



SHIRE OF CARNARVON
MINUTES
ORDINARY COUNCIL MEETING
TUESDAY 24 SEPTEMBER 2024

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on

as a true and accurate record

Chairman

Shire Council Chambers
Stuart Street Carnarvon, West Australia
Phone: (08) 9941 000
Fax: (08) 9941 1099
Website – www.carnarvon.wa.gov.au

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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Note – to be noted that as the Council Meeting for 22 October 2024 is the commencement date of the new CEO Mrs Amanda Dexter Council felt it appropriate that the new CEO’s first Council Meeting be held in Chambers and not in Coral Bay and that the venue be changed on this occasion.

12 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC 39
Nil

13 DATE OF NEXT MEETING 39

14 CLOSURE 39

The meeting was declared open by the Presiding Member at 1.00pm

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

1 ATTENDANCE, APOLOGIES & APPROVED LEAVE OF ABSENCE

Mr Eddie Smith Presiding Member/Shire President
 Cr Burke Maslen Councillor, Gascoyne/Minilya Ward
 Cr Marco Ferreira Councillor, Plantation Ward
 Cr Paul Kelly Councillor, Town Ward
 Cr Dudley Maslen Councillor, Town Ward

Mr J R Attwood Acting Chief Executive Officer
 Mr A Thornton Deputy Chief Executive Officer
 Mr M Mallon Acting Executive Manager Infrastructure Services
 Mrs D Hill Senior Executive Officer

Apologies

Cr Luke Skender Councillor, Plantation Ward
 Cr Luke Vandeleur Councillor, Town Ward

Leave of Absence

Cr Adam Cottrell

Press..... Nil
Observers Nil

2 DECLARATIONS OF INTEREST

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

Cr Burke Maslen (Financial Interest) – Item 6.0 – Presentation by Province Resources
 Cr Dudley Maslen (Impartiality Interest) – Item 6.0 – Presentation by Province Resources

3 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.)

There was no public question time as there were no public in attendance.

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

Nil

3.2 PUBLIC QUESTION TIME

There was no public question time

4 CONFIRMATION AND RECEIVING OF MINUTES

CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Council Meeting - 27 August 2024

COUNCIL RESOLUTION OCM 01/09/24

Moved: Cr Paul Kelly

Seconded: Cr Marco Ferreira

That the minutes of Ordinary Council Meeting held on 27 August 2024 be confirmed as a true record of proceedings.

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreira, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY SIMPLE MAJORITY 5/0

5 ANNOUNCEMENTS BY THE PRESIDENT WITHOUT DISCUSSION

President Smith, on behalf of Council and the plantation community, wished to acknowledge and thank the Bush Fire Brigade and all volunteers for their dedication and hard work to get the recent plantation fire under control and in doing so saving residences. A special thankyou to Mick Anthony (Community Emergency Services Manager) as Incident Control Officer for his dedication and exemplary leadership during the incident, Alan Thornton, Deputy CEO (Chief Bush Fire Control Officer) and the Acting CEO Mr John Attwood for also assisting during the fire. A community effort and a job well done by all those who worked tirelessly to prevent this fire from the disaster that it could have been.

6 PRESENTATIONS, PETITIONS AND MEMORIALS

6.1 PROVINCE RESOURCES - UPDATE (GREG WALKER) BY TEAMS

Cr B Maslen declared a Financial Interest as he is employed by Province Resources and therefore left the meeting at 1.01pm.

Cr D Maslen declared an Impartiality Interest as his son is an employee of Province Resources.

Province Resources provided Council with a HyEnergy Update and assisted in answering any questions following their recent announcement and subsequent interpretations and response by the State.

Cr B Maslen returned to the meeting at 1.18pm

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTHS OF AUGUST AND SEPTEMBER 2024

File No:	ADM0043
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Dannielle Hill, Senior Executive Officer
Authoriser:	John Attwood, Acting Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
Schedules:	Nil

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 Item

To report on actions performed under delegated authority for the months of August and September 2024.

Background

In accordance with the conditions of delegation and to increase transparency this report has been prepared for Council and includes all actions performed under delegated authority for:

- Development Approvals issued;
- Building Permits issued;
- Health Approvals issued; and
- Affixing of Common Seal.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 - Section 9.49A
 Planning & Development Act 2005 – Part 10 Div. 2
 TPS No. 10 – Section 2.4
 Shire of Carnarvon Local Government Act Local Laws S.29
 Health Act 1911 – S.107; Health Act 1911, Part VI
 Health (Public Buildings) Regulations 1992

Relevant Plans and Policy

Nil

Financial Implications

There are no financial implications arising from receiving 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 (Consequence x likelihood)	Mitigating Action/s
Financial	N/A		
Health & Safety	N/A		
Reputation	Non-compliance with statutory requirements would result in reputational damage to the Shire	Low	This agenda item aims to ensure that the Shire is compliant.
Service disruption	N/A		
Compliance	That the performed delegations are not reported to Council	Low	This agenda item aims to ensure that the Shire is compliant in reporting delegated authority actions
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 economy fosters investment and productivity in industries befitting Carnarvon’s physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The following table detailing the actions performed within the organisation under delegated authority for the months of August and September 2024 are submitted to Council for information.

COMMON SEAL

DATE AFFIXED	DOCUMENT DETAILS
16 September 2024	Avis – Deed of Extension of Lease – Terminal Building and Car Park – Carnarvon Airport

CEO DELEGATION

DATE OF DELEGATION	DELEGATION DETAILS (Delegation 1.2.21)	AMOUNT OF CONTRIBUTION
30 August 2024	Approval to write off 1, 2, and 3 cent rate balances	1,2,3 Cent rate balances
2 September 2024	Carnarvon Motorcycle Club – Coral Coast Cup 2024	\$1,000
3 September 2024	Ngala - Lets Talk Basketball Carnival	\$1,000

ENVIRONMENTAL HEALTH

Nil

PLANNING & DEVELOPMENT

Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68 Applications to use/develop land					
File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/ Proponent	Date Granted
A3510	P37/24	24 MARGARET ROW, EAST CARNARVON	SHED	KATHRYN HARPER & JARROD RICK	04/09/2024
A709	P38/24	3 ILES RD, EAST CARNARVON	YARD ASPHALT SEAL & STORMWATER DRAINAGE IMPROVEMENTS	DCCM PTY LTD	05/09/2024

Hawkers, traders and stall holders

Shire of Carnarvon Local Government Act Local Laws, s.29

Date of decision	Decision Ref.	Decision details	Applicant	Other person(s) affected
05/09/2024	P40/24	MOBILE TRADING APPLICATION – APPROVED	BENJAMIN SMITH	NIL

BUILDING

Application No.	Owners Name	Lot & Street	Type of Building Work
B24/055	MARK & CLAIRE PARRY	LOT 177 (17) NORTH RIVER ROAD, NORTH PLANTATIONS	SOLAR PANELS
B24/064	HUYNH LY & QUANG LAM	LOT 260 (1040) NORTH RIVER RD, NORTH PLANTATIONS	SOLAR PANELS
B24/067	REGIONAL POWER CORPORATION - SYNERGY	LOT 315 (115) SANCTUARY ROAD, LYNDON	STEEL FRAMED STEEL-CLAD SHED WITH ACCESSIBLE TOILET FACILITY & ACCESS WALKWAY
B24/070	GINA & RUDY MAITRE	LOT 520 (17) HILL ST, CARNARVON	ABOVE GROUND SWIMMING POOL AND POOL BARRIER FENCE
B24/058	THANH VAN & THI KIM TIEN NGUYEN	LOT 123 (1104) NORTH WEST COASTAL HIGHWAY	SOLAR PANELS

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, in accordance with Section 5.46 of the Local Government Act, resolves to accept the reports outlining the actions performed under delegated authority for August and September 2024.

COUNCIL RESOLUTION OCM 02/09/24

Moved: Cr Paul Kelly

Seconded: Cr Burke Maslen

That Council, by Simple Majority, in accordance with Section 5.46 of the Local Government Act, resolves to accept the reports outlining the actions performed under delegated authority for August and September 2024.

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY SIMPLE MAJORITY 5/0

7.1.2 POLICY REVIEW

File No:	ADM0124
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:	John Attwood, Acting Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	7.1.7 Policy Review
Schedules:	1. Draft Policies CF001 to CF019, EME036 and EME037

Authority/Discretion:

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

Summary of Report

The updated Shire of Carnarvon Council Policy Manual was adopted by Council at the Ordinary Meeting of Council on 25 June 2024. This agenda item forms part of a schedule to facilitate the regular formal review of the Council Policy Manual by Council. Table 2 in the comments section details the recommended changes to the policies.

Background

One of the primary functions of a Local Government Council is to determine the local government’s policies. Council policies focus on the strategic and statutory decision-making obligations of the Council. The policy may relate to an Express Power or Duty or a matter that is non-statutory and entirely discretionary. Council policies guide and inform the Local Government’s strategic, financial, and operational functions and may impact service levels provided to the community. Council policies apply to Council and employees when fulfilling their decision-making responsibilities.

A full review of all policies was completed by Council in August 2023. At that time the Council advised it was onerous to review all 73 policies at once and a more frequent review cycle of a smaller number of policies at each review, would be more manageable.

Officers aim to present policies to Council for review as follows, noting that sometimes policies are presented outside of the cycle to allow for a more detailed review by the content experts.

MONTH	POLICY NUMBERS
MARCH	EME001 TO EME017
JUNE	EME018 TO EME035
SEPTEMBER	CF001 TO CF019
DECEMBER	ID001 TO ID005 AND CD001 TO CD015
NEW POLICIES	PRESENTED TO COUNCIL AS REQUIRED.

Stakeholder and Public Consultation

Nil.

Statutory Environment

Section 2.7 of the Local Government Act 1995 articulates the Role of Council, which includes determining policies of the local government.

The specific legislation for different policies is provided for reference in each policy document.

Relevant Plans and Policy

Shire of Carnarvon Policy Manual.

Financial Implications

There are no additional financial implications from adopting the updated policies. Any impacts have either already been considered in the budget setting, e.g., Community Growth Fund allocations, or will be brought before Council if there is a financial impact outside the current budget allocation.

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	Unclear policy direction can result in less transparent decision-making and may impact the Shire’s reputation.	High	The policies aim to provide Council and Employees with clear direction and improve the transparency and consistency of decision-making.
Service disruption	N/A		
Compliance	That policies do not support compliance.	High	Policies have been checked to align with legislation and aim to add clarity to legislation to assist with compliance.
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:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The officer’s recommendation is that Council adopts policy numbers CF001 to CF019, EME036 and EME037 as presented to Council for their final review and recommendation.

POLICY REVIEW – SUMMARY OF CHANGES	
Policy Title	Proposed Change
CF001	<p>Purchasing and Procurement Responsible Officer: Alan Thornton and David Nielsen</p> <p>Major Changes: DN - Added requirements for engagement of WALGA preferred suppliers to ensure supplier is current WALGA Panel member.</p> <p>AT – added sections for Emergency Purchases</p>
CF002	<p>Regional Price Preference Responsible Officer: Alan Thornton and David Nielsen</p> <p>Minor changes: DN formatting and small amendment to definition of regional (to align with LG Regulation). Moved related policies to header section.</p>

	Major Change: N/A
CF003	<p>Tender Management Responsible Officer: David Nielsen</p> <p>Major Changes: Policy is no longer relevant. Recommend Council delete from Policy Manual. Reason for recommendation: Council has delegated authority to CEO to determine in writing tender selection criteria (Refer delegation 1.2.16Tenders for Goods and Services). Prior to that delegation occurring, that was the primary function of this policy in order to comply with Functions and General Regulation 14 (2a). Other items in the policy are covered under the Functions and General Regulations. Procedural matters outlined in the policy are addressed under documented administrative procedures and document templates.</p>
CF004	<p>Rate Payment Prizes and Eligibility Responsible Officer: Alan Thornton</p> <p>Major Change: Policy no longer applicable. Recommend Council delete from Policy Manual Shire has not issued Rate Payment Prizes and Eligibility for a number of years.</p>
CF005	<p>Disposal or Surplus IT and Minor Assets Responsible Officer: Amanda Leighton</p> <p>Major Change: Complete re-write to outline and identify the requirements for disposal of IT and Minor Assets under \$5k.</p>
CF006	<p>Financial Hardship Responsible Officer: Alan Thornton</p> <p>Minor Change: Removed references to pandemic relief.</p>
CF007	<p>Debt Collection Responsible Officer: Alan Thornton</p> <p>No Change: Reviewed by Shire Officers. Policy put forward for final review and recommendations by Councillors.</p>
CF008	<p>Risk Management Responsible Officer: Alan Thornton</p> <p>No Change: Reviewed by Shire Officers. Policy put forward for final review and recommendations by Councillors.</p>
CF009	<p>Loans and Borrowing Responsible Officer: Alan Thornton</p> <p>No Change: Reviewed by Shire Officers. Policy requires a complete review and rewrite and will be represented to Council at the October meeting.</p>
CF010	Corporate Credit Cards

	<p>Responsible Officer: Alan Thornton</p> <p>Minor Change: Person responsible for purchase to investigate any suspected incorrect charges and inform Cardholder.</p>
CF011	<p>Recovery of Rates Responsible Officer: Alan Thornton</p> <p>No Change: Reviewed by Shire Officers. Policy put forward for final review and recommendations by Councillors.</p>
CF012	<p>Rates Charges Responsible Officer: Alan Thornton</p> <p>No Change: Reviewed by Shire Officers. Policy put forward for final review and recommendations by Councillors.</p>
CF013	<p>Significant Accounting Policies Responsible Officer: Alan Thornton</p> <p>Minor Change: Minor changes to some wording.</p>
CF014	<p>Investments Responsible Officer: Alan Thornton</p> <p>No Change: Reviewed by Shire Officers. Policy put forward for final review and recommendations by Councillors.</p>
CF015	<p>Private Works Responsible Officer: David Nielsen</p> <p>Minor Change: Wording, sentence structure and formatting changed for clarity. Dollar amounts changed to reference application of GST.</p> <p>Major Changes: Added ability for CEO to authorise private works more than \$25,000 Ex GST for government agencies. Added discretionary authority for CEO to require a deposit prior to carrying out private works. Application of administrative oncosts not applicable to other regional Local Governments added subject to reciprocal policy in effect.</p>
CF016	<p>Asset Management Responsible Officer: David Nielsen</p> <p>Minor Change: Minor formatting changes for document consistency. Policy last reviewed May 2024. This review is to bring review cycle into correct alignment.</p>
CF017	<p>Related Parties Disclosures Responsible Officer: Amanda Leighton</p> <p>No Change:</p>

	Reviewed by Shire Officers. Policy put forward for final review and recommendations by Councillors.
CF018	Lease and Licensing Classifications Responsible Officer: Amanda Leighton Major Change: Complete re-write to make the make eligibility, responsibilities and process clearer to understand.
CF019	Rates Exemptions for Charitable Purposes Responsible Officer: Alan Thornton No Change: Reviewed by Shire Officers. Policy put forward for final review and recommendations by Councillors.
EME036	Privacy Responsible Officer: Amanda Leighton New Policy: New policy created to ensure compliance in anticipation of the changes to the WA Privacy and Responsible Information Sharing Legislation (PRIS) by 30 September 2024.
EME037	Data Breach Responsible Officer: Amanda Leighton New Policy: New policy created to ensure compliance in anticipation of the changes to the WA Privacy and Responsible Information Sharing Legislation (PRIS) by 30 September 2024.

OFFICER’S RECOMMENDATION

That Council, by Absolute Majority, in accordance with Section 2.7 of the Local Government Act 1995, resolves to adopt Policies CF001 to CF019, EME036 and EME037, as presented in Schedule 1 and include them in the Shire of Carnarvon Policy Manual.

COUNCIL RESOLUTION OCM 03/09/24

Moved: Cr Paul Kelly

Seconded: Cr Dudley Maslen

That Council, by Absolute Majority, in accordance with Section 2.7 of the Local Government Act 1995, resolves to adopt Policies CF001 to CF019, EME036 and EME037, as presented in Schedule 1 and include them in the Shire of Carnarvon Policy Manual, excluding Policy CF016.

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY ABSOLUTE MAJORITY 5/0

Note: Council wished to consider Policy CF016 further and therefore resolved not to adopt until further clarification.

7.2 CORPORATE SERVICES

7.2.1 ACCOUNTS PAID UNDER DELEGATION AUGUST 2024

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Giang Nguyen, Creditors Officer
Authoriser:	Alan Thornton, Deputy Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Monthly Report
Schedules:	<ol style="list-style-type: none"> 1. SCHEDULE 1 - ACCOUNTS FOR PAYMENTS IN AUGUST 2024 2. SCHEDULE 2 - CREDIT CARDS RECONCILIATION 23.07.2024 - 22.08.2024

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

To present the listing of accounts paid under delegation from the Municipal Fund and Trust Fund, in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*, for the month of August 2024.

Background

Council has delegated to the CEO the exercise of its power under Financial Management Regulation 12 to make payments from Municipal Fund and Trust Fund (Delegation 1.2.20) with a statutory condition on the delegation that a list of all payments is to be recorded in the Council Minutes. The list of payments is provided at Schedule 1 and 2 attached.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government Act 1995 – Section 5.42

Local Government (Financial Management) Regulations 1996 – Regulations 12 and 13

Relevant Plans and Policy

Nil

Financial Implications

Nil as all payments have been made in accordance with the Council adopted budget.

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	Payments are made without appropriate budget authority	Low	Internal controls are in place to manage this potential risk
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Accounting Fraud	Moderate	Internal controls are in place, including background checks and regular updates of Sundry Creditors. Sign off by SFO of any Creditor changes (Bank Accounts).

Community and Strategic Objectives

The tabling of information relative to payments made under delegation 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, achieving strategic or community objectives would be at risk.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

- N/A

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Nil

OFFICER’S RECOMMENDATION

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995, resolves to:

- 1. receive the list of payments made under delegation, as per Schedule 1 at a total value of \$2,005,566.61 as presented for the month of August 2024, incorporating the following; and*

<i>Payment Reference from:</i>	<i>Payment Reference to:</i>	<i>Payment Type</i>	<i>Payment Amount</i>
<i>EFT42018</i>	<i>EFT42236</i>	<i>Muni EFT</i>	<i>\$984,946.37</i>
<i>-</i>	<i>-</i>	<i>Trust EFT</i>	<i>\$0.00</i>
<i>-</i>	<i>-</i>	<i>Cheque</i>	<i>\$0.00</i>
<i>DD41042.1-DD41042.8, DD41046.1-DD41046.4, DD41049.1, DD41051.1-DD41051.2, DD41053.1-DD41053.2, DD41057.1-DD41057.4, DD41059.1, DD41061.1, DD41063.1, DD41067.1, DD41069.1, DD41070.1-DD41070.2, DD41072.1, DD41074.1-DD41074.6</i>	<i>DD41074.6</i>	<i>Bank Directs</i>	<i>\$1,020,620.24</i>
		<i>TOTAL</i>	<i>\$2,005,566.61</i>

- 2. receive the copies of credit card statements for all such Shire Facilities for the period 23.07.2024 – 22.08.2024*

COUNCIL RESOLUTION OCM 04/09/24

Moved: Cr Marco Ferreirinha

Seconded: Cr Dudley Maslen

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995, resolves to:

- 1. receive the list of payments made under delegation, as per Schedule 1 at a total value of \$2,005,566.61 as presented for the month of August 2024, incorporating the following; and*

<i>Payment Reference from:</i>	<i>Payment Reference to:</i>	<i>Payment Type</i>	<i>Payment Amount</i>
<i>EFT42018</i>	<i>EFT42236</i>	<i>Muni EFT</i>	<i>\$984,946.37</i>
<i>-</i>	<i>-</i>	<i>Trust EFT</i>	<i>\$0.00</i>
<i>-</i>	<i>-</i>	<i>Cheque</i>	<i>\$0.00</i>
<i>DD41042.1-DD41042.8, DD41046.1-DD41046.4, DD41049.1, DD41051.1-DD41051.2, DD41053.1-DD41053.2, DD41057.1-DD41057.4, DD41059.1, DD41061.1, DD41063.1, DD41067.1, DD41069.1, DD41070.1-DD41070.2, DD41072.1, DD41074.1-DD41074.6</i>	<i>DD41074.6</i>	<i>Bank Directs</i>	<i>\$1,020,620.24</i>
		<i>TOTAL</i>	<i>\$2,005,566.61</i>

- 2. receive the copies of credit card statements for all such Shire Facilities for the period 23.07.2024 – 22.08.2024*

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY SIMPLE MAJORITY 5/0

7.2.2 BUDGET ADJUSTMENTS - AUGUST 2024

File No:	ADM0027
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Beresford, Finance Officer - Procurement
Authoriser:	Alan Thornton, Deputy Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	Monthly report
Schedules:	1. Budget Variations - September 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 Item

This item presents officers’ requested budget adjustments arising after the adoption of the 2024/2025 Budget for Council to consider. The officer recommends that Council approve the budget adjustments since the adjustments have no impact on the closing budget surplus.

Background

The Council adopted the Annual Budget for the Shire on 27 August 2024.

In accordance with *Section 6.8(1) of the Local Government Act 1995* a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- Is incurred in a financial year before the adoption of the annual budget by the local government
- Is authorised in advance by Council resolution - absolute majority required
- Is authorised in advance by the Mayor or President in an emergency.

It is good management practice to revise the adopted budget when it is known that circumstances have changed. In keeping with this practice, budgets are reviewed by Officers regularly. Officers have nine recommendations for the month of August.

Stakeholder and Public Consultation

N/A

Statutory Environment

Local Government Act – Section 6.8(1).

Relevant Plans and Policy

N/A

Financial Implications

The proposed adjustments for Council to consider will result in no change to the projected budget closing position.

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 (Consequence x likelihood)	Mitigating Action/s
Financial	Potential for reduction in budget.	Low	The adjustments recommended in this report do not impact the net position of Council.
Health & Safety	N/A	N/A	
Reputation	Delay in identifying known expenditure changes has the potential to damage the shire’s reputation.	High	Identify changing circumstances and action budget variations as soon as practicable
Service disruption	N/A	N/A	
Compliance	Local Government Act requires that a local government is not to incur expenditure unless approved by Council.	High	This report to Council for approval ensures compliance requirements are met.
Property	N/A	N/A	
Environment	N/A	N/A	

Community and Strategic Objectives

The tabling of information relative to the budget adjustments 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, achieving strategic or community objectives would be at risk.

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

The proposed adjustments are included for Council to consider for the month of August 2024.

Adjustments Impacting Budgeted Closing Position

The adjustments presented in this report have no net impact on the closing position.

Adjustments with no impact on budget closing position

Proposed budget adjustments have no impact on closing budget.

Net budget closing position

After making the above adjustments, the budget closing position remains unchanged.

OFFICER'S RECOMMENDATION

That Council, by Absolute Majority, in accordance with section 6.8(1) of the Local Government Act, resolves to approve the adjustments to the 2024/2025 adopted Shire budget as detailed in this report and attached as per Schedule 1.

COUNCIL RESOLUTION OCM 05/09/24

Moved: Cr Paul Kelly

Seconded: Cr Marco Ferreira

That Council, by Absolute Majority, in accordance with section 6.8(1) of the Local Government Act, resolves to approve the adjustments to the 2024/2025 adopted Shire budget as detailed in this report and attached as per Schedule 1.

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreira, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY ABSOLUTE MAJORITY 5/0

7.2.3 MONTHLY FINANCIAL REPORT JULY 2024

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Senior Finance - Operations
Authoriser:	Alan Thornton, Deputy Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Monthly Financial Report July 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 Item

This item presents the Statement of Financial Activity for the period ending 31 July 2024 for Council to consider. The officer’s recommendation is that the Statement of Financial Activity be received by Council.

Background

Each month a local government is to prepare a Statement of Financial Activity reporting on the revenue and expenditure for the month as set out in the budget. The *Local Government (Financial Management) Regulations* provide that the statements be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulation 34.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

Consequence		STEP 3 – Risk Tolerance Chart Used to Determine Risk				
		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 (Consequence x likelihood)	Mitigating Action/s
Financial	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.	Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Health & Safety	N/A	N/A	
Reputation	The delay in achieving timely reporting has the potential to damage the shire’s reputation.	High	High priority has been placed on preparing Statutory reporting within legislated timeframes
Service disruption	N/A	N/A	
Compliance	<i>Local Government Act 1995</i> requires Council receives these statements within 2 months of the end of the applicable month.	N/A	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Community and Strategic Objectives

The tabling 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, 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*

Comments

The officer advises that the July Statement of Financial Activity being presented at the September 2024 Ordinary Meeting of Council complies with the *Local Government Act 1995*. **Schedule 1** attached for consideration is the draft Statement of Financial Activity, legislative notes, and supporting notes for the period ended 31 July 2024.

Monthly Financial Report – contains:

- Statement of Financial Activity (by Nature or Type) - with Explanation of Material Variances*
- Note 1 Composition of Net Current Assets*
- Note 2 Statement of Financial Position*
(* required by legislation)

Notes for other supporting Information include:

- Basis of Preparation
- Statement of Financial Activity by Program
- Cash and Financial Assets
- Cash Reserves
- Capital Acquisition and Disposals
- Receivables
- Payables
- Rate Revenue
- Non-operating grants and contributions
- Operating grants and contributions
- Borrowings
- Lease Liabilities

OFFICER'S RECOMMENDATION

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995 , resolves to receive the Draft Statement of Financial Activity for July 2024 as per attached Schedule 1.

COUNCIL RESOLUTION OCM 06/09/24

Moved: Cr Marco Ferreirinha

Seconded: Cr Burke Maslen

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995 , resolves to receive the Draft Statement of Financial Activity for July 2024 as per attached Schedule 1.

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY SIMPLE MAJORITY 5/0

7.2.4 MONTHLY FINANCIAL REPORT AUGUST 2024

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	N/A
Author(s):	Sarah Driscoll, Senior Finance - Operations
Authoriser:	Alan Thornton, Deputy Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Monthly Financial Report August 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 Item

This item presents the Statement of Financial Activity for the period ending 31 August 2024 for Council to consider. The officer’s recommendation is that the Statement of Financial Activity be received by Council.

Background

Each month a local government is to prepare a Statement of Financial Activity reporting on the revenue and expenditure for the month as set out in the budget. The *Local Government (Financial Management) Regulations* provide that the statements be presented at an Ordinary Meeting of the Council within two months after the end of the month to which the statement relates.

Stakeholder and Public Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulation 34.

Relevant Plans and Policy

Nil

Financial Implications

Nil

Risk Assessment

Consequence		STEP 3 – Risk Tolerance Chart Used to Determine Risk				
		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 (Consequence x likelihood)	Mitigating Action/s
Financial	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.	Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Health & Safety	N/A	N/A	
Reputation	The delay in achieving timely reporting has the potential to damage the shire’s reputation.	High	High priority has been placed on preparing Statutory reporting within legislated timeframes
Service disruption	N/A	N/A	
Compliance	<i>Local Government Act 1995</i> requires Council receives these statements within 2 months of the end of the applicable month.	N/A	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	
Environment	N/A	N/A	
Fraud	N/A	N/A	

Community and Strategic Objectives

The tabling 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, 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*

Comments

The officer advises that the July Statement of Financial Activity being presented at the September 2024 Ordinary Meeting of Council complies with the *Local Government Act 1995*. **Schedule 1** attached for consideration is the draft Statement of Financial Activity, legislative notes, and supporting notes for the period ended 31 August 2024.

Monthly Financial Report – contains:

- Statement of Financial Activity (by Nature or Type) - with Explanation of Material Variances*
- Note 1 Composition of Net Current Assets*
- Note 2 Statement of Financial Position*
(* required by legislation)

Notes for other supporting Information include:

- Basis of Preparation
- Statement of Financial Activity by Program
- Cash and Financial Assets
- Cash Reserves
- Capital Acquisition and Disposals
- Receivables
- Payables
- Rate Revenue
- Non-operating grants and contributions
- Operating grants and contributions
- Borrowings
- Lease Liabilities

OFFICER'S RECOMMENDATION

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995, resolves to receive the Draft Statement of Financial Activity for August 2024 as per attached Schedule 1.

COUNCIL RESOLUTION OCM 07/09/24

Moved: Cr Paul Kelly

Seconded: Cr Dudley Maslen

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act, 1995 , resolves to receive the Draft Statement of Financial Activity for August 2024 as per attached Schedule 1.

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY SIMPLE MAJORITY 5/0

7.3 DEVELOPMENT AND COMMUNITY SERVICES

7.3.1 COMMUNITY GROWTH FUND & OUTGOING SPONSORSHIP APPLICATIONS - ROUND 2

File No:	ADM0080
Location/Address:	Shire of Carnarvon
Name of Applicant:	Various
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Community and Cultural Development Manager
Authoriser:	John Attwood, Acting Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	<ol style="list-style-type: none"> 1. Community Growth Committee Minutes 2. Community Growth Fund Scoring Matrix (under separate cover)

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 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

This report presents the recommendations from the Community Growth Fund Committee for the Community Growth Fund and Outgoing Sponsorship under Round 2 and seeks Council’s formal endorsement of the Committee’s recommendations.

Background

The Shire of Carnarvon’s Community Growth Fund Committee met on Tuesday 10 September 2024, to assess the applications submitted for Round 2 of the 2024 Community Growth Fund and Outgoing Sponsorship, which closed on 12 August 2024. The meeting minutes are attached in **Schedule 1** and include the Committee’s recommendations.

A total of five applications were received for the Community Growth Fund, amounting to \$24,700.38, and five applications were received for Outgoing Sponsorship, totalling \$45,000. Each application was evaluated by the Committee based on the criteria outlined in the Community Growth Fund Policy, with a detailed assessment conducted using the evaluation matrix.

Comments and justifications for the recommendations can be found in the Grant Assessment Matrix, attached in Confidential **Schedules 2**, provided under separate cover.

The Community Growth Fund Committee consists of Elected Members. Shire staff provide administrative support to the Committee by receiving applications, preparing reports for the Committee meeting, obtaining further information required from applicants, and preparing the reports with the Committee’s recommendations for endorsement by Council. Shire staff also provide advice and guidance to applicants to assist with their Community Growth Fund applications.

Stakeholder and Public Consultation

The Shire was proactive in promoting the Community Growth Fund and the Outgoing Sponsorship opportunity and application process through social media, email outreach, and updates on the Shire’s website. Community groups were invited to meet with Shire officers to discuss applications before submissions as per the guidelines.

Statutory Environment

Local Government Act 1995 Section 3.18

Relevant Plans and Policy

- CD004 – Community Growth Fund Policy
- CD0014 - Outgoing Sponsorship Policy
- Shire of Carnarvon’s Strategic Community Plan 2022 – 2032

Financial Implications

The Council allocates funding for the Community Growth Fund as part of its annual budget process. The current balance of the fund is \$108,024.55. In this round, a total of \$24,700.38 has been requested through Community Growth Fund applications, and \$45,000 has been requested through Outgoing Sponsorship applications, bringing the total requested amount to \$69,770.38. There are two more rounds of funding scheduled for October 2024 and January 2025.

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	Funding commitments cannot be met within budget.	Moderate	Ensure allocation are within the budget provision.
Health & Safety	N/A		
Reputation	Decision-making on approvals and rejections are	Moderate	Provision of clear policy and guidelines and timely communication will assist in mitigating the risk.

	subject to community criticism.		
Service disruption	N/A		
Compliance	Applications funded are non-compliant with the Community Growth Fund policy.	High	Community Growth Fund committee reviewed all applications to ensure they meet the requirements set out in the Community Growth Fund policy.
Property	N/A		
Environment	N/A		
Fraud	Allocated grants may need to be used appropriately as indicated in the application.	Moderate	Appropriate and substantial acquittal processes are in place that makes each organisation accountable for funds according to their funding application.

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 acknowledges our history and celebrates our diverse cultures*
- *Our sustainable livelihoods create a community that can flourish into the future*
- *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

The Community Growth Fund Committee has assessed each application against the criteria outlined in the Community Growth Fund policy and reviewed available budget for Outgoing Sponsorship before making recommendations to Council. Community Growth Fund applications have been assessed and scored against the objectives provided, details of the project budget, demonstrated benefits to the Carnarvon community, and acknowledgement of the Shire of Carnarvon.

OFFICER’S RECOMMENDATION

That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995, resolves to:

- a. Carnarvon Horticultural Society Incorporated (Carnarvon Garden Club) - \$1500***
- b. Gascoyne Gymnastics Club Incorporated - \$5000***
- c. Carnarvon Playgroup Incorporated - \$1000***
- d. Carnarvon Chamber of Commerce and Industry Incorporated - \$5000***
- e. Baiyungu Aboriginal Corporation - \$5000***
- f. Carnarvon Fishing Club Incorporated - \$5000***
- g. Events Carnarvon Incorporated - \$10,000***
- h. Queernarvon - \$5000***
- h. Carnarvon Windfest Incorporated - \$5000***

COUNCIL RESOLUTION OCM 08/09/24**Moved:** Cr Burke Maslen**Seconded:** Cr Paul Kelly***That Council, by Simple Majority pursuant to Section 3.18 of the Local Government Act 1995, resolves to:***

- a. Carnarvon Horticultural Society Incorporated (Carnarvon Garden Club) - \$1500***
- b. Gascoyne Gymnastics Club Incorporated - \$5000***
- c. Carnarvon Playgroup Incorporated - \$1000***
- d. Carnarvon Chamber of Commerce and Industry Incorporated - \$5000***
- e. Baiyungu Aboriginal Corporation - \$5000;***
- f. Carnarvon Fishing Club Incorporated - \$5000;***
- g. Events Carnarvon Incorporated - \$10,000;***
- h. Queernarvon - \$5000 Carnarvon Windfest Incorporated - \$5000***

2. That the sponsorship guidelines contained within the Policy be reviewed at the next CGF Committee.**FOR:** Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen**AGAINST:** Nil**ABSENT:** Crs A Cottrell, L Skender and L Vandeleur**CARRIED BY SIMPLE MAJORITY 5/0**

Note: The Community Growth Fund Committee wishes to review the sponsorship guidelines contained within the policy.

7.4 INFRASTRUCTURE SERVICES

Nil

8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

11 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL**MOTION – RETROSPECTIVE APPROVAL – WASTE DISPOSAL FEE WAIVER FIRE AFFECTED PROPERTIES****COUNCIL RESOLUTION OCM 09/09/24**

Moved: Mr Eddie Smith

Seconded: Cr Dudley Maslen

Council notes the actions of the Shire President in approving the immediate Tip Fee waiver to the seven plantation properties on North River Rd significantly impacted by the riverbank fire 16th September 2024. The tip fee waiver includes the following conditions-

- *The tip fee exemption certificate to be provided to waste facility staff.*
- *Fee exemption start date: Friday 20th September 2024*
- *Last day of fee exemption: Sunday 20th October 2024*
- *Waste must be appropriately separated and placed at the appropriate section of the facility as directed by facility staff.*

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY SIMPLE MAJORITY 5/0

MOTION – CHANGE OF VENUE – ORDINARY COUNCIL MEETINGS FOR OCTOBER AND NOVEMBER 2024**COUNCIL RESOLUTION OCM 10/09/24****Moved:** Mr Eddie Smith**Seconded:** Cr Dudley Maslen

1. That the venue for the Ordinary Council Meeting scheduled for 22 October 2024 be changed from Coral Bay to Council Chambers, Stuart Street Carnarvon; and

2. That the venue for the Ordinary Council Meeting scheduled for 26 November 2024 be changed from Council Chambers to Bills Bar, Coral Bay.

FOR: Crs Eddie Smith, Burke Maslen, Marco Ferreirinha, Paul Kelly and Dudley Maslen

AGAINST: Nil

ABSENT: Crs A Cottrell, L Skender and L Vandeleur

CARRIED BY SIMPLE MAJORITY 5/0

Note – to be noted that as the Council Meeting for 22 October 2024 is the commencement date of the new CEO Mrs Amanda Dexter Council felt it appropriate that the new CEO's first Council Meeting be held in Chambers and not in Coral Bay and that the venue be changed on this occasion.

12 MATTERS FOR WHICH MEETING TO BE CLOSED TO MEMBERS OF THE PUBLIC

Nil

13 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 22 October 2024 in Council Chambers, Stuart Street Carnarvon commencing at 1.00pm

14 CLOSURE

The Presiding Member declared the meeting closed at 1.35pm.