



# Shire of Shark Bay

## Administration Policies

As at August 2014  
Reviewed by CEO on: 27 August 2014



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Updated/Replaced 3.2 Payment of Expenses to Employee Travel and Accommodation Policy 7 April 2015 Item

Updated/Replaced 1.1 Occupational Safety and Health Policy 24 February 2016 Item 11.2

Deleted Occupational, Health and Safety Administration Policy and is now a Council Policy 22 February 2017 Item 11.7



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## 1 Occupational Health and Safety

### 1.1 Safety Policy

#### Purpose

This policy outlines the Shire of Shark Bay's commitment to continuously improve the occupational safety and health standards within the workplace, to continuously improve the occupational safety and health management systems and to reduce hazards and subsequent incidents in the workplace.

#### Detail

The Shire of Shark Bay is committed to managing occupational safety and health including the development and implementation of an Occupational Safety and Health Management System that complies with or exceeds legislative requirements including the Act, Regulations, Codes of Practice, Guidance Notes and Australian Standards.

The Shire of Shark Bay will ensure that all levels of employees, including senior management, employees, contractors and volunteers understand their roles and responsibilities in accordance with legislative requirements.

#### Objective

The employer aims to meet their objectives by:

- i. Providing and maintaining workplaces, plant, and systems of work such that, so far as is practicable, the employees are not exposed to hazards;
- ii. Providing such information, instruction, and training to, and supervision of, the employees to enable them to perform their work so they are not exposed to hazards;
- iii. Consulting and cooperating with employees at the workplace regarding occupational safety and health issues;
- iv. Providing employees with personal protective clothing and equipment to assist protect them against those hazards;

Employees, including contractors, volunteers and work experience students are obligated to meet their duty of care by:

- i. Taking care for his or her own safety and health and avoid adversely affecting the safety or health of any other person;
- ii. Complying with safety and health instructions given by the employer, including the direction to wear personal protective clothing or equipment;
- iii. Timely reporting of hazards, accidents (injuries) and incidents (near misses) in the workplace.

**A safe and efficient place of work is our goal, and we must all be committed to reach this outcome.**



## 1.2 Uniforms, Dress Code, & Hygiene at Work

### Purpose

The type of clothing and standard of dress for the Shire's employees varies according to roles and safety requirements. This policy provides parameters regarding appropriate types of clothing, standards of dress and related matters.

### Detail

The Shire is committed to presenting itself in a professional manner as well as maintaining a safe and healthy working environment for its employees. This policy aims to fulfil such a commitment by providing clarity in relation to personal clothing and hygiene standards. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.

#### *Compulsory Uniform/Protective Clothing*

Unless otherwise authorised by the CEO or Works Supervisor, all Works staff must wear protective clothing and uniforms provided by the Shire.

#### Overall:

- Clothing shall be of a uniform colour and shall be embossed with the Shire crest or Name.
- The staff member is responsible for ensuring their uniform is kept clean and presentable. Any staff member who fails to wear the required uniform when presenting for duty shall be sent home to change and may not receive payment for the time they are not at work.
- Uniforms shall be replaced if it is determined by the Works Supervisor that they are no longer suitable for use due to ordinary wear and tear.
- If a uniform is damaged the staff member may be entitled to a replacement. A staff member may not be entitled to a replacement if their uniform has been damaged due to neglect or misconduct, and will be responsible for the replacement cost of the uniform.
- Uniforms will remain the property of the Shire. Staff members who are ceasing work with the Shire must return their uniforms prior to the completion of their final working day.

#### *Additional Requirements Relating to Protective Clothing*

An employee may be instructed to wear protective clothing by an appropriate officer. Employees will be issued with protective clothing by the Shire. An employee must not modify, alter or change protective clothing under any circumstances unless they are directed to do so by an appropriate officer.

#### *Provision of uniforms for other staff*

Uniforms for other permanent full time and part time staff will be provided by the Shire to the extent provided for in the Shire's annual budget.

#### *Wearing of Uniform out of Hours*

Primarily uniforms are to be worn only during working hours and employees should take care to refrain from wearing uniforms outside of work. Employees must recognise that when wearing the uniform they are recognised as representing the Shire. Employees must



adhere to the Shire's Code of Conduct, policies and procedures if they are wearing the uniform outside of work.

An employee must refrain from consuming alcohol whilst wearing a Shire uniform unless alcohol consumption has been sanctioned by an appropriate officer. Employees who consume alcohol or act in an inappropriate manner whilst wearing a uniform may face disciplinary action.

#### *Acceptable Standards of Dress*

Other employees who are not required to wear uniforms must present for work in a professional manner and be suitably attired for their work activities. The standard for both men and women is smart business dress.

Smart business dress for work may include, tailored trousers, tailored skirts, collared business shirts, tailored shorts, tailored jackets, dresses, blouses, smart/business shoes, socks, appropriate underwear, belts and ties.

Smart business dress for work does not include; low cut or sheer tops, tops that expose the midriff, shorts that expose the buttocks, thongs, bare feet, singlets, faded jeans, frayed jeans, board shorts or other items of clothing or footwear deemed unsuitable by the CEO or an appropriate officer.

The following items may be acceptable provided they do not pose any possible hazard to health and safety at work or deviate significantly from the image required in the given work area.

- Clothing worn to comply with cultural or religious practices;
- Tattoos or body piercings; and
- Jewellery.

An Employee's hair should be neat and tidy and kept in a clean condition. Employees with long hair may be required to tie it back or wear a hair net at the request of an appropriate officer.

#### *Casual Dress Days*

On "casual dress" days, "smart casual" is the minimum required standard. Further guidance is available from the respective line manager.

#### *Unacceptable Standards of Dress*

The following items are unacceptable at the Shire:

- Clothing that contains messages or designs that may be offensive to others including but not limited to items of clothing which may be considered racist, sexist or derogatory.
- Body tattoos that contain messages or designs that may be offensive to others including but not limited to tattoo's which may be considered racist, sexist or derogatory.

#### *Personal Hygiene*

Employees are responsible for ensuring that they maintain good standards of personal hygiene whilst at the workplace. Clothes should be laundered to a reasonable standard and employees should be respectful of others and minimise strong body odour, perfumes and colognes when attending the workplace.



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Where problems are identified in working arrangements or facilities or with the health and safety of the individual, these must be reported to a responsible person immediately. All matters relating to personal hygiene will be handled sympathetically and discreetly.

*Consequences of Breaching This Policy*

This policy constitutes a lawful instruction to all of the organisation's people and breaches may lead to disciplinary action or termination by the Shire. People who breach the policy may also be personally liable for their actions.

### 1.3 Smoke Free Workplace

Purpose

To ensure that staff are not adversely affected by smoking in the workplace.

Detail

The Shire of Shark Bay workplace is a non smoking area. All buildings and Shire provided accommodation are declared smoke free and all staff and members of the public shall refrain from smoking therein.

All Shire owned passenger type vehicles (ie station sedans, sedans, utilities, trucks, etc) are declared as smoke free and no personnel shall smoke or permit smoking in those vehicles whether alone or travelling with passengers.

If employees are housed in caravans for camping out purposes and the units are occupied by more than one person, no person shall smoke in the caravan.



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## 2 Recruitment and Selection

### 2.1 Recruitment and Selection Policy

#### Purpose

This policy is designed to ensure that appropriate recruitment standards are maintained throughout the Shire and to provide a resource to assist managers to carry out the recruitment of employees and maximise the probability of successful recruitment and selection decisions.

#### Detail

##### *Commitment*

The Shire is committed to recruitment, selection, promotion, and other personnel decisions being fair, consistent and compliant with section 5.40 of the Local Government Act 1995. The Shire is committed to ensuring that the associated processes will be based on merit and expressed in terms of the selection criteria established

This policy covers all positions other than those of Chief Executive Officer and positions designated by the Local Governments "Senior Employee's" under the Local Government Act 1995. The recruitment and selection processes for the Chief Executive Officer and Senior Employees positions will comply with the relevant sections of the Local Government Act 1995 and the Local Government (Administration) Regulations 1996.

##### *Recruitment*

The Shire reserves the right to review the need for any position within its existing structure. A corporate approach will be taken to employee recruitment and selection and the process will be conducted in accordance with this policy and any associated Human Resources procedures.

The commencement of the recruitment process for any position must only occur after consideration has been given to the present and future corporate needs of the Shire. This may include investigating possible alternative staffing actions such as structural change and/or redistribution of duties to other positions.

All appointments, promotions and transfers will be based on relative ability, knowledge; skills and fit with the Shire's Core Values. This approach will ensure a uniform approach to recruitment throughout the Shire.

##### *Authority to Commence Recruitment and Appointment of Employees*

The recruitment process may not commence for any position unless the appropriate written authority has been provided by the CEO.

Payroll should be advised *in advance* of any person commencing paid employment or exiting the Shire.

##### *Communication to Employees about Vacancies*

Prior to any advertisement for a position being lodged, where deemed appropriate, all employees may be advised that a position is being advertised. Such communication should include the:

- Position title, location and salary;
- Contact person; and





- Closing date.

#### *Confidentiality of Information*

All employees involved in the recruitment and selection process shall be bound by strict standards of confidentiality.

#### *Achieving Equal Employment in the Workplace*

The Local Government recognises its legal, moral, social and ethical obligations to actively promote and practice the principles of equal opportunity in all aspects of employment.

#### *Selection & Appointment*

In filling vacant positions, the selection process shall follow the appropriate Human Resource procedures in effect at the time. Officers participating in the selection decision must declare any associations they may have with applicants before shortlisting (or appointment, in the case of a single suitable applicant) commences. A vacant position may be filled through other means without any requirement for the Shire to advertise or re-advertise the vacancy.

Candidate selection methods may include, but are not limited to:

- Assessment of the CV against the advertised position description;
- Interviews;
- Testing; and
- Referee reports.

#### *Probation*

Except where otherwise provided in this policy, appointments of more than six months shall require a probation period of at least three months, unless otherwise authorised by the CEO.

Where probation periods are to be applied, the employee may be given specific performance criteria that will be used to assess whether s/he has satisfied his/her probation requirement.

## 2.2 Medical Examinations

All permanent employees are required to agree to a medical examination by a Medical Practitioner upon appointment which will be paid for by the Shire of Shark Bay. Results will be confidential to the immediate Supervisor and the Chief Executive Officer. A copy will be retained in the employee's personal file and made available for the employee.

## 2.3 Probationary Period Guidelines

### Policy

A probationary period will apply to all full-time, part-time, fixed-term, maximum-term and casual employees commencing employment with the Shire.

### Detail

#### *Notification upon Appointment*

All Shire managers and senior employees will endeavour to adhere to the following guidelines when establishing a probationary period for an employee:



- The probationary period must be committed to writing at the outset of the employment relationship, so both the Shire and employees are clearly aware and informed of the probationary period. This may be in the form of a letter of offer, contract of employment, policy or enterprise agreement. The length of the probationary period will be determined after having regard to the nature of the position and the required time frame for assessment.
- A probationary period must be determined in advance and prior to appointment.
- The Shire will endeavour to notify the employee in writing of their probationary period and the discretion of the Shire to extend the probationary period, in either the letter of appointment or the contract of employment.

#### *Termination of Employment during Probationary Period*

An employee may be dismissed during a probationary period pursuant to their contract of employment. However, it is important that if an employee's employment is terminated, that:

- the Shire outlines the reasons for termination; and
- the employee is given an opportunity to respond to the reasons for the termination of their employment.

#### *Permanent Appointment to Position*

Where it has been decided that an employee has performed satisfactorily in order to be granted ongoing employment, the following procedures shall be followed:

- the employee's permanent status will be confirmed in writing;
- the manager and employee will meet to discuss any performance issues, areas of improvement and areas of positive performance, and record these discussions in writing;
- any training needs of the employee will be identified and record these training needs in writing;
- the employee should be given the opportunity to provide feedback regarding the probationary process and the matters that were discussed during the probationary process
- Identify and explain areas within the Key Performance Indicators which require improvement.

Failure to complete a final probationary review within the set timeframe will not automatically result in an employee being permanently appointed to that position. If the final probationary review is not completed within the set timeframe, the employee on probation will be contacted as soon as practicable and informed that their probationary will be extended to allow for a final assessment to be conducted.

#### *Extension to the Probationary Period*

The Shire may decide to extend the probationary period beyond the initial probationary period rather than appoint the employee permanently. Any decision to extend the probationary period should take into account the factors outlined below:

- employee absence or change in management
- the employee's performance;
- the guidelines set out in the relevant award, letter of employment and/or contract of employment;



- the measures taken during the probationary period to discuss the deficiencies of the employee;
- the nature and seriousness of the deficiencies;
- the efforts by the employee to rectify any deficiencies;
- review of the employee's efforts to rectify their performance;
- Whether the nature of the work requires a longer probationary period in order to assess the employees capacity to perform the role;
- the employee's personal circumstances such as previous experience, knowledge, age, expectations and family responsibilities; and
- any other factor deemed relevant by the Shire.

The employee should be informed where the Shire decides to extend the probationary period and this extension should be confirmed in writing.

## 2.4 Reimbursement of Relocation Expenses

### Purpose

To set out the circumstances under which the Shire will reimburse relocation expenses for employees moving to the Shire.

### Detail

Reimbursement of relocation expenses may be negotiated by the CEO on a case by case basis.

Relocation expenses shall only include the cost of furniture removal and reasonable expenses involved in movement of the employee and immediate family. Agreement on reasonable expenses shall be agreed prior to relocation.

Where the Shire has agreed to reimburse relocation expenses:

- Half will be paid after completion of 12 months satisfactory service; and
- The balance paid after the completion of 24 months service.

The CEO may agree for the Shire to reimburse relocation costs at commencement of employment due to financial hardship. Where this occurs, the employee shall enter into a written agreement to pay back the full cost of relocation costs paid if employment is terminated before completion of twelve months service, and 50% of the relocation expenses if employment is terminated within 24 months of commencement.



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## 2.5 Equal Opportunity Policy Statement

### Purpose

The Shire recognises its legal obligations under the *Equal Opportunity Act 1984*, and will actively promote equal employment opportunity based solely on merit to ensure that discrimination does not occur on the grounds of gender, marital status, pregnancy, race, disability, religious or political convictions.

### Detail

All employment training with the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

All promotional policies and opportunities with the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All offers of employment within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such engagement.

The Shire will not tolerate harassment within its workplace. Harassment is defined as any unwelcome, offensive action or remark concerning a person's race, colour, language, ethnicity, political or religious convictions, gender, marital status or disability.

The equal opportunity goals of the Shire are designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.



## 3 Conditions of Employment and Leave

### 3.1 Annual, Long Service and Other Leave

#### Purpose

The purpose of this policy is to provide a consistent application of the leave provisions in the relevant industrial instrument by:

- Facilitating consistency throughout the Shire in administering the leave provisions for employees.
- Providing teams with information to effectively manage Leave entitlements of employees.
- Encouraging employees to take leave by reinforcing the positive benefits of taking leave when it becomes due.

#### Detail

This policy applies to all employees who are employed on a full time or part time basis, but does not apply to employees employed on a casual basis (apart from long service leave which apply to casuals).

Employees shall be entitled to Annual and Long Service Leave consistent with the provisions of the National Employment Standards and the applicable industrial instrument.

All employees should take annual leave and long service leave within one year from the date in which it is accrued unless it is postponed with the written permission of the Shire.

Under the provisions of the *Local Government (Long Service Leave) Regulations*:

*“Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of 6 months unless otherwise agreed in writing between the Local Government and employee”*

The manager or supervisor shall manage the taking of leave and maintain a leave roster ensuring that adequate coverage of functions is maintained. The Shire will endeavour to approve leave applications to meet the convenience of the employee, however the operational needs of the Shire must also be considered.

Leave application forms should be signed by the applicant and signed by the responsible Supervisor. All leave application forms need to be forwarded to payroll for action.

Employees should ensure that all Annual Leave applications are made for a period equal to or greater than one week where practicable as leave applications for lesser periods may be refused.

#### *Leave Rosters*

Supervisors are required to develop and maintain leave rosters that identifies proposed relief/coverage arrangements for all employees within their area of responsibility. Where relief is required, this is to be negotiated with the relevant Supervisor and if necessary recruitment is commenced through the CEO.



To encourage effective workforce planning, teams must monitor the leave roster to ensure that sufficient employees are available to cope with peak workload periods. It is therefore essential that supervisors regularly refer to the current operational and business plans to determine those peak periods.

Supervisors should regularly monitor the leave taken to ensure that the total accrued leave does not exceed this policy.

#### *Approvals and Obligations*

Leave applications forms are required to be completed and then to be submitted for approval to the relevant Supervisor. Leave applications will be considered in the context of needs of the employee, operational requirements and the team leave roster.

Supervisors must consider how the duties and responsibilities of the position will be delivered in the absence of the employee on leave.

After approval, leave forms are forwarded to payroll for processing.

It is the obligation of individual employees, in conjunction with the Supervisor, to determine whether there is a need to communicate their impending absence to other employees.

As a general rule Supervisors should advise all employees of their absence and what acting arrangements, if any, have been effected.

#### *Annual Leave*

Annual Leave is not to accrue beyond 6 weeks (228 hours) at any time except in cases in which extenuating circumstances preclude an employee from taking their leave.

To enable annual leave accruals to be monitored, a monthly report outlining all employees' leave accruals will be provided by the officer responsible for payroll to the Finance and Administration Manager.

Where it is proposed that an employee's leave accrual will exceed this 6 week limit, a written application for deferral will be submitted to the Chief Executive Officer for approval. This application must be submitted at least 2 months before the 6 week maximum accrual is reached. If such approval is not granted, the employee will be paid out the difference between their total accrued annual leave and the 6 week limit.

An employee may request to have leave paid in advance as long as the actual annual leave is 10 or more working days. There is no minimum amount of leave that can be applied for.

Upon completion of any stipulated probationary period, there is no requirement for an employee to wait until they have completed 12 months' continuous service before taking any accrued leave.

#### *Rostered Days Off*

Unless specifically approved by the Chief Executive Officer staff are not to accrue rostered days off in excess of two days.

#### *Deferral of Long Service Leave*

Employees must take long service leave within 6 months of it becoming due unless approval is given for it to be deferred. Employees must seek approval from the CEO to defer long service leave and in applying must:

- o clearly identify the amount of leave accrued;



- at what date it will be cleared; and
- why it has not been cleared.

Where the commencement of long service leave has been postponed to meet the convenience of the employee beyond a period of six months, the rate of payment for or in lieu of that leave shall be at the rate applicable to the employee for ordinary time (excluding allowances) at the end of the period of six months unless otherwise agreed in writing between the Shire and employee.

#### *Paid Leave for Staff on Voluntary Service*

The CEO may approve applications for leave for staff who are bona fide members of volunteer emergency service groups, such as Fire Brigade, State Emergency Services, Ambulance, etc, who are required for emergency service by those groups during working hours. If agreed, staff released will be paid for time absent from the work place up to the total of ordinary time usually worked during that day or the period of the emergency, but will not include time in excess of ordinary working hours, weekends or public holidays.

For the purpose of this policy, ordinary time shall be the time ordinarily worked including standard overtime arrangements.

Staff affected by this policy as members of voluntary service organisations should advise the groups that their services should be called upon as a matter of emergency only.

#### *Defence Force Reserves Training*

The Chief Executive Officer may approve applications for leave of absence (unpaid leave) for staff attending Defence Force Reserves training.

### 3.2 Employee Travel and Accommodation Policy

#### Purpose

The purpose of this policy is to establish clear guidelines for travel and accommodation arrangements for employees who are required to travel for Shire business.

#### Detail

1. This policy applies to all Shire employees including casual, temporary, permanent and contract staff and contractors engaged by the Shire.

2. Shire business means training, conferences, workshops, meetings and product or service launches.

3. Travel

3.1 All requests for travel within Western Australia and interstate must be submitted on the travel request form for consideration by the employee's Manager or the Chief Executive Officer. Travel must be approved prior to any travel and accommodation bookings being made.

4. General Conditions of Travel

4.1 Upon approval of a travel request, travel and accommodation will be booked and payment arranged by the Administration Officer. Travel requests should be provided at least one week prior to travel to allow adequate time for the bookings to be made and to allow the Shire to take advantage of any discounts available.



4.2 If an employee wishes to combine travel on Shire business with personal travel a request to do so must be included on the travel request form. The request must include the time and dates of the personal travel. Travel allowances for meals and accommodation will commence and cease from the time that the employee would have started or ended the travel on Shire business.

## 5. Mode of Travel

### 5.1 Air Travel

In the interests of Occupational Health and Safety, insurance cover and productivity, employees are required to travel by aircraft by the shortest most practical route. Any travel in addition to that required for Shire business will be paid by the employee from personal funds.

Air travel will be booked as economy class on the most economical flight. The cost of any upgrade to business class shall be paid by the employee from personal funds.

### 5.2 Car Travel

A request to use a Shire vehicle for travel will require approval of the Manager and will be considered with regard to point 5.1 of this policy and the availability of Shire vehicles. If the request is approved, the employee will be issued with a fuel card for the purchase of fuel only.

### 5.3 Use of Private Vehicle

A request to use a private vehicle will require approval of the Manager and will be considered with regard to point 5.1 and 5.2 of this policy. If the request is approved, the employee will be paid the equivalent of a one way airfare from Denham to the destination by the most direct route available.

Request to use a private vehicle does not apply to employees on negotiated contracts.

### 5.4 Travel Time

Preference is for the employee to travel during work hours unless flights are unavailable. Time in Lieu (TIL) can only be accrued for travel time incurred outside of the employee's normal contracted hours of duty. Claims for Time in Lieu do not apply to employees on negotiated contracts.

## 6. Accommodation

6.1 Accommodation will be booked, where practicable, at premises in close proximity to the venue. Accommodation will represent value for money for the Shire and will include accommodation the night before and/or after the event, where necessary, because of travel, airline flights and event timetables.

## 7. Meals and Incidentals

7.1 The Shire will pay for reasonable costs of meals and incidentals. The Chief Executive Officer will have final determination of what is considered reasonable. The following guidelines will apply:

Meal	Travel Amount
Breakfast	Up to \$23.10
Lunch	Up to \$25.90
Dinner	Up to \$44.50





7.2 Expenses will be paid or reimbursed by the Shire and will include breakfasts, lunches and dinners not included in the event fees.

7.3 The cost of meals will be included in the purchase order for accommodation. When meals purchased are not included in a purchase order, the employee must request and retain tax invoices for reimbursement purposes.

## 8. Transport

8.1 The Shire will pay for taxi and public transport fares related to Shire business. The employee is to pay for the taxi and public transport fares and obtain receipts and seek reimbursement on completion of the travel. Taxi vouchers will be provided for employees without corporate credit cards.

8.2 The Shire will pay for economy class vehicle hire suitable for the purpose, petrol and parking fees, where the vehicle is required to meet operational requirements. Hire vehicles will be booked by the Administration Officer at the time of booking the travel and must be included on the travel request form.

## 9. Expenses Not Paid for by the Shire

9.1 The Shire will not pay or reimburse the following:

- a) mini bar expenses of any type;
- b) private travel;
- c) entertainment costs not associated with those scheduled as part of the event e.g. in house movies.
- d) any expenses not related to Shire business.

9.2 The Shire encourages responsible drinking behaviours and will therefore only pay for modest alcohol expenses associated with evening meals. The cost of alcohol is included in the travel amount guidelines in point 7.1.

9.3 A partner or spouse may accompany an employee whilst on Shire business. Expenses incurred for an accompanying person will not be paid for by the Shire. Travel arrangements for an accompanying person are to be undertaken by the employee.

## 10. Reimbursement

10.1 All claims for reimbursement which are in accordance with this policy must be submitted to the employee's Manager with the required proof of purchase within one month after completion of travel. Payment of claims after this time will be at the discretion of the Chief Executive Officer.

### 3.3 Secondary and Other Employment

#### Purpose

The Shire recognises that its employee's may engage in secondary employment outside of their employment at the Shire. This policy aims to provide guidance on the disclosure, implications and limitations regarding 'secondary employment' in the context of perceived and actual conflicts of interest with the work conducted at the Shire.



For the purposes of this policy, secondary employment includes paid employment with another organisation, running a business, maintaining a professional practice or consultancy, contract work and being a director of an organisation. It may also include voluntary activities if those activities have the potential to affect employment with the Shire.

### Detail

#### *Commitment*

The Shire will exercise the discretion to consent to an employee's application for secondary employment, unless the secondary employment will, or is likely to have an adverse impact on their employment with the Shire. In considering any such application, the Shire will have due regard to principles affecting employment under Section 5.40 of the *Local Government Act 1995*.

#### *Requirement*

An employee must not engage in secondary employment outside the service of the Shire without first informing the Chief Executive Officer. The Chief Executive Officer will review the nature of the secondary employment and provide the employee with an outcome. If the Chief Executive Officer elects not to give consent to secondary employment, the Chief Executive Officer must provide an explanation outlining any perceived or actual adverse impacts that secondary employment may have on their employment with the Shire.

#### *Conflicts of Interest with the Shire*

Secondary employment can lead to conflicts of interest and/or conflicts of duties. An employee must not use Shire time, resources, or information obtained from the Shire in the course of secondary employment, or otherwise take advantage of their position at the Shire for the benefit of their secondary employment.

An assessment of any secondary employment will be undertaken annually or more regularly if required in order to minimise risks including but not limited to:

- the creation of an actual or perceived conflict of interest between official and private business interests;
- misuse of Shire resources, especially telephones, email and office stationery and material;
- unauthorised use of information and intellectual property;
- absenteeism due to competing commitments;
- diminished work performance resulting from tiredness, distraction or time pressures;
- increased load on co-workers who must 'cover' the reduced performance of one employee; and
- adverse effects on the public's perception of the integrity of the Shire.

#### *Responsibility of Employee*

An employee must avoid and appropriately resolve any conflict or incompatibility between his or her private or personal interests and the impartial performance of his or her public or professional duties.

Employees with approval to engage in secondary employment have a duty to notify the CEO of any change in circumstances which might give rise to a conflict of interest, incompatibility with the Shire employment or any real or perceived adverse impact on their performance of professional duties.



*Responsibility of Chief Executive Officer*

The CEO may deny an application to engage in secondary employment where it presents a conflict with the employees Shire duties.

The CEO may make the termination of secondary employment a condition of commencement or continuation of employment with the Shire. Further, the CEO may place any necessary restrictions on secondary employment so as to not interfere with the position with the Shire.

An employee who engages or continues to engage in secondary employment after being informed that their application has been denied may be subject to disciplinary action. In some circumstance, the Shire may be obliged to notify an external agency, such as the Corruption and Crime Commission, if the secondary employment arrangement requires further investigation.

The Chief Executive Officer may delegate his/her authority to deal with all or any part of this policy and procedure to an appropriate Officer.

*Voluntary & Community Organisations*

Shire employees are encouraged to contribute to the community and be involved in voluntary and community organisations.

Within the context of this Policy, an employee is free to fully participate in voluntary and community organisations, charities and in professional associations. However, this must be in the employee's own time, except where permission is granted by the CEO for participation during work hours.

All involvement in voluntary and community organisations must be disclosed and approval sought from the CEO. This further extends to unpaid external work and work experience, including internships.

*Appeals*

If an employee who does not receive approval from the Shire to undertake secondary employment wishes to appeal the decision, they are entitled to make their appeal in writing to the CEO for reconsideration.

### 3.4 Personal / Carer's Leave Policy

Purpose

Personal/Carer's Leave is an employee entitlement which is contained within the National Employment Standards (NES). An employee is entitled to 10 days of personal/carer's leave every 12 months, which can be taken as carers leave if required and will accrue progressively during the year according to the employee's ordinary hours of work and accumulates from year to year.

Detail

An employee may take paid personal/carer's leave if the leave is taken:

- (a) because the employee is not fit for work because of a personal illness, or personal injury, affecting the employee; or



- (b) to provide care or support to a member of the employee's immediate family, or a member of the employee's household, who requires care or support because of:
- (i) a personal illness, or personal injury, affecting the member; or
  - (ii) an unexpected emergency affecting the member.

"Immediate Family" means:

- (a) a spouse, de facto partner, child, parent, grandparent, grandchild or sibling of the employee; or
- (b) a child, parent, grandparent, grandchild or sibling of a spouse or de facto partner of the employee.

An employee must give notice of the taking of any personal/carer's leave. The notice:

- (a) must be given to his/her manager as soon as practicable (which may be a time after the leave has started); and
- (b) must advise his/her manager of the period, or expected period, of the leave.

An employee may take two days of personal/carer's leave per year without providing a medical certificate certifying the need to take the leave. An employee will be required to provide a medical certificate if they have taken more than two periods of leave in a year.

The Shire of Shark Bay can ask an employee to give evidence to confirm why they have been away from work at any time. This includes even if an employee has only been off sick for 1 day.

An employee who has given his/her notice of the taking of leave, if required by the Shire of Shark Bay (at its discretion) or if the leave taken exceeds two days, must provide evidence such as a medical certificate that would satisfy a reasonable person that:

- (a) if it is paid personal/carer's leave—the leave is taken for a reason specified in section 97 (NES); or
- (b) if it is unpaid carer's leave—the leave is taken for a permissible occasion in circumstances specified in subsection 103(1) (NES); or
- (c) if it is compassionate leave—the leave is taken for a permissible occasion in circumstances specified in subsection 105(1) (NES).

An employee is not entitled to take leave unless he/she complies with this position.



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## 4 Employee Conduct

### 4.1 Code of Conduct

The Shire has a Code of Conduct, prepared in accordance with s5.103 of the Local Government Act 1995. It is to be observed by council members, committee members and employees.

A copy of the Code is in Appendix 2.

### 4.2 Disciplinary Policy

#### Purpose

The Shire may from time to time consider that issues of employee behaviour, misconduct or unacceptable performance levels require disciplinary action.

#### Policy

##### *Application*

This policy applies to all employees who work at the Shire including contractors, volunteers and any person performing work for or with the Shire in any capacity.

##### *Commitment*

The Shire is committed to providing the best possible service and ensuring its employees perform and conduct themselves in accordance with Shire policies, procedures and guidelines (Policies). Any disciplinary procedure will be applied in a consistent, fair and objective manner, and it will ensure that, where reasonable, employees are given an opportunity and assistance to improve.

##### *Authority to take Disciplinary Action*

Disciplinary action may only be taken when authorised by the CEO, Works Supervisor or Executive Manager.

##### *When the Disciplinary Policy Applies*

Some examples of when this policy may be invoked include breaches of Shire policy and procedures including, but not limited to:

- Breaches of the Code of Conduct such as failing to disclose a conflict of interest, or accepting a prohibited gift;
- Poor performance such as frequently attending for work late or producing a poor quality or work; and
- Inappropriate personal behaviour such as theft, violating the Discrimination, Harassment and Bullying Policy, or wilfully disobeying a lawful instruction.

##### *General Disciplinary Principles*

The following principles will apply to any disciplinary action taken:

- Nature of allegation and investigation - before formal disciplinary action is taken against an employee, the nature of the allegations made against an employee will be put to the employee and an investigation may ensue, in accordance with the Grievances, Investigations & Resolution Policy and Procedure.
- Right to a support person - where an employee is required to attend a formal meeting regarding a disciplinary matter or procedure, the employee may be accompanied by a support person where practicable. The role of a support person is not to advocate on behalf of anyone, but to simply provide emotional or other support.



- Confidential - all parties must keep matters related to a disciplinary process confidential.
- Fair and impartial - the Shire strives to keep the disciplinary process fair and impartial, meaning that all parties involved will have an opportunity to put their case forward and be given an opportunity to respond.

#### *Serious Misconduct*

Serious misconduct pursuant to the *Fair Work Regulations 2009 (Cth)* includes, but is not limited to:

- wilful or deliberate behaviour by an employee that is inconsistent with the continuation of the contract of employment;
- conduct that causes serious and imminent risk to:
  - i. the health or safety of a person; or
  - ii. the reputation, viability or profitability of the [Local Government's] organisation;
  - iii. the employee, in the course of the employee's employment, engaging in:
    - theft; or
    - fraud; or
    - assault;
- the employee being intoxicated at work; or
- the employee refusing to carry out a lawful and reasonable instruction that is consistent with the employee's contract of employment.

If an employee engages in serious misconduct, disciplinary action that may be taken includes, but is not limited to, summary dismissal (termination of employment without notice).

#### *Other Disciplinary Action*

With the exception of serious misconduct, where an employee has engaged in an act or omission which is inconsistent with any of the Shire's Policies, the employee could be disciplined as follows:

- Verbal warning – Where an employee engages in an act or omission which is inconsistent with the Policies, management has the discretion to issue the employee with a verbal warning. The verbal warning should be noted in a file note and placed on the employee's personnel file.
- Written warning – If the employee engages in a more serious act or omission, or acts in a manner which is inconsistent with the Policies, management has the discretion to issue the employee with a written warning. The employee must be given a copy of the written warning.
- Termination of employment with notice – In cases other than summary dismissal, an employee's employment may be terminated with notice or payment in lieu of notice provided the Shire has a valid reason for terminating the employee's employment and the employee has an opportunity to respond to the reasons for termination.

Whenever an employee is required to attend a meeting regarding a disciplinary issue, the employee may have a support person present where practicable. The type of disciplinary



action taken against an employee is at the Shire's discretion and the type of disciplinary action will depend on the seriousness and frequency of any misconduct or performance issue.

#### *Principles to be applied*

Where disciplinary action is taken, the principles of procedural fairness must prevail. These principles are expanded on in the Shire's Grievances, Investigations, and Resolutions Procedure.

#### *Investigation Procedures for Alleged Misconduct*

Investigations into alleged misconduct should follow the processes detailed in the Shire's Grievances, Investigations, and Resolutions Policy and Procedure.

#### *Reporting Obligations*

If an officer or employee of the Shire has reporting obligations pursuant to the *Corruption and Crime Commission Act 2003 (WA)* and suspects on reasonable grounds that a matter arises which concerns or may concern misconduct, the Corruption and Crime Commission must be notified of that matter as soon as reasonably practicable.

Employees must also be aware of and adhere to any obligations pursuant to the *Public Interest Disclosure Act 2003 (WA)*.

### 4.3 Discrimination, Harassment and Bullying

#### Purpose

The Shire and its employees are committed to providing a working environment where every employee is treated equally, fairly and without prejudice. For the purposes of this policy the term "employee/s" will extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.

#### Detail

##### *Unlawful Discrimination*

An employee is directly discriminated against if they are treated less favourably than another person in the same or similar circumstance, because of any one of the grounds of discrimination outlined below. Indirect discrimination can occur where a practice or requirement is imposed upon all employees; however a high proportion of employees with an attribute cannot comply with, or are affected by, that practice or requirement. The Shire acknowledges its responsibilities and obligations pursuant to State and Federal equal opportunity and anti-discrimination laws.

The Shire and its employees acknowledge they are subject to State and Federal equal opportunity and anti-discrimination legislation. The following is a non-exhaustive list of the grounds of discrimination for which it is unlawful to discriminate against an individual:

- Age;
- Family responsibility or status;
- Race or colour;
- Sex including gender identity, sexual orientation and intersex status;
- Physical or mental disability;
- Marital status;
- Political or religious conviction;



- Pregnancy;
- Criminal record;
- Breastfeeding;
- Gender history;
- Impairment;
- National extraction or social origin; and
- Trade union activity

### *Sexual Harassment*

The Equal Opportunity Act 1984 (WA) and the Sex Discrimination Act 1984 (Cth) provide that it is unlawful to engage in sexual harassment. Sexual harassment can be defined as any unwelcome conduct of a sexual nature, such as an unwelcome sexual advance or an unwelcome request for sexual favours, in circumstances in which a reasonable person would anticipate that the person harassed would be offended, humiliated or intimidated.

Some examples of sexual harassment include, but are not limited to:

- Physical contact (touching, rubbing, patting, embracing, brushing up against etc.);
- Gestures of a sexual nature;
- Leering or staring;
- Offensive telephone calls, emails, text messages or notes;
- Sexual suggestive jokes or comments;
- Tales of sexual exploits;
- Repeated requests for a date;
- Unwelcome comments or questions about a person's sex life, appearance or dress;
- Sexually graphic material (poster, calendars, cartoons, graffiti, messages, emails).

### *Bullying*

Bullying is defined as repeated and unreasonable behaviour directed towards an employee or a group of employees that creates a risk to health and safety. Unreasonable behaviour amounts to behaviour that a reasonable person in the circumstances would see as unreasonable including behaviour that is victimising, humiliating, intimidating or threatening.

Bullying is also unlawful under the Occupational Safety and Health Act 1984 (WA) and the Occupational Safety and Health Regulations 1996 (WA).

Some examples of bullying include, but are not limited to:

- Loud, abusive or offensive language or comments;
- Yelling and screaming;
- Unjustified criticism and insults;
- Unjustified threats of dismissal or other disciplinary action;
- Acts of sabotaging another's work by withholding information which is required to fulfil tasks;
- Spreading malicious rumours or misinformation;
- Inappropriate comments about an employee's appearance, lifestyle or family;





- Deliberately excluding an employee from workplace meetings or activities;
- Hiding documents or equipment or withholding vital information required for effective work performance;
- Constantly changing targets or work guidelines;
- Overloading an employee with work and impossible deadlines;
- Setting tasks that are unreasonably below or beyond an employee's level of skill;
- Threats of assault or violence or actual violence;
- Teasing and practical jokes; and
- Isolating or ignoring an employee on a constant basis.

Where an employee makes a threat of violence or assaults another employee, the police should be called.

#### *Reasonable Management Action*

The Shire has a right to take reasonable management action to direct the way in which work is conducted and to give employees lawful and reasonable directions to complete work in a certain manner. Reasonable management action is not workplace bullying.

Some examples of reasonable management action include, but are not limited to:

- The establishment and regular use of performance management systems;
- The setting of reasonable performance targets and deadlines;
- Providing employees with constructive feedback or counselling to assist workers to improve their work performance or the standard of their behaviour;
- Issuing a lawful and reasonable direction to an employee to complete a work task;
- Preparing and amending a roster for employees;
- Transferring an employee to a different work location for operational reasons;
- Implementing organisational change;
- Informing an employee about inappropriate behaviour in a confidential manner; and
- Taking disciplinary action against an employee.

#### *Other Behaviours not considered to be Bullying*

Where two or more employees have a difference of opinion and disagree on an issue, this is not usually considered to be workplace bullying. However, where conflict escalates and is repeated, it may meet the definition of workplace bullying.

Additionally bullying does not occur where bullying behaviour is a one off occurrence and if that behaviour does not create a risk to health or safety,

#### *What are the Ways in which Bullying can Occur?*

There are a variety of ways bullying behaviour can occur in the workplace such as verbally, through email or text message or via social media. Bullying can be directed at an individual employee or a group of employees, and can be carried out by one or more employees. Bullying can occur between employees, downwards from managers to employees or upwards from employees to supervisors or managers.



*What to do if you think you are being Discriminated Against, Sexually Harassed or Bullied?*

Refer to the Grievance Policy and Grievance Procedure for steps to take if you think you are being discriminated against, sexually harassed or bullied, or if you suspect another employee is experiencing any of those things.

*Roles & Responsibilities*

To ensure the intent of this policy is realised, various roles within the Shire must assume certain responsibilities.

The Shire will endeavour to:

- provide all workplace participants with a workplace free from discrimination, sexual harassment and bullying;
- provide and maintain safe systems of work;
- provide a fair and effective procedure to investigate and resolve complaints of sexual harassment, discrimination and bullying;
- treat all employees fairly; and
- take suitable disciplinary action against any employee who is found to have sexually harassed, discriminated, bullied or victimised another employee.

Employees are required to:

- report any incidents of sexual harassment, discrimination or bullying they may see happening around them to an appropriate manager or supervisor;
- follow all policies and procedures of the Shire;
- ensure they do not victimise any person making a complaint of sexual harassment, discrimination or bullying;
- treat all employees fairly and with respect.

*Support*

The Shire engages the services of an external Employee Assistance Provider who can provide employees with confidential counselling. Please see the CEO for details of the Employee Assistance Provider.

*Consequences of Breaching This Policy*

Any breach of this policy, may result in disciplinary action up to and including termination of employment.

#### 4.4 Grievances, Investigations & Resolution Policy

Purpose

All employees have a right to express any genuine grievances or complaints via an impartial internal process. All employees involved in a grievance process are expected to participate in good faith.

Detail

For the purposes of this policy, the term “employee/s” will extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.



### *Roles*

Complainant – A person 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 complainant to raise a complaint.

Support Person – A complainant and 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 to assist the process by providing relevant information regarding the complaint.

### *What to do if you have a Complaint?*

If an employee (Complainant) is the victim of behaviour of another employee (Respondent) which is inconsistent with the Shire's policies, procedures or guidelines (Policies), the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion. If the nature of the complaint is deemed to be sufficiently serious, the complainant should contact their Manager or the CEO directly.

If the inappropriate behaviour continues, the Complainant is encouraged to make a formal complaint to their direct manager. If the direct manager is the Respondent in the matter or if the employee feels uncomfortable approaching their manager, the Complainant should approach the CEO.

The employee who receives the complaint must contact the CEO and decide 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.

### *Key Principles in the Complaint Resolution Process*

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

- Confidential – Only the employees directly investigating or addressing the complaint will have access to the information about the complaint. The Shire may inform or appoint a third party to investigate or advise on the investigation. All parties involved in dealing with a complaint are required to keep the matter confidential. Information will only be placed on an employee's personal file if they are disciplined as a result of the complaint.
- Impartial (fair/unbiased) – Both parties will have an opportunity to put their case forward. No assumptions are made and no action will be taken until available and relevant information has been collected and considered.
- Sensitive – 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.
- Timely – The Shire aims to deal with all complaints as quickly as possible and in accordance with any legislative requirements.
- Documented – All complaints and investigations must be documented. In formal grievance processes, records must be kept of all documents collected and/or drafted as part of that process. For more informal processes, a file note or note in a diary may be sufficient.
- Natural Justice – The principles of natural justice provide that:



- an employee against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made;
- an employee 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 should be unbiased and declare any conflict of interest;
- decisions must be based on 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.
- Procedural Fairness – 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 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 them by a Complainant;
  - Any mitigating circumstances presented to the Shire through the grievance process are investigated and considered;
  - the Respondent has the right to have an appropriate support person present during any inquiry or investigation process where practicable or necessary;
  - 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.

#### *Outcome of Making a Complaint*

If a complaint is substantiated, there are a number of 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 Disciplinary Policy.

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 the CEO, may elect to discipline the Respondent in accordance with the Disciplinary Policy.

#### *Vexatious or Malicious Complaints*

Where an employee has deliberately made a vexatious or malicious complaint, that employee 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 for making a complaint. Anyone responsible for victimising a complainant may be subject to disciplinary action, including but not limited to, termination of employment.

## 4.5 Grievances, Investigations & Resolution Procedure

The following procedure, based on the principles outlined in the Grievances, Investigations & Resolution Policy, is to be used in the resolution of any complaint. A complaint should be dealt with internally in the first instance where reasonable and practicable. The aim of this procedure is to resolve the complaint as quickly and confidentially as possible.



### *First step – Self Resolution*

A Complainant should attempt to resolve the issue directly with the person(s) concerned in the first instance. The Complainant should identify the specific conduct which has caused offence, explain the impact of that conduct on them, and request that the conduct stops. In some circumstances, the Respondent may be unaware that their behaviour offends the Complainant. These actions should be taken as soon as possible.

If the Complainant is not comfortable attempting to resolve the issue directly with the Respondent, if their attempts to resolve the issue are unsuccessful or if the issue is deemed sufficiently serious, the Complainant should seek guidance from Human Resources on the options available to the Complainant. The Complainant has the choice whether to proceed with their complaint at that stage and the complaint can be withdrawn at any stage. If a complaint is withdrawn and the Local Government deems that matter to be sufficiently serious, it may continue to investigate the complaint even if it has been withdrawn.

### *Informal Complaint Procedure*

A complaint can be dealt with on an informal basis where:

- the allegations are not deemed sufficiently serious, for example interpersonal conflict or potentially amount to a minor breach of some Local Government policies, procedures and guidelines (Policies));
- the Complainant is reluctant to lodge a formal complaint; or
- the Complainant and the Respondent work together closely on a regular basis and the preservation of the employment relationship is paramount.

The informal complaint procedure may be approached as follows:

1. The Complainant should approach their direct manager or in the alternative, the CEO, to outline their concerns, the desired outcome and any ideas for resolution of the complaint.
2. The Complainant's manager or the CEO will explain the various options open to the Complainant for the resolution of the complaint.
3. If the Complainant chooses to proceed with the complaint, the CEO can either:
  - a. arrange for a mediation between the Complainant and the Respondent; and/or
  - b. meet with the Complainant and the Respondent separately to discuss the issues and explore possible solutions; and/or
  - c. write to the Complainant and the Respondent to obtain further information about the complaint and to explore potential solutions.

If the matter is resolved to the satisfaction of all parties, the matter will be concluded. If the matter is not resolved, the manager and the CEO will determine whether any further action is required. All meetings with the Complainant and the Respondent should be documented and any correspondence between the parties should be retained on a confidential basis by the CEO.

### *Formal Complaint Procedure*

A complaint should be dealt with through the formal complaint procedure where:

- it complaint involves sufficiently serious allegations, including but not limited to, sexual harassment, discrimination, criminal conduct, breaches of Local Government policies or breach of *the Local Government Act 1995 (WA)*;
- the complaint involves a particularly sensitive or personal matter; or



- a formal complaint procedure is deemed appropriate in the circumstances by the manager and the CEO.

#### *Submitting a Formal Complaint*

A formal complaint should be made in writing and include the following information:

- the Complainant's name and contact details;
- details of the specific incident or issue being complained about;
- if the complaint is about a person(s) (**Respondent**), the identity of the Respondent and their relationship to the Complainant;
- the names of any witnesses who were present during the specific incident or who have first-hand knowledge of the issue being complained about;
- the outcome the Complainant is seeking; and
- any action that has already been taken in an effort to resolve the issue.

#### *Preliminary Inquiry*

Before commencing a formal investigation, the relevant Manager or CEO are able to conduct a preliminary inquiry if further information about the complaint is required to determine the level of seriousness involved. The purpose of a preliminary inquiry is to:

- obtain details about the complaint and assess the seriousness of the allegations;
- determine the level of factual dispute;
- assess whether there is sufficient evidence to proceed to a formal investigation; and
- determine whether the Local Government should proceed with an investigation or refer the matter to an external authority. It may be appropriate to refer a matter to an external authority where the alleged conduct is potentially of a criminal nature, potentially breaches the Local Government Act 1995 or may need to be dealt with by the Corruption and Crime Commission.

#### *Full Investigation*

If deemed necessary, the relevant Manager or CEO may require a formal investigation to be conducted. The CEO can elect to appoint a person from outside the Shire to conduct the formal investigation or an appropriate Shire employee may conduct the investigation.

The role of the Investigator is to collect information about the complaint and make findings about whether any allegations are able to be substantiated. The Investigator is responsible for ascertaining facts, reviewing documentation, interviewing parties and making a determination about whether any further action against the Respondent is warranted. The depth and scope of the investigation will depend on the nature of the complaint, however, as a general guide the following should be covered by the investigation report:

- the circumstances of any allegations made;
- a list of allegations made by the Complainant, the Respondent's response to the allegations and whether any of the allegations are substantiated;
- outline where any Policies or legislation have been breached;
- evidence stemming from the complaint include any documentation such as emails; letters and signed witness statements; and
- any mitigating circumstances that have been presented through the investigation on behalf of the Respondent.



### *Outcome and Action*

The outcome of the investigation will dictate whether any disciplinary action may be warranted. Whether any disciplinary action is required will be at the discretion of the relevant manager in consultation with the CEO. Any disciplinary action will be taken in accordance with the Disciplinary Policy.

### *Substantiated Complaints and Potential Outcomes*

Outlined below are some examples of actions that may be taken after a formal complaint is investigated and outcomes have been substantiated.

- apology from the Respondent to the Complainant (written or oral/verbal);
- agreement from the Respondent that the behaviour will not be repeated;
- a Respondent can be issued with a verbal or written warning;
- transfer, demotion or termination of the Respondent's employment;
- counselling of the Complainant and/or Respondent;
- implementation of a training program; or
- changes to the Shire's Policies.

### *Frivolous or Vexatious Complaint*

If a complaint is found to be deliberately vexatious or malicious after an investigation, the employee making that complaint may be subject to disciplinary action, including but not limited to, termination of employment.

### *Other Resources*

An investigation into a complaint may require the Shire to utilise resources from outside the organisation to help resolve the situation, including:

- an Employee Assistance Program (**EAP**);
- use of an independent investigator; or
- use of an independent mediator.

## 4.6 Use of Shire Vehicles, Using Private Vehicles for Work Purposes.

### Purpose

An employee may be required to operate a motor vehicle as part of their employment. Employees may be given a motor vehicle in the following circumstances:

- where an employee is required to drive a Shire vehicle during work hours;
- where an employee is provided with a Shire vehicle which may be used during work hours, and for personal use outside of work hours;
- where an employee is permitted to use their own private vehicle for work purposes.

### Detail

#### *Acquisition Priorities*

There are three important priorities that underpin the acquisition of Shire vehicles:

1. Operational need – Vehicles that have specific equipment which renders them unsuitable for general commuting use are required for certain positions ( for example, Rangers' vehicles). Employees who are regularly on call to attend



incidents or work outside of normal business hours that require specialised equipment may be allocated custody of an appropriate vehicle, at the discretion of the CEO.

2. Negotiated remunerative entitlement – vehicles that are acquired or included specifically to form part of an employment entitlement for certain employees, at the discretion of, and as approved by, the CEO.
3. Vehicle pool – Vehicles for general passenger use by employees during normal business hours, as a means for travelling between points on necessary Shire business.

#### *Private Use of Shire Vehicles*

No employee has an entitlement to be allocated a vehicle unless specifically stated in their employment contract. Further, the allocation and/or exclusive use of a [Shire] vehicle, or any specific vehicle type, is not to be considered part of an employee's remuneration package unless specifically stated in their employment contract.

#### *Leave*

Unless approved by the CEO, or provided for in an employment contract, all Shire vehicles are to be returned by the employee to the Shire during periods of leave or absence. This is a requirement when an employee takes more than three consecutive days of annual; personal/carers leave; long service, unpaid leave, time in lieu or is absent on workers compensation for more than three consecutive days.

#### *Delegation of Authority*

The following paragraph outlines the level of responsibility and authority for employees once vehicles have been acquired.

The Works Supervisor and Executive Managers have authority and responsibility for: the operation and use of the relevant division vehicles during business hours in respect of the following;

- implementing and administering this policy;
- ensuring all vehicles within their respective areas of responsibility (that are not allocated for exclusive use) are made available for pool use during normal working hours. While vehicles allocated to staff for exclusive use are not considered part of the Vehicle Pool, they still need to be made available to other staff during working hours when requested and if the vehicle is not already in use;
- ensuring that their supervisor, Executive Manager or the CEO is advised each time an accident involving a Shire vehicle occurs; and
- where applicable, allocating excess pool vehicles on a temporary basis to relieving officers such as when an employee takes a period of leave and returns their vehicle to the pool during the period of absence.

The CEO is authorised and has the discretion to grant short term usage of Shire vehicles to employees in extraordinary circumstances.

#### *Private use Agreement*

Employees who are allocated vehicles for private use in accordance with this policy are required to sign an agreement setting out the conditions of use of the vehicle.

#### *Taxation Implications*

Fringe Benefits Taxation (FBT) legislation imposes a responsibility on the employer to pay tax on the imputed tax benefit of an official vehicle used for private purposes. Pursuant to the FBT





legislation, the Shire accepts the direct FBT liability, which may be recouped by the Shire dependent on Shire policy or practice.

*Maintenance, Responsibilities and Restrictions regarding Vehicle Use*

The following outlines the restrictions and maintenance responsibilities applying to employees who use a Shire vehicle:

All employees in command of Shire vehicles during or after work hours are responsible for:

- keeping the vehicle clean and tidy and re-fuelled when necessary;
- examining the vehicle prior to use for damage and the operation of lights;
- recording the odometer reading prior to the commencement of travel and at the end of the journey in the vehicle log books provided.
- reporting any damage to the Works Supervisor or Executive Manager as soon as possible to enable prompt repair in accordance with the manufacturer's schedule;
- completing an accident/incident report form whenever the vehicle is damaged or involved in any accident;
- ensuring the security of the vehicle when under the employee's control, including the use of any security device provided with the vehicle;
- paying fines for traffic and parking infringements incurred during the period of use of the vehicle;
- complying with all legal and insurance requirements if involved in an accident, including obtaining particulars of the parties involved and notifying the Police and their supervisor, Executive Manager or the CEO of the accident.
- reporting immediately any theft or damage, however slight, to their supervisor, Executive Manager or the CEO, with a view to the vehicle being repaired at the earliest opportunity;
- ensuring the passenger and load limits of the vehicle are not exceeded at any time;
- driving the vehicle in a responsible manner including when the vehicle is being used outside of business hours for personal use;
- ensuring that no driver or passenger consumes any alcohol or drugs (including tobacco) in the vehicle at any time, and that the driver is not unlawfully impaired by illicit substances or alcohol while in command of the vehicle;
- ensuring the driver of the vehicle has a current, valid and non-probationary driver's license which entitles the person to legally drive vehicles within Western Australia;
- In addition to the above, employees who are allocated custody of a Shire vehicle for private use are responsible for:
  - conducting all regular driver-checks as specified in the vehicle's "owner's manual" or equivalent;
  - making the vehicle available to the Shire during periods of absence when there is no entitlement to use the vehicle under the relevant contract or when the vehicle cannot be used due to interstate or overseas travel;
  - making sure the vehicle is available for general Shire use during working hours;
  - ensuring that no other person, other than the employee's nominee (being one other member of the employee's household) drives the vehicle for private purposes. The nominee must be approved by the CEO, Works Supervisor or Executive Manager. Both the employee and the nominee must hold a current, valid and non-probationary WA driver's licence (or equivalent) and be eligible to drive the car;
  - ensuring the vehicle is regularly serviced and maintained according to the manufacturer's recommended specifications;
  - making arrangements for off-street parking at home, wherever practicable, ensuring the vehicle is always locked and taking any reasonable security precautions



- during official use, parking the vehicle at a location convenient to the needs of the Shire and the vehicle being available for pool use; and
- ensuring the vehicle is cleaned on a regular basis.

#### *Vehicle Fittings*

Where the vehicle has been fitted with a first aid kit, it is the responsibility of the driver to ensure that the kit is adequately stocked at all times or replacement stock is ordered when used. Approval from the CEO or Works Supervisor must be obtained prior to the fitting of optional equipment and operational accessories.

The Shire may fit its vehicle fleet with GPS tracking devices when there is a need to monitor and protect that vehicle.

#### *Insurance*

All vehicles will be comprehensively insured by the Shire.

#### *Vehicle accident*

If an employee has an accident in a Shire vehicle, it must be reported to the employee's manager and the CEO as soon as possible. If the Shire's insurance provider determines the employee was at fault for the accident, the employee may be required to pay the applicable excess for the claim..

An employee may be required to pay the cost for damage caused to the vehicle, which is not recoverable under the Shire's vehicle insurance provisions.

#### *Termination or Suspension of Eligibility*

Eligibility for private use of a vehicle may be suspended or terminated at the discretion of the CEO:

- if the employee is convicted of a serious driving offence;
- if the employee is judged to have incurred excessive insurance claims;
- if the employee has not maintained the vehicle in a suitable manner;
- if the employee has breached any of the terms and conditions of this policy; or
- for any other reason.

#### *Loss of Driver's Licence*

If an employee loses their driver's licence or is placed on a provisional licence the employee must notify their supervisor/manager as soon as possible.

Where an employee is placed on a provisional licence, the CEO retains the discretion to decide whether the employee will be allowed to drive a Shire vehicle. If approval is granted, the employee is responsible for ensuring any required plates (such as 'E', red or green 'P', etc) are displayed.

An employee who has lost their licence must not operate any Shire vehicle. Any employee who operates a vehicle without a current and valid driver's licence will face disciplinary action.

The Shire may take action against an employee where they have lost their drivers licence and the need to maintain a drivers licence is a requirement of their employment position. This may include possible termination of employment.



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## 5 Records Management

### 5.1 Recordkeeping Plan

Refer page 41 of this document for Appendix 3.



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## 6 Use of Shire ICT Systems

### 6.1 Social Media

#### Purpose

The Shire understands the requirement to provide a framework for using social networking sites, including clarity on appropriate conduct, and emphasizes the need for its employees to use good judgement about what appears and its context within these social media venues/spaces.

The objective of this policy is to ensure all the organisation's employees are aware of appropriate professional and personal social media conduct to ensure the greatest benefit to the Shire.

This policy applies to all employees and contractors (whether paid or unpaid) at the Shire who access social media for professional or social purposes whether via personal devices or those supplied by the Shire.

#### Detail

'Social Media' means forms of electronic communication (e.g. Web sites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (e.g. videos). Some examples include (but are not restricted to) Facebook, Pinterest, LinkedIn, Twitter, YouTube, and Foursquare.

#### *Social Media Use for Shire Purposes*

The Shire may direct specified employees to use social media for Shire purposes.

Only employees with appropriate training and knowledge who are expressly authorised by the CEO may use social media for Shire purposes.

If a person is provided with express permission by the CEO to use social media s/he must provide information that is truthful, accurate and in the interests of the Shire. S/he must not disclose anything that is financial or technical information, commercially sensitive information, personal information about employees, or any information about customers, suppliers or members of the general public.

Employees who are required to use social media in the course of their work must:

- Use spell check and proof read each post;
- Understand the context before entering any conversation;
- Know the facts and verify the sources;
- Be respectful of all individuals and communities with which the person interacts with online.
- Be polite and respectful of other opinions
- Seek to conform to the cultural and behavioural norms of the social media platform being used;
- If a mistake is made, the person must correct it quickly by disclosing it was a mistake (including the particulars of the correction) and inform his/her supervisor; and
- Understand and comply with any directions given by the CEO on topics that are not to be discussed for confidential, operational or legal reasons.



A person required to use social media who has been trained and given express permission by the CEO should always be aware that the Shire may be liable for any posts made. Accordingly s/he should always seek guidance from his/her supervisor or the CEO if s/he is ever unsure about stating or responding to something on a social media site.

*Personal/Private Use of the Shire's Corporate Sites*

An employee cannot comment on behalf of the Shire unless expressly authorised by the CEO. If the person wishes to broadcast something (either as an initial broadcast or a response) then a request to the CEO (or his/her authorised delegate) must be made.

An employee of the Shire is able to share links that the Shire has posted on the social media sites, or submitting a "like" action, or comment on an event, initiative and/or program, provided that it is in the best interests of the Shire.

*Personal/Private Use of Non-Shire Sites*

Employees at the Shire are permitted reasonable use of social media for personal/private purposes on the condition that it does not interfere with the performance of their work.

Employees who use social media for personal/private purposes must not infer or state they are speaking on behalf of the Shire and are reminded that any inappropriate postings or actions carried out on social media may result in disciplinary action.

*Consequences of Breaching this Policy*

The policy constitutes a lawful instruction to all of the organisation's people, and breaches may lead to disciplinary action or termination by the Shire, or referral to appropriate external authorities where applicable. People who breach the policy may also be personally liable for their actions.

## 6.2 Information Communication Technology Use Policy

### Purpose

Effective security is a team effort involving the participation and support of every Shire employee who deals with information and/or information systems and devices. Every digital device user must understand this policy and carry out their use of digital devices in accordance with this policy. For the purposes of this policy the term "employee/s" shall extend to cover contractors, volunteers and any person performing work for or with the Shire in any capacity.

### Detail

*General Use of ICT Equipment*

While the Shire's network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the corporate systems remain the property of the Shire. Because of the need to protect Shire's network, the confidentiality of personal (non-work-related) information stored on any network device belonging to Shire cannot be guaranteed.

A degree of personal use is allowed on the Shire's equipment/devices/systems. Employees should exercise conservative judgment regarding the reasonableness of personal use but should be guided by the following principles:

- Personal use should be conducted either before or after contracted hours of work or authorised breaks;



- Personal use should be limited and brief, avoiding excessive download or transmission. An example of acceptable personal use would be conducting brief transactions through internet banking;
- Personal use should not breach anything in this policy, particularly relating to the downloading of offensive or copyrighted materials;
- Managers will determine the specific acceptable personal use for their respective business areas as this will differ according to the needs of each group; and
- If there is any uncertainty regarding acceptable personal use then employees should consult their supervisor or manager for guidance.

For security and network maintenance purposes, authorised individuals within the Shire may monitor equipment, systems and network traffic at any time, according to the specific nature and requirements of their roles.

The Shire reserves the right to audit networks and systems on a periodic basis to ensure system integrity and compliance with this policy.

All emails sent by Shire staff should include the 'signature' and disclaimer at the foot of the body of the email, in the format specified by the CEO.

#### *Security and Proprietary Information*

All information stored on the Shire's corporate systems should be regarded as confidential and care must be exercised before sharing or distributing any information. If there is any uncertainty regarding the level of confidentiality involved then employees should consult their supervisor or manager for guidance.

Passwords should be kept secure and accounts must not be shared. Authorised users are responsible for the security of their passwords and accounts. Passwords should be changed regularly.

All devices connected to the Shire's computing systems/networks, regardless of ownership, must be running approved and up to date virus-scanning software.

People must use caution when opening files received from unknown senders.

#### *Unacceptable Use*

The information in this policy provides a framework for activities which fall into the category of unacceptable use, but do not represent an exhaustive list. Some users are exempted from these restrictions during the course of carrying out responsibilities related to their role. Under no circumstances is any user authorised to engage in any activity that is illegal under local, state, federal or international law while connected to or utilising Shire ICT systems or resources.

#### *System and Network Activities*

The following activities are not permitted:

- Violations of the rights of any person or company/organisation protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the duplication, installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Shire or the end user.
- Unauthorised copying or digitising of copyrighted material and the installation of any copyrighted software for which the Shire or the end user does not have an active license.



- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws. The CEO or appropriate Executive Manager should be consulted prior to export of any material where status is unclear;
- Introduction of malicious programs or code into the network or onto devices connected to the network;
- Revealing an account password to others or allowing use of an employee's account by others.
- The Shire's equipment is not be used for the downloading or distribution of any material that could be considered as offensive. If a user receives such material they should notify their manager.
- Making fraudulent offers of products, items, or services, or running private business interests via any Shire equipment, device or account.
- Undertaking private work.
- The following activities are not permitted unless they are within the scope of regular responsibilities for an expressly authorised role/position:
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorised to access;
- Executing any form of network monitoring which will intercept data not intended for the user's host;
- Attempting to avoid or bypass Shire's network security measures;
- Interfering with any other user's account, by whatever means; and
- Using the system in a way that could damage or affect the performance of the network in any way.

#### *Email and Communications Activities*

The following activities are not permitted:

- Except in the course of normal business notifications, sending or forwarding unsolicited electronic messages, including the sending of "junk mail" or other advertising material, jokes, or chain communication to individuals who did not specifically request such material;
- Any form of harassment via electronic/ICT means;
- Unauthorised use, or forging, of email header information;
- Solicitation of communication for any other electronic address, other than that of the poster's account, with the intent to harass or to collect replies;
- Creating or forwarding "chain letters" or "pyramid" schemes of any type;
- Use of any of the Shire's network or systems for the purpose of generating unsolicited communications;
- Providing information about, or lists of the Shire's employees to parties outside the organization or to personal email addresses;



- Communicating in a manner that could adversely affect the reputation or public image of the Shire; and
- Communicating in a manner that could be construed as making statements or representations on behalf of the Shire without the Shire's express permission to do so; and
- Users should also endeavour to clean out their Inbox, Sent Items, Deleted Items and other email boxes on a regular basis, by either deletion or saving in the central record system. A size limit per mailbox may be implemented to ensure that the system is functioning optimally.

#### *Remote Access*

Users with remote access should be reminded that, when they are connected to the Shire's network, their machines are an extension of that network, and as such are subject to the same rules and regulations that apply to the Shire's corporate equipment and systems. That is, their machines need to connect and communicate reliably with the Shire's network and servers to ensure the security and integrity of data and records.

Users are reminded of the following conditions relating to remote access to the Shire's system:

- Family members must not violate any of the Shire's policies, perform illegal activities, or use the access for outside business interests;
- The device that is connected remotely to the Shire's corporate network should be secure from access by external non-Shire parties and should be under the complete control of the user;
- The use of non-Shire email accounts (e.g. Yahoo, Hotmail, Gmail etc.) or other external resources is not permitted for the conduct of Shire business, thereby ensuring official business is not confused with personal business; and
- All devices (whether personal or corporate) connected to the Shire's networks via remote access technologies should have up-to-date anti-malicious-code software.

#### *Provision and Use of Mobile Phones and Information/ Communication Devices*

Some employees will be supplied with a mobile phone and/or other mobile computing device if it is deemed necessary to their position. All mobile/portable devices supplied remain the property of the Shire and users must not change service providers unless permitted to do so.

Where a mobile phone or device provides an email service, all emails sent or received or otherwise processed via the mobile device that are classified as a record of the Shire should be through the Shire's server, to ensure the integrity of the recordkeeping system.

Where the device includes a digital camera, users are to use the technology in a sensible manner. A failure to do so may lead to disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.

It is unlawful for drivers to operate a mobile phone and/or other mobile computing device whilst driving. Phone calls may otherwise be made or received providing the device is accessible while mounted/fixed to the vehicle or does not need to be touched by the user. An employee who operates a mobile phone and/or other mobile computing device whilst driving may face disciplinary action including possible termination of employment. Employees may also be held criminally liable for their actions.





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### *Consequences of Breaching This Policy*

Any user found to have breached this policy may be subject to disciplinary action including possible termination of employment. The Shire may also be obligated to refer any breach of this policy to an external agency where an employee may be held criminally liable for their actions.

Private/personal or unauthorised use of corporate ICT systems and/or devices may result in the user being obligated to pay any extra costs incurred.

## 7 Governance

### 7.1 Compliance Management Policy

#### Purpose

The purpose of this policy is to provide a framework that supports the Shire in identifying, applying and monitoring compliance requirements across the Shire's activities and services.

#### Policy Statement

The Shire commits to developing and maintaining work processes that support the administration and Elected Members in meeting and maintaining a regime of compliance in accordance with legislation, codes and standards and policies.

#### Detail

Compliance is supported and managed through convergence with the following Shire of Shark Bay management plans.

The Chief Executive Officer, employees and Elected Members recognise their individual responsibilities to work cooperatively and proactively within this framework to achieve compliance with:

- Statutory Requirements;
- Industry Codes and Standards; and
- Organisational Standards (Policies and procedures)

All parties must monitor activities, seek out relevant information and report proposals for improvements where non-compliance occurs in order to achieve and maintain a positive culture of compliance.

Fair, consistent and effective approaches are used in the application of the Shire's compliance management. Non-compliance is managed in graduated measures in accordance with Council's Code of Conduct.

Compliance management is an agenda item on the executive management team meetings and managers will report on areas of non-compliance and improvements to be undertaken as part of this process.

Corporate compliance reporting to the executive management team is undertaken on a six monthly basis through the Executive Assistant position and reported to the Audit Committee and Council on an annual basis in accordance with the Local Government Act 1995.

The Shire will undertake the compliance audit in accordance Regulation 17 of the Local Government (Audit) Regulations 1996 every two years and the improvement plan from that report will be used to provide continuous improvement in compliance management.



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APPENDIX 2 – CODE OF CONDUCT SEPARATE ATTACHMENT



# Shire of Shark Bay

## RECORDKEEPING PLAN

### FEBRUARY 2013





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## Introduction

This document is presented to the State Records Commission in accordance with Section 28 of the *State Records Act 2000* (the Act). Section 28 (5) of that Act requires that no more than 5 years must elapse between approval of a government organisation's Recordkeeping Plan and a review of it.

State Records Commission (SRC) Standard 1 – *Government Recordkeeping* requires that government organisations ensure that records are created, managed and maintained over time and disposed of in accordance with principles and standards issued by the State Records Commission. State Records Commission Standard 2 – *Recordkeeping Plans* comprises six Recordkeeping principles each of which contains minimum compliance requirements.

- Purpose
  - **The purpose of this Recordkeeping Plan (RKP) is to set out the minimum requirements as to which records are to be created by the Shire of Shark Bay and how it is to keep its records. The Recordkeeping Plan is to provide an accurate reflection of the recordkeeping program within the organisation, including information regarding the organisation's recordkeeping system(s), disposal arrangements, policies, practices and processes. The Recordkeeping Plan is the primary means of providing evidence of compliance with the Act and the implementation of best practice recordkeeping within the organisation.**
- Objectives
  - **The objectives of the Shire of Shark Bay Recordkeeping Plan are to ensure:**
    - Compliance with Section 28 of the *State Records Act 2000*;
    - Recordkeeping within the Shire of Shark Bay is moving towards compliance with State Records Commission Standards and Records Management Standard AS ISO 15489;
    - Processes are in place to facilitate the complete and accurate record of business transactions and decisions;
    - Recorded information can be retrieved quickly, accurately and cheaply when required; and the
    - Protection and preservation of the Shire of Shark Bay's records.
- Scope

In accordance with Section 17 of the Act, the Shire of Shark Bay and all its employees are required to comply with the contents of this Plan.

This Recordkeeping Plan applies to all of the Shire of Shark Bay's:

- Employees;
- Contractors;
- Organisations performing outsourced services on behalf of the Shire of Shark Bay; and
- Elected Members.



**NOTE:** The policy approach of the State Records Commission in monitoring the recordkeeping obligations in respect to Local Government elected members is:

***“In relation to the recordkeeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council of Local Government.*”**

***Activities or transactions which stem from the performance of other roles by Local Government elected members that are not directly relevant to the decision making processes of Council or Committees of Council are not subject to mandatory recordkeeping requirements. Accordingly, the creation and retention of records relating to these activities or transactions is at the discretion of the Local Government.*”**

*Local Governments are to address the management of elected member’s government records in accordance with this policy, in their Recordkeeping Plans.*

This Recordkeeping Plan applies to all records created or received by any of the above parties, regardless of:

- Physical format;
- Storage location; or
- Date created.

For the purposes of this Recordkeeping Plan, a record is defined as meaning “any record of information however recorded” and includes:

- (a) any thing on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work, or photograph;
- (d) any thing on which there are figures marks, perforations, or symbols, having meaning for persons qualified to interpret them;
- (e) any thing from which images, sounds, or writings can be reproduced with or without the aid of anything else; and
- (f) Anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.”

*(State Records Act, 2000)*

## **Principle One: Proper and Adequate Records**

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**Principle: Government organisations ensure that records are created and kept which properly and adequately record the performance of the organisation’s**

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functions and which are consistent with any written law to which the organization is subject when performing its functions.

## 1.1 Historical Background

The Shire of Shark Bay which was established on 14 March 1904, is made up of two peninsulas on the western most point of Australia, 1,500km of coastline, together with some 25,000km<sup>2</sup> of Hinterland. The Bay itself covers an area of approximately 8,000km<sup>2</sup> with an average water depth of 10m. A quarter of this area has an average depth of less than 1m.

The town of Denham, the main settlement within the Shire, is some 833km from Perth, 405km from Geraldton, 330km from Carnarvon and 129km from the Overlander turn-off on the North West Coastal Highway. Denham has a permanent population of around 636 people.

Shark Bay is a thriving community with tourism, fishing, pastoral, pearl and salt production as the main industries. Outside Denham, settlements also exist at Monkey Mia, Nanga, Overlander and Billabong. Useless Loop is a “closed” mining town located 250km from Denham by road or 25km across the bay.

The Shire is made up of three wards – Denham, Useless Loop and Pastoral.

## 1.2 Strategic Focus & Main Business Activity

### *Vision*

Shark Bay is a proud united community, respecting and sharing our pristine environment and celebrating our great lifestyle.

## 1.3 Functions, including those outsourced

The Shire of Shark Bay is constituted under section 2.5 of the *Local Government Act 1995* and provides for the good governance of the district.

The Shire of Shark Bay provides for the good governance of the community in its district, including legislative and executive functions. The services of the Shire of Shark Bay are available to all customers, free from any form of discrimination. The functions and activities of the Shire of Shark Bay (including those contracted out to other organisations) are outlined in Appendix 1.

## 1.4 Major Stakeholders

The Shire of Shark Bay recognises employees, residents, ratepayers, the general public and Elected Members as its major stakeholders.

The Shire of Shark Bay recognises and supports activities of those groups that also provide services to residents, including community groups, the business community and State and Federal Government agencies.



Some of the major stakeholders that have been identified include:

- Gascoyne Development Commission
- Department of Fisheries
- Shark Bay Chamber of Commerce
- Department of Environment and Conservation

## **1.5 Enabling Legislation**

The Shire of Shark Bay is constituted as a district under Part 2 of the *Local Government Act 1995*. The general function of a Local Government under section 3.1 of the Act is to provide for the good government of persons in its districts. The general function of a Local Government under the Act includes legislative and executive responsibilities.

Using its legislative powers under section 3.5 of the Act, a Local Government may make local laws prescribing all matters that are required or permitted to be prescribed by local law, or are necessary or convenient to be so prescribed for it to perform any of its functions under the *Local Government Act 1995*.

The Local Government's executive powers under section 3.18 of the Act, involves administering its local laws and doing other things that are necessary or convenient to be done for, or in connection with, performing its functions under the *Local Government Act 1995*, including the provision of services and facilities.

## **1.6 Legislation and Regulations Administered by the Shire of Shark Bay**

See Appendix 2.

## **1.7 Other Legislation Affecting the Shire of Shark Bay**

See Appendix 3.

## **1.8 Major Government and/or Industry Standards**

See Appendix 4.



## 2. Principle Two: Policies and Procedures

**Principle: Government organisations ensure that recordkeeping programs are supported by policy and procedures.**

### 2.1 Hard Copy Records

The creation and management of hard copy records is carried out by all of the Shire of Shark Bay's staff, but is overseen by the Executive Manager Finance and Administration, Executive Assistant and the Records Officer.

**Table 2.1**

<b>Recordkeeping Activities for the management of hard copy records covered in the Shire of Shark Bay's Policies and Procedures</b>	<b>YES</b>	<b>NO</b>
<b>Correspondence capture and control</b> – including incoming and outgoing mail registration; responsibilities assigned for classifying, indexing and registration; file titling and file numbering conventions.	✓	
<b>Mail distribution</b> – including frequency, tracking mechanisms and security measures.	✓	
<b>File creation and closure</b> – including assigned responsibility and procedures for file creation.	✓	
<b>Access to corporate records</b> – procedures for access to and security of corporate records.	✓	
<b>Authorised disposal of temporary records and transfer of State archives to the State Records Office</b> – responsibilities assigned and a regular disposal program is in place.	✓	

### 2.2 Electronic Records

The creation and management of the Shire of Shark Bay's electronic records, including electronic mail, are to be carried out by all staff.



**Table 2.2**

<b>Recordkeeping Activities for the management of electronic records covered in the Shire of Shark Bay's Policies and Procedures</b>	<b>YES</b>	<b>NO</b>
<b>Electronic records management</b> – including the organization's approach and methodology for the capture and management of its electronic records (for example, whether records are created and kept electronically or are printed off and kept in hard copy format).	✓	
<b>Email management</b> – including the capture, retention and authorized disposal of email messages to ensure accountability (i.e. kept electronically or printed off into hard copy).	✓	
<b>Website management</b> – i) If web information also exists in hard copy guidelines are in place to determine which is the complete and accurate record, particularly in regard to the purpose of the site (e.g. whether informational/transactional).  ii) Responsibility for the website and strategies implemented for the management of the website over time.	✓	
<b>Metadata management</b> – including authority for the capture and control of metadata.	✓	
<b>System/s management</b> – including any delegations of authority for the control and security of systems utilized by the organization.	✓	
<b>Migration strategy</b> – strategies planned or in place for migrating electronic records for long-term retention and access.		✓

**7.1.1.1 Creation of Records**

All Elected Members, staff, and contractors will create full and accurate records, in the appropriate format, of the Shire of Shark Bay's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

**7.1.1.2**

**7.1.1.3 Capture and Control of Records**

All records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate



record keeping and business systems that are managed in accordance with sound record keeping principles.

#### **7.1.1.4 Security and Protection of Records**

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements,

#### **7.1.1.5 Access to Records**

Access to the Shire of Shark Bay's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire of Shark Bay's records by the general public will be in accordance with the Freedom of Information Act 1992 and the Shire Policy. Access to the Shire of Shark Bay's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

#### **7.1.1.6 Appraisal, Retention and Disposal of Records**

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia.

### **2.3 Certification of Policies and Procedures**

#### **7.1.1.7**

The Shire of Shark Bay's Recordkeeping Policy and Email Policy have been adopted by Council. These policies form part of the Shire of Shark Bay's Policy Manual.

### **2.4 Evaluation of Policies and Procedures**

The evaluation of the Shire of Shark Bay's Policies and Procedures on Record Keeping is a continuing and an ongoing process. An evaluation of their efficiency and effectiveness is triggered through our Records Training program which leads to us modifying the policies and procedures accordingly.

#### **7.1.1.8**



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### 3. Principle Three: Language Control

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**Principle: Government organisations ensure that appropriate controls are in place to identify and name government records.**

#### 3.1 List of Subject Headings

The Shire of Shark Bay has developed a List of subject headings to control the titling of records. The List of subject headings is attached.

See Appendix 6.

#### 3.2 Assessment of its effectiveness

The Shire of Shark Bay's current Filing index is performing effectively and efficiently and reflects the Shire's current business operations. It covers both administrative and functional activities of the Shire of Shark Bay, is available for use by all staff and information can be filed and found without difficulty. This tool will be adjusted to reflect changes to the functions and activities of the Shire of Shark Bay as may occur from time to time.



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## 4. Principle Four: Preservation

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**Principle: Government organisations ensure that records are protected and preserved.**

### 4.1 Assessment of the Risks

#### 4.1.1 Onsite records storage

The Shire of Shark Bay has its current, active, inactive and archival records located onsite at 65 Knight Terrace Denham. The storage facility includes:

- Metal compactors
- Constant temperature (air conditioned 8 hours per day)
- Cyclone proof Building

It appears that the risk associated in respect to the Shire's premises is low. Records are stored in a secure site at the Shire Office in the Compactors. Files are stored at a constant temperature, records are stored in a cyclone proof building and are not subject to security issues (low chance of files been stolen as the room they are in can be secured by doors that are lockable). Any documents classified as being sensitive are stored in the Shire's fireproof filing cabinets.

Personal records, tax records and property records are stored in a locked filing cabinet, of which are considered to be fire and vermin proof.

#### 4.1.2 Offsite records storage, including offsite use of records

The Shire of Shark Bay has its non-current, inactive and archival records located in two sea containers, one located behind the Shire's administrative office and the other at the Shire depot.

The sea container unit situated at both sites is locked via a heavy duty industrial padlock. Only authorised staff members that are in possession of a key can enter the sea containers. The sea containers are deemed to be cyclone proof. All records are stored in cardboard archive boxes on metal shelving. To date no significant damage has been caused to any of the records stored at either of these sites. All access to the sites by staff is monitored and the key signed-out to that particular staff member.

The main disaster threatening records stored in the sea container records storage facility comes from fire, flood, industrial accident, vermin or pests.

With the sea container storage conditions being as described the risk is assessed as low to medium, as the likelihood of such incidences occurring are relatively low, taking into consideration no incidences as yet have occurred that has threatened the Shire's records at these locations.



#### **4.1.3 Storage of Backups of Electronic Records**

Electronic backups of the Shire of Shark Bay's computer records are held offsite at the Executive Manager Finance And Administration's place of residence daily.

#### **4.1.4 Quantity of records**

The Shire of Shark Bay holds:

48 metres of temporary records stored onsite;  
0 metres of temporary records stored offsite;

0 metres of State archives stored onsite; and  
10 metres of State archives stored offsite.

### **4.2 Assessment of the Impacts of Disasters**

The risk of a disaster occurring to the records of the Shire of Shark Bay has been assessed overall as being low to medium. The impact of a disaster on the organisation's records has therefore been assessed as medium. There are sufficient strategies in place to ensure that business activities of the organisation will not be unduly affected in the event of a disaster occurring.

### **4.3 Strategies in Place for Prevention and Response**

The Shire of Shark Bay will be implementing a Disaster Plan to deal with the preservation of all physical and electronic records that it holds.

A disaster is defined as –

*A sudden, unexpected, unwanted event, of any size, that critically obstructs the normal flow of business and that causes damage to, or loss of records and property.*

The personnel, equipment, software systems, databases, records and information which comprise the Shire of Shark Bay are necessary in order for the Council to function in an effective manner. The purpose of the Disaster Plan is to detail procedures for promptly responding to situations immediately threatening the paper based and electronic records at the Shire of Shark Bay, and by identifying resources and strategies for recovery that will reduce the likelihood of a disaster, and the amount of damage that can occur.

It is acknowledged that a major threat to the preservation of records is the risk of disasters, natural or otherwise. A disaster recovery plan is essential to ensure the swift, efficient and effective resumption of the Shire of Shark Bay's records system and the wide range of activities it supports following a disaster.

The Disaster Plan will act as a comprehensive resource for the recovery process by outlining the four stages of disaster management for records, namely:





1. Prevention
2. Preparedness
3. Response; and
4. Recovery

In the event of disaster affecting the Shire of Shark Bay's records, the swift and complete recovery of physical and electronic records would be essential in ensuring minimal impact on the Shire of Shark Bay's operations. Information is a key resource in all processes at the Shire of Shark Bay, and the loss of this resource would either significantly slow each process or halt each process entirely. The records system, as the primary repository for the Shire of Shark Bay's information, has the greatest potential to impact the widest range of the Shire of Shark Bay's operations if destroyed in a disaster.

The loss of the Shire of Shark Bay's records system could impact the Shire in a number of ways. The major areas of likely impact are as follows:

- Customer Service
- Staff Down time
- Uninformed Decision Making
- Loss of Corporate Memory

#### **4.3.1 Vital Records Program**

A vital records program will be developed by the Shire of Shark Bay. Vital records have been identified as:

- Licenses
- Deeds
- Agreements/Contracts
- Guarantees/Warrantees

Vital records in hard copy are currently stored in a locked, fire resistant safe, accessible to authorised staff. These records have been copied and the copies are placed on the relevant files and are used for all normal business activities.

#### **4.3.2 Back-up Procedures for Electronic Records**

Electronic records of the Shire of Shark Bay are backed up daily to an external hard drive. There are two external hard drive copies of the daily back up. These hard drives are alternated on a daily basis and taken off site each night by the Executive Manager Finance and Administration.

#### **4.3.3 Security**

The following security measures will be put into place at the Shire of Shark Bay to ensure the security of its records, both hard copy and electronic, and authorised access to them:



- Hard copy records are to be stored in a locked / secure room accessible only to records staff.
- There is a manual system in place to track records retrieved from storage areas. When a staff member retrieves a record, a File Movement Register is completed. Each staff member is required to enter their name; date of retrieval; file number; file name; and date that the file was returned. This procedure allows the Records Officer to determine who is in possession of the file, particularly in incidences where more than one employee requires use of a file
- Electronic records have varying degrees of access depending on delegations assigned to staff within the organisation.
- Electronic records are currently backed up on a regular basis as described previously.

#### **4.3.4 Storage Reviews**

The storage facilities utilised by the Shire of Shark Bay are reviewed regularly to ensure that conditions are appropriate for the organisation's records.

#### **4.3.5 Recovery of Lost Information**

The Shire of Shark Bay will develop a set of quick response strategies to recover lost information should a disaster occur which will be part of the Disaster Plan. The Shire will aim for the Disaster Plan to be completed by 30 June 2013.



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## 5. Principle Five: Retention and Disposal

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**Principle: Government organisations ensure that records are retained and disposed of in accordance with an approved disposal authority.**

### 5.1 General Disposal Authority for Local Government Records

The Shire of Shark Bay uses the General Disposal Authority for Local Government Records, produced by the State Records Office, for the retention and disposal of its records.

### 5.2 Other Disposal Authorities

Not Applicable

### 5.3 Restricted Access Archives

Not Applicable

### 5.4 Archives not Transferred to the State Records Office

Not Applicable

### 5.5 Disposal Program Implemented

The Shire of Shark Bay has implemented the General Disposal Authority for Local Government Records and conducts a regular disposal program on an annual basis.

### 5.6 Authorisation for Disposal of Records

Before any temporary records are destroyed or State archives are transferred to the State Records Office, a list of those records due for destruction or transfer will be reviewed by the Chief Executive Officer.



## 6. Principle Six: Compliance

**Principle: Government organisations ensure their employees comply with the Recordkeeping Plan.**

### 6.1 Staff Training, Information Sessions, Publications

Shire staff are trained in the use of the Shire's electronic recordkeeping system on a regular basis. All staff are now adhering to sound record keeping practices and are proficient in the use of the Shire's electronic recordkeeping system.

On the commencement of employment staff are inducted with the Shire's policy and procedures manual covering records management and are given extensive training in how to utilise the Shire's electronic recordkeeping system.

**Table 6.1**

<b>Activities to ensure staff awareness and compliance</b>	<b>YES</b>	<b>NO</b>
Presentations on various aspects of the Local Government's recordkeeping program are conducted. These are delivered to all staff on a regular basis.	✓	
In-house recordkeeping training sessions for staff are conducted.	✓	
From time to time an external consultant is brought in to run a recordkeeping training session for staff. Staff are also encouraged to attend training courses outside the organisation whenever practicable.	✓	
Staff information sessions are conducted on a regular basis for staff as required.	✓	
The Local Government provides brochures or newsletters to publish recordkeeping information, highlight issues, or bring particular recordkeeping matters to staff attention.	✓	
The Local Government's Induction Program for new employees includes an introduction to the Local Government's recordkeeping system and program, and information on their recordkeeping responsibilities.	✓	

Coverage of the training/information sessions as detailed here extends to all staff. However, records management staff are offered more frequent and more specialised training when required.



## 6.2 Performance Indicators in Place

The following performance indicators have been developed to measure the efficiency and the effectiveness of the Shire of Shark Bay's recordkeeping systems:

- Satisfied customers (compliments vs complaints)
- Proportion of departments using the records management service
- Whether staff use records management tools, follow procedures, etc.
- Audit queries that relate to recordkeeping
- Recordkeeping system/s meeting recordkeeping requirements
- Ability to meet external enquiries for records (Freedom of Information requests, subpoenas etc).

## 6.3 Agency's Evaluation

The Shire of Shark Bay's Recordkeeping System has not been regularly reviewed. As detailed below, the following measures are to be implemented to ensure that the Shire of Shark Bay is meeting the requirements of this plan and the business requirements of the organisation.

### *Comprehensive Record Keeping System Review*

Annually, the Shire of Shark Bay's Recordkeeping System will be evaluated for efficiency and effectiveness. This comprehensive review of the system will report on the efficiency and effectiveness of the system at meeting the objectives of the Shire of Shark Bay's Policy on Recordkeeping. The review will be conducted by the Executive Manager Finance and Administration and a Senior Staff member in consultation with a representative sample of Shire staff. The review is proposed to address the following areas:

- The extent to which the system meets the Recordkeeping Policy objective;
- Level and extent of the system usage across the organisation;
- Processes that are working well;
- Processes that are not working well or are not being utilised;
- Problems and challenges experience by staff;
- Specific processes requiring improvement; and
- Staff ideas and suggestions for improvement;

### *Internal Recordkeeping Audits*

Every six (6) months an internal recordkeeping audit will be conducted by the Executive Manager Finance and Administration. The audits will examine the extent to which staff members are following recordkeeping procedures and utilising the recordkeeping system. Any deficiencies that are discovered will be presented as audit action items to be addressed by the Executive Manager Finance and Administration within six (6) months. The satisfactory completion of the audit action items will be verified by the Finance and Administration Manager. Actions that are not completed satisfactory will be referred back to the Executive Manager Finance and Administration or alternatively to the Chief Executive Officer.



## **7. State Records Commission Standard 6: Outsourced Functions**

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The purpose of this Standard, established under Section 61(1) (b) of the *State Records Act 2000*, is to define principles and standards governing contracts or arrangements entered into by a local government with persons to perform any aspect of recordkeeping for the organization.

Local governments may enter into contracts or other arrangements whereby an individual or an organisation is to perform a function or service for the local government, or act as the local government's agent to deliver services to clients, or for the local governments own use. The general term 'outsourcing' is used for such arrangements.

Contractual arrangements should provide that the contractor create and maintain records that meet the local government's legislative, business and accountability requirements.

### **7.1 Outsourced functions identified**

Refer to Appendix 1 for those functions outsourced.

### **7.2 Recordkeeping Issues included in Contracts**

#### **7.2.1 Planning**

The Shire of Shark Bay includes the creation and management of proper and adequate records of the performance of the outsourced functions detailed above, in the contract planning process for the outsourced functions.

#### **7.2.2 Ownership**

The Shire of Shark Bay has ensured that the ownership of Shire of Shark Bay records is addressed and resolved during outsourcing exercises. Where possible this will be included in the signed contract(s) / agreement(s).

#### **7.2.3 Control**

The Shire of Shark Bay has ensured that the contractor(s) / agent(s) creates and controls records in electronic or hard copy format, in accordance with recordkeeping standards, policies, procedures and guidelines stipulated by the Shire of Shark Bay.



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#### **7.2.4 Disposal**

The disposal of all Shire of Shark Bay records which are the product of or are involved in any contract(s) / agreement(s) with the Shire of Shark Bay and contractor(s) / agent(s) will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office.

#### **7.2.5 Access**

Conditions for the provision of access to any Shire of Shark Bay records produced in the course of the contract(s) / agreement(s) have been agreed between the Shire of Shark Bay and the contractor(s) / agent(s).

#### **7.2.6 Custody**

The Shire of Shark Bay has recently adopted the procedure of ensuring all contracts to state in relation to records - custody, ownership, disposal and transfer upon the completion of the contracts and will be specified in the contracts. To date there has been no new contracts set up or any contract renewals.

#### **7.2.7 Contract Completion**

The Shire of Shark Bay has recently adopted the procedure of ensuring all contracts to state in relation to records - custody, ownership, disposal and transfer upon the completion of the contracts and will be specified in the contracts. To date there has been no new contracts set up or any contract renewals.



<b>APPENDIX 1</b>			
<b>Functions of the Shire of Shark Bay</b>			
<b>Function</b>	<b>Brief Description of Local Government Function</b>	<b>Performed by the Local Government  Tick If Yes</b>	<b>Performed by an External Agency  Tick If Yes</b>
Commercial Activities	The function of competing commercially or providing services to other local governments or agencies on a fee for service basis. Includes undertaking activities on a consultancy or contract basis.		✓
Community Relations	The function of establishing rapport with the community and raising and advancing the Council's public image and its relationships with outside bodies, including the media and the public.	✓	
Community Services	The function of providing, operating or contracting services to assist local residents and the community.	✓	
Corporate Management	The function of applying broad systematic planning to define the corporate mission and determine methods of the Local Government's operation.	✓	
Council Properties	The function of acquiring, constructing, designing, developing, disposing and maintaining facilities and premises owned, leased or otherwise occupied by the Local Government.	✓	✓
Customer Service	The function of planning, monitoring and evaluating services provided to customers by the council.	✓	
Development & Building Controls	The function of regulating and approving building and development applications for specific properties, buildings, fences, signs, antennae, etc. covered by the Building Code of Australia and the Environment Protection Authority.	✓	
Economic Development	The function of improving the local economy through encouragement of industry, employment, tourism, regional development and trade.	✓	
Emergency Services	The function of preventing loss and minimising threats to life, property and the natural environment, from fire and other emergency situations.		✓
Energy Supply & Telecommunications	The function of providing infrastructure services, such as electricity, gas, telecommunications, and alternative energy sources.		✓
Environmental Management	The function of managing, conserving and planning of air, soil and water qualities, and environmentally sensitive areas such as remnant bushlands and threatened species.		✓
Financial Management	The function of managing the Local Government's financial resources.	✓	





**APPENDIX 1**

**Functions of the Shire of Shark Bay**

<b>Function</b>	<b>Brief Description of Local Government Function</b>	<b>Performed by the Local Government  Tick If Yes</b>	<b>Performed by an External Agency  Tick If Yes</b>
Governance	The function of managing the election of Council representatives, the boundaries of the Local Government and the terms and conditions for Elected Members.	✓	
Government Relations	The function of managing the relationship between the Council and other governments, particularly on issues which are not related to normal Council business such as Land Use and Planning or Environment Management.	✓	
Grants & Subsidies	The function of managing financial payments to the Local Government from the State and Federal Governments and other agencies for specific purposes.	✓	
Information Management	The function of managing the <b>Local Government's</b> information resources, including the storage, retrieval, archives, processing and communications of all information in any format.	✓	
Information Technology	The function of acquiring and managing communications and information technology and databases to support the business operations of the Local Government.	✓	
Land Use & Planning	The function of establishing a medium to long term policy framework for the management of the natural and built environments.		✓
Laws & Enforcement	The function of regulating, notifying, prosecuting, and applying penalties in relation to the Council's regulatory role.	✓	
Legal Services	The function of providing legal services to the Local Government.		✓
Parks & Reserves	The function of acquiring, managing, designing and constructing parks and reserves, either owned or controlled and managed by the Local Government.	✓	
Personnel	The function of managing the conditions of employment and administration of personnel at the Local Government, including consultants and volunteers.	✓	
Plant, Equipment & Stores	The function of managing the purchase, hire or leasing of all plant and vehicles, and other equipment. Includes the management of the Local Government's stores. Does not include the acquisition of information technology and telecommunications.	✓	



**APPENDIX 1**

**Functions of the Shire of Shark Bay**

<b>Function</b>	<b>Brief Description of Local Government Function</b>	<b>Performed by the Local Government  Tick If Yes</b>	<b>Performed by an External Agency Tick If Yes</b>
Public Health	The function of managing, monitoring and regulating activities to protect and improve public health under the terms of the Public Health Act, health codes, standards and regulations.	✓	
Rates & Valuations	The function of managing, regulating, setting and collecting income through the valuation of rateable land and other charges.	✓	
Recreation & Cultural Services	The function of Local Government in arranging, promoting or encouraging programs and events in visual arts, craft, music, performing arts, sports and recreation, cultural activities and services.	✓	
Risk Management	The function of managing and reducing the risk of loss of Local Government properties and equipment and risks to personnel.	✓	
Roads	The provision of road construction and maintenance of rural roads and associated street services to property owners within the Local Government area.	✓	✓
Sewerage & Drainage	The function of designing and constructing, maintaining and managing the liquid waste system, including drainage, sewerage collection and treatment, stormwater and flood mitigation works.		✓
Traffic & Transport	The function of planning for transport infrastructure and the efficient movement and parking of traffic. Encompasses all service/facilities above the road surface and includes all forms of public transport.	✓	
Waste Management	The function of providing services by the Local Government to ratepayers for the removal of solid waste, destruction and waste reduction.	✓	
Water Supply	The function of managing the design, construction, maintenance and management of water supplies, either by the Local Government or by service providers.		✓



<b>APPENDIX 2</b>	
<b>Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the Local Government administers</i>
<i>Agriculture and Related Resources Protection Act 1976</i>	✓
<i>Building Regulations 1989</i>	✓
<i>Bush Fires Act 1954</i> An Act to make better provision for diminishing the danger resulting from bush fires, for the prevention, control and extinguishment of bush fires, for the repeal of the <i>Bush Fires Act 1937-1950</i> and for other purposes.	✓
Bush Fire Regulations	✓
<i>Caravan Parks and Camping Grounds Act 1995</i>	✓
Caravan Parks and Camping Grounds Regulations	✓
<i>Dog Act 1976</i> An Act to amend and consolidate the law relating to the control and registration of dogs, the ownership and keeping of dogs and the obligations and rights of persons in relation thereto, and for incidental and other purposes.	✓
Dog Regulations	✓
<i>Environmental Protection Act 1986</i> An Act to provide an Environmental Protection Authority, for prevention, control and abatement of environmental pollution, for the conservation, preservation, protection enhancement and management of the environment and for matters incidental to, or connected with, the foregoing.	✓
Environmental Protection (Noise) Regulations 1997	✓
<i>Explosive and Dangerous Goods Act 1961</i> An Act to consolidate and amend the law relating to explosives, to regulate the storage of dangerous goods, and for other incidental purposes.	✓
<i>Freedom of Information Act 1992</i> An Act to provide for public access to documents, and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading, and for related purposes.	✓



<b>APPENDIX 2</b>	
<b>Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the Local Government administers</i>
Freedom of Information Regulations	✓
Hairdressing Establishment Regulations 1972	✓
<i>Health Act 1911</i>	✓
Health Act (Air Handling and Water Systems) Regulations 1994	✓
Health Act (Asbestos) Regulations 1992	✓
Health Act (ANZ Food standards Code adoption) Regulations 2001	✓
Health Act (Carbon Monoxide) Regulations 1975	✓
Health Act (Cloth Materials) Regulations 1985	✓
Health Act (Food Hygiene) Regulations 1993	✓
Health Act (Food Standards) Regulations 1987	✓
Health Act (Garden Soil) Regulations 1998	✓
Health Act (Laundries and Bathrooms) Regulations	✓
Health Act (Meat Hygiene) Regulations 2001	✓
Health Act (Pesticides) Regulations 1956	✓
Health Act (Pet Meat) Regulations 1990	✓
Health Act (Poultry Manure) Regulations 2001	✓



<b>APPENDIX 2</b>	
<b>Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the Local Government administers</i>
Health Act (Prescribing the Annual Report Form to be used by Local Authorities) Regulations	✓
Health Act (Public Buildings) Regulations 1992	✓
Health Act (Skin Penetration Procedure) Regulations 1998	✓
Health Act (Swimming Pools) Regulations 1964	✓
Health Act (Temporary Sanitary Conveniences) Regulations 1997	✓
Health Act (Treatment of Sewerage and Disposal of Effluent and Liquid Waste) Regulations 1974	✓
<i>Heritage of Western Australia Act 1990</i>	
<i>Land Administration Act 1997</i>	
Land Valuation Tribunals 1978	
<i>Litter Act 1979</i>	✓
<i>Liquor Licensing Act 1988</i>	✓
<i>Local Government Act 1995</i>	✓
<i>Local Government (Miscellaneous Provisions) Act 1960</i>	✓
Local Government Grants 1978	✓
Local Government Regulations	✓
<i>Main Roads Act 1930</i>	
<i>Parks and Reserves Act 1895</i>	
<i>Planning Amendment Act 2005</i>	
<i>Radiation Safety Act 1974</i>	



<b>APPENDIX 2</b>	
<b>Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the Local Government administers</i>
Radiation Safety Regulations	
<i>Rates and Charges (Rebates and Deferments) Act 1992</i>	✓
<i>Rights in Water and Irrigation Act 1914</i>	
Residential Design Codes of WA 2002	✓
<i>Road Traffic Act 1974</i>	
<i>Strata Titles Act 1985</i>	
<i>Telecommunications Act 1997</i>	
Telecommunications (Low Impact Facilities) Determination 1997	
<i>Transfer of Land Act 1893</i>	
<i>Valuation of Land Act 1978</i>	
<i>Waterways Conservation Act 1976</i>	
<i>Western Australia Disability Services Act 1993</i>	
<b>7.1.2 Local Laws of the Shire of Shark Bay</b>	✓
Bush Fire Brigades Local Law 2002	✓
Cat control Local Law 1997	✓
Cemeteries Local Law 1998	✓
Health Local Laws 1998 (Amendment 2001)	✓
Health Local Laws 1998 (Amendment 2001)	✓



<b>APPENDIX 2</b>	
<b>Legislation and Regulations that may be wholly or partly administered by Local Government, And Local Laws of the Local Government</b>	
<i>Legislation, Regulations and Local Laws</i>	<i>Tick if YES, the Local Government administers</i>
Parking and Parking Facilities Local Law 2002	✓
Local Government Property Local Law 2002	✓
Repeal Local Law 2002	✓
Standing Orders Local Laws 2002	✓
Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law 2002	✓
Extractive industries Local Law 2002	✓



**APPENDIX 3**

**Other Legislation and Regulations affecting the functions and operations of the Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
<i>Builders Registration Act 1939</i>	
<i>Criminal Code 1913</i>	
<i>Electronic Transactions Act 2003</i>	
<i>Equal Employment Opportunity Act 1984</i>	✓
<i>Evidence Act 1906</i>	
<i>Forests Act 1919</i>	
<i>Freedom of Information Act 1992;</i>	✓
<i>Industrial Awards</i>	
<i>Industrial Relations Acts (State and Federal)</i>	
<i>Interpretation Act 1984</i>	
<i>Limitation Act 1935, 2005</i>	
<i>Occupational Safety and Health Act 1984</i>	✓
<i>Occupational Safety &amp; Health Regulations 1996</i>	✓
<i>Parliamentary Commissioner Act 1971</i>	
<i>State Records Act 2000</i>	✓





**APPENDIX 3**

**Other Legislation and Regulations affecting the functions and operations of the Local Government**

<i>Other Legislation and Regulations</i>	<i>Tick If Yes</i>
<i>State Records (Consequential Provisions) Act 2000;</i>	✓
State Records Principles & Standards 2002	
<i>Swan River Trust Act 1988</i>	
<i>Workers Compensation and Assistance Act 1981</i>	✓



**APPENDIX 4**

**Government & Industry Standards and Codes of Practice that have been imposed upon or adopted by the Local Government**

<i>Government &amp; Industry Standards and Codes of Practice</i>	<i>Tick if Yes</i>
Australian Accounting Standards	✓
Australian Records Management Standard ISO/AS 15489-2002 Parts 1 & 2	
General Disposal Authority for Local Government Records RD 99004	✓
National Competition Policy	



**Shire of Shark Bay Policies - Records**

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**7.1.2.1**

**7.1.2.2**

**7.1.2.3 10.26 Record Keeping**

**7.1.2.4**

**(1) Objective**

The purpose of the Shire of Bay’s Record Keeping Policy is to define the principles that underpin the Shire’s records keeping function and the roles and responsibilities of those individuals who manage or perform record keeping processes on behalf of the Shire. This Policy establishes a framework for the reliable and systematic management of Shire records in accordance with Legislative requirements.

**(2) Scope**

The policy applies to all Government records created or received by a Shire of Shark Bay employee, contractor or Elected Member, or an organisation performing outsourced services on behalf of the Shire of Shark Bay, regardless of their physical format, storage location or date of creation.

**(3) Policy Statement**

The Shire of Shark Bay recognises its records as a Government-owned asset and will ensure that they are managed as such. Ownership and proprietary interest of records created or collected during the course of business (including those by outsourced bodies or contractors) is vested in the Shire of Shark Bay.



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(4) **Roles and Responsibilities**

1 Elected Member

All elected members are to create, collect and retain records relating to their role as an Elected Member for the Shire of Shark Bay in a manner to commensurate with Legislation and the Shire's Policies and procedures for record keeping. Electoral and personal records of Elected members are exempt.

2 Chief Executive Officer

The Chief Executive Officer is to ensure that an organisational system for the capture and management of records is established that is compliant with Legislative requirements.

3 Managers

All Managers are to ensure the Record Keeping Policy and procedures are known and adhered to in their area of responsibility.

4 All Staff

All staff (including contractors) will create, collect, and retain records relating to the business activities they perform. They are to identify -

5 Significant and Ephemeral Records

Ensure significant records are captured into the Record Keeping System and that all records are handled in a manner to commensurate with Legislation and the Shire's Policies and procedures for record keeping.

(5) **Creation of Records**

All Elected Members, staff, and contractors will create full and accurate records, in the appropriate format, of the Shire's business decisions and transactions to meet all legislative, business, administrative, financial, evidential and historical requirements.

(6) **Capture and Control of Records**

All records created and received in the course of Shire business are to be captured at the point of creation, regardless of format, with required metadata, into appropriate record keeping and business systems, that are managed in accordance with sound record keeping principles.

(7) **Security and Protection of Records**

All records are to be categorised as to their level of sensitivity and adequately secured and protected from violation, unauthorised access or destruction, and kept in accordance with necessary retrieval, preservation and storage requirements,

(8) **Access to Records**

Access to the Shire's records by staff and contractors will be in accordance with designated access and security classifications. Access to the Shire's records by the general public will be in accordance with the *Freedom of Information Act 1992* and the Shire Policy. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.



(9) **Appraisal, Retention and Disposal of Records**

All records kept by the Shire will be disposed of in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia.

**7.1.2.5 10.28 Email Policy**

(1) **Introduction**

Email (external/internal) forms part of the official business communication of the Shire of Shark Bay, as such email is governed by the same legislative requirements (*State Records Act 2000*) as all records.

Email sent or received contains information about business activities and therefore can function as evidence of business transactions in a court of law; they are subject to legal processes such as discovery and subpoena. The records may also be required by Royal Commissions, auditors and other people/bodies to whom they may be subject.

Electronic messaging systems are communication devices like the telephone, facsimile or post, and as such cannot be isolated from the records management system.

(2) **Email as Official Records**

Email messages are official records of Shire business; legislation requires Council to be accountable for that business.

Transactions that provide evidence of business activities and are required for ongoing business should be documented in the records management system.

Email messages that document -

- \* what happened
- \* what was decided
- \* what advice was given
- \* who was involved
- \* when it happened
- \* order of events and decisions

should be printed out, with appropriate contextual details and attachments, and filed on the Shire's paper based files until electronic recordkeeping practices are developed.

(3) **Purpose of this Policy**

The purpose of this Policy is to ensure the proper use of the Shire of Shark Bay's email system and applies to all Council employees, Councillors, contractors, consultants, temporary and casual staff, and other authorised personnel of the Shire of Shark Bay.

The Shire makes electronic mail available to its staff so they may efficiently share and exchange information in the pursuit of the Shire's goals and objectives.

The Shire of Shark Bay is a diversified organisation, where staff work varying hours and days, electronic mail allows Shire staff to help overcome the barriers of time and space in communication.



(4) **Policy Statement**

- 1 The Shire of Shark Bay's email system and the messages sent through it are part of the Shire's formal communication network. This means that Shire records now include information kept in electronic form.
- 2 Email messages must be kept if they provide evidence of the Shire of Shark Bay's business and activities, are needed for use by others or affect the work of others. Staff sending and receiving emails are responsible for deciding if an email message is considered to be a Shire record and making sure that these messages are documented or printed out and placed on the appropriate file to provide a formal record.
- 3 Email messages which become Shire records must be retained in accordance with the approved retention periods listed in the Local Government Disposal Schedule.
- 4 Access to email is limited to Shire staff, or other authorised persons, who have been given a user identification and password. Staff must not give their password to another staff member or member of public and must not access other staff member's email without appropriate authority. Unauthorised access to programs or information will result in disciplinary action.
- 5 The email system is part of Shire of Shark Bay's computer network and all the information processes, transmitted or stored in the system are the property of the Shire.
- 6 Email is a business tool. Staff must make sure that all email messages are brief, concise and business related and are kept in the system only as long as required.
- 7 Email messages that are retained as Shire records are accessible to the public under Freedom of Information and Privacy legislation.
- 8 Email systems should not be assumed to be secure. Staff must be aware of the potential risks involved in sending confidential or sensitive information by email.

(5) **Procedures for Use of Electronic Mail**

- 1 Email should be treated with the same significance as the signed letter. Your password and the ability for you to send an email message has the same authority as signed correspondence.
- 2 Email must be accessed at least once a day by each employee with access to a networked personal computer. Any unwanted email should be deleted.
- 3 Staff can maintain their own email address book.
- 4 Personal or private information such as personal notes or invitations, staff appraisals or job applications should not be included in an email message because it could be read by, or misdirected to, unauthorised persons. Messages may also continue to exist long after the sender has deleted them. Deletion eliminates the message or file name from your computer directory but the information itself exists in the back-up system until it has been overwritten.
- 5 If you send an email message with a Shire document as an attachment, you must note the details of the source of the document on the attachment. These details should include the addressee, the sender and the date and time of dispatch and receipt. Such details can be recorded as a file note on the corresponding physical file, however it is preferred that a hardcopy of the email and attachment is placed on the file with the required details



- 6 Email messages that are retained as part of Shire records should be saved in Central Records format.
- 7 Remember that email is admissible as evidence in court so good judgement must be used and thought must be invested into what is written.
- 8 Make sure email etiquette is followed. Messages must be kept polite and do not write in upper-case as this is considered as 'shouting'. Only send information that is of value to the receiver and do not make messages High Priority unless they are truly urgent.

(6) **Information Protection and Confidentiality**

All email accounts are the property of the Shire of Shark Bay and are provided to employees to be used primarily for legitimate business purposes, unless employees have prior approval from the Chief Executive Officer.

Email accounts are installed on a needs basis and are not automatically installed for all staff. A memo from a Manager forwarded to the Executive Manager Finance and Administration or Senior Staff is required for email connection. Staff granted access are responsible for managing all relevant emails received.

All email accounts including the data and messages contained within or transmitted via them are the property of the Council and are primarily intended for business use only.

All employees are advised that they do not have any personal or proprietary rights over such email accounts.

The Shire of Shark Bay cannot guarantee the privacy or confidentiality of any email messages sent internally or externally.

The Shire of Shark Bay reserves the right, at any time and without the consent of the user, to inspect, monitor, examine, copy, store, forward, delete and disclose the contents of email messages, especially in relation to subpoenas and legal disclosures.

The Executive Manager Finance and Administration is the only employee authorised to undertake such procedures under strict disclosure conditions.

Any email information deemed important should be printed and, if required, an electronic copy maintained away from the email system.

Councillors and Shire employees must safeguard Shire information and information belonging to others such as Shire customers and suppliers from unauthorised or accidental disclosure, modification, damage or destruction, consistent with Shire Policy.

Shire employees should notify the Executive Manager Finance and Administration or the Chief Executive Officer of any unusual systems behaviour immediately as this may indicate security or virus related problems.

Email records must remain accessible while they are required to meet business and accountability requirements.

Email records that will be incorporated into the Central Records management system must be protected from alteration or manipulation.

Access to email is limited to Shire employees who have been given authorisation to do so and who have been given a user identification and password.

Virus infection of email systems is becoming more prevalent, viruses are being sent over the Internet on a daily basis. The virus scanner installed on the network should not be totally relied on as no scanning software can give 100% guaranteed protection.



Unless file attachments (especially sent over the Internet) can be positively identified they should be totally deleted and **NOT** opened as they may contain viruses. Notify the Executive Manager Finance and Administration or Chief Executive Officer, if you receive questionable attachments or are unsure of what to do.

Scanned signatures should not be used in any circumstances as they can be altered (cut and pasted) to give the appearance that a document was signed officially.

(7) **Inappropriate Usage of Email**

- a Using email accounts for non-business purposes - ie 'junk' mail.
- b Sending or distributing 'chain' letters, 'hoax' mail or for other mischievous purposes.
- c Using email to solicit outside business ventures or actions in violation of Shire Policy.
- d Using email to distribute software which is inconsistent with any vendor's license agreement.
- e Using email to request, access, transmit or convey fraudulent, illegal, offensive, threatening, abusive or harassing materials which violates the Shire's Code of Conduct.
- f Using language that may be offensive to another user ie profanity and obscenities.
- g Use of email to harass, abuse, intimidate or interfere with the ability of others to conduct Council business.
- h Unauthorised accessing of data or attempt to breach any security measures on the systems, attempting to intercept any data transmissions without authorisation.
- i Sending email messages of a defamatory nature, email can be used as evidence in a court of law, the Shire can be held liable for published defamatory material.
- j Use of email to disclose or transmit any classified, staff in confidence, commercial in confidence, restricted or sensitive material.
- k The distribution of information via email (excluding business or personal messages ie birthday, baby birth or anniversary details) such as Trade Union or Community Group material must be authorised by the Chief Executive Officer first.

(8) **Violations of this Policy**

Shire employees who violate any copyright or license agreements are acting outside the scope of their employment terms and conditions and will be personally responsible for such infringements.

Shire employees may be subject to limitations on their use of email as determined by the Chief Executive Officer.

The Executive Manager Finance and Administration will undertake periodic monitoring, auditing and activities to ensure staff compliance with the acceptable usage of email in reference to this Policy.

Use of the email system indicates consent to such activities.

Shire employees who violate this policy will be subject to disciplinary action.

Violating this Policy may also contravene the law or relevant legislation and subject the employee/Council to criminal or civil actions.

This Policy is issued under the authority of the Chief Executive Officer and will be reviewed and amended as required in consultation with Managers and Staff of the Shire of Shark Bay.





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## Procedures-Daily Mail

### INCOMING MAIL

- The Records Officer collects the mail from the Post Office daily at 10:00am;
- The Records Officer opens mail and stamps all mail with a date stamp;
- Once all the mail has been opened the Records Officer then puts a file number on the correspondence and who the responsible officer is. The Records Officer also distinguishes between mail needing to be processed through Central Records or mail that is of “junk” nature which does not need to be processed through records;
- Correspondence is then scanned into central records;
- Original's are placed in relevant file, scanned documents in central records – with internal recipient being able to access record through the Central Records Management System;
- Responsible officer to action and record action in central records;
- A list of all outstanding correspondence requiring a response is distributed to the responsible officer at the end of the month by the Records Officer.

### OUTGOING MAIL

- Each staff member is responsible for the filing or capturing of their outgoing mail.
- Once correspondence is written the following should occur:
  1. An electronic copy must be kept in the appropriate file on the network, also a copy to be saved in central Records.
  2. A Pink copy of the letter signed by the Chief Executive Officer or on his absence appointed officer must be filed in the appropriate hard-copy file.
  3. The original letter (on letterhead) is then put in an envelope by the officer and placed in the mail tray. All outgoing mail is posted by the records Officer every day at 4:00 pm.



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**SHIRE OF SHARK BAY**  
**RECORDS MANAGEMENT PROGRAM**

**RECORDS MANAGEMENT OBJECTIVE**

*To ensure that the management of the Shire of Shark Bay's information resources and records management program provide timely and comprehensive information to meet operational business needs, accountability requirements and community expectations.*

*To ensure the preservation of the Shire's 'corporate memory' through sound recordkeeping practices and the accurate capture of information to meet legal, evidential and accountability requirements.*

**FILE CREATION AND MAINTENANCE PROCEDURES**

**Purpose:**

To outline procedures for the creation, distribution and maintenance of files.

**Practices and Procedures:**

Each employee has the responsibility to ensure that records created, sent or received are placed on the relevant corporate file, or that a file is created where none exists within 24 hours of a project or activity commencing.

New files should be created when:

- A new project of activity commences; or
- Mail has been actioned; or
- Received and no file currently exists relating to the subject matter of the correspondence.

These files can be created with the assistance of a request form for the establishment of a file.

1. To have a new file created or a new part to a file created complete the file request form located with the Records Officer.
2. It will be envisaged that requests will be attended to the same day or within 24 hours.

Files may contain material of a highly confidential nature, e.g. personal files, or files containing commercially sensitive material. For this reason, access restrictions are to be placed on files to ensure privacy and confidentiality.

This should be noted when completing the file request form for the creation of new files.

**Distributing Files**

To ensure that records are readily accessible within the organisation it is important that the circulation of records is controlled and monitored. This is done by using a records tracking system. At the present, as no electronic tracking system is being utilised, file movement sheets should be kept up-to-date and the Records Officer informed when passed to another



employee. To enable efficient tracking of all users, details must be recorded in a clear and distinct manner.

*It is to be noted that the last signatory or user of a file remains the responsibility for that file.*

Records are an asset of the Shire of Shark Bay and remain the property of the Shire. They should not be taken with employees when they leave, or removed from the site for longer than necessary. It is important that records continue to be available to other employees who need them.

Possession of a corporate file means accountability for it. If a file appears to be missing, the Records Officer should be informed immediately, and they will initiate the appropriate action to locate it.

### **Maintaining Files**

Records are subject to many risks. They include light, atmospheric conditions including extreme temperatures and humidity, biological factors including mould, insect pests, vermin and mechanical damage. However, one of the most neglected reasons for damage to files is repeated usage and handling.

*Proper protection of all records is essential in reducing the risks associated with poor record keeping practices.*

Regular maintenance of files or records will be performed by the Records Officer to ensure that damaged files and fasteners etc are replaced.

The following preventative measures are to be observed when storing files:

- Steel paper clips, pins and staples are to be removed from files as they cause corrosive damage to files and pose a safety issue;
- New parts to files are to be created when files reach 2cm in thickness;
- Sticky notes containing important information relevant to the file are to be removed and recorded on A4 standard paper as file notes;
- Photocopies are to be made of thermal fax paper and newspaper cuttings if included as part of a file;
- Copies of photographs are to be made (either scanned or photocopied) and attached to the file while originals are stored with like material in appropriate conditions; and
- Documents are to be removed from plastic sleeves before being placed in a file. This prevents documents from falling out of the file.
- Records ideally should be stored in a dust-free environment with appropriate climate controls to ensure their long-term survival.



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## RECORDS DISPOSAL PROCEDURES

### Disposal

'A range of processes associated with implementing appraisal decisions

These include the –

- Retention
- Deletion
- Or destruction of records in or from recordkeeping systems.

They may also include the migration or transmission of records between recordkeeping systems, and the transfer of custody or ownership of records.'  
(Definition from AS4390 Section 4.9)

### Records Disposal Policy Statement

The disposal of Shire records is governed by the State Records Act, 2000.

Shire staff are required to use the General Disposal Authority for Local Government Records for the retention or disposal of administrative and functional records within Council.

The Executive Manager Finance & Administration is responsible for the Shire's record's disposal program and is to ensure records are protected and retained in accordance with the requirements detailed in the General Disposal Authority.

Shire staff have a number of basic obligations relating to the disposal of records:

- They should contact the Chief Executive Officer or Executive Manager Finance and Administration before initiating the disposal of Shire records.
- Staff members shall not alienate, relinquish control over, or destroy Shire records without specific authorisation from the Chief Executive Office or Executive Manager Finance and Administration.
- Staff members are required to handle records with care and respect in a sensible manner, to avoid damaging records with a view to prolonging their lifespan.
- Staff are to advise the Chief Executive Officer or Executive Manager Finance and Administration prior to any transfer of records offsite to State Archives for the listing of inventories and appropriate sentencing of each record.

### Practices and Procedures

All records created, received or held by the Shire of Shark Bay are disposed of legally, in accordance with Retention and Disposal Schedules approved by the State Records Commission. Retention and Disposal Schedules are a systematic and comprehensive listing of categories or series of records created and/or kept by local government, which plans the life of those records from creation to disposal, or permanent archive.



Retention & Disposal Schedules aim to:

- Select, preserve and make available all records that have a continuing value (Legal, Legislative, Financial, Administrative & Historical) to the Shire of Shark Bay;
- Destroy all records whose value has ceased; and
- Transfer to the State Archives all records that have a significant historical value to the people of Western Australia.

There are severe penalties for the unauthorised destruction of public records:

Section 78 of the State Records Act 2000 provides that:

- "(3) A government organisation employee who destroys a government record commits an offence unless the destruction is authorised by the record keeping plan of the organization."

- Penalty: \$10,000

Section 110 of the Freedom of Information Act 1992 provides that:

- "A person who conceals, destroys or disposes of a document or part of a document or is knowingly involved in such an act for the purpose (sole or otherwise) of preventing an agency being able to give access to that document or part of it, whether or not an application for access has been made, commits an offence."

- Penalty: \$5,000 or 6 months Imprisonment

Before any records can be destroyed or disposed of, it must have been reviewed and been allocated a retention and disposal code according to that prescribed in the General Retention and Disposal Schedule for Local Government as declared by the Public Records Office of Western Australia and the State Archives of Western Australia.

Approval to destroy any Council information require the approval and signature of the Chief Executive Officer and the Executive Manager Finance and Administration. Material which may be of importance to the Shire can be set aside or a representative sample kept for safe-keeping.

#### *Destruction of Ephemeral Records*

Ephemeral records have no continuing value to the Shire of Shark Bay and are generally only needed for a few hours or a few days. They may not need to be placed within the Shire of Shark Bay official Record Keeping System. Section 1.11 of the General Disposal Authority for Local Government Records 1999 describes ephemeral records, an extract of which is below. In accordance with this schedule, Shire of Shark Bay employees, contractors or Elected Members may dispose of such ephemeral records once reference ceases.

#### *Description of Ephemeral Records (General Disposal Authority Ref.)*

##### 1.11.1

Duplicate (or exact) copies of records, documents, circulars, forms, etc.

##### 1.11.2

Information material including price lists, catalogues, advertising material, brochures etc, produced by other organisations.



1.11.3

Reference sets of directories, addresses and contact lists, including internal directories and lists produced by the local government, other agencies and organisations or suppliers.

1.11.4

Unsolicited letters or promotional material which offer goods or services to the local government.

1.11.5

Messages in the form of voice mail, e-mail, telephone messages, post-it or sticky notes when the message does not relate to the business functions of the local government.

*Note: Messages which do relate to the business functions of the local government must be transcribed and placed on the appropriate subject file. Once transcribed the original message may be destroyed.*

1.11.6

Rough drafts of reports, or correspondence, routine or rough calculations not circulated to other staff in the local government, and of which a final draft has been produced and placed on the appropriate subject file.

*Note: Versions of drafts which contain significant changes to context must be placed in the appropriate subject file e.g. internal policy.*

1.11.7

Transitory messages giving minor instructions and of a routine or instruction nature that are used to further some activity in either a paper-based or electronic format eg. correcting typing errors; requesting file creation or retrieval; filing a letter; formatting documents; duplicating.

1.11.8

Letters or cards of appreciation, sympathy or greetings of no enduring value.

1.11.9

Working papers, background notes and reference materials used to prepare or complete other documents. Those documents become the record of the local government and are placed on the appropriate subject file.

*Note: Working papers and background notes relating to the development of internal policy must be placed on the appropriate subject file.*

(State Records Office of WA, 1999)

*Destruction of Other Records*

The Shire of Shark Bay's Archives Procedure for the retention and disposal of records in its custody is based on the General Disposal Authority for Local Government Records.

Records that are not ephemeral and are held by the Shire of Shark Bay must only be destroyed by the Chief Executive Officer. This process must be in accordance with the General Disposal Authority for Local Government Records, produced by the State Records Office of Western Australia.



When a captured record is sentenced for archiving, it is assessed against the General Disposal Authority for Local Government Records. The metadata is recorded manually. The records are then stored in an appropriate archive box and removed to the off-site storage facility. The off-site storage facility is secure and has appropriate risk management measures in place to ensure document integrity.

While a retention period is established when records are captured into the Record Keeping System, changes in environmental circumstances may require the record to be retained for a further period. Such changes that could affect retention requirements include:

- The accuracy of the title of the file;
- Any significant historical events that have taken place since the record was sentenced;
- Current issues affecting the records;
- Whether any records are the subject of a current Freedom of Information application;
- Whether any of the records are subject to a current, pending or suspected court case or Subpoena; and
- Amendments to the Retention & Disposal Schedule since the records were archived.

Destruction of archived records follows the General Disposal Authority for Local Government Records. The procedure requires a reassessment of the documents to be destroyed. The documents are then recorded on an Archive Disposal Form. Each Departmental Head to which the documents relate must sign and allow the destruction. The Chief Executive Officer must then sign and finally authorise the destruction. The destruction is then arranged by the Executive Manager Finance and Administration. The destruction is to be witnessed, and a certificate of destruction obtained. The Record Disposal Certificate is retained permanently in the Shire of Shark Bay's Record Keeping System as evidence of the destruction having taken place. Finally, the Document Management System is updated to reflect the destruction. The procedure is conducted annually to ensure the efficient management of the Shire of Shark Bay's archives.

#### *Transfer of Archival Records to State Archives*

Shire of Shark Bay' records identified as having archival value in the General Disposal Authority for Local Government Records are to be retained in the State Archives. Archival value records may be those created as evidence of an administration where their value goes well beyond their day to day use. These records may also document the history of an area and its population and the cultural and economic conditions under which they lived. These records have been identified as having a lasting value for the state and are a valuable resource for students or researchers in such areas as history, genealogy, social geography, economics, demography and urban planning. In accordance with the General Disposal Authority for Local Government Records, all archival records will be transferred to State Archives five years after the date of last action.



## APPENDIX 6

### Shire of Shark Bay Filing Index

AA101	ABORIGINAL AFFAIRS
AB101	ABORIGINAL LAND RIGHTS
AB105	ARTESIAN BORE (PERON HOT TUB)
AC101	CORRUPTION AND CRIME COMMISSION
AC102	AUSTRALIAN COMPETITION AND CONSUMER COMMISSION NEWSLETTER
AC103	RACING, GAMING AND LIQUOR - APPROVALS AND CERTIFICATES
AC105	WESTERN AUSTRALIAN CITIZEN OF THE YEAR AWARDS
AD101	THE AUSTRALIAN LOCAL GOVERNMENT - JOB DIRECTORY
AD102	ADVERTISING - GENERAL
AE101	AERODROME AND DEPARTMENT OF CIVIL AVIATION
AE101.01	SHARK BAY AIRPORT
AE101.02	DENHAM SOUTH AIRSTRIP
AE102	AIR SERVICES
AG101	AGRICULTURAL DEPARTMENT
AG104	AGRICULTURE - GENERAL
AL101	ALINTA GAS
AM 102	AMALGAMATION
AM101	AMBULANCE
AP101	APPLICATIONS - ALL COUNCIL STAFF
AP101.01	APPLICATIONS - ACCOUNTANT
AP101.02	APPLICATIONS - PROJECT OFFICER - BUILDING HEALTHY COMMUNITIES
AP101.03	APPLICATIONS - PLANT OPERATOR/GENERAL HAND
AP101.04	APPLICATIONS - SHARK BAY INTERPRETIVE CENTRE - CUSTOMER SERVICES OFFICER (MUSEUM) (CASUAL)
AP101.05	APPLICATIONS - MECHANIC/GENERAL HAND
AP101.06	APPLICATIONS - FINANCE OFFICER (CREDITORS)
AP101.07	APPLICATIONS - FINANCE AND ADMINISTRATION MANAGER
AP101.08	APPLICATIONS - FINANCE OFFICER JUNE 2007
AP101.09	APPLICATIONS - CUSTOMER SERVICE OFFICE - SHARK BAY WORLD HERITAGE DISCOVERY AND VISITOR CENTRE
AP101.10	APPLICATIONS - PLANT OPERATOR / GENERAL HAND
AP101.11	APPLICATIONS - CASUAL ADMINISTRATION OFFICER (RELIEF DUTIES)
AP101.12	APPLICATIONS - ADMINISTRATION OFFICER - FEBRUARY 2008
AP101.13	APPLICATION-COMMUNITY DEVELOPMENT OFFICER
AP101.14	APPLICATIONS-DEPUTY CHIEF EXECUTIVE OFFICER
AP101.15	APPLICATIONS-ACCOUNTANT
AP101.16	APPLICATIONS- WORLD HERITAGE INTERPRETIVE CENTRE-CENTRE MANAGER
AP101.17	APPLICATIONS- WORLD HERITAGE INTERPRETIVE CENTRE- CUSTOMER SERVICE OFFICER 2009
AP101.18	APPLICATIONS-FINANCE OFFICER-PAYROLL MAY 2009
AP101.19	APPLICATIONS - ADMINISTRATION OFFICER SEPTEMBER 2009
AP101.20	APPLICATIONS - WORKS MANAGER
AP101.21	APPLICATIONS - PLANT OPERATOR/GENERALHAND - OCTOBER 2010
AP101.22	APPLICATIONS - TOWN SERVICES OFFICER - OCTOBER 2010
AP101.23	APPLICATIONS - BINGO
AP101.24	DEVELOPMENT APPLICATIONS - GENERAL
AP101.25	APPLICATIONS - UNADVERTISED
AP101.26	APPLICATIONS - RESUMES FROM INDIVIDUALS SEEKING EMPLOYMENT WITHIN THE SHIRE
AP101.27	APPLICATIONS - CEO 2005
AP101.28	APPLICATIONS - TOWN SERVICES OFFICER/MECHANIC 2005
AP101.29	APPLICATIONS - REGISTER A NOMINEE FOR CO-OWNERS OR CO-OCCUPIERS
AP101.30	APPLICATIONS - WORLD HERITAGE INTERPRETIVE CENTRE - CUSTOMER SERVICE OFFICER 2012
AP101.31	APPLICATIONS - ADMINISTRATION OFFICER POSITION MAY 2012
AP101.32	APPLICATIONS - GENERAL HAND / PLANT OPERATOR MAY 2012
AQ101	AQUACULTURE
AQ101.01	AQUACULTURE - BLUE LAGOON PEARLS
AQ101.02	AQUACULTURE - BELLOTTI AQUACULTURE ABORIGINAL CORPORATION
AQ101.03	AQUACULTURE - HERITAGE PEARL EMRIUM
AQ101.04	AQUACULTURE - CAPE PERON PEARLS
AQ101.05	AQUACULTURE - SHARK BAY TUNA FARMS PTY LTD
AQ101.06	AQUACULTURE - NOR-WEST SEAFOODS PTY LTD
AQ101.07	AQUACULTURE - VELSHEDA TRADING COMPANY
AQ101.08	AQUACULTURE - WEST AUSTRALIAN OCEAN PARK
AQ101.09	AQUACULTURE - HAMELIN POOL STATION
AR 101	COUNTRY ARTS WA
AR102	ARTS - GENERAL
AU101	AUDIT REPORTS
AU101.01	AUDIT REPORT - INTERNAL CONTROL






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AU101.02	AUDIT COMMITTEE MINUTES
AU102	AUDIT QUERIES
AU104	AUSTRALIA POST
AV101	APPLICATIONS - CLEARING OF NATIVE VEGETATION
AW101	AWARDS
AW102	AWARDS - AUSTRALIA DAY HONOURS
BA101	BANKS - BANKWEST - GENERAL
BA102	BANKS - OTHER
BA102.01	BANKS - COMMONWEALTH - INTERPRETIVE CENTRE
BB101	BALL IN THE BAY FUND
BE101	BENCHMARKING
BO102	BOUNDARIES
BS101	BUS SERVICES
BT 101	BUTCHER'S TRACK
BU 109	BUILDING - RECREATION SPORTS CENTRE
BU100.01	BUDGET - FEDERAL
BU101	BUDGET
BU101.02	BUDGET REQUESTS
BU101.03	DRAFT BUDGET
BU101.04	BUDGET - PRINCIPAL ACTIVITIES PLAN
BU102	BUILDINGS - APPLICATIONS AND PERMITS
BU102.01	BUILDING - BUILDING NOTES
BU102.02	BUILDINGS - BUILDING SURVEYOR REPORTS
BU103	BUILDINGS - CONDEMNED, DEMOLITIONS AND ORDERS
BU104	BUILDING - GENERAL
BU104.03	BUILDINGS - OLD POLICE STATION
BU104.04	BUILDINGS - DEPOT
BU105	BUILDINGS - MAINTENANCE OF COUNCIL BUILDINGS
BU105.01	BUILDINGS - COUNCIL BUILDINGS - PROPERTY INSPECTIONS
BU106	BUILDINGS - NEW SHIRE BUILDINGS
BU106.02	BUILDINGS - ADMINISTRATION CENTRE
BU106.03	BUILDINGS - WORLD HERITAGE INTERPRETIVE CENTRE I
BU106.04	BUILDINGS - MCCLEARY HOUSE
BU106.05	BUILDINGS - TELECENTRE
BU106.06	BUILDINGS - MULTI PURPOSE COMMUNITY BUILDING
BU106.07	BUILDINGS- ICE-CREAM SHOP & APPLICATIONS
BU107	BUILDINGS - PUBLIC
BU107.01	BUILDINGS - HOT SPA
BU108	BUILDINGS - PRIVATE SWIMMING POOLS
BU110	BUSH FIRE SERVICES W.A.
BU111	BUSH FIRE SERVICE OF W.A. - OFFICERS
BU115	BUREAU OF METEROLOGY
BY100	LOCAL LAWS - GENERAL
BY101	LOCAL LAWS - BUILDINGS
BY102	LOCAL LAWS - CARAVAN PARKS AND CAMPING GROUNDS
BY103	LOCAL LAWS - CEMETERY
BY104	LOCAL LAWS - SIGN, HOARDINGS AND BILLPOSTING
BY105	LOCAL LAWS - MONKEY MIA JETTY
BY106	LOCAL LAWS - RANGERS FEES, POUNDAGE FEES AND SUSTENANCE CHARGES
BY107	LOCAL LAWS - STANDING ORDERS
BY108	LOCAL LAWS - UNIFORM PRIVATE SWIMMING POOL
BY109	LOCAL LAWS - RELATING TO CLEARING OF LAND, REFUSE, ETC, RESERVES
BY110	LOCAL LAWS - FORESHORE
BY111	LOCAL LAWS - SHARK BAY HALL AND OTHER BUILDINGS
BY113	LOCAL LAWS - MOTELS
BY114	LOCAL LAWS - PIPES AND PIPELINES BENEATH STREETS, ETC
BY115	LOCAL LAWS - PREVENTION OF DAMAGE TO ROADS
BY116	LOCAL LAWS - PREVENTION OF DAMAGE TO STREETS
BY117	LOCAL LAWS - STREETS, LAWNS AND GARDENS
BY118	LOCAL LAWS - RESERVES
BY119	LOCAL LAWS - PETROL PUMPS
BY120	LOCAL LAWS - ORDER IN COUNCIL - BORING PLANT AND EQUIPMENT - HAMELIN POOL
BY121	LOCAL LAWS - TRAFFIC FOR MOTOR ROADS
BY122	LOCAL LAWS - ORDER IN COUNCIL - VEHICLES BEING DRIVEN OR USED ON ROADS
BY123	LOCAL LAWS - APPOINTMENT OF EMPLOYEES
BY124	LOCAL LAWS - ORDER IN COUNCIL - LOAD EXCEEDING WEIGHT PRESCRIBED
BY125	LOCAL LAWS - HEAVY TRAFFIC OVER HAMELIN POOL - SHARK BAY ROAD
BY126	LOCAL LAWS - HEAVY TRAFFIC RESTRICTIONS HAMELIN POOL – SHARK BAY ROAD BETWEEN NILEMAH AND DENHAM TOWNSITE
BY127	LOCAL LAWS - ORDER IN COUNCIL - PROVISIONS OF SECTION 208 OR THE ROAD DISTRICTS ACT TO DENHAM
BY128	LOCAL LAWS - DOGS AT MONKEY MIA
BY129	LOCAL LAWS - ORDER IN COUNCIL - POWER TO MAKE LOCAL LAWS UNDER TRAFFIC ACT
BY130	LOCAL LAWS - GROSS WEIGHT LIMIT OVER HAMELIN POOL - CARRARANG ROAD
BY132	LOCAL LAWS - COMMON

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BY134	LOCAL LAWS - HEALTH ACT, ADOPTION OF MODEL LOCAL LAWS 'A'
BY135	LOCAL LAWS - ZONING, LOTS 9, 10 AND 12 OF NORTH LOCATION 58 KNIGHT TERRACE
BY136	LOCAL LAWS - ZONING, LOTS 44, 45 AND 46 KNIGHT TERRACE
BY137	LOCAL LAWS - SICK LEAVE, MAXIMUM ACCUMULATION
BY138	LOCAL LAWS - DISCOUNT ON RATES
BY139	LOCAL LAWS - KEEPING OF PIGEONS
BY140	LOCAL LAWS - BY-LAW FOR THE CONTROL OF TRAFFIC IN SHARK BAY - PARKING KNIGHT TERRACE
BY141	LOCAL LAWS - ZONING, LOTS 47 AND 48 KNIGHT TERRACE
BY142	LOCAL LAWS - CONTROL - MANAGEMENT OF MECHANICS' INSTITUTE
BY143	LOCAL LAWS - BY-LAW RELATING TO PARKING FACILITIES
BY144	LOCAL LAWS - STREET TRADING
BY146	LOCAL LAWS - STREET STALL
BY147	LOCAL LAWS - STALLS AND STALLHOLDERS
BY148	LOCAL LAWS - FOOD STAFF
BY149	LOCAL LAWS - REMOVAL AND DISPOSAL OF OBSTRUCTING ANIMALS OR VEHICLES
C1016	COMMERCIAL PROPERTY - BAYLODGE - LOT 109 (113) KNIGHT TCE
C1019	COMMERCIAL PROPERTY - EZIWAY - LOT 11 (97) KNIGHT TERRACE
C1020	COMMERCIAL PROPERTY - TRADEWINDS HOLIDAY VILLAGE - LOT 21 (91-93) KNIGHT TCE
C1023	COMMERCIAL PROPERTY - LOAVES & FISHES BAKERY - LOT 8 (89) KNIGHT TERRACE
C1023.	COMMERCIAL PROPERTY - DENHAM MEATS - LOT 8 (89) KNIGHT TERRACE
C1024	COMMERCIAL PROPERTY - SHARK BAY FUEL AND SERVICE & SEASIDE CHICKEN - LOT 17 (85) KNIGHT TERRACE
C1027	COMMERCIAL PROPERTY - HERITAGE RESORT - LOT 4 (75-83) KNIGHT TERRACE
C1030	COMMERCIAL PROPERTY - BAY CAFE AND TAKEAWAY - LOT 2 (69) KNIGHT TERRACE
C1039	COMMERCIAL PROPERTY - JETTY CAFE - LOT 11 (51) KNIGHT TERRACE
C1042	COMMERCIAL PROPERTY - DENHAM & MONKEY MIA VISITORS CENTRE - LOT 22(29) KNIGHT TERRACE
C1051	COMMERCIAL PROPERTY - SHARK BAY HOLIDAY COTTAGES - LOT 44 (3-11) KNIGHT TCE
C1052	COMMERCIAL PROPERTY - SHARK BAY SUPERMARKET - LOT 49 (1) KNIGHT TERRACE
C1053	COMMERCIAL PROPERTY - DENHAM SEASIDE CARAVAN PARK - LOT 310 (1) STELLA ROWLEY DRIVE
C1108	COMMERCIAL PROPERTY - BLUE DOLPHIN CARAVAN PARK - LOT 23 (11) DENHAM ROAD
C1168	COMMERCIAL PROPERTY - DENHAM VILLAS - LOT 58 (8) DURLACHER STREET
C1249	COMMERCIAL PROPERTY - SHARK BAY CARAVAN PARK - LOT 3 (6) SPAVEN WAY
C1263	COMMERCIAL PROPERTY - SHARK BAY BAKERY - LOT 101 (38) BROCKMAN STREET
C1339	COMMERCIAL PROPERTY - SHARK BAY FISH FACTORY - LOT 243 (124) DAMPIER ROAD
C1506	COMMERCIAL PROPERTY - OLD PEARLER RESTAURANT - LOT 1 (71) KNIGHT TERRACE
C2003	COMMERCIAL PROPERTY - OVERLANDER ROADHOUSE - LOT 174 NORTHWEST COASTAL HWY
C2016	COMMERCIAL PROPERTY - NANGA BAY RESORT - LOT 4 NANGA ROAD
C2016.	COMMERCIAL PROPERTY - NANGA BARN RESTAURANT - LOT 4 NANGA ROAD
C2024	COMMERCIAL PROPERTY - MONKEY MIA DOLPHIN RESORT - BOUGH SHED & PERON CAFE - LOT 67 MONKEY MIA ROAD
C2025	COMMERCIAL PROPERTY - BILLABONG ROADHOUSE - LOT 2 NORTHWEST COASTAL HIGHWAY
C2027	BILLABONG HOTEL - LOT 3 NORTHWEST COASTAL HWY
C2050	COMMERCIAL PROPERTY - DIRK HARTOG RESORT - LOT 62 DIRK HARTOG ISLAND
C3020	COMMERCIAL PROPERTY - SHARK BAY HOTEL - LOT 13 (47) KNIGHT TERRACE
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CA100.01	CHALET AND CARAVAN PARK REGISTRATION
CA100.02	CHALET/HOLIDAY ACCOMODATION REGISTRATION
CA100.03	CARAVANS - REQUESTS FOR CAMPING
CA100.04	CARAVANS - REQUESTS FOR CAMPING IN DENHAM
CA101	DENHAM SEASIDE CARAVAN PARK
CA102	MONKEY MIA DOLPHIN RESORT/CARAVAN PARK
CA103	BLUE DOLPHIN CARAVAN PARK
CA104	SHARK BAY CARAVAN PARK
CA106	NANGA CARAVAN PARK
CA108	HAMELIN POOL CARAVAN PARK - HAMELIN POOL POST OFFICE
CA109	CAPE INSCRIPTION
CA110	CAPE INSCRIPTION LIGHT HOUSE
CA110.01	CAPE INSCRIPTION LIGHTHOUSE - MANAGEMENT PLANS
CA110.01G	CAPE INSCRIPTION LIGHTHOUSE - GRANTS
CA130	CATS
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CCC-TIGP-01-2011	CORRUPTION AND CRIME COMMISSION - MR PETER JOHN TIGGEMANN - 01-2011
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CL100	CLUBS & SOCIETIES - OFFICE BEARERS
CL101	CLUBS & SOCIETIES - GENERAL
CL101.01	BOOLBARDIE COUNTRY CLUB
CL101.02	SHARK BAY BOWLING CLUB INC
CL101.03	SHARK BAY SPEEDWAY CLUB




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CL101.04	DENHAM SPORTSMAN ASSOCIATION
CL101.05	THE TOWN & COUNTRY SOCIAL & SPORTING CLUB
CL101.06	DENHAM PLAYGROUP
CL101.07	DENHAM CRAFTERS
CL101.08	RETURNED SERVICES LEAGUE (RSL)
CL101.09	SHARK BAY PISTOL CLUB
CL101.10	MOTOCROSS CLUB LOT 302 303
CL101.11	DENHAM OCCASIONAL CARE
CL101.14	SHARK BAY VOLUNTEER SEA RESCUE GROUP INC. (VMR)
CL101.15	COMMUNITY SAFETY AND CRIME PREVENTION (PREVIOUSLY SAFER W.A.)
CL101.17	YADGALAH ABORIGINAL CORPORATION INC
CL101.18	BRIDGE CLUB
CL101.19	SHARK BAY FILM CLUB
CL101.20	SHARK BAY FISHING FIESTA AND CLUB
CL101.21	TELECENTRE
CL101.22	MIDWEST GASCOYNE AREA CONSULTATIVE COMMITTEE
CL101.23	SHARK BAY YOUTH ASSOCIATION
CL101.24	SHARK BAY ARTS COUNCIL INC - PREVIOUSLY AR101 - ARTS COUNCIL
CL101.25	SHARK BAY CHAMBER OF COMMERCE AND INDUSTRY – PREVIOUSLY CH100 CHAMBER OF COMMERCE SHARK BAY
CL101.26	COMMUNITY SPIRIT CHOIR
CL101.27	SHARK BAY SPORTS AND RECREATION ASSOCIATION
CL101.28	SHARK BAY QUAD BIKE TOURS
CL101.29	DENHAM SENIORS
CL101.30	SHARK BAY COMMUNITY GARDEN GROUP
CM101	CARNARVON AVIATION COMMUNITY CONSULTATION GROUP MINUTES
CO100	COASTAL MANAGEMENT
CO101	COMPLAINTS
CO101.01	COMPLAINTS - TREES
CO101.02	SUGGESTIONS COMPLAINTS REGISTER
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CO102.09	COMMUNITY ENTERPRISE
CO102.11	COMMUNITY DEVELOPMENT - SMALL BUSINESS DEVELOPMENT CORPORATION
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CO111	CONFEDERATION - AWARDS
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CO114.03	CONSERVATION - ROADSIDE
CO114.06	CONSERVATION - GREENHOUSE EFFECT
CO114.07	CONSERVATION - WILDCARE NEWSLETTER
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CO115.01	COUNTRY SHIRE COUNCILS ASSOCIATION - THE WAMA WEEK
CO116	COUNTRY SHIRE COUNCILS ASSOCIATION - WARD MINUTES AND CORRESPONDENCE
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CO122	COUNCILLORS - DECLARATIONS OF PECUNIARY INTEREST
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CO125	COUNCILLORS - MEETING
CO131	COUNCIL PURCHASING SCHEME
CO132	COUNTRY MEDICAL FOUNDATION
CO20110109	COMPLAINT - APPOINTMENT OF SENIOR EMPLOYEE COMPLAINT
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CO502	COUNCILLOR HAROLD JAMES CRAWFORD
CO503	COUNCILLOR ROBERT WILLIAM EDDINGTON
CO504	COUNCILLOR KENNETH MALCOLM GORDON
CO505	COUNCILLOR MARSHALL CECIL HIPPER
CO506	COUNCILLOR DENNIS OWEN HOULT
CO507	COUNCILLOR LESLIE ROY MOSS
CO508	COUNCILLOR ROBERT GARTH BLENNERHASSETT
CO509	COUNCILLOR CHERYL COWELL
CO510	COUNCILLOR TIMOTHY (TIM) WYNN HARGREAVES
CO510-	INQUIRY REPORT
CCC090511	
CO510-	CR TIM HARGREAVES - WESTERN AUSTRALIAN POLICE/REQUEST FOR INVESTIGATION INTO
EA948339	THE SHIRE OF SHARK BAY - CORRESPONDENCE ADDRESSED TO THE WRONG ADDRESSEE
CO510-	FEDERAL COURT - MATTHEWS VS HARGREAVES
PEG144/2010	
CO511	CR GREG RIDGLEY
CO512	CR JOE MCLAUGHLIN
CO513	CR BRIAN WAKE
CO514	CR JOHN HANSCOMBE

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CO514-250810	CR JOHN HANSCOMBE - COMPLAINT THAT COUNCILLOR HANSCOMBE MAY HAVE BREACHED THE FINANCIAL INTEREST PROVISIONS OF THE LOCAL GOVERNMENT ACT FAILING TO DISCLOSE A PROXIMITY INTEREST WHEN ITEM 15.2 HMAS SYDNEY II MEMORIAL WAS CONSIDERED BY COUNCIL AT THE ORDINARY COUNCIL MEETING HELD ON 25 AUGUST 2010
CO515	CR DARREN PEPWORTH
CO516	COUNCILLOR KEITH CAPEWELL
CO517	COUNCILLOR MARGARET PRIOR
CR101	CROWN LAW DEPARTMENT
CR110	CROSSOVERS
CU101	CULTURAL POLICY AND PLANNING
CY101	CYCLONES
CZ101	COBURN ZIRCON PROJECT SHARK BAY
D1020	DEVELOPMENT-PROPERTY FILE - LOT 21 (91-93) KNIGHT TERRACE
D1044	DEVELOPMENT-LOT 91 (25) KNIGHT TERRACE
DD101	DENHAM DAY CARE
DE102	DEVELOPMENT APPLICATION - MOBILE HAIRDRESSING
DE105	DEVELOPMENT - GENERAL
DE106	DEVELOPMENT - SMALL RURAL LOTS
DE107	DEVELOPMENT ASSESSMENT PANELS
DG101	DIRK HARTOG - GENERAL
DI100	DISABILITY SERVICES AND PLAN
DI100.01	DISABILITY SERVICES COMMISSION - UPDATE
DO101	DOGS
DO101.01	DOG COMPLAINT REGISTER
DO101.03	DOG INFRINGEMENTS
DO105	DONATIONS AND GRANTS - INDIVIDUAL FILE PER GRANT ROUND
DO106	DONATIONS AND FINANCIAL ASSISTANCE
DO110	DOLPHIN INQUIRIES - PROMOTIONS
DO110.03	DOLPHIN FEEDING PROGRAM - MANAGEMENT
DO112	DOLPHIN INFORMATION CENTRE - STAFFING MATTERS
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ED101	EDUCATION - DEPARTMENT SCHOOLS
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EL101	ELECTIONS SHIRE COUNCIL GENERAL
EL101.01	ELECTIONS WARD BOUNDARIES AND REPRESENTATION
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EL108	ELECTORAL DISTRIBUTIONS
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EM106	EMERGENCY MANAGEMENT - SHIRE OF SHARK BAY PLAN
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EP102	ENVIRONMENTAL PROTECTION REGULATIONS (NOISE)
EP103	ENVIRONMENTAL PROTECTION
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EX101.01	EXHIBITIONS - PERMANENT
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EX103	EXPERT PANEL ON CONSTITUTIONAL RECOGNITION OF LOCAL GOVERNMENT
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FB101	WA VOLUNTEER BUSH FIRE BRIGADES HISTORICAL GROUP
FE101	FENCES
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FI 508	FINANCIAL INTEREST REGISTER-DEPUTY CHIEF EXECUTIVE OFFICER, PETER TIGGEMANN
FI 509	FINANCIAL INTEREST REGISTER-ACCOUNTANT-RICHARD TOWELL
FI 511	FINANCIAL INTEREST REGISTER - CR GREG RIDGLEY
FI 516	FINANCIAL INTEREST REGISTER - MR MICHEAL COLIN BECK - TOWN SUPERVISOR
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FI104	FIRE (BUSH) - SLASHING
FI110	FISHERIES AND WILDLIFE
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FI303	FINANCIAL INTEREST REGISTER - CR HAROLD JAMES CRAWFORD
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FI305	FINANCIAL INTEREST REGISTER - CR KENNETH MALCOLM GORDON
FI306	FINANCIAL INTEREST REGISTER - CR MARSHALL CECIL HIPPER
FI307	FINANCIAL INTEREST REGISTER - CR DENNIS OWEN HOULT
FI308	FINANCIAL INTEREST REGISTER - CR LESLIE ROY MOSS
FI309	FINANCIAL INTEREST REGISTER - CR ROBERT GARTH BLENNERHASSETT
FI310	FINANCIAL INTEREST REGISTER - CR CHERYL COWELL
FI311	FINANCIAL INTEREST REGISTER - CR TIMOTHY (TIM) WYNN HARGREAVES
FI316	FINANCIAL INTEREST REGISTER - COUNCILLOR KEITH CAPEWELL
FI317	FINANCIAL INTEREST REGISTER - COUNCILLOR MARGARET PRIOR
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FI502	FINANCIAL INTEREST REGISTER - JULIE LYNETTE BRYCE
FI503	FINANCIAL INTEREST REGISTER - BRIAN GALVIN
FI504	FINANCIAL INTEREST REGISTER - KELVIN JOHN MATTHEWS
FI505	FINANCIAL INTEREST REGISTER - JAMES MCKECHNIE
FI506	FINANCIAL INTEREST REGISTER - TAMARA LILLIAN OLSSON
FI507	FINANCIAL INTEREST REGISTER - FINANCE AND ADMINISTRATION MANAGER, MR STAN KOCIAN
FI508	FINANCIAL INTEREST REGISTER - PETER TIGGEMANN
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FI510	FINANCIAL INTEREST REGISTER - PAUL ANDERSON
FI511	FINANCIAL INTEREST REGISTER - MICHAEL COLIN BECK
FI512	FINANCIAL INTEREST REGISTER - CR JOE MCLAUGHLIN
FI513	FINANCIAL INTEREST REGISTER - CR BRIAN WAKE
FI514	FINANCIAL INTEREST REGISTER - CR JOHN HANSCOMBE
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GR111.07	DEPARTMENT OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT – SHADE SAIL FORESHORE PLAYGROUND
GR112	COUNTRY HOUSING AUTHORITY - GENERAL
GR112.01	COUNTRY HOUSING AUTHORITY - HOUSING DEVELOPMENT INCENTIVE - 2000
GR112.02	COUNTRY HOUSING AUTHORITY - HOUSING DEVELOPMENT INCENTIVE - 2002 - DECLINED
GR112.03	COUNTRY HOUSING AUTHORITY - HOUSING DEVELOPMENT INCENTIVE PROGRAM
GR113	ARTS WA - FUNDING INFORMATION
GR113.01	ARTS WA - ARTS DEVELOPMENT OFFICER
GR114	AUSTRALIAN CRICKET BOARD - GRANT FUNDING INFORMATION
GR114.01	AUSTRALIAN CRICKET BOARD - RESURFACING EXISTING WICKET
GR115	AUSINDUSTRY - REGIONAL TOURISM PROGRAM
GR116	AUSTRALIAN NATIONAL COUNCIL ON DRUGS - FUNDING INFORMATION
GR117	AUSTRALIAN NATIONAL MARITIME MUSEUM - FUNDING INFORMATION
GR118	DEPARTMENT FOR CHILDREN AND YOUNG PEOPLES POLICY (YOUTH AFFAIRS) FUNDING INFORMATION
GR119.01	CENTENARY COMMUNITY PROJECT 2001 - CELEBRATING OUR FEDERATION - GAZEBO BBQ
GR120	DEPARTMENT OF FAMILY AND COMMUNITY SERVICES - GRANTS INFORMATION AND REGISTER
GR121	COMMERCE AND TRADE - GRANT FUNDING INFORMATION
GR121.01	COMMERCE AND TRADE - DENHAM SPORTING AND ENTERTAINMENT EQUIPMENT
GR122	COMMUNITY ARTS NETWORK (WA) CANWA - FUNDING INFORMATION
GR123	DEPARTMENT OF CULTURE AND THE ARTS - FUNDING INFORMATION
GR124	DEPARTMENT OF ENVIRONMENT AND HERITAGE - FUNDING INFORMATION
GR125	DEPARTMENT OF FINANCE AND ADMINISTRATION - FUNDING INFORMATION
GR126.01	DEPARTMENT OF HEALTH AND AGED CARE - BUILDING HEALTHY COMMUNITIES
GR127	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE GRANT INFORMATION
GR127.01	DEPARTMENT OF TRANSPORT - RECREATIONAL FACILITIES BOATING - FISH CLEANING FACILITIES
GR127.02	DEPARTMENT OF TRANSPORT - COUNTRY PATHWAYS - CONSULTANT BIKE PLAN 2001 - DECLINED
GR127.03	DEPARTMENT OF TRANSPORT - BIKEWEST - KNIGHT TERRACE DUAL USE PATH
GR127.04	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE - FUNDING -PATHWAYS- RECREATIONAL BOATING - BUS FACILITIES
GR127.05	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE - CONTRY PATHWAYS – DUAL USE PATHWAY EXTENSION KNIGHT TERRACE
GR127.06	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE - REGIONAL AIRPORT DEVELOPMENT SCHEME (RADS)
GR127.07	COUNTRY PATHWAYS - DUAL USE PATHWAY - STELLA ROWLEY DRIVE TO NEW SCHOOL
GR127.08	DEPARTMENT FOR PLANNING AND INFRASTRUCTURE - COUNTRY PATHWAYS – DUAL USE PATHWAY FRANCIS ROAD
GR127.09	DPI - RECREATIONAL BOATING FACILITIES SCHEME (RBFS) - STAGE 2 - FISH CLEANING FACILITY
GR127.10	MONKEY MIA BOAT RAMP UPGRADE - RECREATIONAL BOATING FACILITIES SCHEME
GR127.11	DENHAM BOAT RAMP UPGRADE - RECREATIONAL BOATING FACILITIES SCHEME
GR128	INJURY CONTROL COUNCIL OF WESTERN AUSTRALIA - STAY ON YOUR FEET WA FUNDING INFORMATION
GR129	DEPARTMENT FOR COMMUNITY DEVELOPMENT FOR CHILDREN AND YOUNG PEOPLE
GR129.01	DEPARTMENT OF COMMUNITY AND DEVELOPMENT - OFFICE FOR CHILDREN AND YOUNG PEOPLE'S POLICY - SKATE PARK
GR129.02	DEPARTMENT FOR COMMUNITY DEVELOPMENT - YOUTH GRANTS WA
GR130	DEPARTMENT OF RACING, GAMING, LIQUOR - FUNDING INFORMATION
GR131	DEPARTMENT OF SUSTAINABLE ENERGY DEVELOPMENT (SEDO) FUNDING INFORMATION
GR132	DEPARTMENT OF VETERANS AFFAIRS - FUNDING INFORMATION
GR132.01	DEPARTMENT OF VETERANS AFFAIRS - COMMUNITY BUS
GR133	EMERGENCY MANAGEMENT AUSTRALIA
GR133.01	EMERGENCY MANAGEMENT AUSTRALIA - STORMWATER GRANT 2001/02/ DECLINED
GR134	FESTIVALS AUSTRALIA - GRANT INFORMATION
GR135	HEART FOUNDATION - GRANT FUNDING INFORMATION
GR136	HERITAGE COUNCIL WA - HERITAGE GRANT INFORMATION
GR137	NATURAL HERITAGE TRUST - ENVIROFUND - GRANT FUNDING INFORMATION
GR137.01	NATURAL HERITAGE TRUST - ENVIROFUND - CLEANUP STEEP POINT
GR137.02	NATURAL HERITAGE TRUST EXTENT AND STATUS OF INNER SHARK BAY SNAPPER STOCK
GR137.03	NATURAL HERITAGE TRUST - ENVIRO FUND - LITTLE LAGOON DISABLED VIEWING PLATFORM
GR138	DEPARTMENT OF THE ENVIRONMENT AND HERITAGE

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GR138.01	DEPARTMENT OF THE ENVIRONMENT AND HERITAGE - ENVIRONMENT AUSTRALIA – WASTE OIL COLLECTION
GR138.02	GRANTS - DEPARTMENT OF THE ENVIRONMENT AND HERITAGE – RESTORATION OF CAPE INSCRIPTION LIGHTHOUSE KEEPERS' QUARTERS
GR138.03	DEHEA - RESTORATION OF CAPE INSCRIPTION LIGHTHOUSE KEEPERS' QUARTERS ROUND TWO
GR138.04	CAPE INSCRIPTION LIGHTHOUSE KEEPERS QUARTERS: STAGED RESTORATION - ROUND ONE
GR138.05	GRANTS - DEPARTMENT OF SUSTAINABILITY, ENVIRONMENT, WATER, POPULATION AND COMMUNITIES CAPE INSCRIPTION LIGHTHOUSE KEEPERS QUARTERS STAGED RESTORATION AGREEMENT
GR139	OFFICE OF YOUTH AFFAIRS - YOUTH ART PROJECT
GR139.01	OFFICE OF YOUTH AFFAIRS - YOUTHART PROJECT
GR139.02	MINISTER FOR ENVIRONMENT; YOUTH YOUTH GRANTS
GR140	SGIO - COMMUNITY HELP GRANTS
GR141.01	OFFICE OF CRIME PREVENTION - SECURITY CAMERAS - FORESHORE TOILETS
GR142	OFFICE OF CITIZENSHIP AND MULTICULTURAL INTERESTS - CITIZENSHIP AND COMMUNITY GRANT FUNDING
GR142.01	OFFICE OF CITIZENSHIP AND MULTICULTURAL INTRESTS - CITIZENSHIP AND COMMUNITY GRANT FUNDING
GR143	OUR COMMUNITY.COM.AU EASY GRANTS - FUNDING INFORMATION
GR144	ROADWISE - COMMUNITY ROAD SAFETY GRANTS - FUNDING INFORMATION
GR145	TELSTRA - GRANT FUNDING INFORMATION
GR146	VOLUNTEERING WA - IYV - VOLUNTEER RECOGNITION EVENT
GR146.01	VOLUNTEERING WA - IYV REGIONAL - VOLUNTEER RECOGNITION EVENT
GR147.01	WESTERN AUSTRALIAN MUNICIPAL ASSOCIATION - ONLINE PUBLIC ACCESS INITIATIVE PROJECT
GR148	DEPARTMENT OF TRANSPORT AND REGIONAL SERVICES
GR148.01	DEPARTMENT OF TRANSPORT AND REGIONAL SERVICES - FEASIBILITY STUDY - MULTI-PURPOSE BUILDING
GR148.02	DEPARTMENT OF TRANSPORT AND REGIONAL SERVICES - REGIONAL HEADWORKS PROGRAM (RHP)
GR148.03	DOTARS - TRAVELLING EXHIBITION GRANT WORLD HERIATGE CENTRE
GR148.04	DOTARS - NATURAL DESASTER MITIGATION PROGRAM
GR149	OFFICE FOR SENIORS INTRESTS AND VOLUNTEERING
GR150	COMMUNITY HERITAGE GRANTS
GR151	WA COUNTRY HEALTH SERVICES
GR151.01	GASCOYNE HEALTHY LIFESTYE - TRACKING BACK
GR151.02	GASCOYNE HEALTHY LIFESTYLE - GENTLE GYM GROUP
GR152	FESA - EMERGENCY MANAGEMENT CONSULTANT
GR153	AUSTRALIAN TOURISM DEVELOPMENT PROGRAM
GR154	GRANTS - PUBLIC TRANSPORT AUTHORITY
GR155	AUSLINK'S STRATEGIC REGIONAL PROGRAM - FUNDING INFORMATION
GR155.01	AUSLINK - USELESS LOOP ROAD STRATEGIC UPGRADE PLAN
GR156	COMMUNITY WATER GRANTS
GR157	GRANTS - SGIO COMMUNITY GRANTS
GR158	DPI - COASTAL AND MARINE WORKS GRANT - COASTAL PROTECTION PROGRAM
GR159	ROADWISE GRANTS
GR160	FEDERAL DEPARTMENT OF INFRASTRUCTURE, TRANSPORT DEVELOPMENT AND LOCAL GOVERNMENT
GR161	GOVERNMENT OF WESTERN AUSTRALIA - ROYALTIES FOR REGIONS
GR162	STRATEGIC PLANNING - GRANTS
GR163	EMERGENCY SERVICES - GRANTS AND FUNDING
GR164	GRANTS - CANCER COUNCIL
GR165	GASCOYNE REGIONAL GRANTS SCHEME - SHARK BAY COMMUNITY RECREATION CENTRE - PLANNING
GR166	REGIONAL & LOCAL COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 2
GR167	ROYALTIES FOR REGIONS - COUNTRY LOCAL GOVERNMENT FUND 2008-09
GR168	GRANTS (FINANCIAL ASSISTANCE) - SHARK BAY COMMUNITY SPORT AND RECREATION CENTRE REFER TO - BU 109 FOR OTHER CENTRE INFORMATION
GR169	SENIORS WEEK - FINANCIAL ASSISTANCE
GR170	DEPARTMENT OF REGIONAL DEVELOPMENT AND LANDS - ROYALTIES FOR REGIONS 2010-11
GR170.01	DEPARTMENT OF REGIONAL DEVELOPMENT AND LANDS - ROYALTIES FOR REGIONS COUNTRY LOCAL GOVERNMENT FUND 2011-12
GR171	DEPARTMENT OF COMMUNITIES - NATIONAL YOUTH WEEK GRANTS PROGRAM 2012
GR172	MINISTER FOR CHILD PROTECTION ETC - THANK A VOLUNTEER DAY CELEBRATION GRANTS PROGRAM
GR173	DEPARTMENT FOR COMMUNITIES - GRANT FOR THANK A VOLUNTEER BBQ CELEBRATION
GR174	COUNTRY LOCAL GOVERNMENT FUND 2009-10
GR175	REGIONAL & LOCAL COMMUNITY INFRASTRUCTURE PROGRAM - ROUND 3
GR176	DEPARTMENT OF TRANSPORT - RECREATIONAL BOATING FACILITIES SCHEME ROUND 17
GR177	DEPARTMENT FOR COMMUNITIES - SHARK BAY IN VENUE CARE (DAY CARE)
GR190	DROUGHT GRANT SCHEME
HA101	DENHAM HALL
HA101.01	HAMELIN POOL COMMON ADVISORY COMMITTEE - AGENDAS AND MINUTES
HA102	HALL BOOKINGS AND LIQUOR APPLICATIONS
HA110	HAMELIN POOL COMMON (INCLUDING MANAGEMENT PLAN)
HC101	HERITAGE COUNCIL OF WESTERN AUSTRALIA
HE101	HEALTH GENERAL
HE102	DEPARTMENT OF HEALTH WESTERN AUSTRALIA
HE103	DEPARTMENT OF HEALTH WESTERN AUSTRALIA - BULLETINS
HE103.01	DEPARTMENT OF HEALTH WESTERN AUSTRALIA - HEALTH RECALL ADVISE
HE104	HEALTH - INFECTIOUS DISEASES

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HE105	SEPTIC TANKS PLANS AND APPROVALS
HE106	BUILDING HEALTHY COMMUNITIES INITIATIVES
HE106.01	COMMUNITY GYM
HE107	HOME AND COMMUNITY CARE PROGRAM
HE108	SHARK BAY HEALTH ADVISORY GROUP INC
HE109	HEALTH - USELESS LOOP POOL
HE110	HERITAGE TRAIL SHARK BAY
HE111	MUNICIPAL HERITAGE INVENTORIES
HE112	HERITAGE NEWS
HI 100.06	HISTORICAL COMMEMORATIONS-400TH ANNIVERSARY OF THE FIRST LANDING
HI100	HISTORICAL COMMEMORATIONS
HI100.01	HISTORICAL COMMEMORATIONS - DIRK HARTOG CELEBRATIONS
HI100.02	HISTORICAL COMMEMORATIONS - CENTENARY OF FEDERATION
HI100.04	HISTORICAL COMMEMORATIONS - DAMPIER CELEBRATIONS
HI100.05	HISTORICAL COMMEMORATIONS - BAUDIN EXPEDITION
HI101	HISTORICAL RESEARCH
HI101.01	VELSHEDA AND ROEBUCK
HI101.02	SHARK BAY HISTORY BOOK
HI101.03	SHARK BAY HISTORY BOOK MARITIME HISTORY
HI101.04	HISTORICAL LINKS COMMITTEE 2001
HI101.05	ZUYTDORP WALK 1995
HI101.06	HISTORICAL RESEARCH LOST SHIPS EXPEDITION
HI101.07	HISTORICAL RESEARCH PASTORAL HISTORY
HI101.08	DUYFKEN
HI101.09	GUDRUN
HI101.10	GALLA CURCI
HI101.11	SHARK BAY PASTORAL VOICES HISTORY BOOK
HI102	HISTORICAL MEMORABILIA MUSEUM DISPLAY ITEMS
HI102.01	HISTORICAL MEMORABILIA HISTORICA CROWN GRANTS
HI102.02	HISTORICAL MEMORABILIA- H.M.A.S SYDNEY
HI103	HISTORICAL - DAMPIER PLANT COLLECTION
HO101	HORSES
HO110	HOMESWEST
HO120	HONOUR BOARD
HS101	HEALTH - SWIMMING POOLS
IB101	INFORMATION BULLETIN/CIRCULARS
IC110	SHARK BAY INTERPRETIVE CENTRE - MARKETING
IC115	SHARK BAY INTERPRETIVE CENTRE - WEBPAGE
IC120	SHARK BAY INTERPRETIVE CENTRE MANAGEMENT COMMITTEE - CORRESPONDENCE
IC125	SHARK BAY INTERPRETIVE CENTRE MANAGEMENT COMMITTEE - AGENDAS AND MINUTES
IM110	IMPOUNDING (NOT DOGS)
IN101	INSTITUTE OF MUNICIPAL MANAGEMENT
IN102	INSTITUTE OF MUNICIPAL MANAGEMENT - STAFF EXCHANGES
IN103	INSTITUTE OF MUNICIPAL MANAGEMENT - GASCOYNE BRANCH
IN110	INVESTMENTS
IN120	INSURANCE - GENERAL
IN121	INSURANCE - OTHER
IN121.01	INSURANCE - OTHER - CLAIMS
IN122	INSURANCE - WORKERS COMPENSATION
IN122.01	INSURANCE - WORKERS COMPENSATION - CLAIMS
IN123	INSURANCE - PUBLIC LIABILITY
IN123.01	INSURANCE - PUBLIC LIABILITY - CLAIMS
IP100	INSCRIPTION POST
IV101	INVITATIONS - GENERAL
JU101	JUSTICES OF THE PEACE
KE101	KEEP AUSTRALIA BEAUTIFUL
LA101	DEPARTMENT OF LAND ADMINISTRATION - GENERAL
LA105	LANDCORP REGIONAL PROGRAM
LB101	LOCAL GOVERNMENT AMENDMENT (REGIONAL SUBSIDIARIES) BILL 2010
LD001	BIGGS AR - EMPLOYMENT CONTRACT
LD002	HALE NA - EMPLOYMENT AGREEMENT
LD003	ANNING PA - EMPLOYMENT AGREEMENT
LD004	WADDELL RR - EMPLOYMENT AGREEMENT
LD005	MCDERMOTT RJ - EMPLOYMENT AGREEMENT
LD006	PLUME ME - EMPLOYMENT AGREEMENT
LD007	TESTER GW - EMPLOYMENT AGREEMENT
LD008	HOOK MJ - EMPLOYMENT AGREEMENT
LD009	BRYCE JL - EMPLOYMENT CONTRACT
LD010	HAJAT A - EMPLOYMENT AGREEMENT
LD011	RYAN C -DEED OF RELEASE
LD012	BRYCE JL - EMPLOYMENT AGREEMENT - FINANCE AND ADMINISTRATION MANAGER
LD013	D'ASCENZO C - EMPLOYMENT AGREEMENT - ACCOUNTANT
LD014	BRISLIN BW - EMPLOYMENT AGREEMENT - TOURISM MANAGER
LD015	EMPLOYMENT CONTRACT - GARY W BROWN
LD016	EMPLOYMENT CONTRACT - MANAGER OF REGULATORY SERVICES - JAMES MCKECKNIE

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LD017	EMPLOYMENT CONTRACT - TAMARA OLSEN
LD018	EMPLOYMENT CONTRACT - KELVIN MATTHEWS
LD019	EMPLOYMENT CONTRACT - STAN KOCIAN
LD101	HOMESWEST PENSIONER UNITS (JOINT VENTURE)
LD102	SECOND STAGE - HOMESWEST PENSIONER UNITS (JOINT VENTURE)
LD103	GRADING OF ROADS AND OTHER AREAS - S & SL GUTHRIE EARTHMOVING CONTRACTORS (WA) PTY LTD
LD104	HIRE OF TIPPING TRUCKS, SKID MOUNT WATER TANKS - S & SL GUTHRIE EARTHMOVING CONTRACTORS (WA) PTY LTD
LD105	HIRE OF PRIME MOVER - S & SL GUTHRIE CONTRACTORS (WA) PTY LTD
LD106	HIRE OF BACKHOE - SHARK BAY EARTHMOVING AND SERVICES
LD107	ASSIGNMENT OF DEED - HIRE OF BACKHOE - SHARK BYA EARTHMOVING AND SERVICES (PURCELL TO GAZE)
LD108	REFUSE COLLECTION SERVICES CONTRACT - SHARK BAY EARTHMOVING AND SERVICES
LD109	REFUSE COLLECTION SERVICES CONTRACT/AGREEMENT - JOHN SELLENGER/SWAT
LD110	STREET SWEEPING SERVICES CONTRACT - SHARKBAY EARTHMOVING AND SERVICES
LD111	HIRE OF SKIDSTEER LOADER - S & SL GUTHRIE EARTHMOVING CONTRACTORS (WA) PTY LTD
LD112	HIRE OF BULLDOZER AT COUNCIL'S WASTE DEPOSAL SITE - S & SL GUTHRIE'S EARTHMOVING CONTRACTORS (WA) PTY LTD
LD113	TRANSPORT - PROVISION OF AN ON LINE LICENSING AND REGISTRATION SERVICE
LD114	CONSTRUCT BOAT RAMP DENHAM - MC AND IM HIPPER
LD115	CLEANING CONTRACT - SHARK BAY CLEANING SERVICE
LD116	ARCHITECT - TENDER NO 2002/03-08 - WOODHEAD INTERNATIONAL
LD117	ENGAGEMENT OF GENERAL SERVICES CONSULTANTS - SHARKBAY FORESHORE DEVELOPMENT PLAN AND FEASIBILITY STUDY ON MULTI PURPOSE COMMUNITY BUILDING
LD118	CERTIFICATE OF TITLE - DUPLICATE - LOT 383 (42) HUGHES STREET
LE101	LEGAL - GENERAL
LE102	LEGAL - OPINIONS
LE103	LEGAL PROSECUTIONS
LI101	LIBRARY - GENERAL
LI101.01	LIBRARY - STATISTICS
LI102	LIBRARY - CIRCULARS
LI103	LIBRARY - EXCHANGES
LI109	LICENSES FROM OTHER AGENCIES - HELD IN SAFE
LI115	LICENSING COURT
LL100	LOCAL LAWS - GENERAL
LL101	LOCAL LAWS - CAT CONTROL
LL102	LOCAL LAWS - STANDING ORDERS
LL103	LOCAL LAWS - LOCAL GOVERNMENT PROPERTY
LL104	LOCAL LAWS - HEALTH
LL106	LOCAL LAWS - CEMETERIES
LL107	LOCAL LAWS - REPEAL
LL108	LOCAL LAWS - BUSH FIRE BRIGADE
LL109	LOCAL LAWS - ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES
LL110	LOCAL LAWS - EXTRACTIVE INDUSTRIES
LL111	LOCAL LAWS - PARKING AND PARKING FACILITIES
LL112	LOCAL LAWS - HOLIDAY ACCOMMODATION
LN101	NATIONAL LANDSCAPES
LN102	LEGACY NEWSLETTERS
LO 100.01	AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT
LO100	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION
LO101	MINISTER FOR LOCAL GOVERNMENT
LO101.01	LOCAL GOVERNMENT ADVISORY BOARD
LO101.02	LOCAL GOVERNMENT - NEW ACT
LO101.03	LOCAL GOVERNMENT - STRUCTURE REFORM - REGIONAL COLLABORATION GROUP
LO102	DEPARTMENT OF LOCAL GOVERNMENT - GENERAL
LO102.01	LOCAL GOVERNMENT WEEK
LO103	DEPARTMENT OF LOCAL GOVERNMENT - CIRCULARS AND BULLETINS
LO104.01	LOCAL GOVERNMENT COMPLIANCE ASSESSMENT
LO104.03	LOCAL GOVERNMENT UPDATE
LO105	LOCAL AUTHORITIES - OTHERS
LO107	LOCAL GOVERNMENT LAW NOTES - CORRS CHAMBERS WESTGARTH
LO110	LOANS - GENERAL
LO111	LOANS - LOAN PROGRAM
LO112.14	LOAN # 14
LO112.15	LOAN # 15
LO112.16	LOAN # 16
LO112.30	LOAN # 30
LO112.34	LOAN # 34
LO112.34A	LOAN # 34A
LO112.41	LOAN # 41
LO112.42	LOAN # 42
LO112.43	LOAN # 43
LO112.44	LOAN # 44
LO112.45	LOAN # 45
LO112.46	LOAN # 46
LO112.47	LOAN # 47

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LO112.48	LOAN # 48
LO112.49	LOAN # 49
LO112.50	LOAN # 50
LO112.51	LOAN # 51
LO112.53	LOAN # 53
LO112.54	LOAN # 54
LO112.55	LOANS - JOHN DEERE GRADER
LO112.56	LOANS - CONSTRUCTION OF STAFF HOUSING - ACCOUNTANT
LO113	LOANS - TREASURY BORROWING RATES
MA097	MARINA
MA098	MARINE PARKS - COMMERCIAL VENTURES PROPOSALS
MA098.01	MARINE PARKS - INDIVIDUAL COMMERCIAL VENTURES PROPOSALS
MA098.02	MARINE PARKS - MONKEY MIA YACHT CHARTERS - ARISTOCAT
MA098.03	MARINE PARK - RAVEN MULTIHULLS P/L
MA098.04	MARINE PARKS - SHARK BAY CANOE SAFARIES
MA099	MARINE PARKS - SHARK BAY
MA100	MARINE FACILITIES - JETTIES
MA100.01	DENHAM MARINE FACILITIES MANAGEMENT COMMITTEE
MA100.02	MARINE FACILITIES - WASTE
MA100.03	DENHAM MARITIME FACILITIES - INFRASTRUCTURE WORKING GROUP
MA100.04	MARINE FACILITIES - DENHAM MARINE FACILITY
MA101	MRWA - MAIN ROADS WESTERN AUSTRALIA - GENERAL
MA101.01	MRWA-MAIN ROADS WESTERN AUSTRALIA -LOCAL AUTHORITY ROAD DATA SHEETS
MA102	MRWA-MAIN ROADS WESTERN AUSTRALIA -SCHEDULES, PROGRAMS, RECOUPS
MA105	MRWA-MAIN ROADS WESTERN AUSTRALIA - SURVEYS AND STATISTICS
ME101	MEMBERS OF PARLIAMENT - LOCAL MEMBERS
ME102	MEMBERS OF PARLIAMENT - STATE MINISTERS
ME103	MEMBERS OF PARLIAMENT - FEDERAL MINISTERS
ME104	STATE PARLIAMENT - GENERAL
ME105	STATE PARLIAMENT - PREMIERS DEPARTMENT
ME106	FEDERAL PARLIAMENT - GENERAL
ME107	INVITATIONS TO MEETINGS
MF101	MOSQUITO FOGGING - GENERAL, COMPLAINTS & SUGGESTIONS
MG101	MEMBERSHIPS - GENERAL
MI 100	MINING - GENERAL
MO101	MORTUARY
MO110	MONKEY MIA DEVELOPMENT
MO110.01	MONKEY MIA RESERVE MANAGEMENT
MO110.09	MONKEY MIA TRADING
MO111	MONKEY MIA RESERVE MANAGEMENT
MO111.01	MONKEY MIA RESERVE - DEVELOPMENT MANAGEMENT
MO111.02	MONKEY MIA RESERVE MANAGEMENT PLAN
MO112	MONKEY MIA RESERVE - VISITOR STATISTICS
MU110	MUSEUM
NA102	NEWSPAPER ADVERTISEMENTS - SHIRE OF SHARK BAY PUBLIC NOTICES
NA105	NATURALISATION
NA106	NATIONAL COMMUNICATIONS SATELLITE
NA107	NATIONAL PARKS - FRANCOIS PERON
ND101	NATURAL DISASTERS
NE101	NATIONAL ESTATE PROGRAM - WESTERN AUSTRALIAN HERITAGE COMMISSION
NO101	NOMENCLATURE COMMITTEE
NO105	NORTH WEST GAMES
NO106	GASCOYNE GAMES
NO106.01	GASCOYNE GAMES 2012
OF101	OFFICE SYSTEMS AND EQUIPMENT
OF101.01	OFFICE SYSTEMS AND EQUIPMENT - IT VISION
OF101.02	OFFICE SYSTEMS EQUIPMENT MICROSOFT
OF101.03	OFFICE SYSTEMS AND EQUIPMENT - SHIRE OF SHARK BAY TELEPHONE BOOK INDEX
OF101.05	OFFICE SYSTEMS AND EQUIPMENT - WEB PAGE
OF101.06	OFFICE SYSTEMS AND EQUIPMENT - PHOTOCOPIER COLOUR - TOSHIBA 4511
OF101.07	OFFICE SYSTEMS AND EQUIPMENT - SBIC WEBSITE
OF106	PUBLIC SECTOR INVESTIGATION UNIT
P0000	PROPERTY FILE - GENERAL - TEMPORARY - FOR UNALLOCATED PROPERTY NUMBERS
P1000	PROPERTY FILE - LOT 11 (153) KNIGHT TERRACE
P1001	PROPERTY FILE - LOT 12 (155) KNIGHT TERRACE
P1002	PROPERTY FILE - LOT 7 (151) KNIGHT TERRACE
P1003	PROPERTY FILE - LOT 6 (149) KNIGHT TERRACE
P1004	PROPERTY FILE - LOT 5 (147) KNIGHT TERRACE
P1005	PROPERTY FILE - LOT 2 (145) KNIGHT TERRACE
P1006	PROPERTY FILE - LOT 3 (143) KNIGHT TERRACE
P1007	PROPERTY FILE - LOT 2 (141) KNIGHT TERRACE
P1008	PROPERTY FILE - LOT 200 (137) KNIGHT TERRACE
P1009	PROPERTY FILE - LOT 202 (133) KNIGHT TERRACE
P1010	PROPERTY FILE - LOT 115 (129) KNIGHT TERRACE
P1011	PROPERTY FILE - LOT 114 (127) KNIGHT TERRACE

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## Shire of Shark Bay

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P1013	PROPERTY FILE - LOT 112 (123) KNIGHT TERRACE
P1014	PROPERTY FILE - LOT 111 (121) KNIGHT TERRACE
P1015	PROPERTY FILE - LOT 110 (117) KNIGHT TERRACE
P1016	PROPERTY FILE - LOT 109 (113) KNIGHT TERRACE
P1017	PROPERTY FILE - LOT 108 (111) KNIGHT TERRACE
P1019	PROPERTY FILE - LOT 11 (97) KNIGHT TERRACE
P1020	PROPERTY FILE - LOT 21 (91-93) KNIGHT TERRACE
P1021	PROPERTY FILE - LOT 201 (135) KNIGHT TERRACE
P1022	PROPERTY FILE - LOT 203 (131) KNIGHT TERRACE
P1023	PROPERTY FILE - LOT 8 (89) KNIGHT TERRACE
P1024	PROPERTY FILE - LOT 17 (85) KNIGHT TERRACE
P1027	PROPERTY FILE - LOT 4 & 5 (75-83) KNIGHT TERRACE
P1030	PROPERTY FILE - LOT 2 (69) KNIGHT TERRACE
P1031	PROPERTY FILE - LOT 322 (65-67) KNIGHT TERRACE
P1032	PROPERTY FILE - LOT 320 & 321 (59-63) KNIGHT TERRACE
P1033	PROPERTY FILE - LOT 276 (161) KNIGHT TERRACE
P1034	PROPERTY FILE - LOT 9 (55) KNIGHT TERRACE
P1035	PROPERTY FILE - LOT 11 (51) KNIGHT TERRACE
P1037	PROPERTY FILE - LOT 13 & 14 (43-47) KNIGHT TERRACE
P1038	PROPERTY FILE - LOT 16 & 17 (39-41) KNIGHT TERRACE
P1039	PROPERTY FILE - LOT 18 (37) KNIGHT TERRACE
P1040	PROPERTY FILE - LOT 19 (35) KNIGHT TERRACE
P1041	PROPERTY FILE - LOT 20 & 21 (33) KNIGHT TERRACE
P1042	PROPERTY FILE - LOT 22 (29) KNIGHT TERRACE
P1043	PROPERTY FILE - LOT 23 (27) KNIGHT TERRACE
P1044	PROPERTY FILE - LOT 91 (25) KNIGHT TERRACE
P1045	PROPERTY FILE - LOT 92 (23) KNIGHT TERRACE
P1046	PROPERTY FILE - LOT 27 (21) KNIGHT TERRACE
P1047	PROPERTY FILE - LOT 28 (19) KNIGHT TERRACE
P1048	PROPERTY FILE - LOT 41 (17) KNIGHT TERRACE
P1049	PROPERTY FILE - LOT 90 (15) KNIGHT TERRACE
P1050	PROPERTY FILE - LOT 43 (13) KNIGHT TERRACE
P1051	PROPERTY FILE - LOT 44, 45, 46, 47 & 48 (3-11) KNIGHT TERRACE
P1052	PROPERTY FILE - LOT 49 (1) KNIGHT TERRACE
P1053	PROPERTY FILE - LOT 310 (1) STELLA ROWLEY DRIVE
P1054	PROPERTY FILE - LOT 50 (2) HUGHES STREET
P1055	PROPERTY FILE - LOT 51 (4) HUGHES STREET
P1056	PROPERTY FILE - LOT 52 (6) HUGHES STREET
P1057	PROPERTY FILE - LOT 53 (8) HUGHES STREET
P1058	PROPERTY FILE - LOT 54 (10) HUGHES STREET
P1059	PROPERTY FILE - LOT 55 (12) HUGHES STREET
P1060	PROPERTY FILE - LOT 56 (3) PAGET STREET
P1061	PROPERTY FILE - LOT 89 (16) HUGHES STREET
P1064	PROPERTY FILE - LOT 58 (18) HUGHES STREET
P1065	PROPERTY FILE - LOT 59 (20) HUGHES STREET
P1066	PROPERTY FILE - LOT 60 & 61 (24) HUGHES STREET
P1067	PROPERTY FILE - LOT 62 (26) HUGHES STREET
P1068	PROPERTY FILE - LOT 63 (28) HUGHES STREET
P1069	PROPERTY FILE - LOT 64 (30) HUGHES STREET
P1070	PROPERTY FILE - LOT 65 (32) HUGHES STREET
P1071	PROPERTY FILE - LOT 66 (34) HUGHES STREET
P1072	PROPERTY FILE - LOT 67 (36) HUGHES STREET
P1073	PROPERTY FILE - LOT 68 (38) HUGHES STREET
P1074	PROPERTY FILE - LOT 69 (40) HUGHES STREET
P1075	PROPERTY FILE - LOT 5 (14) DURLACHER STREET
P1076	PROPERTY FILE - LOT 57 (74) HUGHES STREET
P1077	PROPERTY FILE - LOT 56 (78) HUGHES STREET
P1078	PROPERTY FILE - LOT 55 (80) HUGHES STREET
P1079	PROPERTY FILE - LOT 54 (82) HUGHES STREET
P1080	PROPERTY FILE - LOT 53 (84) HUGHES STREET
P1081	PROPERTY FILE - LOT 52 (88) HUGHES STREET
P1082	PROPERTY FILE - LOT 51 (1/90) HUGHES STREET
P1083	PROPERTY FILE - LOT 50 (89) HUGHES STREET
P1084	PROPERTY FILE - LOT 49 (87) HUGHES STREET
P1085	PROPERTY FILE - LOT 48 (85) HUGHES STREET
P1086	PROPERTY FILE - LOT 47 (83) HUGHES STREET
P1087	PROPERTY FILE - LOT 46 (81) HUGHES STREET
P1088	PROPERTY FILE - LOT 45 (79) HUGHES STREET
P1089	PROPERTY FILE - LOT 115 (77) HUGHES STREET
P1090	PROPERTY FILE - 43 (2) HARTOG CRESCENT
P1091	PROPERTY FILE - LOT 33 (73) HUGHES STREET
P1092	PROPERTY FILE - LOT 32 (71) HUGHES STREET
P1093	PROPERTY FILE - LOT 31 (69) HUGHES STREET
P1094	PROPERTY FILE - LOT 30 (67) HUGHES STREET
P1098	PROPERTY FILE - LOT 126 (21) HUGHES STREET

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## Shire of Shark Bay

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P1099	PROPERTY FILE - LOT 130 (6) DENHAM ROAD
P1100	PROPERTY FILE - LOT 2 (26) BROCKMAN STREET
P1101	PROPERTY FILE - LOT 26 (1) MAINLAND STREET
P1102	PROPERTY FILE - LOT 25 (30) DENHAM ROAD
P1103	PROPERTY FILE - LOT 24 (32) DENHAM ROAD
P1104	PROPERTY FILE - LOT 23 (36) DENHAM ROAD
P1105	PROPERTY FILE - LOT 23 (2/36) DENHAM ROAD
P1106	PROPERTY FILE - LOT 23 (3/36) DENHAM ROAD
P1107	PROPERTY FILE - LOT 23 (4/36) DENHAM ROAD
P1108	PROPERTY FILE - LOT 23 (11) DENHAM ROAD
P1110	PROPERTY FILE - LOT 128 (4) MAINLAND STREET
P1111	PROPERTY FILE - LOT 1 (6) MAINLAND STREET
P1112	PROPERTY FILE - LOT 2 (8) MAINLAND STREET
P1113	PROPERTY FILE - LOT 3 (10) MAINLAND STREET
P1114	PROPERTY FILE - LOT 29 (13) MAINLAND STREET
P1115	PROPERTY FILE - LOT 28 (9) MAINLAND STREET
P1116	PROPERTY FILE - LOT 30 (5) MAINLAND STREET
P1117	PROPERTY FILE - LOT 59 (4) HARTOG CRESCENT
P1118	PROPERTY FILE - LOT 60 (6) HARTOG CRESCENT
P1119	PROPERTY FILE - LOT 61 (8) HARTOG CRESCENT
P1120	PROPERTY FILE - LOT 100 (10) HARTOG CRESCENT
P1123	PROPERTY FILE - LOT 65 (16) HARTOG CRESCENT
P1124	PROPERTY FILE - LOT 66 (18) HARTOG CRESCENT
P1125	PROPERTY FILE - LOT 67 (20) HARTOG CRESCENT
P1126	PROPERTY FILE - LOT 68 (22) HARTOG CRESCENT
P1127	PROPERTY FILE - LOT 69 (26) HARTOG CRESCENT
P1128	PROPERTY FILE - LOT 69 (24) HARTOG CRESCENT
P1129	PROPERTY FILE - LOT 70 (30) HARTOG CRESCENT
P1130	PROPERTY FILE - LOT 71 (32) HARTOG CRESCENT
P1131	PROPERTY FILE - LOT 72 (34) HARTOG CRESCENT
P1132	PROPERTY FILE - LOT 73 (2/38) HARTOG CRESCENT
P1133	PROPERTY FILE - LOT 74 (40) HARTOG CRESCENT
P1134	PROPERTY FILE - LOT 75 (42) HARTOG CRESCENT
P1135	PROPERTY FILE - LOT 76 (44) HARTOG CRESCENT
P1136	PROPERTY FILE - LOT 77 (46) HARTOG CRESCENT
P1137	PROPERTY FILE - LOT 78 (48) HARTOG CRESCENT
P1138	PROPERTY FILE - LOT 79 (57) HARTOG CRESCENT
P1139	PROPERTY FILE - LOT 80 (55) HARTOG CRESCENT
P1140	PROPERTY FILE - LOT 81 (51) HARTOG CRESCENT
P1143	PROPERTY FILE - LOT 82 (49) HARTOG CRESCENT
P1144	PROPERTY FILE - LOT 83 (47) HARTOG CRESCENT
P1145	PROPERTY FILE - LOT 84 (45) HARTOG CRESCENT
P1146	PROPERTY FILE - LOT 85 (43) HARTOG CRESCENT
P1147	PROPERTY FILE - LOT 86 (41) HARTOG CRESCENT
P1148	PROPERTY FILE - LOT 87 (39) HARTOG CRESCENT
P1149	PROPERTY FILE - LOT 88 (37) HARTOG CRESCENT
P1150	PROPERTY FILE - LOT 89 (35) HARTOG CRESCENT
P1152	PROPERTY FILE - LOT 91 (31) HARTOG CRESCENT
P1153	PROPERTY FILE - LOT 92 (29) HARTOG CRESCENT
P1156	PROPERTY FILE - LOT 93 (27) HARTOG CRESCENT
P1157	PROPERTY FILE - LOT 94 (25) HARTOG CRESCENT
P1158	PROPERTY FILE - LOT 95 (23) HARTOG CRESCENT
P1159	PROPERTY FILE - LOT 34 (1) DIRK PLACE
P1160	PROPERTY FILE - LOT 35 (3) DIRK PLACE
P1161	PROPERTY FILE - LOT 36 (5) DIRK PLACE
P1162	PROPERTY FILE - LOT 37 (7) DIRK PLACE
P1163	PROPERTY FILE - LOT 38 (10) DIRK PLACE
P1165	PROPERTY FILE - LOT 40 (6) DIRK PLACE
P1166	PROPERTY FILE - LOT 41 (4) DIRK PLACE
P1167	PROPERTY FILE - LOT 42 (2) DIRK PLACE
P1168	PROPERTY FILE - LOC 58 (8) DURLACHER STREET
P1170	PROPERTY FILE - LOT 14 (32) DURLACHER STREET
P1171	PROPERTY FILE - LOT 15 (34) DURLACHER STREET
P1172	PROPERTY FILE - LOT 16 (36) DURLACHER STREET
P1173	PROPERTY FILE - LOT 17 (38) DURLACHER STREET
P1174	PROPERTY FILE - LOT 18 (40) DURLACHER STREET
P1175	PROPERTY FILE - LOT 19 (42) DURLACHER STREET
P1176	PROPERTY FILE - LOT 20 (44) DURLACHER STREET
P1177	PROPERTY FILE - LOT 21 (46) DURLACHER STREET
P1178	PROPERTY FILE - LOT 1 (2) SPAVEN WAY
P1180	PROPERTY FILE - LOT 162 & 269 (31) DURLACHER STREET
P1183	PROPERTY FILE - LOT 161 (33) DURLACHER STREET
P1184	PROPERTY FILE - LOT 160 (35) DURLACHER STREET
P1185	PROPERTY FILE - LOT 159 (37) DURLACHER STREET
P1186	PROPERTY FILE - LOT 158 (39) DURLACHER STREET

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## Shire of Shark Bay

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P1187	PROPERTY FILE - LOT 157 (41) DURLACHER STREET
P1188	PROPERTY FILE - LOT 156 (43) DURLACHER STREET
P1189	PROPERTY FILE - LOT 155 (45) DURLACHER STREET
P1190	PROPERTY FILE - LOT 154 (47) DURLACHER STREET
P1191	PROPERTY FILE - LOT 153 (49) DURLACHER STREET
P1192	PROPERTY FILE - LOT 97 (50) DURLACHER STREET
P1193	PROPERTY FILE - LOT 98 (52) DURLACHER STREET
P1194	PROPERTY FILE - LOT 99 (54) DURLACHER STREET
P1195	PROPERTY FILE - LOT 101 (58) DURLACHER STREET
P1196	PROPERTY FILE - LOT 102 (60) DURLACHER STREET
P1197	PROPERTY FILE - LOT 105 (68) DURLACHER STREET
P1198	PROPERTY FILE - LOT 106 (70) DURLACHER STREET
P1199	PROPERTY FILE - LOT 108 (1B) CROSS STREET
P1200	PROPERTY FILE - LOT 109 (76) DURLACHER STREET
P1201	PROPERTY FILE - LOT 110 (78) DURLACHER STREET
P1202	PROPERTY FILE - LOT 111 (80) DURLACHER STREET
P1203	PROPERTY FILE - LOT 112 (82) DURLACHER STREET
P1204	PROPERTY FILE - LOT 113 (84) DURLACHER STREET
P1205	PROPERTY FILE - LOT 114 (86) DURLACHER STREET
P1206	PROPERTY FILE - LOT 115 (88) DURLACHER STREET
P1207	PROPERTY FILE - LOT 116 (90) DURLACHER STREET
P1208	PROPERTY FILE - LOT 151 (53) DURLACHER STREET
P1209	PROPERTY FILE - LOT 138 (2) TALBOT STREET
P1210	PROPERTY FILE - LOT 137 (61) DURLACHER STREET
P1211	PROPERTY FILE - LOT 135 (65) DURLACHER STREET
P1212	PROPERTY FILE - LOT 133 (69) DURLACHER STREET
P1213	PROPERTY FILE - LOT 74 (21) BROCKMAN STREET
P1214	PROPERTY FILE - LOT 75 (23) BROCKMAN STREET
P1215	PROPERTY FILE - LOT 76 (27) BROCKMAN STREET
P1216	PROPERTY FILE - LOT 77 (29) BROCKMAN STREET
P1217	PROPERTY FILE - LOT 78 (31) BROCKMAN STREET
P1218	PROPERTY FILE - LOT 79 (33) BROCKMAN STREET
P1219	PROPERTY FILE - LOT 81 (37) BROCKMAN STREET
P1220	PROPERTY FILE - LOT 82 (39) BROCKMAN STREET
P1221	PROPERTY FILE - LOT 500 (43) BROCKMAN STREET
P1222	PROPERTY FILE - LOT 500 (29) BROCKMAN STREET
P1223	PROPERTY FILE - LOT 500 (31) BROCKMAN STREET
P1224	PROPERTY FILE - LOT 202 (49) BROCKMAN STREET
P1225	PROPERTY FILE - LOT 201 (51) BROCKMAN STREET
P1226	PROPERTY FILE - LOT 200 (53) BROCKMAN STREET
P1227	PROPERTY FILE - LOT 199 (55) BROCKMAN STREET
P1228	PROPERTY FILE - LOT 198 (57) BROCKMAN STREET
P1229	PROPERTY FILE - LOT 197 (59) BROCKMAN STREET
P1230	PROPERTY FILE - LOT 196 (61) BROCKMAN STREET
P1231	PROPERTY FILE - LOT 195 (63) BROCKMAN STREET
P1232	PROPERTY FILE - LOT 193 (67) BROCKMAN STREET
P1233	PROPERTY FILE - LOT 192 (69) BROCKMAN STREET
P1234	PROPERTY FILE - LOT 191 (71) BROCKMAN STREET
P1236	PROPERTY FILE - LOT 148 (71) DURLACHER STREET
P1237	PROPERTY FILE - LOT 147 (64) BROCKMAN STREET
P1238	PROPERTY FILE - LOT 146 (62) BROCKMAN STREET
P1239	PROPERTY FILE - LOT 145 (60) BROCKMAN STREET
P1240	PROPERTY FILE - LOT 144 (58) BROCKMAN STREET
P1241	PROPERTY FILE - LOT 143 (56) BROCKMAN STREET
P1242	PROPERTY FILE - LOT 142 (54) BROCKMAN STREET
P1243	PROPERTY FILE - LOT 95 (50) BROCKMAN STREET
P1244	PROPERTY FILE - LOT 96 (48) BROCKMAN STREET
P1245	PROPERTY FILE - LOT 97 (46) BROCKMAN STREET
P1246	PROPERTY FILE - LOT 98 (44) BROCKMAN STREET
P1247	PROPERTY FILE - LOT 99 (42 ) BROCKMAN STREET
P1248	PROPERTY FILE - LOT 100 (40) BROCKMAN STREET
P1249	PROPERTY FILE - LOT 3 (6) SPAVEN WAY
P1250	PROPERTY FILE - LOT 2 (8) SPAVEN WAY
P1252	PROPERTY FILE - LOT 137 (3) SPAVEN WAY
P1253	PROPERTY FILE - LOT 138 (5) SPAVEN WAY
P1254	PROPERTY FILE - LOT 139 (7) SPAVEN WAY
P1255	PROPERTY FILE - LOT 188 (24) SPAVEN WAY
P1256	PROPERTY FILE - LOT 189 (21) SPAVEN WAY
P1257	PROPERTY FILE - LOT 190 (19) SPAVEN WAY
P1258	PROPERTY FILE - LOT 191 (17) SPAVEN WAY
P1259	PROPERTY FILE - LOT 192 (15) SPAVEN WAY
P1260	PROPERTY FILE - LOT 193 (13) SPAVEN WAY
P1261	PROPERTY FILE - LOT 194 (11) SPAVEN WAY
P1262	PROPERTY FILE - LOT 195 (9) SPAVEN WAY
P1263	PROPERTY FILE - LOT 101 (38) BROCKMAN STREET

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P1265	PROPERTY FILE - LOT 102 (36) BROCKMAN STREET
P1266	PROPERTY FILE - LOT 103 (34) BROCKMAN STREET
P1267	PROPERTY FILE - LOT 104 (32) BROCKMAN STREET
P1268	PROPERTY FILE - LOT 105 (30) BROCKMAN STREET
P1269	PROPERTY FILE - LOT 1 (28) BROCKMAN STREET
P1270	PROPERTY FILE - LOT 140 (6) TALBOT STREET
P1271	PROPERTY FILE - LOT 139 (4) TALBOT STREET
P1272	PROPERTY FILE - LOT 174 (25) HOULT STREET
P1274	PROPERTY FILE - LOT 176 (21) HOULT STREET
P1275	PROPERTY FILE - LOT 177 (19) HOULT STREET
P1276	PROPERTY FILE - LOT 178 (17) HOULT STREET
P1277	PROPERTY FILE - LOT 179 (15) HOULT STREET
P1278	PROPERTY FILE - LOT 180 (13) HOULT STREET
P1279	PROPERTY FILE - LOT 181 (2) HOULT STREET
P1280	PROPERTY FILE - LOT 182 (4) HOULT STREET
P1281	PROPERTY FILE - LOT 183 (6) HOULT STREET
P1282	PROPERTY FILE - LOT 184 (8) HOULT STREET
P1283	PROPERTY FILE - LOT 185 (10) HOULT STREET
P1284	PROPERTY FILE - LOT 186 (12) HOULT STREET
P1285	PROPERTY FILE - LOT 187 (14) HOULT STREET
P1286	PROPERTY FILE - LOT 188 (16) HOULT STREET
P1288	PROPERTY FILE - LOT 189 (18) HOULT STREET
P1290	PROPERTY FILE - LOT 190 (20) HOULT STREET
P1292	PROPERTY FILE - LOT 166 (2) MEAD STREET
P1293	PROPERTY FILE - LOT 167 (4) MEAD STREET
P1294	PROPERTY FILE - LOT 168 (6) MEAD STREET
P1295	PROPERTY FILE - LOT 169 (8) MEAD STREET
P1296	PROPERTY FILE - LOT 170 (10) MEAD STREET
P1297	PROPERTY FILE - LOT 171 (12) MEAD STREET
P1298	PROPERTY FILE - LOT 172 (14) MEAD STREET
P1299	PROPERTY FILE - LOT 173 (16) MEAD STREET
P1300	PROPERTY FILE - LOT 255 (91) DURLACHER STREET
P1301	PROPERTY FILE - LOT 256 (17) MEAD STREET
P1302	PROPERTY FILE - LOT 257 (15) MEAD STREET
P1303	PROPERTY FILE - LOT 258 (13) MEAD STREET
P1304	PROPERTY FILE - LOT 259 (11) MEAD STREET
P1305	PROPERTY FILE - LOT 260 (9) MEAD STREET
P1306	PROPERTY FILE - LOT 261 (7) MEAD STREET
P1307	PROPERTY FILE - LOT 262 (5) MEAD STREET
P1308	PROPERTY FILE - LOT 263 (3) MEAD STREET
P1309	PROPERTY FILE - LOT 264 (1/1) MEAD STREET
P1310	PROPERTY FILE - LOT 227 (7) BAUDIN STREET
P1311	PROPERTY FILE - LOT 235 (6) VLAMINGH CRESCENT
P1312	PROPERTY FILE - LOT 236 (18) VLAMINGH CRESCENT
P1313	PROPERTY FILE - LOT 237 (22) VLAMINGH CRESCENT
P1314	PROPERTY FILE - LOT 238 (28) VLAMINGH CRESCENT
P1315	PROPERTY FILE - LOT 239 (32) VLAMINGH CRESCENT
P1316	PROPERTY FILE - LOT 240 (36) VLAMINGH CRESCENT
P1317	PROPERTY FILE - LOT 251 (5) VLAMINGH CRESCENT
P1318	PROPERTY FILE - LOT 279 (13) VLAMINGH CRESCENT
P1319	PROPERTY FILE - LOT 280 (17) VLAMINGH CRESCENT
P1320	PROPERTY FILE - LOT 281 (21) VLAMINGH CRESCENT
P1321	PROPERTY FILE - LOT 282 (23) VLAMINGH CRESCENT
P1322	PROPERTY FILE - LOT 283 (25) VLAMINGH CRESCENT
P1323	PROPERTY FILE - LOT 284 (29) VLAMINGH CRESCENT
P1324	PROPERTY FILE - LOT 285 (33) VLAMINGH CRESCENT
P1325	PROPERTY FILE - LOT 286 (37) VLAMINGH CRESCENT
P1326	PROPERTY FILE - LOT 287 (45) VLAMINGH CRESCENT
P1327	PROPERTY FILE - LOT 288 (49) VLAMINGH CRESCENT
P1328	PROPERTY FILE - LOT 289 (53) VLAMINGH CRESCENT
P1329	PROPERTY FILE - LOT 290 (52) VLAMINGH CRESCENT
P1330	PROPERTY FILE - LOT 291 (141) DAMPIER ROAD
P1331	PROPERTY FILE - LOT 59 (42) DENHAM ROAD
P1332	PROPERTY FILE - LOT 252 (113) DAMPIER ROAD
P1333	PROPERTY FILE - LOT 234 (119) DAMPIER ROAD
P1334	PROPERTY FILE - LOT 233 (123) DAMPIER ROAD
P1335	PROPERTY FILE - LOT 231 (125) DAMPIER ROAD
P1336	PROPERTY FILE - LOT 230 (129) DAMPIER ROAD
P1337	PROPERTY FILE - LOT 229 (133) DAMPIER ROAD
P1338	PROPERTY FILE - LOT 228 (135) DAMPIER ROAD
P1339	PROPERTY FILE - LOT 243 (124) DAMPIER ROAD
P1340	PROPERTY FILE - LOT 244 (118) DAMPIER ROAD
P1341	PROPERTY FILE - LOT 245 (112) DAMPIER ROAD
P1342	PROPERTY FILE - LOT 246 (108) DAMPIER ROAD
P1343	PROPERTY FILE - LOT 1 (100) DAMPIER ROAD

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P1344	PROPERTY FILE - LOT 2 (96) DAMPIER ROAD
P1345	PROPERTY FILE - LOT 249 (92) DAMPIER ROAD
P1346	PROPERTY FILE - LOT 250 (86) DAMPIER ROAD
P1347	PROPERTY FILE - LOT 1 HAMELIN ROAD
P1348	PROPERTY FILE - LOT 127 (21) CAPEWELL DRIVE
P1350	PROPERTY FILE - LOT 162 (26) CAPEWELL DRIVE
P1351	PROPERTY FILE - LOT 163 (4) WEAR PLACE
P1352	PROPERTY FILE - LOT 164 (6) WEAR PLACE
P1353	PROPERTY FILE - LOT 165 (8) WEAR PLACE
P1354	PROPERTY FILE - LOT 166 (7) WEAR PLACE
P1355	PROPERTY FILE - LOT 167 (5) WEAR PLACE
P1356	PROPERTY FILE - LOT 168 (3) WEAR PLACE
P1357	PROPERTY FILE - LOT 169 (28) CAPEWELL DRIVE
P1358	PROPERTY FILE - LOT 196 (2) POLAND ROAD
P1359	PROPERTY FILE - LOT 197 (4) POLAND ROAD
P1360	PROPERTY FILE - LOT 216 (5) POLAND ROAD
P1361	PROPERTY FILE - LOT 217 (3) POLAND ROAD
P1362	PROPERTY FILE - LOT 218 (1) POLAND ROAD
P1363	PROPERTY FILE - LOT 179 (13) EDWARDS STREET
P1364	PROPERTY FILE - LOT 180 (11) EDWARDS STREET
P1365	PROPERTY FILE - LOT 181 (9) EDWARDS STREET
P1366	PROPERTY FILE - LOT 209 (14) EDWARDS STREET
P1367	PROPERTY FILE - LOT 210 (12) EDWARDS STREET
P1368	PROPERTY FILE - LOT 211 (10) EDWARDS STREET
P1369	PROPERTY FILE - LOT 212 (8) EDWARDS STREET
P1370	PROPERTY FILE - LOT 213 (6) EDWARDS STREET
P1371	PROPERTY FILE - LOT 214 (4) EDWARDS STREET
P1372	PROPERTY FILE - LOT 215 (2) EDWARDS STREET
P1373	PROPERTY FILE - LOT 182 (4) FLETCHER COURT
P1374	PROPERTY FILE - LOT 183 (6) FLETCHER COURT
P1375	PROPERTY FILE - LOT 184 (8) FLETCHER COURT
P1376	PROPERTY FILE - LOT 185 (10) FLETCHER COURT
P1377	PROPERTY FILE - LOT 186 (9) FLETCHER COURT
P1379	PROPERTY FILE - LOT 143 (6) SUNTER PLACE
P1380	PROPERTY FILE - 144 (8) SUNTER PLACE
P1381	PROPERTY FILE - LOT 145 (10) SUNTER PLACE
P1382	PROPERTY FILE - LOT 1 (12A) SUNTER PLACE
P1383	PROPERTY FILE - LOT 147 (14) SUNTER PLACE
P1384	PROPERTY FILE - LOT 149 (18) SUNTER PLACE
P1385	PROPERTY FILE - LOT 150 (15) SUNTER PLACE
P1386	PROPERTY FILE - LOT 151 (13) SUNTER PLACE
P1387	PROPERTY FILE - LOT 152 (11) SUNTER PLACE
P1388	PROPERTY FILE - LOT 153 (9) SUNTER PLACE
P1389	PROPERTY FILE - LOT 154 (7) SUNTER PLACE
P1390	PROPERTY FILE - LOT 155 (3) SUNTER PLACE
P1391	PROPERTY FILE - LOT 156 (1) SUNTER PLACE
P1392	PROPERTY FILE - LOT 122 (31) CAPEWELL DRIVE
P1393	PROPERTY FILE - LOT 123 (29) CAPEWELL DRIVE
P1394	PROPERTY FILE - LOT 124 (27) CAPEWELL DRIVE
P1395	PROPERTY FILE - LOT 125 (25) CAPEWELL DRIVE
P1396	PROPERTY FILE - LOT 126 (23) CAPEWELL DRIVE
P1397	PROPERTY FILE - LOT 230 (15) CAPEWELL DRIVE
P1398	PROPERTY FILE - LOT 231 (13) CAPEWELL DRIVE
P1399	PROPERTY FILE - LOT 133 (9) CAPEWELL DRIVE
P1400	PROPERTY FILE - LOT 232 (11) CAPEWELL DRIVE
P1401	PROPERTY FILE - LOT 135 (5) CAPEWELL DRIVE
P1402	PROPERTY FILE - LOT 136 (3) CAPEWELL DRIVE
P1403	PROPERTY FILE - LOT 157 (16) CAPEWELL DRIVE
P1404	PROPERTY FILE - LOT 158 (18) CAPEWELL DRIVE
P1405	PROPERTY FILE - LOT 159 (20) CAPEWELL DRIVE
P1406	PROPERTY FILE - LOT 160 (22) CAPEWELL DRIVE
P1407	PROPERTY FILE - LOT 161 (24) CAPEWELL DRIVE
P1408	PROPERTY FILE - LOT 170 (30) CAPEWELL DRIVE
P1409	PROPERTY FILE - LOT 171 (32) CAPEWELL DRIVE
P1410	PROPERTY FILE - LOT 172 (34) CAPEWELL DRIVE
P1411	PROPERTY FILE - LOT 173 (36) CAPEWELL DRIVE
P1412	PROPERTY FILE - LOT 174 (38) CAPEWELL DRIVE
P1413	PROPERTY FILE - LOT 175 (40) CAPEWELL DRIVE
P1414	PROPERTY FILE - LOT 176 (42) CAPEWELL DRIVE
P1415	PROPERTY FILE - LOT 177 (44) CAPEWELL DRIVE
P1416	PROPERTY FILE - LOT 178 (46) CAPEWELL DRIVE
P1417	PROPERTY FILE - LOT 198 (35) CAPEWELL DRIVE
P1418	PROPERTY FILE - LOT 199 (37) CAPEWELL DRIVE
P1419	PROPERTY FILE - LOT 200 (39) CAPEWELL DRIVE
P1420	PROPERTY FILE - LOT 201 (41) CAPEWELL DRIVE

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P1421	PROPERTY FILE - LOT 67 (43) CAPEWELL DRIVE
P1422	PROPERTY FILE - LOT 203 (45) CAPEWELL DRIVE
P1423	PROPERTY FILE - LOT 204 (47) CAPEWELL DRIVE
P1424	PROPERTY FILE - LOT 205 (49) CAPEWELL DRIVE
P1425	PROPERTY FILE - LOT 206 (51) CAPEWELL DRIVE
P1426	PROPERTY FILE - LOT 207 (53) CAPEWELL DRIVE
P1428	PROPERTY FILE - LOT 149 (57) DURLACHER STREET
P1429	PROPERTY FILE - LOT 211 (1/7A) FRY COURT
P1430	PROPERTY FILE - LOT 212 (11) FRY COURT
P1431	PROPERTY FILE - LOT 213 (13) FRY COURT
P1432	PROPERTY FILE - LOT 214 (15) FRY COURT
P1433	PROPERTY FILE - LOT 215 (17) FRY COURT
P1434	PROPERTY FILE - LOT 216 (19) FRY COURT
P1435	PROPERTY FILE - LOT 217 (21) FRY COURT
P1436	PROPERTY FILE - LOT 218 (23) FRY COURT
P1437	PROPERTY FILE - LOT 219 (25) FRY COURT
P1438	PROPERTY FILE - LOT 220 (27) FRY COURT
P1439	PROPERTY FILE - LOT 221 (29) FRY COURT
P1440	PROPERTY FILE - LOT 222 (31) FRY COURT
P1441	PROPERTY FILE - LOT 223 (33) FRY COURT
P1442	PROPERTY FILE - LOT 1 (35A) FRY COURT
P1443	PROPERTY FILE - LOT 225 (26) FRY COURT
P1444	PROPERTY FILE - LOT 226 (24) FRY COURT
P1445	PROPERTY FILE - LOT 227 (22) FRY COURT
P1446	PROPERTY FILE - LOT 228 (20) FRY COURT
P1447	PROPERTY FILE - LOT 229 (18) FRY COURT
P1448	PROPERTY FILE - LOT 230 (16) FRY COURT
P1449	PROPERTY FILE - LOT 231 (14) FRY COURT
P1450	PROPERTY FILE - LOT 232 (12) FRY COURT
P1451	PROPERTY FILE - LOT 233 (10) FRY COURT
P1452	PROPERTY FILE - LOT 234 (6A) FRY COURT
P1453	PROPERTY FILE - LOT 140 (1/4) CAPEWELL DRIVE
P1454	PROPERTY FILE - LOT 140 (2/4) CAPEWELL DRIVE
P1455	PROPERTY FILE - LOT 140 (3/4) CAPEWELL DRIVE
P1456	PROPERTY FILE - LOT 140 (4/4) CAPEWELL DRIVE
P1457	PROPERTY FILE - LOT 140 (5/4) CAPEWELL DRIVE
P1458	PROPERTY FILE - LOT 140 (6/4) CAPEWELL DRIVE
P1459	PROPERTY FILE - LOT 309 (40) MONKEY MIA ROAD
P1460	PROPERTY FILE - LOT 264 (2/1) MEAD STREET
P1461	PROPERTY FILE - LOT 90 (60) MONKEY MIA ROAD
P1462	PROPERTY FILE - LOT 108 (1A) CROSS STREET
P1463	PROPERTY FILE - LOT 136 (63) DURLACHER STREET
P1464	PROPERTY FILE - LOT 270 KNIGHT TERRACE
P1465	PROPERTY FILE - LOT 5 MONKEY MIA ROAD
P1466	PROPERTY FILE - LOT 64 (14) HARTOG CRESCENT
P1467	PROPERTY FILE - LOT 90 (33) HARTOG CRESCENT
P1468	PROPERTY FILE - LOT 39 (8) DIRK PLACE
P1469	PROPERTY FILE - LOT 175 (23) HOULT STREET
P1470	PROPERTY FILE - LOT 10 (53) KNIGHT TERRACE
P1471	PROPERTY FILE - LOT 100 (56) DURLACHER STREET
P1472	PROPERTY FILE - LOT 107 (72) DURLACHER STREET
P1473	PROPERTY FILE - LOT 129 (17) CAPEWELL DRIVE
P1474	PROPERTY FILE - LOT 217 (22) DURLACHER STREET
P1475	PROPERTY FILE - LOT 134 (7) CAPEWELL DRIVE
P1476	PROPERTY FILE - LOT 294 (33) HUGHES STREET
P1477	PROPERTY FILE - LOT 217 (22) DURLACHER STREET
P1479	PROPERTY FILE - LOT 101 (17) MAINLAND STREET
P1480	PROPERTY FILE - LOT 102 (19) MAINLAND STREET
P1481	PROPERTY FILE - LOT 103 (21) MAINLAND STREET
P1482	PROPERTY FILE - LOT 73 (1/38) HARTOG CRESCENT
P1483	PROPERTY FILE - LOT 150 (55) DURLACHER STREET
P1484	PROPERTY FILE - LOT 234 (6) FRY COURT
P1485	PROPERTY FILE - LOT 301 (14) SPAVEN WAY
P1486	PROPERTY FILE - LOT 302 (16) SPAVEN WAY
P1487	PROPERTY FILE - LOT 303 (4) LEEDS COURT
P1488	PROPERTY FILE - LOT 304 (6) LEEDS COURT
P1489	PROPERTY FILE - LOT 305 (8) LEEDS COURT
P1490	PROPERTY FILE - LOT 306 (10) LEEDS COURT
P1491	PROPERTY FILE - LOT 307 (11) LEEDS COURT
P1492	PROPERTY FILE - LOT 308 (9) LEEDS COURT
P1493	PROPERTY FILE - LOT 309 (7) LEEDS COURT
P1494	PROPERTY FILE - LOT 310 (5) LEEDS COURT
P1495	PROPERTY FILE - LOT 311 (3) LEEDS COURT
P1496	PROPERTY FILE - LOT 312 (18) SPAVEN WAY
P1497	PROPERTY FILE - LOT 313 (20) SPAVEN WAY

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P1498	PROPERTY FILE - LOT 211 (2/7B) FRY COURT
P1499	PROPERTY FILE - LOT 2 (12B) SUNTER PLACE
P1500	PROPERTY FILE - LOT 2 (35B) FRY COURT
P1501	PROPERTY FILE - LOT 3 (35C) FRY COURT
P1502	PROPERTY FILE - LOT 51 (2/90) HUGHES STREET
P1503	PROPERTY FILE - LOT 1 (1/71) KNIGHT TERRACE
P1504	PROPERTY FILE - LOT 1 (2/71) KNIGHT TERRACE
P1505	PROPERTY FILE - LOT 1 (3/71) KNIGHT TERRACE
P1506	PROPERTY FILE - LOT 1 (4/71) KNIGHT TERRACE
P1509	PROPERTY FILE - LOT 91 (41) BROCKMAN STREET
P1511	PROPERTY FILE - LOT 200 (99) KNIGHT TERRACE
P1512	PROPERTY FILE - LOT 317 MONKEY MIA ROAD
P1513	PROPERTY FILE - LOT 8 (7) DURLACHER STREET
P1514	PROPERTY FILE - LOT 128 (3A) CROSS STREET
P1515	PROPERTY FILE - LOT 128 (3B) CROSS STREET
P1516	PROPERTY FILE - LOT 323 (57) VLAMINGH CRESCENT
P1517	PROPERTY FILE - LOT 324 (61) VLAMINGH CRESCENT
P1518	PROPERTY FILE - LOT 325 (65) VLAMINGH CRESCENT
P1519	PROPERTY FILE - LOT 326 (69) VLAMINGH CRESCENT
P1520	PROPERTY FILE - LOT 327 (72) VLAMINGH CRESCENT
P1521	PROPERTY FILE - LOT 328 (161) DAMPIER ROAD
P1522	PROPERTY FILE - LOT 329 (157) DAMPIER ROAD
P1523	PROPERTY FILE - LOT 330 (153) DAMPIER ROAD
P1524	PROPERTY FILE - LOT 331 (151) DAMPIER ROAD
P1525	PROPERTY FILE - LOT 332 (145) DAMPIER ROAD
P1526	PROPERTY FILE - LOT 333 (143) DAMPIER ROAD
P1527	PROPERTY FILE - LOT 334 (56) VLAMINGH CRESCENT
P1528	PROPERTY FILE - LOT 335 (60) VLAMINGH CRESCENT
P1529	PROPERTY FILE - LOT 336 (64) VLAMINGH CRESCENT
P1530	PROPERTY FILE - LOT 337 (68) VLAMINGH CRESCENT
P1531	PROPERTY FILE - LOT 2 (4) SPAVEN WAY
P2001	PROPERTY FILE - HAMELIN POOL STATION
P2002	PROPERTY FILE - HAMELIN POOL TELEGRAPH STATION - CARAVAN PARK
P2003	PROPERTY FILE - LOT 174 NORTH WEST COASTAL HIGHWAY
P2004	PROPERTY FILE - LOC 227 CARBLA STATION
P2005	PROPERTY FILE - LOC 223 COBURN STATION
P2006	PROPERTY FILE - LOC 219 MEADOW STATION
P2007	PROPERTY FILE - LOT 211 BYRO-WOODLEIGH ROAD WOODLEIGH
P2008	PROPERTY FILE - GILROYD STATION
P2009	PROPERTY FILE - YALARDY STATION
P2010	PROPERTY FILE - LOC 212 TALISKER STATION
P2011	PROPERTY FILE - CALLYTHARRA ROAD CALLYTHARRA
P2012	PROPERTY FILE - LOT 76 DIRK HARTOG ISLAND
P2013	PROPERTY FILE - LOC 78 USELESS LOOP ROAD CARRARANG STATION
P2014	PROPERTY FILE - LOC 71 USELESS LOOP ROAD TAMALA STATION
P2015	PROPERTY FILE - LOT 73 NANGA ROAD
P2016	PROPERTY FILE - LOT 4 NANGA ROAD
P2020	PROPERTY FILE - LOT 3 NANGA ROAD
P2021	PROPERTY FILE - PERON STATION
P2022	PROPERTY FILE - LOC 75 FAURE ISLAND LOT 63
P2023	PROPERTY FILE - LOT 213 NORTH WEST COASTAL HIGHWAY
P2024	PROPERTY FILE - LOT 67 MONKEY MIA ROAD
P2025	PROPERTY FILE - LOT 2 NORTH WEST COASTAL HIGHWAY
P2026	PROPERTY FILE - LOT 94 MONKEY MIA ROAD
P2027	PROPERTY FILE - LOT 3 NORTH WEST COASTAL HIGHWAY
P2028	PROPERTY FILE - MINING TENEMENT
P2029	PROPERTY FILE - MINING TENEMENT
P2030	PROPERTY FILE - LOT 248 NORTH WEST COASTAL HIGHWAY
P2035	PROPERTY FILE - LOC 60 & 80 MONKEY MIA ROAD
P2036	PROPERTY FILE - LOC 92 USELESS LOOP ROAD
P2037	PROPERTY FILE - LOT 1 & 2 NANGA ROAD
P2050	PROPERTY FILE - LOC 62 DIRK HARTOG ISLAND
P2051	PROPERTY FILE - LOC 20 & 63 DIRK HARTOG ISLAND
P2053	PROPERTY FILE - MINING TENEMENT PERON
P2055	PROPERTY FILE - LOT 110 OCENA PARK ROAD
P2056	PROPERTY FILE - MINING TENEMENT
P2061	PROPERTY FILE - LOT 172 NORTH WEST COASTAL HIGHWAY
P2071	PROPERTY FILE - LOT 63 MONKEY MIA ROAD
P2072	PROPERTY FILE - LOT 1 DIRK HARTOG ISLAND
P2074	PROPERTY FILE - MONKEY MIA ROAD
P2075	PROPERTY FILE - LOT 80 MONKEY MIA ROAD
P2077	PROPERTY FILE - LOT 91 MONKEY MIA ROAD
P2078	PROPERTY FILE - LOT 88 SHELL BEACH ROAD
P2084	PROPERTY FILE - LOT 2 DIRK HARTOG ISLAND
P2085	PROPERTY FILE - LOT 1 NORTH WEST COASTAL HIGHWAY

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P2093	PROPERTY FILE - MINING TENEMENT
P2096	PROPERTY FILE - LOT 4 NORTH WEST COASTAL HIGHWAY
P2101	PROPERTY FILE - MINING TENEMENT
P2102	PROPERTY FILE - MINING TENEMENT
P2103	PROPERTY FILE - MINING TENEMENT
P2104	PROPERTY FILE - MINING TENEMENT
P2105	PROPERTY FILE - MINING TENEMENT
P3001	PROPERTY FILE - LOC 61 USELESS LOOP ROAD
P3002	PROPERTY FILE - LOC 62 USELESS LOOP ROAD
P3003	PROPERTY FILE - MINING TENEMENT
P3004	PROPERTY FILE - LOC 1 USELESS LOOP ROAD
P3007	PROPERTY FILE - MINING TENEMENT
P3008	PROPERTY FILE - MINING TENEMENT
P3009	PROPERTY FILE - MINING TENEMENT
P3010	PROPERTY FILE - MINING TENEMENT
P3013	PROPERTY FILE - MINING TENEMENT
P3014	PROPERTY FILE - LOT 500 (1/27) BROCKMAN STREET
P3015	PROPERTY FILE - LOT 500 (2/27) BROCKMAN STREET
P3016	PROPERTY FILE - LOT 500 (3/27) BROCKMAN STREET
P3017	PROPERTY FILE - LOT 500 (4/27) BROCKMAN STREET
P3018	PROPERTY FILE - LOT 500 (5/27) BROCKMAN STREET
P3019	PROPERTY FILE - LOT 500 (6/27) BROCKMAN STREET
P3020	PROPERTY FILE - LOT 13, 14, 15, 68 & 69 (47) KNIGHT TERRACE
P3103-3SWEG	SWEETMAN GLENN JOHN
P351	PROPERTY FILE - LOT 351 BATES ROAD - DRAINAGE SUMP
P4001	PROPERTY FILE - LOT 240 (139) KNIGHT TERRACE
P4002	PROPERTY FILE - LOT 272 (57) KNIGHT TERRACE
P4003	PROPERTY FILE - LOT 313 (49) KNIGHT TERRACE
P4004	PROPERTY FILE - LOT 220 (157) KNIGHT TERRACE
P4005	PROPERTY FILE - LOT 123 (42) HUGHES STREET
P4006	PROPERTY FILE - LOT 123 (42) HUGHES STREET
P4007	PROPERTY FILE - LOT 123 (42) HUGHES STREET
P4008	PROPERTY FILE - LOT 268 (86) HUGHES STREET
P4010	PROPERTY FILE - LOT 163 (17) DURLACHER STREET
P4011	PROPERTY FILE - LOT 71 (35) HUGHES STREET
P4012	PROPERTY FILE - LOT 293 (29) HUGHES STREET
P4014	PROPERTY FILE - LOT 80 (35) BROCKMAN STREET
P4015	PROPERTY FILE - LOT 218 (15) HUGHES STREET
P4016	PROPERTY FILE - HAMELIN ROAD
P4017	PROPERTY FILE - LOT 39 (23) MONKEY MIA ROAD
P4018	PROPERTY FILE - LOT 267 (13) HARTOG CRESCENT
P4019	PROPERTY FILE - LOT 152 (51) DURLACHER STREET
P4022	PROPERTY FILE - LOT 134 (67) DURLACHER STREET
P4024	PROPERTY FILE - LOT 194 (65) BROCKMAN STREET
P4025	PROPERTY FILE - LOT 141 (8) TALBOT STREET
P4027	PROPERTY FILE - LOT 266 (24) FRANCIS ROAD
P4028	PROPERTY FILE - LOT 223 (9) FRANCIS ROAD
P4029	PROPERTY FILE - HAMELIN POOL ROAD - SHIRE OF SHARK BAY
P4030	PROPERTY FILE - LOT 224 HAMELIN ROAD
P4031	PROPERTY FILE - LOT 298 (105) DAMPIER ROAD
P4032	PROPERTY FILE - LOT 232 (123F) DAMPIER ROAD
P4034	PROPERTY FILE - LOT 254 (95) DURLACHER STREET
P4035	PROPERTY FILE - LOT 277 (132) DAMPIER ROAD
P4036	PROPERTY FILE - LOT 265 (11F) VLAMINGH CRESCENT
P4037	PROPERTY FILE - LOT 274 KNIGHT TERRACE
P4038	PROPERTY FILE - LOT 304 (10) DENHAM ROAD
P4042	PROPERTY FILE - LOT 121 (4) SPAVEN WAY
P4044	PROPERTY FILE - LOT 278 (11) VLAMINGH CRESCENT
P4047	PROPERTY FILE - LOT 121 (39) HUGHES STREET
P4052	PROPERTY FILE - LOT 269 (6) BROCKMAN STREET
P4054	PROPERTY FILE - LOT 302 KNIGHT TERRACE
P4056	PROPERTY FILE - LOT 253 (99) DAMPIER ROAD
P4057	PROPERTY FILE - LOT 297 (111) DAMPIER ROAD
P4058	PROPERTY FILE - LOT 299 (24L) FRANCIS ROAD
P4059	PROPERTY FILE - LOT 308 (23) SPAVEN WAY
P4060	PROPERTY FILE - LOT 300 (3) EDWARDS STREET
P4061	PROPERTY FILE - HAMELIN POOL ROAD SHIRE OF SHARK BAY
P4062	PROPERTY FILE - LOT 36 DENHAM-HAMELIN ROAD
P4063	PROPERTY FILE - LOT 37 MONKEY MIA ROAD
P4064	PROPERTY FILE - LOT 38 MONKEY MIA ROAD
P4065	PROPERTY FILE - LOT 37 MONKEY MIA ROAD
P4066	PROPERTY FILE - LOT 85 MONKEY MIA ROAD
P4067	PROPERTY FILE - LOT 15 DENHAM-HAMELIN ROAD
P4068	PROPERTY FILE - LOT 318 MONKEY MIA ROAD
P4069	PROPERTY FILE - LOT 271 (57) KNIGHT TERRACE

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P4070	PROPERTY FILE - LOT 5 NORTH WEST COASTAL HIGHWAY
P4071	PROPERTY FILE - LOT 295 (14) FRANCIS ROAD
P4072	PROPERTY FILE - LOT 66 MONKEY MIA ROAD
P4073	PROPERTY FILE - LOT 350 DAMPIER ROAD
P4074	PROPERTY FILE - LOT 69 HAMELIN ROAD
P4075	PROPERTY FILE - LOT 316 & 305 (21) HAMELIN ROAD
P4077	PROPERTY FILE - LOT 158 NORTH WEST COASTAL HIGHWAY
P4078	PROPERTY FILE - VARIOUS ISLANDS
P4079	PROPERTY FILE - LOC 18 STEEP POINT
P4080	PROPERTY FILE - LOT 64 MONKEY MIA ROAD
P4081	PROPERTY FILE - LOT 68 MONKEY MIA ROAD
P4082	PROPERTY FILE - ZUYTDOPR CLIFFS
P4083	PROPERTY FILE - LOT 173 NORTH WEST COASTAL HIGHWAY
P4084	PROPERTY FILE - HAMELIN POOL ROAD
P4085	PROPERTY FILE - LOT 312 DAMPIER ROAD
P4086	PROPERTY FILE - LOT 64 MONKEY MIA ROAD
P4087	PROPERTY FILE - LOT 68 MONKEY MIA ROAD
P4088	PROPERTY FILE - LOT 46 MONKEY MIA ROAD
P4089	PROPERTY FILE - LOT 177 NORTH WEST COASTAL HIGHWAY
P4090	PROPERTY FILE - CHARLIE ISLAND
P4091	PROPERTY FILE - FRIDAY ISLAND
P4092	PROPERTY FILE - ZUYTDORP CLIFFS
P4093	PROPERTY FILE - LOT 52 NORTH WEST COASTAL HIGHWAY
P4094	PROPERTY FILE - LOT 51 & 179 NORTH WEST COASTAL HIGHWAY
P4097	PROPERTY FILE - LOT 6 NORTH WEST COASTAL HIGHWAY
P4098	PROPERTY FILE - LOT 58 MONKEY MIA ROAD
P4099	PROPERTY FILE - LOT 7 NORTH WEST COASTAL HIGHWAY
P4100	PROPERTY FILE - LOC 187 TALISKER ROAD
P4101	PROPERTY FILE - LOC 186 TALISKER ROAD
P4102	PROPERTY FILE - LOT 202 NORTH WEST COASTAL HIGHWAY
P4103	PROPERTY FILE - LOT 185 BYRO-WOODLEIGH MURCHISON
P4104	PROPERTY FILE - LOT 183 BYRO-WOODLEIGH ROAD MURCHISON
P4105	PROPERTY FILE - LOT 184 BYRO-WOODLEIGH ROAD MURCHISON
P4106	PROPERTY FILE - LOT 321 HAMELIN ROAD
P4107	PROPERTY FILE - LOT 292 (1/23) HUGHES STREET
P4108	PROPERTY FILE - LOT 292 (2/23) HUGHES STREET
P4109	PROPERTY FILE - LOT 292 (3/23) HUGHES STREET
P4110	PROPERTY FILE - LOT 292 (4/23) HUGHES STREET
P4111	PROPERTY FILE - LOT 292 (5/23) HUGHES STREET
P4112	PROPERTY FILE - LOT 292 (6/23) HUGHES STREET
P4113	PROPERTY FILE - LOT 292 (7/23) HUGHES STREET
P4114	PROPERTY FILE - LOT 292 (8/23) HUGHES STREET
P4115	PROPERTY FILE - LOT 292 (9/23) HUGHES STREET
P4116	PROPERTY FILE - LOT 292 (10/23) HUGHES STREET
P4117	PROPERTY FILE - LOT 292 (11/23) HUGHES STREET
P4118	PROPERTY FILE - LOT 292 (12/23) HUGHES STREET
P4119	PROPERTY FILE - LOT 292 (13/23) HUGHES STREET
P4120	PROPERTY FILE - LOT 314 (24) DURLACHER STREET
P4121	PROPERTY FILE - LOT 317 & 65 HAMELIN ROAD
P4122	PROPERTY FILE - LOT 251 BYRO-WOODLEIGH ROAD MURCHISON
P4123	PROPERTY FILE - LOT 250 BYRO-WOODLEIGH ROAD MURCHISON
P4124	PROPERTY FILE - LOT 320 (30) FRANCIS ROAD
P4125	PROPERTY FILE - LOT 315 DENHAM-HAMELIN ROAD
P4126	PROPERTY FILE - LOT 319 DENHAM-HAMELIN ROAD
P4128	PROPERTY FILE - LOT 1 (3) SUNTER PLACE
P4131	PROPERTY FILE - LOT 7 (44B) HARTOG CRESCENT
P4134	LOT 92 KNIGHT TERRACE DENHAM
P4157	PROPERTY FILE - LOT SL17 UNIT 17 (117) KNIGHT TERRACE
P4160	PROPERTY FILE - LOT 130 UNIT 20 (117) KNIGHT TERRACE
P4173	PROPERTY FILE - LOT 1 NANGA ROAD, SHARK BAY
P4175	PROPERTY FILE - LOT 11 (90) DURLACHER STREET
P4176	94 (LOT 6) DURLACHER STREET, DENHAM
P4180	PROPERTY FILE - LOT 9 (12) MAINLAND STREET
P4183	PROPERTY FILE - LOT 1 (29) FREYCINET DRIVE
P4184	PROPERTY FILE - LOT 2 (27) FREYCINET DRIVE
P4185	PROPERTY FILE - LOT 3 (25) FREYCINET DRIVE
P4186	PROPERTY FILE - LOT 4 (23) FREYCINET DRIVE
P4187	PROPERTY FILE - LOT 5 (21) FREYCINET DRIVE
P4188	PROPERTY FILE - LOT 6 (19) FREYCINET DRIVE
P4189	PROPERTY FILE - LOT 7 (17) FREYCINET DRIVE
P4190	PROPERTY FILE - LOT 8 (15) FREYCINET DRIVE
P4191	PROPERTY FILE - LOT 9 (13) FREYCINET DRIVE
P4192	PROPERTY FILE - LOT 10 (11) FREYCINET DRIVE
P4193	PROPERTY FILE - LOT 46 (6) MITCHELL RISE

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P4194	PROPERTY FILE - LOT 11 (4) TERRY DESCHAMPS WAY
P4195	PROPERTY FILE - LOT 12 (6) TERRY DESCHAMPS WAY
P4196	PROPERTY FILE - LOT 13 (8) TERRY DESCHAMPS WAY
P4197	PROPERTY FILE - LOT 14 (10) TERRY DESCHAMPS WAY
P4198	PROPERTY FILE - LOT 15 (12) TERRY DESCHAMPS WAY
P4199	LOT 16 (14) TERRY DESCHAMPS WAY
P4200	PROPERTY FILE - LOT 17 (16) TERRY DESCHAMPS WAY
P4201	PROPERTY FILE - LOT 18 (18) TERRY DESCHAMPS WAY
P4202	PROPERTY FILE - LOT 19 (20) TERRY DESCHAMPS WAY
P4203	PROPERTY FILE - LOT 20 (22) TERRY DESCHAMPS WAY
P4204	PROPERTY FILE - LOT 21 (17) TERRY DESCHAMPS WAY
P4205	PROPERTY FILE - LOT 22 (15) TERRY DESCHAMPS WAY
P4206	PROPERTY FILE - LOT 23 (13) TERRY DESCHAMPS WAY
P4207	PROPERTY FILE - LOT 24 (11) TERRY DESCHAMPS WAY
P4208	PROPERTY FILE - LOT 25 (19) TERRY DESCHAMPS WAY
P4209	PROPERTY FILE - LOT 26 (7) TERRY DESCHAMPS WAY
P4210	PROPERTY FILE - LOT 27 (5) TERRY DESCHAMPS WAY
P4211	PROPERTY FILE - LOT 28 (3) TERRY DESCHAMPS WAY
P4212	PROPERTY FILE - LOT 29 (10) MITCHELL RISE
P4213	PROPERTY FILE - LOT 30 (12) MITCHELL RISE
P4214	PROPERTY FILE - LOT 31 (13) MITCHELL RISE
P4215	PROPERTY FILE - LOT 32 (11) MITCHELL RISE
P4216	PROPERTY FILE - LOT 33 (9) MITCHELL RISE
P4217	PROPERTY FILE - LOT 34 (7) MITCHELL RISE
P4218	PROPERTY FILE - LOT 35 (5) MITCHELL RISE
P4219	PROPERTY FILE - LOT 36 (8) MITCHELL RISE
P4220	PROPERTY FILE - LOT 37 (1) MITCHELL RISE
P4221	PROPERTY FILE - LOT 38 (2) SELLENGER HEIGHTS
P4222	PROPERTY FILE - LOT 39 (4) SELLENGER HEIGHTS
P4223	PROPERTY FILE - LOT 40 (6) SELLENGER HEIGHTS
P4224	PROPERTY FILE - LOT 41 (8) SELLENGER HEIGHTS
P4225	PROPERTY FILE - LOT 42 (10) SELLENGER HEIGHTS
P4226	PROPERTY FILE - LOT 43 (12) SELLENGER HEIGHTS
P4227	PROPERTY FILE - LOT 44 (14) SELLENGER HEIGHTS
P4228	PROPERTY FILE - LOT 45 (16) SELLENGER HEIGHTS
P4236	PROPERTY FILE - UNIT 6/34 HUGHES STREET DENHAM
P4237	PROPERTY FILE - LOT 1 (20A) CAPEWELL DRIVE
P4242	PROPERTY FILE - 31C DURLACHER STREET DENHAM
P4243	PROPERTY FILE - LOT 23 (31B) DURLACHER STREET
P4244	PROPERTY FILE - LOT 24 (31A) DURLACHER STREET
P4254	LOT 9502 (42) DENHAM ROAD - RESIDENTIAL ESTATE DENHAM AZURE WATERS SOUTH
P4257	PROPERTY FILE - LOT 103 (5) OAKLEY RIDGE
P4258	PROPERTY FILE - LOT 104 (7) OAKLEY RIDGE
P4259	PROPERTY FILE - LOT 105 (9) OAKLEY RIDGE
P4260	PROPERTY FILE - LOT 106 (11) OAKLEY RIDGE
P4261	PROPERTY FILE - LOT 107 (13) OAKLEY RIDGE
P4262	PROPERTY FILE - LOT 108 (15) OAKLEY RIDGE
P4263	PROPERTY FILE - LOT 109 (17) OAKLEY RIDGE
P4264	PROPERTY FILE - LOT 110 (19) OAKLEY RIDGE
P4265	PROPERTY FILE - LOT 111 (21) OAKLEY RIDGE
P4266	PROPERTY FILE - LOT 113 (29) OAKLEY RIDGE
P4267	PROPERTY FILE - LOT 128 (20) OAKLEY RIDGE
P4268	PROPERTY FILE - LOT 129 (16) OAKLEY RIDGE
P4269	PROPERTY FILE - LOT 141 (10) OAKLEY RIDGE
P4270	PROPERTY FILE - LOT 142 (96) DENHAM ROAD
P4271	PROPERTY FILE - LOT 144 (23) OAKLEY RIDGE
P4272	PROPERTY FILE - LOT 145 (25) OAKLEY RIDGE
P4273	PROPERTY FILE - LOT 146 (27) OAKLEY RIDGE
P4274	PROPERTY FILE - LOT 101 (1) OAKLEY RIDGE
P4275	PROPERTY FILE - LOT 102 (3) OAKLEY RIDGE
P4278	PROPERTY FILE - LOT 3 (19A) KNIGHT TERRACE DENHAM
P4279	PROPERTY FILE - 19B LOT 28 KNIGHT TERRACE DENHAM
P4280	PROPERTY FILE - LOT 303 DIRK HARTOG ISLAND - EDEL LOCATION 76
P4281	PROPERTY FILE - LOT 304 DIRK HARTOG ISLAND - EDEL LOCATION 76
P4282	PROPERTY FILE - LOT 305 DIRK HARTOG ISLAND - EDEL LOCATION 76
P4286	PROPERTY FILE - LOT 17 (48A) HARTOG CRESCENT
P4287	PROPERTY FILE - LOT 18 (48) HARTOG CRESCENT
P4288	PROPERTY FILE - LOT 1 60 VLAMINGH CRESCENT
P4289	PROPERTY FILE - LOT 2 60 VLAMINGH CRESCENT
P4296	PROPERTY FILE - LOT 312 (1) LEEDS COURT
P4300	PROPERTY FILE - LOT 2 (40B) BROCKMAN STREET
P4302	PROPERTY FILE - LOT SL1 (18A) HOULT STREET
P4318	PROPERTY FILE - LOT 309 (7) STELLA ROWLEY DRIVE
P4319	PROPERTY FILE - LOT 345 (70) MONKEY MIA ROAD
P4338	PROPERTY FILE - LOT 70 (22) SPAVEN WAY

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P4349	PROPOERTY FILE - 77 DURLACHER STREET
P4362	PROPERTY FILE - LOT 3 60 VLAMINGH CRESCENT
PA101	PARLIAMENTARY COMMISSIONER
PA102	PARKS AND GARDENS
PA103	PASTORALISTS
PE101	PENSIONER UNITS
PI101	PUBLIC INTEREST DISCLOSURE
PL101	PLANT AND EQUIPMENT - GENERAL
PL101.01	CEO VEHICLE
PL102	PLANT HIRE
PL103	PLANT HIRE - COMMUNITY BUS
PL104	PLANT REPLACEMENT PROGRAM
PO101	POLICY MANUAL
PO110	POLICE DEPARTMENT
PO110.01	POLICE LICENSING DEPARTMENT - LICENSING
PO110.02	POLICE LICENSING - COMMISSION CLAIMS
PO110.03	POLICE LICENSING - TELEPHONE REIMBURSEMENTS
PO111	POLICE LICENSING - LOCAL AUTHORITY NUMBER PLATES
PR101	PRESIDENT
PR105	PRIVATE WORKS - GENERAL
PR110	PROTOCOL
PS2011/12-3 - IT TOOL CARRIER	PREFERRED SUPPLIER 2011/212-3 - INTEGRATED TOOL CARRIER
PU 115.1	PUBLIC TRUSTEE
PU101	PUBLIC RELATIONS - GENERAL
PU102	PUBLIC RELATIONS - PROMOTION
PU106	PUBLIC RELATIONS - TWINNING OF DENHAM
R1000	RATES FILE - LOT 11 (153) KNIGHT TERRACE
R1001	RATES FILE - LOT 12 (155) KNIGHT TERRACE
R1002	RATES FILE - LOT 7 (151) KNIGHT TERRACE
R1003	RATES FILE - LOT 6 (149) KNIGHT TERRACE
R1004	RATES FILE - LOT 5 (147) KNIGHT TERRACE
R1005	RATES FILE - LOT 4 (145) KNIGHT TERRACE
R1006	RATES FILE - LOT 3 (143) KNIGHT TERRACE
R1007	RATES FILE - LOT 2 (141) KNIGHT TERRACE
R1008	RATES FILE - LOT 200 (137) KNIGHT TERRACE
R1009	RATES FILE - LOT 202 (133) KNIGHT TERRACE
R1010	RATES FILE - LOT 115 (129) KNIGHT TERRACE
R1011	RATES FILE - LOT 114 (127) KNIGHT TERRACE
R1012	RATES FILE - LOT 113 (125) KNIGHT TERRACE
R1013	RATES FILE - LOT 112 (123) KNIGHT TERRACE
R1014	RATES FILE - LOT 111 (121) KNIGHT TERRACE
R1015	RATES FILE - LOT 110 (117) KNIGHT TERRACE
R1016	RATES FILE - LOT 109 (113) KNIGHT TERRACE
R1017	RATES FILE - LOT 108 (111) KNIGHT TERRACE
R1018	RATES FILE - LOT 200 (91) KNIGHT TERRACE
R1019	RATES FILE - LOT 11 (97) KNIGHT TERRACE
R1020	RATES FILE - LOT 21 (91-93) KNIGHT TERRACE
R1021	RATES FILE - LOT 201 (135) KNIGHT TERRACE
R1022	RATES FILE - LOT 203 (131) KNIGHT TERRACE
R1023	RATES FILES - LOT 8 (89) KNIGHT TERRACE
R1024	RATES FILE - LOT 17 (85) KNIGHT TERRACE
R1027	RATES FILE - LOT 4,5 (75-83) KNIGHT TERRACE
R1029	RATES FILE - LOT 1 (71) KNIGHT TERRACE
R1030	RATES FILE - LOT 2 (69) KNIGHT TERRACE
R1031	RATES FILE - LOT 322 (65-67) KNIGHT TERRACE
R1032	RATES FILE - LOTS 320,321 (59-63) KNIGHT TERRACE
R1033	RATES FILE - LOT 276 (161) KNIGHT TERRACE
R1034	RATES FILE - LOT 9 (55) KNIGHT TERRACE
R1035	RATES FILE - LOT 11 (51) KNIGHT TERRACE
R1037	RATES FILE - LOT 13,14 (43-47) KNIGHT TERRACE
R1038	RATES FILE - LOT 16,17 (39-41) KNIGHT TERRACE
R1039	RATES FILE - LOT 18 (37) KNIGHT TERRACE
R1040	RATES FILE - LOT 19 (35) KNIGHT TERRACE
R1041	RATES FILE - LOT 20,21 (33) KNIGHT TERRACE
R1042	RATES FILE - LOT 22 (29) KNIGHT TERRACE
R1043	RATES FILE - LOT 23 (27) KNIGHT TERRACE
R1044	RATES FILE - LOT 91 (25) KNIGHT TERRACE
R1045	RATES FILE - LOT 92 (23) KNIGHT TERRACE
R1046	RATES FILE - LOT 27 (21) KNIGHT TERRACE
R1047	RATES FILE - LOT 28 (19) KNIGHT TERRACE
R1048	RATES FILE - LOT 41 (17) KNIGHT TERRACE
R1049	RATES FILE - LOT 90 (15) KNIGHT TERRACE
R1050	RATES FILE - LOT 43 (13) KNIGHT TERRACE




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R1051	RATES FILE - LOS 44,45,46,47,48 (3-11) KNIGHT TERRACE
R1052	RATES FILE - LOT 49 (1) KNIGHT TERRACE
R1053	RATES FILE - LOT 310 (1) STELLA ROWLEY DRIVE
R1054	RATES FILE - LOT 50 (2) HUGHES STREET
R1055	RATES FILE - LOT 51 (4) HUGHES STREET
R1056	RATES FILE - LOT 52 (6) HUGHES STREET
R1057	RATES FILE - LOT 53 (8) HUGHES STREET
R1058	RATES FILE - LOT 54 (10) HUGHES STREET
R1059	RATES FILE - LOT 55 (12) HUGHES STREET
R1060	RATES FILE - LOT 56 (3) PAGET STREET
R1061	RATES FILE - LOT 89 (16) HUGHES STREET
R1064	RATES FILE - LOT 58 (18) HUGHES STREET
R1065	RATES FILE - LOT 59 (20) HUGHES STREET
R1066	RATES FILE - LOT 60 (24) HUGHES STREET
R1067	RATES FILE - LOT 62 (26) HUGHES STREET
R1068	RATES FILE - LOT 63 (28) HUGHES STREET
R1069	RATES FILE - LOT 64 (30) HUGHES STREET
R1070	RATES FILE - LOT 65 (32) HUGHES STREET
R1071	RATES FILE - LOT 66 (34) HUGHES STREET
R1072	RATES FILE - LOT 67 (36) HUGHES STREET
R1073	RATES FILE - LOT 68 (38) HUGHES STREET
R1074	RATES FILE - LOT 69 (40) HUGHES STREET
R1075	RATES FILE - LOT 5 (14) DURLACHER STREET
R1076	RATES FILE - LOT 57 (74) HUGHES STREET
R1077	RATES FILE - LOT 56 (78) HUGHES STREET
R1078	RATES FILE - LOT 55 (80) HUGHES STREET
R1079	RATES FILE - LOT 54 (82) HUGHES STREET
R1080	RATES FILE - LOT 53 (84 ) HUGHES STREET
R1081	RATES FILE - LOT 52 (88) HUGHES STREET
R1082	RATES FILE - LOT 51 (1/90) HUGHES STREET
R1083	RATES FILE - LOT 50 (89) HUGHES STREET
R1084	RATES FILE - LOT 49 (87) HUGHES STREET
R1085	RATES FILE - LOT 48 (85) HUGHES STREET
R1086	RATES FILE - LOT 47 (83) HUGHES STREET
R1087	RATES FILE - LOT 1087 (81) HUGHES STREET
R1088	RATES FILE - LOT 45 (79) HUGHES STREET
R1089	RATES FILE - LOT 115 (77) HUGHES STREET
R1090	RATES FILE - LOT 43 (2) HARTOG CRESCENT
R1091	RATES FILE - LOT 33 (73) HUGHES STREET
R1092	RATES FILE - LOT 32 (71) HUGHES STREET
R1093	RATES FILE - LOT 31 (69) HUGHES STREET
R1094	RATES FILE - LOT 30 (67) HUGHES STREET
R1098	RATES FILE - LOT 126 (21) HUGHES STREET
R1099	RATES FILE - LOT 130 (6) DENHAM ROAD
R1100	RATES FILE - LOT 2 (26) BROCKMAN STREET
R1101	RATES FILE - LOT 26 (1) MAINLAND STREET
R1102	RATES FILE - LOT 25 (30) DENHAM ROAD
R1103	RATES FILE - LOT 24 (32) DENHAM ROAD
R1104	RATES FILE - LOT 23 UNIT 1 (36) DENHAM ROAD
R1105	RATES FILE - LOT 23 UNIT 2 (36) DENHAM ROAD
R1106	RATES FILE - LOT 23 UNIT 3 (36) DENHAM ROAD
R1107	RATES FILE - LOT 23 UNIT 4 (36) DENHAM ROAD
R1108	RATES FILE - LOT 23 (11) DENHAM ROAD
R1110	RATES FILE - LOT 128 (4) MAINLAND STREET
R1111	RATES FILE - LOT 1 (6) MAINLAND STREET
R1112	RATES FILE - LOT 2 (8) MAINLAND STREET
R1113	RATES FILE - LOT 3 (10) MAINLAND STREET
R1114	RATES FILE - LOT 29 (13) MAINLAND STREET
R1115	RATES FILE - LOT 28 (9) MAINLAND STREET
R1116	RATES FILE - LOT 30 (5) MAINLAND STREET
R1117	RATES FILE - LOT 59 (4) HARTOG CRESCENT
R1118	RATES FILE - LOT 60 (6) HARTOG CRESCENT
R1119	RATES FILE - LOT 61 (8) HARTOG CRESCENT
R1120	RATES FILE - LOT 100 (10) HARTOG CRESCENT
R1121	RATES FILE - LOT 100 (12) HARTOG CRESCENT
R1123	RATES FILE - LOT 65 (16) HARTOG CRESCENT
R1124	RATES FILE - LOT 66 (18) HARTOG CRESCENT
R1125	RATES FILE - LOT 67 (20) HARTOG CRESCENT
R1126	RATES FILE - LOT 68 (22) HARTOG CRESCENT
R1127	RATES FILE - LOT 69 (26) HARTOG CRESCENT
R1128	RATES FILE - LOT 69 (24) HARTOG CRESCENT
R1129	RATES FILE - LOT 70 (30) HARTOG CRESCENT
R1130	RATES FILE - LOT 71 (32) HARTOG CRESCENT
R1131	RATES FILE - LOT 72 (34) HARTOG CRESCENT
R1132	RATES FILE - LOT 73 (2/38) HARTOG CRESCENT

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R1133	RATES FILE - LOT 74 (40) HARTOG CRESCENT
R1134	RATES FILE - LOT 75 (42) HARTOG CRESCENT
R1135	RATES FILE - LOT 76 (44) HARTOG CRESCENT
R1136	RATES FILE - LOT 77 (46) HARTOG CRESCENT
R1137	RATES FILE - LOT 78 (48) HARTOG CRESCENT
R1138	RATES FILE - LOT 79 (57) HARTOG CRESCENT
R1139	RATES FILE - LOT 80 (55) HARTOG CRESCENT
R1140	RATES FILE - LOT 81 (51) HARTOG CRESCENT
R1143	RATES FILE - LOT 82 (49) HARTOG CRESCENT
R1144	RATES FILE - LOT 83 (47) HARTOG CRESCENT
R1145	RATES FILE - LOT 84 (45) HARTOG CRESCENT
R1146	RATES FILE - LOT 85 (43) HARTOG CRESCENT
R1147	RATES FILE - LOT 86 (41) HARTOG CRESCENT
R1148	RATES FILE - LOT 87 (39) HARTOG CRESCENT
R1149	RATES FILE - LOT 88 (37) HARTOG CRESCENT
R1150	RATES FILE - LOT 89 (35) HARTOG CRESCENT
R1152	RATES FILE - LOT 91 (31) HARTOG CRESCENT
R1153	RATES FILE - LOT 92 (29) HARTOG CRESCENT
R1156	RATES FILE - LOT 93 (27) HARTOG CRESCENT
R1157	RATES FILE - LOT 94 (25) HARTOG CRESCENT
R1158	RATES FILE - LOT 95 (23) HARTOG CRESCENT
R1159	RATES FILE - LOT 34 (1) DIRK PLACE
R1160	RATES FILE - LOT 35 (3) DIRK PLACE
R1161	RATES FILE - LOT 36 (5) DIRK PLACE
R1162	RATES FILE - LOT 37 (7) DIRK PLACE
R1163	RATES FILE - LOT 38 (10) DIRK PLACE
R1165	RATES FILE - LOT 40 (6) DIRK PLACE
R1166	RATES FILE - LOT 41 (4) DIRK PLACE
R1167	RATES FILE - LOT 42 (2) DIRK PLACE
R1168	RATES FILE - LOT 58 (8) DURLACHER STREET
R1170	RATES FILE - LOT 14 (32) DURLACHER STREET
R1171	RATES FILE - LOT 15 (34) DURLACHER STREET
R1172	RATES FILE - LOT 16 (36) DURLACHER STREET
R1173	RATES FILE - LOT 17 (38) DURLACHER STREET
R1174	RATES FILE - LOT 18 (40) DURLACHER STREET
R1175	RATES FILE - LOT 19 (42) DURLACHER STREET
R1176	RATES FILE - LOT 20 (44) DURLACHER STREET
R1177	RATES FILE - LOT 21 (46) DURLACHER STREET
R1178	RATES FILE - LOT 1 (2) SPAVEN WAY
R1180	RATES FILE - LOT 162 (31) DURLACHER STREET
R1181	RATES FILE - LOT 162 (11) DURLACHER STREET
R1183	RATES FILE - LOT 161 (33) DURLACHER STREET
R1184	RATES FILE - LOT 160 (35) DURLACHER STREET
R1185	RATES FILE - LOT 159 (37) DURLACHER STREET
R1186	RATES FILE - LOT 158 (39) DURLACHER STREET
R1187	RATES FILE - LOT 157 (41) DURLACHER STREET
R1188	RATES FILE - LOT 156 (43) DURLACHER STREET
R1189	RATES FILE - LOT 155 (45) DURLACHER STREET
R1190	RATES FILE - LOT 154 (47) DURLACHER STREET
R1191	RATES FILE - LOT 153 (49) DURLACHER STREET
R1192	RATES FILE - LOT 97 (50) DURLACHER STREET
R1193	RATES FILE - LOT 98 (52) DURLACHER STREET
R1194	RATES FILE - LOT 99 (54) DURLACHER STREET
R1195	RATES FILE - LOT 101 (58) DURLACHER STREET
R1196	RATES FILE - LOT 102 (60) DURLACHER STREET
R1197	RATES FILE - LOT 105 (68) DURLACHER STREET
R1198	RATES FILE - LOT 106 (70) DURLACHER STREET
R1199	RATES FILE - LOT 108 (1B) CROSS STREET
R1200	RATES FILE - LOT 109 (76) DURLACHER STREET
R1201	RATES FILE - LOT 110 (78) DURLACHER STREET
R1202	RATES FILE - LOT 111 (80) DURLACHER STREET
R1203	RATES FILE - LOT 112 (82) DURLACHER STREET
R1204	RATES FILE - LOT 113 (84) DURLACHER STREET
R1205	RATES FILE - LOT 114 (86) DURLACHER STREET
R1206	RATES FILE - LOT 115 (88) DURLACHER STREET
R1207	RATES FILE - LOT 116 (90) DURLACHER STREET
R1208	RATES FILE - LOT 151 (53) DURLACHER STREET
R1209	RATES FILE - LOT 138 (2) TALBOT STREET
R1210	RATES FILE - LOT 137 (61) DURLACHER STREET
R1211	RATES FILE - LOT 135 (65) DURLACHER STREET
R1212	RATES FILE - LOT 133 (69) DURLACHER STREET
R1213	RATES FILE - LOT 74 (21) BROCKMAN STREET
R1214	RATES FILE - LOT 75 (23) BROCKMAN STREET
R1215	RATES FILE - LOT 76 (27) BROCKMAN STREET
R1216	RATES FILE - LOT 77 (29) BROCKMAN STREET

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R1217	RATES FILE - LOT 78 (31) BROCKMAN STREET
R1218	RATES FILE - LOT 79 (33) BROCKMAN STREET
R1219	RATES FILE - LOT 81 (37) BROCKMAN STREET
R1220	RATES FILE - LOT 82 (39) BROCKMAN STREET
R1221	RATES FILE - LOT 500 BROCKMAN STREET
R1222	RATES FILE - LOT 500 (29) BROCKMAN STREET
R1223	RATES FILE - LOT 500 (31) BROCKMAN STREET
R1224	RATES FILE - LOT 202 (49) BROCKMAN STREET
R1225	RATES FILE - LOT 201 (51) BROCKMAN STREET
R1226	RATES FILE - LOT 200 (53) BROCKMAN STREET
R1227	RATES FILE - LOT 199 (55) BROCKMAN STREET
R1228	RATES FILE - LOT 198 (57) BROCKMAN STREET
R1229	RATES FILE - LOT 197 (59) BROCKMAN STREET
R1230	RATES FILE - LOT 196 (61) BROCKMAN STREET
R1231	RATES FILE - LOT 195 (63) BROCKMAN STREET
R1232	RATES FILE - LOT 193 (67) BROCKMAN STREET
R1233	RATES FILE - LOT 195 (69) BROCKMAN STREET
R1234	RATES FILE - LOT 191 (71) BROCKMAN STREET
R1236	RATES FILE - LOT 148 (71) DURLACHER STREET
R1237	RATES FILE - LOT 147 (64) BROCKMAN STREET
R1238	RATES FILE - LOT 146 (62) BROCKMAN STREET
R1239	RATES FILE - LOT 145 (60) BROCKMAN STREET
R1240	RATES FILE - LOT 144 (58) BROCKMAN STREET
R1241	RATES FILE - LOT 143 (56) BROCKMAN STREET
R1242	RATES FILE - LOT 142 (54) BROCKMAN STREET
R1243	RATES FILE - LOT 95 (50) BROCKMAN STREET
R1244	RATES FILE - LOT 96 (48) BROCKMAN STREET
R1245	RATES FILE - LOT 97 (46) BROCKMAN STREET
R1246	RATES FILE - LOT 98 (44) BROCKMAN STREET
R1247	RATES FILE - LOT 99 (42) BROCKMAN STREET
R1248	RATES FILE - LOT 100 (40) BROCKMAN STREET
R1249	RATES FILE - LOT 3 (6) SPAVEN WAY
R1250	RATES FILE - LOT 2 (8) SPAVEN WAY
R1252	RATES FILE - LOT 137 (3) SPAVEN WAY
R1253	RATES FILE - LOT 138 (5) SPAVEN WAY
R1254	RATES FILE - LOT 139 (7) SPAVEN WAY
R1255	RATES FILE - LOT 188 (24) SPAVEN WAY
R1256	RATES FILE - LOT 189 (21) SPAVEN WAY
R1257	RATES FILE - LOT 190 (19) SPAVEN WAY
R1258	RATE FILE - LOT 191 (17) SPAVEN WAY
R1259	RATES FILE - LOT 192 (15) SPAVEN WAY
R1260	RATES FILE - LOT 193 (13) SPAVEN WAY
R1261	RATE FILE - LOT 194 (11) SPAVEN WAY
R1262	RATES FILE - LOT 195 (9) SPAVEN WAY
R1263	RATES FILE - LOT 101 (38) BROCKMAN STREET
R1265	RATES FILE - LOT 102 (36) BROCKMAN STREET
R1266	RATES FILE - LOT 103 (34) BROCKMAN STREET
R1267	RATES FILE - LOT 104 (32) BROCKMAN STREET
R1268	RATES FILE - LOT 105 (30) BROCKMAN STREET
R1269	RATES FILE - LOT 1 (28) BROCKMAN STREET
R1270	RATES FILE - LOT 140 (6) TALBOT STREET
R1271	RATES FILE - LOT 139 (4) TALBOT STREET
R1272	RATES FILE - LOT 174 (25) HOULT STREET
R1274	RATES FILE - LOT 176 (21) HOULT STREET
R1275	RATES FILE - LOT 177 (19) HOULT STREET
R1276	RATES FILE - LOT 178 (17) HOULT STREET
R1277	RATES FILE - LOT 179 (15) HOULT STREET
R1278	RATES FILE - LOT 180 (13) HOULT STREET
R1279	RATES FILE - LOT 181 (2) HOULT STREET
R1280	RATES FILE - LOT 182 (4) HOULT STREET
R1281	RATES FILE - LOT 183 (6) HOULT STREET
R1282	RATES FILE - LOT 184 (8) HOULT STREET
R1283	RATES FILE - LOT 185 (10) HOULT SREET
R1284	RATES FILE - LOT 186 (12) HOULT STREET
R1285	RATES FILE - LOT 187 (14) HOULT STREET
R1286	RATES FILE - LOT 188 (16) HOULT STREET
R1288	RATES FILE - LOT 189 (18) HOULT STREET
R1290	RATES FILE - LOT 190 (20) HOULT STREET
R1291	RATES FILE - LOT 190 (20) HOULT STREET
R1292	RATES FILE - LOT 166 (2) MEAD STREET
R1293	RATES FILE - LOT 167 (4) MEAD STREET
R1294	RATES FILE - LOT 168 (6) MEAD STREET
R1295	RATES FILE - LOT 169 (8) MEAD STREET
R1296	RATES FILE - LOT 170 (10) MEAD STREET
R1297	RATES FILE - LOT 171 (12) MEAD STREET

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R1298	RATES FILE - LOT 172 (14) MEAD STREET
R1299	RATES FILE - LOT 173 (16) MEAD STREET
R1300	RATES FILE - LOT 255 (91) DURLACHER STREET
R1301	RATES FILE - LOT 256 (17) MEAD STREET
R1302	RATES FILE - LOT 257 (15) MEAD STREET
R1303	RATES FILE - LOT 258 (13) MEAD STREET
R1304	RATES FILE - LOT 259 (11) MEAD STREET
R1305	RATES FILE - LOT 260 (9) MEAD STREET
R1306	RATES FILE - LOT 261 (7) MEAD STREET
R1307	RATES FILE - LOT 262 (5) MEAD STREET
R1308	RATES FILE - LOT 263 (3) MEAD STREET
R1309	RATES FILE - LOT 264 (1/1) MEAD STREET
R1310	RATES FILE - LOT 227 (7) BAUDIN STREET
R1311	RATES FILE - LOT 235 (6) VLAMINGH CRESCENT
R1312	RATES FILE - LOT 236 (18) VLAMINGH CRESCENT
R1313	RATES FILE - LOT 237 (22) VLAMINGH CRESCENT
R1314	RATES FILE - LOT 238 (28) VLAMINGH CRESCENT
R1315	RATES FILE - LOT 239 (32) VLAMINGH CRESCENT
R1316	RATES FILE - LOT 240 (36) VLAMINGH CRESCENT
R1317	RATES FILE - LOT 251 (5) VLAMINGH CRESCENT
R1318	RATES FILE - LOT 279 (13) VLAMINGH CRESCENT
R1319	RATES FILE - LOT 280 (17) VLAMINGH CRESCENT
R1320	RATES FILE - LOT 281 (21) VLAMINGH CRESCENT
R1321	RATES FILE - LOT 282 (23) VLAMINGH CRESCENT
R1322	RATES FILE - LOT 283 (25) VLAMINGH CRESCENT
R1323	RATES FILE - LOT 284 (29) VLAMINGH CRESCENT
R1324	RATES FILE - LOT 285 (33) VLAMINGH CRESCENT
R1325	RATES FILE - LOT 286 (37) VLAMINGH CRESCENT
R1326	RATES FILE - LOT 287 (45) VLAMINGH CRESCENT
R1327	RATES FILE - LOT 288 (49) VLAMINGH CRESCENT
R1328	RATES FILE - LOT 289 (53) VLAMINGH CRESCENT
R1329	RATES FILE - LOT 290 (52) VLAMINGH CRESCENT
R1330	RATES FILE - LOT 291 (141) DAMPIER ROAD
R1331	RATES FILE - LOT 59 (42) DENHAM ROAD
R1332	RATES FILE - LOT 252 (113) DAMPIER ROAD
R1333	RATES FILE - LOT 234 (119) DAMPIER ROAD
R1334	RATES FILE - LOT 233 (123) DAMPIER ROAD
R1335	RATES FILE - LOT 231 (125) DAMPIER ROAD
R1336	RATES FILE - LOT 230 (129) DAMPIER ROAD
R1337	RATES FILE - LOT 229 (133) DAMPIER ROAD
R1338	RATES FILE - LOT 228 (135) DAMPIER ROAD
R1339	RATES FILE - LOT 243 (124) DAMPIER ROAD
R1340	RATES FILE - LOT 244 (118) DAMPIER ROAD
R1341	RATES FILE - LOT 245 (112) DAMPIER ROAD
R1342	RATES FILE - LOT 246 (108) DAMPIER ROAD
R1343	RATES FILE - LOT 1 (100) DAMPIER ROAD
R1344	RATES FILE - LOT 2 (96) DAMPIER ROAD
R1345	RATES FILE - LOT 249 (92) DAMPIER ROAD
R1346	RATES FILE - LOT 250 (86) DAMPIER ROAD
R1347	RATES FILE - LOT 1 HAMELIN ROAD
R1348	RATES FILE - LOT 127 (21) CAPEWELL DRIVE
R1349	RATES FILE - LOT 128 CROSS STREET
R1350	RATES FILE - LOT 162 (26) CAPEWELL DRIVE
R1351	RATES FILE - LOT 163 (4) WEAR PLACE
R1352	RATES FILE - LOT 164 (6) WEAR PLACE
R1353	RATES FILE - LOT 165 (8) WEAR PLACE
R1354	RATES FILE - LOT 166 (7) WEAR PLACE
R1355	RATES FILE - LOT 167 (5) WEAR PLACE
R1356	RATES FILE - LOT 168 (3) WEAR PLACE
R1357	RATES FILE - LOT 169 (28) CAPEWELL DRIVE
R1358	RATES FILE - LOT 196 (2) POLAND ROAD
R1359	RATES FILE - LOT 197 (4) POLAND ROAD
R1360	RATES FILE - LOT 216 (5) POLAND ROAD
R1361	RATES FILE - LOT 217 (3) POLAND ROAD
R1362	RATES FILE - LOT 218 (1) POLAND ROAD
R1363	RATES FILE - LOT 179 (13) EDWARDS STREET
R1364	RATES FILE - LOT 180 (11) EDWARDS STREET
R1365	RATES FILE - LOT 181 (9) EDWARDS STREET
R1366	RATES FILE - LOT 209 (14) EDWARDS STREET
R1367	RATES FILE - LOT 210 (12) EDWARDS STREET
R1368	RATES FILE - LOT 211 (10) EDWARDS STREET
R1369	RATES FILE - LOT 212 (8) EDWARDS STREET
R1370	RATES FILE - LOT 213 (6) EDWARDS STREET
R1371	RATES FILE - LOT 214 (4) EDWARDS STREET
R1372	RATES FILE - LOT 215 (2) EDWARDS STREET

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R1373	RATES FILE - LOT 182 (4) FLETCHER COURT
R1374	RATES FILE - LOT 183 (6) FLETCHER COURT
R1375	RATES FILE - LOT 184 (8) FLETCHER COURT
R1376	RATES FILE - LOT 185 (10) FLETCHER COURT
R1377	RATES FILE - LOT 186 (9) FLETCHER COURT
R1379	RATES FILE - LOT 143 (6) SUNTER PLACE
R1380	RATES FILE - LOT 144 (8) SUNTER PLACE
R1381	RATES FILE - LOT 145 (10) SUNTER PLACE
R1382	RATES FILE - LOT 1 (12A) SUNTER PLACE
R1383	RATES FILE - LOT 147 (14) SUNTER PLACE
R1384	RATES FILE - LOT 149 (18) SUNTER PLACE
R1385	RATES FILE - LOT 150 (15) SUNTER PLACE
R1386	RATES FILE - LOT 151 (13) SUNTER PLACE
R1387	RATES FILE - LOT 152 (11) SUNTER PLACE
R1388	RATES FILE - LOT 153 (9) SUNTER PLACE
R1389	RATES FILE - LOT 154 (7) SUNTER PLACE
R1390	RATES FILE - LOT 155 (3) SUNTER PLACE
R1391	RATES FILE - LOT 156 (1) SUNTER PLACE
R1392	RATES FILE - LOT 122 (31) CAPEWELL DRIVE
R1393	RATES FILE - LOT 123 (29) CAPEWELL DRIVE
R1394	RATES FILE - LOT 124 (27) CAPEWELL DRIVE
R1395	RATES FILE - LOT 125 (25) CAPEWELL DRIVE
R1396	RATES FILE - LOT 126 (23) CAPEWELL DRIVE
R1397	RATES FILE - LOT 230 (15) CAPEWELL DRIVE
R1398	RATES FILE - LOT 231 (13) CAPEWELL DRIVE
R1399	RATES FILE - LOT 133 (9) CAPEWELL DRIVE
R1400	RATES FILE - LOT 232 (11) CAPEWELL DRIVE
R1401	RATES FILE - LOT 135 (5) CAPEWELL DRIVE
R1402	RATES FILE - LOT 136 (3) CAPEWELL DRIVE
R1403	RATES FILE - LOT 157 (16) CAPEWELL DRIVE
R1404	RATES FILE - LOT 158 (18) CAPEWELL DRIVE
R1405	RATES FILE - LOT 159 (20) CAPEWELL DRIVE
R1406	RATES FILE - LOT 160 (22) CAPEWELL DRIVE
R1407	RATES FILE - LOT 161 (24) CAPEWELL DRIVE
R1408	RATES FILE - LOT 170 (30) CAPEWELL DRIVE
R1409	RATES FILE - LOT 171 (32) CAPEWELL DRIVE
R1410	RATES FILE - LOT 172 (34) CAPEWELL DRIVE
R1411	RATES FILE - LOT 173 (36) CAPEWELL DRIVE
R1412	RATES FILE - LOT 174 (38) CAPEWELL DRIVE
R1413	RATES FILE - LOT 175 (40) CAPEWELL DRIVE
R1414	RATES FILE - LOT 176 (42) CAPEWELL DRIVE
R1415	RATES FILE - LOT 177 (44) CAPEWELL DRIVE
R1416	RATES FILE - LOT 178 (46) CAPEWELL DRIVE
R1417	RATES FILE - LOT 198 (35) CAPEWELL DRIVE
R1418	RATES FILE - LOT 199 (37) CAPEWELL DRIVE
R1419	RATES FILE - LOT 200 (39) CAPEWELL DRIVE
R1420	RATES FILE - LOT 201 (41) CAPEWELL DRIVE
R1421	RATES FILE - LOT 202 (43) CAPEWELL DRIVE
R1422	RATES FILE - LOT 203 (45) CAPEWELL DRIVE
R1423	RATES FILE - LOT 204 (47) CAPEWELL DRIVE
R1424	RATES FILE - LOT 205 (49) CAPEWELL DRIVE
R1425	RATES FILE - LOT 206 (51) CAPEWELL DRIVE
R1426	RATES FILE - LOT 207 (53) CAPEWELL DRIVE
R1428	RATES FILE - LOT 149 (57) DURLACHER STREET
R1429	RATES FILE - LOT 211 (7A) FRY COURT
R1430	RATES FILE - LOT 212 (11) FRY COURT
R1431	RATES FILE - LOT 213 (13) FRY COURT
R1432	RATES FILE - LOT 214 (15) FRY COURT
R1433	RATES FILE - LOT 215 (17) FRY COURT
R1434	RATES FILE - LOT 216 (19) FRY COURT
R1435	RATES FILE - LOT 217(21) FRY COURT
R1436	RATES FILE - LOT 218 (23) FRY COURT
R1437	RATES FILE - LOT 219 (25) FRY COURT
R1438	RATES FILE - LOT 220 (27) FRY COURT
R1439	RATES FILE - LOT 221 (29) FRY COURT
R1440	RATES FILE - LOT 222 (31) FRY COURT
R1441	RATES FILE - LOT 223 (33) FRY COURT
R1442	RATES FILE - LOT 1 (35A) FRY COURT
R1443	RATES FILE - LOT 225 (26) FRY COURT
R1444	RATES FILE - LOT 226 (24) FRY COURT
R1445	RATES FILE - LOT 227 (22) FRY COURT
R1446	RATES FILE - LOT 228 (20) FRY COURT
R1447	RATES FILE - LOT 229 (18) FRY COURT
R1448	RATES FILE - LOT 230 (16) FRY COURT
R1449	RATES FILE - LOT 231 (14) FRY COURT

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R1450	RATES FILE - LOT 232 (12) FRY COURT
R1451	RATES FILE - LOT 233 (10) FRY COURT
R1452	RATES FILE - LOT 234 (6A) FRY COURT
R1453	RATES FILE - LOT 140 UNIT 1 (4) CAPEWELL DRIVE
R1454	RATES FILE - LOT 140 UNIT 2 (4) CAPEWELL DRIVE
R1455	RATES FILE - LOT 140 UNIT 3 (4) CAPEWELL DRIVE
R1456	RATES FILE - LOT 140 UNIT 4 (4) CAPEWELL DRIVE
R1457	RATES FILE - LOT 140 UNIT 5 (4) CAPEWELL DRIVE
R1458	RATES FILE - LOT 140 UNIT 6 (4) CAPEWELL DRIVE
R1459	RATES FILE - LOT 309 (40) MONKEY MIA ROAD
R1460	RATES FILE - LOT 264 (2/1) MEAD STREET
R1461	RATES FILE - LOT 90 (60) MONKEY MIA ROAD
R1462	RATES FILE - LOT 108 (1A) CROSS STREET
R1463	RATES FILE - LOT 136 (63) DURLACHER STREET
R1464	RATES FILE - LOT 270 KNIGHT TERRACE
R1465	RATES FILE - LOT 5 MONKEY MIA ROAD
R1466	RATES FILE - LOT 64 (14) HARTOG CRESCENT
R1467	RATES FILE - LOT 90 (33) HARTOG CRESCENT
R1468	RATES FILE - LOT 39 (8) DIRK PLACE
R1469	RATES FILE - LOT 175 (23) HOULT STREET
R1470	RATES FILE - LOT 10 (53) KNIGHT TERRACE
R1471	RATES FILE - LOT 100 (56) DURLACHER STREET
R1472	RATES FILE - LOT 107 (72) DURLACHER STREET
R1473	RATES FILE - LOT 129 (17) CAPEWELL DRIVE
R1474	RATES FILE - LOT 217 (22) DURLACHER STREET
R1475	RATES FILE - LOT 134 CAPEWELL DRIVE
R1476	RATES FILE - LOT 294 (33) HUGHES STREET
R1477	RATES FILE - LOT 217 (22) DURLACHER STREET
R1478	RATES FILE - LOT 200 (91) KNIGHT TERRACE
R1479	RATES FILE - LOT 101 (17) MAINLAND STREET
R1480	RATES FILE - LOT 102 (19) MAINLAND STREET
R1481	RATES FILE - LOT 103 (21) MAINLAND STREET
R1482	RATES FILE - LOT 73 (1/38) HARTOG CRESCENT
R1483	RATES FILE - LOT 150 (55) DURLACHER STREET
R1484	RATES FILE - LOT 234 (6) FRY COURT
R1485	RATES FILE - LOT 301 (14) SPAVEN WAY
R1486	RATES FILE - LOT 302 (16) SPAVEN WAY
R1487	RATES FILE - LOT 303 (4) LEEDS COURT
R1488	RATES FILE - LOT 304 (6) LEEDS COURT
R1489	RATES FILE - LOT 305 (8) LEEDS COURT
R1490	RATES FILE - LOT 306 (10) LEEDS COURT
R1491	RATES FILE - LOT 307 (11) LEEDS COURT
R1492	RATES FILE - LOT 308 (9) LEEDS COURT
R1493	RATES FILE - LOT 309 (7) LEEDS COURT
R1494	RATES FILE - LOT 310 (5) LEEDS COURT
R1495	RATES FILE - LOT 311 (3) LEEDS COURT
R1496	RATES FILE - LOT 312 (18) SPAVEN WAY
R1497	RATES FILE - LOT 313 (20) SPAVEN WAY
R1498	RATES FILE - LOT 211 (7B) FRY COURT
R1499	RATES FILE - LOT 2 (12B) SUNTER PLACE
R1500	RATES FILE - LOT 2 (35B) FRY COURT
R1501	RATES FILE - LOT 3 (35C) FRY COURT
R1502	RATES FILE - LOT 51 (2/90) HUGHES STREET
R1503	RATES FILE - LOT 1 (1/71) KNIGHT TERRACE
R1504	RATES FILE - LOT 1 (2/71) KNIGHT TERRACE
R1505	RATES FILE - LOT 1 (3/71) KNIGHT TERRACE
R1506	RATES FILE - LOT 1 (4/71) KNIGHT TERRACE
R1507	RATES FILE - LOT 1 (5/71) KNIGHT TERRACE
R1508	RATES FILE - LOT 1 (6/71) KNIGHT TERRACE
R1509	RATES FILE - LOT 91 (41) BROCKMAN STREET
R1510	RATES FILE - LOT 23 (16) DENHAM ROAD
R1511	RATES FILE - LOT 200 (99) KNIGHT TERRACE
R1512	RATES FILE - LOT 317 MONKEY MIA ROAD
R1513	RATES FILE - LOT 8 (7) DURLACHER STREET
R1514	RATES FILE - LOT 128 (3A) CROSS STREET
R1515	RATES FILE - LOT 128 (3B) CROSS STREET
R1516	RATES FILE - LOT 323 (57) VLAMINGH CRESCENT
R1517	RATES FILE - LOT 324 (61) VLAMINGH CRESCENT
R1518	RATES FILE - LOT 325 (65) VLAMINGH CRESCENT
R1519	RATES FILE - LOT 326 (69) VLAMINGH CRESCENT
R1520	RATES FILE - LOT 327 (72) VLAMINGH CRESCENT
R1521	RATES FILE - LOT 328 (161) DAMPIER ROAD
R1522	RATES FILE - LOT 329 (157) DAMPIER ROAD
R1523	RATES FILE - LOT 330 (153) DAMPIER ROAD
R1524	LOT 331 (151) DAMPIER ROAD

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R1525	RATES FILE - LOT 331 (151) DAMPIER ROAD
R1526	RATES FILE - LOT 333 (143) DAMPIER ROAD
R1527	RATES FILE - LOT 334 (56) VLAMINGH CRESCENT
R1528	RATES FILE - LOT 335 (60) VLAMINGH CRESCENT
R1529	RATES FILE - LOT 336 (64) VLAMINGH CRESCENT
R1530	RATES FILE - LOT 337 (68) VLAMINGH CRESCENT
R1531	RATES FILE - LOT 2 (4) SPAVEN WAY
R2001	RATES FILE - LOT 220 HAMELIN POOL ROAD HAMELIN
R2002	RATES FILE - LOT 161 HAMELIN POOL ROAD HAMELIN
R2003	RATES FILE - LOT 174 NORTH WEST COASTAL HIGHWAY OVERLANDER
R2004	RATES FILE - LOT 227 CARBLA ROAD
R2005	RATES FILE - LOT 223 COBURN ROAD
R2006	RATES FILE - LOT 219 MEADOW ROAD
R2007	RATES FILE - LOT 211 BYRO-WOODLEIGH ROAD
R2008	RATES FILE - GILROYD ROAD GILROYD
R2009	RATES FILE - YALARDY ROAD YALARDY
R2010	RATES FILE - LOT 212 TALISKER ROAD
R2011	RATES FILE - LOT 63 CALLYTHARRA ROAD
R2012	RATES FILE - LOT 76 DIRK HARTOG ISLAND
R2013	RATES FILE - LOT 78 USELESS LOOP ROAD CARRARANG
R2014	RATES FILE - LOT 71 USELESS LOOP ROAD TAMALA
R2015	RATES FILE - LOT 73 NANGA ROAD
R2016	RATES FILE - LOT 4 NANGA ROAD
R2017	RATES FILE - LOT 3 NANGA ROAD
R2018	RATES FILE - LOT 3 NANGA ROAD
R2019	RATES FILE - LOT 3 NANGA ROAD
R2020	RATES FILE - LOT 3 NANGA ROAD
R2021	RATES FILE - MONKEY MIA ROAD PERON
R2022	RATES FILE - LOT 75 FAURE ISLAND
R2023	RATE FILE - LOT 213 NORTH WEST COASTAL HIGHWAY NERREN-NERREN
R2024	RATES FILE - LOT 67 MONKEY MIA ROAD
R2025	RATES FILE - LOT 2 NORTH WEST COASTAL HIGHWAY WANOO
R2026	RATES FILE - LOT 94 MONKEY MIA ROAD
R2027	RATES FILE - LOT 3 NORTH WEST COASTAL HIGHWAY WANNOO
R2028	RATES FILE - USELESS LOOP ROAD USELESS LOOP
R2029	RATES FILE - USELESS LOOP ROAD USELESS LOOP
R2030	RATES FILE - LOT 248 NORTH WEST COASTAL HIGHWAY OVERLANDER
R2031	RATES FILE - DENHAM-HAMELIN ROAD
R2032	RATES FILE - PASTORAL MINING PERON
R2033	RATES FILE - PASTORAL MINING PERON
R2034	RATES FILE - LOT 20 DIRK HARTOG ISLAND
R2035	RATES FILE - LOT 80 MONKEY MIA ROAD
R2036	RATES FILE - LOT 92 USELESS LOOP ROAD USELESS LOOP
R2037	RATES FILE - LOT 1 NANGA ROAD
R2050	RATES FILE - LOT 62 DIRK HARTOG ISLAND
R2051	RATES FILE - LOT 20 DIRK HARTOG ISLAND
R2053	RATES FILE - FRANCIS PERON NATIONAL PARK
R2055	RATES FILE - LOT 110 OCEAN PARK ROAD
R2056	RATES FILE - PASTORAL MINING PASTORAL
R2061	RATES FILE - LOT 172 NORTH WEST COASTAL HIGHWAY OVERLANDER
R2070	RATES FILE - LOT 43 MONKEY MIA ROAD
R2071	RATES FILE - LOT 63 MONKEY MIA ROAD
R2072	RATES FILE - LOT 1 DIRK HARTOG ISLAND
R2074	RATES FILE - MONKEY MIA ROAD
R2075	RATES FILE - LOT 80 MONKEY MIA ROAD
R2076	RATES FILE - DENHAM-HAMELIN ROAD
R2077	RATES FILE - LOT 91 MONKEY MIA ROAD
R2078	RATES FILE - LOT 88 SHARK BAY ROAD SHELL BEACH
R2083	RATES FILE - DENHAM-HAMELIN ROAD
R2084	RATES FILE - LOT 2 DIRK HARTOG ISLAND
R2085	RATES FILE - LOT 1 NORTH WEST COASTAL HIGHWAY
R2090	RATES FILE - DENHAM-HAMELIN ROAD
R2091	RATES FILE - PASTORAL MINING PASTORAL
R2092	RATES FILE - CARRANDIBBY
R2093	RATES FILE - PERON ROAD PERON
R2094	RATES FILE - PASTORAL MINING PASTORAL
R2095	RATES FILE - NORTH WEST COASTAL HIGHWAY WANNOO
R2096	RATES FILE - LOT 4 NORTH WEST COASTAL HIGHWAY WANNOO
R2097	RATES FILE - PASTORAL MINING PASTORAL
R2098	RATES FILE - PASTORAL MINING
R2099	RATES FILE - PASTORAL MINING PASTORAL
R2100	RATES FILE - PASTORAL MINING PASTORAL
R2101	RATES FILE - PASTORAL MINING PASTORAL
R2102	RATES FILE - PASTORAL MINING PASTORAL
R2103	RATES FILE - PASTORAL MINING PASTORAL

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R2104	RATES FILE - PASTORAL MINING PASTORAL
R2105	RATES FILE - PASTORAL MINING PASTORAL
R3000	RATES FILE - PASTORAL MINING PASTORAL
R3001	RATES FILE - LOT 61 USELESS LOOP ROAD USELESS LOOP
R3002	RATES FILE - LOT 62 USELESS LOOP ROAD USELESS LOOP
R3003	RATES FILE - USELESS LOOP ROAD USELESS LOOP
R3004	RATES FILE - LOT 1 USELESS LOOP ROAD USELESS LOOP
R3005	RATES FILE - PASTORAL MINING PASTORAL
R3006	RATES FILE - PASTORAL MINING PASTORAL
R3007	RATES FILE - PASTORAL MINING
R3008	RATES FILE - PASTORAL MINING
R3009	RATES FILE - PASTORAL MINING
R3010	RATES FILE - PASTORAL MINING
R3011	RATES FILE - PASTORAL MINING
R3012	RATES FILE - PASTORAL MINING
R3013	RATES FILE - PASTORAL MINING
R3014	RATES FILE - LOT 500 UNIT 1 (27) BROCKMAN STREET
R3015	RATES FILE - LOT 500 UNIT 2 (27) BROCKMAN STREET
R3016	RATES FILE - LOT 500 UNIT 3 (27) BROCKMAN STREET
R3017	RATES FILE - LOT 500 UNIT 4 (27) BROCKMAN STREET
R3018	RATES FILE - LOT 500 UNIT 5 (27) BROCKMAN STREET
R3019	RATES FILE - LOT 500 UNIT 6 (27) BROCKMAN STREET
R3020	RATES FILE - LOTS 13,14,15,68,69 (47) KNIGHT TERRACE
R3022	RATES FILE - PASTORAL MINING
R3023	RATES FILE - PASTORAL MINING
R4001	RATES FILE - LOT 240 (139) KNIGHT TERRACE
R4002	RATES FILE - LOT 272 (57) KNIGHT TERRACE
R4003	RATES FILE - LOT 313 (49) KNIGHT TERRACE
R4004	RATES FILE - LOT 220 (157) KNIGHT TERRACE
R4005	RATES FILE - LOT 123 (42) HUGHES STREET
R4006	RATES FILE - LOT 123 (42) HUGHES STREET
R4007	RATES FILE - LOT 123 (42) HUGHES STREET
R4008	RATES FILE - LOT 268 (86) HUGHES STREET
R4010	RATES FILE - LOT 163 (17) DURLACHER STREET
R4011	RATES FILE - LOT 71 (35) HUGHES STREET
R4012	RATES FILE - LOT 293 (29) HUGHES STREET
R4013	RATES FILE - LOT 185 BYRO-WOODLEIGH ROAD
R4014	RATES FILE - LOT 80 (35) BROCKMAN STREET
R4015	RATES FILE - LOT 218 (15) HUGHES STREET
R4016	RATES FILE - HAMELIN ROAD
R4017	RATES FILE - LOT 39 (23) MONKEY MIA ROAD
R4018	RATES FILE - LOT 267 (13) HARTOG CRESCENT
R4019	RATES FILE - LOT 152 (51) DURLACHER STREET
R4022	RATES FILE - LOT 134 (67) DURLACHER STREET
R4024	RATES FILE - LOT 194 (65) BROCKMAN STREET
R4025	RATES FILE - LOT 141 (8) TALBOT STREET
R4026	RATES FILE - DAMPIER ROAD
R4027	RATES FILE - LOT 266 (24) FRANCIS ROAD
R4028	RATES FILE - LOT 223 (9) FRANCIS ROAD
R4029	RATES FILE - HAMELIN POOL ROAD HAMELIN
R4030	RATES FILE - LOT 224 HAMELIN ROAD
R4031	RATES FILE - LOT 298 (105) DAMPIER ROAD
R4032	RATES FILE - LOT 232 (123F) DAMPIER ROAD
R4033	RATES FILE - LOT 242 DAMPIER ROAD
R4034	RATES FILE - LOT 254 (95) DURLACHER STREET
R4035	RATES FILE - LOT 277 (132) DAMPIER ROAD
R4036	RATES FILE - LOT 265 (11F) VLAMINGH CRESCENT
R4037	RATES FILE - LOT 274 KNIGHT TERRACE
R4038	RATES FILE - LOT 304 (10) DENHAM ROAD
R4042	RATES FILE - LOT 121 (4) SPAVEN WAY
R4044	RATES FILE - LOT 278 (11) VLAMINGH CRESCENT
R4047	RATES FILE - LOT 121 (39) HUGHES STREET
R4052	RATES FILE - LOT 269 (6) BROCKMAN STREET
R4054	RATES FILE - LOT 302 KNIGHT TERRACE
R4056	RATES FILE - LOT 253 (99) DAMPIER ROAD
R4057	RATES FILE - LOT 297 (111) DAMPIER ROAD
R4058	RATES FILE - LOT 299 (24L) FRANCIS ROAD
R4059	RATES FILE - LOT 308 (23) SPAVEN WAY
R4060	RATES FILE - LOT 300 (3) EDWARDS STREET
R4061	RATES FILE - LOT 55 HAMELIN POOL ROAD HAMELIN
R4062	RATES FILE - LOT 36 DENHAM-HAMELIN ROAD
R4063	RATES FILE - LOT 37 MONKEY MIA ROAD
R4064	RATES FILE - LOT 38 MONKEY MIA ROAD
R4065	RATES FILE - LOT 37 MONKEY MIA ROAD
R4066	RATES FILE - LOT 85 MONKEY MIA ROAD

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R4067	RATES FILE - LOT 15 DENHAM-HAMELIN ROAD
R4068	RATES FILE - LOT 318 MONKEY MIA ROAD
R4069	RATES FILE - LOT 271 (57) KNIGHT TERRACE
R4070	RATES FILE - LOT 5 NORTH WEST COASTAL HIGHWAY
R4071	RATES FILE - LOT 295 (14) FRANCIS ROAD
R4072	RATES FILE - LOT 66 MONKEY MIA ROAD
R4073	RATES FILE - DAMPIER ROAD
R4074	RATES FILE - LOT 69 HAMELIN ROAD PERON
R4075	RATING FILE - LOC 305 & 316 (21) HAMELIN ROAD
R4076	RATES FILE - LOT 80 MONKEY MIA ROAD
R4077	RATES FILE - LOT 158 NORTH WEST COASTAL HIGHWAY OVERLANDER
R4078	RATES FILE - VARIOUS ISLANDS
R4079	RATES FILE - LOT 18 STEEP POINT
R4080	RATES FILE - LOT 64 MONKEY MIA ROAD
R4081	RATES FILE - LOT 68 MONKEY MIA ROAD
R4082	RATES FILE - ZUYTDORP CLIFFS ZUYTDORP
R4083	RATES FILE - LOT 173 NORTH WEST COASTAL HIGHWAY OVERLANDER
R4084	RATES FILE - HAMELIN POOL ROAD HAMELIN
R4085	RATES FILE - LOT 312 DAMPIER ROAD
R4086	RATES FILE - LOT 64 MONKEY MIA ROAD
R4087	RATES FILE - LOT 68 MONKEY MIA ROAD
R4088	RATES FILE - LOT 46 MONKEY MIA ROAD
R4089	RATES FILE - LOT 177 NORTH WEST COASTAL HIGHWAY OVERLANDER
R4090	RATES FILE - CHARLIE ISLAND
R4091	RATES FILE - FRIDAY ISLAND
R4092	RATES FILE - ZUYTDORP CLIFFS ZUYTDORP
R4093	RATES FILE - LOT 52 NORTH WEST COASTAL HIGHWAY NR STOCK ROUTE
R4094	RATE FILE - LOT 51, 179 NORTH WEST COASTAL HIGHWAY
R4097	RATES FILE - LOT 6 MONKEY MIA ROAD
R4098	RATES FILE - LOT 58 MONKEY MIA ROAD
R4099	RATES FILE - LOT 7 NORTH WEST COASTAL HIGHWAY WANNOO
R4100	RATES FILE - LOT 187 TALISKER ROAD MURCHISON
R4101	RATES FILE - LOT 186 TALISKER ROAD MURCHISON
R4102	RATES FILE - LOT 202 NORTH WEST COASTAL HIGHWAY MURCHISON
R4104	RATES FILE - LOT 183 BYRO-WOODLEIGH ROAD
R4105	RATES FILE - LOT 184 BYRO-WOODLEIGH ROAD
R4106	RATES FILE - LOT 321 HAMELIN ROAD
R4107	RATES FILE - LOT 292 (1/23) HUGHES STREET
R4108	RATES FILE - LOT 292 (2/23) HUGHES STREET
R4109	RATES FILE - LOT 292 (3/23) HUGHES STREET
R4110	RATES FILE - LOT 292 (4/23) HUGHES STREET
R4111	RATES FILE - LOT 292 (5/23) HUGHES STREET
R4112	RATES FILE - LOT 292 (6/23) HUGHES STREET
R4113	RATES FILE - LOT 292 (7/23) HUGHES STREET
R4114	RATES FILE - LOT 292 (8/23) HUGHES STREET
R4115	RATES FILE - LOT 292 (9/23) HUGHDES STREET
R4116	RATES FILE - LOT 292 (10/23) HUGHES STREET
R4117	RATES FILE - LOT 292 (11/23) HUGHES STREET
R4118	RATES FILE - LOT 292 (12/23) HUGHES STREET
R4119	RATES FILE - LOT 292 (13/23) HUGHES STREET
R4120	RATES FILE - LOT 314 (24) DURLACHER STREET
R4121	RATES FILE - LOC 65 & 317 HAMELIN ROAD
R4122	RATES FILE - LOT 251 BYRO-WOODLEIGH ROAD
R4123	RATES FILE - LOT 250 BYRO-WOODLEIGH ROAD
R4124	RATES FILE - LOT 320 (30) FRANCIS ROAD
R4125	RATES FILE - LOT 315 DENHAM-HAMELIN ROAD
R4126	RATES FILE - LOT 319 DENHAM-HAMELIN ROAD
R4128	RATES FILE - LOT 1 (3) SUNTER PLACE
R4131	RATES FILE - LOT 7 (44B) HARTOG CRESCENT
R4132	RATES - COOLCALALAYA STATION
R4141	RATES FILE - LOT 130 UNIT 1 117 KNIGHT TERRACE
R4142	RATES FILE - LOT 130 UNIT 2 117 KNIGHT TERRACE
R4143	RATES FILE - LOT 130 UNIT 3 117 KNIGHT TERRACE
R4144	RATES FILE - LOT 130 UNIT 4 117 KNIGHT TERRACE
R4145	RATES FILE - LOT 130 UNIT 5 117 KNIGHT TERRACE
R4146	RATES FILE - LOT 130 UNIT 6 117 KNIGHT TERRACE
R4147	RATES FILE - LOT 130 UNIT 7 117 KNIGHT TERRACE
R4148	RATES FILE - LOT 130 UNIT 8 117 KNIGHT TERRACE
R4149	RATES FILE - LOT 130 UNIT 9 117 KNIGHT TERRACE
R4150	RATES FILE - LOT 130 UNIT 10 117 KNIGHT TERRACE
R4151	RATES FILE - LOT 130 UNIT 11 117 KNIGHT TERRACE
R4152	RATES FILE - LOT 130 UNIT 12 117 KNIGHT TERRACE
R4153	RATES FILE - LOT 130 UNIT 13 117 KNIGHT TERRACE
R4154	RATES FILE - LOT 130 UNIT 14 117 KNIGHT TERRACE
R4155	RATES FILE - LOT 130 UNIT 15 117 KNIGHT TERRACE

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R4156	RATES FILE - LOT 130 UNIT 16 117 KNIGHT TERRACE
R4157	RATES FILE - LOT 130 UNIT 17 117 KNIGHT TERRACE
R4158	RATES FILE - LOT 130 UNIT 18 117 KNIGHT TERRACE
R4159	RATES FILE - LOT 130 UNIT 19 117 KNIGHT TERRACE
R4160	RATES FILE - LOT 130 UNIT 20 (117) KNIGHT TERRACE
R4161	RATES FILE - LOT 130 UNIT 21 117 KNIGHT TERRACE
R4162	RATES FILE - LOT 130 UNIT 22 117 KNIGHT TERRACE
R4163	RATES FILE - LOT 130 UNIT 23 117 KNIGHT TERRACE
R4175	RATES FILE - LOT 11 (90) DURLACHER STREET
R4176	94 (LOT 6) DURLACHER STREET, DENHAM
R4180	RATES FILE - LOT 9 (12) MAINLAND STREET
R4183	RATES FILE - LOT 1 (29) FREYCINET DRIVE
R4184	RATES FILE - LOT 2 (27) FREYCINET DRIVE
R4185	RATES FILE - LOT 3 (25) FREYCINET DRIVE
R4186	RATES FILE - LOT 4 (23) FREYCINET DRIVE
R4187	RATES FILE - LOT 5 (21) FREYCINET DRIVE
R4188	RATES FILE - LOT 6 (19) FREYCINET DRIVE
R4189	RATES FILE - LOT 7 (17) FREYCINET DRIVE
R4190	RATES FILE - LOT 8 (15) FREYCINET DRIVE
R4191	RATES FILE - LOT 9 (13) FREYCINET DRIVE
R4192	RATES FILE - LOT 10 (11) FREYCINET DRIVE
R4194	RATES FILE - LOT 11 (4) TERRY DESCHAMPS WAY
R4195	RATES FILE - LOT 12 (6) TERRY DESCHAMPS WAY
R4196	RATES FILE - 13 (8) TERRY DESCHAMPS WAY
R4197	RATES FILE - LOT 14 (10) TERRY DESCHAMPS WAY
R4198	RATES FILE - LOT 15 (12) TERRY DESCHAMPS WAY
R4199	RATES FILE - LOT 16 (14) TERRY DESCHAMPS WAY
R4200	RATES FILE - LOT 17 (16) TERRY DESCHAMPS WAY
R4201	RATES FILE - LOT 18 (18) TERRY DESCHAMPS WAY
R4202	RATES FILE - LOT 19 (20) TERRY DESCHAMPS WAY
R4203	RATES FILE - LOT 20 (22) TERRY DESCHAMPS WAY
R4204	RATES FILE - LOT 21 (17) TERRY DESCHAMPS WAY
R4205	RATES FILE - LOT 22 (15) TERRY DESCHAMPS WAY
R4206	RATES FILE - LOT 23 (13) TERRY DESCHAMPS WAY
R4207	RATES FILE - LOT 24 (11) TERRY DESCHAMPS WAY
R4208	RATES FILE - LOT 25 (9) TERRY DESCHAMPS WAY
R4209	RATES FILE - LOT 26 (7) TERRY DESCHAMPS WAY
R4210	RATES FILE - LOT 27 (5) TERRY DESCHAMPS WAY
R4211	RATES FILE - LOT 28 (3) TERRY DESCHAMPS WAY
R4212	RATES FILE - LOT 29 (10) MITCHELL RISE
R4213	RATES FILE - LOT 30 (12) MITCHELL RISE
R4214	RATES FILE - LOT 31 (13) MITCHELL RISE
R4215	RATES FILE - LOT 32 (11) MITCHELL RISE
R4216	RATES FILE - LOT 33 (9) MITCHELL RISE
R4217	RATES FILE - LOT 34 (7) MITCHELL RISE
R4218	RATES FILE - LOT 35 (5) MITCHELL RISE
R4219	RATES FILE - LOT 36 (3) MITCHELL RISE
R4220	RATES FILE - LOT 37 (1) MITCHELL RISE
R4221	RATES FILE - LOT 38 (2) SELLENGER HEIGHTS
R4222	RATES FILE - LOT 39 (4) SELLENGER HEIGHTS
R4223	RATES FILE - LOT 40 (6) SELLENGER HEIGHTS
R4224	RATES FILE - LOT 41 (8) SELLENGER HEIGHTS
R4225	RATES FILE - LOT 42 (10) SELLENGER HEIGHTS
R4226	RATES FILE - LOT 43 (12) SELLENGER HEIGHTS
R4227	RATES FILE - LOT 44 (14) SELLENGER HEIGHTS
R4228	RATES FILE - LOT 45 (16) SELLENGER HEIGHTS
R4233	LOT 5 KNIGHT TERRACE
R4237	RATES FILE - LOT 1 (20A) CAPEWELL DRIVE
R4242	RATES FILE - 31C DURLACHER STREET DENHAM
R4243	RATES FILE - LOT 23 (31B) DURLACHER STREET
R4257	RATES FILE - LOT 103 (5) OAKLEY RIDGE
R4258	RATES FILE - LOT 104 (7) OAKLEY RIDGE
R4259	RATES FILE - LOT 105 (9) OAKLEY RIDGE
R4260	RATES FILE - LOT 106 (11) OAKLEY RIDGE
R4261	RATES FILE - LOT 107 (13) OAKLEY RIDGE
R4262	RATES FILE - LOT 108 (15) OAKLEY RIDGE
R4263	RATES FILE - LOT 109 (17) OAKLEY RIDGE
R4264	RATES FILE - LOT 110 (19) OAKLEY RIDGE
R4265	RATES FILE - LOT 111 (21) OAKLEY RIDGE
R4266	RATES FILE - LOT 113 (29) OAKLEY RIDGE
R4267	RATES FILE - LOT 128 (20) OAKLEY RIDGE
R4268	RATES FILE - LOT 129 (16) OAKLEY RIDGE
R4269	RATES FILE - LOT 141 (10) OAKLEY RIDGE
R4270	RATES FILE - LOT 142 (96) DENHAM ROAD
R4271	RATES FILE - LOT 144 (23) OAKLEY RIDGE

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R4272	RATES FILE - LOT 145 (25) OAKLEY RIDGE
R4273	RATES FILE - LOT 146 (27) OAKLEY RIDGE
R4274	RATES FILE - LOT 101 (1) OAKLEY RIDGE
R4275	RATES FILE - LOT 102 (3) OAKLEY RIDGE
R4278	RATES FILE - LOT 3 (19A) KNIGHT TERRACE DENHAM
R4279	RATES FILE - 19B LOT 28 KNIGHT TERRACE DENHAM
R4280	RATES FILE - LOT 303 DIRK HARTOG ISLAND - EDEL LOCATION 76
R4281	RATES FILE - LOT 304 DIRK HARTOG ISLAND - EDEL LOCATION 76
R4282	RATES FILE - LOT 305 DIRK HARTOG ISLAND - EDEL LOCATION 76
R4286	RATES FILE - LOT 17 (48A) HARTOG CRESCENT
R4287	RATES FILE - LOT 18 (48) HARTOG CRESCENT
R4288	RATES FILE - LOT 1 60 VLAMINGH CRESCENT
R4289	RATES FILE - LOT 2 60 VLAMINGH CRESCENT
R4300	RATES FILE - LOT 2 (40B) BROCKMAN STREET
R4302	PROPERTY FILE - LOT SL1 (18A) HOULT STREET
R4307	RATES FILE - PASTORAL MINING - E09/01567 TENEGRAPH
R4318	RATES FILE - LOT 309 (7) STELLA ROWLEY DRIVE
R4319	RATES FILE - LOT 345 (70) MONKEY MIA ROAD
R4338	RATES FILE - LOT 70 (22) SPAVEN WAY
R4362	RATES FILE - LOT 3 60 VLAMINGH CRESCENT
R49809	COMMON RESERVE 49809-LOT 3005
RA101	RATES GENERAL
RA104	PENSIONER REBATES
RA105	PENSIONER DEFERRED RATES
RA106	RATES - DIFFERENTIAL RATING
RE 120	REGIONAL DEVELOPMENT COMMISSION
RE100	RED CROSS
RE101	REMEMBRANCE DAY
RE105	RECREATIONAL AREAS - DENHAM
RE108	RECREATION - SPORTS - MINISTRY OF SPORT AND RECREATION
RES10990	RESERVE 10990 - WATER SUPPLY
RES11667	RESERVE 11667 - EDEL LOCATION 64 & 68 - COMMON
RES12715	RESERVE 12715 - EDEL LOCN 112 - HERITAGE PRECINCT
RES13491	RESERVE 13491 - DENHAM LOT 304 NO 10 DENHAM ROAD
RES14918	RESERVE 14918 - EDEL LOCATION 113
RES1686	RESERVE 1686 - EDEL LOCATION 80 - MONKEY MIA
RES1917	RESERVE 1917 - LOT 316 - CROWN LAND FOR DISPOSAL AND ROAD CLOSURE
RES23789	RESERVE 23789 - 37 HUGHES STREET - CHURCH
RES24426	RESERVE 24426 - 83/85 HUGHES - OLD SHIRE OFFICES
RES25442	RESERVE 25442 - LOT 310 - DENHAM SEASIDE CARAVAN PARK
RES2593	RESERVE 2593 - LOT 121 - SCHOOL SITE - HUGHES STREET
RES27271	RESERVE 27271 - LOT 163 - 49 HUGHES STREET - TENNIS COURTS
RES28059	RESERVE 28059
RES28457	RESERVE 28457 - DENHAM LOT 134
RES28924	RESERVE 28924 - EDEL LOCATION 39 - WATER SUPPLY
RES29363	RESERVE 29363 - BOOLBARDIE / PISTOL CLUB
RES29364	RESERVE 29364 - DENHAM LOT 317 - DENHAM GOLF COURSE
RES29432	RESERVE 29432 - LOCATION 85 - AERIAL LANDING GROUND
RES30716	RESERVE 30716 - MURCHISON LOCATION 173 - OVERLANDER ANTENNA SITE
RES30899	RESERVE 30899 - DENHAM LOT 318 - LITTLE LAGOON
RES30926	RESERVE 30926 - LOT 218 - ROAD RESERVE
RES31039	RESERVE 31039 - LOT 306 - RUBBISH TIP - DAMPIER ROAD
RES31730	RESERVE 31730 - MONKEY MIA ROAD - AQUACULTURE
RES32983	RESERVE 32983 - LOT 322 HUGHES STREET
RES33517	RESERVE 33517 - LOT 223 FRANCIS ROAD - YADGALAH / DSA SHED
RES33703	RESERVE 33703 - WANNOO TOWNSITE
RES36017	RESERVE 36017 - PIONEER PARK - DENHAM LOT 268
RES36161	RESERVE 36161 - LOT 243
RES36162	RESERVE 36162 - DENHAM LOT 232 - PEDESTRIAN ACCESS WAY
RES36163	RESERVE 36163 - DENHAM LOTS 254,266 & 299 - RECREATION
RES37338	RESERVE 37338 - DOLA
RES38444	RESERVE 38444 - LOT 302
RES38878	RESERVE 38878 - DENHAM LOT 271 - GEORGE WEAR PARK
RES38961	RESERVE 38961 - LOT 277 DAMPIER ROAD - POWER STATION
RES39053	RESERVE 39053 - WANNOO LOT 7 - CIVIL AVIATION AUTHORITY - SATELLITE GROUND STATION SITE
RES39364	RESERVE 39364 - BOOLBARDIE AND PISTOL CLUB
RES39569	RESERVE 39569 - LOT 274 - FORESHORE KNIGHT TERRACE
RES40493	RESERVE 40493 - FIRE STATION
RES40497	RESERVE 40497 - LOT 294 - 35 HUGES STREET - SILVER CHAIN
RES40594	RESERVE 40594 - LOT 37 - SHARK BAY PISTOL CLUB
RES40628	RESERVE 40628 - TOOLONGA NATURE RESERVE - RFDS AIRSTRIP
RES40727	RESERVE 40727 - LOT 130 - MONKEY MIA - REFER TO RES1686
RES40771	RESERVE 40771 - LOT 350 - SPEEDWAY
RES41076	RESERVE 41076 - SHELL GRIT QUARRY
RES41363	MURCHISON LOCATION 183

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RES41663	RESERVE 41663 - RADIO MAST SITE, MONKEY MIA ROAD, DENHAM
RES41791	RESERVE 41791 - DENHAM LOT 307 - DEPOT SITE
RES42443	RESERVE 42443 - SHELL BEACH CONSERVATION PARK
RES42728	RESERVE 42728 - BASSETT PARK
RES43212	RESERVE 43212 - MURCHISON LOCATION 250 - NATURAL GAS PIPELINE PURPOSES
RES43213	RESERVE 43213 - NATURAL GAS PIPELINE
RES43272	RESERVE 43272 - EDEL LOCATION 86 - RADIO TERMINAL SITE
RES43297	RESERVE 43297 - LOT 315 - QUARRY
RES43387	RESERVE 43387 - EDEL LOCATION 92 - REPEATER STATION
RES44336	RESERVE 44336 - DENHAM LOT 321 - PUBLIC RECREATION
RES44988	RESERVE 44988 - EDEL LOCATION 95 & 96 - QUARRY
RES46663	RESERVE 46663 - CAPE INSCRIPTION
RES47781	RESERVE 47781 - LOT 381 - 53-59 KNIGHT TERRACE DENHAM - SHARK BAY WORLD HERITAGE DISCOVERY AND VISITOR CENTRE
RES48973	DENHAM LOT 352 - RESERVE FOR PARKING
RES49108	RESERVE 49108 - LOT 302 MONKEY MIA ROAD
RES50041	RESERVE 50041 - LOT 351 VLAMINGH CRESCENT
RES50101	LOT 106 MONKEY MIA ROAD - AQUACULTURE AND ASSOCIATED TOURISM ACTIVITIES
RES5650	RESERVE 5650 - LOT 11 - 49 KNIGHT TERRACE - CHARLIE SAPPY PARK
RES6622	RESERVE 6622 - DENHAM LOT 272 - WATER CORP BORE SITE - 57 KNIGHT TERRACE
RES6627	RESERVE 6627 -
RM101	RECORD MANAGEMENT & DESTRUCTION
RO101	ROADS - WORKS PROGRAM
RO101.01	ROADS - ROMAN
RO102	ROAD COMPLAINTS
RO103	ROAD CLOSURES
RO104	ROADS - SIGNS
RO105	ROADS - RURAL ROADS
RO105.01	RURAL ROADS - USELESS LOOP ROAD
RO105.02	RURAL ROADS - NANGA ROAD
RO105.03	RURAL ROADS - HAMELIN POOL ROAD
RO105.04	RURAL ROADS - SHARK BAY ROAD (PREVIOUSLY DENHAM-HAMELIN ROAD)
RO105.05	RURAL ROADS - WOODLEIGH BYRO ROAD
RO105.06	RURAL ROADS - MONKEY MIA ROAD
RO105.07	RURAL ROADS - KALBARRI-SHARK BAY AND STEEP POINT ROAD
RO105.08	DAMPIER TO BUNBURY NATURAL GAS PIPELINE PROJECT(DBNGP)
RO105.09	RURAL ROADS - BUTCHERS TRACK
RO106	ROADS - TOWN STREETS
RO106.01	ROADS - STELLA ROWLEY DRIVE
RO106.02	ROADS - BARNARD STREET
RO107	ROADS - ROADWISE
RO108	GASCOYNE REGIONAL ROAD GROUP - GENERAL
RO108.01	ROADS - GASCOYNE REGIONAL ROAD GROUP - FUNDING
RO108.02	ROADS - GASCOYNE REGIONAL ROAD GROUP - PROCEDURES
RO108.03	ROADS - GASCOYNE REGIONAL ROAD GROUP - MINUTES
RO108.04	ROADS - GASCOYNE REGIONAL ROAD GROUP - AGENDA
RO109	ROADS - GENERAL (INCLUDING REPORTS, RETURNS)
RO110	ROYAL FLYING DOCTOR SERVICE
RO111	ROADS TO RECOVERY 2001-2004
RO111.01	ROADS TO RECOVERY 2005-2009
RO111.02	ROADS TO RECOVERY 2010 - 2011
RO112	ROADS - AUSLINK NATIONAL LAND TRANSPORT NETWORK
SA101	SALE OF ASSETS
SA104	SANITARY SERVICES - CONTRACTS (INCLUDING COMPLAINTS)
SA104.01	SANITARY SERVICES - CONTRACT (INCLUDING COMPLAINTS) - SHARK BAY EARTHMOVING
SA104.02	SANITARY SERVICES - STREET SWEEPING - SHARK BAY EARTHMOVING
SA104.03	SANITARY SERVICES - CLEANING CONTRACT - SHARK BAY CLEANING
SA104.04	SANITARY SERVICES - CLEANING CONTRACT - SHARK BAY INTERPRETIVE CENTRE
SA105	SANITARY SERVICES - GENERAL COMPLAINTS
SA106	SANITARY SERVICES - DISPOSALS AND TIP MAINTENANCE
SA107	SANITARY SERVICES - GENERAL
SA108	SANITARY SERVICES - PUBLIC TOILETS
SA109	SANITARY SERVICE - RECYCLING
SC101	SECURITY CAMERAS - OTHER CRIME PREVENTION
SC101/2011	SHIRE OF SHARK BAY 10 YEAR STRATEGIC COMMUNITY PLAN (2011)
SF 101	SAFETY ISSUES
SG101	SURVEYS GENERAL
SH 145	SHIRE OF SHARK BAY VEHICLES
SH110	SHELL BEACH - REFER TO RESERVE # 41076
SH115	SHARK BAY FESTIVAL
SH125	SHARK BAY SHIRE - CREST
SH130	SHARK BAY REGION PLAN REVIEW - SHARK BAY REGIONAL STRATEGY
SH135	SHARK BAY TERRESTRIAL RESERVES MANAGEMENT
SI101	SIGNS
SI101.01	SIGNS - APPLICATIONS AND LICENSES

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SI110	SILVER CHAIN NURSING ASSOCIATION
SN101	SHARK BAY SNAPPER FISHERY
SN101.01	SHARK BAY SNAPPER FISHERY SURVEY
SN102	SHARK BAY SNAPPER INNER GULF WORKING GROUP
SO101	DEPARTMENT OF SOCIAL SECURITY
SO102	SOIL CONSERVATION COMMITTEE
SP101	STRATEGIC COMMUNITY PLAN
ST	GAIL THOMAS
103.01THOG	
ST101	STAFF - GENERAL
ST101-1VIEG	VIEWEG, GREGG ALANA
ST101.01	STAFF - LOCAL GOVERNMENT OFFICERS' AWARD
ST101.02	STAFF - MUNICIPAL EMPLOYEES' (WA) AWARD
ST101.03	STAFF - ENTERPRISE BARGAINING
ST101.04	STAFF - WAMA INDUSTRIAL SERVICE
ST101.06	STAFF - RANGERS
ST101.07	STAFF - PROVISION OF A SHARED COMMUNITY EMERGENCY SERVICES MANAGER BETWEEN FESA, THE SHIRE OF SHARK BAY, THE SHIRE OF CARNARVON AND THE SHIRE OF UPPER GASCOYNE
ST102	STAFF - HOUSING
ST102.01	STAFF - HOUSING ACCOMMODATION PLACES
ST103	STAFF - CONFIDENTIAL
ST103--3YARR	YARREN ROBIN STEVEN
ST103-1BRYJ	BRYCE JULIE LYNETTE
ST103-1GOOG	GOOCH GAIL CHRISTINA
ST103-1GOOS	GOOCH, SHIANA CAROL
ST103-1KOCS	KOCIAN, STANISLAV
ST103-1LANK	LANE KAYE MARGARET
ST103-1MATK	MATTHEWS KELVIN JOHN
ST103-1MCKJ	MCKECHNIE JAMES
ST103-1OLST	OLSSON TAMARA LILLIAN
ST103-1THOL	LORRAINE THOMAS - PAYROLL OFFICER
ST103-3ANDM	ANDERSON MICHAEL JOHN
ST103-3BROG	BROWN GARY WILLIAM
ST103-3CAIW	CAIN, WILLIAM CLIVE
ST103-3FLOR	FLORIAN ROBERT PAUL
ST103-3GALB	GALVIN BRIAN JOHN
ST103-3PALT	PALM TREVOR FRANCIS
ST103-3PURL	PURCELL LESLIE JOHN
ST103-3STRP	STROTHER PAUL WARREN
ST103-3VIEK	VIEWEG, KLAUS PETER (FRANK)
ST103-5FARC	FARMER CYNTHIA ELLEN
ST103-5FRAG	FRANCIS GLENDA KAREN
ST103-5GOOB	GOOCH BRIAN KEITH
ST103-5MATG	MATTHEWS GINA CARILLO
ST103-5MCNB	MCNEAIR BIANCA ELISE
ST103-7COPW	COPELAND WANDA MICHELLE
ST103-7MCNH	MCNEAIR HELEN MAY
ST103-AHEM	AHERN MICHAEL FRANCIS
ST103-ANDP	ANDERSON PAUL GREGORY
ST103-BANG	GLENN BANGAY
ST103-BECM	BECK MICHAEL COLIN
ST103-BILP	BILOKUR PAULINE
ST103-BURS	SHARYN BURVILL
ST103-CLIG	CLIFT GREG DAVID
ST103-COWR	STANLEY REBECCA
ST103-CURJ	CURREN JOE
ST103-DAVA	DAVEY AVAN LLOYAL - RANGER
ST103-DAVH	DAVEY HEATHER
ST103-EASA	EASTOUGH ALLAN PATRICK
ST103-FARC	FARMER CYNTHIA ELLEN
ST103-FRAG	FRANCIS GLENDA KAREN
ST103-GALB	GALVIN BRIAN JOHN
ST103-GOOM	MEEGAN KEIRA GOOCH
ST103-HARG	HARDING GARY WAYNE
ST103-HEWA	HEWITT ALEISHA
ST103-HEWR	HEWITT ROGER JOHN
ST103-HILC	HILL CORALIE
ST103-LACT	THOMAS LACHLAN
ST103-MARY	MARTIN SYLVIA YVONNE
ST103-MCKJ	MCKECHNIE JIM
ST103-MCNS	MCNAMARA STEVEN
ST103-METR	METTAM RHONDA JOY
ST103-MILP	MILLARD PAUL JAMES
ST103-NICR	NICKELS ROBERT JOHN
ST103-ONEK	O'NEILL KERRIE MARGARET

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ST103-OWM	O'DWYER MICHELLE ANN
ST103-PEDT	PEDROCCHI TERESA LEANNE
ST103-ROBB	ROBINETT BRENT
ST103-SMIC	SMITH CHERYL LE-ANNE
ST103-TAYJ	TAYLOR JO-ANNE MICHELLE
ST103-THOP	THOMSON PHIL
ST103-TIGP	TIGGEMANN PETER JOHN
ST103-TOLN	TOLOMEO NICOLE FRANCES
ST103-TOWR	TOWELL RICHARD DAVID
ST103-VANM	VANKOVA MIROSLAVA
ST103-WADB	WADE BRUCE ROBERT
ST103-WALL	LEANNE WALLEY
ST103-WESD	WESTON DEREK JOHN
ST103-WILD	WILSON DALE PHYLLIS
ST103.01	STAFF - DRAFT EMPLOYMENT CONTRACTS
ST103.02	STAFF - CONSULTANTS
ST103.03	STAFF - CONSULTANTS - GLEW CORPORATE COMMUNICATION
ST103.04	STAFF - CHIEF EXECUTIVE OFFICER REMUNERATION RETURNS
ST103.05	STAFF- SCHOOL BASED TRAINEE
ST103.1TOWR	CONFIDENTIAL - ACCOUNTANT - REFER PAYROLL OFFICER
ST103.3ANDJ	MICHAEL JOHN ANDERSON
ST103.3BECM	BECK MICHAEL
ST103.3BLAK	BLACKMAN KRISTY
ST103.3BROC	BROWN CRIAG
ST103.3PRIM	PRIEST MICHELLE
ST103.3PYER	REBECCA PYE
ST103.5PEDT	TERESA PEDROCCHI
ST103TESG	PERSONNEL - TESTER GORDON
ST103WHAL	whalley leanne louise
ST104	STAFF CONFERENCES
ST105	STAFF TRAINING
ST106	STAFF - MESS ACCOUNT
ST106.02	STAFF - FEDERATED MUNICIPAL AND SHIRE COUNCIL EMPLOYEES' UNION
ST107	STAFF - OCCUPATIONAL HEALTH AND SAFETY
ST107.01	STAFF - OCCUAPTIONAL HEALTH AND SAFETY BULLETIN
ST110	STATIONERY AND PRINTING
ST111	STATISTICS - GENERAL
ST112	STATISTICS - AUSTRALIAN BUREAU OF STATISTICS
ST113	STATISTICS - SHARK BAY
ST114	STATISTICS - BUILDING PERMITS ISSUED
ST120	STATE EMERGENCY SERVICE
ST125	STORM WATER DISPOSAL CONTROL
ST130	STREET LIGHTING
ST131	STREET SIGNS
ST133	STREET STALLS
SU101	SUPERANNUATION - HELD BY LEONIE
SU110	SUNDRY DEBTORS
SU111	SUNDRY CREDITORS
TA101	TAXATION DEPARTMENT
TA102	TAX DEPARTMENT - PPS TAX FROM 1994 -
TA104	TAXATION DEPARTMENT - FRINGE BENEFITS
TA105	AUSTRALIAN TAXATION DEPARTMENT - GOODS AND SERVICES TAX (GST)
TE 2011/12-01	SUPPLY OF EARTHMOVING SERVICES
TE 2011/12-05	TENDER - CONSTRUCTION OF FOOTPATHS AND ASSOCIATED EARTHWORKS
TE 2011/12-06	SALE OF BOSICH SEMI TRAILER FLOAT SB1208
TE 2011/12-07	CONSTRUCTION OF EMERGENCY SERVICE BUILDING
TE 2011/12-08	SHIRE OF SHARK BAY RECREATION CENTRE - LANDSCAPING TENDER
TE 2011/12-09	PROVISION OF WASTE COLLECTION SERVICE DENHAM
TE 2011/12-10	PROVISION OF ROAD SWEEPING SERVICES DENHAM
TE 2012/13-01	TENDER - CONSTRUCTION OF A WATER SUPPLY BORE AT MONKEY MIA
TE-2011-12-02	TENDER 2011-12-02 SOLAR POWER SYSTEMS
TE-2011-12-03	SUPPLY OF PUMPS AND TANKS
TE-2011-12-04	RESTORATION AND RECONSTRUCTION OF THE CAPE INSCRIPTION LIGHTHOUSE QUARTERS – DIRK HARTOG ISLAND
TE100	TELEVISION AND RADIO SERVICES
TE100.01	TELEVISION - RE-BROADCASTING (DIGITAL)
TE101	TELSTRA
TE102	TELEPHONE SERVICES
TE103	TELSTRA - INTERNET
TE104	CONNECTIONS - DEPARTMENT COMMUNICATIONS INFO TECHNOLOGY AND THE ARTS
TE105	TECHNICAL EXTENSION SERVICES
TE109	COMPETITIVE TENDERING AND CONTRACTING
TE109.01	NATIONAL COMPETITIVE POLICY
TE110	TENDERS - GENERAL
TE110.01	TENDERS - BROCHURES

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TE110.02	TENDERS - SUPPLIERS OF ROCK
TE111	TENDERS - EXECUTIVE VEHICLE
TE111.01	TENDERS - CREW CARS- WORK UTES - 4WD
TE111.02	TENDERS - LIGHT TRUCKS
TE111.03	TENDERS - SIX WHEEL DRIVE - TANDUM DRIVE TIPPER
TE111.04	TENDER - LIGHT TIP TRUCK
TE111.05	TENDERS - SIDE TIPPING TRAILER
TE111.06	TENDERS - GRADER
TE111.07	TENDERS - FRONT END LOADER
TE111.08	TENDERS - TRACTORS
TE111.09	TENDERS- 96/3 SKID MOUNTED GENERATORS
TE111.10	TENDERS - INTERGRATED TOOL CARRIER
TE111.11	TENDERS - COMMUNITY BUS
TE111.12	TENDERS -MULTI TYRED ROLLER
TE112	TENDERS - FUEL
TE112.01	TENDERS - FILTERS
TE113	TENDERS - TWO WAY RADIOS
TE114	TENDERS - PLANT HIRE
TE114.01	TENDERS - AIR SERVICES
TE114.02	TENDERS - COLLECTION OF REFUSE
TE114.03	TENDERS - STREET SWEEPING
TE114.04	TENDERS- RUBBISH TIP BULLDOZER HIRE
TE114.05	TENDERS - CLEANING CONTRACTS
TE114.06	TENDERS - MAINTENANCE CONTRACTS
TE114.07	TENDERS - OPERATION OF DENHAM TIP SITE BY PRIVATE CONTRACTOR
TE115.01	TENDERS - DENHAM TOWN HALL
TE115.04	TENDERS - PENSIONER UNITS CARPORTS/PERGOLA
TE115.05	TENDERS - STAFF HOUSING
TE115.06	TENDERS - WORLD HERITAGE INTERPRETIVE CENTRE - ARCHITECTS
TE115.07	TENDERS - WORLD HERITAGE INTERPRETIVE CENTRE - FIT OUT CONSULTANTS
TE115.08	TENDERS - SHARK BAY INTERPRETIVE CENTRE - EXHIBITION SHOWCASE CONSTRUCTION AND INSTALLATION
TE115.09	TENDERS - SHARK BAY INTERPRETIVE CENTRE - PRODUCTION OF EXHIBITION GRAPHICS
TE115.10	TENDERS - SHARK BAY INTERPRETIVE CENTRE - WEBSITE DESIGN
TE115.11	TENDERS - SHIRE DEPOT SHED
TE116.01	TENDERS - MULTI-PURPOSE/TENNIS/BASKETBALL COURTS - SURFACING
TE116.02	TENDERS - SKATE PARK
TE117	TENDERS - BITUMEN SPRAY - ROADS
TE117.01	TENDERS - ROAD GRADING
TE117.02	TENDERS - ROAD SEALING
TE117.03	TENDERS - STREET KERBING
TE117.04	TENDERS - CONSTRUCTION OF PAVING BRICK FOOTPATHS
TE118	TENDERS - UNDERGROUND POWER
TE119	TENDERS - SURPLUS/OBSOLETE EQUIPMENT
TE120	TENDERS - INFORMATION TECHNOLOGY
TE121	TENDERS - RAMMED EARTH WALL AND LIGHTING
TE122	TENDER - PAINTING STREET LIGHTING POLES
TE123	TENDERS - BOAT RAMPS
TE124	TENDERS - ARTESIAN BORE - USELESS LOOP ROAD
TE125	TENDERS - CONSTRUCTION OF ABLUTION FACILITY ON FORESHORE RESERVE
TE126	TENDER - PROVISION OF AUDIT SERVICES
TE127	TENDER - WATER TANK AND 3 AXLE TRAILER - 2007-08-03
TE128	TENDERS - MULTI FUNCTIONAL SPORTS/COMMUNITY CENTRE - TENDER NO 2010/11-02
TE2010/11/02	TENDER 2010-11-02 MULTIFUNCTIONAL SPORTS/COMMUNITY CENTRE FRANCIS ROAD DENHAM
TE2011/12-03	SUPPLY OF PUMPS AND TANKS - MULTIFUNCTIONAL SPORTS / COMMUNITY CENTRE
TE2011/12-04	TENDER 2011/12-04 RESTORATION AND RECONSTRUCTION CAPE INSCRIPTION LIGHTHOUSE KEEPERS QUARTERS DIRK HARTOG ISLAND
TE2011/2012-06	DISPOSAL OF BOSICH SEMI TRAILER SB1208
TEMP	TEMPORARY FILE
TO 106.03.2	TOWN PLANNING SCHEME NO 3 AMENDMENT NO 2
TO 106.03.3	LOCAL PLANNING SCHEME NO.3 AMENDMENT NO.3
TO100	TOURISM - MARKETING
TO101	TOURISM - GENERAL
TO101.02	TOURISM - SHARK BAY TOURIST BUREAU
TO102	TOURISM - SHARK BAY TOURIST ASSOCIATION
TO103	TOURISM - GASCOYNE TOURIST ASSOCIATION
TO103.01	TOURISM - OUTBACK COAST INC.
TO103.02	TOURISM - GASCOYNE TOURISM STRATEGY IMPLEMENTATION GROUP
TO103.03	TOURISM - BLUE REGION TOURISM ORGANISATION INC - AUSTRALIA'S CORAL COAST
TO104	TOURISM - OTHER TOURIST ASSOCIATIONS
TO104.01	TOURISM - WESTERN AUSTRALIA TOURISM COMMISSION
TO105	TOWN PLANNING - GENERAL
TO105.01	TOWN PLANNING - INDEX OF PLANNING APPROVALS
TO105.02	TOWN PLANNING - INDEX OF APPEALS
TO105.03	TOWN PLANNING-MINOR OUTBUILDING VARIATIONS



TO106	TOWN PLANNING SCHEME NO 2
TO106.01	TOWN PLANNING SCHEME NO 2 - SCHEME AMENDMENT NO 1
TO106.02	TOWN PLANNING SCHEME NO 2 - SCHEME AMENDMENTS
TO106.02.44	TOWN PLANNING SCHEME NO 2 AMENDMENT 44
TO106.02.46	TOWN PLANNING SCHEME #2 - SCHEME AMENDMENTS
TO106.02.48	TOWN PLANNING SCHEME NO.2 AMENDMENT 48
TO106.02.49	TOWN PLANNING SCHEME NO 2 AMENDMENT 49
TO106.02.50	TOWN PLANNING SCHEME NO 2 AMENDMENT 50
TO106.03	TOWN PLANNING SCHEME NO. 3
TO106.03.02	PLANNING SCHEME 3 AMENDMENT 2
TO106.03.03	TOWN PLANNING SCHEME NO.3 AMENDMENT NO.3
TO106.03.1	TOWN PLANNING SCHEME NO 3. AMENDMENT 1
TO106.04	TOWN PLANNING SCHEME NO 2 - SCHEME AMENDMENT NO 4
TO106.05	TOWN PLANNING SCHEME NO 2 - SCHEME AMENDMENT NO 5
TO106.06	TOWN PLANNING SCHEME NO 2 - SCHEME AMENDMENT NO 6
TO106.07	TOWN PLANNING SCHEME NO 2 - SCHEME AMENDMENT NO 7
TO109	TOWN PLANNING - WESTERN AUSTRALIAN PLANNING COMMISSION
TO109.02	TOWN PLANNING - WESTERN AUSTRALIAN PLANNING COMMISSION BULLETINS
TO111	TOWN PLANNING SUBDIVISIONS - GENERAL
TO111.01	TOWN PLANNING SUBDIVISIONS - GENERAL INCLUDING APPEALS - INDIVIDUAL PROPERTY
TO111.02	TOWN PLANNING SUBDIVISION - STELLA ROWLEY DRIVE
TO111.03	TOWN PLANNING SUBDIVISION - LOT 296 POTTERS BLOCK
TO112	TOWN PLANNING - SHARK BAY STRATEGY PLAN - DENHAM TOWNSITE
TO113	HOME OCCUPATIONS
TO113.01	HOME OCCUPATIONS - INDIVIDUAL APPLICATIONS / RENEWALS
TO114	OFFENSIVE TRADES
TO115	TOWNSCAPE PLAN
TO115.01	BARNARD STREET DEVELOPMENT
TO115.1	STREET LIGHTING AND APPLICATIONS
TO115.2	PATHWAYS AND FOOTPATH APPLICATIONS
TO116	TOWN PLANNING - TOWN CENTRE PRECINCT POLICY
TO117	TOWN PLANNING - SIGN DEVICES POLICY
TO118	TOWN PLANNING - CARETAKERS DWELLING IN INDUSTRIAL AREA
US101	USELESS LOOP SHARK BAY SALT
VA101	VACSWIM - GENERAL & APPROVALS
VE101	SHIRE VEHICLES
VO 100	NATIONAL VOLUNTEER WEEK
VO 101	COMMUNITY VOLUNTEERS
WA100	WALK TRAIL
WA101	WARDS AND BOUNDARIES - FILE INCORPORATED WITH FILE BO102
WA102	WATER AUTHORITY - GENERAL INCLUDING INFILL SEWAGE
WA103	WATER AUTHORITY - WATER SUPPLY
WA501	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION
WA502	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - LOCAL GOVERNMENT NEWS
WA503	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - STATE COUNCIL AGENDA AND MINUTES
WA504	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - LOCAL GOVERNMENT COMMERCIAL SERVICE
WA505	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - LINKING COUNCILS AND COMMUNITIES
WA506	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - GASCOYNE WARD - MINUTES AND AGENDAS
WA510	WESTERNAUSTRALIAN LOCAL GOVERNMENT ASSOCIATION - GASCOYNE AND MIDWEST WARD MINUTES
WA511	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) – TAX SERVICE
WA512	WALGA - COUNCILLORS DIRECT CIRCULARS/NEWSLETTERS
WA513	WALGA - METRO REFORM CIRCULARS
WE101	WEST AUSTRALIAN WEEK
WO101	SHARK BAY WORLD HERITAGE PROPERTY
WO101.01	SHARK BAY WORLD HERITAGE PROPERTY - COMMUNITY CONSULTATIVE COMMITTEE - AGENDA AND MINUTES
WO101.02	WORLD HERITAGE DRIVE
WO102	WORKS REPORTS
WP101	WESTERN POWER
YO103	YOUTH AFFAIRS
YO104	YOUTH CO-ORDINATING NETWORK