent children	One parent family with: Six or more dependent children
<b>Children</b>	0	1	2	3	4	5	6
<b>18-24</b>	0.39	0.36	0.17	0.06	0.02	0.01	0.00
<b>25-44</b>	0.29	0.31	0.26	0.10	0.03	0.01	0.00
<b>45-64</b>	0.50	0.30	0.15	0.04	0.01	0.00	0.00
<b>65+</b>	0.85	0.09	0.04	0.01	0.00	0.00	0.00

*Source: ABS Census 2016, Counting Persons, Place of Enumeration (MB), STATE by AGEP Age by CDCF Count of Dependent Children in Family; ACIL Allen*

To determine the distribution of children

**Table B.13** Distribution of children by educational institution attendance, assumed for Western Australia (1.00 = 100%)

Age	Partnered, children, pre- school	Partnered, children, primary school	Partnered, children, secondary school	Partnered, children, post school
<b>18-24</b>	0.90	0.10	0.00	0.00
<b>25-44</b>	0.30	0.30	0.30	0.10
<b>45-64</b>	0.00	0.10	0.45	0.45
<b>65+</b>	0.00	0.00	0.00	1.00

*Source: ACIL Allen*

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## **APPENDIX 2 GASCOYNE WORKER HOUSING ACTION PLAN**

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# GASCOYNE WORKER HOUSING ACTION PLAN

Final Report

Prepared for Gascoyne Development Commission February 2022



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## EXECUTIVE SUMMARY

### **This action plan outlines initiatives to support the adequate provision of worker housing in the Gascoyne over the short and long term.**

When COVID-19 hit, the Gascoyne region’s communities experienced a significant reduction in the availability of appropriate housing for workers. This was partly influenced by an increase in visitor and population levels but was exacerbated by longer term market failures that have led to historically low levels of housing investment.

This action plan details immediate initiatives and recommendations for sustained prosperity in the medium and long term. The focus of the action plan is explicitly on worker housing – both rental and owner occupier housing for government and non- government workers.

This plan was developed through a targeted consultation process with state and local government and housing industry stakeholders. It was complemented by desktop analysis of housing market attributes and trends.

### **Key Challenges**

This study identified the following key challenges which are affecting worker housing availability.

- 4 Elevated construction costs (approximately 50-60% above Perth averages).
- 5 Limited viability for new builds due to low land value.
- 6 Impact of GROH program on availability of rental accommodation for private market.
- 7 Increasingly more lucrative short stay returns (approximately double long-term rental returns).
- 8 Declining housing quality due to declining dwelling values.

### **Key Priorities**

Three key priorities are identified to drive increased worker housing availability and create the conditions for increased private sector investment.

- C Unlock private capital** – support private sector investment in new construction and renovations.
- D Optimise government assets** – enhance the utilisation of public and government regional officer housing and land assets.
- E Innovate the home** – stimulate alternative housing options.

Under these priorities there are 20 actions across the immediate, medium and long term for the Gascoyne Development Commission to deliver themselves, collaborate with others and advocating for change. The 10 high priority actions are summarised over the page.

## EXECUTIVE SUMMARY (CONT.)

Focus Area	Action	GDC Role	Timing	Priority
Unlock Private Capital	Identify short, medium and longer term housing supply opportunities (for each local government) and status (servicing requirements, zoning, tenure etc.).	Partner	Short-Term	High
	State Government worker rental affordability scheme to incentivise investors to provide eligible worker households (e.g. low income essential workers) with long- term rentals in the Gascoyne.	Advocate	Short-Term	High
	Adopt short-term empty homes incentive (e.g. through rates concession) to encourage investors to offer housing to workers.	Advocate	Immediate	High
Optimise Government Assets	Department of Communities to identify future GROH needs and prioritise new build lease-back arrangements.	Advocate	Immediate	High
	Re-purpose or sell vacant Department of Communities public housing stock	Advocate	Immediate	High
	Repurpose under-utilised GROH stock to support increase in housing for private owner-occupation / rental.	Advocate	Short-Term	High
Innovate the Home	“Homes for workers” campaign and register of need website (to match homes with households).	Partner	Immediate	High
	Implement market-led proposal pathway for innovative worker housing with fast-track approvals pathway.	Advocate	Short-Term	High
	Apply leniency and flexibility regarding enforcement of informal accommodation (e.g. setting up caravan in car park, keeping toilets open longer etc.)	Advocate	Immediate	High
	Provide grants to local government to support development of residential land in areas with no appropriate land availability (e.g. Shire of Upper Gascoyne)	Advocate	Short-Term	High

# INTRODUCTION

## Study Background and Purpose

Housing markets in the Gascoyne are influenced by a range of factors similar with those present in the capital city. These include (but are not limited to): population growth; the structural ageing of the population; the timely availability of serviced land; the balance between supply and demand for housing; and the impact of housing finance costs and availability.

However, the Gascoyne's housing markets are additionally influenced by a diverse range of factors not present or significant in capital city housing markets. These include issues such as scale, geography, spatial differentiation, land availability, demand for holiday/second homes and localism.

These factors have influenced rapid changes in the level of housing affordability, choice and supply which have been exacerbated by more recent economic trends through the Covid-19 pandemic.

These challenges are leading to a significant under- supply of appropriate worker housing across the Gascoyne region and – without intervention – constrain the economic potential of the region's communities.

As such, Urbis was engaged to develop a worker housing action plan. This plan is intended to:

- Provide stakeholders with an understanding of housing trends and attributes in region and across the region's individual markets;
- Provide an understanding of the existence of market failures and the drivers / causes of these;
- Identify strategies and actions to address housing issues and support discussions with government and industry; and
- Be informed by data collation and targeted engagement with stakeholders.

## Study Approach

The development of this action plan was informed by a targeted consultation process with state and local government and housing industry stakeholders. It was complemented by desktop analysis of housing market attributes and trends.

The plan is structured in line with below.

**3 Housing Market Analysis:** Summary of key trends and attributes across the region's local government areas and identification of key short- and long-term market failures and drivers.

**4 Key Priorities and Actions:** Recommended focus areas and associated initiatives to address market failures.

Case studies of initiatives implemented by other regional councils and detailed housing trends by local government authority are appended to this document.

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## HOUSING MARKET ANALYSIS



# REGIONAL CONTEXT

## Regional Overview

The Gascoyne, in the North West of Western Australia, captures more than 600km of Indian Ocean coastline and stretches about 500km inland. The coastal area incorporates internationally recognised features such as the Ningaloo Coast and Shark Bay World Heritage Areas, Monkey Mia, and Coral Bay. The hinterland includes the outstanding features of the Kennedy Ranges and Mount Augustus.

The Gascoyne is rich in resource and investment opportunities with an economy founded on quality horticulture, pastoral and fishery production, resources and tourism

The resident population of approximately 9,300 is concentrated in the key centres of Carnarvon, Exmouth, Denham, Gascoyne Junction, Burringurrah and Coral Bay.

There are four local government areas which form the Gascoyne region: Shire of Carnarvon, Shire of Exmouth, Shire of Shark Bay and Shire of Upper Gascoyne.

The Gascoyne region's housing markets are characterised by larger urban areas such as Carnarvon and Exmouth, small established towns, small coastal tourism destinations, rural properties and remote Aboriginal communities.

## Economic Overview

The Gascoyne region supports approximately 4,600 jobs and produces an annual economic output of \$2.4 billion (based on REMPLAN data for 2020).

The tourism industry is the largest employing industry sector and it contributes approximately 667 jobs (14.4%) to the region's total employment. Other important industries are mining, agriculture / fishing and retail services.

The successful management of COVID-19 in Western Australia, high commodity prices, government stimulus measures and strengthening population growth in 2019 and early 2020 have translated to improving household and business confidence across Western Australia and this flowed through to the Gascoyne region.

Unemployment levels in the Gascoyne region have been declining in recent years, with the unemployment rate falling from 9.1% to 7.5% over June to December 2020. In the Exmouth, Shark Bay and Upper Gascoyne local government areas, unemployment rates sit at approximately 4.5% (Carnarvon's unemployment remains elevated at 10.2% albeit down from 13.4% as of mid-2020).

Alongside declining unemployment levels, businesses are reporting significant challenges attracting and accommodating staff in the region. The labour market is expected to tighten further based on increasing job advertisement levels.

Whilst population estimates are only available for the period to June 2020, activity indicators suggest that population and workforce levels have been steadily increasing in this region. Other timely datasets such as traffic volumes and payroll employment notifications increased over the 2020 and early 2021 period.



# SALES TRENDS

## Key Findings

Overall, the region's established housing market strengthened in the second half of 2020.

In the second half of 2020, transactions for houses increased to the highest levels in recent history and the median house price for the region increased by 49% over the year to December 2020.

There is a relatively low level of multi-unit dwellings in the region's towns however sales volumes and prices additionally increased in this market.

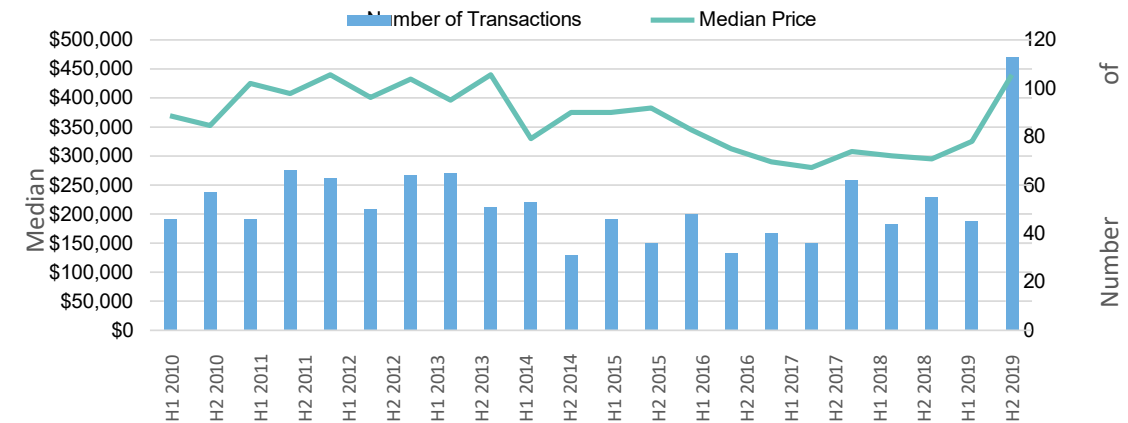
Whilst settled sales for the first half of 2021 were not complete, preliminary data suggested that sales volumes and prices remained elevated.

Much stronger sales volumes in the Shire of Exmouth contributed significantly to the increased market activity (sales volumes of 72 houses for H2 2020 compared to ten-year average of 22 house sales). The Carnarvon and Shark Bay localities experienced more moderate increases in volumes and prices.

A key challenge for regional housing markets in Western Australia has been a prolonged period of declining housing values. Whilst the median house price growth is a positive for supporting the viability of new housing, price levels remain in line with levels 10 years ago.

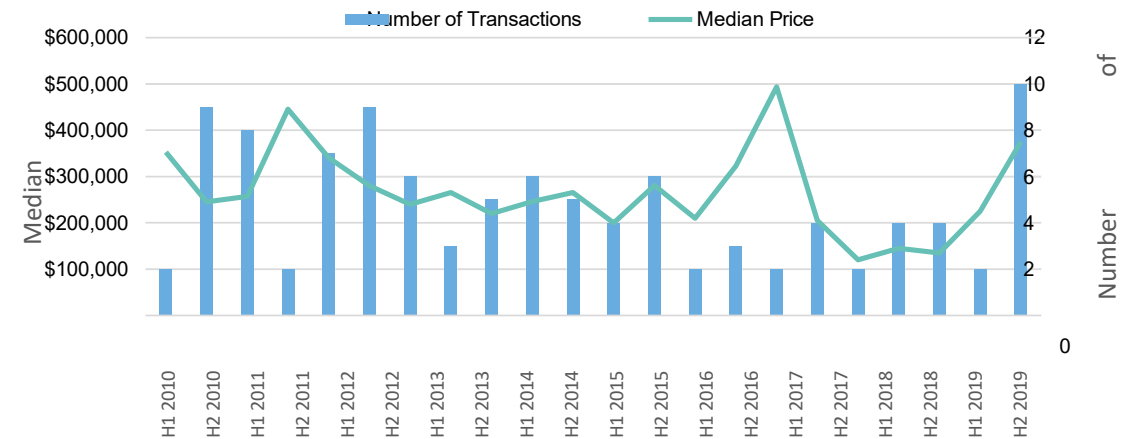
\$0

## Detached Houses, Gascoyne, 2010-20



Source: PriceFinder; Urbis

## Multi-Unit Dwellings, Gascoyne, 2010-20



Source: PriceFinder; Urbis

Gascoyne Worker Housing Action Plan

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# RENTAL MARKET TRENDS

## Key Findings

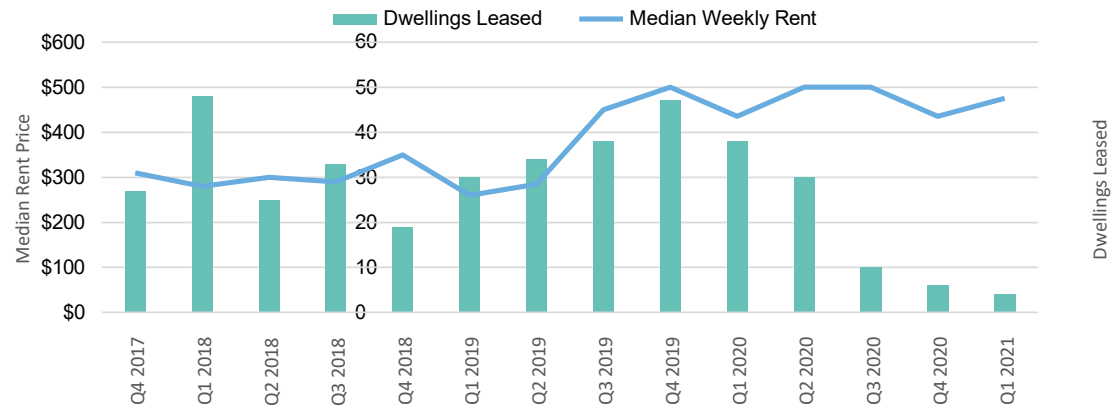
Improving labour market and economic conditions have coincided with tightening rental market conditions.

The rental vacancy rate declined significantly to effectively 0% in the Exmouth region as of mid-2021. Vacancy levels additionally declined in the Carnarvon region from 3.8% to 0.5% over the year-to-May 2021.

Whilst leasing volumes declined in late 2020 and early 2021, this is largely attributable to the moratorium on rental increases which discouraged tenants from moving houses. Whilst data for rents for the post-moratorium period was not available at time of publication, it is common to see dwellings listed for \$80-\$120 (per week) above their previous listing. Stakeholder liaison indicates that the lack of rental stock is having a strong negative effect on worker attraction and retention.

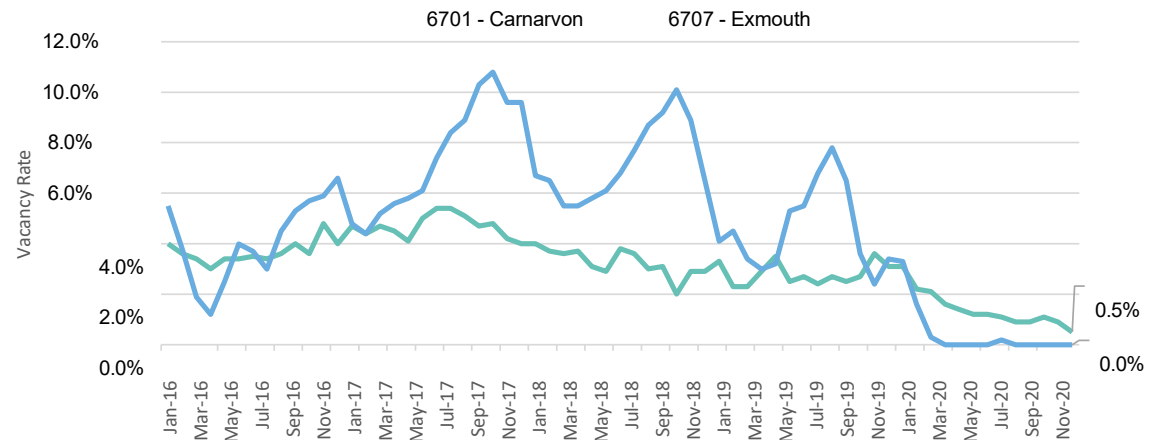
It is important to note that many communities in the region do not have a formal rental market and rely on State Government provided social and government officers accommodation and rental accommodation through friends and family (or informal tenancy agreements).

## Rental Activity, Gascoyne, 2017-21



Source: SQM Research; Urbis

## Rental Vacancy Rate by Postcode, Carnarvon & Exmouth, 2016-21



Source: SQM Research; Urbis



## RENTAL MARKET TRENDS (CONT.)

### Key Findings

Alongside low rental vacancy levels, the median time a property is on the rental market has declined significantly to just 12 days as of the March quarter 2021.

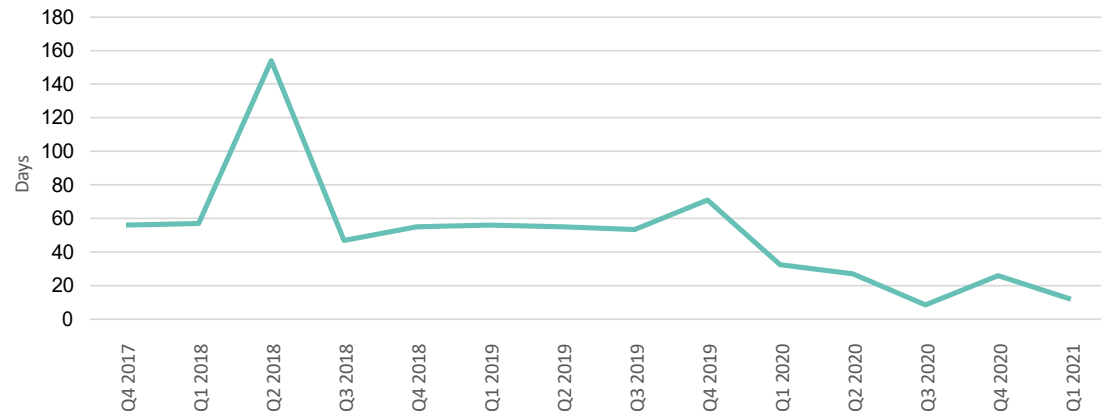
Anecdotally, the decline in rental availability has been attributable to a shift in stock from the rental market to the short-stay market which is perceived as more lucrative. For instance, in Exmouth, the average daily rate of \$410 / night and average occupancy of 39% imply a gross return of \$58,000 per annum (equating to \$1,120 per week).

Whilst datasets are unable to confirm this shift, there are notable short stay listings in the Shire of Exmouth of approximately 125, on average, over the March quarter. This compares to a total rental stock of approximately 600 homes. An increase of, for example, 25 homes from the long-term rental market to short-term rental market can have a significant impact on rental availability.

Further, the Department of Communities advised that demand for Government Regional Officer Housing (GROH) has had to be increasingly met by the private rental market. This creates additional competition with non-government workers.

Further demonstrating the unmet need for rental properties, the Exmouth Service Worker Accommodation is at 100% capacity and has a waitlist of approximately 50 applicants.

Rental Market, Median Days on the Market, Gascoyne, 2017-21



Source: SQM Research; Urbis

# CONSTRUCTION TRENDS

## Key Findings

The Homebuilder and Building Bonus stimulus measures for new home construction helped increase land sales activity in parts of the Gascoyne region (primarily Exmouth and Denham).

The number of land sales increased to 74 in the second half of 2020 from an average of approximately 16 sales over the previous five years.

The Shire of Exmouth recorded 59 land sales over this period at a median price of \$245,000. The Shire of Shark Bay experienced sales increase to 11 lots at a median price of \$84,000 (including the first lot sales at DevelopmentWA's Denham estate for around a decade).

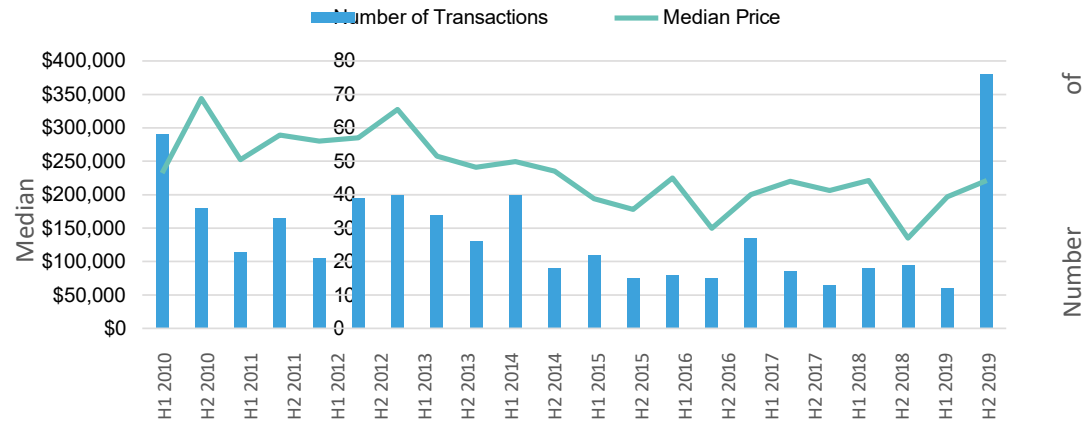
Land sales volumes remained low in the Shire of Carnarvon (at 4 sales in H2 2020) despite residential lots being available at Northwater Estate. It is understood that a sale has not transacted in this estate since 2014.

There have been only 4 residential land sales in the Shire of Upper Gascoyne over the period from 2010-2020, most recently in 2020.

Building approval levels additionally demonstrate that Exmouth and Denham are experiencing increased housing construction levels, yet new housing construction volumes in Carnarvon and Upper Gascoyne are limited to non-existent.

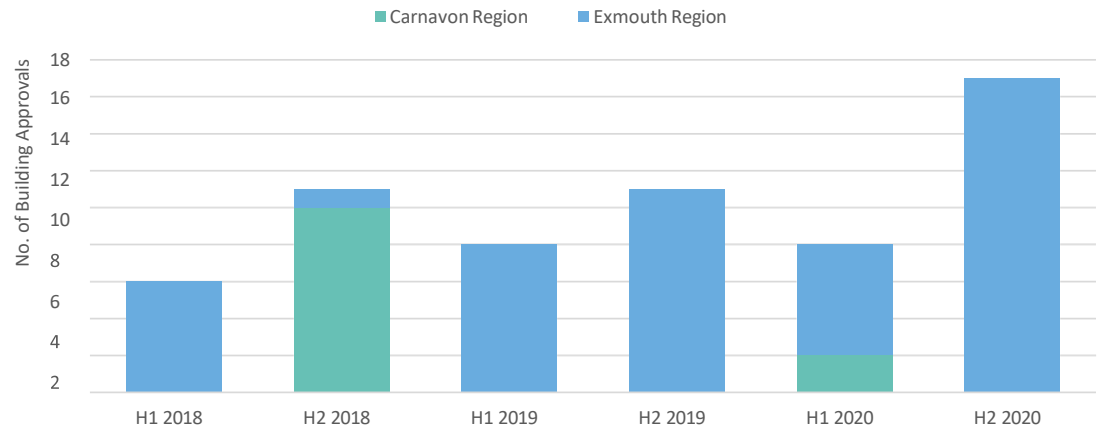
\*Building Approvals Based on SA2 Boundaries. Exmouth Region incorporates Exmouth

## Vacant Land Prices, Gascoyne, 2010-20



Source: PriceFinder; Urbis

## Dwelling Approvals, Gascoyne, 2018-2020



# DWELLING CHARACTERISTICS

## Key Findings

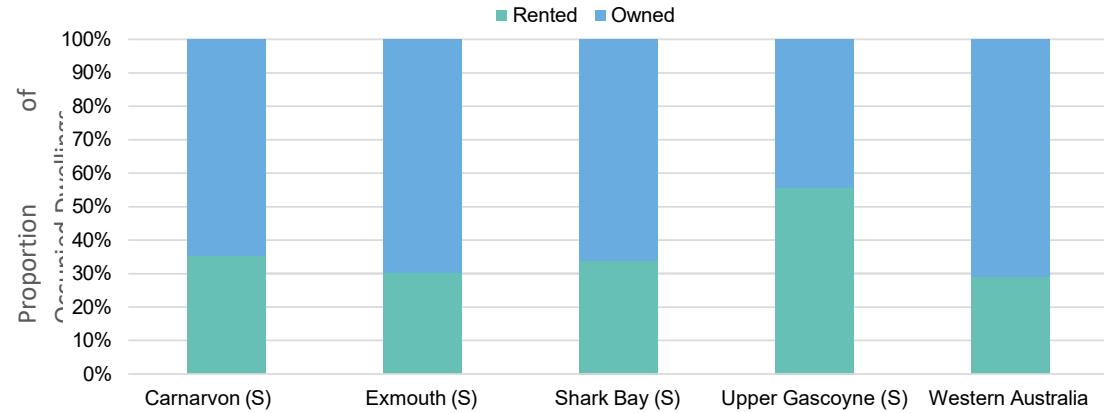
A key attribute of the Gascoyne region’s housing markets is the high level of informal rental accommodation. This is rental dwellings through friends / families, informal tenancy agreements, employer provided housing and short stay accommodation.

As a result, there is a relatively low level of housing in the region’s communities that is available through a real estate agent and this exacerbates rental shortages.

There is additionally a relatively high level of semi-permanent residents in caravan parks.

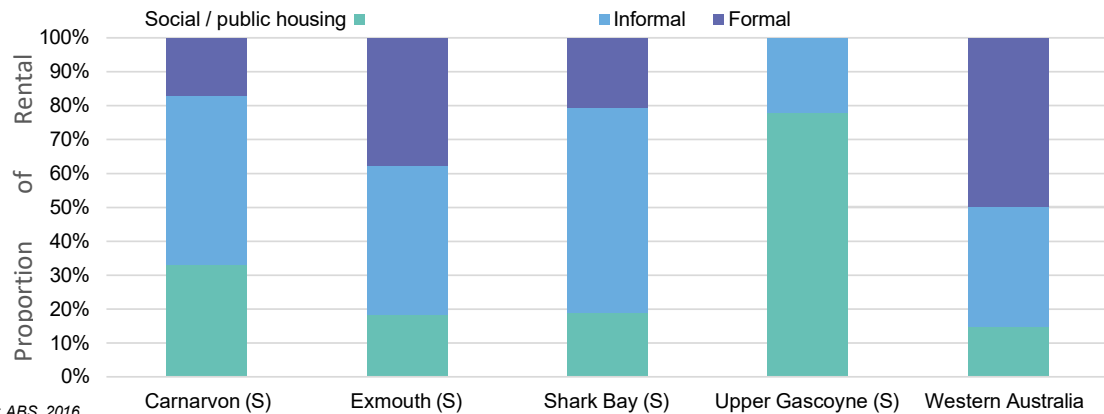
The dwelling stock is limited primarily to three and four bedroom homes, with few options for residents to downsize or for singles / couples seeking a smaller home.

## Rental versus Owner Occupied Dwellings by LGA, Gascoyne, 2016



Source: ABS, 2016

## Rental Tenure Type by LGA, Gascoyne, 2016



Source: ABS, 2016

n.b. Formal market implies rental through real estate agent

# MARKET CHALLENGES

## Key Findings

The above analysis was complemented by a targeted consultation process with state and local government and housing industry stakeholders.

This informed the identification of key challenges to the provision of appropriate worker housing.

- Elevated construction costs (approximately 50-60% above Perth averages).
- Limited viability for new builds due to low land value.
- Impact of GROH program on availability of rental accommodation for private market.
- Increasingly more lucrative short stay returns (approximately double long-term rental returns).
- Declining housing quality due to declining dwelling values.

## Key Challenges / Market Failures

Challenge	Description
Construction Costs	The average value of new homes approved in the Gascoyne was approximately \$430,000 over the 12 months to April. This compares to \$283,000 in Perth over the same period. This is in line with liaison with builders and Rawlinson’s construction cost handbook which estimate costs are typically 50-60% higher than Perth averages. Liaison indicated that labour availability and costs are influenced by competition from the mining sector and building standard requirements for cyclone affected areas. A relatively small level of home construction workforce further influences costs.
Housing Feasibility	The cost of bringing a serviced lot to the market in the region varies from approximately \$80,000 to in excess of \$200,000 (excluding land value) – and the extension and upgrade of trunk infrastructure can be prohibitive for small-scale developments (particularly sewage). As such, it is generally not viable to develop new vacant lots by the private sector and there is thus a reliance on DevelopmentWA which is reliant on a subsidy to bring lots to the market at below cost. The additional of the high cost of building means that new house construction is primarily only viable in more affluent locations in parts of Exmouth.
GROH Program Impact	There is considerable concern targeted at the management of GROH – exacerbated by the current low rental housing availability. Stakeholders identified numerous houses that have remained vacant for up to 10 years due to either agencies holding onto stock not required or the housing requires renovation / maintenance. Additionally, the GROH program has increasingly competed with the private sector for rental housing to meet agency needs and other state government agencies (e.g. Horizon) are actively competing in the market outside of the GROH program. Whilst there is limited transparency as to the level of GROH vacancies, the Department advised that it is taking a more proactive role in managing current / future needs and utilisation. The Department identified that there are future needs across the region, such as 1 unmet and 2 needed next year in Exmouth, 4 unmet and 4 needed next year in Carnarvon, 8 unmet in Denham and 1 unmet in Gascoyne Junction.
Short Stay Markets	Stakeholders indicated that investors have shifted housing from the long-term rental market to short stay (e.g. Airbnb) and this is exacerbating needs for worker housing. Whilst there is limited data to support this view, a review of visitation suggests that there has been a shift to short-stay rentals (particularly, Exmouth).
Housing Quality	The age and quality of housing stock has deteriorated significantly in some areas of the Gascoyne region. In Carnarvon, for instance, only 20 homes have been built in the past 10 years. As such, the median age of the housing stock is 50 years. Whilst the challenge is less pronounced in other towns (e.g. median age of 30 years in Shark Bay and Exmouth), housing stock quality has been affected by declining land values and population levels. The housing stock quality has implications on values and desirability of housing.

# 02

## KEY PRIORITIES AND ACTIONS



# KEY PRIORITIES

## Key Findings

Three key priorities are identified to drive increased worker housing availability and create the conditions for increased private sector investment.




- **Unlock private capital** – support private sector investment in new construction and renovations.
- **Optimise government assets** – enhance the utilisation of public and government regional officer housing and land assets.
- **Innovate the home** – stimulate alternative housing options.

Under these priorities there are 20 actions across the immediate, medium and long term for the Gascoyne Development Commission to deliver themselves, collaborate with others and advocating for change.

This plan prioritised initiatives as follows:

- **High priority initiatives** are essential for the future prosperity of the region’s communities and need to be progressed substantially or completed within the near term;
- **Medium priority initiatives** will provide significant benefits to a local community and can demonstrate broader regional benefits; and
- **Low priority initiatives** will provide valuable benefits to a local community.

## Summary of High Priority Initiatives

categories	High Priority Initiatives
 <b>Unlock Private Capital</b>	<ul style="list-style-type: none"> <li>– Identify short, medium and longer term housing supply opportunities (for each local government) and status (servicing requirements, zoning, tenure etc.).</li> <li>– State Government worker rental affordability scheme to incentivise investors to provide eligible worker households (e.g. low income essential workers) with long-term rentals in the Gascoyne.</li> <li>– Adopt short-term empty homes incentive (e.g. through rates concession) to encourage investors to offer housing to workers.</li> </ul>
 <b>Optimise Government Assets</b>	<ul style="list-style-type: none"> <li>– Department of Communities to identify future GROH needs and prioritise new build lease-back arrangements.</li> <li>– Re-purpose or sell vacant Department of Communities public housing stock</li> <li>– Repurpose under-utilised GROH stock to support increase in housing for private owner-occupation / rental.</li> </ul>
 <b>Innovate the Home</b>	<ul style="list-style-type: none"> <li>B “Homes for workers” campaign and register of need website (to match homes with households).</li> <li>C Implement market-led proposal pathway for innovative worker housing with fast-track approvals pathway.</li> <li>D Apply leniency and flexibility regarding enforcement of informal accommodation (e.g. setting up caravan in car park, keeping toilets open longer etc.)</li> <li>E Provide grants to local government to support development of residential land in areas with no appropriate land availability (e.g. Shire of Upper Gascoyne)</li> </ul>

## RECOMMENDED INITIATIVES

Focus Area	Action	GDC Role	Timing	Priority
Unlock Private Capital	Identify short, medium and longer term housing supply opportunities (for each local government) and status (servicing requirements, zoning, tenure etc.).	Partner	Short-Term	High
	Undertake housing construction / land development feasibility benchmarking study to explore opportunities for incentives and alternative construction methods to deliver worker housing.	Deliver	Short-Term	Medium
	Develop a 6-monthly housing and land snapshot which provides stakeholders and potential investors with an understanding of housing market attributes and trends.	Deliver	Immediate	Medium
	Develop a site opportunity prospectus / EOI process for key government-owned sites that could be offered to the market to support worker housing.	Partner	Immediate	Medium
	Develop a business case to expand the water / sewer infrastructure in priority redevelopment areas (identifying alternative funding / financing mechanisms).	Deliver	Medium-Term	Medium
	State Government 'worker housing development grants' for priority locations to support the viability of multi-unit / group housing development in the Carnarvon and Exmouth.	Advocate	Medium-Term	Low
	State Government worker rental affordability scheme to incentivise investors to provide eligible worker households (e.g. low income essential workers) with long-term rentals in the Gascoyne.	Advocate	Short-Term	High
Adopt short-term empty homes incentive (e.g. through rates concession) to encourage investors to offer housing to workers.	Advocate	Immediate	High	
Optimise Government Assets	Department of Communities to identify future GROH needs and prioritise new build lease-back arrangements.	Advocate	Immediate	High
	GROH policy review – particular attention to the appropriateness of specifications of stock and expectations from agencies.	Advocate	Immediate	Medium
	Re-purpose or sell vacant Department of Communities public housing stock	Advocate	Immediate	High
	Repurpose under-utilised GROH stock to support increase in housing for private owner-occupation / rental.	Advocate	Short-Term	High

## RECOMMENDED INITIATIVES (CONT.)

Focus Area	Action	GDC / LGA Role	Timing	Priority
Innovate the Home	“Homes for workers” campaign and register of need website (to match homes with households).	Partner	Immediate	High
	Explore opportunities for modular housing development within under-utilised government sites which can cater to workers and tourists.	Partner	Medium-Term	Low
	Implement market-led proposal pathway for innovative worker housing with fast-track approvals pathway.	Advocate	Short-Term	High
	Support interim alternative housing solutions with sunset clause (e.g. shed conversions)	Advocate	Immediate	Medium
	Apply leniency and flexibility regarding enforcement of informal accommodation (e.g. setting up caravan in car park, keeping toilets open longer etc.)	Advocate	Immediate	High
	Expand provision of service worker accommodation (similar to Exmouth Service Worker Accommodation) at key locations.	Advocate	Medium-Term	Medium
	DevelopmentWA to demonstrate innovative approaches to reducing the cost of building in regional areas	Advocate	Medium-Term	Medium
Provide grants to local government to support development of residential land in areas with no appropriate land availability (e.g. Shire of Upper Gascoyne)	Advocate	Short-Term	High	



# APPENDIX A

## CASE STUDIES



## CASE STUDIES



**Broome**

The Shire of Broome has proactively set-up a housing taskforce with stakeholders to address near-term housing needs.

As an outcome of this taskforce, the Council endorsed opening of overflow caravan park facilities such as:

- Broome Pistol Club
- 7th day Adventist Church
- Broome Surf Club Carpark at Cable Beach (max. 3 nights)

The key policies include:

- Operation of Temporary Caravan and Camping Facilities
- Approval to Camp for up to 3 months in Areas other than Caravan Parks and Camping Grounds



**Esperance**

The Shire of Esperance has supported the conversion of backpackers into short-term workers accommodation.

For example, The Blue Waters Lodge, a joint initiative of Shire of Esperance and GEDC, is aimed at workers required by local businesses due to increased local tourism.

The Shire has additionally supported the 6450 Job Connection campaign. This campaign is targeted as staff shortages going into summer tourism season and asks locals to consider offering housing to casual workers.



**Karratha**

The City of Karratha is currently pursuing a \$35 million investment into new apartment housing stock. DevelopmentWA has assisted with the land supply and the housing is expected to provide a mix of public / social, GROH and private dwellings.



**Augusta Margaret River**

The Shire of Augusta Margaret River is updating its holiday home policy to:

- Provide flexibility for short stay accommodation to be used for 6 month leases; and
- Limit short-stay accommodation within 500 metres of town centre.

Further, a media campaign to open homes to tenants in crisis has been launched.

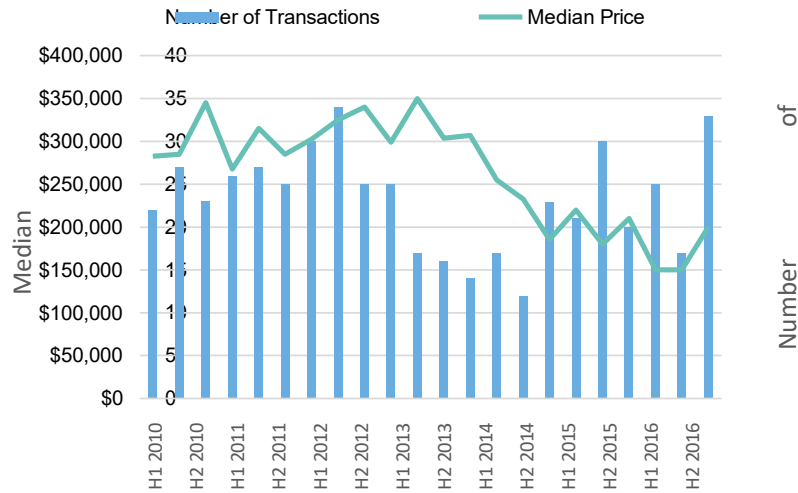
# APPENDIX B

## DETAILED HOUSING MARKET TRENDS

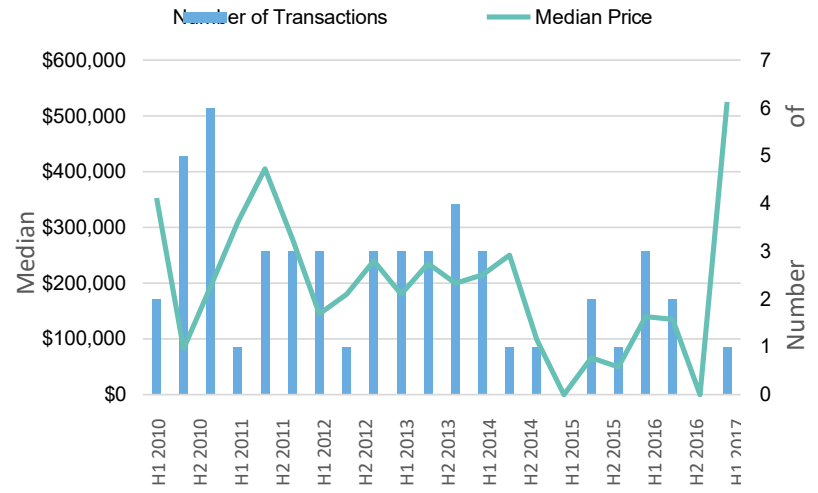


# SHIRE OF CARNARVON

House Sales, 2010-2020



Multi-Unit Sales, 2010-2020



Reporting Period

H2 2020

Total Transactions

38

Variation from Previous Half Year Ave

90%

Days to Sell

Average Discount on Original Listin

147

Land Use Summary Tables

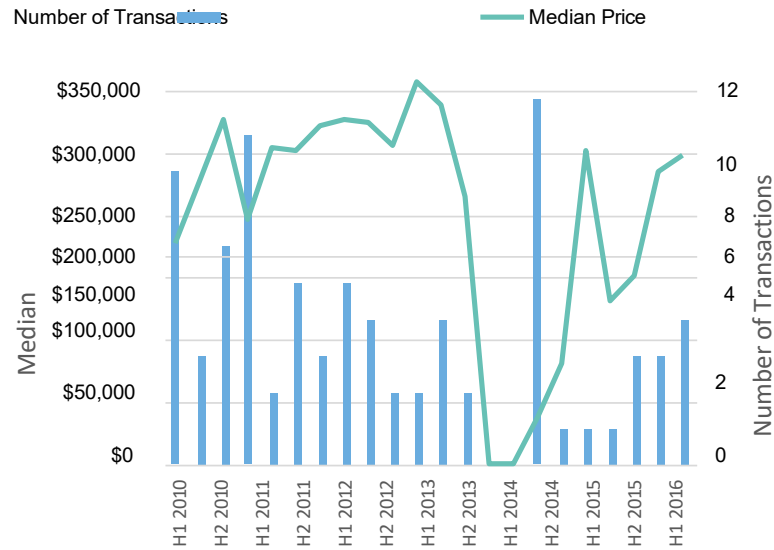
	House	Unit	Vacant Land
Median Price	\$200,000	\$525,000	\$246,250
10-Year Average	\$262,262	\$206,884	\$221,075
Variation from Avg.	-23.7%	153.8%	11.4%
Number of Transaction	33	1	4

Median Price Growth Rate p.a.

	House	Unit	Vacant Land
1-year	33%	289%	64%
3-year	3%	No Data	89%
5-year	-8%	21%	-3%
10-year	-3%	20%	1%

# SHIRE OF CARNARVON (CONT.)

**Vacant Land Sales, 2010-2020**

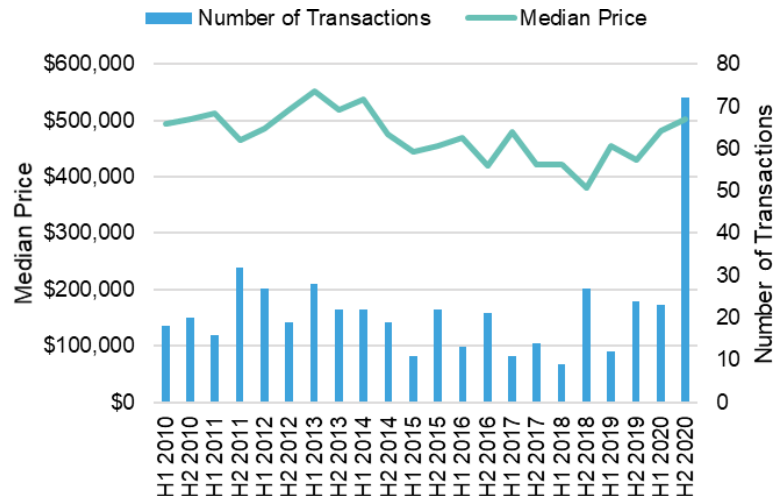


**Market Sentiment, 2010-2020**

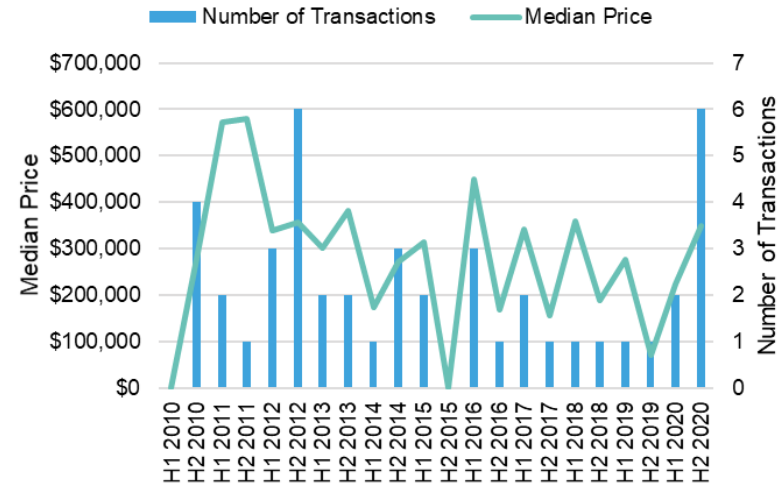
Market Sentiment			
	Average Discount on O	Number of Di	Average Days to Sale 10-year
H1 2010	-6.7%	106	128
H2 2010	-5.7%	102	141
H1 2011	-11.6%	77	212
H2 2011	-11.5%	101	1
H1 2012	-9.0%	91	
H2 2012	-7.4%	98	
H1 2013	-8.1%	110	
H2 2013	-9.8%	102	
H1 2014	-9.7%	82	
H2 2014	-8.0%	9	
H1 2015	-11.4%		
H2 2015	-11.5%		
H1 2016	-14.5%		
H2 2016	-15.3		
H1 2017	-		
H2 2017	-		
H1 2018			
H2 2018			
H1 2019			
H2 2019			
H1 20			
H			

# SHIRE OF EXMOUTH

House Sales, 2010-2020



Multi-Unit Sales, 2010-2020



Land Use Summary Tables

Reporting Period	H2 2020
Total Transactions	137
Variation from Previous Half Year	303%
Average Days to Sell	147
Average Discount on Original Listing Price	-8.1%

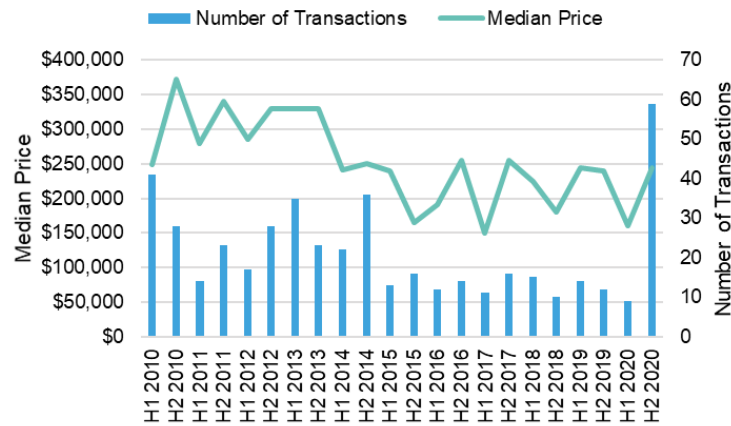
	House	Unit	Vacant Land
Median Price	\$502,500	\$348,500	\$245,000
10-Year Average	\$473,071	\$308,350	\$252,690
Variation from Avg.	6.2%	13.0%	-3.0%
Number of Transactions	72	6	59

Median Price Growth Rate p.a.

	House	Unit	Vacant Land
1-year	17%	384%	3%
3-year	6%	30%	-1%
5-year	2%	No Data	8%
10-year	0%	2%	-4%

# SHIRE OF EXMOUTH (CONT.)

Vacant Land Sales, 2010-2020

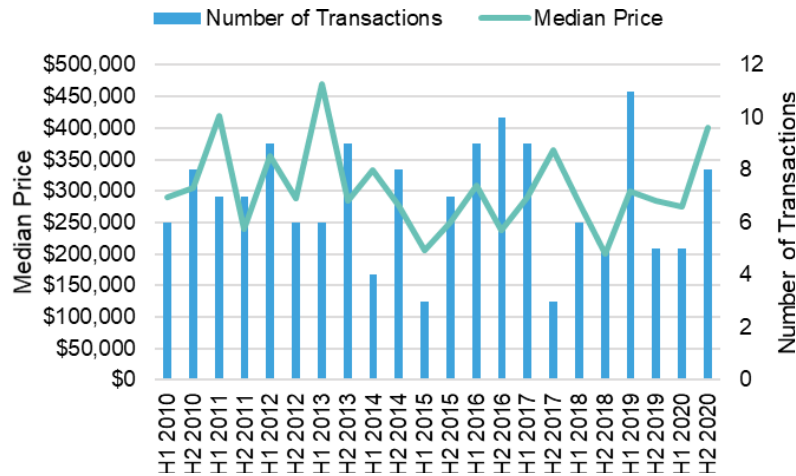


Market Sentiment, 2010-2020

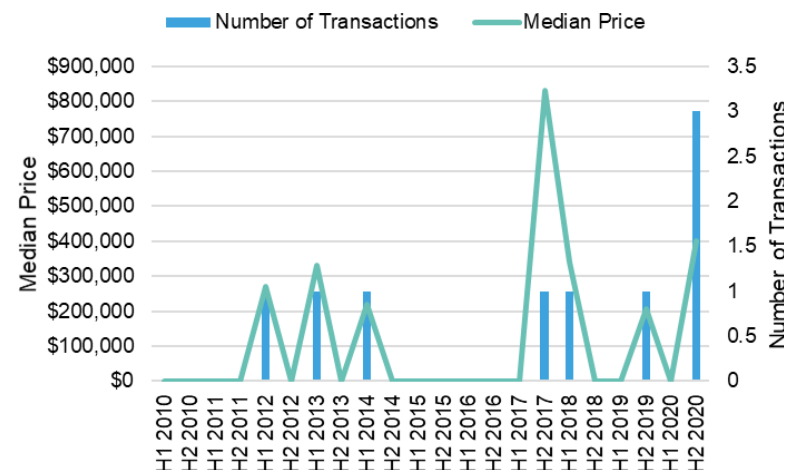
	Average Discount on O	Number of D	Average Days to Sale	10-year Average
H1 2010	-6.7%	106	128	-12.1%
H2 2010	-5.7%	102	141	-12.1%
H1 2011	-11.6%	77	212	-12.1%
H2 2011	-11.5%	101	160	-12.1%
H1 2012	-9.0%	91	217	-12.1%
H2 2012	-7.4%	98	214	-12.1%
H1 2013	-8.1%	110	153	-12.1%
H2 2013	-9.8%	102	175	-12.1%
H1 2014	-9.7%	82	186	-12.1%
H2 2014	-8.0%	99	165	-12.1%
H1 2015	-11.4%	54	202	-12.1%
H2 2015	-11.5%	72	205	-12.1%
H1 2016	-14.5%	57	198	-12.1%
H2 2016	-15.3%	66	244	-12.1%
H1 2017	-16.5%	50	174	-12.1%
H2 2017	-21.6%	69	234	-12.1%
H1 2018	-16.9%	57	184	-12.1%
H2 2018	-16.5%	77	118	-12.1%
H1 2019	-14.0%	65	120	-12.1%
H2 2019	-18.9%	78	137	-12.1%
H1 2020	-14.0%	59	127	-12.1%
H2 2020	-8.1%	197	147	-12.1%

# SHIRE OF SHARK BAY

House Sales, 2010-2020



Multi-Unit Sales, 2010-2020



Reporting Period	H2 2020
Total Transactions	22
Variation from Previous Half Year Average	340%
Days to Sell	147
Average Discount on Original Listing	-8.1%

Land Use Summary Tables

	House	Unit	Vacant Land
Median Price	\$400,000	\$400,000	\$84,000
10-Year Average	\$303,476	\$371,000	\$117,224
Variation from Avg.	31.8%	7.8%	-28.3%
Number of Transactions	8	3	11

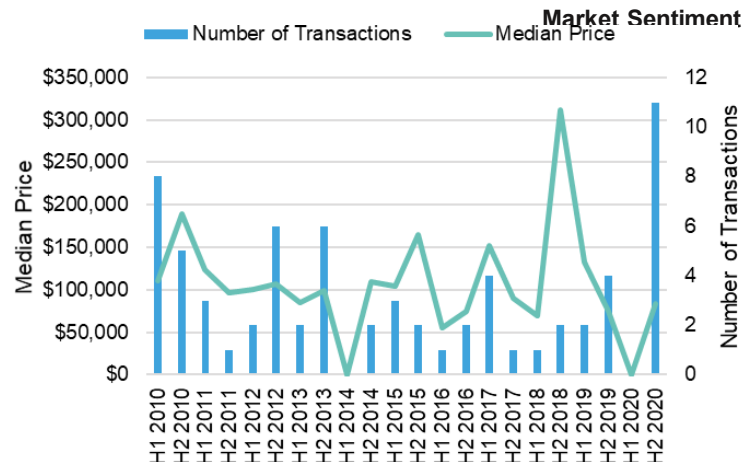
Median Price Growth Rate p.a.

	House	Unit	Vacant Land
1-year	40%	93%	12%
3-year	3%	-22%	-2%
5-year	10%	No Data	-13%
10-year	3%	No Data	-8%



# SHIRE OF SHARK BAY (CONT.)

Vacant Land Sales, 2010-2020

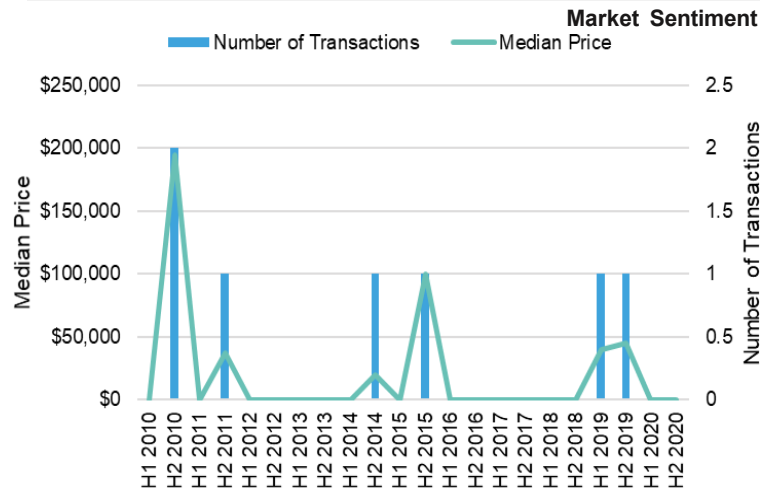


Market Sentiment, 2010-2020

Period	Average Discount on O	Number of D	Average Days to Sale	10-year Ave
H1 2010	-6.7%	106		128
H2 2010	-5.7%	102		141
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H2 2013	-9.8%	102		
H1 2014	-9.7%	82		
H2 2014	-8.0%	9		
H1 2015	-11.4%			
H2 2015	-11.5%			
H1 2016	-14.5%			
H2 2016	-15.3%			
H1 2017	-1			
H2 2017				
H1 2018				
H2 2018				
H1 2019				
H2 2019				
H1 20				
H				

# SHIRE OF UPPER GASCOYNE

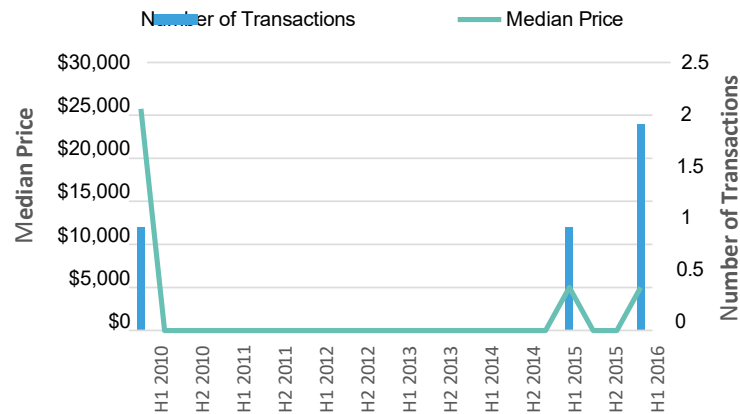
House Sales, 2010-2020



Market Sentiment, 2010-2020

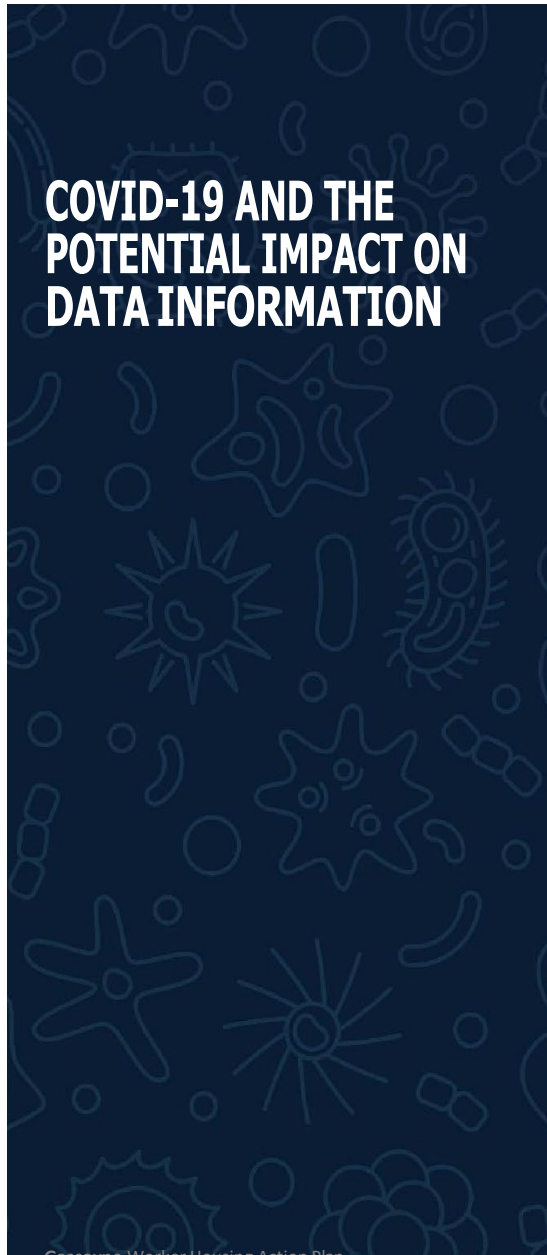
Period	Average Discount on O	Number of D	Average Days to Sale	10-year Average H1
2010	-6.7%	106	128	-
H2 2010	-5.7%	102	141	-12.1%
H1 2011	-11.6%	77	212	-12.1%
H2 2011	-11.5%	101	160	-12.1%
H1 2012	-9.0%	91	217	-12.1%
H2 2012	-7.4%	98	214	-12.1%
H1 2013	-8.1%	110	153	-12.1%
H2 2013	-9.8%	102	175	-12.1%
H1 2014	-9.7%	82	186	-12.1%
H2 2014	-8.0%	99	165	-12.1%
H1 2015	-11.4%	54	202	-12.1%
H2 2015	-11.5%	72	205	-12.1%
H1 2016	-14.5%	57	198	-12.1%

Vacant Land Sales, 2010-2020



Gascoyne Worker Housing Action Plan

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# COVID-19 AND THE POTENTIAL IMPACT ON DATA INFORMATION

The data and information that informs and supports our opinions, estimates, surveys, forecasts, projections, conclusion, judgments, assumptions and recommendations contained in this report (Report Content) are predominantly generated over long periods, and is reflective of the circumstances applying in the past. Significant economic, health and other local and world events can, however, take a period of time for the market to absorb and to be reflected in such data and information. In many instances a change in market thinking and actual market conditions as at the date of this report may not be reflected in the data and information used to support the Report Content.

The recent international outbreak of the Novel Coronavirus (COVID-19), which the World Health Organisation declared a global health emergency in January 2020 and pandemic on 11 March 2020, is causing a material impact on the Australian and world economies and increased uncertainty in both local and global market conditions.

The effects (both directly and indirectly) of the COVID-19 Outbreak on the Australian real estate market and business operations is currently unknown and it is difficult to predict the quantum of the impact it will have more broadly on the Australian economy and how long that impact will last. As at March 2020, the COVID-19 Outbreak is materially impacting global travel, trade and near-term economic growth expectations. Some business sectors, such as the retail, hotel and tourism sectors, are already reporting material impacts on trading performance now and potentially into the future. For example, Shopping Centre operators are reporting material reductions in foot traffic numbers, particularly in centres that ordinarily experience a high proportion of international visitors.

The Report Content and the data and information that informs and supports it is current as at the date of this report and (unless otherwise specifically stated in the Report) necessarily assumes that, as at the date of this report, the COVID-19 Outbreak has not materially impacted the Australian economy, the asset(s) and any associated business operations to which the report relates and the Report Content.

However, it is not possible to ascertain with certainty at this time how the market and the Australian economy more broadly will respond to this unprecedented event. It is possible that the market conditions applying to the asset(s) and any associated business operations to which they belong could be (or has been) materially impacted by the COVID-19 Outbreak within a short space of time and that it will have a lasting impact. Clearly, the COVID-19 Outbreak is an important risk factor you must carefully consider when relying on the report and the Report Content.

Any Report Content addressing the impact of the COVID-19 Outbreak on the asset(s) and any associated business operations to which the report relates or the Australian economy more broadly is (unless otherwise specifically stated in the Report) unsupported by specific and reliable data and information and must not be relied on.

To the maximum extent permitted by law, Urbis (its officers, employees and agents) expressly disclaim all liability and responsibility, whether direct or indirect, to any person (including the Instructing Party) in respect of any loss suffered or incurred as a result of the COVID-19 Outbreak materially impacting the Report Content, but only to the extent that such impact is not reflected in the data and information used to support the Report Content.

This report is dated **February 2022** and incorporates information and events up to that date only and excludes any information arising, or event occurring, after that date which may affect the validity of Urbis Pty Ltd's (Urbis) opinion in this report. Urbis prepared this report on the instructions, and for the benefit only, of **Gascoyne Development Commission** (Instructing Party) for the purpose of a **Worker Housing Study** (Purpose) and not for any other purpose or use. Urbis expressly disclaims any liability to the Instructing Party who relies or purports to rely on this report for any purpose other than the Purpose and to any party other than the Instructing Party who relies or purports to rely on this report for any purpose whatsoever (including the Purpose).

In preparing this report, Urbis was required to make judgements which may be affected by unforeseen future events including wars, civil unrest, economic disruption, financial market disruption, business cycles, industrial disputes, labour difficulties, political action and changes of government or law, the likelihood and effects of which are not capable of precise assessment.

All surveys, forecasts, projections and recommendations contained in or made in relation to or associated with this report are made in good faith and on the basis of information supplied to Urbis at the date of this report. Achievement of the projections and budgets set out in this report will depend, among other things, on the actions of others over which Urbis has no control.

Urbis has made all reasonable inquiries that it believes is necessary in preparing this report but it cannot be certain that all information material to the preparation of this report has been provided to it as there may be information that is not publicly available at the time of its inquiry.

In preparing this report, Urbis may rely on or refer to documents in a language other than English which Urbis will procure the translation of into English. Urbis is not responsible for the accuracy or completeness of such translations and to the extent that the inaccurate or incomplete translation of any document results in any statement or opinion made in this report being inaccurate or incomplete, Urbis expressly disclaims any liability for that inaccuracy or incompleteness.

This report has been prepared with due care and diligence by Urbis and the statements and opinions given by Urbis in this report are given in good faith and in the belief on reasonable grounds that such statements and opinions are correct and not misleading bearing in mind the necessary limitations noted in the previous paragraphs. Further, no responsibility is accepted by Urbis or any of its officers or employees for any errors, including errors in data which is either supplied by the Instructing Party, supplied by a third party to Urbis, or which Urbis is required to estimate, or omissions howsoever arising in the preparation of this report, provided that this will not absolve Urbis from liability arising from an opinion expressed recklessly or in bad faith.

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**Urbis acknowledges the important contribution that Aboriginal and Torres Strait Islander people make in creating a strong and vibrant Australian society.**

**We acknowledge, in each of our offices, the Traditional Owners on whose land we stand.**

**Urbis staff responsible for this report were:**

Director	Tim Connoley
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## **APPENDIX 3 COASTAL LIVING IN CARNARVON**

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**STAGE 4 AT NORTHWATER NOW AVAILABLE**

NorthWater Estate is a modern residential development in the seaside town of Carnarvon, on Western Australia’s Coral Coast 904km north of Perth.

The estate has transformed the Carnarvon foreshore, providing new living and lifestyle options with public parkland and boardwalk areas within walking distance of the town centre and the fascine.

Now is the time to become a part of this emerging estate.

[developmentwa.com.au](http://developmentwa.com.au)



*Shaping our State’s future*





LOT	AREA (sqm)	PRICE (inc GST)
302	2,356*	\$150,000
303	723*	\$65,000
304	743*	\$65,000
305	611*	\$60,000
306	629*	\$60,000
322	601*	\$60,000
324	681*	\$65,000
325	597*	\$60,000

**ENQUIRE TODAY**

Contact Burke Maslen, Outback Coast Property on 0409 265 156 or visit [developmentwa.com.au](http://developmentwa.com.au)

\*All dimensions subject to survey.  
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Shaping our State's future

