



SHIRE OF CARNARVON

AGENDA

AGENDA BRIEFING

MONDAY 14 SEPTEMBER 2026

Shire Council Chambers,
Stuart Street Carnarvon,
West Australia
Phone: (08) 9941 0000
Fax: (08) 9941 1099
www.carnarvon.wa.gov.au

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.

NOTICE OF MEETING

Notice is hereby given

Shire of Carnarvon
Ordinary Council Meeting
will be held
on Tuesday 22 September 2026
at the Shire Council Chambers, Stuart Street
Carnarvon,
commencing at 05.30pm.

Amanda Dexter
CHIEF EXECUTIVE OFFICER

DISCLAIMER

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By providing your personal information, you consent to the collection, use and disclosure of your information for meeting administration, responding to questions, managing deputation requests, minute taking, recordkeeping and other lawful local government purposes.

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Any discussion or comment made during a meeting about a planning application, licence, permit, approval or other statutory matter is not formal notice of a decision or approval. Applicants and interested parties must rely only on WRITTEN CONFIRMATION issued by the Shire, including any formal decision notice and applicable conditions.

Members of the public should not act on any matter discussed or decision made at a Council or Committee meeting until formal written notification has been issued by the Shire, where applicable. Decisions may also be subject to revocation or change in accordance with legislative requirements.

In accordance with Regulation 11 of the *Local Government (Administration) Regulations 1996*, minutes are a record of decisions made, motions considered, disclosures made, documents attached to the agenda where required, and other matters required by legislation. Minutes include a summary of proceedings and are **not** a verbatim transcript of proceedings.

INFORMATION ON PUBLIC TIME

The following information is provided for members of the public wishing to participate in Ordinary or Special Council Meetings.

PUBLIC QUESTION TIME

Consistent with the Local Government Act, Administration Regulations and Shire By-Laws, the following information is provided for members of the public wishing to ask questions at Ordinary or Special Council Meetings:

- Public Question Time will be conducted for up to 15 minutes but can be extended by resolution of the Council.
- Questions at ordinary council meetings are limited to matters affecting the local government.
- Questions at special council meetings are limited to the purpose of that special council meeting.
- Members of the public are encouraged (but not required) to submit questions in advance or complete a Question Time form to assist with meeting administration.
- Questions submitted in writing prior to the meeting may assist in the preparation of a response; however, a question is only formally considered when it is asked at the meeting, unless otherwise dealt with as correspondence.
- The member of the public must first state their name and residential address, prior to asking their question.
- Each member of the public may ask up to two questions initially, after which other members of the public will be invited to ask their questions. Each member of the public has up to two minutes to ask their question(s).
- Questions must be clear, concise and asked as a question. The Presiding Member may refuse to accept questions that are:
 - defamatory, offensive, or questioning the competency of staff or Council members.
 - statements not framed as a question.
 - substantially the same as a question previously asked and answered.
- Conditional on time being availability, and an equal and fair opportunity being provided to others to ask their question(s) and receive their response(s), then Meeting Procedures Local Law 2021, 6.7(5) is interpreted as allowing the Presiding Member to permit a member of the public to ask additional questions beyond their initial two.
- The Presiding Member may nominate a Member or Officer to respond or may determine that a question be taken on notice.
- When a question is taken on notice, a written response will be provided, and a summary of that response will be included in the next Ordinary Council meeting agenda.
- If the Member or Officer allocated to answer the question has a financial or proximity interest, they must declare their interest and the question will then be responded to by another person.
- No debate or discussion is permitted in relation to any question or answer.
- A summary of each question and response will be included in the minutes of the meeting (Local Government (Administration) Regulations 1996 – r.11(e)).

PUBLIC DEPUTATION TIME

- As per Meeting Procedures Local Law 2021, Members of the public may request to make a deputation to address the Council on a matter. A deputation must be approved either:
 - in advance by the CEO; or
 - by the Presiding Member at the meeting
- The Deputation is not to exceed; five persons in total; more than two speakers; or to address the Council for more than ten minutes.
- Council may however approve; up to five persons to address the Council; and for the deputation's address to extend beyond 10 minutes.
- Deputations made at special council meetings are limited to the purpose of that special council meeting.
- The Presiding Member may rule that a delegation no longer continue if it:
 - includes defamatory remarks, offensive, language or questioning the competency of staff or Council members; or
 - diverts from the substance or direction of its deputation application.
- Where a matter is the subject of a deputation, the Council will not determine the matter until the deputation has completed its presentation.

SPECIAL MEETINGS OF COUNCIL

Members of the public are welcome to attend a Special Meeting of Council if open and may participate in Public Question Time or, with approval, make a deputation to the Council. Questions and deputations must relate to the purpose of the Special Meeting (Local Government Act 1995 – s.5.23; Local Government (Administration) Regulations 1996 – r.12(4); Meeting Procedures Local Law 2021 – cl. 6.9).

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1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

(The Local Government Act 1995 Section 2.25 provides that a Council may, by resolution, grant leave of absence to a member for Ordinary Council Meetings. The leave cannot be granted retrospectively and an apology for non-attendance at a meeting is not an application for leave of absence.)

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.)

3 PUBLIC TIME

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

3.1.1 QUESTIONS ON NOTICE - ORDINARY COUNCIL MEETING – 25 AUGUST 2026 – MR D. GOOCH

The following questions **were** taken on notice at the Ordinary Council meeting held on Tuesday 25 August 2026 from:

Mr David Gooch of Manberry Station.

Questions one and two were answered by Council at the time of the meeting and the responses for those questions can be found in the minutes of that meeting.

Questions three and four were partially answered with the remaining details taken on notice.

Question Three – “*What is the annual financial contribution to the Carnarvon Shire towards the Community Emergency Services Manager position and the estimated annual financial cost of employing an Emergency Services Manager directly?*”

Response Provided at the Ordinary Meeting of Council

The Presiding Member explained that the Community Emergency Services Manager position operated under a Memorandum of Understanding (MOU) with DFES, which set out a cost-sharing arrangement. Under this arrangement, DFES is the major funding partner, and the local government contribution is scaled according to the value of rates (rateable assessments) each Shire can levy, so that smaller local governments contribute less and larger local governments contribute more.

The Presiding Member took the Question on Notice regarding dollar amounts and comparative costs.

Response to Question taken on Notice

Under the previous Community Emergency Services Manager Memorandum of Understanding (MOU), the Shire of Carnarvon’s annual contribution towards the position was 1/3 of eligible 40%, excluding any additional in-kind support or associated operational costs.

The Department of Fire and Emergency Services contributed 60%, with the remaining local government contribution shared between the participating Shires of Carnarvon, Shark Bay and Upper Gascoyne in accordance with the cost-sharing arrangements established under the Memorandum of Understanding. In the MOU there are some items that are completely funded by DFES, and other items excluded from DFES funding of which the Shires are required to pay.

Following the withdrawal of the Shires of Shark Bay and Upper Gascoyne from the previous arrangement, Council has sought to establish a new Community Emergency Services Manager arrangement between the Shire of Carnarvon and the Department of Fire and Emergency Services. The financial contribution required from the Shire under any new arrangement will be subject to the terms of the new Memorandum of Understanding and confirmation of the final funding arrangement.

The estimated annual cost of directly employing an Emergency Services Manager is \$205,787, comprising approximately:

- base salary, applicable allowances and overtime
- superannuation and employment on-costs
- vehicle and travel expenses

- training, equipment and communications costs
- workers compensation
- it equipment and communications costs
- other administrative costs

On this basis, the estimated direct-employment cost to the Shire would be approximately \$205,787 compared with a Shire contribution of \$28,182 (1/3 of eligible 40%) under the Community Emergency Services Manager funding arrangement.

These figures are estimates based on the MOU and may vary depending on the final position classification, employment conditions, operational requirements and any funding contribution provided by the Department of Fire and Emergency Services.

Question Four – “Were all people listed in attendance in the 28 July 2026 Ordinary Council Meeting minutes recorded as attending in person?”

Response Provided at the Ordinary Meeting of Council

The Presiding Member, assisted by the CEO, explained that the Shire’s current practice is to classify a meeting as either electronic or not, and to record how councillors attend (for example, in person or online). It was further explained that it is not part of the Shire’s standing orders or usual practice to record whether staff are physically present in the chamber, even though they may be listed as attending.

The Presiding Member took the Question on Notice regarding a check of the attendance records for the 28 July 2026 Ordinary Council Meeting.

Response to Question taken on Notice

Administration reviewed the minutes and available meeting recording for the Ordinary Council Meeting held on 28 July 2026. This review confirmed that all employees listed in the minutes as being in attendance were present at the meeting.

Regulation 11(a) of the *Local Government (Administration) Regulations 1996* requires the minutes to record the names of Council Members present. Regulation 11(b) also requires the relevant entry or departure time to be recorded where a Council Member enters or leaves during the meeting.

These provisions do not require the minutes to identify whether Shire employees, members of the public or representatives of the press attended in person or electronically.

Regulations 14C and 14CA establish the requirements for authorised electronic attendance by Council and Committee Members. These provisions relate specifically to Council and Committee Members and do not impose an equivalent minute taking requirement for employees, public attendees or representatives of the press.

Local governments may record the attendance of employees and other attendees differently, depending on their adopted minute taking practices. Following consideration of the matter, the Shire has determined that distinguishing between employees attending in person and electronically represents good administrative practice and provides greater clarity in the public record. This distinction will be incorporated into future Council and Committee minutes where applicable.

3.2 PUBLIC QUESTION TIME

3.3 PUBLIC DEPUTATION TIME

4 CONFIRMATION AND RECEIVING OF MINUTES

CONFIRMATION OF MINUTES

4.1 Minutes of the Ordinary Council Meeting - 25 August 2026

4.2 Minutes of the Special Council Meeting - 28 August 2026

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

6 PRESENTATIONS, PETITIONS AND MEMORIALS

Nil

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 MINUTES OF THE COMMUNITY GROWTH FUND MEETING - FRIDAY, 11 SEPTEMBER 2026

File No:	ADM0080
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Jacque Birch, Executive Assistant, Lifestyle & Community
Authoriser:	Stephanie Leca, Executive Manager, Lifestyle & Community
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 24/02/2026
Schedules:	Nil

Authority/Discretion:

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

AT TIME OF PUBLISHING THE AGENDA THE UNCONFIRMED MINUTES FOR THIS COMMITTEE WERE NOT YET AVAILABLE FOR PUBLISHING. THE MINUTES WILL BE INCLUDED IN THE FINAL AGENDA OF THIS COUNCIL MEETING.

Summary of Report

This report presents the unconfirmed minutes of the Community Growth Fund Committee Meeting held on 11 September 2026 for Council to receive and seeks Council endorsement of the Committee's recommendations for Round Two of the 2026 Community Growth Fund and Outgoing Sponsorship funding programs.

The Community Growth Fund Committee considered the applications received and made recommendations regarding the allocation of available funding. As the Committee does not have delegated authority, the recommendations are presented to Council for formal consideration and endorsement.

Background

The Community Growth Fund Committee met on Friday, 11 September 2026 to consider applications received through Round Two of the 2026 Community Growth Fund and Outgoing Sponsorship funding programs.

The Committee considered the following applications:

Community Growth Fund

1. Carnarvon Bowling Club Incorporated
2. Carnarvon Horse and Pony Club Incorporated
3. Gascoyne Community Services Aboriginal Corporation
4. Gascoyne Growers Markets Incorporated
5. The Vietnamese Community in Carnarvon Incorporated

Outgoing Sponsorship

1. Alhasnawi Boxing Academy – ***Not Eligible***
2. Carnarvon Fishing Club Incorporated
3. Carnarvon Windfest Incorporated
4. Gascoyne Food Council Incorporated
5. Gascoyne Off Road Racing Club Incorporated
6. Carnarvon Chamber of Commerce and Industry Incorporated
7. Events Carnarvon Incorporated

Of the twelve (12) applications received, one (1) was assessed by Officers as ineligible, as the applicant is a business applying through the Outgoing Sponsorship Fund and therefore does not meet the eligibility requirements of the funding guidelines. The application was nevertheless presented to the Committee for transparency.

The Committee considered the applications and resolved to recommend funding allocations to Council.

As the Community Growth Fund Committee does not have delegated authority to determine funding allocations, the Committee's recommendations are now presented to Council for formal consideration and endorsement.

Stakeholder and Public Consultation**EXTERNAL**

No further public consultation has been undertaken in relation to this report, as the matter relates to Council's consideration of the recommendations made by the Community Growth Fund Committee following its assessment of Round Two applications.

Community groups and organisations were provided the opportunity to engage with Shire Officers during the application period, with the funding round promoted through the Shire's communication channels.

INTERNAL

- Community Growth Fund Committee
- Council
- Lifestyle & Community Directorate

Statutory Environment***Local Government Act 1995***

5.20. Decisions of councils and committees

(1) A decision of a council does not have effect unless it has been made by a simple majority or, if another kind of majority is required under any provision of this Act or has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

(2) A decision of a committee does not have effect unless it has been made by a simple majority or, if another kind of majority has been prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

(3) This section does not apply to elections —

(a) by a council of the local government's mayor or president under section 2.11;

(b) by a council of the local government's deputy mayor or president under section 2.15; or

(c) by a committee of the committee's presiding member or deputy presiding member under section 5.12.

5.22. Minutes of council and committee meetings

(1) The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.

(2) The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

(3) The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Relevant Plans and Policy

Shire of Carnarvon's Strategic Community Plan

CD004 - Carnarvon Growth Fund Policy

CD0014 - Outgoing Sponsorship Policy

Financial Implications

Council has allocated funding to the Community Growth Fund and Outgoing Sponsorship programs through the 2026/27 Annual Budget. The current available balance prior to consideration of Round Two applications is \$110,000.

Should Council endorse the recommendations of the Community Growth Fund Committee, the following funding allocations will be approved:

LIST OF THE APPLICANTS AND AMOUNTS ARE TO BE UPDATED FOR THE FINAL AGENDA ONCE UNCONFIRMED MINUTES ARE PUBLISHED.

The approved allocations will be funded from the existing Community Growth Fund budget allocation, with no additional budget allocation required.

Following the allocation of Round Two funding, a balance of:

\$XX,XXX - TO BE UPDATED FOR THE FINAL AGENDA ONCE UNCONFIRMED MINUTES ARE PUBLISHED.

will remain available for future funding rounds scheduled to open on 1 October 2026 and 1 January 2027.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Funding allocations endorsed by Council may exceed the available budget provision.	Moderate – C2	The Committee considered applications against the available Community Growth Fund budget. Council endorsement of the Committee's recommendations will be limited to the available budget allocation.
Health & Safety	N/A	N/A	N/A
Reputation	Decisions to approve or decline funding applications may result in criticism from applicants or the broader community.	Moderate – D3	Applications were considered through the established Community Growth Fund and Outgoing Sponsorship process, with recommendations formally considered by the Committee and presented to Council for endorsement. Clear and timely communication of outcomes will assist in mitigating this risk.
Service disruption	N/A	N/A	N/A
Compliance	There is a risk that funding may be allocated to applications that do not meet the requirements of the Community Growth Fund or Outgoing Sponsorship policies and guidelines.	High – C3	Applications were assessed by Officers and considered by the Community Growth Fund Committee against the relevant funding requirements prior to recommendations being presented to Council.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Grant funding may not be used for the purposes outlined in the approved application.	Moderate – D3	Funding recipients are required to complete the Shire's acquittal process, providing accountability for the use of funds in accordance with the approved application.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community acknowledges our history and celebrates our diverse cultures*
- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The report separates the two Council actions required:

- Council receives the unconfirmed Community Growth Fund Committee minutes; and
- Council considers and endorses the Committee recommendations relating to the allocation of funding under the Community Growth Fund and Outgoing Sponsorship Fund.

This approach supports clearer governance practice by distinguishing between receiving the Committee minutes and Council making a substantive decision on the funding recommendations presented by the Committee.

OFFICER'S RECOMMENDATION

That Council by Absolute Majority:

- 1. Receives the unconfirmed minutes of the Community Growth Fund Committee Meeting held on 11 September 2026; and***
- 2. Endorses the recommendations of the Community Growth Fund Committee relating to Round Two of the 2026 Community Growth Fund and Outgoing Sponsorship funding programs, as detailed in the Committee Recommendation XX/09/2026 contained within the unconfirmed minutes of the Community Growth Fund Committee Meeting held on 11 September 2026.***

7.1.2 MINUTES OF THE RECONCILIATION ACTION PLAN REFERENCE GROUP MEETING - FRIDAY, 11 SEPTEMBER 2026

File No: ADM0281
 Location/Address: Shire of Carnarvon
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Keely Roberston, Place & Cultural Development Coordinator
 Authoriser: Stephanie Leca, Executive Manager, Lifestyle & Community
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: Nil
 Schedules: Nil

Authority/Discretion:

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

AT TIME OF PUBLISHING THE AGENDA THE UNCONFIRMED MINUTES FOR THIS MEETING WERE NOT YET AVAILABLE FOR PUBLISHING. THE MINUTES WILL BE INCLUDED IN THE FINAL AGENDA OF THIS COUNCIL MEETING.

Summary of Report

This report presents the unconfirmed minutes of the Reconciliation Action Plan Reference Group meeting held on Friday, 11 September 2026 for Council to receive.

The meeting provided an opportunity for Reference Group members to receive updates on the implementation of the Shire's Innovate Reconciliation Action Plan 2025 – 2027 (RAP), including progress reporting and the Reconciliation Action Plan Impact Survey.

The RAP Impact Statement and Progress Report will be presented separately to the Audit, Risk and Improvement Committee at its meeting scheduled for 20 October 2026.

Background

At the Ordinary Council Meeting held on 29 April 2025, Council endorsed the Shire of Carnarvon's Innovate Reconciliation Action Plan 2025 – 2027, establishing the framework for progressing the Shire's reconciliation commitments.

The Reconciliation Action Plan Reference Group supports implementation of the RAP by providing a forum for Aboriginal organisations, community representatives and the Shire to share information, provide advice and monitor progress against the actions identified within the Plan.

The Reference Group met on Friday, 11 September 2026.

Key matters discussed included:

- broader reconciliation themes and priorities, with a presentation from Reconciliation Australia;
- updates from Reference Group representatives;
- progress against the Innovate RAP 2025–2027;
- the RAP Impact Survey and action tracker;
- membership of the Reference Group; and
- early planning for the 2027 Reconciliation Exhibition.

Further information regarding the matters considered by the Reconciliation Action Plan Reference Group is contained within the unconfirmed minutes of the meeting, provided in ***Schedule 1***.

Stakeholder and Public Consultation

External

Reconciliation Action Plan Reference Group representatives, including Aboriginal organisations, community representatives and Reconciliation Australia.

Internal

- Reconciliation Action Plan Reference Group
- Lifestyle & Community Directorate
- Council

Statutory Environment

There are no direct statutory implications arising from Council receiving the minutes.

Relevant Plans and Policy

Innovate Reconciliation Action Plan 2025 – 2027

Strategic Community Plan 2022 – 2032

Financial Implications

There are no additional financial implications associated with Council receiving the unconfirmed minutes of the Reconciliation Action Plan Reference Group.

Initiatives discussed by the Reference Group are either provided for within the adopted 2026/27 Annual Budget or will be subject to future funding applications. Any future actions arising from implementation of the Innovate Reconciliation Action Plan 2025 – 2027 that require additional Shire funding will be considered through the annual budget process or presented separately to Council.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Inadequate transparency regarding the activities and outcomes of the Reconciliation Action Plan Reference Group may impact stakeholder confidence in the Shire's governance and delivery of its reconciliation commitments.	D-2 Low	Providing the unconfirmed minutes to Council supports transparent governance, maintains Council oversight of the Reference Group and demonstrates ongoing implementation of the Innovate Reconciliation Action Plan 2025 - 2027.
Service disruption	N/A	N/A	N/A
Compliance	N/A	N/A	N/A
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701*
- *Our community acknowledges our history and celebrates our diverse cultures*
- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

NOTES AND COMMENTS TO BE UPDATED FOR THE FINAL AGENDA ONCE MINUTES ARE AVAILABLE.

OFFICER'S RECOMMENDATION

That Council receives the unconfirmed minutes of the Reconciliation Action Plan Reference Group meeting held on Friday, 11 September 2026.

7.1.3 COMPLIANCE AUDIT RETURN 2025

File No: ADM0011
 Location/Address: N/A
 Name of Applicant: N/A
 Name of Owner: N/A
 Author(s): Caroline Ballard, Governance & Information Coordinator
 Authoriser: Amanda Leighton, Executive Manager, Corporate Strategy & Performance
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: ARIC 25.08/2026
 OCM 25/03/2025
 Schedules: 1. Draft Compliance Audit Return 2025

Authority/Discretion:

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

Summary of Report

This report presents the Shire of Carnarvon's 2025 Compliance Audit Return to Council for adoption following its review by the Audit, Risk and Improvement Committee on 25 August 2026.

The purpose of this report is to present to Council the 2025 Compliance Audit Return (CAR) for review and to request that Council adopt the 2025 CAR as presented in **schedule 1** for submission to the Department of Local Government, Industry Regulation and Safety (DLIRS) by 30 September 2026.

The 2025 CAR comprises of 98 questions which require a response of:

- Yes – indicates compliance
- No – indicates non-compliance
- N/A – indicates that this function was not required to be performed this year or is not a requirement for this Local Government.

Background

Under Regulation 14 of the Local Government (Audit) Regulations 1996 Local Governments are required to carry out a Compliance Audit for the period 1 January to 31 December of each year. The Compliance Audit functions as a comprehensive checklist, evaluating a local government's adherence to the stipulations outlined in the Act and its accompanying regulations, covering various area of compliance.

The audit is undertaken using questions provided by the Local Government Inspectorate. The relevant officer responses are collated internally in preparation for review by the Governance & Information Coordinator before submission to the ARIC.

In accordance with Regulation 14 of the *Local Government (Audit) Regulations 1996* the ARIC is to review the CAR and is to report to Council the results of that review.

The CAR should then be:

1. Presented to an Ordinary Meeting of Council;
2. Adopted by Council; and
3. Recorded in the minutes of the meeting at which it is adopted.

Following the adoption of the CAR by Council a certified copy of the return, along with the relevant section of the minutes and any additional information detailing the contents of the return is formally endorsed through the signatures of both the Commissioner and the Chief Executive Officer (CEO) before being submitted to the Department via an online portal, no later than 30 September 2026.

Regulation 15 ordinarily requires the return and supporting documents to be provided by 31 March following the relevant reporting period. The Local Government Inspector has extended the deadline for submission of the 2025 Compliance Audit Return to 30 September 2026.

Stakeholder and Public Consultation

External Consultation

No external public consultation was required. The Department provided guidance regarding the approved Compliance Audit Return and the extended submission deadline.

Internal Consultation

Audit, Risk and Improvement Committee

Chief Executive Officer

Corporate Strategy and performance directorate

Governance and Information Coordinator

Statutory Environment

Local Government Act 1995

Section 7.13(1)(i) – *Provides for regulations requiring local governments to undertake audits of compliance with prescribed statutory requirements.*

Local Government (Audit) Regulations 1996

Regulation 13 – *Prescribes the statutory requirements that must be addressed through the annual compliance audit.*

Regulation 14 – *Requires the Shire to undertake a compliance audit for the period 1 January to 31 December each year and the Chief Executive Officer to prepare the Compliance Audit Return. The Audit, Risk and Improvement Committee must review the return, report the results of its review and make any appropriate recommendations to Council. Council must consider the return and the Committee's review before adopting the return, with or without amendments.*

Regulation 15 – *Requires the adopted Compliance Audit Return to be signed by the Commissioner and Chief Executive Officer and submitted to the Local Government Inspector together with the Committee's recommendations, the relevant Council minutes and any additional explanatory information. The Inspector may extend the ordinary submission deadline of 31 March.*

Regulation 15A – *Provides for the Local Government Inspector to limit the prescribed statutory requirements to be addressed through a Compliance Audit Return.*

Relevant Plans and Policy

Nil

Financial Implications

There are no direct financial implications associated with adopting and submitting the 2025 Compliance Audit Return. Corrective actions will primarily be implemented through existing administrative resources.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Failure to adopt and submit the CAR by the extended deadline, or failure to transparently address identified non-compliances, may reduce confidence in the Shire's governance and compliance systems.	2-D Low	Following consideration at ARIC, this item can be presented to Council in time to meet the statutory deadline for submission and to note any areas of non-compliance.
Service disruption	N/A	N/A	N/A
Compliance	Failure to adopt, certify and submit the CAR in accordance with regulations 14 and 15 would constitute a statutory compliance failure.	2-D Low	Following consideration at ARIC, this item can be presented to Council in time to meet the statutory deadline for submission.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Risk that inaccurate, incomplete or unsupported responses result in a misleading Compliance Audit Return.	2-D Moderate	Responses have been reviewed against available records by responsible officers and validated by the Governance and Information Coordinator. Identified corrective actions will be recorded in Attain and monitored through Executive Management and ARIC.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Compliance Audit 2025 findings

The full list of audit questions and responses are uploaded to the Department online portal and are currently in draft (**schedule one**).

The full list of responses are then referred to Council for formal adoption; certified by the CEO and Commissioner and submitted along with a copy of that resolution to the Department via the online portal no later than 30 September 2026.

No. of questions in 2025 CAR	Non-Compliance	Compliance Rating
98	7	93%

Any responses noted for non-compliance (NO) in the CAR are listed below:

Local Government Act 1995

“s. 5.37(2) Did the CEO inform council of each proposal to employ or dismiss senior employee?

Where council rejected a CEO’s recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?”

NO - EMIS Recruitment 2025 Council were not informed via OCM, however Council were informed by the CEO via a Corporate Information Session in March 2025 of their intent to appoint the successful candidate along with the rationale for the position being appointed without the requirement of being designated a senior employee – aligns with more contemporary governance practices. No senior employee was dismissed throughout 2025.

“s. 5.46 Did all persons exercising a delegated power or duty under the Act keep on all occasions, a written record in accordance with *Local Government (Administration) Regulations 1996*, regulation 19?”

NO - Written records were not kept by all persons exercising a delegated power or duty in accordance with *Local Government (Admin) Regulations 1996, Reg19.*”

“s. 5.76 Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?”

NO - Due date was missed by 3 Elected members and 2 staff - CCC notified on 23 September 2025.

“s. 5.88 Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?”

s5.88(1) & (2)(a) NO - Financial interests register maintained in hard copy format and on Shire website, however, they do not include those that were submitted late.

Local Government (Administration) Regulations 1996

“Reg 19DA - Has the local government reviewed its corporate business plan in accordance with *Admin Regulation 19DA(4)* ? If yes, provide date of review.”

NO - Corporate Business Plan 2023-2027 (CBP) last endorsed OCM 28 May 2024. The CBP was last reviewed by Administration in June 2025 and presented to Council via Corporate Information Session and OCM in June 2025, Council subsequently requested changes and the item was represented at the August 2025 OCM, however Council declined to formally endorse either reviews.

“Reg 29C - Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?”

NO - the Shire has published all the prescribed information on its website, except for: *LG (Admin) Regs REG 29C(5)(b)* - it has not published the Elected Member and employee returns that missed the deadline for submission of those forms

“Reg 35 - Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?”

NO - One Elected Member (EM) - missing 3 modules, one EM - missing 1 module, one EM - 2 modules not completed within 12 months timeframe, (N/A - two EM's were elected in October 2025).

The process for gathering responses to the 98 questions includes forwarding relevant officers the questions that relate to their duties and responsibilities. The officer is required to review relevant records, registers, minutes of meetings, advertisements, policies etc and provide an informed response to the question. Their responses were checked and validated by the Governance & Information Coordinator for accuracy and to ensure that a high quality, verified CAR was completed.

Corrective Actions

1. Employment and dismissal of senior employees – section 5.37(2)
The Shire's relevant policy is currently being reviewed and will be presented to the Audit, Risk and Improvement Committee for consideration. The proposed amendment will remove all designated senior employee positions and reinforce that Council is responsible for employing and managing the performance of the CEO, with the CEO responsible for the employment, management and dismissal of all other employees. If adopted, this will provide clearer separation between Council's governance responsibilities and the CEO's administrative employment responsibilities.
2. Records of delegated decisions – section 5.46 and regulation 19
The Shire currently maintains a centralised delegations register and associated compliance tasks through Attain. However, the CAR process identified that some employees exercising delegated authority require further training and awareness regarding the scope of their delegations and the legislative recordkeeping requirements applying to delegated decisions. Targeted training and guidance will be provided, with periodic monitoring undertaken to confirm that delegated powers and duties are being exercised and recorded appropriately.
3. Annual returns – section 5.76
The Department of Local Government has advised that future non-compliance with annual return requirements may result in financial penalties being imposed on the individuals who fail to comply. This information has been communicated to all affected elected members and employees. The Shire will continue to monitor compliance, advise relevant persons of their individual obligations and issue weekly reminders through Attain in the lead-up to the 31 August statutory deadline. Outstanding returns will be escalated to the CEO before the deadline.
4. Financial interests register – section 5.88
The financial interests register will be reconciled against all primary and annual returns received, including returns lodged after the statutory deadline. The late returns identified through the CAR process will be incorporated into the register and published where required. A documented reconciliation will be completed following each annual return period to confirm that the Shire's internal register and the information published on its website are complete and consistent.
5. Corporate Business Plan review – regulation 19DA
The Corporate Business Plan and Strategic Community Plan were reviewed by Administration in consultation with Council during the reporting period. However, the revised documents were ultimately not formally endorsed by Council. Following the December 2026 local government election, it is anticipated that the newly elected Council will participate in a comprehensive review and rewrite of the Strategic Community Plan and Corporate Business Plan. This process will include a high level of community engagement and will provide the incoming Council with the opportunity to establish the Shire's strategic direction and priorities for the new planning period.
6. Publication of prescribed information – regulation 29C
The relevant Attain compliance task will be reviewed and updated to make the legislative publication requirements, required information, responsible officers and applicable timeframes clearer. The annual returns lodged after the statutory deadline will be published where required, subject to the legislative requirements concerning excluded information. Periodic checks of the Shire's website will also be undertaken to confirm that prescribed information remains complete and current.
7. Council member training – regulation 35
Following the December 2026 election and appointment of the new Council, Administration will establish a structured monitoring process for the completion of Council Member Essentials training. This will include confirming each elected member's training and exemption status, maintaining a central record of completed modules, undertaking regular progress checks and providing reminders and appropriate administrative assistance throughout the 12-month completion period. Any outstanding requirements will be escalated sufficiently early to support completion within the statutory timeframe.

Progress against these corrective actions will be maintained through Attain and reported to the Executive Management Team and the Audit, Risk and Improvement Committee until completed. Where appropriate, follow-up compliance testing will be undertaken to confirm that the revised controls and processes are operating effectively.

OFFICER'S RECOMMENDATION

That Council, by simple majority pursuant to Regulation 14 and 15 of the Local Government (Audit) Regulations 1996, resolves to:

- 1. Notes that the Audit, Risk and Improvement Committee reviewed the Shire of Carnarvon's 2025 Compliance Audit Return at its meeting held on 25 August 2026 and recommended its adoption by Council;***
- 2. Adopts the Shire of Carnarvon's 2025 Compliance Audit Return for the period 1 January to 31 December 2025, as provided at Schedule One; and***
- 3. Authorises Council and Chief Executive Officer to certify the Shire of Carnarvon's 2025 Compliance Audit Return and submit the certified copy to the Department of Local Government, Sport and Cultural Industries by 30 September 2026.***

**Local Government
Inspector**

2025 Compliance Audit Return

Local Government Authority: The Shire of Carnarvon

Local Government Act 1995

s. 2.29

Has every person elected or appointed to a mayor, president, deputy, or councillor role made the required declaration in the prescribed form before a prescribed person, prior to acting in the office?

Response: Yes

Comments: Declarations made in the prescribed form before acting in the office

s. 3.16

Has the local government reviewed local laws, which have not been reviewed in the previous 8 years, to ensure compliance with Schedule 9.3, Clause 65?

Response: Yes

Comments: Local Laws were last reviewed in 2021/22

s.3.57

Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?

Response: Yes

Comments: The Shire invited tenders for all contracts for the supply of goods and services where the contract was or was expected to be over the consideration stated in Regulation 11 (1)

s. 3.58(3)

Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?

Response: Yes

Comments: Disposal of Property is advertised in the Local Newspaper (unless section 3.58(5) applies)

s. 3.58(4)

Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) of the Act, in the required local public notice for each disposal of property?

Response: Yes

Comments: Disposal of Property is advertised in MidWest Times; a template for advertising is used to ensure the information complies with 3.58(4)

s. 3.59(2)(a)

Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2025?

Response: N/A

Comments: The Shire did not conduct any major trading undertakings in 2025

s. 3.59(2)(b)

Has the local government prepared a business plan for each major land transaction that was not exempt in 2025?

Response: N/A

Comments: The Shire did not conduct any major land transactions in 2025

s. 3.59(2)(c)

Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2025?

Response: N/A

Comments: The Shire did not conduct any major trading undertakings or land transactions in 2025

s. 3.59(4)

Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2024?

Response: N/A

Comments: The Shire did not conduct any major trading undertakings or land transactions in 2025

s. 3.59(5)

During 2025, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?

Response: N/A

Comments: The Shire did not conduct any major trading undertakings or land transactions in 2025

s. 5.16 (1)

Were all delegations to committees resolved by absolute majority?

Response: Yes

Comments: Delegations resolved by Absolute Majority at Annual delegation review (OCM 04.07.25)

s. 5.16 (2)

Were all delegations to committees in writing?

Response: Yes

Comments: Delegation Certificates issued via ATTAIN software

s. 5.17

Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?

Response: Yes

Comments: Delegation Certificates issued via ATTAIN software

s. 5.18

Were all delegations to committees recorded in a register of delegations?

Response: Yes

Comments: Delegations recorded in ATTAIN software

s. 5.36(4) and s. 5.37(3)

Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?

Response: Yes

Comments: s. 5.36(4) - N/A no CEO recruitment in 2025

s. 5.37(3) - YES EMIS recruitment 2025 Advertised - x 3 Executive positions were created in January 2025; however, these roles are not listed as Senior Employees in the Shire's Policy EME008 Designated Senior Employees

s. 5.37(2)

Did the CEO inform council of each proposal to employ or dismiss senior employee?

Response: No

Comments: EMIS recruitment 2025 - not informed at Council; no senior employee was dismissed throughout 2025

Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?

Response: N/A

Comments: Senior Employee Recruitment recommendation was not taken to Council

s. 5.39B

Has the local government adopted and maintained model standards that incorporate the prescribed model standards within required timeframes (including amendments), ensured adoption by absolute majority, published an up-to-date version on its official website, and avoided including any inconsistent additional provisions?

Response: Yes

Comments: EME004 adopted 23/08/2022, last reviewed 26/03/2024

s. 5.42

Were all delegations to the CEO resolved by an absolute majority?

Response: Yes

Comments: Delegations resolved by Absolute Majority at Annual delegation review (OCM 04.07.25)

Were all delegations to the CEO in writing?

Response: Yes

s. 5.43

Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?

Response: Yes

s. 5.44(2)

Were all employees delegated authority by the CEO under Section 5.44(1), issued with a written instrument of delegation?

Response: Yes

Comments: Delegation Certificates issued via ATTAIN software

s. 5.45(1)(b)

Were all decisions by the Council to amend or revoke a delegation made by absolute majority?

Response: N/A

Comments: There were no revocations for the reporting period

s. 5.46

Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?

Response: Yes

Comments: Delegations Register is maintained in ATTAIN software

Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2024/2025 financial year?

Response: Yes

Comments: Delegations Register was reviewed at OCM 21 July 2025

Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?

Response: No

Comments: Written records were not kept by all persons exercising a delegated power or duty in accordance with Local Government (Admin) Regulations 1996, Reg19

s. 5.50

If the local government paid a finishing employee an amount in addition to their entitlement, did the local government follow a policy it had adopted and published on its website outlining the circumstances in relation to payments made to terminated employees?

Response: N/A

Comments: There was no instance in 2025 that this occurred

If the local government made a payment to a finishing employee that is more than the amount set out in the policy, was local public notice given?

Response: N/A

s. 5.51A

Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?

Response: Yes

Comments: CEO has prepared and implemented a code of conduct, last reviewed on 4/9/2025

Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?

Response: Yes

s. 5.67

Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?

Response: Yes

Comments: Councillors who declared an interest and did not have participation approval left the meeting before discussion or voting.

s. 5.68(2)

Were all decisions regarding participation approval in relation to Section 5.68(2), including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?

Response: Yes

Comments: OCM 25 November 2025 included four Councillors declaring a Direct Financial Interest in an item; approval was sought from the Minister for Local Government to enable one of these four EM to participate; Council was then able to achieve a sufficient quorum to allow a vote on the report

s. 5.69(5)

Were all decisions regarding participation approval in relation to Section 5.69(5), including the extent of participation allowed recorded in the minutes of the relevant council or committee meeting?

Response: Yes

Comments: All decisions regarding participation approval were recorded in the minutes of the relevant council or committee meeting

s. 5.70

Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?

Response: Yes

Comments: All instances where the reporting officer was required to declare an interest were appropriately noted in the Minutes of each meeting

s. 5.71B(5) and (7)

Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?

Response: N/A

Comments: There were no instances in the reporting period

Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?

Response: N/A

s. 5.73

Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?

Response: Yes

Comments: All disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 were recorded in the minutes of the meeting at which the disclosures were made

s. 5.75

Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?

Response: Yes

Comments: All Primary returns were completed within three months of the start date (or the Designated Employee role where applicable)

s. 5.76

Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2025?

Response: No

Comments: Due date was missed by 3 Elected members and 2 staff members - CCC notified on 23 September 2025

s. 5.77

On receipt of a primary or annual return, did the CEO, or the Mayor/President, as the case may be, give written acknowledgment of having received the return?

Response: Yes

Comments: All Primary and Annual Return Acknowledgments were processed through Attain Compliance Software which emails staff/elected members with an acknowledgement of receipt of their return

s. 5.88

Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?

Response: No

Comments: Financial interests register maintained in hard copy format and on the Shire website; however, they do not include those that were submitted late

Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?

Response: Yes

Comments: Financial interests register maintained in hard copy format and on the Shire website

After a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?

Response: Yes

Comments: Financial interests register maintained in hard copy format and on the Shire website – both were checked and updated quarterly for any personnel changes

Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?

Response: Yes

Comments: Regular reviews ensure that documents are removed and maintained in personnel files

s. 5.89A

Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?

Response: Yes

Comments: Gift Register maintained on Form 4 as per the prescribed regs

Did the CEO publish an up-to-date version of the gift register on the local government's website?

Response: Yes

Comments: Gift Register Maintained on Shire website

s. 5.90A

Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?

Response: Yes

Comments: Policy EME002 reviewed and adopted by absolute majority OCM 26 March 2024

s. 5.94

Does the local government have information available for members of the public to inspect, free of charge as prescribed under section 5.94 and Admin Reg 29, except where restricted under this section?

Response: Yes

s. 5.96

Where a person is entitled to inspect information under this Division, can the local government confirm that copies are available and that the price at which it sells copies does not exceed the cost of providing them, (unless prescribed otherwise)?

Response: Yes

Comments: Copies are available at cost price (as per Shire Fees & Charges Schedule)

s. 5.96A

Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?

Response: Yes

Comments: The CEO published information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995

s. 5.104

Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?

Response: Yes

Comments: The Shire prepared and adopted, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct, date of last review OCM 07/03/2024

Did the local government adopt additional requirements in addition to the model code of conduct?

Response: N/A

Comments: The Shire did not adopt additional requirements in addition to the model code of conduct

Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?

Response: Yes

Comments: The CEO has published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website

s. 5.128

Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?

Response: Yes

Comments: Policy EME003 reviewed and adopted by absolute majority OCM 26 March 2024 - awaiting review following October 2025 elections

s. 7.12A(3), (4) and (5)

Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?

Response: Yes

Comments: Actions added to compliance calendar for monthly checks

Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?

Response: N/A

Comments: No items were marked as "Significant"

Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?

Response: N/A

Local Government (Administration) Regulations 1996

r. 18F

Were the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?

Response: Yes

Comments: The CEO position was advertised within the SAT Banding 2 (as a Band 2 Local Gov), the remuneration of the CEO falls within this banding

r. 19AB

Does the code of conduct contain the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person?

Response: Yes

Comments: The code of conduct contains the requirement that a local government employee (not including the CEO) must not accept a prohibited gift from an associated person

r. 19AC

Does the local government's code of conduct include requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons, in accordance with regulatory requirements?

Response: Yes

Comments: The Shire's code of conduct includes requirements for the recording, storing, disclosure, and use of information relating to gifts accepted by local government employees (excluding the CEO) from associated persons

r. 19AE

Does the local government's code of conduct include requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct, in accordance with regulatory requirements?

Response: Yes

Comments: The Shire's code of conduct includes requirements addressing employee behaviour in the performance of duties, interactions with others, use and disclosure of information, use of local government resources and finances, the keeping of records, and the reporting and management of suspected breaches and misconduct

r. 19B

Did the local government include in its annual report all information required under section 5.53(2)(g) and (i) and regulation 3A(2), including number of employee's in salary bands over \$130,000, remuneration and allowances paid, ordered payments, CEO remuneration, council member meeting attendance, available demographic information about council members, and details of any modifications to the strategic community plan or significant modifications to the corporate business plan?

Response: Yes

Comments: YES - The Annual Report 2024-25 includes the required disclosures relating to remuneration, salary bands, meeting attendance and councillor demographics, and ordered payments. The report outlines a review of the progress of 2024-25 projects; noting that CBP & SCP reviews were presented to Council in August 2025 but were not endorsed by Council in the 2025 calendar year.

r. 19C

Has the local government adopted by absolute majority a strategic community plan?

Response: Yes

Comments: SCP adopted 27/09/2022 (Simple Majority used, carried 7/0 therefore Absolute Majority achieved) no further reviews adopted

Adoption date or the date of the most recent review: 27/09/2022

r. 19DA

Has the local government reviewed its corporate business plan in accordance with Admin Regulation 19DA(4)?

Response: No

Comments: Corporate Business Plan 2023-2027 (CBP) last reviewed OCM 28 May 2024; no review in 2025

Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?

Response: Yes

Comments: CBP 2023-2027 complies with regs Reg 19DA(2) & (3)

r. 22

No response required. This is covered by s5.75.

r. 23

No response required. This is covered by s5.76.

r. 28

No response required. This is covered by s5.88(1).

r. 28A

No response required. This is covered by s5.89A(1).

r. 29

No response required. This is covered by s5.94.

r. 29C

Does the local government publish all prescribed information on its official website— including up-to-date policies, required details of council member and employee returns, council member fees and allowances, and relevant public notices—within the specified timeframes and in accordance with legislative requirements?

Response: No

Comments: The Shire has published all the prescribed information on its website, except for: LG (Admin) Regs REG 29C(5)(b) - it has not published the Elected Member and employee returns that missed the deadline for submission of those forms (received in September 2025)

r. 35

Has every local government council member completed and passed the Council Member Essentials course, consisting of the five required modules and delivered by an approved provider, within 12 months of being elected?

Response: No

Comments: One Elected Member (EM) - missing 3 modules, one EM - missing 1 module, one EM - 2 modules not completed within 12 months timeframe, (N/A - two EM's were elected in October 2025).

r. 36

Does the local government appropriately identify and document council members who are exempt from the training requirements under section 5.126(1), including verifying that the member:

- has completed an approved course within the specified 5-year period prior to election, or
- completed the LGASS00002 Elected Member Skill Set before 1 July 2019 within the relevant timeframe, or
- qualifies for the transitional exemption applicable to council members in office at the commencement of the 2019 regulatory amendments?

Response: Yes

Comments: Three EM's were Exempt from requirements in Section 5.126(1) until the end of their current term of office

Local Government (Audit) Regulations 1996

r. 10

Was the auditor's report for the financial year ending 30 June 2025 received by the local government within 30 days of completion of the audit?

Response: Yes

Comments: The financial audit was completed and signed on 5 December 2025

r. 17

Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2025?

Response: Yes

Comments: Reg 17 Review in the 2023/2024 financial year. Report accepted by the Audit and Risk Committee 25/06/2024

Date of council's resolution to accept the report: 01/01/2025

Local Government (Constitution) Regulations 1998

r. 11FA

Did the CEO provide the Minister a report as to the result of the election within 14 days of the declaration and in the form of Form 20 of the Local Government (Elections) Regulations 1997, modified as necessary?

Response: Yes

Comments: Formal date of lodgement was 23 October 2025 (emailed); the Shire was then subsequently informed that it needed to lodge via an online portal. Portal lodgement was completed 17 November 2025.

r. 13

Were all required oaths, affirmations and declarations under section 2.42 (in relation to Commissioners) made in the correct form (Form 8), before the appropriate authorised person?

Response: N/A

Comments: The Shire of Carnarvon did not have a Commissioner appointed by the Local Government Minister in 2025

Local Government (Elections) Regulations 1997

r. 30G

Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: An electoral gift register was maintained and published; however, there were no disclosures made by candidates

Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?

Response: N/A

Comments: There were no disclosures made by candidates

Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?

Response: Yes

Comments: An electoral gift register was maintained and published on the Shire's website

Local Government (Financial Management) Regulations 1996

r. 5

Has the CEO ensured efficient systems and procedures are established under provisions set out in Financial Management Regulations 5(1)(a) to (g)?

Response: Yes

Comments: Reg 5 Review in the 2022/2023 financial year. Report accepted by Audit and Risk Committee 13/06/2023

r. 6

Has the local government ensured that any employee delegated responsibility for day-to-day accounting or financial management operations is not also delegated the responsibility for conducting internal audits, reviewing their own duties, or for managing, directing or supervising someone who carries out these functions?

Response: Yes

Comments: Duties and responsibilities are outlined in position descriptions and internal controls; employees with delegated responsibility for financial management or day-to-day accounting are not also delegated responsibility for conducting internal audits

r. 7

Did the local government ensure it has regard to the needs of the inhabitants of the district as a whole and not keep separate ward accounts or determine expenditure on the basis of revenue from a ward?

Response: Yes

Comments: The Shire does not keep separate ward accounts or determine expenditure on the basis of revenue from a ward

r. 8

Does the local government maintain separate accounts with a bank or other financial institution for money to be held in the municipal fund, trust fund and for reserve account purposes?

Response: Yes

Comments: The Shire has separate bank accounts for Municipal fund, trust and reserve account purposes

r. 9

Did the local government keep separate financial records for each trading undertaking and each major land transaction?

Response: N/A

Comments: The Shire did not conduct any major trading undertakings or land transactions in 2025

r. 11

Has the local government developed procedures for the authorisation of, and the payment of, accounts in accordance with Local Government (Financial Management) Regulations 11(1), (2) and (3)?

Response: Yes

Comments: The Shire has procedures in place to ensure that the correct actions are taken for the authorisation of and payment of creditor accounts and credit card payments

r. 12

Were payments made from the municipal fund or trust fund made by the CEO under a delegated authority or authorised, in accordance with regulation 13(2), in advance by a council resolution?

Response: Yes

Comments: The CEO has the delegated authority to make payments from the Municipal or trust funds; all payment listings are presented to Council; there are no advance payments made which require prior Council approval

r. 13

Can the local government confirm that, where the CEO has been delegated authority to make payments from the municipal or trust fund, the CEO prepared accurate monthly lists that are presented at the next ordinary council meeting and recorded in the minutes?

- includes the payee's name, payment amount, payment date, and sufficient information to identify each transaction where payments have already been made; or
- includes the payee's name, payment amount, sufficient information to identify each transaction, and the date of the council meeting (to which the list will be presented) for accounts requiring council approval.

Response: Yes

Comments: A report of the list of accounts (including all relevant information (as per Reg 13)) that have been paid under delegation is presented to Council each month (or in the subsequent month where applicable)

r. 13A

Did the local government prepare a list each month of all payments made using employee-authorised credit, debit or other purchasing cards, and include the payee's name, the amount of the payment, the date of the payment, sufficient information to identify the payment, and present the list at the next ordinary council meeting (and record in the minutes)?

Response: Yes

Comments: A report of the list of all payments made by employee authorised credit and debit cards (including all relevant information (as per Reg 13A)) that have been paid under delegation is presented to Council each month (or in the subsequent month where applicable)

r. 19

Has the local government established and documented internal control procedures to enable identification of the nature and location of all investments and any related transactions?

Response: Yes

Comments: The Shire has a documented procedure that was reconciled with our Municipal account

r. 19C

Has the local government ensured that all investments made under section 6.14(1) comply with statutory restrictions set out in Financial Management Reg. 19C?

Response: Yes

Comments: All investments and deposits are made with authorised institutions

Local Government (Functions and General) Regulations 1996

r. 7

No response required. This is covered by s3.59(2).

r. 9

No response required. This is covered by s3.59(2).

r. 10

No response required. This is covered by s3.59(2).

r. 11A

Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?

Response: Yes

Comments: The Shire complies with its current purchasing policy; audits are undertaken to ensure an acceptable number of quotations are obtained, and correct authorisations are made before issuing purchase orders, and that correct documentation and authorisations are in place for purchases made

r. 11

No response required. This is covered by s3.57.

r. 12

Did the local government consider the implications of Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?

Response: N/A

Comments: The Shire has not entered into multiple contracts to avoid Reg 11(1)

r. 14(1), (3) and (5)

If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?

Response: Yes

Comments: An electronic portal (Tenderlink) is used for the administration and distribution of the tender document, any addenda, and tender submissions. The portal automatically sends an addendum to all potential Tenderers who have downloaded the Tender document.

r. 15

Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?

Response: Yes

Comments: An electronic portal (Tenderlink) is used for the administration of tender documents; any tender submissions are opened from that portal (by 2 employees at a time designated following the expiry of the Notice period of the tender) and recorded directly into the Tender Register and the Shire's Records Management systems

r. 16

No response required. This is covered by r. 15.

r. 17

Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

Response: Yes

Comments: The information recorded in the local government's tender register complies with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17. The tenders register is available for public inspection and is published on the local government's official website

r. 18(1) and (4)

Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?

Response: N/A

Comments: The use of an electronic portal (Tenderlink) for the administration of tender documents means that late submissions cannot be made to that specific tender

Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?

Response: N/A

Comments: N/A - there were no late or incorrectly placed tender submissions

r. 19

Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?

Response: Yes

Comments: The CEO gave each tenderer a written notice containing particulars of the successful tender or advising them that no tender was accepted

r. 21

Does the local government's advertising and expression of interest processes for limiting who can tender comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?

Response: N/A

Comments: No Expressions of Interest were called

r. 22

No response required. This is covered by r. 21.

r. 23

Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?

Response: N/A

Comments: No Expressions of Interest were called

Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?

Response: N/A

Comments: No Expressions of Interest were called

r. 24

Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?

Response: N/A

Comments: No Expressions of Interest were called

r. 24AD(2), (4) and (6)

Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?

Response: N/A

Comments: No Invitation was made for a panel of pre-qualified suppliers

If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?

Response: N/A

Comments: No Invitation was made for a panel of pre-qualified suppliers

r. 24AE

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AF

No response required. This is covered by r. 24AD(2), (4) and (6).

r. 24AG

Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?

Response: N/A

Comments: No Invitation was made for a panel of pre-qualified suppliers

r. 24AH(1) and (3)

Did the local government reject any applications to join a panel of prequalified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?

Response: N/A

Comments: No Invitation was made for a panel of pre-qualified suppliers

Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?

Response: N/A

r. 24AI

Did the CEO send each applicant written notice advising them of the outcome of their application?

Response: N/A

Comments: No Invitation was made for a panel of pre-qualified suppliers

r. 24E

Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?

Response: N/A

r. 24F

No response required. This is covered by r. 24E.

I certify this is a true and accurate copy of the 2025 Compliance Audit Return, as adopted by Council at the meeting of _____ 2026.

CEO

Date

Mayor or President

Date

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

File No: ADM0043
 Location/Address: N/A
 Name of Applicant: Shire of Carnarvon
 Name of Owner: N/A
 Author(s): Jasper Benthien, Executive Services Coordinator
 Amanda Dexter, Chief Executive Officer
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Absolute Majority
 Previous Report: OCM 22/07/2025
 Schedules: 1. Previously Endorsed - 2025/2026 Delegations & Authorisations Register

Authority/Discretion:

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

Summary of Report

This report presents the annual review of the Shire of Carnarvon Register of Delegations, Authorisations and Appointments for Council consideration.

The previously adopted 2025/2026 Register is provided as Schedule One.

Note: the reviewed/updated 2026/2027 Register is to be provided as Schedule Two. This is still being finalised and will be provided in the final agenda. Officer's will brief Council during the Agenda Schedule.

The review ensures the Register remains current, supports efficient day-to-day decision making and continues to reflect Council's governance requirements, legislative obligations and the Shire's operational structure.

Background

Western Australian local governments are empowered under various Acts and Regulations to perform certain duties and exercise certain powers.

The *Local Government Act 1995* allows Council to delegate certain powers and duties to the Chief Executive Officer or to Committees, where permitted. This supports timely and effective decision making and allows the organisation to operate efficiently while ensuring appropriate accountability remains in place.

Where delegations are made, the Chief Executive Officer is required to maintain a Register of Delegations. Delegations made under the *Local Government Act 1995* must be reviewed at least once every financial year by the delegator.

The Shire's Register of Delegations, Authorisations and Appointments was last reviewed/adopted by Council in July 2025. The 2026 review has been undertaken to confirm the Register remains current and appropriate for operational and governance purposes.

The Register includes Council delegations, CEO sub-delegations, authorisations and appointments. Council is being asked to adopt the reviewed Register, noting that CEO sub-delegations, authorisations and appointments are maintained administratively by the Chief Executive Officer where they fall within the CEO's authority.

Stakeholder and Public ConsultationExternal Consultation

WALGA governance guidance and template material has been considered as part of the review process.

Internal Consultation

Chief Executive Officer

Executive Management Team

Relevant officers responsible for the exercise or oversight of delegated functions

Statutory Environment

The Register also includes delegations, authorisations and appointments made under other legislation relevant to local government functions such as subsidiary regulations, local laws and other written laws referenced within the specific delegations, authorisations and appointments contained in the Register as such the above mentioned is not an exhaustive list.

Local Government Act 1995

Section 5.16 - *provides that a local government may delegate certain powers and duties to a committee.*

Section 5.42 - *provides that a local government may delegate certain powers and duties to the Chief Executive Officer.*

Section 5.43 - *sets out the limitations on delegations to the Chief Executive Officer.*

Section 5.44 - *provides that the Chief Executive Officer may delegate certain powers and duties to other employees.*

Section 5.45 - *provides for matters relating to delegation and the performance of functions, including acting through another person.*

Section 5.46 - *requires the Chief Executive Officer to keep a register of delegations made to the Chief Executive Officer and employees. It also requires delegations made under this Division to be reviewed at least once every financial year by the delegator.*

Building Act 2011Bush Fires Act 1954Cat Act 2011

Dog Act 1976

Food Act 2008

Local Government (Miscellaneous Provisions) Act 1960

Planning and Development Act 2005

Public Health Act 2016

Relevant Plans and Policy

The Shire's Council policy framework does provide further information regarding the exercise of delegated authorities.

Where a policy is relevant to a specific delegation, it is referenced within the relevant section of that delegation.

Financial Implications

There are no direct financial implications considered to be associated with Council adopting the reviewed Register.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A
Reputation	Failure to maintain and review the Delegations Register may impact confidence in the Shire's governance, transparency and decision-making framework.	D1 – Low	The annual review ensures the Register remains current, supports transparent decision-making and demonstrates the Shire's commitment to good governance.
Service disruption	Outdated, unclear or inadequate delegations may delay operational decisions and service delivery by requiring matters to be referred to Council unnecessarily.	C2 – Moderate	Maintaining appropriate delegations allows the Chief Executive Officer and administration to perform day-to-day functions efficiently, while preserving Council's role in strategic and policy decisions.
Compliance	Failure to review delegations at least once every financial	C3 - High	Council's consideration and adoption of the reviewed Register satisfies the annual review

	year may result in non-compliance with section 5.46 of the <i>Local Government Act 1995</i> and may be captured through the annual Compliance Audit Return process.		requirement and supports ongoing legislative compliance.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Unclear or outdated delegations may create uncertainty around who is authorised to make decisions, increasing the risk of decisions being made outside approved authority.	D2 – Low	The Register identifies the relevant head of power, delegate, conditions, limitations and record keeping requirements for the exercise of delegated authority.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our community is engaged, inclusive and supportive*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Schedule One includes the previously endorsed from the 22 July 2025 Ordinary Meeting of Council for reference. It is noted that the cover page of Schedule One refers to the 2023/2024 Register and the adoption date of 28 May 2024. This is a document control issue carried forward in the attachment used for the July 2025 review. The body of the Register records the delegations as having been last reviewed on 22 July 2025, which aligns with the previous Council review. Schedule One has been included for noting only, with Schedule Two being the latest reviewed register presented to Council for adoption for the 2026/2027 financial year.

The Register provides the framework for how specific Council powers and duties are delegated to the Chief Executive Officer, Committees where applicable, and other authorised positions or persons.

The 2026 review has been undertaken to ensure Section 5.46 compliance, and that the Register remains current, legally supported and practical for day-to-day operations. This includes checking relevant legislative references, position titles, conditions, limitations, record keeping requirements and alignment with the Shire's current operating environment.

The review has considered relevant WALGA guidance and template material, including recent sector updates relating to Audit, Risk and Improvement Committees and authorisations under the Model Code of Conduct

framework. Updates required as part of the review have been incorporated into the reviewed Register where applicable.

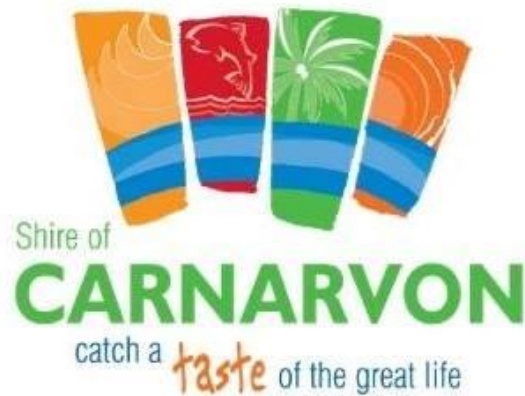
Delegations are an important governance tool. They allow routine and operational decisions to be made efficiently, while preserving Council's role in strategic, policy and high-level decision making. Clearly defined delegations also assist officers to understand the extent of their authority and support consistent record keeping when delegated powers are exercised.

Following Council's decision, the adopted Register will be retained as a corporate record and used as the current reference for Council delegations, authorisations and appointments. Any CEO sub-delegations or administrative appointments will continue to be managed by the Chief Executive Officer in accordance with the relevant legislation.

OFFICER'S RECOMMENDATION

That Council, by Absolute Majority, in accordance with section 5.46(2) of the Local Government Act 1995:

- 1. Notes the previously adopted and reviewed Shire of Carnarvon Register of Council Delegations and Authorisations, as provided in Schedule One;***
- 2. Notes that the annual review of the Shire's delegations has been undertaken for the 2026/2027 financial year;***
- 3. Adopts the reviewed Shire of Carnarvon Register of Council Delegations and Authorisations 2026/2027, as provided in Schedule Two; and***
 - a. Notes that Chief Executive Officer sub-delegations, authorisations and appointments contained within the administrative register are maintained by the Chief Executive Officer in accordance with relevant legislative authority.***



**REGISTER OF COUNCIL DELEGATIONS
AND AUTHORISATIONS
2023/2024
AS ADOPTED BY COUNCIL 28 MAY 2024**

Delegation Register

Shire of Carnarvon

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Introduction

FORMAT OF REGISTER

This Register includes:

- Delegations from the Council to the Chief Executive Officer, and where appropriate to other employees or other persons; and
- Sub delegations from the Chief Executive Officer to other employees or persons
- Authorisations made by the Council or the CEO
- Appointments made by the Council or the CEO, or as of right by virtue of legislation

The Register includes some instruments of sub delegation, authorisation, and appointment by the CEO, which do not need to be adopted/approved by Council. They are included to reflect a “one stop shop” approach.

As a matter of principle throughout the Register, the Chief Executive Officer is the only employee authorised by the Shire of Carnarvon to commence (or authorise the commencement of) legal proceedings.

TERMINOLOGY AND ACRONYMS

Clause – of the Shire of Carnarvon Planning Scheme referenced by ‘cl’, as in cl8.2.1.

Employee – refers to an employee of the Shire of Carnarvon. It should be noted although the Chief Executive Officer may generally only delegate a function or duty to an employee (S5.44 Local Government Act 1995 and others), any ‘person’ may be appointed an Authorised Person (although some Acts, such as the Building Act 2011 and Health Act 1911 require only employees or certain qualified employees to be ‘authorised’ or ‘appointed’). Thus, care needs to be taken to ensure that contractors are not ‘delegated’ functions or duties, although they may be appointed as Authorised Persons.

Regulation – subordinate legislation, referenced by ‘r’, as in r22.

Schedule – to an Act, referenced as ‘Sch’, as in Sch 3.2.

Section - of an Act, referenced by ‘s’, as in s5.42.

Sub delegation – the terms ‘sub delegate’ and ‘sub delegation’ are used as a style preference, rather than ‘on delegate’ or ‘on delegation’.

DELEGATIONS AND SUB DELEGATIONS

The application of delegated authority is intended to improve the efficiency, effectiveness and timeliness of decision making and is consistent with the Shire’s Strategic Community Plan and commitment to a strong customer service focus.

The use of delegated and sub delegated authority does not ‘undermine’ the roles and responsibilities of elected members constituting the Council as the peak local decision-making body of the community. Rather it should free up the Council from some matters so that they are better able to deal with high level strategic matters and in the knowledge that decision making on the former will be made by employees consistent with Council Policy and precedents.

The Council (and the Chief Executive Officer in the case of most sub delegations) will only delegate matters where the relevant employees (or other persons) have the appropriate skills and expertise to implement the delegation/sub delegation or authorisation within the Shire’s decision-making frameworks. At the same time the exercise of all delegated and sub delegated authority, as well as authorisations is subject to complying with relevant Policies of the Shire, which are cross referenced within each Instrument.

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An important safeguard is also the principle that nothing prevents the delegating body or person from taking back a delegation or sub delegation or making the relevant decision on an issue.

This Register describes:

- the 'head of power' for the exercise of delegation to an elected member, employee, Committee, or person,
- the 'head of power' for sub delegation (where such authority exists under the relevant legislation),
- the precise authority being delegated, including any limits, restrictions, or conditions,
- relevant Shire policies applicable to the execution of the delegation or sub delegation,
- the statutory requirements for the Council to review all delegations, and others to review sub delegations

In general, for all matters, whether made under the Local Government Act 1995, or otherwise, the requirement of the Local Government Act 1995 to review the Register at least once every financial year will be followed, except where delegations under other Acts have different requirements. Where there is no statutory requirement for review, the provisions of the Local Government Act will be applied to ensure uniformity of approach and outcome.

AUTHORISATIONS

This Register includes authorisations under the Local Government Act 1995 and other legislation. In most cases, authorisations are made by the Chief Executive Officer under s9.10 of the LGA 1995, in other cases via delegated authority. In some cases, authorisations are made by the Council itself because the relevant statute requires.

Some legislation provides for authorisation of Local Government officers to have powers as are necessary for them to perform their required duties as a specific function of the local government. These duties are carried out as 'acting through' functions under s5.45(2) of the Local Government Act 1995.

APPOINTMENTS

Consistent with the aim of providing a single resource, this Register includes appointments under various statutes, in some cases such appointments are "as of right" and in others the Council or the Chief Executive Officer has chosen not to make an appointment at the date of adoption of this Register.

LOCAL GOVERNMENT ACT 1995

Most delegations and sub delegations described in this Register originate under the Local Government Act 1995 which permits a local government (by absolute majority decision under s5.42(1)) to delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Act except those listed in s5.43, which are:

- any power or duty that requires a decision of an absolute majority or special majority of the local government,
- accepting a tender which exceeds an amount determined by the local government,
- appointing an auditor,
- acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government,
- any of the local government's powers under s5.98, 5.98A, s5.99, s5.99A and s5.100 of the Act,

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-
- borrowing money on behalf of the local government,
 - hearing or determining an objection of a kind referred to in s9.5 of the Act,
 - the power under s9.49A(4) of the Act to authorise a person to sign documents on behalf of the local government,
 - any power or duty that requires the approval of the Minister or the Governor.

In addition, there are several other matters which cannot be delegated to the CEO:

- under r18G of the Local Government (Administration) Regulations s7.12a, 7.12A(3)(a) and s7.12(4), which relate to meetings with auditors,
- under r16 of the Local Government (Financial Management) Regulations which prevent the delegation of matters relating to internal audit to an employee who has been delegated the duty of maintaining the day-to-day accounts or financial management operations.

The delegation powers under the Local Government Act 1995 relate to the Act itself, Regulations made under the Act and Local Laws made under the Act.

OTHER LEGISLATION

Legislation other than the Local Government Act 1995, its Regulations and the Shire's Local Laws created under the Act where delegations, authorisations or appointments may occur (and which are relevant to the Shire of Carnarvon) include:

- Animal Welfare Act 2002,
- Australian Citizenship Act 2007,
- Building Act 2011 and Building Regulations 2012,
- Bush Fires Act 1954, regulations and local laws created under that Act,
- Cat Act 2011 and Regulations,
- Caravan Parks and Camping Grounds Act 1995,
- Control of Vehicles (Off-Road Areas) Act 1978 and Regulations,
- Dog Act 1976 and Regulations,
- Equal Employment Opportunity Act 1984,
- Environmental Protection Act 1986,
- Food Act 2008,
- Freedom of Information Act 1992,
- Graffiti Vandalism Act 2016,
- Health (Miscellaneous Provisions) Act 1911, Regulations and local laws created under that Act,
- Health (Asbestos) Regulations 1992,
- Land Administration Act 1997, and Regulations,
- Litter Act 1979 and Regulations,
- Local Government (Miscellaneous Provisions) Act 1960,
- Parks and Reserves Act 1895,
- Planning and Development Act 2005 including Regulations, policies, and the Town Planning Scheme,
- Public Interest Disclosure Act 2003,
- Public Health Act 2016,

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- Rates and Charges (Rebates and Deferments) Act 1982,
- Road Traffic Act 1974,
- Strata Titles Act 1985.

The Planning and Development (Local Planning Schemes) Regulations 2015 permits delegation by Council to employees (rather than via the Chief Executive Officer as per the Local Government Act). Accordingly, the process for delegating authority and duties is utilised.

SUB DELEGATION BY THE CHIEF EXECUTIVE OFFICER

The Local Government Act 1995 allows the Chief Executive Officer to delegate any of the powers delegated to the office of Chief Executive Officer to another employee (s5.44(1)), in writing (s5.44(2)) and may include conditions (s5.44(4)).

Other legislation permits sub delegation by the CEO, either, as of right, or with the express authority of the Council (Dog Act).

The Bush Fires Act prohibits sub delegation by the CEO.

REVIEW OF DELEGATIONS

The Register of Delegations relevant to the Chief Executive Officer and other employees or other persons will be reviewed at least once every financial year (in accordance with the provisions of s5.46(1), (2)).

As a matter of principle, the Shire of Carnarvon will review all delegations, authorisations, and appointments at least once in every financial year, whether under the Local Government Act 1995, or another Act. This is despite the varying requirements for review viz:

- Building Act 2011 - no requirement
- Bush Fires Act 1954 - no requirement
- Cat Act 2011 - annual review requirement
- Dog Act 1976 - annual review requirement
- Food Act 2008 - no requirement
- Graffiti Vandalism Act 2016 - no requirement
- Public Health Act 2016 - no requirement
- Planning and Development Act 2005 - annual review requirement

This will include the Chief Executive Officer reviewing all sub delegations, authorisations and appointments made by him or her.

RECORD OF ACTIONS AND DECISIONS

If a person is exercising a power or duty that has been delegated (including sub delegated), the Local Government Act requires that records be kept whenever the delegated authority is utilised (s5.46(3)).

The record is to contain information on:

- how the person exercised the power or discharged the duty,
- when the person exercised the power or discharged the duty; and
- the persons or classes of persons, other than council or committee members or employees of the local government, directly affected by the exercise of the power or the discharge of the duty (r19 Local Government (Administration) Regulations 1996).

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Departments/Sections responsible for a work process are to ensure that data is captured, and records managed in accordance with all legislation, as well as preparing reports to Council where required under a specific delegation.

Similar provisions do not exist under other legislation regarding record keeping.

The CEO has determined that in relation to all record keeping of the exercise of delegated authority under legislation other than the Local Government Act 1995 that the provisions of the latter will apply and the same record keeping approach as required under the Local Government Act will be applied. These requirements will be applied as an administrative instruction from the CEO.

PRIMARY/ANNUAL RETURNS AND GIFT DISCLOSURES

A person to whom a duty or power is delegated under the Local Government Act 1995 is a 'designated employee' under s5.74(b) of the Act and is required to:

- disclose relevant interests s5.70 LGA
- complete a Primary Return s5.75 LGA
- complete Annual Returns s5.76 LGA

Although these requirements relate only to delegations under the Local Government Act 1995 and not any other Acts, the Council and the CEO have taken the decision to require compliance with those provisions, even when made under other Acts, to ensure all employees are treated equally in such disclosures.

The SoC has no designated senior employees.

ACTING THROUGH ANOTHER PERSON

The Local Government Act recognises that employees do not always need delegations (or sub delegations) to carry out their tasks and functions on behalf of the Shire. s5.45 (2) of the Act states:

Nothing in this Division (Division 4 - Local Government Employees) is to be read as preventing:

- a) a local government from performing any of its functions by acting through a person other than the Chief Executive Officer; or
- b) a Chief Executive Officer from performing any of his or her functions by acting through another person.

The key difference between a delegation and 'acting through' is that a delegate exercises the delegated decision-making function in his or her own right. Thus, an employee may pay an account or issue an approval if directed to do so by another employee who has the authority to make such a decision and chooses to 'act through' another employee.

The principal issue is that where a person has no discretion in carrying out a function, then that function may be undertaken through the 'acting through' concept. Alternatively, where the decision allows for discretion on the part of the decision maker, then that function needs to be delegated for another person to have that authority.

For further information, see Department of Local Government and Communities Guideline No 17 - Delegations.

Delegation Register

Shire of Carnarvon

1. Local Government Act 1995 Delegations

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

Delegator: <i>Power / Duty assigned in legislation to:</i>	Council, as the Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995, s5.16, 5.17
Express Power or Duty Delegated:	Local Government Act 1995, Section 7.12A(2) Local Government Act 1995, Section 7.12A(3) Local Government (Administration) Regulation 18G
Delegate:	Audit and Risk Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Council delegates its authority and power to the Audit and Risk Committee to meet with the local governments' Auditor at least twice per year, subject to one meeting being for the purpose of examining the audit report for the preceding financial year.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	N/A

Sub-Delegate/s: <i>Appointed by CEO</i>	N/A
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Compliance Links:	
Record Keeping:	

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1. Local Government Act 1995 Delegations

1.2 Council to CEO

1.2.1 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s3.20. <i>Performing functions outside district</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant Budget allocation, and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met, the matter must be referred for Council decision. Compliance with the requirements of s3.20 of the Act; and Details of the actions taken are to be recorded on the appropriate file and a report on the actions taken is to be presented to Council at its next Ordinary Meeting.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.2 Compensation - Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	a. Delegation is limited to settlements which do not exceed a material value of \$10,000. b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.3 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to exercise powers of entry to enter onto land to perform any of the local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority under s.3.34(1) and (3) may only be used, where there is imminent or substantial risk to public safety or property. b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Urban Operations Manager Rangers Facility & Services Operations Manager Community Emergency Services Manager Senior Environmental Health Officer Executive Manager, Planning & Sustainability Project Delivery Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Delegation Register

Shire of Carnarvon

1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. <i>Local Government Act 1995:</i> s.9.10 Appointment of authorised persons – also refer s.3.32(2)] Part 3, Division 3, Subdivision 3 – prescribes statutory processes for Powers of Entry s.3.34(2) Entry in an emergency – Refer to CEO Delegation
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.4 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision. b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Urban Operations Manager –Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.5 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48]. 4. Only the CEO may commence legal proceedings.
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$10,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable. Values exceeding \$10,000 to be disposed of by public tender.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 : Part 3, Division 3, Subdivision 3 s.3.58 Disposing of Property – applies to the sale of goods under s.3.47 as if they were property referred to in that section.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.6 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability Rangers Senior Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.7 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4 weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4 weeks and before doing so, to: • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s3.51]. 6. In cases of emergency: - i Where in the opinion of the CEO that due to heavy rain a thoroughfare is likely to be damaged by the passage of traffic of a particular class, or by the passage of traffic generally, - ii For the conduct of an Event in accordance with the Road Traffic (Events on Roads) Regulations 1991; and - iii Where the Council is undertaking repair and maintenance works to a thoroughfare, Subject to having regard for the requirements of Sections 3.50 and 3.50A of the Local Government Act 1995, and for CI 4, 5

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1. Local Government Act 1995 Delegations

	and 6 of the Local Government (Functions and General) Regulations 1996.
Council Conditions on this Delegation:	a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)].
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Urban Operations Manager Facilities and Services Operations Manager Rural Roads Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.8 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire that the Shire could do under s.5 of the <i>Parks and Reserves Act 1895</i>. [s.3.54(1)].
Council Conditions on this Delegation:	a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation, and which do not create a financial liability in future budgets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Urban Operations Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.9 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has:

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1. Local Government Act 1995 Delegations

	i. Where appropriate, obtain written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good public assets damaged by the obstruction at the completion of works. iii. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity. c. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.2 – Public Thoroughfare Obstruction – Determine Conditions Local Government (Uniform Local Provisions) Regulations 1996 Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the <i>Local Government Act 1995</i>
Record Keeping	In accordance with r19 Local Government (Administration) Regulations 1996

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1.2.10 Gates Across Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Each approval provided must be recorded in the Shire's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

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	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.3 – Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r.12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996 and Council Policy IS001
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
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1. Local Government Act 1995 Delegations

1.2.13 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.

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	Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Determination of Bond Value and Conditions - refer to CEO Delegation 1.3.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) 1996:</i> r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a land owner / occupier if it is considered that clearing the owner / occupier's land may cause local government land with a common boundary, to be adversely affected by wind erosion or sand drift [ULP r.21(1)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services – Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Uniform Local Provisions) Regulations 1996 – prescribe applicable statutory procedures Penalties under the Uniform Local Provisions Regulations are administered in accordance with Part 9, Division 2 of the Local Government Act 1995
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	a. Expressions of Interest may only be called where there is either an adopted budget for the proposed goods or services and / or the draft budget contains a provision for this item to be considered.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy C002 Purchasing Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.16 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: i. the proposed goods or services are required to fulfil a routine contract related to the day-to-day operations of the Local Government; or ii. a current supply contract expiry is imminent; and iii. the value of the proposed new contract is being considered in the draft Annual Budget proposed for adoption, and iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	

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CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.17 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. - Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. - Authority to assess, by written evaluation, tenders that have not been rejected, to determine: - The extent to which each tender satisfies the criteria for deciding which tender to accept; and - Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. - Authority to vary a tendered contract, after it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the scope of the original contract or increase the contract value beyond 10% or to a maximum of \$250,000 whichever is the lesser value [F&G r.21A(a)]. - Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Council Conditions on this Delegation:	- Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications. - In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:

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1. Local Government Act 1995 Delegations

	i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply. d. A decision to vary a tendered contract <u>after</u> entry into the contract [F&G r.21A(a)] must include evidence that the variation is necessary and does not change the scope of the contract. e. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term. f. Contract variations under r20 and 21A of Local Government (Functions and General) Regulations 1996 are subject to: • prior budget provision having been made, or • being to give effect to a Council decision to accept a variation of a contract entered into, or • the intentions and purposes of the contract are not substantially altered, • an assessment, in writing, of the reasons for the variation, as determined by the CEO, either generally or specifically in relation to a contract • consideration is given to the cumulative impact of variations, to ensure that the scope of the original contract is not significantly altered, and that a separate procurement process is not required, and where the effect on the total contract is – • a reduction or • the cumulative value remains below the tender threshold or • likely increase in cost to a cumulative total of \$250,000 ex GST or 10% whichever is the greater, where the adjusted total contract payment remains within Budget provision: or • is a reasonable and unforeseen increase in duration of the contract.
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1. Local Government Act 1995 Delegations

	Contract extensions under r20 and 21A of Local Government (Functions and General) Regulations 1996 are subject to: • prior budget provision having been made, or • being to give effect to a Council decision to extend a contract entered into, or • the intentions and purposes of the contract are not substantially altered, and • the original contract including provisions which permit an extension • an assessment, in writing, of the merits of extending the contract, as determined by the CEO, either generally or specifically in relation to a contract • any extension taking effect prior to the expiration of the original contract • written evidence that the terms of the contract extension have been mutually agreed by the Shire and the contractor.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.18 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government												
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)												
Delegate:	Chief Executive Officer												
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. - Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)].												
Council Conditions on this Delegation:	a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum \$value specified for the following categories: <table border="1"> <thead> <tr> <th>Category</th><th>Maximum Value for individual contracts</th></tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]</td><td>\$250,000</td></tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td><td>\$250,000</td></tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA</td><td><\$250,000*</td></tr> </tbody> </table>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA	<\$250,000*
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.(2)(f)]	\$250,000												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA	<\$250,000*												

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Shire of Carnarvon

1. Local Government Act 1995 Delegations

	OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	<i>*as specified in F&G.r.11(2)(h)(ii)</i>
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
	b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences: i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. c. Where the total consideration of a Tender Exempt procurement contract exceeds the value delegated above, the decision is to be referred to Council.	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees	

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Functions and General) Regulations 1996 – prescribe applicable statutory procedures Council Policy C002 Purchasing Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.19 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of property to: (a) the highest bidder at public auction [s.3.58(2)(a)]. (b) the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tender [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	a. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$20,000 or less. c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: ○ Reserve price has been set by independent valuation. ○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: ○ Negotiate the sale of the property up to a -10% variance on the valuation; and

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1. Local Government Act 1995 Delegations

	○ Consider any public submissions received and determine if to proceed with the disposal, ensuring reasons for the decision are recorded. d. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value then, as a minimum, the disposal must ensure environmentally responsible disposal. e. Only applies to lease renewals for Sport Clubs and Community Groups. f. Lease term is not to exceed five years.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.3.58 Disposal of Property Local Government (Functions and General) Regulations 1995 – r.30 Dispositions of property excluded from Act s. 3.58
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.20 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. Authority to make payments is subject to annual budget limitations.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Executive Manager, Corporate Strategy & Performance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	- Delegates must comply with the Procedures approved by the CEO in accordance with Financial Management Regulation 5. - Payments by and EFT transactions must be approved jointly by two Delegates - Monthly and EFT payment listing recorded in Council Minutes

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 Local Government (Financial Management) Regulations 1996 - refer specifically r.13 Payments from municipal fund or trust fund by CEO, CEO's duties as to etc. Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards Department of Local Government, Sport and Cultural Industries: Accounting Manual
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1. Local Government Act 1995 Delegations

Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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1. Local Government Act 1995 Delegations

1.2.21 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Waive a debt which is owed to the Shire of Carnarvon [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Carnarvon [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Carnarvon [s.6.12(1)(c)] 4. Make a donation to a community organisation.
Council Conditions on this Delegation:	a. Write-off a rates or service charge debt up to \$200.00 in accordance with the Financial Hardship Policy CF006 b. A debt may only be waived in accordance with Council Policy CF007 and where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire. c. Limited to individual debts valued below \$200 or cumulative debts of a debtor valued below \$500. Write off of debts greater than these values must be referred for Council decision. d. Running record of donations maintained by the Chief Executive Officer's office and reported to Council on a quarterly basis. e. Maximum value of a donation is \$1000, to any one applicant, either in 1 application, or multiple applications during a financial year – all other applications to be considered by Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Lifestyle & Community
CEO Conditions on this Sub-Delegation:	For waiver of hire fees for Council facilities to maximum of \$500.

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1. Local Government Act 1995 Delegations

<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Collection of Rates Debts – refer Delegations re: • Agreement as to Payment of Rates and Service Charges • Recovery of Rates or Service Charges • Recovery of Rates Debts – Require Lessee to Pay Rent • Recovery of Rates Debts – Actions to Take Possession of the Land
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.22 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy C011 Investment Policy b. A report detailing the investment portfolio's performance, exposures, and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee at least once within every 2 financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Senior Finance Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Finance Manager 1. A decision to invest must be jointly confirmed by two Delegates. 2. Investment decisions are limited to a maximum of \$500,000 per transaction on the short-term money market

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Shire of Carnarvon

1. Local Government Act 1995 Delegations

	and up to a value of \$1,000,000 per transactions for other markets.
	3. Where exposure to a single market or investment type will exceed \$1,000,000 the decision must be referred to the CEO.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Financial Management) Regulations 1996 – refer r.19C Investment of money, restrictions on (Act s.6.14(2)(a)) Council Policy C011- Investments
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.23 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Senior Finance Officer Rates Officer Finance Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – s.6.40 prescribes consequential actions that may be required following a decision to amend the rate record. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.24 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy C009 – Rate Recovery b. Agreements must be in writing and must ensure acquittal of the rates or service charge debt before the next annual rates or service charges are levied. c. When an agreement extends into the following financial year, the matter is referred to Council for approval. d. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Senior Finance OfficerRates Officer
	Finance Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Policy C009 – Rate Recovery
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.25 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Carnarvon. [s.6.50].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.26 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy Recovery of Rates Debts. b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Carnarvon. [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy Recovery of Rates Debts b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Senior Finance Officer Finance Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – refer sections 6.61 and 6.62 and Schedule 6.2 prescribe procedures relevant to exercise of authority under s.6.60. Policy C009 – Rate Recovery
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Carnarvon [s.6.71]. 2. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	a. Decisions under this delegation must comply with Council Policy Recovery of Rates Debts b. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u>, within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes. c. Exercise of this delegation must comply with the procedures set out in Schedule 6.3 of the <i>Local Government Act 1995</i>. d. CEO must report to Council the intention to commence action to take possession of land. e. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1. Local Government Act 1995 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995 – Part 6, Division 6 Subdivision 6 and Schedule.6.3 prescribe procedures relevant to exercise of authority under this delegation. Local Government (Financial Management) Regulations 1996 – regulations 72 – 78 prescribe forms and procedures relevant to exercise of authority under this delegation. Council Policy C009 – Rate Recovery
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.29 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person who made the objection [s.6.76(5)].
Council Conditions on this Delegation:	a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Senior Finance OfficerRates Officer Finance Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.30 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2) (ja)]. This authority relates to: - contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and - contracts formed through a public tender.
Council Conditions on this Delegation:	a. The authority to apply the renewal or extension option may be exercised where it is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; b. This authority may only be exercised where the total consideration for the renewal or extension (in total, inclusive of the original contract) is \$350,000 or less. c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the President (i.e., before the expense is incurred) in accordance with LGA s.6.8(1)(c). d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy C002. e. The CEO cannot sub-delegate this authority.
Sub-Delegate/s:	

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1. Local Government Act 1995 Delegations

<i>Appointed by CEO</i> CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
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Compliance Links:	Local Government (Functions and General) Regulations 1996 Council Policy C002 -Purchasing Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.31 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2) (aa)].
Council Conditions on this Delegation:	a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the President (i.e., before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration.

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1. Local Government Act 1995 Delegations

Compliance Links:	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit Council Policy C002 -Purchasing Policy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Community Emergency Services Manager Executive Manager, Corporate Strategy & Performance
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

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1. Local Government Act 1995 Delegations

1.2.32 Appointment of Acting CEO

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> 5.36 <i>Local Government Employees</i> 5.39 <i>Contracts for CEO and senior employees</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Appointment of an Acting Chief Executive Officer.
Council Conditions on this Delegation:	Appointments must be in accordance with Council Policy for appointment of an Acting Chief Executive Officer.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1. Local Government Act 1995 Delegations

1.2.33 Application of Common Seal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995: Section 9.49A(4) authorisation to sign documents on behalf of the Town</i>
Express Power or Duty Delegated:	<i>Local Government Act 1995: Section 9.49A(4) Execution of documents</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to sign documents on behalf of the Shire.
Council Conditions on this Delegation:	1. The CEO may exercise this delegation where the document is – a) a renewal or extension of an original document, and there is no significant variation in clauses or conditions in the renewal; b) an agreement to provide funding to the Shire and the project/item to be funded is disclosed in the budget or previously approved by Council. 2. Notwithstanding Conditions clause 1, the CEO may exercise this delegation to sign and make all necessary arrangements including lodgement, removal, withdrawal, surrender or modification to – (a) Notifications, covenants, and easements under the Transfer of Land Act 1893, (b) reciprocal access and/or parking agreements, (c) rights of carriageway agreements, (d) caveats under the Transfer of Land Act 1893; and (e) easements or deeds under the Land Administration Act 1997 or Strata Titles Act 1985. 3. Application of the Common Seal has no effect unless countersigned by the President.
Express Power to Sub-Delegate:	<i>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</i>

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

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1. Local Government Act 1995 Delegations

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3 Local Law Delegations to the CEO

1.3.1 Infrastructure Control – Activities in Thoroughfares and Public Places and N/A Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.2.5(2) Removal of redundant crossing cl.2.6 Interpretation – “acceptable material” cl.2.11 Notice to owner or occupier cl.2.15 Assignment of numbers cl.2.17(1) Signs cl.5.3 Declaration of flora road cl.5.5 Signposting of flora roads cl.5.7 Designation of special environmental areas cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit cl.7.10 Cancellation of permit cl.9.1 Notice to redirect or repair sprinkler cl.9.2 Hazardous plants cl.9.3 Notice to repair damage to thoroughfare cl.9.4 Notice to remove thing unlawfully placed on thoroughfare cl.10.2 Local government may undertake requirements of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. General Activity Control 1A. Authority, limit to permits subject of this delegation, to: - determine the form of a permit application [cl.7.1(1)(a)]; - require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; - require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; - refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; - determine the form of the permit [cl.7.2(2)]. 1B. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a Policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to:

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	a. Temporary vehicle crossing [cl.2.4(1)] b. Any activity described as requiring a permit under cl.2.2(1); i. dig or otherwise create a trench through or under a kerb or footpath; ii. throw, place or deposit anything on a verge; iii. cause any obstruction to a vehicle or person using a thoroughfare; iv. cause any obstruction to a water channel; v. throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare; vi. damage a thoroughfare; vii. light any fire or burn anything on a thoroughfare other than under a permit issued under cl.5.13; viii. fell any tree onto a thoroughfare; ix. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare; x. provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare; xi. use or do anything so as to create a nuisance; xii. place or cause to be placed in on a thoroughfare a bulk rubbish container; xiii. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare; c. Drive or take a vehicle on a closed thoroughfare [cl.2.19]; d. Erect or place an advertising or directional sign [cl.3.2] e. Use of portable signs [cl.3.4]; f. Erection or placement of an Election Sign on a thoroughfare [cl.3.5]; g. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)]; h. Clear and maintain in a cleared state, the surface of a thoroughfare within 1m of the person's land [cl.5.11]. i. Burn, subject to the <i>Bush Fires Act 1954</i>, slash or apply herbicides to part of a thoroughfare to reduce fire hazard, with the method approved to be beneficial to the preservation and conservation of native flora and fauna [cl.5.15]
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	b. Construct firebreaks on a thoroughfare [cl.5.17] 1C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 1D. Authority to exempt a person from requiring a permit under cl.2.2(1) [cl.2.2(2)]. 2. Use of Public Places 2A. Authority to determine conditions of use of a public place and to erect a sign to give effect to that decision [cl.2.17(1)]. 3. Crossings 3A. Authority to give written notice, requiring an owner or occupier to remove any part or all of a crossing which does not give access to the land and reinstate the kerb, drain, footpath, verge and other thoroughfare infrastructure [cl.2.5(2)]. 4. Thoroughfares and Verges 4A. Authority to determine and maintain the list of “acceptable materials” which may be used as a verge treatment to create a hard stand and stable surface [cl.2.6]. 4B. Authority to give notice to an owner or occupier to make good the verge abutting their property, which is in breach of a provision of Verge Treatment requirements [cl.2.11]. 4C. Authority to assign a number to a lot and to assign another number to the lot instead of that previously assigned [cl.2.15]. 4D. Authority to give notice to the owner or occupier of land abutting a thoroughfare to: a. Alter the direction of a sprinkler or other watering equipment [cl.9.1]; b. Remove, cut, move or otherwise deal with a plant that is causing a hazard for any person using a thoroughfare [cl.9.2]; 4E. Authority to give notice to the owner or occupier of land abutting a thoroughfare, or any such person who may be responsible, to: - Repair or replace that portion of a thoroughfare, which a person has caused damage to [cl.9.3]; - Remove any thing placed in a thoroughfare in contravention of this Local Law [cl.9.4]. 4F. Authority to do the thing specified in a notice, where a person fails to comply with the notice, and recover from the person as a debt, the costs incurred in doing so [cl.10.2]. 5. Flora and Fauna within Thoroughfares
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	5A. Authority to declare a flora road and to signpost it, where roadside vegetation is determined as high quality [cl.5.3 and cl.5.5]. 5B. Authority to designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which has protected or rare flora or fauna or has environmental, aesthetic or cultural significance [cl.5.7]. 5C. Authority to approve [cl.7.2], renew [c;.7.7], transfer [cl.7.8] refuse [cl.7.2] or cancel [cl.7.10] Permits, subject to conditions either prescribed in the Local Law [cl. 7.3] or a policy adopted under cl.7.4 or determined as appropriate [cl.7.2(4)], limited to: a. Collecting native flora and / or native flora seeds [cl.5.20]; b. Planting or sowing any plant seeds in a thoroughfare [cl.5.9]. 5D. Authority to determine conditions [cl.7.2(4) and cl.7.8] to be complied with by a permit holder, and to vary conditions [cl.7.5]
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. A register of all special environmental areas must be maintained under cl.5.8 of the <i>Activities in Thoroughfares and Public Places and Trading Local Law</i>. Security deposits for Dangerous Excavations and Private Works in Public Places, are a permit condition determined in accordance with Regs 11 and 17 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer CEO Delegations 1.3.3 and 1.3.4. Crossing permits are approved under Regulations 12 and 13 of the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> – refer Delegation 1.2.13 Crossings – Construction, Repair and Removal.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.2 Trading, Stallholders, Performing and Outdoor Dining – Activities in Thoroughfares and Public Places and Trading Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Activities in Thoroughfares and Public Places and Trading Local Law:</i> cl.6.6 Conditions of Permit (Stallholders and Traders) cl.6.18 Obligations of permit holder (Outdoor Eating Facility) cl.7.1 Application for Permit cl.7.2 Decision on application for permit cl.7.3 Conditions which may be imposed on a permit cl.7.5 Compliance with and variation of conditions cl.7.7 Renewal of permit cl.7.8 Transfer of permit
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Permits General 1A. Authority, limited to the permit types listed below, to: a. determine the form of a permit application [cl.7.1(1)(a)]; b. require an applicant to provide additional information reasonably required to determine the application [cl.7.1(3)]; c. require a permit applicant to give local public notice of the application for a permit [cl.7.1(4)]; d. refuse to consider a permit application which is not in accordance with the application form or fee requirements [cl.7.1(4)]; e. determine the form of the permit [cl.7.2(2)]. 2. Stallholder, Trading and Performing 2A. Authority to approve [cl.7.2], renew [c;.7.7] or transfer [cl.7.8] Permits, subject to conditions either prescribed in the Local Law [cl.6.6 and cl.7.3] or a policy adopted under cl.7.4 or determined as appropriate, limited to: a. Stallholder [cl.6.2]; b. Trader [cl.6.3]; c. Perform in a public place [cl.6.10]. 2B. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 2C. Authority to authorise another person, as the permit holder's nominee for a specified period [cl.6.6(2)]. 3. Outdoor Eating Facilities

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	3B. Authority to approve [cl.7.2], renew [c;.7.7] or transfer [cl.7.8] Permits, subject to conditions either prescribed in the Local Law [cl.6.18] or determined as appropriate, for the purposes of an outdoor eating facility [cl.6.16]. 3C. Authority to determine conditions [cl.7.2(4)] to be complied with by a permit holder, and to vary conditions [cl.7.5] 3D Authority to give notice to an outdoor eating facility permit holder requiring them to carry out work [cl.6.18(2)].
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	1. All applications for Coral Bay are to be presented to Council for consideration of Coral Bay Settlement Structure Plan 2014-2028 2. Any refusal of cancellation to be bought before by council.

Compliance Links:	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.3 Bush Fire Brigades Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Community Emergency Services Manager
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Bush Fire Brigades Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.4 Cats Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Cats Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.5 Cemeteries Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Cemeteries Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.6 Dogs Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Dogs Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.7 Parking Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Parking Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.8 Public Places and Local Government Property Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Urban Operations Manager Executive Manager, Community Planning & Sustainability Rangers Senior Environmental Health Officer
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Public Places and Local Government Property Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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1.3.9 Waste Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<i>All the powers, duties, and responsibilities of the local government pursuant to the Local Law.</i>
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Urban Operations Manager Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Shire of Carnarvon Waste Local Law
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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2. Building Act 2011 Delegations

2 Building Act 2011 Delegations

2.1 Council to CEO

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2. Building Act 2011 Delegations

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit s.17 Uncertified application to be considered by building surveyor Building Regulations 2012 – r.25 <i>Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT</i> <i>Building Services (Registration Act) 2011 – Section 7</i> <i>Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability

Delegation Register

Shire of Carnarvon

2. Building Act 2011 Delegations

CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	Refusal to approve application to be bought before Council
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Compliance Links:	Building Act 2011 s.119 Building and demolition permits – application for review by SAT s.23 Time for deciding application for building or demolition permit <i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Building Act 2011</i> s.59 time for granting occupancy permit or building approval certificate s.60 Notice of decision not to grant occupancy permit or grant building approval certificate s.121 Occupancy permits and building approval certificates – application for review by SAT

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2. Building Act 2011 Delegations

	<i>Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2</i> <i>Building and Construction Industry Training Levy Act 1990</i> <i>Heritage Act 2018</i>
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)]. NOTE: An <i>authorised person</i> for the purposes of sections 96(3) and 99(3) is <u>not</u> an <i>approved officer</i> or <i>authorised officer</i> for the purposes of Building Reg. 70.
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NA
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Building Act 2011:</i> s.97 each designated authorised person must have an identity card. r.5A Authorised persons (s.3) – definition
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.5 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Building Act 2011 - s.146 Confidentiality
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.6 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire's District [s.145A(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.7 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliant with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier, or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.8 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager, Community Planning & Sustainability
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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2. Building Act 2011 Delegations

2.1.9 Appointment of Approved Officers and Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.70 Approved officers and authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to appoint an approved officer for the purposes of s.6(a) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(1) and (1A). <i>NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s 9.19 or 9.20 may be appointed as “approved officers”.</i> - Authority to appoint an authorised officer for the purposes of s.6(b) of the <i>Criminal Procedure Act 2004</i>, in accordance with Building Regulation 70(2). <i>NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 <u>and</u> authorised for the purpose of performing functions under s 9.16 of that Act may be appointed as “authorised officers” for the purposes of Building Regulation 70(2).</i>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

Sub-Delegate/s: <i>Appointed by CEO</i>	NA
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	<i>Building Regulations 2012:</i> r 70(3) each authorised officer must be issued a certificate of appointment.
Record Keeping:	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012

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3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Carnarvon that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	Council is advised as soon as possible
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government s.17(10) Prohibited burning times may be declared by Minister (power of delegation to mayor or president and Chief Bush Fire Control Officer for ONLY powers under s.17(7) and (8))
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Shire President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertaken jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Carnarvon or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 4. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 5. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].

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	6. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 7. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 8. Authority to recover the cost of measures taken by the Shire of Carnarvon or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from, but not limited to: - a person operating a bee smoker device during a prescribed period [r.39CA(5)]. - a person operating welding apparatus, a power operated abrasive cutting disc [r.39C(3)]. - a person using explosives [r.39D(2)]. - a person using fireworks [r.39E(3)] - Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G(2)]. a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plant growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: a. camping or cooking [s.25(1)(a)]. b. conversion of bush into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].

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Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Carnarvon: - clearing of firebreaks as determined necessary and specified in the notice; and - act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and - as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. - Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. - Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and a. Of those Officers, appoint one as the Chief Bush Fire Control Officer and one as the Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Carnarvon [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3) See Appointment Instrument</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Carnarvon or those on behalf of the Shire of Carnarvon to do [s.58].
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

Compliance Links:	<i>Bush Fires Act 1954:</i> s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Carnarvon's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Manager, Regulatory Services Senior Customer Service Officer (Registration Officer) Deputy CEO
CEO Conditions on this Sub-Delegation:	

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Conditions on the original delegation also apply to the sub-delegations.	
Compliance Links:	Cat Regulations 2012 r.11 Application for registration (s.8(2)), prescribes the Form of applications for registration. r.12 Period of registration (s.9(7)) r.11 Changes in registration r.14 Registration certificate (s.11(1)(b)) r.15 Registration tags (s.76(2)) Decisions are subject to Objection and Review by the State Administration Tribunal rights – refer Part 4, Division 5 of the <i>Cat Act 2011</i>.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Carnarvon's District [s.26].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Manager, Regulatory Services-Development & Community Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged, or destroyed [s.39(2)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Manager, Regulatory Services-Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Cat Regulations 2012: r.21 Application for approval to breed cats (s.36(2)) r.22 Other circumstances leading to refusal of approval to breed cats (s.37(2)(f)) r.23 Person who not be refused approval to breed cats (s.37(5)) r.24 Duration of approval to breed cats (s.37(6)) r.25 Certificate given to approved cat breeder (s.39(1))
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Manager, Regulatory Services-Development & Community Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.5 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Manager, Regulatory Services-Development & Community Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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4.1.6 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any <u>class of cat</u> within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the <i>Local Government Act 1995</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	- Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. - Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: - the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or - the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or - the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept - the dog is required to be microchipped but is not microchipped; or - the dog is a dangerous dog [s.16(3) and s.17A(2)]. - Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. - Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of

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5. Dog Act 1974 Delegations

	section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Only the CEO may commence legal action.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Manager, Regulatory Services- Senior Customer Service Officer (Registration Officer) Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	<i>Dog Act 1976</i> s.17A If no application for registration made – procedure for giving notice of decision under s.16(3) Note – Decisions under this delegation may be referred for review by the State Administration Tribunal – s.16A, s.17(4) and (6)
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.2 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Carnarvon Dogs Local Law. c. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.3 Keeping more than 2 dogs, and up to 4 dogs

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.26 Keeping more than 2 dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Whereas the Shire of Carnarvon Dogs Local Law, limits the number of dogs in Urban areas to 2 animals and in Rural or Special Rural to 3 animals, the local government may give approval to keep more than 2 (or 3) dogs, under s26 of the Dog Act, up to threshold for a kennel establishment.
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Application processing and decisions under this delegation are to comply with the Shire of Carnarvon Dogs Local Law. c. Applications for 5 or more dogs to be bought before Council. d. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	Rangers Manager, Regulatory Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.4 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer permitted to sub-delegate to employees [s.10AA(3)]. b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Includes recovery of expenses relevant to: s.30A(3) Operator of dog management facility may have dog microchipped at owner's expense s.33M Local government expenses to be recoverable. s.47 Veterinary service expenses recoverable from local government r.31 Local government expenses as to dangerous dogs (declared)
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. Proceeds from the sale of dogs are to be directed into the Municipal Fund. b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.6 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings. b. A person who has made a declaration cannot determine an objection or revocation of that determination.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.7 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1) and (2) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings. b. A person who has made a declaration cannot determine an objection or revocation of that determination.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal

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5. Dog Act 1974 Delegations

Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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5. Dog Act 1974 Delegations

5.1.8 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings. b. A person who has made a declaration cannot determine an objection or revocation of that determination.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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5. Dog Act 1974 Delegations

5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to the maximum amount prescribed, having regard to expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. Does not include the setting of the fee under s33(M)(10(b)) as this must be determined by Council, pursuant to s6.16 LGA. b. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

Sub-Delegate/s: <i>Appointed by CEO</i>	
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6 Food Act 2008 Delegations

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	CEO Manager, Regulatory Services-Development & Community
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. All compensation requests above \$500 are to be reported to CEO.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

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6. Food Act 2008 Delegations

6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	CEO Manager, Regulatory Services-Development & Community Senior Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	CEO Manager, Regulatory Services Senior Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	s.122(3) requires an Enforcement Agency to maintain a list of appointed authorised officers s.123(1) requires an Enforcement Agency to provide each Authorised Officer with a Certificate of Authority as prescribed
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

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6. Food Act 2008 Delegations

6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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6. Food Act 2008 Delegations

6.1.6 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	CEO Manager, Regulatory Services- Senior Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7 Graffiti Vandalism Act 2016 Delegations

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	a. Only the CEO may commence legal proceedings.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Urban Operations Manager Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

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7. Graffiti Vandalism Act 2016 Delegations

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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7. Graffiti Vandalism Act 2016 Delegations

7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Graffiti Vandalism Act 2016:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

Sub-Delegate/s: <i>Appointed by CEO</i>	Executive Manager Infrastructure Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D(7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

Compliance Links:	<i>Criminal Procedure Act 2004 – Part 2</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Carnarvon [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate a person or class of persons as authorised officers for the purposes of: i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. Including: a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being; • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. s.25 Certain authorised officers required to have qualifications and experience. s.26 Further provisions relating to designations s.27 Lists of authorised officers to be maintained s.28 When designation as authorised officer ceases s.29 Chief Health Officer may issue guidelines about qualifications and experience of authorised officers
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8. Public Health Act 2016 Delegations

	s.30 Certificates of authority s.31 Issuing and production of certificate of authority for purposes of other written laws s.32 Certificate of authority to be returned. s.136 Authorised officer to produce evidence of authority <i>Criminal Investigation Act 2006</i>, Parts 6 and 13 – refer s.245 of the <i>Public Health Act 2016</i> <i>The Criminal Code</i>, Chapter XXVI – refer s.252 of the <i>Public Health Act 2016</i>
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500, with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies. Note – Decisions under this delegation may be referred for review by the State Administration Tribunal
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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8. Public Health Act 2016 Delegations

8.1.5 Commence Proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commence proceedings
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. The Chief Executive Officer is delegated authority to commence proceedings for an offence under the Public Health Act 2016 [s.280]
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

Compliance Links:	<i>Public Health Act 2016</i> s.20 Conditions on performance of functions by enforcement agencies.
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9. Planning and Development Act 2005 Delegations

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services- Deputy CEO
CEO Conditions on this Sub-Delegation:	

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9. Planning and Development Act 2005 Delegations

<i>Conditions on the original delegation also apply to the sub-delegations.</i>	
Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9. Planning and Development Act 2005 Delegations

9.1.2 Unauthorised or Non – Complying Development – Directions and Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214, 218
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Issue written direction to stop unauthorised development [P&D s214(2)] & s218]. 2. Issue written direction to require the unauthorised development to be brought into compliance by removing, pulling down, taking up or altering the unauthorised development and by restoring the land to how it was prior to the development [P&D s214(3)]. • execute work to have unauthorised development brought into compliance [P&D s214(5).
Council Conditions on this Delegation:	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services- Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2 Local Planning Scheme – Council to CEO

9.2.1 Certain planning functions relating to Shire of Carnarvon Town Planning Scheme No 13

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005: Section 214(2), (3) and (5)</i> <i>Planning and Development (Local Planning Scheme) Regulations 2015</i> <i>Shire of Carnarvon Town Planning Scheme No. 13.</i> <i>Land Administration Act 1997, Section 15(6)</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to: 1. Determine that a particular Application for Planning Approval will be advertised and carry out the means and extent of such advertising in accordance with Clause 64 of Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015. 2. Determine applications with a use permissibility classification of 'P', 'I' and 'D' in Table 3 of the Shire of Carnarvon Town Planning Scheme No. 13 ('Scheme No. 13') for Planning Approval in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015 and/or Western Australian Planning Commission State Planning Policy No. 7.3 – Residential Design Codes where no objections have been received (if advertised) and impose conditions as required. 3. Extend the advertising period for standard and complex planning scheme amendments where it is considered necessary to provide for adequate consultation and/or accommodate specific community consultation exercises (e.g., special electors meetings, workshops etc). 4. Give directions in relation to unauthorized development and to authorize any action available to the responsible authority under the Planning and Development Act 2005 incidental to such written direction, including but not limited to issuing a notice to correct or amend the development or to commence legal action in accordance with the Council's endorsed procedure for compliance and enforcement. 5. To submit Responsible Authority Reports to the Development Assessment Panel pursuant to Regulation 12 of the Planning & Development (Development Assessment Panels) Regulations 2011 in relation to applications for planning approval under Shire of Carnarvon Town Planning Scheme No. 13. 6. Determine applications for Planning Approval in accordance with Clause 64 of Schedule 2 of the Planning and Development

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Shire of Carnarvon

	(Local Planning Schemes) Regulations 2015 and Part V GENERAL PROVISIONS and CI 5.15 RESTRICTIVE COVENANTS of the Shire of Carnarvon Town Planning Scheme No 10 where no objections have been received (if advertised) and impose conditions as required.
Council Conditions on this Delegation:	In relation to 2. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination. In relation to 3. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination. In relation to 4. above - An employee to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination. In relation to 5. above - The Chief Executive Officer is to advise Council of the lodgement and subsequent decision of a Joint Development Assessment Panel (JDAP) application at the next available Council meeting. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services- Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2.2 Modification of restrictive covenant conditions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Clause 5.15 - Shire of Carnarvon Town Planning Scheme No 13
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to remove conditions Restrictive Covenant pursuant to Clause 35 of the Shire of Carnarvon Local Planning Scheme No 13.
Council Conditions on this Delegation:	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2.3 Issue of development approval for events

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Shire of Carnarvon Town Planning Scheme No 13</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine applications for events and issue development approval, subject to the application complying with the relevant provisions of Local Planning Policy Scheme No. 13
Council Conditions on this Delegation:	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2.4 Bonds for uncompleted works

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Shire of Carnarvon Town Planning Scheme No 10</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine the value of and conditions associated with the lodgement of cash bonds or other performance bonds for uncompleted works associated with the subdivision or development of land and to approve the return or payment of such bonds upon the completion of the works or event or any relevant Council policy.
Council Conditions on this Delegation:	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2.5 Planning applications on land adjoining Shire property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Shire of Carnarvon Town Planning Scheme No 10</i> <i>All Planning Policies</i> <i>Shire of Carnarvon Town Planning Scheme No. 11</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to determine acceptability of Planning Applications adjacent to Shire of Carnarvon property (freehold or reserved).
Council Conditions on this Delegation:	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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9.2.6 Response to Minister for Lands regarding the exercise of certain powers in relation to Crown Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	s.14 Land Administration Act 1997
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to advise the Minister for Lands of the Local Government's views or interests in accordance with Council Endorsed Plans and Policies with regards to the exercise of any power conferred to the Minister for Lands.
Council Conditions on this Delegation:	An officer to whom delegated authority is granted is not to exercise that authority in circumstances where the Chief Executive Officer has received a request from a Councillor that the matter be referred to Council for consideration or determination. All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Sub-Delegate/s: <i>Appointed by CEO</i>	Manager, Regulatory Services Deputy CEO
CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i>	

Compliance Links:	Part 13 of the Planning and Development Act 2005
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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10 Authorisations and Appointments – As of Right

NOTE: The following authorities are as of right, by virtue of specific legislative provisions, and they are included only for completeness in the Register.

10.1 Australian Citizenship Act 2017

Express Power or Duty:	Australian Citizenship Act 2017 s27(5)
Authorisations:	President Deputy President Chief Executive Officer
Function:	Pursuant to s27(5) of the Australian Citizenship Act 2017 the Shire President, Deputy President, CEO are authorised persons, as of right, to receive a Pledge of Commitment under the Act.

11.2 Litter Act 1979

Express Power or Duty:	Litter Act 1978 – S26(1)(c)(i), (ii), S30(4a)
Authorisations:	All elected members and employees are Authorised Persons by virtue of their office.
Function:	S26(1)(c)(i), (ii) prescribes that all elected members and employees are Authorised Persons by virtue of their office.

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11 Authorisations and Appointments by Council

NOTE: The following authorisations and appointments are made by Council, as the Local Government.

12.1 Criminal Code 2013

12.1.1 Person in control of Local Government Property

Appointer:	Local Government
Express Power or Duty:	Criminal Code 2013 – S70A
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is deemed to be the person in authority of local government property and facilities, including the Council Chambers during Council and Committee meetings
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.2 Environmental Protection Act 1986

12.2.1 Referral of Proposals – Environmental Protection Act 1986

Appointer:	Local Government
Express Power or Duty:	Environmental Protection Act 1986 – s87, 114(3)
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is authorised to refer Proposals to the Environmental Protection Authority.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.2.2 Authorisation

Appointer:	Local Government
Express Power or Duty:	Environmental Protection Act 1986 – s87, 114(3)
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	IE, pursuant to s87 of the Environmental Protection Act 1986 the Chief Executive Officer of the relevant State Government Department requests nominations to be appointed as an Authorised Person for enforcement, the CEO is to be nominated. The CEO, <u>acting with the consent</u> of the CEO of the relevant State Government Department is authorised to initiate prosecutions.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.3 Equal Opportunity Act 1984

12.3.1 Equal Employment Opportunity Management Plans

Appointer:	Local Government
Express Power or Duty:	Equal Employment Opportunity Act 1984 – S145
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer is to prepare and implement equal employment opportunity management plans pursuant to s145 Equal Employment Opportunity Act 1984.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.4 Food Act 2008

12.4.1 Authorised Persons

Appointer:	Local Government
Express Power or Duty:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Appointees:	CEO Manager, Regulatory Services- Deputy CEO Senior Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO and listed Appointees are appointed as: - an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. - an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. - an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Conditions on this Authorisation or Appointment:	In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: - Appointment of Authorised Officers as Meat Inspectors - Appointment of Authorised Officers - Appointment of Authorised Officers – Designated Officers only - Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.5 Gaming and Wagering Commission Act 1987

12.5.1 Authorised Persons

Appointer:	Local Government
Express Power or Duty:	<i>Gaming and Wagering Commission Act 1987 s21(2), 55(3)</i>
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	If the Commission requests, the Chief Executive Officer is to be the authorised officer and pursuant to s55(3) if the Commission requests the relevant Reports, the CEO is authorised to provide same.
Conditions on this Authorisation or Appointment:	Only activated if the Commission requests

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.7 Litter Act 1979

12.7.1 Authorised Officers, Withdrawal of Infringement Notices

Appointer:	Local Government
Express Power or Duty:	<i>Litter Act 1978 – S26(1)(c)(i), (ii), S30(4a)</i>
Appointees:	CEO Manager, Regulatory Services Rangers
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Pursuant to S30(4a) Litter Act 1979 the CEO, Executive Manager Development and Community Services, Environmental Services Coordinator, and Rangers are authorised to withdraw infringement notices.
Conditions on this Authorisation or Appointment:	Employees and elected members appointed under S26(1)(c)(i), (ii) must hold a certificate stating the person is authorised, in accordance with s26(4)(c). If the Chief Executive Officer has issued the relevant infringement notice, the Shire President is authorised to withdraw such a notice.

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Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.8 Local Government Act 1995

12.8.1 Authorised Persons - Public Statements on behalf of the local government

Appointer:	Local Government
Express Power or Duty:	<i>Local Government Act 1995 s.2.8(1)(d), 5.41(f)</i>
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is authorised to speak in public, on behalf of the Shire, <u>on all matters of an operational nature</u> and, where the Shire President agrees: • on a specific occasion; or • on a specific subject matter; or • on a specified category of occasions or a specified category of subjects when they arise.
Conditions on this Authorisation or Appointment:	It is acknowledged that under s.5.41, the CEO has additional broad functions including the function of managing the day-to-day operations of the local government. That function requires the CEO from time to time to speak in public as to the local government's affairs, but the agreement of the Shire President is only required where the CEO makes a public statement on behalf of the local government of a kind which would ordinarily fall within the role of the Shire President as the spokesperson of the local government.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12.9 Rates and Charges (Rebates and Deferments) Regulation Act 1992

12.9.1 Review Officer and Determination Officer – Rates and Charges (Rebates and Deferments) Regulation Act 1992

Appointer:	Local Government
Express Power or Duty:	<i>Rates and Charges (Rebates and Deferments) Regulation Act 1992 – S12; S13; S32</i>
Appointees:	CEO Deputy CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is the Pensioner Rates Review Officer, as defined by the Act. The Deputy CEO is the Pensioner Rates Determination Officer as defined by the Act.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

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12 Statutory Authorisations and Delegations to Local Government from State Government Entities**12.1 Environmental Protection Act 1986****12.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]**Published by:
Environment**GOVERNMENT GAZETTE**
Western Australia
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Page: 919 [Pdf](#) - 476kb**EV401****ENVIRONMENTAL PROTECTION ACT 1986****Section 20**

Delegation No. 52

Pursuant to section 20 of the *Environmental Protection Act 1986*, the Chief Executive Officer hereby delegates as follows—

Powers and duties delegated—

All the powers and duties of the Chief Executive Officer, where any noise is being or is likely to be emitted from any premises not being premises licensed under the Act, to serve an environmental protection notice under section 65(1) in respect of those premises, and where an environmental protection notice is so served in such a case, all the powers and duties of the Chief Executive Officer under Part V of the Act in respect of that environmental protection notice.

Persons to whom delegation made—

This delegation is made to any person for the time being holding or acting in the office of Chief Executive Officer under the *Local Government Act 1995*.

Pursuant to section 59(1)(e) of the *Interpretations Act 1984*, Delegation No. 32, dated 4 February 2000 is hereby revoked.

Dated this 9th day of January 2004.

Approved—

FERDINAND TROMP, A/Chief Executive Officer.

Dr JUDY EDWARDS MLA, Minister for the Environment.

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Shire of Carnarvon

12.1.2 Noise Management Plans – Keeping Log Books, Noise Control Notices, Calibration and Approval of Non-Complying Events

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EV402

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 112

I, Jason Banks, in my capacity as Acting Chief Executive Officer of the Department of Environment Regulation responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to any person for the time being holding or acting in the office of a Chief Executive Officer under the *Local Government Act 1995*, my powers and duties under the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation, in relation to--

- (a) waste collection and other works--noise management plans relating to specified works under regulation 14A or 14B;
- (b) bellringing or amplified calls to worship--the keeping of a log of bellringing or amplified calls to worship requested under regulation 15(3)(c)(vi);
- (c) community activities--noise control notices in respect of community noise under regulation 16;
- (d) motor sport venues--noise management plans in relation to motor sport venues under Part 2 Division 3;
- (e) shooting venues--noise management plans in relation to shooting venues under Part 2 Division 4;
- (f) calibration results--requesting, under regulation 23(b), details of calibration results undertaken and obtained under Schedule 4;
- (g) sporting, cultural and entertainment events--approval of events or venues for sporting, cultural and entertainment purposes under Part 2 Division 7, subject to the following limitation--
 - (i) Subregulation 18(13)(b) is not delegated.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 68, gazetted 22 June 2007 is hereby revoked.

Dated the 12th day of December 2013.

JASON BANKS, Acting Chief Executive Officer.

Approved by--

JOHN DAY, Acting Minister for Environment; Heritage.

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12.1.3 Noise Management Plans – Construction Sites

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EV405

ENVIRONMENTAL PROTECTION ACT 1986

Delegation No. 119

I, Jason Banks, in my capacity as the Acting Chief Executive Officer of the Department responsible for the administration of the *Environmental Protection Act 1986* ("the Act"), and pursuant to section 20 of the Act, hereby delegate to the holder for the time being of the offices of:-

(a) Chief Executive Officer under the *Local Government Act 1995*; and

(b) to any employee of the local government under the *Local Government Act 1995* who is appointed as an Authorised Person under section 87 of the Act,

all my powers and duties in relation to noise management plans under regulation 13 of the *Environmental Protection (Noise) Regulations 1997*, other than this power of delegation.

Under section 59(1)(e) of the *Interpretation Act 1984*, Delegation No. 111, gazetted 20 December 2013, is hereby revoked.

Dated the 1st day of May 2014.

JASON BANKS, Acting Chief Executive Officer.

Delegation RegisterShire of Carnarvon

12.2 Planning and Development Act 2005**12.2.1 Instrument of Authorisation – Local Government CEOs - Sign
Development Applications for Crown Land as Owner**

DoL FILE 1738/2002v8; 858/2001v9

PLANNING AND DEVELOPMENT ACT 2005**INSTRUMENT OF AUTHORISATION**

I, **Donald Terrence Redman MLA**, Minister for Lands, a body corporate continued by section 7(1) of the *Land Administration Act 1997*, under section 267A of the *Planning and Development Act 2005*, HEREBY authorise, in respect of each local government established under the *Local Government Act 1995* and listed in Column 2 of the Schedule, the person from time to time holding or acting in the position of Chief Executive Officer of the relevant local government, to perform the powers described in Column 1 of the Schedule subject to the conditions listed in Column 3 of the Schedule.

Dated the 2nd day of June 2016

HON DONALD TERRENCE REDMAN MLA
MINISTER FOR LANDS

Delegation Register

Shire of Carnarvon

SCHEDULE

This is the Schedule referred to in an Instrument of Authorisation relating to Development Applications under the *Planning and Development Act 2005*

Column 1	Column 2	Column 3
The power to sign as owner in respect of Crown land that is: - a reserve managed by the local government pursuant to section 46 of the <i>Land Administration Act 1997</i> and the development is consistent with the reserve purpose and the development is not for a commercial purpose; or - the land is a road of which the local government has the care, control and management under section 55(2) of the <i>Land Administration Act 1997</i> and where there is no balcony or other structure proposed to be constructed over that road unless that structure comes within the definition of a "minor encroachment" in the Building Regulations 2012 (Regulation 45A), or is an "awning, verandah or thing" (Regulation 45B), or is a ground anchor, and where the development is consistent with the use of the land as a road. in respect of development applications being made under or referred to in: (i) section 99(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a regional interim development order (as that term is defined in that Act); (ii) section 103(2) of the <i>Planning and Development Act 2005</i> in respect of development for which approval is required under a local interim development order (as that term is defined in that Act); (iii) section 115 of the <i>Planning and Development Act 2005</i> in respect of development within a planning control area (as that term is defined in that Act); (iv) section 122A of the <i>Planning and Development Act 2005</i> in respect of which approval is required under an improvement scheme (as that term is defined in that Act); (v) section 162 of the <i>Planning and Development Act 2005</i> in respect of developments for which approval is required under a planning scheme or interim development order (as those terms are defined in that Act); (vi) section 163 of the <i>Planning and Development Act 2005</i> in respect of development on land which is comprised within a place entered in the Register maintained by the Heritage Council under the <i>Heritage of Western Australia Act 1990</i>, or of which such a place forms part; (vii) section 171A of the <i>Planning and Development Act 2005</i> in respect of a prescribed development application (as that term is defined in that section of that Act).	City of Albany City of Armadale Shire of Ashburton Shire of Augusta-Margaret River Town of Bassendean City of Bayswater City of Belmont Shire of Beverley Shire of Boddington Shire of Boyup Brook Shire of Bridgetown-Greenbushes Shire of Brooking Shire of Broome Shire of Broomehill-Tambellup Shire of Bruce Rock City of Bunbury Shire of Busselton Town of Cambridge City of Canning Shire of Capel Shire of Carnamah Shire of Carnarvon Shire of Chapman Valley Shire of Chittering Shire of Christmas Island Town of Claremont City of Cockburn Shire of Coorup (Keeling) Islands Shire of Collie Shire of Coolgardie Shire of Doodsway Shire of Dorrin Town of Doodlakine Shire of Dorebrook Shire of Dubelling Shire of Dune Shire of Dunderberg Shire of Durali Shire of Dunsborough Shire of Dundas Shire of Denmark Shire of Derby/Kent Kimberley Shire of Donnybrook-Balingup Shire of Dowerbin Shire of Dumbleyung Shire of Dundas Town of East Fremantle Shire of East Pilbara Shire of Esperance Shire of Erema City of Fremantle City of Greater Geraldton Shire of Gingin Shire of Gnowangerup Shire of Goomalling City of Goolwa Shire of Halls Creek Shire of Harvey Shire of Inland Shire of Jerramungup City of Joondalup Shire of Kalbar City of Kalbar-Boulder Shire of Kalbar Shire of Kellerberrin Shire of Kent Shire of Kojonup Shire of Kondinin Shire of Kooragang Shire of Kulin City of Kwinana Shire of Lake Grace Shire of Laverton Shire of Leonora City of Mandurah Shire of Manjimup Shire of Meekatharra City of Merivale Shire of Menzies Shire of Merredin Shire of Mingenew Shire of Moore Shire of Morawa Town of Mosman Park Shire of Mount Magnet Shire of Mt Marshall Shire of Mukinbudin Shire of Mundaring Shire of Murchison Shire of Murray	In accordance with and subject to approved Government Land policies. Any signature subject to the following endorsement: Signed only as acknowledgement that a development application is being made in respect of a proposal that includes Crown land, Crown reserves under management for the purpose, or a road and to permit this application to be assessed under the appropriate provision of the <i>Planning and Development Act 2005</i> (including any planning scheme). The signature does not represent approval or consent for planning purposes. Further, in the event that development approval is granted for the proposal, the above signature should not be taken as an acknowledgement of or consent to the commencement or carrying out of the proposed development or to any modification of the tenure or reservation classification of the Crown land component.

Delegation Register

Shire of Carnarvon

Shire of Nannup
 Shire of Narembeem
 Shire of Naremgin
 Town of Nerriggin
 City of Newcastle
 Shire of Nganyayjerri
 Shire of Northam
 Shire of Northampton
 Shire of Nungarin
 Shire of Peppermint Grove
 Shire of Perenjori
 City of Perth
 Shire of Pingelly
 Shire of Plantagenet
 Town of Port Hedland
 Shire of Quairading
 Shire of Ravensthorpe
 City of Rockingham
 Shire of Roebourne
 Shire of Sandstone
 Shire of Serpentine Jarrahdale
 Shire of Shark Bay
 City of South Perth
 City of Stirling
 City of Subiaco
 City of Swan

Shire of Tammin
 Shire of Three Springs
 Shire of Toodyay
 Shire of Trayning
 Shire of Upper Gascoyne
 Town of Victoria Park
 Shire of Victoria Plains
 Town of Vincent
 Shire of Wagin
 Shire of Wandering
 City of Wanneroo
 Shire of Waroona
 Shire of West Arthur
 Shire of Westonia
 Shire of Wickepin
 Shire of Williams
 Shire of Wiluna
 Shire of Wongan-Ballidu
 Shire of Woodanilling
 Shire of Wyalkatchem
 Shire of Wyndham-East Kimberley
 Shire of Yalgoo
 Shire of Yilgarn
 Shire of York



HON DONALD TERRENCE REDMAN MLA
 MINISTER FOR LANDS

2nd day of June 2016

Delegation Register

Shire of Carnarvon

12.2.2 WA Planning Commission – Powers of Local Governments - s.15 of the Strata Titles Act 1985 (DEL.2020/01)

29 January 2021

GOVERNMENT GAZETTE, WA

449

PL402

PLANNING AND DEVELOPMENT ACT 2005

INSTRUMENT OF DELEGATION

Del 2020/01 Powers of Local Governments

Delegation to local governments of certain powers and functions of the Western Australian Planning Commission relating to certain applications under the *Strata Titles Act 1985*

Preamble

Under section 16 of the *Planning and Development Act 2005* (the Act) the Western Australian Planning Commission (the WAPC) may, by resolution published in the *Government Gazette*, delegate any function under the Act or any other written law to a local government, a committee established under the *Local Government Act 1995* or an employee of a local government.

In accordance with section 16(4) of the Act, a reference in this instrument to a function or a power of the WAPC includes and extends to, without limitation or restriction, any of the powers, privileges, authorities, discretions, duties and responsibilities vested in or imposed on the WAPC by the Act or any other written law as the case requires.

Resolution under section 16 of the Act (delegation)

On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED—

- A. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under section 15 of the *Strata Titles Act 1985* as set out in clause 1 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- B. TO DELEGATE to local governments, and to members and officers of those local governments, its powers and functions under sections 21 and 22 of the *Strata Titles Act 1985* as set out in clause 2 of Schedule 1, within their respective districts, subject to the conditions set out in clause 3 of Schedule 1;
- C. TO AMEND “Del 2020/01—Powers of Local Governments” to give effect to its resolution and to publish an updated, consolidated instrument.

SAM FAGAN, Western Australian Planning Commission.

Schedule 1

1. Applications made under section 15 of the *Strata Titles Act 1985*

Power to determine applications under section 15 of the *Strata Titles Act 1985*, except those applications that—

- (a) propose the creation of a vacant lot;
- (b) propose vacant air stratas in multi-tiered strata scheme developments;
- (c) propose the creation or postponement of a leasehold scheme;
- (d) propose a type 1 (a) subdivision or a type 2 subdivision (as defined in section 3 of the *Strata Titles Act 1985*);
- (e) in the opinion of the WAPC as notified to the relevant local government in writing, or in the opinion of the relevant local government as notified to the WAPC in writing, relate to—
 - i. a type of development; and/or
 - ii. land within an area,

which is of state or regional significance, or in respect of which the WAPC has determined is otherwise in the public interest for the WAPC to determine the application.

2. Applications under sections 21 and 22 of the *Strata Titles Act 1985*

Power to determine applications under—

- (a) section 21 of the *Strata Titles Act 1985*;
- (b) section 22 of the *Strata Titles Act 1985* where the amendment or repeal of scheme by-laws requires the approval of the WAPC.

3. Reporting requirements

A local government that exercises the powers referred to in clause 1 and/or clause 2, is to provide the WAPC with data on all applications determined under this Instrument of Delegation. This must be provided at the conclusion of each financial year in the format prescribed by the WAPC.

Delegation Register

Shire of Carnarvon

12.3 Main Roads Act 1930

12.3.1 Traffic Management - Events on Roads

A list of local governments authorised for Traffic Management for Events can be found on the Main Roads WA website [here](#)

WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION

RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the *Road Traffic Code 2000* the Commissioner of Main Roads ("the Commissioner") hereby authorises (Insert name of Local Government) (Authorised Body) by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the *Road Traffic Act 1974*;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the *Road Traffic Act 1974* has, under that provision, temporarily suspended the operation of any provisions of the *Road Traffic Act 1974* or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the *Public Order in Streets Act 1984*;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the *Road Traffic (Events on Roads) Regulations 1991*.

Page 1 of 2

Delegation Register

Shire of Carnarvon

Dated:

THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS

WAS AFFIXED BY

COMMISSIONER OF MAIN ROADS

FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY

.....(*Insert name of Local Government*)..... agrees to unconditionally observe,
perform and be bound by the above conditions.

THE COMMON SEAL of

[Insert name of Local Government]

Was hereunto affixed pursuant to a
resolution of the Council in the
presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Page 2 of 2

Delegation Register

Shire of Carnarvon

12.3.2 Traffic Management – Road Works

A list of Local Governments authorised for the purposes of Road Traffic Code 2000 r.297(2) are available on Main Roads WA website [here](#)

**WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION**

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises
("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such traffic signs and traffic control devices of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any works, survey or inspection, associated with the construction, maintenance or repair on a road (other than a main road or highway), any adjoining land or any portion thereof within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Works on Roads Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Roadworks Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the relevant works, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

This Instrument of Authorisation replaces any prior Instrument of Authorisation under Regulation 297(2) of the Road Traffic Code 2000 between the Commissioner and the Authorised Body. The Commissioner's delegation dated 17 July 1975 to a number of Local Governments outside the Perth metropolitan area, is not affected by this Instrument of Authorisation except that this Instrument of Authorisation prevails wherever roadworks are concerned. That 1975 delegation was made under Regulation 301 of the Road Traffic Code 1975 and related to non-regulatory signage.

Delegation Register

Shire of Carnarvon

Dated:

THE COMMON SEAL OF THE)
 COMMISSIONER OF MAIN ROADS)
 WAS AFFIXED BY)
)
)
 COMMISSIONER OF MAIN ROADS)
 FOR THE TIME BEING IN THE PRESENCE OF:)

 Signature of Witness

 Name of Witness

ACKNOWLEDGMENT BY AUTHORISED BODY

..... agrees to observe, perform and be
 bound by the above conditions.

THE COMMON SEAL OF THE)
)
 WAS AFFIXED PURSUANT TO A RESOLUTION)
 OF THE COUNCIL IN THE PRESENCE OF)

 Chief Executive Officer

 Witness

Delegation Register

Shire of Carnarvon

12.4 Road Traffic (Vehicles) Act 2012

12.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles



Government of Western Australia
Department of Transport
Driver and Vehicle Services

ROAD TRAFFIC (VEHICLES) ACT 2012

Road Traffic (Vehicles) Regulations 2014

RTVR-2017-202046

APPROVAL UNDER REGULATION 327(4)(f) FOR CERTAIN LOCAL GOVERNMENT VEHICLES AS SPECIAL USE VEHICLES

Pursuant to the *Road Traffic (Vehicles) Regulations 2014* (the *Regulations*), I, Christopher Davers, Assistant Director Strategy and Policy, Driver and Vehicle Services, Department of Transport, and delegate of the Chief Executive Officer of the Department of Transport by way of a delegation instrument dated 7 August 2017, hereby approve vehicles owned by a local government and ordinarily used by persons authorised or appointed by that local government to perform functions on its behalf under:

- (a) the *Local Government Act 1995*;
- (b) regulations made under the *Local Government Act 1995*;
- (c) a local law;
- (d) any other legislation empowering a local government to authorise or appoint persons to perform functions on the behalf of the local government (including but not limited to the *Dog Act 1976*); or
- (e) any combination of the above paragraphs (a) to (d);

as special use vehicles for the purposes of paragraph "f" of the definition of "special use vehicle" in regulation 327(4) of the *Regulations*, with the effect that those vehicles may be fitted with one or more yellow flashing lights under regulation 327(3)(b) of the *Regulations*, subject to the following conditions:

CONDITIONS

1. Those lights must emit rotating, flashing yellow coloured light(s) and must not be a strobe light.
2. At least one flashing light shall be mounted on top of the vehicle and when lit, shall be visible in normal daylight up to a distance of not less than 200 metres to vehicles approaching from any direction.
3. No part of the lens of the flashing lights is visible either directly or indirectly to the driver when seated in the normal driving position.
4. If more than one flashing light is fitted, they must be placed symmetrically about the centre line of the vehicle or combination of vehicles.
5. An on/off switch for the flashing lights must be installed so as to be easily operated from the driver's seat.
6. Any additional equipment fitted to the vehicle must not interfere with the overall safe operation of the vehicle.
7. Any vehicle fitted with flashing lights for the purposes of this approval must:

Delegation Register

Shire of Carnarvon



Government of Western Australia
Department of Transport

Driver and Vehicle Services

- (a) have words clearly set out on the sides of the vehicle which state the name of the local government in question together with the words "Ranger", "Ranger Services", or words to similar unambiguous effect; and
- (b) where the vehicle is a station wagon or van, have the words "Ranger", "Ranger Services", or words to similar unambiguous effect clearly set out on the back of the vehicle.

This condition 7 is not intended to prevent the use of additional words on the vehicle.

A handwritten signature in blue ink, appearing to read 'C. Davers'.

Christopher Davers
Assistant Director, Strategy and Policy
Driver and Vehicle Services
Department of Transport

Dated the 5th day of September 2017

[Approval for ranger vehicles to fit and use yellow flashing lights \(transport.wa.gov.au\)](https://transport.wa.gov.au)

Extracted on line on 15 March 2021

7.1.5 QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY - JULY TO AUGUST 2026

File No: ADM0043
 Location/Address: N/A
 Name of Applicant: Shire of Carnarvon
 Name of Owner: N/A
 Author(s): Jasper Benthien, Executive Services Coordinator
 Tracy Sharpe, Building Services Assistant
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: June 2026
 Schedules: 1. Quarterly Actions Performed under Delegated Authority
 - July and August 2026

Authority/Discretion:

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

Summary of Item

This quarterly report presents actions performed under delegated authority for the period 1 July 2026 to 31 August 2026.

The previous Actions Performed Under Delegated Authority report was presented to the Ordinary Council Meeting held on 30 June 2026. This report therefore captures delegated authority actions undertaken since that report, with updates current as at the time of agenda preparation.

The detailed list of actions performed under delegated authority is provided in Schedule 1.

Background

Actions performed under delegated authority are reported to Council to support transparency, accountability and awareness of decisions made by officers under delegation.

Following a review of the Ordinary Council Meeting reporting cadence, it is proposed that the Actions Performed Under Delegated Authority report be presented to Council on a quarterly basis as part of a rolling governance reporting cycle. The cycle is intended to provide Council with regular oversight of key governance matters, while avoiding multiple standing governance reports being presented in the same agenda cycle.

As this is the first Actions Performed Under Delegated Authority report under the revised reporting cadence, this report covers the period 1 July 2026 to 31 August 2026, being the period since the previous report was presented to Council.

Future reports will capture the delegated authority actions undertaken since the previous report in the rolling cycle.

This report includes actions performed under delegated authority for:

- Development approvals issued;
- Building permits issued;
- Health approvals issued;
- Affixing of the Common Seal; and
- CEO delegations.

Stakeholder and Public Consultation

External

No external consultation is required in relation to this report.

Internal

Chief Executive Officer.

Community Planning & Sustainability Directorate;

- Building Services Officers.

Corporate Strategy & Performance Directorate;

- Governance Coordinator.

Statutory Environment

Local Government Act 1995 (WA)

Section 5.42 - *provides that a local government may delegate to the CEO the exercise of certain powers or the discharge of certain duties, subject to the limitations in section 5.43.*

Section 5.44 - *provides for the CEO to delegate powers and duties to employees, subject to any relevant requirements and limitations.*

Section 5.46 - *requires the CEO to keep a register of delegations made to the CEO and employees, requires delegations to be reviewed at least once every financial year, and requires delegated persons to keep records in accordance with regulations.*

Section 9.49A - *provides for the execution of documents by a local government, including by affixing the Common Seal or by signature of a person authorised by the local government.*

Planning and Development Act 2005 (WA)

Part 10 (Division 2) – *Provides for the assessment and determination of development applications by a local government, including where those functions are exercised under delegated authority.*

Planning and Development (Local Planning Schemes) Regulations 2015 (WA)

Schedule 2 (Clause 68) – *Provides that development applications are to be determined in accordance with the deemed provisions, including where authority has been delegated to an authorised officer.*

Shire of Carnarvon Town Planning Scheme No. 13

The Shire's local planning scheme provides the local planning framework for land use and development within the district, including the assessment and determination of development applications.

Building Act 2011

The Building Act 2011 provides for the granting of building permits, demolition permits and related building control functions by permit authorities.

Health Act 1911

Section 107 - provides for local government powers in relation to public health matters, including approvals and regulation of activities and premises.

Part VI - provides for the regulation, approval and control of public buildings, including conditions of occupancy.

Health (Public Buildings) Regulations 1992

The Regulations provide for the approval, classification and ongoing compliance requirements for public buildings.

Food Act 2008

The Food Act 2008 provides for the registration and regulation of food businesses by local governments as enforcement agencies.

Liquor Control Act 1988

Section 40 - provides for local government certification or advice in relation to liquor licence applications and compliance with planning and local government requirements.

Shire of Carnarvon Local Laws

The Shire's local laws provide for the regulation and approval of various local government matters, including hawkers, traders and stall holders where applicable.

Relevant Plans and Policy

Nil

Financial Implications

Nil - There are no financial implications arising from receiving this report.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	N/A	N/A	N/A
Health & Safety	N/A	N/A	N/A

Reputation	If actions performed under delegated authority are not reported in a timely and transparent manner, there may be reduced community confidence in the Shire's decision-making processes.	Low – C-1	Reporting delegated authority actions to Council provides regular visibility of decisions made under delegation and supports transparency and accountability.
Service disruption	N/A	N/A	N/A
Compliance	Failure to maintain appropriate records of delegated decisions or report relevant delegated actions may reduce governance oversight and create compliance risk.	Low – C-1	Delegated authority actions are recorded and reported to Council through the rolling governance reporting cycle. The Shire also maintains delegation records in accordance with legislative requirements.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

The Actions Performed Under Delegated Authority report is an important governance and transparency mechanism. It provides Council and the public with visibility of decisions made by officers under delegated authority and supports accountability in the exercise of delegated decision-making powers.

The shift to quarterly reporting is intended to align with the Shire's broader Ordinary Council Meeting reporting cadence, where key governance reports are presented on a rolling cycle. This approach reduces duplication, supports clearer agenda focus and ensures Council continues to receive regular information across delegated authority reporting, decision implementation and financial review.

The detailed actions performed under delegated authority during the reporting period are provided in Schedule one (1) of this report.

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, notes the Quarterly Actions Performed Under Delegated Authority - September 2026 report as provided in Schedule 1 of this report.

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – JULY 2026

ENVIRONMENTAL HEALTH

Exercise of delegations to be reported for period 1/07/2026 to 1/08/2026

Food—Food Act 2008

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
Nil				

On-site wastewater management—Health Act 1911, s.107

Health (Apparatus for treatment of sewage and disposal of effluent and liquid waste) Regulations 1974

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
Nil				

Events - Health (Public Buildings) Regulations 1992

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
2/07/2026	262701	Event approval – Taste of the Gascoyne	Gascoyne Food Festival	Louise Cashmore (Gascoyne Food Council)
2/07/2026	262702	Event approval – Plantation Feast	Gascoyne Food Festival	Louise Cashmore
2/07/2026	262703	Event approval – Gascoyne Dash Kickstarters	Gascoyne Off Road Racing Club inc	Mel Frearson

LAND USE & DEVELOPMENT SERVICES

Exercise of delegations to be reported for period 1/07/2026 to 31/07/2026

PLANNING AND DEVELOPMENT ACT 2005 - PART 10: DIVISION 2

Applications to subdivide, re-subdivide, or amalgamate land parcels

File Ref:	WAPC Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68

Applications to use/develop land

File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/Proponent	Date Granted
A3196	P39/26	308 ROBINSON ST EAST CARNARVON WA 6701	FRONT FENCE AND SIDE BOUNDARY FENCE BETWEEN 308 & 312 ROBINSON ST	BRANDON PERRY	06/07/2026
A4021	P42/26	3 MARLIN CT CORAL BAY WA 6701	TWO STOREY DWELLING	MODULARIS PTY LTD MODULAR WA	30/07/2026

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – JULY 2026

A3196	P47/26	308 ROBINSON ST EAST CARNARVON WA 6701	NEW OFFICE BUILDING TO BE CONSTRUCTED TO THE FRONT OF AN EXISTING WAREHOUSE/WORKSHOP. WORKS WILL ALSO INCLUDE THE CONVERSION OF A PORTION OF AN EXISTING ABLUTIONS INTO A COMPLIANT UNIVERSAL ACCESS TOILET.	LOREN NORMAN	30/07/2026
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LAND ADMINISTRATION ACT 1997 - SECTION 14
Local Government Recommendation on Lease Proposals

File Ref:	DoL Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

MINING ACT 1978 - SECTION 41, 58, 70C, 74, 86,91, Reg 64
Local Government Recommendation on Mining Tenements

File Ref:	DMP Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

LIQUOR CONTROL ACT 1988 - SECTION 40
Certificate of Local Planning Authority

File Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Given	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

Hawkers, traders and stall holders

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

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
02/07/2026	P40/26	MOBILE TRADERS LICENCE GRANTED	DUNCAN GRAY T/A SPUD MANIA	NIL
02/07/2026	P41/26	MOBILE TRADERS LICENCE GRANTED	DANIEL DE CESARE T/A DANNY'S FOOD TRUCK PTY LTD	NIL
20/07/2026	P44/26	MOBILE TRADERS LICENCE GRANTED	A & L TRADING PTY LTD T/A THE BIG SLICE WA	NIL

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – JULY 2026

13/07/2026	P45/26	MOBILE TRADERS LICENCE GRANTED	MELISSA & CON SAPIENZA T/A UP IN SMOKE CATERING	NIL
21/07/2026	P48/26	MOBILE TRADERS LICENCE GRANTED	JAMES CHONG T/A BAOLICIOUS	NIL
22/07/2026	P49/26	MOBILE TRADERS LICENCE GRANTED	NICOLE TALLOWIN T/A NIKS STREET FOOD	NIL
30/07/2026	P51/26	MOBILE TRADERS LICENCE GRANTED	LISA EVESON	NIL

BUILDING SERVICES

Exercise of delegations to be reported for period 1/07/2026 to 31/07/2026

Application No.	Owners Name	Lot & Street	Type of Building Work
Nil			

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – AUGUST 2026

ENVIRONMENTAL HEALTH

Exercise of delegations to be reported for period 2/08/2026 to 1/09/2026

Food—Food Act 2008

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
19/08/2026	HFO26/009	Rejuvenate – The Wellness Booth	Ellie Gliddon	Megan Brodrick

On-site wastewater management—Health Act 1911, s.107

Health (Apparatus for treatment of sewage and disposal of effluent and liquid waste) Regulations 1974

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
Nil				

Other

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)
13/08/2026	HCP26/010	Certificate of Licence – Annual	Carnarvon Caravan Park	Kevin & Cindy Barrett
19/8/26	PAS26/003	Purely Tan Beauty Salon	Ellie Gliddon	Rejuvenate
19/8/26	PAS26/004	Signature Sets By Meg	Megan Brodrick	Rejuvenate

LAND USE & DEVELOPMENT SERVICES

Exercise of delegations to be reported for period 01/08/2026 to 31/08/2026

PLANNING AND DEVELOPMENT ACT 2005 - PART 10: DIVISION 2

Applications to subdivide, re-subdivide, or amalgamate land parcels

File Ref:	WAPC Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

Planning and Development Act (Local Planning Schemes) Regulations 2015 Schedule 2 Clause 68

Applications to use/develop land

File Ref:	Application Ref:	Subject Land (Incl. Scheme No)	Purpose	Applicant/Proponent	Date Granted
A3273	P46/26	10 BASSETT WAY EAST CARNARVON WA 6701	FENCE	WAYNE REECE	12/08/2026
A1988	P50/26	4 ROBINSON ST CARNARVON WA 6701	ATM REPLACEMENT AND SIGNAGE, PLATFORM LIFT, NEW BRANCH ENTRY, PARTITION TO PROTECT ATM FROM ELEMENTS	SLR CONSULTING AUSTRALIA PTY LTD	17/08/2026

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – AUGUST 2026

A595	P52/26	15 ROBINSON ST CARNARVON WA 6701	THE PROPOSED REDEVELOPMENT INVOLVES THE REFURBISHMENT OF THE EXISTING TWO-STOREY COMMERCIAL BUILDING (BANK) TO CREATE A MIXED-USE DEVELOPMENT COMPRISING STAFF ACCOMMODATION, WORKSPACES, OFFICES AND SHARED FACILITIES. A CLEAR SEPARATION BETWEEN THE RESIDENTIAL AND COMMERCIAL FUNCTIONS IS PROPOSED.	SWANHILL ENTERPRISES PTY LTD	17/08/2026
A1718	P57/26	37 CAVENDISH RD NORTH PLANTATIONS WA 6701	GROUND MOUNTED SOLAR PANELS	CONNIE FLETCHER	27/08/2026
A1518	P58/26	500 ROBINSON ST KINGSFORD WA 6701	SHED FOR STORAGE OF BOATS AND VEHICLES	QUOC SU TRAN & THANH THI DINH	27/08/2026
A3273	P62/26	10 BASSETT WAY EAST CARNARVON WA 6701	SHED AND CARETAKER RESIDENCE	AK WATERS PTY LTD T/A NORTHERN ASPECT CONSTRUCTIONS	31/08/2026

LAND ADMINISTRATION ACT 1997 - SECTION 14

Local Government Recommendation on Lease Proposals

File Ref:	DoL Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

MINING ACT 1978 - SECTION 41, 58, 70C, 74, 86,91, Reg 64

Local Government Recommendation on Mining Tenements

File Ref:	DMP Ref:	Subject Land	Purpose	Proponent	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

LIQUOR CONTROL ACT 1988 - SECTION 40

Certificate of Local Planning Authority

File Ref:	Subject Land	Purpose	Applicant/Proponent	Advice Given	Advice Sent
Nil	Nil	Nil	Nil	Nil	Nil

QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY – AUGUST 2026

Hawkers, traders and stall holders

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

Date of decision	Decision Ref.	Decision details	Applicant	Other affected person(s)	
19/08/2026	P60/26	MOBILE TRADERS LICENCE	REDMAK COUNTRY PTY LTD T/A THE SIGNATURE BULL	NIL	
21/08/2026	P61/26	MOBILE TRADERS LICENCE	JYC ENTERPRISE PTY LTD T/A BAOLICIOUS	NIL	
25/08/2026	P65/26	MOBILE TRADERS LICENCE	FRANCISCO PULIDO T/A CANARIAN CUISINE	NIL	

BUILDING SERVICES

Exercise of delegations to be reported for period 01/08/2026 to 31/08/2026

Application No.	Owners Name	Lot & Street	Type of Building Work
B26/046	JOZIE SLATTERY	LOT 45 (7) WILLESEE ST, MORGANTOWN	FENCE
B26/047	MELINDA LECA	LOT 364 (3) SNOOK COURT, BROCKMAN	FENCE
B26/048	MARGARET SEATON	LOT 142 (19) WHEELLOCK WAY, MORGANTOWN	FENCE
B26/049	FINEQUEST CORPORATION PTY LTD	LOT 3 (3) MARLIN COURT, CORAL BAY	FULL DEMOLITION OF TWO STOREY HOUSE
B26/050	MARGARET MORGAN	LOT 188 (1) CARROLL WAY, MORGANTOWN	FENCE
B26/052	J.D.K. (WA) PTY LTD	LOT 11 (308) ROBINSON ST, EAST CARNARVON	FENCE
B26/055	LESLIE OTWAY	LOT 7 (7) FREEMAN ST KINGSFORD	INSTAL FREESTANDING PATIO WITH DECK
B26/056	KARLA TITTUMS	15 REYNOLDS STREET EAST CARNARVON	EXTEND SHED / PATIO AND ADD STOREROOM
B26/057	WAYNE REECE INVESTMENTS PTY LTD	LOT 255 (10) BASSETT WAY, EAST CARNARVON	FENCE

7.1.6 REMOTE AIRSTRIP UPGRADE PROGRAM ROUND 12 - CARNARVON AIRPORT PAVEMENT RESURFACING

File No: ADM2388
 Location/Address: Carnarvon Airport
 Name of Applicant: Shire of Carnarvon
 Name of Owner: Shire of Carnarvon
 Author(s): Mark Davis, Lead Strategic Projects Manager
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM 25/08/2026 – Item 7.4.2
 Schedules: 1. Remote Airstrip Upgrade Program Round 12 - Grant opportunity guidelines

Authority/Discretion:

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

Summary of Report

This report seeks Council approval, in accordance with the Shire's External Grants Policy (Policy CD006 – External Grants – Procurement and Grants), to submit an application under the Australian Government Remote Airstrip Upgrade Program (RAUP) Round 12 for \$4 million toward the estimated \$17 million cost of resurfacing the Carnarvon Airport runway, taxiways and apron.

The proposed works address a critical aviation pavement renewal need and will support the continued safe, compliant and reliable operation of Carnarvon Airport.

A Council resolution is required as supporting evidence for the grant application. Approval to submit the application does not authorise expenditure or amend the adopted budget. Any grant offer, material change to project scope or cost, or unbudgeted Shire contribution will be presented to Council for consideration before acceptance or commitment.

Background

Remote Airstrip Upgrade Program - Round 12 (RAUP) is an Australian Government competitive grant program intended to improve the safety and accessibility of airports and aerodromes in remote and very remote areas.

Applications close at 5.00 pm AEST on 6 October 2026. The minimum grant is \$5,000 and the maximum grant is \$4 million.

The standard grant contribution is up to 50 per cent of eligible project costs. Where both the applicant and a third party contribute to eligible project costs, the Commonwealth contribution may be reduced to one third of eligible project costs.

Eligible activities include sealing or resealing aircraft pavements and the repair, restoration or reconstruction of runways, taxiways and aprons.

Projects must be completed by 30 March 2029.

Applicants must provide evidence from their board or Council that the project is supported and that the organisation is willing to complete the project and meet costs not covered by grant funding.

Applications are assessed on demonstrated need (50 points), delivery capacity and resources (25 points), and the impact and benefit of grant funding (25 points).

Stakeholder and Public Consultation

External Consultation

Ongoing liaison with relevant government agencies and prospective funding partners as the project develops.

Internal consultation

Airport Operations
Infrastructure Services
Major Projects and;
Finance

Statutory Environment

Local Government Act 1995

Section 3.18 - *provides that a local government may do all things necessary or convenient to be done for, or in connection with, performing its functions under the Act.*

Civil Aviation Safety Regulations 1998 (Cth)

Part 139 – Aerodromes

Delivery of the works will require compliance with the aerodrome standards applicable to the Carnarvon Airport under Part 139 of the *Civil Aviation Safety Regulations 1998 (Cth)*.

Relevant Plans and Policy

Strategic Community Plan

The proposed project aligns with the Shire's strategic objectives relating to high-quality and accessible infrastructure, regional economic activity and access to essential services.

Carnarvon Airport supports regular passenger transport, general aviation, emergency services, business activity and broader regional connectivity.

Policy CD006 – External Grants – Procurement and Grants

Policy CD006 provides the framework for identifying, applying for and administering external grant funding opportunities.

The policy requires consideration of matters including strategic alignment, matching contributions, organisational capacity, procurement requirements, ongoing asset renewal and maintenance and project feasibility.

The policy also provides that the source of any required Council contribution should be identified before applying for the funding.

Financial Implications

The estimated project cost is \$17 million. The proposed application seeks \$4 million, leaving an estimated balance of \$13 million to be met through approved Shire funding and/or other eligible non-Commonwealth contributions.

Of the remaining balance, the Shire has secured a \$7.6 million contribution from the State government. It is anticipated that further funding will need to be sought for the remainder of the project.

The application itself does not amend the adopted budget. If successful, the grant income and corresponding project expenditure will be incorporated or adjusted through the Shire's formal budget process as required.

Council should note that RAUP requires the applicant to accept responsibility for completing the project and meeting costs not covered by grant funding. Cost estimates will continue to be refined through design and procurement, and any material funding shortfall or increase in the municipal contribution will be presented to Council before commitment.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Project costs may exceed estimates or external funding may be insufficient, increasing Shire exposure.	3-C High	Seek maximum RAUP funding; refine estimates; maintain contingency; stage commitments; return material changes to Council.
Health & Safety	Deteriorating pavement condition may affect aircraft operational safety.	3-C High	Continue inspections and maintenance; deliver resurfacing informed by technical investigation and aviation standards.
Reputation	Failure to secure funding or progress critical renewal may reduce community and stakeholder confidence.	2-C Moderate	Submit a well-evidenced application and maintain transparent communication on funding and delivery.

Service disruption	Construction may temporarily affect airport operations.	2-C Moderate	Prepare staging and operational continuity plans in consultation with operators and emergency services.
Compliance	Failure to meet grant, procurement or aviation requirements.	3-C High	Apply approved governance, procurement and grant controls; technical assurance and documented reporting.
Property	NA	NA	NA
Environment	NA	NA	NA
Fraud	NA	NA	NA

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our infrastructure, housing and amenities are high quality and accessible*

ADDITIONAL FOCUS AREAS:

- *Supports the needs of areas outside the Township of Carnarvon (Coral Bay and outlying areas)*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *Airport Relocation and Upgrade*

Comments

Carnarvon Airport is critical enabling infrastructure for Carnarvon and the wider Gascoyne. It supports scheduled passenger services, business and workforce travel, tourism, freight and government access, as well as Royal Flying Doctor Service, emergency response and disaster recovery operations.

Pavement investigations have been completed and have informed the need to renew the runway, taxiway and apron surfaces.

The Carnarvon runway, central apron and taxiway upgrade has a current estimated total project cost of \$17 million. Securing the maximum available RAUP contribution would reduce the Shire's net funding exposure and improve the project's affordability and deliverability.

Officers propose submitting an application for the maximum available grant of \$4 million toward the pavement resurfacing project. The application will position the works as a safety-critical renewal project supporting reliable year-round access, scheduled passenger services, aeromedical operations, emergency response and regional economic connectivity.

The final funding mix may include existing Shire budget allocations and eligible non-Commonwealth co-funding. Any material change to the approved project budget or any unbudgeted municipal contribution will be returned to Council through the applicable budget and grant-acceptance processes.

OFFICER'S RECOMMENDATION

1. ***That Council by Simple Majority: Authorises the Chief Executive Officer to submit an application under the Australian Government Remote Airstrip Upgrade Program Round 12 for grant funding of up to \$4 million toward the project;***

2. *Confirms that the Shire of Carnarvon supports the project and is willing to accept responsibility for completing the project and meeting the costs of the project not covered by the grant funding;*
3. *Authorises the Chief Executive Officer to make minor administrative amendments to the application that do not materially alter the project scope, total estimated project cost, grant amount sought or Shire financial exposure; and*
4. *Requires any successful grant offer, material change to project scope or cost, or unbudgeted increase in the Shire contribution to be presented to Council for consideration before acceptance or commitment.*

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Australian Government
Department of Industry, Science and Resources
Department of Infrastructure, Transport,
Regional Development, Communications, Sport and the Arts

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Grant Opportunity Guidelines

Remote Airstrip Upgrade Program – Round 12

Opening date:	25 August 2026
Closing date and time:	5.00 pm Australian Eastern Standard Time on 6 October 2026 Please take account of time zone differences when submitting your application.
Commonwealth policy entity:	Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCA)
Administering entity:	Department of Industry, Science and Resources (DISR)
Enquiries:	If you have any questions, contact us on 13 28 46.
Date guidelines released:	25 August 2026
Type of grant opportunity:	Open competitive

Template 2025

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1. Remote Airstrip Upgrade Program – Round 12 processes

The Remote Airstrip Upgrade Program – Round 12 is designed to achieve Australian Government objectives

This grant opportunity is part of the above grant program which contributes to the DITRDCA's Outcome 2: *An efficient, sustainable, competitive, safe and secure transport system for all transport users through regulation, financial assistance and safety investigations*, Program 2.3: *Air transport*. DITRDCA works with stakeholders to plan and design the grant program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#).



The grant opportunity opens

DISR/We publish the grant guidelines on business.gov.au and [GrantConnect](#).



You complete and submit a grant application

You complete the application form, addressing all the eligibility and assessment criteria in order for your application to be considered.



We assess all grant applications

We assess the applications against eligibility criteria and notify you if you are not eligible. The assessment panel which is comprised of representatives from DITRDCA assess eligible applications against the assessment criteria including an overall consideration of value with money and compare it to other eligible applications.



DITRDCA make grant recommendations

DITRDCA provide advice to the decision maker on the merits of each application.



Grant decisions are made

The decision maker decides which applications are successful.



We notify you of the outcome

We advise you of the outcome of your application. We may not notify unsuccessful applicants until grant agreements have been executed with successful applicants.



We enter into a grant agreement

We will enter into a grant agreement with successful applicants. The type of grant agreement is based on the nature of the grant and will be proportional to the risks involved.



Delivery of grant

You complete the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



Evaluation of the Remote Airstrip Upgrade Program

DITRDCA will evaluate the specific grant activity and Remote Airstrip Upgrade Program as a whole. They will base this on information you provide to us and that we collect from various sources.

Remote Airstrip Upgrade Program Round 12

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1.1. Introduction

These guidelines contain information for the Remote Airstrip Upgrade Program – Round 12 grants.

This document sets out:

- the purpose of the grant program/grant opportunity
- the eligibility and assessment criteria
- how we consider and assess grant applications
- how we notify applicants and enter into grant agreements with grantees
- how we monitor and evaluate grantees' performance
- responsibilities and expectations in relation to the opportunity.

This grant opportunity and process will be administered by the Department of Industry, Science and Resources (the department/DISR/we) on behalf of the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCA).

We have defined key terms used in these guidelines in the glossary at section 14.

You should read this document carefully before you fill out an application.

2. About the grant program

The Remote Airstrip Upgrade Program (the program) has run since 2011, and eleven rounds of the program has been undertaken.

Additional funding was allocated to the program as part of the 2024-25 Budget to undertake two additional grant rounds. Successful projects for the first of these rounds (Remote Airstrip Upgrade Program Round 11) were announced October 2025. These guidelines relate to the subsequent grant round (Remote Airstrip Upgrade Program Round 12).

The objective of the program is to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia. Safe, operational aerodromes are vital in the delivery of essential goods and services in remote and very remote communities, particularly where road access is unavailable, unreliable or disrupted for extended periods due to seasonal weather conditions. An effective airstrip, accessible all year round, improves the delivery of health care services such as those provided by the Royal Flying Doctor Service (RFDS) or other aeromedical providers, improves access to work and education opportunities and helps connect residents of remote communities.

The intended outcome of the program is improved safety and air access for remote airstrips that will:

- improve the safety of aircraft, operators and passengers using remote and very remote airstrips
- facilitate improved delivery of essential goods and services such as food supplies, health care, community mail and passenger air services
- complement air services delivery to communities subsidised under the Australian Government's Remote Air Services Subsidy (RASS) Scheme
- meet operational requirements of aeromedical (including the RFDS) and emergency services

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- support improved access to air services for people with disability.

We administer the program according to the [Commonwealth Grants Rules and Principles \(CGRPs\)](#)¹.

3. Grant amount and grant period

3.1. Grants available

The Australian Government announced a total of \$50 million for two further rounds of the program. For this grant opportunity \$25 million is available.

DITRDCA may use part of the funding for this grant opportunity to procure services directly to enhance the safety and accessibility of aerodromes in remote and very remote areas of Australia.

- The minimum grant amount is \$5,000.
- The maximum grant amount is \$4 million.

The grant amount will be up to 50 per cent of eligible project costs (grant percentage), unless either:

- the applicant (you) and a third party (could include state, territory or local government or other non-government funding) are both contributing to eligible project costs, the grant amount for this opportunity may be reduced to a third of eligible project costs
- the applicant (you) meets the definition in these Guidelines as an Indigenous Owned and/or Operated Aerodrome, the grant will be up to 100 per cent of eligible project costs.

You are responsible for the remaining eligible and ineligible project costs.

You can fund your contribution from any source other than another Commonwealth granting program. If you are seeking state, territory or local government co-funding, you should follow the appropriate government application process where applicable and advise in your application the status of your application, as this may impact your grant percentage.

Contributions to your project may be cash or in-kind. In-kind values may be included in the total project value, but they do not represent eligible expenditure and cannot be included in any part of the grantee's agreed cash contribution (where applicable). Grant funds cannot be used to recover in-kind costs. Further detail is provided in section 14 (Glossary).

An Indigenous Owned and/or Operated Aerodrome is a location where:

- the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth) or
- the aerodrome is owned and/or operated by an Indigenous local government as determined by the relevant state or territory Local Government Grants Commission.

¹ <https://www.finance.gov.au/government/commonwealth-grants/commonwealth-grants-rules-and-principles-2024>

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Applicants applying for an Indigenous Owned and/or Operated Aerodrome are still required to meet the eligibility criteria and are assessed against other applications.

3.2. Project period

You must complete your project by 30 March 2029.

4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

4.1. Who is eligible to apply for a grant?

To be eligible you must:

- have an Australian Business Number (ABN)
- be an owner and/or operator of an existing aerodrome/airport

and be one of the following entities:

- an entity, incorporated in Australia
- an Aboriginal and Torres Strait Islander Corporation registered under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- an incorporated trustee on behalf of a trust
- an incorporated association
- an incorporated not for profit organisation
- an Australian local government agency or body as defined in section 14
- an Australian state/territory government agency or body including statutory corporations that are deemed by statute to be a body that represent the government of a state/territory
- a corporate Commonwealth entity.

State agencies or other eligible entities may apply on behalf of aerodrome owners/operators (excluding Indigenous Owned and/or Operated aerodromes where you are seeking 100 per cent funding). In such cases, the state agency or other eligible entity will be the lead applicant in a joint application and will be wholly responsible for the project, including administering, reporting and acquitting all project expenditure. Only the lead organisation can submit the application form and enter into a grant agreement with the Commonwealth.

4.2. Additional eligibility requirements

We can only accept applications where:

- your aerodrome/airport is identified as located in a remote or very remote area in Australia as defined by the latest Australian Statistical Geographic Standard (ASGS) Remoteness Area. (Check your aerodrome/airport location is in a remote or very remote area using the maps.abs.gov.au).
- you provide evidence from your board or Council (or chief executive officer (CEO) or equivalent if there is no board) that the project is supported by the applicant organisation, and that the organisation is willing to accept responsibility to complete the project and meet the costs of the project not covered by grant funding.

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- if you are not the owner of the aerodrome/airport, you confirm you have support from the owner to undertake the project.

We cannot waive the eligibility criteria under any circumstances.

4.3. Who is not eligible to apply for a grant?

You are not eligible to apply if you are:

- any organisation not included in section 4.1
- an organisation, or your project partner is an organisation, included on the [National Redress Scheme's website](#) on the list of 'Institutions that have not joined or signified their intent to join the Scheme'
- an employer of 100 or more employees that has [not complied](#) with the *Workplace Gender Equality Act (2012)*.
- an individual
- a partnership
- a trust (however, an incorporated trustee may apply on behalf of a trust)
- a non-corporate Commonwealth entity.

5. What the grant money can be used for

5.1. Eligible grant activities

To be eligible your project must:

- be aimed at enhancing the safety and accessibility of aerodromes in remote and very remote areas of Australia
- have at least \$5,000 in eligible expenditure.

Eligible activities must directly relate to the project and may include the following:

- works to improve all weather capability of the aerodrome and aircraft safety including:
 - sealing and/or re-sealing and re-sheeting of aircraft pavements
 - repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron
 - airstrip drainage works
 - basic airside ambulance and passenger shelters (to support patient health in transit).
- works to enhance aerodrome safety for aircraft operations including:
 - installation or restoration of animal fencing
 - provision of markers and navigational aids
 - works to reduce safety hazards at an aerodrome
 - provision of safety related operational and/or training manuals and training for key operational personnel.
- works to better enable night time operations including:
 - installation of runway and taxiway lighting
 - provision of power for aerodrome lighting
 - installation of Pilot Activated Lighting Control systems.
- works to support access to air services for people with disability including:
 - installation of ramps, signage or other modifications or works to improve disability access to existing facilities

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- provision of aircraft boarding facilities where these will allow an accessible whole aviation journey
- other works or expenditure may be considered where evidence of consultation with community disability accessibility stakeholders and need is provided.

We may also approve other activities, any additional activities must be in line with objectives and outcomes in section 2.

5.2. Eligible expenditure

You can only spend the grant on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items are:

- contractor costs:
 - costs associated with contractors who undertake project activities (including capital items and materials purchased by contractor).
- employee costs:
 - the portion of employee costs directly related to undertaking core elements of the project.
- aviation-safety related staff training:
 - costs associated with the provision of aviation-safety related staff training.
- capital expenditure for the purchase of assets, including:
 - power provisions
 - lighting and control systems
 - markers and navigational aids
 - training materials
 - assets to support access to terminal and/or aircraft for people with disability.
- cost of materials associated with:
 - airstrip sealing, re-sealing and sheeting
 - repair, restoration and reconstruction or drainage works
 - fencing materials
 - basic airside ambulance and emergency patient shelters (to support patient health in transit)
 - clearing of land for an approved project
 - works to support access to terminal and/or aircraft for people with disability.
- tender design and process costs:
 - costs associated with final engineering specifications and drawings required for tender design and construction process.
- contingency costs/escalation costs combined up to a maximum of 10 per cent of the eligible project cost. Noting that we only make payments based on actual cost incurred
- independent audit:
 - the cost of an independent audit of project expenditure up to a maximum of 1 per cent of total eligible project expenditure or a maximum of \$5,000 (mandatory for projects over \$500,000 or where we request one).

We may also approve other items of expenditure, any additional expenditure must be in line with objectives and outcomes in section 2.

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We may update the guidance on eligible and ineligible expenditure from time to time. If your application is successful, the version in place when you submitted your application applies to your project.

If your application is successful, we may ask you to verify project costs that you provided in your application. You may need to provide evidence such as quotes for major costs.

Not all expenditure on your project may be eligible for grant funding. The program delegate (who is a manager within the department with responsibility for administering the program) makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

To be eligible, expenditure must:

- be a direct cost of the project
- be incurred by you for required project audit activities.

You must incur the project expenditure between the project start and end date for it to be eligible unless stated otherwise.

You may elect to commence your project from the date we notify you that your application is successful. We are not responsible for any expenditure you incur until a grant agreement is executed. The Commonwealth will not be liable, and should not be held out as being liable, for any activities undertaken before the grant agreement is executed.

5.3. What the grant money cannot be used for

Expenditure items that are not eligible are:

- costs that cannot be directly linked to improving the safety and accessibility of your aerodrome
- payment of salaries for existing staff or contractors not directly employed on core elements of the project
- in-kind or volunteer expenditure
- donated materials or services
- aerodrome infrastructure costs such as works on terminals, hangars, commercial developments and aerodrome buildings (excluding basic airside ambulance, patient shelters for patients in transit and works to provide access for people with disability)
- purchase and maintenance of motor vehicles, heavy plant and equipment (excluding that associated with provision of access for people with disability)
- project planning and design, research or feasibility costs and all other costs associated with pre-development approval
- costs related to preparing the grant application, any project reports (except costs of independent audit reports we require) and any project variation requests
- construction costs of new development proposals
- costs associated with the introduction, maintenance or expansion of commercial air services to the aerodrome, including fuel storage facilities
- safety related staff training costs not directly related to aviation safety
- routine operational expenses, including communications, administrative overheads, accommodation, office computing facilities, printing and stationery, postage, legal and accounting fees and bank charges

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- ongoing routine maintenance activities such as vegetation and weed control, slashing and mowing of project site.

6. The assessment criteria

You must address all assessment criteria in your application. The assessment panel will assess your application based on the weighting given to each criterion.

The application form asks questions that relate to the assessment criteria below. The amount of detail and supporting evidence you provide in your application should be relative to the project size, complexity and grant amount requested. You should provide evidence to support your answers. The application form displays character limits for each response.

The assessment panel will only consider funding to applications that score at least 50 per cent against each assessment criterion on the basis that these represent the best value for relevant money.

6.1. Assessment criterion 1

Demonstrated need for your project (50 points).

You should demonstrate this by explaining:

- a. the extent of need to improve general access, all weather access, an accessible whole of aviation journey for people with disability and/or safety of the airstrip to facilitate delivery of essential services to the community (to support your application you should attach evidence to demonstrate the need for your project, for example: airstrip inspection reports, engineering reports, photos of the problem area or issue)
- b. the extent to which upgrades are required to support the operation of aeromedical (including the RFDS) and emergency services to the community
- c. the extent to which the project is time critical and it cannot proceed without grant funding.

6.2. Assessment criterion 2

Capacity, capability and resources to deliver the project (25 points).

You should demonstrate this by explaining:

- a. your track record managing similar projects
- b. your plan to manage the project including addressing scope, implementation plan, procurement and works, timeframes, budget and risk management (including workplace health and safety)
- c. your strategy to maintain the project outcomes beyond the term of the grant funding.

6.3. Assessment criterion 3

Impact/benefit of grant funding on your project (25 points).

You should demonstrate this by explaining:

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- a. the benefits to be provided to the communities serviced by the aerodrome and Australia more broadly, including alignment with broader Government priorities (for example improved climate resilience, First Nations priorities, access for people with disability, and provision of essential services in respect of which the community relies upon the aerodrome for, such as employment, community health access, emergency medical and other services etc)
- b. total investment the grant will leverage (including the level of state/territory government co-funding you expect to receive for the project).

7. How to apply

Before applying you should read and understand these guidelines, the [sample application form](#) and the [sample grant agreement](#) published on business.gov.au and GrantConnect.

Applicants should read all eligibility and assessment criteria closely and attach detailed evidence that supports the assessment criteria.

You will need to set up an account to access our online [portal](#). You can only submit an application during a funding round.

To apply, you must:

- complete and submit the application through the online [portal](#)
- provide all the information requested
- address all eligibility and assessment criteria
- include all necessary attachments.

You are responsible for making sure your application is complete and accurate. The use of artificial intelligence and other forms of automation is permissible in developing your application, but you remain responsible for the accuracy, security and suitability of all information submitted as part of your application.

Giving false or misleading information is a serious offence under the [Criminal Code Act 1995](#)

If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

After submitting your application, we can contact you for clarification if we find an error or any missing information, including evidence that supports your eligibility/merit. The acceptance of any additional information provided after the submission of your application is at the discretion of the program delegate. Additional information should not materially change your application at the time it was submitted and therefore may be refused if deemed to be purely supplementary.

You can view and print a copy of your submitted application on the portal for your own records.

If you need further guidance around the application process, or if you have any issues with the portal, [contact us](#) at business.gov.au or by calling 13 28 46.

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7.1. Attachments to the application

You must provide the following documents with your application:

- a project plan to support your claims against assessment criterion 2
- a project budget
- evidence of support from the board, CEO or equivalent (template provided on business.gov.au and [GrantConnect](#)). Where the CEO or equivalent submits the application, we will accept this as evidence of support
- trust deed (where applicable)
- for projects supporting improved access to air services for people with disability: supporting documentation of evidence of consultation with community disability accessibility stakeholders and evidence of need.

You should provide documentation to support your application such as:

- airstrip inspection or engineering reports
- quotes (where available)
- photos of the issue to be addressed.

For applications seeking over \$1 million as a grant, you are required to provide:

- information (where applicable) on the co-funding source. If state/territory government funding please provide a letter of support (except where application is lodged by the state/territory government).
- quotes/cost breakdown
- written support from the state or territory government's relevant transport department for your proposal and use of a project manager (except where application is lodged by the state/territory government).

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. Individual file sizes cannot be greater than 25MB, while the total of all attachments cannot exceed 50MB. We will not consider information in attachments that we do not request.

7.2. Joint (consortia) applications

We recognise that some organisations may want to join together as a group to deliver a project. In these circumstances, you must appoint a lead organisation. Only the lead organisation can submit the application form and enter into the grant agreement with the Commonwealth. The application must identify all other members of the proposed group and include a letter of support from each of the project partners. Each letter of support should include:

- details of the project partner
- an overview of how the project partner will work with the lead organisation and any other project partners in the group to successfully complete the project
- an outline of the relevant experience and/or expertise the project partner will bring to the group
- the roles/responsibilities the project partner will undertake, and the resources it will contribute (if any)
- details of a nominated management level contact officer.

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You must have a formal arrangement in place with all parties prior to the execution of the grant agreement.

7.3. Timing of grant opportunity processes

You can only submit an application between the published opening and closing dates. We cannot accept late applications.

If you are successful, we expect you will be able to commence your project around December 2026.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Assessment of applications	10-12 weeks
Approval and announcement of successful applicants	4 weeks
Negotiations and award of grant agreements	5 weeks
Notification to unsuccessful applicants	2 weeks
Earliest start date of project	The date we notify you that your application has been successful (we are not responsible for any expenditure you incur until a grant agreement is executed).
Project completion date	No later than 30 March 2029
End date of grant commitment	30 June 2029

7.4. Questions during the application process

If you have any questions during the application period, [contact us](mailto:contact@business.gov.au) at business.gov.au or by calling 13 28 46.

8. The grant selection process

8.1. Assessment of grant applications

We first review your application against the eligibility criteria.

If eligible, your application will be assessed against the assessment criteria. Only eligible applications will proceed to the assessment stage.

We consider your application on its merits, based on:

- how well it meets the criteria
- how it compares to other applications

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- whether it provides value with relevant money.²

When assessing the extent to which the application represents value with relevant money, we will have regard to:

- the overall objective/s of the grant opportunity
- the evidence provided to demonstrate how your project contributes to meeting those objectives
- the relative value of the grant sought

If applications are scored the same, the assessment panel will consider value with relevant money and alignment to the program objectives/ geographical spread/ other program specific requirements to recommend applications for funding.

We also consider any national interest, financial, legal/regulatory, governance or other issue or risk that we identify during any due diligence process that we conduct in respect of the applicant. This includes its directors, officers, senior managers, key personnel, its related bodies corporate (as defined in the *Corporations Act*) or its application that could bring the Australian Government into disrepute if it were to fund the applicant. Such issues and risks include where we consider that funding the application under this grant opportunity is likely to directly conflict with Australian Government policy. Where possible³, we will provide you with an opportunity to comment on any material risks identified during this due diligence process prior to our determining the extent (if any) to which those issues or risks affect our assessment of the application and, if so, whether they are sufficient to warrant the exclusion of your application from the assessment process.

8.2. Who will assess applications?

We refer your application to the assessment panel which is comprised of representatives from DITRDCSA to assess applications. The assessment panel may also seek additional advice from state/territory government, stakeholder group representatives (for example aeromedical service providers) and independent technical experts to inform the assessment process. We may also use the assessment panel for out-of-round applications where the project is urgent due to emergency circumstances.

The assessment panel will assess your application against the assessment criteria and compare it to other eligible applications before recommending which projects to fund. The assessment panel, and any expert or advisor, will be required to perform their duties in accordance with the CGRPs.

The assessment panel may seek additional information about you or your application from state/territory government, stakeholder group representatives and independent technical experts. We may also use the assessment panel for out-of-round applications where the project is urgent due to emergency circumstances.

² See glossary for an explanation of 'value with money'.

³ Subject to national security and other considerations.

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8.3. Who will approve grants?

The Minister decides which grants to approve taking into account the application assessment of the assessment panel and the availability of grant funds.

The Minister's decision is final in all matters, including:

- the grant approval
- the grant funding to be awarded
- any conditions attached to the offer of grant funding.

We cannot review decisions about the merits of your application.

The Minister will not approve funding if there are insufficient program funds available across relevant financial years for the program.

9. Notification of application outcomes

We will advise you of the outcome of your application in writing. If you are successful, we advise you of any specific conditions attached to the grant.

You can submit a new application for the same (or similar) project in any future funding rounds. You should include new or more information to address the weaknesses that prevented your previous application from being successful.

9.1. Feedback on your application

If you are unsuccessful, we will give you an opportunity to discuss the outcome with us.

10. Successful grant applications

10.1. The grant agreement

You must enter into a legally binding grant agreement with the Commonwealth. The grant agreement has general terms and conditions that cannot be changed. A sample [grant agreement](#) is available on [business.gov.au](#) and GrantConnect.

We will manage the grant agreement through the online portal. This includes issuing and executing the grant agreement. Execute means both you and the Commonwealth have accepted the agreement. We are not responsible for any expenditure you incur and cannot make any payments until a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Minister. We will identify these in the offer of grant funding.

If you enter an agreement under the Remote Airstrip Upgrade Program you cannot receive other grants for this project for the same activities from other Commonwealth granting programs.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

We will use a simple grant agreement.

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You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth. During this time, we will work with you to finalise details.

The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Minister.

10.2. Specific legislation, policies and industry standards

You must comply with all relevant laws, regulations and Australian Government sanctions in undertaking your project. You must also comply with the specific legislation/policies/industry standards that follow. It is a condition of the grant funding that you meet these requirements. We will include these requirements in your grant agreement.

In particular, you will be required to comply with state/territory legislation in relation to working with children.

10.2.1. Building and construction requirements

Wherever the government funds building and construction activities, the following special regulatory requirements apply.

- Australian Government Building and Construction WHS Accreditation Scheme ([WHS Scheme](#))⁴

These regulations are subject to the level of funding you receive as outlined below.

10.2.1.1. WHS Scheme

The WHS Scheme is administered by the [Office of the Federal Safety Commissioner](#)⁵.

The Scheme applies to projects that are directly or indirectly funded by the Australian Government where

- the value of the Australian Government contribution to the project is at least \$6 million and represents at least 50 per cent of the total construction project value; or
- the Australian Government contribution to a project is \$10 million (GST inclusive) or more, irrespective of the proportion of Australian Government funding; and
- a head contract under the project includes building work of \$4 million or more (GST Inclusive).

10.3. How we pay the grant

The grant agreement will state:

- the maximum grant amount we will pay
- the proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make

⁴ <https://www.fsc.gov.au/how-do-i-know-if-i-need-use-accredited-builder>

⁵ <https://www.fsc.gov.au/about-fsc>

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- any financial contribution provided by you or a third party.

We will make payments according to an agreed schedule set out in the grant agreement. Payments are subject to satisfactory progress on the project.

10.4. Grant Payments and GST

If you are registered for the Goods and Services Tax (GST), where applicable we will add GST to your grant payment and provide you with a recipient created tax invoice. You are required to notify us if your GST registration status changes during the project period. GST does not apply to grant payments to government related entities⁶.

Grants are assessable income for taxation purposes, unless exempted by a taxation law. We recommend you seek independent professional advice on your taxation obligations or seek assistance from the [Australian Taxation Office](#). We do not provide advice on tax.

11. Announcement of grants

If successful, your grant will be listed on the GrantConnect website 21 calendar days after the date of execution.

We will publish non-sensitive details of successful projects on GrantConnect. We are required to do this by the [Commonwealth Grants Rules and Principles \(CGRPs\)](#), Section 5.4. We may also publish this information on business.gov.au. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number
- business location
- your organisation's industry sector.

12. How we monitor your grant activity

12.1. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details

⁶ See Australian Taxation Office ruling GSTR 2012/2 available at ato.gov.au

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- bank account details
- joint/consortia partners and related arrangements (if applicable).

If you become aware of a breach of terms and conditions under the grant agreement, you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

12.2. Reporting

You must submit reports in line with the grant agreement. We will provide the requirements for these reports as appendices in the grant agreement. We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones and outcomes
- project expenditure, including expenditure of grant funds
- contributions of participants directly related to the project.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount. The use of artificial intelligence and other forms of automation is permissible in meeting your reporting requirements, but you remain responsible for the accuracy, security and suitability of all information submitted in your reports.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

12.2.1. Progress reports

Progress reports must:

- include details of your progress towards completion of agreed project activities
- show the total eligible project expenditure incurred to date
- include evidence of expenditure
- include how the project contributed to Closing the Gap outcomes (for example employment or procurement opportunities, socioeconomic outcomes, education, provision of health care) (if applicable)
- describe and include evidence of how the project has supported improved access to air services for people with disability (if applicable)
- be submitted by the report due date (you can submit reports ahead of time if you have completed relevant project activities).

We will only make grant payments when we receive satisfactory progress reports.

You must discuss any project or milestone reporting delays with us as soon as you become aware of them.

12.2.2. Ad-hoc reports

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

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When you complete the project, you must submit an end of project report.

End of project reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible project expenditure incurred for the project
- include how the project contributed to Closing the Gap outcomes (for example employment or procurement opportunities, socioeconomic outcomes, education, provision of health care) (if applicable)
- describe and include evidence of how your project has engaged with any verified Indigenous businesses and suppliers, and/or Indigenous employment (if applicable)
- describe and include evidence of how the project has supported improved access to air services for people with disability (if applicable)
- include a declaration that the grant money was spent in accordance with the grant agreement and to report on any underspends of the grant money
- be submitted by the report due date.

12.3. Audited financial acquittal report

We may ask you to provide an independent audit report (mandatory for projects over \$500,000 or where we request one). An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure.

12.4. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement, including:

- changing project milestones
- extending the timeframe for completing the project, and in exceptional circumstances it may be extended beyond the maximum time period allowed in program guidelines subject to funds being available
- changing project activities
- varying grant funding amount.

If you want to propose changes to the grant agreement, you must put them in writing before the project grant agreement end date. You can submit a variation request via our online portal.

If a delay in the project causes milestone achievement and payment dates to move to a different financial year, you will need a variation to the grant agreement. We can only move funds between financial years if there is enough program funding in the relevant year to allow for the revised payment schedule. If we cannot move the funds, you may lose some grant funding.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome

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- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of DITRDCA
- changes to the timing of grant payments
- availability of program funds.

12.5. Compliance visits

We may visit you during the project period, or at the completion of your project to review your compliance with the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

12.6. Record keeping

We may also inspect the records you are required to keep under the grant agreement.

12.7. Evaluation

DITRDCA will evaluate the grant program to measure how well the outcomes and objectives have been achieved. They may use information from your application and project reports for this purpose. They may also interview you, or ask you for more information to help understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes.

DITRDCA may contact you up to two years after you finish your project for more information to assist with this evaluation.

12.8. Acknowledgement

If you make a public statement about a project funded under the program, including in a brochure or publication, you must acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant. Contact us for guidance on the signage requirements.

13. Probity

We will make sure that the grant opportunity process is fair, according to the published guidelines, incorporates appropriate safeguards against fraud, unlawful activities and other inappropriate conduct and is consistent with the CGRPs.

13.1. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

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If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

General Manager
Business Grants Hub
Department of Industry, Science and Resources
GPO Box 2013
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#) with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

13.2. Conflicts of interest

Any conflicts of interest could affect the performance of the program. There may be a conflict of interest, or perceived conflict of interest, if our staff, any member of a committee or advisor and/or you or any of your personnel:

- has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or member of an external panel
- has a relationship with or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently or
- has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the grant program/grant opportunity.

As part of your application, we will ask you to declare any perceived or existing conflicts of interests or confirm that, to the best of your knowledge, there is no conflict of interest.

If you later identify an actual, apparent, or perceived conflict of interest, you must inform us in writing immediately.

Conflicts of interest for Australian Government staff are handled as set out in the Australian [Public Service Code of Conduct \(Section 13\(7\)\)](#) of the [Public Service Act 1999](#). Committee members and other officials including the decision maker must also declare any conflicts of interest.

We publish our [conflict of interest policy](#)⁷ on the department's website. The Commonwealth policy entity also publishes a conflict of interest policy on its website.

13.3. Privacy

Unless the information you provide to us is:

- confidential information as per below, or

⁷ <https://www.industry.gov.au/publications/conflict-interest-policy>

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- personal information as per below.

we may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, the assessment panel, and other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)⁸ on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

13.4. Confidential information

Other than information available in the public domain, you agree not to disclose to any person, other than us, any confidential information relating to the grant application and/or agreement, without our prior written approval. The obligation will not be breached where you are required by law, Parliament or a stock exchange to disclose the relevant information or where the relevant information is publicly available (other than through breach of a confidentiality or non-disclosure obligation).

We may at any time, require you to arrange for you; or your employees, agents or subcontractors to give a written undertaking relating to nondisclosure of our confidential information in a form we consider acceptable.

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive

⁸ <https://www.industry.gov.au/data-and-publications/privacy-policy>

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- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

We may disclose confidential information:

- to the assessment panel and our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if:

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

13.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

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14. Glossary

Term	Definition
Aboriginal and Torres Strait Islander Corporation	An Aboriginal and Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006</i> (Cth).
administering entity	When an entity that is not responsible for the policy, is responsible for the administration of part or all of the grant administration processes.
administrative overheads	Administrative overheads include rent, tax, office and administrative space expenses, repairs, maintenance, depreciation, office furniture and equipment costs, insurance, office supplies.
aerodrome	A defined area of land used for the arrival, departure and surface movement of aircraft, including taxi ways, aprons and parking positions.
airport	An area intended to be used for the arrival, departure and movement of aircraft.
application form	The document issued by the Program Delegate that applicants use to apply for funding under the program.
assessment criteria	The specified principles or standards, against which applications will be judged. These criteria are also used to assess the merits of proposals and, in the case of a competitive grant opportunity, to determine application ranking.
assessment panel	The body established by the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts (DITRDCA) to consider and assess eligible applications and make recommendations to the Minister for funding under the program.
Commonwealth Grants Rules and Principles (CGRPs)	Establish the overarching Commonwealth grants policy framework and articulate the expectations for all non-corporate Commonwealth entities in relation to grants administration. Under this overarching framework, non-corporate Commonwealth entities undertake grants administration based on the mandatory requirements and key principles of grants administration.

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Term	Definition
completion date	The expected date that the grant activity must be completed and the grant spent by
Closing the Gap	Additional information on Closing the Gap measures can be found on the National Agreement on the Closing the Gap and National Agreement Socio-economic Targets websites.
date of effect	Can be the date on which a grant agreement is signed or a specified starting date. Where there is no grant agreement, entities must publish information on individual grants as soon as practicable.
Department	The Department of Industry, Science and Resources.
decision maker	The person who makes a decision to award a grant.
eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.1.
eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
eligibility criteria	Refer to the mandatory criteria which must be met to qualify for a grant. Assessment criteria may apply in addition to eligibility criteria.
eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.2.
grant	For the purposes of the CGRPs, a 'grant' is an arrangement for the provision of financial assistance by the Commonwealth or on behalf of the Commonwealth: a. under which relevant money⁹ or other Consolidated Revenue Fund (CRF) money¹⁰ is to be paid to a grantee other than the Commonwealth; and

⁹ Relevant money is defined in the PGPA Act. See section 8, Dictionary.

¹⁰ Other CRF money is defined in the PGPA Act. See section 105, Rules in relation to other CRF money.

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Term	Definition
	b. which is intended to help address one or more of the Australian Government's policy outcomes while assisting the grantee achieve its objectives.
grant activity/activities	Refers to the project/tasks/services that the grantee is required to undertake
grant agreement	A legally binding contract that sets out the relationship between the Commonwealth and a grantee for the grant funding, and specifies the details of the grant.
grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
grant opportunity	Refers to the specific grant round or process where a Commonwealth grant is made available to potential grantees. Grant opportunities may be open or targeted and will reflect the relevant grant selection process.
grant program	A 'program' carries its natural meaning and is intended to cover a potentially wide range of related activities aimed at achieving government policy outcomes. A grant program is a group of one or more grant opportunities under a single DITRDCSA Portfolio Budget Statement Program.
GrantConnect	The Australian Government's whole-of-government grants information system, which centralises the publication and reporting of Commonwealth grants in accordance with the CGRPs.
grantee	The individual/organisation which has been selected to receive a grant
Indigenous owned and/or operated aerodrome	An aerodrome where: - the aerodrome is owned and/or operated by an Aboriginal and Torres Strait Islander Corporation registered under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i> or - the aerodrome is owned and/or operated by a Indigenous local government as determined by the relevant state or territory Local Government Grants Commission.
In-kind	Contributions to your project may be cash and/or in-kind.

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Term	Definition
	An in-kind contribution is a non-cash contribution of goods or a service. In-kind includes labour; use of heavy plant and or equipment that has not been invoiced/paid for; donated materials or services. In-kind values may be included in the total project value, but they do not represent eligible expenditure and cannot be included as part of the grantee's agreed cash contribution (where applicable). Conversely, grant funds cannot be used to recover in-kind costs.
local government agency or body	A local governing body as defined in the <i>Local Government (Financial Assistance) Act 1995</i> (Cth).
Minister	The Commonwealth Minister for Infrastructure, Transport, Regional Development and Local Government or delegated portfolio Minister.
personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: Information or an opinion about an identified individual, or an individual who is reasonably identifiable: - whether the information or opinion is true or not; and - whether the information or opinion is recorded in a material form or not.
Program Delegate	A manager within the Business Grants Hub in DISR with responsibility for administering the program.
program funding or program funds	The funding made available by the Commonwealth for the program.
project	A project described in an application for grant funding under the program.
remote and very remote	Localities classified as <i>Remote</i> or <i>Very Remote</i> using the latest Australian Statistical Geographic Standard (ASGS) Remoteness Area . A map of the classification area, and search by location, can be found at maps.abs.gov.au
selection criteria	Comprises of eligibility criteria and assessment criteria.
value with money	Value with money in this document refers to 'value with relevant money' which is a judgement based on the

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Term	Definition
	grant proposal representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations. When administering a grant opportunity, an official should consider the relevant financial and non-financial costs and benefits of each proposal including, but not limited to: - the quality of the project proposal and activities; - fitness for purpose of the proposal in contributing to government objectives; - that the absence of a grant is likely to prevent the grantee and government's outcomes being achieved; and - the potential grantee's relevant experience and performance history.
verified Indigenous businesses and suppliers	An Indigenous business or supplier which is listed on the Supply Nation website .
whole of aviation journey	An aviation journey where a passenger with disability can safely and appropriately travel by air from a remote airstrip to their planned destination via another airport/s and can make a safe and appropriate return air journey to the originating remote airstrip.

7.2 CORPORATE & FINANCIAL

7.2.1 MONTHLY FINANCIAL REPORT - JULY 2026

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 28 July 2026
Schedules:	Nil

Authority/Discretion:

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

Note: This item is presented in draft pending finalisation of the July 2026 Statement of Financial Activity. The Comments section, Schedules and Officer's Recommendation will be completed and circulated prior to the Ordinary Council Meeting.

Summary of Report

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

This is a monthly process advising Council of the current financial position of the Shire. Financial integrity is not only essential to the operational viability of the Shire, but also important to produce as the custodian of community assets and provider of local services. An ability to monitor and report on financial operations, activities, and capital projects, is imperative to ensure that financial risk is managed at an acceptable level of comfort.

Background

The Monthly Financial Report (Schedule 1) contains:

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

(* required by legislation)

Notes for other supporting Information include:

- Basis of Preparation;
- Cash and Financial Assets;
- Cash Reserves;
- Capital Acquisition;
- Non-operating grants and contributions;
- Operating grants and contributions;
- Borrowings; and
- Lease Liabilities.

The July 2026 Monthly Financial Report was prepared by Moore Australia financial consultants.

Stakeholder and Public ConsultationInternal

Corporate Strategy & Performance Directorate

External

MOORE Australia

Statutory EnvironmentLocal Government Act 1995 (WA)

Section 6.4 – *requires a local government to prepare an annual financial report for the preceding financial year, and any other prescribed financial reports, in the prescribed form and manner and containing the prescribed information. The local government must submit its accounts and annual financial report to its auditor by 30 September following each financial year, unless an extension is allowed by the Minister.*

Local Government (Financial Management) Regulations 1996

Regulation 34 – *requires a local government to prepare a monthly statement of financial activity reporting on revenue and expenditure against the annual budget, including budget estimates, actual amounts, material variances, and net current assets. The statement and accompanying documents must be presented at an ordinary Council meeting within 2 months after the end of the relevant month and recorded in the minutes.*

Regulation 34(5) – *requires the local government to adopt, each financial year, a percentage or value to be used for reporting material variances in statements of financial activity.*

*Note: **Schedule 1** Statement of Financial Activity is structured to include the statutory requirements plus further notes to assist Council in understanding the Shire's financial position at the time of reporting.*

Relevant Plans and Policy

CF013 Significant Accounting Policies

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Health & Safety	N/A	N/A	N/A
Reputation	The delay in achieving timely reporting has the potential to damage the Shire's reputation.	B2 - High	High priority has been placed on preparing Statutory reporting within legislated timeframes
Service disruption	N/A	N/A	N/A
Compliance	Local Government Act 1995 requires Council receives these statements within two months of the end of the applicable month.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

The tabling of information relative to the Statement of Financial Activity does not align itself with any specific Community Strategic Plan 2022-2032 objective. It is solely a legislative requirement common to all local governments within Western Australia. Without compliance in this regard, achieving strategic or community objectives would be at risk.

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

Note: to be finalised

OFFICER'S RECOMMENDATION

That Council by Simple Majority,

Notes and receives the Statement of Financial Activity for the period ending 31 July 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996.

7.2.2 MONTHLY FINANCIAL REPORT - AUGUST 2026

File No:	ADM0186
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Shire of Carnarvon
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 28 July 2026
Schedules:	Nil

Authority/Discretion:

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

Note: This item is presented in draft pending finalisation of the August 2026 Statement of Financial Activity. The Comments section, Schedules and Officer's Recommendation will be completed and circulated prior to the Ordinary Council Meeting.

Summary of Report

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

This is a monthly process advising Council of the current financial position of the Shire. Financial integrity is not only essential to the operational viability of the Shire, but also important to produce as the custodian of community assets and provider of local services. An ability to monitor and report on financial operations, activities, and capital projects, is imperative to ensure that financial risk is managed at an acceptable level of comfort.

Background

The Monthly Financial Report (Schedule 1) contains:

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

(* required by legislation)

Notes for other supporting Information include:

- Basis of Preparation;
- Cash and Financial Assets;
- Cash Reserves;
- Capital Acquisition;
- Non-operating grants and contributions;
- Operating grants and contributions;
- Borrowings; and
- Lease Liabilities.

The July 2026 Monthly Financial Report was prepared by Moore Australia financial consultants.

Stakeholder and Public ConsultationInternal

Corporate Strategy & Performance Directorate

External

MOORE Australia

Statutory EnvironmentLocal Government Act 1995 (WA)

Section 6.4 – *requires a local government to prepare an annual financial report for the preceding financial year, and any other prescribed financial reports, in the prescribed form and manner and containing the prescribed information. The local government must submit its accounts and annual financial report to its auditor by 30 September following each financial year, unless an extension is allowed by the Minister.*

Local Government (Financial Management) Regulations 1996

Regulation 34 – *requires a local government to prepare a monthly statement of financial activity reporting on revenue and expenditure against the annual budget, including budget estimates, actual amounts, material variances, and net current assets. The statement and accompanying documents must be presented at an ordinary Council meeting within 2 months after the end of the relevant month and recorded in the minutes.*

Regulation 34(5) – *requires the local government to adopt, each financial year, a percentage or value to be used for reporting material variances in statements of financial activity.*

*Note: **Schedule 1** Statement of Financial Activity is structured to include the statutory requirements plus further notes to assist Council in understanding the Shire's financial position at the time of reporting.*

Relevant Plans and Policy

CF013 Significant Accounting Policies

Financial Implications

Nil

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Stakeholders may withdraw funding if the statements are not prepared according to the regulatory framework.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Health & Safety	N/A	N/A	N/A
Reputation	The delay in achieving timely reporting has the potential to damage the Shire's reputation.	B2 - High	High priority has been placed on preparing Statutory reporting within legislated timeframes
Service disruption	N/A	N/A	N/A
Compliance	Local Government Act 1995 requires Council receives these statements within two months of the end of the applicable month.	C1 - Low	Financial Statements are prepared on time and according to the applicable Legislation and Regulations
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	N/A	N/A	N/A

Community and Strategic Objectives

The tabling of information relative to the Statement of Financial Activity does not align itself with any specific Community Strategic Plan 2022-2032 objective. It is solely a legislative requirement common to all local governments within Western Australia. Without compliance in this regard, achieving strategic or community objectives would be at risk.

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grows our horizons*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

Note: to be finalised

OFFICER'S RECOMMENDATION

That Council by Simple Majority,

Notes and receives the Statement of Financial Activity for the period ending 31 August 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996.

7.2.3 ACCOUNTS PAID UNDER DELEGATION - AUGUST 2026

File No: ADM0186
 Location/Address: N/A
 Name of Applicant: Shire of Carnarvon
 Name of Owner: N/A
 Author(s): Rebekah Skender, Coordinator Finance
 Racheal King, Governance, Risk & Compliance Manager
 Authoriser: Amanda Leighton, Executive Manager, Corporate Strategy & Performance
 Declaration of Interest: Nil
 Voting Requirement: Simple Majority
 Previous Report: OCM – 25 August 2026
 Schedules:

1. Credit Cards - July 2026
2. List of Accounts Paid - July 2026
3. Direct Debits - July 2026

Authority/Discretion:

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

Summary of Report

To present Council the listing of accounts paid under delegation from the Municipal Fund and Trust Fund, in accordance with the requirements of the *Local Government (Financial Management) Regulations 1996*, for the month of August 2026.

Background

Council has delegated to the Chief Executive Officer (CEO), the exercise of its power in accordance with Regulation 12 of the *Local Government (Financial Management) Regulations 1996* and *Delegation 1.2.20* to make payments from Municipal Fund and Trust Fund (Delegation 1.2.20) with Regulation 13 requiring a list of accounts paid under delegated authority to be prepared monthly, presented to Council at the next ordinary meeting, and recorded in the minutes.

The list of payments is provided at *Schedule One - Credit Card Payments*, *Schedule Two - List of Accounts Paid* and *Schedule Three - Direct Debits* attached.

Stakeholder and Public ConsultationExternal

No Public Consultation is considered to be required at this time.

Internal

Corporate Strategy and Performance Directorate
Finance officers

Statutory Environment

Local Government Act 1995

Section 5.42 – provides that a local government may delegate to the CEO the exercise of certain powers or the discharge of certain duties under the Act, except those listed under section 5.43. A delegation under this section must be in writing and requires an absolute majority.

Section 5.46 – requires the CEO to keep a register of delegations made to the CEO and employees. Delegations are to be reviewed at least once every financial year, and persons exercising delegated authority must keep records in accordance with the regulations.

Local Government (Financial Management) Regulations 1996

Regulation 12 – provides that payments from the municipal fund or trust fund may only be made by the CEO where the local government has delegated the power to make those payments, or otherwise by Council resolution.

Regulation 13 – requires a list of accounts paid by the CEO under delegated authority to be prepared each month. The list must include the payee's name, amount paid, payment date and sufficient information to identify each transaction, and must be presented to Council at the next ordinary meeting and recorded in the minutes.

Regulation 13A – requires a monthly list of payments made by employees using purchasing cards, including credit cards, debit cards and other purchasing cards, to be presented to Council and recorded in the minutes.

Relevant Plans and Policy

Nil

Financial Implications

There are no additional financial implications arising from this report.

Payments have been made in accordance with the adopted budget, relevant delegations, procurement requirements and financial management procedures.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
---------------	-------------	--------	---------------------

Financial	Payments are made without appropriate budget authority	C1 - Low	Internal controls are in place to manage this potential risk
Health & Safety	N/A	N/A	N/A
Reputation	N/A	N/A	N/A
Service disruption	N/A	N/A	N/A
Compliance	Failure to present the monthly list of payments and purchasing card transactions to Council may result in non-compliance with the Local Government (Financial Management) Regulations 1996.	C2 - Moderate	Monthly payment schedules are prepared, checked and presented to Council in accordance with Regulations 13 and 13A.
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	Fraudulent, unauthorised or incorrectly amended creditor details may result in inappropriate payments.	C2 - Moderate	Internal controls are in place, including background checks and regular updates of Sundry Creditors. Sign off by Finance Manager of any Creditor changes (Bank Accounts).

Community and Strategic Objectives

The tabling of information relative to payments made under delegation is solely a legislative requirement common to all local governments within Western Australia. Whilst it does not align directly with the Community Strategic Plan 2022-2032 objective, adopting good governance and compliance practices does lessen the risk of the Shire not achieving its strategic and other community objectives.

OBJECTIVES

In 2040 Carnarvon is a place where:

- N/A

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Nil

OFFICER'S RECOMMENDATION

That Council, by Simple Majority, in accordance with Regulations 13 and 13A of the Local Government (Financial Management) Regulations 1996:

1. **RECEIVES** the list of payments made under delegation, as per Schedule 1, 2 & 3 at a total value of \$3,853,130.84 as presented for the month of August 2026, incorporating the following;

<i>Payment reference from:</i>	<i>Payment reference to:</i>	<i>Payment type</i>	<i>Payment Amount</i>
EFT48041	EFT48360	Muni EFT	
-	-	Trust EFT	
-	-	Cheque	
DD42738.1	DD42792.1	Bank Directs Debits	
		TOTAL	

2. the credit card transactions for the statement period 25 May 2026 to 22 June 2026, paid on 6 July 2026, totalling \$13,548.64, as provided in Schedule 1.

SCHEDULE 1 - CREDIT CARDS

JOB NUMBER	DATE PAID	PAYEE	DESCRIPTION	ACCOUNT NAME	AMOUNT
M247	19.06.2026	Bayview Crl Bay	Accommodation For Depot Street Sweeper Driver In Coral Bay	Urban Operations Manager	\$ 272.70
CO008	24.05.2026	Mate Communication	Internet for 10 Foss Cresent for the Period June 2026	Special Projects Officer	\$ 77.47
06C6	29.05.2026	Rebrandly	Subscription Fees for March-April 2026	Special Projects Officer	\$ 63.88
CO004	01.06.2026	Starlink	Internet for Shire Admin Building for the Period June 2026	Special Projects Officer	\$ 139.00
73	01.06.2026	Starlink	Internet for Bushfire Brigade for the Period June 2026	Special Projects Officer	\$ 99.00
ECE001	01.06.2026	Starlink	Internet for Camp Host for the Period June 2026	Special Projects Officer	\$ 80.00
111FE0.04	01.06.2026	Starlink	Internet for DFES Car for the Period June 2026	Special Projects Officer	\$ 8.50
CO009	01.06.2026	Starlink	Internet for Waste Facility for the Period June 2026	Special Projects Officer	\$ 46.00
147720.03	01.06.2026	Starlink	Depot Terminal Access Charge For June 2026	Special Projects Officer	\$ 190.00
06C6	01.06.2026	Starlink	Internet for Depot for the Period June 2026	Special Projects Officer	\$ 69.00
06C6	01.06.2026	Starlink	Internet for Media for the Period June 2026	Special Projects Officer	\$ 139.00
147720.03	01.06.2026	Starlink	Internet for Visitor Centre for the Period June 2026	Special Projects Officer	\$ 139.00
06C6	02.06.2026	Dropbox	Monthly Subscription For Drop For June 2026	Special Projects Officer	\$ 39.58
06C6	07.06.2026	Rebrandly	Subscription Fees for the Period June 2026	Special Projects Officer	\$ 20.50
101220.04	08.06.2026	Facebook	Advertising - Campaigns For Carnarvon And Coral Bay	Special Projects Officer	\$ 230.24
ECE001	09.06.2026	Starlink	Internet (Camp Host - Residential) for the Period June 2026	Special Projects Officer	\$ 48.30
154520.04	17.06.2026	Seek	Advertising for Infrastructure Services Officer	Special Projects Officer	\$ 539.00
170020.04	22.05.2026	Rezdy	Booking System, Accelerated Plan & Booking Fees	Executive Manager Lifestyle & Community	\$ 957.60
1951	23.05.2026	Facebook	Advertising - Carnarvon and Coral Bay	Executive Manager Lifestyle & Community	\$ 20.59
1951	23.05.2026	Facebook	Advertising - Which Way Home & 5 Brunch Spots	Executive Manager Lifestyle & Community	\$ 99.09
3584	23.05.2026	Facebook	Advertising - Gnulli Festival	Executive Manager Lifestyle & Community	\$ 194.20
3721C	27.05.2026	Starlink	Internet for Art Hub for the Period June 2026	Executive Manager Lifestyle & Community	\$ 46.00
3721C	27.05.2026	Starlink	Local Priority 50GB Data Block for Art Hub for the Period June 2026	Executive Manager Lifestyle & Community	\$ 38.01
1951	01.06.2026	Facebook	Advertising - 5 Brunch Spots	Executive Manager Lifestyle & Community	\$ 39.34
170020.04	02.06.2026	Funtopia	Face Paint for School Holiday Activities	Executive Manager Lifestyle & Community	\$ 109.20
CO004	02.06.2026	Starlink	Shire Admin Building (Residential Plan)	Executive Manager Lifestyle & Community	\$ 139.00
111FE0.04	02.06.2026	Starlink	CESM Mini Starlink (Residential Plan)	Executive Manager Lifestyle & Community	\$ 80.00
3570	04.06.2026	Kmart	Pots for Worlds Elder Abuse Week	Executive Manager Lifestyle & Community	\$ 68.00
3570	05.06.2026	Kmart	Pots for Worlds Elder Abuse Week	Executive Manager Lifestyle & Community	\$ 100.00
101420.04	04.06.2026	Kmart	Pots for Worlds Elder Abuse Week (Refund)	Executive Manager Lifestyle & Community	-\$ 68.00
3570	08.06.2026	MYO	World Elder Abuse Awareness Day Merchandise	Executive Manager Lifestyle & Community	\$ 447.15
169620.04	09.06.2026	Temu	Decorations for NAIDOC Ball (School Holiday Program)	Executive Manager Lifestyle & Community	\$ 323.28
3570	11.06.2026	Woolworths	Items for Gift Bags for Elder Abuse Awareness Raising	Executive Manager Lifestyle & Community	\$ 589.60
1951	14.06.2026	Facebook	Advertising - 5 Brunch Spots	Executive Manager Lifestyle & Community	\$ 75.93
1957	14.06.2026	Facebook	Advertising - Showcasing Carnarvon (TC)	Executive Manager Lifestyle & Community	\$ 251.51
169620.04	16.06.2026	Kmart	Items for School Holiday Activities (Mini Terracotta Pods)	Executive Manager Lifestyle & Community	\$ 78.00
169620.04	16.06.2026	Spotlight	Items for School Holiday Activities: Tie-Dye	Executive Manager Lifestyle & Community	\$ 216.00
1951	19.06.2026	Facebook	Advertising for Carnarvon & Coral Bay	Executive Manager Lifestyle & Community	\$ 20.59
170020.04	01.06.2026	PLIXI	Social Media Development for Visitor Centre Instagram Page A1 Generated Engagement	Executive Manager Lifestyle & Community	\$ 142.70
91	03.06.2026	Mitre 10	All Staff Meeting (June 2026) Staff Recognition Prizes	Chief Executive Officer	\$ 25.90
101420.04	03.06.2026	Mitre 10	New Shelving for Council Chambers	Chief Executive Officer	\$ 178.00
101420.04	03.06.2026	Tropics Home Hardware	All Staff Meeting (June 2026) Staff Recognition Prizes	Chief Executive Officer	\$ 30.95
101020.04	04.06.2026	Mitre 10	All Staff Meeting (June 2026) Staff Recognition Prizes	Chief Executive Officer	\$ 80.00
104720.04	08.06.2026	Tribe Perth	Accommodation for Commissioner - President Meetings	Chief Executive Officer	\$ 275.14
104720.04	08.06.2026	Bayview Crl Bay	Accommodation for Commissioner, CEO and Executive Managers for Commissioner/Council Community Meeting	Chief Executive Officer	\$ 959.50
P135	15.06.2026	Bayview Crl Bay	Accommodation for Executive Managers for WALGA Gascoyne Zone meeting & Main Roads Regional Road Group	Chief Executive Officer	\$ 252.50
1957	17.06.2026	Nexion Oceania Pty Ltd	Replacement Rubber Pads for Hoist	Executive Manager - Infrastructure	\$ 99.00
1957	21.05.2026	Sea Harvest Fishing Co Carnarvon	3x 10kg Mackerel for WA Tourism Conference Dinner	Executive Manager - Infrastructure	\$ 840.00
102520.04	21.05.2026	Sea Harvest Fishing Co Carnarvon	5kg Shark Bay King Prawns for WA Tourism Conference Dinner	Executive Manager - Infrastructure	\$ 720.00
102520.04	20.05.2026	Ningaloo Coral Bay Bills Tavern	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 26.26
102520.04	20.05.2026	Ningaloo Coral Bay Bills Tavern	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 29.29
102520.04	21.05.2026	P & S Bakery Pty Ltd	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 12.19
160080.04	21.05.2026	Ningaloo Reef Cafe Coral Bay	Travel Expense (Food) - Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$ 50.75
111920.04	22.05.2026	Express Online Training	Training for WA Tourism Conference - RSA Certificate	Executive Manager Planning & Sustainability	\$ 29.43

73	25.05.2026	Express Online Training	Training for WA Tourism Conference - RSA Certificate	Executive Manager Planning & Sustainability	\$	29.43
102520.04	05.06.2026	Gascoyne Bakery Cafe	Catering for the FCO Course (Internal)	Executive Manager Planning & Sustainability	\$	94.94
102520.04	09.06.2026	Booking.com	Accommodation for WALGA Waste Management Advanced Course	Executive Manager Planning & Sustainability	\$	664.20
3570	18.06.2026	Ningaloo Reef Cafe Coral Bay	Coral Bay Precinct Community Meeting	Executive Manager Planning & Sustainability	\$	16.24
1957	21.05.2026	Express Online Training	RSA Course For WA Tourism Conference	Executive Manager Corporate Strategy & Performance	\$	47.63
141B20.04	25.05.2026	Australian Communication & Media	Broadcasting/ Retransmission For Airport	Executive Manager Corporate Strategy & Performance	\$	96.00
91	27.05.2026	Tropics Home Hardware	Purchase Of Various Painting Supplies For Council Chambers	Executive Manager Corporate Strategy & Performance	\$	158.20
91	28.05.2026	Mitre 10	Purchase Of Accent Int S/Gloss 10l Paint For Council Chambers	Executive Manager Corporate Strategy & Performance	\$	161.50
226	29.05.2026	Pestrol Asnia Australia	Purchase Of Pest Items For Mosquito Control	Executive Manager Corporate Strategy & Performance	\$	399.00
2	02.06.2026	Outback FtoDesigns Floral Designs	Purchase Of Flowers For Civic Reception Personnel	Executive Manager Corporate Strategy & Performance	\$	70.00
2	03.06.2026	Aus Post	Purchase Of Office Supplies For Admin	Executive Manager Corporate Strategy & Performance	\$	5.00
183	05.06.2026	Woolworths	Housing Supplies For Shire Rental House	Executive Manager Corporate Strategy & Performance	\$	110.84
102520.04	05.06.2026	Full Colour Branding	Purchase Of Name Badges For New Staff	Executive Manager Corporate Strategy & Performance	\$	40.18
183	06.06.2026	Pineapple Traders	Housing Supplies For Shire Rental House	Executive Manager Corporate Strategy & Performance	\$	99.75
CO010	08.06.2026	Armour	Purchase Of iPad And iPhone Covers	Executive Manager Corporate Strategy & Performance	\$	986.74
91	10.06.2026	Mitre 10	Purchase Of Paint Brushes For Admin Office	Executive Manager Corporate Strategy & Performance	\$	5.40
91	10.06.2026	Mitre 10	Purchase Of Accent Int S/Gloss 4l Paint For Council Chambers	Executive Manager Corporate Strategy & Performance	\$	74.50
06C6	10.06.2026	Mailchimp	Mailchimp Subscription For Emailing Of Community Newsletter	Executive Manager Corporate Strategy & Performance	\$	94.72
183	12.06.2026	Kmart	Furniture/ Housing Supplies For Shire Rental House	Executive Manager Corporate Strategy & Performance	\$	622.25
183	12.06.2026	Kmart	Furniture/ Housing Supplies For Shire Rental House - Refund	Executive Manager Corporate Strategy & Performance	-\$	5.75

Completed By:

Riley Amai

Signature:



Position:

Finance Officer

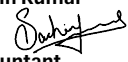
Date:

12.08.2026

Checked By:

Sachin Kumar

Signature:



Position

Accountant

Date:

12.08.2026

SCHEDULE 2 - LIST OF ACCOUNTS PAID UNDER DELEGATION

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	EFT PAYMENT AMOUNT
EFT48041	01/07/2026	BDP DISTRIBUTION PTY LTD T/AS MCDONALDS WHOLESALERS	CATERING ITEMS FOR ELDER ABUSE AWARENESS EVENTS.	\$ 735.70
EFT48042	01/07/2026	ALANA NICOLE BYRON	RATES REFUND FOR ASSESSMENT A1019, 47 WILLIAM ST, EAST CARNARVON, WA, 6701	\$ 667.95
EFT48043	01/07/2026	CARNARVON CENTRAL APARTMENTS 2	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 175.00
EFT48044	01/07/2026	CARLO MASSIMO POLINELLI	RATES REFUND FOR ASSESSMENT A752, 52 BOUNDARY RD, EAST CARNARVON, WA, 6701	\$ 283.79
EFT48045	01/07/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	1X KING GEE REFLECTIVE JACKET (K55034) - SIZE L - MATHEW BERESFORD 1 X KING GEE ZIP HOODIE (K55019) - SIZE XL - JAYDEN FINCH 1 X KING GEE ZIP HOODIE (K55109) - SIZE XL - MARKO COOK	\$ 512.39
EFT48046	01/07/2026	CATOURS PTY LTD T/AS COASTAL ADVENTURE TOURS	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 3,521.85
EFT48047	01/07/2026	CORAL BAY CHARTERS & GLASS BOTTOM BOATS	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 603.74
EFT48048	01/07/2026	CORAL COAST TOURIST PARK	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 48.12
EFT48049	01/07/2026	FRESLEVER PTY LTD T/A CORAL BAY ECO TOURS	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 1,421.86
EFT48050	01/07/2026	CORAL COAST HELICOPTER SERVICES PTY LTD	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 437.50
EFT48051	01/07/2026	CARNARVON HERITAGE GROUP INC	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 55.00
EFT48052	01/07/2026	DETMOLD AUSTRALIA SALES PTY LTD T/A PAPER-PAK	4 CARTONS C425S0010 #6 PET 3 CARTONS C252S0009 #16 BR 1 CARTON A166S00009A FLAT #1 SML BROWN PAPER BAGS	\$ 268.28
EFT48053	01/07/2026	HYDESTARZ PTY LTD T/A GERALDTON MOWER AND REPAIR SPECIALISTS	CENTRIFUGAL CLUTCH T4/C715 AS PER QUOTE 5979 #5	\$ 665.00
EFT48054	01/07/2026	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 262.50
EFT48055	01/07/2026	NINGALOO CLUB PTY LTD	OPERATOR PAYMENT FOR THE PERIOD 04/06/2026 TO 04/06/2026	\$ 332.50
EFT48056	01/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	ESTIMATED 10 DAYS (11HR DAYS) TO CONDUCT OPENING GRADE ON THE MINILYA LYNDON ROAD FROM NWCH TO SLK154.2 AS A DIRECT RESULT OF TC NARELLE, AT CONTRACTED (RFT 04/2023) RATE OF \$185 PER HR (+GST) EXCLUDING FUEL	\$ 42,531.50
EFT48057	01/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/AS NORWEST PROJECT SOLUTIONS	REPLACE DAMAGED TOILET DOOR CAUSED BY VANDALS AT PREMIER OVAL ON 10.5.28 AS PER QUOTE QU-0672	\$ 1,488.31
EFT48058	01/07/2026	PARKWOOD UPHOLSTERY	MANUFACTURE ONE BASE CANVAS COVER WITH PLASTIC LINING FOR STREET SWEEPER (P347)	\$ 570.00
EFT48059	01/07/2026	PROJEX PARTNERS PTY LTD	FASCINE TO HARBOUR WALK - DUE DILIGENCE, DESIGN AND DOCUMENTATION AS PER CONTRACT RFQ 11/2025	\$ 10,522.88
EFT48060	01/07/2026	REPCO PTY LTD	FILTERS FOR SERVICING ISUZU RUBBISH TRUCK - P376 AS PER QUOTE 912904	\$ 690.22
EFT48061	01/07/2026	RIVERGUMS PLANTATION	GRANT FUNDED - DEPARTMENT OF COMMUNITIES - WORLD ELDER ABUSE AWARENESS WEEK 2026. CATERING FOR ON COUNTRY LUNCH AT RIVERGUMS PLANTATION \$25 PER HEAD X 30 SENIORS	\$ 750.00
EFT48062	01/07/2026	SANDHURST SECURITY SERVICES PTY LTD	DAILY PATROLS - AIRPORT FOR 2025/26 AS PER CONTRACT RFQ 12/2021	\$ 3,812.20
EFT48063	01/07/2026	SEA CONTRACTING PTY LTD	REPLACE HARD DRIVE AT 11 PARNAA VIEW - Q002477	\$ 121.00
EFT48064	01/07/2026	SOUVENIRS AUSTRALIA PTY LTD	24 X AUSSIE TOILET ROLLS CRAP JOKES AND 24 X AUSSIE TOILET ROLLS RIDDLES	\$ 290.62
EFT48065	01/07/2026	H AND R FAMILY TRUST T/AS ABBL CONTRACTING & MAINTENANCE	GRIDS AND SIGNAGE INSTALLATION - MINILYA LYNDON ROAD - SLK21.61, SLK 38.46, SLK 54.98, SLK 61.79 & SLK 65.21	\$ 431,640.00
EFT48066	01/07/2026	AUSTRALIA POST	POSTAGE FOR THE DATE OF: 29 / 06 / 2026	\$ 5.04
EFT48067	01/07/2026	AVELING	TRAINING BUNDLE AS PART OF THE INDUCTION & RECRUITMENT PROCESS	\$ 2,970.00
EFT48068	01/07/2026	BTX CONTRACTING	CARNARVON AQUATIC CENTRE - MAINTENANCE. CARRY OUT VARIOUS MAINTENANCE WORKS PRIOR TO SEPTEMBER POOL OPENING	\$ 10,287.60
EFT48069	01/07/2026	CARNARVON RACE CLUB INC T/AS RACING ON COUNTRY	WA TOURISM CONFERENCE - HIRE OF DISHWASHER AT RACE CLUB TO WASH GLASSES	\$ 200.00
EFT48070	01/07/2026	CARNARVON YACHT CLUB	COMMUNITY SUPPORT FOR COMMUNITY EVENTS - CHRISTMAS DAY LUNCH RUN BY KYLIE CONIGLIO. HIRE OF THE CARNARVON YACHT CLUB ON 24 DECEMBER CHRISTMAS EVE \$120+GST KITCHEN AND 25 DECEMBER 2025 CHRISTMAS DAY \$480+GST VENUE HIRE PLUS \$120+GST KITCHEN	\$ 1,272.00
EFT48071	01/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	INSPECT AND REPAIR LIGHT AT THE PREMIER OVAL / FOOTBALL GROUND	\$ 3,930.78
EFT48072	01/07/2026	CENTRAL REGIONAL TAFE	ACCOMMODATION FOR APPRENTICE MECHANIC FROM 07/06/2026 TO 20/06/2026 INCLUSIVE OF APPLICATION FEE, BOND, RENT, ANCILLARY FEE AND LINEN HIRE - \$1,120.00 INCL. GST.	\$ 1,305.00
EFT48073	01/07/2026	CIVIL ENGINEERING ASSIGNMENTS PTY LTD AS TRUSTEE FOR TODD FAMILY TRUST TRADING AS CIVIL ENGINEERING ASSIGNMENTS	CONCEPTS FOR AN INTERSECTION UPGRADE AND SAFETY UPGRADES FRANCIS/WHITLOCK STREET; CLEAVER STREET AND OLIVIA TERRACE CARNARVON	\$ 1,523.50
EFT48074	01/07/2026	CLARITY CORPORATE COMMUNICATIONS PTY LTD	PROVISION OF MEDIA AND CRISIS MANAGEMENT SUPPORT SERVICES, INCLUDING STRATEGIC COMMUNICATION ADVICE, MEDIA RESPONSE ASSISTANCE, STAKEHOLDER COMMUNICATIONS, AND CRISIS COMMUNICATION SUPPORT.	\$ 12,471.25
EFT48075	01/07/2026	THE DUNCAN FAMILY TRUST T/AS COUNTRY ROAD CONTRACTING PTY LTD	MECHANICAL CONTROL SERVICES - MESQUITE REMOVAL 1. SITE MOBILISATION AND DEMOBILISATION - LUMP SUM - \$22,642.40	\$ 22,642.40
EFT48076	01/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	ITEMS FOR STAFF HOUSING - JOHNSON STREET	\$ 163.45
EFT48077	01/07/2026	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LIMITED	FEES FOR BOOKING OF THE DEVIL WEARS PRADA 2 ON 06/06/26 \$275 MG - TERMS TBC	\$ 366.00
EFT48078	01/07/2026	FARMBOT AUSTRALIA PTY LTD T/AS FARMBOT MONITORING SOLUTIONS	FARMBOT RAIN MONITORING STATION - ANNUAL SERVICE & ACCESS PLAN - SATELITE	\$ 4,249.30
EFT48079	01/07/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES	2025/26 ESL QUARTER 4 CONTRIBUTION	\$ 32,467.90
EFT48080	01/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	PUMP-OUT OF DUMP POINTS AND TOILETS AT THE BLOWHOLES CAMPING AREA 25.05.2026	\$ 5,049.19
EFT48081	01/07/2026	GASCOYNE FOOTBALL ASSOCIATION INC	COMMUNITY GROWTH FUNDING - ROUND 03 OCT 2025, AS RECOMMENDED BY COMMUNITY GROWTH FUND ON 18 NOVEMBER 2025, RESOLUTION 041125 AND ENDORSED BY COUNCIL ON 25 NOVEMBER 2025. RESOLUTION OCM 021125	\$ 5,000.00
EFT48082	01/07/2026	BREAKAWAY HOLDINGS WA PTY LTD TAS GASCOYNE TRADERS	PURCHASE OF FURNITURE FOR STAFF HOUSING - 6A JOHNSON STREET	\$ 24,041.10
EFT48083	01/07/2026	HORIZON POWER (BENTLEY OFFICE)	POWER CONSUMPTION LOT 547 JAMES ST - AIRPORT	\$ 48,518.20
EFT48084	01/07/2026	KAREN MAREE RYAN	NAIDOCU ART AT THE HUB; MON 11:00AM-1:00PM AT GWOONWARDU MIA; TUE 9:00AM - 2:00PM AT THE HUB; WED 10:00-11:00AM PAINTING STATION AT THE HUB	\$ 371.00
EFT48085	01/07/2026	LG BEST PRACTICES PTY LTD	RATES SERVICES (OFFSITE) FOR THE MONTH OF APRIL 2026	\$ 22,440.00
EFT48086	01/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	REMUNERATION COSTS FOR WORK HEALTH AND SAFETY COORDINATOR FOR PEIOD OF MAY 2026	\$ 17,337.24
EFT48087	01/07/2026	MESSAGES ON HOLD AUSTRALIA PTY LTD	PROVISION OF AUDIO PRODUCTIONS - 3 MONTHS	\$ 324.99
EFT48088	01/07/2026	MOORE AUSTRALIA (WA) PTY LTD	PROGRESSIVE BILLING FOR THE PERIOD ENDING 31 MAY 2026	\$ 32,179.81
EFT48089	01/07/2026	NAOMI MELITA MCMAHON	ACRYLIC POUR WORKSHOP WITH TAYUNNA COOK FOR GNULLI STREET FESTIVAL - 23 MAY	\$ 350.00
EFT48090	01/07/2026	J.L ANDREOLI & D.P DICKS T/AS NO BOUNDARIES CONTRACTING	WA TOURISM CONFERENCE - HIRE OF BARREL TABLES AND STOOLS FOR JETTY TO THE STARS 27 MAY X 10 AS PER QUOTE #309 TOTAL \$440. SUPPLY, DELIVER AND INSTALLATION OF FESTOON LIGHTING FOR CONFERENCE DINNER 26 MAY AS PER QUOTE #310 TOTAL \$836	\$ 1,342.00
EFT48091	01/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	OPENING GRADE ON THE MINILYA LYNDON ROAD FOR THE PERIOD 15/05/26 TO 27/05/26 AGRN1280 EMERGENCY WORKS	\$ 13,431.00
EFT48092	01/07/2026	OUTBACK FLORAL DESIGNS	1X \$30 VOUCHER FOR STAFF VALUE AWARDS, 2X \$30 VOUCHER FOR STAFF MEETING - GENERAL AWARDS	\$ 90.00
EFT48093	01/07/2026	ROY CHRISTOPHER JOSEPH MARTINEZ	GNULLI FESTIVAL PROVIDING BACK UP FOR LOCAL ARTISTS	\$ 2,000.00
EFT48094	01/07/2026	SOUNDBAY PTY LTD	PURCHASE OF ITEMS FOR THE CIVIC CENTRE THEATRE. ITEMS REQUIRED FOR NORWEST CUP AS PER QUOTE BELOW	\$ 20.00
EFT48095	01/07/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	SUPPLY: 65 OUTDOOR AED BUNDLE \$2400 AND G5 PAEDIATRIC PADS \$220	\$ 2,800.00
EFT48096	01/07/2026	FORDETT INVESTMENTS PTY LTD T/A SUNPRINTS T-SHIRTS AND CLOTHING	TOURISM CONFERENCE - PROMOTIONAL MATERIAL X 300 LANYARDS	\$ 1,089.00
EFT48097	01/07/2026	THE TRUSTEE FOR TALIS UNIT TRUST T/A TALIS CONSULTANTS	TC22018 FRENCH STREET, CORAL BAY - REDESIGN - PROPOSAL REV 3	\$ 17,336.00
EFT48098	01/07/2026	TOURISM COUNCIL WESTERN AUSTRALIA LTD	2026 WA TOURISM CONFERENCE - REGISTRATIONS	\$ 72,398.35

EFT48099	01/07/2026	KDMJ (WA) PTY LTD T/AS KJ SANDS & EARTHMOVING (U2 BOBCAT HIRE)	HIRE OF SKID STEER WITH SWEEPER BROOM FOR OTC SPACE MUSEUM IN PREPARATION FOR TOURISM CONFERENCE DINNER - PURCHASE ORDER WAS OVER-LOOKED AT TIME OF ENGAGEMENT	\$	752.40
EFT48100	01/07/2026	VALERIA LUCCHITTO	RFQ 04/2026 CATERING FOR WA TOURISM CONFERENCE.; FOOD AND MENU DELIVERY DAY 3 MORNING TEA: \$15 PER HEAD X 150 GUESTS = \$2,250; FOOD AND MENU DELIVERY DAY 3 LUNCH: \$25 PER HEAD X \$150 GUESTS = \$3,750; TOTAL = \$6,000; PAYMENTS WILL BE MADE IN ACCORDANCE WITH THE FOLLOWING PROGRESS CLAIM SCHEDULE, AS SUBMITTED AND ACCEPTED: 20% DEPOSIT UPON ISSUE OF PURCHASE ORDER; 20% COMPLETION OF STAGE 1 AND APPROVAL BY THE PRINCIPAL (APPROVED MENU, PERSONNEL CONFIRMED AND KEY BOOKINGS FINALISED); 40% COMPLETION OF STAGE 2 AND APPROVAL BY THE PRINCIPAL (ONE MONTH PRIOR TO THE EVENT TO SUPPORT PROCUREMENT AND PURCHASE OF GOODS; 20% FINAL CLAIM FOLLOWING COMPLETION OF ALL SERVICES AND APPROVAL BY THE PRINCIPAL AFTER DELIVERY OF THE EVENT.	\$	1,320.00
EFT48101	01/07/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	CONTRACT ADMINISTRATION AND MANAGEMENT - FULL DAY COURSE FOR 16 ATTENDEES	\$	5,500.00
EFT48102	01/07/2026	WESLEY MICHAEL MONGO	PERFORMANCE INF BAND 2026 GNULU FESTIVAL	\$	600.00
EFT48103	02/07/2026	ALISHA SPRATT	SUSTENANCE ALLOWANCE 14.06.2026 - 20.06.2026 - HSR TRAINING GERALDTON	\$	883.91
EFT48104	02/07/2026	AMANDA DEXTER	REIMBURSEMENT OF ITEMS PURCHASED FOR MAINTENANCE OF 51 YARDI QUAYS	\$	1,411.90
EFT48105	02/07/2026	AMANDA JANE KING (LEIGHTON)	STAFF ATTRACTION AND RETENTION CLAIM - FITNESS SUBSIDY	\$	300.00
EFT48106	02/07/2026	APRILLA GRIDS PTY LTD	SUPPLY AND DELIVERY OF 1 X GRID (S8DMROE2.45 25i) - AS PER QUOTATION DATED 29 MAY 2026	\$	28,719.90
EFT48107	02/07/2026	ASHFUELS (WA) PTY LTD	FUEL SUPPLIES - DIESEL	\$	5,543.81
EFT48108	02/07/2026	AUSSIE INSPIRED PTY LTD	REORDER OF SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE - INCL. FREIGHT AND REORDER OF SOUVENIRS FOR RETAIL AT THE VISITOR CENTRE - INC FREIGHT	\$	2,706.63
EFT48109	02/07/2026	CARNARVON ENGINEERING	FABRICATE AND INSTALL DOOR LOCK AT THE JIM RICHARDS PAVILION AS PER QUOTE QU-1082	\$	1,384.35
EFT48110	02/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	SUPPLY AND INSTALL NEW LIGHTING CONTROLS, DIMMER CIRCUITS AS REQUIRED FOR THE 7 NEW LIGHTING TRACKS.	\$	24,103.71
EFT48111	02/07/2026	CONTROLLED IRRIGATION SUPPLIES	SUPPLY AND DELIVER VARIOUS RETICULATION SUPPLIES AS PER QUOTE QU-0025	\$	17,835.13
EFT48112	02/07/2026	RK & L SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	1 X DLECO BATTERY FOR SKID STEER TRAILER (P387)	\$	490.20
EFT48113	02/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	INSPECT AND RECTIFY NO WATER COMING OUT OF DRINK FOUNTAIN AT THE PUMP TRACK. WATER FOUNTAIN IS ALSO COMING LOOSE.	\$	21,729.13
EFT48114	02/07/2026	HELEN TIPTON	STAFF ATTRACTION AND RETENTION CLAIM - CLUB MEMBERSHIP	\$	100.00
EFT48115	02/07/2026	INTEGRATED ICT	MANAGED SERVICE AGREEMENT: QUOTE# 010177 V1 PER USER 90 X \$110 = \$9,900.00 EXC GST CONNECTWISE AUTOMATIC NODE 50+ 114 X \$5.00 = \$570.00 EXC GST TOTAL \$10,470.00 PER MONTH EXC GST X12 = \$125,640.00 GST \$1,047.00 X 12 = \$12,564.00 MONTHLY BILLING FOR APRIL 2026	\$	10,730.50
EFT48116	02/07/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	1 X PUNCTURE REPAIR KIT - 4WD/ SUV/ TRAILER/ RV/ OTHER - 20 PSI	\$	50.00
EFT48117	02/07/2026	JUJURLU BABA YAMITJI PTY LTD TRADING AS BABA MARDIA ROAD SERVICES	MOBILISATION - GERALDTON TO CARNARVON AS QUOTED 2/4/2026	\$	2,156.00
EFT48118	02/07/2026	LOCHLAN ANDREW DUNN	SUSTENANCE ALLOWANCE 10TH AND 11TH JUNE 2026 - CORAL BAY AIRPORT	\$	106.00
EFT48119	02/07/2026	MICHAEL HARVEY	SUSTENANCE ALLOWANCE - HSR TRAINING GERALDTON	\$	666.00
EFT48120	02/07/2026	MICHAEL JAMES COOKE	STAFF ATTRACTION AND RETENTION CLAIM - CLUB MEMBERSHIP AND FITNESS SUBSIDY	\$	290.80
EFT48121	02/07/2026	NADENE DIANNE ATAHUA HINGSTON	STAFF ATTRACTION AND RETENTION CLAIM - FITNESS SUBSIDY 25/26	\$	84.00
EFT48122	02/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	ESTIMATED 5 DAYS (11 HR DAYS) TO CONDUCT OPENING GRADE ON THE LYNDON-MINNIE CREEK RD FROM MINILYA LYNDON RD TO SHIRE BORDER (SLK 30.65) AS A DIRECT RESULT OF TC NARELLE. CONTRACTED RATE (RFT 04/2023) OF \$185 PER HR (+GST) EXCLUDING FUEL	\$	24,013.00
EFT48123	02/07/2026	OLIVIA JANE REIHANA	STAFF ATTRACTION AND RETENTION CLAIM - CLUB MEMBERSHIP AND FITNESS SUBSIDY 25/26	\$	400.00
EFT48124	02/07/2026	RICHER888 PTY LTD	CATERING FOR MORNING TEA - SHIRE COUNCIL MEETING 16/06/2026	\$	346.50
EFT48125	02/07/2026	SEA CONTRACTING PTY LTD	SUPPLY AND INSTALL TWO ASSISTANCE CALL BUTTONS IN DISABLED TOILETS - AQUATIC CENTRE	\$	4,309.77
EFT48126	02/07/2026	THE TRUSTEE FOR HAYTO TRUST T/AS SOCO STUDIOS	COUNCIL CHAMBERS - WINDOW SKINNING X 34 WINDOWS	\$	5,500.00
EFT48127	02/07/2026	TEAM GLOBAL EXPRESS PTY LTD	HEALTH SAMPLES	\$	54.13
EFT48128	02/07/2026	SARAH ELIZABETH BOOTH T/AS VISUAL CONTRAST	MURAL TRAIL SIGN - GRAPHIC DESIGN 2 X 3M MURAL ART SIGN	\$	297.00
EFT48129	03/07/2026	AUSTRALIA POST	POSTAGE	\$	6.72
EFT48130	03/07/2026	MATHEW BERESFORD	SUSTENANCE ALLOWANCE - TAFE GERALDTON 27TH - 20TH JUNE 2026 - 10 DAYS	\$	1,060.00
EFT48131	03/07/2026	KF & PD BURKETT	AGRN 1280 IN PREPARATION OF TC NARELLE, REMOVE OVERGROWN TREES AND SHRUBS THAT ARE BLOCKING THE FLOW OF EXPECTED FLOOD WATER ALONG LEWERS CREEK	\$	4,611.75
EFT48132	03/07/2026	CARNARVON MOTOR GROUP PTY LTD	ANNUAL INSPECTION OF TOYOTA HIACE - C28428 (P340) ON TUESDAY 16TH JUNE 2026	\$	468.90
EFT48133	03/07/2026	PETER BARRETT CORPORATION PTY LTD T/A CARNARVON MOTEL WA	ACCOMMODATION TRISTAN MCKENZIE - VIDEOGRAPHY/PHOTOGRAPHY GNULU FESTIVAL CHECK IN 26 APRIL - CHECK OUT 01 MAY. 5 NIGHTS @ \$159 PN	\$	795.00
EFT48134	03/07/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	REMOVE AND REPLACE BROKEN GLASS IN PANEL DOOR LEADING TO COURT YARD AT CIVIC CENTRE	\$	495.56
EFT48135	03/07/2026	CARNARVON GROWERS ASSOCIATION INC	SUPPLY VARIOUS RETICULATION PARTS AS PER QUOTE QU-04121	\$	5,412.84
EFT48136	03/07/2026	CARNARVON PEST CONTROL	CONDUCT PEST SPRAYING AT THE LIBRARY ON MONDAY 13TH APRIL	\$	330.00
EFT48137	03/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	PAINTING SUPPLIES - MISCELLANEOUS ITEMS FOR COMMUNITY EVENTS 2025/26	\$	112.69
EFT48138	03/07/2026	DETMOLD AUSTRALIA SALES PTY LTD T/A PAPER-PAK	2 CARTONS C425S0010 #6 PET BROWN PAPER BAGS	\$	75.97
EFT48139	03/07/2026	ELDERS RURAL SERVICES AUSTRALIA LIMITED	1 X DRUM OF EXPRESS KFH ECOGROWTH WA AS PER QUOTE 101-SQ000018475-1 AND 6 X GYPSUM 1T BULK BAGS MANNA AS PER QUOTE 101-SQ000018475-1	\$	7,024.26
EFT48140	03/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN AIRFARE; MARK DAVIS; BROOME TO PERTH - 8 JUNE 2026; PERTH TO BROOME - 9 JUNE 2026	\$	950.00
EFT48141	03/07/2026	FARMBOT AUSTRALIA PTY LTD T/AS FARMBOT MONITORING SOLUTIONS	SUPPLY OF POLE MOUNT MONITOR PLUS SHIPPING AS PER QUOTE 00015268	\$	86.90
EFT48142	03/07/2026	PAUL GERARD FERRANTE T/AS FERRANTE ADVISORY	PREPARATION OF THE CARNARVON DEVELOPMENT STRATEGY	\$	2,596.00
EFT48143	03/07/2026	A & N ENTERPRISES (AUSTRALIA) PTY LTD T/AS INTEGRITY COACH LINES	INTEGRITY BOOKINGS FOR MAY 2026	\$	3,213.27
EFT48144	03/07/2026	INTEGRATED ICT	MANAGED SERVICE AGREEMENT: QUOTE# 010177 V1 PER USER 90X\$110 = \$9,900.00 EXC GST CONNECTWISE AUTOMATIC NODE 50+ 114 X \$5.00 = \$570.00 EXC GST TOTAL \$10,470.00 PER MONTH EXC GST X12 = \$125,640.00 GST \$1,047.00 X 12 = \$12,564.00 - MONTHLY BILLING FOR FEBRUARY 2026	\$	23,508.91
EFT48145	03/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/AS NORWEST PROJECT SOLUTIONS	COMPLETION OF CIVIC CENTRE UPGRADES AS PER CONTRACT RFQ 05/2025	\$	244,972.93
EFT48146	03/07/2026	DAVID ALLEN ROSE	REFUND OF CAT TRAP BOND - TRAP C230194	\$	81.00
EFT48147	03/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY COMMISSION PAYMENT FOR THE MONTH OF MAY 2026	\$	567.03
EFT48148	03/07/2026	SIMON C SMILOVITIS	NOTICE NUMBER CC4709 & CC4710 WERE PAID & THEN APPROVED FOR WITHDRAWAL.	\$	400.00
EFT48149	03/07/2026	SOUTHERN CROSS AUUSTERO PTY LTD	RADIO ADVERTISING 30 MARCH TO 23 MAY FOR GNULU FESTIVAL. AS PER CONTRACT BK10129311 AND BK10129307	\$	297.00
EFT48150	03/07/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	STOCK: DEFIBRILLATOR PADS, HEARTSINE SAMARITAN PADS (FOR HEARTSINE 360P), \$270.00 X 2 = \$540.00	\$	540.00
EFT48151	03/07/2026	STRIKEOUT SOLUTIONS PTY LTD ATF THE THOMPSON FAMILY TRUST TRADING AS GERALDTON PARTY & EVENT HIRE	HIRE OF WINE GLASSES X 350 FOR CONFERENCE DINNER	\$	383.90
EFT48152	03/07/2026	TELOMAC TACKLE AND CAMPING	\$145 FOR 2 X YETIS AND 3 X \$30 VOUCHER	\$	235.00
EFT48153	03/07/2026	TELESTRA LIMITED	TELEPHONE SERVICE CHARGES - EXECUTIVE BUSINESS MANAGER - 10 JUNE TO 9 JULY 2026	\$	92.98
EFT48154	03/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT AND FREIGHT	\$	107.24
EFT48155	03/07/2026	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	TC MITCHELL DAMAGES - BAXTER PARK TOILETS; REPLACE 2 X BARGE CAPPING AND 2 X ROOF SHEETS AS PER QUOTE #2040	\$	3,388.00
EFT48156	03/07/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	2 X LOCK SECURITY DOOR TASMAN BLK	\$	416.30

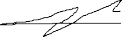
EFT48157	08/07/2026	ACIL ALLEN PTY LTD	PROVISION OF ECONOMIC RESEARCH AND DATA ANALYSIS SERVICES TO SOURCE, COMPILE AND VERIFY REGIONAL INVESTMENT, INDUSTRY AND ECONOMIC STATISTICS FOR THE SHIRE OF CARNARVON INVESTMENT PROSPECTUS, INCLUDING THE COLLECTION AND PRESENTATION OF RELEVANT DATA TO SUPPORT INVESTMENT ATTRACTION AND ECONOMIC DEVELOPMENT INITIATIVES.	\$	11,275.00
EFT48158	08/07/2026	BLUE REGION TOURISM ORGANISATION INC T/A AUSTRALIA'S CORAL COAST	MEMBERS INCLUSION IN THE FOOD AND BEVERAGE GUIDE DEVELOPED BY AUSTRALIA'S CORAL COAST FOR THE 26/27 FINANCIAL YEAR.	\$	907.50
EFT48159	08/07/2026	AUSTRALIA POST	POSTAGE	\$	16.42
EFT48160	08/07/2026	BUILDING & CONSTRUCTION INDUSTRY TRAINING	BCITF PAYMENT FOR JUNE 2026	\$	2,134.74
EFT48161	08/07/2026	BILL'S BAY PTY LTD	COUNCIL/COMMISSIONER CORAL BAY STAKEHOLDER RECEPTION - 18 JUNE 2026 - CATERING - 4X \$150.00 PLATTERS	\$	600.00
EFT48162	08/07/2026	CARNARVON CLEANERS PTY LTD	PROVISION OF CLEANING SERVICES IN ACCORDANCE WITH CONTRACT RFT 03/2022 - CARNARVON AIRPORT FOR 2025/26 INCLUDING, DAILY, MONTHLY AND QUARTERLY CLEANING TASKS	\$	13,312.15
EFT48163	08/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	MAIN ADMIN OFFICE ANNUAL TEST AND TAG OF ELECTRICAL EQUIPMENT, INCLUDING RCD TESTING. SCHEDULED FOR SEPTEMBER	\$	247.00
EFT48164	08/07/2026	CORAL COAST WATER PTY LTD	COMMERCIAL CONSUMPTION 01/05/2026 - 31/05/2026	\$	12,590.71
EFT48165	08/07/2026	COMMONWEALTH BANK OF AUSTRALIA	MONTHLY SUBSCRIPTION TO COUNCIL IQ - DATA INSIGHTS ON SPEND CATEGORIES IN THE CARNARVON REGION FOR VISITORS & RESIDENTS FOR THE PERIOD DECEMBER 2025 TO JUNE 2026. 6 MONTHS AT \$1155/MTH (INC GST)	\$	8,085.00
EFT48166	08/07/2026	CUPPA & CRUMB CAFE	SANDWICH & MUFFINS FOR COUNCIL MEETING - 10PP	\$	140.00
EFT48167	08/07/2026	CARNARVON CHAMBER OF COMMERCE	COMMUNITY GROWTH FUND - OUTGOING SPONSORSHIP ROUND 2, JULY 2025, AS AGREED BY COUNCIL 26 AUGUST 2025	\$	11,000.00
EFT48168	08/07/2026	CARNARVON COMMUNITY COLLEGE T/AS CARNARVON SENIOR HIGH SCHOOL	SUPPORT FOR COMMUNITY EVENTS. ASSISTANCE TO HELP STUDENTS TO ATTEND COUNTRY WEEK	\$	500.00
EFT48169	08/07/2026	DEPARTMENT OF TRANSPORT	7 X (SUCCESSFUL) DISCLOSURE OF INFORMATION FEES AND 1 X (UNSUCCESSFUL) DISCLOSURE OF INFORMATION FEES	\$	40.80
EFT48170	08/07/2026	DEPARTMENT OF PLANNING, LANDS AND HERITAGE	THE PURCHASING OF SCHEME MAPPING FOR SCHEME AMENDMENT 13 MAPPING REQUEST. PROPERTY 541 ROBINSON STREET, KINGSFORD ON SCHEME MAP TO BE REZONED FROM PRIORITY AGRICULTURE TO LIGHT INDUSTRY	\$	89.00
EFT48171	08/07/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BSL PAYMENT FOR JUNE 2026	\$	7,962.70
EFT48172	08/07/2026	ELDERS RURAL SERVICES AUSTRALIA LIMITED	4 X FOOD DOG ADULT BEEF & VEG 20KG SWAGMAN AIRR	\$	404.00
EFT48173	08/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	GASCOYNE ART AWARDS 2026 BOOKING FLIGHTS FOR 2X JUDGES AND 1X MC TO ATTEND THE OPENING AND AWARDS NIGHT ON 3 JULY 2026	\$	10,015.00
EFT48174	08/07/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - PUTRESIBLE WASTE PIT EXCAVATION \$15,641.47 INCL GST, PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - DAILY FISH OFFAL BIN COLLECTION & DISPOSAL 2025/26 - \$51,207.20 INCL GST AND PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - DAILY ROADSIDE LITTER BIN COLLECTION AND DISPOSAL 2025/26 - 19030.46	\$	20,874.51
EFT48175	08/07/2026	THE TRUSTEE FOR LFA UNIT TRUST T/A LFA FIRST RESPONSE	BASIC LIFE SUPPORT KIT - DFES (NEW & ONLY BLS KIT - \$673.98 (INCL. GST) EMPTY OXYGEN BAG - ROYAL BLUE BAG SIZE 70X30X25CM - \$126.17 (INCL. GST) TOTAL: \$808.15	\$	800.15
EFT48176	08/07/2026	GAVIN GRIFFITHS INVESMENTS PTY LTD	PRE-EMPLOYMENT ASSESSMENT FOR VICKI ANDREOLI	\$	924.00
EFT48177	08/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	UP TO \$1000 (EXCL GST) FOR CALL OUT TO LEAKING TOILET AT THE COMMUNITY ART HUB	\$	1,259.81
EFT48178	08/07/2026	GARRY POSTANS T/AS MILLENNIUM REMOVALS	COLLECTING AND TRANSPORTATION OF ARTWORKS FROM PERTH AND GERALDTON TO THE CARNARVON LIBRARY & ART GALLERY FOR THE GASCOYNE ART AWARDS 2026	\$	3,872.00
EFT48179	08/07/2026	GASCOYNE OFFICE EQUIPMENT	JUNE 2026 COMMUNITY NEWSLETTER	\$	1,856.00
EFT48180	08/07/2026	HAMES SHARLEY WA PTY LTD	STAGE 2 - PRELIMINARY ENGAGEMENT AND DRAFTING VARIATION - SOCIAL PINPOINT	\$	21,842.15
EFT48181	08/07/2026	INCA LIFTS PTY LTD	MAJOR SERVICE AND INSPECTION AND LIGHT VEHICLE INSPECTION (MOLNAR HOIST)	\$	1,265.00
EFT48182	08/07/2026	INFOCOUNCIL PTY LTD	INFOCOUNCIL CLOUD DATABASE MIGRATION FROM ON PREMISE ASSISTED UPGRADE MANAGED DATABASE HOSTING IN AZURE	\$	4,427.50
EFT48183	08/07/2026	INTEGRATED ICT	MANAGED SERVICE AGREEMENT: QUOTE# 010177 V1; PER USER 90X\$110 = \$9900.00 EXC GST; CONNECTWISE AUTOMATIC NODE 50+ 114X\$5.00 = \$570.00 EXC GST; TOTAL \$10470 PER MONTH EXC GST X12 = \$125640.00; GST \$1047.00X12 = \$12564.00	\$	17,990.50
EFT48184	08/07/2026	THE TRUSTEE FOR I T VISION UNIT TRUST (READYTECH)	IMPLEMENTATION SERVICES PREPARATION TIME ALTUS PROCUREMENT LICENCE FEES PRO-RATA (23/1/2026-30/6/2026)	\$	10,297.69
EFT48185	08/07/2026	KICK SOLUTIONS	PRINTING OF 200 FOLDED A5 THANK YOU CARDS (10 DESIGNS X 20 COPIES), PRINTED DOUBLE-SIDED ON; 340GSM UNCOATED CARD STOCK, INCLUDING SCORING AND FOLDING FROM A4 TO A5 FORMAT	\$	429.00
EFT48186	08/07/2026	KLEENIT PTY LTD	RFT 03/2022 - PROVISION OF CLEANING SERVICES FOR NETBALL FACILITIES (1ST JUNE TO 30TH JUNE 2026)	\$	4,048.00
EFT48187	08/07/2026	LESLEY BARNES, PHIL SMITH	ALLOWANCE FOR CAMP HOSTING DUTIES AT THE QUOBBA BLOWHOLES ECO CAMPGROUND FROM 22 JUNE - 28 JUNE 2026	\$	250.00
EFT48188	08/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	REMUNERATION COSTS FOR WORK HEALTH AND SAFETY COORDINATOR FOR MAY 2026 AND JUNE 2026	\$	5,779.08
EFT48189	08/07/2026	MARTIN ALDRIDGE	REIMBURSEMENT FOR PARKING FEES AND TRAVEL ALLOWANCES AS PER ATTACHED RECIEPTS AND SPREADSHEET FOR MAY - JUNE 2026	\$	3,878.69
EFT48190	08/07/2026	MASON CONTRACTING SERVICES	MONTHLY ROAD SAFETY SIGNAGE INSTALLATION SERVICE FEE @ \$100 (+ GST) PER MONTH FOR THE PERIOD OCTOBER 25 TO JUNE 26 (8 MONTHS)	\$	110.00
EFT48191	08/07/2026	OFFICEWORKS LTD	STATIONERY ORDER APRIL 2026 + DELIVERY AND TEXAS INSTRUMENTS SCIENTIFIC CALCULATOR TI-30XB MULTIVIEW	\$	4,025.47
EFT48192	08/07/2026	REPCO PTY LTD	1 X FILTER - FUEL AND 1 X FILTER - FUEL	\$	59.87
EFT48193	08/07/2026	RILEY JOHN BROWN	0.5 X REQUEST FOR COMMENT - GASCOYNE FOOD BOWL PROJECT, 0.5 X WOORAMEL RIVER RETREAT ADVICE, 0.25 X EGAN STREET FENCE REPLACEMENT ENQUIRY, 0.25 X 127 OLIVIA TERRACE SEA CONTAINER ENQUIRY, 1.5 X P3/26 ASSESSMENT AND DETERMINATION, 0.5 X CORAL BAY BEACH HOUSE ENQUIRY, 0.25 X LEAN-TO SEA CONTAINER ENQUIRY, 1 X P31/26 AND P32/26 ASSESSMENT AND DETERMINATION, 1 X SCHEME AMENDMENT 13 - COUNCIL REPORT, 0.75 X P36/26 ASSESSMENT AND DETERMINATION	\$	643.50
EFT48194	08/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	BOOEASY COMMISSION FOR THE MONTH OF MAY 2026	\$	1,718.07
EFT48195	08/07/2026	SCOTT EDWARD PLUME	CREATE TRAVEL STYLE CONTENT SHOWCASING 4 X LOCAL BUSINESSES & ATTRACTIONS @ \$300 EACH; AS PER ATTACHED QUOTE	\$	1,200.00
EFT48196	08/07/2026	WILLIAM BUCK AUDIT (WA) PTY LTD	AUDIT SERVICES FOR THE ACQUITTAL OF THE CHILDREN AND COMMUNITY SERVICES MINISTERIAL BODY THROUGH THE DEPARTMENT OF COMMUNITIES GRANT SERVICE FUNDING FOR THE PERIOD 1 JULY 2024 TO 30 JUNE 2025	\$	3,190.00
EFT48198	10/07/2026	THE TRUSTEE FOR MAKELA FAMILY TRUST T/AS LARK INDUSTRIES PTY LTD	STORAGE IN PERTH FROM ARRIVAL DATE UNTIL 17TH AUGUST FOR BIG BANANA	\$	5,852.00
EFT48199	17/07/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	FUEL FOR PUTE30, P340, P351, P353, P393, PBF81 & PBF82	\$	2,452.44
EFT48200	17/07/2026	ASHFUELS (WA) PTY LTD	SUPPLY OF 4000 LITERS OF DIESEL + 0.19% FUEL LEVY	\$	7,689.71
EFT48201	17/07/2026	AQUA TERRA OIL AND MINERAL SERVICE AND SUPPLY COMPANY PTY LTD T/S ATOM SUPPLY	SUPPLY GLOVES, EARPLUGS AND RID INSECT SPRAY AS PER QUOTE Q56835	\$	427.06
EFT48202	17/07/2026	AUSSIE INSPIRED PTY LTD	POSTCARDS FOR RETAIL SALE AT THE VISITOR CENTRE	\$	203.50
EFT48203	17/07/2026	AUSTRALIA POST	POSTAGE	\$	29.76

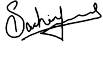
EFT48204	17/07/2026	BARE CREATIVE	2026 CARNARVON AND CORAL COAST DESTINATION GUIDE. DESIGN AND LAYOUT TO FINISHED ART. 32PP VISITORS GUIDE PUBLICATION AS PER QUOTE 0000116	\$	2,290.00
EFT48205	17/07/2026	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	FREIGHT FROM LOCAL CREATE AND CONNECT TO CARNARVON TREE ARCH AND ANGEL WINGS	\$	7,916.84
EFT48206	17/07/2026	BLACKBOX CONTROL PTY LTD	MONTHLY SUBSCRIPTION FEE FOR GPS TRACKING ON FLEET VEHICLES, PLANT BLACKBOX JUNE 2026	\$	1,155.00
EFT48207	17/07/2026	BOOEASY AUSTRALIA PTY LTD	BOOEASY RESERVATION FEES INCLUDING 3.3% COMMISSION	\$	369.80
EFT48208	17/07/2026	CARNARVON LUXURY CANAL HOLIDAY HOME	OPERATOR PAYMENT FOR THE PERIOD 13/05/2026 - 13/05/2026	\$	1,454.25
EFT48209	17/07/2026	KEMPTON FAMILY TRUST T/A KEMPLAZE	SUPPLY AND INSTALLATION OF REPLACEMENT AUTOMOTIVE GLASS FOR TOYOTA LANDCRUISER PRADO - REGO 1XK147 AS PER QUOTE 2342	\$	414.13
EFT48210	17/07/2026	A CASEY & B.D CASEY & JENALUP PTY LTD	45 x WILDFLOWER BOOKS	\$	225.00
EFT48211	17/07/2026	CORAL COAST TOURIST PARK	ACCOMMODATION BOOKED FOR 2026 WA TOURISM CONFERENCE: CHECK IN: MON 25 MAY CHECK OUT: WED 27 MAY. 2 X DELUXE BEDROOM CABINS, 1 X ENSUITE CABIN, 1 X PARK HOME. TOTAL OF 4 CABINS.	\$	2,080.00
EFT48212	17/07/2026	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	10 TONNE OF CRACKER DUST AT \$79 (+ GST) P/T - AS PER VERBAL QUOTE	\$	869.00
EFT48213	17/07/2026	CORAL COAST HELICOPTER SERVICES PTY LTD	WA TOURISM CONFERENCE 10 MINUTE SCENIC FLIGHT	\$	594.00
EFT48214	17/07/2026	CORSIGN WA PTY LTD	SUPPLY OF TRAFFIC WARNING SIGNS FOR VARIOUS LOCATIONS IN RURAL AND URBAN AREAS AS QUOTED - 00103199	\$	14,861.00
EFT48215	17/07/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	B/GOLD H/HOLD WIPES ROLL 50S, PALM S/WSH MILK/HON PMP250ML, EARTHS CHCE D/WSH TEA/LIMS500ML, EARTHS CHCE D/WSH ALOE LIQ 1L, EARTHS CHCE D/WSH LIQ 1L, CLOROX H/HANDY F/CLNR GRN 750ML, MAGIC SUPERGLUE TUBE 3ML, VIT COFF CAPS ALUM ITALIAN10PK, VIT COFF CAPS ALUM ITALIAN10PK, PALM S/WSH MILK/HON PMP250ML, AJAX S/WPE OCN FRSH TRG 500ML, AJAX S/WPE LEM TRG 500ML, CHUX SCRUB KITCHN N/SCRATCH 3PK, COMM CO INSECT KILL SWAT 300GM, GLEN 20 BERRY BREEZE #3000MMULTIX GARB BG E/WD 56L 50S	\$	502.71
EFT48216	17/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	MAKITA 18V GREASE GUNS AS PER QUOTE 12010312	\$	1,990.05
EFT48217	17/07/2026	DAVID AND TAMMY BUMBAK	QUARTERLY (3 MONTHS OF RENT) IN ADVANCE 18/06/25 - 17/09/26	\$	9,750.00
EFT48218	17/07/2026	DUN DIRECT PTY LTD	UNLEADED PETROL FOR PSPARK AND P386	\$	306.51
EFT48219	17/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	GNULLI FESTIVAL - TRAVEL & ACCOMMODATION, CAR HIRE FOR BROOKE BLURTON. FLIGHTS MELB-PERTH-CYON \$955.00, ACCOM-PERTH, CAR HIRE \$343 EST AS PER ATTACHED QUOTE	\$	4,557.00
EFT48220	17/07/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	CORAL BAY FACILITY CLEANING JUNE 2026	\$	6,995.63
EFT48221	17/07/2026	GASCOYNE MACHINING PTY LTD	SUPPLY HOSE AND QUICK CONNECTS FOR CLAW BUCKET ON EXCAVATOR AT WASTE FACILITY AS PER QUOTE 1454 (P390)	\$	669.60
EFT48222	17/07/2026	GASCOYNE OFFICE EQUIPMENT	2 X LAMINATING A1 SHEETS @ \$35 EACH - RETIC PLANS	\$	100.00
EFT48223	17/07/2026	GASCOYNE SAFETY ASSETS PTY LTD	HIRE OF FIRE EXTINGUISHERS AND FIRE BLANKET FOR OTC DINNER AS PER QUOTE 1124	\$	77.00
EFT48224	17/07/2026	HYDESTARZ PTY LTD T/A GERALDTON MOWER AND REPAIR SPECIALISTS	CLUTCH DRUMS, CLUTCH, CABLE THROTTLE AND AIR FILTERS FOR PSPARK	\$	1,570.20
EFT48225	17/07/2026	GRAEME PETER SINCLAIR	MEAL REIMBURSEMENT GRAEME SINCLAIR	\$	106.00
EFT48226	17/07/2026	HIGHWAYONE INVESTMENTS PTY LTD	8 WEEKS RENT - 9 RICHARDS STREET, BROCKMAN 6701 - 8TH JUNE 2026 TO 26TH JULY 2026	\$	3,800.00
EFT48227	17/07/2026	JASMINE HOPKINS	POLICE CLEARANCE REQUIRED FOR EMPLOYMENT	\$	64.90
EFT48228	17/07/2026	HOWARD & HEAVER PTY LTD TRADING AS H + H ARCHITECTS	CONSTRUCTION PHASE ENGINEERING CONTRACT ADMIN SERVICES - VAN DONGEN PARK AND TRAMWAY & HEALING SHELTERS	\$	4,834.50
EFT48229	17/07/2026	IAN MURRAY FIRTH	WET HIRE OF 6X4 TIPPER FOR DELIVERY OF ROCK EX PIT AT THE TREMOR QUARRY TO THE MINILYA RIVER CROSSING @ \$165 PER HOUR (+GST) AS PER VERBAL QUOTE AND 18% FUEL LEVY AS PER VERBAL QUOTE (+GST)	\$	2,570.04
EFT48230	17/07/2026	JUSTIN LO	STAFF ATTRACTION AND RETENTION PCYC	\$	300.00
EFT48231	17/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	CONTRACTING SERVICES - STEPHEN LOCKIE WEEK ENDING 27 JUNE 2026 - WHS COORDINATOR	\$	4,687.45
EFT48232	17/07/2026	BUCHER MUNICIPAL PTY LTD	SIDE ROLLERS FOR BIN LIFT - PART NUMBER SL4-M-0028, ROTARY SENSOR - PART NUMBER SL5-E-0308, PROXIMITY SENSOR - PART NUMBER IM18-05BPP-ZC1, CABLE/WIRING LOOM INSIDE THE CHAIN - PART NUMBER SL6-E-00050, REPLACEMENT HYDRAULIC RAM FOR SL185515 - PART NUMBER SL5-H-0010, HYDRAULIC RAM SEAL KIT - PART NUMBER KIT10089 AND ESTIMATED FREIGHT TO CARNARVON - FREIGHT COULD BE IN MULTIPLE DELIVERIES	\$	6,216.55
EFT48233	17/07/2026	MAXIMIANO TENDAI MAPURISA	FINAL RENT - UNIT 2/6 JAMES STREET, CARNARVON 6701 - 29TH JUNE 2026 TO 20TH JULY 2026	\$	1,020.00
EFT48234	17/07/2026	MICHAEL HARVEY	REIMBURSEMENT OF FUEL COSTS FOR TRAVEL TO TRAINING TO GERALDTON FOR HSR TRAINING AS PART OF BEING A WHS MEMBER OF THE ORGANISATION FOR AERODROME REPORTING OFFICER	\$	207.32
EFT48235	17/07/2026	THE TRUSTEE FOR D & T ROSE FAMILY TRUST T/AS NEW HEIGHTS TREE SERVICE	TREE MAINTENANCE AT VARIOUS LOCATIONS POST CYCLONE	\$	88,176.00
EFT48236	17/07/2026	FULTON HOGAN INDUSTRIES PTY LTD	SUPPLY 1 X ICB 1000L OF EMULSION AS PER QUOTE 260409SC FOR PATCHING REPAIRS TO AIRPORT APRON	\$	1,925.00
EFT48237	17/07/2026	CEI PTY LIMITED T/A RAECO	MISCELLANEOUS MATERIALS FOR BOOK PROCESSING (BOOK GUARD COVERING, BAR CODE PROTECTORS AND SPINE LABELS) AND MISCELLANEOUS MATERIALS FOR BOOK PROCESSING (BOOK GUARD COVERING, BAR CODE PROTECTORS AND SPINE LABELS)	\$	836.26
EFT48238	17/07/2026	RAYMOND EDNEY	GASCOYNE ART AWARDS 2026 WELCOME TO COUNTRY - RAY EDNEY	\$	500.00
EFT48239	17/07/2026	ROSSLYN LLOYD	RESIN WORKSHOP FOR 12 PEOPLE ON TUESDAY 7 JULY AS PART OF THE SCHOOL HOLIDAY PROGRAM. FUNDED BY DEPARTMENT OF CREATIVE INDUSTRIES, TOURISM AND SPORT AS PART OF THE COMMUNITY PLACE BASED SCHOOL HOLIDAY PROGRAM.	\$	960.00
EFT48240	17/07/2026	SEA CONTRACTING PTY LTD	QUARTERLY MONITORING FEES JULY TO SEPTEMBER 2026	\$	2,341.58
EFT48241	17/07/2026	TREMOR MINING & CIVIL PTY LTD	AGRI EMERGENCY WORKS, HILLS SPRINGS RD SLK 15.10-17.90 - UNSEALED ROAD FORMATION REPAIRS, GRADING, DRAINAGE, AND EROSION WORKS FOLLOWING STORM DAMAGE	\$	218,143.20
EFT48242	17/07/2026	VICTOR AND NELLA BARRETT	WA TOURISM CONFERENCE WELCOME PACK - 250 X PRESERVES FOR THE WELCOME PACKS AT \$2.50EA	\$	500.00
EFT48243	17/07/2026	HAZEL ANNE WALGAR	ARTISTIC PERFORMANCE FOR GNULLI FESTIVAL 23 AND 24 MAY 2026	\$	750.00
EFT48244	17/07/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	DISCONNECT CABLEING TO REMOVE BOARDWALK ALONG MAIN STREET AND REINSTATE NEW CABLEING AND PITS AFTERWARDS (UP TO 4000) AND RESECURE DATA SERVICE PILLAR AT MAIN ADMIN BUILDING (UP TO 2000)	\$	12,662.47
EFT48245	17/07/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	CHECK AND REPAIR A/C SYSTEM ON TOYOTA HILUX C12942 (PUTE30) AND CHECK AND REPAIR A/C SYSTEM ON TOYOTA HILUX C12942 (PUTE30)	\$	4,977.26
EFT48246	17/07/2026	CARNARVON GROWERS ASSOCIATION INC	PTO SAFETY GUARD 1M	\$	157.71
EFT48247	17/07/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	VARIOUS TEA ROOM SUPPLIES FOR WASTE FACILITY	\$	197.90
EFT48248	17/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	1 X PADLOCK BRASS ECONOMY 20MM AND 2 X KEY ** CUT HOUSE/PADLOCK	\$	17.44
EFT48249	17/07/2026	THE TRUSTEE FOR SILVERS PRING TRUST T/A TJ DEPAZZI & SONS	SUPPLY AND DELIVER 36M3 OF LAWN MIX TO CARNARVON SHIRE DEPOT @ \$315.29M3 (+GST) INCLUDING FUEL LEVY @ \$148.92 (+GST)	\$	12,649.29
EFT48250	17/07/2026	MESSAGE4U PTY LTD T/A DIRECTSMS BY SINCH MESSAGEMEDIA	STANDING PO FOR ONLINE SMS COMMUNICATION SERVICE USED TO MARKET AND PROMOTE EVENTS AND FOLLOWUP ON BOOKINGS WITH BOOEASY PROFESSIONAL 49 PLAN (INCLUDES 650 STANDARD PLUS SMS PER MTH) FOR THE PERIOD JULY 2025 - JUNE 2026 12 MTHS @ \$53.90 EACH professional 49 plan	\$	107.80
EFT48251	17/07/2026	FROTH CRAFT BREWERY	TOURISM CONFERENCE 2026, PAYMENT OF ALCOHOL FOR JETTY TO THE STARS CLOSING EVENT	\$	999.35
EFT48252	17/07/2026	GASCOYNE FOOD COUNCIL	2 X GENERAL ADMISSION TICKETS FOR THE PLANTATION FEAST - \$175.00+ \$8.79 FEE GIVEAWAY AT THE WA TOURISM CONFERENCE - CLOSING CEREMONY	\$	404.34
EFT48253	17/07/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	UP TO 10 PUMP OUTS OF DUMP POINTS AND TOILETS AT THE BLOWHOLES CAMPING AREA FOR THE PERIOD 1ST JULY 25 TO 30TH JUNE 26. ESTIMATE OF \$1700 (EXCL GST) PER PUMP OUT.	\$	3,126.57
EFT48254	17/07/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	TC NARELLE - AGRI 1280 - (EMERGENCY WORKS); - VISUAL ROAD FLOOD DAMAGE INSPECTION AND COLLECTION OF DAMAGE EVIDENCE - PREPARATION OF AN EPAR APPLICATION UNDER THE DFWA AND SUBMISSION TO THE SHIRE FOR REVIEW; - LIAISON WITH THE SHIRE AND DFES DURING THE ASSESSMENT PROCESS TO RESPOND TO QUERIES AND ADDRESS COMMENTS; - ASSIST WITH ANY EMERGENCY WORKS AND ADMINISTRATION AS REQUIRED	\$	8,778.00

EFT48255	17/07/2026	A & N ENTERPRISES (AUSTRALIA) PTY LTD T/A INTEGRITY COACH LINES	INTEGRITY COACHLINES - 15/06/2026 ICL009185 \$2,058.11 - 30/06/2026 ICL009194 \$591.44	-\$	2,649.55
EFT48256	17/07/2026	INTEGRATED ICT	LABOUR SERVICE FOR COPILOT ROLLOUT AT \$18,595.00 EXC GST	-\$	33,387.11
EFT48257	17/07/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FIT 2 X TYRES ON FORD RANGER 1HHY219 (P369) INCLUDING WHEEL BALANCE AND DISPOSAL	-\$	920.00
EFT48258	17/07/2026	JUURLU BABA YAMITJI PTY LTD TRADING AS BABA MARDIA ROAD SERVICES	DEMOLIBUSATION - CARNARVON TO GERALDTON AS QUOTED 2/4/2026	-\$	1,878.80
EFT48259	17/07/2026	KICK SOLUTIONS	(7X) ETA 2508 RITE GRAPHIC PANEL STAKES- \$342 + GST; (7X) 600 MM X 900 MM DOUBLE SIDED PRINTED CORFLUTE SIGNS - \$722 + GST	-\$	2,313.30
EFT48260	17/07/2026	KLEENIT PTY LTD	PROVISION OF CLEANING SERVICES AS PER CONTRACT RFT 03/2022 - PUBLIC TOILET BLOCKS 2025/26 FOR CULTURAL CENTRE TOILETS, CIVIC CENTRE EXCELOO, TOWN BEACH TOILETS, BAXTER PARK TOILETS, AND PELICAN POINT TOILETS INCLUDING WEEKLY, MONTHLY TASKS	-\$	18,262.75
EFT48261	17/07/2026	MARKET CREATIONS AGENCY PTY LTD	COUNCILCONNECT ANNUAL SSL (WILDCARD) - 1 YEAR * CARNARVON.WA.GOV.AU TO 01/07/2027, COUNCILCONNECT ANNUAL SSL (STANDARD) - 1 YEAR CARNARVON.ORG.AU TO 01/07/2027, COUNCILCONNECT ANNUAL TEIR 5 - PLUS TO 01/07/2027 AND 10 X ADDITIONAL WEBSITE SUPPORT & MAINTENANCE HOURS	-\$	18,760.50
EFT48262	17/07/2026	MIGRATION AFFAIRS PTY LTD	STAGE 2 PROFESSIONAL FEES AND DISBURSEMENTS FOR 186 VISA NOMINATION FOR ACCOUNTANT	-\$	20,643.52
EFT48263	17/07/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	UP TO 26 WEEKLY COLLECTIONS (1ST JAN 26 TO 30TH JUNE 26) OF 2 X 4.5M3 FRONT LIFT BINS AS PER QUOTE 6863 AT BLOWHOLES CAMPING AREA AT \$760.00 PER WEEK (EXCL GST)	-\$	1,672.00
EFT48264	17/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	STANDING PURCHASE ORDER 2025/26 - PROVISION OF UNSEALED ROAD GRADING SERVICES FOR THE SHIRE RURAL ROAD NETWORK AS PER CONTRACT RFT 04/2023	-\$	76,321.75
EFT48265	17/07/2026	PHIL YOUD T/A CLASSIC 87.6	CASUAL RADIO ADVERTISINGS WITH CLASSIC 87.6 FROM THE 1ST JULY UNTIL THE 3RD OCTOBER 2026 FOR THE REMAINING COURTYARD CRAFT MARKETS SEASON, SCHEDULED WED, THU, FRI & SAT MORNINGS AT \$100 PER WEEK.	-\$	1,400.00
EFT48266	17/07/2026	KIMMARC PTY LTD T/A W&C CO. MECHANICAL AND CIVIL	HIRE OF CRANE WITH DOGGER AND RIGGER FOR GRID LIFT AT SHIRE DEPOT.	-\$	258.50
EFT48267	17/07/2026	RAW CREATIVE	2026/27 CARNARVON AND CORAL BAY DESTINATION GUIDE MAGAZINE REWORK. DESIGN ESTIMATE: INITIAL CONCEPT COVER AND SPREAD DESIGN \$462 AND DESIGN, ARTWORK & FINISHING FOR PRINT PRODUCTION \$3,696. AS PER ATTACHED QUOTE	-\$	4,158.00
EFT48268	17/07/2026	R.C.THORNHILL T/A R AND L TRANSPORT	WET HIRE OF MACHINERY (CRANE, PRIME MOVER & FLATBED AND 4WD FORKLIFT) FOR RELOCATION OF CACTUS FROM SOUTH RIVER ROAD TO NEW LOCATION ON ROBINSON ST	-\$	4,675.00
EFT48269	17/07/2026	REPCO PTY LTD	RATCHET COMB WRENCH, 7/16 IN FLEX HEAD COMB WRENCH, SPC L-STYLE TORX KEY SET	-\$	152.55
EFT48270	17/07/2026	ROAD RUNNER MECHANICAL SERVICES	4 X SHOCKERS FOR WECO TIPPER - C27746 - P294 FREIGHT VIA R&L COURIERS	-\$	528.00
EFT48271	17/07/2026	RURAL PRESS PTY LIMITED T/A AUSTRALIA COMMUNITY MEDIA (ACM)	ADVERTISING APRIL ISSUE RIFE/FARM WEEKLY. ADVERTORIAL \$750 +GST FULL PAGE 31.5CM X 4 COLUMNS (226MM) PUBLICATION DATE 30 APRIL	-\$	825.00
EFT48272	17/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	INTEGRITY COACH LINES COMMISSION FOR JULY 2026	-\$	675.30
EFT48273	17/07/2026	SEVEN NETWORK (OPERATIONS) LIMITED	3 MONTH CAMPAIGN APRIL TO JUNE - 30 SEC COMMERCIAL ON SW AND SE SPLITS OF WA. SCHEDULE ATTACHED 7 WESTERN AUSTRALIA SOUTH EAST	-\$	4,400.00
EFT48274	17/07/2026	THE TRUSTEE FOR HAYTO TRUST T/A SOCO STUDIOS	PROVISION OF GRAPHIC DESIGN SERVICES FOR THE CREATION OF THANK YOU CARDS FOR THE GNULLI FESTIVAL AND WA TOURISM CONFERENCE, INCLUDING CONCEPT DEVELOPMENT, ARTWORK DESIGN, AND PREPARATION OF PRINT READY FILES. PROVISION OF VIDEOGRAPHY SERVICES FOR THE WA TOURISM CONFERENCE, INCLUDING EVENT COVERAGE, CONTENT CAPTURE, EDITING, AND PRODUCTION OF PROMOTIONAL AND MARKETING ASSETS FOR TOURISM, COMMUNICATIONS, AND STAKEHOLDER ENGAGEMENT PURPOSES.	-\$	2,035.00
EFT48275	17/07/2026	T-QUIP	BEARINGS, SHIELD, TEETH BELT, ASSY BELT TENSIONER AND FLAIL SHAFT PANTHER FOR P335 AS PER QUOTE 34494 #21	-\$	277.20
EFT48276	17/07/2026	VANGUARD UNIT TRUST & VIKING TRUST T/A VANGUARD PRINT	1 X HANDLING FEE AND 1 X WAREHOUSING FEE	-\$	56.76
EFT48277	17/07/2026	WATER CORPORATION	WATER USE AND SERVICE CHARGE ACCOUNT FOR THE HOUSE AT 51 YARDI QYS BROCKMAN LOT 819 - 142KL 10/03/2026 - 12/05/2026	-\$	4,753.12
EFT48278	17/07/2026	WEST AUSTRALIAN NEWSPAPER LTD	ADVERTISING FOR RFT 02-2026 SPEEDWAY ROAD ALIGNMENT (BLACKSPOT PROJECT)	-\$	1,198.70
EFT48279	17/07/2026	WESTBOOKS	MISCELLANEOUS ADULT FICTION, NON-FICTION AND CHILDREN'S BOOKS, INCLUDING CATALOGING/PROCESSING COSTS AND FREIGHT	-\$	981.71
EFT48280	24/07/2026	ALLIED FORKLIFTS	1 X 2.5 TON EXTENDABLE LIFTING JIB 1 X 1780MM SLIPPERS 1 X TOW BALL JIB 1 X NEW LOAD PLATE (PROVIDED AT NO CHARGE) SEE ATTACHED PHOTO. FOR P375.	-\$	3,212.00
EFT48281	24/07/2026	AUSTRALASIAN PERFORMING RIGHT ASSOC. LTD T/A ONEMUSIC AUSTRALIA	COUNCILS MUSIC RURAL LGA POPULATION: 5528 - ANNUAL MUSIC LICENSE	-\$	914.55
EFT48282	24/07/2026	J BLACKWOOD & SON PTY LTD	SUPPLY MAXICUT AND MAXIFLEX GLOVES AS PER QUOTE BWS0001672086.	-\$	232.14
EFT48283	24/07/2026	B & L BUILDING	SUPPLY LABOUR AND MATERIALS TO REMOVE EXISTING DAMAGED ROLLER DOOR AND REPLACE WITH NEW SERIES 2 WINDLOCKED COLORBOND ROLLER DOOR. REMOVE EXISTING ELECTRIC DOOR MOTOR AND RE-INSTALL ON NEW ROLLER DOOR. REMOVE WORK RELATED RUBBISH FROM SITE AS QUOTED 29TH APRIL 2026	-\$	12,674.00
EFT48284	24/07/2026	BOC LIMITED (AUST)	BOC CONTAINER SERVICE FOR THE PERIOD 29.05.2026 - 27.06.2026	-\$	79.08
EFT48285	24/07/2026	BUCCI HOLDINGS PTY LTD (T/A VISIMAX)	HUSH ANTIBARK DEVICE, MUZZLES ASSORTED SIZES, EMBROIDERED CAP X 3 ID WALLET AND INFRINGEMENT BOOKS FOR RANGER SERVICES	-\$	834.11
EFT48286	24/07/2026	CARNARVON CENTRAL APARTMENTS 2	ACCOMMODATION FOR THE COMMISSIONER - UNIT 4 - 02.06.2026 - 06.06.2026	-\$	890.00
EFT48287	24/07/2026	CARNARVON CLEANERS PTY LTD	PROVISION OF CLEANING SERVICES CARNARVON AIRPORT FOR JUNE 2026 - ADDITIONAL PAYMENT AS INVOICE WAS PAID LESS GST AMOUNT PREVIOUSLY	-\$	520.25
EFT48288	24/07/2026	KEMPTON FAMILY TRUST T/A KEMPGAZE	EMERGENCY WORKS TO ROLLER SHUTTER AT BASTON PAVILLION AFTER BREAK IN	-\$	914.38
EFT48289	24/07/2026	CORAL COAST VETERINARY HOSPITAL	VETERINARY SERVICE FOR THE CARE OF BOOF - 19.06.2026	-\$	1,541.95
EFT48290	24/07/2026	COENRAAD STEFANUS JAKOBUS LOUW	REIMBURSEMENT OF ACCOMMODATION FOR TRAINING ATTENDANCE FRIDAY 17TH JULY 2026	-\$	294.00
EFT48291	24/07/2026	THE DUNCAN FAMILY TRUST T/A COUNTRY ROAD CONTRACTING PTY LTD	MECHANICAL CONTROL SERVICES - MESQUITE REMOVAL - JUNE 2026 1. SITE MOBILISATION AND DEMOLIBUSATION - LUMP SUM - \$22642.40 2. MECHANICAL CLEARING OF MESQUITE (BULLDOZER WITH CUTTER BAR) - (PER HA - \$460.00) - \$69,000.3. ON-SITE SUPERVISOR - \$100.00 PER DAY - \$2500.00 4. POST-TREATMENT RAKING INTO WINDROWS/PILES - (PER HA - \$300.00) - \$45,000.00 5. GPS MAPPING OF TREATED AREA - LUMP SUM \$1500.00 6. BEFORE AND AFTER PHOTOS - LUMP SUM - \$150.00	-\$	49,500.00
EFT48292	24/07/2026	A.C.P. INDUSTRIES PTY LTD T/A CARNARVON FRESH IGA	COMMUNITY DEVELOPMENT STANDING PO FOR PROGRAMS AND EVENTS 26/27 BUDGET	-\$	134.22
EFT48293	24/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	VARIOUS PAINTING EQUIPMENT AS PER QUOTE 1201057	-\$	1,570.44
EFT48294	24/07/2026	DEPARTMENT OF TRANSPORT	STANDING ORDER FOR DISCLOSURE OF INFORMATION SEARCH FEES JUNE 2026	-\$	20.40
EFT48295	24/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	MARK DAVIS - FLIGHTS - 20.07.2026 - 24.07.2026	-\$	5,869.00
EFT48296	24/07/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	CORAL BAY CLEAN UP - CYCLONE NARELLE - REF NO. AGRN1280 - EXTROPICAL CYCLONE NARELLE	-\$	5,137.00
EFT48297	24/07/2026	GAVIN GRIFFITHS INVSMENTS PTY LTD	STANDING ORDER FOR PRE-EMPLOYMENT MEDICAL ASSESSMENTS AS PART OF THE RECRUITMENT PROCESS - MONIKA ZAWADZKA	-\$	660.00
EFT48298	24/07/2026	GASCOYNE LANDSCAPING	RFQ 05/2026 NORTHWATER HOUSING LANDSCAPING & IRRIGATION 11 PARNAA VIEW, BROCKMAN WA 6701	-\$	97,582.28
EFT48299	24/07/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	TC NARELLE - AGRN 1280 - (EMERGENCY WORKS) - VISUAL ROAD FLOOD DAMAGE INSPECTION AND COLLECTION OF DAMAGE EVIDENCE - PREPARATION OF AN EPAR APPLICATION UNDER THE DFWA AND SUBMISSION TO THE SHIRE FOR REVIEW - LIASION WITH THE SHIRE AND DFES DURING THE ASSESSMENT PROCESS TO RESPOND TO QUERIES AND ADDRESS COMMENTS - ASSIST WITH ANY EMERGENCY WORKS AND ADMINISTRATION AS REQUIRED	-\$	431.61
EFT48300	24/07/2026	HEMA MAPS	REORDER OF STOCK FOR RETAIL SALE AT THE VISITOR CENTRE	-\$	834.33
EFT48301	24/07/2026	HOWARD & HEAVER PTY LTD TRADING AS H + H ARCHITECTS	SUB-CONSULTANT - BUILDING SURVYOR - COMPLYWEST	-\$	8,261.17
EFT48302	24/07/2026	LESLEY BARNES, PHIL SMITH	BLOWHOLE CAMPHOST ALLOWANCE 13/07/2026 TO 26/07/2026	-\$	500.00
EFT48303	24/07/2026	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	LHAAC SAMPLING SCHEME ANNUAL FEE 2026/2027	-\$	1,368.02

EFT48304	24/07/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	INITIAL 50% FEE FOR THE PERMANENT RECRUITMENT OF MANAGER PLANNING & SUSTAINABILITY	\$	27,857.44
EFT48305	24/07/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	RFT 04/2023 - AGRN 1280 EMERGENCY WORKS - SERVIRE TROPICAL CYCLONE NARELLE 11/05/26 - 19/05/26	\$	19,943.00
EFT48306	24/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/A NORWEST PROJECT SOLUTIONS	SUPPLY AND INSTALLATION OF A NEW FLOOR-TO-CEILING INTERNAL WALL, SINGLE DOOR AND FRAME WITH GLAZED VISION PANEL, INCLUDING DEMOLITION OF EXISTING CURVED WALL, ASSOCIATED BUILDING MATERIALS, LABOUR AND CONSUMABLES, TO ESTABLISH A DEDICATED GOVERNANCE OFFICE WITHIN THE COUNCIL CHAMBERS PRECINCT IN ACCORDANCE WITH QUOTE QU-0682, DATED 12 JUNE 2026.	\$	11,660.00
EFT48307	24/07/2026	CAM HOLLA PTY LTD T/A NORWEST SURF	\$25 VOUCHER FOR STAFF AWARDS	\$	25.00
EFT48308	24/07/2026	REPCO PTY LTD	10 x P-PENBLUE-DIESEL EXHAUST FLUID 3.5L 10 x P-GREASE-XTREME PRESSURE 450G CTG AS PER QUOTE TA02883	\$	1,260.72
EFT48309	24/07/2026	RICHER888 PTY LTD	CATERING FOR MORNING TEA FOR RIED MONTHLY SUPPORT CIRCLE FOR 20 PEOPLE	\$	330.00
EFT48310	24/07/2026	SEA CONTRACTING PTY LTD	SUPPLY AND INSTALL ACCESS CONTROL TO BACK DOOR OF COUNCIL CHAMBERS AS PER QUOTE Q002516.	\$	4,741.35
EFT48311	24/07/2026	SPACETOCO PTY LTD	ANNUAL SUBSCRIPTION FOR SPACETOCO - PARTNER BUNDLE PRO	\$	1,980.00
EFT48312	24/07/2026	TELSTRA LIMITED	TELEPHONE ACCOUNT 780 3346 000 - MAY AND JUNE 2026	\$	3,324.54
EFT48313	24/07/2026	TEAM GLOBAL EXPRESS PTY LTD	FREIGHT - C/N 24010744410 PARCEL FROM CUNDERDIN TO CARNARVON	\$	45.02
EFT48314	24/07/2026	TRISTAN SHAUN MCKENZIE	TOURISM VIDEO AND PHOTO PROJECT AND FURTHER EDITING AS PER ATTACHED QUOTE	\$	6,600.00
EFT48315	24/07/2026	A & M H ZAKNICH TRUST T/A CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLY RIGGER GLOVES AND GARDEN GLOVES AS PER QUOTE 101000421	\$	954.50
EFT48316	24/07/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	UNIFORMS FOR THE FOLLOWING TEAM MEMBERS: LIBRARY & YOUNGER SERVICES PROGRAM OFFICER	\$	622.57
EFT48317	24/07/2026	VEND LIMITED	MONTHLY TRANSACTION FEE OF SALES THROUGH VEND LIGHTSPEED - MAY 2026	\$	345.00
EFT48318	31/07/2026	H AND R FAMILY TRUST T/A ABBL CONTRACTING & MAINTENANCE	INSTALLATION OF WIDTH MARKERS TO GRIDS AND ROAD SIGNPOSTS - GASCOYNE/MINILYA ROAD INCLUDES MOBILISATION, LABOUR AND ACCOMMODATION	\$	9,720.57
EFT48319	31/07/2026	ASHFUELS (WA) PTY LTD	FUEL SUPPLIES - DIESEL	\$	6,792.16
EFT48320	31/07/2026	BLUE REGION TOURISM ORGANISATION INC T/A AUSTRALIA'S CORAL COAST	DIGITAL MARKETING PACKAGE - CORAL COAST HIGHWAY CAMPAIGN	\$	1,275.00
EFT48321	31/07/2026	BANNO LIGHTING	PROCUREMENT OF LIGHT TRACKING AND SUSPENSION KITS AS OUTLINED IN QUOTE NUMBER QU-0013	\$	9,689.90
EFT48322	31/07/2026	WIN BENTLEY T/A BEES KNEES AROMATHERAPY	RE-ORDER OF STOCKED PRODUCTS	\$	1,247.00
EFT48323	31/07/2026	BLACKBOX CONTROL PTY LTD	MONTHLY SUBSCRIPTION FEE FOR GPS TRACKING ON FLEET VEHICLES - 28.07.26 - 27.08.2026	\$	1,193.50
EFT48324	31/07/2026	BTX CONTRACTING	MANAGEMENT OF CARNARVON AQUATIC CENTRE AS PER SCHEDULE JULY 2026	\$	22,000.00
EFT48325	31/07/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	TINT - DUAL CAB	\$	575.00
EFT48326	31/07/2026	CENTRAL REGIONAL TAFE	ENROLMENT OF AERODROME REPORTING OFFICER AND TOURISM OFFICER TRAINEE INTO HSR REPRESENTATIVE COURSE AS PER QUOTE 2026/CCT/PP - \$2090 INCLUSIVE OF GST	\$	2,090.00
EFT48327	31/07/2026	CORAL COAST WATER PTY LTD	COMMERCIAL SERVICE CHARGE - FESTIVAL GROUNDS	\$	1,339.86
EFT48328	31/07/2026	COOEE PTY LTD	ANNUAL LICENCE FEE FOR COOEE SYSTEM AT THE BROWN RANGE WASTE FACILITY FROM 1ST JULY 2026 TO 30TH JUNE 2027 AS PER QUOTE 2026	\$	10,359.80
EFT48329	31/07/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	REPLACE BATTERY AND PASSENGER FRONT SEAT BASE ASSEMBLY (SRS AIRBAG REPAIR) ON TOYOTA WORKMATE - C28583 - P355 AS PER QUOTE 6289 & SUPPLY BATTERY FOR BULK FUEL TANK AT WASTE FACILITY AS PER QUOTE 6292	\$	2,713.71
EFT48330	31/07/2026	CARNARVON MEDICAL CENTRE	D&A TEST FOR STAFF MEMBER	\$	110.00
EFT48331	31/07/2026	A.C.P. INDUSTRIES PTY LTD T/A CARNARVON FRESH IGA	COMMUNITY ART HUB CATERING AND DEPOT TEA ROOM SUPPLY ITEMS	\$	244.37
EFT48332	31/07/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	PARTS, BOLT HEX GAL 10X180MM, WASHER FLAT GAL 10MM, SS NUT HEX HD 3/8 G316	\$	94.22
EFT48333	31/07/2026	DUN DIRECT PTY LTD	UNLEADED FUEL SUPPLIES FOR MAY 2026	\$	814.23
EFT48334	31/07/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	RETURN AIRFARES FOR GOVERNANCE, RISK & COMPLIANCE OFFICER 13 - 17 JULY	\$	1,507.00
EFT48335	31/07/2026	FIRST CLASS CONSTRUCTIONS (WA) PTY LTD	STAGE 2 BUILDING WORKS, VAN DONGEN PARK STAGE ONE - LANDSCAPING AND CONSTRUCTION, VAN DONGEN PARK STAGE ONE - LANDSCAPING AND CONSTRUCTION	\$	188,682.55
EFT48336	31/07/2026	THE TRUSTEE FOR HK&K FAMILY TRUST TRADING AS GASCOYNE BAKERY CAFE	ORDER BY HANA SMITH - BREAD AND FRUIT SALADS FOR SCHOOL HOLIDAYS PROGRAM 7-15 APRIL 2026	\$	3,270.50
EFT48337	31/07/2026	GASCOYNE OFFICE EQUIPMENT	RICOH IM C8010 A3 DIGITAL COLOUR SERVICE AGREEMENT AS PER QUOTE 291025 - FEB 2026	\$	5,133.07
EFT48338	31/07/2026	HOLLY CARKEET T/AS BY HOL AND JOE	GASCOYNE FOOD FESTIVAL 2026 GYOTAKU & FEAST: FISH PRINTING MEETS JAPANESE CUISINE 20 SPOTS AVAILABLE LOCATION: LIBRARY AND ART GALLERY - 18 EGAN STREET, CARNARVON WA 6701 DATE: FRIDAY, 26 AUGUST TIME: 6PM TO 9PM	\$	3,000.00
EFT48339	31/07/2026	JACQUELINE BIRCH	REIMBURSEMENT FOR PURCHASES MADE FOR WA TOURISM CONFERENCE, 26/05/26 WOOLWORTHS - PURCHASE ITEMS FOR DELEGATE BREAKFAST \$54.00 26/05/26 ALESSIO RAMPOLLA - PIZZA'S FOR CONTRACTORS AT TOURISM DINNER	\$	133.00
EFT48340	31/07/2026	KLEENIT PTY LTD	PUBLIC SPACE & FOOTPATH CLEANING	\$	28,259.00
EFT48341	31/07/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SILVER LOCAL GOVT SUBSCRIPTION 2026/2027	\$	2,640.00
EFT48343	31/07/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	SUPPLY BINS AT BLOWHOLES 01/01/2026 - 31/06/2026	\$	836.00
EFT48344	31/07/2026	NINGALOO MARINE INTERACTIONS	\$100 VOUCHER PRIZE FOR THE 2026 TOURISM CONFERENCE. VOUCHER TO BE PUT TOWARDS A TOUR FROM THE COMPANY	\$	100.00
EFT48345	31/07/2026	GASCOYNE CONSTRUCTION SERVICES PTY LTD T/A NORWEST PROJECT SOLUTIONS	PROFESSIONAL FEES, AGRN 1280 - SEVERE TROPICAL CYCLONE NARELLE. REPLACE DAMAGED FENCE CAUSED BY CYCLONE NARELLE AS PER QUOTE QU-0683	\$	28,952.00
EFT48346	31/07/2026	OFFICEWORKS LTD	STATIONERY ORDER - JUNE 2026	\$	2,789.39
EFT48347	31/07/2026	OUTBACK FLORAL DESIGNS	FLOWERS FOR GASCOYNE ART AWARDS	\$	550.00
EFT48348	31/07/2026	RK & LJ SMITH CORPORATION PTY LTD T/A THE PRINTSMITH CO	STEEL PLAQUES & ETCHING	\$	462.00
EFT48349	31/07/2026	REGIONAL AIRPORT MANAGEMENT SERVICES PTY LTD (RAMS)	CARNARVON AERODROME UPGRADE PROJECT - INDEPENDENT TECHNICAL EXPERT (ITE) ENGAGEMENT. CLAIM # 1 A01 \$10,000 EX GST A02 \$8,500 EX GST	\$	20,350.00
EFT48350	31/07/2026	REECE WELDING AND FABRICATION	SUPPLY ALL WORKSHOP MATERIALS & CONSUMABLES AS PER QUOTE QU-0030. LABOUR: REMOVE EXISTING DOOR, FABRICATE NEW DOOR, FIT SEAL TO NEW DOOR, FIT TO TRUCK & STRAIGHTEN HINGES.	\$	5,269.16
EFT48351	31/07/2026	REPCO PTY LTD	TORQUELOCK CHAIN WRENCH	\$	83.60
EFT48352	31/07/2026	SCOTT EDWARD PLUME	CONTENT CREATION SESSION - PHOTOS, CREATE TRAVEL STYLE CONTENT SHOWCASING 4 X LOCAL BUSINESSES & ATTRACTIONS @ \$300 EACH AS PER ATTACHED QUOTE	\$	300.00
EFT48353	31/07/2026	THE JESSEN GROUP PTY LTD SLIMLINE WAREHOUSE (SLIMLINE WAREHOUSE DISPLAY SHOP)	3 METAL A FRAMES - A1 POSTER DISPLAY - DOUBLE-SIDED - ABIRONA1BLK	\$	243.59
EFT48354	31/07/2026	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING 30 MARCH TO 23 MAY FOR GNULI FESTIVAL. AS PER CONTRACT BK10129311 AND BK10129307	\$	3,278.00
EFT48355	31/07/2026	THE TRUSTEE FOR TALIS UNIT TRUST T/A TALIS CONSULTANTS	SPECIALIST WASTE SERVICES - CORAL BAY WASTE CONCEPT DEVELOPMENT AS PER RFQ19/2025.	\$	17,235.63
EFT48356	31/07/2026	A & M H ZAKNICH TRUST T/A CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLIES (FILLER & SCOTCH PAINTERS TAPE)	\$	32.55
EFT48357	31/07/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	UNIFORMS FOR THE FOLLOWING TEAM MEMBERS: LIBRARY & YOUNGER SERVICES PROGRAM OFFICER \$249.50, PART TIME LIBRARY OFFICER - \$109.90	\$	1,209.80
EFT48358	31/07/2026	WATER CORPORATION	WATER USAGE CHARGES - 1 BASTON ST CARNARVON LOT 95 RES 6398	\$	1,600.67
EFT48359	31/07/2026	WICKED STRATEGIES PTY LTD	GRANT FUNDED ACTIVE REGIONAL COMMUNITIES - WINNING ON AND OFF THE FIELD DELIVERED BY WICKED STRATEGIES - TRAVEL	\$	3,129.55
EFT48360	31/07/2026	MARTIN ALDRIDGE	TRAVEL CLAIM FOR JULY - COMMISSIONER ALDRIDGE	\$	2,258.71

-2842908.34

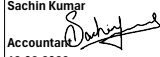
Completed	Riley Amai
Signature:	
Position:	Finance Officer
Date:	12.08.2026

Checked	Sachin Kumar
By:	
Signature:	
Position	Accountant
Date:	12.08.2026

SCHEDULE 3 - DIRECT DEBITS

VOUCHER NUMBER	DATE PAID	PAYEE	DIRECT DEBITS MUNI	DESCRIPTION
DD42738.1	1/07/2026	ANZ BANK LIMITED	-\$ 554.52	PAYMENT TO ANZ BANK MERCHANT FEE - JULY 2026
DD42738.2	1/07/2026	RICOH AUSTRALIA PTY LTD	-\$ 313.50	RICOH - MONTHLY LEASE PAYMENT FOR ADMIN COPIER - JULY 2026
DD42738.3	1/07/2026	HPE FINANCIAL SERVICES (AUSTRALIA) PTY LIMITED	-\$ 512.11	HPE FINANCIAL SERVICES - MONTHLY LEASE PAYMENT FOR IT LAPTOPS - JULY 2026
DD42739.1	3/07/2026	TOYOTA FLEET MANAGEMENT	-\$ 395.25	TOYOTA FLEET - MONTHLY LEASE PAYMENT FOR P339 - JULY 2026
DD42740.1	6/07/2026	ANZ BANK LIMITED	-\$ 465.98	PAYMENT TO ANZ TRANS 030726 0000170845_BPP - JULY 2026
DD42741.1	7/07/2026	FLEET CARE PTY LTD	-\$ 4,027.52	FLEET CARE - MONTHLY LEASE PAYMENT FOR P404 - JULY 2026
DD42742.1	14/07/2026	ANZ BANK LIMITED	-\$ 55.00	ANZ BANK - ACCOUNT SERVICING FEE - JULY 2026
DD42759.1	15/07/2026	W.A. TREASURY CORPORATION	-\$ 20,527.35	PAYMENT TO WA TREASURY CORP NET16651-2554
DD42767.1	17/07/2026	IINET LIMITED	-\$ 25.00	IINET - MONTHLY INTERNET CHARGES FOR VISITOR CENTRE FOR THE PERIOD JULY 2026
DD42768.1	31/07/2026	W.A. TREASURY CORPORATION	-\$ 20,286.49	WATC - LOAN 221 QUARTERLY REPAYMENT FOR THE YEAR 26/27
DD42768.2	31/07/2026	ANZ BANK LIMITED	-\$ 1,024.03	ANZ BANK - MONTHLY WORLDLINE 000591840026057 CHARGES - JULY 2026
DD42771.1	16/07/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-\$ 112,065.00	PR392 - 2 EMPLOYEE TERMINATIONS - ATO TAXATION FOR THE PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.2	16/07/2026	ATO - CHILD SUPPORT AGENCY	-\$ 1,662.83	PR391 - CHILD SUPPORT PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.3	16/07/2026	AUSTRALIAN SERVICES UNION	-\$ 27.28	PR391 - UNION FEES PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.4	16/07/2026	MAXXIA PTY LTD	-\$ 2,156.97	PR391 - SALARY SACRIFICE PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42771.5	16/07/2026	BEAM CLEARING HOUSE	-\$ 57,552.71	PR392 - 2 EMPLOYEE TERMINATIONS - SUPERANNUATION FOR THE PERIOD 29.06.2026 - 12.07.2026
DD42771.6	16/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-\$ 295,678.46	PR391 - EMPLOYEES SALARY PAYMENT FOR THE EMPLOYMENT PAY PERIOD 29.06.2026 - 12.07.2026
DD42772.1	17/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-\$ 20,578.53	PR392 - 2 EMPLOYEE TERMINATIONS - SALARY FOR THE PERIOD 26.09.2026 - 12.07.2026
DD42773.1	30/07/2026	DE LAGE LANDEN PTY LIMITED	-\$ 5,575.11	DE LAGE - MONTHLY IT EQUIPMENT LEASE PAYMENT - JULY 2026
DD42773.2	30/07/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-\$ 97,693.00	PR396 - ATO TAXATION FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.3	30/07/2026	ATO - CHILD SUPPORT AGENCY	-\$ 1,662.83	PR396 - CHILD SUPPORT PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.4	30/07/2026	AUSTRALIAN SERVICES UNION	-\$ 27.50	PR396 - UNION FEES PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.5	30/07/2026	MAXXIA PTY LTD	-\$ 2,156.97	PR396 - SALARY SACRIFICE PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.6	30/07/2026	BEAM CLEARING HOUSE	-\$ 54,760.30	PR396 - SUPERANNUATION PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42773.7	30/07/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-\$ 288,141.86	PR396 - EMPLOYEES SALARY PAYMENT FOR THE EMPLOYMENT PAY PERIOD 13.07.2026 - 26.07.2026
DD42786.1	6/07/2026	ANZ BANK LIMITED	-\$ 13,548.64	ANZ BANK - CREDIT CARD STATEMENT FOR THE PERIOD 25.05.2026 - 22.06.2026
DD42792.1	23/07/2026	W.A. TREASURY CORPORATION	-\$ 8,747.76	PAYMENT TO WA TREASURY CORP AC298467-2825 - JUNE 2026 Loan 216 - 222
			-\$ 1,010,222.50	

Completed By: Riley Amal
 Signature: 
 Position: Finance Officer
 Date: 12.08.2026

Checked By: Sachin Kumar
 Signature: 
 Position: Accountant
 Date: 12.08.2026

7.2.4 STC NARELLE RECOVERY AND RESILIENCE FUND – 2026/27 BUDGET AMENDMENT

File No:	ADM2377
Location/Address:	Shire of Carnarvon
Name of Applicant:	Nil
Name of Owner:	Nil
Author(s):	Jamie Bone, Executive Business Manager
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	OCM 25/08/2026 - Item 7.2.4 – STC Narelle Recovery and Resilience Fund – Acceptance of Grant Funding and Funding Agreements
Schedules:	Nil

Authority/Discretion:

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

Summary of Report

At its Ordinary Council Meeting held on 25 August 2026, Council accepted \$350,000 (GST exclusive) in funding under the Severe Tropical Cyclone Narelle Recovery and Resilience Fund and authorised the Chief Executive Officer to execute the three associated Funding Agreements.

This report seeks the outstanding Council authorisation required under section 6.8(1)(b) of the Local Government Act 1995 to recognise the corresponding grant income and authorise expenditure against the three funded projects in the 2026/27 Annual Budget.

Background

Council considered item 7.2.4 at its Ordinary Council Meeting on 25 August 2026 and resolved to accept grant funding totalling \$350,000 (GST exclusive) for the three STC Narelle Recovery and Resilience fund projects and authorise the Chief Executive Officer to execute the associated Funding Agreements.

Council Resolution OCM 10/08/26**COUNCIL RESOLUTION OCM 10/08/26****Moved:** Cmm Martin Aldridge**That Council by Simple majority:**

1. **Accepts grant funding totalling \$350,000 (GST exclusive) under the Severe Tropical Cyclone Narelle Recovery and Resilience Fund as follows:**

Project	Funding Stream	Amount
RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity	Local Government Recovery Support	\$150,000
RRNLL108 – Future Ready Industries – Shire of Carnarvon	Local Government Recovery Support	\$150,000
RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project	Social, Economic and Environmental Recovery Flexible Grant	\$50,000
Total		\$350,000

2. **Authorises the Chief Executive Officer, pursuant to section 9.49A(4) of the Local Government Act 1995, to execute the Funding Agreements for:**
- RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity;**
 - RRNLL108 – Future Ready Industries – Shire of Carnarvon; and**
 - RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project.**
3. **Authorises the Chief Executive Officer, as part of the authority provided under recommendation (2) above, to approve and execute any minor administrative or non-material amendments to the Funding Deeds where required.**

FOR: Cmm Martin Aldridge**AGAINST:** Nil**CARRIED BY SIMPLE MAJORITY 1/0**

The grant income and corresponding project expenditure were not included in the adopted 2026/27 Annual Budget. Accordingly, a separate Council resolution is required under section 6.8(1)(b) of the Local Government Act 1995 before expenditure can be incurred against the three funded projects.

Finance has now established separate income and expenditure accounts for each project. No budget has been assigned to those accounts pending Council authorisation.

This report is therefore presented to complete the required 2026/27 budget authority and enable expenditure against the projects already accepted by Council.

Stakeholder and Public ConsultationInternal Consultation

- Governance, Risk & Compliance Manager;
- Finance; and
- Office of the CEO

External Consultation

No additional public consultation is required. The purpose of this report is limited to completing the statutory budget authorisation associated with funding already accepted by Council.

Statutory EnvironmentLocal Government Act 1995

Section 6.8 – *Expenditure from Municipal Fund not Included in the Annual Budget provides that a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*

- Is incurred in a financial year before the adoption of the annual budget by the local government; or

- b) Is authorised in advance by resolution*; or
- c) Is authorised in advance by the mayor or president in an emergency.

*Absolute majority required.

Relevant Plans and Policy

Strategic Community Plan

The three funded projects remain aligned with the Shire's strategic objectives relating to sustainable livelihoods, natural disaster resilience, community engagement and support for local businesses.

Corporate Business Plan 2023-2027

The projects are consistent with existing activities relating to emergency management and recovery, local business capability, community and grower engagement, flood resilience and external funding.

Local Operational Recovery Plan – Ex Tropical Cyclone Narelle and Associated Flooding

The funded projects support the LORP priorities of Community Recovery and Resilience, Economic Recovery and Industry Resilience, Environmental Recovery and Future Preparedness.

CD006 External Grants – Procurement and Grants

Policy CD006 applies to the acceptance and ongoing administration of external grant funding and required appropriate financial controls, project administration, expenditure monitoring and acquittal arrangements.

Financial Implications

Council has accepted grant funding totalling \$350,000 (GST exclusive). No direct financial contribution is required as part of the approved funding arrangements.

Finance has now established separate income and expenditure accounts for each project. No budget has yet been assigned to those accounts. Council authorisation is required to recognise the grant income and corresponding expenditure in the 2026/27 Annual Budget as follows:

Project	Income Account	Expenditure Account	Income	Expenditure
RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity	RRLL L107	RRNL R107	\$150,000	\$150,000
RRNLL108 – Future Ready Industries – Shire of Carnarvon	RRLL L108	RRNL R108	\$150,000	\$150,000
RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project	RRLL L131	RRNL R131	\$50,000	\$50,000
Total			\$350,000	\$350,000

The proposed amendment increases both grant income and corresponding project expenditure by \$350,000. The projects will continue to be managed within their respective approved grant budgets and Funding Agreement requirements.

Risk Assessment

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

Risk Category	Description	Rating	Mitigating Action/s
Financial	Expenditure cannot be incurred against the funded projects until the required budget authority is in place. Failure to appropriately monitor expenditure may also result in ineligible costs or grant funds being required to be repaid.	C2 - Moderate	Council authorisation is sought prior to expenditure being incurred. Separate income and expenditure accounts have been established for each project and expenditure will be monitored against approved grant budgets.
Health & Safety	N/A	N/A	N/A
Reputation	Delay in obtaining the required budget authority may delay commencement of externally funded recovery and resilience activities.	D2 – Low	The matter is being returned promptly to Council to complete the outstanding authorisation and enable project delivery to proceed.
Service disruption	Delay in expenditure authority may affect planned commencement or continuity of project activities.	D2 - Low	Council approval will enable the approved projects to proceed within their agreed delivery periods.
Compliance	Incurring expenditure without Council authorisation would not comply with section 6.8 of the <i>Local Government Act 1995</i> .	C2 – Moderate	No project expenditure will be incurred until Council has authorised the expenditure by absolute majority under section 6.8(1)(b).
Property	N/A	N/A	N/A
Environment	N/A	N/A	N/A
Fraud	External grant funding may be exposed to inappropriate expenditure or misallocation if financial controls are not maintained.	D2 - Low	Separate project accounts, existing procurement controls, financial authorisations, segregation of duties and record keeping requirements will apply.

Community and Strategic Objectives

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

OBJECTIVES

In 2040 Carnarvon is a place where:

- *Our equitable community is actively involved in and are responsible for developing innovative, local solutions that transcend our region for a safe and unified 6701*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- N/A

Comments

Council has already considered the merits, strategic alignment and funding arrangements associated with the three STC Narelle Recovery and Resilience Fund projects and resolved on 25 August 2026 to accept the full \$350,000 in funding and authorise execution of the associated Funding Agreements.

This report does not seek to revisit that decision or alter the approved project scopes. It is limited to obtaining the additional statutory authority required under section 6.8(1)(b) of the Local Government Act 1995 to recognise the grant income and authorise the corresponding expenditure in the 2026/27 Annual Budget.

Approval will complete the financial governance requirements associated with Council's earlier decision and allow the three projects to proceed in accordance with their respective Funding Agreement.

OFFICER'S RECOMMENDATION

That Council, by Absolute Majority, pursuant to section 6.8(1)(b) of the Local Government Act 1995, authorised the following amendments to the 2026/2027 Annual Budget:

Project	Income Account	Expenditure Account	Income	Expenditure
<i>RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity</i>	<i>RRLL L107</i>	<i>RRNL R107</i>	<i>\$150,000</i>	<i>\$150,000</i>
<i>RRNLL108 – Future Ready Industries – Shire of Carnarvon</i>	<i>RRLL L108</i>	<i>RRNL R108</i>	<i>\$150,000</i>	<i>\$150,000</i>
<i>RRNLS131 – Carnarvon Floodplain Recovery, Responsibility and Resilience Project</i>	<i>RRLL L131</i>	<i>RRNL R131</i>	<i>\$50,000</i>	<i>\$50,000</i>
<i>Total</i>			<i>\$350,000</i>	<i>\$350,000</i>

7.3 PLANNING & DEVELOPMENT

Nil

7.4 INFRASTRUCTURE SERVICES

7.4.1 ROAD STRATEGY PLAN (FIVE YEAR)

File No: ADM0176
 Location/Address: Shire of Carnarvon
 Name of Applicant: N/A
 Name of Owner: Shire of Carnarvon
 Author(s): Colm Stanley, Executive Manager, Infrastructure Services
 Authoriser: Amanda Dexter, Chief Executive Officer
 Declaration of Interest: Nil
 Voting Requirement: Nil
 Previous Report: Nil
 Schedules: 1. Strategic Road Plan 2026

Authority/Discretion:

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

Note: This report is being finalised and will be updated for the final agenda ahead of the Ordinary Council Meeting.

Summary of Report

To present the Five-year Road Strategy Plan to the Commissioner. See attached Document.



Strategic Road Plan

May 2026

EXECUTIVE SUMMARY

This Strategic Road Plan has been prepared to provide a high-level framework for the ongoing maintenance, renewal and upgrade of the Shire of Carnarvon's road network over the next five years.

The Plan supports the Shire's broader asset management objectives by identifying the structure and condition of the road network, the key operational challenges facing the Shire, and the priority works required to maintain safe and efficient access for residents, industry and visitors.

The Shire manages an extensive road network comprising approximately 1,536 km of roads, including sealed and unsealed pavements, formed roads and access roads. The network services a diverse range of transport functions, including local community access, tourism, pastoral operations, freight and heavy vehicle movements, and regional connectivity. Maintaining this network presents significant financial and operational challenges, particularly given the Shire's limited funding base and exposure to environmental impacts such as flooding and storm damage.

The Plan outlines the Shire's current maintenance practices and identifies the primary funding sources available to deliver road works, including Regional Road Group funding, Roads to Recovery, Blackspot funding, Disaster Recovery Funding Arrangements WA (DRFAWA), commodity route funding and the Shire's own-source funding. Ongoing maintenance activities such as grading, drainage maintenance, resealing, pavement repairs and resheeting remain critical to preserving the condition and serviceability of the network.

A prioritised five-year works program has been developed based on existing asset condition, strategic importance, funding availability, operational experience and known future requirements. Key initiatives include ongoing rural road maintenance and resheeting programs, stock grid and culvert replacements, road safety upgrades funded through the Blackspot Program, staged renewal works on Olivia Terrace, footpath renewal programs, and planning for future infrastructure upgrades, including parking, tourism-related infrastructure and selected road widening and sealing projects.

The Plan recognises that available funding is insufficient to address all identified needs across the network. As a result, several important upgrade projects remain unfunded and will be progressed only as additional grant opportunities or funding sources become available. The document is therefore intended to operate as a living strategic planning tool that is reviewed and updated annually to reflect changing priorities, funding opportunities, asset conditions and community needs.



INTRODUCTION

The Shire of Carnarvon (Shire) has an extensive and geographically dispersed sealed and unsealed road network that is approx. 1,536km in length. Maintaining, repairing and upgrading this road network is a key priority for the Shire.

The purpose of this Plan is also to support long-term financial planning, grant funding advocacy and prioritisation of limited resources by providing a documented and evidence-based framework for future road investment decisions.

The Shire receives limited funding from various government bodies, including the State and Federal Governments and utilising this limited pool of funding effectively is essential to ensuring the Shire's road network is maintained to a safe and appropriate standard.

A Strategic Road Plan has been prepared to:

- Provide a general summary of the Shire's road network, its primary uses and user demands;
- Document the Shire's high-level priorities for maintaining and upgrading the road network.

This document is not intended to replace the Shire's Asset Management Plan but rather to complement the plan and provide specific details regarding the Shire's road and road-related assets.



SUMMARY OF SHIRE'S ROAD NETWORK

The Shire's current road network hierarchy is provided in Appendix B. A high-level summary of the network hierarchy and road types is provided below.

Road Hierarchy	Approx. Length (km)
Regional Distributor Roads	136.9
Local Distributor Roads	439.1
Access Roads	960.1
Total	1536.1

Table 1: Summary of road network by hierarchy

Road Type	Approx. Length (km)
Sealed Pavement	269.7
Unsealed Pavement	309.6
Unsealed Formed Roads	902.2
Unsealed Unformed Roads	53.2
Concrete	1.4
Total	1,536.1

Table 2: Summary of road network by type

Roads within the Shire are approved for various Restricted Access Vehicle (RAV) combinations; details can be found on the Main Roads WA (MRWA) RAV network map: <https://mrwebapps.mainroads.wa.gov.au/hvsnetworkmap>.

Refer to Appendix A for a map of the Shire's road network.

Regional Distributor Roads

The five (5) regional distributor roads in the Shire are:

1. Bibbawarra Road (North West Coastal Hwy to North River Rd)
2. Carnarvon Mullewa Road
3. Carnarvon Rd



4. James Street
5. North River Road

Local Distributor Roads

The fourteen local distributor roads in the Shire are:

1. Babbage Island Road
2. Blowholes Road
3. David Brand Drive
4. Lyndon - Mangaroon Road
5. Lyndon Towera Road
6. Minilya Lyndon Road
7. Olivia Terrace
8. Pelican Point Road
9. Pimbee Road
10. Quobba Gnarlloo Road
11. Robinson Street Left
12. Robinson Street Right
13. South River Road
14. Wahroonga Pimbee Road

Access Roads

The remaining roads (227) in the Shire's road network are classified as local access roads.

Roads 2040 Roads

Main Roads WA, in conjunction with WALGA and local governments, has developed the Roads 2040 program to identify strategically significant regional roads and assist with the prioritisation of Regional Road Group funding.

This list of roads comprises a combination of roads from various hierarchy levels and is intended to identify the strategic roads within each region and assist local governments in prioritising the limited pool of funding from the Regional Road Group program.

The Shire's roads in the Gascoyne Region 2040 list are summarised in the table below.

Road Name	Road No.	Start Slk	End Slk	Length (km)	Target Road Type	Current Road Type
Banksia Dr	8030246	0	0.65	0.65	Type 5	
Bibbawarra Rd	8030062	0	15.34	15.34	Type 3/5	Type 3/5
Blowholes Rd	8030066	0	48.82	48.82	Type 4/5	Type 5



Carnarvon Mullewa Rd	8030242	0	117.95	117.95	Type 4/5	Type 5
Cornish St	8030052	0	3.39	3.39	Type 5/6	Type 5
Harbour Rd	8030209	0	2.47	2.47	Type 5/6	Type 6
Lyndon Minnie Creek Rd	8030078	0	30.65	30.65	Type 3	Type 3
Lyndon Towera Rd	8030077	0	20.76	20.76	Type 2/3	Type 3
Minilya Lyndon Rd	8030174	0	154.2	154.2	Type 2/3	Type 3
North River Rd	8030053	0	11.72	11.72	Type 4	Type 5
Quobba Gnaraloo Rd	8030121	0	83.93	83.93	Type 3	Type 3
Robinson St	8030241	0	0.44	0.44	Type 8	Type 8
Robinson St	8030247	0	0.70	0.70	Type 6	Type 4
Wahroonga Pimbee Rd	8030086	0	86.46	86.46	Type 2/3	Type 3
Warroora North Rd	8030191	20	25.40	5.40	Type 2/3	Type 3
Warroora East Rd	8030067	0	22.03	22.03	Type 2/3	Type 3

Table 3: Roads 2040 objectives

Refer to Appendix D for details on the various road types.

For the past several years, the Shire has managed the regional road group funding in the following manner:

- Year 1:
 - Quobba Gnaraloo Rd: reforming and resheeting 5 – 10 km
 - Minilya Lyndon Rd: reforming and resheeting 5 – 10 km
- Year 2
 - Quobba Gnaraloo Rd: reforming and resheeting 5 – 10 km
 - Wahroonga Pimbee Rd: reforming and resheeting 5 – 10 km

Year 3 is a repeat of Year 1, with the specific area of work depending on need.



FUNDING SOURCES

The Shire manages an annual works program of maintenance and upgrade works to its road network. This program is funded from various sources, which are summarised below.

This summary is subject to change depending on the funding administration bodies. Depending on the source of the funding, there are various limitations and constraints on the way in which the funding is permitted to be used.

External grant funding forms a critical component of the Shire's annual road works program. The Shire's ability to maintain and improve the road network is therefore heavily influenced by the availability of State and Federal funding opportunities and the associated co-contribution requirements.

Funding Source	General Requirements	Details
Blackspot Funding	- Funding allocated to address specific road safety issues identified either through recent crash data or via Road Safety Inspections (RSIs). - State or Federal Blackspot Program	
Disaster Relief Funding (DRFAWA)	Emergency funding is available to reinstate essential public assets that are damaged as a result of a declared natural disaster, e.g. flooding.	100% grant
Commodity Route Funding	- Commodity Routes are defined as routes where there is a significantly high-priority transport task associated with the transport of a commodity such as grain, timber, agricultural lime, iron ore, etc. - The funding is intended for roads that require upgrading or maintenance to accommodate the commodity transport function. - Only roads that are NOT eligible for RRG funding are eligible for this funding.	1/3rd Grant, 2/3rd Shire Co-Contribution
Regional Road Group (RRG)	- Roads nominated for funding must be on the Roads 2040 List - Requires a Shire co-contribution of 1/3rd the cost of the works	2/3rd Grant, 1/3rd Shire Co-Contribution



Roads to Recovery (R2R)	- Flexible funding that can be used to pursue most capital road works projects. - Focus should be on improving the safety and standard of road assets. - No co-contribution required	100% Grant
Safer Local Roads and Infrastructure Program	- The Safer Local Roads and Infrastructure Program (SLRIP) commenced on 1 July 2024 to provide funding for projects to address current and emerging priorities in road infrastructure needs. - The SLRIP is an application-based, merit-assessed funding program, open to all state and territory governments and Local Government Authorities (LGA). - Applications must directly address at least one of the program's focus areas, which are linked to priorities in road infrastructure needs. - Over time, focus areas may be updated as new road infrastructure priorities are identified.	Up to 80% Grant, remainder Shire funding
Shire Own Funds	Own-source funding direct from the Shire's budget	100% Shire funds

Table 4: Funding sources



ONGOING REQUIRED MAINTENANCE WORKS

To maintain the Shire's existing road network to a safe and appropriate standard for road users, various works need to be completed on an ongoing basis. These are summarised below.

Ongoing Required Works	General Requirements	Frequency
Maintenance Grading	Full-width of the road carriageway to maintain the running surface of the road formation.	Major roads: 2 – 3 times per annum All other roads: 1 – 2 times per annum
Drainage	Inspection and cleaning of culverts and roadside drainage	2 – 3 years or as required
Reforming / Resheeting	Reforming existing unsealed road formation, importing sheeting material, and resheeting formation.	8 – 10 years depending on traffic volume, weather and material quality
Resealing	Resealing existing seal surfacing.	12 – 15 years, depending on traffic volume and existing asset condition
Sealed Pavement Repairs / Reconstruction	Ad-hoc repairs to failures in sealed pavements	As required
Verge Maintenance	Removal of vegetation from the backslopes and roadside drainage	As required

Table 5: Ongoing maintenance requirements

The Shire adopts a proactive maintenance approach aimed at maximising the operational life of road assets while balancing available financial and operational resources. Timely intervention through grading, drainage maintenance, resealing and resheeting is considered essential to minimising long-term reconstruction costs.

The Shire already runs an unsealed road maintenance program, which typically involves routine maintenance grading. The work is typically completed using a Contract Grader Operator for rural road grading work. Other road maintenance work is typically completed using the Shire's resources.

If routine maintenance and renewal activities are not adequately funded, the condition of the road network is expected to deteriorate, resulting in increased lifecycle costs, reduced safety outcomes, higher maintenance demands and reduced accessibility for residents, freight operators and visitors.



STRATEGIC ROAD PLAN

The 5-year Strategic Road Plan has been developed based on the following inputs:

- Experience of Shire staff on existing work and planned future work.
- Existing funding grants and/or grants under assessment.
- Known issues across the road network, including typical conditions.

The proposed priorities and project assumptions within this Plan were reviewed and discussed at a workshop with the Shire Council in April 2026.

All project costs and funding allocations identified within this Plan are indicative estimates only and are subject to change based on detailed scope development, market conditions, procurement outcomes, grant funding approvals and annual budget adoption processes.

Refer to Appendix C for full details of the plan. Below is a summary of the key projects for the next five years.

This plan should be updated and maintained on a yearly basis.



2026-27***Regional Road Group Projects***

The program comprises reforming and resheeting of specific segments of Minilya Lyndon Rd and Quobba Gnaraloo Rd, as well as the replacement of one narrow grid on Quobba Gnaraloo Rd.

The Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

The Shire has underspent on Roads to Recovery funding for the past several years. In 2026-27, it is proposed to utilise some of these underspent funds to progress various works. In addition to the co-contributions mentioned, the remainder of the Roads to Recovery program comprises:

- Continue the stock grid replacement program:
 - Carnarvon Mullewa Rd: 1 x grid
 - Edaggee Rd: 1 x grid
 - Warroora East Rd: 2 x grids
- Replace 5 No. existing culverts on Carnarvon Mullewa Rd identified as failing
- Progress the first stage of the resurfacing and renewal of Olivia Terrace

Blackspot

The Shire has received Blackspot funding to upgrade French St to improve road safety for pedestrians and cyclists. The Shire is currently developing the detailed scope of works and expects to commence and complete construction during the 2026–27 financial year.

The Shire will fund the 1/3rd co-contribution from Roads to Recovery.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.2M in own-source funds to progress the following works:

- Commence the first of a 10-year program to renew and upgrade footpaths
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Planning and development work for the following longer-term projects:
 - Carnarvon Townsite RV / Caravan Parking
 - Blowholes Toilet Block car parking



- Robinson St (Coral Bay) parking and safety improvements

Unfunded Work

In addition to the work identified and funded for 2026-27, the Shire has also identified the need to progress the following work as and when funding is available:

- Upgrade of Quobba Gnarlloo Rd from gravel to seal (Slk 15 – 20)
- Borrow pit investigation, approvals and development
- Water source investigation, approvals and development



2027-28

Regional Road Group Projects

The program comprises reforming and resheeting of specific segments of Quobba Gnarlloo Rd and Wahroonga Pimbee Rd. However, the Shire also intends to progress the upgrade of approx 200m of Bibbawarra Rd (Slk 2.4 – 2.6) from unsealed to sealed and has reduced the typical allocation of funds on Wahroonga Pimbee Rd via Regional Road Group funding to facilitate this work.

Similar to 2026-27, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

The 2027-28 Roads to Recovery program will utilise the remaining unspent funds from earlier years, as well as the 2027-28 confirmed allocation, to progress the following work in addition to the co-contributions required as mentioned for the Regional Road Group and Blackspot projects:

- Continue the stock grid replacement program:
 - Wahroonga Pimbee Rd: 5 x grids
- Progress the second stage of the resurfacing and renewal of Olivia Terrace

Blackspot

The Shire has received Blackspot funding for two projects as follows:

- Olivia Tce: road safety upgrades between Slk 1.06 – 1.37
- Francis St / Cleaver St / Whitlock St intersection upgrade

Both projects will be progressed as two-stage projects with Stage 1 being planning and design, and Stage 2 being construction. Stage 1 for both projects is scheduled for 2027-28.

The Shire will fund the co-contribution required from Roads to Recovery.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.29M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.



- Further planning and development work for the following longer-term projects:
 - Carnarvon Townsite RV / Caravan Parking
 - Blowholes Toilet Block car parking
 - Robinson St (Coral Bay) parking and safety improvements

Unfunded Work

In addition to the work identified and funded for 2027-28, the Shire has also identified the need to progress the following work as and when funding is available:

- Carry over from 2026-27 unfunded work:
 - Upgrade of Quobba Gnaraloo Rd from gravel to seal (Slk 15 – 20)
 - Borrow pit investigation, approvals and development
 - Water source investigation, approvals and development
- New opportunities
 - Babbage Island Rd: pavement renewal and reseals
 - Pelican Point Rd: pavement renewal and reseals



2028-29

Regional Road Group Projects

The program returns to the normal two-yearly cycle and comprises reforming and resheeting of specific segments of Minilya Lyndon Rd and Quobba Gnarlou Rd.

Similar to previous years, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

In addition to the co-contributions mentioned, the remainder of the Roads to Recovery for 2028-29 program comprises:

- Progress the third stage of the resurfacing and renewal of Olivia Terrace

Blackspot

For 2028-29, the Shire will undertake Stage 2 of the two Blackspot projects commenced in 2027-28. Specifically:

- Olivia Tce: road safety upgrades between Slk 1.06 – 1.37
- Francis St / Cleaver St / Whitlock St intersection upgrade

The Shire will fund the co-contribution required from Roads to Recovery.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.27M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Planning and development work for the following longer-term projects:
 - Reconstruction of the north-bound lane of Robinson Rd (Carnarvon townsite), similar to the south-bound lane reconstructed in 2023

Unfunded Work

The previously mentioned unfunded opportunities from 2027-28 remain unchanged.



2029-30

Regional Road Group Projects

The program comprises reforming and resheeting of specific segments of Quobba Gnoraloo Rd and Wahroonga Pimbee Rd.

Similar to previous years, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

In addition to the co-contributions mentioned, the remainder of the Roads to Recovery for 2029-30 program comprises:

- Cornish Rd: pavement renewal and upgrades at cross-over locations
- Blowholes Toilet Block Carpark: commence and complete construction of the designed carpark (designed in previous years)

Blackspot

At this stage, the Shire does not have any Blackspot projects confirmed for 2029-30. This may change as the Shire identifies opportunities.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.31M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Planning and development work for the following longer-term projects:
 - Blowholes Rd: widening to provide an 8m wide sealed pavement (Type 5 road)
 - North River Rd: widening to provide an 8m wide sealed pavement (Type 5 road)

Unfunded Work

Except for the Blowholes Toilet Block carpark, which is scheduled for construction during 2029-30, the previously mentioned unfunded opportunities from 2028-29 remain unchanged.



2030-31

Regional Road Group Projects

The program comprises reforming and resheeting of specific segments of Minilya Lyndon Rd and Wahroonga Pimbee Rd.

Similar to previous years, the Shire intends to fund its 1/3rd co-contribution using Roads to Recovery funds.

Roads to Recovery Funding

In addition to the co-contributions mentioned, the remainder of the Roads to Recovery for 2030-31 program comprises:

- Carnarvon Townsite RV / Caravan Parking: Construction of a new parking area based on planning and design work completed in previous years.

Blackspot

At this stage, the Shire does not have any Blackspot projects confirmed for 2030-31. This may change as the Shire identifies opportunities.

Direct Grant

Similar to previous years, the Shire will use the Main Roads WA direct grant as a partial contribution to the rural road maintenance program.

Own Source Funds

The Shire plans to contribute approx \$1.49M in own-source funds to progress the following works:

- Continue the 10-year footpath renewal program
- Additional funding for rural road maintenance grading
- Reserving an allowance of \$170,000 to act as the Shire's contribution to any future DRFAWA events. Note, if the Shire does not experience an event that requires this funding, then this will remain unspent and will roll into the next year.
- Stage 1 of the Babbage Island Rd pavement renewal.

Unfunded Work

Except for the planned Carnarvon RV / Caravan Parking area, the previously mentioned unfunded opportunities from 2029-30 remain unchanged.



SUMMARY

The Shire's road network is a significant asset to the local community, and maintaining it to an appropriate standard is important for numerous reasons.

A Strategic Road Plan has been developed to document the current standard and condition of the Shire's road network and document the future work required to maintain and upgrade the Shire's roads based on a range of factors.

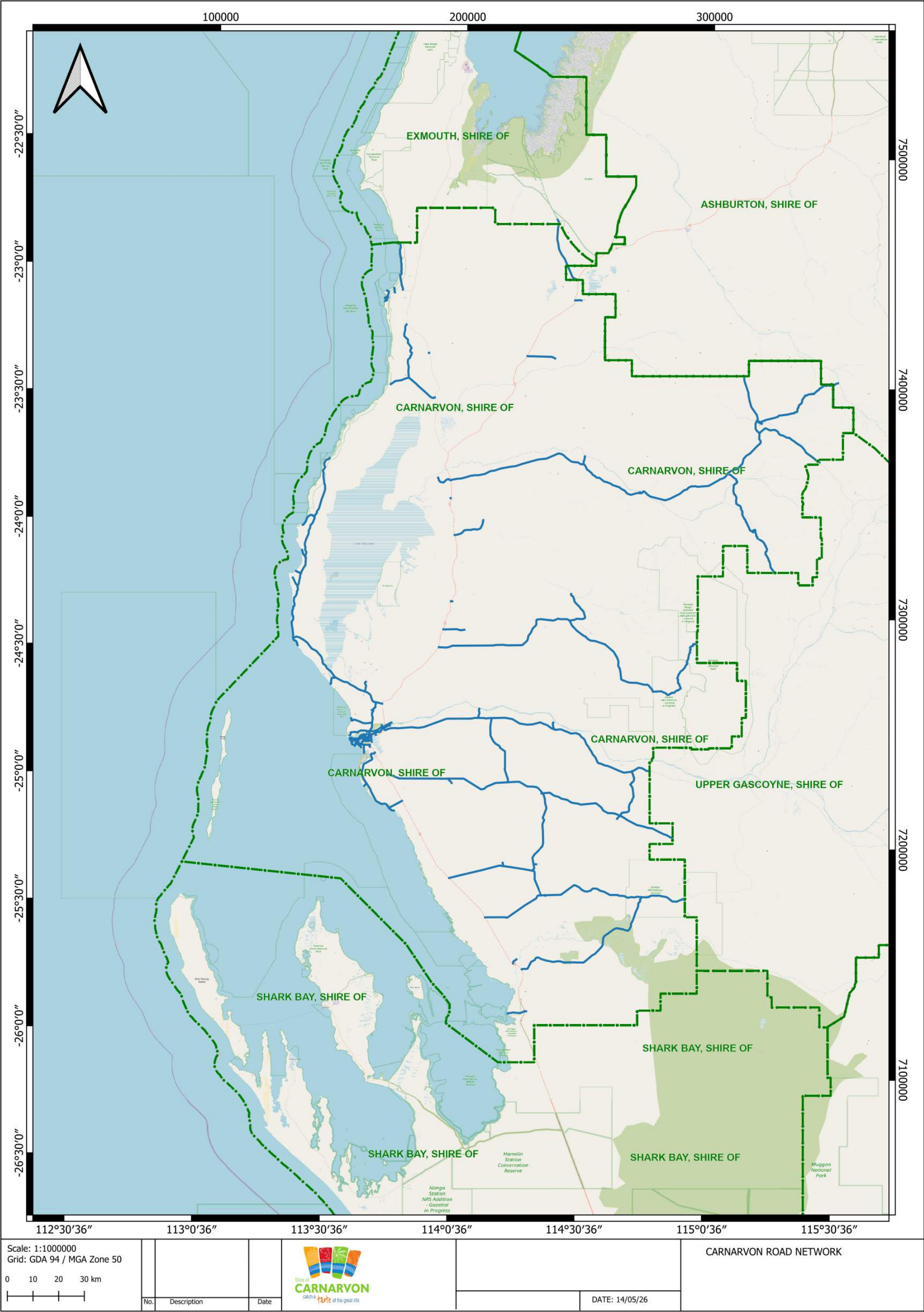
Recognising the limited funding available to progress the required work, a 5-year plan comprising the items considered highest priority has been developed. Ideally, this 5-year plan will be reviewed by key stakeholders and updated accordingly on a regular basis.

The Strategic Road Plan provides the Shire with a practical and prioritised framework to guide investment in road infrastructure over the next five years. The Plan is intended to remain a live document and should be reviewed regularly to ensure it continues to reflect changing asset conditions, funding opportunities, operational priorities and community expectations.



APPENDIX A – SHIRE ROAD NETWORK MAP





APPENDIX B – SHIRE ROAD LIST



Road	Road Name	Start Name	End Name	Hierarchy
251	ACACIA WAY	CUL DE SAC	CUL DE SAC STH	ACCESS ROAD
28	ALEXANDRA STREET	ROBINSON ST RIGHT	OLIVIA TCE	ACCESS ROAD
60	ANDREOLI ROAD	SOUTH RIVER RD	LOT 134	ACCESS ROAD
41	ANGELO STREET	MARGARET ROW NO.46	CARNARVON RD (H044)	ACCESS ROAD
39	ANNAR PLACE	BINNING RD	CARPARK	ACCESS ROAD
31	BABBAGE ISLAND ROAD	ROBINSON ST	SILVER CITY RD	LOCAL DISTRIBUTOR
246	BANKSIA WAY	M047 CORAL BAY RD	SOUTH WEST CORNER LOT 2	ACCESS ROAD
254	BANKSIA WAY NORTH	CORAL BAY RD	END OF ROAD	ACCESS ROAD
219	BASSETT WAY	CARNARVON RD (H044)	DEAD END	ACCESS ROAD
7	BASTON STREET	OLIVIA TCE	DOUGLAS ST	ACCESS ROAD
264	BAY LANE	SAIFISH DRIVE	SHOPPING CENTRE ACCESS	ACCESS ROAD
184	BEACH ROAD	BLOWHOLES RD	BEACH	ACCESS ROAD
142	BECKETT STREET	MCKENNA ST	MCNISH ST	ACCESS ROAD
197	BEJALING BEACH ROAD	BLOWHOLES RD	END OF ROAD	ACCESS ROAD
62	BIBBAWARRA ROAD	H7 NORTH WEST COASTAL HWY	BLOWHOLES RD	REGIONAL DISTRIBUTOR
160	BIBRA WAY	MEIKLEJOHN CR	DAVID BRAND DR	ACCESS ROAD
38	BINNING ROAD	BABBAGE ISLAND RD	END OF BITUMEN	ACCESS ROAD
145	BIRD STREET	DEMPSTER ST	RICHARDS ST	ACCESS ROAD
66	BLOWHOLES ROAD	H7 NORTH WEST COASTAL HWY	QUOBBA GNARALOO ROAD	LOCAL DISTRIBUTOR
103	BOAT HARBOUR ROAD	WEST ST	SMALL BOAT HARBOUR	ACCESS ROAD
65	BOOLATHANA ROAD	BLOWHOLES RD	BOOLATHANA HOMESTEAD	ACCESS ROAD
190	BOOLOGOORO ROAD	H7 NORTH WEST COASTAL HWY	BOOLOGOORO HOMESTEAD	ACCESS ROAD
50	BOOR STREET	BOUNDARY RD	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
228	BORE ROAD	BIBBAWARRA RD	BIBBAWARRA BORE	ACCESS ROAD
49	BOUNDARY ROAD	MARGARET ROW	END OF ROAD	ACCESS ROAD
9	BROWN STREET	OLIVIA TCE	DOUGLAS ST	ACCESS ROAD
72	BULLARA - WINNING ROAD	H7 NORTH WEST COASTAL HWY	NORTHERN SHIRE BOUNDARY	ACCESS ROAD
90	BUSH BAY - NEW BEACH ROAD	H7 NORTH WEST COASTAL HWY	NEW BEACH	ACCESS ROAD
218	BUSH BAY ROAD	BUSH BAY - NEW BEACH ROAD NO 90	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
146	BUTCHER STREET	GEORGE ST	WILLESSEE ST	ACCESS ROAD
162	BUZOLIC COURT	BIBRA WY	CUL DE SAC	ACCESS ROAD
82	CALLAGIDDY - WINDERIE ROAD	H7 NORTH WEST COASTAL HWY	EDAGGEE RD	ACCESS ROAD
188	CALLAGIDDY ROAD	CALLAGIDDY-WINDERIE RD	CALLAGIDDY HOMESTEAD	ACCESS ROAD
223	CAMEL LANE	ROBINSON ST NO. 241	OLIVIA TCE	ACCESS ROAD
137	CAMPBELL WAY	CARNARVON RD (H044)	CARNARVON RD (H044)	ACCESS ROAD
100	CAPE CLUIER ROAD	QUOBBA GNARALOO RD	END OF ROAD	ACCESS ROAD
206	CARATTI ROAD	BIBBAWARRA RD	END OF ROAD	ACCESS ROAD
69	CARDABIA ROAD	CORAL BAY RD	CARDABIA HOMESTEAD	ACCESS ROAD
15	CAREY STREET	DOUGLAS ST	HUBBLE ST	ACCESS ROAD
242	CARNARVON - MULLEWA ROAD	H7 NORTH WEST COASTAL HWY	SHIRE BOUNDARY UPPER GASCOYNE	REGIONAL DISTRIBUTOR
105	CARNARVON ROAD	JAMES ST	H7 NORTH WEST COASTAL HWY	REGIONAL DISTRIBUTOR
126	CARROLL WAY (A)	BABBAGE ISLAND RD	HEARN PL	ACCESS ROAD
233	CARROLL WAY (B) CUL-DE-SAC	CARROLL WAY NO 126 (A)	CUL DE SAC	ACCESS ROAD
201	CARSON PLACE	DAVID BRAND DR	CUL DE SAC	ACCESS ROAD
155	CASTRINI CRESCENT	RICHARDS ST	RICHARDS ST	ACCESS ROAD
193	CAVENISH STREET	NORTH RIVER RD	DEAD END	ACCESS ROAD
3	CLEAVER STREET	WEST ST	STUART ST	ACCESS ROAD
194	CLEVELAND STREET	CORNISH ST	BOUNDARY RD	ACCESS ROAD
253	COASTAL ACCESS ROAD	M 047 CORAL BAY ROAD	STH BOUNDARY BULLARA STATION	ACCESS ROAD
212	COLLINS STREET	HUDSON ST	HARBOUR RD	ACCESS ROAD
96	COORALYA ROAD	H7 NORTH WEST COASTAL HWY	COORALYA HOMESTEAD	ACCESS ROAD
52	CORNISH STREET	CARNARVON RD (H044)	CARNARVON RD NO.105	ACCESS ROAD
58	CRAGGS COURT	MAHONY AVE NO.57	CUL DE SAC	ACCESS ROAD
124	CRAIG STREET	KILLICOAT ST	HUBBLE ST	ACCESS ROAD
200	CRAWFORD STREET	TRAVERS ST	END OF ROAD	ACCESS ROAD
16	CROSSLAND STREET	DOUGLAS ST	RICHARDSON ST	ACCESS ROAD
8	CROWTHER STREET	OLIVIA TCE	YOUNG ST	ACCESS ROAD
176	DAVID BRAND DRIVE	BABBAGE ISLAND RD	OLIVIA TCE	LOCAL DISTRIBUTOR
144	DEMPSTER ROAD (A)	BUTCHER STREET NO 146	RADLEY STREET	ACCESS ROAD
230	DEMPSTER ROAD (B)	CUL DE SAC	END OF ROAD	ACCESS ROAD
243	DEMPSTER ROAD (B) ACCESS	BABBAGE ISLAND RD	DEMPSTER RD(B)	ACCESS ROAD
231	DEMPSTER ROAD (C)	NELSON ST	BIRD STREET	ACCESS ROAD
185	DOORAWARRAH ROAD	CARNARVON MULLEWA RD	DOORAWARRAH HOMESTEAD	ACCESS ROAD
12	DOUGLAS STREET	CARNARVON RD NO.105	WEST ST	ACCESS ROAD
202	DRUMMOYNE ROAD	MARGARET ROW NO.46	END OF ROAD	ACCESS ROAD
208	DURMANICH ROAD	NORTH RIVER RD	GASCOYNE RIVER BANK	ACCESS ROAD
37	DWYERS LEAP ROAD	BABBAGE ISLAND RD	GASCOYNE RIVER BANK	ACCESS ROAD
88	EDAGGEE ROAD	H7 NORTH WEST COASTAL HWY	WAHROONGA PIMBEE RD	ACCESS ROAD
115	EDAGGEE STATION ROAD	EDAGGEE RD	EDAGGEE HOMESTEAD	ACCESS ROAD
5	EGAN STREET	ROBINSON ST NO. 241	TURNAROUND	ACCESS ROAD
89	ELLA VALLA - WINDERIE ROAD	CALLAGIDDY-WINDERIE RD	EASTERN SHIRE BOUNDARY	ACCESS ROAD
189	ELLA VALLA ROAD	CALLAGIDDY-WINDERIE RD	ELLA VALLA RD	ACCESS ROAD
64	EWING PLACE	BIBRA WY	CUL DE SAC	ACCESS ROAD
159	FANE CRESCENT	DAVID BRAND DR	DAVID BRAND DR	ACCESS ROAD
25	FENNER STREET	WHITLOCK ST	MCLEOD ST	ACCESS ROAD
205	FERNANDEZ ROW	NORTH RIVER RD	END OF ROAD	ACCESS ROAD
203	FESTIVAL ROAD	CARNARVON RD (H044)	GASCOYNE RD	ACCESS ROAD
44	FINNERTY STREET	GASCOYNE RD	MARGARET ROW	ACCESS ROAD
165	FLEMING STREET	MARMION ST	END OF CONSTRUCTION	ACCESS ROAD
6	FORREST STREET	OLIVIA TCE	CUL DE SAC	ACCESS ROAD
158	FOSS CRESCENT	GRANBERRY DR	GRANBERRY DR	ACCESS ROAD
232	FOSS CRESCENT (B)	FOSS CRES	CUL-DE-SAC	ACCESS ROAD
2	FRANCIS STREET	ROBINSON ST NO. 241	CLEAVER ST	ACCESS ROAD
196	FREEMAN STREET	GIBSON ST	GLARIS ST	ACCESS ROAD
240	FRENCH STREET	ROBINSON ST NO. 247	BANKSIA WY	ACCESS ROAD
168	GASCOYNE ROAD	LEWER ST NO.43	MARMION ST	ACCESS ROAD

Road	Road Name	Start Name	End Name	Hierarchy
11	GEORGE STREET	OLIVIA TCE	BUTCHER ST	ACCESS ROAD
177	GEYER PLACE	MASLEN ST	CUL DE SAC	ACCESS ROAD
195	GIBSON STREET	BOOR ST	END OF ROAD	ACCESS ROAD
180	GILES ROAD	H7 NORTH WEST COASTAL HWY	SOUTH RIVER ROAD	ACCESS ROAD
81	GILROYD ROAD	WAHROONGA-PIMBEE RD	SOUTH EAST SHIRE BOUNDARY	ACCESS ROAD
95	GLADSTONE ROAD	H7 NORTH WEST COASTAL HWY	GLADSTONE JETTY	ACCESS ROAD
199	GLARIS STREET	GIBSON ST	FREEMAN ST	ACCESS ROAD
132	GLASS STREET	SKIPWORTH ST	MORGAN WY	ACCESS ROAD
33	GOOCH STREET	RICHARDS ST	BUTCHER ST	ACCESS ROAD
153	GRANBERRY DRIVE	DAVID BRAND DR	DAVID BRAND DR	ACCESS ROAD
17	HAMMOND STREET	DOUGLAS ST	RICHARDSON ST	ACCESS ROAD
209	HARBOUR ROAD	H7 NORTH WEST COASTAL HWY	CORNISH RD	ACCESS ROAD
127	HEARN PLACE	CARROLL WY	CUL DE SAC	ACCESS ROAD
214	HENFRY STREET	CORNISH ST	BOUNDARY RD	ACCESS ROAD
94	HILL SPRINGS ROAD	MARDATHUNA RD	HILL SPRINGS HOMESTEAD	ACCESS ROAD
29	HILL STREET	ROBINSON ST	RUSHTON ST	ACCESS ROAD
51	HOLDEN STREET	BOUNDARY RD	NW BDY LOT 412	ACCESS ROAD
166	HOPE STREET	MARMION ST	DEAD END	ACCESS ROAD
141	HORTON PLACE	HUBBLE ST	END OF ROAD	ACCESS ROAD
98	HOU LAHAN PLACE	CASTRINI CR	CUL DE SAC	ACCESS ROAD
18	HUBBLE STREET	RICHARDSON ST	MCKENNA ST	ACCESS ROAD
211	HUDSON STREET	WOODMAN ST	COLLINS ST	ACCESS ROAD
139	ILES ROAD	CARNARVON RD (H044)	GASCOYNE RD	ACCESS ROAD
106	ILLINGWORTH STREET	CAREY ST	KILLICOAT ST	ACCESS ROAD
257	JAGA COVE	DAVID BRAND DR	CUL DE SAC	ACCESS ROAD
30	JAMES STREET	ROBINSON ST	AIRPORT CARPARK	REGIONAL DISTRIBUTOR
262	JINA LANE	DAVID BRAND DR	DAVID BRAND DR	ACCESS ROAD
27	JOHNSTON STREET	STUART ST	OLIVIA TCE	ACCESS ROAD
221	KADARAM ROAD	MARGARET ROW	GASCOYNE RIVER BANK	ACCESS ROAD
163	KEMPTON WAY	GASCOYNE RD	SAW ST NO.45	ACCESS ROAD
213	KENNEDY RANGE ROAD	MARDATHUNA-BINTHALYA RD	SHIRE BOUNDARY UPPER GASCOYNE	ACCESS ROAD
123	KILLICOAT STREET	YOUNG ST	CAREY ST NO.15	ACCESS ROAD
225	KOREAN STAR ROAD	QUOBBA GNARALOO RD	END OF ROAD	ACCESS ROAD
172	LAWSON STREET	H7 NORTH WEST COASTAL HWY	BRICKHOUSE HOMESTEAD	ACCESS ROAD
43	LEWER ROAD	ROBINSON ST	WILLIAM ST	ACCESS ROAD
161	LEWINGTON LANE	DAVID BRAND DR	CUL DE SAC	ACCESS ROAD
134	LUKIS PLACE	MORGAN WY	LUKIS PLACE NO. 134 SLK 0.14	ACCESS ROAD
78	LYNDON - MANGAROO ROAD	MINILYA-LYNDON RD	EASTERN SHIRE BOUNDARY	LOCAL DISTRIBUTOR
75	LYNDON - MAROONAH ROAD	MINILYA-LYNDON RD	EASTERN SHIRE BOUNDARY	ACCESS ROAD
77	LYNDON - TOWERA ROAD	MINILYA-LYNDON RD	SHIRE BOUNDARY ASHBURTON	LOCAL DISTRIBUTOR
73	LYNDON HSTD ROAD	MINILYA-LYNDON RD	LYNDON HOMESTEAD	ACCESS ROAD
57	MAHONY AVENUE	H7 NORTH WEST COASTAL HWY	END OF BITUMEN (NEAR TANK)	ACCESS ROAD
179	MANBERRY ROAD	H7 NORTH WEST COASTAL HWY	MANBERRY HOMESTEAD	ACCESS ROAD
183	MARDATHUNA - BINTHALYA ROAD	MARDATHUNA RD	BINTHALYA HOMESTEAD	ACCESS ROAD
93	MARDATHUNA ROAD	H7 NORTH WEST COASTAL HWY	MARDATHUNA HOMESTEAD	ACCESS ROAD
46	MARGARET ROW	SHIRE PUMP	END OF ROAD	ACCESS ROAD
42	MARMION STREET	ROBINSON ST	MARGARET ROW	ACCESS ROAD
150	MARR PLACE	WILLESSEE ST	NORTON WAY	ACCESS ROAD
224	MARRON HOMESTEAD ROAD	CALLAGIDDY-WINDERIE RD	MARRON HOMESTEAD	ACCESS ROAD
152	MASLEN STREET	RICHARDS ST	GEYER PL	ACCESS ROAD
104	MASSEY BAY DRIVE	CARNARVON RD NO.105	END OF GROVNE	ACCESS ROAD
107	MASSEY BAY ROAD	CARNARVON RD NO.105	GOLF CLUB	ACCESS ROAD
70	MAUDS LANDING ROAD	CORAL BAY RD	MAUDS LANDING BEACH	ACCESS ROAD
113	MAYWOOD ROAD	BIBBAWARRA RD	PLANTATION	ACCESS ROAD
55	MCGLADES ROAD	H7 NORTH WEST COASTAL HWY	TURNAROUND	ACCESS ROAD
143	MCKENNA STREET	HUBBLE ST	BECKETT ST	ACCESS ROAD
19	MCLEOD STREET	RICHARDSON ST	PINCOMBE ST	ACCESS ROAD
22	MENISH STREET	HUBBLE ST	CARNARVON ROAD NO. 105	ACCESS ROAD
87	MEEDO - PIMBEE ROAD	H7 NORTH WEST COASTAL HWY	WAHROONGA PIMBEE RD	ACCESS ROAD
84	MEERAGOLIA ROAD	CARNARVON MULLEWA RD	CALLAGIDDY WINDERIE RD	ACCESS ROAD
154	MEIKLEJOHN CRESCENT	RICHARDS ST	GRANBERRY DR	ACCESS ROAD
74	MIA MIA ROAD	H7 NORTH WEST COASTAL HWY	MIA MIA HOMESTEAD	ACCESS ROAD
63	MIABOOLYA ROAD	BIBBAWARRA RD	MIABOOLYA BEACH	ACCESS ROAD
249	MIDDALYA ROAD	MINILYA-LYNDON RD	MIDDALYA HOMESTEAD	ACCESS ROAD
140	MILLS AVENUE	HUBBLE ST	CROWTHER ST	ACCESS ROAD
256	MINDIRRA CRESCENT	YARDI QUAYS	YARDI QUAYS	ACCESS ROAD
174	MINILYA - LYNDON ROAD	H7 NORTH WEST COASTAL HWY	LYNDON TOWERA RD	LOCAL DISTRIBUTOR
97	MINILYA ROAD	H7 NORTH WEST COASTAL HWY	MINILYA HOMESTEAD	ACCESS ROAD
265	MONCK HEAD DRIVE	BANKSIA WAY	CARPARK ENTRANCE	ACCESS ROAD
130	MORGAN WAY	WHEELLOCK WY	CUL DE SAC	ACCESS ROAD
135	MORRELL COURT EAST	WHEELLOCK WY	MORRELL CT EAST	ACCESS ROAD
136	MORRELL COURT WEST	WHEELLOCK WY	CUL DE SAC	ACCESS ROAD
79	MT SANDIMAN - WILLIAMSBURY ROAD	MINILYA-LYNDON RD	SHIRE BOUNDARY UPPER GASCOYNE	ACCESS ROAD
34	NELSON STREET	RICHARDS ST	BABBAGE ISLAND RD	ACCESS ROAD
114	NEWMAN PLACE	RICHARDS ST	CUL DE SAC	ACCESS ROAD
53	NORTH RIVER ROAD	H7 NORTH WEST COASTAL HWY	ONE TREE POINT RD	REGIONAL DISTRIBUTOR
148	NORTON WAY	BUTCHER ST NO.146	ROSS ST	ACCESS ROAD
244	NORTON WAY ACCESS ROAD	ROBINSON ST	NORTON WAY	ACCESS ROAD
261	OLIVIA TCE CARPARK (2)	OLIVIA TCE	OLIVIA TCE	ACCESS ROAD
260	OLIVIA TCE CARPARK(1)	OLIVIA TCE	OLIVIA TCE	ACCESS ROAD
1	OLIVIA TERRACE	BAXTER PARK	ROBINSON ST/H044	ACCESS ROAD
54	ONE TREE POINT ROAD	NORTH RIVER RD	GASCOYNE RIVER	ACCESS ROAD
21	ORR STREET	MENISH ST	MCKENNA ST	ACCESS ROAD
110	OYSTER CREEK ROAD	CARNARVON RD NO.105	OYSTER CREEK CUL DE SAC	ACCESS ROAD
258	PAARNA VIEW	DAVID BRAND DR	TURNAROUND	ACCESS ROAD
171	PARKER STREET	LAWSON ST	LAWSON ST	ACCESS ROAD

Road	Road Name	Start Name	End Name	Hierarchy
111	PATEMAN ROAD	SILVER CITY RD	SKI CLUB	ACCESS ROAD
36	PELICAN POINT ROAD	BABBAGE ISLAND RD	PELICAN POINT	LOCAL DISTRIBUTOR
186	PIMBEE ROAD	WAHROONGA-PIMBEE RD	PIMBEE HOMESTEAD	LOCAL DISTRIBUTOR
23	PINCOMBE STREET	HUBBLE ST	WHITLOCK ST	ACCESS ROAD
128	PRATT COURT	CARROLL WY	CUL DE SAC	ACCESS ROAD
24	QUINCE STREET	WHITLOCK ST	CARNARVON RD NO.105	ACCESS ROAD
121	QUOBBA - GNARALOO ROAD	BLOWHOLES RD	GNARALOO BAY	LOCAL DISTRIBUTOR
35	RADLEY STREET	RICHARDS ST	BABBAGE ISLAND RD	ACCESS ROAD
227	RED BLUFF ROAD	QUOBBA GNARALOO RD	RED BLUFF	ACCESS ROAD
59	RESEARCH ROAD	SOUTH RIVER RD	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
215	REYNOLDS STREET	ANGELO ST	CUL DE SAC	ACCESS ROAD
32	RICHARDS STREET	RADLEY ST	CUL DE SAC	ACCESS ROAD
13	RICHARDSON STREET	WEST ST	MCLEOD ST	ACCESS ROAD
133	RIDLEY PLACE	SKIPWORTH ST	RIDLEY PLACE NO 133 SLK 0.13	ACCESS ROAD
109	RIFLE RANGE ROAD	SYDNEY II MEMORIAL DRIVE	RIFLE RANGE	ACCESS ROAD
247	ROBINSON STREET	M047 CORAL BAY RD	END OF ROAD	ACCESS ROAD
102411	ROBINSON STREET LEFT	ROBINSON ST/OLIVIA TCE (NTH)	OLIVIA TCE	LOCAL DISTRIBUTOR
102412	ROBINSON STREET RIGHT	ROBINSON ST/OLIVIA TCE (NTH)	OLIVIA TCE	LOCAL DISTRIBUTOR
85	ROCKY POOL ROAD	CARNARVON MULLEWA RD	ROCKY POOL	ACCESS ROAD
149	ROSS STREET	NORTON WY	WILLESSEE ST	ACCESS ROAD
26	RUSHTON STREET (A)	FRANCIS ST	EGAN STREET	ACCESS ROAD
235	RUSHTON STREET (B)	HILL ST	JAMES ST	ACCESS ROAD
236	RUSHTON STREET (C)	CUL DE SAC	WOORAMEL ST	ACCESS ROAD
263	SAILFISH DRIVE	BANKSIA WAY NORTH	LOT 9500 ACCESS	ACCESS ROAD
138	SALMOND COURT	MASLEN ST	CUL DE SAC	ACCESS ROAD
245	SANCTUARY ROAD	M047 CORAL BAY RD	POWER STATION	ACCESS ROAD
207	SANDERSON ROAD	NORTH RIVER RD	GASCOYNE RIVER BANK	ACCESS ROAD
61	SANDHURST ROAD	WILLIAM ST	MARGARET ROW	ACCESS ROAD
45	SAW STREET	GASCOYNE RD	MARGARET ROW	ACCESS ROAD
47	SHALLCROSS STREET	MARMION ST	BOUNDARY RD	ACCESS ROAD
169	SILVER CITY ROAD	BABBAGE ISLAND RD	CUL DE SAC	ACCESS ROAD
99	SKINNER COURT	CASTRINI CR	CUL DE SAC	ACCESS ROAD
131	SKIPWORTH STREET	CARNARVON RD (H044)	MORGAN WY	ACCESS ROAD
167	SMART STREET	ANGELO ST	CUL DE SAC	ACCESS ROAD
164	SMITH STREET	MARMION ST	FLEMING ST	ACCESS ROAD
157	SNOOK COURT	GRANBERRY DR	CUL DE SAC	ACCESS ROAD
56	SOUTH RIVER ROAD	H7 NORTH WEST COASTAL HWY	BIBBAWARRA RD	LOCAL DISTRIBUTOR
204	SPEEDWAY ROAD (A)	H7 NORTH WEST COASTAL HWY	H7 NORTH WEST COASTAL HWY	ACCESS ROAD
239	SPEEDWAY ROAD (B)	SPEEDWAY ROAD (A)	BROWNS RANGE OLD SULLAGE DEPOT	ACCESS ROAD
122	STROUD STREET	CAREY ST	KILLICOAT ST	ACCESS ROAD
4	STUART STREET	FRANCIS ST	CLEAVER ST	ACCESS ROAD
101562	TONKIN CRESCENT LEFT	TONKIN RESERVE NORTH	TONKIN RESERVE SOUTH	ACCESS ROAD
101561	TONKIN CRESCENT NORTH	DAVID BRAND DR	TONKIN RESERVE NORTH	ACCESS ROAD
101563	TONKIN CRESCENT RIGHT	TONKIN RESERVE NORTH	TONKIN RESERVE SOUTH	ACCESS ROAD
101564	TONKIN CRESCENT SOUTH	TONKIN RESERVE SOUTH	DAVID BRAND DR	ACCESS ROAD
198	TRAVERS STREET (FORMERLY CRAWFORD)	GIBSON ST	LOCATION 41	ACCESS ROAD
151	TUCKEY COURT	DEMPSTER ST	CUL DE SAC	ACCESS ROAD
91	UENDOO ROAD	BUSH BAY RD	UENDOO CREEK	ACCESS ROAD
250	WAHLARDO WAY	BOOR ST	ACACIA WY	ACCESS ROAD
86	WAHROONGA - PIMBEE ROAD	H7 NORTH WEST COASTAL HWY	SOUTH EAST SHIRE BOUNDARY	LOCAL DISTRIBUTOR
248	WAHROONGA ROAD	WAHROONGA-PIMBEE RD	WAHROONGA HOMESTEAD	ACCESS ROAD
76	WANDAGEE ROAD	MINILYA-LYNDON RD	WANDAGEE HOMESTEAD	ACCESS ROAD
67	WARROORA EAST ROAD	M27 MINILYA-EXMOUTH RD	WARROORA HOMESTEAD	ACCESS ROAD
191	WARROORA NORTH ROAD	WARROORA EAST RD	M27 MINILYA-EXMOUTH RD	ACCESS ROAD
10	WEST STREET	YOUNG ST	CLEAVER ST	ACCESS ROAD
129	WHELOCK WAY	SKIPWORTH ST	MORRELL CT EAST	ACCESS ROAD
237	WHELOCK WAY CUL-DE-SAC NO 1	WHELOCK WY	CUL DE SAC	ACCESS ROAD
238	WHELOCK WAY CUL-DE-SAC NO 2	WHELOCK WY	CUL DE SAC	ACCESS ROAD
217	WHISTLING ROCK ROAD	QUOBBA GNARALOO RD	QUOBBA GNARALOO RD	ACCESS ROAD
222	WHITLOCK CREEK ROAD	BABBAGE ISLAND RD	END OF ROAD	ACCESS ROAD
20	WHITLOCK STREET	CLEAVER ST	MCNISH ST	ACCESS ROAD
147	WILLESSEE STREET	NORTON WY	ROSS ST	ACCESS ROAD
40	WILLIAM STREET	LEWER RD	BOUNDARY RD	ACCESS ROAD
178	WINNING POOL ROAD	H7 NORTH WEST COASTAL HWY	WINNING HOMESTEAD	ACCESS ROAD
48	WISE STREET	MARMION ST	CARNARVON RD (H044)	ACCESS ROAD
210	WOODMAN STREET	HARBOUR ST	HUDSON ST	ACCESS ROAD
92	WOORAMEL ROAD	H7 NORTH WEST COASTAL HWY	WOORAMEL HOMESTEAD	ACCESS ROAD
125	WOORAMEL STREET	CARNARVON RD (H044)	RUSHTON ST	ACCESS ROAD
259	YABURRU LOOP	PARNA VIEW	END OF ROAD	ACCESS ROAD
83	YALBALGO NORTH ROAD	ELLAVALLA-WINDERIE RD	CARNARVON-MULLEWA RD	ACCESS ROAD
192	YALBALGO ROAD	ELLAVALLA-WINDERIE RD	YALBALGO HOMESTEAD	ACCESS ROAD
102551	YARDI QUAYS LEFT	DAVID BRAND DR	YARDI QUAYS WEST	ACCESS ROAD
102552	YARDI QUAYS RIGHT	DAVID BRAND DR	YARDI QUAYS WEST	ACCESS ROAD
102553	YARDI QUAYS WEST	YARDI QUAYS WEST	DAVID BRAND DR	ACCESS ROAD
187	YARINGA ROAD	H7 NORTH WEST COASTAL HWY	YARINGA HOMESTEAD	ACCESS ROAD
14	YOUNG STREET	WEST ST	HUBBLE ST	ACCESS ROAD

APPENDIX C – STRATEGIC ROAD PLAN



Shire of Carnarvon

5 Year Strategic Road Program Summary

Road	Estimated Total Spend over next 5 Years	2026/27					2027/28					2028/29					2029/30					2030/31				
		\$5,535,512					\$4,887,940					\$5,604,757					\$4,855,512					\$4,885,512				
		RRG	R2R	Blackspot	Direct Grant	Own Source	RRG	R2R	Blackspot	Direct Grant	Own Source	RRG	R2R	Blackspot	Direct Grant	Own Source	RRG	R2R	Blackspot	Direct Grant	Own Source	RRG	R2R	Blackspot	Direct Grant	Own Source
Total	\$ 25,769,233	\$ 1,257,008	\$ 2,256,837	\$ 266,667	\$ 507,485	\$ 1,247,515	\$ 1,250,000	\$ 1,791,273	\$ 46,667	\$ 510,000	\$ 1,290,000	\$ 1,257,008	\$ 1,614,416	\$ 953,333	\$ 510,000	\$ 1,270,000	\$ 1,257,008	\$ 1,778,504	\$ -	\$ 510,000	\$ 1,310,000	\$ 1,257,008	\$ 1,628,504	\$ -	\$ 510,000	\$ 1,490,000
Babbage Island Rd	\$ 200,000																									\$ 200,000
Bibbawarra Rd	\$ 375,000						\$ 250,000	\$ 125,000																		
Blowholes Toilet Carpark	\$ 795,000					\$ 20,000				\$ 25,000								\$ 750,000								
Blowholes Rd	\$ 30,000																				\$ 30,000					
Carnarvon Mullewa Rd	\$ 195,000		\$ 195,000																							
Carnarvon RV Parking Area	\$ 1,060,000					\$ 30,000				\$ 30,000													\$ 1,000,000			
Cornish St	\$ 400,000																	\$ 400,000								
Edagee Rd	\$ 75,000		\$ 75,000																							
Francis St / Cleaver St / Whitlock St	\$ 1,000,000							\$ 13,333	\$ 26,667				\$ 320,000	\$ 640,000												
French St	\$ 400,000		\$ 133,333	\$ 266,667																						
Minilya Lyndon Rd	\$ 2,419,524	\$ 537,672	\$ 268,836									\$ 537,672	\$ 268,836									\$ 537,672	\$ 268,836			
North River Rd	\$ 20,000																				\$ 20,000					
Olivia Tce	\$ 2,777,185		\$ 1,000,000					\$ 777,940	\$ 20,000				\$ 665,912	\$ 313,333												
Pelican Point Rd	\$ -																									
Quobba Gnaraloo Rd	\$ 5,291,016	\$ 719,336	\$ 434,668				\$ 600,000	\$ 300,000				\$ 719,336	\$ 359,668				\$ 719,336	\$ 359,668				\$ 719,336	\$ 359,668			
Robinson St (Carnarvon)	\$ 40,000															\$ 40,000										
Robinson St (Coral Bay)	\$ 60,000					\$ 25,000				\$ 35,000																
Wahroonga Pimbee Rd	\$ 1,781,508						\$ 400,000	\$ 575,000									\$ 537,672	\$ 268,836								
Warroora East Rd	\$ 150,000		\$ 150,000																							
Footpaths	\$ 3,600,000					\$ 660,000				\$ 690,000					\$ 720,000					\$ 750,000					\$ 780,000	
Maintenance Grading	\$ 4,250,000				\$ 507,485	\$ 342,515				\$ 510,000	\$ 340,000				\$ 510,000	\$ 340,000			\$ 510,000	\$ 340,000				\$ 510,000	\$ 340,000	
DRFA Own Contribution*	\$ 850,000					\$ 170,000				\$ 170,000					\$ 170,000					\$ 170,000						\$ 170,000
Borrow Pits	\$ -																									
Water Sources	\$ -																									

	2026/27	2027/28	2028/29	2029/30	2030/31
RRG	\$ 1,257,008	\$ 1,250,000	\$ 1,257,008	\$ 1,257,008	\$ 1,257,008
R2R	\$ 2,256,837	\$ 1,791,273	\$ 1,614,416	\$ 1,778,504	\$ 1,628,504
Blackspot	\$ 266,667	\$ 46,667	\$ 953,333	\$ -	\$ -
Direct Grant	\$ 507,485	\$ 510,000	\$ 510,000	\$ 510,000	\$ 510,000
Own Source	\$ 1,247,515	\$ 1,290,000	\$ 1,270,000	\$ 1,310,000	\$ 1,490,000

Shire of Carnarvon

5 Year Strategic Road Program

		2026/27						
		TOTAL ESTIMATED COST		\$5,535,512				
		FUNDING SOURCES	Grant	Grant	Grant	Grant	Own Source	Own Source
			RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding
		ESTIMATED / REQUIRED BUDGET	\$1,257,008	\$2,256,837	\$266,667	\$507,485	\$660,000	\$587,515
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,257,008	\$2,256,837	\$266,667	\$507,485	\$660,000	\$587,515
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Minilya Lyndon Rd	Slk 143 - 150 - Reform and resheet - Stabilise various unsealed floodways	\$806,508	\$537,672	\$268,836				
Quobba Gnaraloo Rd	Slk 0.01 - 9.25 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
	Replace 1 No. grid (9 mile)	\$75,000		\$75,000				
Carnarvon Mullewa Rd	Reconstruct 5 No. culverts	\$120,000		\$120,000				
	Replace grid @ Doorawarra (Slk 69.9)	\$75,000		\$75,000				
Warroora East Rd	Replace 2 No. grids	\$150,000		\$150,000				
Edaggee Rd	Replace 1 No. grid (Slk 10.7)	\$75,000		\$75,000				
Olivia Tce	Slk 0 - 0.65 - Asphalt resurfacing - Footpath renewal	\$1,000,000		\$1,000,000				
French St	Slk 0 - 0.28 - Road safety improvements for pedestrians /cyclists	\$400,000		\$133,333	\$266,667			
Footpath Renewal	Renew 1.5km per year (approx \$220/m2; \$440/m for 2m wide pathway)	\$660,000					\$660,000	
Maintenance Grading	Rural road maintenance	\$850,000				\$507,485		\$342,515
DRFA Own Contribution*	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
Carnarvon Townsite RV / Caravan Parking	Initial assessment and concept development	\$30,000						\$30,000
Blowholes Toilet Block Parking	Initial assessment and concept development	\$20,000						\$20,000
Robinson St (Coral Bay) Parking and Safety Improvements	Initial assessment and concept development	\$25,000						\$25,000
SHOVEL READY PROJECTS - WAITING FOR FUNDING								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahoonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

Notes:

1. R2R budget for 2026/27 incorporates \$723,124 of underspend from FY25 & FY26

Shire of Carnarvon

5 Year Strategic Road Program

		2027/28						
		TOTAL ESTIMATED COST	\$4,887,940					
FUNDING SOURCES		Grant	Grant	Grant	Grant	Own Source	Own Source	
		RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding	
ESTIMATED / REQUIRED BUDGET		\$1,257,008	\$1,791,273	\$46,667	\$510,000	\$690,000	\$600,000	
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,250,000	\$1,791,273	\$46,667	\$510,000	\$690,000	\$600,000
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Bibbawarra Rd	Slk 2.4 - 2.6 - Upgrade from unsealed to sealed	\$375,000	\$250,000	\$125,000				
Quobba Gnaraloo Rd	Slk 9.25 - 16 - Reform and resheet	\$900,000	\$600,000	\$300,000				
Wahroonga Pimbee Rd	Slk 40 - 47 - Reform and resheet	\$600,000	\$400,000	\$200,000				
	Replace 5 No. narrow grids with 8m wide grids	\$375,000		\$375,000				
Olivia Tce	Slk 0.66 - 1.10 - Asphalt resurfacing - Footpath renewal	\$767,940		\$767,940				
Footpath Renewal	Renew 1.5km per year (approx \$230/m2; \$460/m for 2m wide pathway)	\$690,000				\$690,000		
Maintenance Grading	Rural road maintenance	\$850,000			\$510,000		\$340,000	
DRFA Own Contribution*	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
Carnarvon Townsite RV / Caravan Parking	Preliminary and detailed design	\$30,000						\$30,000
Blowholes Toilet Block Parking	Preliminary and detailed design	\$25,000						\$25,000
Robinson St (Coral Bay) Parking and Safety Improvements	Preliminary and detailed design	\$35,000						\$35,000
Olivia Tce	YEAR 1 OF 2 Slk 1.06 - 1.37 - Road safety upgrades	\$30,000		\$10,000	\$20,000			
Francis St / Cleaver / Whitlock	YEAR 1 OF 2 Road safety upgrades at intersection (possible roundabout)	\$40,000		\$13,333	\$26,667			
SHOVEL READY PROJECTS - WAITING FOR FUNDING								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
Babbage Island Rd	Slk 0 - 3.11 - Pavement upgrades and repairs - Reseal	\$400,000						
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

Notes:

1. R2R budget for 2027/28 incorporates \$176,857 of underspend from FY25 & FY26 & FY27

Shire of Carnarvon

5 Year Strategic Road Program

		2028-29						
		TOTAL ESTIMATED COST		\$5,604,757				
		FUNDING SOURCES	Grant	Grant	Grant	Grant	Own Source	Own Source
			RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding
		ESTIMATED / REQUIRED BUDGET	\$1,257,008	\$1,614,416	\$953,333	\$510,000	\$720,000	\$550,000
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,257,008	\$1,614,416	\$953,333	\$510,000	\$720,000	\$550,000
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Quobba Gnaraloo Rd	Slk 16 - 23 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
Minilya Lyndon Rd	Slk 137 - 143 - Reform and resheet	\$806,508	\$537,672	\$268,836				
Olivia Tce	Slk 1.10 - 1.37 - Asphalt resurfacing - Footpath renewal	\$509,245		\$509,245				
Olivia Tce	YEAR 2 OF 2 Slk 1.06 - 1.37 - Road safety upgrades	\$470,000		\$156,667	\$313,333			
Francis St / Cleaver / Whitlock	YEAR 2 OF 2 Road safety upgrades at intersection (possible roundabout)	\$960,000		\$320,000	\$640,000			
Footpath Renewal	Renew 1.5km per year (approx \$240/m2; \$480/m for 2m wide pathway)	\$720,000					\$720,000	
Maintenance Grading	Rural road maintenance	\$850,000				\$510,000		\$340,000
DRFA Own Contribution*	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolloed over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
Robinson St (Carnarvon)	Northbound lane: - Preliminary and detailed design of the reconstruction of the northbound lane (2 x segments) and one remaining segment of the southbound lane (similar to previous work on southbound lane)							\$40,000
SHOVEL READY PROJECTS								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
Babbage Island Rd	Slk 0 - 3.11 - Pavement upgrades and repairs - Reseal	\$400,000						
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000						
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000						
Blowholes Toilet Block Parking	Construct carpark	\$750,000						
Robinson St (Coral Bay) Parking and Safety Improvements	Upgrade of Robinson St for parking and safety improvements	\$1,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

Shire of Carnarvon

5 Year Strategic Road Program

		2029-30						
		TOTAL ESTIMATED COST		\$4,855,512				
		FUNDING SOURCES	Grant	Grant	Grant	Grant	Own Source	Own Source
			RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding
		ESTIMATED / REQUIRED BUDGET	\$1,257,008	\$1,778,504	\$0	\$510,000	\$750,000	\$560,000
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,257,008	\$1,778,504	\$0	\$510,000	\$750,000	\$560,000
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Quobba Gnaraloo Rd	Slk 23 - 30 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
Wahroonga Pimbee Rd	Slk 33 - 40 - Reform and resheet	\$806,508	\$537,672	\$268,836				
Cornish Rd	Various locations - Pavement repairs and upgrades at cross-over locations	\$400,000		\$400,000				
Blowholes Toilet Block Parking	Construct carpark	\$750,000		\$750,000				
Footpath Renewal	Renew 1.5km per year (approx \$250/m2; \$500/m for 2m wide pathway)	\$750,000				\$750,000		
Maintenance Grading	Rural road maintenance	\$850,000			\$510,000		\$340,000	
DRFA Own Contribution*	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
North River Rd	Slk 0 - 11.72 - Widen to provide an 8m sealed pavement							\$20,000
Blowholes Rd	Slk 0 - 48.8 - Widen to provide an 8m sealed pavement							\$30,000
SHOVEL READY PROJECTS								
Quobba Gnaraloo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
Babbage Island Rd	Slk 0 - 3.11 - Pavement upgrades and repairs - Reseal	\$400,000						
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000						
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000						
Robinson St (Coral Bay) Parking and Safety Improvements	Upgrade of Robinson St for parking and safety improvements	\$1,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraloo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

Shire of Carnarvon

5 Year Strategic Road Program

		2030/31						
		TOTAL ESTIMATED COST		\$4,885,512				
		FUNDING SOURCES	Grant	Grant	Grant	Grant	Own Source	Own Source
			RRG	R2R	Blackspot	Direct Grant (approx)	Footpath Capital Renewal	Co-Contribution to Grant Funding
ESTIMATED / REQUIRED BUDGET		\$1,257,008	\$1,614,416	\$0	\$510,000	\$780,000	\$710,000	
Road	Project Description	TOTAL ESTIMATED COSTS	\$1,257,008	\$1,628,504	\$0	\$510,000	\$780,000	\$710,000
CAPITAL / RENEWAL / MAINTENANCE WORKS								
Quobba Gnaraioo Rd	Slk 30 - 37 - Reform and resheet	\$1,079,004	\$719,336	\$359,668				
Minilya Lyndon Rd	Slk 130 - 137 - Reform and resheet	\$806,508	\$537,672	\$268,836				
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000		\$1,000,000				
Babbage Island Rd	Slk 0 - 2.0 - Pavement upgrades and repairs - Reseal	\$400,000						\$200,000
Footpath Renewal	Renew 1.5km per year (approx \$260/m2; \$520/m for 2m wide pathway)	\$780,000					\$780,000	
Maintenance Grading	Rural road maintenance	\$850,000				\$510,000		\$340,000
DRFA Own Contribution*	Annual budget reserve for possible flood damage event to cover Shire-contribution. Rolled over if not used	\$170,000						\$170,000
PLANNING & DEVELOPMENT WORKS								
SHOVEL READY PROJECTS								
Quobba Gnaraioo Rd	Slk 15 - 20 - Upgrade from unsealed to sealed (funding application submitted via SLRIP Dec 2025)	\$6,000,000						
Babbage Island Rd	Slk 2.0 - 3.11 - Pavement upgrades and repairs - Reseal	\$200,000						
Pelican Point Rd	Slk 0 - 3.02 - Pavement upgrades and repairs - Reseal	\$350,000						
Carnarvon Townsite RV / Caravan Parking	Upgrade of existing and construction of new RV / Caravan Parking	\$1,000,000						
Robinson St (Coral Bay) Parking and Safety Improvements	Upgrade of Robinson St for parking and safety improvements	\$1,000,000						
OTHER ITEMS NEEDING FUNDING								
Borrow pit investigation, approvals and development	- Secure necessary approvals for expansion of existing pits - Investigate and develop new sources in key areas (Minilya Lyndon Rd, Quobba Gnaraioo Rd, Wahroonga Pimbee Rd)	\$75,000						
Water sources investigation, approvals and development	- Develop new sources via drilling program	\$100,000						

APPENDIX D – ROAD TYPE

Service Level	Brief Description	Details
Type 1 – Unformed Road	Cleared flat-bladed. Minimum construction. The formation consists of adjacent material.	This type is the first stage of development of the road when the alignment is cleared of all vegetation, with the running surface constructed from materials in situ. This type of road allows for light traffic. With minimal drainage provision, the road is prone to closure during periods of heavy rainfall.
Type 2 – Formed Road	Formed (raised) and drained road without imported material or a constructed pavement	To avoid possible further relocation of the road and the resultant impact on the landscape environment, Type 2 earthworks are constructed using local road-making material and improved drainage control.
Type 3 – Gravel Road	Road construction from imported material of adequate thickness, shaped and drained	When maintenance costs increase to unacceptable levels or when economic or social benefits are evident, a Type 2 road can be improved by sheeting the surface with suitable gravel material to become a Type 3 road.
Type 4 – Sealed Road	6m seal width with no kerbing	Sealing is carried out to improve road-user comfort and safety when the road is experiencing higher traffic volumes or when significant numbers of heavy vehicles are required to use the Type 3 road. A Type 3 road is upgraded to Type 4 by building up the residual gravel pavement to full thickness. This is then compacted and sealed.
Type 5 – Sealed Road	7m seal width with or without kerbing	This is further development of the Type 4 road with extra seal width being provided to cater for higher traffic volumes and a high proportion of heavy vehicles.
Type 6 – Sealed Road	8 - 9m seal width	This stage represents further development of a Type 4 or Type 5 road with additional seal width being provided as traffic volumes increase to improve safety, reduce maintenance costs, provide space for a stationary vehicle to stand clear of traffic lanes, and assist cyclists.
Type 7 – Sealed Road with Overtaking Lane	8 - 9m seal width	An additional lane is provided on two-laned sealed roads when the traffic volume, proportion of heavy vehicles, and overtaking opportunities on adjoining sections of road cause traffic bunching to



		occur.
Type 8 – Dual Carriageway	8 - 9m seal width	An additional carriageway is provided to improve safety and increase the capacity on high-volume roads.



8 APPLICATIONS FOR LEAVE OF ABSENCE

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

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

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

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 5.23(2) of the Local Government Act 1995:

12.1 CEO ANNUAL PERFORMANCE APPRAISAL

This matter is considered to be confidential under Section 5.23 - (2)(b) of the Local Government Act, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with a matter relating to the recruitment or employment of the CEO or a senior employee, including the following —

- (i) the termination of employment;
- (ii) a review of performance under section 5.38;.

13 DATE OF NEXT MEETING

The next Ordinary Council Meeting is scheduled to be held on 27 October 2026 at 05.30pm in Coral Bay.

14 CLOSURE