



SHIRE OF CARNARVON

MINUTES

AUDIT AND RISK MANAGEMENT
COMMITTEE MEETING
WEDNESDAY 11 DECEMBER 2024

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on

[Type date here](#)

as a true and accurate record

Shire Council Chambers
Stuart Street Carnarvon, West Australia

Phone: (08) 9941 000

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Website – www.carnarvon.wa.gov.au

Chairman

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Shire of Carnarvon for any act, omission or statement or intimation occurring during Council/Committee Meetings or during formal/informal conversations with Staff or Councillors. The Shire of Carnarvon disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee Meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Carnarvon during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Carnarvon. The Shire of Carnarvon warns that anyone who has an application lodged with the Shire of Carnarvon must obtain and only should rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Carnarvon in respect of the application.

To be noted that, in accordance with Regulation 11 of the Local Government (Administration) Regulations 1996, the minutes of the Council Meeting are a record of the decisions of the Council, any additional officers' advice, and explanatory notes as required. The minutes contain a summary of questions asked by members of the public and the answers given. The minutes **are not** a transcript of the proceedings of the meetings.

INFORMATION ON PUBLIC QUESTION TIME

The following information is provided should you wish to ask a question of Council at the Ordinary Meetings held on a monthly basis.

Please note that questions that have not been filled out on the Submission Form will not be accepted.

- The Local Government Act 1995 allows members of the public to ask questions in regard to any issue relating to the Shire.
- A maximum of 15 minutes will be allowed for public question time and the Presiding Member will allow a maximum of three (3) verbal/written questions per person.
- Prior to asking a question, the speaker must state his/her name and address.
- Members of the public are discouraged from asking questions which contain defamatory remarks, offensive language or questioning the competency of staff or Council members.
- The Presiding Member may nominate a member or officer to answer the question and may also determine that any complex questions requiring research be taken on notice and answered in writing.
- No debate or discussion is allowed to take place on any question or answer.
- A summary of each question asked and the response given will be included in the minutes of the meeting –

Local Government (Administration) Regulations 1996 – Pt 2, r.11 – (in part reads -)

11. Minutes, content of (Act s.5.25(1)(f))

The content of minutes of a meeting of a council or a committee is to include –

(e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question.

Responses to questions that are taken on notice will be responded to as soon as possible.

- If you wish to ask a question, please complete the Public Question Time Submission Form at the back of this information sheet. Alternatively, questions can be submitted in writing to the Shire of Carnarvon 3 days prior to the meeting.

SPECIAL MEETINGS OF COUNCIL

Members of the public are welcome to attend a Special Meeting of Council if open, and ask questions of the Council within the allotted public question time **subject to the questions being asked only relating to the purpose of the Special Meeting** (s5.23 of the Act and regulation 12 (4) of the Local Government (Administration) Regulations 1996, the Department of Local Government and Communities Guide to Meetings and Governance Bulletin April 2014 and Guideline No. 3 Managing Public Question Time.)

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1 ATTENDANCES AND APOLOGIES

Mr Eddie Smith Presiding Member/Shire President
 Cr Burke Maslen Councillor, Gascoyne/Minilya Ward
 Cr Luke VandeleurCouncillor, Town Ward
 Cr Paul KellyCouncillor, Town Ward

Mrs A Leighton.....Manager People, Culture & Systems
 Mrs RS Skender.....Executive Assistant Finance
 Ms S Driscoll.....Senior Finance Officer

Apologies

Mrs AD Dexter.....CEO

Leave of Absence

Nil

Press Nil

Observers Nil

2 PUBLIC QUESTION TIME

(In accordance with Section 5.24 of the Local Government Act 1995, a 15 minute public question time is made available to allow members of the public the opportunity of questioning Council on matters concerning them. All questions are to be provided on the Public Question Time Submission Form.)
 Public Question Time commenced at NIL

3 DECLARATIONS OF INTEREST

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

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Audit and Risk Management Committee Meeting - 30 October 2024

COMMITTEE RESOLUTION ARMC 01/12/24

Moved: Cr Paul Kelly
Seconded: Cr Luke Vandeleur

That the minutes of Audit and Risk Management Committee Meeting held on 30 October 2024 be confirmed as a true record of proceedings.

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5 REPORTS

5.1 SHIRE OF CARNARVON WEBSITE - ANNUAL STATUS

File No:	ADM1794
Location/Address:	Shire of Carnarvon
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Dannielle Hill, Senior Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

To provide Council with the current status of the Shire of Carnarvon website in terms of accuracy and information provided. This report provides a 12 monthly update on the Shire's website.

Background

The Shire of Carnarvon website is comprehensive and requires continual monitoring to ensure that all information provided is accurate and up to date. Under current legislation, the Shire of Carnarvon is also required to provide public access to a variety of documents including registers, minutes and agendas, elections, budget documents just to name a few. It is essential that all information is available to the public and that it is true and accurate.

With this in mind the Shire media staff are continually monitoring and updating the information as and when required and recently have completed an audit of the website to identify areas where information is required to be updated, added or deleted.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995

Relevant Plans and Policy

Refer Shire of Carnarvon Policy Manual – many policies require that information relating to the policy is provided on the Council website.

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	The Shire of Carnarvon could be seen to not providing accurate information on the website.	B-1 Moderate	Regular auditing is carried out on the website to ensure that all information provided is accurate and up to date.
Service disruption	N/A		
Compliance	To not provide the information that is required under legislation could put Council at risk of non compliance.	A2 - High	Regular auditing of the website ensures that all information required under legislation is updated regularly.
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

A comprehensive audit of the website has been conducted and areas identified where information is to be updated. The areas that required updating are currently being updated by staff and the website will continue to be monitored on a weekly basis.

An extensive audit has been scheduled on a yearly basis with the next audit update to be reported to the Audit and Risk Management Committee in August 2025.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting recommends that Council –

- 1. notes the report; and***
- 2. requires the next Shire of Carnarvon Website Audit to be provided to the Audit & Risk Management Committee in approximately August 2025***

COMMITTEE RESOLUTION ARMC 02/12/24

Moved: Cr Paul Kelly

Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting recommends that Council –

- 1. notes the report; and***
- 2. requires the next Shire of Carnarvon Website Audit to be provided to the Audit & Risk Management Committee in approximately August 2025***

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.2 LEASE REGISTER - ANNUAL STATUS REPORT

File No:	TBC
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Amanda Leighton, Manager People, Culture And Systems
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Proximity
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	Nil

Authority/Discretion:

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
- Executive** The substantial direction setting and oversight role of the Council. E.g., adopting plans and reports, accepting tenders, directing operations, setting and amending budgets
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- Quasi-judicial** When Council determines an application / matter that directly affects a person’s right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

The Shire has numerous leases – both Community and Commercial. In the interests of good governance, community transparency and strong business procedures an annual leases status report will be presented to Council.

This report provides this 12 monthly update on the Shires community and commercial leases portfolio.

Background

The Shire has several key parcels of land which it offers up for both community and commercial lease. Historically, lease activation and management has received varying levels of attention dependent on the availability of staffing resources.

The attached Spreadsheet is an internal control document used by the organisation to manage its leases (both community and commercial). Current leases require ongoing monitoring for consideration of renewal, with lease terms and due dates all varying. Submissions for new leases are also occasionally received, which require actioning and reporting to Council for its consideration.

The process for commercial leases must follow the requirements of the Local Government Act, in the main Section 3.58, and must reach mutual agreement on lease conditions. Commercial leases regularly take several months to finalise but can on occasion take more than a year to achieve a successful conclusion.

Stakeholder and Public Consultation

Nil.

Statutory Environment

Local Government Act S.2.7 (Role of Council) outlines that Councils are to govern the local government’s affairs; take responsibility for the performance of their local government’s functions and oversee the allocation of their local government’s finances and resources.

Relevant Plans and Policy

Whilst there are policies that relate to the establishment of leases (CF018 Leasing of Shire Owned/Controlled Property) there are no policy implications relevant to this annual report.

Financial Implications

The financial implications of preparing this report are minimal and limited to officer time and resources consumed to research and prepare it.

There are currently 4 types of leases that we offer through the updated policy CF018 and the conditions are listed in the table below:

	Category 1 Not for Profit	Category 2 Not for Profit	Category 3 Government Agencies	Category 4 Commercial Entities
Definition	Incorporated not-for-profit community group. Limited ability to raise revenue. Significant community benefit.	Incorporated not-for-profit community group. Has ability to raise revenue through memberships, liquor sales or sale of merchandise.	Government Agency or Public Not for Profit.	Commercial entity.
Payments/Responsibilities of the Tenant Required Under Lease/Licence Agreement				
Lease/Rent	Yes - \$50	Yes - \$300	Yes – Market Value	Yes – Market Value
Market Valuation	No	No	Yes	Yes
Preparation of Lease	No	Yes	Yes	Yes
Utilities (Water, Gas, Electricity, etc)	Full responsibility for all utility costs.	Full responsibility for all utility costs.	Full responsibility for all utility costs.	Full responsibility for all utility costs.
Rates and ESL	Yes	Yes	Yes	Yes
Insurance	Public Liability	Public Liability	Public Liability and Building Insurance	Public Liability and Building Insurance
Building maintenance	Yes – non-structural	Yes – non-structural	Yes – non-structural	Yes – non-structural
Garden Maintenance	Yes	Yes	Yes	Yes

Any other items as stipulated in the lease agreement.

Any deviation from this table to be approved by Council.

Category 3 and 4 lease fees have been established via a commercial valuation of the site, with annual CPI applied or in the event of a lease renewal, a revaluation being completed. Annual CPI has also been applied to category 2 leases.

Cumulatively, \$173,189.94 is raised via lease payments.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Reputation	Not gaining a suitable financial return from Shire owned assets may result in adverse community sentiment about asset commercialisation opportunities available		Ensure that resources are made available to enable adequate management of commercial leases.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

This report provides an update on the Shire’s community and commercial leases portfolio.

Notwithstanding that all Shire leases progress through Council in order that the requirements of *S.3.58 of the Local Government Act* can be met, this is the first coordinated update report to be provided to Council, at least for the last several years.

Actively managing the Shire's lease portfolio ensures mutual benefits to all parties and the attention given to the Shire's several dozen leases has however, provided both good financial and social dividends.

Community groups have security of tenure of their area, providing confidence to invest time and effort into their site, and commercial tenants are enabled to pursue business activities, and pay rent/lease fees to Shire in exchange.

Leases require constant attention and even when diligently progressed, can take over a year to finalise on occasion, particularly when there are unusual complexities involved.

The Shire over the last few years has significantly improved the management of its entire lease portfolio, with particular attention paid towards ensuring that lease renewals and new leases are compliant with Shire policy to ensure consistency and transparency.

LESSEE	Details of Lease	Date Commenced	Term of Lease	LEASE Expiry Date	Lease Status	Review/Option Date
CARNARVON MOTORCYCLE CLUB - ADM0239	MOTORCYCLE TRACK - LOT 1296 SPEEDWAY ROAD	22/3/2020	5 years	21/03/2025	ACTIVE	further term of 5 years available
ROYAL FLYING DOCTORS (RFDS) WESTERN OPERATIONS - ADM0243	LEASE CVN AIRPORT - COMMUNICATION TRANSMITTER	1/5/2015	10 years	30/04/2025	ACTIVE	further term of 5 years available
TELSTRA CORPORATION - ADM0235	DEED OF RENEWAL & VARIATION OF LEASE LOT 559 CARNARVON AIRPORT	1/5/2015	10 years	30/04/2025	ACTIVE	no further terms available
CARNARVON SPEEDWAY - ADM0241 9941 1629	LEASE OF PORTION LOT 1297 - NO 59 SPEEDWAY RD BROWN RANGE	1/7/2015	10 years	30/06/2025	ACTIVE	further term of 10 years available:
LIONS CLUB - ADM0242	LEASE OF CARNARVON AIRPORT BUILDING NUMBER 133	30/1/2021	5 years	29/01/2026	ACTIVE	N/A
CARNARVON GOLF CLUB - ADM0237	PORTION OF RESERVE 31811 - GOLF CLUB - AUTHORITY TO TAKE WATER FROM ARTESIAN BORE BIRDSONG	1/3/2016	10 years	28/02/2026	ACTIVE	further term of 10 years available:
CARNARVON SPACE & TECHNOLOGY MUSEUM - ADM0229	PORTION OF THE FORMER OTC SITE - LOT 2 (NO 35) MAHONY AVENUE BROWN RANGE	4/4/2016	10 years	3/04/2026	ACTIVE	N/A
CORAL COAST HELICOPTERS PTY LTD -	LEASE OF LAND PORTION OF LOT 547 - CARNARVON AIRPORT - HANGER	19/5/2021	5 years	18/05/2026	ACTIVE	further term of 5 years available

HANGAR ADM2115						
CARNARVON HERITAGE GROUP INC - ADM0254	HISTORICAL MUSEUM SITE PT RESERVE 24101 ANNEAR ROAD	1/7/2017	10 years	30/06/2027	ACTIVE	N/A
SHINE AVIATION - ADM0228	LAND OF HANGAR 134 CARNARVON AIRPORT	1/7/2022	5 years	30/06/2027	ACTIVE	no further terms available
(NORWEST SEAFOODS PTY LTD) WESTRALIAN MARINE GROUP - ADM0223	LEASE OF LAND HANGER 138 CVN AIRPORT	1/12/2017	5 years	30/11/2027	ACTIVE	no further terms available
BP AUSTRALIA (FUEL BOWSERS) - ADM0238	PORTION LOT 547 JAMES STREET (AIRPORT FUEL)	29/3/2023	5 years	28/03/2028	ACTIVE	no further terms available
BAKKER, KORNELIS HARM (HANGAR NO 139 AT CARNARVON AIRPORT)- ADM0224	LAND HANGAR SITE 139 - AIRPORT	1/7/2023	5 years	30/06/2028	ACTIVE	no further terms available
JECKS, PETER (DEBTOR JECPET ABACUS) ADM0227	Land HANGAR SITE 140 - AIRPORT - Lease of Land for Hangar No. 140	1/7/2023	5 years	30/06/2028	ACTIVE	no further terms available
PRIMEDIA PTY LTD (LICENCE FEE) - ADM0262	PORTION OF LOT 425 & 565 CVON ROAD	5/8/2023	5 years	4/08/2028	ACTIVE	further term of 5 years available
BP AUSTRALIA (OFFICE LEASE) - POWERHOUSE - ADM1793	LEASE PORTION OF POWERHOUSE - CARNARVON AIRPORT FOR OFFICE SPACE	28/11/2023	5 YEARS	27/11/2028	ACTIVE	no further terms available
BROWN, MCMILLAN & FRANCINE YARINGA STN - (Gladstone) ADM0240	GLADSTONE CAMPING GROUND YARINGA STATION	1/12/2021	7 years	30/11/2028	ACTIVE	further term of 5 years available
CORAL COAST HELICOPTERS PTY LTD - OFFICE ADM0248	LEASE OF 103 OLD TERMINAL BUILDING	2/1/2024	5 years	31/01/2029	ACTIVE	further term of 5 years available
WORLD FUEL SERVICES (AUSTRALIA) PTY LTD FORMERLY MOBIL OIL - ADM0221	FUEL SITE - PORTION OF LOT 547 JAMES STREET - CVN AIRPORT	1/2/2024	5 years	31/01/2029	ACTIVE	no further terms available
DFES - (DEPARTMENT OF FIRE AND EMERGENCY SERVICES) - ADM0152	PORTION OF RESERVE 38888 - LOT 374 NORTHWEST COSTAL HWY - RADIO TOWER	04.04.2024	5 years	3/04/2029	ACTIVE	further term of 5 years available

KARATE CLUB - ADM1823	LEASE OF DON MCLEOD JUDO HALL - FESTIVAL GROUNDS	1/7/2024	5 years	30/06/2029	ACTIVE	no further terms available
GASCOYNE GYMNASTICS CLUB INC - ADM2320	RESERVE 39114 SHALLCROSS STREET	8/7/2024	5 years	7/07/2029	ACTIVE	further term of 5 years available
AXICOM / INDARA - Fdep - (ADM0225)	PART OF LOT 559, CARNARVON AIRPORT FOR TELECOMMUNICATIONS TOWER	12/7/2019	10 years	11/07/2029	ACTIVE	further term of 10 years available:
BUDGET (CHALKWEST PTY LTD) - ADM0222	CARNARVON AIRPORT & CAR PARK	2/9/2024	5 years	1/09/2029	ACTIVE	no further terms available
AVIS (norcoast holdings pty ltd trading as Leahy's Car hire) ADM0230	CARNARVON AIRPORT & CAR PARK	2/9/2024	5 years	2/09/2029	ACTIVE	no further terms available
CARNARVON ARTS & CRAFTS WORKSHOP - ADM0232	JUBILEE HALL - FRANCIS STREET	1/7/2009	21 years	30/06/2030	ACTIVE	N/A
EVANS, BARRY AND DIANE - ADM0257	lot 506 Robinson Street	21/8/1931	99 years	20/08/2030	ACTIVE	N/A
CARNARVON HORSE AND PONY CLUB - ADM0265	LEASE OF LOT 648 AIRPORT	12/1/2020	10 years	30/11/2030	ACTIVE	further term of 10 years available:
AIRSERVICES AUSTRALIA (ndb) - (ADM0245)	PART OF LOT 559 AERODROME AT CARNARVON AIRPORT; Non-directional beacon (NDB) site (radio transmitter)	1/2/2011	10 years	31/01/2031	ACTIVE	no further terms available
CARNARVON BOWLING CLUB (INC) - LOST ORIGINAL LEASE - ADM0259	Lease of reserve 1856 / Lot 1164 EGAN STREET	12/3/2010	21 years	11/03/2031	ACTIVE	N/A
GEOSCIENCE AUSTRALIA - ADM0166	Title(Volume) 2886-502 - Lot 559 on deposited plan 144299	1/6/2021	10 years	31/05/2031	Active	further term of 10 years available:
CARNARVON LOTTERIES HOUSE - ADM0261	LOTTERIES HOUSE LOT 10	1/7/2022	10 years	30/06/2032	ACTIVE	further term of 10 years available:
ST JOHN AMBULANCE - ADM0260	PORTION OF LOT 587 ROBINSON STREET	25/3/2013	20 years	24/03/2033	ACTIVE	N/A
SENIOR CITIZENS - ADM0246	LEASE OF LOT 1 (NO. 3)GEORGE STREET BROCKMAN (A3096) - SENIOR CITIZENS COMMUNITY HALL	26/3/2016	20 years	25/03/2036	ACTIVE	N/A

CARNARVON DISTRICT SHOOTING SPORTS ASSOC. - ADM0253	SHOOTING RECREATING - RESERVE 37127	1/7/2017	20 years	30/06/2037	ACTIVE	N/A
CARNARVON PISTOL CLUB - ADM0252	PISTOL CLUB RESERVE 44008	1/7/2017	20 years	30/06/2037	ACTIVE	N/A
GASCOYNE OFF ROAD RACING CLUB INC - ADM1927	LEASE - PART RESERVE 37127, LOT 356 NORTH WEST COASTAL HIGHWAY	1/7/2019	20 years	30/06/2039	ACTIVE	N/A
THOTH (OTC DISH) - ADM2063	LEASE OF OTC DISH: LOT 2 (No. 35) MAHONY AVENUE, BROWNS RANGE	10/10/2022	20 years	10/10/2042	ACTIVE	no further terms available
EVANS, BARRY AND DIANE - ADM0257	lots 507,508,509, 510 robinson street	28/4/1952	99 years	28/04/2051	ACTIVE	N/A
PONTA/BENNETT LEASE - ADM0256	ROBINSON STREET LOT 515	1/8/1957	99 years	1/07/2056	ACTIVE	N/A
BUREAU OF METEROLOGY - ADM2006	WEATHER SERVICE OFFICE	11/8/1998	99 years	10/08/2092	ACTIVE	N/A
AIRSERVICES (FORMER CIVIL AVIATION AUTHORITY (ADM2048)	DEED OF LEASE OF ADDITIONAL PREMISES AND VARIATION OF LEASE - SATELLITE GROUND STATION (SGS) DISTANCE MEASURING EQUIP (DME) & VHF OMNI RANGE (VOR); AREA IS MONITOR ANTENNA LOT 547 & LOT 559	1/10/2015	99 years	30/09/2114	ACTIVE	N/A
GASCOYNE AUTO (Ben Broeder)	LEASE OF PORTION OF LOT 421 ROBINSON STREET CARNARVON FOR CAR PARKING & ACCESS		In progress		In progress	Investigating sale of land, or lease of land at market value. Lessee investigating sub-division for purchase. Since it has been approx XX months since business was purchased, propose that we lease the land in the interim
Vacant	LEASE OF LOT 1173 AND A PORTION OF LOT 1022 - 9/11 RUSTHON	24/9/2021	Vacant	24/9/2022		

	STREET - HEALTH CENTRE					
Vacant	ARTESIAN BORE CARNARVON AIRPORT LOT 547 - TERTIARY TRAINING FACILITY - EXTENSION OF LEASE	29/10/2018	Vacant	28/10/2023		
Vacant	LEASE & LICENCE TO USE PORTION OF JIM RICHARD PAVILION - FLEXIBLE LEARNING CENTRE FLC	23/4/2019	Vacant	22/4/2029		

OFFICER’S RECOMMENDATION

That the Audit and Risk Management Committee Meeting recommends that Council

- 1. notes the report; and*
- 2. requires that the next annual leases report be provided to the Audit & Risk Committee in August 2025.*

COMMITTEE RESOLUTION ARMC 03/12/24

Moved: Cr Burke Maslen

Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting recommends that Council

- 1. notes the report; and*
- 2. requires that the next annual leases report be provided to the Audit & Risk Committee in August 2025.*

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.3 SWIMMING POOL BARRIER INSPECTIONS - RESPONSE TO BUILDING COMMISSIONER

File No:	TBC
Location/Address:	Multiple parcels
Name of Applicant:	N/A
Name of Owner:	Multiple owners
Author(s):	Stefan Louw, Planning And Building Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Annual report

Authority/Discretion:

- Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.
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- Quasi-judicial** When Council determines an application / matter that directly affects a person's right and interest. The judicial character arises from the obligations to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licenses, applications for other permits / licenses

Summary of Report

The purpose of this agenda report is to inform Council of the requirement for private swimming pool barrier inspections to be reported to the Department of Energy, Mines, Industry Regulation and Safety (DMIRS) and to provide an overview of recent changes to regulation that have operational requirements.

Background

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

The Department of Energy, Mines, Industry Regulation and Safety monitors trends in the data and publishes a report each year to be tabled in Parliament. The 2023 to 2024 state annual report is provided as schedule 1.

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

Stakeholder and Public Consultation

Consultation is not required.

Statutory Environment

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

- Spa-pools are specifically included in the definition, ensuring they continue to be subject to the swimming pool and safety barrier regulatory requirements.
- New regulations implement a specific and separate manner for local governments to appoint a contractor (private practitioners and employees of other local governments) as an authorised person for the purpose of conducting safety barrier inspections.
- Regulation 4A of the Building Regulations prescribes the manner of authorisation in which these persons (contractors) can be appointed for the purpose of section 93(2)(d) of the Building Act 2011 (the Building Act), and regulation 4B of the Building Regulations provide for identity cards to be issued to these persons (aligned with the existing authorised person provisions of Part 8 Division 2 of the Building Act).
- New sub-regulation 53(2)(a) of the Building Regulations requires an initial inspection within 30 calendar days of the local government becoming aware of a new swimming pool or one that has never had a safety barrier inspection. This could be following receipt of a Notice of Completion for a swimming pool (or barrier, where applicable), notification by the owner, or by some other means.
- A new sub-regulation 53(2)(c) in the Building Regulations prescribes a requirement to reinspect non-compliant safety barriers. Where a safety barrier does not comply, a reinspection is to be arranged within a maximum period of 60 calendar days. The local government must continue to reinspect the safety barrier until compliant.

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

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications as part of this report.

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

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Legal & Compliance	The Shire is required to arrange and keep a list of private swimming pool barriers that are due for inspection on an ongoing basis as required by regulation 4A of the Building Regulations 2012.	Low	The Shire has an existing list of private swimming pool barriers which is available to officers responsible and reporting agencies. The list is used to schedule inspections when they are due i.e. every four years.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The following table gives a snapshot of the number of private swimming pools and spas in the Shire of Carnarvon and how we are tracking with inspections.

Pool Inspection Report 2023-24

The number of private swimming pools in your district that were subject to part 8 division 2 of the regulations as of 30 June 2024	77
The number that were inspected between 1 July 2023 and 30 June 2024	41

The number that were not inspected by an authorised person, at an inspection arranged under regulation 53(2)(b) of the regulations, within four years of its previous inspection	15
--	----

Reasons provided to DMIRS for not completing all required inspections:

The Shire of Carnarvon has prioritised pool barrier inspections over the last 6 months. However, our Contract Pool Inspector (David Gibson) currently visits once every four (4) weeks that makes regular inspections difficult.

A program is currently put in place to bring all pools up to date within the next 12 months.

Current Pool Inspection Report

Since the 30th of June 2024 a further four pools have been removed from the list and the current number private swimming pools in the Shire of Carnarvon is now 73.

Compliant pools at time of this report	49
Non-compliant pools at time of this report	21
Outstanding inspections at the time of this report	3

The above table demonstrates that the number of uninspected private swimming pools have come down from 15 to only 3.

The Shire has since written to DEMIRS to inform them of the above and that the main reason 3 inspections of private pools are currently outstanding is that staff have made multiple attempts to contact them.

The Shire has and will continue to correspond with each outstanding pool owner and the staff will continue to visit each site.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting Notes the response to the Building Commissioner for the status of Private Swimming Pools, as submitted by the CEO

COMMITTEE RESOLUTION ARMC 04/12/24

Moved: Cr Paul Kelly
Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting Notes the response to the Building Commissioner for the status of Private Swimming Pools, as submitted by the CEO

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.4 ENVIRONMENTAL HEALTH COMPLIANCE PROCESS AND ANNUAL REPORTING UNDER THE FOOD ACT 2008 AND PUBLIC HEALTH ACT 2016

File No:	TBC
Location/Address:	Shire of Carnarvon
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Stefan Louw, Planning And Building Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	<ol style="list-style-type: none"> 1. Environmental Health Services Outline 2. Reporting Food Act 2008

Authority/Discretion:

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

Summary of Report

The purpose of this report is to provide the Audit and Risk Committee with a comprehensive overview of the Shire's Environmental Health service function, detailing the scope, nature, and status of its various responsibilities. This report highlights the growing complexity of the Environmental Health Office's workload, emphasising the increasing demands placed on the team. It underscores the critical need for adequate resourcing to ensure the Shire continues to effectively meet its public health obligations and respond to emerging environmental health challenges.

Background

Summary of Environmental Health service

Environmental Health is a service function provided by the Shire of Carnarvon (the Shire), having a basis in both environmental and health sciences, the service aims to monitor the state of the environment and various built developments in order to protect, reduce and mitigate health hazards associated with the environment.

In most regional communities it involves functions such:

- Mosquitos management,
- contaminated food,
- unsanitary accommodation,

- polluted drinking water,
- effluent management,
- protect and enhance the natural environment

to name but a few. It involves the employment of qualified environmental health officers (EHOs) whose work involves exercising various statutory functions required by State and local laws it at times includes various non-statutory activities that are required or important in the local context where it is most appropriate for the environmental health team to administer.

The environmental health service includes various activities such as responding to enquiries, assessing applications, issuing approvals or registrations, conducting inspections, issuing various notices or orders (often subject to delegations), maintaining various registration systems, complaint investigations/negotiations, direct action such as in mosquito control and reports.

It is acknowledged that many of the laws and standards relating to environmental health administration are not set by the local government and in some cases, they are not always recognised as being in the local community's interest and there can be sentiment from local businesses and residents that the environmental health regulatory work can cause excessive restrictions, and in other cases there are not enough restrictions.

This can result in complaints or allegations being made about EHOs either for being too strict or unreasonable or not being strict enough and the role requires maturity and discretion in knowing when to be firm and when to be flexible. Where the work of environmental health is less regulatory in nature it can be more easily recognised as being in the community's interest such as with mosquito control, community complaint negotiations and responses to various pests or hazards.

Importance is also given to skilful negotiation to resolve disputes avoiding time consuming and ineffective actions, acknowledging that there often isn't a one solution fits all. Regarding neighbourhood disputes, direct EHO involvement is more likely if the aggrieved person has already attempted to resolve their dispute directly with their neighbour. We do not wish to promote a 'dob in your neighbour' culture or a neighbourhood environment where residents do not attempt to resolve their grievances for themselves, and in many cases taking a grievance to the Shire without first raising it directly with the person often results in worsened neighbourhood relations.

Stakeholder and Public Consultation

The primary stakeholders are the local residents of the Shire of Carnarvon. EHOs consult and deal with locals of all walks of life from the humblest to the most influential. The environmental health section of the Department of Health (Dept Health) is the primary State Government agency that EHOs liaise and consult with, followed by the Department of Water and Environmental Regulation (DWER) and many others including Department of Primary Industries and Regional Development, Department of Communities and Department of Planning Lands and Heritage. Other agencies or groups that EHOs liaise with are the Water Corporation, Gascoyne Water Cooperative, Carnarvon Growers Association, DrumMuster, local plumbers, builders, electricians, growers and many more.

EHOs liaise with DWER in respect of the Shire's licensed waste facilities and effluent ponds and they liaise with Dept. Health and Water Corporation in relation to the approved Recycled Water Scheme.

Statutory Environment

EHOs work with the following laws and regulations and in many cases are authorised officers or are delegated functions:

- *Public Health Act 2016*, which has few practical functions to-date but has enormous emergency powers.
- *Health (Miscellaneous Provisions) Act 1911*, the head of power for most traditional EHO functions
- *Health (Air-handling and Water Systems) Regulations 1994*
- *Health (Aquatic Facilities) Regulations 2007*

- Health (Asbestos) Regulations 1992
- Health (Pesticides) Regulations 2011
- Health (Prescribed Insect Pests) Regulations 1991
- Health (Public Buildings) Regulations 1992
- Health (Skin Penetration Procedure) Regulations 1998
- Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974
- Food Act 2008 and regulations
- Caravan Parks and Camping Grounds Act 1995
- Local Government Act 1995
- Health Local Laws 1997
- Waste Local Law 2021
- Public Places and Local Government Property Local Law
- Building Act 2011, various health standards refer back to the Building Code of Australia.
- Environmental Protection Act 1986 and Environmental Protection (Noise) Regulations 1997, various provisions relating to noise nuisance.

Additionally, EHOs are typically well-placed to provide input into the Shire’s legislative function of making and reviewing various local laws.

There are many other laws and regulations that come across the gambit of EHOs as they perform their functions.

Relevant Plans and Policy

Nil

Financial Implications

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

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Legal & Compliance	Risk of various environmental health hazards, insanitary situations, infectious disease, nuisance or environmental	Low	Monitoring and upkeeping appropriate environmental health standards in the district, conducting inspections, being well-informed of risks and situations, making strategic and wise decisions and sound negotiations and

	degradation in the district.		assessments. Direct action to reduce mosquitoes.
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Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

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

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

An outline of the various environmental health internal and external services specific to the Carnarvon situation has been developed over recent years to account for the many and various tasks that are expected of the environmental health team, refer to attached schedule.

Environmental health-related disease

In general, there are very few reported cases of environmental health-related diseases within the Shire, including minimal food business complaints and rare incidents of food-borne illness. However, specific incidents have prompted significant interventions.

For instance, in recent years, a remote campground experienced high numbers of gastroenteritis complaints. In response, the environmental health service developed and implemented comprehensive guidelines for managing dry toilets, coupled with a firm expectation for improvements. These measures have proven effective, as no further gastro cases have been reported since.

In 2015, Carnarvon faced a surge in Ross River virus cases, attributed to high levels of saltmarsh mosquitoes. Under pressure from the Department of Health, the Shire enhanced its mosquito management program, focusing on thorough source reduction. After identifying the breeding sources of saltmarsh mosquitoes, larviciding (the regular application of chemical or microbial insecticides to water bodies or water containers to kill the aquatic immature forms of the mosquito) commenced, leading to a marked decline in cases. Continuous monitoring and source treatment remain essential to sustain these outcomes.

Staffing

Historically, the Shire of Carnarvon's Environmental Health Office (EHO) has maintained a staffing model that included two full-time Environmental Health Officers, often supported by a technical/sampling officer and, at times, an Environmental Health Manager or Senior Officer to address higher-level responsibilities.

Currently, the team consists of a Senior EHO and a part-time technical/sampling officer who is actively pursuing a Diploma in Environmental Health—a 12-month full-time equivalent university qualification.

To enhance the level of service provided, an increase in Environmental Health Officer hours on the ground would be necessary. This would enable the team to expand its capacity to address environmental health challenges effectively and provide greater support to the community.

Workload updates

Over recent years, the scope and rigor of environmental health requirements have increased significantly, particularly in the areas of annual reporting, management plans, and documented systems. These tasks have become more time-consuming and complex.

At the same time, general activity levels in the town have decreased, resulting in fewer complaints and applications. Despite this, handling inquiries, complaints, applications, and internal matters continues to demand a significant portion of the team's resources.

The Environmental Health team is responsible for preparing numerous reports, including:

Annual/Biennial Reports:

- *Food Act 2008 & Public Health Act 2016 Annual Report*
- *Mosquito Management Report* (to acquit annual CLAG funding)
- *Recycled Water Scheme Annual Report*
- *Brown Range Waste Facility Reports:*
 - Annual Audit Compliance Report
 - Biennial Environmental Report (to DWER)
- *Coral Bay Waste Facility Reports:*
 - Annual Audit Compliance Report
 - Biennial Environmental Report (to DWER)
- *Carnarvon Effluent Ponds Annual Audit Compliance Report* (to DWER)
- *Waste and Recycling Annual Return* (to DWER)
- *EH Service Annual Report* (for inclusion in the Shire's Annual Report)
- Reports to the Audit and Risk Committee, as required
- Project management reports, such as for mesquite control

Discretionary Reports:

- Recent examples include reports on boarded-up and damaged housing
- Litter, illegal dumping, and noise complaints report (annually to DWER)

Management Plans

The EH team is also tasked with developing and maintaining several management plans:

- *Recycled Water Quality Management Plan:* Documentation and mapping nearly complete
- *Mosquito Management Plan:* Requires updating
- *EH Team Service Plans:* Developed as needed

Key Liaison Activities

The EH team collaborates with multiple agencies and stakeholders:

- **Department of Health:** Addressing audit findings of the Recycled Water Scheme and preparing an improvement plan, including ceasing recycled water use at Town Beach and Northwater Parks.
- **Department of Water and Environmental Regulation (DWER):** Amending the Brown Range Waste Facility license to increase liquid waste capacity and allow burning green waste, which involves clarifying operational anomalies.
- **Waste and Land Management Committee:** Representing the Shire alongside DPIRD, DrumMuster, Real Futures, Vegetables WA, Carnarvon Growers Association, and ABC Foundation.
- **Carnarvon Rangelands Biosecurity Association:** Pest management and council co-contribution recommendations.

Historically, inspections have been carried out on a rolling basis over several years to cover all premises.

With the reduction to one EHO, the number of routine inspections has decreased, but they continue on a slower rolling basis.

Priority is given to inspections for:

- New business startups
- Businesses undergoing ownership changes
- Complaints indicating genuine potential health concerns

Specific Inspection Areas

1. Food Business Inspections

- **Registered Food Businesses:**
 - 83 total: 48 commercial and 35 small/mobile/home-based
- **Inspection Frequency:**
 - Commercial businesses: Ideally inspected annually
 - Small/mobile/home-based businesses: Ideally inspected every 2-3 years
- **Ideal Annual Total:** ~60 inspections
- **Actual Performance:**
 - Current average: ~15 inspections/year (with one EHO)
 - Historical average: >35 inspections/year (with two EHOs)

2. Caravan Parks and Camping Grounds

- 13-14 licensed facilities
- Inspection Frequency:
 - Historical average: 2.5 inspections/year over the past 6 years

3. Public Building Inspections

- **Total Buildings:** 60 (excludes State Government buildings)
 - 24 very low risk: Minimal intervention needed (e.g., small clubhouses)
 - 25 low risk: Basic clubhouses with more than 100m²
 - 7 medium risk: Includes venues like Carnarvon Woolshed, Cinema, or small busy pubs
 - None classified as high risk
- Many public buildings are **overdue for inspection**, with the last cinema inspection completed 3 years ago, raising maintenance concerns.
-

4. Septic Applications and Wastewater Management

- **Application Trends:**

- Significant reduction in applications: Only 6 in 2024 compared to historical averages of ~20 per year.
- **Activity:**
 - Ongoing inquiries and assessments are frequent for various proposals.
 - Strong working relationships with local installers (primarily plumbing contractors).
- 5. **Lodging house inspections** are overdue, although the number of lodging houses has been considerably reduced after revising the interpretation of what constitutes a lodging house to bring it back closer to the original meaning of involving shared facilities, which is in line with the direction of the environmental health industry.

6. Non-Routine Inspections

The Environmental Health team conducts numerous non-routine inspections in response to complaints or specific situations. Common issues include:

- Maintenance of houses (primarily Housing Commission properties)
- Vandalized and vacant housing
- Illegal waste dumping
- Nuisances

These inspections address a wide range of health and safety concerns in the community.

7. Routine Sampling Programs

With the recent addition of a part-time Environmental Health Technical Officer, routine sampling programs are now being consistently maintained. These include:

- **Monthly testing and sampling:**
 - Recycled water used for irrigation of public parks and spaces
 - Carnarvon aquatic facilities (and occasional testing of Coral Bay aquatic facilities)
 - Local surface waters (e.g., Fascine, Small Boat Harbour, Pelican Point, Chinaman Pool)
- Minor projects:
 - Removal of *Golden Crownbeard*, a toxic flower, from town road verges

8. Projects

The Environmental Health team is currently managing two major projects:

1. **Mesquite Control Project:**
 - A complex 3-year project targeting mesquite over commons surrounding Carnarvon.
2. **Airport Perimeter Drain Project:**
 - Completion of work to fill depressions in the airport perimeter drain to reduce mosquito breeding following heavy rainfall.
 - Potential for additional land modification projects to permanently reduce or eliminate significant saltmarsh mosquito breeding habitats. These efforts may require specialized equipment, such as amphibious excavators, to create drainage channels in muddy conditions, representing the only feasible long-term solution for Carnarvon's most severe mosquito breeding sites.

Annual Reporting

The Department of Health Western Australia mandates local government enforcement agencies to submit annual reports under:

- *Food Act 2008* (section 121)
- *Public Health Act 2016* (section 22)

These reports, primarily focused on the administration of the *Food Act*, follow a standard format prescribed by the Department. The Shire's latest report for 2023-24 is included in the schedule.

The Shire of Carnarvon's Environmental Health service plays a critical role in safeguarding public health, managing environmental risks, and maintaining community well-being. Despite a reduction in staffing levels and increasing complexity in statutory and non-statutory responsibilities, the team continues to deliver

essential services, including routine and non-routine inspections, sampling programs, and project management.

However, the growing demands of reporting, management plans, and community engagement highlight the need for additional resources to sustain and enhance service delivery. Future staffing options, including expanding the Technical Officer's role and recruiting an additional Environmental Health Officer, present opportunities to bolster capacity and address current challenges.

To ensure the Shire remains proactive and resilient in its approach to environmental health, strategic investment in staffing and infrastructure will be essential. This will enable the Shire to continue meeting its legislative requirements and deliver outcomes that align with the community's long-term strategic objectives.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting

- 1. notes this report;***
- 2. notes the Environmental Health service outline in Schedule 1; and***
- 3. notes the Annual Report for 2023-24 given to the Department of Health Western Australia under the Food Act 2008 and Public Health Act 2016 in Schedule 2.***

COMMITTEE RESOLUTION ARMC 05/12/24

Moved: Cr Luke Vandeleur

Seconded: Cr Paul Kelly

That the Audit and Risk Management Committee Meeting

- 1. notes this report;***
- 2. notes the Environmental Health service outline in Schedule 1; and***
- 3. notes the Annual Report for 2023-24 given to the Department of Health Western Australia under the Food Act 2008 and Public Health Act 2016 in Schedule 2.***

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.5 COMPLIANCE REPORTS - COUNCILLOR MEETING ATTENDANCE

File No:	ADM1737
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Amanda Dexter, Chief Executive Officer
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Council Meeting Attendance Register - December 2023 to November 2024

Authority/Discretion:

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

Summary of Report

For the Committee to monitor Councillor attendance at Ordinary Meetings of Council and Special Council Meetings to oversee compliance with the Local Government Act.

In accordance with regulation 14D of the Local Government (Administration) Regulations 1996 Council may approve the holding of any Ordinary or Special Council Meeting by electronic means (vis. telephone, video conference or other means of instantaneous communication).

Council cannot authorise more than half of its Council meetings, to be held electronically, in any rolling 12 months period.

A Councillor may attend Council or Committee Meetings by electronic means if the member is authorised to do so by the President or the Council. Electronic means attendance can only be authorised for up to half of the Shire's in-person meetings they have attended in total, in any rolling 12 months prior period. Authorisation can only be provided if the location and the equipment to be used by the Councillor are suitable to enable effective, and where necessary confidential, engagement in the meeting's deliberations and communications.

Background

The Councillor Meeting Attendance Reports provides Council with accurate meeting attendance register and allows the Administration to monitor attendance by Councillors to ensure compliance with the Local Government Act 1995 and Local Government (Administration) – Amendment Regulations 2022.

Stakeholder and Public Consultation

Internal consultation has been undertaken with relevant areas to collate information.

Statutory Environment*Local Government Act Section 2.25***2.25. Disqualification for failure to attend meetings**

(1) A council may, by resolution, grant leave of absence, to a member.

(2) Leave is not to be granted to a member in respect of more than 6 consecutive ordinary meetings of the council without the approval of the Minister, unless all of the meetings are within a period of 3 months.

(3A) Leave is not to be granted in respect of —

(a) a meeting that has concluded; or

(b) the part of a meeting before the granting of leave.

(3) The granting of the leave, or refusal to grant the leave and reasons for that refusal, is to be recorded in the minutes of the meeting.

(4) A member who is absent, without obtaining leave of the council, throughout 3 consecutive ordinary meetings of the council is disqualified from continuing his or her membership of the council, unless all of the meetings are within a 2 month period.

(5A) If a council holds 3 or more ordinary meetings within a 2 month period, and a member is absent without leave throughout each of those meetings, the member is disqualified if he or she is absent without leave throughout the ordinary meeting of the council immediately following the end of that period.

(5) The non-attendance of a member at the time and place appointed for an ordinary meeting of the council does not constitute absence from an ordinary meeting of the council —

(a) if no meeting of the council at which a quorum is present is actually held on that day; or

(b) if the non-attendance occurs —

(i) while the member has ceased to act as a member after written notice has been given to the member under section 2.27(3) and before written notice has been given to the member under section 2.27(5); or

(ii) while proceedings in connection with the disqualification of the member have been commenced and are pending; or

(iii) while the member is suspended under section 5.117(1)(a)(iv) or Part 8; or

(iiii) while the election of the member is disputed and proceedings relating to the disputed election have been commenced and are pending.

(6) A member who before the commencement of the Local Government Amendment Act 2009 section 5 was granted leave during an ordinary meeting of the council from which the member was absent is to be taken to have first obtained leave for the remainder of that meeting.

[Section 2.25 amended: No. 49 of 2004 s. 19(1); No. 17 of 2009 s. 5; No. 31 of 2018 s. 5.]

Local Government Act 1995 – Local Government (Administration) – Amendment Regulations 2022

Regulation 7 inserts additional provisions for meetings that are conducted entirely by electronic means under regulation 14D. Regulation 14D provides for a meeting of council or committee to be conducted by electronic means outside of a declared state of emergency. Regulation 14D(1) defines a relevant period in relation to the backward-looking test used to calculate how many electronic meetings a local government has conducted over the previous 12 months relative to the proposed meeting, and the 50% cap provided by regulation 14D(2A). Subsection 14D(2)(a)(ii) is amended to require the mayor, president or council to consider the requirements under subregulation 14D(2B) in deciding whether to conduct an electronic meeting.

Regulation 14D(2B) requires the local government to consider the suitability of a person’s location and their equipment with respect to effective communication and confidential matters during a meeting. Regulation 14D(2A) applies the 50% cap to the number of electronic meetings that a local government (council) may authorise outside of an emergency situation under subregulation (2)(c) over a 12-month period. The backward-looking test used to determine how many meetings have already been held by electronic means in the preceding 12 months applies in the same way it does for electronic attendance at in-person meetings.

Regulation 14D(2B) inserts the criteria that the authorising authority (the mayor, president or council) are required to consider before deciding to hold an electronic meeting. The authorising authority is required to consider each council or committee member’s ability to maintain confidentiality during closed parts of the meeting and the suitability of each person’s intended location and equipment to enable effective engagement in council deliberations. The authorising authority must have regard to these matters when deciding to hold and authorise electronic meetings. Electronic meetings held outside of emergency circumstances under subregulation 2(c) may only be approved by council.

Subregulations 14D(5)(a) and (b) insert subsections (6) to (8) that apply to closed parts of electronic meetings. Subsection (6) requires each member in attendance to make a declaration that they can maintain confidentiality during the closed part of the meeting. Subsection (7) requires that if a member makes a confidentiality declaration but is unable to maintain confidentiality subsequent to the declaration, they are required to leave prior to the closed part of the meeting. Subsection (8) requires a member’s declaration to be recorded in the meeting minutes

Relevant Plans and Policy

EME0365 – Elected Members Electronic Attendance at Meetings

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation			
Service disruption	N/A		
Compliance	Disqualification could result if Councillor does not comply with meeting attendance regulations.		Bi Monthly reporting to the Audit Committee for awareness and direction where required
Property	N/A		
Environment	N/A		
Fraud	N/A		

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

There are no compliance concerns noted for this reporting period.

OFFICER’S RECOMMENDATION

That the Audit and Risk Management Committee Meeting receives the information contained in the report detailing Councillor meeting attendance (including via electronic means).

COMMITTEE RESOLUTION ARMC 06/12/24

Moved: Cr Paul Kelly

Seconded: Cr Burke Maslen

That the Audit and Risk Management Committee Meeting receives the information contained in the report detailing Councillor meeting attendance (including via electronic means).

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.6 AUDIT AND FINANCIAL REVIEW STATUS REPORT

File No:	ADM031
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Senior Finance - Operations
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple
Previous Report:	Nil
Schedules:	1. Financial Review Status Report - December 2024

Authority/Discretion:

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

Summary of Report

To present to the Audit and Risk Committee the Audit and Financial Review Status Report. The main purpose of the Audit and Financial Review Status Report is to provide Council oversight of the progress of the Shire of Carnarvon in implementing actions to address the audit and financial review findings and recommendations brought about in internal audits and external reviews.

Background

The primary objective of the Audit and Risk Committee is to accept responsibility for the annual external audit and consult with the Shire’s auditor and CEO so that Council can be satisfied with the performance of the Shire of Carnarvon with managing its financial affairs and risk matters. As part of the Council’s committee structure, the Audit and Risk Committee was established to review areas of an audit.

The main purpose of the annual financial audit and financial reviews is to examine the appropriateness and effectiveness of the financial management systems and procedures, risk management, internal control and legislative compliance of the Shire. Following the finalisation of an internal audit and/or external review, recommendations and findings are included in the Audit and Financial Review Status Report to ensure progress is monitored and recorded.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996 5(1)
 Local Government (Financial Management) Regulations 1996 5(2)(c)
 Division 3, Section 7.9 Local Government Act 1995
 Local Government (Audit) Regulations 1996.

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications from this report.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Reputational risks if it is found that any findings brought about in internal audits and external reviews are not addressed.	High	Monitoring Audit and Financial Review Status Reports will assist in maintaining accountability and managing any reputational risk regarding the Shire’s financial position and management.
Service disruption	N/A	N/A	N/A
Compliance	Compliance failures if areas identified for improvement are not addressed.		Review any possible non-compliance brought to attention by external audits and internal reviews. Determine if matters raised in the reports require further action and ensure that appropriate action is implemented.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

The tabling of the Audit and Financial Review Status Report aligns itself with no specific objective as expressed in the Community Strategic Plan 2022-2032. It does however help in improving the trust between citizens and the Shire of Carnarvon.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Audit and Financial Review Status Report provides the Committee with the status and progress of findings and recommendations from the following audits and reviews:

- Internal Finance Department Review – March 2023
- Regulation 5 Review – 2023
- Regulation 17 Review – 2024
- Annual Finance Audit Findings - 2024

A current Audit and Financial Review Status Report will be presented to the Committee at each Audit and Risk Committee meeting. Items that were marked as complete in the previous report presented on October 30, 2024 have not been represented in the current report.

Of note in the current report, the Shire's Suspense and Unclaimed Monies accounts have now been reconciled by staff and account balances will be cleared to zero by 31 March 2025.

Also of note, the following audit findings identified during the recent Interim Audit of 2024 financial statements have already been addressed by Shire staff and procedures updated:

- Review of Termination Payments
- Review of Grant Register
- Evidence of Review on Daily Rates Reconciliations

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee Meeting, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995, receive the Review Status Report – December 2024 as per Schedule 1.

COMMITTEE RESOLUTION ARMC 07/12/24

Moved: Cr Paul Kelly

Seconded: Cr Luke Vandeleur

That the Audit and Risk Management Committee Meeting, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995, receive the Review Status Report – December 2024 as per Schedule 1.

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly

AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 4/0

5.7 2023/2024 REPORT TO THE AUDIT AND RISK COMMITTEE CONTAINING INDEPENDENT AUDITORS REPORT, FINAL MANAGEMENT LETTER AND AUDITED ANNUAL FINANCIAL REPORT

File No:	ADM0032
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Senior Finance - Operations
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	16 January 2024
Schedules:	<ol style="list-style-type: none"> 1. Draft - Shire of Carnarvon Financial Statements - 30 June 2024 2. Financial Management Letter - Shire of Carnarvon 30 June 2024 3. Office of Auditor General Audit Opinion - 30 June 2024

Authority/Discretion:

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

Summary of Report

The purpose of this report is to present the Shire of Carnarvon's audited Annual Financial Report, the Office of the Auditor General's (OAG) Independent Audit Report and the Audit Management Letter for the financial year ended 30 June 2024.

Background

As part of the Council's committee structure, the Audit and Risk Committee has been established to review areas of an audit. The Audit and Risk Committee accepts responsibility for reviewing the annual external audit documents so that Council can be satisfied with the performance of the Local Government in managing its financial affairs.

Each year, the Shire is required to produce its Annual Financial Report and send the report to the Shire's auditor by 30 September (Section 6.4 (3) of the Local Government Act 1995). The Office of Auditor General appointed William Buck as the Shire's auditors. William Buck extensively reviewed the Shire's financials and have now completed the audit, providing their Independent Auditor Report and Management Report.

Shire staff together with consultants, AccWest, worked in collaboration to prepare the

financial statements that were presented to the auditors.

Stakeholder and Public Consultation

- Office of the Auditor General (OAG)
- William Buck Accountants & Advisors (contracted auditor by OAG)
- AccWest (the Shire's financial consultant)

Statutory Environment

The Local Government Act 1995 sets out the requirements for the preparation of the annual financial report as follows:

Section 6.4 (1) and (2) requires the Shire to prepare an annual financial report for the preceding financial year which is to be presented in the manner and form prescribed.

Section 6.4 (3) requires the Shire to submit to its auditor the accounts balanced up to the last day of the preceding financial year and to submit the annual financial report by 30 September.

Section 5.53(2)(f) and 5.53(2)(h) requires the Shire to prepare an annual report that includes the financial report and auditor's report for the financial year.

Section 5.54 requires the Shire to accept the annual report for a financial year by no later than 31 December after that financial year; unless the auditor's report is not available in time, then it is to be accepted no later than two months after the auditor's report becomes available.

Regulation 51(2) of the Local Government (Financial Management) Regulations 1996 requires a local government to submit a copy of the annual financial report to the Department within 30 days of Local Government receiving the auditor's opinion on the financial position and the results of the operations of the local government.

Regulation 10(1) of the Local Government (Audit) Regulations 1996 requires the auditors to submit an audit report to the persons specified in section 7.9(1) of the LGA within 30 days of completing the audit.

Regulation 10(2) and 10(3) of the Local Government (Audit) Regulations 1996 provides full details about what the auditor's report is required to report on. The report is to include any material matters that, in the opinion of the auditor, indicate significant adverse trends in the financial position or the financial management practices. It must also report on any matters indicating non-compliance with Part 6 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, or applicable financial controls in any other written law.

Regulation 10(4) of the Local Government (Audit) Regulations 1996 considers where appropriate, the auditor is to prepare a management report to accompany the auditor's report and to forward a copy of the management report to the persons specified in section 7.9(1) of the Local Government Act 1995 with the auditor's report.

Relevant Plans and Policy

The Annual Financial Statements are prepared in accordance with the Australian Accounting Standards and comply with the Shire's Significant Accounting Policy which provides requirements on how transactions are performed or treated in an accounting context.

Financial Implications

The Annual Financial Statements set out the operating results for the Shire for the year ended 30 June 2024 and the assets and liabilities as at that date, together with other relevant financial information.

Risk Assessment

The role of the Audit and Risk Committee is to support Council in fulfilling its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, internal and external audit functions and ethical accountability.

The Committee is required to examine the audit and management reports provided by the external auditor. The Committee would then determine if matters raised in the reports require action to be taken by the local government and ensure that appropriate action is implemented.

Failure to prepare and adopt the annual Financial Report would result in non-compliance with its statutory responsibilities under the Local Government Act 1995

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Transparency in the Shire’s financial position and management of financial affairs is important to manage any reputational risk. A qualified audit opinion would negatively impact the Shire’s reputation.	High	The unqualified audit will assist in managing any reputational risk regarding the Shire’s financial position and management.
Service disruption	N/A	N/A	N/A
Compliance	Failure to prepare and adopt the Annual Financial Report would result in non-compliance with the Shire’s statutory responsibilities under the Local Government Act 1995	High	The Shire’s Annual Report was prepared in accordance with the requirements under the Local Government Act 1995. The Shire Officer’s recommendation should be accepted within this meeting to meet requirements.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	The risk of fraud is always present in any financial	Moderate	The audit progress is rigorous, involving the checking of many samples to check for potential

	management system and the audit considers that risk.		fraud. The audit process also provides recommendations for improving internal controls to reduce the risk of fraud. These recommendations are within the Management Letter and will be actioned by Management as soon as possible.
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Community and Strategic Objectives

The presentation of information relative to the monthly Financial Statements aligns itself with no specific objective as expressed in the Community Strategic Plan 2022-2032. It is solely a legislative requirement common to all local governments within Western Australia. Without compliance in this regard however, achieving strategic or community objectives would be at risk.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The OAG using contractors William Buck, have completed their audit of Council’s financial affairs for the financial year ended 30 June 2024. There are five primary financial statements which have been prepared to finalise the report for 2023/2024, which are presented in *schedule 1*:

- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Statement of Cash Flows;
- Statement of Financial Activity; and
- Transfers to Reserves

Statement of Comprehensive Income

The Statement of Comprehensive Income on page 3 of the Financial Report, shows a Net loss result (including capital grants) for the period of \$(2,817,944). This is due to multiple factors including decreased capital grants and increased employee costs and depreciation.

Statement of Financial Position

The Statement of Financial Position on page 4 of the Financial Report displays the Shire’s total equity as \$312,798,443 at 30 June 2024.

Statement of changes in equity

The Statement of Changes in Equity on page 5 shows the movement in equity of \$(2,817,944) (as per the Statement of Comprehensive Income).

Statement of Cash Flows

The Statement of Cash Flows shown on page 6 of the Financial Report shows an increase in cash flow of \$1,541,807 over the financial year, leaving a total balance of Cash and Cash equivalents of \$13,493,183.

Statement of Financial Activity

The Statement of Financial Activity on page 7 of the Financial Report shows a total surplus to be carried through to the 2024/2025 year of \$6,963,534.

Transfers to Reserves

Council has increased its reserve balance by \$71,109 as shown on page 44.

The Audit and Risk Committee is to examine the report of the auditor in attached *schedule 2* and determine if any matters raised by the report require action to be taken and ensure appropriate action is taken in the future. The Independent Auditor's Report is produced by the Office of the Auditor General after a detailed assessment and consultation process, including a requirement for the Chief Executive Officer to sign the annual Financial Report once satisfied that it is representative and accurate.

OFFICER'S RECOMMENDATION

That the Audit and Risk Management Committee recommends to Council that Council, by Absolute Majority pursuant to s5.8 of the Local Government Act 1995:

1. ***Adopts the audited 2023/2024 annual Financial Report;***
2. ***Notes that the Independent Auditor's Report is to be included as the final page of the annual Financial Report; and***
3. ***Notes the response from management to the items raised in the Auditor's Management Letter.***

COMMITTEE RESOLUTION ARMC 08/12/24

Moved: Cr Burke Maslen

Seconded: Cr Paul Kelly

That the Audit and Risk Management Committee recommends to Council that Council, by Absolute Majority pursuant to s5.8 of the Local Government Act 1995:

1. ***Adopts the audited 2023/2024 annual Financial Report;***
2. ***Notes that the Independent Auditor's Report is to be included as the final page of the annual Financial Report; and***
3. ***Notes the response from management to the items raised in the Auditor's Management Letter.***

FOR: Crs Eddie Smith, Burke Maslen, Luke Vandeleur and Paul Kelly

AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 4/0

6 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 25 February 2025 at Shire Council Chambers, Stuart Street Carnarvon commencing at 3:30pm

7 CLOSE

The Presiding Member declared the meeting closed at 4:26pm.