

SHIRE OF CARNARVON

NOTES

AGENDA BRIEFING

FRIDAY 16 OCTOBER 2026

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

Agenda Briefings are advertised and open to the public, unless Elected Members are being briefed on a matter for which a formal meeting may be closed.

Disclosure of interests is made as at a formal meeting of Council.

Agenda Briefings follow the order of the Ordinary Council Meeting agenda.

The Presiding Member ensures that no debate or decision-making occurs. **No decisions are made at an Agenda Briefing.**

These notes are a summary of discussion and are not minutes or a verbatim record.

Matters that may be considered confidentially are listed by title only, and the content of confidential discussion is not recorded.

The Presiding Member declared the meeting open at 12.30pm and read the Acknowledgement of Country.

1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

Member

Hon. Martin Aldridge (electronic) ..... Commissioner (Presiding Member)

Executive Administration

Ms Amanda Leighton..... Acting Chief Executive Officer
Ms Racheal King..... A/Executive Manager, Corporate Strategy & Performance
Ms Stephanie Leca..... Executive Manager, Lifestyle & Community
Mr Stefan Louw ..... Executive Manager, Community Planning & Sustainability
Mr Colm Stanley ..... Executive Manager, Infrastructure Services

Staff in attendance

Mr Mark Davis (electronic)..... Lead Strategic Project Manager
Mr Jamie Bone..... Executive Business Manager
Mr Jasper Benthien..... Executive Services Coordinator

Observers ..... Nil
Apologies..... Nil
Leave of Absence ..... Nil

2 DECLARATION OF INTEREST

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

Nil.

3 PUBLIC TIME

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

The response to the question taken on notice at the Ordinary Council Meeting on 22 September 2026 (Mr P. Kelly) is included in the Ordinary Council Meeting agenda.

3.2 PUBLIC QUESTION TIME

No members of the public were present, and no questions with notice had been received at the time of the briefing.

3.3 PUBLIC DEPUTATION TIME

A deputation from Wooramulla Eco Cultural Journeys (REDS Grant Funding) has been approved for the Ordinary Council Meeting.

- The Commissioner asked how deputations are run and how long they are allowed. Administration advised the Meeting Procedures Local Law allows ten minutes.
- Administration advised questions are not usually asked of a deputation, but nothing prevents them.

4 CONFIRMATION AND RECEIVING OF MINUTES

4.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 22 SEPTEMBER 2026

This item will be considered at the Ordinary Council Meeting.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

This item will be considered at the Ordinary Council Meeting.

6 PRESENTATIONS, PETITIONS AND MEMORIALS

Nil.

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE - 25 AUGUST 2026

This item will be considered at the Ordinary Council Meeting.

7.1.2 MINUTES OF THE WALGA ANNUAL GENERAL MEETING - 17 SEPTEMBER 2026

This item will be considered at the Ordinary Council Meeting.

7.1.3 MINUTES OF THE MAJOR PROJECTS & INFRASTRUCTURE COMMITTEE - 22 SEPTEMBER 2026

- The Commissioner noted a word appears to be missing from the second paragraph of the Background. Administration confirmed this, and the report is to be corrected.

7.1.4 QUARTERLY STATUS OF COUNCIL DECISIONS - OCTOBER 2026

The schedule of outstanding Council actions is confidential.

- The Commissioner asked for an update on the outstanding resolution of February 2024 relating to a lease request for a reserve, which has recently been reassigned to the Executive Manager, Community Planning & Sustainability. Administration advised no formal arrangement has been entered into, and officers are awaiting information from the group. The reserve is vested in the Shire, and any lease would come to Council.
- The Commissioner noted the action for the Blowholes reserve management plan does not record that he and the CEO have met with the Department of Planning, Lands and Heritage in recent months, that correspondence was received from the Department the previous day, or that the Department has commissioned a study of the reserve. Administration advised the Blowholes Reserve Planning and Tourism Development Viability Report was received that morning. The action is to be updated.
- The Commissioner asked how the banking services transition is progressing. Administration advised it is well advanced. Enough users have registered to begin transferring funds, with the first transfer (the reserves) and file testing scheduled for the following Monday. One final administrative update remains.
- The Commissioner noted the remaining outstanding resolutions are recent.

7.1.5 POLICY REVIEW | EME024 CARETAKER POLICY - SHIRE ELECTION

This item will be considered at the Ordinary Council Meeting.

7.1.6 POLICY REVIEW | AUDIT, RISK & IMPROVEMENT COMMITTEE 2026 REVIEW

This item will be considered at the Ordinary Council Meeting.

7.1.7 COMMUNICATION AGREEMENT

- The Commissioner confirmed the content of the agreement has been settled between himself, the Acting CEO and the CEO.
- The Commissioner asked whether any existing policies need to be amended or repealed once the agreement is in place, as some may become redundant. Administration advised the communications policy will be cross-referenced against the agreement, and it will confirm whether the policy can be replaced by it.

7.1.8 POLICY REVIEW | OCTOBER 2026

This item will be considered at the Ordinary Council Meeting.

7.1.9 ANNUAL REVIEW – SHIRE OF CARNARVON REGISTER OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS 2026/2027

This item will be considered at the Ordinary Council Meeting.

7.1.10 CARNARVON ARTESIAN BORE

- The Commissioner asked what has changed since the Corporate Information Session. The Lead Strategic Project Manager advised the changes are minor. The formal request from the West Australian Marine Group (WMG) is now included, and a table of the Shire's current water use, requested by the Commissioner, has been added. The recommendation is unchanged.
- The Commissioner noted the legal advice is a confidential schedule.

7.2 CORPORATE & FINANCIAL

7.2.1 MONTHLY FINANCIAL REPORT - AUGUST 2026

- The Commissioner asked about two capital acquisition line items under buildings that show the same year-to-date budget, with actual spending well above it. Administration advised one is a carry-over of works completed just inside this financial year, so it has no current budget. The year-to-date budget on the other may be a duplicate, picking up two months of the parent job's budget. This will be checked with finance staff.

7.2.2 MONTHLY FINANCIAL REPORT - SEPTEMBER 2026

- The Commissioner asked what the transfers from reserves shown in the report are for: $365,000 from the plant reserve (relating to the street sweeper loan), $200,000 for asset upgrade and renewal and $300,000 for strategic projects.
- Administration advised the latter two are carry-overs of transfers budgeted last year that did not occur, and are not yet assigned to specific projects. They are currently covering a funding gap and will be tied to projects during the year. The Commissioner noted they need to be assigned to specific expenditure.

7.2.3 ACCOUNTS PAID UNDER DELEGATION - SEPTEMBER 2026

- The Commissioner asked about a credit card payment of nearly $5,000 for office furniture. Administration advised it was for meeting tables for the Chambers, and was paid by credit card because the account limit with the supplier was full when the order was placed.
- The Commissioner noted a number of artwork-related payments. Administration advised the only artwork purchased was the People's Choice work from the Gascoyne Art Award, acquired

for the art collection and displayed in the Chambers for now. The other payments are to artists: about 80 per cent of the works were sold, and the Shire keeps a 20 per cent commission and pays the artists after the awards. The report is to be updated to make this clearer.

- The Commissioner asked about a payment of $800 to the Shire of East Pilbara. Administration advised it is the prize for the Abstract category, won by an artist represented by that local government's gallery.
- The Commissioner noted payments for the Gnulli Festival and the tourism conference are still coming through four months later, and asked whether they will continue and affect budgets. Administration advised delays came from high turnover in accounts payable and from suppliers who were not set up correctly or were slow to invoice. Creditors are now being followed up and the flow should be nearly complete, although some may remain next month. No budget is allocated in the current year for these programs. The auditors are finalising the annual accounts over the next two weeks, and any expenses still outstanding after that will affect this year's budget.
- The Commissioner asked about a training bundle purchase. Administration advised it is for onboarding new employees, bought in lots of 20, and is not for the induction of Elected Members.
- The Commissioner asked about two payments of $35,301.75 to the same supplier for the same product, one described as for a road project. Administration advised the two payments were for two separate projects, one of them the Coral Bay airstrip upgrade, and confirmed this later in the meeting. The Commissioner's concern was that one invoice may have been paid twice.
- The Commissioner asked whether paying workers' compensation a year in arrears is usual. Administration advised the invoice is based on estimated wages and adjusted at year end after actual wages and claims are provided, so an end-of-year adjustment is normal.

7.2.4 RATES WAIVER APPLICATION - ENERGY MADE CLEAN (SEED X)

- The Commissioner asked for more background on the applicant and the basis for the request. Administration advised the applicant says Council granted an indefinite rates waiver in 2011. Rates have been levied since a recent revaluation, as the land, a former tip, previously had little or no value, and the applicant has disputed them since.
- Administration advised no Council resolution granting a waiver has been found, and the applicant has not provided one. The applicant has been told it does not meet the exemption criteria, as the land is used for a commercial purpose.
- Administration has no delegation to waive rates. The applicant has asked for a Council decision, and the recommendation allows Council to consider a discount under the Shire's policy if it wishes.
- Records show the land is held by the State, leased to the applicant and subleased to a related company, and the sublease requires rates to be paid. Tenure is to be confirmed.
- The Commissioner noted he was comfortable for the matter to go to Council so that a decision can be made, and asked for more detail in the report on the ownership structure and the commercial activities.

7.2.5 SUNDRY DEBTORS WRITE-OFF PROPOSAL

- The Commissioner noted that a related GST matter is still outstanding. Administration advised the write-off is needed so it can be provided as evidence to the Australian Taxation Office to obtain a decision. The report is to be made clearer on this.

7.2.6 CHEVRON FUNDING – GNULLI FESTIVAL

- The Commissioner asked how the item came about. The Executive Manager, Lifestyle & Community advised Chevron wrote in late September offering $250,000 in 2027, with the opportunity to invest $300,000 in 2028, but could not commit the full amount in 2027 because of other commitments. The Aboriginal corporation that previously delivered the festival has advised it does not have the capacity to deliver it in future, so the Shire has been asked to deliver it.
- The Commissioner asked whether the other partners, Tourism WA and Leichhardt, have committed. Administration advised they have not been approached, as it wants a commitment from Council first, and will then invite them to contribute again.
- The Commissioner noted that without other funding the event would be scaled to the $250,000, or Council would need to consider funding the shortfall. Administration advised the intention is to deliver an event that is funded, noting the Shire's in-kind contribution is already substantial. Tourism WA has since written that, if the Shire delivers the event again with Chevron's funding, it would treat it as a partnership and may double its 2026 contribution.
- The Commissioner noted the recommendation includes a budget amendment and authority to execute the sponsorship agreement during the caretaker period. Administration advised no agreement has been received, and Chevron will present one only once certain steps are complete. Chevron has asked for an agreement signed by the end of December so it can pay the funds up front. The 2027 event date has not been set, and May has been suggested.
- The Commissioner noted WALGA's advice that Council should generally avoid pre-authorising a future funding agreement without a high level of certainty about the funding amount, its conditions and the key terms.
  - Administration will ask Chevron for written confirmation of the terms to include in the report, and noted the risk of planning and stakeholder time if the incoming Council decides not to proceed.
- The Commissioner noted the caretaker period begins on 20 October 2026 but ends when the election result is declared, not on election day (3 December 2026). The recommendation is to be updated.

7.2.7 REGIONAL ECONOMIC DEVELOPMENT GRANTS PROGRAM 2026

- The Commissioner noted the changes since the Corporate Information Session. Administration advised additional information about the vehicle, which was not available then, has been added, including more detail on the asset.
- The Commissioner noted the vehicle's book value is $35,000, and that advice is its actual value is lower, between $18,000 and $28,000. Administration advised the book value reflects a ten-year useful life, with the vehicle eight years into it.
- The Commissioner asked about the budget variation. Administration advised the funds are moved from operating expenditure to capital, as the vehicle is to be purchased rather than leased.
- The Commissioner noted the cost of a new vehicle, and the proceeds from selling the existing vehicle, are not yet known, so any shortfall is unknown. Administration advised initial costings of about $135,000 informed the grant application. Once Council has resolved, officers will confirm costs and return to Council if the purchase cannot be made within the budget.

7.3 PLANNING & DEVELOPMENT

7.3.1 OFF-ROAD VEHICLES AREA GRANTS PROGRAM - GASCOYNE OFF ROAD RACING CLUB

- The Commissioner confirmed he has received the letters from the Executive Manager, Community Planning & Sustainability that are referenced in the report. Administration advised the letters dropped off the item when it was copied, and they will be attached to the Ordinary Council Meeting agenda.

7.3.2 COASTAL HAZARD RISK MANAGEMENT ADAPTATION PLAN - CARNARVON AND CORAL BAY

This item will be considered at the Ordinary Council Meeting.

7.3.3 CREATION OF COASTAL RESERVE - CORAL BAY

This item will be considered at the Ordinary Council Meeting.

7.3.4 CARNARVON MOBILE TRADING POLICY

This item will be considered at the Ordinary Council Meeting.

7.4 INFRASTRUCTURE SERVICES

Items 7.4.1 to 7.4.3 were considered in the confidential session. The content of confidential discussion is not recorded.

7.4.1 RFQ 23/2026 GRADER PURCHASE - WALGA PREFERRED SUPPLIER PANEL

- Discussed in the confidential session.

7.4.2 RFQ 24/2026 SUPPLY AND DELIVERY OF ONE NEW CRANE TIPPER TRUCK - WALGA PREFERRED SUPPLIER PANEL

- Discussed in the confidential session.

7.4.3 RFQ 26/2026 SUPPLY AND DELIVERY OF TWO NEW TIPPER TRUCKS - WALGA PREFERRED SUPPLIER PANEL

- Discussed in the confidential session.

8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

11 URGENT BUSINESS APPROVED BY THE PRESIDING MEMBER OR BY A DECISION OF THE COUNCIL

Nil.

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

12.1 RFT 06/2026 - CORAL BAY AIRSTRIP PAVEMENT RESHAPE AND STABILISATION - AWARDING OF TENDER

This item will be considered at the Ordinary Council Meeting.

13 DATE OF NEXT MEETING

The Ordinary Council Meeting is scheduled to be held on 19 October 2026 at 5.30pm in Council Chambers.

14 CLOSURE

The Presiding Member declared the meeting closed at 1.55pm.