

SHIRE OF CARNARVON

NOTES

AGENDA BRIEFING

TUESDAY 17 NOVEMBER 2026

Shire Council Chambers,
Stuart Street Carnarvon,
Western 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.

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

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

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

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

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

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

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

1 ATTENDANCES, APOLOGIES & APPROVED LEAVE OF ABSENCE

Member

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

Executive Administration

Mrs Amanda Dexter ..... Chief Executive Officer
Ms Amanda Leighton (electronic) ..... Executive Manager, Corporate Strategy & Performance
Ms Stephanie Leca ..... Executive Manager, Lifestyle & Community
Mr Stefan Louw ..... Executive Manager, Community Planning & Sustainability
Mr Craig Marshall ..... A/Executive Manager, Infrastructure Services

Staff in attendance

Ms Racheal King (electronic) ..... Governance, Risk & Compliance Manager
Mr Mark Davis (electronic) ..... Lead Strategic Project Manager
Mr Jamie Bone ..... Executive Business Manager
Mr Jasper Benthien ..... Executive Services Coordinator

Observers ..... Ms Katrina Crute(Monitor)
Apologies ..... Nil
Leave of Absence ..... Nil

2 DECLARATION OF INTEREST

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

Name	Item	Type of interest	Nature of interest
Ms S Leca, Executive Manager, Lifestyle & Community	7.1.2 Minutes of the Awards Committee	Impartiality	Made a nomination under consideration

3 PUBLIC TIME

3.1 QUESTIONS TAKEN ON NOTICE FROM PREVIOUS MEETING

Nil.

3.2 PUBLIC QUESTION TIME

No members of the public were present.

3.3 PUBLIC DEPUTATION TIME

Nil.

4 CONFIRMATION AND RECEIVING OF MINUTES

4.1 MINUTES OF THE ORDINARY COUNCIL MEETING - 19 OCTOBER 2026

This item will be considered at the Ordinary Council Meeting.

5 ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

This item will be considered at the Ordinary Council Meeting.

6 PRESENTATIONS, PETITIONS AND MEMORIALS

Nil.

7 DEPARTMENTAL REPORTS

7.1 GOVERNANCE

7.1.1 MINUTES OF THE AUDIT, RISK & IMPROVEMENT COMMITTEE - 20 OCTOBER 2026

- Commissioner noted that the Committee met in confidential session and that the statutory reference recorded in the minutes for closing the meeting to the public is incomplete. The Governance, Risk & Compliance Manager is to review the minutes and complete the reference.
- Commissioner noted the recommendation that the related report be presented to the incoming Council in December 2026.

7.1.2 MINUTES OF THE AWARDS COMMITTEE - 10 NOVEMBER 2026

The Executive Manager, Lifestyle & Community declared an interest in this item (see Section 2).

- Commissioner noted that the statutory reference recorded for closing the Committee meeting to the public (section 5.23(2) of the *Local Government Act 1995*) is incorrect. The correct reference is section 5.23(4)(b), information relating to the personal affairs of an individual.
- Executive Services Coordinator advised that the reasons for confidential items in the agenda software are out of date. They are set options that the Shire cannot edit, and must be updated by the software provider. The updated template, which is being tested, corrects them. The reference for this meeting will be corrected manually.

7.1.3 MINUTES OF THE COMMUNITY GROWTH FUND MEETING - 18 NOVEMBER 2026

- This item will be considered at the Ordinary Council Meeting.

7.1.4 OUTCOMES OF THE PROPOSED TRIAL OF 5.30PM COMMENCEMENT TIMES FOR ORDINARY COUNCIL MEETINGS - 2026

- Commissioner noted that the Background section refers to public question time at “one” Ordinary Council Meeting in a 12-month cycle. The meeting schedule provides for two Coral Bay meetings, so the report is to read “two”.
- Commissioner asked whether live-stream viewing numbers were recorded for each trial meeting and, if so, for them to be shown in the trial results table.
  - Executive Services Coordinator advised the streaming platform keeps statistics for a limited period, so figures are available only from August 2026, when the trial began.

7.1.5 AMENDMENT TO COUNCIL COMMITTEE DATE - AUDIT, RISK AND IMPROVEMENT COMMITTEE - DECEMBER 2026

- Commissioner asked about the purpose of the December Committee meeting. The Executive Manager, Corporate Strategy & Performance advised it was intended to receive the audited financial statements. The Governance, Risk & Compliance Manager advised the other items scheduled were the lease register, an update on the banking provider transition, the quarterly finance processes review and the Reconciliation Action Plan impact report.
- The Commissioner asked whether bringing the meeting forward to 26 November 2026 carried risk if the audited statements are not ready, and suggested the Independent Presiding Member could call the meeting once they are available. The CEO advised this was acceptable, subject to checking legal requirements and members' availability, and will confirm the preferred approach with the Independent Presiding Member.
- Administration is to review the recommendation.

7.1.6 COMMITTEE'S OF COUNCIL AND BRIEFINGS

- The CEO advised a short policy and terms of reference for Breifing forums are being prepared to be attached to the report and endorsed with it. They include a review provision, so a new Council can review them.
- The Commissioner noted that, whether it is called a protocol, terms of reference or a policy, it should provide clear guidance and guardrails.

7.1.7 POLICY REVIEW | NOVEMBER 2026

This item will be considered at the Ordinary Council Meeting.

7.2 CORPORATE & FINANCIAL

7.2.1 ACCOUNTS PAID UNDER DELEGATION - OCTOBER 2026

This item will be considered at the Ordinary Council Meeting.

7.2.2 MONTHLY FINANCIAL REPORT - OCTOBER 2026

This item will be considered at the Ordinary Council Meeting.

7.2.3 2026-27 QUARTERLY BUDGET REVIEW

- The Commissioner asked for the Background statement that formal budget amendments were not progressed because of the caretaker period to be clarified, noting the understanding that the caretaker provisions do not prevent a budget review or budget amendments.
- The Governance, Risk & Compliance Manager advised that the Shire's finance advisers, and finance staff at other local governments, had indicated amendments are not advised to be processed during the caretaker period, and will follow this up.
- The CEO advised the Shire undertakes quarterly reviews as good practice for a budget of its size, so that matters are picked up before the mid-year review.

7.3 PLANNING & DEVELOPMENT

7.3.1 LOCAL PLANNING SCHEME NO. 13 - AMENDMENT 14 - SHORT TERM RENTAL ACCOMMODATION

This item will be considered at the Ordinary Council Meeting.

7.3.2 CORAL BAY WASTE FACILITY - CONCEPT DEVELOPMENT REPORT

- The Commissioner asked whether funding is available for developing waste facilities (part 3 of the recommendation). The CEO advised that, now that costs and a preferred site are known and land tenure options are emerging, discussions can begin with the Department of Water and Environmental Regulation and others. The CEO noted the project cannot progress without funding, and that it will start a wider conversation with government about how infrastructure is funded in Coral Bay, which is not a standard town. The Commissioner noted that significant capital funding from government cannot be assumed.
- The Commissioner noted the existing site has an estimated three to five years of capacity remaining. Land tenure, an Indigenous Land Use Agreement, environmental approvals and licensing are still to be completed before a new, managed and controlled facility could operate. The Commissioner asked whether interim management of the existing site, to preserve its life, had been considered.
  - The Executive Manager, Community Planning & Sustainability advised there is some further space in the north-western corner, outside the current fence but within the licensed area, and that changes to the licence could extend the timeframe.
  - The CEO agreed that additional points on interim management of the existing site will be added to the report and the recommendation.
  - The CEO noted the Shire has no staff or housing in Coral Bay and manages the facility through a contractor, which affects how the site can be managed.
- Acting Executive Manager, Infrastructure Services asked about daily tonnage and whether a transfer and haulage option had been considered. The CEO advised the available data is rudimentary, and that the transfer and haulage option was considered and is the highest-cost option in the study.
- The Commissioner noted that Coral Bay ratepayers pay a special area rate rather than a waste fee, so the rate will need to be reviewed in the next budget to reflect the cost of this work.

7.4 INFRASTRUCTURE SERVICES

7.4.1 RFT 08/2026 - FRENCH STREET RECONSTRUCTION

- The Commissioner asked about the Financial Implications statement that costs incurred to date "will be funded from available allocations and reviewed for program eligibility". The Commissioner understood costs incurred to date are about $80,000 to $100,000, and was concerned that if the project does not proceed these costs may not be claimable against Black Spot funding and would be an unbudgeted expense.
- The Acting Executive Manager, Infrastructure Services advised that Black Spot funding is all or nothing and must be spent on the purpose it was approved for.
- The Governance, Risk & Compliance Manager advised that part of the project funding falls in the next financial year, and that the adopted 2026-27 budget for French Street (Black Spot and Roads to Recovery) is $373,000.
- The Shire's position on the need for the road has not changed and that the issue is now funding.

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

Nil.

13 DATE OF NEXT MEETING

The Ordinary Council Meeting is scheduled to be held on 24 November 2026 at 05.30pm to be held in Council Chambers.

14 CLOSURE

The Presiding Member declared the meeting closed at 1.19pm.