

SHIRE OF CARNARVON

NOTES

AGENDA BRIEFING

MONDAY 14 SEPTEMBER 2026

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

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

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

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

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

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

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

The Presiding Member declared the meeting open at 1.31pm and read the Acknowledgement of Country.

1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

Member

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

Executive Administration

Mrs Amanda Dexter ..... Chief Executive Officer
Mr Stefan Louw ..... Executive Manager, Community Planning & Sustainability
Mr Colm Stanley ..... Executive Manager, Infrastructure Services

Staff in attendance

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

Apologies

Ms Amanda Leighton ..... Executive Manager, Corporate Strategy & Performance
Ms Stephanie Leca ..... Executive Manager, Lifestyle & Community

Leave of Absence ..... Nil
Press ..... Nil
Public ..... Nil

2 DECLARATION OF INTEREST

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

Name	Item	Type of interest	Nature of interest
Mrs A Dexter, Chief Executive Officer	12.1 CEO Annual Performance Appraisal	Financial	The item concerns the Chief Executive Officer's annual performance review

3 PUBLIC TIME

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

The responses to the two questions taken on notice at the Ordinary Council Meeting on 25 August 2026 (Mr D. Gooch) are included in the Ordinary Council Meeting agenda.

3.2 PUBLIC QUESTION TIME

No members of the public were present.

3.3 PUBLIC DEPUTATION TIME

No deputations had been requested.

4 CONFIRMATION AND RECEIVING OF MINUTES

4.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 25 AUGUST 2026

This item will be considered at the Ordinary Council Meeting.

4.2 MINUTES OF THE SPECIAL COUNCIL MEETING - 28 AUGUST 2026

This item will be considered at the Ordinary Council Meeting.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

This item will be considered at the Ordinary Council Meeting.

6 PRESENTATIONS, PETITIONS AND MEMORIALS

Nil.

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

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

This item will be considered at the Ordinary Council Meeting.

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

This item will be considered at the Ordinary Council Meeting.

7.1.3 COMPLIANCE AUDIT RETURN 2025

This item will be considered at the Ordinary Council Meeting.

7.1.4 ANNUAL REVIEW - REGISTER OF DELEGATIONS, AUTHORISATIONS AND APPOINTMENTS 2026/2027

- The CEO advised the changes are not major and relate largely to language and dates, because the register is extensive. A benchmark against other local governments' registers (including the Cities of Joondalup and Wanneroo) is being undertaken to check for legislative changes during the year.
- The Commissioner asked whether the appointment of fire control officers is ongoing or end-dated, given the firebreak notice has been issued. The CEO advised it is an end-dated appointment, usually made by October, and is an internal delegation to the CEO.

7.1.5 QUARTERLY ACTIONS PERFORMED UNDER DELEGATED AUTHORITY - JULY TO AUGUST 2026

This item will be considered at the Ordinary Council Meeting.

7.1.6 REMOTE AIRSTRIP UPGRADE PROGRAM ROUND 12 - CARNARVON AIRPORT PAVEMENT RESURFACING

- The Commissioner asked when the Shire is likely to hear whether the application is successful. The Lead Strategic Project Manager advised the timeline is about three months to assess applications (to January 2027, depending on how the December closure is counted), four

weeks for approval and announcement, and five weeks for negotiation and award of grant agreements, taking the process to around April or May 2027.

- The Commissioner asked whether the Shire has analysed the overall cost of operating the airport against the revenue it generates. The CEO advised the Executive Business Manager is progressing this work. Initial estimates suggest operating costs and income are reasonable before depreciation, helped by the removal of the full-time airport manager position. Depreciation on the runway and buildings is significant.
- The Commissioner suggested the analysis be completed early, given the funding and service discussions expected over the coming months. The CEO will return the analysis to the Executive Business Manager's work list on his return in early October, with an approach similar to the work done for Coral Bay and the Blowholes.
- The Commissioner noted the State has asked whether the Shire has applied for Commonwealth funding, and that this application means the Shire can say it has. The CEO noted the State and Commonwealth often align their grants for remote airstrips, and that the Shire has taken this opportunity now.
- The Commissioner asked whether the Shire should communicate formally with Regional Express about the service. The CEO advised she has since been in contact, that a representative has asked to meet, and that this is in train.
- The Commissioner raised recommendation 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"). It could imply the Shire is willing and able to meet any funding shortfall, which it is not, and the Shire has made this clear to the State. The Lead Strategic Project Manager agreed to revert to the earlier wording.

7.2 CORPORATE & FINANCIAL

7.2.1 MONTHLY FINANCIAL REPORT - JULY 2026

This item will be considered at the Ordinary Council Meeting.

7.2.2 MONTHLY FINANCIAL REPORT - AUGUST 2026

This item will be considered at the Ordinary Council Meeting.

7.2.3 ACCOUNTS PAID UNDER DELEGATION - AUGUST 2026

This item will be considered at the Ordinary Council Meeting.

7.2.4 STC NARELLE RECOVERY AND RESILIENCE FUND - 2026/27 BUDGET AMENDMENT

- The Commissioner asked whether all of the income and expenditure will be received and spent in this financial year, or across more than one financial year.
- Administration took the question on notice. Its initial understanding was that the funding runs to 2027, and it will confirm against the funding agreements.

7.3 PLANNING & DEVELOPMENT

Nil.

7.4 INFRASTRUCTURE SERVICES

7.4.1 ROAD STRATEGY PLAN (FIVE YEAR)

- The Commissioner noted that at the Corporate Information Session he raised issues with the tables at the back of the strategy, particularly the French Street figures, and that they do not appear to have changed.
- The Executive Manager, Infrastructure Services advised the figures are being changed to reflect the current project budget, and that some minor changes are also being made for the current financial year. There were difficulties making the changes in the document that morning.
- The Commissioner noted the strategy shows the ideal level of investment, for example about $660,000 a year on footpaths, while the funding available is about $200,000. He asked that the gap between what the strategy recommends and what the Shire can afford remain visible, so the strategy is left as the status quo apart from the French Street correction.
- Administration agreed that a note is to be added to the item to draw attention to this. It was also noted that the Shire should set out clearly, in documents like this, where funding falls short of what is needed.

8 APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

9 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

10 QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil.

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

Nil.

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

12.1 CEO ANNUAL PERFORMANCE APPRAISAL

- This item is confidential. The CEO's interest is recorded at Section 2. No discussion took place at the briefing.

13 DATE OF NEXT MEETING

The Ordinary Council Meeting is scheduled to be held on 27 October 2026 at 5.30pm in Coral Bay. A report is to be added to the agenda to change the date to 19 October 2026.

14 CLOSURE

The Presiding Member declared the meeting closed at 2.00pm.