



SHIRE OF CARNARVON

SCHEDULES

ORDINARY COUNCIL MEETING

TUESDAY 25 JUNE 2024

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| EME018 | | HONORARY FREEMAN OF THE SHIRE & NOTABLE AWARDS | |
|-----------------------------|---------------------|--|-----------------------------|
| POLICY OWNER: | Council | | |
| DEPARTMENT: | Office of the CEO | | |
| CREATION DATE: | | REVIEW SCHEDULE: | Annually |
| RELATED PROCEDURES: | | | |
| RELATED FORMS: | | | |
| RELATED DELEGATIONS: | | | |
| RELATED POLICIES: | | | |
| LEGISLATION: | | | |
| DOCUMENT CONTROL | | | |
| DATE REVIEWED: | REVIEWED BY: | CHANGES (IF ANY): | ENDORSED BY COUNCIL: |
| 23/08/2022 | Council | Nil | FC7/8/22 |

EME018 Honorary Freeman of the Shire

OBJECTIVES

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

POLICY STATEMENT/S

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

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

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

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

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

Majority requirements are mandated by legislation.

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

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

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



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

The selection criteria are to include:

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

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

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

Awarding the Titles

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

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

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

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



| EME019 | | ROLES AND RESPONSIBILITIES OF SHIRE DELEGATES TO EXTERNAL BODIES | |
|-----------------------------|---------------------|--|-----------------------------|
| POLICY OWNER: | Council | | |
| DEPARTMENT: | Office of the CEO | | |
| CREATION DATE: | | REVIEW SCHEDULE: | Annually |
| RELATED PROCEDURES: | | | |
| RELATED FORMS: | | | |
| RELATED DELEGATIONS: | | | |
| RELATED POLICIES: | | | |
| LEGISLATION: | | | |
| DOCUMENT CONTROL | | | |
| DATE REVIEWED: | REVIEWED BY: | CHANGES (IF ANY): | ENDORSED BY COUNCIL: |
| 23/08/2022 | Council | Nil | FC7/8/22 |

EME019 Roles and Responsibilities of Shire delegates to external bodies.

OBJECTIVES

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

POLICY STATEMENT/S

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

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

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



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

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

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

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

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

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

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

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

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

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

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



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



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

EME020 Disruptive behaviour at Council meetings and forums

OBJECTIVES

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

POLICY STATEMENT/S

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

This can include, but is not limited to:

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



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

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

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

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

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

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

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

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

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

Principles

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

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

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

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

Provisions

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



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

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

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

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

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

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

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

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

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

Notes

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

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



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

EME021 Elected Members contact with Shire employees

OBJECTIVES

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

POLICY STATEMENT/S

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

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

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

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

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



| EME022 | | CIVIC FUNCTIONS AND HOSPITALITY | |
|-----------------------------|---------------------|---------------------------------|-----------------------------|
| POLICY OWNER: | Council | | |
| DEPARTMENT: | Office of the CEO | | |
| CREATION DATE: | | REVIEW SCHEDULE: | Annually |
| RELATED PROCEDURES: | | | |
| RELATED FORMS: | | | |
| RELATED DELEGATIONS: | | | |
| RELATED POLICIES: | | | |
| LEGISLATION: | | | |
| DOCUMENT CONTROL | | | |
| DATE REVIEWED: | REVIEWED BY: | CHANGES (IF ANY): | ENDORSED BY COUNCIL: |
| 23/08/2022 | Council | Nil | FC7/8/22 |

EME022 Civic functions and hospitality

OBJECTIVES

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

POLICY STATEMENT/S

Introduction

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

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

Principles

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

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

General Provisions

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

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



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

Specific Civic Functions and Events

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

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

Note

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



| EME023 | | GOVERNANCE SUPPORT TO ELECTED MEMBERS | |
|-----------------------------|---------------------|---------------------------------------|-----------------------------|
| POLICY OWNER: | Council | | |
| DEPARTMENT: | Office of the CEO | | |
| CREATION DATE: | | REVIEW SCHEDULE: | Annually |
| RELATED PROCEDURES: | | | |
| RELATED FORMS: | | | |
| RELATED DELEGATIONS: | | | |
| RELATED POLICIES: | | | |
| LEGISLATION: | | | |
| DOCUMENT CONTROL | | | |
| DATE REVIEWED: | REVIEWED BY: | CHANGES (IF ANY): | ENDORSED BY COUNCIL: |
| 23/08/2022 | Council | Nil | FC7/8/22 |

EME023 Governance support to Elected Members

OBJECTIVES

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

POLICY STATEMENT/S

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

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

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

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

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



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

EME024 Caretaker Policy - Shire Elections

OBJECTIVES

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

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

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

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

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

POLICY STATEMENT/S

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



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

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

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

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

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

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

Significant Act – inserted list from the Reform Paper: The Act and Functions and General Regulations set out several matters which constitute a significant act. It is a significant act to both make the decision to undertake a significant act and to undertake that significant act. For example, both the decision of the Council to enter into a major contract and the CEO signing the contract are significant acts.

The list below may assist in understanding the what are the significant acts not permitted during the caretaker period.

Prescribed significant act and example:

- a. **Making a local law (including making a local law to amend or repeal a local law).**
The making of a waste local law.
- b. **Entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee.**
Resolving to appoint a person as CEO or signing the contract for that person’s appointment.
- c. **Entering into a major land transaction.**
Resolving to undertake a major land transaction or signing the contract of sale for the land transaction.



- d. **Entering into a land transaction that is preparatory to entry into a major land transaction.**
The CEO using delegated authority to purchase a portion of adjoining land for a major land transaction and signing the associated contract for purchase.
- e. **Commencing a major trading undertaking.**
Resolving to commence the operation of a golf course for profit or opening the golf course for the first time.
- f. **Entering into a contract, or other agreement or arrangement worth, or expected to be worth more than \$250,000** (this includes contracts for goods and services or the disposal or acquisition of property or entering into 2 or more contracts to avoid this requirement.)
Resolving to accept the tender for a major works contract or signing the contract with the successful tenderer.
- g. **Inviting tenders worth more or expected to be worth more than \$250,000.**
The CEO determining to go to tender for some works or giving actual notice of the opening of the tender.
- h. **Deciding to do anything referred to in paragraphs (a) to (g).**
The decision by council or delegated authority to do any of the above.
- i. **An act done under a written law or otherwise that is a prescribed act.** Refer to regulation 3A of the Local Government (Functions and General) Regulations 1996.
The prescribed matters include:
 - o establishment or changes to a regional local government or regional subsidiary
 - o commencing the adoption, amendment or repeal of a local planning strategy, scheme, or policy
 - o commencing procurement of a panel of pre-qualified suppliers.

Scheduling Major Policy Decisions

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

Decisions made prior to Caretaker Period

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

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

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

- a. The CEO will ensure as far as possible, that all Elected Members and employees are aware of the Caretaker Policy and practices at least 30 days prior to the start of the caretaker period.



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

Extraordinary circumstances requiring exemption

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

Shire of Carnarvon publications

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

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

Public consultation during the caretaker period

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

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

Approval for Public Consultation

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

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

Attendance and participation at events and functions

Public Events Hosted by External Bodies



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

Shire of Carnarvon Organised Civic Events/Functions

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

Addresses by Elected Members

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

Use of Shire resources

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

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

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

Access to Shire information and assistance

Electoral Information and Assistance

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

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

Media Advice

Any requests for media advice or assistance from Elected Members during the caretaker period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member



during the caretaker period does not relate to the election or publicity involving any specific Elected Member/s, the CEO may authorise the provision of a response to such a request.

Publicity Campaigns

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

Media Attention

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

Election Process Enquiries

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



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

EME025 Reference Groups

OBJECTIVES

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

POLICY STATEMENT/S

Notes

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

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

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

Principles

Reference groups:

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

Establishment



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

A Reference Group may be established to:

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

The Terms of Reference must provide for the following:

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

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

Membership

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

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

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

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

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

Tenure of Appointment

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



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

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

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

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

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

Operation

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

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

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

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

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

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

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

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

Reference Group Support

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

Review Process



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

Notes

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

DRAFT



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

EME026 Employee Gratuity Payments

OBJECTIVES

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

The policy is to set out:

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

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

POLICY STATEMENT/S

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

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

EME027 Acknowledgement of the Traditional Owners

OBJECTIVES

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

POLICY STATEMENT/S

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

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

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

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

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

INSERT STATEMENT AS PER WEBSITE

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. The Shire's commitment to reconciliation is embedded in our Reconciliation Action Plan



DRAFT



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

EME028 Flying of flags

OBJECTIVES

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

POLICY STATEMENT/S

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

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

- a. Australian National flag,

State Flag Australian Aboriginal Flag

Any other flag/s approved by Council or CEO may be flown on appropriate occasions, with the correct protocol being observed as per the Australian Government flag protocol. Further information can be found:

[Flying the Australian National Flag with state and other flags | Australian Flags booklet | PM&C \(pmc.gov.au\)](https://www.pmc.gov.au/flying-the-australian-national-flag-with-state-and-other-flags)



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

EME029 Annual closure during festive season

OBJECTIVES

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

POLICY STATEMENT/S

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



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

EME030 Complaint handling

OBJECTIVES

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

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

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

POLICY STATEMENT/S

Notes

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

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

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

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

Principles

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



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

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

[Complaints Procedure](#)

[The complaints procedure can be found on page XXX](#)

Complaints Register

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

Internal Management and Reporting

The Shire will:



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

Information Inputs into Strategic Planning or Organisation Improvement

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

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

Persistent and Unreasonable Complaints

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

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

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

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

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

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

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

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

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



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

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

The confidentiality of any person involved will be protected.

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

Procedures

Lodging of Complaints

Complaints can be made:

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

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

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

Initial Resolution: Minor Matters

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



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

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

Stage 2 Complaints Processes

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

Complaints in Relation to Council Services

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

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

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



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

Note

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

Complaints Against Employees (other than the CEO)

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

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

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

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

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

Complaints Against the CEO



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

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

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

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



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

Complaints against an Elected Member or the Shire President

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

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

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

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

Anonymous Complaints

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

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



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

EME031 Shire social media

OBJECTIVES

The objectives of this policy are to:

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

POLICY STATEMENT/S

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

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

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



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

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

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

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

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

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

Note

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

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

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



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

EME032 Election signs

OBJECTIVES

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

POLICY STATEMENT/S

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

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

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

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

EME033 Grievance Investigation and Resolution

OBJECTIVES

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

POLICY STATEMENT/S

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

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

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

Definitions

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

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



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

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

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

Making a Complaint

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

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

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

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

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

Grievances should be lodged with the Manager People, Culture and Systems or CEO.

Investigations

Shire Instigated Investigations

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

External Government Agencies

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

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



Stand Down

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

Key principles in the complaint process

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

Confidentiality

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

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

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

Impartiality

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

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

Sensitivity

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

Timeliness

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

Documented

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

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

Follow the Principles of Natural Justice

The principles of natural justice provide that:



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

Procedurally Fair

The principles of procedural fairness provide that:

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

Outcomes of making a complaint

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

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

Vexatious or Malicious Complaints



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

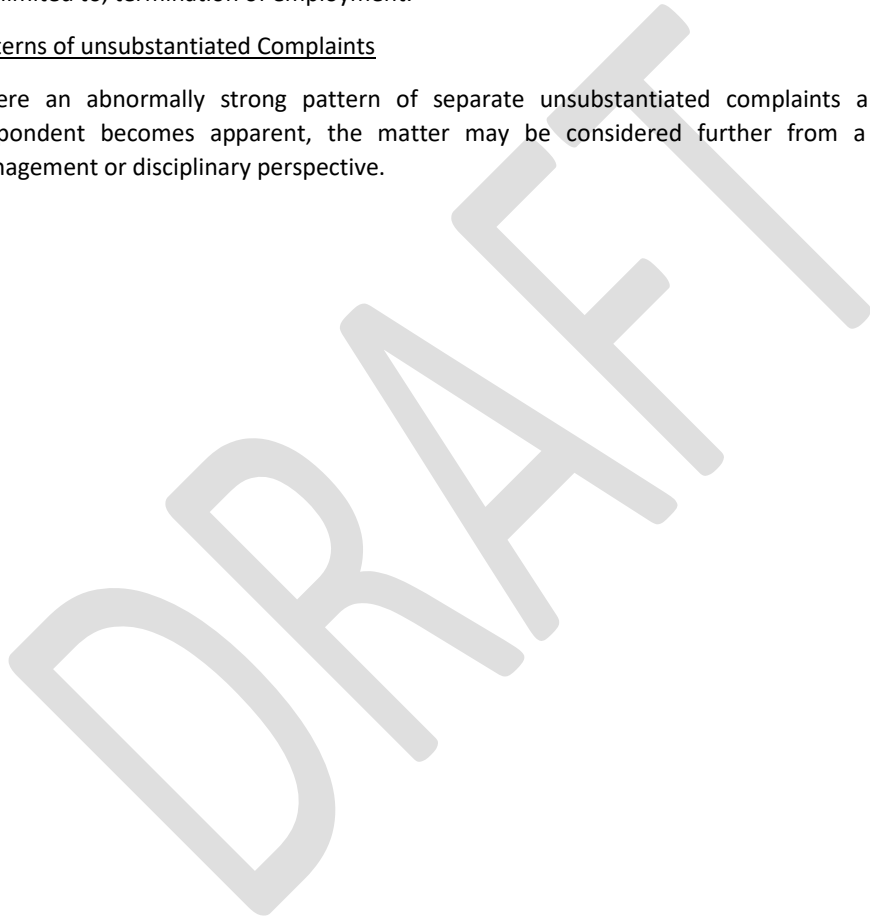
Victimisation of Complainant

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

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

Patterns of unsubstantiated Complaints

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



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

EME034 Communication

OBJECTIVE

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

SCOPE

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

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

The administration and Council Members acknowledge:

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

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



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

DEFINITIONS

N/A

POLICY STATEMENTS

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

The communication points for Councillors are:

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

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

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

Customer Requests

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

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

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



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

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

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

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

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

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

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

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

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



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

Weekly Updates

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

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

Calendar

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

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

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

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

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

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

Maintaining Confidentiality/Embargoed information

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



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

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

Meetings

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

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

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

Where practicable, the agenda for Ordinary Council Meetings will be provided **5 days prior** to the Council meeting.

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

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

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

Alternative Motions / Amendments

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

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

Information regarding agenda reports



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

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

EXPLANATORY NOTES

N/A



| | | | |
|-----------------------------|---|--|-----------------------------|
| EME035 | | ELECTED MEMBERS - ELECTRONIC ATTENDANCE AT MEETINGS | |
| POLICY OWNER: | Shire of Carnarvon | | |
| DEPARTMENT: | Office of the CEO | | |
| CREATION DATE: | 15 December 2023 | REVIEW SCHEDULE: | Annual |
| RELATED PROCEDURES: | | | |
| RELATED FORMS: | | | |
| RELATED DELEGATIONS: | | | |
| RELATED POLICIES: | <ul style="list-style-type: none"> EME001 Code of Conduct for Elected Members, Committee Members and Candidates | | |
| LEGISLATION: | <ul style="list-style-type: none"> r.14C-r14E Local Government (Administration) Regulations 1996 s3. Disability Services Act 1993 | | |
| DOCUMENT CONTROL | | | |
| DATE REVIEWED: | REVIEWED BY: | CHANGES (IF ANY): | APPROVED BY COUNCIL: |
| 15 December 2023 | CEO | New Policy | OCM09/01/24 |
| | | | |

EME035 Elected Members Electronic Attendance at Meetings

OBJECTIVE

This Policy establishes guidelines and expectations for requests for electronic attendance at meetings of Council and Committee members attending meetings electronically in relation to equipment and location.

POLICY STATEMENT/S

Meetings Held by Electronic Means

Meetings may be held by electronic means in accordance with Regulation 14D(2) of the *Local Government (Administration) Regulations 1996*.

Under the Regulations, Council cannot authorise a meeting to be held under sub regulation (2)(c) if holding the proposed meeting under that authorisation would result in more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, being held under an authorisation under sub regulation (2)(C).

Council must have regard to whether the location from which each Member attends the meeting via electronic means and the equipment the member intends to use to attend the meeting are deemed suitable for the member to be able to effectively engage in deliberations and communications during the meeting. Suitable locations and equipment are designated by the provisions of this Policy.

Requests for Electronic Attendance at Meetings



Requests for electronic attendance at briefings and workshops are not legislated and are therefore covered by this Policy. If a Member intends to attend an unlegislated meeting such as a briefing or workshop electronically, they do not need to ask for permission, but should advise the CEO’s office at their earliest convenience to ensure the appropriate videoconferencing equipment is made available and tested prior to the meeting.

Under the Regulations, the Shire President or Council can authorise electronic attendance. In the case of the President needing to attend electronically, the authorisation can be provided by the Deputy Shire President.

Requests for electronic attendance should be made preferably two business days prior to the meeting, briefing or workshop for which electronic attendance is being requested.

All requests for electronic attendance should specify the location from which the Member wishes to attend the meeting and the equipment the member intends to use to attend the meeting.

Requests for electronic attendance at Ordinary Council Meetings are to be made by email to the Shire President and copied to the CEO, as early as possible, so that the application may be considered, and arrangements made to accommodate the request, if approval is given.

Requests for electronic attendance at Committee Meetings are to be made by email to the Shire President and copied to the Committee Chairperson and the CEO, as early as possible, so that the application and arrangements made to accommodate the request can be considered and implemented if approved by the President or Presiding Member.

Should the application for electronic attendance at a meeting meet the requirements for approval as specified in this policy, and approval for electronic attendance is denied by the Shire President, or in the case of the President by the Deputy Shire President, the Member will not be admitted to the meeting.

Requirements for Approval

There is no limit to the number of meetings that can be attended electronically due to a public health emergency, state of emergency or natural disaster (Regulation 14(2)(a)).

For Ordinary Council Meetings, Special Council Meetings and Committee Meetings, the Member’s electronic attendance at the proposed meeting under r14(2)(b) of the Regulations must not result in the member attending more than half of the meetings (including the proposed meeting) of the Council or Committee in the relevant period under an authorisation under r14(2)(b) of the Regulations. This cap does not apply to a member who is a person with a disability as defined in s3 of the Disability Services Act 1993.

There is no cap on electronic attendance for Agenda Briefing, Corporate Information Sessions, and other briefings and workshops, however physical presence is encouraged, particularly for meetings that require a high level of collaboration and involvement.

The CEO’s office will record electronic attendance on the Attendance register and will formally advise the Council on the number of meetings the requester has attended via means to ensure compliance under Regulation 14C(2)(b).



In approving the request, the Council must have regard to whether the location from which the member wishes to attend the meeting and the equipment the member intends to use to attend the meeting are deemed suitable for the member to be able to effectively engage in deliberations and communications during the meeting, in line with the provisions of this Policy.

Suitable Locations

1. Locations within Australia and its Territories are suitable for electronic attendance.
2. Due to increased cyber security risks with overseas communications networks, attendance from international locations will not be supported. However, in exceptional circumstance, attendance from overseas from secure connections may be approved per request to the Shire of Carnarvon management team at which time our ICT provider will whitelist the IP address from the origin country, subject to the internet connection being secured (not public WIFI).
4. If other people are present at the location at the time of the meeting, the member must be able to close a door in order or take other measures required to minimise noise and maintain privacy

Electronic Means

1. The electronic means for all electronic meetings will be set up by the CEO’s office, using a software or web-based application approved for use by the Shire.
2. CEO’s office will include the details of how to connect to all meetings electronically on the Outlook calendar invite for that meeting.

Suitable Networks and Equipment

1. Members attending meetings electronically must connect through a suitable network and using suitable equipment.
2. Suitable networks include private home internet and WIFI, or a mobile hotspot from a trusted personal mobile device.
3. Due to increased cyber security risks, public WIFI is not considered to be a suitable connection for electronic attendance (this includes connections at cafes, airports, hotels, and restaurants).
4. Suitable equipment for attending electronic meetings includes Shire provided devices (e.g. tablet or laptop) or a personal computer or laptop with a video camera.

Maintaining Confidentiality During the Meeting

1. If the meeting or part of the meeting for which a member is attending electronically is to be closed to the public, the member must make a declaration that they can maintain confidentiality during the meeting or the closed part of the meeting (as the case requires).
2. This declaration must be recorded in the minutes of the meeting and should be worded as follows: “I [Member Name], declare that I am able to maintain confidentiality during the closed part of this meeting. If I am no longer able to maintain confidentiality, I will excuse myself from the meeting.”
3. Should the member make the above declaration and subsequently cannot maintain confidentiality;



they must leave the meeting or the closed part of the meeting.

4. The declaration is to be made before the meeting goes behind closed doors.

5. Clauses 1 – 4 above apply to all attendees of meetings where the entire meeting is held by electronic means.

DEFINITIONS

Briefing means a briefing session of Council or an Agenda Briefing for an Ordinary Council Meeting.

Meeting means an Ordinary Council Meeting, Special Council Meeting, or Committee Meeting (including the Audit and Risk Committee) of the Shire of Carnarvon.

Natural Disaster State Planning Policy No. 3.4 Natural Hazards and Disasters 1. This policy applies to the planning and development of land that may be affected by natural disasters and hazards. It defines natural disasters as “rapid on-set events”. The policy also lists the natural disasters that Western Australia is subject to, including floods, cyclones, storm surge, severe storms, landslide, bush fires and earthquakes.

Relevant period means the period of 12 months ending on the day on which the proposed meeting is to be held.

Regulation means a regulation under the *Local Government (Administration) Regulations 1996*.



| CD016 | | BEAUTIFICATION OR STREETScape POLICY | |
|-----------------------------|--|--------------------------------------|----------------------------|
| POLICY OWNER: | Shire of Carnarvon | | |
| DEPARTMENT: | Executive | | |
| CREATION DATE: | Xx/xx/2024 | REVIEW SCHEDULE: | |
| RELATED PROCEDURES: | | | |
| RELATED FORMS: | | | |
| RELATED DELEGATIONS: | | | |
| RELATED POLICIES: | | | |
| LEGISLATION: | | | |
| DOCUMENT CONTROL | | | |
| DATE REVIEWED: | REVIEWED BY: | CHANGES (IF ANY): | APPROVED BY COUNCIL |
| 6 May 2024 | S Leca, Manager Community and Cultural Development | N/A – New Policy | |

OBJECTIVE

The Beautification Policy provides a framework for:

incentivising and supporting the development, maintenance, and enhancement of public spaces through community involvement and investment; and

- supporting enhancement of the aesthetic appeal, environmental quality, and overall liveability of our community.
- encouraging residents and businesses to actively participate in the beautification and improvement of public spaces.

POLICY SCOPE

This policy applies to all residents, property owners, and businesses within the Shire of Carnarvon. It encompasses a variety of public spaces including, but not limited to, parks, streetscapes, verges, and shopfronts.

POLICY STATEMENT

Through a series of incentives and resources, this policy seeks to foster community pride, increase property values, and promote sustainable and visually pleasing environments throughout the Shire.

The accompanying guidelines will provide comprehensive details on the following:

Incentive Program

- Financial Support: The Shire will offer financial grants to individuals, community groups, and businesses for projects that contribute to the beautification of public spaces. Grant amounts and eligibility criteria will be detailed in the accompanying guidelines.
- Recognition Awards: The Shire will establish annual awards to recognise outstanding contributions to public space beautification.
- Resource Support: The Shire will provide access to resources such as plants, materials, and professional advice to support beautification efforts. This support will be detailed in the guidelines.

Guidelines for Participation

- Application Process: Detailed guidelines on how to apply for grants and recognition awards. Applications will be reviewed by a committee to ensure alignment with this policy.

- **Project Criteria:** Projects must meet certain criteria to be eligible for incentives. Criteria include sustainability, community involvement and aesthetic improvement.
- **Maintenance Requirements:** Guidelines will outline the maintenance expectations for beautification projects to ensure long-term viability and appeal.
- **Sustainability Standards:** Projects should prioritise environmentally friendly practices, such as using native plants, water conservation techniques, and sustainable materials.
- **Community Involvement:** Encouragement of collaborative projects that involve multiple stakeholders, fostering a sense of community and shared responsibility.
- **Strategic Alignment:** All projects must align with the Shire's broader strategic goals and objectives, ensuring that beautification efforts contribute to the overall vision and development plans of the community.

ROLES AND RESPONSIBILITIES

The Council

The Council's is responsible for oversight of the policy, allocating the necessary budget to support the beautification projects, and considering recommendations made by the Beautification Committee.

The Committee

The Council will form a Beautification Committee responsible for reviewing applications submitted by residents and businesses for beautification projects, evaluating these applications based on criteria, and awarding incentives to successful applicants. The Committee will ensure that the projects align with the policy's objectives and contribute positively to the public spaces within the Shire of Carnarvon.

The Shire Administration

The Administration is responsible for:

- providing secretariat support to the Committee,
- facilitating the application process for residents and businesses, and
- ensuring that all necessary documentation and communications are managed efficiently. monitoring and measuring the program's effectiveness and to identify areas for improvement, ensuring continuous enhancement of public spaces in the Shire of Carnarvon.

MEMORANDUM OF UNDERSTANDING (MoU)

THIS MoU is made on _____ 2024 (the **Effective Date**) between:

- A. PROVINCE RESOURCES LIMITED** (ACN 061 375 442) of Suite 8, 110 Hay Street, Subiaco, WA, 6008 (**PRL**); and
- B. SHIRE OF CARNARVON** of 3 Francis Street, Carnarvon, WA, 6701 (the **Shire**),

each a **Party** and collectively the **Parties**.

Background:

- A. Province Resources Limited (**PRL**) is an ASX listed natural resources company focused on mineral exploration with projects located in Australia and Sweden, currently investigating the growing green energy market and the potential of renewable green hydrogen energy in Australia.
- B. The Parties wish to cooperate and proceed with furthering the development of the Project through investigating the viability of utilising the area pictured in Schedule 1 below (the **Area**) for developing and constructing the Project (**Area Due Diligence**).
- C. PRL is currently negotiating with Department of Lands Planning and Heritage (**DPLH**) for an Option to Lease (Sec 88) over the **Area**, a likely condition precedent to issuing any ensuing Section 79 or other appropriate Lease would be the development of a legally binding agreement for a compensation payment by PRL to be made to the Shire based on 50% of the State lease fee in recognition of the community's interest in the land being considered for PRL's HyEnergy® Project.

It is agreed as follows:

1. Services

1.1 PRL will, in consultation with the Shire:

- (a) lead the proposed Area Due Diligence;
- (b) should the Area be deemed suitable for the intended purpose, then PRL will be responsible for obtaining and maintaining all necessary permits, authorisations and Government approvals for the Area in relation to the Project; and
- (c) promote the region to the broader hydrogen market through its proposed ongoing development of the Project in the Area.

1.2 The Shire will, in consultation with PRL:

- (a) provide PRL with the necessary access to the Area;
- (b) the Shire will provide any in-principle support for applications PRL makes to Government agencies to obtain and maintain all necessary permits, authorisations and approvals for the project in relation to the area; and
- (c) work with PRL in all other matters that require the Shire's assistance in relation to matters involving the Area.

2. Information and Access

- 2.1 Each Party will keep the other Party fully informed, and will disclose to the other Party, all material information and documents they may obtain and/or sign in connection with the Area.

3. Development Costs

- 3.1 PRL will fund all its internal and third party costs in order to assess the Area for appropriateness and, if deemed suitable, any other permitting and development costs that may be incurred as described in clause 1.1.
- 3.2 The Shire will fund its internal and third-party costs in order to undertake the requisite activities described in clause 1.2 above, which will be reimbursed at commencement of construction of the Project.
- 3.3 Any third-party costs incurred by the Shire as required under clause 1.2, including travel costs, and any advisory fees, must be approved by the PRL (acting reasonably) in advance in writing.

4. Term and Termination

- 4.1 This MoU shall come into full force and effect on and from the Effective Date and will remain in force for a period of 6 months from the Effective Date (the Termination Date), with PRL having an option to extend the Termination Date by a further 6 months by notice in writing to the Shire. This may be further extended by mutual agreement of the Parties.
- 4.2 If the Area is suitable for the intended purpose, then the parties agree to negotiate in good faith and enter into a formal long-form agreement during the term of this MoU.

5. Liability

- 5.1 Notwithstanding anything to the contrary contained herein, neither Party shall be liable to the other for any indirect, incidental, special or consequential damages.

6. Assignment

- 6.1 PRL may assign, its rights in relation to the Area upon a change of control or sale of the Project.

7. Confidentiality

- 7.1 Each Party shall keep confidential all commercial in-confidence information or material acquired or produced in connection with this MoU and shall not without prior written consent of the other Party use or disclose or otherwise make available this information or material in any form to any person. This provision shall survive the termination or expiry of this MoU and is legally binding. The contents of this MoU remain confidential to the Parties.

8. Governing Law

- 8.1 This MoU shall be governed by the laws of Western Australia, Australia.

9. Notices

9.1 Any notice or other communication including, but not limited to, any request, demand, consent or approval, to or by a Party to this MoU must be addressed as follows:

| | |
|-------------|--|
| PRL: | PRL Resources Ltd |
| Address: | Suite 8 110 Hay Street SUBIACO WA 6008 |
| Attention: | David Frances |
| Email: | david.frances@provinceresources.com |

| | |
|-------------------|--|
| The Shire: | Shire of Carnarvon |
| Address: | 3 Francis Street CARNARVON WA 6701 |
| Attention: | Shire President Eddie Smith, and CEO Andrea Selvey |
| Email: | cr.esmith@carnarvon.wa.gov.au Selvey.A@carnarvon.wa.gov.au |

10. Amendment

10.1 No amendment or other variation of this MoU shall be effective unless it is in writing, is dated, expressly refers to this MoU and is signed by a duly authorised representative of each Party.

11. Counterparts

11.1 This MoU may consist of a number of counterparts and the counterparts taken together constitute one and the same instrument.

12. General

12.1 Each of the provisions of this MoU is severable and distinct from the others. If at any time, any of such provisions turn out to be void, illegal or unenforceable in any respect under applicable law, this shall not affect or impair the legal validity, legality and enforceability of the other provisions of this MoU. The Parties undertake to replace any unenforceable provisions by other provisions with comparable legal and/or economic effect.

12.2 A failure to exercise or delay in exercising any right or remedy provided by a binding provision of this MoU or by law does not constitute a waiver of that or any other right or remedy, and no single or partial exercise of any such right or remedy will preclude any further exercise of any such right or remedy.

12.3 Each Party acknowledges that it is has received valuable consideration for entering into this MoU.

**Signed for and on behalf of
PRL RESOURCES LIMITED
(ACN 061 375 442)**

Signature:

Name: David J Frances

Title: CEO, PRL Resources

**Signed for and on behalf of the
SHIRE OF CARNARVON**

Signature:

Name: Eddie Smith

Title: President, Shire of Carnarvon

Signature:

Name: Andrea Selvey

Title: CEO, Shire of Carnarvon

SCHEDULE 1 – THE AREA

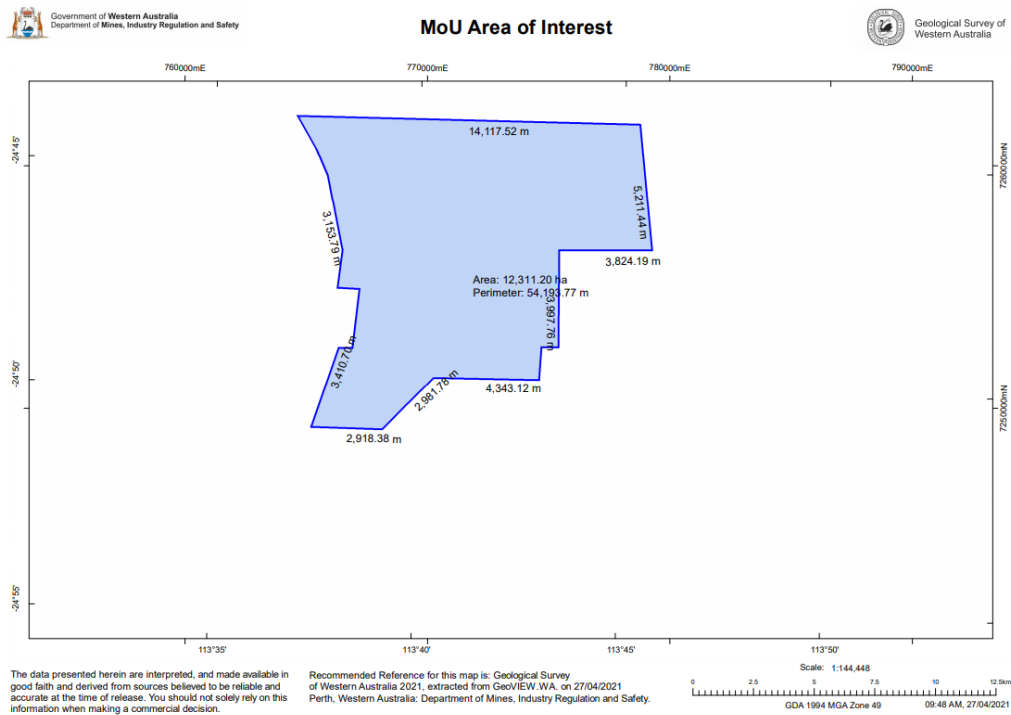


Figure 1. Plan View Map, blue polygon approximately 12,311ha.

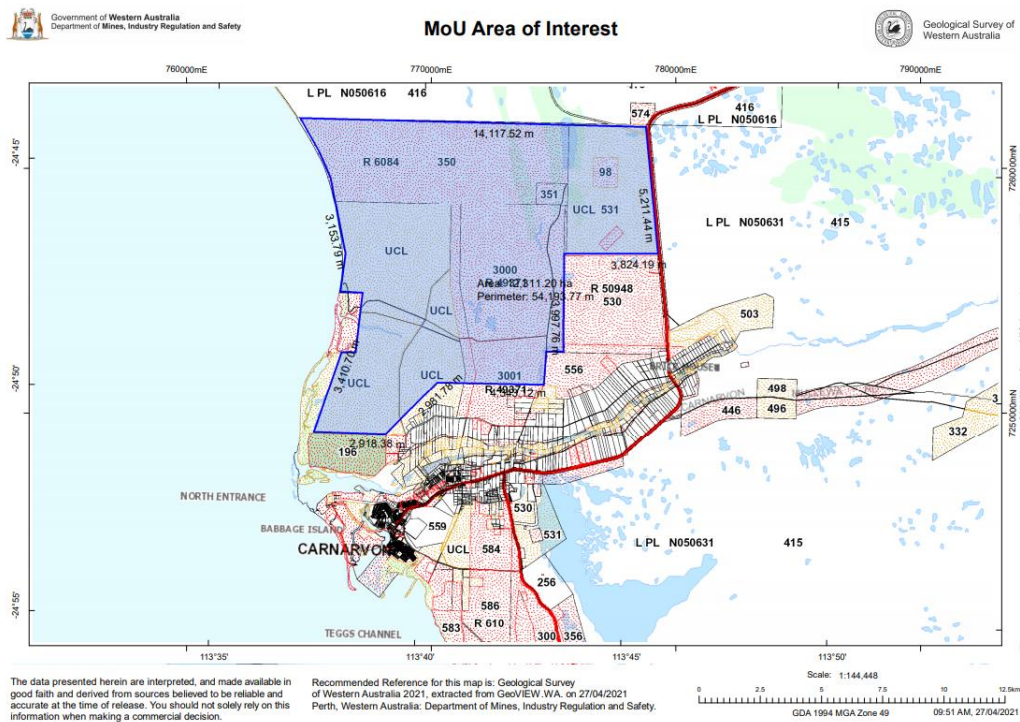


Figure 2. Cadastre Map, showing the MoU area of interest as blue polygon.

Shire of Carnarvon

MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 31 MAY 2024

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

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| * Note 2 Statement of Financial Position | 6 |

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|---|---|
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|---|---|

* Required by Legislation

NOTE:

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

The Shire adopted the annual budget for 2023-2024 on 22nd August 2023 . The following report provides the requirements to comply with the Local Government (Financial Management) Regulations 1996, plus other supporting notes for information.

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

STATUTORY STATEMENT Local Government (Financial Management) Regulations 34 and 34(2)(b)
SHIRE OF CARNARVON
 STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2024

REG 34(3)

REG 34(2)

BY NATURE OR TYPE

| Ref | REG 34(1)(a) | | REG 34(1)(b) | REG 34(1)(c) | REG 34(1)(d) | | Permanent/Timing | Explanation of Variance |
|--|----------------|---------------------|---------------------|---------------------|---------------------|--------------------|------------------|-------------------------|
| | Adopted Budget | Current Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | | |
| Note | \$ | \$ | \$ | \$ | \$ | % | | |
| Revenue from operating activities | | | | | | | | |
| Rates | 10 | 6,670,997 | 6,703,497 | 6,700,573 | 6,844,553 | 143,980 | 2.15% | Within Variance |
| Other rates | 10 | 284,268 | 284,268 | 284,268 | 312,867 | 28,599 | 10.06% | ▲ Permanent |
| Operating grants, subsidies and contributions | 12 | 7,564,910 | 8,110,170 | 7,173,596 | 6,213,818 | (959,778) | (13.38%) | ▼ Timing |
| Fees and charges | | 3,561,650 | 3,450,363 | 3,182,039 | 3,149,678 | (32,361) | (1.02%) | Within Variance |
| Interest earnings | | 130,000 | 391,712 | 315,298 | 433,706 | 118,408 | 37.55% | ▲ Permanent |
| Other revenue | | 300,694 | 428,011 | 400,424 | 466,432 | 66,008 | 16.48% | ▲ Permanent |
| Profit on disposal of assets | | 36,296 | 36,296 | 36,296 | 3,082 | (33,214) | (91.51%) | ▼ Timing |
| | | 18,548,815 | 19,404,317 | 18,092,494 | 17,424,135 | (668,359) | | |
| Expenditure from operating activities | | | | | | | | |
| Employee costs | | (7,991,365) | (8,254,326) | (7,565,462) | (7,790,220) | (224,758) | (2.97%) | Within Variance |
| Materials and contracts | | (13,510,057) | (14,228,028) | (13,362,699) | (9,188,453) | 4,174,246 | 31.24% | ▼ Timing |
| Utility charges | | (915,163) | (870,879) | (820,376) | (776,441) | 43,935 | 5.36% | Within Variance |
| Depreciation on non-current assets | | (8,334,555) | (8,098,230) | (7,424,073) | (8,010,702) | (586,629) | (7.90%) | ▲ Permanent |
| Interest expenses | | (109,113) | (109,045) | (65,426) | (61,811) | 3,615 | 5.53% | Within Variance |
| Insurance expenses | | (595,713) | (666,858) | (612,567) | (679,032) | (66,465) | (10.85%) | ▲ Permanent |
| Other expenditure | | (414,819) | (406,680) | (383,506) | (312,440) | 71,066 | 18.53% | ▼ Timing |
| Loss on disposal of assets | | (58,000) | (58,000) | (58,000) | 0 | 58,000 | 100.00% | ▼ Timing |
| | | (31,928,785) | (32,692,046) | (30,292,109) | (26,819,099) | 3,473,010 | | |
| Non-cash amounts excluded from operating activities | | | | | | | | |
| Less: Profit on asset disposals | 7b | (36,296) | (36,296) | (36,296) | (3,082) | 33,214 | (91.51%) | ▼ Timing |
| Add: Loss on disposal of assets | 7b | 58,000 | 58,000 | 58,000 | 0 | (58,000) | (100.00%) | ▼ Timing |
| Add: Depreciation on assets | | 8,334,555 | 8,098,230 | 7,424,073 | 8,010,702 | 586,629 | 7.90% | Within Variance |
| Less: Movement in Provisions and Non- Current | | 0 | 0 | 0 | 100,923 | 100,923 | 0.00% | |
| Less: Movement in Local Govt House trust | | 0 | 0 | 0 | (2,942) | (2,942) | 0.00% | |
| | | 8,356,259 | 8,119,934 | 7,445,777 | 8,105,602 | 659,825 | (183.61%) | |
| Amount attributable to operating activities | | (5,023,711) | (5,167,795) | (4,753,838) | (1,289,362) | 3,424,494 | | |

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.
 ▲ = More than Budget, ▼ = Less than Budget,

STATUTORY STATEMENT Local Government (Financial Management) Regulations 34 and 34(2)(b)
SHIRE OF CARNARVON
 STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2024

REG 34(3)

REG 34(2)

BY NATURE OR TYPE

| Ref | REG 34(1)(a) | | REG 34(1)(b) | REG 34(1)(c) | REG 34(1)(d) | | Permanent/Timing | Explanation of Variance | | |
|---|----------------|---------------------|---------------------|---------------------|--------------------|--------------------|------------------|-------------------------|--------|---|
| | Adopted Budget | Current Budget | YTD Budget (a) | YTD Actual (b) | Var. \$ (b)-(a) | Var. % (b)-(a)/(a) | | | | |
| Investing activities | | | | | | | | | | |
| Capital grants, subsidies and contributions | 11 | 9,276,105 | 9,794,149 | 7,052,145 | 4,900,560 | (2,151,585) | (30.51%) | ▼ | Timing | Refer to Note 11 for detail of Capital grants timing variances. |
| Net Capital Grants | | 9,276,105 | 9,794,149 | 7,052,145 | 4,900,560 | (2,151,585) | | | | |
| Proceeds from disposal of assets | | 98,636 | 98,636 | 13,636 | 13,636 | 0 | 0.00% | | | Within Variance |
| Payments for property, plant and equipment and infrastructure | 7 | (14,628,096) | (14,657,270) | (12,354,357) | (6,670,618) | 5,683,739 | 46.01% | ▼ | Timing | Refer to individual projects on Note 7. |
| Net Non-Operating Expenditure | | (14,529,460) | (14,558,634) | (12,340,721) | (6,656,982) | 5,683,739 | | | | |
| Amount attributable to investing activities | | (5,253,355) | (4,764,485) | (5,288,576) | (1,756,422) | 3,532,154 | | | | |
| Financing Activities | | | | | | | | | | |
| Proceeds from new debentures | 13 | 1,996,000 | 1,996,000 | 996,000 | 996,000 | 0 | 0.00% | | | Within Variance |
| Transfer from reserves | 6 | 1,045,702 | 1,262,702 | 0 | 0 | 0 | 0.00% | | | Within Variance |
| Payments for principal portion of lease liabilities | | (351,698) | (351,698) | (291,137) | (291,137) | 0 | 0.00% | | | Within Variance |
| New Current Lease Liability | | 0 | 0 | 0 | 0 | 0 | 0.00% | | | Within Variance |
| Repayment of debentures | 13 | (283,785) | (283,785) | (164,597) | (164,597) | 0 | 0.00% | | | Within Variance |
| Transfer to reserves | 6 | (329,962) | (515,293) | (143,443) | (143,443) | 0 | 0.00% | | | Within Variance |
| Amount attributable to financing activities | | 2,076,257 | 2,107,926 | 396,823 | 396,823 | 0 | | | | |
| Opening funding surplus / (deficit) | 1 | 8,200,809 | 7,824,354 | 7,824,354 | 7,824,354 | 0 | 0.00% | | | |
| Amount attributable to operating activities | | (5,023,711) | (5,167,795) | (4,753,838) | (1,289,362) | 3,464,476 | (72.88%) | | | |
| Amount attributable to investing activities | | (5,253,355) | (4,764,485) | (5,288,576) | (1,756,422) | 3,532,154 | (66.79%) | | | |
| Amount attributable to financing activities | | 2,076,257 | 2,107,926 | 396,823 | 396,823 | 0 | 0.00% | | | |
| Closing funding surplus / (deficit) REG 34(1)(e) | 1 | 0 | 0 | (1,821,237) | 5,175,392 | 6,996,630 | (384.17%) | | | |

KEY INFORMATION

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

▲ = More than Budget, ▼ = Less than Budget,

The material variance adopted by Council for the 2022-23 year is \$10,000 or 10.00% whichever is greater.

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

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 MAY 2024

NATURE OR TYPE DESCRIPTIONS

REVENUE

EXPENSES

RATES

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

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

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

REVENUE FROM CONTRACTS WITH CUSTOMERS

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

FEES AND CHARGES

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

SERVICE CHARGES

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

INTEREST EARNINGS

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

OTHER REVENUE / INCOME

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

PROFIT ON ASSET DISPOSAL

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

EMPLOYEE COSTS

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

MATERIALS AND CONTRACTS

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

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

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

INSURANCE

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

LOSS ON ASSET DISPOSAL

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

DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

INTEREST EXPENSES

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

OTHER EXPENDITURE

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

STATUTORY STATEMENT Local Government (Financial Management) Regulations 34(2)(a)
 NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
 FOR THE PERIOD ENDED 31 MAY 2024

Note

Explanation of the composition of net current assets

| | Notes | Opening Position | | Closing Position | | YTD Actual (b) 31/05/2024 |
|---|-------|---|--|------------------------|----------------------|------------------------------|
| | | Adopted Budget | Last Years Closing | This time 2 months ago | This time last month | |
| | | Opening funding surplus/(deficit) calculation | Closing Surplus 22/23, Bfwd Actual 23/24 | 30/03/2024 | 30/04/2024 | |
| | | \$ | \$ | \$ | \$ | \$ |
| Net current assets used in the Statement of Financial Activity | | | | | | |
| Current assets | | | | | | |
| Cash and cash equivalents | 5 | 8,053,233 | 8,053,227 | 4,789,091 | 5,875,560 | 5,683,71 |
| Cash backed Reserves | 6 | 3,898,149 | 3,898,149 | 3,911,283 | 3,911,283 | 4,041,59 |
| Rates receivables | 8 | 994,378 | 994,378 | 1,919,441 | 1,525,145 | 1,484,31 |
| Receivables | 8 | 286,346 | 1,218,706 | 689,968 | 459,700 | 253,31 |
| Contract Assets | | 1,060,058 | 875,950 | 0 | 875,950 | |
| Inventories | | 28,249 | 35,957 | 75,451 | 50,929 | 66,31 |
| Total Current assets | | 14,320,413 | 15,076,367 | 11,385,234 | 12,698,566 | 11,529,31 |
| Less: Current liabilities | | | | | | |
| Payables | 9 | (261,337) | (1,342,231) | (652,453) | (841,638) | (992,47 |
| Contract liabilities | | (1,960,118) | (2,011,633) | (1,906,047) | (1,319,881) | (1,319,88 |
| Borrowings | 13 | (283,785) | (283,785) | (143,182) | (143,182) | (119,18 |
| Lease liabilities | 14 | (351,698) | (351,698) | (88,896) | (60,561) | (60,56 |
| Employee Provisions | | (744,176) | (998,516) | (992,491) | (992,491) | (992,49 |
| Total Current liabilities | | (3,601,114) | (4,987,863) | (3,783,069) | (3,357,753) | (3,484,60 |
| Net Currents Assets | | 10,719,299 | 10,088,504 | 7,602,165 | 9,340,813 | 8,044,71 |
| Less: Adjustments to net current assets | | | | | | |
| Less: Reserves - restricted cash | 6 | (3,898,149) | (3,898,149) | (3,911,283) | (3,911,283) | (4,041,59 |
| Add: Borrowings included in Budget | 13 | 283,785 | 283,785 | 143,182 | 143,182 | 119,11 |
| Add: Lease liabilities included in Budget | 14 | 351,698 | 351,698 | 88,896 | 60,561 | 60,51 |
| Add: Provisions - employee | | 744,176 | 998,516 | 992,491 | 992,491 | 992,41 |
| Total adjustments to net current assets | | (2,518,490) | (2,264,150) | (2,686,714) | (2,715,049) | (2,869,35 |
| Funding surplus/(deficit) (NET CURRENT ASSETS) | | 8,200,809 | 7,824,354 | 4,915,451 | 6,625,765 | 5,175,31 |

NOTE

CURRENT AND NON-CURRENT CLASSIFICATION

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

**HIRE OF CARNARVON
STATEMENT OF FINANCIAL POSITION
OR THE PERIOD ENDED 31 MAY 2024**

Note 2

| | NOTE | 31/05/2024 \$ | 30/06/2023 \$ |
|--------------------------------------|------|--------------------|--------------------|
| CURRENT ASSETS | | | |
| Cash and cash equivalents | 5 | 9,725,324 | 11,951,376 |
| Trade and other receivables | 8 | 1,737,703 | 3,089,034 |
| Inventories | | 66,318 | 35,957 |
| TOTAL CURRENT ASSETS | | 11,529,345 | 15,076,367 |
| NON-CURRENT ASSETS | | | |
| Trade and other receivables | | 92,518 | 92,518 |
| Other financial assets at fair value | | 180,030 | 177,088 |
| Property, plant and equipment | | 32,359,161 | 32,323,845 |
| Infrastructure | | 272,835,880 | 274,284,939 |
| Right-of-use assets | | 486,478 | 516,683 |
| TOTAL NON-CURRENT ASSETS | | 305,954,067 | 307,395,073 |
| TOTAL ASSETS | | 317,483,412 | 322,471,440 |
| CURRENT LIABILITIES | | | |
| Trade and other payables | 9 | 992,479 | 1,342,231 |
| Other liabilities | | 1,319,881 | 2,011,633 |
| Lease liabilities | 14 | 60,561 | 351,698 |
| Borrowings | 13 | 119,188 | 283,785 |
| Employee related provisions | | 992,491 | 998,516 |
| TOTAL CURRENT LIABILITIES | | 3,484,600 | 4,987,863 |
| NON-CURRENT LIABILITIES | | | |
| Lease liabilities | 14 | 194,509 | 194,509 |
| Borrowings | 13 | 2,591,677 | 1,595,677 |
| Employee related provisions | | 77,006 | 77,006 |
| TOTAL NON-CURRENT LIABILITIES | | 2,863,192 | 1,867,192 |
| TOTAL LIABILITIES | | 6,347,792 | 6,855,055 |
| NET ASSETS | | 311,135,620 | 315,616,385 |
| EQUITY | | | |
| Retained surplus | | 54,403,378 | 59,027,585 |
| Reserve accounts | 6 | 4,041,592 | 3,898,149 |
| Evaluation surplus | | 252,690,651 | 252,690,651 |
| TOTAL EQUITY | | 311,135,620 | 315,616,385 |

This statement is to be read in conjunction with the accompanying notes.

Shire of Carnarvon

SUPPORTING INFORMATION THE MONTHLY STATEMENTS PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c) FOR THE PERIOD ENDED 31 MAY 2024

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

| | | |
|---------|---|----|
| Note 3 | Basis of Preparation | 8 |
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SHIRE OF CARNARVON
MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 MAY 2024

Note

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All processed transactions up to 17 June 2024

SIGNIFICANT ACCOUNTING POLICES

CRITICAL ACCOUNTING ESTIMATES

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

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

GOODS AND SERVICES TAX

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

ROUNDING OFF FIGURES

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

SHIRE OF CARNARVON
KEY TERMS AND DESCRIPTIONS
FOR THE PERIOD ENDED 31 MAY 2024

Note 4
REPORTING PROGRAMS

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

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

Optional Statement - Rate Setting Statement Format

Note 4(ii)

SHIRE OF CARNARVON

STATEMENT OF FINANCIAL ACTIVITY

BY PROGRAM

FOR THE PERIOD ENDED 31 MAY 2024

| | Ref Note | Adopted Budget | Current Budget | YTD Budget (a) | YTD Actual (b) |
|---|-------------|---------------------|---------------------|----------------------|----------------------|
| | | \$ | \$ | \$ | \$ |
| Opening funding surplus / (deficit) | 1 | 8,200,809 | 7,824,354 | 7,824,354 | 7,824,354 |
| Revenue from operating activities | | | | | |
| Governance | | 0 | 31,779 | 29,128 | 85,992 |
| General purpose funding (Rates) | | 6,670,997 | 6,703,497 | 6,700,573 | 6,844,553 |
| General purpose funding | | 198,835 | 730,771 | 623,956 | 754,291 |
| Law, order and public safety | | 186,092 | 268,646 | 258,018 | 331,030 |
| Health | | 82,290 | 32,097 | 29,392 | 29,746 |
| Education and welfare | | 559,000 | 583,584 | 569,584 | 484,625 |
| Housing | | 0 | 13,690 | 12,540 | 9,313 |
| Community amenities | | 3,235,319 | 3,123,676 | 2,241,895 | 2,187,067 |
| Recreation and culture | | 502,054 | 665,619 | 622,880 | 282,300 |
| Transport | | 6,591,234 | 6,646,062 | 6,432,211 | 5,806,807 |
| Economic services | | 404,994 | 508,766 | 480,618 | 489,314 |
| Other property and services | | 118,000 | 96,130 | 91,699 | 119,098 |
| | | 18,548,815 | 19,404,317 | 18,092,494 | 17,424,135 |
| Expenditure from operating activities | | | | | |
| Governance | | (1,281,487) | (1,328,563) | (1,264,773) | (1,814,031) |
| General purpose funding | | (348,890) | (295,985) | (279,395) | (211,488) |
| Law, order and public safety | | (1,160,941) | (1,543,975) | (1,416,230) | (1,261,465) |
| Health | | (413,060) | (452,424) | (414,824) | (448,453) |
| Education and welfare | | (1,101,868) | (1,248,936) | (1,132,474) | (1,090,652) |
| Housing | | (219,941) | (214,291) | (196,218) | (96,852) |
| Community amenities | | (4,037,316) | (3,957,716) | (3,412,412) | (2,284,454) |
| Recreation and culture | | (5,433,083) | (5,864,713) | (5,394,645) | (4,542,962) |
| Transport | | (16,165,150) | (15,931,637) | (15,079,843) | (12,673,318) |
| Economic services | | (1,673,985) | (1,749,739) | (1,606,216) | (1,331,600) |
| Other property and services | | (93,064) | (104,067) | (95,079) | (1,063,823) |
| | | (31,928,785) | (32,692,046) | (30,292,109) | (26,819,098) |
| Non-cash amounts excluded from operating activities | | | | | |
| Less: Profit on asset disposals | | (36,296) | (36,296) | (36,296) | (3,082) |
| Add: Loss on disposal of assets | | 58,000 | 58,000 | 58,000 | 0 |
| Add: Depreciation on assets | | 8,334,555 | 8,098,230 | 7,424,073 | 8,010,702 |
| Less: Movement in Provisions | | 0 | 0 | 0 | 100,923 |
| Less: Movement in Local Govt House trust | | 0 | 0 | 0 | (2,942) |
| | | 8,356,259 | 8,119,934 | 7,445,777 | 8,105,602 |
| Amount attributable to operating activities | | (5,023,711) | (5,167,795) | (4,753,838) | (1,289,361) |
| Investing Activities | | | | | |
| Capital grants, subsidies and contributions | 11 | 9,276,105 | 9,794,149 | 7,052,145 | 4,900,560 |
| Net Capital Grants | | 9,276,105 | 9,794,149 | 7,052,145 | 4,900,560 |
| Proceeds from disposal of assets | | 98,636 | 98,636 | 13,636 | 13,636 |
| Payments for property, plant and equipment and infrastructure | | (14,628,096) | (14,657,270) | (12,354,357) | (6,670,618) |
| Amount attributable to investing activities | | (5,253,355) | (4,764,485) | (5,288,576) | (1,756,422) |
| Financing Activities | | | | | |
| Proceeds from new debentures | 13 | 1,996,000 | 1,996,000 | 996,000 | 996,000 |
| Transfer from reserves | 6 | 1,045,702 | 1,262,702 | 0 | 0 |
| Payments for principal portion of lease liabilities | 14 | (351,698) | (351,698) | (291,137) | (291,137) |
| New Current Lease Liability | | 0 | 0 | 0 | 0 |
| Repayment of debentures | 13 | (283,785) | (283,785) | (164,597) | (164,597) |
| Transfer to reserves | 6 | (329,962) | (515,293) | (143,443) | (143,443) |
| Amount attributable to financing activities | | 2,076,257 | 2,107,926 | 396,823 | 396,823 |
| Closing funding surplus / (deficit) | 1 | 0 | 0 | (1,821,237) | 5,175,392 |

SHIRE OF CARNARVON

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

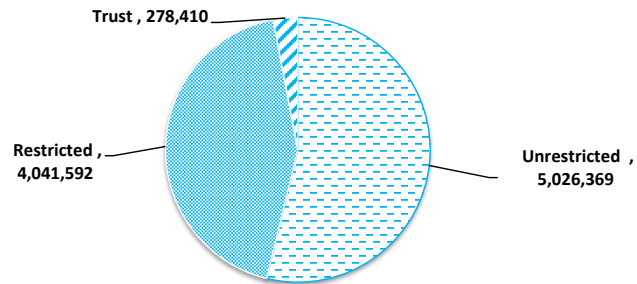
Note 5

CASH AND FINANCIAL ASSETS

| Description | Unrestricted | Restricted | Total Cash | Trust | Institution | Interest Rate | Maturity Date |
|---------------------------------------|------------------|------------------|------------------|----------------|-------------|---------------|---------------|
| | \$ | \$ | \$ | \$ | | | |
| Cash on hand | | | | | | | |
| Municipal Bank Account - 4334-09426 | 124,135 | 0 | 124,135 | 0 | ANZ Bank | 0.00% | On Call |
| Municipal Online Account - 4510-69349 | 1,402,234 | 0 | 1,402,234 | 0 | ANZ Bank | 4.00% | On Call |
| Trust Bank Account - 4334-09434 | 0 | 0 | 0 | 278,410 | ANZ Bank | 0.00% | On Call |
| Reserve Bank Account-4334-75677 | 0 | 271 | 271 | 0 | ANZ Bank | 0.00% | On Call |
| Reserve Online Account - 4516-72666 | 0 | 4,190 | 4,190 | 0 | ANZ Bank | 4.00% | On Call |
| Investments - Term Deposits | | | | | | | |
| Term Deposit - Reserve | 0 | 4,037,131 | 4,037,131 | 0 | ANZ Bank | 4.11% | 28/06/2024 |
| Term Deposit - Municipal | 2,000,000 | 0 | 2,000,000 | 0 | ANZ Bank | 4.74% | 13/06/2024 |
| Term Deposit - Municipal | 1,500,000 | 0 | 1,500,000 | 0 | ANZ Bank | 4.11% | 27/06/2024 |
| | 0 | | 0 | | | | |
| Total | 5,026,369 | 4,041,592 | 9,067,961 | 278,410 | | | |
| Comprising | | | | | | | |
| Cash and cash equivalents | 5,026,369 | 4,041,592 | 9,067,961 | 278,410 | | | |
| | 5,026,369 | 4,041,592 | 9,067,961 | 278,410 | | | |

KEY INFORMATION

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



SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES
Note 6
CASH RESERVES

Reserves

| Reserve name | Original Budget Opening Balance | Actual Opening Balance | Original Budget Transfers In (+) | Current Budget Transfers In (+) | Actual Transfers In (+) | Original Budget Transfers Out (-) | Current Budget Transfers Out (-) | Actual Transfers Out (-) | Original Budget Closing Balance | Current Budget Closing Balance | Actual YTD Closing Balance |
|-------------------------------------|---------------------------------|------------------------|----------------------------------|---------------------------------|-------------------------|-----------------------------------|----------------------------------|--------------------------|---------------------------------|--------------------------------|----------------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Leave Reserve | 353,388 | 353,388 | 1,813 | 9,623 | 13,004 | 0 | 0 | 0 | 355,201 | 363,011 | 366,395 |
| Plant Reserve | 940,529 | 940,529 | 36,855 | 57,641 | 34,609 | (737,769) | (737,769) | 0 | 239,615 | 260,401 | 975,135 |
| Waste Disposal Reserve | 153,537 | 153,537 | 788 | 4,181 | 5,650 | 0 | 0 | 0 | 154,325 | 157,718 | 159,183 |
| Blowholes Reserve Management Funds | 133,276 | 132,829 | 681 | 3,625 | 4,887 | 0 | 0 | 0 | 133,957 | 136,901 | 137,714 |
| Mosquito Management Reserve | 10,275 | 10,240 | 53 | 280 | 378 | 0 | 0 | 0 | 10,328 | 10,555 | 10,614 |
| Airport Renewal And Upgrade Reserve | 59,532 | 59,332 | 304 | 1,620 | 2,183 | 0 | 0 | 0 | 59,836 | 61,152 | 61,511 |
| Asset Upgrades And Renewal Reserve | 567,219 | 565,314 | 2,900 | 114,435 | 20,803 | 0 | (217,000) | 0 | 570,119 | 464,654 | 586,111 |
| Emergency Management Reserve | 289,987 | 289,013 | 1,483 | 7,892 | 10,635 | 0 | 0 | 0 | 291,470 | 297,879 | 299,644 |
| Coral Bay Tip Reserve | 72,721 | 72,477 | 278,305 | 279,912 | 2,666 | (277,933) | (277,933) | 0 | 73,093 | 74,700 | 75,141 |
| Fascine Upgrade And Renewal Reserve | 396,361 | 395,030 | 2,027 | 10,787 | 14,537 | (30,000) | (30,000) | 0 | 368,388 | 377,148 | 409,561 |
| Strategic Projects Reserve | 929,581 | 926,460 | 4,753 | 25,297 | 34,091 | 0 | 0 | 0 | 934,334 | 954,878 | 960,551 |
| Reserve Funds | 3,906,406 | 3,898,149 | 329,962 | 515,293 | 143,443 | (1,045,702) | (1,262,702) | 0 | 3,190,666 | 3,158,997 | 4,041,591 |

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES

Note 6 (Continued)

CASH RESERVES

Reserve Purpose

| Reserve name | Timing if Intended use | Purpose |
|-------------------------------------|-------------------------------|--|
| Leave Reserve | Ongoing | To fund the current annual and long service leave requirements. |
| Plant Reserve | Ongoing | To fund the acquisition of new plant as per the Plant Replacement program. |
| Waste Disposal Reserve | Ongoing | To be used for maintenance or capital expenditure at Browns Range Refuse Site. Annual transfer being revenue as raised by waste charge, less actual expenditure (excluding depreciation) on Carnarvon waste management facilities and service. |
| Coral Bay Tip Reserve | Ongoing | To be used for maintenance and capital costs associated with Coral Bay Refuse Site. Annual transfer being revenue as raised by Specified Area Rate raised less expenditure at Coral Bay Waste facility and services, (excludes depreciation). |
| Mosquito Management Reserve | Ongoing | To be used for the purpose of delivering services to assist in mosquito management within the Shire of Carnarvon, which includes funding from the Department of Health. |
| Airport Renewal And Upgrade Reserve | Ongoing | To fund upgrades and renewal at the Carnarvon Airport. |
| Asset Upgrades And Renewal Reserve | Ongoing | To fund the upgrade and renewal of existing assets. |
| Emergency Management Reserve | Ongoing | To be used in the preparation for and providing immediate assistance, relief and recovery to the community in response to an emergency within the Shire of Carnarvon. |
| Fascine Upgrade And Renewal Reserve | Ongoing | To fund the upgrades and renewal of Fascine Infrastructure. |
| Strategic Projects Reserve | Ongoing | To fund development of strategic projects and new infrastructure. |
| Blowholes Reserve Management Funds | Ongoing | To fund the implementation of the Blowholes Reserve management plan. |

SHIRE OF CARNARVON

SHIRE OF CARNARVON
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES
Note 7

CAPITAL ACQUISITIONS SUMMARY

| Capital acquisitions | Adopted Budget | Current Budget | YTD Budget | YTD Actual |
|--|-------------------|-------------------|-------------------|------------------|
| | \$ | | \$ | \$ |
| Land & Buildings | 1,757,014 | 2,267,521 | 1,056,204 | 404,954 |
| Furniture & Equipment | 155,000 | 40,802 | 39,813 | 48,845 |
| Plant & Equipment | 1,836,269 | 1,728,469 | 1,710,784 | 879,199 |
| Roads | 4,395,262 | 4,210,970 | 4,084,755 | 3,419,501 |
| Footpaths | 1,634,138 | 1,635,250 | 1,635,250 | 245,250 |
| Drainage | 387,500 | 387,500 | 387,500 | 357,936 |
| Airport | 15,880 | 28,492 | 27,430 | 30,914 |
| Other Infrastructure | 4,147,033 | 4,058,266 | 3,112,621 | 1,235,741 |
| Carparks | 0 | 0 | 0 | 0 |
| Landfill | 300,000 | 300,000 | 300,000 | 48,278 |
| Right of use assets | 0 | 0 | 0 | 0 |
| Total Capital Acquisitions | 14,628,096 | 14,657,270 | 12,354,357 | 6,670,618 |
| Capital Acquisitions Funded By: | | | | |
| | \$ | | \$ | \$ |
| Capital grants and contributions | 9,276,105 | 9,794,149 | 7,052,145 | 4,900,560 |
| Borrowings | 1,996,000 | 1,996,000 | 996,000 | 996,000 |
| Other (disposals & C/Fwd) | 98,636 | 98,636 | 13,636 | 13,636 |
| Cash backed reserves | | | | |
| Plant Reserve | 737,769 | 737,769 | 0 | 0 |
| Fascine Upgrade And Renewal Reserve | 30,000 | 30,000 | 0 | 0 |
| Capital funding total | 12,138,510 | 12,656,554 | 8,061,781 | 5,910,196 |

SIGNIFICANT ACCOUNTING POLICIES

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

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES

Note 7 (Continued)

CAPITAL ACQUISITIONS SUMMARY

5. CAPITAL ACQUISITIONS DETAILED

| Account | Job | Account Description | Original Budget | Revised Budget | YTD Budget | YTD Actual | Purchase Orders Outstanding | TOTAL | Variance (Under)/Over | Comments |
|----------------------------------|--------|---|------------------|------------------|------------------|------------------|-----------------------------|------------------|-----------------------|--|
| Land & Buildings | | | | | | | | | | |
| 0584 | LRC023 | Admin Building Roof Replacement | 299,454 | 299,454 | 299,454 | 89,223 | 199,393 | 288,616 | (10,838) | Carry over from FY23-Contract Awarded. Engineering completed. Building permit application submitted. Awaiting permit to be issued. |
| 0584 | 0041 | Land & Buildings - Admin Building | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 0584 | B00001 | Shelter Required Over Generator And Automatic Startup Capacity. | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1224 | | Land & Buildings - Dfes | 0 | 13,940 | 13,940 | 14,567 | 0 | 14,567 | 627 | Urgent repair works at the SES site. To be funded by DFES Local Government Grants Scheme. |
| 2974 | 0511 | 4 Yardi Quays - Capital | 0 | 10,040 | 0 | 0 | 10,040 | 10,040 | 10,040 | PO has been issued. Work in Progress. |
| 2974 | 0519 | 10 Foss Crescent | 14,560 | 14,560 | 14,560 | 14,560 | 0 | 14,560 | (0) | Complete |
| 2990 | BC01 | Housing Development Northwater | 1,240,000 | 1,240,000 | 39,652 | 57,145 | 301 | 57,446 | 17,794 | Considered by Council at April OCM. |
| 3064 | G026 | Baxter Park Toilet | 14,000 | 9,982 | 9,141 | 9,982 | 0 | 9,982 | 841 | Complete |
| 3154 | G011 | Civic Centre Refurbishment | 0 | 500,000 | 499,912 | 59,697 | 22,812 | 82,509 | (417,404) | Includes standby generator upgrades and other evacuation centre upgrades. Generator purchased. Slab poured. |
| 3764 | LRC015 | Baston Oval Ablutions Upgrade | 2,000 | 2,000 | 2,000 | 0 | 0 | 0 | (2,000) | |
| 3264 | 0075 | Aquatic Centre Entry Improvements | 15,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3264 | 0095 | Aquatic Centre Bbq Installation | 0 | 9,000 | 9,000 | 10,989 | 0 | 10,989 | 1,989 | Complete |
| 3264 | 0096 | Aquatic Centre Inflatable Aquaplay Equipment | 0 | 11,545 | 11,545 | 11,545 | 0 | 11,545 | 0 | Complete |
| 3434 | BL0001 | Mylar Wall System - Gallery | 50,000 | 50,000 | 50,000 | 50,000 | 0 | 50,000 | 0 | Complete |
| 3680 | 1522 | Depot Security Improvements | 82,000 | 82,000 | 82,000 | 77,846 | 3,705 | 81,552 | (4,154) | Upgrade of security camera system and lighting at Depot. Quotations received for CCTV. Unlikely to be budget available for lighting this FY. Ice machine at depot has failed and remaining budget may be required to replace. |
| 4154 | 0419 | Old Terminal Building | 0 | 25,000 | 25,000 | 9,400 | 17,908 | 27,308 | (15,600) | PO has been issued. Work in Progress. |
| | | | 1,757,014 | 2,267,521 | 1,056,204 | 404,954 | 254,160 | 659,113 | (418,704) | |
| Furniture & Equipment | | | | | | | | | | |
| 0598 | FE0001 | Shire Chambers Hardware | 35,000 | 11,802 | 10,813 | 12,688 | 0 | 12,688 | 1,875 | |
| 0598 | FE0002 | Server Infrastructure Cctv Server | 75,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 0598 | FE0003 | Update Synology Nas | 12,000 | 12,000 | 12,000 | 0 | 0 | 0 | (12,000) | |
| 0598 | FE0004 | Infrastructure And Switching Equipment | 25,000 | 15,000 | 15,000 | 0 | 0 | 0 | (15,000) | |
| 0598 | FE0005 | 2024 - Contingency Hardware | 8,000 | 2,000 | 2,000 | 36,157 | 0 | 36,157 | 34,157 | |
| | | | 155,000 | 40,802 | 39,813 | 48,845 | 0 | 48,845 | 9,032 | |
| Plant & Equipment | | | | | | | | | | |
| 5324 | | Plant And Equipment (Cap) | 110,000 | 115,000 | 105,413 | 14,545 | 0 | 14,545 | (90,868) | PO issued in June |
| | 1560 | Pool Pump | 7,500 | 0 | 0 | 2,900 | 0 | 2,900 | 2,900 | |
| 4144 | PC0007 | Bulk Fuel Tank | 30,000 | 32,000 | 29,315 | 32,513 | 0 | 32,513 | 3,198 | Complete |
| 2514 | PC002 | Landfill Compactor | 737,769 | 737,769 | 737,769 | 0 | 737,769 | 737,769 | 0 | Ordered in FY 23 - due to arrive August 2024. Funded by Loan transferred to Reserves. |
| 2514 | PC003 | Waste Excavator | 250,000 | 245,000 | 245,000 | 240,500 | 0 | 240,500 | (4,500) | Complete |
| 2514 | PC004 | Waste Wheel Loader | 400,000 | 361,500 | 361,500 | 350,673 | 0 | 350,673 | (10,827) | Complete |
| 1234 | PC0342 | Replacement Of Csem Utility | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 1234 | PC0343 | Purchase Of New Vehicle For Manager Regulatory Services | 0 | 65,000 | 59,587 | 64,662 | 0 | 64,662 | 5,075 | Replace leased item to Shire Owned. Vehicle Ordered. |
| 1234 | PC0344 | Replacement Of Ranger Utility P344 | 68,000 | 68,000 | 68,000 | 66,304 | 1,866 | 68,170 | 170 | Replace leased item to Shire Owned. Vehicle Ordered. |
| 1234 | PC0345 | Replacement Of Ranger Utility P345 | 68,000 | 68,000 | 68,000 | 70,865 | 0 | 70,865 | 2,865 | Replace leased item to Shire Owned. Vehicle received. |
| 3274 | 1564 | Other Plant And Equipment - Aquatic Centre | 25,000 | 0 | 0 | 33 | 0 | 33 | 33 | |
| 4144 | PC0005 | Trailer For Skid Steer | 40,000 | 36,200 | 36,200 | 36,204 | 0 | 36,204 | 4 | Complete |
| | | | 1,836,269 | 1,728,469 | 1,710,784 | 879,199 | 739,635 | 1,618,835 | (91,949) | |
| Roads | | | | | | | | | | |
| 3740 | R2R241 | Main Street - Roads To Recovery | 961,650 | 1,215,360 | 1,114,069 | 1,212,871 | 0 | 1,212,871 | 98,802 | Complete |
| 3740 | 9010 | Temporary Budget Job No - Roads To Recovery (Coa 3740) | 152,815 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3747 | RRG121 | Quobba Gnaraloo | 774,448 | 801,839 | 801,839 | 801,839 | 0 | 801,839 | 0 | Complete |
| 3747 | RRG086 | Wahroonga Pimbee Road (Rtg) | 774,488 | 777,910 | 777,910 | 777,911 | 0 | 777,911 | 1 | Complete |
| 3864 | BLS204 | Speedway Road A - Black Spot | 615,000 | 82,000 | 75,163 | 16,261 | 10,515 | 26,776 | (48,387) | To eliminate dangerous intersection at waste facility. Survey and design required only for 23/24. Survey completed. Design model complete. Design report and drawings commenced. Funding program requires site works to commence in 24/25. |
| F 3740 | R2R209 | Harbour Rd - Roads To Recovery | 460,000 | 677,000 | 658,913 | 16,536 | 676,282 | 692,818 | 33,905 | Complete |
| 3760 | C702 | Grid Construction & Approches | 110,000 | 110,000 | 110,000 | 106,729 | 1,364 | 108,092 | (1,908) | All planned grid replacements/removals completed for 23/24. 3 x new grids ordered for 24/25 program. |
| 3868 | LRC026 | Quobba/Gnaraloo Road | 243,431 | 243,431 | 243,431 | 243,943 | 0 | 243,943 | 512 | Complete |
| 3868 | LRC028 | Wahroonga/Pimbee Road | 243,430 | 243,430 | 243,430 | 243,413 | 0 | 243,413 | (18) | Complete |
| | | | 4,395,262 | 4,210,970 | 4,084,755 | 3,419,501 | 688,160 | 4,107,662 | 22,907 | |

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES

Note 7 (Continued)

CAPITAL ACQUISITIONS SUMMARY

5. CAPITAL ACQUISITIONS DETAILED

| Account | Job | Account Description | Original Budget | Revised Budget | YTD Budget | YTD Actual | Purchase Orders Outstanding | TOTAL | Variance (Under)/Over | Comments |
|---------|--------|--|-------------------|-------------------|-------------------|------------------|-----------------------------|------------------|-----------------------|--|
| | | Footpaths | | | | | | | | |
| 3848 | | Bicycle Network Coral Bay Design And Construct | 1,390,000 | 1,390,000 | 1,390,000 | 0 | 0 | 0 | (1,390,000) | Dependent on growing regional fund to be received |
| 3858 | | Wa Bicycle Network Community College Shared Path | 244,138 | 245,250 | 245,250 | 245,250 | 0 | 245,250 | 0 | Complete |
| | | | 1,634,138 | 1,635,250 | 1,635,250 | 245,250 | 0 | 245,250 | (1,390,000) | |
| | | Drainage | | | | | | | | |
| 3770 | D004 | Reynold Street Storm Water Pump Upgrades | 132,500 | 132,500 | 132,500 | 122,362 | 0 | 122,362 | (10,138) | Complete |
| 3769 | D007 | Angelo Street Storm Water Pump Upgrades | 225,000 | 225,000 | 225,000 | 208,898 | 0 | 208,898 | (16,102) | Complete |
| 3770 | D008 | Skipworth Street Storm Water Pump Upgrades | 30,000 | 30,000 | 30,000 | 26,676 | 8,351 | 35,027 | 5,027 | purchased. Fabrication completed. Installation completed in April. |
| | | | 387,500 | 387,500 | 387,500 | 357,936 | 8,351 | 366,288 | (21,212) | |
| | | Airport | | | | | | | | |
| 4124 | A001 | Airport Lighting - Capital Upgrades (Renewal) | 15,880 | 20,425 | 20,038 | 22,644 | 0 | 22,644 | 2,606 | Supply of 1X 10 METRE Centre Hing Light Pole & 3 New Light Fittings |
| | A017 | Airport - Lawn Mower | 0 | 8,067 | 7,392 | 8,270 | 0 | 8,270 | 878 | Complete |
| | | | 15,880 | 28,492 | 27,430 | 30,914 | 0 | 30,914 | 3,484 | |
| | | Other Infrastructure | | | | | | | | |
| 0809 | | Bushfire Brigade Water Tank | 110,350 | 110,350 | 110,350 | 69,698 | 32,727 | 102,425 | (7,925) | PO Issued |
| 0904 | 0917 | Dog Pound Office Facility | 10,000 | 10,000 | 10,000 | 162 | 0 | 162 | (9,838) | Old Weighbridge Office has been relocated to depot. Disabled access requirements under consideration. |
| 3124 | 0495 | Brown'S Range Cemetery - Niche Wall (Columbarium) | 25,000 | 23,284 | 21,340 | 23,284 | 0 | 23,284 | 1,944 | |
| 3124 | O10001 | Browns Range Cemetery Extension | 70,000 | 70,000 | 70,000 | 0 | 0 | 0 | (70,000) | Extension of standard burial area. Design completed. Survey completed. |
| 3294 | 1562 | Upgrades To Swimming Pool Bowl | 140,000 | 41,000 | 37,587 | 0 | 164,000 | 164,000 | 126,413 | PO issued |
| 3414 | GR0002 | Growing Regions - Premier Oval Lighting Upgrades | 750,000 | 750,000 | 750,000 | 0 | 0 | 0 | (750,000) | DLGSC funding application for 5% has been unsuccessful. Project is subject to funding. Application under assessment by Growing Regions funding body. |
| 3604 | 3616 | Fascine Wall (Own Sources Capital Works) | 30,000 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 3604 | 3622 | Main Street Reticulation | 118,000 | 6,900 | 6,314 | 6,894 | 0 | 6,894 | 580 | Expenditure to be funded by R2R. Expenses to be moved to Job R2R241 |
| 3604 | LRC005 | Fascine Shelter & Bbq Project | 1,500 | 1,500 | 1,500 | 0 | 0 | 0 | (1,500) | |
| 3604 | LRC019 | Facine Wall Capping Beam Replacement | 845,605 | 845,605 | 845,605 | 12,900 | 0 | 12,900 | (832,705) | Quote for design and specification work obtained. 3 months before work could be completed. Awaiting alternate proposal from GHD who may have capacity to complete works earlier. |
| 3690 | 1154 | Blowholes Development Project (Capital Works) | 160,000 | 130,939 | 120,021 | 130,939 | 0 | 130,939 | 10,918 | Blowholes - Carryover |
| 3690 | 9013 | Blowholes Shelter Upgrade | 25,000 | 27,120 | 24,860 | 27,120 | 0 | 27,120 | 2,260 | Complete |
| 3690 | 9014 | Blowholes Stairs Upgrade | 65,000 | 96,200 | 88,187 | 3,200 | 90,377 | 93,577 | 5,390 | Po Issued |
| 3690 | G015 | Pelican Point Erosion Control Project (Grant Funded) | 67,690 | 67,690 | 67,690 | 8,198 | 57,115 | 65,313 | (2,377) | Po Issued |
| 3690 | LRC024 | Foreshore Playground Upgrades | 213,628 | 217,755 | 199,606 | 217,577 | 0 | 217,577 | 17,971 | Baxter Park Nature Playground and Town Beach Park |
| 3690 | R013 | Skate Park Upgrade | 37,512 | 37,512 | 37,512 | 33,926 | 0 | 33,926 | (3,586) | Complete |
| 3690 | R046 | Youth Precinct Development | 531,156 | 577,632 | 529,496 | 603,591 | 0 | 603,591 | 74,095 | Complete |
| 3974 | LRC025 | Tramway Bridge Improvements | 844,041 | 844,041 | 0 | 0 | 179,600 | 179,600 | 179,600 | Po Issued |
| 4289 | | Entry Statement Nwch Re-Establishment | 102,551 | 200,738 | 192,553 | 98,254 | 0 | 98,254 | (94,299) | Final acquittal to be completed. |
| | | | 4,147,033 | 4,058,266 | 3,112,621 | 1,235,741 | 523,820 | 1,759,561 | (1,353,060) | |
| | | Landfill | | | | | | | | |
| 2414 | 0385 | New Refuse Site Development At Coral Bay | 300,000 | 300,000 | 300,000 | 48,278 | 30,489 | 78,767 | (221,233) | Po Issued |
| | | | 300,000 | 300,000 | 300,000 | 48,278 | 30,489 | 78,767 | (221,233) | |
| | | TOTALS | 14,628,096 | 14,657,270 | 12,354,357 | 6,670,618 | 2,244,615 | 8,915,234 | (3,460,737) | |

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES
Note 7b

DISPOSAL OF ASSETS

| Asset Ref. | Asset description | Original Budget | | | | Current Budget | | | | YTD Actual | | | |
|------------|--|-----------------|---------------|---------------|-----------------|----------------|---------------|---------------|-----------------|----------------|---------------|----------|----------|
| | | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) | Net Book Value | Proceeds | Profit | (Loss) |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| | Plant and equipment | | | | | | | | | | | | |
| | Other property and services | | | | | | | | | | | | |
| 3 | Iveco-Acco Side Loading Compactor Truck C27749 | 30,000 | 5,000 | 0 | (25,000) | 30,000 | 5,000 | 0 | (25,000) | 0 | 0 | 0 | 0 |
| 5129020 | CAT 815F2 Landfill Compactor Unit With Chemical Spray Unit | 60,000 | 30,000 | 0 | (30,000) | 60,000 | 30,000 | 0 | (30,000) | 0 | 0 | 0 | 0 |
| 5050003 | Isuzu NPR Dual Cab C1741 | 5,000 | 22,000 | 17,000 | 0 | 5,000 | 22,000 | 17,000 | 0 | 0 | 0 | 0 | 0 |
| 5020002 | Massey Ferguson Tractor C1634 | 5,000 | 5,000 | 0 | 0 | 5,000 | 5,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 502004 | Massey Ferguson 5445 Tractor 1COK995 | 14,000 | 11,000 | 0 | (3,000) | 14,000 | 11,000 | 0 | (3,000) | 0 | 0 | 0 | 0 |
| 11 | Holden Colorado LTZ Space cab C27679 (Rangers) | 2,500 | 10,000 | 7,500 | 0 | 2,500 | 10,000 | 7,500 | 0 | 0 | 0 | 0 | 0 |
| 2101019 | Toro Reel master 5510 2WD Mower 1DTN128 | 3,840 | 13,636 | 9,796 | 0 | 3,840 | 13,636 | 9,796 | 0 | 0 | 13,636 | 0 | 0 |
| | Trailer for Skid Steer | 0 | 2,000 | 2,000 | 0 | 0 | 2,000 | 2,000 | 0 | 0 | 0 | 0 | 0 |
| | | 120,340 | 98,636 | 36,296 | (58,000) | 120,340 | 98,636 | 36,296 | (58,000) | 0 | 13,636 | 0 | 0 |

Item will be disposed in the Asset register after the Audit for 2023 is finalised.

SHIRE OF CARNARVON

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**Note 8
RECEIVABLES**

| Rates receivable | 30 June 2023 | 31 May 2024 |
|--------------------------------|----------------|------------------|
| | \$ | \$ |
| Opening arrears previous years | 821,455 | 994,378 |
| Levied this year | 6,679,100 | 7,157,421 |
| Less - collections to date | (6,506,176) | (6,667,444) |
| Equals current outstanding | 994,378 | 1,484,355 |
| Net rates collectable | 994,378 | 1,484,355 |
| % Collected | 86.7% | 81.8% |

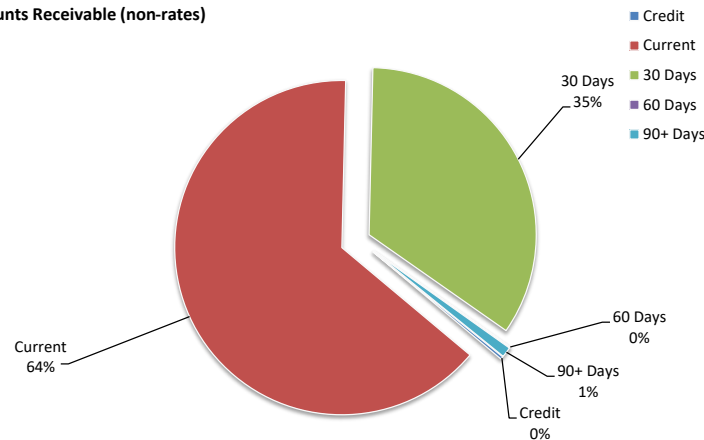
| Receivables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|--|--------------|----------------|----------------|------------|--------------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Receivables - general | (838) | 203,742 | 108,913 | 382 | 3,147 | 315,346 |
| Percentage | (0.3%) | 64.6% | 34.5% | 0.1% | 1% | |
| Balance per trial balance | | | | | | |
| Sundry receivable | (838) | 209,225 | 108,913 | 382 | 3,147 | 320,829 |
| Provision for Doubtful Debts | 0 | (6,868) | 0 | 0 | 0 | (6,868) |
| GST receivable | 0 | (106,463) | 0 | 0 | 0 | (106,463) |
| Accounts Receivable | 0 | 0 | 0 | 0 | 0 | (2,866) |
| LSL owed by Other Councils | 0 | 11,377 | 0 | 0 | 0 | 11,377 |
| FESA Control | 0 | 37,339 | 0 | 0 | 0 | 37,339 |
| Total receivables general outstanding | (838) | 144,610 | 108,913 | 382 | 3,147 | 253,348 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

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

Accounts Receivable (non-rates)



SHIRE OF CARNARVON

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

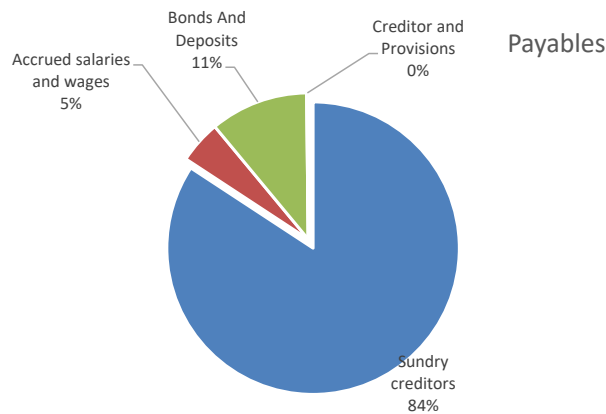
**Note 9
PAYABLES**

| Payables - general | Credit | Current | 30 Days | 60 Days | 90+ Days | Total |
|---|--------|---------|---------|---------|----------|----------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Payables - general | 0 | 31,333 | 3,077 | 0 | (216) | 34,194 |
| Percentage | 0% | 91.6% | 9% | 0% | -0.6% | |
| Balance per trial balance | | | | | | |
| Sundry creditors | 0 | 833,171 | 3,077 | 0 | (216) | 836,032 |
| Accrued salaries and wages | 0 | 47,018 | 0 | 0 | 0 | 47,018 |
| Bonds And Deposits | 0 | 107,605 | 0 | 0 | 0 | 107,605 |
| Creditor and Provisions | 0 | 1,824 | 0 | 0 | 0 | 1,824 |
| Total payables general outstanding | | | | | | 992,479 |

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



SHIRE OF CARNARVON

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**OPERATING ACTIVITIES
Note 10**

RATE REVENUE

| General rate revenue | Budget | | | | | | | YTD Actual | | | |
|-----------------------------------|-------------------------------|-------------------------|-------------------|------------------|-----------------|--------------|------------------|------------------|------------------|---------------|------------------|
| | Rate in \$ (cents) | Number of Properties | Rateable Value | Rate Revenue | Interim Rate | Back Rate | Total Revenue | Rate Revenue | Interim Rates | Back Rates | Total Revenue |
| RATE TYPE | | | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Gross rental value | | | | | | | | | | | |
| Residential | 12.14080 | 1,288 | 22,369,849 | 2,715,879 | 5,000 | 0 | 2,720,879 | 2,715,879 | 4,819 | (1,016) | 2,719,682 |
| Commercial/Industrial | 11.24560 | 266 | 15,856,830 | 1,783,196 | 5,000 | 0 | 1,788,196 | 1,783,196 | 29,455 | (77) | 1,812,574 |
| Special Use/Rural | 12.14080 | 56 | 1,826,232 | 221,719 | 5,000 | 0 | 226,719 | 221,719 | | | 221,719 |
| Unimproved value | | | | | | | | | | | |
| Mining | 26.7618 | 51 | 935,694 | 250,409 | 5,000 | 0 | 255,409 | 250,409 | 170,445 | 2,431 | 423,285 |
| Pastoral | 12.18610 | 31 | 3,109,820 | 378,966 | 5,000 | 0 | 383,966 | 378,966 | 0 | 0 | 378,966 |
| Intensive Horticultural | 2.79390 | 170 | 22,500,000 | 628,628 | 5,000 | 2,500 | 636,128 | 628,628 | 0 | 0 | 628,628 |
| Sub-Total | | 1,862 | 66,598,425 | 5,978,795 | 30,000 | 2,500 | 6,011,297 | 5,978,796 | 204,720 | 1,338 | 6,184,853 |
| Minimum payment | Minimum \$ | | | | | | | | | | |
| Gross rental value | | | | | | | | | | | |
| Residential | 1,265 | 394 | 3,228,366 | 498,410 | 0 | 0 | 498,410 | 498,410 | 0 | 0 | 498,410 |
| Commercial/Industrial | 1,265 | 65 | 495,298 | 82,225 | 0 | 0 | 82,225 | 82,225 | 0 | 0 | 82,225 |
| Special Use/Rural | 1,265 | 48 | 377,783 | 60,720 | 0 | 0 | 60,720 | 60,720 | 0 | 0 | 60,720 |
| Unimproved value | | | | | | | | | | | |
| Mining | 464 | 15 | 13,095 | 6,960 | 0 | 0 | 6,960 | 6,960 | 0 | 0 | 6,960 |
| Pastoral | 1,265 | 9 | 30,700 | 11,385 | 0 | 0 | 11,385 | 11,385 | 0 | 0 | 11,385 |
| Intensive Horticultural | 1,265 | 0 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-total | | 531 | 4,145,242 | 659,700 | 0 | 0 | 659,700 | 659,700 | 0 | 0 | 659,700 |
| Total general rates | | 2,393 | 70,743,667 | 6,638,495 | 30,000 | 2,500 | 6,670,997 | 6,638,496 | 204,720 | 1,338 | 6,844,553 |
| Other Rates | Rate in \$ (cents) | | | | | | | | | | |
| SAR - GRV Coral Bay | | | | 277,933 | | 0 | 277,933 | 298,636 | 0 | 0 | 298,636 |
| Ex-gratia rates | | | | 7,600 | | 0 | 7,600 | 0 | 0 | 0 | 14,231 |
| Waivers | | | | (1,265) | | 0 | (1,265) | 0 | 0 | 0 | 0 |
| Total specified area rates | | | | 284,268 | | 0 | 284,268 | 298,636 | 0 | 0 | 312,867 |
| Total Rates | | | | | | | 6,955,265 | 6,937,132 | 204,720 | 1,338 | 7,157,421 |

KEY INFORMATION

* Rates were levied in October 2022

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

INVESTING ACTIVITIES
Note 11

CAPITAL GRANTS AND CONTRIBUTIONS

| Type | Provider | Adopted Budget Revenue | Current Budget | YTD Budget | YTD Revenue Actual | Variance | Comment |
|--|----------|------------------------|----------------|------------|--------------------|-------------|---------------------------------|
| | | \$ | \$ | \$ | \$ | \$ | |
| Capital grants and subsidies | | | | | | | |
| Governance | | | | | | | |
| Lrci Grant Phase 3 - Administration | Tied | 299,454 | 299,454 | 299,454 | 0 | (299,454) | |
| Law, order, public safety | | | | | | | |
| Bushfire Brigade Water Tank Grant | Tied | 110,350 | 110,350 | 110,350 | 110,350 | 0 | |
| Dfes Grant - Infrastructure | Tied | 0 | 0 | 0 | 79,380 | 79,380 | SES Roof replacment and Fencing |
| Health | | | | | | | |
| Housing | | | | | | | |
| Housing Development Northwater - Grant | Tied | 240,000 | 240,000 | 40,000 | 48,000 | 8,000 | |
| Community amenities | | | | | | | |
| GRANTS - Protection of the Environment | Tied | 0 | 0 | 0 | 20,000 | 20,000 | |
| L.R.C.I GRANT - SP-31 | Tied | 2,000 | 2,000 | 2,000 | (50,000) | (52,000) | Funds to be claimed |
| Recreation and culture | | | | | | | |
| Grants - Blowholes Development. | Tied | 110,039 | 110,039 | 110,039 | 110,039 | (0) | |
| Lrci Grant Phase X1- Other Recreation And Sport | Tied | 0 | 0 | 0 | (84,400) | (84,400) | Funds to be claimed |
| Grants Seroja Resilience - Civic Centre | Tied | 0 | 500,000 | 500,000 | 500,000 | 0 | |
| Grant - Pelican Pt. Sand Drift & Erosion Project - Dplh | Tied | 33,845 | 33,845 | 33,845 | 0 | (33,845) | |
| Coastwest Program | Tied | 712,500 | 712,500 | 712,500 | 0 | (712,500) | |
| Regions Grants | Tied | 12,500 | 12,500 | 12,500 | 0 | (12,500) | |
| Grants - Acquatic Centre - Pool | Tied | 50,000 | 50,000 | 50,000 | 50,000 | 0 | |
| Grants Library | Tied | 0 | 0 | 0 | (66,668) | (66,668) | Funds to be claimed |
| Lrci Grant Phase X - Other Recreation And Sport | Tied | 543,281 | 543,281 | 543,281 | 503,500 | (39,781) | |
| Lotterywest & Dpird Grants (Skate Park & Youth Precinct) | Tied | 1,050,733 | 1,050,733 | 1,050,733 | 0 | (1,050,733) | |
| Lrci Grants Phase 3 | Tied | 0 | 0 | 0 | 9,091 | 9,091 | |
| Historical Grants | Tied | 844,041 | 844,041 | 337,617 | 337,617 | 0 | Tramway Bridge |
| Transport | | | | | | | |
| Const Roads - Government Grants | Tied | 225,000 | 225,000 | 225,000 | 208,898 | (16,102) | |
| Lrci - Road Construction | Tied | 486,861 | 486,861 | 243,431 | 194,744 | (48,687) | |
| Regional Road Group Funding | Tied | 1,032,597 | 1,050,641 | 1,050,641 | 1,050,641 | 0 | Higher YTD RRG funding received |
| Main Roads Funding | Tied | 0 | 0 | 0 | 0 | 0 | |
| Coral Bay Bicycle Network Funding | Tied | 1,320,500 | 1,320,500 | 0 | 0 | 0 | |
| Roads To Recovery Funding | Tied | 1,574,465 | 1,574,465 | 1,512,815 | 1,597,306 | 84,491 | |
| Wa Bicycle Network Carnarvon Community College | Tied | 115,388 | 115,388 | 115,388 | 101,875 | (13,513) | |
| Shared Path | Tied | 410,000 | 410,000 | 0 | 82,000 | 82,000 | |
| State Black Spot Funding (Mrwa) | Tied | 102,551 | 102,551 | 102,551 | 98,187 | (4,364) | |
| Economic services | | | | | | | |
| Grant - Entry Statement Nwch - Gdc | Tied | 9,276,105 | 9,794,149 | 7,052,145 | 4,900,560 | (2,151,585) | |

SHIRE OF CARNARVON

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

OPERATING ACTIVITIES

Note 12

OPERATING GRANTS AND CONTRIBUTIONS

| Provider | Type | Adopted Budget Revenue | Revised Budget | YTD Budget | YTD Revenue Actual | Variance | Comment |
|--|--------|---------------------------|-------------------|------------------|-----------------------|------------------|---------------------------------------|
| | | \$ | \$ | \$ | \$ | | |
| General purpose funding | | | | | | | |
| F.A.G. - General Purpose | Untied | 0 | 182,743 | 167,508 | 182,743 | 15,235 | Additional revenue |
| F.A.G. - Roads | Untied | 0 | 79,981 | 73,315 | 79,981 | 6,666 | Additional revenue |
| Law, order, public safety | | | | | | | |
| Bushfire Grant | Ties | 25,500 | 43,005 | 43,005 | 73,237 | 30,232 | |
| Grant For Beach Sign | Ties | 0 | 0 | 0 | 16,178 | 16,178 | |
| Emergency Svces Grant | Tied | 33,080 | 44,841 | 41,096 | 49,408 | 8,312 | |
| Grant - National Road Safety Week | Tied | 0 | 25,000 | 22,913 | 25,000 | 2,087 | |
| Grants And Contributions | Tied | 98,512 | 98,512 | 98,512 | 101,351 | 2,839 | |
| Grant-Emergency Risk Management (Aware) | Tied | 0 | 13,500 | 12,375 | 13,500 | 1,125 | Additional revenue |
| Health | | | | | | | |
| Grants (Mosquito Funding) | Tied | 22,490 | 13,547 | 12,408 | 13,547 | 1,139 | |
| Education and welfare | | | | | | | |
| Grants- Early Years | Tied | 0 | 12,000 | 11,000 | 38,000 | 27,000 | Additional revenue |
| Department Of Communities Grant- Night Patrol & Mayu | Tied | 384,000 | 396,584 | 396,584 | 413,442 | 16,858 | |
| Other Grant Income- Youth Services | Tied | 160,000 | 160,000 | 160,000 | 33,000 | (127,000) | |
| SENIORS GRANT (INCOME) | Tied | 2,000 | 2,000 | 2,000 | 0 | (2,000) | |
| Community amenities | | | | | | | |
| Grants - Protection Of The Environment | Tied | 377,000 | 293,200 | 0 | 0 | 0 | Some Funds held as Contract Liability |
| Town Planning Grants | Tied | 200,000 | 200,000 | 0 | 0 | 0 | Funds held as Contract Liability |
| Grant For Charmap Development | Tied | 124,886 | 150,000 | 131,250 | 30,000 | (101,250) | Some Funds held as Contract Liability |
| Grant -Coral Bay Settlement Structure Plan | Tied | 300,000 | 300,000 | 0 | 0 | 0 | Funds held as Contract Liability |
| Recreation and culture | | | | | | | |
| Live Show Income | Untied | 4,000 | 10,000 | 9,163 | 6,087 | (3,076) | |
| Grants - Acquatic Centre - Pool | Tied | 27,500 | 27,500 | 27,500 | 0 | (27,500) | |
| Lib. And Gallery Grants | Tied | 18,000 | 0 | 0 | 0 | 0 | |
| Grants Library | Tied | 3,408 | 3,408 | 3,408 | 3,408 | 0 | |
| Grant - Outdoor Active Recreation Program | Tied | 0 | 0 | 0 | 26,050 | 26,050 | |
| Other Culture - Grants And Other Contributions | Tied | 250,000 | 408,365 | 374,330 | 126,638 | (247,692) | |
| Aust Day Income | Tied | 30,000 | 42,000 | 42,000 | 15,000 | (27,000) | |
| Transport | | | | | | | |
| Grant - Drfwa Agrn 951 | Tied | 2,790,000 | 2,790,000 | 2,790,000 | 2,072,463 | (717,537) | |
| Grant - Drfwa Agrn 1021 | Tied | 825,590 | 825,590 | 825,590 | 1,123,181 | 297,591 | |
| Grant - Improving Flood Preparedness Project | Tied | 1,394,017 | 1,394,017 | 1,394,017 | 1,216,616 | (177,401) | Some Funds held as Contract Liability |
| Mrwa Direct Grant | Untied | 417,227 | 417,227 | 417,227 | 417,277 | 50 | |
| Mrwa Streetlighting Contribution | Untied | 23,100 | 23,100 | 23,100 | 23,050 | (50) | To be invoiced |
| Mrwa Robinson Street Sweeping Contribution | Untied | 10,000 | 10,000 | 10,000 | 10,000 | 0 | |
| Mrwa Verge Mtnce Contribution | Untied | 16,600 | 16,600 | 16,600 | 16,500 | (100) | |
| R.A.D.S Grant | Tied | 27,000 | 52,500 | 0 | 0 | 0 | |
| Economic services | | | | | | | |
| Other Grants & Contributi | Untied | 1,000 | 71,140 | 65,208 | 70,140 | 4,932 | |
| V.C. Other Income | Untied | 0 | 0 | 0 | 783 | 783 | |
| Econ Dev - Other Income | Untied | 0 | 3,811 | 3,487 | 17,239 | 13,752 | |
| | | 7,564,910 | 8,110,170 | 7,173,596 | 6,213,818 | (959,777) | |

SHIRE OF CARNARVON

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

FINANCING ACTIVITIES

Note 13

BORROWINGS

Repayments - borrowings

| Information on borrowings | | | New Loans | | Principal Repayments | | Principal Outstanding | | | Interest Repayments | |
|------------------------------------|----------|------------------|----------------|------------------|----------------------|------------------|-----------------------|------------------|-----------------|---------------------|-----------------|
| Particulars | Loan No. | 1 July 2023 | YTD Actual | Full Year Budget | YTD Actual | Original Budget | YTD Actual | Original Budget | YTD Actual | Original Budget | Current Budget |
| | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Housing | | | | | | | | | | | |
| RED House | | 0 | 0 | 1,000,000 | 0 | 0 | 0 | 0 | 0 | (15,000) | (15,000) |
| Transport | | | | | | | | | | | |
| Airport Corrective works | 216 | 81,260 | 0 | 0 | 47,628 | (47,628) | 33,632 | 33,632 | (12,463) | (4,922) | (4,922) |
| Plant and Equipment | 217 | 1,706,261 | 0 | 0 | 116,969 | (236,157) | 1,589,292 | 1,470,104 | (38,337) | (77,504) | (77,504) |
| Other property and services | | | | | | | | | | | |
| Heavy Plant | 219 | 0 | 760,000 | 760,000 | 0 | 0 | 760,000 | 760,000 | 0 | (3,595) | (3,595) |
| Light Fleet | 220 | 0 | 236,000 | 236,000 | 0 | 0 | 236,000 | 236,000 | 0 | (2,000) | (2,000) |
| Total | | 81,260 | 996,000 | 1,996,000 | 164,597 | (283,785) | 2,618,924 | 2,499,736 | (50,800) | (88,021) | (88,021) |
| Current borrowings | | 119,188 | | | | | 119,188 | | | | |
| Non-current borrowings | | 2,591,677 | | | | | 2,591,677 | | | | |
| | | 2,710,865 | | | | | 2,710,865 | | | | |

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

New borrowings 2023-24

The Council has approved borrowings in the 2023/24 Budget of \$1,996,000.

Unspent borrowings

The Shire had no unspent debenture funds as at 30th June 2023, nor is it expected to have unspent funds as at 30th June 2024.

KEY INFORMATION

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

SHIRE OF CARNARVON

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024**

**FINANCING ACTIVITIES
NOTE 14
LEASE LIABILITIES**

Movement in carrying amounts

| Information on leases | Lease No. | New Leases | | | Principal Repayments | | Principal Outstanding | | Interest Repayments | |
|---------------------------------------|-----------|-------------|------------|------------------|----------------------|------------------|-----------------------|------------------|---------------------|------------------|
| | | 1 July 2023 | YTD Actual | Full Year Budget | YTD Actual | Full Year Budget | YTD Actual | Full Year Budget | YTD Actual | Full Year Budget |
| Particulars | | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ | \$ |
| Other property and services | | | | | | | | | | |
| Various Plant & Furniture & Equipment | | 546,207 | 0 | 0 | (291,137) | 351,698 | 255,070 | 194,509 | (11,011) | (11,687) |
| Total | | 546,207 | 0 | 0 | (291,137) | 351,698 | 255,070 | 194,509 | (11,011) | (11,687) |
| Current lease liabilities | | 351,698 | | | | | 60,561 | | | |
| Non-current lease liabilities | | 194,509 | | | | | 194,509 | | | |
| | | 546,207 | | | | | 255,070 | | | |

All lease repayments were financed by general purpose revenue.
New Actual Leases includes IT equipment.

KEY INFORMATION

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

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

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES
NOTE 15

BUDGET AMENDMENTS

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

| Reference | GL/Job No. | Description | Classification | Original Budget | Current Budget | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------------|------------|--|------------------------------------|-----------------|----------------|----------------------------|----------------------------|--------------------------------|
| | | | | \$ | | \$ | | \$ |
| | | | Budgeted Closing surplus/(deficit) | 8,200,809 | 7,824,354 | 0 | (376,455) | (376,455) |
| Budget Review | 0010 | Rates Written Off | Operating Expenditure | (50,000) | (5,000) | 45,000 | 0 | (331,455) |
| Budget Review | 0021 | Back-Rates Levied | Operating Income | 2,500 | 35,000 | 32,500 | 0 | (298,955) |
| Budget Review | 0061 | Penalty Interest Overdue Rates | Operating Income | 60,000 | 65,000 | 5,000 | 0 | (293,955) |
| Budget Review | 0071 | F.A.G. - General Purpose | Operating Income | 0 | 182,743 | 182,743 | 0 | (111,212) |
| Budget Review | 0111 | F.A.G. - Roads | Operating Income | 0 | 79,981 | 79,981 | 0 | (31,231) |
| Budget Review | 0112 | Members Insurances | Operating Expenditure | (48,986) | (46,675) | 2,311 | 0 | (28,920) |
| Budget Review | 0132 | Civic Receptions | Operating Expenditure | (1,000) | (500) | 500 | 0 | (28,420) |
| Budget Review | 0142 | Council Catering | Operating Expenditure | (12,000) | (10,000) | 2,000 | 0 | (26,420) |
| Budget Review | 0152 | Corporate Subscriptions And Software | Operating Expenditure | (28,500) | (31,933) | 0 | (3,433) | (29,853) |
| Budget Review | 0162 | Presidents Allowance | Operating Expenditure | (48,303) | (57,678) | 0 | (9,375) | (39,228) |
| Budget Review | 0182 | Loss Of Earn/Travel Costs | Operating Expenditure | (200) | (212) | 0 | (12) | (39,240) |
| Budget Review | 0222 | Telephone Expenses | Operating Expenditure | (1,500) | (1,100) | 400 | 0 | (38,840) |
| Budget Review | 0241 | Admin Installment Fees | Operating Income | 7,500 | 15,000 | 7,500 | 0 | (31,340) |
| Budget Review | 0252 | Employee Costs- Administration | Operating Expenditure | (2,284,125) | (2,109,524) | 174,601 | 0 | 143,261 |
| Budget Review | 0282 | Insurance (Admin) | Operating Expenditure | (263,161) | (314,330) | 0 | (51,169) | 92,092 |
| Budget Review | 0282 | Abc Allocations - Sp-04 | Operating Expenditure | (675,527) | (693,038) | 0 | (17,511) | 74,582 |
| Budget Review | 02D2 | Councillor Allowances | Operating Expenditure | (150,000) | (155,320) | 0 | (5,320) | 69,262 |
| Budget Review | 02F2 | Depreciation Exp(Members) | Operating Expenditure | (26,296) | (26,500) | 0 | (204) | 69,058 |
| Budget Review | 02M2 | Deputy Presidents Allowance | Operating Expenditure | (12,076) | (21,450) | 0 | (9,374) | 59,684 |
| Budget Review | 0302 | Admin. Buildings | Operating Expenditure | (153,550) | (161,921) | 0 | (8,371) | 51,313 |
| Budget Review | 0342 | Telephone - Sp-05 | Operating Expenditure | (93,406) | (69,732) | 23,674 | 0 | 74,987 |
| Budget Review | 03A2 | Abc Allocations -Exp- Sp-02 | Operating Expenditure | (119,390) | (122,485) | 0 | (3,095) | 71,892 |
| Budget Review | 0412 | Vehicle Operating - Admin | Operating Expenditure | (22,000) | (23,696) | 0 | (1,696) | 70,196 |
| Budget Review | 0562 | Depreciation Exp (Admin) | Operating Expenditure | (116,647) | (119,100) | 0 | (2,453) | 67,743 |
| Budget Review | 0586 | Retention And Bonus Pmts. | Operating Expenditure | 0 | (103,269) | 0 | (103,269) | (35,526) |
| Budget Review | 06A2 | Less Abc'S Allocated | Operating Expenditure | 4,440,547 | 4,537,124 | 96,577 | 0 | 61,051 |
| Budget Review | 06B2 | Workers Comp Premiums | Operating Expenditure | (187,000) | (183,718) | 3,283 | 0 | 64,334 |
| Budget Review | 06D2 | Consultancies | Operating Expenditure | (160,000) | (210,000) | 0 | (50,000) | 14,334 |
| Budget Review | 06F2 | Risk Management Ohs | Operating Expenditure | (38,753) | (44,064) | 0 | (5,311) | 9,023 |
| Budget Review | 0702 | Parental Leave Expense | Operating Expenditure | 0 | (31,779) | 0 | (31,779) | (22,756) |
| Budget Review | 0707 | Reimbursement (Centrelink) | Operating Income | 0 | 31,779 | 31,779 | 0 | 9,023 |
| Budget Review | 0722 | Fire Insurances | Operating Expenditure | (1,650) | (3,390) | 0 | (1,740) | 7,283 |
| Budget Review | 0732 | Fire Prevention/Fighting | Operating Expenditure | (161,987) | (217,735) | 0 | (55,749) | (48,466) |
| Budget Review | 0742 | Brigade Buildings | Operating Expenditure | (11,198) | (13,525) | 0 | (2,327) | (50,793) |
| Budget Review | 0802 | Depreciation Expenses | Operating Expenditure | (5,125) | (5,700) | 0 | (575) | (51,368) |
| Budget Review | 0805 | Bushfire Grant | Operating Income | 25,500 | 43,005 | 17,505 | 0 | (33,863) |
| Budget Review | 0862 | Employee Costs- Animal Control | Operating Expenditure | (272,146) | (452,952) | 0 | (180,806) | (214,669) |
| Budget Review | 0892 | Animal Pound | Operating Expenditure | (6,271) | (9,259) | 0 | (2,988) | (217,657) |
| Budget Review | 08A2 | Abc Allocations - Sp-06 | Operating Expenditure | (68,111) | (69,877) | 0 | (1,766) | (219,423) |
| Budget Review | 0912 | Control Expenses - Other | Operating Expenditure | (28,500) | (44,688) | 0 | (16,187) | (235,610) |
| Budget Review | 0932 | Phone/Internet (Ac) | Operating Expenditure | (2,014) | (2,100) | 0 | (86) | (235,696) |
| Budget Review | 0933 | Fines And Penalties (Ac) | Operating Income | 15,000 | 21,511 | 6,511 | 0 | (229,185) |
| Budget Review | 0943 | Impounding Fees | Operating Income | 4,000 | 11,000 | 7,000 | 0 | (222,185) |
| Budget Review | 0982 | Depreciation (Ac) | Operating Expenditure | (2,558) | (2,600) | 0 | (42) | (222,227) |
| Budget Review | 09C2 | Abc Allocations - Sp-07 | Operating Expenditure | (158,987) | (163,108) | 0 | (4,121) | (226,348) |
| Budget Review | 1028 | Personal Development Exec | Operating Expenditure | (8,000) | (6,500) | 1,500 | 0 | (224,848) |
| Budget Review | 1082 | Service Security Cameras | Operating Expenditure | (1,732) | (1,653) | 79 | 0 | (224,769) |
| Budget Review | 10A2 | Abc Allocations - Sp-08 | Operating Expenditure | (74,588) | (76,521) | 0 | (1,933) | (226,702) |
| Budget Review | 1102 | Impounded Vehicles | Operating Expenditure | (3,000) | (4,500) | 0 | (1,500) | (228,202) |
| Budget Review | 1112 | Digital Mapping Service | Operating Expenditure | (8,000) | (8,500) | 0 | (500) | (228,702) |
| Budget Review | 1122 | Cyclone Prep And Clean Up | Operating Expenditure | (35,269) | (40,383) | 0 | (5,114) | (233,816) |
| Budget Review | 1180 | Ses - Property Maintenance Incl Insurance | Operating Expenditure | (10,294) | (230) | 10,064 | 0 | (223,752) |
| Budget Review | 11D2 | Ses Operations | Operating Expenditure | (42,403) | (54,003) | 0 | (11,600) | (235,352) |
| Budget Review | 11E2 | Risk Management (Aware) | Operating Expenditure | 0 | (20,950) | 0 | (20,950) | (256,302) |
| Budget Review | 11E3 | Grant-Emergency Risk Management (Aware) | Operating Income | 0 | 13,500 | 13,500 | 0 | (242,802) |
| Budget Review | 11FE | Shared Cesm Svce. | Operating Expenditure | (97,691) | (154,302) | 0 | (56,611) | (299,413) |
| Budget Review | 1202 | Fer Lodgement Expenses | Operating Expenditure | (40,449) | (35,400) | 5,049 | 0 | (294,364) |
| Budget Review | 1203 | Emergency Svces Grant | Operating Income | 33,080 | 44,841 | 11,761 | 0 | (282,603) |
| Budget Review | 1292 | Depreciation (Olo) | Operating Expenditure | (84,969) | (94,100) | 0 | (9,131) | (291,734) |
| Budget Review | 1293 | Impounded Vehicle-Sale | Operating Income | 0 | 277 | 277 | 0 | (291,457) |
| Budget Review | 1302 | Early Years Educ. Bldg. Mtce | Operating Expenditure | (4,102) | (4,126) | 0 | (24) | (291,481) |
| Budget Review | 1323 | Grants- Early Years | Operating Income | 13,000 | 25,000 | 12,000 | 0 | (279,481) |
| Budget Review | 1332 | Depreciation (Pre-School) | Operating Expenditure | (23,498) | (23,700) | 0 | (202) | (279,683) |
| Budget Review | 1342 | Abc Allocations - Sp-09 | Operating Expenditure | (14,862) | (15,247) | 0 | (385) | (280,068) |
| Budget Review | 1353 | Department Of Communities Grant- Night Patrol & Mayu M | Operating Income | 384,000 | 396,584 | 12,584 | 0 | (267,485) |
| Budget Review | 1362 | Early Years Strategy | Operating Expenditure | (13,000) | 0 | 13,000 | 0 | (254,485) |
| Budget Review | 1382 | Infant Health Buildings | Operating Expenditure | (3,330) | (2,410) | 919 | 0 | (253,565) |
| Budget Review | 1402 | Depreciation (Infant Hlth) | Operating Expenditure | (6,823) | (6,900) | 0 | (77) | (253,642) |
| Budget Review | 1582 | Employee Costs- Health And Administration | Operating Expenditure | (140,406) | (155,013) | 0 | (14,607) | (268,249) |
| Budget Review | 1642 | It Expenses & Subs. - Health | Operating Expenditure | (4,000) | (1,046) | 2,954 | 0 | (265,296) |
| Budget Review | 1672 | Telephone - Sp-14 | Operating Expenditure | (750) | (700) | 50 | 0 | (265,246) |
| Budget Review | 1682 | Abc Allocations - Sp-14 | Operating Expenditure | (168,142) | (172,501) | 0 | (4,359) | (269,604) |
| Budget Review | 16C2 | Visitation Expenses | Operating Expenditure | 0 | (1,000) | 0 | (1,000) | (270,604) |
| Budget Review | 1703 | Public Buildings Regs. Fees | Operating Income | 0 | 300 | 300 | 0 | (270,304) |
| Budget Review | 1722 | Asset Management - Sp-05 | Operating Expenditure | (191,455) | (246,901) | 0 | (55,445) | (325,749) |

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES
NOTE 15

BUDGET AMENDMENTS

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

| Reference | GL/Job No. | Description | Classification | Original Budget | Current Budget | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------------|------------|--|-----------------------|-----------------|----------------|----------------------------|----------------------------|--------------------------------|
| | | | | | | \$ | \$ | \$ |
| Budget Review | 1743 | Food Business | Operating Income | 8,900 | 3,500 | 0 | (5,400) | (331,149) |
| Budget Review | 1783 | Liquid Waste Regs. | Operating Income | 2,500 | 1,000 | 0 | (1,500) | (332,649) |
| Budget Review | 1783 | Fines & Penalties - Hlth | Operating Income | 2,000 | 0 | 0 | (2,000) | (334,649) |
| Budget Review | 1813 | Water Sampling - Income | Operating Income | 2,000 | 5,050 | 3,050 | 0 | (331,599) |
| Budget Review | 1822 | Mosquito/Vermin Control | Operating Expenditure | (9,260) | (28,194) | 0 | (18,934) | (350,533) |
| Budget Review | 1823 | Grants (Mosquito Funding) | Operating Income | 22,490 | 13,547 | 0 | (8,943) | (359,476) |
| Budget Review | 1893 | C/Van & Camping Act Fee | Operating Income | 7,000 | 6,300 | 0 | (700) | (360,176) |
| Budget Review | 1952 | Lotteries House - Mtce | Operating Expenditure | (3,787) | (3,966) | 0 | (178) | (360,355) |
| Budget Review | 1962 | Depreciation - Sp-10 | Operating Expenditure | 0 | (43,600) | 0 | (43,600) | (403,955) |
| Budget Review | 2032 | Depreciation (Staff Hous) | Operating Expenditure | (12,159) | (14,000) | 0 | (1,841) | (405,796) |
| Budget Review | 2052 | Town Planning Schemes - Sp-30 | Operating Expenditure | (5,000) | (2,500) | 2,500 | 0 | (403,296) |
| Budget Review | 2183 | Reimbursements - Staff Utilities | Operating Income | 0 | 5,000 | 5,000 | 0 | (398,296) |
| Budget Review | 2202 | Seniors Week Function | Operating Expenditure | (3,000) | (3,893) | 0 | (893) | (399,189) |
| Budget Review | 2207 | Senior Citizens Centre - Mtce & Minor Equip. | Operating Expenditure | (3,154) | (3,200) | 0 | (46) | (399,235) |
| Budget Review | 2362 | Refuse Collection - Cvn. | Operating Expenditure | (408,938) | (285,914) | 123,024 | 0 | (276,211) |
| Budget Review | 2363 | Browns Range Tip Fees | Operating Income | 430,000 | 370,000 | 0 | (60,000) | (336,211) |
| Budget Review | 2372 | Browns Rd - Tip Site Mtce. | Operating Expenditure | (1,005,180) | (796,506) | 208,674 | 0 | (127,537) |
| Budget Review | 2392 | Site Mtce & Pub. Bins - Cb | Operating Expenditure | (187,343) | (176,099) | 11,244 | 0 | (116,293) |
| Budget Review | 2402 | Abc Allocations - Sp-25 | Operating Expenditure | (264,603) | (271,462) | 0 | (6,859) | (123,152) |
| Budget Review | 2482 | Abc Allocations - Sp-29 | Operating Expenditure | (90,085) | (92,420) | 0 | (2,335) | (125,488) |
| Budget Review | 2543 | Refuse Removal - Com. Mgb'S | Operating Income | 370,000 | 380,000 | 10,000 | 0 | (115,488) |
| Budget Review | 2683 | Grants - Protection Of The Environment | Operating Income | 377,000 | 293,200 | 0 | (83,800) | (199,288) |
| Budget Review | 2732 | North Common | Operating Expenditure | (13,268) | 0 | 13,268 | 0 | (186,020) |
| Budget Review | 2754 | Depreciation - Leveee Sys | Operating Expenditure | (41,902) | (250,400) | 0 | (208,498) | (394,518) |
| Budget Review | 2760 | Contributions To Crba | Operating Expenditure | 0 | (15,000) | 0 | (15,000) | (409,518) |
| Budget Review | 2762 | Noxious Weed Control | Operating Expenditure | (15,000) | (198) | 14,802 | 0 | (394,716) |
| Budget Review | 2782 | Fascine Maintenance | Operating Expenditure | (9,971) | (10,326) | 0 | (355) | (395,071) |
| Budget Review | 2783 | Reimbursements (Health) | Operating Income | 35,000 | 0 | 0 | (35,000) | (430,071) |
| Budget Review | 2786 | Mesquite Eradication Project | Operating Expenditure | (377,000) | (344,050) | 32,950 | 0 | (397,121) |
| Budget Review | 2794 | Bin Purchase | Operating Expenditure | (15,500) | (18,500) | 0 | (3,000) | (400,121) |
| Budget Review | 2802 | Employee Costs- Town Planning & Development | Operating Expenditure | (130,874) | (144,205) | 0 | (13,331) | (413,452) |
| Budget Review | 2803 | Other General Income - Rangers | Operating Income | 0 | 1,000 | 1,000 | 0 | (412,452) |
| Budget Review | 2806 | Consultancy And Training - Planning | Operating Expenditure | (30,000) | (35,000) | 0 | (5,000) | (417,452) |
| Budget Review | 2842 | Advertising - Sp-30 | Operating Expenditure | 0 | (71) | 0 | (71) | (417,523) |
| Budget Review | 2953 | Development Applications | Operating Income | 40,000 | 45,000 | 5,000 | 0 | (412,523) |
| Budget Review | 2972 | Phone Costs | Operating Expenditure | (664) | (700) | 0 | (36) | (412,559) |
| Budget Review | 2992 | Public Conveniences | Operating Expenditure | (216,706) | (212,397) | 4,310 | 0 | (408,250) |
| Budget Review | 2912 | Abc Allocations - Sp-30 | Operating Expenditure | (152,686) | (156,644) | 0 | (3,958) | (412,208) |
| Budget Review | 3012 | Cemetery | Operating Expenditure | (92,897) | (75,086) | 17,811 | 0 | (394,397) |
| Budget Review | 3052 | Depreciation (Com Amens) | Operating Expenditure | (98,012) | (116,300) | 0 | (18,288) | (412,685) |
| Budget Review | 3073 | Blowholes Camping Fees | Operating Income | 110,000 | 146,000 | 36,000 | 0 | (376,685) |
| Budget Review | 3083 | Gladstone Camping Area Lease Fee | Operating Income | 10,000 | 12,068 | 2,068 | 0 | (374,617) |
| Budget Review | 3092 | Live Show Expenses | Operating Expenditure | (70,000) | (95,000) | 0 | (25,000) | (399,617) |
| Budget Review | 30A2 | Abc Allocations - Sp-31 | Operating Expenditure | (94,488) | (96,937) | 0 | (2,449) | (402,066) |
| Budget Review | 30C2 | Abc Allocations - Sp-32 | Operating Expenditure | (156,275) | (160,326) | 0 | (4,051) | (406,116) |
| Budget Review | 3103 | Live Show Income | Operating Income | 4,000 | 10,000 | 6,000 | 0 | (400,116) |
| Budget Review | 3112 | Civic Centre Operations | Operating Expenditure | (183,657) | (156,945) | 26,712 | 0 | (373,404) |
| Budget Review | 3132 | Civic Centre Grounds | Operating Expenditure | (6,190) | (8,549) | 0 | (2,359) | (375,763) |
| Budget Review | 3153 | Civic Centre - Cinema Income | Operating Income | 15,000 | 12,000 | 0 | (3,000) | (378,763) |
| Budget Review | 3155 | Grants Seroja Resilience - Civic Centre | Operating Income | 0 | 500,000 | 500,000 | 0 | 121,237 |
| Budget Review | 3182 | Aquatic Centre | Operating Expenditure | (135,481) | (138,912) | 0 | (3,431) | 117,806 |
| Budget Review | 3192 | Beach Clean & Shelter Mtce | Operating Expenditure | (11,073) | (420) | 10,653 | 0 | 128,459 |
| Budget Review | 31B2 | Abc Allocations - Sp-33 | Operating Expenditure | (155,231) | (159,255) | 0 | (4,024) | 124,436 |
| Budget Review | 3213 | Pool Admission Charges | Operating Income | 35,000 | 30,000 | 0 | (5,000) | 119,436 |
| Budget Review | 3222 | Telephone - Sp-33 | Operating Expenditure | (636) | 0 | 636 | 0 | 120,072 |
| Budget Review | 3242 | Carnarvon Parks & Gardens | Operating Expenditure | (1,433,838) | (1,534,437) | 0 | (100,599) | 19,473 |
| Budget Review | 3282 | Recreation Public Buildings | Operating Expenditure | (143,745) | (112,318) | 31,428 | 0 | 50,900 |
| Budget Review | 32A2 | Abc Allocations - Sp-34 | Operating Expenditure | (289,830) | (297,343) | 0 | (7,513) | 43,387 |
| Budget Review | 32C2 | Other Parks & Gardens Mtc | Operating Expenditure | (245,700) | (152,870) | 92,830 | 0 | 136,217 |
| Budget Review | 32F2 | Depreciation - Aquatic Centre | Operating Expenditure | (44,401) | (47,000) | 0 | (2,599) | 133,618 |
| Budget Review | 32H2 | Pool Ground Mtce | Operating Expenditure | (13,315) | (4,837) | 8,478 | 0 | 142,096 |
| Budget Review | 3312 | Depreciation - Other Recreation And Sport | Operating Expenditure | (775,464) | (944,600) | 0 | (169,136) | (27,040) |
| Budget Review | 3322 | Depreciation - Parks & Gardens | Operating Expenditure | (1,952) | (21,400) | 0 | (19,448) | (46,488) |
| Budget Review | 3343 | Reimbursements - Sp-34 | Operating Income | 0 | 620 | 620 | 0 | (45,868) |
| Budget Review | 3382 | Insurance - Other Rec And Culture | Operating Expenditure | (6,332) | (4,111) | 2,221 | 0 | (43,647) |
| Budget Review | 3383 | Leases & Rentals | Operating Income | 0 | 9,630 | 9,630 | 0 | (34,017) |
| Budget Review | 3402 | Employee Costs- Libraries | Operating Expenditure | (282,698) | (334,899) | 0 | (52,201) | (86,218) |
| Budget Review | 3423 | Gascoyne Games Contrib | Operating Income | 0 | 8,000 | 8,000 | 0 | (78,218) |
| Budget Review | 3453 | Shopping Trolley Fee And Charge | Operating Income | 7,500 | 4,000 | 0 | (3,500) | (81,718) |
| Budget Review | 3502 | Library Buildings | Operating Expenditure | (81,475) | (88,096) | 0 | (6,621) | (88,339) |
| Budget Review | 3505 | Lib. And Gallery Grants | Operating Income | 18,000 | 0 | 0 | (18,000) | (106,339) |
| Budget Review | 3512 | Telephone - Sp-35 | Operating Expenditure | (2,192) | (200) | 1,992 | 0 | (104,347) |
| Budget Review | 3513 | Library Fundraising (Sale Of Books) | Operating Income | 1,700 | 1,500 | 0 | (200) | (104,547) |
| Budget Review | 3523 | Reimbursements Lost Books | Operating Income | 200 | 100 | 0 | (100) | (104,647) |
| Budget Review | 3552 | Depreciation Expense - Libraries | Operating Expenditure | (95,332) | (96,800) | 0 | (1,468) | (106,115) |
| Budget Review | 3562 | Internet Expenses Library | Operating Expenditure | (580) | (2,400) | 0 | (1,820) | (107,935) |

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES
NOTE 15

BUDGET AMENDMENTS

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

| Reference | GL/Job No. | Description | Classification | Original Budget | Current Budget | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------------|------------|--|-----------------------|-----------------|----------------|----------------------------|----------------------------|--------------------------------|
| | | | | | | \$ | \$ | \$ |
| Budget Review | 3572 | Festival And Events | Operating Expenditure | (95,755) | (229,816) | 0 | (134,061) | (241,996) |
| Budget Review | 3582 | Triple J And Sbs | Operating Expenditure | (1,452) | (1,308) | 144 | 0 | (241,852) |
| Budget Review | 3583 | Staff Housing Reimbursements | Operating Income | 0 | 8,690 | 8,690 | 0 | (233,162) |
| Budget Review | 35C2 | Abc Allocations - Sp-35 | Operating Expenditure | (144,385) | (148,128) | 0 | (3,743) | (236,904) |
| Budget Review | 3602 | Jubilee Hall | Operating Expenditure | (14,122) | (5,620) | 8,502 | 0 | (228,402) |
| Budget Review | 3645 | Public Art Display | Operating Expenditure | (1,529) | (1,460) | 69 | 0 | (228,333) |
| Budget Review | 3653 | Other Culture - Grants And Other Contributions | Operating Income | 250,000 | 408,365 | 158,365 | 0 | (69,968) |
| Budget Review | 3662 | Otc Dish & Surrounds | Operating Expenditure | 0 | (16,799) | 0 | (16,799) | (86,766) |
| Budget Review | 3672 | Tramway Bridge Mtce | Operating Expenditure | (35,867) | (41,788) | 0 | (5,921) | (92,687) |
| Budget Review | 36A2 | Depreciation (Other Cult) | Operating Expenditure | (16,464) | (16,600) | 0 | (136) | (92,823) |
| Budget Review | 3720 | Depreciation- Bridges | Operating Expenditure | (132,881) | (132,800) | 81 | 0 | (92,742) |
| Budget Review | 3722 | Community Art Hub | Operating Expenditure | (200,000) | (210,124) | 0 | (10,124) | (102,866) |
| Budget Review | 3762 | War Memorial | Operating Expenditure | (10,397) | (5,203) | 5,193 | 0 | (97,673) |
| Budget Review | 3792 | Freight & Postage | Operating Expenditure | (3,000) | (1,500) | 1,500 | 0 | (96,173) |
| Budget Review | 37A2 | Abc Allocations - Sp-38 | Operating Expenditure | (830,629) | (852,160) | 0 | (21,531) | (117,704) |
| Budget Review | 3802 | Abc Allocations - Sp-17 | Operating Expenditure | (66,149) | (67,854) | 0 | (1,715) | (119,419) |
| Budget Review | 3822 | Abc Allocations - Sp-36 | Operating Expenditure | (68,138) | (69,904) | 0 | (1,766) | (121,185) |
| Budget Review | 3832 | Insurance - Other Culture | Operating Expenditure | (1,613) | (1,539) | 74 | 0 | (121,112) |
| Budget Review | 3841 | Regional Road Group Funding | Operating Income | 1,032,597 | 1,050,641 | 18,044 | 0 | (103,068) |
| Budget Review | 3842 | Abc Allocations - Sp-50 | Operating Expenditure | (13,218) | (13,561) | 0 | (343) | (103,411) |
| Budget Review | 3902 | Depreciation - Sp-38 | Operating Expenditure | (22,341) | (22,800) | 0 | (459) | (103,870) |
| Budget Review | 3920 | Sign & Street Furn Mtce. | Operating Expenditure | (15,000) | (25,000) | 0 | (10,000) | (113,870) |
| Budget Review | 3950 | Country Roads Mtce. | Operating Expenditure | (826,272) | (729,618) | 96,655 | 0 | (17,215) |
| Budget Review | 3960 | Urban Road Mtce. | Operating Expenditure | (528,613) | (1,148,641) | 0 | (620,027) | (637,242) |
| Budget Review | 3970 | Coral Bay Streets | Operating Expenditure | (34,181) | (25,952) | 8,229 | 0 | (629,014) |
| Budget Review | 3980 | Drainage Mtce. Town | Operating Expenditure | (130,332) | (98,484) | 31,849 | 0 | (597,165) |
| Budget Review | 3986 | Improving Flood Preparedness Project | Operating Expenditure | (1,878,674) | (1,879,896) | 0 | (1,222) | (598,387) |
| Budget Review | 3990 | Footpaths | Operating Expenditure | (90,592) | (112,605) | 0 | (22,014) | (620,400) |
| Budget Review | 4000 | Street Lighting | Operating Expenditure | (273,000) | (268,000) | 5,000 | 0 | (615,400) |
| Budget Review | 4012 | Depreciation - Roads | Operating Expenditure | (4,985,822) | (3,372,300) | 1,613,522 | 0 | 998,122 |
| Budget Review | 4022 | Depreciation - Footpaths - Sp-38 | Operating Expenditure | (217,859) | 0 | 217,859 | 0 | 1,215,981 |
| Budget Review | 4027 | Grant For Charmap Development | Operating Income | 124,886 | 150,000 | 25,114 | 0 | 1,241,094 |
| Budget Review | 4028 | Chmap Development | Operating Expenditure | (180,000) | (250,000) | 0 | (70,000) | 1,171,094 |
| Budget Review | 4030 | Operation & Maintenance - Shire Depot | Operating Expenditure | (127,231) | (131,572) | 0 | (4,341) | 1,166,753 |
| Budget Review | 4032 | Depreciation - Drainage - Sp-38 | Operating Expenditure | (313,664) | (1,001,500) | 0 | (687,836) | 478,917 |
| Budget Review | 4042 | Depreciation - Car Parks | Operating Expenditure | (20,148) | (27,900) | 0 | (7,752) | 471,165 |
| Budget Review | 4051 | Flood Mitigation Project Management. - Sp-38 | Operating Expenditure | (1,970) | (3,689) | 0 | (1,719) | 469,446 |
| Budget Review | 4092 | Depreciation (Airport) | Operating Expenditure | (138,444) | (176,000) | 0 | (37,556) | 431,890 |
| Budget Review | 40A2 | Deprec.- Airport Inf. | Operating Expenditure | (607,140) | (981,800) | 0 | (374,660) | 57,230 |
| Budget Review | 4102 | Zzzzmployee Costs - Sp-42 | Operating Expenditure | (249,600) | (202,826) | 46,774 | 0 | 104,004 |
| Budget Review | 4123 | Airport Lease Payments | Operating Income | 995,000 | 1,005,600 | 10,600 | 0 | 114,604 |
| Budget Review | 4132 | Insurance - Sp-42 | Operating Expenditure | 0 | (644) | 0 | (644) | 113,960 |
| Budget Review | 4142 | Other | Operating Expenditure | (54,000) | (82,106) | 0 | (28,106) | 85,854 |
| Budget Review | 4182 | Airport Buildings | Operating Expenditure | (130,744) | (137,250) | 0 | (6,506) | 79,348 |
| Budget Review | 4192 | Airport Grounds & Garden Maintenance | Operating Expenditure | (106,677) | (79,086) | 27,591 | 0 | 106,939 |
| Budget Review | 4197 | Airside Parking Fees | Operating Income | 4,500 | 1,000 | 0 | (3,500) | 103,439 |
| Budget Review | 41D2 | Coral Bay Airport | Operating Expenditure | (13,277) | (27,283) | 0 | (14,006) | 89,433 |
| Budget Review | 41E2 | Abc Allocations - Sp-42 | Operating Expenditure | (276,224) | (283,384) | 0 | (7,160) | 82,274 |
| Budget Review | 41G2 | Security Costs | Operating Expenditure | (14,800) | (12,800) | 2,000 | 0 | 84,274 |
| Budget Review | 41L2 | Airside Maintenance | Operating Expenditure | (109,008) | (69,243) | 39,766 | 0 | 124,039 |
| Budget Review | 4202 | Merchandise - Yc | Operating Expenditure | (50,000) | (55,000) | 0 | (5,000) | 119,039 |
| Budget Review | 4222 | Employee Costs- Tourism & Area Promotion | Operating Expenditure | (513,649) | (479,784) | 33,865 | 0 | 152,904 |
| Budget Review | 4253 | Other Grants & Contributi | Operating Income | 1,000 | 71,140 | 70,140 | 0 | 223,044 |
| Budget Review | 4262 | Area Promotion | Operating Expenditure | (354,193) | (351,316) | 2,877 | 0 | 225,922 |
| Budget Review | 4296 | Total Solar Eclipse Project 2023 - Expenditure | Operating Expenditure | (2,384) | (1,660) | 724 | 0 | 226,646 |
| Budget Review | 4300 | Interest Expense - Loans - #216 | Operating Expenditure | (4,922) | (8,000) | 0 | (3,078) | 223,568 |
| Budget Review | 4302 | Tourist Reserves Mtce | Operating Expenditure | (16,481) | (72,027) | 0 | (55,546) | 168,022 |
| Budget Review | 4310 | Heritage Trail Grant - Sp-45 | Operating Expenditure | (25,000) | (50,000) | 0 | (25,000) | 143,022 |
| Budget Review | 4323 | Reimbursements - Sp-45 | Operating Income | 0 | 27 | 27 | 0 | 143,049 |
| Budget Review | 4352 | Employee Costs- Building Control | Operating Expenditure | (152,679) | (178,049) | 0 | (25,370) | 117,679 |
| Budget Review | 43A2 | Depreciation (Tourism) | Operating Expenditure | (1,322) | (2,700) | 0 | (1,378) | 116,301 |
| Budget Review | 43D2 | Abc Allocations - Sp-46 | Operating Expenditure | (104,985) | (107,706) | 0 | (2,721) | 113,580 |
| Budget Review | 4422 | Telephone - Sp-46 | Operating Expenditure | (586) | (700) | 0 | (114) | 113,466 |
| Budget Review | 4463 | Building Lic. Fees | Operating Income | 40,000 | 13,000 | 0 | (27,000) | 86,466 |
| Budget Review | 4503 | Plans, Commissions & Other Revenue | Operating Income | 3,000 | 2,500 | 0 | (500) | 85,966 |
| Budget Review | 4523 | Other Building Control Revenue (Gst Free) | Operating Income | 0 | 51,400 | 51,400 | 0 | 137,366 |
| Budget Review | 4572 | Economic Dev. - Other | Operating Expenditure | (80,588) | (77,518) | 3,069 | 0 | 140,435 |
| Budget Review | 4583 | Reimbursements - Sp-37 | Operating Income | 0 | 22,228 | 22,228 | 0 | 162,664 |
| Budget Review | 45A2 | Abc Allocations - Sp-45 | Operating Expenditure | (254,418) | (261,013) | 0 | (6,595) | 156,069 |
| Budget Review | 4603 | R.A.D.S Grant | Operating Income | 27,000 | 52,500 | 25,500 | 0 | 181,569 |
| Budget Review | 4632 | Private Works/Reinstateme | Operating Expenditure | (64,503) | (50,169) | 14,333 | 0 | 195,902 |
| Budget Review | 4683 | Private Works/Reinstatements - Income | Operating Income | 98,000 | 30,105 | 0 | (67,895) | 128,007 |
| Budget Review | 4722 | Staff Trng & Meet | Operating Expenditure | (26,000) | (51,893) | 0 | (25,893) | 102,114 |
| Budget Review | 4732 | Employee Costs- Public Works Overheads | Operating Expenditure | (955,898) | (1,182,373) | 0 | (226,475) | (124,361) |
| Budget Review | 4772 | Telephone - Sp-52 | Operating Expenditure | (9,734) | (8,700) | 1,034 | 0 | (123,327) |
| Budget Review | 4852 | Superannuation (Pwo) | Operating Expenditure | 0 | (144,948) | 0 | (144,948) | (268,275) |

SHIRE OF CARNARVON

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2024

FINANCING ACTIVITIES
NOTE 15

BUDGET AMENDMENTS

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

| Reference | GL/Job No. | Description | Classification | Original Budget | Current Budget | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---------------|------------|---|----------------------------------|-----------------|----------------|----------------------------|----------------------------|--------------------------------|
| | | | | | | \$ | \$ | \$ |
| Budget Review | 4872 | Annual Leave & Loading | Operating Expenditure | 0 | (156,061) | 0 | (156,061) | (424,336) |
| Budget Review | 4882 | Insurance On Works | Operating Expenditure | (6,500) | (5,792) | 708 | 0 | (423,628) |
| Budget Review | 4892 | Store Expenses | Operating Expenditure | (1,500) | (2,000) | 0 | (500) | (424,128) |
| Budget Review | 4942 | Recruitment/Relocation/Removal | Operating Expenditure | 0 | (24,598) | 0 | (24,598) | (448,726) |
| Budget Review | 4952 | Less Pwo Allocated W. & S. | Operating Expenditure | 1,081,042 | 1,761,583 | 680,541 | 0 | 231,815 |
| Budget Review | 4972 | Sick Pay | Operating Expenditure | 0 | (67,331) | 0 | (67,331) | 164,483 |
| Budget Review | 4982 | Public Holidays | Operating Expenditure | 0 | (36,486) | 0 | (36,486) | 127,997 |
| Budget Review | 4992 | Depreciation (Pwo) | Operating Expenditure | (911) | (900) | 11 | 0 | 128,008 |
| Budget Review | 5022 | Parts & Repairs | Operating Expenditure | (190,018) | (374,085) | 0 | (184,067) | (56,059) |
| Budget Review | 5032 | Wages And Employee Cost- Plant | Operating Expenditure | 0 | (171,084) | 0 | (171,084) | (227,144) |
| Budget Review | 5042 | Insurances & Licences | Operating Expenditure | (35,416) | (43,556) | 0 | (8,140) | (235,284) |
| Budget Review | 5052 | Workshop Tools/Cons/Fitout | Operating Expenditure | (15,000) | (20,000) | 0 | (5,000) | (240,284) |
| Budget Review | 5062 | Less Plant Alloc. To W. & S. | Operating Expenditure | 808,263 | 1,162,462 | 354,199 | 0 | 113,915 |
| Budget Review | 5082 | Depreciation - Plant | Operating Expenditure | (233,499) | (233,900) | 0 | (401) | 113,514 |
| Budget Review | 5092 | Less Deprec. Alloc. To W. & S. | Operating Expenditure | (0) | 4,364 | 4,364 | 0 | 117,878 |
| Budget Review | 5130 | Gross Wages And Salaries Paid | Operating Expenditure | 0 | (7,536,261) | 0 | (7,536,261) | (7,418,383) |
| Budget Review | 5140 | Wages Unallocated | Operating Expenditure | (1,799,003) | 0 | 1,799,003 | 0 | (5,619,380) |
| Budget Review | 5170 | Salaries And Wages Allocated To Works | Operating Expenditure | 1,799,002 | 7,536,261 | 5,737,259 | 0 | 117,879 |
| Budget Review | 5172 | Interest - Lease Vehicles | Operating Expenditure | (5,341) | (10,000) | 0 | (4,659) | 113,220 |
| Budget Review | 5180 | Jury Duty | Operating Expenditure | 0 | (388) | 0 | (388) | 112,831 |
| Budget Review | 5192 | Leased Vehicles Deprec. | Operating Expenditure | (29,330) | (29,200) | 130 | 0 | 112,961 |
| Budget Review | 5282 | Insurance Claims Expend | Operating Expenditure | 0 | (10,000) | 0 | (10,000) | 102,961 |
| Budget Review | 5283 | Insurance Claims Income | Operating Income | (0) | 43,083 | 43,083 | 0 | 146,044 |
| Budget Review | 5312 | Specified Housing Maintenance | Operating Expenditure | (353) | 0 | 353 | 0 | 146,397 |
| Budget Review | 5332 | Interest On Loan Plant | Operating Expenditure | (77,504) | (84,699) | 0 | (7,195) | 139,202 |
| Budget Review | 5382 | Staff Housing | Operating Expenditure | (192,429) | (200,291) | 0 | (7,862) | 131,340 |
| Budget Review | 5392 | Interest - Loan - #213 | Operating Expenditure | (15,000) | 0 | 15,000 | 0 | 146,340 |
| Budget Review | 5452 | Staff Recruitment | Operating Expenditure | (50,800) | (50,000) | 800 | 0 | 147,140 |
| Budget Review | 5483 | Interest On Investments | Operating Income | 45,000 | 301,712 | 256,712 | 0 | 403,852 |
| Budget Review | 5493 | Econ Dev - Other Income | Operating Income | 90,294 | 94,105 | 3,811 | 0 | 407,663 |
| 27/24 | 5602 | Art Gallery Programs | Operating Income | (28,000) | (38,000) | 0 | (10,000) | 397,663 |
| Budget Review | 6002 | Employee Costs- Care Of Families & Children | Operating Expenditure | (376,582) | (365,414) | 11,168 | 0 | 408,831 |
| Budget Review | 6063 | Aust Day Income | Operating Income | 30,000 | 42,000 | 12,000 | 0 | 420,831 |
| Budget Review | 6112 | Youth Services - Mayu Mia | Operating Expenditure | (33,251) | (168,716) | 0 | (135,465) | 285,366 |
| Budget Review | 6113 | Community Connect - Night Patrol | Operating Expenditure | (227,743) | (180,890) | 46,853 | 0 | 332,219 |
| Budget Review | 6162 | Youth Svce. Bldg - Mtce & Lease | Operating Expenditure | (16,355) | (18,289) | 0 | (1,934) | 330,286 |
| Budget Review | 6242 | Community Newsletter | Operating Expenditure | (2,500) | 0 | 2,500 | 0 | 332,786 |
| Budget Review | 6292 | Abc Allocations. - Sp-19 | Operating Expenditure | (104,724) | (107,439) | 0 | (2,715) | 330,071 |
| Budget Review | 6363 | Asset Revaluation Equity Share Of Investments | Operating Income | 0 | 2,942 | 2,942 | 0 | 333,013 |
| Budget Review | 6733 | Other Income - Sp-25 | Operating Income | (0) | 1,000 | 1,000 | 0 | 334,013 |
| Budget Review | 6872 | Eh Monitoring And Assessment | Operating Expenditure | (8,200) | (10,795) | 0 | (2,595) | 331,419 |
| Budget Review | 6912 | Dcdfs - Youth Svcs Grant | Operating Expenditure | 0 | (156) | 0 | (156) | 331,263 |
| Budget Review | 6922 | Dcs - Youth Services Grant Expenditure | Operating Expenditure | 0 | (30,500) | 0 | (30,500) | 300,763 |
| Budget Review | 6933 | Brown'S Range Tip Shop Sales | Operating Income | 10,000 | 1,043 | 0 | (8,957) | 291,806 |
| Budget Review | 7002 | Subs./Registration Fees | Operating Income | (23,000) | (18,000) | 5,000 | 0 | 296,806 |
| Budget Review | 7003 | Merchandise Sales - Vc | Operating Income | 74,000 | 60,000 | 0 | (14,000) | 282,806 |
| Budget Review | 7013 | Operator Member Fees | Operating Income | 21,000 | 17,000 | 0 | (4,000) | 278,806 |
| Budget Review | 7016 | Visitors Centre I.T. Minor Equipment | Operating Expenditure | (2,500) | 0 | 2,500 | 0 | 281,306 |
| Budget Review | 7022 | Visitors Centre | Operating Expenditure | (600) | (1,919) | 0 | (1,319) | 279,986 |
| Budget Review | 7023 | Services Income | Operating Income | 0 | 327 | 327 | 0 | 280,313 |
| Budget Review | 7033 | Vc Commissions | Operating Income | 25,000 | 10,000 | 0 | (15,000) | 265,313 |
| Budget Review | 7052 | Visitors Centre Grant Expenditure | Operating Expenditure | 0 | (549) | 0 | (549) | 264,764 |
| Budget Review | 7093 | V.C. Other Income | Operating Income | 0 | 499 | 499 | 0 | 265,263 |
| Budget Review | 7162 | Abc Allocations - Sp-20 | Operating Expenditure | (76,810) | (78,801) | 0 | (1,991) | 263,272 |
| Budget Review | 7192 | Club Development | Operating Expenditure | (60,298) | (81,900) | 0 | (21,602) | 241,670 |
| Budget Review | 9313 | Kiosk Sales Cinema | Operating Income | 6,000 | 5,000 | 0 | (1,000) | 240,670 |
| Budget Review | 9332 | Telephone Civic Centre | Operating Expenditure | (2,696) | (14,300) | 0 | (11,604) | 229,066 |
| Budget Review | 9353 | Hire Of Civic Centre Open Space | Operating Income | 500 | 250 | 0 | (250) | 228,816 |
| Budget Review | 9392 | Camel Lane Friends Exp | Operating Expenditure | (1,000) | (500) | 500 | 0 | 229,316 |
| Budget Review | 9412 | Cinema Expenses | Operating Expenditure | (12,000) | (10,000) | 2,000 | 0 | 231,316 |
| Budget Review | 9422 | Cinema Kiosk Purchase | Operating Expenditure | (3,000) | (5,000) | 0 | (2,000) | 229,316 |
| Budget Review | 9442 | Depreciation (Civic Cent) | Operating Expenditure | (217,362) | (224,900) | 0 | (7,538) | 221,778 |
| Budget Review | 9602 | Cinema Advertising | Operating Expenditure | (1,800) | (800) | 1,000 | 0 | 222,778 |
| Budget Review | 9992 | Suspense | Operating Expenditure | (0) | 52 | 52 | 0 | 222,829 |
| Budget Review | E012 | Office Expenses - Sp-01 | Operating Expenditure | (1,500) | 0 | 1,500 | 0 | 224,329 |
| Budget Review | E016 | I.T.Subscriptions And Minor Equipment | Operating Expenditure | (7,000) | 0 | 7,000 | 0 | 231,329 |
| Budget Review | E022 | Rate Notice Production/Mail Out | Operating Expenditure | (2,500) | 0 | 2,500 | 0 | 233,829 |
| Budget Review | | Add: Depreciation on assets | | (8,334,555) | (8,098,230) | | (236,325) | (2,496) |
| Budget Review | | Payments for property, plant and equipment and infrastructure | Capital Expenditure | (14,628,096) | (14,657,270) | 0 | (29,174) | (31,669) |
| Budget Review | | Transfer from reserves | Transfer from reserves (Revenue) | 1,045,702 | 1,262,702 | 217,000 | 0 | 185,331 |
| Budget Review | | Transfer to reserves | TTR | (329,962) | (515,293) | 0 | (185,331) | (0) |
| | | | | | | 13,755,933 | (13,755,934) | (0) |

BUDGET AMENDMENTS - MAY 2024

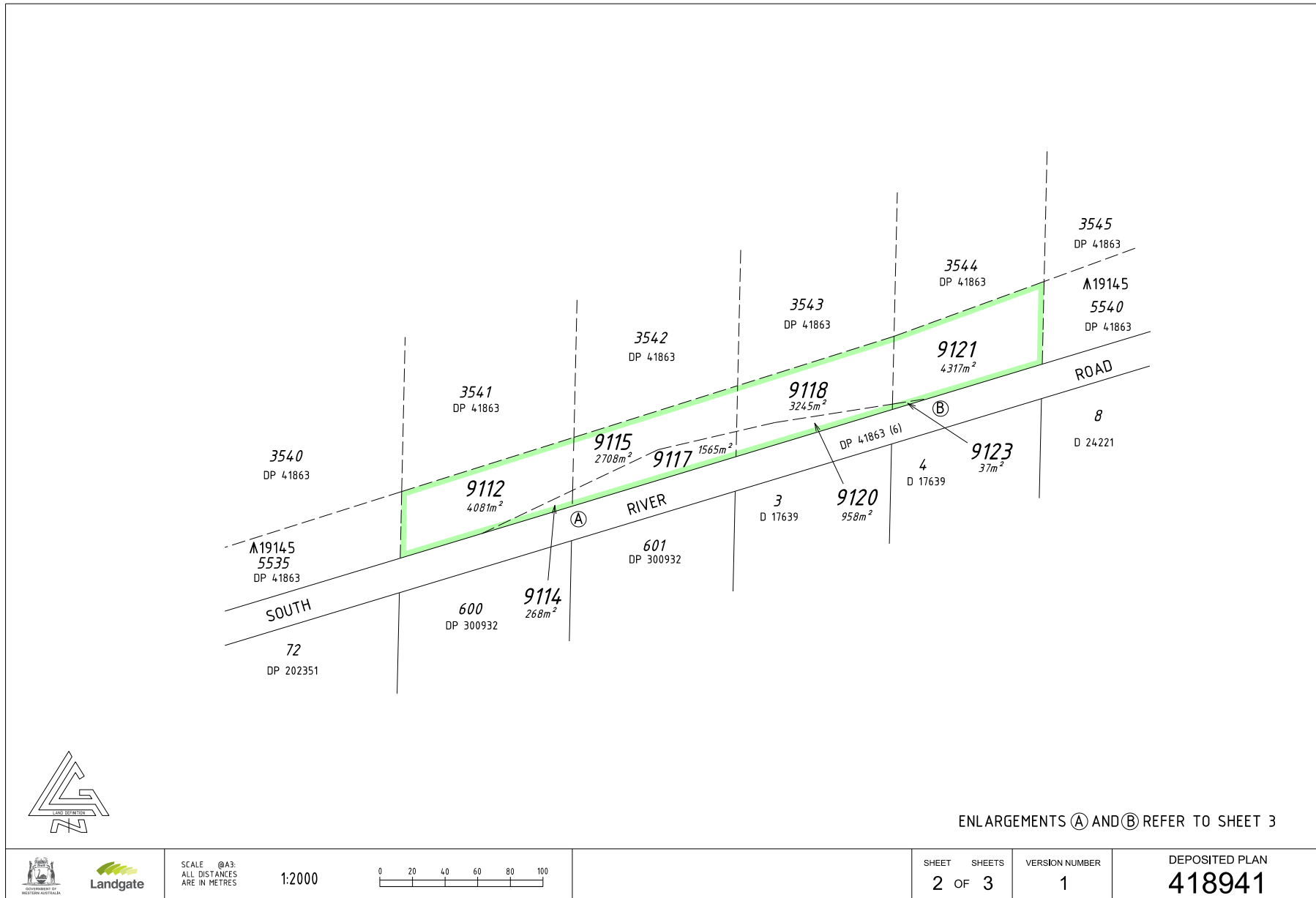
The following Budget Amendments are put forward to Council for adoption.

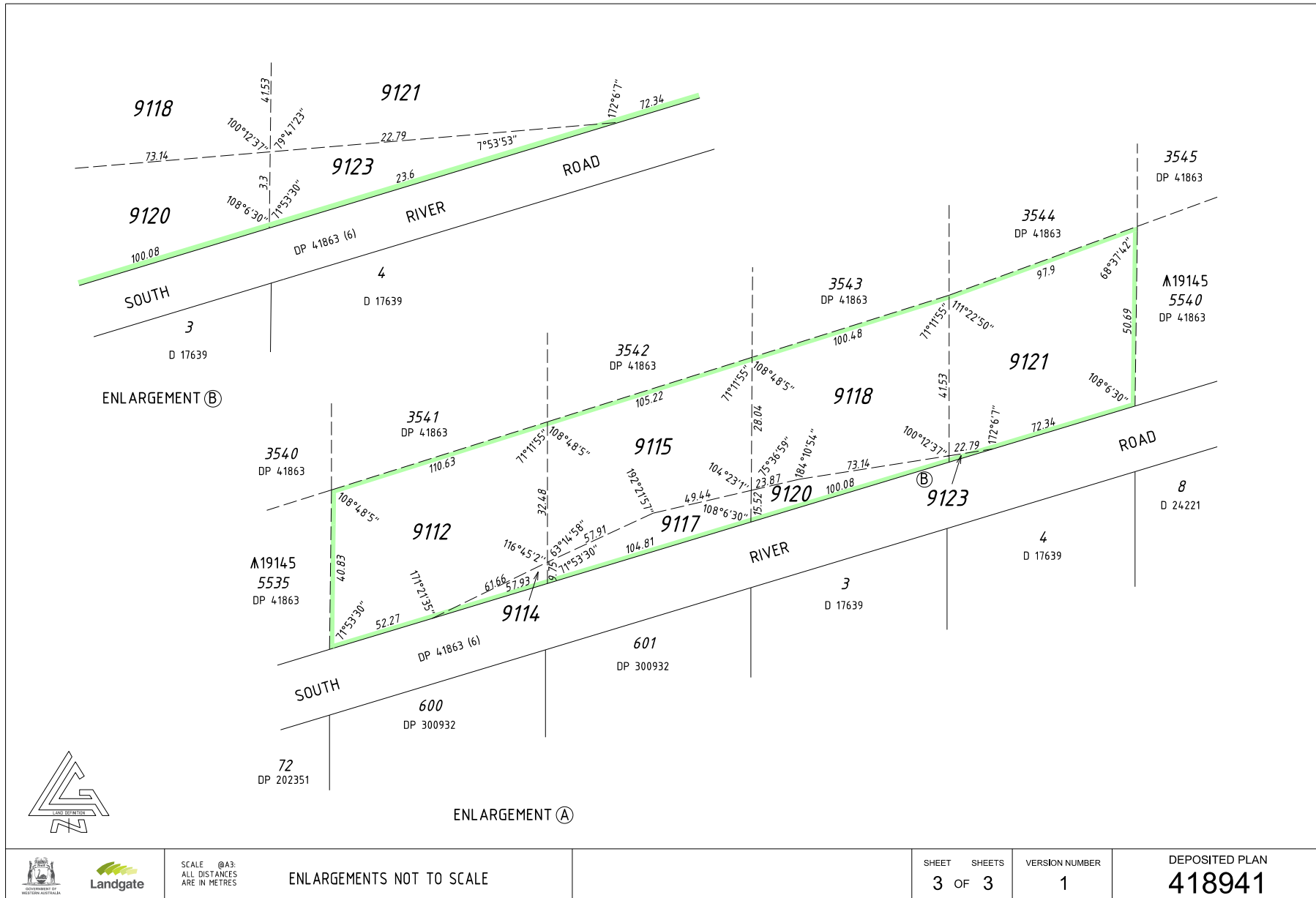
| Item | COA | Job No. | I/E Code | Description | Reason | Classification | Current Budget | Amended Budget | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|-------|--------|---------|----------|---|--|----------------|----------------|----------------|----------------------------|----------------------------|--------------------------------|
| | | | | | | | | | \$ | \$ | \$ |
| 32/24 | 132420 | | 04 | Carnarvon Parks & Gardens Mun | Urgent works required for Babbage Island footpath as result of CSR (Safety Concerns). | OPEX | 1,534,437 | 1,529,437 | 5,000 | | 5,000 |
| 32/24 | 139900 | 1805 | 04 | Footpaths Mun | | OPEX | 81,475 | 86,475 | | (5,000) | 0 |
| 34/24 | 146030 | | 26 | R.A.D.S Grant Mun. | | OPREV | (52,500) | (25,500) | | (27,000) | (27,000) |
| 34/24 | 141420 | G007 | 26 | RADS 2023/25 - Strategic Development Plan | Cancellation of RADS 2023/2025 funding for implementation of a strategic asset management plan & CCTV. Cancellation will result in an extra \$27k in funds. These funds will be allocated to assist in the Pelican Point Maintenance Project | OPEX | 54,000 | 0 | 54,000 | | 27,000 |
| 33/24 | 132110 | | 04 | Pelican Point Spit Maintenance | New GL created for maintenance work at Pelican Point spit. Project not identified at budget time so no funds allocated. Also increasing budget for Diesel Fuel Rebate Revenue. | OPEX | 0 | 20,703 | | (20,703) | 6,297 |
| 33/24 | 141L20 | 1962 | 04 | Airside Minor Equipment | | OPEX | 13,861 | 13,130 | 731 | | 7,028 |
| 33/24 | 132110 | | 01 | Pelican Point Spit Maintenance | | OPEX | 20,703 | 21,434 | | (731) | 6,297 |
| 33/24 | 151230 | | 30 | Diesel Fuel Rebate | | OPREV | (20,000) | (25,616) | 5,616 | | 11,913 |
| 33/24 | 132110 | | 50 | Pelican Point Spit Maintenance | | OPEX | 21,434 | 24,242 | | (2,808) | 9,105 |
| 33/24 | 132110 | | 51 | Pelican Point Spit Maintenance | | OPEX | 24,242 | 27,050 | | (2,808) | 6,297 |
| 35/24 | 100320 | | 04 | Legal Expenses - Rates Mun. | | OPEX | 40,000 | 38,000 | 2,000 | | 8,297 |
| 35/24 | 103320 | | 04 | Print/Stationary/Copying Mun. | Transfer of funds for purchase of office stationary for rates notices. | OPEX | 17,000 | 19,000 | | (2,000) | 6,297 |

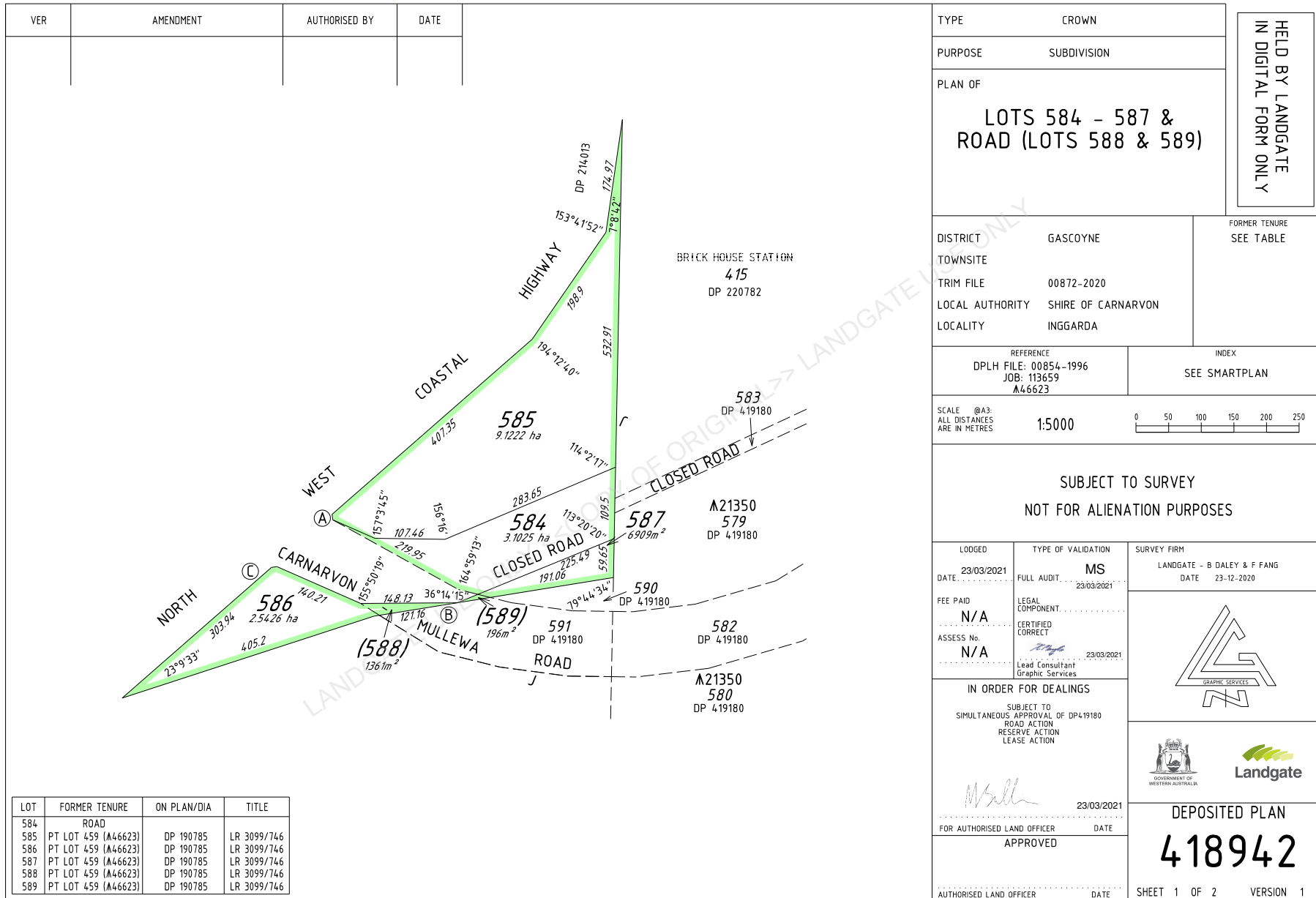
Key to Classification

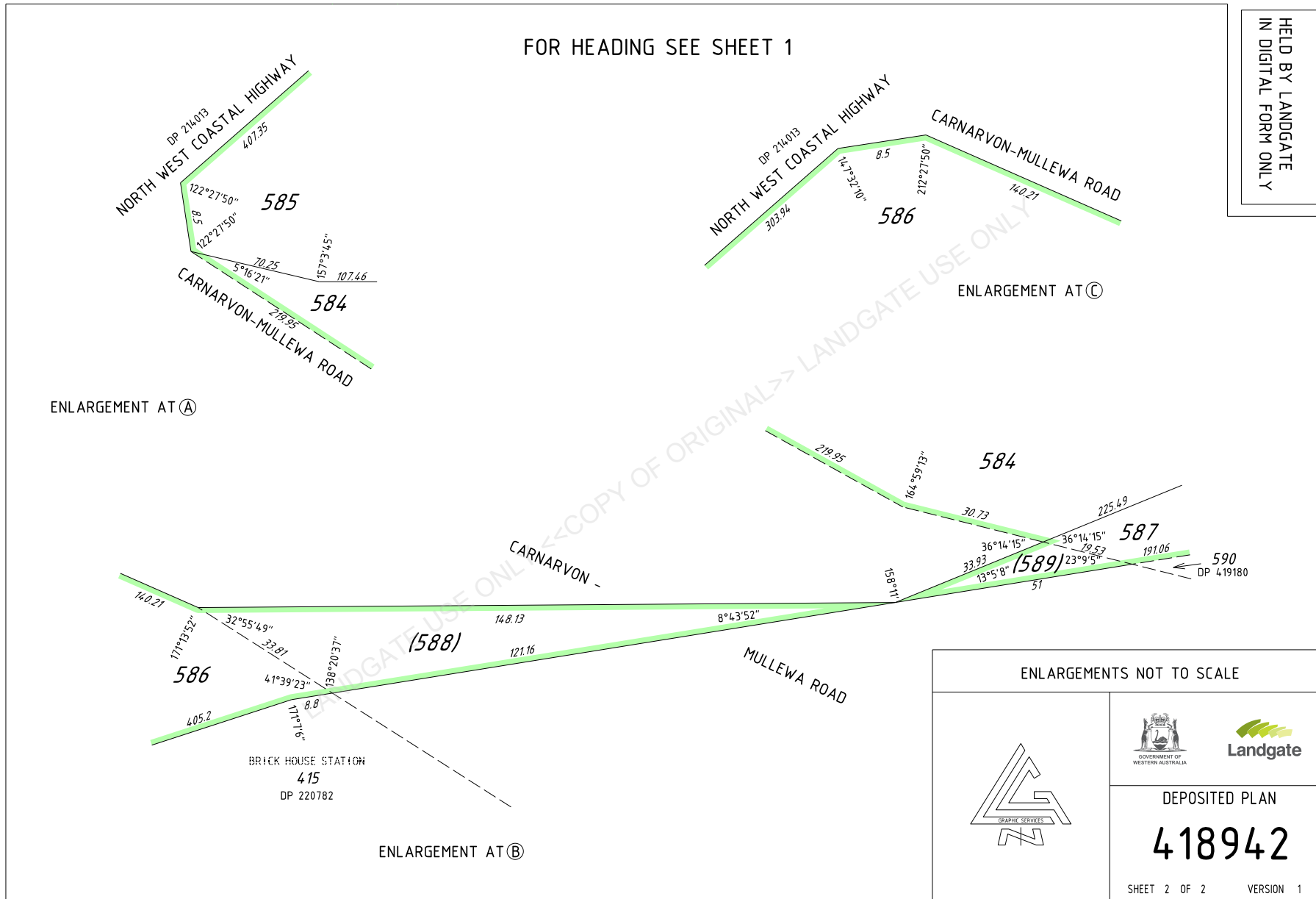
| | |
|---------------------------------------|--------|
| Revenue from Operating Activities | OPREV |
| Expenditure from Operating Activities | OPEX |
| Revenue from Investing Activities | CAPREV |
| Non- Operating Expenditure | CAPEX |
| Transfer from reserves (Revenue) | TFRR |
| Transfer to reserves (Expenditure) | TTRE |
| Other Financing Revenue | OFR |
| Other Financing Expenditure | OFE |

| <p>Plan Information</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Tenure Type</td> <td>Crown</td> </tr> <tr> <td>Plan Type</td> <td>Deposited Plan</td> </tr> <tr> <td>Plan Purpose</td> <td>SUBDIVISION</td> </tr> </table> <p>Plan Heading</p> <p>LOTS 9112, 9114, 9115, 9117, 9118, 9120, 9121 & 9123</p> <p>Locality & Local Government</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Locality</td> <td>SOUTH PLANTATIONS</td> </tr> <tr> <td>Local Government</td> <td>SHIRE OF CARNARVON</td> </tr> </table> <p>Department of Planning, Lands and Heritage</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">File Number</td> <td>00854-1996</td> </tr> <tr> <td>Case Number</td> <td>JOB: 113659</td> </tr> </table> <p>Lodgement and Examination</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Lodgement Date</td> <td>08/11/2022</td> </tr> <tr> <td colspan="2" style="text-align: center;">S.F. 08/11/2022</td> </tr> <tr> <td>Examined</td> <td>Date</td> </tr> </table> <p>Planning Approval</p> <p>EXEMPT</p> <p>In Order For Dealings</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Subject To</td> <td>RESERVE ACTION</td> </tr> </table> <div style="margin-top: 20px;"> 08/11/2022 </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">For Registrar of Titles</td> <td>Date</td> </tr> </table> <p>Plan Approved</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Inspector of Plans and Surveys / Authorised Land Officer</td> <td>Date</td> </tr> </table> | Tenure Type | Crown | Plan Type | Deposited Plan | Plan Purpose | SUBDIVISION | Locality | SOUTH PLANTATIONS | Local Government | SHIRE OF CARNARVON | File Number | 00854-1996 | Case Number | JOB: 113659 | Lodgement Date | 08/11/2022 | S.F. 08/11/2022 | | Examined | Date | Subject To | RESERVE ACTION | For Registrar of Titles | Date | Inspector of Plans and Surveys / Authorised Land Officer | Date | <p>Survey Details</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Survey Method</td> <td>Unsurveyed</td> </tr> <tr> <td>Field Records</td> <td></td> </tr> <tr> <td>Declared as Special Survey Area</td> <td>No</td> </tr> </table> <p>Survey and Plan Notation</p> <p>SUBJECT TO SURVEY NOT FOR ALIENATION PURPOSES</p> <p>Survey Certificate - Regulation 54</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Licensed Surveyor</td> <td>Date</td> </tr> </table> <p>Survey Organisation</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Name</td> <td>LANDGATE N. MARSZAL</td> </tr> <tr> <td>Address</td> <td>MIDLAND 6056</td> </tr> <tr> <td>Phone</td> <td>9273 7373</td> </tr> <tr> <td>Fax</td> <td>9273 7666</td> </tr> <tr> <td>Email</td> <td>graphic.services@landgate.wa.gov.au</td> </tr> <tr> <td>Reference</td> <td>HPRM: 00871-2020</td> </tr> </table> | Survey Method | Unsurveyed | Field Records | | Declared as Special Survey Area | No | Licensed Surveyor | Date | Name | LANDGATE N. MARSZAL | Address | MIDLAND 6056 | Phone | 9273 7373 | Fax | 9273 7666 | Email | graphic.services@landgate.wa.gov.au | Reference | HPRM: 00871-2020 | <p>Former Tenure</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">New Lot / Land</th> <th style="width: 15%;">Parent Plan Number</th> <th style="width: 15%;">Parent Lot Number</th> <th style="width: 15%;">Title Reference</th> <th style="width: 40%;">Subject Land Description</th> </tr> </thead> <tbody> <tr> <td>9112</td> <td>DP 41863</td> <td>LOT 5536</td> <td>LR 3158/332</td> <td>PART RESERVE 19145</td> </tr> <tr> <td>9114</td> <td>DP 41863</td> <td>LOT 5536</td> <td>LR 3158/332</td> <td>PART RESERVE 19145</td> </tr> <tr> <td>9115</td> <td>DP 41863</td> <td>LOT 5537</td> <td>LR 3158/333</td> <td>PART RESERVE 19145</td> </tr> <tr> <td>9117</td> <td>DP 41863</td> <td>LOT 5537</td> <td>LR 3158/333</td> <td>PART RESERVE 19145</td> </tr> <tr> <td>9118</td> <td>DP 41863</td> <td>LOT 5538</td> <td>LR 3158/334</td> <td>PART RESERVE 19145</td> </tr> <tr> <td>9120</td> <td>DP 41863</td> <td>LOT 5538</td> <td>LR 3158/334</td> <td>PART RESERVE 19145</td> </tr> <tr> <td>9121</td> <td>DP 41863</td> <td>LOT 5539</td> <td>LR 3158/335</td> <td>PART RESERVE 19145</td> </tr> <tr> <td>9123</td> <td>DP 41863</td> <td>LOT 5539</td> <td>LR 3158/335</td> <td>PART RESERVE 19145</td> </tr> </tbody> </table> | New Lot / Land | Parent Plan Number | Parent Lot Number | Title Reference | Subject Land Description | 9112 | DP 41863 | LOT 5536 | LR 3158/332 | PART RESERVE 19145 | 9114 | DP 41863 | LOT 5536 | LR 3158/332 | PART RESERVE 19145 | 9115 | DP 41863 | LOT 5537 | LR 3158/333 | PART RESERVE 19145 | 9117 | DP 41863 | LOT 5537 | LR 3158/333 | PART RESERVE 19145 | 9118 | DP 41863 | LOT 5538 | LR 3158/334 | PART RESERVE 19145 | 9120 | DP 41863 | LOT 5538 | LR 3158/334 | PART RESERVE 19145 | 9121 | DP 41863 | LOT 5539 | LR 3158/335 | PART RESERVE 19145 | 9123 | DP 41863 | LOT 5539 | LR 3158/335 | PART RESERVE 19145 |
|---|-------------------------------------|-------------------|---|--------------------------|--------------|----------------|----------------|-------------------|------------------|--------------------|-------------|------------|-------------|-------------|----------------|------------|--|--|----------|------|------------|----------------|-------------------------|------|--|------|--|---------------|------------|---------------|--|---------------------------------|----|-------------------|------|------|---------------------|---------|--------------|-------|-----------|-----|-----------|-------|-------------------------------------|-----------|------------------|--|----------------|--------------------|-------------------|-----------------|--------------------------|------|----------|----------|-------------|--------------------|------|----------|----------|-------------|--------------------|------|----------|----------|-------------|--------------------|------|----------|----------|-------------|--------------------|------|----------|----------|-------------|--------------------|------|----------|----------|-------------|--------------------|------|----------|----------|-------------|--------------------|------|----------|----------|-------------|--------------------|
| Tenure Type | Crown | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Type | Deposited Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Purpose | SUBDIVISION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Locality | SOUTH PLANTATIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Local Government | SHIRE OF CARNARVON | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| File Number | 00854-1996 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Case Number | JOB: 113659 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lodgement Date | 08/11/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S.F. 08/11/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Examined | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject To | RESERVE ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Registrar of Titles | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inspector of Plans and Surveys / Authorised Land Officer | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Survey Method | Unsurveyed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Records | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Declared as Special Survey Area | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Licensed Surveyor | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | LANDGATE N. MARSZAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | MIDLAND 6056 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone | 9273 7373 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fax | 9273 7666 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email | graphic.services@landgate.wa.gov.au | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference | HPRM: 00871-2020 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Lot / Land | Parent Plan Number | Parent Lot Number | Title Reference | Subject Land Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9112 | DP 41863 | LOT 5536 | LR 3158/332 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9114 | DP 41863 | LOT 5536 | LR 3158/332 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9115 | DP 41863 | LOT 5537 | LR 3158/333 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9117 | DP 41863 | LOT 5537 | LR 3158/333 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9118 | DP 41863 | LOT 5538 | LR 3158/334 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9120 | DP 41863 | LOT 5538 | LR 3158/334 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9121 | DP 41863 | LOT 5539 | LR 3158/335 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9123 | DP 41863 | LOT 5539 | LR 3158/335 | PART RESERVE 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">SHEET</td> <td style="width: 25%;">SHEETS</td> <td style="width: 25%;">VERSION NUMBER</td> <td style="width: 25%;">DEPOSITED PLAN</td> </tr> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">OF 3</td> <td style="text-align: center;">1</td> <td style="text-align: center; font-size: 24pt;">418941</td> </tr> </table> | SHEET | SHEETS | VERSION NUMBER | DEPOSITED PLAN | 1 | OF 3 | 1 | 418941 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SHEET | SHEETS | VERSION NUMBER | DEPOSITED PLAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | OF 3 | 1 | 418941 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |









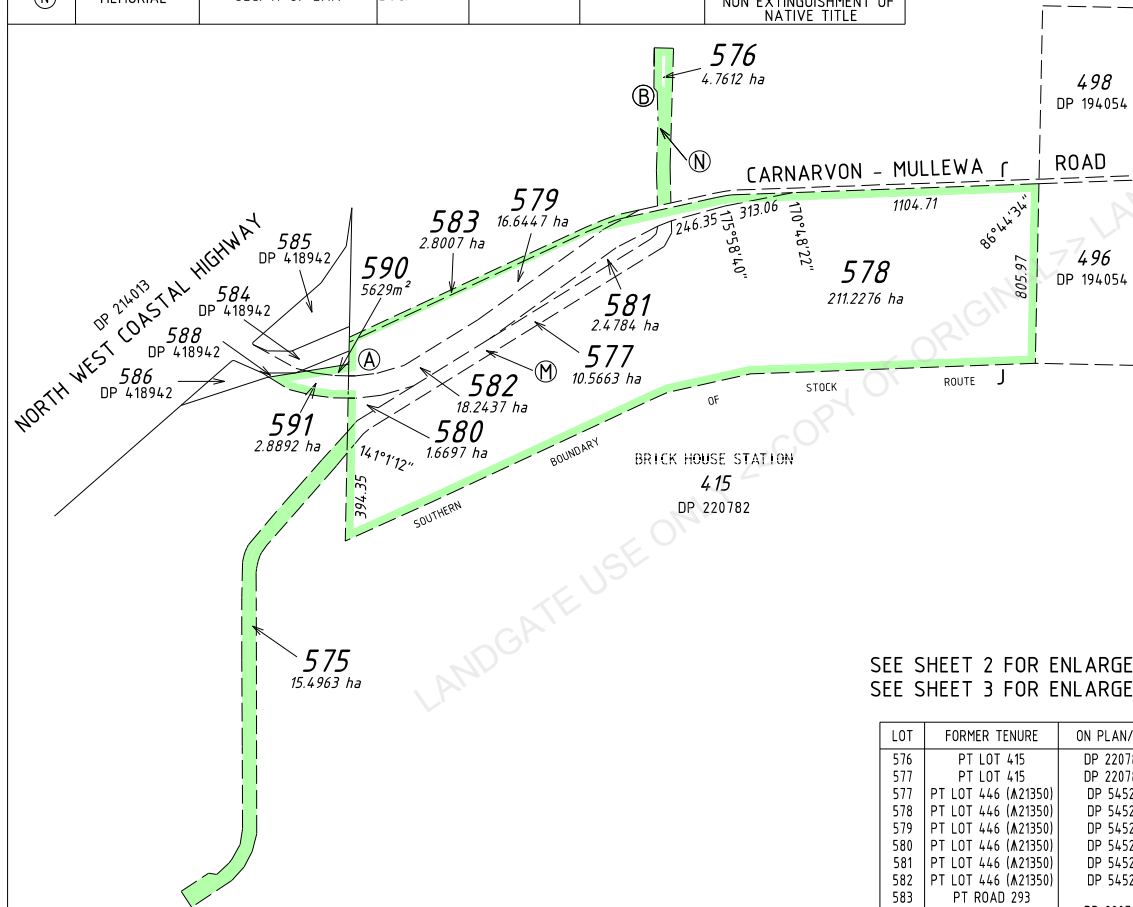
HELD BY LANDGATE
IN DIGITAL FORM ONLY

| VER | AMENDMENT | AUTHORISED BY | DATE |
|-----|--|---------------|----------|
| 2 | IOFD UPDATED ADDITIONAL CHANGES REQUESTED BY DPLH | | 17/8/22 |
| 3 | INTERESTS & NOTIFICATIONS TABLE, BOUNDARIES OF LOTS 575 & 577 | DPLH | 02/05/23 |

The residue land comprised in Certificate of Crown Land Title LR 3061/13 being for Lot 415 on DP220782 is not shown on this plan pursuant to an exemption granted under Regulation 5(6) of the Transfer of Land (Surveys) Regulations, 1995. (Approval ID 5-2020 dated 28 May 2020; Landgate file 02401-2010/03)

INTERESTS AND NOTIFICATIONS

| SUBJECT | PURPOSE | STATUTORY REFERENCE | ORIGIN | LAND BURDEN | BENEFIT TO | COMMENTS |
|---------|----------|---------------------|--------|-------------|------------|------------------------------------|
| (M) | MEMORIAL | SEC. 17 OF LAA | DOC. | LOT 577 | | NON EXTINGUISHMENT OF NATIVE TITLE |
| (N) | MEMORIAL | SEC. 17 OF LAA | DOC. | LOT 576 | | NON EXTINGUISHMENT OF NATIVE TITLE |



SEE SHEET 2 FOR ENLARGEMENT (A)
SEE SHEET 3 FOR ENLARGEMENTS (B) & (C)

| LOT | FORMER TENURE | ON PLAN/DIA | TITLE |
|-----|---------------------|-------------|-------------|
| 576 | PT LOT 415 | DP 220782 | LR 3061/13 |
| 577 | PT LOT 415 | DP 220782 | LR 3061/13 |
| 578 | PT LOT 446 (A21350) | DP 54526 | LR 3151/576 |
| 579 | PT LOT 446 (A21350) | DP 54526 | LR 3151/576 |
| 580 | PT LOT 446 (A21350) | DP 54526 | LR 3151/576 |
| 581 | PT LOT 446 (A21350) | DP 54526 | LR 3151/576 |
| 582 | PT LOT 446 (A21350) | DP 54526 | LR 3151/576 |
| 583 | PT ROAD 293 | DP 220782 | LR 3061/13 |
| 590 | PT LOT 415 | DP 220782 | LR 3061/13 |
| 591 | PT LOT 415 | DP 220782 | LR 3061/13 |

| | |
|-----------------|------------------------|
| TYPE | CROWN |
| PURPOSE | SUBDIVISION |
| PLAN OF | LOTS 576-583 & 590-591 |
| DISTRICT | GASCOYNE |
| TOWNSITE | - |
| TRIM FILE | 01800-2020 |
| LOCAL AUTHORITY | SHIRE OF CARNARVON |
| LOCALITY | INGGARDA |

HELD BY LANDGATE
IN DIGITAL FORM ONLY

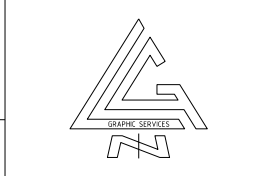
| | |
|--|------------------------|
| REFERENCE DPLH FILE: 00854-1996 JOB: 113659 S.I.P. S0255G4904 Quobba (250) | INDEX SEE SMARTPLAN |
|--|------------------------|

SCALE @A3:
ALL DISTANCES ARE IN METRES
1:20000

SUBJECT TO SURVEY
NOT FOR ALIENATION PURPOSES

| | | |
|----------------------------|--|---|
| LODGED DATE: 23/03/2021 | TYPE OF VALIDATION FULL AUDIT. MS 23/03/2021 | SURVEY FIRM LANDGATE - B DALEY & F FANG DATE 23-12-2020 |
|----------------------------|--|---|

| | |
|-------------------|--------------------------------------|
| FEE PAID N/A | LEGAL COMPONENT CERTIFIED CORRECT |
| ASSESS No. N/A | Lead Consultant Graphic Services |

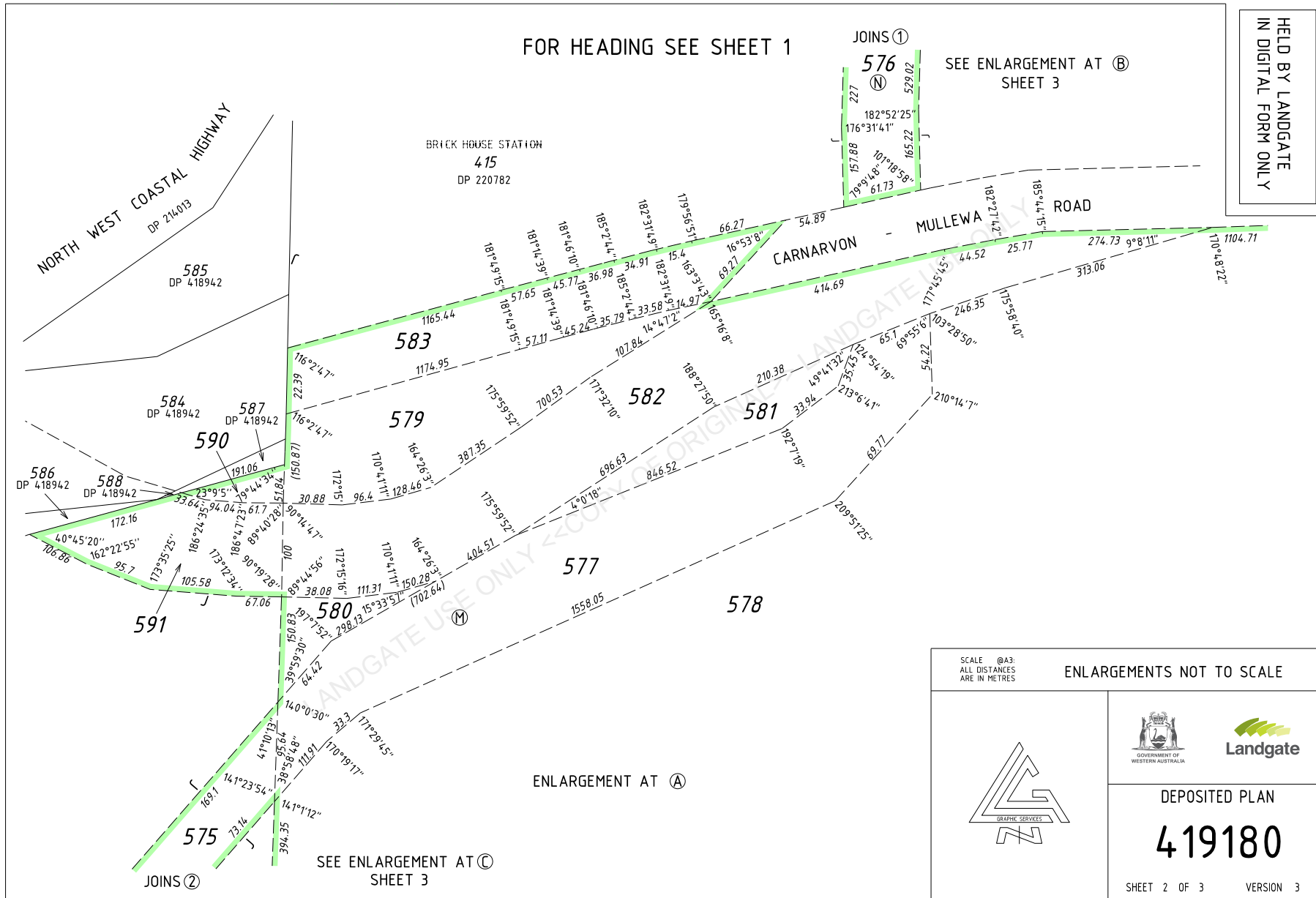


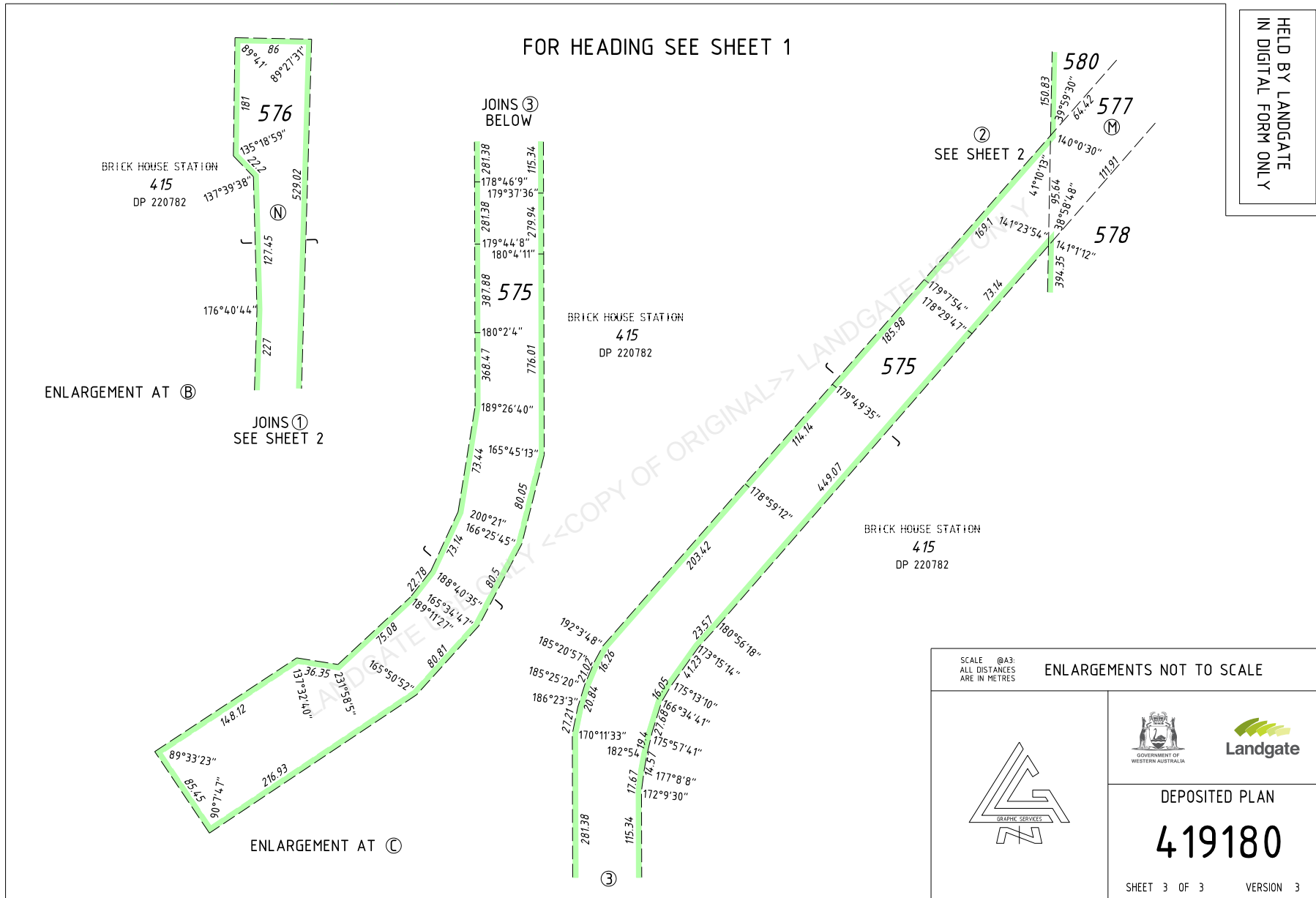
IN ORDER FOR DEALINGS
SUBJECT TO APPROVAL OF DP418942
RESERVE ACTION
LEASE ACTION
MEMORIAL

FOR APPROVED LAND OFFICER DATE
APPROVED



DEPOSITED PLAN
419180





Plan Information

| | |
|--------------|----------------|
| Tenure Type | Crown |
| Plan Type | Deposited Plan |
| Plan Purpose | Subdivision |

Plan Heading

LOTS 500-505 & 510
ROAD (LOT 506)
DEDICATED ROAD (LOT 507)

Locality and Local Government

| | |
|------------------|------------------------|
| Locality | INGGARDA & BROWN RANGE |
| Local Government | SHIRE OF CARMARVON |

Department of Planning, Lands and Heritage

| | |
|-------------|------------|
| File Number | 00854-1996 |
|-------------|------------|

Examination

| | |
|----------|------------|
| R.LIST | 12-12-2022 |
| Examined | Date |


Planning Approval

| | |
|--------------------|--------|
| Planning Authority | Exempt |
| Reference | n/a |

| | |
|------------------------------------|------|
| Delegated under S. 16 P&D Act 2005 | Date |
|------------------------------------|------|

In Order For Dealings

| | |
|------------|---|
| Subject To | Road Closure Dedication Action Reserve Action Memorial |
|------------|---|

| | |
|---|------------|
|  | 12-12-2022 |
| For Inspector of Plans and Surveys | Date |

Plan Approved

| | |
|--|------|
| Inspector of Plans and Surveys / Authorised Land Officer | Date |
|--|------|

Survey Details

| | |
|---------------------------------|--------|
| Field Records | 153638 |
| Declared as Special Survey Area | No |

Survey Certificate - Regulation 54

I, LEIGH HERBERT COAKER
herby certify that this plan is accurate and is a correct representation of the -
(a) survey; and
(b) calculations from measurements recorded in the field records,
undertaken for the purposes of this plan and that it complies with the relevant
written law(s) in relation to which it is lodged.

 Leigh Coaker
2022.12.08 09:59:16 +08'00'

| | |
|-------------------|------|
| Licensed Surveyor | Date |
|-------------------|------|

Survey Organisation

| | |
|-----------|--------------------------|
| Name | HILLE, THOMPSON & DELFOS |
| Address | GERALDTON 6530 |
| Phone | 08 99213111 |
| Fax | 08 99218072 |
| Email | htdsurveys@htds.com.au |
| Reference | 289-21-2027 |

Former Tenure

| New Lot / Land | Parent Plan Number | Parent Lot Number | Title Reference | Subject Land Description |
|----------------|--|------------------------------------|----------------------------|--------------------------|
| 500 | PT LOT 300 | DP 45888 | LR 3159-863 | |
| 501 | PT LOT 356 INSET (PT LOT 508) | DP 183744 THIS PLAN | LR 3149-942 | |
| 502 | PT LOT 356 INSET (PT LOT 508) PT LOT 300 | DP 183744 THIS PLAN DP 45888 | LR 3149-942 LR 3159-863 | |
| 503 | PT LOT 300 INSET (LOT 509) | DP 45888 THIS PLAN | LR 3159-863 | |
| 504 | PT LOT 300 | DP 45888 | LR 3159-863 | |
| 505 | PT LOT 300 | DP 45888 | LR 3159-863 | |
| 506 | PT LOT 300 | DP 45888 | LR 3159-863 | |
| 507 | PT LOT 595 | DP 219370 | LR 3159-865 | Bush Bay Road |
| 510 | PT LOT 300 | DP 45888 | LR 3159-863 | |

Amendments

| Version | Lodgement Type | Amendment Description | Authorised By | Date |
|---------|----------------|-------------------------------------|---------------|-----------|
| 2 | Replacement | Plan Examination Requirements | L. Coaker | 24/5/2022 |
| 3 | Replacement | Add Lot 510 & Memorial | DPLH | 27/10/22 |
| 4 | Replacement | Plan Examination Requirements (CSD) | L. Coaker | 8/12/22 |

New Notifications and Memorials

| Subject | Purpose | Statutory Reference | Origin | Land Burdened | Benefit To | Comments |
|-----------|----------|---------------------|--------|----------------|------------|------------------------------------|
| 500 & 510 | MEMORIAL | SEC. 17 OF THE LAA | DOC. | LOTS 500 & 510 | | NON EXTINGUISHMENT OF NATIVE TITLE |

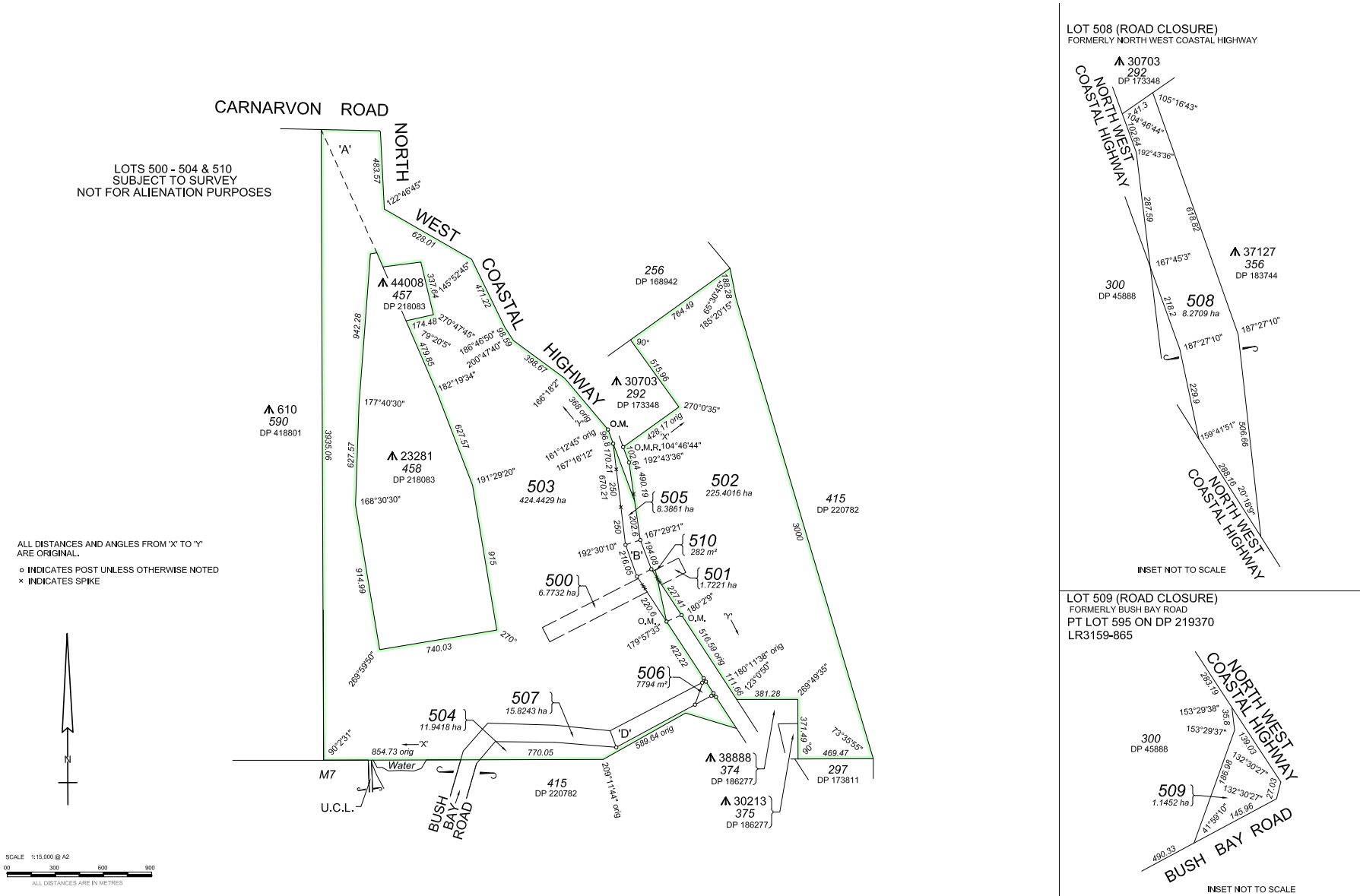


ADDITIONAL SHEETS
ENDORSEMENT SHEET

SHEET 1 OF 4 SHEETS

VERSION NUMBER
4

DEPOSITED PLAN
420949



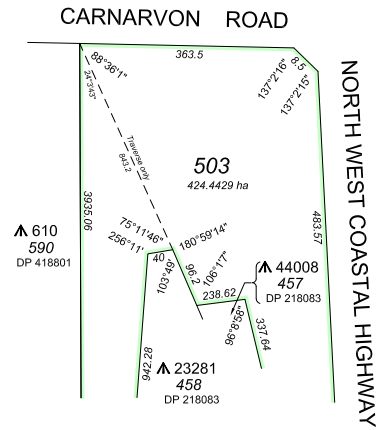
ADDITIONAL SHEETS
ENDORSEMENT SHEET

SHEET 2 OF 4 SHEETS

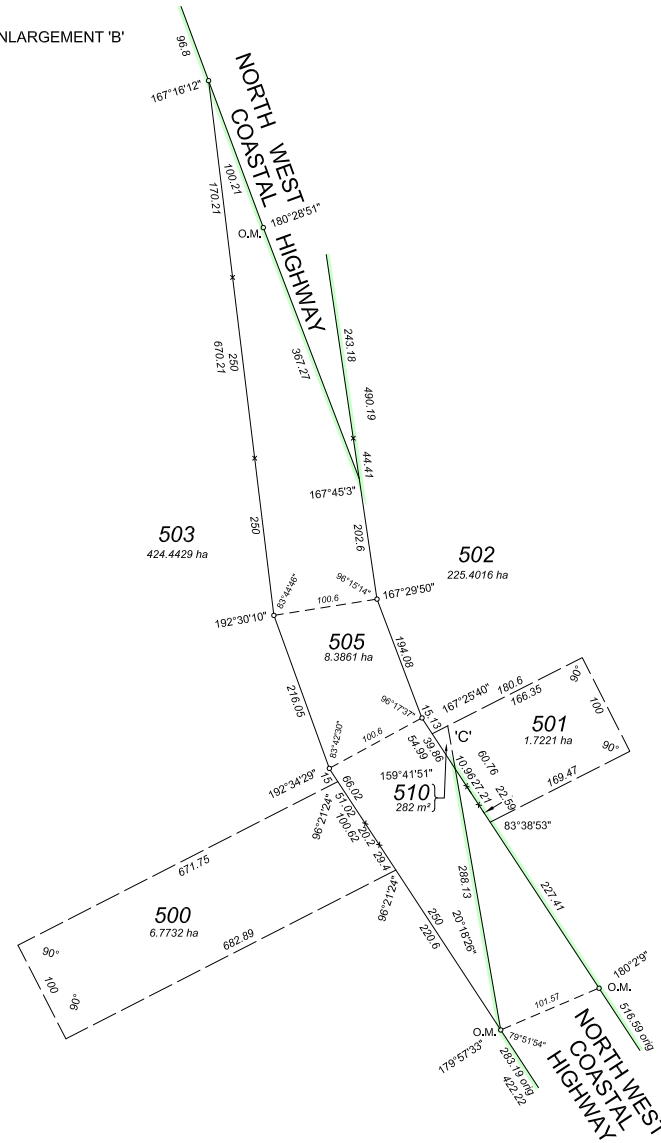
VERSION NUMBER 4

DEPOSITED PLAN
420949

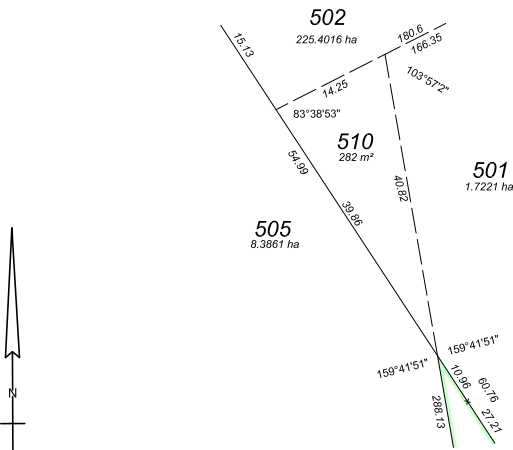
ENLARGEMENT 'A'



ENLARGEMENT 'B'



ENLARGEMENT 'C'



ALL DISTANCES AND ANGLES FROM 'X' TO 'Y' ARE ORIGINAL.

- INDICATES POST UNLESS OTHERWISE NOTED
- × INDICATES SPIKE



ADDITIONAL SHEETS
ENDORSEMENT SHEET

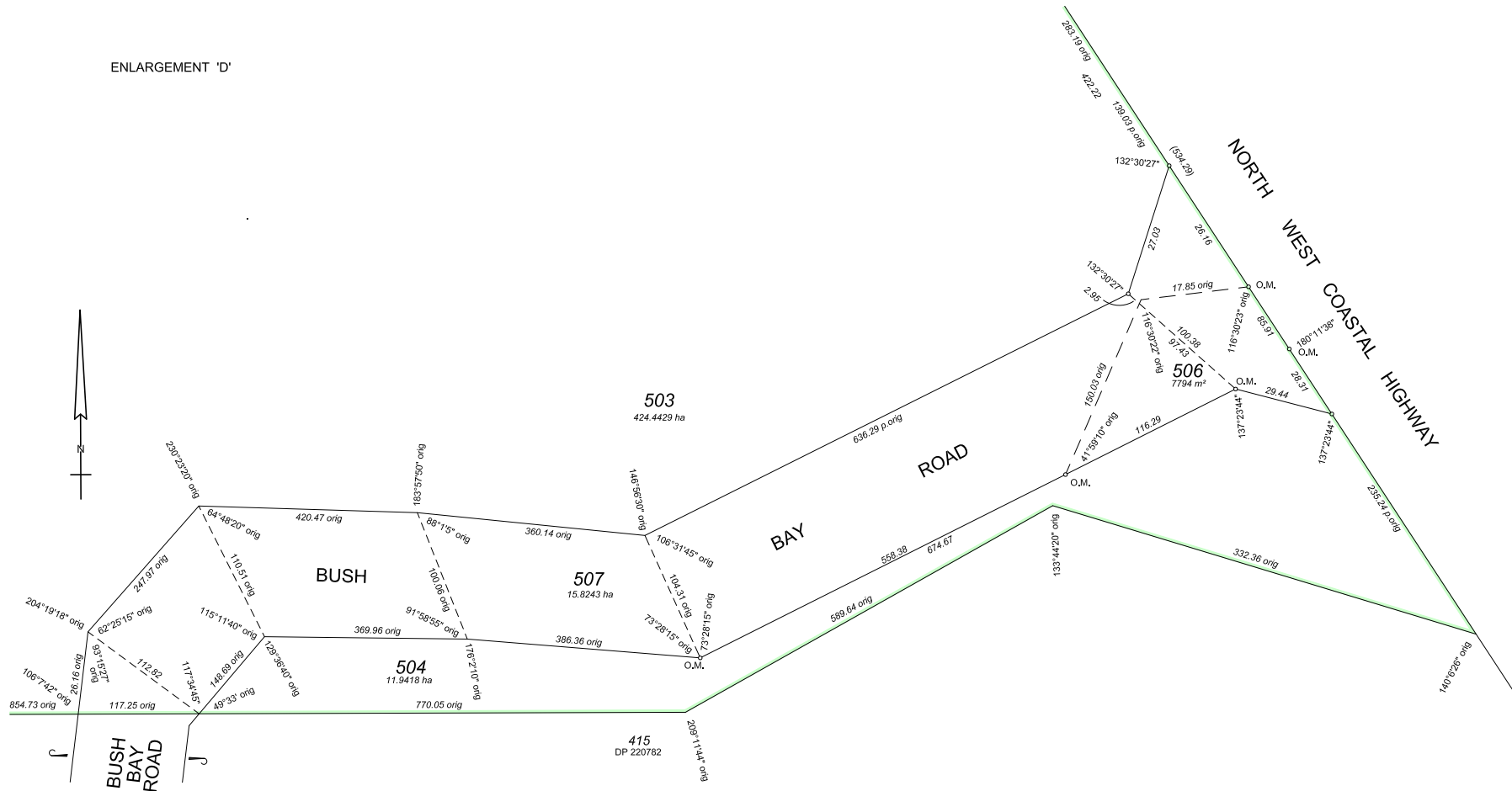
SHEET 3 OF 4

SHEETS 4

VERSION NUMBER 4

DEPOSITED PLAN
420949

ENLARGEMENT 'D'



ALL DISTANCES AND ANGLES FROM 'X' TO 'Y'
ARE ORIGINAL.

- INDICATES POST UNLESS OTHERWISE NOTED
- × INDICATES SPIKE








ADDITIONAL SHEETS
ENDORSEMENT SHEET

SHEET 4 OF 4

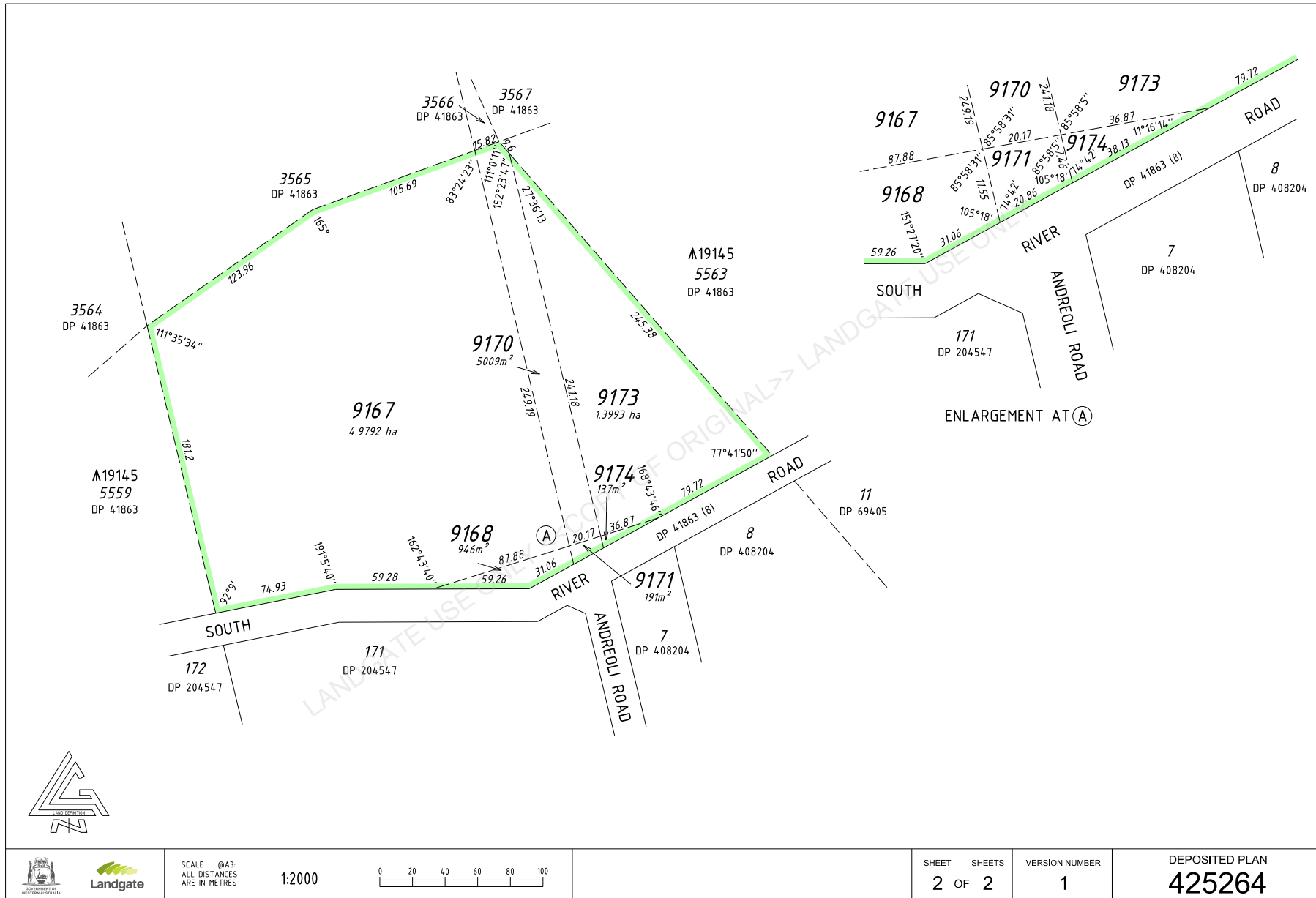
SHEETS 4

VERSION NUMBER 4

DEPOSITED PLAN
420949

| <p>Plan Information</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Tenure Type</td><td>Crown</td></tr> <tr><td>Plan Type</td><td>Deposited Plan</td></tr> <tr><td>Plan Purpose</td><td>SUBDIVISION</td></tr> </table> <p>Plan Heading</p> <p>LOTS 9167, 9168, 9170, 9171, 9173 & 9174</p> <p>Locality & Local Government</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Locality</td><td>SOUTH PLANTATIONS</td></tr> <tr><td>Local Government</td><td>SHIRE OF CARNARVON</td></tr> </table> <p>Department of Planning, Lands and Heritage</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>File Number</td><td>00854-1996</td></tr> <tr><td>Case Number</td><td>JOB: 113659</td></tr> </table> <p>Lodgement and Examination</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Lodgement Date</td><td>08/11/2022</td></tr> <tr><td colspan="2" style="text-align: center;">S.F. 08/11/2022</td></tr> <tr><td>Examined</td><td>Date</td></tr> </table> <p>Planning Approval</p> <p>EXEMPT</p> <p>In Order For Dealings</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Subject To</td><td>RESERVE ACTION</td></tr> <tr><td colspan="2" style="text-align: center;">  08/11/2022 </td></tr> <tr><td>For Registrar of Titles</td><td>Date</td></tr> </table> <p>Plan Approved</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Inspector of Plans and Surveys / Authorised Land Officer</td><td>Date</td></tr> </table> | Tenure Type | Crown | Plan Type | Deposited Plan | Plan Purpose | SUBDIVISION | Locality | SOUTH PLANTATIONS | Local Government | SHIRE OF CARNARVON | File Number | 00854-1996 | Case Number | JOB: 113659 | Lodgement Date | 08/11/2022 | S.F. 08/11/2022 | | Examined | Date | Subject To | RESERVE ACTION |  08/11/2022 | | For Registrar of Titles | Date | Inspector of Plans and Surveys / Authorised Land Officer | Date | <p>Survey Details</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Survey Method</td><td>Unsurveyed</td></tr> <tr><td>Field Records</td><td></td></tr> <tr><td>Declared as Special Survey Area</td><td>No</td></tr> </table> <p>Survey and Plan Notation</p> <p>SUBJECT TO SURVEY NOT FOR ALIENATION PURPOSES</p> <p>Survey Certificate - Regulation 54</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Licensed Surveyor</td><td>Date</td></tr> </table> <p>Survey Organisation</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Name</td><td>LANDGATE N. MARSZAL</td></tr> <tr><td>Address</td><td>MIDLAND 6056</td></tr> <tr><td>Phone</td><td>9273 7373</td></tr> <tr><td>Fax</td><td>9273 7666</td></tr> <tr><td>Email</td><td>graphic.services@landgate.wa.gov.au</td></tr> <tr><td>Reference</td><td>HPRM: 06000-2022</td></tr> </table> | Survey Method | Unsurveyed | Field Records | | Declared as Special Survey Area | No | Licensed Surveyor | Date | Name | LANDGATE N. MARSZAL | Address | MIDLAND 6056 | Phone | 9273 7373 | Fax | 9273 7666 | Email | graphic.services@landgate.wa.gov.au | Reference | HPRM: 06000-2022 | <p>Former Tenure</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>New Lot / Land</th> <th>Parent Plan Number</th> <th>Parent Lot Number</th> <th>Title Reference</th> <th>Subject Land Description</th> </tr> </thead> <tbody> <tr><td>9167</td><td>DP 41863</td><td>5560</td><td>LR 3158/356</td><td>Part Reserve 19145</td></tr> <tr><td>9168</td><td>DP 41863</td><td>5560</td><td>LR 3158/356</td><td>Part Reserve 19145</td></tr> <tr><td>9170</td><td>DP 41863</td><td>5561</td><td>LR 3158/357</td><td>Part Reserve 19145</td></tr> <tr><td>9171</td><td>DP 41863</td><td>5561</td><td>LR 3158/357</td><td>Part Reserve 19145</td></tr> <tr><td>9173</td><td>DP 41863</td><td>5562</td><td>LR 3158/358</td><td>Part Reserve 19145</td></tr> <tr><td>9174</td><td>DP 41863</td><td>5562</td><td>LR 3158/358</td><td>Part Reserve 19145</td></tr> </tbody> </table> | New Lot / Land | Parent Plan Number | Parent Lot Number | Title Reference | Subject Land Description | 9167 | DP 41863 | 5560 | LR 3158/356 | Part Reserve 19145 | 9168 | DP 41863 | 5560 | LR 3158/356 | Part Reserve 19145 | 9170 | DP 41863 | 5561 | LR 3158/357 | Part Reserve 19145 | 9171 | DP 41863 | 5561 | LR 3158/357 | Part Reserve 19145 | 9173 | DP 41863 | 5562 | LR 3158/358 | Part Reserve 19145 | 9174 | DP 41863 | 5562 | LR 3158/358 | Part Reserve 19145 |
|--|---|-------------------|-----------------|--------------------------|----------------|-------------|----------|-------------------|------------------|--------------------|-------------|------------|-------------|-------------|----------------|------------|-----------------|--|----------|------|------------|----------------|--|--|-------------------------|------|--|------|---|---------------|------------|---------------|--|---------------------------------|----|-------------------|------|------|---------------------|---------|--------------|-------|-----------|-----|-----------|-------|-------------------------------------|-----------|------------------|---|----------------|--------------------|-------------------|-----------------|--------------------------|------|----------|------|-------------|--------------------|------|----------|------|-------------|--------------------|------|----------|------|-------------|--------------------|------|----------|------|-------------|--------------------|------|----------|------|-------------|--------------------|------|----------|------|-------------|--------------------|
| Tenure Type | Crown | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Type | Deposited Plan | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Plan Purpose | SUBDIVISION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Locality | SOUTH PLANTATIONS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Local Government | SHIRE OF CARNARVON | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| File Number | 00854-1996 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Case Number | JOB: 113659 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lodgement Date | 08/11/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| S.F. 08/11/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Examined | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subject To | RESERVE ACTION | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  08/11/2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| For Registrar of Titles | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Inspector of Plans and Surveys / Authorised Land Officer | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Survey Method | Unsurveyed | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Records | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Declared as Special Survey Area | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Licensed Surveyor | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Name | LANDGATE N. MARSZAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Address | MIDLAND 6056 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Phone | 9273 7373 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Fax | 9273 7666 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Email | graphic.services@landgate.wa.gov.au | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Reference | HPRM: 06000-2022 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| New Lot / Land | Parent Plan Number | Parent Lot Number | Title Reference | Subject Land Description | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9167 | DP 41863 | 5560 | LR 3158/356 | Part Reserve 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9168 | DP 41863 | 5560 | LR 3158/356 | Part Reserve 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9170 | DP 41863 | 5561 | LR 3158/357 | Part Reserve 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9171 | DP 41863 | 5561 | LR 3158/357 | Part Reserve 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9173 | DP 41863 | 5562 | LR 3158/358 | Part Reserve 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9174 | DP 41863 | 5562 | LR 3158/358 | Part Reserve 19145 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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LANDGATE USE ONLY << COPY OF ORIGINAL >> LANDGATE USE ONLY





Shire of Carnarvon

Local Planning Scheme No. 13

Amendment No. 7

Summary of Amendment Details

1. Rezone Lot 12 North West Coastal Highway, Wooramel 'Rural'.
2. Within Schedule 4, No. 1 Delete "(a) Lot 12 North West Coastal Highway, Wooramel (Wooramel Roadhouse)" and replace with "(a) Lot 1 North West Coastal Highway, Wooramel (Wooramel Roadhouse)".
3. Within Schedule 4, No. 1 insert 'Hotel' within the Special Use Column.
4. Within Schedule 4, No.1 insert the following conditions:
 - "6. 'Hotel' use only applies to Lots 1 and 50 North West Coastal Highway (Roadhouses)
 7. 'Hotel' is considered to be an 'A' use pursuant to Part 3 of the Scheme.
 8. The local government may require the preparation of a local development plan (LDP) to co-ordinate development of the land. The LDP shall respond to and be consistent with the policy objectives and general and roadhouse specific policy measures identified in Development Control Policy 1.10 Freeway service centres and roadhouses, including signage."
5. Update the scheme maps accordingly.

Planning and Development Act 2005**RESOLUTION TO PREPARE AMENDMENT
TO LOCAL PLANNING SCHEME****Shire of Carnarvon
Amendment Number 7**

Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Rezone Lot 12 North West Coastal Highway, Wooramel 'Rural'.
2. Within Schedule 4, No. 1 Delete "(a) Lot 12 North West Coastal Highway, Wooramel (Wooramel Roadhouse)" and replace with "(a) Lot 1 North West Coastal Highway, Wooramel (Wooramel Roadhouse)".
3. Within Schedule 4, No. 1 insert 'Hotel' within the Special Use Column.
4. Within Schedule 4, No.1 insert the following conditions:
 - "6. 'Hotel' use only applies to Lots 1 and 50 North West Coastal Highway (Roadhouses)
 7. 'Hotel' is considered to be an 'A' use pursuant to Part 3 of the Scheme.
 8. The local government may require the preparation of a local development plan (LDP) to co-ordinate development of the land. The LDP shall respond to and be consistent with the policy objectives and general and roadhouse specific policy measures identified in Development Control Policy 1.10 Freeway service centres and roadhouses, including signage."
5. Update the scheme maps accordingly.

The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):

- (i) The amendment will have minimal impact on land within the scheme area, being confined to only 2 sites within the scheme area.
- (ii) The amendment will not result in any significant environmental, social, economic or governance impacts on land in the scheme area.
- (iii) The amendment is consistent with the Shire's Local Planning Strategy in that:
 - a. The Strategy identifies a lack of hotel land uses, with less than 30% of accommodation options being hotels; and

- b. The Strategy identifies the need to support the development and growth of local businesses and brands through appropriately zoned land.

Dated this 28th day of November 2023

(Chief Executive Officer)

1.0 INTRODUCTION

On 3 November 2020 the Shire of Carnarvon Local Planning Scheme No. 13 (LPS 13) was published in the Government Gazette and came into operation. LPS 13 incorporates the Scheme text and Scheme maps. It controls and guides development and growth within the Shire of Carnarvon.

The proposed amendment has come about following a request from the operator of the Minilya Bridge Roadhouse to obtain a Hotel Licence under the Liquor Control Act 1988. The intent of this is to be able to sell liquor to lodgers and sell take away liquor.

Lodgers are already able to stay at the Roadhouses, as short-term accommodation forms part of the Roadhouse definition – however they cannot purchase alcohol unless the premises is licensed as a hotel.

Under LPS 13 the subject land is zoned Special Use Zone 1 which only allows for a Roadhouse land use; Hotel is not a permitted use.

It is intended that the ability to serve liquor will only apply to roadhouses outside of the Carnarvon Townsite (namely the Minilya Bridge and Wooramel Roadhouses).

2.0 BACKGROUND

The intent and scope of the proposed changes are as follows:

- Modifying Schedule 4 by inserting the 'Hotel' use, correction of the property description in relation to the Wooramel roadhouse, inserting new conditions specific to the 'Hotel' use for the two road houses and renumber the conditions accordingly.

The ability of roadhouses to sell liquor is not unlike other roadhouses in the region, with the Planning Schemes of the Shires of Shark Bay, Ashburton and the City of Karratha allowing for service stations/roadhouse sites to sell liquor in some capacity.

Adding 'Hotel' to the list of special uses in Schedule 4 will not automatically allow roadhouses to sell liquor. They will first need to apply to the Shire for development approval (planning application) to support the additional Hotel use. A liquor license will then need to be obtained from Racing, Gaming and Liquor (Under the Department of Local Government, Sport, and Cultural Industries).

This amendment allows for the operators to begin that process if they wish.

3.0 LOCAL PLANNING CONTEXT

3.1 Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015

The Planning and Development Act 2005 ('P&D Act'), and the Regulations set the procedure to amend a local planning scheme.

3.2 Shire of Carnarvon Local Planning Strategy

The Shire’s Local Planning Strategy identifies a lack of accommodation options that fall within the definition of ‘Hotel’, noting that less than 30% of accommodation stock can comfortably fit within the category.

Allowing for diverse land uses is recognised as a potential opportunity in the strategy, with the document noting *‘It is important that a business environment is fostered that encourages and facilitates investment and local employment opportunities. A diverse/broad economic base should be viewed as a strength’*.

3.3 Shire of Carnarvon Local Planning Scheme No. 13

The Shire of Carnarvon Local Planning Scheme No. 13 (LPS 13) was gazetted on 3 November 2020.

The affected sites fall within Special Use 1 (as prescribed in Schedule 4) which stipulates the following:

| No. | Description of Land | Special Use | Conditions |
|-----|---|-------------|--|
| 1 | (a) Lot 12 North West Coastal Highway, Wooramel (Wooramel Roadhouse) (b) Lot 50 (No 13000) North West Coastal Highway, Minilya (Minilya Bridge Roadhouse) (c) Lot 1 (No 1122) and Lot 2 (No 1134) North West Coastal Highway, Brown Range (BP OPT) (d) Lot 8 (No 1014) North West Coastal Highway, Brown Range (Shell) (e) Lot 1 (No 595) Robinson Street, Kingsford (Caltex Star Mart) | Roadhouse | <p>1. All facilities and services that form part of the definition for ‘Roadhouse’ are considered to be discretionary uses by the Scheme. All other uses are not permitted by this Scheme.</p> <p>2. The local government may require the preparation of a local development plan (LDP) to co-ordinate development of the land. The LDP shall respond to and be consistent with the policy objectives and general and roadhouse specific policy measures identified in Development Control Policy 1.10 Freeway service centres and roadhouses, including signage.</p> <p>3. Where development standards are not prescribed in a LDP prepared and approved under Part 6 of the deemed provisions, the general development standards of the Scheme shall apply.</p> <p>4. The local government may require the applicant to advertise an application for development approval in accordance with Clause 64 of the deemed provisions.</p> <p>5. When considering a development application, the local government shall have due regard to the policy objectives and the general and roadhouse specific policy measures identified in Development Control Policy 1.10 Freeway service centres and roadhouses, including signage.</p> |

Roadhouse is defined under the Scheme as:

Roadhouse means premises that has direct access to a State Road other than a freeway and which provides all or some of the following services or facilities but does not provide bulk fuel services —

- (a) service station facilities;
- (b) emergency breakdown and a full range of automotive repair services;
- (c) charging points for electric vehicles;
- (d) facilities for cyclists;
- (e) restaurant or café, excluding the sale or consumption of alcohol under the Liquor Control Act 1988;
- (f) take-away food retailing, without a drive-through facility;
- (g) public ablution facilities, including provision for truckers, disabled access and infant changing rooms;
- (h) parking for passenger and freight vehicles;
- (i) outdoor rest stop facilities such as picnic tables and shade areas;
- (j) dump points for the disposal of black and/or grey water from recreational vehicles;
- (k) wrecking, panel beating and spray-painting services;
- (l) transport depot facilities;
- (m) short-term accommodation for guests; and
- (n) facilities for being a muster point in response to accidents, natural disasters, and other emergencies;

The above definition excludes the service or consumption of alcohol under the Liquor Control Act and does not provide operators to obtain Hotel License under that Act. Hotel is defined by the scheme as:

‘Hotel’ means premises the subject of a hotel licence other than a small bar or tavern licence granted under the Liquor Control Act 1988 including any betting agency on the premises.

3.4 WAPC Development Control Policy 1.10 – Freeway Service Centres and Roadhouses

The WAPC’s Development Control Policy 1.10 provides guidance and standards for the development of roadhouses within the State.

Importantly, the policy differentiates between *Freeway Service Centres* (FSC) and *Roadhouses*. The policy specifies that FSCs are excluded from the sale or consumption of alcohol. No such restriction is placed on the standards for Roadhouses, meaning that the policy allows for operators to obtain licensing.

The policy makes no other mention to liquor licensing. As such, this proposal is not counter to the state planning framework as it pertains to roadhouse standards.

4.0 PROPOSAL

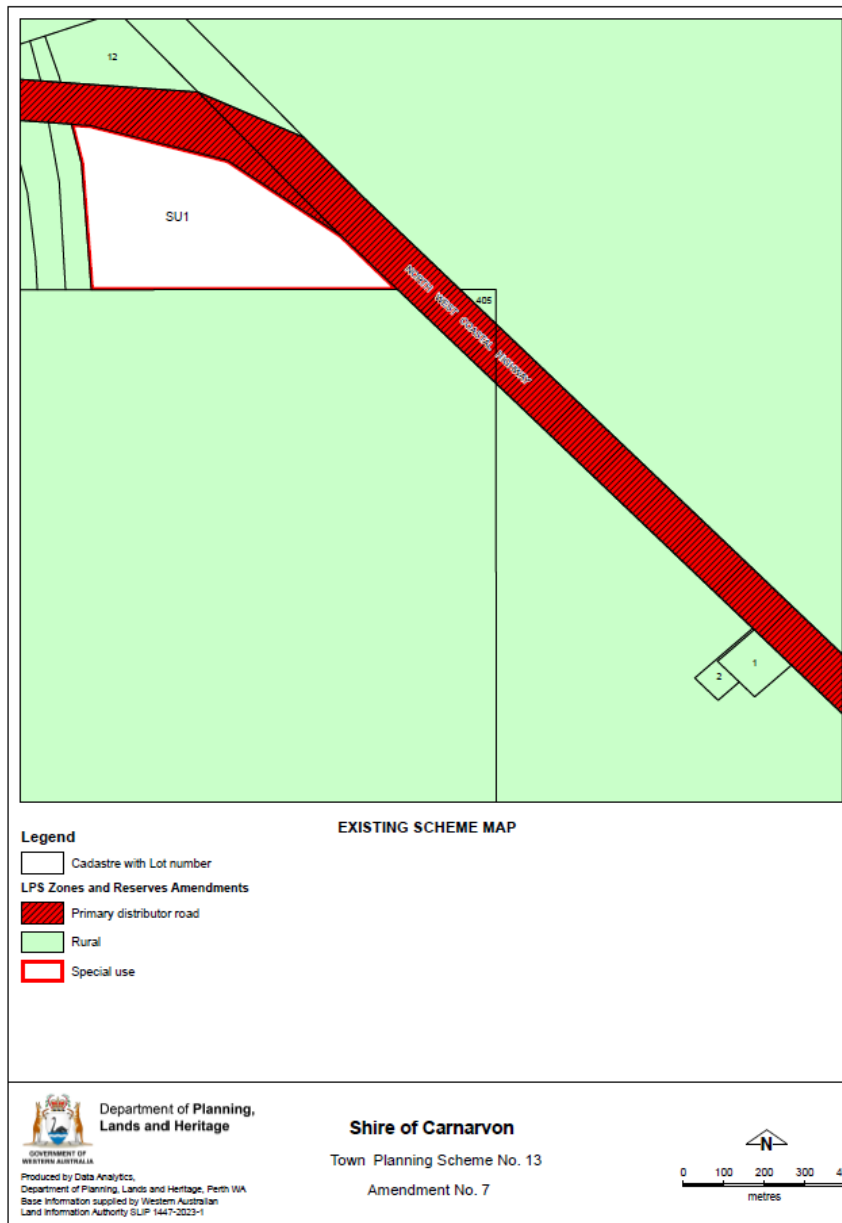
It is proposed that Schedule 4 of the Scheme be amended to read:

| No. | Description of Land | Special Use | Conditions |
|-----|---------------------------------------|-------------|--|
| 1 | (a) Lot 1 North West Coastal Highway, | Roadhouse | 1. All facilities and services that form part of the definition for ‘Roadhouse’ are considered to be |

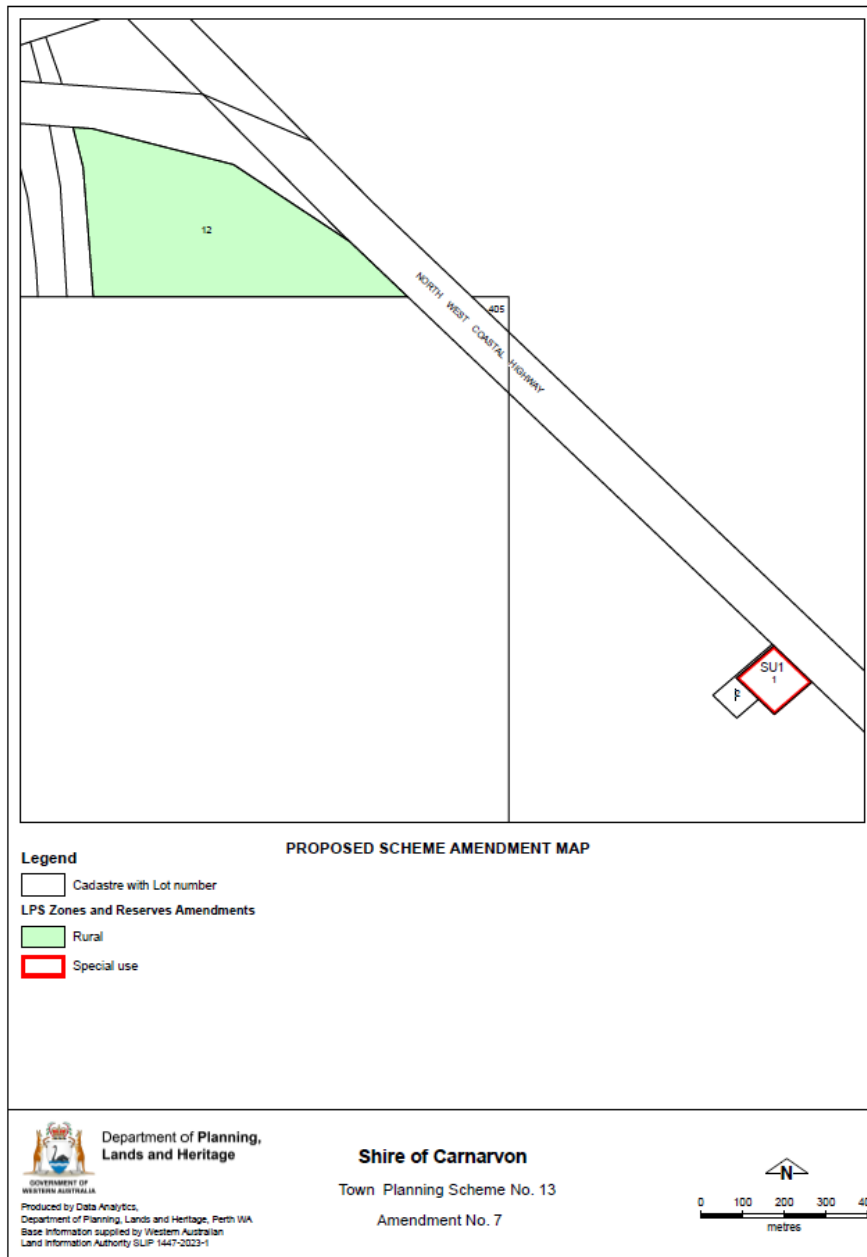
| | | | |
|--|--|--------------|---|
| | <p>Wooramel (Wooramel Roadhouse)</p> <p>(b) Lot 50 (No 13000) North West Coastal Highway, Minilya Bridge Roadhouse)</p> <p>(c) Lot 1 (No 1122) and Lot 2 (No 1134) North West Coastal Highway, Brown Range (BP OPT)</p> <p>(d) Lot 8 (No 1014) North West Coastal Highway, Brown Range (Shell)</p> <p>(e) Lot 1 (No 595) Robinson Street, Kingsford (Caltex Star Mart)</p> | <p>Hotel</p> | <p>discretionary uses by the Scheme. All other uses are not permitted by this Scheme.</p> <p>2. The local government may require the preparation of a local development plan (LDP) to co-ordinate development of the land. The LDP shall respond to and be consistent with the policy objectives and general and roadhouse specific policy measures identified in Development Control Policy 1.10 Freeway service centres and roadhouses, including signage.</p> <p>3. Where development standards are not prescribed in a LDP prepared and approved under Part 6 of the deemed provisions, the general development standards of the Scheme shall apply.</p> <p>4. The local government may require the applicant to advertise an application for development approval in accordance with Clause 64 of the deemed provisions.</p> <p>5. When considering a development application, the local government shall have due regard to the policy objectives and the general and roadhouse specific policy measures identified in Development Control Policy 1.10 Freeway service centres and roadhouses, including signage.</p> <p>6. 'Hotel' use only applies to Lots 1 and 50 North West Coastal Highway (Roadhouses)</p> <p>7. 'Hotel' is considered to be an 'A' use pursuant to Part 3 of the Scheme.</p> <p>8. The local government may require the preparation of a local development plan (LDP) to co-ordinate development of the land. The LDP shall respond to and be consistent with the policy objectives and general and roadhouse specific policy measures identified in Development Control Policy 1.10 Freeway service centres and roadhouses, including signage.</p> |
|--|--|--------------|---|

With the description of land relating to special use 1(a) corrected and new special use zone conditions inserted and renumbered accordingly.

It is further proposed to amend the scheme maps in the following way:



Existing Scheme Map



Proposed Scheme Map

5.0 Planning Justification

As it stands, the roadhouses are currently permitted to allow for lodgers or provide short term accommodation to guests - this is a listed use under the roadhouse definition. As such, the additional 'Hotel' land use will not result in these sites being able to accommodate travellers where they could not previously.

The 'Hotel' land use is listed as an 'A' use in all zones where it is permitted, meaning that the use is not permitted unless the Shire has used its discretion to grant development approval and the

application was advertised in accordance with clause 64 of the Planning and Development (Local Planning Scheme) Regulations 2015. In order to maintain consistency within the Scheme, it is proposed that the 'Hotel' land use remain as an 'A' use in Special Use Zone 1 (hence the insertion of condition 2).

The intent of the amendment is to allow for the roadhouses along North West Coastal Highway (namely Wooramel and Minilya Bridge) to serve liquor to lodgers and take away packaged liquor. The intent is not to have this service within the townsite – given the roadhouses in the townsite are all within proximity to existing liquor stores.

The ability to provide liquor will enable the roadhouses to further diversify their businesses and provide additional convenience to travellers.

The existing Special Use Zone 1 has been modified to allow the permissibility of the 'Hotel' land use for roadhouses outside of the Carnarvon Townsite only, as well as correcting the land description detail of the Wooramel roadhouse as it refers to a different parcel of land. Scheme Map No. 5 is also being amended to rectify the mapping error relating to the incorrect land description of the Wooramel roadhouse.

This proposal to allow for liquor service is not unlike other local governments in the region.

SHIRE OF SHARK BAY

The Overlander and Billabong roadhouses fall within their own special use zones under the Shire of Shark Bay's Local Planning Scheme 4 which list Restaurant/Café as possible uses. This land use definition allows for the service of liquor.

SHIRE OF ASHBURTON

The Shire's Local Planning Scheme 7 treats roadhouses as *Motor Vehicle Service Stations*. The definition allows for restaurants and cafes which specifically allow for the service of liquor under the scheme. The Nanutarra and Auski roadhouses are currently licenced to serve liquor to visitors.

SHIRE OF EAST PILBARRA

The Shire's Local Planning Scheme 7 allows for restaurant uses within Roadhouse sites. The restaurant definition stipulates that premises approved as restaurant may be licensed to serve liquor. The Pardoo Roadhouse is currently licensed and is able to serve liquor to visitors.

6.0 CONCLUSION

In allowing the roadhouses to obtain approval as a hotel, the Scheme will support further economic potential for the operators and allow them to diversify their business models. The proposed amendment does not automatically allow for the roadhouses to serve liquor; rather, it provides for them to seek development approval and subsequent liquor licenses. This is currently not a possibility under the current scheme.

Currently, the definition of roadhouse permits operators to offer short term accommodation on-site. Adding hotel to the list of permitted uses will not modify current lodging arrangements.

Modification to the Scheme Map No. 5 is also being proposed through this amendment, as well as correcting land description detail and administrative changes.

COUNCIL ADOPTION

This Standard Amendment was adopted by resolution of the Council of the Shire of Carnarvon at the Ordinary Meeting of the Council held on the 28th day of November 2023.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Carnarvon at the Ordinary Meeting of the Council held on the 28th day of November 2023, proceed to advertise this Amendment.

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

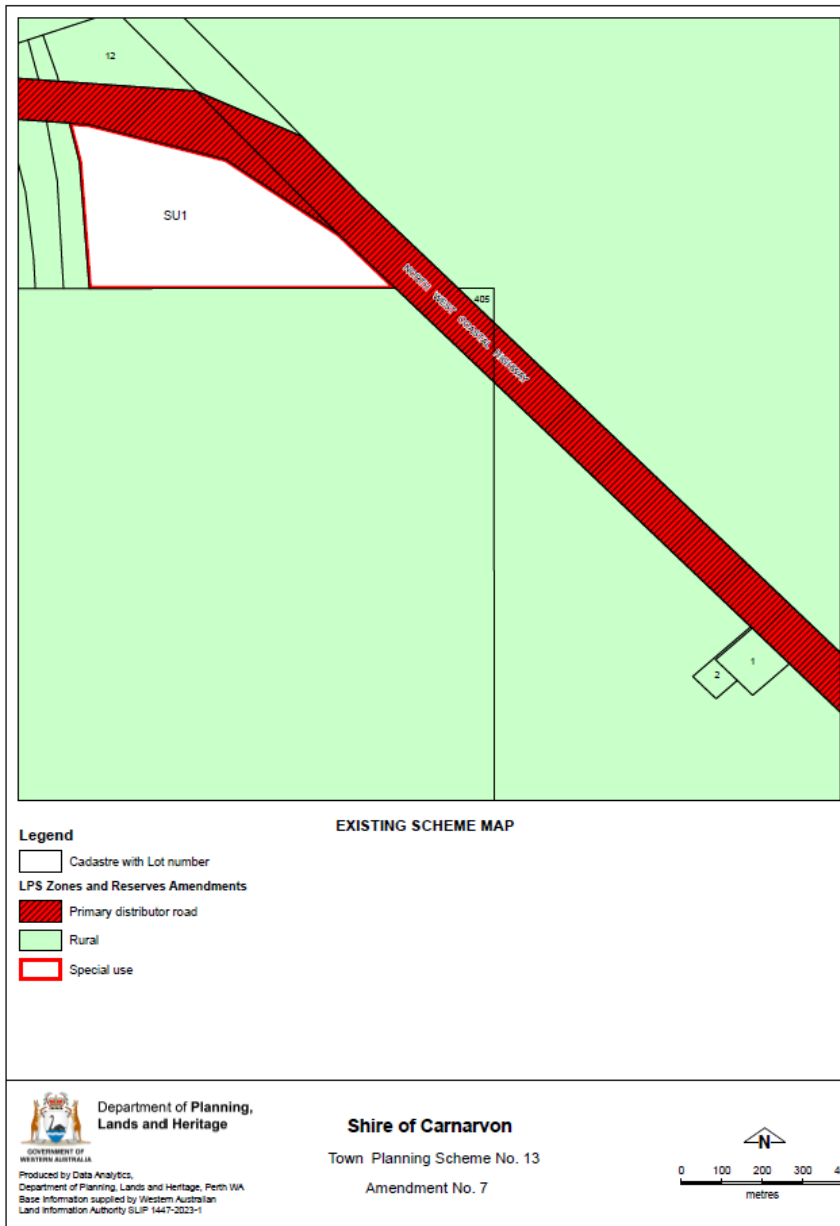
COUNCIL RECOMMENDATION

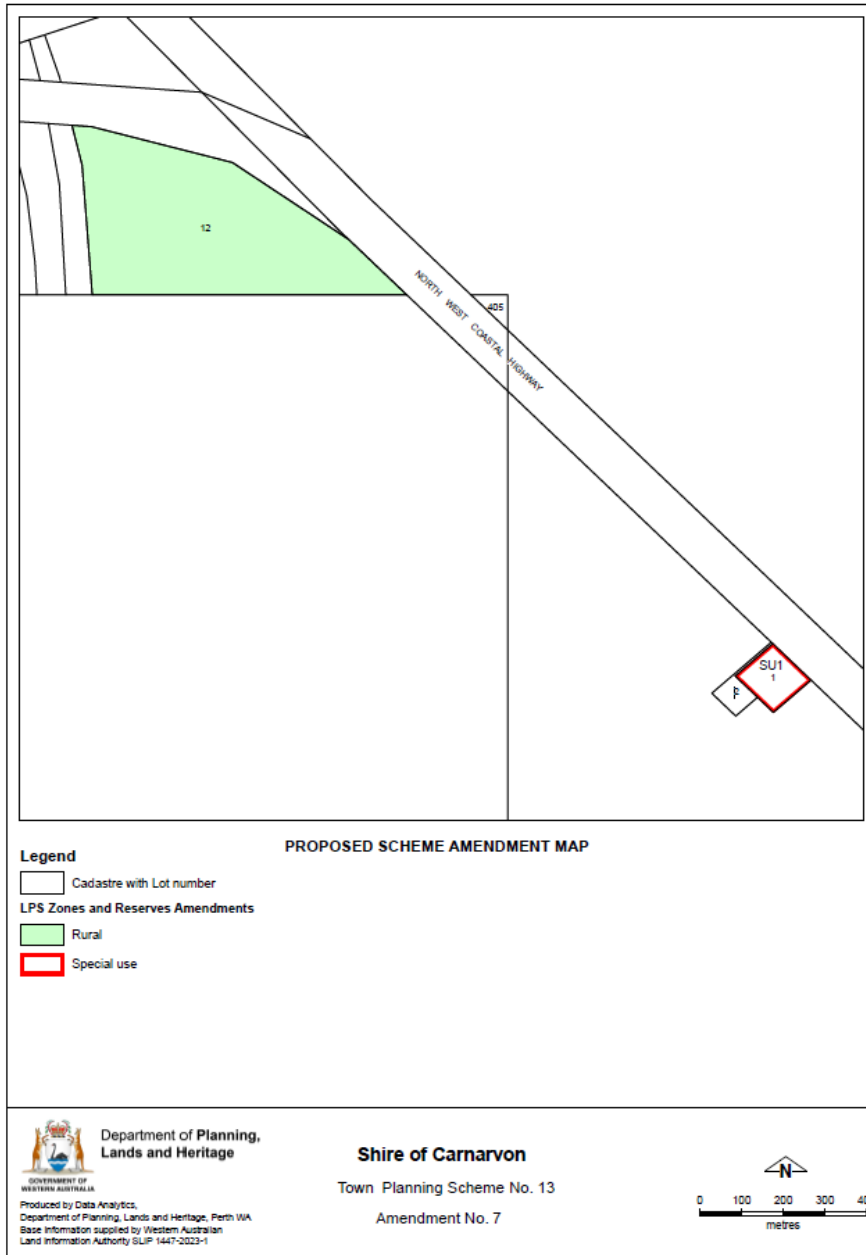
This Amendment is recommended for support by resolution of the Shire of Carnarvon at the Ordinary Meeting of the Council held on the 25th day of June, 2024 and the Common Seal of the Shire of Carnarvon was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....
MAYOR/SHIRE PRESIDENT

.....
CHIEF EXECUTIVE OFFICER

AMENDMENT MAP





WAPC ENDORSEMENT (r.63)

.....

**DELEGATED UNDER S.16 OF
THE P&D ACT 2005**

DATE.....

APPROVAL GRANTED

.....

MINISTER FOR PLANNING

DATE.....

Stefan Louw

From: Andrea Lisi <Andrea.Lisi@dwer.wa.gov.au>
Sent: Tuesday, 28 May 2024 3:35 PM
To: Stefan Louw
Subject: LOCAL PLANNING SCHEME 13 AMENDMENT No. 7 - AVAILABLE FOR PUBLIC INSPECTION

OFFICIAL

OFFICIAL

Our Ref: PA 64177 | DWERTV1085-5~4
Your Ref: ADM2148 | Assessment No. A2287/A2354

Dear Stefan,

Thank you for providing the proposal to amend the Local Planning Scheme No. 13 for the Department of Water and Environmental Regulation (DWER) to consider.

DWER advises that there are no environment or water resource management issues associated with the proposed amendments. As such, DWER has no objection to the proposal and no comments to make.

DWER should be notified of any modifications to the proposal that may have implications on aspects of environment and/or water management, to enable the implications to be assessed.

Please contact me if you require any further information on these comments.

Yours sincerely,

Andrea Lisi (He/His)
Planning Advice Officer
Mid West Gascoyne Region

Department of Water and Environmental Regulation
Level 3, Prime House, 8 Davidson Terrace, Joondalup WA 6027

T: (08) 6364 6936
E: andrea.lisi@dwer.wa.gov.au | www.dwer.wa.gov.au
Twitter: [@DWER_WA](https://twitter.com/DWER_WA)





Government of **Western Australia**
Department of **Health**

Job No: 25287
Our Ref: F-AA-21057
Enquiries: Nilu Gunarathne

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

Dear Ms Selvey,

**RE: CARNARVON RECYCLING SCHEME – ANNUAL REPORT 2022-2023 AND
INTERNAL AUDIT 2023 – APPROVAL NO. A89/CN000**

Thank you for submitting the 2022-23 annual report for the Department's review and support provided to the Water Corporation staff during the internal audit conducted for the scheme on 10 October 2023.

2022-2023 Annual Report

The annual report 2022-23 has been reviewed and the Department offers the following comments.

- The Department notes the ongoing challenges with achieving the required chlorine residual levels, and advocates that the Shire of Carnarvon continue to work with Water Corporation to achieve complaint levels.
- The update on the actions resulting from the Carnarvon Christian School audit undertaken in October 2021 is noted. A further update on outstanding actions is requested in the next annual report.
- The Departments notes that the Christian School Tank has been bypassed and the progress towards a recycled water supply agreement (RWSA) between the Shire and the School. Once the RWSA is signed, the Department encourages the Carnarvon Christian School to submit an application with a completed Recycled Water Quality Management for a separate scheme approval, at which time the Christian School Tank can be removed from the Shire's approval.

2023 Internal Audit Report

It is noted that overall the findings demonstrate 'average' compliance with the audit framework, and the audit has been used to highlight recommended actions to improve compliance with recycled water scheme approval conditions and regulatory requirements.

This is the second internal audit that has been undertaken for the scheme, with the first internal audit completed on 16 November 2020. Whilst some improvement has been made, the Department is concerned of the audit recommendations findings relating to non-complaint irrigation at Town Beach and Northwater, with Water Corporation recommending that irrigation with recycled water cease at these locations.

I would appreciate if the Shire of Carnarvon could provide a timeframe for how the Shire intends to address the irrigation non-compliances at Town beach and Northwater by 30 April

Environmental Health Directorate | Public and Aboriginal Health Division
All correspondence to: PO Box 8172 Perth Business Centre Western Australia 6849
Level 3, A Block, 189 Royal Street, EAST PERTH WA 6004
Telephone (08) 9222 2000
ABN 28 684 750 332
www.health.wa.gov.au



Government of **Western Australia**
Department of **Health**

2024. The Department seeks the Shire's commitment to improve irrigation practices at these locations, if this does not occur approval for these locations may be withdrawn.

It is also recommended that the Shire of Carnarvon incorporate the recommended actions into a scheme improvement plan which highlights due date and person(s) responsible for each action in order to keep track of progress of implementation. Progress on actions shall also be included in the next annual report. The next internal audit is due by September 2026.

I trust this information is of assistance to you. Please do not hesitate to contact the Water Unit on 9222 2000 if you would like to discuss further.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Richard Theobald'.

Richard Theobald
Managing Scientist Water
ENVIRONMENTAL HEALTH DIRECTORATE
PUBLIC AND ABORIGINAL HEALTH DIVISION
29 December 2023

Cc: *EHO – Shire of Carnarvon*
Water Corporation – Water Recycling

Environmental Health Directorate | Public and Aboriginal Health Division
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The Shire of Carnarvon does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire of Carnarvon shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.

Proposed Artesian Extension

29/01/2024

1:1250









9/06/2023

1:2500

Proposed renaming of Rushton Street (A)
to DeBoni Street

The Shire of Carnarvon does not warrant the accuracy of information in this publication and any person using or relying upon such information does so on the basis that the Shire of Carnarvon shall bear no responsibility or liability whatsoever for any errors, faults, defects or omissions in the information.



To Mr Smith and all Shire Councillors,

As you may be aware, the Italian community of Carnarvon recently held a celebration of the Italians' contribution to the Carnarvon Community.

The first Italian immigrants to come to Carnarvon were Mr Giovanni DeBoni in 1928, followed by my grandfather Mr Giovanni Croce DeBoni some months later and then Mr Pio Felice DeBoni in 1930. These three gentlemen all bought land in the horticultural district of Carnarvon and in fact two of the plantations remain in the possession of their descendants.

From the families of Giovanni Croce DeBoni and Pio Felice DeBoni, four generations remain in Carnarvon.

Italians at one stage owned and operated 40 plantations and their contribution to the horticultural industry cannot be underestimated. (I have attached a video presentation of the history of Italians in Carnarvon)

My reason for writing is that I believe the DeBoni families should be recognised for their enormous contributions to the horticultural industry.

I feel we should show our recognition of these people and would urge the councillors to consider naming a street in their honour. (DeBoni Street)

Sincerely,

David Guglielmana

Attention Gloria Quinn, Shire of Carnarvon

Re: The naming of De Boni Street, Carnarvon. WA, 6701

The proposed establishment of De Boni Street is to honour 3 men who migrated from Italy in the early twentieth century who were pioneers of the horticultural industry in Carnarvon.

Giovanni Ferdinando De Boni, his brother Felice Pio De Boni and their cousin Giovanni Croce De Boni were among the first Italian immigrants to settle in Carnarvon, Western Australia.

Each of these men later sponsored approximately 80 Italian immigrants; many who settled in Carnarvon and purchased plantations.

These families were instrumental in the establishment of the Catholic church and school.

The legacy of these men is the prosperous horticultural industry and many of their descendants remain in Carnarvon, owning plantations and various businesses in town.

I strongly believe that we should honour the contribution these people made to the horticultural industry and town of Carnarvon.

A perfect way to do this would be by re naming Rushton Street adjacent to the Catholic church and school to De Boni Street.

Thanking you in advance

David Guglielmana

GIOVANNI CROCE De BONI

Born 2/5/1887 Died 9/11/1966

Giovanni, commonly known as Croce, was born in Samolaco, Italy and arrived in Australia at the age of 41 years in 1928.

He worked in the Murchinson area cutting wood before settling in Carnarvon around 1929. Giovanni purchased land and started a plantation growing beans and bananas. This plantation remains in the family today.

Due to the Great Depression it was 7 years before Giovanni's wife and four children arrived in Carnarvon in 1935 and were the first Italian family to settle there.

Giovanni was interned during the war years, however, after 2 years he was able to return to the plantation for the rest of his working life.

The family were hard workers but they always found time to contribute to the Catholic community.

PIO FELICE De BONI

Born 22/4/1908 Died 12/9/1989

Pio arrived in Fremantle in 1930 and boarded a ship headed to Carnarvon to join his brother Giovanni.

Pio worked at Minilya Station and then in 1931 he leased and eventually purchased 48 acres on the banks of the Gascoyne River. To this day, the property is run by members of the family.

After clearing the land, digging wells etcetera, Pio started growing crops in 1933.

In later years he purchased a second property which also remains in the family today.

Pio worked in the horticulture industry until 1972 and then passed the property to his sons.

Pio retired and settled in Perth in 1972.

Pio and the family were great contributors to the Catholic community.

GIOVANNI FERDINANDO De Boni

Born 5/2/1905 Died 12/9/1989

In 1926 Giovanni arrived in Australia and one of his first places of employment was cutting railway sleepers in the bush and later moved north to Minilya Station, Carnarvon.

In 1931 he leased and later purchased land adjacent to the Gascoyne River and grew vegetables and bananas.

He built a house on the plantation with cement and clay used to make his own bricks.

During the years 1939 – 1942 he was interned in Perth and worked at Robb's Jetty slaughtering sheep and subsequently returned to Carnarvon.

In 1948 he sold the property in Carnarvon and purchased land in Spearwood where he continued growing crops.

Giovanni was the very first Italian to settle in Carnarvon.

Gloria Quinn

To: Gloria Quinn
Subject: FW: Renaming of Rushton Street to DeBoni Street

Good Morning Gloria,

The renaming of Rushton Street has no impact on the business of GRAMS – Gascoyne Outreach Service and we organisationally don't have any issues with it being renamed to De Boni.

Regards,

Zoe Dudley

Practice Manager / Human Resources Officer

GRAMS - Gascoyne Outreach Service

14 – 16 Rushton Street

Carnarvon WA 6701

P: (08) 9947 2200

M: 0491 966 920

E: zoe.dudley@grams.asn.au or zoe.dudley@gos.asn.au

W: www.grams.asn.au





Asset Management Plan 2024-2034



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Author: Ben Symmons – AIM Consultants
 Date: 15 May 2024



Executive Summary

The Shire of Carnarvon is a service providing organisation. Our services are underpinned by many different physical assets. This includes roads, paths, drainage, buildings, recreation spaces, fleet and IT.

Ensuring that the Shire meets the service needs of current and future users is important to us. To do this, the Shire takes a long-term management view. This view, and the plans

and strategies that the Shire has for its assets, are referenced within this document.

This Asset Management Plan (AMP) is maintained as a live document to ensure that it remains up to date. It integrates with the Shire’s Strategic Community Plan so that it is balanced against our long-term vision. It is also structured around the four major service areas of:

TRANSPORT

assets that support vehicular, pedestrian, cycling, mobility device, marine and aviation travel

PROPERTY

building and land assets

RECREATION

assets within places such as ovals, parks, gardens etc

FLEET, EQUIPMENT & IT

assets such as plant, equipment, vehicles and IT



This AMP considers a future planning view of ten years. The Shire understands that over this time, the way that the community uses our services will change. This means that our assets may also have to change.

In total, the Shire’s assets have a combined fair value of \$329million and a replacement cost in excess of \$568million. These assets collectively depreciate by about \$9.2million each year as they age and wear. The Shire then often replaces assets at the end of their physical lives, so that services can be maintained.

Overall, the Shire’s assets are in an average condition. However, 11% of inspected assets are in either a poor or very poor condition. This means that there is potentially a \$53million backlog of renewal work, which may not be manageable through normal business activities. As such, further planning is required to develop management strategies for the long term future of these assets. An improvement action for this has been listed in this AMP.

Why does the Shire provide assets?

Physical infrastructure assets exist for the single purpose of facilitating the delivery of services. This includes core services such as governance, transport, recreation and culture, housing, and community amenities. These services help the Shire to progress towards its Vision for the Future.

This document is the Shire’s Asset Management Plan (AMP). It seeks to outline the activities and strategies that will be carried out for the Shire’s transport, property, recreation, fleet and IT assets over the next ten financial years (2024/25 to 2033/34).



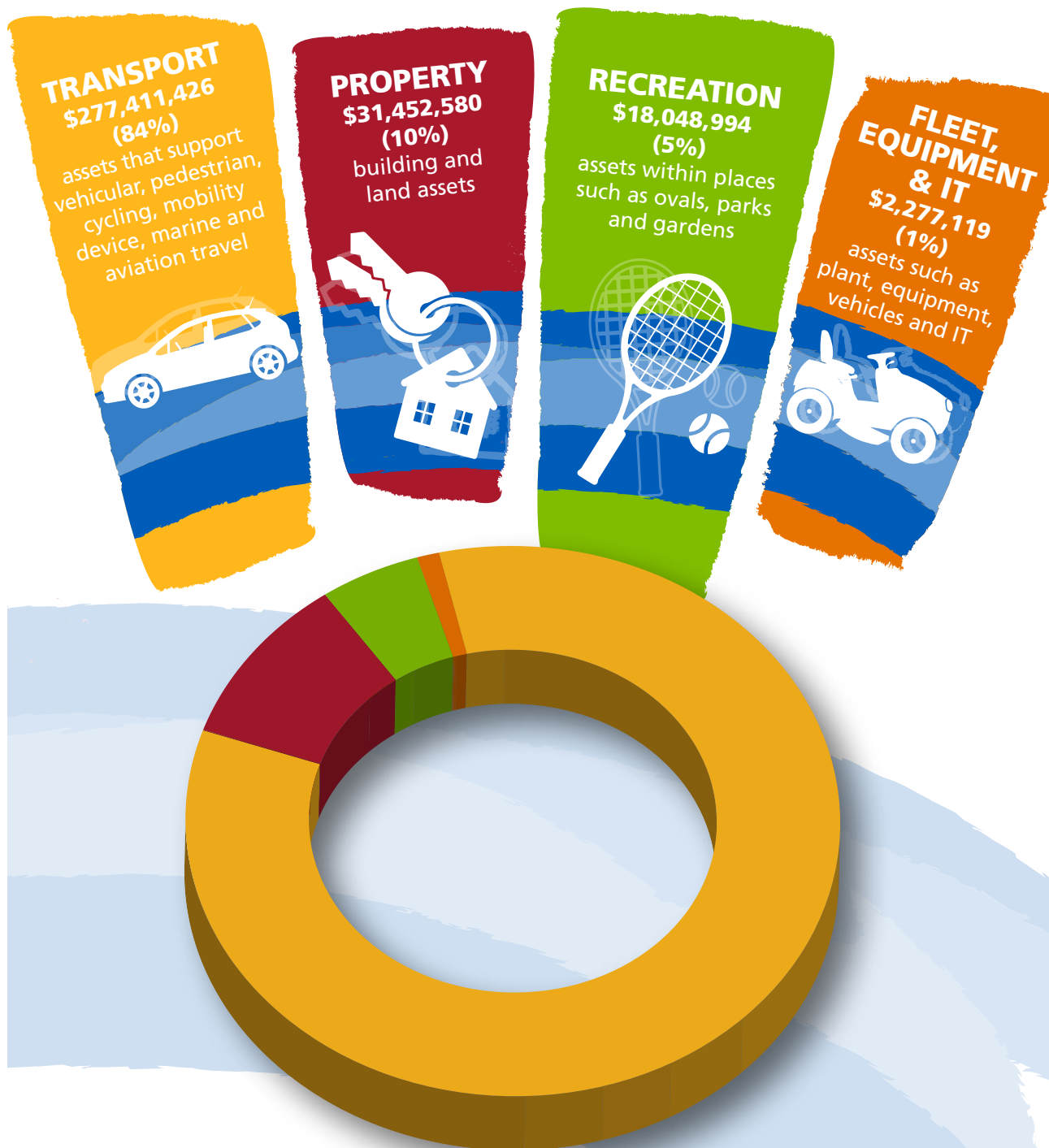
What is asset management?

The role of Council is to deliver services that help realise the community’s vision for the Shire. This vision is defined within the Shire’s Strategic Community Plan. The various services that are then required to be delivered, often demand the provision of infrastructure assets.

Infrastructure assets can be challenging to provide, operate, maintain and renew in a sustainable way and with limited financial resources. Good asset management practices seek to take a long-term planning view, that balance the service quality, against the cost to the community.

What is our asset portfolio?

The Shire's assets provide an integrated service with other private, local government and state government controlled infrastructure. The AMP, and its reported asset fair values, is structured around the four major service areas of:



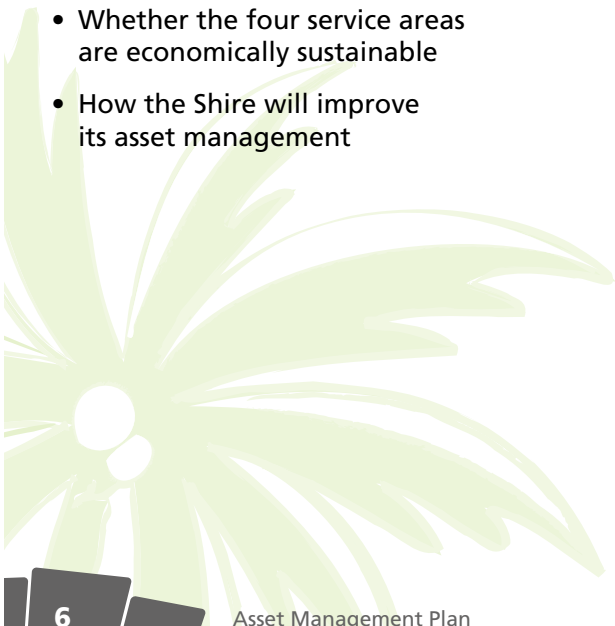
What is in the Asset Management Plan?

Each of the four service area sections in this AMP are structured the same. They outline:

- What assets we have and what they're worth
- What physical condition the assets are in
- How confident we are in the accuracy of our asset knowledge
- How well the service is performing
- How we think the service is likely to change in the future
- How much we think the services' assets will cost to operate, maintain, renew, build and buy

In addition, the AMP also records:

- How community demand for our services and assets may have historically changed
- How we plan to manage our assets
- How the Shire assesses its data confidence
- Whether the four service areas are economically sustainable
- How the Shire will improve its asset management



Has the demand for services and assets historically changed?

Historically our community, economy and environment has changed. In turn, this has required many of the services and assets that the Shire provides to also evolve to meet different needs. Looking backwards, some of the major drivers of service change may have been.



VEHICLE OWNERSHIP

Fell from 1,897 to 1,736 households (2006 to 2021). (Source: ABS).



TRAVEL MODES

Number of people travelling to work fell from 2,323 to 2,034 (2006 to 2021). (Source: ABS).



TRAVEL MODES

59% of all trips to work are as a car driver (2021), up from 51% (2006). (Source: ABS).



POPULATION

Fell from 5,685 to 5,246 people (2006 to 2021). (Source: ABS).



DEMOGRAPHICS

Median age rose from 35 to 40 (2006 to 2021). (Source: ABS).



TOURISM

Number of visitors to the 'coral coast' region fell from 2.41m to 2.2m (2019 to 2023). (Source: Tourism WA).



ANNUAL RAINFALL

Fell from ~240mm to ~200mm (1945 to 2023). (Source: BOM).



ANNUAL TEMPERATURE

Rose from mean maximum of ~32.1C to ~34.1C (1945 to 2023). (Source: BOM).

By looking forward, while being mindful of the past, this AMP identifies what the most likely drivers of future change will be. To meet the challenges that will arise from service change, the Shire has identified mitigation actions that will be carried out. These are recorded within each respective service area.

How does the Shire manage its assets?

All our assets have a lifecycle, though the length can vary significantly. For example, we replace our fleet assets more often than our buildings. Despite this, their lifecycles tend to commence with the identification of the need for an asset, and ends with its decommissioning (e.g. disposal, demolition etc.). A key goal is to try to provide and manage assets sustainably. This means that the Shire aims to renew assets at suitable times, when funding is available, to keep costs down and limit our risk exposure.

We manage our assets through three distinct stages. The Shire’s approach to each stage is as follows.

OPERATION AND MAINTENANCE WORKS

Ideally, our assets are operated and maintained by employing planned strategies. We do this through regular inspection/ monitoring, and through some planned operation and maintenance schedules. For example, this includes maintenance such as corrective (e.g. pothole filling), and preventative (e.g. servicing and painting). Each planned task occurs at defined periods, and is specific to asset types, their relevant importance and risk profile. However, there is scope to improve the breadth and robustness of the schedules. This is an improvement action within the AMP.

RENEWAL WORKS

The need for assets to be renewed can be triggered by several different drivers. This includes:

Physical condition - Assets are periodically inspected to determine their physical condition. Using this information, the Shire then predicts assets’ potential year of renewal. Staff then consider these assets to determine the final timing, scope and budget of any future renewal project.

Age and/or Usage - The renewal of some assets (e.g. Fleet & IT) is driven through the establishment of optimal replacement triggers such as age and/or usage. These

typically strive to balance cost, safety, reliability and functionality.

Strategy – Other Shire strategies can also trigger renewal works. For example, this can include the Strategic Community Plan, Corporate Business Plan, disability access and inclusion initiatives and the availability of external funding.

After projects have been identified, they are then listed on to the AMP works programme. The AMP has identified the need for the works programme to be further developed. This is an improvement action within the AMP.

UPGRADE & NEW WORKS

The need for new and/or upgraded assets (e.g. to meet a service deficiency) can be identified from a number of potential sources. This includes the Shire’s Strategic Community Plan, Corporate Business Plan and Disability Access and Inclusion Plan. Each potential project is investigated and considered by Shire staff, and where valid, often prioritised against similar projects. Approved projects are then listed on to the AMP works programme.

How does the Shire assess its data confidence?

Although the Shire records asset data for inventory, condition and value, it is important to understand how confident it is of the accuracy. This is important to determine the confidence that we can put in the outcomes that result (e.g. works programmes and valuations). It also allows the Shire to target where data improvements are required.

The Shire assesses its confidence in asset data using the following grading scale.

| CONFIDENCE GRADE | ACCURACY | CONFIDENCE GRADE GENERAL MEANING |
|------------------------|----------|---|
| Highly Reliable | ± 2% | Data based on sound records, procedures, investigations and analysis which is properly documented and recognised as the best method of assessment. |
| Reliable | ± 10% | Data based on sound records, procedures, investigations and analysis which is properly documented but has minor shortcomings; for example the data is old, some documentation is missing and reliance is placed on unconfirmed reports or some extrapolation. |
| Uncertain | ± 25% | Data based on sound records, procedures, investigations and analysis which are incomplete or unsupported, or extrapolation from a limited sample for which highly reliable or reliable grade data is available. |
| Very Uncertain | ± 40% | Data based on unconfirmed verbal reports and/or cursory inspection and analysis. |
| Unknown | Nil | None or very little data held. |

Source: IPWEA International Infrastructure Management Manual (IIMM)





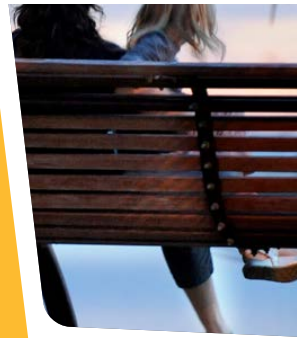
About the Transport Service



What do we have and what are they worth?

Our Transport network is the largest asset group both in size and value. The individual asset classes that make up this network are as follows.

TOTAL
CRC:
\$484,883,470
Fair Value:
\$277,411,426



Aviation

Quantity: **2 facilities**
 Fair Value: **\$10,491,910**
 Total CRC: **\$16,687,380**
 CRC Percentage: **3%**



Parks

Quantity: **8**
 Fair Value: **\$587,115**
 Total CRC: **\$865,300**
 CRC Percentage: **<1%**



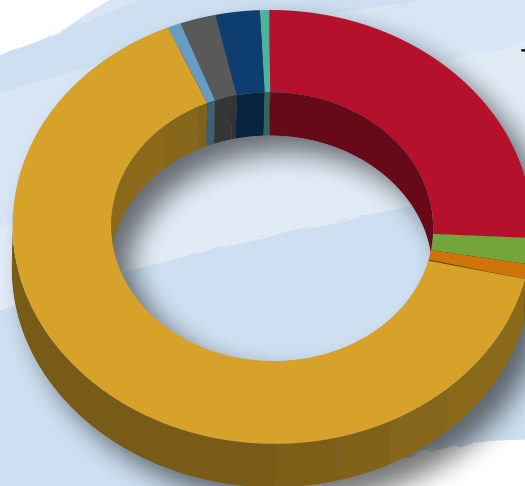
Drainage

Quantity:
173 culverts
11km pipes
550 pits
1,773km table drains
11 levees
 Fair Value: **\$63,695,323**
 Total CRC: **\$123,693,072**
 CRC Percentage: **26%**



Paths

Quantity: **37km**
 Fair Value: **\$5,069,471**
 Total CRC: **\$11,622,449**
 CRC Percentage: **2%**



Marine

Quantity: **4 assets**
 Fair Value: **\$3,533,730**
 Total CRC: **\$4,050,060**
 CRC Percentage: **1%**



Roads

Quantity: **1,927km**
 Fair Value: **\$185,394,877**
 Total CRC: **\$311,878,329**
 CRC Percentage: **64%**



Furniture

Quantity: **2,307 signs**
171 stock grids
 Fair Value: **\$701,418**
 Total CRC: **\$5,844,839**
 CRC Percentage: **1%**



Structures

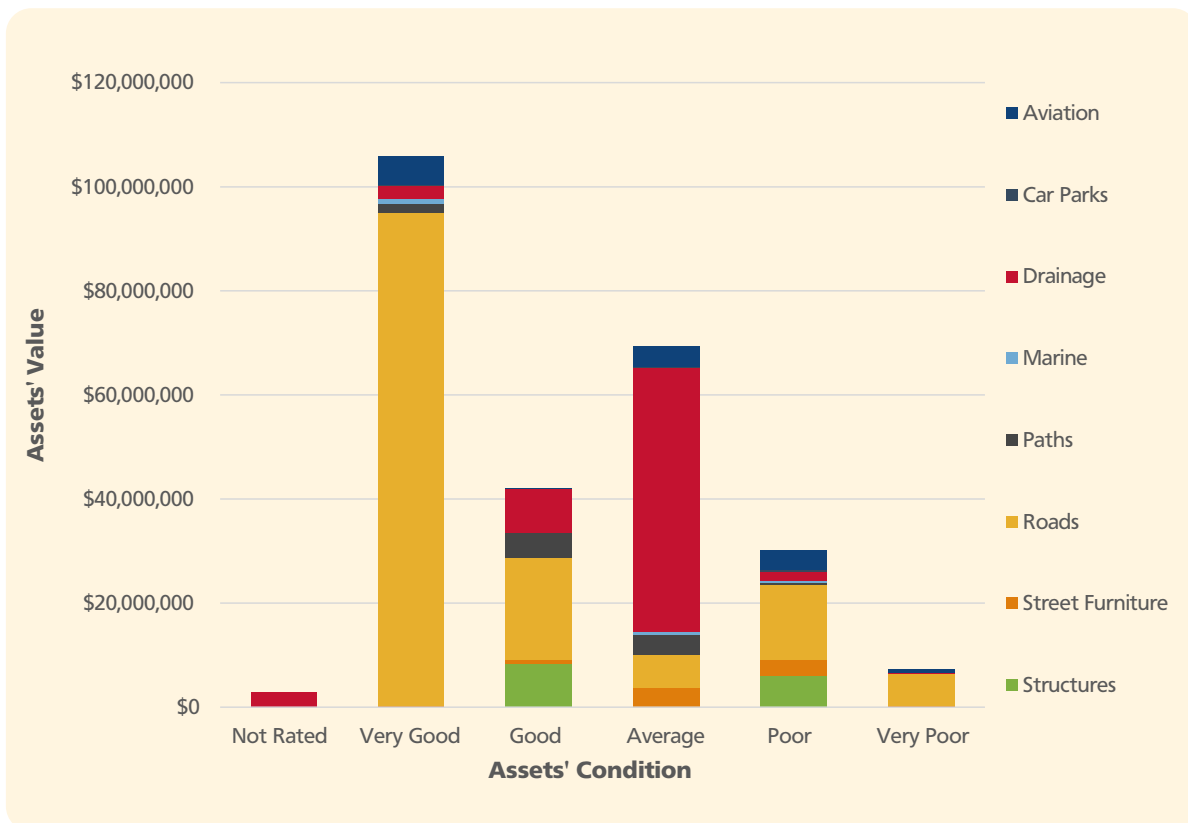
Quantity: **1 bridge**
 Fair Value: **\$7,937,582**
 Total CRC: **\$10,242,041**
 CRC Percentage: **2%**

The Current Replacement Costs (CRC) are how much the assets are worth 'as new'. The Fair Values are how much they are worth in their current physical state.

What's the condition?









The condition of all transports assets is reported on a very good to very poor rating scale. The condition data is used for a variety of other outputs, including predicting when assets may need renewing, and calculating how much they are worth (fair value) in their current state.

The condition of our transport assets, by replacement cost, is as follows. It should be noted that this information was produced in 2018, and may now be out of date. An improvement action to undertake new asset condition inspections has been listed.



How confident are we?

The Shire's current confidence in its transport asset data is:

| ASSET CLASS | INVENTORY | CONDITION | VALUATION |
|---|-----------------|-----------------|-----------------|
|  Aviation | Reliable | Reliable | Reliable |
|  Car Parks | Highly reliable | Uncertain | Highly reliable |
|  Drainage | Reliable | Uncertain | Uncertain |
|  Marine | Reliable | Uncertain | Reliable |
|  Paths | Highly reliable | Uncertain | Highly reliable |
|  Roads | Reliable | Uncertain | Reliable |
|  Street Furniture | Reliable | Uncertain | Reliable |
|  Structures | Highly reliable | Highly reliable | Highly reliable |

How is the service performing?

The Shire needs to ensure that the service performance delivered by our transport assets meets the needs of users. However, the quality of the service can be varied, and in turn this can influence overall cost. Generally, as the service quality gets higher, so too does cost. Therefore, the Shire needs to balance this and deliver the transport service at a level that the community desires and is willing to pay.

Service Levels

Service levels describe the quality performance that the Shire aims to provide for its transport service. These have been developed through consideration of strategic and customer inputs.

Strategic Inputs

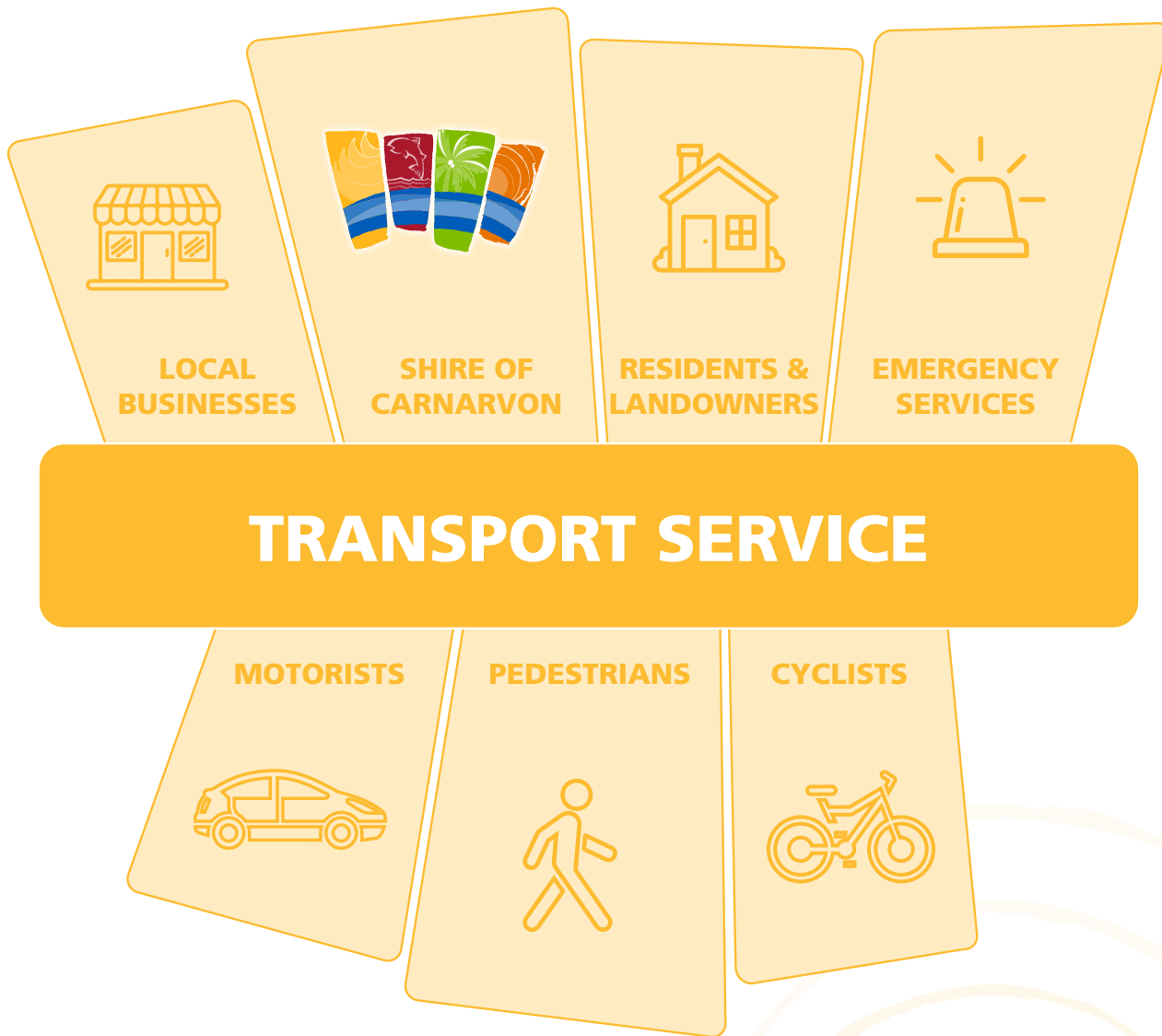
The Strategic Community Plan (SCP) and Disability Access and Inclusion Plan (DAIP) were reviewed to identify any drivers that may directly relate to the transport service. This showed that the following service outcome(s) are of high importance. Service levels have then been selected for these outcomes, so that their performance can be monitored.

| INPUT | STRATEGIC OUTCOME | KPIS |
|-------|--|---------------|
| SCP | We need to encourage tourism by more activities and opportunities to access coastal sites, beaches, fishing etc. | Accessibility |
| SCP | We need to encourage new businesses and support already existing ones by encouraging people to stay in town for longer. | Aesthetics |
| SCP | We need to focus on improving and protecting public amenities in town (e.g. quality and number of public toilets, local rubbish bins, streetlights etc). | Aesthetics |



Customer Inputs

As a service provider, it is important that the Shire clearly understands the needs of its stakeholders (e.g. customers). In 2018, Shire staff considered who the major stakeholders are of its transport service. Seven were identified. While there may be other minor stakeholders, they have not been specifically considered by this AMP.



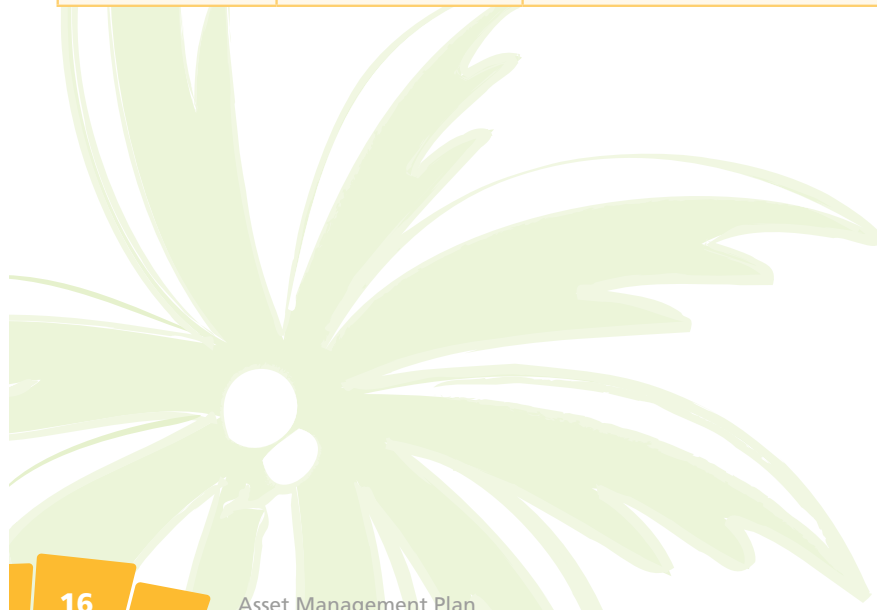
Analysis of stakeholders’ service needs determined that the following attributes were most frequently required. These have been used with the Strategic Input KPIs as the basis for the AMP’s transport service levels.

- Accessibility (7 occurrences)
- Quality (6 occurrences)
- Safety (6 occurrences)

Service Level Targets and Performance

The Strategic and Customer Inputs have been combined to form the following service level key performance indicators (KPIs). These KPIs will enable the Shire to monitor its transport service performance.

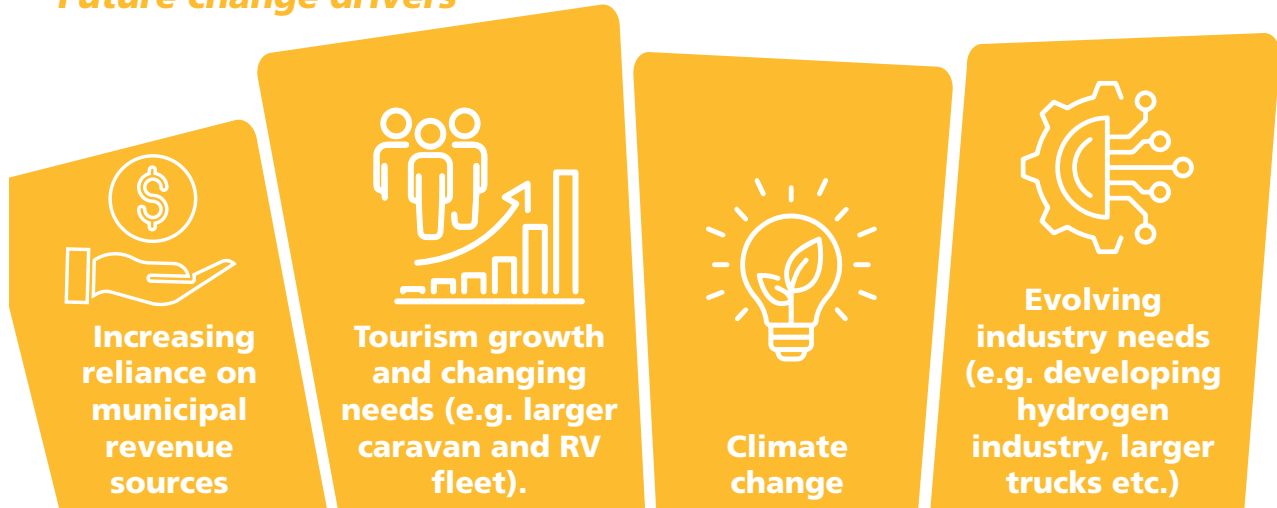
| KPI | DRIVER | PERFORMANCE MEASURE | TARGET | CURRENT |
|---------------|--------------|---|--------|---------|
| Accessibility | SCP | Percentage of survey respondents that are at least satisfied with their ability to access coastal sites. | - | Unknown |
| Accessibility | Stakeholders | Percentage of survey respondents that are at least satisfied with their ability to access the Shire's transport services. | - | Unknown |
| Aesthetics | SCP | Percentage of survey respondents that are at least satisfied with the aesthetics appeal of townsite streetscapes. | - | Unknown |
| Quality | Stakeholders | Percentage of survey respondents who are at least satisfied with the quality of transport assets. | - | Unknown |
| Safety | Stakeholders | Percentage of survey respondents that are at least satisfied with the safety of the transport service. | - | Unknown |



How is the service changing?

Transport continues to evolve, driven by factors such as fuel types, technology, automation, demographics and even social pastimes. Looking forward over the life of this Plan, the Shire considers the following drivers to most likely affect the demand for transport services.

Future change drivers



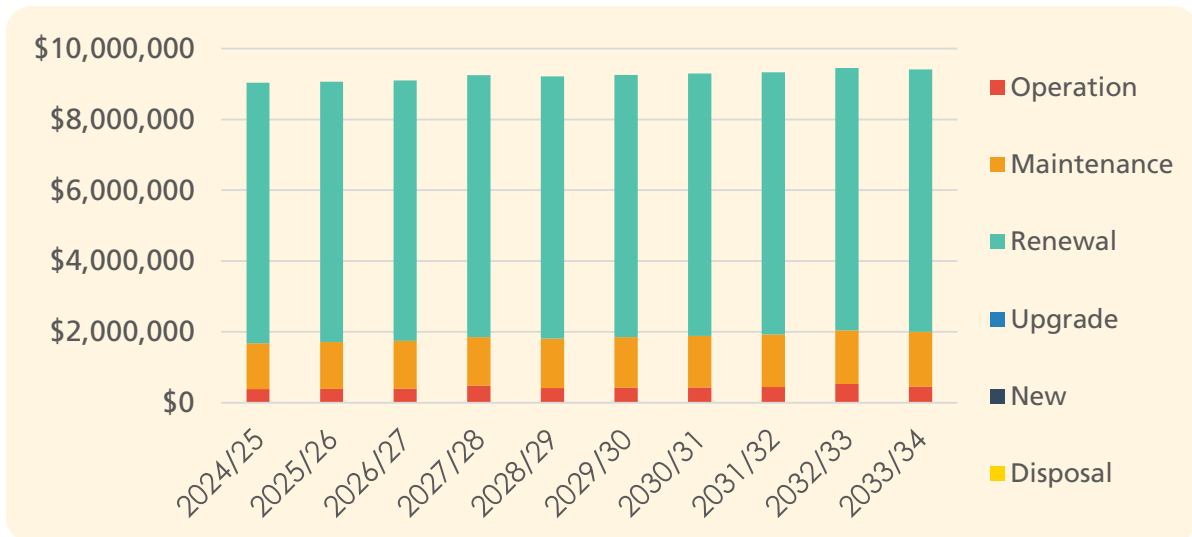
Change mitigation

To meet the challenges that will arise from service change, the Shire plans to:

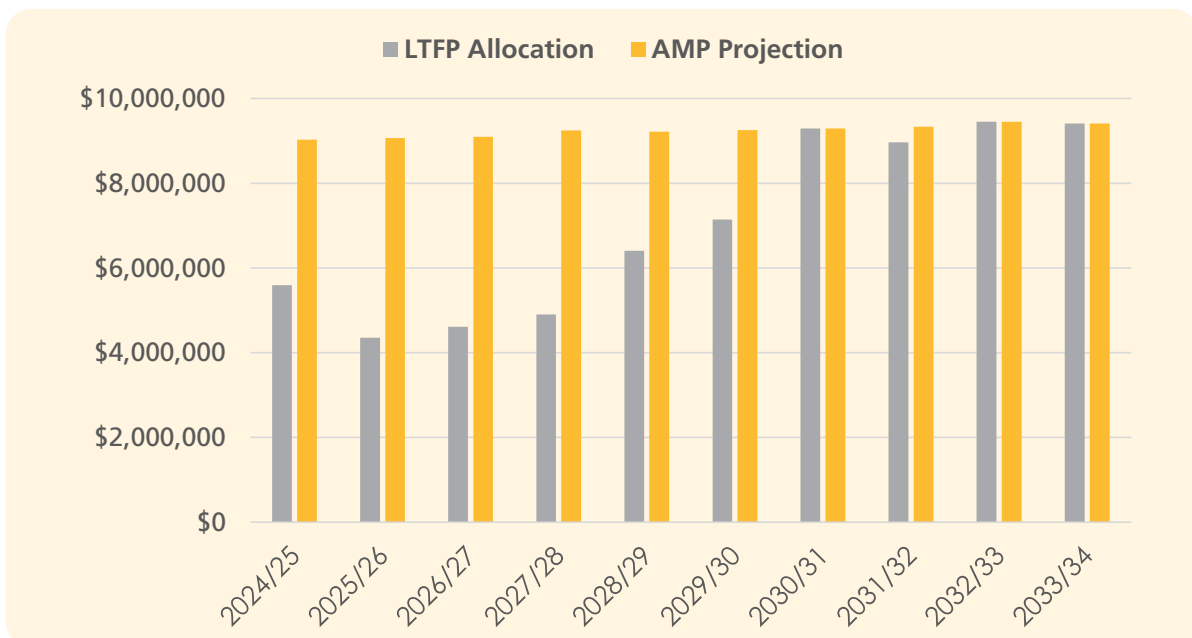
- Sustain the current level of asset management resources and improve the Shire’s practices, processes and supporting tools (e.g. software).
- Continue to strengthen the accuracy of the AMP’s works programme, and comparing the AMP to the LTFP.
- Sustaining access to / availability of key tourist routes and ancillary assets.
- Develop and implement a Footpath and Trails plan to meet the needs of visitors and an ageing population.
- Monitor the potential effects of climate change on transport infrastructure.
- Quantify the extent of the asset renewal gap with robust data to support lobbying efforts for additional renewal funding.
- Implement the Shire’s Road Management Strategy
- Divest or decommission assets that:
 - Are surplus to need;
 - No longer serve a useful purpose;
 - Are able to be returned to the State Government or disposed of (by sale or lease) to commercial or community organisations.
- Adhere to the rating program recommended in the Shire’s Revenue Strategy 2022 to ensure realistic increases in rates revenue.
- Actively pursue grant funding that can be used to fund improvements and enhancements to existing assets, rather than building new.

What will the service cost?

The transport network represents a significant ongoing cost commitment to our community. To ensure that we can continue to sustainably provide the service, the Shire maintains a long term works programme. This programme contains all planned works activities, and sets out how much the service will cost, to deliver the agreed performance. On an annual basis, the works programme used by this AMP informs the Shire's broader Long Term Financial Plan (LTFP). In the event that the AMP and the LTFP do not balance financially, then the Shire can adjust its practices (e.g. service level performance) to reach a sustainable point.



Projected Transport Service Cost



Projected Transport Service Cost vs Available Funding



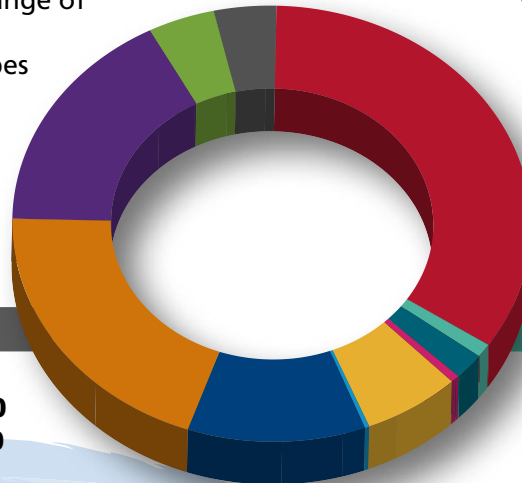
About the Property Service



What do we have and what are they worth?

While our property asset portfolio is not our largest asset class in terms of size and value, it is the most complex in terms of the range of services that it underpins. The different property types that make up the Shire's portfolio is as follows.

TOTAL
138 Properties
CRC:
\$50,746,585
Fair Value:
\$31,452,580



Amenities
 Quantity: **13**
 Fair Value: **\$1,303,960**
 Total CRC: **\$1,979,550**
 CRC Percentage: **4%**

Ancillary
 Quantity: **11**
 Fair Value: **\$195,570**
 Total CRC: **\$275,400**
 CRC Percentage: **1%**

Community
 Quantity: **11**
 Fair Value: **\$10,116,865**
 Total CRC: **\$17,590,000**
 CRC Percentage: **35%**

Emergency Services
 Quantity: **4**
 Fair Value: **\$539,273**
 Total CRC: **\$957,500**
 CRC Percentage: **2%**

Health
 Quantity: **1**
 Fair Value: **\$110,745**
 Total CRC: **\$227,600**
 CRC Percentage: **<1%**

Heritage
 Quantity: **6**
 Fair Value: **\$1,041,825**
 Total CRC: **\$3,232,900**
 CRC Percentage: **6%**

Tourism
 Quantity: **2**
 Fair Value: **\$28,225**
Total CRC: \$57,100
 CRC Percentage: **<1%**

Land Parcels
 Quantity: **37**
 Fair Value: **\$5,387,500**
Total CRC: \$5,387,500
 CRC Percentage: **11%**

Operational
 Quantity: **29**
 Fair Value: **\$5,614,865**
 Total CRC: **\$10,228,850**
 CRC Percentage: **20%**

Recreation
 Quantity: **17**
 Fair Value: **\$5,415,880**
 Total CRC: **\$8,811,750**
 CRC Percentage: **17%**

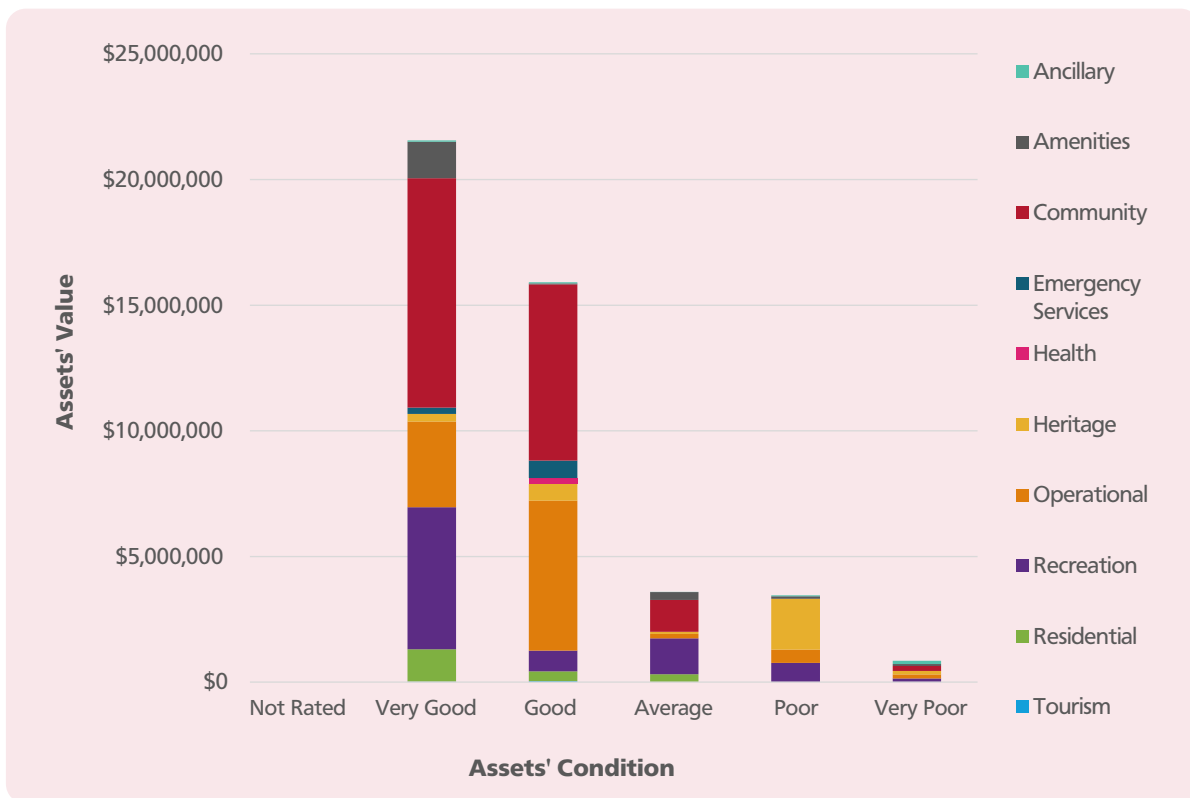
Residential
 Quantity: **7**
 Fair Value: **\$1,697,873**
 Total CRC: **\$1,998,435**
 CRC Percentage: **4%**

The Current Replacement Costs (CRC) are how much the assets are worth 'as new'. The Fair Values are how much they are worth in their current physical state.

What's the condition?








































The condition of buildings is reported on a very good to very poor rating scale. The condition data is used for a variety of outputs, including predicting when assets may need renewing, and calculating how much they are worth (fair value) in their current state.

The current condition of our buildings, by replacement cost, is as follows.



How confident are we?

The Shire's current confidence in its property asset data is:

| ASSET CLASS | INVENTORY | CONDITION | VALUATION |
|---|---|--|---|
|  Amenities |  Highly reliable |  Reliable |  Highly reliable |
|  Community |  Highly reliable |  Reliable |  Highly reliable |
|  Emergency Services |  Highly reliable |  Reliable |  Highly reliable |
|  Health |  Highly reliable |  Reliable |  Highly reliable |
|  Heritage |  Highly reliable |  Reliable |  Highly reliable |
|  Operational |  Highly reliable |  Reliable |  Highly reliable |
|  Recreation |  Highly reliable |  Reliable |  Highly reliable |
|  Residential |  Highly reliable |  Reliable |  Highly reliable |
|  Tourism |  Highly reliable |  Reliable |  Highly reliable |
|  Land Parcels |  Highly reliable | Not Required |  Highly reliable |

How is the service performing?

The Shire seeks to ensure that the service performance delivered by our property assets meets the needs of users. However, the quality of service can be varied, and in turn this has an effect on overall cost. As a general rule, as the service quality gets higher, so too does cost. Therefore, the Shire needs to balance this and deliver the property service at a level that the community desires and is willing to pay.

Service Levels

Service levels describe the quality performance that the Shire aims to provide for its property service. These have been developed through consideration of strategic and customer inputs.

Strategic Inputs

The Strategic Community Plan (SCP) and Disability Access and Inclusion Plan (DAIP) were reviewed to identify any drivers that may directly relate to the property service. This showed that the following service outcomes are of high importance. Service levels have then been selected for these outcomes, so that their performance can be monitored.

| INPUT | STRATEGIC OUTCOME | KPIS |
|-------|--|-----------------|
| SCP | We need to focus on improving and protecting public amenities in town (e.g. quality and number of public toilets, local rubbish bins, streetlights etc). | Fit for purpose |



Customer Inputs

As a service provider, it is important that the Shire clearly understands the needs of its stakeholders (e.g. customers). During 2018, Shire staff considered who the major stakeholders are of its property service. Six were identified. While there may be other minor stakeholders, they have not been specifically considered by this AMP.



Analysis of stakeholders' service needs determined that the following attributes were most frequently required.

- Accessibility (4 occurrences)
- Availability (4 occurrences)

Service Level Targets and Performance

The Strategic and Customer Inputs have been combined to form the following service level key performance indicators (KPIs). These KPIs will enable the Shire to monitor its property service performance.

| KPI | DRIVER | PERFORMANCE MEASURE | TARGET | CURRENT |
|-----------------|--------------------|---|--------|-----------------|
| Accessibility | SCP & Stakeholders | Percentage of Shire buildings that meet the DAIP and Disability Discrimination Act requirements. | - | Unknown |
| Accessibility | SCP & Stakeholders | Percentage of survey respondents who are at least satisfied with the accessibility of public Shire buildings. | - | 30% (2023 DAIP) |
| Availability | Stakeholders | Percentage of survey respondents who are at least satisfied with the availability of public Shire buildings. | - | Unknown |
| Fit for purpose | SCP | Percentage of survey respondents who are at least satisfied with public toilets. | - | Unknown |



How is the service changing?

With a diverse portfolio, and a long history, many of our buildings no longer support the services they were initially designed for. Looking forward, our buildings will need to continue to adapt as our community and environment also changes.

Future change drivers

Over the life of this Plan, the Shire considers the following drivers to most likely affect the demand for property services.



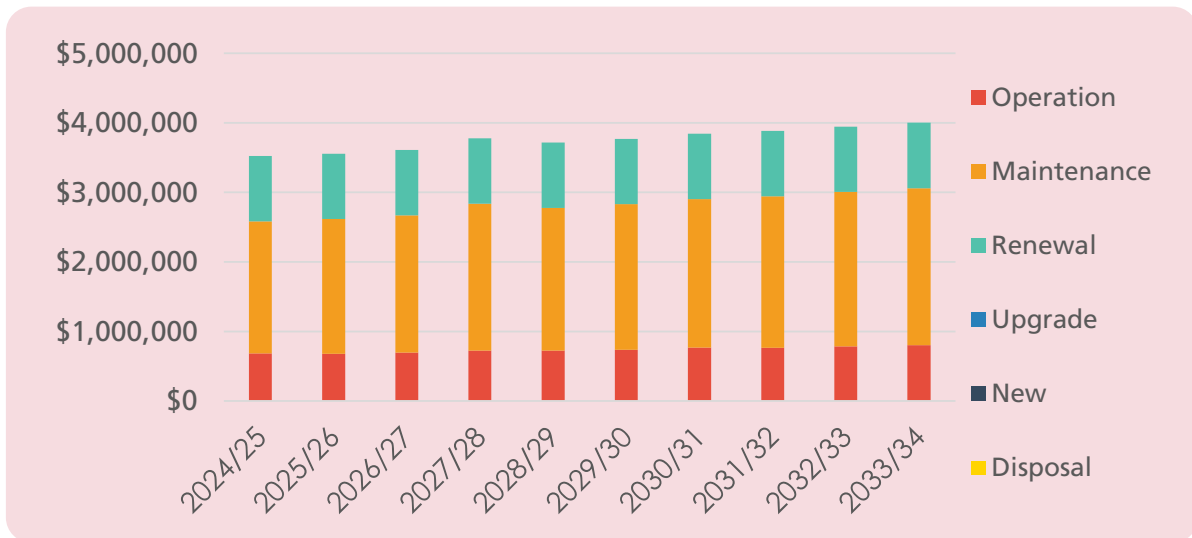
Change mitigation

To meet the challenges that may arise from service change, the Shire plans to:

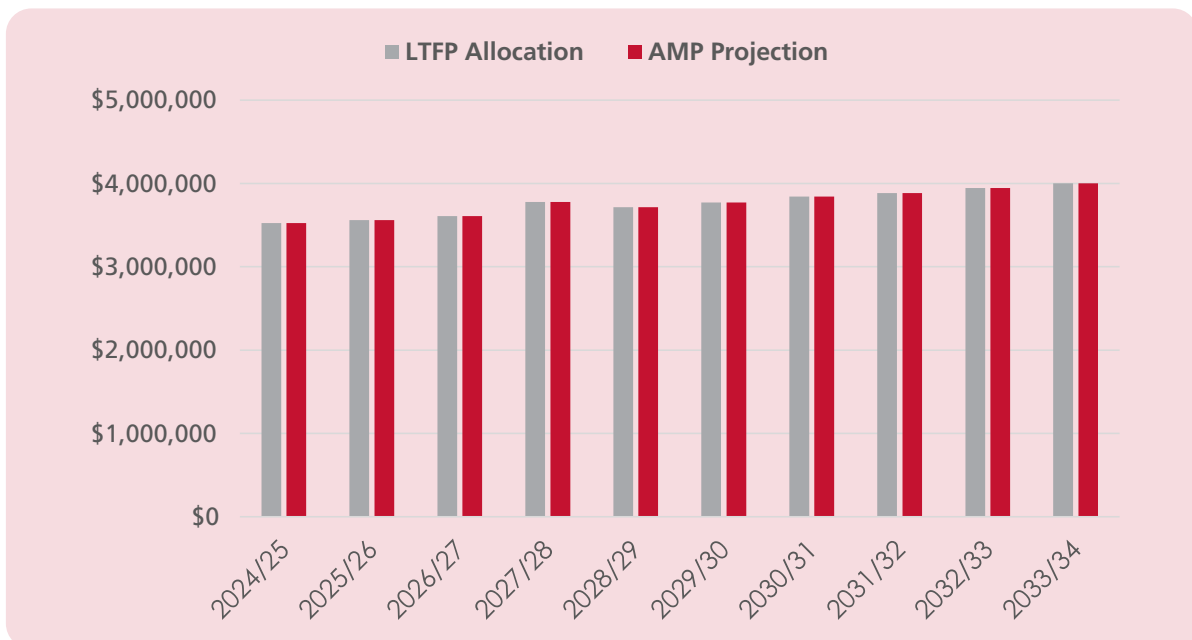
- Continue to develop the AMP, to accurately understand the long term financial needs of the property portfolio.
- Work with state and federal government agencies to ensure that external funding remains available and sufficient to fund property asset works.
- Continue to plan for the future of the property service, so that it meets the needs of the community at a cost it can afford.
- Divest or decommission assets that:
 - Are surplus to need;
 - No longer serve a useful purpose;
 - Are able to be returned to the State Government or disposed of (by sale or lease) to commercial or community organisations.
- Adhere to the rating program recommended in the Shire’s Revenue Strategy 2022 to ensure realistic increases in rates revenue.
- Actively pursue grant funding that can be used to fund improvements and enhancements to existing assets, rather than building new.

What will the service cost?

Properties represent a significant ongoing cost commitment to our community. To ensure that we can continue to sustainably provide the service, the Shire maintains a long term works programme. This programme contains all planned works activities, and sets out how much the service will cost, to deliver the agreed performance. On an annual basis, the works programme in this AMP informs the Shire’s broader Long Term Financial Plan (LTFP). In the event that the AMP and the LTFP do not balance financially, then the Shire can adjust its practices (e.g. service level performance) to reach a sustainable point.



Projected Property Service Cost



Projected Property Service Cost vs Available Funding



About the Recreation Service



What do we have and what are they worth?

While the Shire’s recreation places have a relatively small value when compared to other service assets, they are extremely important to the community. The different recreation place types that make up the Shire’s portfolio are as follows.

TOTAL
NUMBER OF RECREATION PLACES: 42
CRC: \$32,440,767
FAIR VALUE: \$18,048,994



Active Spaces

Quantity: **7**
 Fair Value: **\$3,904,455**
 Total CRC: **\$7,713,250**
 CRC Percentage: **24%**



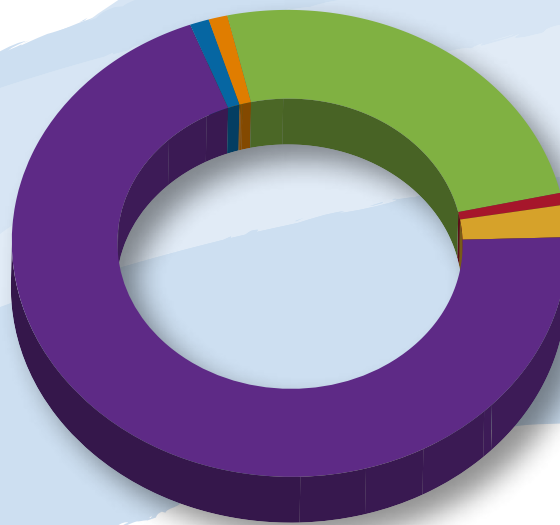
Building Surrounds

Quantity: **2**
 Fair Value: **\$240,715**
 Total CRC: **\$382,450**
 CRC Percentage: **1%**



Cemeteries/Memorials

Quantity: **5**
 Fair Value: **\$378,600**
 Total CRC: **\$624,700**
 CRC Percentage: **2%**



Passive Spaces

Quantity: **21**
 Fair Value: **\$12,999,217**
 Total CRC: **\$21,772,664**
 CRC Percentage: **67%**



Tourism Spaces

Quantity: **5**
 Fair Value: **\$321,578**
 Total CRC: **\$444,100**
 CRC Percentage: **1%**



Water Harvesting

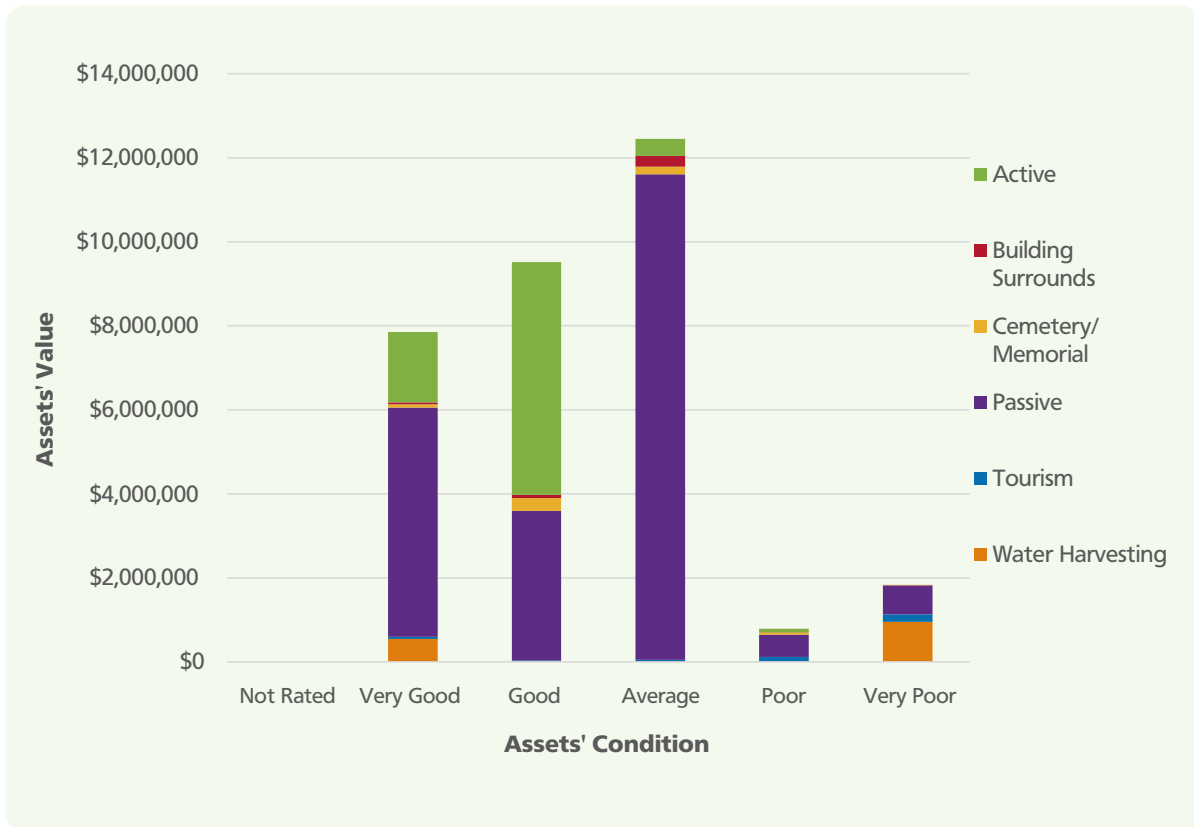
Quantity: **2**
 Fair Value: **\$204,430**
 Total CRC: **\$1,503,603**
 CRC Percentage: **5%**

The Current Replacement Costs (CRC) are how much the assets are worth ‘as new’. The Fair Values are how much they are worth in their current physical state.

What's the condition?

























The condition of recreation places is reported on a very good to very poor rating scale. The condition data is used for a variety of outputs, including predicting when assets may need renewing, and calculating how much they are worth (fair value) in their current state.

The current condition of our recreation places, by replacement cost, is as follows.



How confident are we?

The Shire's current confidence in its recreation asset data is:

| ASSET CLASS | INVENTORY | CONDITION | VALUATION |
|--|---|---|---|
|  Active Spaces |  Reliable |  Reliable |  Reliable |
|  Building Surrounds |  Reliable |  Reliable |  Reliable |
|  Cemeteries/ Memorials |  Reliable |  Reliable |  Reliable |
|  Passive Spaces |  Reliable |  Reliable |  Reliable |
|  Tourism Spaces |  Reliable |  Reliable |  Reliable |
|  Water Harvesting |  Reliable |  Reliable |  Reliable |



How is the service performing?

The Shire seeks to ensure that the service performance delivered by our recreation assets meets the needs of users. However, the quality of this service can be varied, and in turn this has an effect on overall cost. As a general rule, as the service quality gets higher, so too does cost. Therefore, the Shire needs to balance this and deliver the recreation service at a level that the community desires and is willing to pay.

Service Levels

Service levels describe the quality performance that the Shire aims to provide for its recreation service. These have been developed through consideration of strategic and customer inputs.

Strategic Inputs

The Strategic Community Plan (SCP) and Disability Access and Inclusion Plan (DAIP) were reviewed to identify any drivers that may directly relate to the recreation service. This showed that the following service outcomes are of high importance. Service levels have then been selected for these outcomes, so that their performance can be monitored.

| INPUT | STRATEGIC OUTCOME | KPIS |
|-------|---|-----------------|
| SCP | We need to better promote and improve the appearance and appeal of Carnarvon and Coral Bay as a tourist destination including the town's appearance and appeal by public artwork, tree planting, visible advertising, maintaining clean public amenities etc. | Aesthetics |
| SCP | We need more and better public facilities such as new playgrounds for both kids and youth (e.g. water or adventure), skatepark, basketball courts, barbecues, outdoor exercise equipment etc. | Fit for purpose |



Customer Inputs

As a service provider, it is important that the Shire clearly understands the needs of its stakeholders (e.g. customers). During 2018, Shire staff considered who the major stakeholders are of its recreation service. Seven were identified. While there may be other minor stakeholders, they have not been specifically considered by this AMP.



Analysis of stakeholders’ service needs determined that the following attributes were most frequently required.

- Availability (5 occurrences)
- Quality (5 occurrences)



Service Level Targets and Performance

The Strategic and Customer Inputs have been combined to form the following service level key performance indicators (KPIs). These KPIs will enable the Shire to monitor its recreation service performance.

| KPI | DRIVER | PERFORMANCE MEASURE | TARGET | CURRENT |
|-----------------|--------------|---|--------|---------|
| Aesthetics | SCP | Percentage of survey respondents at least satisfied with recreation places' aesthetic appeal. | - | Unknown |
| Availability | Stakeholders | Percentage of Shire properties that are serviced by park areas in accordance with the recreation hierarchy. | - | Unknown |
| Fit for purpose | SCP | Percentage of survey respondents that are at least satisfied that the Shire's recreation places meet their needs. | - | Unknown |
| Quality | Stakeholders | Percentage of survey respondents that are at least satisfied with the quality of park assets. | - | Unknown |



How is the service changing?

Recreation services often underpin our community fabric, and enables people to come together. However, the breadth of recreation choices is likely to have never been so large. This presents many challenges when trying to provide the right assets and services for the community’s needs.

Future change drivers

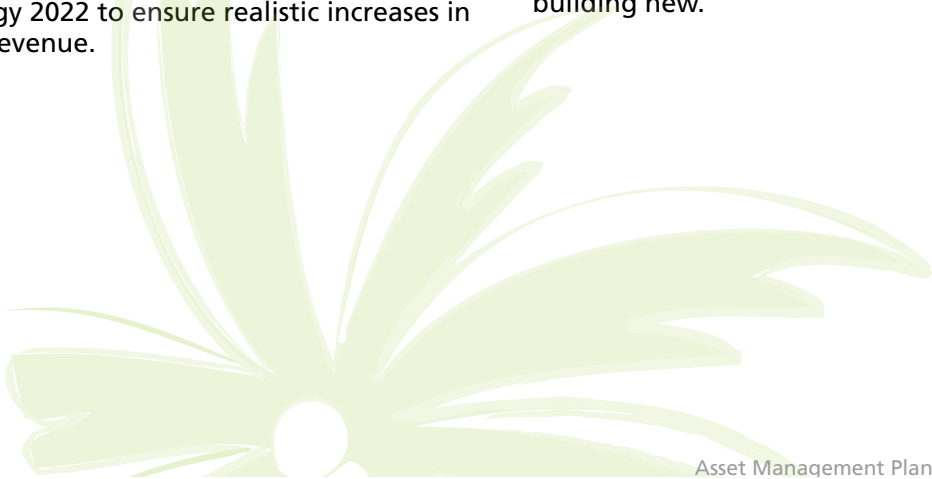
Over the life of this Plan, the Shire considers the following drivers to likely affect the demand for recreation services.



Change mitigation

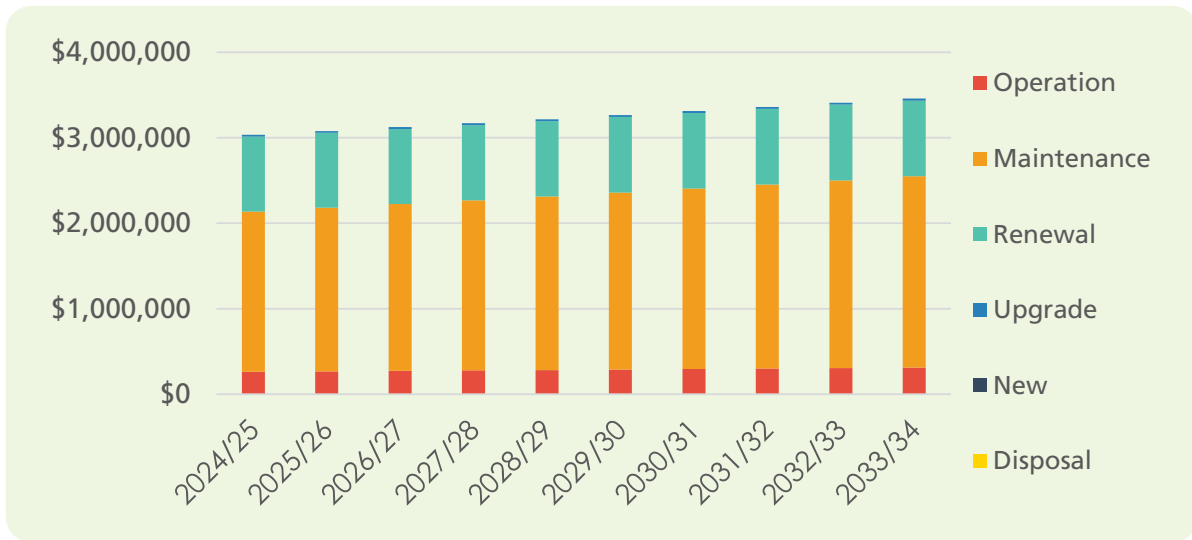
To meet the challenges that will arise from service change, the Shire plans to:

- Engage with the community to understand what its future service needs are likely to be.
- Monitor the use of water on recreation places, and continue to transition to sustainable sources.
- Adhere to the rating program recommended in the Shire’s Revenue Strategy 2022 to ensure realistic increases in rates revenue.
- Divest or decommission assets that:
 - Are surplus to need;
 - No longer serve a useful purpose;
 - Are able to be returned to the State Government or disposed of (by sale or lease) to commercial or community organisations.
- Actively pursue grant funding that can be used to fund improvements and enhancements to existing assets, rather than building new.

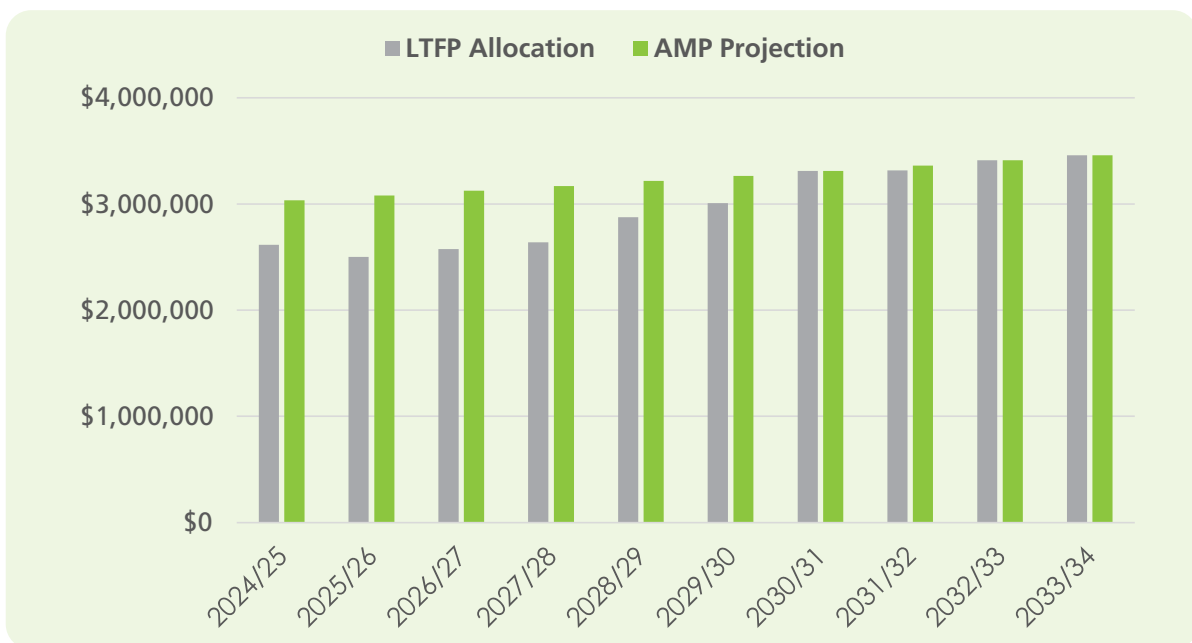


What will the service cost?

Recreation places represent a significant ongoing cost commitment to our community. To ensure that we can continue to sustainably provide the service, the Shire maintains a long term works programme. This programme contains all planned works activities, and sets out how much the service will cost, to deliver the agreed performance. On an annual basis, the works programme in this AMP informs the Shire’s broader Long Term Financial Plan (LTFP). In the event that the AMP and the LTFP do not balance financially, then the Shire can adjust its practices (e.g. service level performance) to reach a sustainable point.



Projected Recreation Service Cost



Projected Recreation Service Cost vs Available Funding



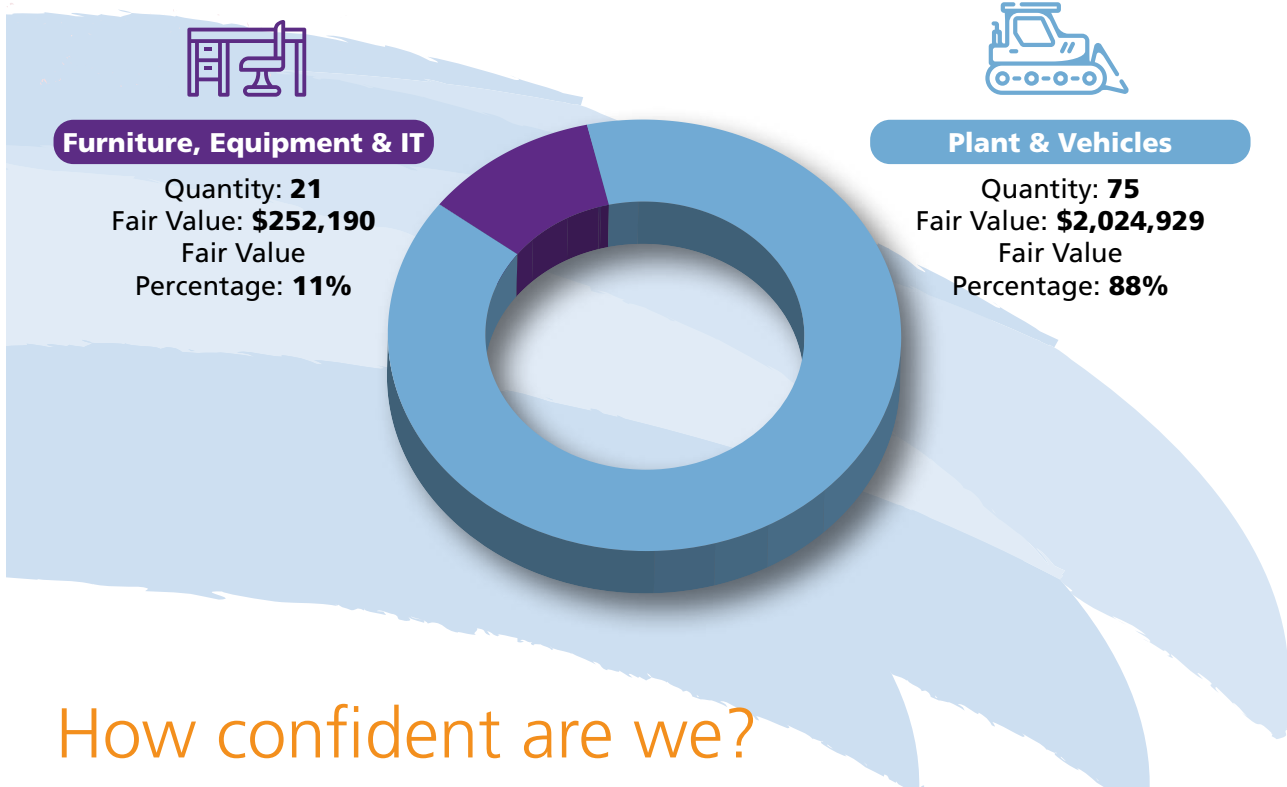
About the Fleet, Equipment & IT Service



What do we have and what are they worth?







The Shire's fleet, equipment & IT asset portfolio is crucial in enabling many of our operational day to day tasks to be completed. The different asset types that make up the portfolio are:

TOTAL
TOTAL ASSETS:
 96
Fair Value:
\$2,277,119



How confident are we?

The Shire records inventory and valuation data for its fleet, equipment, and IT assets. The Shire's current confidence in its data is:

| ASSET CLASS | INVENTORY | VALUATION |
|--|---|---|
|  Furniture, Equipment & IT |  Reliable |  Reliable |
|  Plant & Vehicles |  Reliable |  Reliable |

How is the service performing?

The Shire seeks to ensure that the service performance delivered by our fleet, equipment & IT assets meets the needs of users. However, the quality of this service can be varied, and in turn this has an effect on overall cost. As a general rule, as the service quality gets higher, so too does cost. Therefore, the Shire needs to balance this and deliver the recreation service at a level that the community desires and is willing to pay.

Service Levels

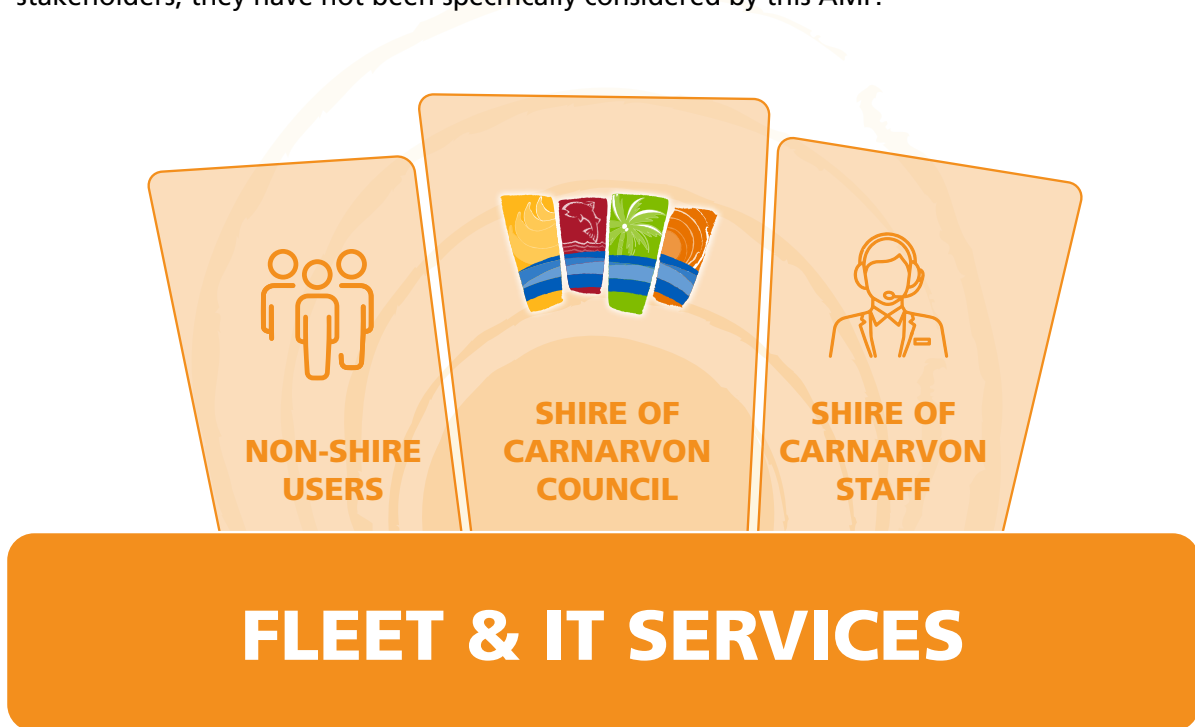
Service levels describe the quality performance that the Shire aims to provide for its fleet & IT services. These have been developed through consideration of strategic and customer inputs.

Strategic Inputs

The Strategic Community Plan (SCP) was reviewed to identify any drivers that may directly relate to the fleet and IT service. This showed that there were none that directly influenced the service.

Strategic Inputs

As a service provider, it is important that the Shire clearly understands the needs of its stakeholders (e.g. customers). During 2019, Shire staff considered who the major stakeholders are of its fleet & IT services. Three were identified. While there may be other minor stakeholders, they have not been specifically considered by this AMP.



Analysis of stakeholders’ service needs determined that the following attributes were most frequently required.

- Reliability (3 occurrences)
- Safety (3 occurrences)

Service Level Targets and Performance

The Strategic and Customer Inputs have been combined to form the following service level key performance indicators (KPIs). These KPIs will enable the Shire to monitor its fleet, equipment & IT service performance.

| KPI | DRIVER | PERFORMANCE MEASURE | TARGET | CURRENT |
|-------------|--------------|--|--------|---------|
| Reliability | Stakeholders | Percentage of surveyed users who are at least satisfied with the reliability of Shire fleet assets and IT systems. | - | Unknown |
| Safety | Stakeholders | Number of reported lost time injury days per financial year, caused by an item of plant or a vehicle. | - | Unknown |



How is the service changing?

While our fleet and IT assets are predominantly used by Shire staff, they are vital tools to enable broader services, such as transport, property and recreation, to be delivered. However, these tools are evolving rapidly within an environment where technology sophistication seems to regularly change the way we work.

Future change drivers

Over the life of this Plan, the Shire considers the following drivers to likely affect the demand for fleet & IT services.



Fuel/energy costs



Technology improvements & changes



Staff changes, needs and skill development

Change mitigation

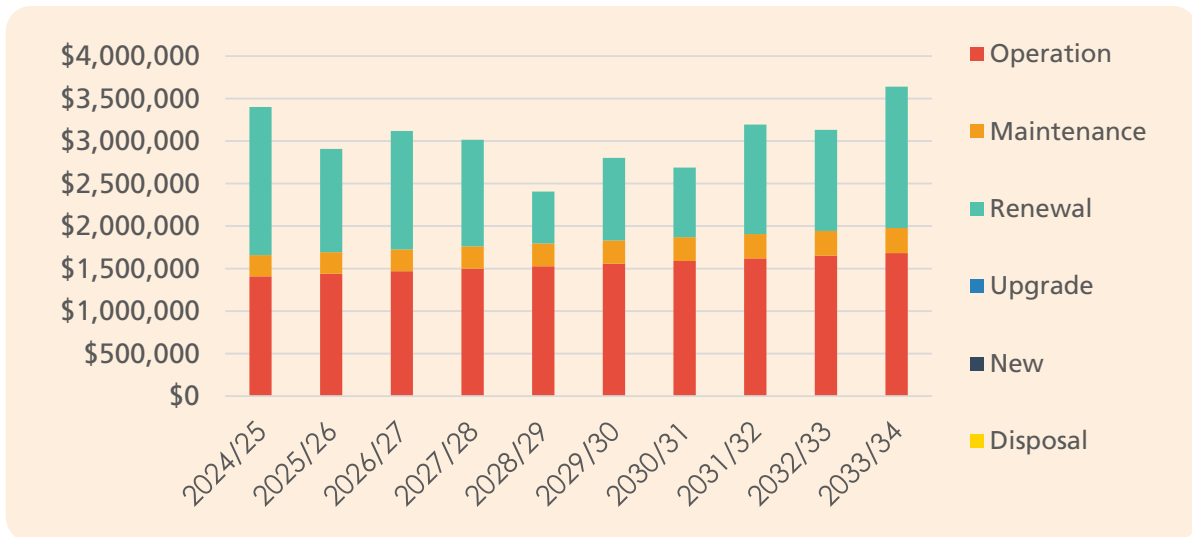
To meet the challenges that will arise from service change, the Shire plans to:

- Continue to monitor the cost/benefit (e.g. cost per hour of use) achieved from individual fleet assets.
- Continue to monitor changes to fleet technologies, including fuel types, and implement when appropriate to the Shire.
- Continue to align the AMP with the Workforce Management Plan and Long Term Financial Plan.
- Develop and implement a Fleet Replacement Program to optimise turnover and to minimise servicing and maintenance costs.

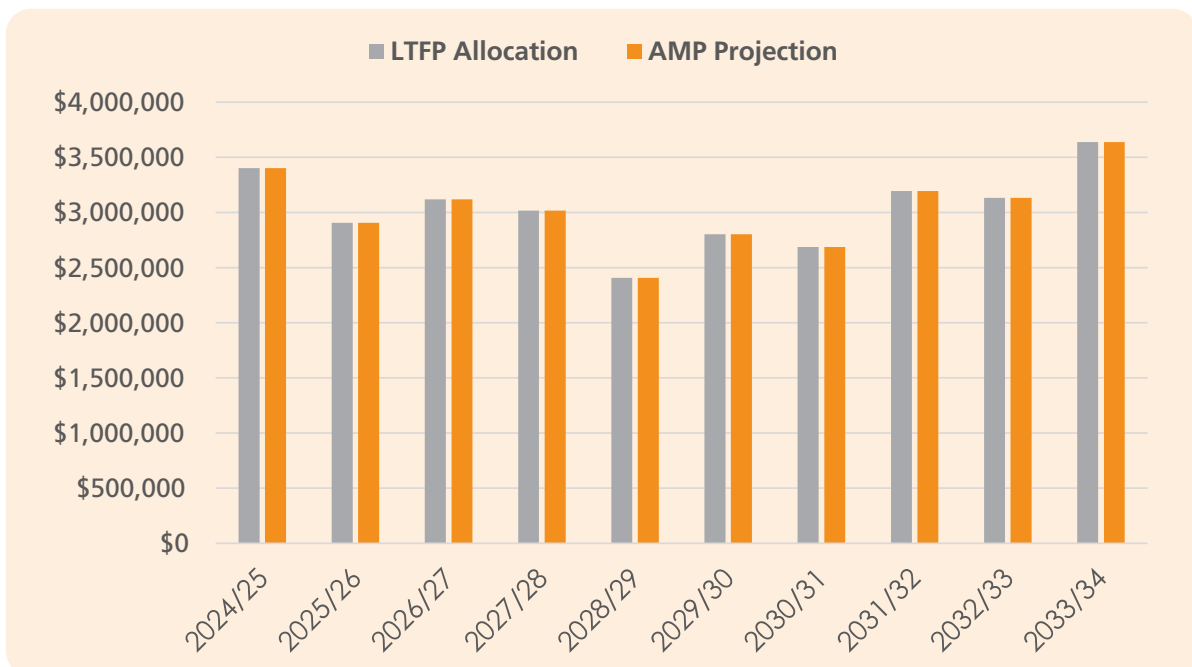


What will the service cost?

To ensure that we can continue to sustainably provide the services, the Shire maintains a long term works programme. This programme contains all planned works activities, and sets out how much the services will cost, to deliver the agreed performance. On an annual basis, the works programme in this AMP informs the Shire’s broader Long Term Financial Plan (LTFP). In the event that the AMP and the LTFP do not balance financially, then the Shire can adjust its practices (e.g. service level performance) to reach a sustainable point.



Projected Fleet, Equipment & IT Service Cost



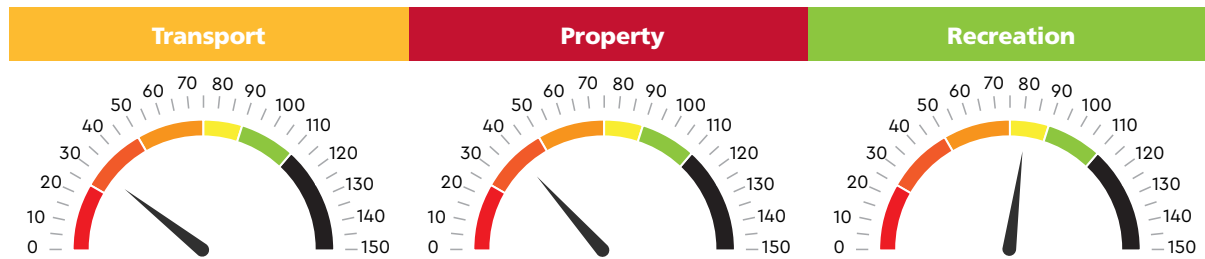
Projected Fleet, Equipment & IT Service Cost vs Available Funding

Are the services economically sustainable?

The Shire monitors the economic sustainability of the AMP through three financial ratios. They measure the past, present and future ability to renew assets when required.

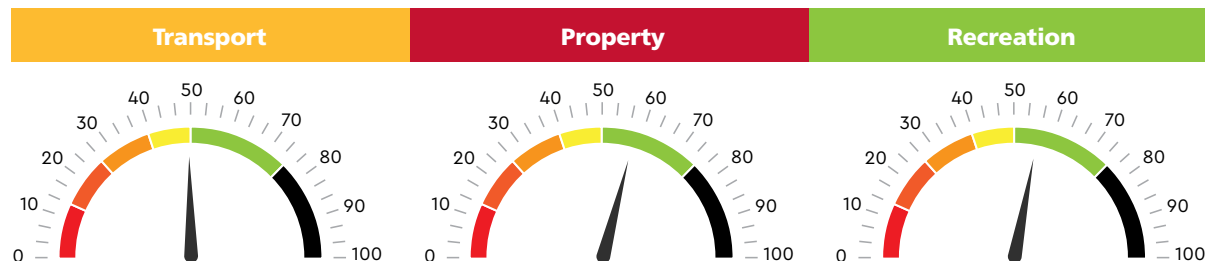
Past - Sustainability Ratio (ASR)

This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset base is wearing out. The standard is met if the ratio can be measured and is 90% (or 0.90). The standard is improving if this ratio is between 90% and 110% (or 0.90 and 1.10). The ratio is not required for fleet, equipment and IT assets.



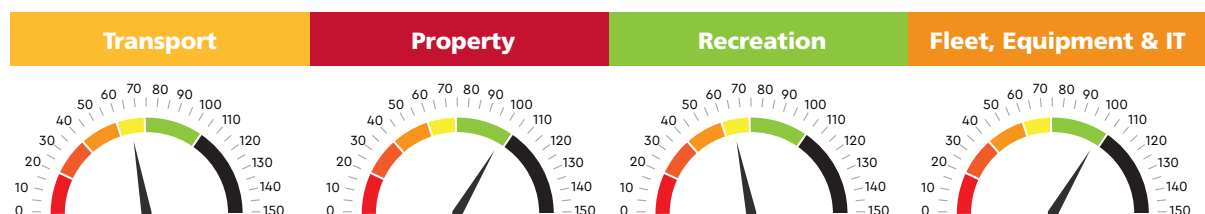
Present - Consumption Ratio

This ratio seeks to highlight the aged condition of a local government’s physical assets by comparing their depreciated replacement cost (worth in current state) to their replacement cost (worth in as new state). The standard is met if the ratio can be measured and is 50% or greater (0.50 or >). The standard is improving if the ratio is between 60% and 75% (0.60 and 0.75). The ratio is not required for fleet, equipment and IT assets.



Future - Renewal Funding Ratio

This ratio is a measure of the ability of a local government to fund its projected asset renewal/replacements in the future. The standard is met if the ratio is between 75% and 95% (or 0.75 and 0.95). The standard is improving if the ratio is between 95% and 105% (or 0.95 and 1.05), and the sustainably ratio falls within the range 90% to 110%, and consumption ratio falls within the range 50% to 75%. Fleet, equipment and IT assets have been included in this ratio



How will the Shire improve its asset management?

Where possible, and appropriate, the Shire is committed to improving its asset management practices. The following actions have been identified by this AMP for future implementation.

| SERVICE AREA | TASK |
|-----------------------|---|
| All | Monitor all service levels. |
| | Implement and/or sustain all service demand mitigation actions. |
| | Review all planned asset operation and maintenance schedules, and further develop where required. |
| | Develop management strategies to address assets that are currently in a poor or very poor condition. |
| Transport | Consider the need to implement a formal climate change effect review process when planning new capital works. |
| | Develop and implement a cyclical asset inspection schedule, and set renewal intervention triggers (e.g. condition). |
| | Further develop a long term renewal programme, and update the AMP's Works Programme. |
| | Update and implement the Footpath plan to meet the needs of an ageing population. |
| | Undertake new transport asset condition inspections. |
| Property | Develop and implement a cyclical building condition inspection programme, and develop a five year works programme. |
| Recreation | Review the list of recreation parks places and ensure that all associated assets have recorded inventory data, condition rating and valuations. |
| | Further develop a long term renewal programme, and update the AMP's Works Programme. |
| Fleet & IT | Further develop a long term renewal programme, and update the AMP's Works Programme. |



Further reading

The following documents support this AMP.

- Shire of Carnarvon – Strategic Community Plan (2022 to 2032)
- Shire of Carnarvon – Asset Management Policy
- Shire of Carnarvon – Long Term Financial Plan
- Shire of Carnarvon – AMP Works Programme 2024-2034
- Shire of Carnarvon – Disability Access and Inclusion Plan 2022-2027
- Shire of Carnarvon - Public Open Space Strategy November 2022



**CARNARVON RIDERS ASSOCIATION**

Email- hill289@bigpond.com

Mrs Andrea Selvey
Chief Executive Officer
Shire of Carnarvon
PO Box 459
CARNARVON WA 6701

14 June 2024

Dear Andrea

REQUEST TO HAVE TIP FEES WAIVED

As you are aware, the Carnarvon Riders Association (CRA) have an MOU for the below buildings outlined in red and blue located at the airport.

The Carnarvon Riders Association are actively working to help relocate Pastor John from this site to another location located at the Festival Grounds. Once this is complete, the Association will be looking at expanding the MOU to include the building previously utilised by Pastor John.

At some point in the future, once Pastor John and the SES have fully relocated, the Carnarvon Riders will be looking to present to Council a proposal to officially lease the whole complex.

This Shire property located at the Festival Grounds (old shed previously used by the Performing Arts) currently contains an accumulation of various rubbish and waste. Association volunteers are proposing to undertake working bees to remove that waste from the site and dispose of it at the Carnarvon tip and enabling Pastor John to be relocated to this building with the assistance of the CRA.

The Association would therefore appreciate consideration by Council to the grant of a waiver of tip fees for that waste disposal. We anticipate the work could be completed within three months of commencing the clean up.

Thank you for your consideration

Yours sincerely

Rowland Hill
on behalf of
CARNARVON RIDERS ASSOCIATION



**Schedule 2 – Map of Old Performing Arts Building
(new site for Pastor John)**

