SHIRE OF CARNARVON

SCHEDULES

ORDINARY COUNCIL MEETING

MONDAY 19 OCTOBER 2026

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SHIRE OF CARNARVON

AUDIT, RISK & IMPROVEMENT COMMITTEE

MINUTES

TUESDAY 25 AUGUST 2026

CONFIRMATION OF MINUTES
These minutes were confirmed by the Committee on
Type date here
as a true and accurate record

Presiding Member

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

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1 ATTENDANCES AND APOLOGIES

The Presiding Member declared the meeting open at 09.00am

Members
Ms Leah Horton ..... Independent Chair *(Electronic)*
Mr Stephen Brown ..... Deputy Chair/Independent Member *(Electronic)*
Cmm Martin Aldridge .....Commissioner

Executive Administration
Mrs Amanda Dexter .....Chief Executive Officer
Mrs Amanda Leighton ..... Executive Manager, Corporate Strategy & Performance
Mrs Stephaine Leca ..... Executive Manager, Lifestyle & Community

Staff in Attendance
Miss Racheal King .....Governance, Risk & Compliance Manager *(Electronic)*
Miss Denika Sweetman ..... People, Culutre & Wellbeing Manager *(Electronic)*
Miss Billie O'Sullivan ..... Executive Services Officer, Corporate Strategy & Performance
Mr Jasper Benthien.....Executive Services Coordinator

Apologies
Nil

Leave of Absence
Nil

Press ..... Nil
Public ..... Nil

2 PUBLIC TIME

No public were in attendance, the presiding member declared public time closed at 09.01am.

3 DECLARATIONS 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.)

Ms Leah Horton – Independent Chair - Impartiality interest – Item 5.7 'Overview of Grant Funding 2025/2026'

4 CONFIRMATION OF MINUTES

4.1 Minutes of the Audit, Risk and Improvement Committee Meeting - 16 June 2026

COMMITTEE RESOLUTION ARIC 01/08/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the minutes of Audit, Risk and Improvement Committee Meeting held on 16 June 2026 be confirmed as a true record of proceedings subject to amending motions under items 5.2 and 5.3.

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

5 REPORTS

5.1 POOL SAFETY ASSESSMENT REPORT 2026 - CARNARVON AQUATIC CENTRE

File No:	ADM0203
Location/Address:	21 Babbage Island Rd, Morgantown WA 6701
Name of Applicant:	Carnarvon Aquatic Centre
Name of Owner:	Shire of Carnarvon
Author(s):	Stephanie Leca, Executive Manager, Lifestyle & Community
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	Nil
Schedules:	1. Pool Safety Assessment & Recommend Remediation Actions - April 2026 2. Pool Safety Assessment and Improvement Plan - March 2021

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 outcomes of the 2026 Pool Safety Assessment undertaken by Royal Life Saving Western Australia (RLSWA) at the Carnarvon Aquatic Centre and outlines the actions being undertaken to address the remaining recommendations.

Background

The Carnarvon Aquatic Centre is a Shire-owned community facility currently managed and operated by BTX Contracting under Contract RFT 02/2022 – Aquatic Centre Management.

The contract was awarded following a public tender process in 2022 and, in accordance with the extension provisions contained within the contract and the relevant CEO delegation, was extended for a further three-year term commencing 1 September 2025.

Under Contract RFT 02/2022 – Aquatic Centre Management, responsibilities for the operation and maintenance of the Carnarvon Aquatic Centre are shared between BTX Contracting and the Shire.

BTX Contracting is responsible for:

- day-to-day management and operation of the Carnarvon Aquatic Centre;
- operating the Centre in accordance with Royal Life Saving Society Australia guidelines and the Department of Health's Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities;
- appointment, supervision and training of staff;
- ensuring staff hold the required qualifications and competencies;
- maintaining staff records, including rosters, qualifications and training records; and
- complying with reasonable instructions and directions issued by the Shire.

The Shire is responsible for:

- maintaining the buildings and plant at the Carnarvon Aquatic Centre in reasonable order and condition;
- providing specified plant and equipment required for the operation and maintenance of the Centre; and
- managing significant asset renewal, infrastructure upgrades and capital works associated with the facility.

This division of responsibilities is relevant to the 2026 Pool Safety Assessment, as several of the outstanding operational and record-keeping actions relate to BTX Contracting's responsibilities, while recommendations requiring significant modification to buildings, plant or infrastructure will require action by the Shire.

The Pool Safety Assessment Program

The Pool Safety Assessments are undertaken by RLSWA to provide pool owners and operators with an independent assessment of aquatic safety performance against relevant legislation, standards and industry guidelines. The assessment reviews the physical condition of the facility together with its operational systems, procedures and supporting documentation.

The assessment is evidence-based and reflects what can be demonstrated at the time of inspection. Where sufficient evidence is not available, assessment criteria cannot be validated. Facilities are provided with a 60-day review period to submit additional evidence and address identified findings before the assessment is finalised.

The previous Pool Safety Assessment of the Carnarvon Aquatic Centre was undertaken in March 2021, with the Centre achieving an overall score of 96.24%. The 2021 assessment is provided at Schedule 2 for reference. The 2021 and 2026 assessment results are not directly comparable, as the scope and assessment framework have changed considerably since the previous assessment. The 2026 assessment is more comprehensive and includes a broader assessment of operational, safety and compliance requirements.

RLSWA undertook the 2026 Pool Safety Assessment on the 21 April 2026, with the Centre achieving an initial score of 64.49%.

The initial score was significantly affected by the availability of supporting documentation at the time of inspection. BTX Contracting was unable to provide sufficient records and evidence onsite for RLSWA to validate several assessment criteria. This did not necessarily indicate that the corresponding operational practices were not occurring; however, it identified a need to improve record keeping and ensure relevant procedures and supporting evidence are maintained and readily available at the facility.

During RLSWA's eight-week review period, Shire officers worked directly with BTX Contracting to review the findings, consolidate records and procedures and provide the required evidence. Where evidence alone was not sufficient to address a finding, the Shire and/or contractor undertook operational, compliance and minor works to address the identified requirements.

Additional evidence was submitted to RLSWA on the 19 June 2026, resulting in the Centre's final assessment score increasing from 64.49% to 91.69%.
The final assessment results by category were:

- Work Health and Safety – 97.22%;
- Emergency Planning – 91.56%;
- Qualifications and Training – 91.18%;
- Aquatic Programs – 90.00%;
- Supervision – 85.00%;
- First Aid – 90.13%;
- Plant and Chemical Areas – 98.82%;
- Changing Facilities – 95.83%;
- 50m Lap and Lane Pool – 95.20%;
- Toddler Leisure Pool – 98.75%;
- Inflatable Equipment – 100%;
- WA Administration – 77.55%;
- WA Plant Rooms – 85.71%; and
- WA Pools and Features – 86.67%.

Following the review period, 24 assessment items remain identified by RLSWA as requiring further action and/or evidence for close-out, comprising:

- 1 Critical-rated item;
- 19 High-rated items; and
- 4 Moderate-rated items.

RLSWA's risk criteria recommends immediate action for Critical-rated findings, action within 90 days for High-rated findings and action within 12 months for Moderate-rated findings.

The outstanding items relate to operational and procedural requirements, compliance and verification matters, and infrastructure improvements requiring further investigation. The detailed findings, risk ratings and recommended remediation actions are provided at Schedule 1.

Stakeholder and Public Consultation

The Pool Safety Assessment was undertaken in consultation with Royal Life Saving Western Australia, Shire officers and representatives of BTX Contracting as the contracted operator of the Carnarvon Aquatic Centre.

No public consultation was required as the assessment relates to the operational management, safety and compliance of an existing Shire facility.

Statutory Environment

The operation and management of the Carnarvon Aquatic Centre is subject to the following legislative and regulatory framework:

- Health (Miscellaneous Provisions) Act 1911 (WA);
- Health (Aquatic Facilities) Regulations 2007 (WA);
- Code of Practice for the Design, Construction, Operation, Management and Maintenance of Aquatic Facilities; and
- Work Health and Safety Act 2020 (WA) and associated regulations.

The Health (Aquatic Facilities) Regulations 2007 apply to aquatic facilities available for public use, with public aquatic facilities required to comply with applicable regulatory requirements and the Department of Health's Code of Practice.

The Code of Practice establishes requirements relating to the design, operation, management and maintenance of aquatic facilities, including water treatment and quality, chemical safety, management and supervision, operational requirements and facility safety.

The Pool Safety Assessments are undertaken every four years by Royal Life Saving Western Australia. The assessment reviews the legislative, regulatory and industry requirements applicable to aquatic facilities and provides a framework for local governments to collectively monitor compliance with these requirements.

Relevant Plans and Policy

Strategic Community Plan 2022 – 2032
Asset Management Plan 2024 – 2034

Financial Implications

There are no financial implications associated with receiving this report.

The Pool Safety Assessment is funded through the Local Government Insurance Scheme, with the Shire responsible for the assessor's travel and accommodation costs. For the 2026 assessment, the Shire incurred $1,463.97 in travel and accommodation expenses.

As a result of the assessment and the intensive work undertaken during the eight-week review period, the Shire incurred a further $7,102.68 in expenditure to address identified maintenance, safety and compliance requirements. This included accessibility improvements, electrical testing, safety equipment, signage and other minor works required to address assessment findings. This expenditure was accommodated within the Shire's adopted 2025/26 Aquatic Centre Maintenance and Operational Budget.

The total Shire expenditure associated with the 2026 assessment and subsequent remediation work was $8,566.65.

Several remaining recommendations relate to operational and procedural matters and will be addressed through existing resources and the contractual responsibilities of BTX Contracting.

Recommendations requiring significant capital works or modifications to existing infrastructure have not yet been fully scoped or costed. These works will be further investigated, with any future funding requirements presented to Council for consideration through the Shire's budget and asset management planning processes.

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	Potential future financial impact where identified remediation actions require capital works or facility upgrades.	2-C Moderate	No immediate financial implications arise from this report. Any capital works identified will be investigated, costed and considered through future budget and asset planning processes.
Health & Safety	Failure to address outstanding safety recommendations may increase the risk of injury to patrons, employees or contractors.	3-C High	Officers will work with BTX Contracting to implement outstanding actions, prioritising operational and procedural improvements and higher-risk items
Reputation	Failure to appropriately respond to an independent aquatic safety assessment may impact community confidence in the management of the Carnarvon Aquatic Centre.	3-C High	Maintain documented oversight of the PSA action plan and work collaboratively with BTX Contracting to demonstrate continuous improvement and appropriate management of identified risks.
Service disruption	Failure by the contracted operator to address or comply with identified safety and audit requirements may result in restrictions to operations or, where significant safety or compliance concerns remain unresolved, temporary closure of the Carnarvon Aquatic Centre.	3-C High	Officers will work with BTX Contracting to monitor and progress outstanding remediation actions, with priority given to higher-risk and operational requirements. Regular contract management and monitoring will assist in ensuring actions are addressed within appropriate timeframes and minimise the risk of disruption or closure of the facility.
Compliance	Outstanding items may result in the facility not fully meeting applicable regulatory requirements, standards or recognised aquatic industry guidelines.	2-C Moderate	Implement and monitor the outstanding remediation actions in consultation with BTX Contracting and Royal Life Saving WA, with actions prioritised according to risk and compliance requirements.
Property	Some recommendations relate to the existing design and condition of facility infrastructure and may require future modification or capital improvement.	1-C Low	Assess infrastructure-related recommendations through the Shire's asset management and capital works planning processes and undertake works subject to priority and available funding.

Environment	N/A		
Fraud	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 infrastructure, housing and amenities are high quality and accessible*

ADDITIONAL FOCUS AREAS:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The 2026 Pool Safety Assessment has provided the Shire with an independent review of the safety, compliance and operational management of the Carnarvon Aquatic Centre. While the initial assessment identified several gaps, particularly in the availability of records and supporting evidence, the subsequent review process resulted in the overall assessment score increasing from 64.49% to 91.69%.

The assessment has provided an opportunity for the Shire and BTX Contracting to strengthen procedures, record keeping and compliance documentation and to identify infrastructure matters requiring further investigation. The remaining actions are detailed in Schedule 1 and will continue to be progressed according to their risk, responsibility and required timeframe.

Since receiving the final assessment, Shire officers have used the RLSWA assessment framework to incorporate the Pool Safety Assessment actions into Safety Champion, the Shire's internal system used to monitor hazards and safety risks and undertake ongoing facility audits. This provides a structured process to allocate responsibility, monitor progress, record corrective actions and retain evidence of completion.

The Carnarvon Aquatic Centre is scheduled to reopen for the 2026/27 season on 1 September 2026. Prior to reopening, officers will undertake a comprehensive internal review against the RLSWA assessment framework, including a review of relevant procedures, registers, staff qualifications, inspection records and supporting documentation. Officers will work with BTX Contracting to ensure operational matters requiring action are addressed and the required evidence is available.

Following reopening, ongoing facility audits and compliance checks will be undertaken through Safety Champion. This will enable the Shire to regularly monitor the facility against the RLSWA framework and provide ongoing oversight of BTX Contracting's responsibilities under RFT 02/2022, rather than relying solely on the periodic external Pool Safety Assessment.

Recommendations requiring significant infrastructure or capital works will be further investigated, scoped and costed through the Shire's asset management and future budget planning processes.

Overall, the 2026 Pool Safety Assessment has established a clear framework for the Shire to monitor the safe and compliant operation of the Carnarvon Aquatic Centre. The actions undertaken since the initial assessment have resulted in a significant improvement in the final assessment outcome, while the incorporation of the remaining actions into Safety Champion provides an ongoing mechanism for officers to monitor progress, contractor performance and evidence of compliance.

A further progress update will be presented to the Audit, Risk and Improvement Committee at its October 2026 meeting to demonstrate progress against the outstanding actions following the commencement of the 2026/27 aquatic season.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. ***Receives the Pool Safety Assessment and Recommended Remediation Actions – Carnarvon Aquatic Centre, April 2026, prepared by Royal Life Saving Western Australia;***
2. ***Notes that Shire officers will continue to work with BTX Contracting to address the outstanding recommendations and monitor the implementation of the required remediation actions;***
3. ***Notes that any recommendations requiring significant capital works will be further investigated and considered through future budget and asset management planning processes; and***
4. ***Notes that an internal review of the Carnarvon Aquatic Centre will be undertaken following the commencement of the 2026/27 aquatic season, with a further progress update to be presented to the Audit, Risk and Improvement Committee at its October 2026 meeting to demonstrate progress against the outstanding actions.***

COMMITTEE RESOLUTION ARIC 02/08/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the Audit, Risk and Improvement Committee:

1. ***Receives the Pool Safety Assessment and Recommended Remediation Actions – Carnarvon Aquatic Centre, April 2026, prepared by Royal Life Saving Western Australia;***
2. ***Notes that Shire officers will continue to work with BTX Contracting to address the outstanding recommendations and monitor the implementation of the required remediation actions;***
3. ***Notes that any recommendations requiring significant capital works will be further investigated and considered through future budget and asset management planning processes; and***
4. ***Notes that an internal review of the Carnarvon Aquatic Centre will be undertaken following the commencement of the 2026/27 aquatic season, with a further progress update to be presented to the Audit, Risk and Improvement Committee at its October 2026 meeting to demonstrate progress against the outstanding actions.***

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

5.2 DISABILITY ACCESS AND INCLUSION PLAN - ANNUAL PROGRESS REPORT 2025 - 2026

File No:	ADM0012
Location/Address:	Nil
Name of Applicant:	Shire of Carnarvon
Name of Owner:	Nil
Author(s):	Stephanie Leca, Executive Manager, Lifestyle & Community
Authoriser:	Amanda Dexter, Chief Executive Officer
Declaration of Interest:	Nil
Voting Requirement:	Simple Majority
Previous Report:	OCM 24/02/2024
Schedules:	1. DAIP Progress Report - 2025-2026 - Final Report

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 progress report for the Shire of Carnarvon's Disability Access and Inclusion Plan (DAIP) 2024–2029, which has been submitted to the Department of Communities in accordance with the requirements of the Disability Services Act 1993 (WA).

Background

The Disability Services Act 1993 (WA) requires all Western Australian local governments and public authorities to develop, implement and maintain a Disability Access and Inclusion Plan (DAIP). The purpose of a DAIP is to ensure that people with a disability have equitable access to facilities, services, information and opportunities provided by the organisation.

In accordance with the Act, public authorities are also required to submit an annual progress report to the Department of Communities detailing the actions undertaken to implement their DAIP and progress made against its outcomes.

The Shire of Carnarvon Disability Access and Inclusion Plan 2024–2029 was endorsed by Council at the Ordinary Council Meeting held on Tuesday, 27 February 2024.

The DAIP is structured around seven legislated outcome areas, which aim to ensure that people with disability have the same opportunities as other members of the community to:

1. Access the services and events provided by the Shire.
2. Access the Shire's buildings and facilities.
3. Receive information from the Shire in a format that meets their needs.
4. Receive the same level and quality of service from Shire staff.
5. Make complaints to the Shire using accessible feedback and grievance mechanisms.
6. Participate in public consultation undertaken by the Shire.
7. Obtain and maintain employment with the Shire.

The annual progress report in the Schedules outlines the actions completed during the 2025/2026 reporting period against each of these outcome areas and demonstrates the Shire's ongoing commitment to creating an inclusive and accessible community. Submission of the annual progress report satisfies the Shire's statutory reporting obligations to the Department of Communities under the Disability Services Act 1993 (WA).

Stakeholder and Public Consultation

No specific public consultation was required in preparing the 2025/2026 annual progress report, as the report provides an update on implementation of the Council-endorsed Disability Access and Inclusion Plan 2024–2029.

However, implementation of the DAIP throughout the reporting period has included ongoing engagement with people with disability, community members, service providers and other stakeholders.

Community members with lived experience of disability were involved in shaping the Carnarvon All Abilities Festival and associated access and inclusion initiatives. The Shire has also continued engagement with disability and NDIS service providers through initiatives including the National Disability Insurance Agency information session and Connected Carnarvon.

Feedback received through these activities continues to inform the Shire's approach to improving accessibility and inclusion.

Statutory Environment

The Disability Services Act 1993 (WA) requires Local Governments to develop and implement a Disability Access and Inclusion Plan and report annually on progress in achieving the outcomes of the Plan.

28. Disability access and inclusion plans

(1) Each public authority must have a disability access and inclusion plan to ensure that in so far as its functions involve dealings with the general public, the performance of those functions furthers the principles in Schedule 1 and meets the objectives in Schedule 2.

(2) A disability access and inclusion plan must meet any prescribed standards.

(3) A public authority must lodge its disability access and inclusion plan with the Commission —

(a) if the authority was established before the commencement of the Disability Services Amendment Act 2004, without delay;

(b) if the authority is established after the commencement of the Disability Services Amendment Act 2004, within 12 months after the day on which it is established.

29. Report about disability access and inclusion plan

(1) A public authority that has a disability access and inclusion plan must, if required to report under Part 5 of the Financial Management Act 2006, include in such report, a report about the implementation of the plan.

(2) A local government or regional local government that has a disability access and inclusion plan must include in its annual report prepared under section 5.53 of the Local Government Act 1995 a report about the implementation of the plan.

(3) A public authority that —

(a) has prepared or amended a disability access and inclusion plan in a year ending 30 June; and

(b) is not required to report under subsection (1) or (2),
must make a report about the implementation of the plan to the Commission within 2 months after the end of that year.

(4) The regulations may prescribe information that must be included in a report under subsection (1), (2) or about the implementation of a disability access and inclusion plan.

29B.Public authorities to ensure implementation of disability access and inclusion plan

A public authority that has a disability access and inclusion plan must take all practicable measures to ensure that the plan is implemented by the public authority and its officers, employees, agents or contractors.

Relevant Plans and Policy

Disability Access and Inclusion Plan 2023 – 2029
Strategic Community Plan 2022 - 2032

Financial Implications

There are no direct financial implications associated with receiving and noting the 2025/2026 DAIP Progress Report.

Actions identified through implementation of the DAIP may have future financial implications, particularly where improvements to Shire buildings, facilities, footpaths and other infrastructure are required. These works will be considered through the Shire's annual budget, capital works planning and external grant funding opportunities as appropriate.

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	Future accessibility improvements may require additional capital or operational expenditure.	E-1 Low	Prioritise works through annual budget processes and actively pursue external funding opportunities.
Health & Safety	Inaccessible buildings, facilities or public infrastructure may create safety or access barriers for people with disability.	B-2 Moderate	Continue regular facility inspections, accessibility audits and progressive rectification of identified barriers.
Reputation	Failure to demonstrate progress towards access and inclusion may negatively impact community confidence in the Shire.	C-2 Moderate	Continue implementation of the DAIP, engagement with people with lived experience and annual reporting on progress.

Service disruption	N/A		
Compliance	Failure to implement and report against the DAIP may result in non-compliance with the Disability Services Act 1993 (WA).	C-2 Moderate	Maintain annual monitoring and reporting processes and submit the required progress report to the Department of Communities.
Property	Some existing Shire buildings and facilities have identified accessibility limitations requiring future improvement.	C-2 Moderate	Continue accessibility inspections and incorporate priority improvements into asset and capital works planning.
Environment	N/A		
Fraud	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 sustainable livelihoods create a community that can flourish into the future*
- *Our infrastructure, housing and amenities are high quality and accessible*
- *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 2025/2026 reporting period demonstrates continued progress in implementing the Shire's Disability Access and Inclusion Plan 2024–2029, with actions progressing across all seven outcome areas.
While several actions remain ongoing and will continue to be progressed over the life of the Plan, notable achievements during the past 12 months include:

- Carnarvon All Abilities Festival – delivered on 30 November 2025 and developed with input from community members with lived experience of disability. The event provided an inclusive community activity focused on raising awareness, encouraging participation and celebrating people of all abilities.
- Exquisite Bodies exhibition – delivered in partnership with ART ON THE MOVE, the Art Gallery of Western Australia and *Healthway* at the Carnarvon Library and Art Gallery. Young artists with disability were employed as Creative Facilitators, providing meaningful representation and employment within the exhibition. Across 99 exhibition days, Exquisite Bodies attracted 838 visitors, six school groups and 142 students.
- Improved accessibility planning for Shire infrastructure – an accessibility audit was completed in February 2026, identifying priority improvements across Shire facilities and infrastructure. This included recommendations for future footpath works, accessibility improvements at the Library and Art Gallery, and securing *Lotterywest* funding for an accessible entry ramp as part of the planned Camel Lane Theatre upgrades.

- Disability Awareness Training – 56 Shire employees completed Disability Awareness Training during 2025/2026. The training has also been incorporated into the Shire's recruitment and induction processes, helping to embed disability awareness across the organisation.
- Growth in inclusive employment – 6 people with disability are now employed across the Shire. This has been supported by the development of the Shire's Disability Employment Pathways Framework, which establishes a more flexible and person-centred approach to recruitment, workplace adjustments, mentoring and ongoing employment support.
- Accessible information – the Shire continues to provide its DAIP in an Easy Read format and is progressing actions to improve the accessibility of Shire information and websites.
- Ongoing engagement and consultation – people with lived experience of disability have been involved in shaping Shire initiatives, while the Shire has continued to engage with disability and NDIS service providers through activities including the National Disability Insurance Agency information session and Connected Carnarvon.

Overall, the progress made during 2025/2026 demonstrates that access and inclusion is increasingly being incorporated into the Shire's community programs, workforce practices, infrastructure planning and service delivery.

The annual reporting process also provides an opportunity to identify areas requiring continued attention, particularly accessibility improvements to existing Shire buildings and infrastructure, which will require progressive investment and consideration through future budgets and external funding opportunities.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. ***Receives the Shire of Carnarvon Disability Access and Inclusion Plan 2024–2029 Annual Progress Report for the reporting period 1 July 2025 to 30 June 2026, as presented in the Schedules; and***
2. ***Notes the progress made by the Shire in implementing actions across the seven Disability Access and Inclusion Plan outcome areas during the 2025/2026 reporting period***

COMMITTEE RESOLUTION ARIC 03/08/26

Moved: Mr Stephen Brown
Seconded: Cmm Martin Aldridge

That the Audit, Risk and Improvement Committee:

1. ***Receives the Shire of Carnarvon Disability Access and Inclusion Plan 2024–2029 Annual Progress Report for the reporting period 1 July 2025 to 30 June 2026, as presented in the Schedules; and***
2. ***Notes the progress made by the Shire in implementing actions across the seven Disability Access and Inclusion Plan outcome areas during the 2025/2026 reporting period.***

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

5.3 COMPLIANCE AUDIT RETURN 2025

File No:	ADM0011
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
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
Previous Report:	7.1.3 Compliance Audit Return 2024
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

The purpose of this report is to present to the Audit and Risk Improvement Committee (ARIC) the 2025 Compliance Audit Return (CAR) for review and to request that the ARIC recommend 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, NO or N/A.

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.

Stakeholder and Public Consultation

Nil

Statutory Environment

The annual CAR is required under the provisions of s.7.13(1)(i) of the *Local Government Act 199*5 and r.14 & 15 of the *Local Government (Audit) Regulations 1996.* Regulations 14 and 15 are set out below:

14. Compliance audits by local governments

(1) A local government is to carry out a compliance audit for the period 1 January to 31 December in each year.

(2) After carrying out a compliance audit the local government is to prepare a compliance audit return in a form approved by the Minister.

(3A) The local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

(3) After the audit committee has reported to the council under sub regulation (3A), the compliance audit return is to be —

(a) presented to the council at a meeting of the council; and

(b) adopted by the council; and

(c) recorded in the minutes of the meeting at which it is adopted.

15. Certified copy of compliance audit return and other documents to be given to Departmental CEO

(1) After the compliance audit return has been presented to the council in accordance with regulation 14(3) a certified copy of the return together with —

(a) a copy of the relevant section of the minutes referred to in regulation 14(3)(c); and

(b) any additional information explaining or qualifying the compliance audit,

is to be submitted to the Departmental CEO by 31 March next following the period to which the return relates.

(2) In this regulation —

certified *in relation to a compliance audit return means signed by —*

(a) the mayor or president; and

(b) the CEO.

Relevant Plans and Policy

Nil

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	N/A	N/A	N/A
Health & Safety	N/A	N/A	
Reputation	There is a reputational risk should the CAR not be completed on time or if significant non-compliance is reported	2-D Low	Pending the ARIC decision, 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	Non-compliance should the CAR not be completed on time	2-D Low	Pending the ARIC decision, 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	The CAR responses are fraudulent	2-D Moderate	The officers' responses are validated by the Governance & Information Coordinator

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:

- *N/A*

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

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 1**). 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.

Comments

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

1. ***Review the Shire of Carnarvon's 2025 Compliance Audit Return and reports and presents the results to Council at its Ordinary Meeting 22 September 2026 via the minutes of the Audit and Risk Improvement Committee.***
2. ***Recommends that Council, adopts the Shire of Carnarvon's 2025 Compliance Audit Return.***

COMMITTEE RESOLUTION ARIC 04/08/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

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

1. ***Review the Shire of Carnarvon's 2025 Compliance Audit Return and reports and presents the results to Council at its Ordinary Meeting 22 September 2026 via the minutes of the Audit and Risk Improvement Committee.***
2. ***Recommends that Council, adopts the Shire of Carnarvon's 2025 Compliance Audit Return.***

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

5.4 POLICY REVIEW

File No:	ADM0124
Location/Address:	N/A
Name of Applicant:	N/A
Name of Owner:	N/A
Author(s):	Racheal King, Governance, Risk & Compliance Manager
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Absolute Majority
Previous Report:	ARIC 16 June 2026
Schedules:	1. Current Policy with Tracked Changes - CEO Leave and Appointment of Acting or Temporary 2. Final Policy Version for Endorsement - CEO Leave and Appointment if Acting CEO 3. Current Policy with Tracked Changes - Designated Senior Employees 4. Final Policy Version for Endorsement - Designated Senior Employee 5. Current Policy with Tracked Changes - Investments 6. Final Policy Version for Endorsement - Investment Policy 7. Current Policy with Tracked Changes - External Grants - Procurement & Grants 8. Final Policy Version for Endorsement - External Grants - Procurement & Grants Policy 9. Current Policy with Tracked Changes - Rate Charges 10. Final Policy Version for Endorsement - Rate Charges 11. Current Policy with Tracked Changes - Loans & Borrowings 12. Final Policy Version for Endorsement - Loans & Borrowings 13. Current Policy with Tracked Changes - Financial Hardship 14. Final Policy Version for Endorsement - Financial Hardship Policy

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 seven governance policies for Council consideration and adoption:

1. CEO Leave and Appointment of Acting or Temporary;
2. Designated Senior Employees;
3. Investments Policy;
4. Financial Hardship;
5. Rate Charges;
6. Loans & Borrowings;
7. External Grants;

The policies have been reviewed as part of the Shire's ongoing Policy Review Program and form part of Council's broader governance and risk management framework.

The review has been undertaken to ensure both policies remain contemporary, aligned with legislative requirements, reflect current best practice and support the effective management of organisational risks.

The revised policies strengthen the Shire's governance framework by reinforcing Council's commitment to sound decision-making, accountability, ethical conduct, risk awareness and continuous improvement.

Adoption of the revised policies will support good governance, strengthen organisational resilience and ensure the Shire's governance framework remains aligned with contemporary local government standards**.**

Background

As part of a comprehensive review of its policy framework commenced in February 2026, Council identified the need to progressively assess its policies for legislative currency, governance effectiveness and alignment with contemporary operational practices.

Since that time, a number of legislative amendments, governance developments, regulatory updates and internal operational refinements have occurred. These changes create potential compliance, governance, operational and reputational risks if not appropriately reflected within Council's policy framework.

In response, a structured Policy Review Program is currently underway to ensure policies remain contemporary, compliant with applicable legislation, aligned with current operational practice, and consistent with best-practice local government governance standards. The review is being undertaken in a staged and risk-prioritised manner, with governance, compliance and legislatively sensitive policies being reviewed as a priority.

At the last review cycle for ARIC, Administration presented following policies:

Policy	Presented to ARIC	Presented to OCM
Code of Conduct	June 2026	July 2026
Risk Management	June 2026	July 2026

Stakeholder and Public Consultation

The following stakeholders were consulted as part of the policy review process:

Western Australian Local Government Association (WALGA)

- WALGA policy guidance, model documents and governance resources were reviewed to ensure alignment with contemporary local government governance practices and risk management principles.

Internal Management

- Feedback was incorporated to ensure the policies remain practical, relevant and consistent with organisational objectives.

No external community consultation was undertaken as the proposed amendments relate to internal governance and administrative matters and do not materially alter service delivery to the community.

Statutory Environment

The review and adoption of these policies is supported by the following legislation and governance frameworks:

- Local Government Act 1995
- Local Government (Administration) Regulations 1996
- Local Government (Financial Management) Regulations 1996
- Local Government (Functions and General) Regulations 1996
- Local Government (Audit) Regulations 1996
- applicable Australian Accounting Standards;
- the Shire's adopted Strategic Community Plan and Corporate Business Plan;
- the Shire's Long Term Financial Plan and broader Integrated Planning and Reporting Framework; and
- Council's adopted governance, financial management, procurement, risk management and internal control frameworks.

The proposed policies support Council's obligations to maintain appropriate governance and financial management practices, establish clear decision-making responsibilities, maintain effective internal controls and appropriately manage organisational, financial and compliance risk.

Relevant Plans and Policy

The policies considered as part of this review operate within, and should be read in conjunction with, the Shire's broader governance and strategic framework, including:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
- Annual Budget;
- Delegations and Authorisations Register;
- Risk Management Framework;
- Procurement Policy;
- Debt Collection Policy;
- relevant financial management procedures and internal controls; and
- other Council policies and administrative procedures applicable to the subject matter of each policy.

The review has sought to improve alignment between related policies and reduce unnecessary duplication. Where matters are more appropriately addressed through another Council policy, operational procedure or established reporting mechanism, appropriate cross-references have been incorporated.

Financial Implications

The proposed amendments primarily relate to governance, financial management, administrative controls and alignment of Council's policy framework with the Shire's current organisational structure and operational practices.

There are no material direct financial implications associated with the adoption of the revised policies. Some amendments may have indirect financial implications when applied. In particular, decisions relating to external grants, borrowings, investments, payment arrangements and financial hardship may affect the

Shire's financial position depending on the individual circumstances. These matters will continue to be assessed through the applicable budget, delegation, procurement and Council decision-making processes.

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	Outdated, unclear or ineffective policies may contribute to financial loss, inefficient resource allocation, inappropriate expenditure or ineffective financial decision-making.	2-C Moderate	Regular policy reviews ensure appropriate financial controls, responsibilities and decision-making requirements remain current and fit for purpose.
Health & Safety	Outdated or ineffective policies may result in unclear responsibilities or inadequate controls for managing health, safety and workplace risks.	3-C High	Policies are reviewed to ensure responsibilities and controls remain appropriate and align with applicable organisational and legislative requirements.
Reputation	Outdated, inconsistent or ineffective policies may contribute to poor governance outcomes and reduce community confidence in the Shire.	3-C High	Regular policy review strengthens accountability, transparency and consistency in organisational decision-making and governance practices.
Service disruption	Policies that do not reflect current organisational structures or operational practices may create unclear responsibilities, inefficient processes or disruption to service delivery.	2-C Moderate	Policies are reviewed to align with current organisational structures, responsibilities and operational requirements.
Compliance	Failure to comply with legislative requirements relating to governance, conduct and risk management may result in audit findings, regulatory action or adverse compliance outcomes.	3-C High	Policies are progressively reviewed against applicable legislative, regulatory and governance requirements, with identified amendments incorporated through the Policy Review Program.

Property	Outdated or inadequate policy controls may contribute to ineffective management, protection or use of Shire assets and property.	2-C Moderate	Relevant policies are reviewed to ensure appropriate responsibilities and controls for the management and protection of Shire assets remain in place.
Environment	Policies that do not appropriately recognise environmental obligations may contribute to adverse environmental outcomes or regulatory non-compliance.	2-C Moderate	Environmental obligations and risks are considered where relevant to the scope and operation of each policy.
Fraud	Outdated, unclear or inadequate policies may weaken internal controls and increase opportunities for fraud, corruption, conflicts of interest or misuse of Shire resources.	3-C High	Policy reviews consider governance, accountability, authorisation and internal control requirements to ensure appropriate safeguards remain in place.

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 policies presented as part of this review have been assessed against the Shire's current organisational structure, operational practices, legislative obligations and governance framework. Amendments range from minor administrative updates through to more substantive changes intended to clarify decision-making responsibilities, strengthen internal controls and ensure appropriate separation between Council's governance functions and the CEO's operational responsibilities.

The key changes and rationale are outlined below.

Policy	Rating of Change	Summary of Changes
CEO Leave and Appointment of Acting or Temporary	Moderate	• Removes mention of DCEO as role doesn't exist in organisation chart; • Clarifies Authority under which Acting or Temporary CEO can act; • Addresses Vacancy of Position.
Designated Senior Employee	Major	• Removes designation of other Senior Designated Officers due to organisational chart structure; • To maintain clear separation between Council's governance role and the CEO's operational management responsibilities. • Executive Managers will remain as part of the CEO's operational management structure and remain directly accountable to the CEO. • Where an Executive Manager is required to perform the functions of the CEO, this is appropriately addressed through the CEO Leave and Appointment of Acting or Temporary CEO Policy, rather than through designation as a senior employee.
Investment Policy	Minor	• Removed special monthly report to Council, as already reported in Monthly Financial Report each month to Council. Includes interest rate, maturity date and total portfolio.
External Grants	Moderate	• Adjusted limit of $5k expenditure requiring Council decision to $10k; • Addressed Grant Register requirement (per Interim Audit findings); • Included requirement to still adhere to procurement policy.
Rate Charges	Minor	• Minor wording changes; • Changed responsible officer as the DCEO position does not exist anymore; • Included provision for debt collection to be addressed through Debt Collection Policy.
Loans & Borrowing	Moderate	• Included LTFP to be considered when proposing borrowings; • Minor wording changes on operating expenditure; • Rewording on borrowing considerations; • Removed reference to DCEO position.
Financial Hardship	Moderate	• Includes provision for second party to review if ratepayer unhappy; • Removes reference to DCEO position; • Address payment arrangement criteria.

CEO Leave and Appointment of Acting or Temporary CEO – Moderate Change

The policy has been updated to reflect the Shire's current organisational structure, including removal of references to the Deputy Chief Executive Officer (DCEO), as this position no longer exists within the organisational structure.

Further amendments clarify the authority under which an Acting or Temporary CEO performs the functions of the CEO. This provides greater certainty regarding the powers and responsibilities applying during periods of CEO leave or absence and ensures appropriate continuity of executive authority.

The policy has also been expanded to address circumstances where the CEO position becomes vacant, rather than only dealing with temporary periods of absence. This provides a clearer governance framework for Council and Administration should a substantive vacancy arise.

Designated Senior Employee – Major Change
The most significant amendment is the removal of the designation of positions other than the CEO as designated senior employees.

The existing policy reflected a previous organisational structure and is no longer considered necessary for the Shire's current management model. Executive Managers remain accountable to the CEO and form part of the CEO's operational management structure.

Removing these positions from the designation framework maintains a clearer separation between Council's governance responsibilities and the CEO's responsibility for the management and administration of the organisation.

Where an Executive Manager is required to perform the functions of the CEO, this is appropriately addressed through the CEO Leave and Appointment of Acting or Temporary CEO Policy, rather than through designation as a senior employee.

Investment Policy – Minor Change
The policy has been streamlined by removing the requirement for a separate monthly investment report to Council.

Investment information is already incorporated within the Monthly Financial Report presented to Council, including relevant information such as investment balances, interest rates, maturity dates and the total investment portfolio.

The amendment therefore removes duplication while maintaining Council's existing level of financial oversight and transparency.

External Grants – Moderate Change
The policy has been updated to improve the governance and administration of external grant funding.

The threshold requiring a Council decision where expenditure associated with a grant is not otherwise budgeted has been increased from $5,000 to $10,000. This provides greater operational flexibility for small lower-value grant opportunities, while retaining Council oversight where a more material financial commitment is required.

Requirements relating to maintenance of the Shire's Grant Register have also been strengthened. This amendment responds to matters identified through the 2025/26 Interim Audit and provides clearer expectations regarding the recording and monitoring of grant applications, agreements, funding obligations and associated reporting requirements.

The policy also expressly confirms that expenditure funded through grants remains subject to the Shire's procurement requirements. Receipt of external funding does not override purchasing thresholds, quotation requirements, tender requirements or other procurement controls.

Rate Charges – Minor Change
Minor wording and administrative amendments have been made to improve clarity and align the policy with the Shire's current organisational structure. References to the DCEO have been removed and the responsible officer updated accordingly.

The policy has also been amended to clarify that recovery of overdue rates and charges is governed through the Shire's Debt Collection Policy. This avoids duplication between policies and provides a clearer distinction between the administration of rates and charges and the subsequent recovery of outstanding debts.

Loans and Borrowing – Moderate Change
The policy has been strengthened to require consideration of the Shire's Long Term Financial Plan (LTFP) when new borrowings are proposed.

Borrowing decisions can have financial implications extending over a number of financial years. Explicit consideration of the LTFP assists Council to assess proposed debt within the context of projected cash flows, existing and future debt commitments, capital requirements and the Shire's longer-term financial sustainability.

The considerations applying to proposed borrowings have also been reworded to provide greater clarity, including amendments relating to the use of borrowings for operating expenditure. References to the DCEO have also been removed to reflect the current organisational structure.

Financial Hardship – Moderate Change
The Financial Hardship Policy has been amended to provide greater clarity around the assessment and administration of hardship applications and payment arrangements.

Payment arrangement criteria has been strengthened to provide a more consistent framework for determining appropriate arrangements while recognising individual circumstances.

A secondary review mechanism has also been introduced where a ratepayer is dissatisfied with the initial assessment or decision. This provides an additional level of procedural fairness and internal oversight without unnecessarily escalating routine operational decisions.

References to the DCEO have also been removed and responsibilities aligned with the Shire's current organisational structure.

Overall Impact of the Review
Collectively, the amendments seek to ensure the policy framework reflects the Shire's current organisational structure and contemporary governance practices. In particular, the review:

- removes obsolete references to positions that no longer exist;
- strengthens the distinction between Council's governance role and the CEO's operational management responsibilities;
- reduces unnecessary or duplicated reporting requirements;
- strengthens financial and grant management controls;
- incorporates matters identified through the interim audit process;
- improves consistency between related Council policies; and
- provides clearer administrative and decision-making frameworks for officers.

The changes classified as Major or Moderate represent substantive governance or operational improvements, while those classified as Minor primarily relate to administrative updates, removal of duplication and alignment with current organisational arrangements.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee recommends that Council endorse the "Final Policy Version for Endorsement" as attached as schedules for the following policies:

- CEO Leave and Appointment of Acting or Temporary;
- Designated Senior Employees;
- Investments Policy;
- Financial Hardship;
- Rate Charges;
- Loans & Borrowings;
- External Grants.

Note to the minutes: Before the Officer's Recommendation was moved, the Presiding Member permitted Committee Members to consider each policy individually, ask questions of officers and participate in discussion concerning the agenda item in accordance with Parts 7 and 8 of the Shire of Carnarvon Meeting Procedures Local Law 2021.

COMMITTEE RESOLUTION ARIC 05/08/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the Audit, Risk and Improvement Committee recommends that Council endorse the "Final Policy Version for Endorsement" as attached as schedules for the following policies:

- Financial Hardship; - As presented
- Rate Charges; - As presented

That the Audit, Risk and Improvement Committee recommends that Council endorse the "Final Policy Version for Endorsement" attached as schedules with amendments for the following policies:

- CEO Leave and Appointment of Acting or Temporary; - With amendments that clarify "Base Salary"
- Investments Policy; - With amendments to the paragraph in the Objectives section to clarify.

That the Audit, Risk and Improvement Committee recommends that Council repeal the following policies:

Designated Senior Employees;

That the Audit, Risk and Improvement Committee recommends that Administration workshop the following policies further, incorporating feedback provided from the ARIC Committee and re-present at the next meeting of ARIC:

- Loans & Borrowings;
- External Grants.

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

5.5 INTERIM AUDIT REPORT 2026/27

File No:	ADM1737
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:	ARIC 9 December 2025
Schedules:	1. Interim Management Letter 30 June 2026 2. Interim Management Letter - CEO

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 to the Audit, Risk and Improvement Committee the findings arising from the Office of the Auditor General's interim audit of the Shire of Carnarvon for the financial year ended 30 June 2026.

The interim audit forms an important component of the annual external audit process and provides an opportunity for identified control weaknesses, compliance matters and financial reporting issues to be addressed prior to completion of the final audit.

The report also provides the Committee with management's response to each finding, including corrective actions undertaken or proposed and the anticipated timeframe for resolution.

Background

Section 6.4(3) of the *Local Government Act 1995* requires the Shire to submit its accounts and annual financial report for audit.

The Office of the Auditor General undertakes an interim audit prior to the final annual audit, with the interim process primarily examining key financial controls, systems, processes and areas of audit risk.

The Shire's 2024/25 interim audit results were presented to the Audit and Risk Management Committee on 26 August 2025. At that time, one finding remained relating to the absence of documented evidence of independent review of the grant register.

The 2025/26 interim audit has now been completed and the resulting findings and management responses are presented to the Committee for review and oversight.

Stakeholder and Public Consultation

Shire Administration
Office of the Auditor General
William Buck – Appointed Auditors

Statutory Environment

Local Government Act 1995
Local Government (Audit) Regulations 1996
Local Government (Financial Management) Regulations 1996

Relevant Plans and Policy

Internal Control Framework and relevant financial management procedures.
Risk Management Policy

Financial Implications

There are no direct material financial implications arising from receiving the interim audit findings. Implementation of individual management actions may require allocation of existing organisational 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	Inadequate oversight or treatment of identified risks may result in unplanned financial impacts, losses or inefficient allocation of resources.	2-C Moderate	Maintain appropriate financial controls, monitoring and reporting, with identified risks and treatments incorporated into operational and budget processes where required.
Health & Safety	Failure to identify and manage relevant operational risks may contribute to health and safety incidents.	2-D Low	WHS risks are managed through established safety systems, procedures, incident reporting and risk controls.

Reputation	Failure to appropriately identify, monitor and respond to organisational risks may adversely affect stakeholder and community confidence in the Shire.	2-C Moderate	Regular risk monitoring, transparent reporting to ARIC and Council, and timely implementation of agreed treatments.
Service disruption	Unmanaged or inadequately controlled risks may result in interruption or reduced delivery of Shire services.	2-C Moderate	Business continuity arrangements, operational controls and risk treatment actions are maintained and reviewed.
Compliance	Failure to maintain effective risk management and oversight may result in non-compliance with legislative, regulatory or governance obligations.	2-C Moderate	Maintain the Shire's risk management framework, compliance systems and regular reporting to ARIC and Council.
Property	Identified risks may result in damage, loss or inadequate protection of Shire assets and infrastructure.	2-D Low	Asset management, insurance arrangements, maintenance programs and relevant operational controls are maintained.
Environment	Operational activities may result in environmental harm where risks are not appropriately identified and controlled.	2-D Low	Environmental obligations and controls are incorporated into relevant operational practices, projects and risk treatments.
Fraud	Weak or ineffective controls may increase exposure to fraud, corruption, misuse of resources or inappropriate transactions.	2-C Moderate	Maintain segregation of duties, delegations, internal controls, financial oversight, audit processes and mechanisms for reporting suspected misconduct.

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 sustainable livelihoods create a community that can flourish into the future*

ADDITIONAL FOCUS AREAS:

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

BIG IDEAS FOR THE FUTURE OF CARNARVON:

- *N/A*

Comments

The 2025/26 interim audit identified three findings relating to the Shire's financial systems and internal control environment. Of these, one finding was rated Significant and two were rated Moderate. Importantly, the Office of the Auditor General has identified that none of the three findings have a potential impact on the audit opinion.

While the findings identify areas requiring improvement, management has already undertaken corrective action in relation to the super user access and bank reconciliation findings. Further work is being undertaken to formalise the grant register review process and address the repeat finding.

Index of Findings	Potential impact on audit Opinion	Rating	Year first raised
1. Excessive super user access	No	Significant	FY2025
2. Untimely review of bank reconciliations	No	Moderate	FY2026
3. No Evidence of review on grant register	No	Moderate	FY2024

Finding 1 – Excessive Super User Access
The audit identified that six user accounts had been assigned super user privileges within the Synergy Soft financial management system during the financial year. Two accounts related to the Shire's external IT provider and were considered appropriate by the auditors due to their system administration and support responsibilities.

The remaining four accounts related to Shire employees. While the number of super users had reduced from the previous year, the auditors considered the level of privileged access remained broader than would ordinarily be expected under the principle of least privilege.

This finding was rated Significant and was also rated Significant in 2025.

Management undertook a further review of super user access following the audit. As part of this review, the Accountant's super user privileges were removed following the conclusion of the temporary higher duties arrangement that had been implemented during the Finance Manager vacancy.

The Shire now retains three internal super users comprising the relevant Executive Manager, responsible Manager and internal IT Officer. Management considers this to be the minimum level required to maintain appropriate operational coverage during periods of leave or unplanned absence and to provide timely support for critical system administration requirements.

To strengthen the control going forward, super user access will be formally reviewed at least annually to confirm that privileged access remains appropriate to each officer's position and operational responsibilities.

Management action in response to this finding was completed on 4 August 2026.

Finding 2 – Untimely Review of Bank Reconciliations
The audit identified that the January 2026 bank reconciliation, which was prepared on 5 February 2026, was not independently reviewed until 14 May 2026.

The finding was rated Moderate and represents a new finding for the 2025/26 financial year.

The delay occurred during the Finance Manager vacancy when resourcing and competing priorities affected the timely preparation and independent review of reconciliations. Importantly, the control weakness had also been independently identified internally by the Manager Governance, Risk and Compliance during a control review undertaken in April 2026 and was escalated to the relevant Executive Manager for immediate attention.

Since identification of the issue, additional training and support has been provided to the responsible employee and monthly review meetings have been established to monitor the preparation and independent review of bank reconciliations.

The Shire has also transitioned its bank reconciliation process from the previous manual process to the reconciliation functionality within ALTUS. This provides a more structured and transparent process, including clearer evidence of preparation, completion and independent review.

These measures strengthen both the preventative and monitoring controls surrounding bank reconciliations and provide management with greater visibility of any future delays.

Management action in response to this finding was completed on 4 August 2026.

Finding 3 – Grant Register Review
The audit again identified that there was insufficient documented evidence of independent review of the Shire's complete grant register. The auditors also noted that the register was not yet fully updated at the time of audit testing.

The finding has been rated Moderate and is a repeat finding, having first been raised in FY2024.

Management acknowledges that this finding has remained unresolved longer than intended. Grant application status reports were presented to ARIC in December 2025 and May 2026; however, these reports did not constitute documented independent review of the complete grant register.

To address the finding, Administration is strengthening the existing process so that the complete grant register is regularly updated and subject to documented independent review. The review will extend beyond grant application status and include reconciliation to the financial system together with review of:

- grant funding received;
- revenue recognised;
- outstanding grant funding; and
- unspent grant funding and contract liability balances, where applicable.

This distinction is important as the purpose of the control is not only to provide governance oversight of grant applications and projects, but also to provide assurance over the completeness and accuracy of grant-related financial information reported within the Shire's accounts.

Formalising the process and retaining evidence of independent review will strengthen the existing oversight provided through ARIC reporting and directly address the control deficiency identified by the auditors.

Overall Management Response
Management acknowledges the importance of addressing audit findings promptly and ensuring that corrective actions result in sustainable improvements to the Shire's internal control environment.

Of particular concern is the finding relating to the timely completion and independent review of bank reconciliations. Administration considers this a significant internal control matter due to the fundamental role bank reconciliations play in maintaining the integrity of the Shire's financial records and in the timely detection of errors, irregularities or potentially fraudulent transactions.

The lapse in the bank reconciliation process was identified internally by the Manager Governance, Risk and Compliance in March 2026. While corrective action was initiated following its identification, resourcing constraints and the Finance Manager vacancy meant that rectification was not immediate, resulting in reconciliations and/or their independent review remaining outstanding for a number of subsequent months. This prolonged the period of reduced control effectiveness and increased the Shire's exposure to financial misstatement, undetected errors and fraud risk.

Administration therefore considers the bank reconciliation finding to be a major issue requiring strong and sustainable corrective action, notwithstanding that the control failure was identified internally prior to the

interim audit. The bank reconciliation process has subsequently transitioned to ALTUS, replacing the previous manual process, with processes established to support timely preparation and independent review.

Two of the three interim audit findings have now had corrective actions implemented, with processes established to support ongoing compliance. The remaining finding relating to the grant register requires continued focus, particularly given that this matter has been reported in successive audits.

Progress against all outstanding audit actions will continue to be monitored by Administration and reported through the Audit, Risk and Improvement Committee. This will provide appropriate governance oversight and assurance that corrective actions are not only implemented, but remain effective and embedded within the Shire's internal control environment.

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee:

1. ***RECEIVES the Interim Audit Management Letter for the financial year ending 30 June 2026, including the findings and recommendations identified by the auditor;***
2. ***NOTES Administration's responses, proposed corrective actions and nominated completion timeframes for each finding.***

COMMITTEE RESOLUTION ARIC 06/08/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the Audit, Risk and Improvement Committee:

1. ***RECEIVES the Interim Audit Management Letter for the financial year ending 30 June 2026, including the findings and recommendations identified by the auditor;***
2. ***NOTES Administration's responses, proposed corrective actions and nominated completion timeframes for each finding.***

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

5.6 STRATEGIC REVIEW OF WORKSAFE-NOTIFIED INCIDENTS AND SAFETY IMPROVEMENT ACTIONS

File No:	TBA
Location/Address:	NA
Name of Applicant:	NA
Name of Owner:	Shire of Carnarvon
Author(s):	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Authoriser:	Amanda Leighton, Executive Manager, Corporate Strategy & Performance
Declaration of Interest:	Nil
Voting Requirement:	Simple
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

Summary of Report

This report provides the Audit, Risk and Improvement Committee (ARIC) with strategic oversight of two serious work health and safety matters at the Shire Works Depot and the organisation's response to the systemic issues identified. It addresses incident learnings, the maturity of the Shire's safety culture, ageing plant and maintenance governance, workforce capability, and the resources required to provide a safe workplace.

The incidents demonstrate that safety improvement cannot be achieved through individual corrective action alone. The investigations identify common organisational themes, including reliance on informal work practices, inconsistent task risk assessment, gaps in task-specific procedures and competency verification, inadequate supervisory assurance, and weaknesses in plant inspection and preventative maintenance. These findings require a coordinated, organisation-wide response led by the CEO and Executive and supported by appropriate Council oversight and resourcing.

The Shire has commenced a significant improvement program. This includes engaging an experienced, cross industry-trained WHS Coordinator on a direct contract basis, increasing alcohol and other drug testing, improving review and visibility of safety documentation, implementing a 12-month Safety Excellence Program, establishing a grant funded People and Safety Trainee position, and strengthening leadership training and accountability.

Background

Incident INC0248 - Vehicle Hoist Failure

On 9 June 2026, a Shire vehicle fell in an uncontrolled manner from a mobile vehicle hoist while two employees were attempting to use a light vehicle lifting kit for the first time. No injury was sustained. The incident was notified to WorkSafe as a dangerous incident because of the potential for serious injury.

The completed ICAM investigation found that the incident was preventable and identified the following principal issues:

- the lifting kit was used without manufacturer instructions, formal training or a task-specific Safe Work Instruction (SWI);
- a pre-task risk assessment was not undertaken for the non-routine lift;
- there was no formal verification of competency for the unfamiliar plant attachment;
- workers relied on experience and informal knowledge rather than documented task controls;
- supervisory arrangements did not verify that hazard identification and controls had been implemented; and
- the procurement and commissioning process did not ensure that operating instructions, risk assessment and training were in place before the equipment was used.

WorkSafe advised on 4 August 2026 that, having regard to the Shire's commitment to implement the ICAM recommendations, its acknowledgement of the need to improve safety culture and the CEO's commitment to implement a clear and effective risk management framework, WorkSafe was satisfied to conclude its investigation at that stage.

WorkSafe noted that its Plant and Engineering team may separately contact the Shire regarding the hoist attachment. Accordingly, any future regulator enquiry must continue to be managed promptly and transparently.

Incident INC0254 – Forklift Assisted Asphalt Loading

On 29 June 2026, an employee sustained fractures to the right foot requiring surgery after a one-tonne bulk bag of asphalt tore during a forklift assisted loading of a patching truck. A sudden discharge of asphalt struck the employee and pinned the employee's foot against the truck body. The incident was notified to WorkSafe as a dangerous incident because of the serious injury. The employee remains away from the workplace and the matter remains subject to investigation and injury management processes.

The internal ICAM investigation was completed internally and forwarded to WorkSafe for their investigation. Findings relevant to strategic oversight include:

- the loading method placed workers adjacent to, or beneath, a suspended load and no exclusion zone was established;
- no task-specific SWI, SOP, JSA or SWMS existed for loading asphalt or similar road maintenance material into the patching truck;
- no new task risk assessment or Take 5 was completed when work changed from drainage activity to asphalt loading;
- forklift and truck pre-start inspections were not completed and broader completion was reported as inconsistent;
- the forklift was operated by a worker who did not hold a current High Risk Work Licence, demonstrating a failure in licence verification and supervisory controls;
- training and task knowledge were transferred informally, without an effective verification-of-competency process;
- the patching truck had no documented routine preventative maintenance for more than two years; and
- unsafe work practices had become normalised over time and were regarded as the accepted method of completing the task.

Immediate action included removing the patching truck from service pending redesign of the loading method, review of procedures, training, risk controls and plant condition. The investigation recommendations also include a fleet-wide maintenance review, an audit of High-Risk Work Licences and authorisations, formal verification-of-competency (VOC) arrangements, improved pre-start compliance and regular management assurance audits.

This incident is still currently under investigation by WorkSafe.

Safety Improvement and Resourcing Response
The CEO and Executive have commenced or planned the following controls:

Specialist WHS Capability: An experienced and cross industry-trained WHS Coordinator has been engaged on a direct contract basis to review systems, train, coach and mentor employees, and support the organisation to embed sustainable safety practices.

People and Safety Trainee: A funded trainee position will work closely with the WHS Coordinator while undertaking formal studies, building internal capability and supporting succession and continuity.

AOD Program: Internal alcohol and other drug testing has increased from random quarterly activity to weekly testing. Breath testing in higher-risk operational areas is currently undertaken before shift on three randomly selected days each week, with an intended progression to daily pre-shift testing. Since the increased schedule commenced, there have been no non-negative results. This is one indicator that tested employees have presented fit for work; it does not replace broader fitness-for-work, fatigue, medication, psychosocial and impairment controls.

Safety Documentation and Assurance: Safety documents are being made more visible and accessible. Take 5s, Pre-Starts, JSAs, SWMSs and SWIs are subject to more regular review, with an increased focus on whether documents reflect the work actually being performed.

12-Month Safety Excellence Program: The program creates a consistent monthly safety rhythm through operational and administrative safety conversations, Executive safety walks, positive recognition, communication and monthly focus campaigns. Its stated goal is to move from compliance-based activity to visible leadership, employee ownership and continuous improvement.

Leadership Development: All employees with leadership or management responsibilities will undertake face-to-face WHS leadership training appropriate to their role. Content will include statutory duties, officer due diligence where applicable, consultation, hazard and risk management, supervision, incident response, contractor and plant governance, and practical safety assurance.

Plant and Fleet Governance: The organisation will strengthen preventative maintenance, daily pre-start requirements, defect escalation, plant isolation, licence and competency verification, procurement/commissioning controls and long-term plant replacement planning.

Stakeholder and Public Consultation

Internal consultation has occurred through the incident investigation processes, including interviews with affected employees and witnesses, site inspections, and review of work practices, training, plant, maintenance and safety documentation. The CEO, Executive, infrastructure leadership, supervisors, the WHS Coordinator and relevant employees are key stakeholders in implementing corrective actions. Consultation with workers and elected HSRs must continue when hazards are identified and when controls, procedures, plant or work methods are developed or changed.

WorkSafe has been consulted through the statutory notification and subsequent investigation. The Shire must continue to cooperate with any WorkSafe enquiries concerning either incident.

LGIS have been notified and provided with updates on both incidents and WorkSafe Investigations.

No public consultation is recommended. The report concerns internal operational risk, confidential employee information, health information and active investigation/injury-management matters.

Statutory Environment

Work Health and Safety Act 2020 (WA)

- Section 19 - the Shire, as the person conducting a business or undertaking (PCBU), must ensure, so far as is reasonably practicable, the health and safety of workers and other persons. This includes safe work environments, safe plant and structures, safe systems of work, and necessary information, training, instruction and supervision.
- Sections 20 and 21 - a person with management or control of a workplace, fixtures, fittings or plant must ensure, so far as is reasonably practicable, that these are without risks to health and safety.
- Section 27 - an officer must exercise due diligence to ensure the PCBU complies with its duties. Due diligence includes maintaining current WHS knowledge, understanding operational hazards and risks, ensuring appropriate resources and processes, ensuring incident and hazard information is acted upon, and verifying that these resources and processes are used.
- Sections 28 and 29 - workers and other persons at the workplace also have duties to take reasonable care, comply with reasonable instructions and cooperate with notified policies and procedures.
- Sections 38 and 39 - notifiable incidents must be notified to the regulator and incident sites preserved, subject to the statutory exceptions.

Work Health and Safety (General) Regulations 2022 (WA)

- Part 3.1 - hazards must be identified and risks eliminated so far as is reasonably practicable, or otherwise minimised using the hierarchy of control; controls must be maintained and reviewed.
- Regulation 39 - information, training and instruction provided to workers must be suitable and adequate, having regard to the work, risks and controls.
- Regulation 81 and the high-risk work licensing provisions - a person must not carry out prescribed high-risk work unless appropriately licensed, subject to limited exceptions.
- Regulation 213 - plant must be maintained, inspected and, where necessary, tested by a competent person in accordance with manufacturer recommendations or, if unavailable, the recommendations of a competent person.

Local Government Act 1995 and Local Government (Audit) Regulations 1996

- Regulation 16 of the Local Government (Audit) Regulations 1996, ARIC may receive and review reports on the appropriateness and effectiveness of the Shire's risk-management and legislative-compliance systems and recommend improvements to Council.
- Regulation 17 requires the CEO to review the appropriateness and effectiveness of systems and procedures for financial management, legislative compliance and risk management at least once in every four financial years and report the results to ARIC. This report supports ARIC's risk and improvement oversight but is not a substitute for the formal regulation 17 review.

Relevant Plans and Policy

- Shire of Carnarvon Strategic Community Plan 2022-2032 - supports accountable governance, organisational capability and the safe, sustainable delivery of services.
- Shire of Carnarvon Corporate Business Plan - includes effective asset management and implementation of a 10-year Plant and Equipment Replacement Program.
- Shire of Carnarvon Asset Management Plan and associated plant/fleet replacement planning.
- Shire of Carnarvon Risk Management Policy and Framework.
- Shire of Carnarvon Work Health and Safety policy, procedures and supporting safe work documents.

- Shire of Carnarvon Code of Conduct - includes responsibilities to contribute to a safe and supportive workplace.
- 12-Month Safety Excellence Program - Our Shire. Our People. Our Safety.

Financial Implications

Implementation will require both operational and capital resources. Current commitments include the direct-contract WHS Coordinator, training, testing, procedural review, assurance activity and the grant funded People and Safety Trainee. The trainee position is externally funded; however, supervision, mentoring and organisational participation require employee time.

Further expenditure may arise from plant inspection and repair, redesign of work methods, technical advice, replacement or retirement of unsafe or uneconomic plant, formal competency verification, licence and training requirements, and delivery of the 12-month program. These costs should be prioritised through the 2026/27 budget, long-term financial planning, Asset Management Plan and the 10-year Plant and Equipment Replacement Program. Where expenditure is not included in the adopted budget or exceeds authorised allocations, a separate report must be presented to Council in accordance with the Local Government Act 1995 and the Shire's delegations and purchasing requirements.

Failure to invest carries potentially greater direct and indirect costs, including injury and workers' compensation costs, lost time, relief and overtime, legal and regulatory expense, plant downtime, service interruption, recruitment and retention impacts, and damage to employee trust and organisational reputation. Exact costs are not quantified in this report and will be reported through the budget and corrective-action governance processes as they become known.

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	Unplanned injury, investigation, workers' compensation, remediation, training and accelerated plant replacement costs.	3-B High	Budget prioritisation; insurance and LGIS engagement; staged corrective-action costing; long-term plant replacement planning; Council approval where required.
Health & Safety	Serious injury or fatality may occur if unsafe loading, lifting, plant, competency and supervisory controls are not corrected and verified.	4-B Extreme	Remove unsafe plant/tasks from service; redesign work; exclusion zones; SWIs/SWMSs; daily pre-starts; VOC and licence checks; competent supervision; audits; worker consultation.
Reputation	Loss of workforce, regulator and community confidence if known safety deficiencies are not addressed openly and effectively.	3-B High	Transparent governance reporting; demonstrated leadership; timely action closure; de-identified communication; positive and learning-focused safety engagement.

Service disruption	Plant isolation, employee absence, investigation activity and training may temporarily reduce operational capacity.	3-B High	Prioritise critical services; alternative safe plant/methods; workforce planning; staged training; cross-skilling; realistic work programming.
Compliance	Potential non-compliance with WHS duties, notification requirements, licensing, training, risk management and plant maintenance requirements.	4-C Extreme	Legal and specialist advice; statutory notification and cooperation; compliance register; accountable action owners; due dates; evidence-based verification; quarterly ARIC reporting.
Property	Further damage to vehicles, hoists, attachments, forklifts or other plant through unsafe use or inadequate maintenance.	3-B High	Tag-out/isolation; competent inspections; preventative maintenance program; defect escalation; procurement and commissioning controls; replacement of unserviceable assets.
Environment	Plant failure or unsafe material handling may cause spills or release of fuels, oils, asphalt or other substances.	2-C Moderate	Plant maintenance; task-specific environmental controls; spill response equipment; SDS access; safe storage and handling procedures.
Fraud	No direct fraud issue identified; however, inaccurate licence, training, inspection or maintenance records could undermine assurance.	2-D Low	Centralised verified registers; document controls; supervisor sign-off; periodic data validation and management audits.

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

The WorkSafe closure of INC0248 is a positive acknowledgement of the Shire's stated commitment, but it must not be interpreted as confirmation that all risks have been resolved or that the improvement work is complete. The credibility of the response will depend on closing each corrective action, retaining evidence, testing whether controls are effective in practice and reporting exceptions to Executive, ARIC and Council.

The Shire's ageing plant profile is a material WHS and service-continuity issue. Age alone does not make plant unsafe, risk arises where condition, maintenance history, suitability for the task, availability of instructions and parts, operator competency or design no longer provide reliable control. Plant decisions must therefore be risk-based and supported by lifecycle information, competent inspection and a funded replacement program.

AOD testing is one component of fitness-for-work assurance. Between 1 July and 13 August 2026, the People, Culture and Wellbeing Team administered 330 alcohol and other drug tests internally, representing an average of approximately 53 tests per week. No non-negative results were recorded during the reporting period. This outcome provides a positive indication of employee compliance with the Shire's Alcohol and Other Drugs requirements and demonstrates the increased level of monitoring being undertaken across the organisation.

The 12-month program is designed to strengthen participation and positive safety behaviours. It should operate alongside, and not in place of, critical compliance controls. Program effectiveness should be measured using both leading indicators (training, inspections, action closure, safety interactions, verified competencies and maintenance compliance) and lag indicators (injuries, lost time, workers' compensation, repeat events and regulator action).

Proposed quarterly assurance measures

Measure	Example evidence
Corrective actions	% completed by due date; overdue high-risk actions; evidence of effectiveness review
Plant and fleet	% pre-starts completed before use; preventative maintenance compliance; overdue critical defects; assets removed/replaced
Competency	% relevant workers with verified current HRWL; VOC completion; supervisor and leadership training completion
Risk controls	Take 5/JSA/SWMS quality audit results; SWI review completion; high-risk task observations
Culture and consultation	Executive safety walks; workforce safety discussions; hazards/near misses reported; employee suggestions and close-out feedback
Incident outcomes	Recordable injuries; lost-time injuries; repeat incident themes; days lost; WorkSafe notices or enquiries
Fitness for work	Testing activity and trends reported in aggregated, confidential form; fatigue and psychosocial control activity

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee recommends that Council:

1. ***RECEIVES the Work Health and Safety Incidents, Organisational Risk and Safety Improvement Program report;***
2. ***NOTES the findings and status of Incident INC0248, including that WorkSafe advised on 4 August 2026 that it was satisfied to conclude its investigation at that stage, while retaining the ability for its Plant and Engineering team to make further enquiries regarding the hoist attachment;***
3. ***NOTES the serious injury arising from Incident INC0254, that the employee remains away from the workplace, and that investigation, injury-management and corrective-action processes remain ongoing;***
4. ***ACKNOWLEDGES that the incidents identify material system-level risks relating to safety culture, high-risk work, supervision, competency and licence verification, task risk assessment, plant inspection, preventative maintenance, procurement and ageing plant;***

5. ***SUPPORTS the CEO's organisation-wide safety improvement program, including strengthened AOD and fitness-for-work arrangements, the 12-Month Safety Excellence Program, leadership WHS training, HSR training, improved safety-document assurance and strengthened plant and fleet governance;***
6. ***SUPPORTS the prioritisation of reasonably practicable WHS controls and associated operational and capital resourcing through the 2026/27 Annual Budget, Long-Term Financial Plan, Asset Management Plan and 10-year Plant and Equipment Replacement Program, subject to separate Council approval where required; and***
7. ***REQUESTS that the CEO provide quarterly progress reports to ARIC on high-risk corrective actions, plant and maintenance assurance, competency and licence verification, safety leadership activity, key safety performance indicators and any material WorkSafe action or enquiry.***

COMMITTEE RESOLUTION ARIC 07/08/26

Moved: **Mr Stephen Brown**
Seconded: **Cmm Martin Aldridge**

That the Audit, Risk and Improvement Committee recommends that Council:

1. RECEIVES the Work Health and Safety Incidents, Organisational Risk and Safety Improvement Program report;

2. NOTES the findings and status of Incident INC0248, including that WorkSafe advised on 4 August 2026 that it was satisfied to conclude its investigation at that stage, while retaining the ability for its Plant and Engineering team to make further enquiries regarding the hoist attachment;

3. NOTES the serious injury arising from Incident INC0254, that the employee remains away from the workplace, and that investigation, injury-management and corrective-action processes remain ongoing;

4. ACKNOWLEDGES that the incidents identify material system-level risks relating to safety culture, high-risk work, supervision, competency and licence verification, task risk assessment, plant inspection, preventative maintenance, procurement and ageing plant;

5. SUPPORTS the CEO's organisation-wide safety improvement program, including strengthened AOD and fitness-for-work arrangements, the 12-Month Safety Excellence Program, leadership WHS training, HSR training, improved safety-document assurance and strengthened plant and fleet governance;

6. SUPPORTS the prioritisation of reasonably practicable WHS controls and associated operational and capital resourcing through the 2026/27 Annual Budget, Long-Term Financial Plan, Asset Management Plan and 10-year Plant and Equipment Replacement Program, subject to separate Council approval where required; and

7. REQUESTS that the CEO provide quarterly progress reports to ARIC on high-risk corrective actions, plant and maintenance assurance, competency and licence verification, safety leadership activity, key safety performance indicators and any material WorkSafe action or enquiry.

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

5.7 OVERVIEW OF GRANT FUNDING 2025/2026

File No:	ADM1737
Location/Address:	N/A
Name of Applicant:	Shire of Carnarvon
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:	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

Summary of Report

An initial overview report to ARMC May 2025 provided a financial year-to-date (FYTD) overview of funding opportunities that have been investigated, applied for, and managed by Shire Officers. This report outlines the outcomes of grant applications submitted over a four-month period from 10 April 2026 to 10 August 2026.

The purpose of this report is to provide the Audit and Risk Improvement Committee with oversight of how external funding supports the delivery of Shire projects and services, and how associated funding risks are being monitored and managed by Officers. This includes assessment of dependencies on grant funding for key operational and capital programs, and measures in place to mitigate non-award or delayed award of grant income.

Annual and recurrent funding sources—such as the Financial Assistance Grants, Roads to Recovery, and LGGS allocations—are tracked separately through the Shire's financial systems and are not included in this report.

Background

External funding plays a critical role in enabling the Shire of Carnarvon to deliver a wide range of infrastructure and community initiatives that may not otherwise be financially feasible within the constraints of municipal revenue alone. Grant funding is increasingly competitive and often subject to tight timeframes, co-contribution requirements, and performance-based reporting conditions.

As part of good financial governance, it is important that the Shire maintains clear oversight of its external funding activities, including applications made, funding secured, and obligations arising from grant agreements. This supports effective forward planning, ensures funding conditions are met, and assists in identifying and mitigating risks associated with grant dependency, project delays, or potential non-compliance.

The Audit and Risk Improvement Committee has an advisory role in overseeing the Shire's financial management practices and ensuring appropriate risk controls are in place. Providing a financial year-to-date report on funding applications and outcomes promotes transparency and enables the Committee to assess the extent to which grant funding activities align with the Shire's strategic objectives and risk appetite.

This report consolidates funding activity undertaken between 10 April 2026 and 10 August 2026, and includes details of:

- New Applications submitted (including purpose, value, and funding body), and
- Outcomes of applications (successful, unsuccessful, pending).

Stakeholder and Public Consultation

No formal public consultation has been undertaken in the preparation of this report.

Internal consultation has occurred with relevant Shire officers, cross-departmental collaboration ensures that funding opportunities are aligned with the Shire's Strategic Community Plan, Corporate Business Plan, and Long-Term Financial Plan.

The Strategic Community Plan serves as the guiding framework for identifying priority projects and services for the community. Grant applications are assessed for their alignment with the SCP objectives to ensure the Shire is pursuing external funding that directly supports the aspirations and outcomes identified by the community.

From time to time, ad hoc funding opportunities may arise that fall outside the scope of existing strategic documents. In such cases, Officers undertake a preliminary review of the opportunity to assess feasibility, risks, and potential community benefit. Where deemed suitable, these applications may proceed with the direction or endorsement of Council.

Where required under specific grant programs, stakeholder engagement has been or will be undertaken in accordance with funding body requirements. This may include letters of support, project partnerships, or community consultation to demonstrate need and local benefit.

Statutory Environment

-Local Government Act 1995 (WA) – Part 6: Financial Management
Provides the overarching legislative framework for the proper management of financial resources by local governments, including the responsibility to apply sound financial practices and pursue external funding to support operational and capital activities.

-Local Government (Financial Management) Regulations 1996 – Regulation 5
Requires local governments to establish and maintain financial management systems and procedures that ensure the proper recording, control and accountability of the Shire's financial operations, including grants received.

-Local Government (Audit) Regulations 1996 – Regulation 16
Outlines the role of the Audit and Risk Committee, including its function to review the effectiveness of the Shire's risk management, internal control and legislative compliance — which encompasses risks associated with grant dependency and funding obligations.

-Integrated Planning and Reporting Framework (IPRF) – Department of Local Government, Sport and Cultural Industries (DLGSC)
Requires that all financial planning, including the pursuit of grant funding, is aligned with the Shire's Strategic Community Plan and Corporate Business Plan, ensuring resources are directed towards community-endorsed priorities.

-Individual Grant Funding Agreements
Operate as legally binding contracts that outline specific financial, governance and reporting obligations the Shire must meet. Failure to comply with these obligations may result in funding being withheld, recovered, or reputational damage to the Shire.

Relevant Plans and Policy

Strategic Community Plan.
Corporate Business Plan.
Long Term Financial Plan.
CD006 External Grants – Procurement and Grants.

Financial Implications

External grant funding forms a critical component of the Shire's overall funding strategy and significantly contributes to the delivery of key community, economic and infrastructure initiatives. While these funds support the expansion of services and capital projects beyond the capacity of municipal revenue alone, they also introduce financial considerations that require ongoing management.

Key financial implications include:

- **Budget Amendments**
  Where successful grant applications are not included in the adopted Annual Budget; formal budget amendments are required in accordance with the Shire's Budget Amendment and Review Policy (FIN002). This ensures compliance with the *Local Government Act 1995* and *Financial Management Regulations 1996*.
- **Matching Contributions**
  Some grant programs require a co-contribution from the Shire; these obligations are assessed at the application stage and considered in the context of available reserves, operational capacity, and alignment with the Long-Term Financial Plan.
- **Cash Flow and Timing Risk**
  Delays in funding announcements or payments can affect project delivery schedules and cash flow forecasting. Officers monitor these closely and seek to mitigate impacts through appropriate phasing of expenditure and regular financial reporting.
- **Unsuccessful Applications**
  Where funding is not awarded, projects reliant on external funding may be deferred, reduced in scope, or reprioritised. This has downstream implications for asset renewal programs, service delivery and strategic outcomes.
- **Grant Acquittals and Compliance**
  Failure to meet reporting or acquittal obligations may result in grant funds being withheld or reclaimed. Financial and project staff work collaboratively to ensure all grant-related expenditures are documented and acquitted in accordance with funding agreements.
- **Audit and Financial Reporting**
  Grant income and associated expenditure are captured in the Shire's financial records and subject to annual audit. Proper documentation and controls ensure accountability and reduce the risk of audit qualification.

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	Risk of funding shortfalls, delayed payments, or the need for unbudgeted co-contributions.	2-C Moderate	Applications are assessed for financial viability; budget amendments are submitted to Council; cash flow is monitored and matched to project milestones.
Health & Safety	Risk to officer health and safety when implementing grant-funded works or community programs.	2-D Low	Projects are planned in accordance with the Shire's WHS procedures; risk assessments are completed prior to project commencement.
Reputation	Risk of reputational damage if grant obligations are not met, or projects are not delivered.	2-C Moderate	Internal procedures ensure compliance with grant terms; project progress is reported to Council and funding bodies; communication with stakeholders is maintained.
Service disruption	Delays in funding decisions or acquittal processes may impact service delivery timelines.	3-D Moderate	Projects are sequenced and contingency plans developed; officers monitor grant timelines and maintain flexibility in delivery schedules.
Compliance	Risk of non-compliance with funding agreements or statutory reporting.	3-C High	CD006 External Grants Policy and internal controls guide grant management; regular reporting and acquittals are overseen by Finance and project teams.
Property	Potential damage to Shire assets if projects are not appropriately scoped or delivered.	2-D Low	Project scopes and risk assessments include asset impact considerations; works are supervised by technical officers.
Environment	Risk of environmental harm if infrastructure projects are poorly scoped or regulated.	2-D Low	Environmental approvals and assessments are undertaken where required; projects are aligned with applicable legislative and environmental standards.
Fraud	Misuse or misreporting of grant funds.	2-C Moderate	All financial transactions are subject to internal controls, dual authorisations, and audit review; grant acquittals require supporting documentation.

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

To support the delivery of its strategic objectives, the Shire of Carnarvon actively seeks funding from a range of sources including State and Federal government agencies, not-for-profit organisations, and philanthropic foundations. These funding arrangements are critical in enabling the Shire to deliver a combination of core community services and additional value-adding programs that respond to community expectations.

A significant portion of grant funding directly supports the Shire's essential operations—particularly in areas such as infrastructure, community development, and environmental management. Other grants enable the Shire to undertake enhanced or pilot initiatives that would not otherwise be financially viable. In many cases, the ability to proceed with a project or program is contingent upon securing external funding.

Officers apply a rigorous process to assess the suitability of each funding opportunity in terms of strategic alignment, financial implications, delivery capacity, and compliance obligations. Successful grants are incorporated into the budget through formal amendment processes, and all grant-funded activities are tracked to ensure conditions are met and acquittals are completed within required timeframes.

With the appointment of a dedicated Accountant and the establishment of a Special Projects Team, the Shire has strengthened its internal financial oversight and project delivery capacity. The Grants Register is actively maintained and regularly reviewed; funding milestones, project progress, and acquittal status checks are added to the Attain Compliance calendar to enhance their tracking and ensure continued compliance.

A summary grant activity for the period 10 April 2026 to 10 August 2026 is provided in the table below:

NAME OF FUNDING BODY	NAME OF PROJECT	STATUS / FUNDING PERIOD	AMOUNT APPLIED FOR	FUNDING RECEIVED
DFES - SOCIAL, ECONOMIC & ENVIRONMENTAL RECOVERY GRANTS	CARNARVON FLOODPLAIN RECOVERY, RESPONSIBILITY & RESILIENCE PROJECT	SUBMITTED	$ 50,000	PENDING OUTCOME
DFES - LOCAL GOVERNMENT RECOVERY SUPPORT	STC NARELLE COMMUNITY RECOVERY OFFICER AND RECOVERY DELIVERY CAPACITY	SUBMITTED	$ 150,000	PENDING OUTCOME
DFES - LOCAL GOVERNMENT RECOVERY SUPPORT	FUTURE READY INDUSTRIES - SHIRE OF CARNARVON	SUBMITTED	$ 150,000	PENDING OUTCOME
DFES	DISASTER READY FUND (DRF) ROUND 4 STATEWIDE DRONE CAPTURE PROGRAM	SUBMITTED	$ 15,000	PENDING OUTCOME

CARER'S WA	CELEBRATING CARNARVON'S CARERS	SUBMITTED	$ 500	PENDING OUTCOME
REGIONAL & REMOTE AIRPORT SUPPORT PROGRAM	REX DEBT – FINANCIAL RELIEF TO OPERATORS (REGIONAL/REMOTE)	SUCCESSFUL FY 25/26	$ 390,707	$ 355,188
REGIONAL ECONOMIC DEVELOPMENT GRANTS (RED GRANTS)	TOURISM PRODUCT DEVELOPMENT & INCUBATOR PROJECT	SUCCESSFUL FY 26/27	$ 115,000	$ 115,000
LOTTERYWEST	EOI – ARTS AND CULTURE INFRASTRUCTURE GRANT PROGRAM	SUCCESSFUL FY 26/27	$ 497,000	$ 497,000
KEEP AUSTRALIA BEAUTIFUL COUNCIL	CARNARVON LITTER LEGENDS REGATTA	SUCCESSFUL FY 26/27	$ 6,043	$ 6,043
DEPARTMENT CREATIVE INDUSTRIES, TOURISM AND SPORT	ACTIVE REGIONAL COMMUNITIES: WINNING OFF THE FIELD: GOVERNANCE & GRANT WRITING FOR SPORTING CLUBS	SUCCESSFUL FY 26/27	$ 4,360	$ 4,360
CBCA CHILDREN'S BOOK COUNCIL OF AUSTRALIA WA BRANCH	CHILDREN'S BOOK WEEK EVENTS	SUCCESSFUL FY 26/27	$ 1,009	$ 1,009
DFES	DISASTER READY FUND (DRF) 2025-26 MITIGATE THE RISK OF INUNDATION OF SOUTH CARNARVON DRF2626-001	SUCCESSFUL FY 26/27	$ 5,582,831	$ 5,582,831
NATIONAL INDIGENOUS AUSTRALIAN AGENCY	REMOTE JOBS AND ECONOMIC DEVELOPMENT PROGRAM	SUCCESSFUL FY 26/27	$ 2,505,546	$ 1,489,431
ROAD SAFETY COMMISSION	BOLLARDS TO BELONGING: SAFER STREETS FOR OUR PEOPLE MARCH APPLICATION	UNSUCCESSFUL	$ 25,000	N/A
INSPIRING WA	SEEDS FOR SCIENCE, NURTURING KNOWLEDGE FOR ALL ON YINGGARDA COUNTRY	UNSUCCESSFUL	$ 10,000	N/A

OFFICER'S RECOMMENDATION

That the Audit, Risk and Improvement Committee resolves to receive the summary of grant applications.

COMMITTEE RESOLUTION ARIC 08/08/26

Moved: Cmm Martin Aldridge
Seconded: Mr Stephen Brown

That the Audit, Risk and Improvement Committee resolves to receive the summary of grant applications.

FOR: Ms Leah Horton, Mr Stephen Brown and Cmm Martin Aldridge
AGAINST: Nil

CARRIED 3/0

6 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 20 October 2026 at Shire Council Chambers, Stuart Street Carnarvon commencing at 1.30pm

7 CLOSE

The Presiding Member declared the meeting closed at 10:05am.

WALGA
Annual General Meeting

Minutes

Thursday, 17 September 2026

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA
BelleVue Ballroom

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1 OPENING

The Chair declared the meeting open at 3:17pm.

2 RECORD OF APOLOGIES

- Shire of Broomehill-Tambellup
- Shire of Coolgardie
- Shire of Jerramungup
- Shire of Kojonup
- Shire of Merredin
- Shire of Ngaanyatjarraku
- Shire of Shark Bay
- Shire of Tammin
- Shire of Westonia
- Shire of Wickepin
- Shire of Williams

3 ANNOUNCEMENTS

Nil.

4 ADOPTION OF AGM STANDING ORDERS

The Annual General Meeting Standing Orders were contained within the Agenda.

RESOLUTION

Moved: **Cr Karen Wheatland, City of Melville**
Seconded: **President Julia Jean-Rice, Shire of Augusta Margaret River**

That the WALGA Annual General Meeting Standing Orders be adopted.

CARRIED

5 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the 2025 WALGA Annual General Meeting were contained within the Agenda, along with a report on the action taken by WALGA on the 2025 AGM resolutions.

RESOLUTION

Moved: **Cr Paul Kelly, Town of Claremont**
Seconded: **President Cr Raul Valenzuela, Shire of Yalgoo**

That the Minutes of the 2025 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.

CARRIED

6 ADOPTION OF ANNUAL REPORT

The 2025-26 Annual Report, including the 2025-26 Audited Financial Statements, was distributed to Members separately.

RESOLUTION

Moved: **President Chris Antonio, Shire of Northam**
Seconded: **Mayor Phill Cronin, City of Busselton**

That the 2025-2026 Annual Report, including the 2025-2026 Audited Financial Statements, be received.

CARRIED

7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS

7.1 REVIEW OF THE NATIONAL CONSTRUCTION CODE TO DEVELOP AND IMPLEMENT ADAPTIVE REUSE PROVISIONS OF COMMERCIAL PROPERTY FOR RESIDENTIAL USES

City of Fremantle

RESOLUTION

Moved: **Cr Pip Slaughter, City of Fremantle**
Seconded: **Cr Andrew Sullivan, City of Fremantle**

That WALGA advocate to the Federal Government for the Australian Building Codes Board to commence a comprehensive review of the National Construction Code to develop and implement adaptive reuse provisions that facilitate the safe, sustainable, and economically viable conversion of underutilised commercial buildings into residential uses.

CARRIED

MEMBER COMMENT
Over the past few years, the commercial property market has undergone significant change with the increase in remote and hybrid working arrangements and the growth in the online retail market. This has seen a rise in vacancies for commercial property within this time.

Adaptive reuse is the process of repurposing buildings for new uses and offers a sustainable solution in providing diversity for housing options by allowing the transformation of underutilised or vacant commercial buildings into residential accommodation.

Many of these underutilised or vacant commercial buildings cannot economically comply with all of the current residential provisions within the National Construction Code (NCC) because they were originally designed with a different classification. The absence of a dedicated framework for adaptive reuse discourages investment opportunities for residential conversion and often results in the need for demolition for development to occur.

The NCC regulates buildings based on new construction standards and building classifications. Current provisions and standards within the NCC often create substantial technical barriers to converting existing commercial buildings into residential accommodation. When redeveloping commercial building classes into residential, developers will encounter compliance issues involving:

- Building depth and natural light requirements
- Ventilation standards
- Fire separation standards
- Acoustic separation
- Accessibility requirements
- Energy efficiency requirements

- Ceiling height
- Structural loading standards
- Emergency egress requirements.

The NCC does allow for performance solutions to manage these issues, but these require engineering assessments, create additional red tape requirements and can be applied inconsistently across various approval agencies. This creates an environment that then discourages consideration of reuse options due to the time, financial implications and uncertainty of outcomes. This also becomes exacerbated when dealing with multiple and strata property ownership which can typically occur in commercial property and urban situations.

The intention for seeking amendments to the NCC would be to support a reduction to the regulatory barriers to adaptive reuse which would encourage an increase to the housing supply, encourage investment in vacant commercial property, increase urban renewal and maintain embedded energy outcomes.

This could be achieved by seeking a dedicated section within the NCC specifically for adaptive reuse of buildings providing opportunity to demonstrate equivalent safety and amenity outcomes through performance rather than the "deemed to satisfy" requirement.

These could cover areas such as;
- Fire safety
- Structural adequacy
- Acoustic performance
- Natural lighting
- Ventilation
- Accessibility, and
- Energy efficiency.

The benefits of amendments to the NCC are many. They include the ability to deliver more residential stock in urban areas where access to services and facilities such as businesses, transport, hospitality and community services already exist, greater sustainable outcomes through lower energy use in redevelopment, urban regeneration and improved social and economic outcomes with re-activated urban centres. Such reforms could also encourage private investment, increase housing supply, revitalise urban centres, reduce environmental impacts associated with demolition and new construction, and make more efficient use of existing infrastructure.

There is available opportunity of underutilised commercial buildings that could contribute meaningfully to addressing the housing shortage. Current NCC requirements, while essential for ensuring public safety, often impose disproportionate barriers when applied to the conversion of existing commercial buildings into residential accommodation.

Introducing a dedicated adaptive reuse pathway within the NCC could provide a nationally consistent, performance-based framework that preserves standards of safety while recognising the practical limitations of existing buildings.

SECRETARIAT COMMENT

WALGA acknowledges the increasing interest in adaptive reuse as a mechanism to support housing supply, urban revitalisation, sustainability outcomes and the more efficient use of existing infrastructure. The proposal is consistent with broader policy objectives aimed at increasing housing diversity and encouraging investment in underutilised commercial centres.

The National Construction Code (NCC) is developed and maintained by the Australian Building Codes Board (ABCB) on behalf of Commonwealth, State and Territory Governments. While the NCC currently provides for Performance Solutions, Members have identified that commercial-to-residential conversions can involve significant cost, complexity and regulatory uncertainty, which may discourage adaptive reuse projects. A dedicated adaptive reuse pathway may provide greater clarity and consistency while maintaining appropriate standards for health, safety, accessibility and amenity.

WALGA notes, however, that Building Ministers have recently agreed to pause further residential changes to the NCC, except for essential safety and quality measures, until at least mid-2029 following the finalisation of NCC 2025. The intent of the pause is to provide greater regulatory certainty for industry and support housing supply and productivity outcomes. In this context, implementation of the intent of this motion may be challenging in the short term.

7.2 RAINFALL DEFICIENCY ASSISTANCE FRAMEWORK

Shire of Esperance

RESOLUTION

Moved: **Cr Samantha Starcevich, Shire of Esperance**
Seconded: **President Cr Rachel Gibson, Shire of Ravensthorpe**

That WALGA advocate to the Western Australian Government to:

1. **Recognise livestock fodder as an essential agricultural resource during periods of prolonged rainfall deficiency, acknowledging its fundamental role in protecting livestock welfare, sustaining agricultural production and supporting regional communities.**
2. **Develop and implement a Western Australian Rainfall Deficiency Assistance Framework that builds on the principles of the existing Water Deficiency Scheme and provides a practical, transparent and consistent approach to supporting primary producers during prolonged rainfall deficiency.**
3. **Establish a Livestock Fodder Freight Subsidy Scheme as the first initiative under the Western Australian Rainfall Deficiency Assistance Framework to assist eligible primary producers with the extraordinary cost of transporting emergency livestock fodder during periods of prolonged rainfall deficiency and other declared natural hazard events where emergency livestock fodder is required.**

CARRIED

MEMBER COMMENT

Western Australia has a proud history of standing beside primary producers when seasonal conditions create exceptional challenges.

The existing Water Deficiency Scheme recognises that when prolonged rainfall deficiency affects an essential agricultural resource, Government has a role in providing practical assistance. It is a policy that has served Western Australia well and demonstrates that Government already has the legislative authority, administrative capability and policy experience to respond when exceptional seasonal conditions threaten livestock welfare and agricultural production.

Livestock fodder has always been an essential agricultural resource. During prolonged rainfall deficiency, however, access to livestock fodder becomes critical to keeping livestock alive, maintaining breeding herds and allowing farming businesses to continue operating until seasonal conditions improve.

Across regional Western Australia, the issue is often not whether fodder can be found. The issue is getting it to where it is needed. As distances increase, freight costs can quickly exceed the value of the fodder itself, placing enormous financial pressure on producers who are already managing the impacts of prolonged rainfall deficiency.

This proposal recognises the practical realities faced by livestock producers across regional Western Australia. It does not seek to replace existing policy or create an open-ended

subsidy. Instead, it builds on a policy principle that has existed in Western Australia for many years: where prolonged rainfall deficiency creates a deficiency in an essential agricultural resource, Government may provide targeted assistance.

Recognising livestock fodder as an essential agricultural resource within the existing rainfall deficiency framework is the next logical step. It reflects the practical realities faced by livestock producers and acknowledges that protecting livestock welfare also means ensuring producers can access the feed their animals need.

The proposed Livestock Fodder Freight Subsidy Scheme provides a practical way to apply that principle. It builds on an existing framework, uses established Government capability and offers a consistent approach that can support producers, strengthen regional communities and improve the resilience of Western Australia's agricultural sector.

This proposal is about practical policy, practical outcomes and continuing to build on what already works.

Why This Matters

Every Western Australian benefits from a strong agricultural sector through food security, export income, regional employment and resilient local communities. Agriculture is one of Western Australia's most important industries and is fundamental to the economic and social wellbeing of regional communities.

- Western Australia's primary industries generate more than $11 billion in annual production value.
- Agriculture is the State's second largest export industry, supporting thousands of regional jobs and businesses.
- Meat and livestock exports contribute approximately $1.3 billion annually to Western Australia's economy.
- The sheep and wool industry alone contribute around $1 billion at the farm gate each year.

Protecting livestock production is not simply about supporting individual farming businesses. It is about protecting regional employment, local economies, food production and one of Western Australia's most significant export industries.

References

- Department of Primary Industries and Regional Development, *WA Primary Industries 2023–24 Economic Overview*
- Department of Primary Industries and Regional Development, *Western Australian Sheep and Wool Industry Statistics*

The Issue

Western Australia already recognises that prolonged rainfall deficiency may justify targeted Government assistance where an essential agricultural resource becomes deficient.

The existing Water Deficiency Scheme provides assistance when access to water becomes deficient during prolonged rainfall deficiency.

Livestock fodder has always been an essential agricultural resource. During prolonged rainfall deficiency, however, maintaining access to livestock fodder becomes critical to protecting livestock welfare, maintaining breeding stock and sustaining agricultural production.

Across much of regional Western Australia, the challenge is often not sourcing livestock fodder. The challenge is transporting it.

As transport distances increase, freight costs can exceed the value of the livestock fodder itself, placing significant financial pressure on livestock producers during already difficult seasonal conditions.

Why Local Government?

Local Governments understand the impacts of prolonged rainfall deficiency on their communities. They see the effects on local businesses, employment, volunteer organisations, sporting clubs, schools and community wellbeing.

Councils are also frequently called upon to advocate for practical solutions that strengthen regional resilience.

This motion provides WALGA with an opportunity to advocate for a practical, statewide policy response that builds upon an existing Government framework rather than creating an entirely new system.

The Proposal

The motion asks the Western Australian Government to:

1. Recognise livestock fodder as an essential agricultural resource during periods of prolonged rainfall deficiency;
2. Develop and implement a Western Australian Rainfall Deficiency Assistance Framework that builds upon the principles of the existing Water Deficiency Scheme; and
3. Establish a Livestock Fodder Freight Subsidy Scheme as the first initiative under that Framework.

The proposal does not seek to replace existing or create new Government policy. It seeks to build upon a policy framework that has successfully supported regional Western Australian for many years.

Why Support This Motion?

This proposal:

- Builds upon an existing Government policy rather than creating a new one;
- Supports livestock welfare and strengthens regional communities;
- Recognises livestock fodder as an essential agricultural resource during prolonged rainfall deficiency;

- Provides a practical and consistent policy response instead of relying on ad hoc assistance;
- Enables Government to develop the implementation model through consultation with industry, Local Government and relevant agencies; and
- Strengthens one of Western Australia's most significant export industries while supporting regional resilience.

SECRETARIAT COMMENT

WALGA has actively engaged with the sector to develop a Water Management Advocacy Position (4.8) and has facilitated Local Government engagement with the Department of Water and Environmental Regulation regarding the Water Deficiency Declaration process and funding. During the consultation on water management the specific matter of fodder for livestock during drought was not raised.

WALGA's Advocacy Position identifies that access to water is critical for economic activity and in broad terms addresses the issue, as every region in WA will have a range of economic activities which are impacted by water deficiency. This issue and advocacy could be addressed by the agricultural industry directly engaging through their peak associations to Government.

7.3 CONTINUATION OF COMMUNITY WATER SUPPLIES PARTNERSHIP AND AGRICULTURAL AREA DAMS PROGRAM

Shire of Chittering

RESOLUTION

Moved: **President Cr David Dewar, Shire of Chittering**
Seconded: **Cr Kevin Trent, Shire of York**

That WALGA advocate to the Commonwealth Government and Western Australian Government to renew, continue, and expand rural water security funding from 2027-28 onwards, including the Community Water Supplies Partnership (CWSP) and Agricultural Area Dams (AA Dams) Programs Funding, and any successor program that preserves these outcomes, to:

1. **support emergency water infrastructure, firefighting water supplies, farm and livestock emergency water, agricultural water resilience, agricultural area dams, townsite non-potable supplies, public amenity and reduced reliance on potable scheme water;**
2. **maintain dedicated eligibility for Local Governments and Regional Organisations of Councils that coordinate shared rural water infrastructure outcomes;**
3. **increase the funding pool to reflect demonstrated demand, cost escalation and the number of eligible Local Governments across regional Western Australia;**
4. **retain co-contribution flexibility, including cash and in-kind contributions, so smaller Councils can participate;**
5. **provide a forward funding pipeline that allows Councils to plan, obtain approvals, consult communities, programme co-contributions and deliver works before drought or bushfire conditions become emergencies; and**
6. **engage the Rural Water Council, WALGA, Regional Development Commissions and eligible Local Governments in the design of the next funding phase.**

CARRIED

MEMBER COMMENT

Purpose and sector position
This motion seeks WALGA support for coordinated advocacy for continuation and expansion of the Community Water Supplies Partnership (CWSP) and Agricultural Area Dams (AA Dams) funding streams, and related rural water security funding beyond 2026-27. The Rural Water Council and its member Local Governments seek a renewed, multi-year Commonwealth and Western Australian Government commitment from 2027-28 onwards.

The position is advanced on behalf of the Rural Water Council and its members, recognising that eligible Local Governments across Western Australia rely on these funding streams to deliver practical water infrastructure for rural communities, volunteer emergency response, agricultural areas and public assets. The matter was discussed at the Rural Water Council meeting held on 10 July 2026 at Cunderdin, where continuation

beyond 2026-27 and coordinated advocacy by the Rural Water Council and its member Local Governments were supported.

Why CWSP and AA Dams must be included together

CWSP and AA Dams should be treated as complementary programs. Available Commonwealth material identifies CWSP and AA Dams as separate components of the broader Western Australia Water Infrastructure for Sustainable and Efficient Regions package. CWSP develops local non-potable community water supplies, while AA Dams support infrastructure such as pipework, tanks and pumps to increase resilience and water security in farming communities in dryland agricultural regions.

Limiting advocacy to CWSP alone risks excluding strategic agricultural area infrastructure that supports farming districts and emergency livestock water needs. The advocacy should therefore seek continuation of both named streams and any successor rural water infrastructure program, so the Council's position protects the outcomes rather than only one program title.

How the funding streams work together

Funding stream	Explicit focus from available sources	Advocacy relevance
CWSP	Develops new and improved non-potable community water supplies in priority farming areas, including emergency livestock and firefighting needs, townsite amenity and reduced scheme water use.	Retain and expand the Local Government-facing program that has delivered practical community water projects across WA.
AA Dams	Constructs infrastructure such as pipework, tanks and pumps to increase resilience and water security in dryland farming communities; the Connections package also refers to increased dam storage capacity in priority areas.	Include this stream expressly so strategic agricultural water infrastructure remains part of the post-2026-27 funding ask.
Successor rural water infrastructure programs	Any future funding arrangement that continues non-potable water availability, drought resilience, agricultural water security and emergency water access.	Advocate for continuity of outcomes even if government restructures program names or funding streams.

Why this matters for Western Australia

Western Australia needs decentralised rural water infrastructure because regional communities are dispersed, climate conditions are variable and many towns and farming areas sit outside dense reticulated water networks. Water security supports emergency management, public open space, local roads, recreation reserves, agriculture, livestock welfare, townsite amenity and climate adaptation.

The supporting paper records that more than 90 per cent of Western Australia is bushfire prone and that mains water supply and pressure cannot be guaranteed during bushfire

events. It also records that water security and resilience in a drying climate are critical to enabling agriculture and sustaining regional communities.

A few examples demonstrating the combined case

Program / example	Works described	Stated or carefully framed impact
AA Dams statewide priority dams	Increased storage capacity of dams in priority areas.	Provided more reliable agricultural and emergency livestock drinking water sources.
Mukinbudin siding tanks	Smaller-scale project delivered as part of AA Dams.	Part of the package intended to increase resilience and water security in dryland farming communities.
Wagin Airport tanks with swipecard	Tanks with swipecard access at Wagin Airport.	Controlled access supports managed access to emergency/community water infrastructure.
Westonia 1930s community water tank	Community water tank repaired and fitted with floating tiles.	Floating tiles were installed to reduce evaporation.
Cranbrook Dam catchment improvement	Replacement of degraded bitumen in Cranbrook Dam 1 catchment.	Increased the volume of water in the dam by up to 15 ML each year for agricultural and primary industry use.
Katanning to Kojonup pipeline enhancement	Replacement of existing pipeline sections between Katanning and Kojonup.	Increased water reliability and supply to farms in the region.
Shire of Chittering Sandown Park	Bore, pump controls, 100kL firefighting tank, 10kL amenity/irrigation tank and upgrades.	Improves water security and supports emergency response.
Wheatbelt East ROC	Long-term water strategies for seven member Shires.	Supports strategic investment in water infrastructure and drought resilience across the Wheatbelt.

These examples show that rural water funding is not a narrow grant activity. Across CWSP and AA Dams, funded or referenced works include tanks, bores, pipelines, pump systems, catchment repairs, dam storage improvements, telemetry, standpipes, water carts, evaporation reduction measures and strategic water planning.

Recommended combined advocacy position
WALGA should support advocacy by the Rural Water Council and its members for continuation and expansion of the CWSP and AA Dams funding streams, and any

successor rural water infrastructure funding streams beyond 2026-27. The request should focus on continuity of practical outcomes: firefighting water, agricultural area dams, tanks, pipework, pumps, bores, catchments, water carts, community water points, monitoring systems, local water strategies and non-potable water networks.

Specific requests to Government

- Commit to a renewed multi-year funding program from 2027-28 onwards for the CWSP and AA Dams projects, or a successor program that preserves these outcomes.
- Maintain dedicated eligibility for Local Governments and Regional Organisations of Councils that coordinate shared rural water infrastructure outcomes.
- Recognise agricultural area water infrastructure as a core resilience need, alongside emergency firefighting water, farm and livestock water, public amenity and reduced reliance on scheme water.
- Increase the funding pool to reflect demand, cost escalation and the number of eligible Local Governments across regional Western Australia.
- Retain co-contribution flexibility, including cash and in-kind contributions, so smaller Councils can participate.
- Engage the Rural Water Council, WALGA, Regional Development Commissions and eligible Local Governments in the design of the next funding phase.

Conclusion

CWSP and AA Dams are complementary rural water security mechanisms. Together they support Local Government delivery, farming community resilience, strategic water infrastructure and practical preparedness for drought and bushfire conditions. The current funding commitment should not expire without a successor program that preserves both CWSP-style local projects and AA Dams-style strategic infrastructure.

SECRETARIAT COMMENT

The Rural Water Council position and advocacy is strongly aligned with WALGA's new Water Management Advocacy Position 4.8 (endorsed by State Council in May 2026):

1. *Access to consistent, reliable and adequate water supplies is critical for Local Government operations, emergency response, community health, amenity, environmental sustainability and economic activity.*
2. *WALGA is calling on the State Government to:*
    a. *Modernise water management legislation and regulation, including:*
        i. *undertaking a review of the water licensing and allocation system to ensure equitable access and prioritise high value community use including for public open space*
        ii. *developing a state-wide framework for integrated regional and catchment-scale water planning.*
    b. *Protect and adequately, sustainably and equitably fund critical water infrastructure for Local Government, including:*
        i. *drainage and irrigation upgrades;*
        ii. *alternative water sources (recycled and reused water, stormwater harvesting, desalination and groundwater replenishment) and disused water asset transfer*
        iii. *small-scale sewerage infrastructure headworks and infill sewerage.*
    c. *Expand the Waterwise Council Program statewide and provide:*

i. *increased support and resources to assist Local Government in delivering water efficiency measures*
ii. *incentives for Local Governments to undertake water efficiency initiatives.*

d. *Improve water data access and capability for Local Governments to ensure evidence-based decision making.*
e. *Provide effective leadership, guidance, education and enforcement to address the impacts of stormwater runoff.*

The Rural Water Council position and WALGA's Advocacy Position call for improved water security, climate resilience, emergency preparedness and recognition of Local Government as a key water infrastructure delivery partner.

WALGA's Advocacy Position provides the strategic framework, with the CWSP and APP Dams being one funding mechanism and on-ground delivery model to achieve those outcomes. Continued Australian and State Government investment in these types of programs would directly support advocacy priorities while delivering tangible benefits for regional communities, agriculture, emergency services and Local Government operations across Western Australia.

7.4 ADVOCACY FOR REFORMS TO ASPECTS OF THE STATE UNDERGROUND POWER PROJECTS CURRENTLY FACILITATED THROUGH THE LOCAL GOVERNMENT SECTOR

Town of Bassendean

RESOLUTION

Moved: **Mayor Kathryn Hamilton, Town of Bassendean**
Seconded: **Mayor Lorna Buchan, City of Rockingham**

That WALGA:

1. **Undertake a review of the State Government's Underground Power Programs to identify and advocate for the removal of inequities affecting Local Governments, with particular consideration of:**
   a. **Funding arrangements, including the requirement for Local Governments to make full project payments to Western Power during the construction phase while, in many cases, Local Governments provide extended repayment arrangements to affected property owners over a number of years;**
   b. **Legislative reform, including advocacy for amendments to the relevant legislation to enable Western Power to recover the costs of underground power projects directly from electricity consumers, rather than requiring Local Governments to act as the funding intermediary;**
   c. **Renewal liabilities, including the appropriateness or fairness of Western Power requiring Local Governments and their ratepayers to contribute financially to the renewal or replacement of Western Power owned underground electricity infrastructure that forms part of the broader electricity network and pre-exists throughout entire streets or localities.**
2. **Provide all Local Governments with a summary of the review findings and invite feedback on the issues identified and any proposed reforms.**
3. **Following consideration of that feedback, prepare a report for presentation to the WALGA Zones, including recommendations for advocacy to the State Government on any proposed legislative, policy or funding reforms arising from the review.**

CARRIED

MEMBER COMMENT

Reasons
The Targeted Underground Power Program (TUPP) offers significant benefits, but the guidelines also create a number of challenges and risks for Councils arising from the responsibilities Councils must assume including the following key considerations:

Funding Model
Western Power requires councils to pay their full financial contribution for the project during construction phase. However, to make the cost more affordable for residents, Councils usually enable property owners to repay their share over a number of years.

This means Councils often borrow funds to meet Western Power's upfront payment schedule and then recover those costs from residents over time.

As an instrument of the State Government, this financial arrangement creates a funding gap for Councils where they must secure long-term borrowings to meet Western Power's upfront payment schedule while carrying the associated debt, interest costs and financial risk until all repayments are fully recovered from affected residents. This can impact Council borrowing capacity, cash flow, debt ratios and the ability to fund other capital projects, making participation in underground power programs a significant financial commitment.

Question: Should Western Power engage with residents to give effect to direct billing for underground power costs via electricity invoices?

The following issues pose significant strategic concerns for Councils that are not fully resolved in the current TUPP Guidelines.

Long-Term Asset Renewal
Underground cables have a long but finite life of around 40–60 years. Eventually they require replacement.

The current TUPP Guidelines do not address the renewal of ageing underground power assets. The Town of Bassendean may be among the first Local Governments to face a requirement from Western Power to fund the renewal of state-owned, street-wide underground power infrastructure that is now approximately forty years old.

Clarification is needed as to whether residents of housing estates developed with underground power are protected from future requirements to contribute to the renewal of ageing, state-owned underground infrastructure.

It should also be recognised that every Western Power underground project area has an interface, or "edge", where underground distribution infrastructure connects to the overhead network. This interface will continue to exist even if the entire metropolitan distribution network is eventually placed underground, as high-voltage transmission infrastructure will remain overhead.

The review proposed by this motion should therefore examine whether it is appropriate and equitable for Western Power to require Local Governments to contribute to the renewal of ageing street-wide or area-wide state-owned underground power assets that were originally installed as part of residential housing estate developments.

Full Electricity Network Costs are not Widely Understood
In general, there is limited public awareness that all aspects of the electricity network, including underground programs, are not funded through electricity charges.

As most large-scale underground power programs in Western Australia are only 20 to 30 years old, there is little local experience with the wholesale replacement of ageing residential underground power networks. Consequently, Councils and communities have limited understanding of the potential long-term financial liabilities associated with these assets.

Regulatory Risk
Western Power's maintenance and replacement expenditure is approved by the Economic Regulation Authority. However, there remains a disconnect between public expectations and current funding arrangements, with many assuming that the renewal of ageing underground power infrastructure would be fully funded by Western Power and the State. The TUPP Guidelines provide little clarity on this issue, creating a degree of uncertainty about future funding responsibilities.

Additional demands placed on Councils via Western Power Underground Power Programs:

- Councils become the public face of the project, particularly when residents object to paying contributions or experience construction disruption. Even though Councils are simply funding partners, residents may perceive the project as "the Council's project."
- Because projects are selected according to Western Power's network asset condition, some communities may receive underground power earlier than others. Councils may be put under pressure to explain why:
  - one suburb receives underground power whilst another nearby suburb does not; and
  - similar ratepayers contribute differently depending on project timing, for infrastructure that the Council does not own or manage.
- Councils are responsible for determining community support and undertaking engagement before projects proceed, requiring staff time and resources. The level of engagement with the community may actually increase during the Western Power Underground Project particularly if there are project disruptions or implementation issues.
- Western Power selects areas primarily based on network renewal needs rather than Council priorities. Western Power determines the project boundary, delivery timeline, costings, street lighting plans etc. Councils have little influence in determining TUPP programs and outcomes.
- Elected Members must formally approve participation, making Councils accountable for the decision regardless of later project issues.
- A significant implication is that if a Council rejects a TUPP offer:
  - Western Power generally replaces the old poles with new overhead poles and infrastructure; and
  - the area may therefore not receive another undergrounding opportunity for decades. This creates pressure on Councils because declining a Western Power TUPP project may effectively close the opportunity for a generation.

All of the above issues create a complex landscape for Local Governments to navigate in respect to Western Power Underground Power Projects, and as such it is timely for a comprehensive review.

SECRETARIAT COMMENT
WALGA's Underground Power Advocacy Position 5.7 articulates that the Local Government sector supports the further continuation of cooperative arrangements to replace the overhead electricity distribution network by undergrounding power. Furthermore, the Position reiterates the Local Government sector's support for new approaches to identifying and prioritising areas for investment and for the establishment of a targeted funding mechanism to assist property owners that would suffer disadvantage as a result of needing to contribute to the cost of undergrounding the power distribution network.

Providing underground power has several benefits for Local Government:

- more reliable power supply;
- greater public safety (less opportunity for contact with liver power lines; optimised street lighting design);
- improved visual amenity of streetscapes;
- potential for greater tree canopy cover;
- reduced vegetation management costs; and
- elimination of pole-top fire risks, among others.

The Targeted Underground Power Program (TUPP) is the current cooperative arrangement between State Government, Local Governments, and Western Power and sets out the conditions under which projects to transition overhead electricity distribution infrastructure to underground can be initiated, agreed on, and progressed to completion. Maintenance projects related to underground power infrastructure are not included in the TUPP Program.

Western Power has an obligation to build and maintain its existing infrastructure, while homeowners are obligated to maintain private power infrastructure from the street connection to the home.

As TUPP projects are funded in part by the Local Government, Local Governments may wish to retain control of project funding recoup measures to reduce the transferral of administration costs to ratepayers and apply these measures in various ways to reduce the cost burden on ratepayers. Neither the template Co-Funding Agreement between Western Power and the Local Government nor the TUPP Guidelines prescribe how Local Government recovers the costs from property owners.

Additionally, Local Governments may wish to play a coordination role in the rollout of TUPP projects, particularly in relation to construction and excavation activities on Local Government infrastructure assets. Local Governments also retain the opportunity to negotiate around streetlighting, as funding partners in a TUPP project.

7.5 STATE ASSISTANCE GRANTS FOR WESTERN AUSTRALIA

Shire of Chittering

MOTION

That WALGA advocate to the State Government to establish an annual, untied State Assistance Grant for Western Australian Local Governments that:

1. funds the annual unfunded gap between the Western Australian Local Government Grants Commission assessed equalisation need and the Commonwealth Financial Assistance Grants allocation;
2. is distributed using the existing Financial Assistance Grants equalisation methodology;
3. is indexed annually to reflect growth in costs, service pressures and asset renewal needs; and
4. supports Local Governments, particularly regional, rural and remote Local Governments, to maintain essential local services and place-based outcomes for their communities.

RESOLUTION

Moved: **President Cr David Dewar, Shire of Chittering**
Seconded: **Cr Lincoln Stewart, Shire of Gingin**

That WALGA advocate to the State Government to establish an annual, untied State Assistance Grant for Western Australian Local Governments that:

1. **funds the annual unfunded gap between the Western Australian Local Government Grants Commission assessed equalisation need and the Commonwealth Financial Assistance Grants allocation;**
2. **is distributed using the existing Financial Assistance Grants equalisation methodology;**
3. **is indexed annually to reflect growth in costs, service pressures and <u>asset base</u>; and**
4. **supports Local Governments, particularly regional, rural and remote Local Governments, to maintain essential local services and place-based outcomes for their communities.**

CARRIED

MEMBER COMMENT

<u>Background and purpose</u>
Local Governments in rural and regional Western Australia are increasingly underpinning services and community supports beyond the historic Local Government remit. This occurs in the context of persistent cost shifting, thin local service markets, limited direct State presence in many communities, and increasing expectations that Local Governments will help keep communities functioning when other systems fall short.

The proposal is for WALGA to advocate for a State Assistance Grant that complements the existing Commonwealth Financial Assistance Grants (FA Grant) system. It does not create

a competing formula, replace FA Grants, or seek to redesign the Commonwealth framework. Rather, it asks the State to fund the remaining assessed gap that is already identified through the existing equalisation architecture.

Funding gap
The attached State Assistance Grants Advocacy Paper identifies the following current funding position for Western Australian Local Governments:

Measure	Amount / Position
Total assessed need (WA Local Governments)	$334,062,579.94
Commonwealth FA Grant funding	$277,409,615.00
Commonwealth share of assessed need	79.26%
Unfunded gap	$56,656,464.98
Minimum grant Local Governments	34
Proposed State Assistance Grant pool	$56,656,464.98

Source: Local Government Grants Commission, as cited in the attached Advocacy Paper.

Why this matters to the wider membership
The issue is not confined to one Local Government. The gap in assessed funding need affects the financial capacity of Local Governments across Western Australia, and it falls most heavily on non-minimum grant Local Governments, including many Band 3 and Band 4 rural and remote Local Governments with small and dispersed populations, large service catchments, limited rate bases, weaker economies of scale and higher operating costs. Overall, 103 Local Governments in Western Australia are non-minimum grant Local Governments, meaning State Assistance Grants will apply to all 103 in filling the gap between the FA Grants and the assessed funding need.

Service pressures
Local Governments are increasingly expected to support or enable services that communities regard as essential, including health access support, environmental health and workforce facilitation, key worker housing support, emergency coordination and recovery, libraries and community learning, local freight and economic infrastructure, energy transition coordination, major land use pressures, regulatory compliance and exceptional utility-related support where continuity of service is critical.

These pressures do not generally remove formal responsibilities from other levels of government. However, they create practical and operational costs for Local Governments, particularly where communities expect a local response and where Government, market or service-provider presence is limited.

Consequences without reform
Without reform, Local Governments will face increasing pressure to reduce or withdraw non-core but essential services, defer asset renewal, reduce flexibility within annual budgets and limit their ability to co-fund priorities. This creates financial risk for Local Governments and weakens the delivery of State and Commonwealth priorities in regional areas, where Local Governments are critical place-based delivery partners.

Recommended model
The State Assistance Grant should be established as an untied annual pool equal to the difference between the Western Australian Local Government Grants Commission (WALGGC) assessed equalisation need and the Commonwealth FA Grants allocation. The pool should be distributed using the same general equalisation methodology that underpins FA Grants and indexed annually to reflect growth in costs and asset pressures. This approach uses the existing needs assessment architecture, avoids a new discretionary grants formula, and provides a transparent pathway to improve Local Government financial sustainability.

ATTACHMENT
- State Assistance Grants Advocacy Paper

SECRETARIAT COMMENT
By virtue of their small ratepayer base, many regional Local Governments rely on external funding to deliver core services. Over time, the sector has seen increased demands on resources coupled with a reduction in untied funding through the Federal Assistance Grants. These funding gaps negatively impact ability to carry out key functions and urgently need to be addressed.

ALGA has been advocating for the Financial Assistance Grants to be returned to 1% of Commonwealth taxation revenue, solving the funding shortfall in a more consistent way than developing a new State-based untied funding program. WALGA has also been advocating to the Australian Government for additional ongoing, formula-based, targeted funding to support Local Governments to deliver on community needs.

The State Budget represents an opportunity to supplement Australian Government funding for Local Government with program-based State funding. WALGA is currently preparing its 2027-28 State Budget Submission which will seek funding for a number of priority initiatives for the sector.

7.6 MANDATORY NABERS RATINGS FOR APARTMENT BUILDINGS

City of Perth

MOTION

Moved: **Cr Liam Gobbert, City of Perth**
Seconded: **Cr Lincoln Stewart, Shire of Gingin**

That WALGA calls on the Australian Government to:

1. Extend the mandates under the Commercial Building Disclosure (CBD) program to residential apartment buildings, making NABERS ratings mandatory for apartment buildings in a manner similar to requirements for commercial properties.
2. To support widespread uptake and reduce barriers for building owners and managers, direct NABERS to waive all submission and assessment fees for apartment building ratings for the next five years.
3. Amend relevant legislation to require NABERS ratings to be disclosed in all rental and sale advertisements for apartments, ensuring prospective tenants and buyers have access to transparent energy efficiency information.

LOST

MEMBER COMMENT

Background
The Commercial Building Disclosure (CBD) program, administered under the *Building Energy Efficiency Disclosure Act 2010*, mandates NABERS Energy ratings for commercial office buildings over 1,000 square metres when sold or leased, promoting transparency and energy efficiency in the built environment. NABERS (National Australian Built Environment Rating System) provides a proven framework for assessing and improving the environmental performance of buildings. While NABERS ratings are currently available for apartment buildings[1] they remain voluntary for residential properties. Extending CBD-style mandates to residential apartments would drive sustainability, reduce energy costs for residents, and align with national climate goals by encouraging efficient building practices across sectors.

Purpose
Extending mandatory NABERS ratings to residential apartment buildings under a framework similar to the CBD program for commercial properties delivers multifaceted benefits across environmental, economic, and social dimensions. These ratings target shared services and common areas (e.g., lifts, lobbies, pools, and lighting), which can constitute up to 60% of a building's total energy consumption. By mandating ratings and requiring their disclosure in all rental and sale advertisements, the policy enhances transparency, incentivises efficiency upgrades, and supports Australia's sustainability agenda, including the push toward net-zero emissions in the built environment.

[1] https://www.nabers.gov.au/apartment-buildings

Environmental Benefits

Mandatory NABERS ratings would measure and minimise energy and water usage in apartment buildings, directly contributing to reduced greenhouse gas emissions. The buildings sector accounts for approximately half of Australia's energy consumption and nearly a quarter of its emissions, making residential efficiency improvements essential for achieving national climate targets like net-zero by 2050. NABERS serves as a reliable benchmark for continuous performance monitoring, facilitating targeted reductions in resource use and fostering a healthier environment.

For example, it tackles high-impact elements such as gas-powered hot water systems via stakeholder engagement and feasible upgrades, aligning with broader efforts to decarbonise buildings. This initiative bolsters local climate action by enabling Councils to integrate NABERS data into community-level sustainability plans, such as retrofitting programs that address urban heat islands and promote renewable energy adoption at the grassroots level. Nationally, it accelerates the energy transition by scaling up proven tools like NABERS, which have already driven significant emissions reductions in commercial sectors and now extend to support embodied carbon assessments for cleaner, more sustainable construction.

Economic Benefits

Building owners and strata managers stand to cut energy and water expenses by up to 30-42%, as NABERS identifies inefficiencies in common areas where utilities often consume 25% of costs. Elevated NABERS scores enhance property appeal and value, providing a market advantage and fostering long-term asset appreciation in an eco-conscious real estate landscape. The proposed five-year fee waiver for submissions lowers entry barriers, yielding substantial net economic returns through simple upgrades like LED lighting and automated systems.

Moreover, this validated performance data streamlines sustainability reporting for investors, unlocking access to green financing and insurance incentives. Critically, these savings directly alleviate cost-of-living pressures for residents by reducing shared utility costs passed onto households, with potential annual bill reductions of hundreds of dollars per unit amid rising energy prices. On a national scale, NABERS has already generated nearly $2 billion in consumer savings through efficiency gains, positioning the program as a key driver in the energy transition toward affordable, low-carbon infrastructure.

Social and Community Benefits

With about 80% of prospective buyers and renters prioritising environmental performance data, mandatory disclosure in advertisements empowers informed choices, helping individuals select energy-efficient homes that lower personal energy bills and enhance living standards. This transparency raises resident awareness of building efficiency, encouraging behaviours like energy conservation and participation in strata-led initiatives, without intruding on individual unit assessments. Ratings elevate a building's reputation as a sustainability frontrunner, increasing resident satisfaction and community pride in eco-friendly living.

Overall, the program cultivates transparency, bolsters investor trust, and harmonises with growing green preferences, making apartments more desirable in a market that rewards sustainability. By heightening awareness, it empowers residents to advocate for local

climate actions, such as Council-supported solar installations or waste reduction programs, fostering a grassroots culture of environmental stewardship.

Local Government's Role

Local Governments are ideally positioned to drive this program's success at the grassroots level, bridging federal mandates with community needs through their roles in planning, enforcement, and incentives. Local Governments may ensure equitable rollout of the proposed measures mandated by federal support and help addressing performance gaps.

Local Governments may also offer localised support, such as workshops for strata managers, coordinate subsidies during the fee-waiver period, and data-sharing platforms to track progress. This coordination amplifies national energy transition efforts by enabling place-based innovations, like net-zero precincts, while empowering residents through education campaigns that link building efficiency to everyday cost savings and climate resilience.

SECRETARIAT COMMENT

WALGA acknowledges the role that building performance disclosure programs can play in improving energy efficiency, reducing emissions and assisting consumers to make more informed purchasing and rental decisions. The NABERS framework is well established within the commercial property sector and has demonstrated value in providing a nationally consistent method for measuring and benchmarking building performance.

The intent of this motion aligns with broader Australian and State Government objectives to improve the energy performance of the built environment. Increased transparency regarding apartment building energy performance may encourage investment in building upgrades, support operating cost reductions and provide market-based incentives for improved sustainability outcomes.

WALGA notes that the Australian Government is already considering future expansion of building energy disclosure arrangements through the Commercial Building Disclosure (CBD) Expansion Roadmap and the Home Energy Ratings Disclosure Framework. These initiatives include investigation of energy performance disclosure mechanisms for residential buildings and consideration of the role of NABERS ratings for Class 2 apartment buildings. The Australian Government has also indicated that no immediate changes to the CBD program are proposed while further stakeholder consultation and policy development occurs.

The proposal raises a number of implementation considerations, including the regulatory and administrative burden on strata companies and apartment owners, the appropriateness of mandating disclosure for existing buildings, and the costs associated with undertaking and maintaining ratings. While the proposed five-year fee waiver would seek to address some of these barriers, any expansion of mandatory disclosure requirements would require detailed assessment of costs, benefits and potential impacts across different apartment building typologies and ownership structures.

7.7 FUNDING SUPPORT FOR NATIVE TITLE, ILUA AND TRADITIONAL OWNER ENGAGEMENT COSTS

Shire of Dundas

RESOLUTION

Moved: **President Cr Laurene Bonza, Shire of Dundas**
Seconded: **Cr Barry Winmar, City of Kwinana**

That WALGA:

1. **Advocate to the Western Australian and Australian Governments for the establishment of a dedicated funding program to support Local Governments with the costs associated with:**
   a. **Native Title negotiations;**
   b. **Indigenous Land Use Agreements (ILUAs);**
   c. **Aboriginal Cultural Heritage consultation;**
   d. **Traditional Owner engagement;**
   e. **Heritage, anthropological and cultural assessments; and**
   f. **Agreement implementation and monitoring.**
2. **Seek recognition that Native Title and Traditional Owner engagement requirements are increasingly necessary to deliver housing, infrastructure, emergency management, renewable energy, land tenure and economic development projects, and should not be funded solely from Local Government rate revenue.**
3. **Request that any future funding program prioritise regional, rural and remote Local Governments with:**
   a. **large geographic areas;**
   b. **significant Crown land holdings;**
   c. **extensive Native Title interests; and**
   d. **limited rate bases.**

CARRIED

MEMBER COMMENT

Across Western Australia, Local Governments are increasingly wanting to engage with Native Title holders and Traditional Owners as part of delivering community infrastructure, housing, economic development, emergency management and land tenure projects.

While Local Governments support meaningful engagement and recognise the importance of Traditional Owner participation in decision-making processes, there is currently no dedicated State or Commonwealth funding mechanism available to assist Local Governments with the associated costs. These costs commonly include:

- legal advice and representation;
- Indigenous Land Use Agreement negotiations;
- anthropological and heritage assessments;
- cultural heritage investigations;
- authorisation meetings;
- Traditional Owner consultation and participation costs;
- travel and accommodation; and

- agreement implementation and monitoring.

For many remote Local Governments, a single project requiring Native Title resolution can incur costs of tens of thousands of dollars before any physical works commence.

The impact is particularly significant for remote and regional Local Governments that:
- manage large geographic areas;
- have small populations and limited rate bases;
- contain extensive Crown land holdings;
- are required to facilitate State and Commonwealth policy outcomes; and
- have significant Native Title and Traditional Owner engagement obligations.

The absence of dedicated funding creates a significant cost-shifting burden and can lead to:
- delays to housing projects;
- delays to airport, road and utility infrastructure;
- delays to emergency management initiatives;
- increased project costs;
- reduced investment certainty; and
- pressure on Local Government operating budgets.

This issue is becoming increasingly significant as governments seek to accelerate housing delivery, renewable energy projects, economic development initiatives and Closing the Gap commitments. Local Governments are expected to facilitate these outcomes but are not provided with funding to undertake the associated engagement processes.

A dedicated funding program would:
- reduce cost shifting to Local Government;
- support meaningful Traditional Owner participation;
- improve project certainty;
- accelerate housing and infrastructure delivery;
- support regional economic development;
- strengthen relationships between Local Governments and Traditional Owners; and
- assist in achieving broader State and Commonwealth policy objectives.

Accordingly, WALGA is requested to advocate for a jointly funded State and Commonwealth program that recognises Native Title and Traditional Owner engagement as a shared public responsibility rather than an unfunded Local Government obligation.

SECRETARIAT COMMENT

WA Local Governments may need to comply with requirements under the *Native Title Act 1993 (Cth)* and *Aboriginal Heritage Act 1972 (WA)* where proposed activities may affect native title rights and interests or impact or harm Aboriginal cultural heritage. The applicable requirements vary depending on the activity, land tenure and context, and may include notification, consultation, opportunities to comment and/or approval processes and, in some native title future act matters, negotiation in good faith with a view to reaching agreement with native title parties. Positive relationships with Traditional Owners, cultural knowledge holders and native title parties can assist Local Governments to understand and meet their statutory obligations.

There is currently no dedicated Australian or State Government funding to support Local Governments' costs in relation to native title and Aboriginal heritage agreement-making. However, the State Government's Aboriginal Heritage Survey Program to fund Aboriginal heritage surveys on unsurveyed or high-priority areas of the State is open to a range of proponents, including Local Governments.

In 2025, the WA Government commissioned the National Native Title Tribunal (NNTT) to conduct a Review of Native Title and Aboriginal Heritage Processes (the Review). The Review report and Government response to recommendations were tabled in Parliament on 9 June 2026. While the scope and consultation for the Review focused on the mining industry, WALGA engaged with the Review lead and NNTT Member Mr Glen Kelly, to highlight key challenges for Local Governments. The Review recommendations and Government's response provide opportunities for greater policy clarity, practice guidance and administrative efficiencies for all parties. There is also a commitment to increase and better coordinate support for Prescribed Bodies Corporate across State agencies, to increase their capacity to deal with increasing volumes of heritage and native title matters.

WALGA's Advocacy Position 3.1.4 Aboriginal Heritage Protection calls for the State Government to provide adequate resourcing to ensure all parties have the capacity, capability and resources to discharge their statutory obligations relating to Aboriginal heritage protection.

WALGA continues to support Members to understand and comply with their obligations relating to native title and Aboriginal heritage approval processes and best practice in Aboriginal engagement. More information is available on the WALGA website and Kolbang Yanginy, the reconciliation resource for Local Governments that WALGA partnered to develop. WALGA advocacy on this issue includes ongoing discussions with State Government to share the experiences and insights of the Local Government sector and advocating for outcomes that address the need to balance delivering essential services and development, while protecting Aboriginal rights and interests.

The WALGA Local Government Convention 2026 Program includes a session on native title and agreement making, which is intended to provide practical insights and guidance on how Local Governments can leverage opportunities for partnership and agreement-making to enable land activation and infrastructure development.

The Shire of Dundas motion and WALGA's ongoing advocacy align on the need for greater support for WA Local Governments to comply with native title and Aboriginal heritage obligations, while meeting the needs of their community for essential infrastructure and services.

7.8 SUPPORT FOR ALGA MOTION #92 – NATIONAL CLIMATE ADAPTION FUNDING

Town of East Fremantle, City of Vincent, Shire of Augusta Margaret River

MOTION

Moved: **President Julia Jean-Rice, Shire of Augusta Margaret River**
Seconded: **Cr Rebecca Cutter, Town of East Fremantle**

That WALGA:

1. **Endorse Motion 92 included within The Business Papers of the 2026 Australian Local Government Association National General Assembly as provided below:**
   a. ***Acknowledge that the increasing costs of climate change — including disaster recovery from storms, floods, and bushfires, and community resilience building for heatwaves and sea-level rise — place an unsustainable financial burden on Local Government.***
   b. ***Recognise the inequity where Local Governments and communities bear these costs despite not being responsible for the 75% of climate pollution generated by major coal, oil, and gas corporations.***
   c. ***Establish a Parliamentary Inquiry into the adequacy of the 2025 National Adaptation Plan, specifically addressing the lack of additional funding for Local Governments to deliver mandated adaptation responses.***
   d. ***Ensure this Inquiry identifies concrete revenue sources to meet investment needs, including the implementation of taxes or levies on the coal, oil, and gas industries aligned with the climate damage their products cause.***
   e. ***Establish a National Climate Compensation Fund with a dedicated funding stream for Local Governments, commensurate with the scale of the financial risks identified in the 2025 National Climate Risk Assessment***
2. **Adopt Motion 92 as part of WALGA's federal advocacy program; and**
3. **Actively advocate, in partnership with the Australian Local Government Association, for:**
   a. **the establishment of a National Climate Compensation Fund with a dedicated funding stream for Local Governments; and**
   b. **the introduction of a Climate Pollution Levy on coal, oil and gas corporations.**

AMENDMENT

Moved: **President Cr John Fergusson, Shire of Capel**
Seconded: **Cr Lorraine Young, Town of Cottesloe**

To:

1. **Delete point 2;**
2. **Delete point 3;**
3. **Modify point 1(b) to remove the words: *"despite not being responsible for the 75% of climate pollution generated by major coal, oil, and gas corporations"*; and**
4. **Modify point 1(d) to remove the words: *"including the implementation of taxes or levies on the coal, oil, and gas industries aligned with the climate damage their products cause"*.**

PROCEDURAL MOTION

Moved: **Cr Karen Wheatland, City of Melville**
Seconded: **Cr Lincoln Stewart, Shire of Gingin**

That the question be now put.

CARRIED

THE AMENDMENT WAS PUT

To:

1. **Delete point 2;**
2. **Delete point 3;**
3. **Modify point 1(b) to remove the words: *"despite not being responsible for the 75% of climate pollution generated by major coal, oil, and gas corporations"*; and**
4. **Modify point 1(d) to remove the words: *"including the implementation of taxes or levies on the coal, oil, and gas industries aligned with the climate damage their products cause"*.**

CARRIED

THE SUBSTANTIVE MOTION AS AMENDED WAS PUT

That WALGA, in support of Motion 92 from the 2026 Australian Local Government Association National General Assembly, calls on the Australian Government to:

a. **Acknowledge that the increasing costs of climate change — including disaster recovery from storms, floods, and bushfires, and community resilience building for heatwaves and sea-level rise — place an unsustainable financial burden on Local Government.**
b. **Recognise the inequity where Local Governments and communities bear these costs.**
c. **Establish a Parliamentary Inquiry into the adequacy of the 2025 National Adaptation Plan, specifically addressing the lack of additional funding for Local Governments to deliver mandated adaptation responses.**
d. **Ensure this Inquiry identifies concrete revenue sources to meet investment needs.**
e. **Establish a National Climate Compensation Fund with a dedicated funding stream for Local Governments, commensurate with the scale of the financial risks identified in the 2025 National Climate Risk Assessment.**

CARRIED

TOWN OF EAST FREMANTLE COMMENT

Motion 92 included within The Business Papers of the 2026 Australian Local Government Association National General Assembly called on the Australian Government to:

1. *Acknowledge that the increasing costs of climate change — including disaster recovery from storms, floods, and bushfires, and community resilience building for heatwaves and sea-level rise—place an unsustainable financial burden on local government.*

2. *Recognise the inequity where local governments and communities bear these costs despite not being responsible for the 75% of climate pollution generated by major coal, oil, and gas corporations.*
3. *Establish a Parliamentary Inquiry into the adequacy of the 2025 National Adaptation Plan, specifically addressing the lack of additional funding for local governments to deliver mandated adaptation responses.*
4. *Ensure this Inquiry identifies concrete revenue sources to meet investment needs, including the implementation of taxes or levies on the coal, oil, and gas industries aligned with the climate damage their products cause.*
5. *Establish a National Climate Compensation Fund with a dedicated funding stream for local governments, commensurate with the scale of the financial risks identified in the 2025 National Climate Risk Assessment*

This motion extends beyond advocacy for funding (and other support), as it explicitly references how this funding might be delivered, via a polluter-pays mechanism, and dedicated compensation fund at least in part contributed to by the coal, oil and gas industries.

The motion calls on the Federal Government to establish a Parliamentary Inquiry into the adequacy of the 2025 National Adaptation Plan, create a dedicated funding stream for Local Governments that matches the scale of financial risks identified in the 2025 National Climate Risk Assessment, and identify taxes or levies on the coal, oil and gas industries aligned with the damage their products cause to finance the fund.

Research shows that roughly 76% of Australia's climate pollution comes from burning coal, oil and gas[2], a sector which has seen exceptional 'super profits' in recent years, and which pays well below its share of levies and taxes. Across the sector, income tax averages just 5% of its reported $436 billion income, compared with the 30% corporate tax rate[3]. To 2024, $111 billion worth of royalty-free liquefied natural gas (LNG) was exported from WA, sacrificing at least $9.6 billion in revenue if royalties had been paid[4]. A polluter-pays mechanism is also supported by a majority of the Australian public - 70% of Australians support a mechanism to collect revenue from polluting industries[5].

Federal and State Governments are unwilling or unable to provide guaranteed long-term funding to meet the escalating climate change induced mitigation, adaption and resilience-building costs faced by Local Governments, or are even passing more costs of climate adaptation and mitigation onto other levels of government or residents[6][7]. The fossil fuel corporations, the major financial beneficiaries of climate disruption, contribute little to repairing the damage their products cause. A levy on fossil fuel products paid into a dedicated fund supporting Local Governments in climate adaptation and mitigation will bring costs and profits into better alignment.

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[2] Freeloaders, Oxfam Australia, April 2026
[3] Freeloaders: How gas corporates are paying little tax, Oxfam Australia, 30 April 2026
[4] Zero royalties charged on $111 billion in WA gas sales, The Australia Institute, 4 June 2024
[5] Pay up: Australians say it's time big polluters paid for the damage they do to the environment, The Australia Institute, 27 November 2024
[6] Queensland worse off under proposed disaster recovery funding changes, councils say, ABC News, 6 June 2026
[7] NSW proposes new property levy to support emergency services, Realtisan

CITY OF VINCENT COMMENT

Local Governments are legislatively obligated to address climate change through the *Local Government Act 1995*. Whilst there are sound policy reasons for all tiers of government to be a part of addressing this global challenge, for the Local Government sector the cost of both mitigating and adapting to the effects of climate change is rapidly outpacing the capacity to do so.

The National Adaptation Plan outlines that natural disasters cost the Australian economy $38 billion per year. Costs will continue to escalate as global warming increases and current Federal funding is not sufficient, stable or long-term to support this.

Unlike other tiers of government with greater capacity to raise revenue, Local Governments have finite resourcing to adequately fund this without impacting on the delivery of essential services or significantly increasing rates. This is neither fair nor sustainable.

Motion 92 was unanimously passed at the ALGA National General Assembly, highlighting the importance of this issue across all Local Governments whether inner-city, urban, rural or remote.

Local Governments collectively own and manage billions of dollars in infrastructure currently threatened by climate-impacted events, including storms, floods, water damage, and bushfires.

For Vincent, key local challenges in responding to the impacts of climate change include:

- Reducing urban heat and increasing tree canopy while responding to the ongoing impacts of Polyphagous Shot-Hole Borer and reducing rainfall.
- Responding to extreme weather events and flooding impacts by upgrading the City's ageing and at-capacity drainage network whilst simultaneously being the highest density Council in WA.

A dedicated funding stream is essential for Local Governments to support climate change mitigation and adaptation responses without increasing the burden disproportionately to our communities.

The establishment of a Parliamentary Inquiry provides a way to identify opportunities for this to be delivered and is essential to shift the fiscal burden from ratepayers to the industries primarily responsible for inflicting climate-related damage.

Endorsement of this motion would give practical effect to WALGA's recently adopted Climate Change Advocacy Position. Specifically, to "*ensure that Local Government has the funding, guidance and practical support required to meet increasing risk and expanded legislative requirements to plan for, mitigate and adapt to climate impacts*".

The City values WALGA's continued leadership and looks forward to working collaboratively to secure the stable and long-term funding needed. This would enable Local Governments to respond to our legislative obligations and deliver local climate mitigation, resilience and adaptation measures for our communities.

SHIRE OF AUGUSTA MARGARET RIVER COMMENT

Right now, our communities are bearing the costs of dealing with the impacts of global warming. As a regional Local Government with an extensive coastline, the Shire is

experiencing the effects of coastal impacts such as sea level rise, more severe storm events, and increased bushfire risk.

Local Governments, residents and local businesses are already bearing significant costs through rising insurance premiums, damage to community infrastructure, and disaster response and recovery efforts. While climate change has multiple causes, the extraction and use of coal, oil and gas remains a major contributor to global warming. Yet many of the costs of responding to these impacts continue to fall on local communities and future generations, rather than those who have profited most from fossil fuel production.

While climate change affects everyone, we are concerned that those experiencing the greatest impacts have often contributed the least to the problem. These costs are increasingly being borne by regional and local communities that have limited capacity to absorb them.

Communities across Australia are calling for coal, oil and gas corporations to contribute their fair share towards the costs of climate adaptation and recovery, helping ensure Local Governments have the resources needed to respond to climate impacts and build resilient, thriving communities.

SECRETARIAT COMMENT
This motion was passed at the ALGA National General Assembly (NGA), however ALGA NGA motions are not binding and will be considered by the ALGA Board. WALGA is a member of ALGA and will have input into the determination of action relating to the motion.

WALGA has undertaken extensive consultation on the Climate Change Advocacy Position which was adopted by State Council in July 2026. As noted in the commentary from Local Governments, the motion aligns with WALGA's Advocacy Position on Climate Change however goes into greater detail regarding the issue and resolution. WALGA is currently developing an advocacy plan to progress the outcomes in the recently adopted Advocacy Position and will work with ALGA and other Local Government Associations on these matters.

7.9 DELIVERING EQUITABLE NBN FIBRE UPGRADE PATHWAY FOR MULTI-DWELLING UNITS

City of Perth

MOTION

That WALGA calls on the Australian Government to work with NBN Co to:

1. Establish and publish a funded national upgrade pathway to Fibre to the Premises (FTTP) for all Multi-Dwelling Units (MDUs), including apartments, townhouses and older unit developments currently served by Fibre to the Building (FTTB).
2. Close the existing policy gap for MDUs by prioritising high-density urban housing within future FTTP rollout planning, recognising the significant proportion of capital-city residents who live in apartments and townhouses.
3. Provide dedicated funding and delivery mechanisms - including grants, co-investment and streamlined approvals - to address the additional cost and complexity of retrofitting fibre in older strata-titled buildings, ensuring residents are not disadvantaged by dwelling type.
4. Support Local Governments to work with strata bodies and NBN Co to streamline MDU upgrade delivery, including standardised strata engagement materials and access/approval processes for common property.

RESOLUTION

Moved: **Cr David Goncalves, City of Perth**
Seconded: **Cr Eman Seif, City of Wanneroo**

That WALGA calls on the Australian Government to work with NBN Co to:

1. **Establish and publish a funded national upgrade pathway to Fibre to the Premises (FTTP) for all Multi-Dwelling Units (MDUs), including apartments, townhouses and older unit developments currently served by Fibre to the Building (FTTB).**
2. **Close the existing policy gap for MDUs by prioritising high-density urban housing within future FTTP rollout planning, recognising the significant proportion of capital-city residents who live in apartments and townhouses.**
3. **Provide dedicated funding and delivery mechanisms - including grants, co-investment and streamlined approvals - to address the additional cost and complexity of retrofitting fibre in older strata-titled buildings, ensuring residents are not disadvantaged by dwelling type.**
4. **Support Local Governments to work with strata bodies and NBN Co to streamline MDU upgrade delivery, including standardised strata engagement materials and access/approval processes for common property.**
5. **Ensure that any funded NBN upgrade pathways also recognise regional, rural and remote communities who are experiencing poor reliability, congestion or no practical upgrade path from long copper, fixed wireless or satelite services.**

CARRIED

MEMBER COMMENT

Background

People are increasingly concerned about a growing digital infrastructure inequity affecting residents of apartments, townhouses and older unit developments. Reliable high-speed broadband is now essential infrastructure, underpinning economic participation, remote work, education, telehealth and access to government services.

While the National Broadband Network (NBN) is transitioning toward a predominantly fibre-based network, a significant cohort of households – those living in Multi-Dwelling Units (MDUs) – remain reliant on legacy copper-based technologies due to historical infrastructure decisions.

The Australian Government and NBN Co have already set a clear direction of travel for the fixed-line network: move legacy copper areas to full fibre. NBN's "full fibre" upgrade program explicitly enables eligible premises on Fibre to the Node (FTTN) and Fibre to the Curb (FTTC) to upgrade to Fibre to the Premises (FTTP), and in January 2025 NBN Co announced a Government-backed investment package to upgrade the remaining FTTN footprint, enabling higher-speed services delivered mostly via FTTP.

However, this transition leaves out a major cohort: the Fibre to the Building/Basement (FTTB) footprint, which is dominated by apartment buildings and older unit developments. NBN's FY26 Annual Service Improvement Plan confirms that a full-fibre upgrade for the FTTB footprint is not currently planned, with only limited trials underway.

This exclusion disproportionately affects city residents. Apartments are a significant and growing share of Australia's housing stock, with more than 2.6 million people living in apartments nationally, including over 550,000 people in high-rise buildings. In capital cities, older apartments are disproportionately served by FTTB, FTTN or FTTC, and in many cases are either ineligible for existing FTTP upgrade programs or face unclear, complex and costly upgrade pathways.

Within the City of Perth, hundreds of inner-city apartments in precincts such as the CBD, East Perth, West Perth and Northbridge were connected via FTTB during earlier phases of the NBN rollout as recently as 2016 and now face capped speeds and reduced reliability compared with neighbouring dwellings that have access to full-fibre connections.

While NBN expects around 90% of the fixed-line network (approximately 10.3 million premises) to have access to near-gigabit wholesale speeds by December 2025, residents of many MDUs remain stuck on FTTB with no defined or funded pathway to FTTP.

Local Governments also have a practical role in removing on-the-ground barriers to fibre upgrades in strata buildings. Even where upgrades are available, MDUs can be delayed by complex owner-corporation decision-making and access arrangements across common property and multiple tenancies. Councils are well placed to support and convene strata communities so upgrades can proceed efficiently.

Accordingly, Local Governments should be supported to work with strata bodies, NBN Co and industry to streamline access and approvals, including standard engagement materials, model strata resolutions, clear access/works guidance for common property, and streamlined local approvals for low-impact telecommunications works.

Without a clear upgrade strategy, a growing number of urban households risk being left behind as the rest of the country transitions to world-class fibre connectivity, entrenching a digital divide based not on demand or location, but on dwelling type.

Supporting Evidence

1. NBN Co has stated that approximately 90% of the fixed-line footprint is targeted to be capable of gigabit speeds by 2025; however, the majority of Fibre to the Building (FTTB) connections are not currently included in this upgrade pathway.
2. Industry estimates indicate that more than 2 million apartments and townhouses are connected to the NBN nationally.
3. Australian Bureau of Statistics Census data indicates that over 500,000 Australians reside in high-rise apartment buildings (nine storeys or more), predominantly located in capital cities.
4. NBN FTTB services are typically limited to maximum download speeds of around 100 Mbps, compared with FTTP services capable of supporting download speeds up to 2,000 Mbps.
5. ACCC and industry reporting has identified a widening performance and reliability gap between fibre-based and copper-based NBN technologies, particularly during peak demand periods.

SECRETARIAT COMMENT

Current WALGA advocacy regarding the provision of high-speed internet is restricted to the Local Government sector's support for consistent and appropriate internet solutions including suitable pricing for rural, regional, and remote Western Australia (Advocacy Position 2.4.3).

The role of Local Government in relation to the National Broadband Network (NBN) is typically to support the planning and design of the network prior to the rollout of fibreoptic cable, and to work with NBN Co on community engagement. Much of the work to connect properties outside of the public realm is undertaken by NBN Co and the property owner, including strata properties. In particular, retrofitting existing buildings with new fibreoptic cable that does not require changes to infrastructure in the public realm may not involve Local Governments at all.

Whilst Local Governments may acknowledge the role of high-speed internet as beneficial to residents, the interface of the change from FTTB to FTTP with Local Government business may be limited.

8 CLOSURE

Upon the completion of business, the Chair declared the meeting closed at 4:24pm.

Attachment 1: AGM Standing Orders

WALGA

Western Australian Local Government Association
Annual and Special General Meeting
Standing Orders

1. DEFINITIONS

For the purposes of these Standing Orders, if not inconsistent with the context, the following words shall have the following meanings:

1.1 *"Absolute Majority"* means: a majority of Delegates whether present and voting or not.

1.2 *"Association"* means: the Western Australian Local Government Association.

1.3 "*Chief Executive Officer*" means: the Chief Executive Officer for the time being of the Association.

1.4 *"Constitution"* means: the Constitution of the Association.

1.5 "*Delegate or Deputy Delegate"* means: those persons duly nominated to represent a Member Local Government at a Meeting of the Association. In the construction of these Standing Orders unless the context requires otherwise, the word "Delegate" shall in the absence of the Delegate include a Deputy Delegate. A Deputy Delegate acting in the capacity of a Delegate unable to attend a meeting of the Association shall exercise all rights of that Delegate.

1.6 *"Deputy President"* means: the Deputy President for the time being of the Association.

1.7 *"Meeting"* means: an Annual or Special General Meeting of the Association.

1.8 *"Member Local Government"* means: a Local Government admitted to ordinary membership of the Association in accordance with the provisions of the Constitution.

1.9 *"President"* means: the President for the time being of the Association. In the construction of these Standing Orders unless the context requires otherwise, the word "President" shall in the absence of the President include the Deputy President or the Delegate chosen by resolution to preside at any Meeting of the Association.

1.10 *"Simple Majority"* means: a majority of Delegates that are present and voting.

2. CONDUCT OF MEETINGS

The proceedings and business of Meetings of the Association shall be conducted according to these Standing Orders.

3. NOTICE OF MEETING

3.1 Annual General Meeting
The Chief Executive Officer shall give at least ninety (90) days notice of an Annual General Meeting to all Member Local Governments, advising of the closing date for submission of motions for inclusion on the agenda.

3.2 Special General Meeting
A Special General Meeting of the Association is to be held if a request is received by the President, in accordance with the requirements of the Constitution. No business shall be transacted at a Special General Meeting other than that for which the Special General Meeting was called.

3.3 Notice of a Special General Meeting shall be given by the Chief Executive Officer to all Member Local Governments.

4. QUORUM

4.1 The Association shall not conduct business at a Meeting unless a quorum is present.

4.2 At any Meeting, greater than one half of the Delegates who are eligible to vote must be present to form a quorum.

4.3 The Association is not to transact business at a Meeting unless a quorum is present.

4.4 If a quorum has not been established within 30 minutes after a Meeting is due to begin then the Meeting can be adjourned –

(a) by the President or if the President is not present at the meeting, by the Deputy President;

(b) if neither the President nor Deputy President is present at the

meeting, by a majority of Delegates present;

(c) if only one Delegate is present, by that Delegate; or

(d) if no Delegate is present, by the Chief Executive Officer or a person authorised by the Chief Executive Officer.

4.5 If at any time during a Meeting a quorum is not present, the President shall thereupon suspend the proceedings of the Meeting for a period of five (5) minutes and if a quorum is not present at the expiration of that period, the Meeting shall be deemed to have been adjourned and the person presiding is to reschedule it for some future time.

4.6 Notice of a Meeting adjourned because of absence of a quorum is to be given to all Member Local Governments.

5. MEETINGS OPEN TO THE PUBLIC

The business of the Association conducted at a Meeting shall be open to the public except upon such occasions as the Association may by resolution otherwise decide.

6. ORDER OF BUSINESS

Unless the Association should decide otherwise, the order of business at Meetings shall be as follows:

(a) Record of attendance and apologies;
(b) Announcements;
(c) Confirmation of minutes of previous Meetings;
(d) President's report;
(e) Financial report for the financial year; and
(f) Consideration of Executive and Member Motions.

7. VOTING ENTITLEMENTS

7.1 Each Member Local Government shall be entitled to be represented at any Meeting by two (2) Delegates.

7.2 Only eligible and registered Delegates may vote.

7.3 A Delegate shall be entitled to exercise one vote on each matter to be decided. Votes are to be exercised in person.

7.4 If a Delegate is unable to attend any Meeting a duly eligible and registered Deputy Delegate may attend and exercise a vote.

7.5 A Deputy Delegate shall be nominated in writing and delivered to the Chief Executive Officer before the commencement of the Meeting. The nomination shall be signed by the Chief Executive Officer of the Member Local Government that nominated the Delegate.

8. SPECIAL URGENT BUSINESS

At any time during a Meeting a Delegate may, with the approval of an Absolute Majority, introduce a motion relating to special urgent business that calls for an expression of opinion from Delegates.

In presenting an item of special urgent business, a Delegate shall have sufficient copies of the motion in writing for distribution to all Delegates present at the Meeting and, where practicable, give prior notice to the President of such intention.

9. PRESIDENT TO PRESIDE

9.1 The President shall preside at all Meetings, but in the absence of the President, the Deputy President shall preside.

9.2 In the absence of the President and the Deputy President, the Delegates shall choose by resolution, a Delegate present to preside at the Meeting.

10. SPEAKING PROTOCOL

10.1 Only registered Delegates and members of the Association's State Council shall be entitled to speak at Meetings.

10.2 The first person who attracts the attention of the President shall have precedence in speaking.

10.3 If two or more Delegates wish to speak at the same time, the President shall decide who is entitled to priority.

10.4 Speakers are to use the microphones supplied.

10.5 When addressing a meeting, speakers are to:

(a) rise and remain standing unless unable to do so by reason of sickness or disability;
(b) address the meeting through the President;

(c) state their name and Local Government before otherwise speaking;
(d) refrain from reading comment printed in the agenda paper in support of a motion, but may identify key points or make additional comment; and
(e) refrain from using provoking or discourteous expressions that are calculated to disturb the peaceful current of debate.

11. DEBATE PROCEDURES

11.1 A Delegate moving a substantive motion may speak for –
(a) 5 minutes in their opening address; and
(b) 3 minutes in exercising the right of reply.

11.2 Other speeches for or against motions are to be limited to 3 minutes unless consent of the meeting is obtained which shall be signified without debate.

11.3 No Delegate, except the mover of a motion in reply, is to speak more than once on the same motion except by way of personal explanation.

11.4 As soon as the right of reply has been exercised, the motion is to be forthwith put to the vote without further comment.

11.5 No discussion shall take place on any motion unless it is moved and seconded.

11.6 Only one amendment on any one motion shall be received at a time, and such amendment shall be disposed of before any further amendment can be received. Any number of amendments may be proposed.

11.7 The provisions of these Standing Orders applicable to motions apply mutatis mutandis to amendments, except that the mover of an amendment shall have no right of reply.

11.8 When a motion has been moved and seconded, the person presiding shall at once proceed to take a vote thereon unless a Delegate opposes it or an amendment is proposed.

11.9 No more than two Delegates shall speak in succession on one side, either for or against the question before the meeting, and if at the conclusion of the second speaker's remarks, no Delegate speaks on the other side, the motion or amendment may be put to the vote.

11.10 Notwithstanding clause 11.8, where a composite motion is moved which embodies the core aspects of subsequent motions listed on the agenda, a Delegate whose motion has been superseded shall have the opportunity to speak on the question of the composite motion before it is put. Once a composite motion has been carried, no further debate shall be permitted in respect of the superseded motions.

11.11 At any time during a debate, but after the conclusion of a Delegate's comments, a Delegate who has not spoken during the debate may move, without discussion, "that the question be now put". If that motion is seconded and carried by a majority, the question shall be submitted at once to the meeting, after the mover has replied.

12. QUESTIONS

Any Delegate seeking to ask a question at a Meeting shall direct the question to the President.

13. POINT OF ORDER

A Delegate who is addressing the President shall not be interrupted except on a point of order, in which event the Delegate shall wait until the Delegate raising the point of order has been heard and the question of order has been disposed of, whereupon the Delegate so interrupted may, if permitted, continue.

14. MOTION - SUBSTANCE TO BE STATED

A Delegate seeking to propose an original motion or amendment shall state its substance before addressing the meeting thereon and, if so required by the President, shall put the motion or amendment in writing.

15. PRESIDENT TO BE HEARD

Whenever the President signifies a desire to speak during a debate, any Delegate speaking or offering to speak is to be silent, so that the President may be heard without interruption.

16. WITHDRAWAL OF MOTION

A motion or amendment may be withdrawn by the mover with the consent of the meeting, which shall be signified without debate, and it shall not be competent for any Delegate to speak upon it after the mover has asked permission for its withdrawal, unless such permission has been refused.

17. PRESIDENT MAY CALL TO ORDER

The President shall preserve order and may call any Delegate to order when holding an opinion that there shall be cause for so doing.

18. RULING BY PRESIDENT

The President shall decide all questions of order or practice. The decision shall be final and be accepted by the meeting without argument or comment unless the meeting resolves that a different ruling shall be substituted for the ruling given by the President. Discussions shall be permitted on any such motion.

19. RESOLUTIONS

19.1 Except as otherwise provided in the Constitution and these Standing Orders, all motions concerning the affairs of the Association shall be passed by a Simple Majority.

19.2 Any matter considered at a Special Meeting shall not be passed unless having received an Absolute Majority.

20. NO DISCUSSION

Where there is no discussion on a motion, the President may deem the motion to be passed unless the meeting resolves otherwise.

21. PERMISSIBLE MOTIONS DURING DEBATE

21.1 When a motion is under debate, no further motion shall be moved except the following:

(a) that the motion be amended;
(b) that the meeting be adjourned;
(c) that the debate be adjourned;
(d) that the question be now put;
(e) that the meeting proceed with the next item of business; or
(f) that the meeting sits behind closed doors.

21.2 Any Delegate who has not already spoken on the subject of a motion at the close of the speech of any other Delegate, may move without notice any one of the motions listed in clause 21.1 (b)-(f) and, if the motion is seconded, it shall be put forthwith.

21.3 When a debate is adjourned, the Delegate who moves the adjournment shall be the first to speak on the motion when the debate is resumed unless the Delegate advises of no desire to speak on the motion. Where this occurs, the President shall then call for further speakers, with the exception of those Delegates who have previously spoken (unless the meeting otherwise agrees).

22. RESCISSION OF RESOLUTION

22.1 At the same Meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders or the Constitution (in which event that shall be the majority required), the meeting may, by Simple Majority at the same Meeting at which it is passed, rescind or alter a resolution if all Delegates who were present at the time when the original resolution was passed are present.

22.2 At a future Meeting

Unless a greater majority is required for a particular kind of decision under the Standing Orders or the Constitution (in which event that shall be the majority required), the meeting may rescind or alter a resolution made at an earlier meeting:

(a) by Simple Majority, where the Delegate intending to move the motion has, through the Chief Executive Officer, given written notice of the intended motion to each Delegate at least seven (7) days prior to the Meeting; or
(b) by Absolute Majority, in any other case.

23. METHOD OF TAKING VOTES

The President shall, in taking a vote on any motion or amendment, put the question first in the affirmative, and then in the negative and may do so as often as is necessary to enable formation and declaration of an opinion as to whether the affirmative or the negative has the majority on the voices or by a show of hands or by an electronic voting system.

24. DIVISION

Immediately upon a vote being taken and a declaration of the final result by the President, a Delegate may call for a division.

25. ALL DELEGATES TO VOTE

25.1 A Delegate present at the Meeting when a question is put shall vote on the question.

25.2 Each Delegate shall be entitled to exercise one deliberative vote on any matter considered.

26. PRESIDENT'S RIGHT TO VOTE

The President shall have a casting vote only.

27. SUSPENSION OF STANDING ORDERS

27.1 In cases of urgent necessity or whilst the meeting is sitting behind closed doors, any of these Standing Orders may be suspended on a motion duly made and seconded, but that motion shall not be declared carried unless a Simple Majority of Delegates have voted in favour of the motion.

27.2 Any Delegates moving the suspension of a Standing Order shall state the object of the motion, but discussion shall not otherwise take place.

28. NO ADVERSE REFLECTION ON ASSOCIATION

A Delegate shall not reflect adversely upon a resolution of the Association, except on a motion that the resolution be rescinded.

29. NO ADVERSE REFLECTION ON DELEGATE

A Delegate shall not reflect adversely upon the character or actions of another Delegate nor impute any motive to a Delegate unless the Association resolves, without debate, that the question then before the Association cannot otherwise be adequately considered.

30. MINUTES

30.1 The Chief Executive Officer is to cause minutes of the Meeting to be kept and preserved.

30.2 The minutes of a Meeting are to be submitted to the next Meeting for confirmation.

30.3 Copies of the previous Meeting minutes will be supplied to all Delegates prior to the Meeting.

Attachment 2: Minutes of the 2025 Annual General Meeting

WALGA

WALGA
Annual General Meeting Minutes

Tuesday, 23 September 2025

Perth Convention and Exhibition Centre
21 Mounts Bay Road, Perth WA

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1 OPENING

The Chair declared the meeting open at 3:01pm.

2 RECORD OF APOLOGIES

- Shire of Denmark
- Shire of Kojonup
- Shire of Ngaanyatjarraku
- Shire of Peppermint Grove
- Shire of Pingelly
- Shire of Sandstone
- Shire of Trayning
- Shire of Westonia

3 ANNOUNCEMENTS

Nil.

4 ADOPTION OF AGM STANDING ORDERS

The Annual General Meeting Standing Orders were contained within the Agenda.

RESOLUTION

Moved: **Cr Paul Kelly, Town of Claremont**
Seconded: **President Paige McNeil, Shire of Mundaring**

That the WALGA Annual General Meeting Standing Orders be adopted with the exception of section 12.5 to allow for the use of mobile phones during the meeting.

CARRIED

5 CONFIRMATION OF PREVIOUS MINUTES

The Minutes of the 2024 WALGA Annual General Meeting were contained within the Agenda, along with a report on the action taken on the 2024 AGM resolutions.

RESOLUTION

Moved: **Cr Paul Kelly, Town of Claremont**
Seconded: **President Chris Antonio, Shire of Northam**

That the Minutes of the 2024 WALGA Annual General Meeting be confirmed as a true and correct record of proceedings.

CARRIED

6 ADOPTION OF ANNUAL REPORT

The 2024-2025 Annual Report, including the 2024-2025 Audited Financial Statements, was distributed to Members separately.

RESOLUTION

Moved: Cr Karen Wheatland, City of Melville
Seconded: President Chris Antonio, Shire of Northam

That the 2024-2025 Annual Report, including the 2024-2025 Audited Financial Statements, be received.

CARRIED

7 CONSIDERATION OF EXECUTIVE AND MEMBER MOTIONS

7.1 PROVISION OF MEDICAL SERVICES IN REMOTE AND VERY REMOTE LOCAL GOVERNMENTS

Shire of Lake Grace

MOTION

Moved: **President Cr Len Armstrong, Shire of Lake Grace**
Seconded: **Cr Peter Callaghan, Shire of Gnowangerup**

That WALGA calls on the Western Australian Government and WA Grants Commission to:

1. **increase the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and**
2. **recalculate distributions to those Local Governments in remote and very remote locations that are providing block cash payments to attract and retain general practitioners to allow affected Councils to redirect ratepayer funds to Local Government responsibilities.**

AMENDMENT

Moved: **Cr Darren King, Shire of Boyup Brook**
Seconded: **President Cr Les Price, Shire of Cue**

To amend point 2 as follows:

2. **recalculate distributions to those Local Governments ~~in remote and very remote locations~~ that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.**

THE AMENDMENT WAS PUT AND CARRIED

AMENDMENT

Moved: **President Cr Kristy D'Aprile, Shire of Katanning**
Seconded: **Cr Scott Crosby, Shire of Kent**

To amend point 1 as follow:

1. **increase <u>the total funding and then</u> the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and**
2. **recalculate distributions to those Local Governments that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.**

THE AMENDMENT WAS PUT AND CARRIED

THE SUBSTANTIVE MOTION AS AMENDED WAS PUT

That WALGA calls on the Western Australian Government and WA Grants Commission to:

1. **increase the total funding and then the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and**
2. **recalculate distributions to those Local Governments that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.**

CARRIED

MEMBER COMMENT

The Shire of Lake Grace is the lead Shire in the "Local Government Rural Health Funding Alliance" which also consists of the Shires of Gnowangerup, Jerramungup, Ravensthorpe, Narembeen, Jerramungup and Kojonup.

The Shire of Lake Grace, on behalf of the Alliance successfully presented a motion at the Australian Local Government Association (ALGA) National General Assembly, calling on the Australian Government to increase Financial Assistance Grants and recalibrate their distribution to better support rural councils funding general practitioner (GP) services. The motion was carried unanimously.

Remote and very remote Local Governments are filling a critical gap in primary healthcare. Local Governments are the third sphere of government yet are delivering on behalf of the State and Commonwealth. These Local Governments are stepping into primary healthcare provision due to insufficient Commonwealth and State financial support to GPs and specific incentives for remote and very remote communities. This is not their legislated responsibility, yet these six Local Governments are contributing over $1.475 million annually in cash, plus housing, vehicles, and surgeries to attract and retain GPs where there is geographical isolation, small populations and diverse health needs.

The Medical Facilities Cost Adjustor under the Financial Assistance Grants in WA is calculated and distributed by the WA Grants Commission. It recognizes only 82% of a 3-year rolling average, capped at $85,000–$100,000. It does not reflect actual costs, which often exceed $200,000–$300,000 per GP per community. It then leaves a significant funding gap (e.g. Shire of Kojonup received $0 despite spending $250,000 as it was provided to a third party local not-for-profit to engage the GP and Practice).

The Shire of Lake Grace is requesting block funding and a recalculation criterion to remote and very remote local governments, distributed via the Financial Assistance Grants (Medical Facilities Cost Adjustor). This would reduce the unsustainable burden on ratepayer funds, ensure continuity of care and return ratepayer funds to core local government services.

These Local Governments are not creating the problem — rather they are solving it. They are collaborating regionally, implementing multi-site rural generalist models that requires economies of scale as a group, and ensuring reasonable travel distances for locals to GPs. Without their intervention, communities would face worsening health outcomes and risks to their economic viability.

This motion aligns with the top four priorities identified by band 4 WALGA member Local Governments as requiring solutions in 2025.

The comparative Government health spend between major city residents and rural and remote Australia is $848 per person less in the regions (NRHA). People in the bush are 2.9 times more likely to be hospitalized; 2.8 times more likely to be hospitalized for reasons that are potentially preventable and 2.7 times more likely to die from potentially avoidable causes.[8]

Life expectancy in remote areas, compared with major cities is 13 years less for males and 7 years for females.[9] Telehealth is not a viable substitute for resident GPs — it risks deskilling local clinicians and eroding continuity of care.

The Alliance of Councils has prepared a position paper to raise awareness and suggest a solution to attract and retain GPs in their rural and remote communities, where current Commonwealth and State government policy settings are inadequate.

Reference Document

- January 2025 Position Paper – Provision of Remote GP Services

SECRETARIAT COMMENT

Access to primary healthcare is the responsibility of the Australian and State Governments. In some rural and remote areas, the current health system does not provide equitable service. Access to primary health is a critical issue for a large proportion of WALGA members. Local Government support of primary healthcare services creates a financial impost and diverts funding from other Local Government services and functions.

In 2023, WALGA commissioned Rural Health West (RHW) to survey WA Local Governments to ascertain the extent to which Local Governments were providing financial or in-kind support to secure primary healthcare services. The Survey Report provides a comprehensive dataset on the cost, nature, and geographical location of Local Government support, as well as evidence that Local Government support was predominantly focused on General Practice services.

This issue has also been identified as a priority for the sector at a number of forums, including the October 2024 Band 4 Local Governments meeting and the May 2025 Zone meetings. WALGA has also been working with the Local Government Rural Health Alliance in the development of their advocacy.

WALGA has begun a renewed advocacy campaign, with targeted asks of the Australian and State Governments to improve access to primary health services in rural and remote areas, to remove the need for Local Government intervention.

A revised Rural and Remote Health Advocacy Position aligned to the finding and recommendations of the Survey Report is tabled for the September 2025 State Council. The proposed revisions provide a stronger position on the responsibility of the Australian and

[8] Royal Flying Doctors Service, 2023
[9] Royal Flying Doctors Service, 2023

State Governments for primary healthcare provision and addressing the cost impost on Local Government, compelled to intervene where the current health system is failing.

The revised position aligns with the wider healthcare reform platform to enable advocacy partnerships and to provide a level of flexibility for the advocacy campaign in response to Government announcements.

The Lake Grace motion and WALGAs ongoing advocacy align on the need for financial reimbursement for Local Government support for essential primary health care services. WALGA's approach, does not specifying how reimbursement to Local Governments should be undertaken, or which Local Governments should be eligible. This approach aims to provide flexibility to achieve the same outcome, such as utilising the upcoming renewal of the National Health Reform Agreement.

7.2 HOMELESSNESS – SHORT-TERM ACCOMMODATION SOLUTIONS

City of Kalgoorlie Boulder

MOTION

Moved: **Mayor Glenn Wilson, City of Kalgoorlie Boulder**
Seconded: **President Ron Chambers, Shire of Esperance**

That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in regional centres across Western Australia.

AMENDMENT

Moved: **Cr Barry Winmar, City of Kwinana**
Seconded: **Cr Chontelle Stone, City of Cockburn**

That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in all Local Governments across Western Australia.

THE AMENDMENT WAS PUT AND CARRIED

THE SUBSTANTIVE MOTION AS AMENDED WAS PUT

That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in all Local Governments across Western Australia.

CARRIED

MEMBER COMMENT

Shelter WA's Policy Position on Ending Homelessness in WA highlights the overrepresentation of Aboriginal people in homelessness services and calls for short-stay options and self-determination in service delivery. The motion reinforces the importance of Housing First principles and the need for coordinated responses; specifically, that all governments ensure people with lived experience of homelessness are central to the design and delivery of homelessness services.

The motion highlights a growing disconnect between the practical realities faced by Local Government in the requirement for short-term accommodation for First Nations people in their communities. WALGA's advocacy position on homelessness acknowledges that Local Governments can support responses to homelessness through planning, health, and community development functions, it does not consider them as lead agencies. Local Governments are increasingly forced to lead this space due to the lack of a coordinated state-wide response and support.

Historically, many regional centres and cities have been meeting places for different Aboriginal communities with these areas offering a place where individuals can meet to conduct cultural business, socialise with family and friends, shop, and attend medical and other appointments. While some stay with family and friends, in many cases in overcrowded conditions, others are street present. Additional risks are posed for those with a limited experience of living in larger regional cities.

Homelessness data is typically captured through the Australian Census which does not accurately capture short-term or seasonal homelessness. Discussions with other WA regional Local Governments has identified that significant numbers of remote Aboriginal community members travel to regional centres and cities especially during the summer period. These Local Governments and their stakeholders are ill-equipped to support their needs ranging from temporary culturally appropriate and safe accommodation to food provision.

Typically, when Local Governments step up in this area, state-funded systems often pull back, particularly in regional cities. This is an understandable consequence of under-resourced and failing systems but does not advance efforts to solve street presence or seasonal homelessness.

While Local Governments interact closely with people experiencing homelessness and have valuable local knowledge, they do not have the resources, funding, or specialist workforce to lead homelessness responses especially in regional areas when street present people increase during particular times of the year. In the All Paths Leads to Home, State Government acknowledges this and views Local Governments as key partners in coordinating local, place-based efforts and facilitating referrals to appropriate services.

The State Government, primarily through the Department of Communities, is responsible for leading and funding homelessness responses, including the provision of social and affordable housing and specialist services. It coordinates with other State agencies across justice, health, mental health, and education to address the systemic causes of homelessness — functions that are beyond the capacity and remit of local governments. However, homelessness is not included in this remit as, by definition, the Department provides homes in remote communities.

The State Government recognises that effective responses require partnerships. It seeks to leverage the local knowledge, planning tools, and community connections of Local Governments, while retaining responsibility for funding, policy, and service coordination which does not include short-term accommodation for visiting Aboriginal community members across regional WA.

In 2021, the Australian Local Government Association co-signed a landmark national agreement to close the gap, setting targets in education, employment, health, justice, safety, housing, land and waters, and Indigenous language preservation. The agreement includes a target to increase the proportion of Aboriginal and Torres Strait Islander people living in appropriately sized (not overcrowded) housing to 88%.

The 2021 Census showed there were 122,000 people in Australia experiencing homelessness on Census night – 48 people per 10,000. Aboriginal and Torres Strait Islander people were disproportionately homeless – 307 out of 10,000 Aboriginal and Torres Strait Islander people were experiencing homelessness.

However, neither the Closing the Gap agreement, the Closing the Gap 2024 Annual Report and Commonwealth 2025 Implementation Plan, nor the 2024 National Housing and Homeless Plan Summary Report include any consideration for addressing transitional homelessness – only overcrowding issues.

The City of Kalgoorlie-Boulder recently completed a collaborative, landmark national study on Anti-social Behaviour and Transitional Aboriginal Homelessness. The research project included engagement with local and state government agencies and key providers in over eight locations in Western Australia, the Northern Territory, and South Australia, to assess existing strategies, pinpoint gaps, and explore potential solutions that enhance local government efforts in this regard.

A Housing and Homelessness motion was raised by the City of Kalgoorlie-Boulder at the 2025 Australian Local Government Association (ALGA) National General Assembly in Canberra in July and was approved for submission to the Federal Government for consideration.

SECRETARIAT COMMENT

Aboriginal Short Stay Accommodation (Short Stays) are designed to provide safe, culturally appropriate and affordable short-term accommodation for Aboriginal people who travel to regional centres to access services, or for business, cultural or family reasons.

There are three existing Aboriginal Short Stays operating in regional Western Australia: Broome, Derby and Kalgoorlie. The State Government acknowledges that these Short Stays are in high demand. Planning is underway by the Department of Housing and Works to develop an additional three new Short Stays in Geraldton, Kununurra and Perth.

Short Stays are a response to homelessness. WALGA does not currently have an advocacy position on short-stay accommodation, but does have a Homelessness Advocacy Position. WALGA is currently reviewing the Homelessness Advocacy Position as part of a regular advocacy position review process. To inform the review, WALGA is currently surveying all Local Governments to gather information on the extent of Local Government engagement with homelessness and the extent of services, including accommodation options, available within their Local Government areas.

7.3 REVISION OF THE LOCAL GOVERNMENT (ADMINISTRATION) REGULATIONS 1996 IN RELATION TO THE HOLDING OF AND ATTENDANCE AT MEETINGS BY ELECTRONIC MEANS

Shire of Dardanup

MOTION

Moved: President Cr Tyrrell Gardiner, Shire of Dardanup
Seconded: Cr Ellen Lilly, Shire of Dardanup

That WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow elected members to attend more than 50% of meetings remotely, only if each instance more than 50% in the rolling year is justified and approved by the Mayor/President or Deputy Mayor/Deputy President.

AMENDMENT

Moved: Cr Lewis Hutton, City of Joondalup
Seconded: President Cr Rossco Foulkes-Taylor, Shire of Murchison

That WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow the Local Government to determine the number of meetings that can be attended electronically.

LOST

PROCEDURAL MOTION

Moved: Cr Karen Wheatland, City of Kwinana
Seconded: President Ron Chambers, Shire of Esperance

That the question be now put.

CARRIED

THE SUBSTANTIVE MOTION WAS PUT

That WALGA advocates for a change to the Local Government (Administration) Regulations 1996 in relation to the holding of and attendance at meetings by electronic means to allow elected members to attend more than 50% of meetings remotely, only if each instance more than 50% in the rolling year is justified and approved by the Mayor/President or Deputy Mayor/Deputy President.

LOST

MEMBER COMMENT

The Local Government Administration Regulations 1996 provides as follows:

14C. Attendance at meetings by electronic means may be authorised (Act s. 5.25(1)(ba))

(3) The mayor, president or council cannot authorise a member to attend a meeting (the proposed meeting) under subregulation (2)(b) if the member's attendance at the proposed meeting under that authorisation would result in the member attending more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, under an authorisation under subregulation (2)(b)

Additionally, the regulations also set out:

14D. Meetings held by electronic means (Act s. 5.25(1)(ba))

(2A) The council cannot authorise a meeting (the proposed meeting) to be held under subregulation (2)(c) if holding the proposed meeting under that authorization would result in more than half of the meetings (including the proposed meeting) of the council or committee, in the relevant period, being held under an authorization under subregulation (2)(c).

(Emphasis added)

Therefore, under the current regulations neither a Council nor a Councillor can hold or attend more than 50% of the meetings electronically.

This motion is proposed in response to the unique circumstances within the Shire of Dardanup, and potentially other local governments, who due to their professional commitments, such as FIFO (Fly In Fly Out), or other circumstances, may be required to work away from the local area for extended period - sometimes up to 50% of their time.

The motion seeks to address the challenges faced by Councillors when taking leave or managing personal, family or work commitments. It aims to ensure that these circumstances do not hinder their ability to effectively represent and serve the community. By supporting this motion, the Council can implement measures that provide flexibility in these situations, ultimately allowing Councillors to fulfil their duties without unnecessary disruption.

The intent of the motion it to ensure that the work of the Council continues to operate effectively and efficiently during periods when individual Councillors may be temporarily unavailable (in person) i.e. having a Councillor/s who works away from time to time or even 50% of the time. This motion will also assist with when Councillors who already work away go on leave or have other family commitments.

By implementing greater flexibility, such as expanding access to remote and electronic Council and Committee meeting participation, the Council can support ongoing engagement, reduce disruption to Council operations, and ensure inclusive representation from a broader demographic of elected members.

The demographic of elected and potential elected members to Shire Councils has changed and is evolving. If we want to encourage participation, we need to adapt to the way we engage and allow engagement.

Financial, physical, employment and locational restrictions need to be taken into account for the engagement ability of elected members to advocate for their rate payer base.

The current percentage provision of remote / electronic meeting ability available, while acceptable for the majority of elected members, is insufficient for the minority of elected members who are engaged, though restriction to contribute through logistical or bureaucratic barriers.

Key considerations should be given to workforce realities i.e. FIFO or workers with demanding employment schedules; diverse demographics, equity in participation and encouraging engagement.

This demographic change includes new mothers and parents of young children, FIFO workers, Shift workers & Disabled or Mobility impaired. All of these groups can and do provide diverse opinions and experience to the overall group of elected members.

SECRETARIAT COMMENT

Regulations 14C and 14D of the *Local Government (Administration) Regulations 1996* were introduced in 2022 to provide flexibility for the sector but reflect an expectation that Local Governments should prioritise in person meetings and in person Council Member attendance. Under regulation 14C a Council or Committee Member may attend a meeting by electronic means only if authorised by the Mayor / President or Council. Electronic attendance cannot be authorised if it would exceed the 50% cap.

It is important that Council Meetings remain accessible for members of the community to attend and participate. In many cases, in person meetings may best achieve this outcome. However, the introduction of livestreaming requirements for Class 1 and 2 Local Governments, and widespread adoption by many smaller Local Governments, has changed the way the community accesses and engages with Council Meetings. In addition, Local Government experience to date indicates that Council Members are able to effectively participate in meetings when attending electronically.

Removing the 50% cap on electronic attendance could enable Councils to make a policy decision regarding the balance of electronic and in person attendance that best meets the expectations of their community and the needs of Council Members. This could support greater diversity in candidates and Council Members and may also assist Local Governments seeking independent persons as members of their Audit Risk and Improvement Committees. Council, and the Mayor or President as the decision maker, would be accountable to the community for the decision to authorise additional electronic attendance.

7.4 RATING EXEMPTION ADVOCACY MOTION

City of Bunbury

RESOLUTION

Moved: **Cr Karen Steele, City of Bunbury**
Seconded: **President Cr Tony Dean, Shire of Nannup**

That WALGA, in addition to its current advocacy positions 2.1.1 and 2.1.2 relating to rating exemptions, advocate to the WA Government for the introduction of a reimbursement model, whereby the WA Government repays Local Government the greater of:
1. 75% of the value of rates lost in applying the charitable purposes exemption; or
2. 1% of the total rate revenue of the Local Government.

CARRIED

MEMBER COMMENT
The City of Bunbury faces significant financial impacts from rate exemptions granted under Section 6.26(2) of the *Local Government Act*, with 443 properties currently exempt due to charitable or religious purposes. This represents a substantial annual revenue loss of $1.67 million (3.4% of total rates), affecting the City's capacity to deliver community services and facilities.

WALGA has established advocacy positions calling for reform, particularly focusing on the need to review rating exemption categories and address the expanding scope of charitable purpose definitions. Of particular concern is that exemptions have extended beyond their original intention, now encompassing non-charitable commercial activities of charitable organizations.

This matter requires urgent attention as the current system creates an inequitable burden on other ratepayers and impacts the financial sustainability of Local Governments in delivering essential community services.

The City of Bunbury currently has 443 properties with 85 organisations that have a rate exemption under Section 6.26(2) of the *Local Government Act* due to properties being used for charitable or religious purposes. This equates to a loss of rate revenue of $1,667,522 in 2024/25, or 3.4% of rates which has a significant impact on the City to fund services and facilities for the Bunbury community. Of these properties, 407 ($1,227,021) are used for charitable purposes.

The following is a comparison with other known Local Governments (as at October 2024).

Council	Number of Rate Exempt Properties	Total Number of Properties	Percentage of Rate Exempt Properties	Loss of Revenue from Rate Exemptions	Total Rate Revenue	Percentage of Loss Revenue
City of Bunbury	443	17,194	2.6%	$1,667,522	$49,690,996	3.4%
City of Busselton	171	25,327	0.7%	$1,296,212	$64,960,318	2.0%
City of Geraldton	158	19,487	0.8%	$1,700,000	$54,080,426	3.1%
Shire of Harvey	44	13,245	0.3%	$99,000	$29,482,269	0.3%
City of Wanneroo	374	88,589	0.4%	Not Provided		

WALGA already has four documented Advocacy Positions relating to this matter, the two most applicable being:

2.1.1 Rating Exemptions Review
A broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act 1995; and

2.1.2 Rating Exemptions Charitable Purposes

1. *Amend the Local Government Act 1995 to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997;*
2. *Either:*
   a. *amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations; or*
   b. *establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*
3. *Request that a broad review be conducted into the justification and fairness of all rating exemption categories currently prescribed under Section 6.26 of the Local Government Act 1995.*

Exemptions under this section of the Act have extended beyond the original intention and now provide rating exemptions for non-charitable purposes, which increase the rate burden to other ratepayers. It is considered that in the absence of amendments to better define 'charitable purposes', that the WA Government considers reimbursement to local governments once exemptions exceed a defined threshold, which could be set based on Local Government band levels.

SECRETARIAT COMMENT

In addition to the WALGA Advocacy Positions 2.1.1 and 2.1.2 as mentioned in the Member comment for this item, WALGA also has the following relevant positions on rating exemptions:

2.1.3 Rating Exemptions – Department of Housing: Leasing to Charitable Organisations

Position Statement	That WALGA advocate to the Minister for Housing to include in the lease agreements with charitable institutions that they must pay Local Government rates on behalf of the Department of Housing recognising the services Local Government provides to its tenants.

2.1.4 Rating Exemptions – Rate Equivalency Payments

Position Statement	Legislation should be amended so rate equivalency payments made by LandCorp and other Government Trading Entities are made to the relevant Local Governments instead of the State Government.

2.1.5 Rating Restrictions – State Agreement Acts

Position Statement	Resource projects covered by State Agreement Acts should be liable for Local Government rates.

7.5 RATEABILITY OF MISCELLANEOUS LICENSES

Shire of Mount Magnet

RESOLUTION

Moved: **President Cr James McGorman, Shire of Mount Magnet**
Seconded: **President Cr Rossco Foulkes-Taylor, Shire of Murchison**

That WALGA:

1. **Formally oppose any move by the Local Government Minister to introduce amendments to the *Local Government Act* to restrict the application of rates on Miscellaneous Licenses.**
2. **Develop an advocacy position on sector consultation prior to any amendment to the *Local Government Act*.**
3. **Undertake a financial analysis of the cost to the Mining Industry of the rating of Miscellaneous Licenses compared to the benefit to the Local Government sector.**

CARRIED

MEMBER COMMENT

The *Local Government Act 1995* s 6.26 (1) sets out the intent that all occupied land utilized for purposes other than charitable, benevolent, or other purposes of the Crown is rateable.

Subsequent to the enactment of the *Local Government Act 1995*, significant amendments were made to the terms of a Miscellaneous License in the *Mining Act 1978* through the *Mining Amendment Act 1998*.

Miscellaneous Licenses are one of a number of tenement types granted in respect to mineral resource recovery by the Department of Local Government, Industry Regulation and Safety (LGIRS). The defined purposes for the grant of a Miscellaneous License is set out in the Mining Regulations 1981 r 42B, of which constitute significant infrastructure and construction necessary for the operations necessary to a mining enterprise.

The *Mining Amendment Act 1998* amended the term of the Miscellaneous license from a 5-year term with further two 5-year possible extensions; to a 21-year term with two possible further 21-year term extensions.

This amendment was made to explicitly facilitate the construction of permanent infrastructure – an evolution that clearly signals a shift in their functional and economic significance.

The introduction of the Fringe Benefits Tax in 1986 had a devastating impact on regional communities across Australia as Fly in Fly out work took hold, and unrated remote work camps replaced local workers, while often increasing traffic on Local Government owned assets such as airports and short stay accommodation intended for tourists, but used to house overflow crews.

Justice Solomon stated in his deliberations that:

> *"It is also noteworthy that the local government has a substantive role to play in the grant of a miscellaneous licence over any land (including Crown land). Given that a miscellaneous licence is often used for the development of significant infrastructure, the need for the involvement of local government is self-evident. Even a cursory perusal of the items listed in reg 42B indicates that it refers to facilities and infrastructure that would ordinarily be of direct concern to a local government.*
>
> *It is noteworthy that the role of local government in the granting of other mining tenements is more limited. That feature of the Mining Act 1978 suggests that local government is likely to be more concerned or directly engaged with the activity on a miscellaneous licence than on other mining tenements."*

Road Agreements

The Local Government in which a Miscellaneous License is held for the purpose of road construction, will often enter an agreement for maintenance of that road. The agreement is voluntary in basis, however, the cost of drafting and regulating compliance with the agreement is reported by many Local Governments to be both financially and resource hungry.

There have been reports made by Local Governments of agreements taking years to be completed, of costs to take legal action to enforce compliance, and the regular inspections to ensure undertaking are met.

These costs are outside the scope of road agreements and borne by the Local Government.

Much of the resource fields of Western Australia are located in Band 4 Local Governments, in very remote areas. While the Mining Company has access to legal and corporate resources, Local Governments are under-resourced and inequal in the negotiations.

Mining Camps

Significant environmental health services are provided to remote Mining Camps by Local Government, including commercial kitchen licensing, inspection and regulation; sewerage/wastewater treatment systems and monitoring, inspection and compliance; swimming pool inspections including water monitoring; all other services offered to a town-based business, with the cost of distance to travel and the complication of many more residents.

During an epidemic or outbreak of communicable disease, the Local Government in remote areas holds the statutory responsibility for incident control.

This service is increasingly difficult to resource with qualified officers choosing not to live and work remotely.

Mining Camps situated on a Miscellaneous License or Mining Lease have on occasion been approved by the Minister as rateable under the GRV methodology, upon application by the Local Government. This area of land is excised from the tenement for the purpose of the valuation.

The process for this to occur is protracted, requires the Mining Camp to have been operational for 12 months already and is at the discretion of the Minister. The Mining Company is required to provide input to the decision in the interest of fairness.

These already GRV-rated camps would be exempt from any rating of miscellaneous licenses as they have already been excised from the tenement.

Pipelines, powerlines, conveyor systems, tunnel, bridge, aerodrome, communications facilities, power generation and transmission facilities, storage or transportation facility for minerals or mineral concentrates, and pump stations
Each of the above purposes conveys a restricted access to the land on which they are constructed by tourists, small prospectors and local Traditional Owners. In many cases they are constructed on an underlying pastoral property which also pays rates on the same parcel.

Borefield, bore
These purposes require less restriction of access, but are also valued at a lower rate under the *Valuation of Land Act* than other purposes.

On this one piece of land, for each of the purposes above, the pastoral activity is curtailed despite the cost of the pastoral lease remitted to the State Treasury, and the rates to the Local Government.

The rateable value of a Miscellaneous License under the *Valuation of Land Act* is five times the rent on the tenement which is set out in the Mining Regulations 1981. Currently the rent on a Miscellaneous License is $27 per ha, with the exception of a license granted for the search of ground water which is valued at $1.12 per ha.

Rent payable on an underlying exploration license is $1.55 per ha.

Tenement holder remits to -

- **Treasury** – rent on the exploration license, for the Miscellaneous License, (in addition to royalty applicable on the principle Mining Tenement activity).
- **Local Government** – rates on the exploration license only.

The Pastoralist remits to –

- **Treasury** – rent on the pastoral lease
- **Local Government** – rates on the pastoral lease.

On occasion the Mining Company will provide extra funds through a Community Benefit scheme to a community through philanthropic gifting which is spent in accordance with the ideological values of the board, land access purposes, and often to charities or causes that are outside of the regions in which the minerals are extracted through ESG programs. These donations do not correlate to rigorous statutory Integrated Planning and Reporting process undertaken by the Local Government.

The Local Government is increasingly constrained financially and further burdened by compliance with regulations – particularly in the regions where the minerals are extracted. Service provision that falls within the statutory scope of the State Government is being devolved to Local Government, including housing for State employees, medical services, security to community, provision of agency services such as Transport, Health, Human Services. These are by and large unfunded and under resourced by the State Government.

Planning options are significantly constrained through land banking of Mining Companies with tenements in townsites and on town commons.

Conversely, the GDP provided by the Mining Industry in Australia for quarter 1 of 2025 alone reached $84.1B.

This inequity of wealth distribution has been evidenced through recent actions taken by Councils to increase rates to adequately fund the deficiency in their budget in accordance with the *Local Government Act* requirements. At that time, the Minister for Local Government publicly stated that the proposal "did not meet the values of consistency, equity and fairness".

In handing down his decision, Justice Solomon concluded with

> *"It is plain from the terms of the provisions referred to above [s6.26] that the object of imposing rates is to raise revenue for local government to undertake its activities. Specifically, the imposition of rates allows a local government to make up any budget deficiency. The Act thus reflects a direct link between the imposition of rates and the local government's ability to undertake its activities. As noted above, the local government plays a direct role and function in the grant of a miscellaneous licence. Plainly, the more significant the infrastructure proposed to occupy the miscellaneous licence, the greater will be the role played and the activity undertaken by the local government. In my view, a construction that exempts land from rates which is the subject of a miscellaneous licence and is occupied by significant infrastructure, sits most uncomfortably with the plain object of the statutory provisions concerning the local government's power to impose rates.*
>
> *The second factor stems from the wording of s 6.26(2) itself. The exemptions in s 6.26(2)(a) - (k) relate overwhelmingly to charitable, benevolent, religious and public or civic purposes. That sits harmoniously with the theme of s 6.26(2)(a)(i). A construction that would exempt from rating, land that may be occupied by critical infrastructure facilitating the creation of profits for private interests, runs counter to the charitable and civic theme of s 6.26(2).*
>
> *In my view, the Shire's construction provides greater harmony with the relevant object of the rating provisions of the LGA. "*

The judiciary—our independent and impartial arbiter of legislative intent—has clearly affirmed the rateability of Miscellaneous Licenses, not only through statutory interpretation but also through a reasoned understanding of their practical implications.

To disregard this position through swift legislative action, without sector wide consultation is to undermine the very principles of legal clarity and administrative fairness upon which our governance is built.

The AGM is requested to support the actions taken by the Shire of Mount Magnet to rate Miscellaneous Licenses in accordance with the judgement recently handed down by the Supreme Court, and further request WALGA to undertake a full financial analysis of the cost to the mining industry of this action, and the financial benefit to Local Government in Western Australia.

SECRETARIAT COMMENT

At the time of the distribution of this Agenda, State Council has not considered an item relating to Miscellaneous Licences.

However, item 8.2 in the September 2025 State Council Agenda relates to rating of Miscellaneous Licences. The recommendation in that report is that WALGA:

1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the *Mining Act 1978*; and
2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating.
3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the *Local Government Act 1995*.

This item will be considered by State Council at the meeting on 5 September.

In relation to point 2 of the motion –
As a matter of course WALGA always advocates for consultation on legislative and regulatory amendments, however formalising this position has merit.

In relation to point 3 of the motion –
WALGA would need to determine the scope and cost of this analysis before considering in the context of WALGA's existing budget.

8 CLOSURE

Upon the completion of business, the Chair declared the meeting closed at 4:11pm.

Attachment 3: Action Taken on Resolutions of the 2025 Annual General Meeting

2025 AGM Resolution	Comment/Update
7.1 Provision of Medical Services in Remote and Very Remote Local Government That WALGA calls on the Western Australian Government and WA Grants Commission to: 1. increase the total funding and then the Medical Facilities Cost Adjuster component of the Financial Assistance Grants to Local Governments; and 2. recalculate distributions to those Local Governments that are providing block cash payments to attract and retain general practitioners to allow affected Council to redirect ratepayer funds to Local Government responsibilities.	This item was referred by State Council to the People and Place Advisory Group for further work in December 2025. Improving access to primary healthcare services in rural and remote areas remains an advocacy priority for WALGA, supported by the WALGA 2025 General Practice Support Survey Report published in January 2026. This advocacy priority is also reflected in the current Federal and State Budget Submissions and aligned to the revised Advocacy Position 3.2.2 Rural and Remote Healthcare Services endorsed by State Council in September 2025. WALGA is exploring opportunities for partnership advocacy on this matter with health sector stakeholders. This work includes developing solution options. Progress will be shared with State Council in due course. WALGA has raised the sector's concerns directly with the Minister for Health and has engaged with the Office's advisors, who have expressed interest in developing solutions and the opportunity to work collaboratively to raise these with the Australian Government. The provision of medical services in remote and very remote Local Governments is an issue across jurisdictions and WALGA is concurrently advocating to the Australian Government and keen to explore opportunities for co-commissioning of place-based models.

7.2 Homelessness – Short-Term Accommodation Solutions That WALGA advocate to the State Government to provide culturally appropriate short-term accommodation options and wrap-around support services that provide sustainable homelessness solutions in all Local Governments across Western Australia.	This item was referred by State Council to the People and Place Advisory Group for further work in December 2025. Following consultation with the sector, to address the range of issues being experienced, a new Advocacy Position was developed. State Council endorsed the new Homelessness Advocacy Position 3.11 in May 2026: *WALGA calls on the Western Australian and Australian Governments to provide leadership, support and sustainable, long-term funding to prevent and respond to homelessness, in particular by:* *1. Ensuring specialist homelessness services are responsive to local need, place-based and people-centred.* *2. Investing in crisis accommodation, social and affordable housing and wraparound services.* *3. Strengthening homelessness data collection and sharing arrangements to provide current, granular and locally relevant information to inform funding and improve service provision.*
7.4 Rating Exemption Advocacy Position That WALGA, in addition to its current advocacy positions 2.1.1 and 2.1.2 relating to rating exemptions, advocate to the WA Government for the introduction of a reimbursement model, whereby the WA Government repays Local Government the greater of: 1. 75% of the value of rates lost in applying the charitable purposes exemption; or 2. 1% of the total rate revenue of the Local Government.	This item was referred by State Council to the Governance Advisory Group for further work in December 2025. WALGA's current Rating Exemption Advocacy Positions 2.1.1 to 2.1.4 call for a broad review into the justification and fairness of all rating exemption categories, with a particular focus on the charitable purpose's exemption. WALGA included funding for a review of rates in its most recent State Budget submission. Additional concerns regarding rating and rating exemptions have arisen since the 2025 AGM. WALGA will undertake a RFQ process for an external consultant to undertake a review of rating exemptions to assist with WALGA's advocacy to the State Government.

	WALGA has directly raised concerns about rating exemptions with key political stakeholders including directly with the Minister for Local Government, and through submissions including the State Budget Submission and Submission to the Inquiry into Local Government Financial Sustainability.
7.5 Rateability of Miscellaneous Licenses That WALGA: 1. Formally oppose any move by the Local Government Minister to introduce amendments to the *Local Government Act* to restrict the application of rates on Miscellaneous Licenses. 2. Develop an advocacy position on sector consultation prior to any amendment to the *Local Government Act*. 3. Undertake a financial analysis of the cost to the Mining Industry of the rating of Miscellaneous Licenses compared to the benefit to the Local Government sector.	State Council endorsed this resolution in December 2025. Advocacy Position 2.1.18 Rating of Miscellaneous Licences was adopted by State Council in September 2025: *That WALGA:* *1. Advocate for Local Governments to continue to have the ability to rate miscellaneous licences under the Mining Act 1978; and* *2. Oppose legislative amendments that seek to exempt occupied miscellaneous licence land from rating.* *3. Continue to advocate for a broad review to be conducted into the justification and fairness of all rating exemption categories currently prescribed under section 6.26 of the Local Government Act 1995.* WALGA undertook extensive engagement with the State Government and opposition parties including the Liberals, Nationals and the Greens to strongly oppose the legislative amendments, however the Bill was passed in June 2026. WALGA previously advocated for a Regulatory Impact Assessment to be undertaken by the State Government to determine the potential impact on Local Governments affected by this amendment. The financial implications of this amendment are yet to be determined, however, impacted Local Governments and their communities will need to work through this process, as a result of the State Government's legislative changes.

	Notwithstanding this, WALGA continues to advocate for a broad review to be conducted into the justification and fairness of all rating categories currently prescribed in the Act. Rating exemptions have a significant impact on the revenue of Local Government and their ability to provide essential community services.

SHIRE OF CARNARVON

MAJOR PROJECTS & INFRASTRUCTURE COMMITTEE

MINUTES

TUESDAY 22 SEPTEMBER 2026

CONFIRMATION OF MINUTES
These minutes were confirmed by the Committee on
Type date here
as a true and accurate record

Presiding Member

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

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1 DECLARATION OF OPENING

The Presiding Member declared the meeting open at 11.32am

2 ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

Committee Members
Cmm Martin Aldridge .....Commissioner

Executive Administration
Mr Colm Stanley ..... Executive Manager, Infrastructure Services
Mr Stefan Louw ..... Executive Manager, Community Planning & Sustainability
Mr Mark Davis ..... Acting Executive Manager Lifestyle & Community

Staff in Attendance
Mrs Peta Greening.....Senior Strategics Project Manager *(Electronic)*
Mrs Racheal King .....Governance, Risk & Compliance Manager
Mr Jasper Benthien.....Executive Services Coordinator

Apologies
Mrs Amanda Dexter ..... Chief Executive Officer

Leave of Absence
Nil

Press ..... Nil
Observers ..... Nil

3 DECLARATION OF FINANCIAL INTEREST/ PROXIMITY INTEREST/ IMPARTIALITY INTEREST

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

Nil

4 PUBLIC TIME

As no public were in attendance, public time was not declared open.

5 CONFIRMATION OF MINUTES

5.1 Minutes of the Major Projects and Infrastructure Committee Meeting - 28 July 2026

COMMITTEE RESOLUTION MPIC 01/09/26

Moved: Cmm Martin Aldridge

That the minutes of Major Projects and Infrastructure Committee Meeting held on 28 July 2026 be confirmed as a true record of proceedings.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

6 PRESENTATIONS

Nil

7 REPORTS

7.1 MAJOR PROJECTS AND INFRASTRUCTURE UPDATE & PRESENTATION

File No:	ADM2331
Location/Address:	N/A
Name of Applicant:	N/A
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:	MPIC – 28 July 2026
Schedules:	1. Major Projects and Infrastructure Dashboard - 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 Report

This report provides the Major Projects and Infrastructure Committee with a strategic overview of the Shire's major projects portfolio.

The report is intended to function as a governance and project health check, enabling the Committee to monitor overall program performance, project risks, funding and delivery progress, while allowing members to seek more detailed information on individual projects where required.

Detailed project information is contained within the attached Major Projects Dashboard, which remains the primary operational reporting tool.

Background

The Shire of Carnarvon's approach to the successful delivery of major projects and infrastructure continues to evolve, and includes the initiation of the Major Projects Office, Major Projects Committee (**Committee**) and addition of specialist skillsets to the Shire team.

The Major Projects and Infrastructure Committee continues to provide governance oversight of the Shire's significant capital works and externally funded projects.

The Committee's role is to:

- Provide strategic oversight of major projects;
- Monitor project health, delivery and emerging risks;
- Ensure transparency around funding, procurement and governance
- Monitor strategic alignment with Council priorities; and
- Provide a forum for members to seek additional information on individual projects where required.

Officers have continued refining the Major Projects Dashboard to improve visibility of project status, funding, procurement, key milestones and risks. The dashboard is intended to provide concise reporting while allowing detailed discussion of projects at the Committee's request.

Stakeholder and Public Consultation

External Consultation

Committee meetings are publicly advertised and open to attendance.

Stakeholder and community consultation is undertaken on an individual project basis and reported by exception through Schedule One where significant matters arise.

Internal Consultation

Council has been briefed on matters relating to the Major Projects' portfolio through Corporate Information Sessions and Agenda Briefings held on:

- CIS - 21 July 2026
  Item 7.1 French Street, Coral Bay – Historical Context, Council Direction, Current Status and Future Considerations; Item 7.2 Speedway Road Realignment (Black Spot Program) – Project Status Update
- CIS - 18 August 2026
  Item 5.1 Road Strategy Plan (Five Year)
- CIS - 14 September 2026
  Item 4.2 Proposed Department of Biodiversity, Conservation and Attractions Coastal Reserve (Coral Bay Precinct Structure Plan); Item 4.5 Lotterywest – Funding Update
- Agenda Briefing – 18 August 2026
  Item 7.1 – Minutes of the Major Projects and Infrastructure Committee – 28 July 2026

The Major Projects Internal Working Group meets monthly (and as required) to consult and workshop matters across the portfolio, with representation from:

- Major Projects Team;
- Infrastructure Services;
- Lifestyle & Communities;
- Corporate Strategy & Performance

Statutory Environment

Local Government Act 1995

Section 5.8 – *Council may establish committees to assist in carrying out its functions. The Major Projects Committee has been established by Council to provide oversight of major projects and to consider and report on matters referred to it.*

Section 5.17 – *Limits on delegation of powers and duties to certain committees. Relevant to the scope of matters the Committee may consider and report on under its Terms of Reference.*

Relevant Plans and Policy

Major Projects & Infrastructure Committee - Terms of Reference
Community Strategic Plan 2022 - 2032
Carnarvon Activation Plan
Other adopted Council strategies and project-specific governance documents, where applicable.

Financial Implications

No additional financial implications arise from the committee receiving this report.

The attached dashboard includes a high-level financial overview of the Shire's major projects, including project values, funding sources, expenditure status and significant funding milestones where applicable.

Any matters requiring Council approval are reported separately through the Ordinary Council Meeting process.

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	Cost escalation, funding shortfalls, grant non-compliance or delayed project delivery may impact project outcomes and Council finances.	D3 - Moderate	Committee oversight, dashboard monitoring, funding management, milestone reporting and project governance controls.
Health & Safety	Construction activities, site works and project delivery may expose workers, contractors and members of the public to health and safety risks.	D2 - Low	Ensure compliance with Work Health and Safety requirements through project planning, contractor management, site-specific safety plans, risk assessments and ongoing monitoring of works.
Reputation	Reputational damage arising from misinformation or inadequate project management.	D3 - Moderate	Implement clear and consistent communication strategies, including regular updates via official channels. Ensure strong project governance and oversight through established committees and reporting frameworks. Actively engage with stakeholders and the community to address concerns and clarify project objectives. Monitor public sentiment and respond promptly to emerging issues or misinformation.

Service disruption	Minor project delays due to funding availability, procurement timing or resource constraints may impact planned delivery schedules but are not expected to significantly affect overall program outcomes.	E2 - Low	Stage project delivery to align with available resources and acquired funding. Engage early with key delivery partners to secure commitments and identify potential resourcing gaps. Maintain regular project monitoring and adjust timelines proactively where required.
Compliance	Failure to comply with funding agreements, procurement requirements, statutory approvals, reporting obligations or grant acquittal requirements may impact project delivery and future funding opportunities.	D3 - Moderate	Maintain robust project governance, procurement controls, funding compliance processes, milestone reporting, grant acquittals and regular project reviews.
Property	Delays, defects or underperformance in project delivery may affect the condition, availability or long-term value of Council-owned infrastructure and community assets.	D3 - Moderate	Apply appropriate project management, quality assurance, contract management and asset management practices throughout project delivery and handover.
Environment	Environmental impacts resulting from project activities, including potential harm to land, water, flora, and fauna.	D3 - Moderate	Conduct environmental assessments and ensure compliance with all relevant legislation and regulations. Develop and implement an Environmental Management Plan (EMP) prior to project commencement. Engage qualified environmental consultants to monitor and guide works. Incorporate sustainable design and construction practices to minimise environmental footprint.
Fraud	Major projects and procurement activities may increase exposure to fraud, conflicts of interest, inappropriate expenditure or misuse of project funds.	D2 - Low	Maintain procurement controls, segregation of duties, contract oversight, financial monitoring, audit processes and compliance with Council policies and procedures.

The Committee provides strategic oversight of the Shire's major projects portfolio, assisting in the identification and management of financial, delivery, governance and reputational risks.

Key project risks are summarised within the Major Projects Dashboard where appropriate.

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:
- *Monitor the implementation of our Community Strategic Plan*

BIG IDEAS FOR THE FUTURE OF CARNARVON:
- *N/A*

Comments

Since the previous Committee meeting, officers have continued to progress the Shire's major capital works program through procurement, design development, funding administration, stakeholder engagement and construction delivery.

The portfolio continues to advance, with several projects now under construction or entering procurement. Key risks remain under active management, particularly in relation to funding availability, project costs, procurement timeframes and stakeholder engagement.

Key activities and milestones progressed since the previous meeting:

- Design and P90 cost planning for the Carnarvon Airport infrastructure program completed, with Independent Technical Expert certification and State Government consideration of additional funding progressing.
- Public tender documentation completed for the Coral Bay Airstrip Pavement Reshaping and Stabilisation Project.
- Construction of Van Dongen Park progressing, including completion of shade structures and commencement of the Big Banana installation.
- Construction of the Tramway Shelter commenced, with fabrication of the Healing Shelter also underway.
- Tramway Walk Trail signage and seating completed and installed.
- Robinson Street public art and sculptural seating elements completed, with the remaining installations to be coordinated with the Van Dongen Park works.
- The Pier development progressing ahead of its reported construction schedule, supported by monthly project steering group meetings.
- Detailed design of the Fascine to Harbour Walk completed, providing a shelf-ready project for integration with future seawater inundation works or funding opportunities.
- Initiation of the South Carnarvon Seawater Inundation Mitigation Project, including project planning, governance arrangements and preparation for community and stakeholder consultation.
- Procurement commenced for the Camel Lane Theatre accessibility and seating upgrades.
- Coral Bay Precinct Structure Plan preparation progressing following completion of the initial consultation phase.

- Road safety, reconstruction and Black Spot projects progressing, including Speedway Road and the French Street–Robinson Street safety improvements.
  - Speedway Road Project: The project is currently progressing through the contract execution and contract signing process.
  - French Street Project (Coral Bay): The detailed design has been completed, and tender documentation has been prepared. The project is currently being advertised for tender.
- Planning and early development continuing for the Urban Forest and Public Art Light Trail projects.

Further details on individual projects, risks, budgets and delivery timeframes are provided in the attached Major Projects Dashboard.

OFFICER'S RECOMMENDATION

That the Major Projects and Infrastructure Committee:

1. ***Receives the Major Projects and Infrastructure Update Report; and***
2. ***Notes the Major Projects and Infrastructure Dashboard attached as Schedule One.***

SUSPENSION OF MEETING PROCEDURES

COMMITTEE RESOLUTION MPIC 02/09/26

Moved: Cmm Martin Aldridge

A motion was moved that the Committee suspend meeting procedures for administration to present schedule one and discuss projects outlined there in at 11.34am.

CARRIED BY SIMPLE MAJORITY 1/0

RESUMPTION OF MEETING PROCEDURES

COMMITTEE RESOLUTION MPIC 03/09/26

Moved: Cmm Martin Aldridge

A motion was moved that Council resume meeting procedures at 12.18pm.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

COMMITTEE RESOLUTION MPIC 04/09/26

Moved: Cmm Martin Aldridge

That the Major Projects and Infrastructure Committee:

1. ***Receives the Major Projects and Infrastructure Update Report; and***
2. ***Notes the Major Projects and Infrastructure Dashboard attached as Schedule One.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

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

Nil

9 MATTERS FOR WHICH MEETING MAY BE CLOSED TO THE PUBLIC

Nil

10 REQUEST FOR REPORTS FOR FUTURE CONSIDERATION

Nil

11 DATE OF NEXT MEETING

The next meeting will be held on Tuesday 24 November 2026 at Shire Council Chambers, Stuart Street Carnarvon commencing at 11.30am

12 CLOSE

The Presiding Member declared the meeting closed at 12.19pm.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Leighton, Amanda Leighton, Amanda	Governance	Establishment of Performance Review Panel

COUNCIL RESOLUTION OCM 01/07/26

Moved: Cmm Martin Aldridge

That Council by Absolute Majority and in accordance with section 5.38 and section 5.39B of the Local Government Act 1995 resolves to:

1. ***Adopt the attached amended Policy EME004 – CEO Standards, Performance and CEO Performance Review Panel, subject to the following amendment:***
    a. ***A reference in the policy to the CEO Performance Review Panel is replaced with a reference to the CEO Selection and Performance Review Panel.***
2. ***Abolish the existing Management Review Committee established under Policy EME004 – CEO Standards, Performance, Management Review Committee;***
3. ***Establish a CEO Selection and Performance Review Panel; and***

Appoint the Commissioner as Chair of the CEO Selection and Performance Review Panel.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

04 Aug 2026 10:13am Benthien, Jasper - Email
Hi team,,Please provide an update to actions by 4pm today please.,,Kind Regards,,Jasper

13 Aug 2026 11:47am Leighton, Amanda - Completion
Completed by Leighton, Amanda (action officer) on 13 August 2026 at 11:47:30 AM - Commissioner appointed to Panel.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 28/07/2026	King, Racheal Leighton, Amanda	Governance	Policy Review - Risk Management & Code of Conduct

COUNCIL RESOLUTION OCM 13/07/26

Moved: Cmm Martin Aldridge

That Council under section 2.7(2)(b) and section 5.104(2) of the Local Government Act 1995:

1. ***Receives the recommendation of the Audit, Risk and Improvement Committee arising from its meeting held on 16 June 2026***
2. ***Endorse the revised CF008 Risk Management Policy as per schedule 1.***
3. ***Endorse the revised EME001 Code of Conduct for Council Members, Committee Members and Candidates as per schedule 2.***
   Notes that associated procedures and complaint management documentation will be reviewed and updated as required to ensure alignment with the amended legislative framework and adopted policies.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

04 Aug 2026 10:13am Benthien, Jasper - Email
Hi team,,Please provide an update to actions by 4pm today please.,,Kind Regards,,Jasper

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

13 Oct 2026 1:57pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of King, Racheal (action officer) on 13 October 2026 at 1:57:22 PM - R. King: Policies being presented to Council at 19 october 2026 OCM for consideration following further review.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Hartley, Neil Dexter, Amanda	Governance	Appointment of the Western Australian Electoral Commission to conduct the Shire of Carnarvon Extraordinary Election - Section 4.13 Extraordinary Election - 3 December 2026

COUNCIL RESOLUTION OCM 12/07/26

Moved: Cmm Martin Aldridge

That Council by Absolute Majority:

1. ***Notes the Local Government (Carnarvon – Declaration of Vacancies and Appointment of Commissioner) Order 2026 and the statutory requirement under section 4.13 of the Local Government Act 1995 to conduct an election to fill the vacant offices, with any required poll to be held on Thursday, 3 December 2026;***
2. ***Declare, in accordance with section 4.20(4) of the Local Government Act 1995, the Electoral Commissioner to be responsible for the conduct of the 2026 extraordinary election, together with any other elections or polls which may be required;***
3. ***Decides, in accordance with section 4.61(2) of the Local Government Act 1995 that the method of conducting the election will be as a postal election;***
4. ***Accepts the cost estimate provided by the Electoral Commissioner as per Schedule 2 of this agenda and minutes;***
5. ***Authorises the Chief Executive Officer to finalise and execute the necessary election service arrangements with the Western Australian Electoral Commission and enter into a written agreement on these terms (as per Schedule 3); and***
6. ***Note that replacement election papers will be available at set locations at both Coral Bay and Carnarvon, before and on Election Day.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

04 Aug 2026 10:13am Benthien, Jasper - Email
Hi team,,Please provide an update to actions by 4pm today please.,,Kind Regards,,Jasper

04 Aug 2026 11:07am Hartley, Neil
WA Electoral Commission advised (30 July 2026) of the Council's decision. WAEC to forward details of follow-up action required of the Shire. WAEC advice notes will be actioned on their receipt.

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

02 Oct 2026 10:49am Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Hartley, Neil (action officer) on 02 October 2026 at 10:49:27 AM - N. Hartley - WAEC appointed to conduct the Shire Extraordinary Election for 03 December 2026. Completed WAEC LG form submitted by J. bone on 11 August 2026.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Dexter, Amanda Dexter, Amanda	Governance	Commissioner and CEO Attendance at WALGA 2026 State Conference and Annual General Meeting

COUNCIL RESOLUTION OCM 15/07/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority,

1. ***Authorises the attendance of Commissioner Martin Aldridge and Chief Executive Officer Amanda Dexter at the WALGA 2026 Local Government Convention and Annual General Meeting, to be held at the Perth Convention and Exhibition Centre from 16 to 18 September 2026; and***
2. ***Appoints Commissioner Martin Aldridge and Chief Executive Officer Mandy Dexter as the Shire of Carnarvon's Voting Delegates for the WALGA 2026 Annual General Meeting.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

02 Oct 2026 10:56am Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Dexter, Amanda (action officer) on 02 October 2026 at 10:56:42 AM - M. Dexter - Attendance registered for M. Dexter, M. Aldridge on 14 September 2026 at teh WALGA 2026 Convention and AGM.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Louw, Stefan Louw, Stefan	Development and Community Services	Shire of Carnarvon Local Planning Strategy

COUNCIL RESOLUTION OCM 18/07/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority:

1. ***Supports the Local Planning Strategy, Schedule 1, with proposed modifications following consideration of submissions;***
2. ***Notes the Background Information and Analysis, Schedule 2;***
3. ***Notes the Final Engagement Outcomes Report, Schedule 3;***
4. ***Endorses the Schedule of Submissions, Schedule 4;***
5. ***Authorises the CEO to submit the supported Local Planning Strategy, Schedule of Submissions and particulars of proposed modifications to the WAPC; and***
6. ***Authorises the CEO to make minor administrative/editorial amendments before submission.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

04 Aug 2026 10:14am Benthien, Jasper - Email
Hi team,,Please provide an update to actions by 4pm today please.,,Kind Regards,,Jasper
04 Aug 2026 10:14am Benthien, Jasper - Email
Hi team,,Please provide an update to actions by 4pm today please.,,Kind Regards,,Jasper
04 Aug 2026 10:55am Louw, Stefan - Completion
Completed by Louw, Stefan (action officer) on 04 August 2026 at 10:55:19 AM - Local Planning Strategy singed and forwarded to WAPC for consideration.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Louw, Stefan Louw, Stefan	Development and Community Services	Shire of Carnarvon Local Planning Scheme No. 13 - Amendment 13

COUNCIL RESOLUTION OCM 17/07/26

Moved: Cmm Martin Aldridge

That Council, by Simple Majority, pursuant to Section 75 of the Planning and Development Act 2005 and Part 5, r50 of the Planning and Development (Local Planning Schemes) Regulations 2015 resolves to:

1. ***Support without modification Scheme Amendment No. 13 to amend Shire of Carnarvon Local Planning Scheme No. 13 as per Schedule 1 attached to this report;***
2. ***Note the Schedule of Submissions, as provided in Schedule 2;***
3. ***Supports the position that no submissions were received that warrant modification to the amendment;***
4. ***Note that, pursuant to Regulation 35A of the Planning and Development (Local Planning Schemes) Regulations 2015, no structure plans are affected by Amendment No. 13;***
5. ***Authorise the affixing of the Common Seal to and endorse the signing of the amendment documentation; and***
6. ***Authorise the Chief Executive Officer to submit the amendment documentation, to the Western Australian Planning Commission for consideration and final determination.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

04 Aug 2026 10:14am Benthien, Jasper - Email
Hi team,,Please provide an update to actions by 4pm today please.,,Kind Regards,,Jasper
04 Aug 2026 10:55am Louw, Stefan - Completion
Completed by Louw, Stefan (action officer) on 04 August 2026 at 10:55:50 AM - Amendment 13 Signed and forwarded to WAPC for consideration.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Louw, Stefan Louw, Stefan	Development and Community Services	Coastal Hazard Risk Management and Adaptation Plan (CHRMAP)

COUNCIL RESOLUTION OCM 16/07/26

Moved: Cmm Martin Aldridge

That Council, by Simple Majority, pursuant to Section 3.18 of the Local Government Act 1995, accepts the draft Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for Carnarvon and Coral Bay for the purpose of formal advertising.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

04 Aug 2026 10:14am Benthien, Jasper - Email
Hi team,,Please provide an update to actions by 4pm today please.,,Kind Regards,,Jasper
04 Aug 2026 10:58am Louw, Stefan - Completion
Completed by Louw, Stefan (action officer) on 04 August 2026 at 10:58:02 AM - CHRMAP to be advertised. Advertising preparations are underway.

COMPLETED COUNCIL ACTIONS
October 2026

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Printed: 14 October 2026 9:47 AM

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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Benthien, Jasper Dexter, Amanda	Governance	Amendment to Council Committee Date - Audit, Risk and Improvement Committee - August 2026

COUNCIL RESOLUTION OCM 06/07/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority resolves to:

1. ***Amend the previously adopted 2026 meeting schedule by changing the date and time of the August 2026 Audit, Risk and Improvement Committee meeting from Tuesday, 18 August 2026 at 1.30pm to Tuesday, 25 August 2026 at 9.00am; and***
2. ***Authorise the Chief Executive Officer to publish the amended meeting details on the Shire of Carnarvon website in accordance with Regulation 12(3) of the Local Government (Administration) Regulations 1996.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

30 Jul 2026 1:35pm Benthien, Jasper - Completion
Completed by Benthien, Jasper (action officer) on 30 July 2026 at 1:35:54 PM - public notice published on website and socials on 30/07/2026

Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Dexter, Amanda Dexter, Amanda	Governance	Minutes of the Gascoyne Country Zone Meeting - 19 June 2026

COUNCIL RESOLUTION OCM 05/07/26

Moved: Cmm Martin Aldridge

That Council receive the minutes of the Gascoyne Country Zone Meeting held on Friday 19 June 2026.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

30 Jul 2026 12:28pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Dexter, Amanda (action officer) on 30 July 2026 at 12:28:54 PM - endorsed 328 July 2026

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Dexter, Amanda Dexter, Amanda	Governance	Minutes of the Gascoyne Regional Road Group Meeting - 19 June 2026

COUNCIL RESOLUTION OCM 04/07/26

Moved: Cmm Martin Aldridge

That Council receive the minutes of the Gascoyne Regional Road Group Meeting held on Friday 19 June 2026, as provided at Schedule 1.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

30 Jul 2026 12:28pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Dexter, Amanda (action officer) on 30 July 2026 at 12:28:46 PM - endorsed 28 July 2026

Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Benthien, Jasper Dexter, Amanda	Governance	Actions Performed Under Delegated Authority - June 2026

COUNCIL RESOLUTION OCM 08/07/26

Moved: Cmm Martin Aldridge

That Council, by Simple Majority, resolves to accept the reports outlining the actions performed under delegated authority for the month of June 2026.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

30 Jul 2026 12:27pm Benthien, Jasper - Completion
Completed by Benthien, Jasper (action officer) on 30 July 2026 at 12:27:54 PM - endorsed 28 July 2026

COMPLETED COUNCIL ACTIONS
October 2026

Date From: 1/07/2026
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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Dexter, Amanda Dexter, Amanda	Governance	Council Consideration of Public Submissions on intention to impose Differential Rates and Minimum Payments for the Annual Budget 2026/27

COUNCIL RESOLUTION OCM 11/07/26

Moved: Cmm Martin Aldridge

That Council by Absolute Majority:

1. ***Notes and Acknowledges the four (4) submissions received during the 21 day public submission period advertising Councils intention to impose the 2026/27 and confirms that due consideration has been given to each individual submission;***
2. ***Authorises the Chief Executive Officer to respond to each submission in writing as per appendix 3 to the report;***
3. ***Endorses the following proposed Differential General Rates and Minimum Payments for 2026/27:***

DIFFERENTIAL RATING CATEGORY	*MINIMUM PAYMENT PROPOSED*	*RATE IN THE DOLLAR ($) PROPOSED*
GRV Residential	*$1,580*	*11.7000 cents*
GRV Commercial/Industrial	*$1,580*	*12.6180 cents*
GRV Special Use/Rural	*$1,580*	*12.5920 cents*
UV Mining	*$1,580*	*31.8400 cents*
UV Pastoral	*$1,580*	*14.0150 cents*
UV – Intensive Horticulture	*$1,580*	*2.9850 cents*

4. ***Adopts the 2026/27 Statement of Objects and Reasons for each of the proposed differential general rates and minimum payments in point Two above, as contained in Schedule 1; and***
5. ***Requests the Chief Executive Officer to seek the Minister for Local Government's approval under section 6.33(3) of the Local Government Act 1995 to impose differential rates for the:***
   a) ***UV Mining differential rating category which is proposed to be more than twice the lowest UV Rural Rate.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

02 Oct 2026 10:58am Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Dexter, Amanda (action officer) on 02 October 2026 at 10:58:48 AM - A. Dexter - Council recieved Public Submissions on 28 July 2026. Differential rates and Annual budget were adopted on 28 August 2026 at a Special Council meeting.

COMPLETED COUNCIL ACTIONS
October 2026

Action Sheets Report

Date From: 1/07/2026
Date To: 30/09/2026
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Meeting	Officer/Director		Section	Subject
Council 28/07/2026	King, Racheal Leighton, Amanda	Governance		Monthly Financial Report - June 2026

COUNCIL RESOLUTION OCM 10/07/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority, Notes and receives the Statement of Financial Activity for the period ending 30 June 2026, in Schedule One, pursuant to Regulation 34 of the Local Government (Financial Management) Regulations.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

30 Jul 2026 1:36pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of King, Racheal (action officer) on 30 July 2026 at 1:36:20 PM - council endorsed on 28/07/2026 - NFA

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 28/07/2026	Kumar, Sachin Leighton, Amanda	Governance	Accounts Paid Under Delegation - June 2026

COUNCIL RESOLUTION OCM 09/07/26

Moved: Cmm Martin Aldridge

That Council, by Simple Majority in accordance with s.5.42 of the Local Government Act -

1. ***Receives the list of payments made under delegation, as per Schedule 1, 2 & 3 at a total value of $4,196,046.51 as presented for the month of June 2026, incorporating the following;***

Payment reference from:	*Payment reference to:*	*Payment type*	*Payment Amount*
EFT47760	***EFT48040***	***Muni EFT***	***$2,512,134.27***
-	***-***	***Trust EFT***	***$0.00***
-	***-***	***Cheque***	***$0.00***
DD42257.1	***DD42716.1***	***Bank Directs Debits***	***$1,683,912.24***
		TOTAL	***$4,196,046.51***

2. **Receives the credit card transactions for the statement period 23 April 2026 to 24 May 2026, paid on 8 June 2026, totalling $15,780.61, as provided in Schedule 1.**

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

30 Jul 2026 1:36pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Kumar, Sachin (action officer) on 30 July 2026 at 1:36:49 PM - COUNCIL ENDORSED ON 28/07/2026 - NFA

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 25/08/2026	Greening, Peta Dexter, Amanda	Infrastructure Services	Regional Precincts and Partnership Program - Change to Funding for Fascine to Harbour Walk Project

COUNCIL RESOLUTION OCM 14/08/26

Moved: Cmm Martin Aldridge

That Council by Absolute Majority:

1. ***Endorse the reallocation of any additional funding allocation from the Fascine to Harbour Project to the Van Dongen Park project; and***
2. ***Directs the Chief Executive Officer to engage with Main Roads WA to advise of the requested change to the project scope of the Fascine to Harbour Project.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

25 Sep 2026 8:51am Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Greening, Peta (action officer) on 25 September 2026 at 8:51:17 AM - 25/09 - P. Greening: Complete., Engagement with Main Roads completed, including finalisation of a variation to the rPPP funding agreement as per change in scope.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 25/08/2026	Sweetman, Denika Leighton, Amanda	Corporate & Financial	2026/2027 Christmas/New Year Closure Arrangements

COUNCIL RESOLUTION OCM 13/08/26

Moved: Cmm Martin Aldridge

That Council, by Simple Majority:

1. **Approves the observance of the Christmas/New Year closure for Shire administration and operational staff as follows:**

Department / Facility	Closure and Reopening Arrangements
Shire Administration	**Closed:** Monday, 21 December 2026 to Friday, 1 January 2027 inclusive. **Reopens:** Monday, 4 January 2027.
Visitor Centre	**Closed:** Saturday, 19 December 2026 to Saturday, 2 January 2027 inclusive. **Reopens:** Monday, 4 January 2027.
Library	**Closed:** Saturday, 19 December 2026 to Saturday, 2 January 2027 inclusive. **Reopens:** Monday, 4 January 2027.
Works Depot	**Closed:** Friday, 25 December 2026 Monday, 28 December 2026 Friday, 1 January 2027. **Operational on other ordinary working days during the festive period.**
Waste Site	**Closed:** Friday, 25 December 2026 Sunday, 27 December 2026 Monday, 28 December 2026 Friday, 1 January 2027 and; Saturday, 2 January 2027.

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	Open on other scheduled operating days.
Carnarvon Airport	No festive season closure. Normal services continue.

2. **Requests the Chief Executive Officer to ensure the closure dates and out-of-hours contact arrangements are advertised on the Shire's website, notice boards, social media channels and local communications prior to the closure period.**

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

02 Oct 2026 11:01am Benthien, Jasper - Email
Action Item - 2026/2027 Christmas/New Year Closure Arrangements
13 Oct 2026 1:48pm Benthien, Jasper - Reallocation
Action reassigned to Sweetman, Denika by Benthien, Jasper
13 Oct 2026 1:48pm Benthien, Jasper
D. Sweetman: Council approved of the Xmas/New Year shutdown with staff having been advised through internal channels - appropriate advertising to the public will take place.
13 Oct 2026 1:50pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Sweetman, Denika (action officer) on 13 October 2026 at 1:50:04 PM - D. Sweetman: as per previous note

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 25/08/2026	Sah, Chandan Stanley, Colm	Matters for which Meeting to be Closed to Members	Award of Tender - RFT 02/2026 - Speedway Road Realignment (Black Spot Program)

COUNCIL RESOLUTION OCM 17/08/26

Moved: Cmm Martin Aldridge

That Council, By Simple Majority

1. ***Award Request for Tender RFT02/2026 – Speedway Road Realignment Project to Avon Valley Plant Equipment Pty Ltd (STERRA) to the value of $1,297,405.25 (excl. GST) subject to:***
   - ***a. Confirmation of the additional Roads to Recovery Funding; and***
   - ***b. Council adopting the 2026/27 Annual Budget.***
2. ***In accordance with Local Government Act 1995, S. 9.49A, authorises the Chief Executive Officer to make any necessary non-material amendments and finalise the execution of a contract between the Shire of Carnarvon and Avon Valley Plant & Equipment Pty Ltd (STERRA); and;***
3. ***Note that project updates will be provided to the Major Projects Committee of Council for monitoring throughout the construction phase of the project.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

25 Sep 2026 11:18am Hill, Dannielle - Completion
Completed by Hill, Dannielle on behalf of Sah, Chandan (action officer) on 25 September 2026 at 11:18:39 AM - Tender awarded to Avon Valley Equipment (Sterra) Contract Signed.22 September 2026

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Meeting	Officer/Director	Section	Subject
Council 25/08/2026	Bone, Jamie Dexter, Amanda	Infrastructure Services	Regional Airports Development Scheme 2027-2029 / Carnarvon Airport Northern Apron Rehabilitation

COUNCIL RESOLUTION OCM 15/08/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority pursuant to section 3.18 of the Local Government Act 1995:

1. ***Authorises the Chief Executive Officer to submit an application under the Regional Airports Development Scheme 2027-2029 for the Carnarvon Airport Northern Apron Rehabilitation and Strengthening Project, seeking $800,000 in Regional Airports Development Scheme Funding, representing 50 per cent of the current estimated project cost;***
2. ***Notes that the current project estimate is $1.6 million excluding GST, based on the preliminary scope of works prepared for the Regional Airports Development Scheme application, and that the final pavement treatment and construction cost may be refined through further investigation and detailed design should funding be awarded and accepted;***
3. ***Notes that submission of the application does not commit Council to the future Shire co-contribution of delivery of the project;***
4. ***Notes that should a Regional Airports Development Scheme funding offer be received, a further report will be presented to Council to consider acceptance of the funding, the required Shire co-contribution, the proposed funding source and any associated future budget implications; and***
5. ***Authorises the Chief Executive Officer to pursue complementary external funding opportunities for the project where appropriate to reduce the Shire's net contribution.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

13 Oct 2026 1:56pm Bone, Jamie
13 October 2026 (Jamie Bone) - Council resolution noted. Submission completed via Transport WA Grants portal on 11 September 2026, application reference 2026/RADS0009 refers. Nil outstanding action required at this time pending further review and/or advice.

13 Oct 2026 1:59pm Bone, Jamie - Completion
Completed by Bone, Jamie (action officer) on 13 October 2026 at 1:59:32 PM - 13 October 2026 (Jamie Bone) - Council resolution noted. Submission completed via Transport WA Grants portal on 11 September 2026, application reference 2026/RADS0009 refers. Nil outstanding action required at this time pending further review and/or advice.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 25/08/2026	King, Racheal Leighton, Amanda	Corporate & Financial	Rates Exemption Application - MRAC

COUNCIL RESOLUTION OCM 09/08/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority:

1. ***Determines, pursuant to section 6.26(2)(g) of the Local Government Act 1995, that the following properties occupied and used by the MRAC per schedule 1, are used exclusively for charitable purposes and are therefore not rateable land;***

2. ***Approves the rates exemption taking effect from 1 July 2025, subject to the properties continuing to be used exclusively for charitable purposes;***

3. ***Authorises the Chief Executive Officer to adjust the shire's rate records and reverse or credit the general rates levied for the 2025/26 financial year, totalling $6,384.93;***

4. ***Requires MRAC to provide the shire with an annual statutory declaration confirming that there has been no material change to the ownership, occupancy, use or operation of the properties that may affect eligibility for the exemption, and to notify the shire immediately of any such material change. A formal review of the exemption is to be undertaken in 2029, and every three years thereafter; and***

5. ***Instructs the Chief Executive Officer to advise the MRAC of Council's determination.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]
13 Oct 2026 1:37pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of King, Racheal (action officer) on 13 October 2026 at 1:37:28 PM - R. King: Applied to Assessments, applicants notified. COMPLETED

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 25/08/2026	King, Racheal Leighton, Amanda	Corporate & Financial	Rates Exemption Application - Gascoyne Memorial Fund

COUNCIL RESOLUTION OCM 08/08/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority:

1. ***Determines, pursuant to section 6.26(2)(g) of the local government act 1995, that the following properties occupied and used by the Gascoyne Memorial Fund are used exclusively for charitable purposes and are therefore not rateable land:***
   - ***A. Assessment a3095; and***
   - ***b. Assessment a2904;***
2. ***Approves the rates exemption taking effect from 1 July 2025, subject to the properties continuing to be used exclusively for charitable purposes;***
3. ***Authorises the chief executive officer to adjust the shire's rate records and reverse or credit the general rates levied for the 2025/26 financial year, totalling $78,482.00;***
4. ***Requires the Gascoyne Memorial Fund to provide the shire with an annual statutory declaration confirming that there has been no material change to the ownership, occupancy, use or operation of the properties that may affect eligibility for the exemption, and to notify the Shire immediately of any such material change. A formal review of the exemption is to be undertaken in 2029, and every three years thereafter; and***
5. ***Instructs the Chief Executive Officer to advise the Gascoyne Memorial Fund of Council's determination.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

13 Oct 2026 1:37pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of King, Racheal (action officer) on 13 October 2026 at 1:37:15 PM - R.King: Applied to Assessments, applicants notified. COMPLETED

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 25/08/2026	Kumar, Sachin Leighton, Amanda	Corporate & Financial	Accounts Paid Under Delegation - July 2026

COUNCIL RESOLUTION OCM 11/08/26

Moved: Cmm Martin Aldridge

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 July 2026, incorporating the following;***

Payment reference from:	*Payment reference to:*	*Payment type*	*Payment Amount*
EFT48041	***EFT48360***	***Muni EFT***	***$2,842,908.34***
-	***-***	***Trust EFT***	***$0.00***
-	***-***	***Cheque***	***$0.00***
DD42738.1	***DD42792.1***	***Bank Directs Debits***	***$1,010,222.50***
		TOTAL	***$3,853,130.84***

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.**

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:19pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Kumar, Sachin (action officer) on 24 September 2026 at 4:19:32 PM - Council noted, NFA by officer

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 25/08/2026	Bone, Jamie Dexter, Amanda	Corporate & Financial	STC Narelle Recovery and Resilience Fund - Acceptance of Grant Funding and Funding Agreements

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:

- ***a. RRNLL107 – STC Narelle Community Recovery Officer and Recovery Delivery Capacity;***
- ***b. RRNLL108 – Future Ready Industries – Shire of Carnarvon; and***
- ***c. 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

	COMPLETED COUNCIL ACTIONS	**Date From:**	1/07/2026
	October 2026	**Date To:**	30/09/2026
Action Sheets Report		**Printed:**	**14 October 2026 9:47 AM**

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

13 Oct 2026 2:01pm Bone, Jamie
13 October 2026 (Jamie Bone) - Council resolution noted and nil further actions outstanding pending further review/advice. Agreements endorsed by CEO, provided to DFES inclusive of request to raise invoice to received successful grant funding completed.

13 Oct 2026 2:02pm Bone, Jamie - Completion
Completed by Bone, Jamie (action officer) on 13 October 2026 at 2:02:41 PM - 13 October 2026 (Jamie Bone) - Council resolution noted and nil further actions outstanding pending further review/advice. Agreements endorsed by CEO, provided to DFES inclusive of request to raise invoice to received successful grant funding completed.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 28/08/2026	King, Racheal Leighton, Amanda	Corporate & Financial	Presentation of Draft 2026/27FY Annual Budget

COUNCIL RESOLUTION SCM 01/08/26

Moved: Cmm Martin Aldridge

OFFICER'S RECOMMENDATION PART 1

Adoption of the 2026/27 Annual Budget

That Council by Absolute Majority;

1. ***Adopts, pursuant to section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the 2026/27 Annual Budget for the Shire of Carnarvon, as presented in Schedule 1, which includes the following:***

    i. Statement of Comprehensive Income by Nature or Type showing a net result for the year of $0;
    ii. Statement of Financial Activity showing a balanced budget after the imposition of general rates of $0;
    iii. Statement of Cash Flows showing a budgeted cash balance at 30 June 2027 of $2,008,643;
    iv. Transfers to and from Reserve accounts as detailed in Item 9, page 19 of the Annual Budget;
    v. Schedules including capital projects, plant and equipment purchases and disposals, and carried forward projects; and
    vi. Notes to the Annual Budget.

OFFICER'S RECOMMENDATION PART 2

Differential General Rates, Minimum Payments, Instalments and Interest
That Council by Absolute Majority,

1. ***Imposes, pursuant to sections 6.32, 6.33 and 6.35 of the Local Government Act 1995, the following differential general rates and minimum payments for the 2026/27 financial year, as approved by the Minister on 21 August 2026:***

DIFFERENTIAL RATING CATEGORY	MINIMUM PAYMENT PROPOSED	RATE IN THE DOLLAR ($) PROPOSED
GRV Residential	$1,580	0.117000
GRV Commercial/Industrial	$1,580	0.126180
GRV Special Use/Rural	$1,580	0.125920

UV Pastoral	$1,580	0.140150
UV Mining	$1,580	0.318400
UV – Intensive Horticulture	$1,580	0.029850

2. ***Nominates, pursuant to section 6.45 of the Local Government Act 1995 and regulation 64(2) of the Local Government (Financial Management) Regulations 1996, the following due dates for the payment of rates and service charges in full and by instalments:***
   - ***a. Payment in Full***
     - ***12 October 2026***
   - ***b. Two Instalments***
     - ***First instalment – 12 October 2026***
     - ***Second instalment – 15 February 2027***
   - ***c. Four Instalments***
     - ***First instalment – 12 October 2026***
     - ***Second instalment – 14 December 2026***
     - ***Third instalment – 15 February 2027***
     - ***Fourth instalment – 19 April 2027***

3. ***Adopts, pursuant to section 6.45 of the Local Government Act 1995 and regulation 67 of the Local Government (Financial Management) Regulations 1996, an instalment administration charge of $10 for each instalment after the initial instalment where a ratepayer elects to pay rates and service charges by instalments.***
4. ***Confirms, pursuant to section 6.45 of the Local Government Act 1995 and regulation 68 of the Local Government (Financial Management) Regulations 1996, an instalment interest rate of 5.5% where a ratepayer elects to pay rates and service charges by instalments, consistent with Council Resolution OCM08/06/2026 adopting the 2026/27 Fees and Charges.***
5. ***Confirms, pursuant to sections 6.51(1) and 6.51(4) of the Local Government Act 1995 and regulation 70 of the Local Government (Financial Management) Regulations 1996, an interest rate of 11% on rates, service charges and costs of proceedings to recover such charges that remain unpaid after becoming due and payable, consistent with Council Resolution OCM08/06/2026 adopting the 2026/27 Fees and Charges.***

OFFICER'S RECOMMENDATION PART 3

Specified Area Rate – Coral Bay
That Council By Absolute Majority;

1. ***Imposes, pursuant to section 6.37 of the Local Government Act 1995, for the 2026/27 financial year a Specified Area Rate – Coral Bay of 8.8540 cents in the dollar on rateable GRV properties within the specified Coral Bay area, estimated to raise $460,000, for the purpose of meeting the cost of operating and maintaining the Coral Bay Refuse Site.***

2. ***Notes that any proceeds from the Specified Area Rate remaining unspent at 30 June 2027 will be dealt with in accordance with the requirements of the Local Government Act 1995.***

OFFICER'S RECOMMENDATION PART 4

Rate Concession – OTC Dish

That Council By Absolute Majority;

1. ***Grants, pursuant to section 6.47 of the Local Government Act 1995, a 100% concession on rates for the OTC Dish property for the 2026/27 financial year, as provided for in the 2026/27 Annual Budget.***

OFFICER'S RECOMMENDATION PART 5

Borrowings and Short-Term Capital Funding

That Council by Absolute Majority;

1. ***Approves, pursuant to section 6.20 of the Local Government Act 1995, new borrowings of $1,250,000 for heavy plant and equipment replacement, for a term of ten years at an estimated interest rate of 5.55%, as provided for in the 2026/27 Annual Budget.***

2. ***Approves, pursuant to section 6.20 of the Local Government Act 1995, a short-term capital funding facility of up to $5,000,000, at an estimated interest rate of 5.55%, to manage cash flow associated with the delivery of externally funded capital projects, with amounts drawn and repaid during the 2026/27 financial year as provided for in the 2026/27 Annual Budget.***
3. ***Notes that the short-term capital funding facility is intended to provide temporary cash flow funding for expenditure incurred ahead of the receipt of grant and other external funding associated with approved capital projects.***

OFFICER'S RECOMMENDATION PART 6
Commissioner and Council Member Fees and Allowances
That Council By Absolute Majority;

1. ***Adopts, pursuant to sections 5.98 and 5.99 of the Local Government Act 1995 and regulations 33 and 34 of the Local Government (Administration) Regulations 1996, the following amounts for Commissioner and elected member sitting fees, allowances and associated payments for the 2026/27 financial year:***

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
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Allowance-Fee	2026/27 Proposed Budget
Commissioner	$135,402
Commissioner Travel & Accommodation Expenses	$25,000
Commissioner Superannuation	$16,248
Allowance; Shire President	$22,474
Allowance; Deputy Shire President	$5,620
Councillor Sitting Fee	$88,544
Councillor Superannuation	$27,995

2. ***Notes that the amounts provided in the 2026/27 Annual Budget reflect the anticipated payments for the financial year having regard to the period of appointment of the Commissioner and the anticipated commencement of elected members.***
3. ***Notes that Council member sitting fees and allowances will be paid monthly.***

OFFICER'S RECOMMENDATION PART 7
Material Variance Reporting Thresholds
That Council By Absolute Majority;

1. ***Adopts, pursuant to regulation 34(5) of the Local Government (Financial Management) Regulations 1996, the following material variance reporting thresholds for the monthly Statement of Financial Activity for the 2026/27 financial year:***
    - ***a. Operating items – $10,000 or 10%, whichever is greater; and***
    - ***b. Capital items – $20,000 or 10%, whichever is greater.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]
02 Oct 2026 10:37am Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of King, Racheal (action officer) on 02 October 2026 at 10:37:53 AM - R. King - Annual Budget adopted on 28 August 2026 under Council resolution SCM 01/08/2026.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	King, Racheal Leighton, Amanda	Corporate & Financial	Monthly Financial Report - July 2026

COUNCIL RESOLUTION OCM 11/09/26

Moved: Cmm Martin Aldridge

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.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]
02 Oct 2026 10:41am Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of King, Racheal (action officer) on 02 October 2026 at 10:41:19 AM - R. King - NFA, report noted at OCM 22 September 2026.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Benthien, Jasper Dexter, Amanda	Governance	Amendment to Council Public Meeting Date - October & November 2026

COUNCIL RESOLUTION OCM 02/09/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority resolves to:

1. ***Amends the adopted 2026 Schedule of Council and Committee Meetings by:***
   a. ***changing the date of the October 2026 Agenda Briefing from Tuesday 20 October 2026 to Friday 16 October 2026, commencing at 12.30pm, to be held at the Council Chambers, 3 Francis Street, Carnarvon;***
   b. ***changing the date and venue of the October 2026 Ordinary Meeting of Council from Tuesday 27 October 2026 at Coral Bay to Monday 19 October 2026, commencing at 5.30pm, to be held at the Council Chambers, 3 Francis Street, Carnarvon;***
   c. ***changing the time of the November 2026 and December 2026 Ordinary Meeting of Council, to be held at 5.30pm, in the Council Chambers, 3 Francis Street, Carnarvon; and***
2. ***Requests the Chief Executive Officer to publish the amended meeting details on the Shire of Carnarvon's official website as soon as practicable, in accordance with regulation 12(3) of the Local Government (Administration) Regulations 1996, and to provide public notice of the amended details through the Shire's usual notification channels.***

FOR: **Cmm Martin Aldridge**
AGAINST: **Nil**

CARRIED BY SIMPLE MAJORITY 1/0

02 Oct 2026 11:07am Benthien, Jasper - Completion
Completed by Benthien, Jasper (action officer) on 02 October 2026 at 11:07:22 AM - J. Benthien - Advertising of amended meeting details was published on 24 September 2026 to our website and socials.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Skender, Rebekah Leighton, Amanda	Corporate & Financial	Accounts Paid Under Delegation - August 2026

COUNCIL RESOLUTION OCM 12/09/26

Moved: Cmm Martin Aldridge

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 One, Two & Three at a total value of $3,438,504.34 as presented for the month of August 2026, incorporating the following;***

Payment reference from	Payment reference to	Payment type	Payment amount
EFT48361	**EFT48605**	Municipal EFT	$2,450,232.63
-	-	Trust EFT	*Nil*
-	-	Cheque	*Nil*
DD42811.1	**DD42878.1**	Bank Direct Debits	$988,271.71
		TOTAL	**$3,438,504.34**

2. **Receives the credit-card transactions for the statement period 23 June 2026 to 22 July 2026, totalling $11,718.37, as provided at Schedule One.**

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]
24 Sep 2026 4:38pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Skender, Rebekah (action officer) on 24 September 2026 at 4:38:26 PM - Council noted, NFA

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Stanley, Colm Stanley, Colm	Infrastructure Services	Strategic Road Plan 2026-2031 (Five Year)

COUNCIL RESOLUTION OCM 14/09/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority,

1. ***Adopts the Strategic Road Plan 2026-2031 as attached in Schedule One;***
2. ***Notes that the Strategic Road Plan is a strategic planning document intended to guide future road infrastructure investment and funding advocacy; and does not of itself commit the Shire to expenditure;***
3. ***Requires that the Strategic Road Plan be reviewed and updated annually as part of the Shire's asset management and long-term financial planning processes.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]
02 Oct 2026 10:35am Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Stanley, Colm (action officer) on 02 October 2026 at 10:35:33 AM - C. Stanely: No Further Action, Plan endorsed at OCM 22/09/2026

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Bone, Jamie Dexter, Amanda	Corporate & Financial	STC Narelle Recovery and Resilience Fund – 2026/27 Budget Amendment

COUNCIL RESOLUTION OCM 13/09/26

Moved: Cmm Martin Aldridge

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*
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***

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY ABSOLUTE MAJORITY 1/0

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

13 Oct 2026 1:52pm Bone, Jamie
13 October 2026 (Jamie Bone) - Coucil resolution noted and completed. Nil outstanding pending any further review/advice.

13 Oct 2026 1:53pm Bone, Jamie - Completion
Completed by Bone, Jamie (action officer) on 13 October 2026 at 1:53:55 PM - 13 October 2026 (Jamie Bone) - Coucil resolution noted and completed. Nil outstanding pending any further review/advice.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed:** **14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Ballard, Caroline Leighton, Amanda	Governance	Compliance Audit Return 2025

COUNCIL RESOLUTION OCM 03/09/26

Moved: Cmm Martin Aldridge

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;***
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; and***
4. ***Requests that the Chief Executive Officer provide a progress report to future ARIC meetings until each of the corrective actions are completed to the satisfaction of the Committee.***

FOR: **Cmm Martin Aldridge**
AGAINST: **Nil**

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:22pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]

25 Sep 2026 10:52am Ballard, Caroline
CAR 2025 responses and OCM 22.09.2026 minutes & Council resolution submitted to LG Inspectorate on 25.09.2026

02 Oct 2026 10:41am Ballard, Caroline - Completion
Completed by Ballard, Caroline (action officer) on 02 October 2026 at 10:41:23 AM - CAR 2025 submitted to LG Inspectorate Portal on 24.09.2026

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Roberston, Keely Leca, Stephanie	Governance	Minutes of the Reconciliation Action Plan Reference Group Meeting - Friday, 11 September 2026

COUNCIL RESOLUTION OCM 04/09/26

Moved: Cmm Martin Aldridge

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

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

24 Sep 2026 4:21pm Benthien, Jasper - Email
Please provide a response to this action: Date - Response - Action [COMPLETE / IN PROGRESS / NOT STARTED / ON GOING]
13 Oct 2026 1:56pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Roberston, Keely (action officer) on 13 October 2026 at 1:56:05 PM - K. Robertson: Council recieved minutes - for informaiton only - no further action

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Benthien, Jasper Dexter, Amanda	Governance	Annual Review – Shire of Carnarvon Register of Delegations, Authorisations and Appointments 2026/2027

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

1. ***Notes that the annual review of the Shire's delegations has been undertaken for the 2026/2027 financial year;***
2. ***Confirms the delegation to the Chief Executive Officer, pursuant to section 5.42 of the Local Government Act 1995 and section 127 of the Building Act 2011, of the authority to issue and revoke Building Orders under the Building Act 2011, as resolved by Council at its Ordinary Meeting held on 28 April 2026;***
3. ***Adopts the reviewed Shire of Carnarvon Register of Council Delegations and Authorisations 2026/2027, as provided in Schedule One; 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.***

FOR: Nil
AGAINST: Cmm Martin Aldridge

LOST 0/1

02 Oct 2026 11:09am Benthien, Jasper - Completion
Completed by Benthien, Jasper (action officer) on 02 October 2026 at 11:09:47 AM - J. Benthien - report was deferred by Council at the 22 September 2026 OCM to October 2026's OCM for Council to have further time to consider changes to register. Report will be workshopped prior to October OCM.

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Dexter, Amanda Dexter, Amanda	Governance	Approval for Chief Executive Officer to Accept Independent Director Position

COUNCIL RESOLUTION OCM 09/09/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority:

1. ***Notes that the corporation is not yet registered and that any appointment is subject to registration, the corporation's final Rule Book, completion of its director selection process and a valid decision of its Board.***
2. ***Gives prior written approval under clause 3.2.1 of the Chief Executive Officer's employment contract, and supports Amanda Dexter accepting appointment as an independent director of the Carnarvon Common Ground Aboriginal Corporation, subject to the below conditions;***
3. ***Conditions the approval:***
   - ***(a) the role is to be undertaken in a personal capacity and not as a representative, delegate or spokesperson of the Shire, unless Council separately resolves otherwise;***
   - ***(b) board duties are to be undertaken outside ordinary Shire working hours unless annual leave, other approved leave or prior written approval from the Commissioner or Shire President applies;***
   - ***(c) Shire employees, systems, equipment, information and other resources are not to be used for corporation business unless separately authorised is obtained through a transparent Shire process;***
   - ***(d) the Chief Executive Officer is to maintain standing written conflict declarations with both organisations, and promptly declare each actual, potential or perceived conflict as it arises;***
   - ***(e) the Chief Executive Officer is not to take part in any Shire procurement, grant, funding, lease, partnership, service agreement, regulatory decision, or other matter involving the corporation where a conflict exists or could reasonably be perceived to exist;***
   - ***(f) the Chief Executive Officer to develop, implement, and maintain appropriate operational governance protocols to deal with all actual and reasonably perceived conflicts;***
   - ***(g) confidential information obtained through either role is not to be disclosed or used for the benefit of the other organisation;***
   - ***(h) no sitting fee, honorarium, allowance or other remuneration is to be accepted without further prior written approval of Council. Reimbursement of reasonable, evidenced out-of-pocket expenses may be accepted but must be disclosed to the Commissioner or Shire President;***
   - ***(i) the Commissioner or Shire President is to be notified in writing within 10 business days of any material change to the role, including its duties, time commitment, remuneration, insurance, the corporation's activities or its relationship with the Shire; and***
   - ***(j) the approval may be reviewed, varied or withdrawn by Council if the arrangement is considered by Council to adversely affect the performance of the Chief Executive Officer's duties or creates an unmanageable conflict or material risk to the Shire.***

FOR: Cmm Martin Aldridge
AGAINST: Nil

	COMPLETED COUNCIL ACTIONS October 2026	**Date From:** 1/07/2026 **Date To:** 30/09/2026
Action Sheets Report		**Printed: 14 October 2026 9:47 AM**

CARRIED BY SIMPLE MAJORITY 1/0

13 Oct 2026 1:50pm Benthien, Jasper - Reallocation
Action reassigned to Dexter, Amanda by Benthien, Jasper - J. benthien: Reallocted to CEO, Amanda Dexter to accept council determination of Independant Director position

13 Oct 2026 1:51pm Benthien, Jasper - Completion
Completed by Benthien, Jasper on behalf of Dexter, Amanda (action officer) on 13 October 2026 at 1:51:26 PM - A. Dexter: Council endorsed officer request to accept independent director position - no further council action

Meeting	Officer/Director	Section	Subject
Council 22/09/2026	Benthien, Jasper Dexter, Amanda	Governance	Quarterly Actions Performed Under Delegated Authority - July to August 2026

COUNCIL RESOLUTION OCM 07/09/26

Moved: Cmm Martin Aldridge

That Council by Simple Majority:
Notes the Quarterly Actions Performed Under Delegated Authority Report for the period 1 July 2026 to 31 August 2026, as provided at Schedule One.

FOR: Cmm Martin Aldridge
AGAINST: Nil

CARRIED BY SIMPLE MAJORITY 1/0

02 Oct 2026 11:10am Benthien, Jasper - Completion
Completed by Benthien, Jasper (action officer) on 02 October 2026 at 11:10:08 AM - J. Benthien - NFA, council noted report.

Jasper Benthien

From: Governance <governance@walga.asn.au>
Sent: Wednesday, 16 September 2026 3:33 PM
To: Executive Services Coordinator
Cc: Billie O'Sullivan; Jasper Benthien
Subject: RE: Shire of Carnarvon | Caretaker Period - Policy Adoption

Hi Jasper

Thank you for your email.

Before responding to your specific questions, it is helpful to first consider whether a caretaker period applies in these circumstances. A caretaker period does not apply to every election.

In accordance with section 1.4A(1) of the Act, a caretaker period applies to a 'relevant election'. A 'relevant election' is defined in s1.4A(2) to mean:

- An ordinary election;
- An inaugural election;
- An election under sections 4.11, 4.12, 4.13 or 4.14; and
- An election held under section 4.15 after one of the above elections has been declared invalid.

Sections 4.11 to 4.14 respectively relate to:

- Changes to district boundaries, ward boundaries or the number of Council Members;
- Elections following the suspension of a Council where positions need to be filled;
- Elections following an order that all Council Member positions are vacant, or after a Commissioner has been appointed; and
- Elections following the dismissal of a Council.

An election following the appointment of a Commissioner is dealt with under section 4.13 of the Act. As this type of election is included in the definition of a relevant election, the caretaker period applies.

Responses to Specific Queries:

1. Where a committee meeting is held prior to the commencement of the caretaker period, may the resulting committee recommendations regarding Council policies be presented to, and determined by, Council at an Ordinary Meeting held during the caretaker period?

   If the committee recommendations are not significant acts, or a decision to carry out a significant act, there is nothing in the Act that would prevent Council from considering them during the caretaker period.

   If the recommendations involve significant acts, the following options may be considered:

   - Delay consideration of the Committee recommendations until a Council meeting after the caretaker period has ended; or
   - Limit the Committee consideration to matters that are not significant acts, with any significant acts considered by the ARIC following the election.

   In any event, the CEO, together with the Commissioner, may wish to consider which matters should be dealt with before the election and which matters would be more appropriately considered by the new Council.

2. More generally, may a local government adopt, amend or repeal Council policies made under section 2.7(2)(b) of the Act during the caretaker period? We note that making a local law, and commencing the adoption, amendment or repeal of a local planning strategy, scheme or policy, are prescribed significant acts, but that Council policies more broadly do not appear in the prescribed list.

Under the Act or regulations, local governments are not prevented from adopting or amending Council policies during the Caretaker Period. They are not defined as significant acts. However, as you have noted, resolving to prepare, amend or revoke a local planning policy is prohibited.

3. The Shire's Caretaker Policy EME024 provides that the CEO should, so far as is reasonably practicable, avoid scheduling major policy decisions for consideration during a caretaker period. The term "major policy decision" is not defined in the policy. We understand the draft of this policy may originally have been provided by WALGA following the relevant legislative amendments. Could you advise:
   - whether "major policy decision" has an accepted or intended meaning in this context;
   - whether WALGA recommends a definition be included in the policy; and
   - if so, any suggested wording or criteria for distinguishing a major policy decision from an administrative or minor policy amendment.

The term major policy decision was commonly used in local government caretaker policies before the caretaker period provisions were introduced into the Act.

It appears that the Shire's policy was last reviewed in June 2024, before the current caretaker provisions came into effect. The policy also appears to use wording from the proposed reforms regarding caretaker provisions, rather than the final legislation. However, there does not appear to be any meaningful difference between the two.

When the policy was last reviewed, it does not appear that consideration was given to:

- Removing the term 'major policy decision';
- Aligning it with the definition of 'significant act' in the Act; or
- Defining it separately.

Historically, definitions of major policy decision often included decisions that would now be considered significant acts.

In any event, a policy cannot operate in a way that is inconsistent with the Act or Regulations. However, it remains unclear whether the policy intends the term 'major policy decision' to have the same meaning as significant act, or whether it is intended to capture a broader range of decisions.

There also appear to be other parts of the policy that are inconsistent with the current Act. For example, the policy states that the caretaker period begins at the close of nominations, being 37 days before election day. However, section 1.4A of the Act provides that the caretaker period begins on the day nominations open under section 4.49(a), being the 44th day before the poll.

For this reason, the current usefulness of the policy is uncertain and the Shire may wish to review and update it.

Whether Council should make a 'major policy decision' that is not a significant act during a caretaker period will depend on the circumstances. Some decisions may not meet the definition of significant acts but may still be of significant consequence that they should be deferred until after the election.

The CEO will need to exercise judgement in deciding whether a matter should be considered during the caretaker period or deferred for consideration by the newly elected Council. The CEO may also wish to discuss these matters with the Commissioner.

I trust this assists. Please contact me if you would like to discuss this further.

Kind regards
Jackson

Jackson Mawby | Senior Governance Specialist | WALGA
ONE70, LV1, 170 Railway Parade, West Leederville WA 6007
(p) (08) 9213 2066 **| (m)** 0475 916 685 **| (e)** jmawby@walga.asn.au

Disclaimer: WALGA provides general governance advice only and does not provide legal advice.

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EME024	CARETAKER POLICY - SHIRE ELECTIONS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Code of Conduct for Council Members, Committee Members and Candidates Local Government Act 1995 s.4.49(a); s4.87(3) Local Government (Elections) Regulations 1997 Reg. 78 Shire of Carnarvon CEO Standards		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

EME024 Caretaker Policy - Shire Elections

OBJECTIVES

The primary objective of this Caretaker Policy is to avoid the Shire of Carnarvon making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous to, or promoting Elected Members who are seeking re-election, and recognising the requirement for the Shire of Carnarvon administration to act impartially in relation to all candidates.

This policy applies during a 'Caretaker Period' (see below for definition) to cover:

a. Decisions that are made by the Council,

b. Materials published by the Shire,

c. Attendance and participation in functions and events,

d. Use of the Shire's resources; and

e. Access to information held by the Shire

This policy applies to Elected Members and employees of the Shire of Carnarvon.

Whilst electoral candidates that are not sitting Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of the Caretaker Policy and encouraged to cooperate with its implementation.

POLICY STATEMENT/S

Caretaker Period - means the period when the caretaker practices are in place prior to the election.

The caretaker practices will apply from the close of nominations (37 days prior to the election day) – s4.49(a) of the Local Government Act 1995) to declaration of the poll.

Election Day – means the day fixed under the Local Government Act 1995 for the holding of any poll needed for an election but excludes an extraordinary election other than an extraordinary election to elect a new Shire President.

Electoral Material - means any advertisement, handbill, pamphlet, notice, letter, or article that is intended or calculated to affect the result in an election but does not include:

a. An advertisement in a newspaper announcing the holding of a meeting (s4.87(3) of the LGA,

b. Any materials exempted under Reg 78 of the Local Government (Elections) Regulations 1997,

c. Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

Extraordinary Circumstances – means a situation that requires a major policy decision of the Council because:

a. In the CEO's opinion the urgent of the issue is such that it cannot wait until after the election,

b. Of the possibility of legal and/or financial repercussions if a decision is deferred; or

b. In the CEO's opinion it is in the best interests of the Council and/or the Shire of Carnarvon for the decision to be made as soon as possible.

Significant Act – inserted list from the Reform Paper:The Act and Functions and General Regulations set out several matters which constitute a significant act. It is a significant act to both make the decision to undertake a significant act and to undertake that significant act. For example, both the decision of the Council to enter into a major contract and the CEO signing the contract are significant acts.

The list below may assist in understanding the what are the significant acts not permitted during the caretaker period.

Prescribed significant act and example:

a. **Making a local law (including making a local law to amend or repeal a local law).**
   The making of a waste local law.
b. **Entering into, or renewing or terminating, the contract of employment of the CEO or of a senior employee.**
   Resolving to appoint a person as CEO or signing the contract for that person's appointment.
c. **Entering into a major land transaction.**
   Resolving to undertake a major land transaction or signing the contract of sale for the land transaction.

d. **Entering into a land transaction that is preparatory to entry into a major land transaction.**
The CEO using delegated authority to purchase a portion of adjoining land for a major land transaction and signing the associated contract for purchase.

e. **Commencing a major trading undertaking.**
Resolving to commence the operation of a golf course for profit or opening the golf course for the first time.

f. **Entering into a contract, or other agreement or arrangement worth, or expected to be worth more than $250,000** (this includes contracts for good and services or the disposal or acquisition of property or entering into 2 or more contracts to avoid this requirement.)
Resolving to accept the tender for a major works contract or signing the contract with the successful tenderer.

g. **Inviting tenders worth more or expected to be worth more than $250,000.**
The CEO determining to go to tender for some works or giving actual notice of the opening of the tender.

h. **Deciding to do anything referred to in paragraphs (a) to (g).**
The decision by council or delegated authority to do any of the above.

i. **An act done under a written law or otherwise that is a prescribed act.** Refer to regulation 3A of the Local Government (Functions and General) Regulations 1996.
The prescribed matters include:
   - establishment or changes to a regional local government or regional subsidiary
   - commencing the adoption, amendment or repeal of a local planning strategy, scheme, or policy
   - commencing procurement of a panel of pre-qualified suppliers.

Scheduling Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either – (a) Considered by the Council prior to the caretaker period; or (b) Scheduled for determination by the incoming Council. Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council.

Decisions made prior to Caretaker Period

This policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made 3 during a caretaker period, as far as practicable any such announcements should be made before the caretaker period begins or after it has concluded.

Implementation of Caretaker Practices - Role of the CEO in Implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

a. The CEO will ensure as far as possible, that all Elected Members and employees are aware of the Caretaker Policy and practices at least 30 days prior to the start of the caretaker period.

b. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the caretaker period or deferred where possible for determination by the incoming Council.

c. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, are made prior to the caretaker period.

d. The CEO will provide guidelines for all relevant employees on the role and responsibilities of employees in the implementation of this policy.

Extraordinary circumstances requiring exemption

Whilst the definitions above establishes that a CEO may not be appointed or dismissed during a caretaker period, the Council may, where the substantive employee is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO pending the election, after which date a permanent decision can be made.

Shire of Carnarvon publications

During the caretaker period the Shire's website will not contain any material which is precluded by this policy.

Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

Public consultation during the caretaker period

It is prohibited under this policy for public consultation to be undertaken during the caretaker period (either new consultation or existing) on an issue which, in the CEO's opinion could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.

This policy does not prevent any mandatory public consultation required by the Local Government Act 1995 or any other relevant Act which is required to be undertaken to enable the Shire to fulfil its functions.

Approval for Public Consultation

Given the general prohibition above the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the caretaker period.

Where public consultation is approved to occur during the caretaker period, the results of that consultation will not be reported to the Council until after the caretaker period, except where otherwise approved by the CEO or necessary for the performance of the Shire's functions as prescribed in the Local Government Act 1995 or any other relevant Act.

Attendance and participation at events and functions

Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the caretaker period.

Shire of Carnarvon Organised Civic Events/Functions

Events and/or functions organised by the Shire and held during the caretaker period will be limited to only those that the CEO considers essential to the operation of the Shire and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of an election. All known candidates are to be invited to civic events/functions organised by the Shire during the caretaker period.

Addresses by Elected Members

Excluding the Shire President and Deputy Shire President fulfilling their functions as prescribed by s2.8, 2.9 of the Local Government Act 1995, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the caretaker period.

Use of Shire resources

The Shire of Carnarvon's Code of Conduct provides that the Shire's resources are only to be utilised for authorised activities (e.g., no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business).

This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the caretaker period.

The Shire's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

Access to Shire information and assistance

Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Shire's administration.

Any assistances and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

Media Advice

Any requests for media advice or assistance from Elected Members during the caretaker period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member

during the caretaker period does not relate to the election or publicity involving any specific Elected Member/s, the CEO may authorise the provision of a response to such a request.

Publicity Campaigns

During the caretaker period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during the caretaker period will be restricted to communicating normal Shire activities and initiatives.

Media Attention

Elected Members will not use or access Shire employees or resources to gain media attention in support of their or any other candidate's election campaign.

Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer, or where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

Shire of CARNARVON
CATCH A taste OF THE GREAT LIFE

GUIDE TO CARETAKER PERIOD REQUIREMENTS

under the Local Government Act 1995

OCTOBER 2026

This Guide is practical guidance for Council Members, Committee Members, candidates and employees. It does not replace the Local Government Act 1995, associated regulations, the Code of Conduct or legal advice. The legislation prevails if there is any inconsistency.

DOCUMENT CONTROL

Document Type	Administrative Guideline
Issued	[XX] October 2026
Responsible Directorate	Corporate Strategy & Performance
Last Review	*Nil*
Reviewed by	*N/A*

PURPOSE

This Guide explains the statutory caretaker framework and provides practical direction for the Shire of Carnarvon when planning, reporting, deciding and communicating during a caretaker period. It is intended to support consistent, impartial and well-documented decision-making.

EXECUTIVE SUMMARY

The Shire of Carnarvon's 'Guide to Caretaker Period Requirements' provides practical guidance for Council Members, Committee Members, candidates and employees on the statutory and administrative requirements applying during a local government caretaker period.

The Guide has been developed to align the Shire's arrangements with the uniform caretaker provisions introduced under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996*. It explains when the caretaker period applies, how the Shire may continue its ordinary operations and the restrictions on undertaking, or deciding to undertake, a significant act during that period.

The Guide outlines:

- the elections to which the statutory caretaker period applies;
- the commencement and conclusion of the caretaker period;
- significant acts prohibited during the caretaker period;
- the limited statutory circumstances in which a significant act may proceed;
- the treatment of Council and committee business;
- the use of Shire resources and information;
- expectations concerning publications, media, events, functions and public consultation;
- the roles of Council, the Commissioner or President, the Chief Executive Officer, Governance and Shire employees; and
- the assessment, escalation and recordkeeping processes to be followed.

The Guide also includes practical checklists to support early identification of potential caretaker issues and consistent assessment of proposed decisions and actions.

The Guide does not replace the *Local Government Act 1995*, associated regulations, Code of Conduct, or legal advice. Where any inconsistency arises, the legislation prevails. It is intended to the Shire's primary administrative guidance for caretaker periods.

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1. INTRODUCTION

The *Local Government Act 1995* establishes a uniform statutory caretaker period for relevant local government elections. The framework limits specified decisions and actions while an election is underway, particularly where they could bind an incoming Council to a significant course of action.

Like caretaker conventions in State and Federal Government, the provisions are intended to ensure that Significant (acts) decisions binding a future Council are not made while electors are choosing that Council.

The Shire continues to operate during caretaker. Ordinary administration, service delivery, routine statutory functions and lawful Council and committee business may continue. The primary legal restriction is that the Shire must not undertake, or decide to undertake, a significant act unless an exception in section 3.73 applies.

Key principle
The legal test is not whether a matter is controversial or described as a major policy decision. The first question is whether the proposed decision or action is a significant act under section 3.73 of the Act or regulation 3A of the Local Government (Functions and General) Regulations 1996.

1.1 DEFINITIONS USED IN THIS GUIDE

Term	Meaning
Act	the Local Government Act 1995.
Candidate	a person who has nominated as a candidate for a relevant election, including a serving Council Member seeking election or re-election.
Caretaker period	the period described in section 1.4A of the Act.
Council Member	includes the President and elected members of individual town wards. *NB: includes the Commissioner while exercising the powers and duties of Council and the President.*
Departmental CEO	the chief executive officer of the Department of Local Government principally assisting the Minister to administer the Act. Currently referred to as the Director General.
Electoral purpose	the purpose of persuading electors to vote in a particular way at an election, referendum or other poll.
Relevant election	an election described in section 1.4A of the Act.
Significant act	an act described in section 3.73 of the Act or prescribed by regulation 3A.
Local public notice	notice given under section 1.7 of the Act and regulation 3A of the *Local Government (Administration) Regulations 1996*.

2. WHEN THE CARETAKER PERIOD APPLIES

A caretaker period applies to a relevant election under section 1.4A of the Act. Relevant elections are an ordinary election and an election to elect an entire Council after all offices have become vacant or the Council has been dismissed. The caretaker period does not apply to an extraordinary election.

The period begins at the close of nominations (4.00pm on the closing day). It ends on the day after the Returning Officer declares the result, or on another date specified by section 1.4A where no declaration is made.

ELECTIONS
Shire elections following the declaration of all Council offices as vacant and the appointment of a Commissioner is a relevant election for which the statutory caretaker period applies. The precise commencement and end dates must be confirmed against the election timetable and the returning officer's declaration.

2.1 BEFORE CARETAKER BEGINS

1. Identify contracts, tenders, land matters, local laws, planning instruments and employment matters likely to need action before or after caretaker.
2. Identify contract renewals, extensions or options worth more than $250,000 that fall due during caretaker.
3. Invite tenders worth more than $250,000 before caretaker, or obtain a Council decision before caretaker to invite them.
4. Schedule necessary Council decisions before caretaker where lawful and practicable. Make sure resolutions are specific and that any required funding is confirmed.
5. Identify any action that will be carried out during caretaker, and whether regulation 3B notice is needed.
6. Brief Council Members, Committee Members and relevant employees before caretaker. Give candidates consistent information after nominations close.
7. Review planned communications, consultation, civic events and publications.
8. Establish a clear referral pathway through your Executive Manager, Governance and the CEO.

3. DECISION-MAKING DURING CARETAKER

Every proposed Council, committee or delegated decision should be screened early. Responsible officers must not wait until an agenda report, tender recommendation or agreement is ready for execution before considering the caretaker restrictions.

3.1 ASSESSMENT QUESTIONS

- Is a caretaker period active for a relevant election?
- Would the proposed decision or action be a significant act under section 3.73 or regulation 3A?
- Was the decision to undertake the significant act made before caretaker?
- Does a statutory exception apply?
- Are public notice, Departmental notice or authorisation requirements triggered?
- If the matter is not prohibited, should it nevertheless be deferred for determination by the incoming Council?
- Has the assessment and supporting advice been recorded?

3.2 NON-PROHIBITED BUT CONSEQUENTIAL MATTERS

A matter that is not a significant act is not prohibited merely because it arises during caretaker. The CEO may nevertheless recommend deferral where the matter can reasonably wait, would bind the incoming Council to a substantial course of action, is particularly contentious in the election context, or would more appropriately be determined by the incoming Council.

When deciding whether to proceed, consider the purpose of the caretaker provisions: decisions that would commit a future Council to ongoing obligations should generally be left to that Council. For significant or sensitive matters coming up to a caretaker period, the CEO should engage with Council early. Deferral is a recommendation. Where the matter is before Council, Council decides whether to defer it.

4. SIGNIFICANT ACTS

Section 3.73 prohibits both undertaking a significant act and deciding to undertake that act during caretaker. This includes decisions made by Council and decisions made under delegated authority.

Significant act	Practical description	Example indicator
Local law	Making, amending or repealing a local law.	A proposal to formally make a new local law.
CEO or senior employee contract	Entering into, renewing or terminating the employment contract of the CEO or a senior employee.	Appointment, renewal or termination documentation.
Major land transaction	Entering into a major land transaction.	Council approval or contract execution for a major land proposal.
Preparatory land transaction	Entering into a land transaction preparatory to a major land transaction.	Acquiring adjoining land needed for a major proposal.
Major trading undertaking	Commencing a major trading undertaking.	A decision or action that starts the undertaking.
Major contract or arrangement	Entering into a contract, agreement or arrangement where the Shire will, or expects to, provide or receive consideration of more than $250,000. This includes acquiring or disposing of property worth more than $250,000.	Tender award, grant or funding agreement (including funding received), partnership arrangement, contract extension or renewal, property sale or purchase.
Inviting tenders	Inviting tenders, or buying through a tender-exempt method (including the WALGA Preferred Supplier Program), with an expected consideration of more than $250,000. This applies whether the decision is made by Council or by the CEO under delegation.	Approving or publishing a tender invitation, or issuing a request for quotation through a preferred supplier arrangement.
Decision to undertake an act	Deciding to do any of the significant acts listed above.	Council or a delegate authorises the act even though execution will occur later.
Prescribed acts	Acts prescribed by regulation 3A.	Regional bodies, local planning instruments and panels of pre-qualified suppliers.

Threshold warning
Regulation 3A(3) prevents a contract or arrangement being split into smaller agreements to avoid the $250,000 threshold. The value includes the full term, any options to extend, and money both paid and received. A variation or extension that takes a contract above $250,000 should be referred to Governance.
For disposals of property, the value decides whether the caretaker provisions apply, not the disposal method. A disposal that is exempt from section 3.58 under regulation 30 may still be a significant act if it is worth more than $250,000.
Get Governance advice where the value is uncertain or close to the threshold.

4.1 PRESCRIBED ACTS UNDER REGULATION 3A

- Establishing, amending the establishment agreement of, winding up or withdrawing from a regional local government.
- Forming, amending the charter of, winding up or withdrawing from a regional subsidiary.
- Making prescribed decisions under the *Planning and Development Act 2005* and the *Planning and Development (Local Planning Schemes) Regulations 2015*, including commencing the preparation, amendment or repeal of a local planning scheme or local planning policy.
- Publicly inviting persons to apply to join a panel of pre-qualified suppliers.
- Any other act prescribed by the current regulations.

Ordinary Council policies are not automatically significant acts merely because they are policies. A local planning policy is treated differently because the regulations prescribe commencement of its adoption, amendment or repeal.

Determining individual development applications is not listed as a significant act. Statutory planning decision-making may therefore continue, but any uncertainty should be referred to Governance.

5. EXCEPTIONS ALLOWING A SIGNIFICANT ACT

A significant act may proceed during caretaker only where an exception in section 3.73 applies. The CEO cannot create an additional exemption through policy or administrative approval.

5.1 DECISION MADE BEFORE CARETAKER

The Shire may carry out a significant act during caretaker if Council decided to do it before the caretaker period began (section 3.73(4)) and the requirements of regulation 3B are met.

How specific the decision must be:

The resolution must be specific enough to authorise that particular significant act. It must also be detailed and certain, as for any resolution authorising an agreement. As a minimum, it should identify:

- the parties;
- the subject matter;
- the value or maximum value; and
- the key terms and any conditions.

A general decision, such as one to seek further funding or to progress a project, is unlikely to be enough. Council should generally avoid broadly pre-authorising a future agreement unless there is a high level of certainty about the amount, the conditions and the key terms. At a minimum, both parties should confirm the key terms in writing and provide that confirmation to Council. Increasing or varying the funding or contract value after the decision may itself be a separate significant act.

Notice required before acting (regulation 3B):

Before the significant act is carried out, the Shire must:

1. give local public notice of its intention to do the act, including:
    - details of the act and the date the Shire intends to do it; and
    - details of Council's decision (meeting, item number and resolution) and the date it was made;
2. publish the notice on the Shire's website for at least 7 days, and give it in at least three other prescribed ways, such as noticeboards at the administration office and library, the Shire's social media and a local newspaper or newsletter; and
3. send a copy of the notice to the Departmental CEO.

Check relevant act, regulations and legislation for minimum waiting period applies. If non is defined, a minimum 7-day period for notice is required prior to execution. However, every notice must be in place, and the copy sent to the Department, before the act is done.

5.2 LEGAL OR CONTRACTUAL NECESSITY

A significant act may proceed where it is necessary to comply with a written law, an order of a court or tribunal, or a contractual obligation under a contract entered into before caretaker. The necessity and supporting record must be clear.

Record the written law, order or contract clause relied on, and why the act cannot wait until after the caretaker period.

5.3 DEPARTMENTAL CEO AUTHORISATION

Under section 3.73(6), the Departmental CEO may authorise the Shire to do a significant act during caretaker if satisfied it is necessary because of an emergency (as defined in section 3.73) or to ensure the

proper operation of the local government. Requests are made through the CEO, supported by Governance advice and, where appropriate, legal advice. Contact the Department early where a potential significant act is identified.

5.4 TENDERS, FUNDING AND DISPOSALS

- Inviting tenders
  inviting tenders worth more than $250,000 cannot happen during caretaker unless the decision to invite them was made before caretaker and the regulation 3B requirements are met.

- Funding before award
  tenders should generally not be awarded until enough funding is confirmed. Awarding subject to funding can create legal, financial and reputational risks. For example, the tender validity period may expire, a supplier may argue a contract has formed, or tenderers may not have known the project depended on funding. Where additional expenditure is needed, Council should consider approving it under section 6.8 of the Act.

- Tender documents
  where an award depends on securing funding or further approval, state this clearly in the request for tender.

- Disposals and trade-ins
  disposals worth $250,000 or less may proceed under section 3.58 or regulation 30, provided no other significant act is involved.

Escalation requirement
Any proposed significant act, or uncertainty about whether an act is significant, must be referred to the CEO before the report, procurement, notice, agreement or decision progresses.

6. COUNCIL AND COMMITTEE MEETINGS

Council and committee meetings may continue during caretaker. Meeting business must be screened to ensure that no recommendation, motion or delegated action would decide or undertake a prohibited significant act.

A committee recommendation may proceed to Council where the resulting decision is lawful during caretaker.

Agenda reports should expressly address caretaker implications where a reasonable issue could arise. Motions, amendments and urgent business must be assessed on the same basis as officer recommendations.

A matter should not be split into procedural stages to avoid the statutory prohibition.
Closed-meeting and confidentiality requirements continue to apply.

Routine receiving, noting and oversight reports may continue where they do not authorise a significant act.

6.1 SUGGESTED REPORT WORDING

Caretaker assessment
The proposed decision has been assessed against sections 1.4A and 3.73 of the Local Government Act 1995 and regulation 3A of the Local Government (Functions and General) Regulations 1996. [State whether the proposal is not a significant act, or identify the statutory exception and supporting requirements.]

6.2 COMMON EXAMPLES

Matter	Significant act?
Adopting, amending or revoking a Council policy (other than a local planning policy)	No
Appointing members to a reference group or committee	No. Deferral may be recommended where positions are for Council Members or nominees are candidates
Community grants, sponsorships and awards of $250,000 or less	No
Accepting a grant or funding agreement worth more than $250,000	**Yes**
Trading in or disposing of a vehicle worth $250,000 or less	No
Awarding a tender worth more than $250,000	**Yes. The decision must be made before caretaker, and regulation 3B notice given before signing**
Inviting tenders worth more than $250,000	**Yes**
Commencing a local planning policy or scheme amendment	**Yes**

7. REPRESENTING THE SHIRE

Council Members may continue to represent the Shire and attend meetings or functions in their official capacity. Official duties must not be used to promote an election campaign or provide an electoral advantage or disadvantage.

7.1 SPEAKING AT EVENTS AND FUNCTIONS

The Commissioner or President remains the principal civic representative and spokesperson in accordance with the Act and Shire protocols.

Official speeches should be factual, impartial and confined to Shire business.

A Council Member who is also a candidate must clearly separate official representation from campaign activity.

Shire employees must not prepare campaign material or provide campaign media support.

7.2 EXTERNAL BODIES

Council Members appointed as Shire representatives to external bodies may continue to attend meetings and perform the representative role, subject to the terms of the appointment and applicable conduct requirements.

8. USE OF SHIRE RESOURCES

Shire resources must not be used for an electoral purpose unless authorised by law. This obligation applies at all times, not only during caretaker.

8.1 RESOURCES INCLUDE

- employee and contractor time;
- premises, meeting rooms and facilities;
- vehicles, equipment and stationery;
- telephones, mobile devices, email accounts and information technology;
- business cards, photographs, logos, templates and branding;
- websites, social-media channels, mailing lists and newsletters; and
- hospitality, reimbursements and services funded or provided by the Shire.

8.2 PRACTICAL CONTROLS

- Do not use a Shire email account, device, vehicle, facility or staff member for campaign activity.
- Do not use official Shire photographs, branding or templates in a way that suggests Shire endorsement.
- Do not ask employees to research, draft or distribute candidate communications.
- Refer any uncertain request to Governance and the CEO before assistance is provided.

9. ACCESS TO INFORMATION AND CANDIDATE ASSISTANCE

Candidates must be treated fairly and consistently in relation to public election information. Candidate status does not create a general entitlement to confidential or non-public Shire information.

Direct election-process enquiries to the Returning Officer where the enquiry falls within that officer's responsibilities.

Provide official candidate information consistently and, where appropriate, to all candidates.

Apply the Act, electoral-roll restrictions, privacy, confidentiality, recordkeeping and Council Member information-access requirements.

Use ordinary customer and records processes for public information requests.

Record material candidate assistance and advice where necessary to demonstrate consistency.

Electoral rolls
Access to and use of electoral-roll information is governed by legislation. Do not provide or use roll information beyond the lawful purpose and process.

10. PUBLICATIONS, MEDIA AND COMMUNICATIONS

Official communications may continue during caretaker but must remain factual, impartial and connected to ordinary Shire business, statutory requirements, emergencies or essential community information.

10.1 CONTENT CHECK

- Is the communication necessary and part of ordinary Shire business?
- Is it factual, balanced and free of election commentary?
- Does it feature or quote a candidate more than is operationally necessary?
- Could timing, imagery or wording reasonably be perceived as providing electoral advantage?
- Does it use Shire branding, channels and resources only for an authorised purpose?
- Has the communication passed the normal approval process?

10.2 CANDIDATE PUBLICATIONS

Candidate material must not imply that it is an official Shire publication. Candidates must not use Shire branding, titles, photographs, facilities or communication channels in a way that creates an impression of Shire endorsement.

10.3 MEDIA REQUESTS

Media requests concerning election issues, candidates or campaign publicity should be referred to the CEO. Routine operational responses may continue through normal processes following an impartiality check.

11. EVENTS, FUNCTIONS AND PUBLIC CONSULTATION

11.1 EXTERNAL EVENTS

Council Members may attend externally hosted events during caretaker. Attendance in an official capacity must remain separate from campaign activity and comply with adopted policies and conduct requirements.

11.2 SHIRE EVENTS AND CIVIC FUNCTIONS

Shire events may continue where approved through normal processes, provided the event is not used for an electoral purpose, official material remains impartial, and participation by Council Members and candidates is managed fairly and consistently.

11.3 PUBLIC CONSULTATION

Mandatory consultation required by legislation may continue. Discretionary consultation should be assessed for necessity, timing, impartiality, caretaker significance and whether it can reasonably be deferred.

Confirm whether commencement of the consultation itself would be a significant act.

Consider whether the consultation could reasonably be perceived as influencing the election.

Consider legal, financial, funding and operational consequences of deferral.

Determine whether consultation outcomes should be reported during caretaker or to the incoming Council.

Document the CEO’s decision to proceed, modify or defer the consultation.

12. ROLES, ESCALATION AND RECORDKEEPING

Role	Responsibility
Council	Complies with the statutory restrictions, determines matters lawfully before it and considers whether consequential non-prohibited matters should be left to the incoming Council.
Commissioner / President	Supports orderly and impartial meeting conduct and official representation of the Shire.
Chief Executive Officer	Implements the framework, establishes administrative controls, determines escalation and obtains external advice or Departmental authorisation where required.
Governance	Maintains guidance and checklists, reviews potential significant acts, coordinates advice and retains central compliance records.
Executive Managers and report authors	Identify caretaker implications early, complete assessments and ensure recommendations do not authorise prohibited decisions or actions.
Employees and contractors	Maintain impartiality, protect Shire resources and records, and escalate uncertain requests.

12.1 RECORDS TO RETAIN

- completed caretaker assessments;
- governance and legal advice;
- decisions to proceed, modify or defer;
- the statutory exception relied upon and supporting evidence;
- local public notices and Departmental notices;
- Departmental authorisations; and
- records of communications, candidate assistance or resource-use issues requiring review.

APPENDIX 1: CARETAKER CHECKLIST

This appendix delivers the "practical checklists" the Executive summary promises.

Step	Check	✓
1	*Is the decision or action listed in section 3.73 or regulation 3A?*	
2	*If it's a contract, agreement, tender or disposal, is the value more than $250,000 (including the full term, extensions and money received)?*	
3	*If it's a significant act, was the decision made by Council before caretaker, and is it specific enough?*	
4	*Is funding confirmed?*	
5	*Has regulation 3B notice been published (website plus three methods) and sent to the Department before acting?*	
6	*If it isn't a significant act, should it still be deferred to the incoming Council?*	
7	*Have Governance and the CEO been consulted, and has the advice been recorded?*	
8	*Is the caretaker assessment included in the report, with the advice attached?*	

EME008	DESIGNATED SENIOR EMPLOYEES		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	s5.36, 5.37 Local Government Act 1995,		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24
XX/08/2026	Council	Major	

EME008 Designated Senior Employees

OBJECTIVES

To designate positions within the organisation that are classified as 'Senior Employees' in accordance with s5.37 of the Act.

POLICY STATEMENT/S

1.0 The Chief Executive Officer is appointed and employed by the Local Government in accordance with section 5.36 of the Local Government Act 1995 and other applicable legislative requirements.

The CEO is accountable to Council for the performance of the CEO's functions.

2.0 Council does not designate any employee positions as Senior Employees under section 5.37 of the Local Government Act 1995.

Executive Managers and other employees are appointed and managed by the CEO in accordance with the CEO's statutory responsibility for the administration of the Shire.

An Executive Manager may be appointed to perform the functions of Acting CEO in accordance with EME005 – CEO Leave, Appointment of Acting or Temporary CEO. Appointment as Acting CEO does not alter the substantive employment status of the Executive Manager or designate the substantive position as a Senior Employee under section 5.37.

DEFINITIONS

Executive Manager: An employee occupying an Executive Manager position within the Shire's organisational structure.

Senior Employee: An employee occupying a position designated by Council as a Senior Employee position under section 5.37 of the Local Government Act 1995.

DEPARTMENT:	Office of the CEO	**REVIEW SCHEDULE:**	Executive Manager Corporate Strategy & Performance
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Minor Changes: Refer minutes of meeting.	OCM03/09/24

CF006 Financial Hardship

OBJECTIVES

This Policy is intended to ensure that we offer fair, equitable, consistent, and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at difficult times.

This Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply in those instances.

POLICY STATEMENT/S

This policy applies to:

- Outstanding rates and service charges as at the date of adoption of this policy; and
- Rates and service charges levied

Payment difficulties, hardship, and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status (e.g. property owner, tenant, business owner).

Financial Hardship Criteria

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants.

This policy applies to all ratepayers experiencing financial hardship regardless of their status (e.g. property owner, tenant, business owner).

Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike.

We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment
- Sickness or recovery from sickness
- Low income or loss of income
- Unanticipated circumstances such as caring for and supporting extended family

Assessment

A ratepayer seeking assistance may be required to provide reasonable information to support assessment of their circumstances and capacity to pay.

The level of information requested should be proportionate to the assistance sought and the circumstances of the ratepayer.

In assessing financial hardship, consideration may be given to:

- the circumstances giving rise to the hardship;
- the ratepayer's capacity to make payments;
- previous efforts to meet rates and service charge obligations;
- the amount and age of the outstanding debt;
- the sustainability of any proposed payment arrangement; and
- any other relevant circumstances.

Applications will be assessed fairly, consistently and confidentially.

Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment.

This may include demonstrating a capacity to make some payment and where possible, entering a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality, whilst complying our statutory responsibilities.

Payment Arrangements

Payment arrangements facilitated in accordance with s6.49 of the Act are to be of an agreed frequency and amount.

These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past,
- The payment arrangement will establish a known end date that is realistic and achievable,
- The ratepayer will be responsible for informing the Shire of Carnarvon of any change in circumstance that jeopardises the agreed payment schedule.

Payment arrangements should:

- be realistic and sustainable;
- recognise the ratepayer's demonstrated capacity to pay;
- provide for regular payments where practicable;
- establish an appropriate timeframe for managing the outstanding debt; and
- be reviewed where the ratepayer's circumstances materially change.

Ratepayers are responsible for advising the Shire where a change in circumstances affects their ability to comply with an agreed arrangement.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

Where permitted by legislation, consideration may be given to the waiver or concession of applicable interest, fees or charges where genuine financial hardship has been demonstrated.

Any waiver, concession or write-off must be authorised in accordance with the Local Government Act 1995, applicable delegations and Council policy.

Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:

- remains as a debt on the property until paid,

- becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property,
- may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- does not incur penalty interest charges.

Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. If the debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding at the end of the financial year, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the following financial year.

Rates and service charge debts that remain outstanding at the end of the financial year, will then be subject to the Shire's normal debt recovery procedures, including the sale of property option as prescribed in the Local Government Act 1995.

Review

We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek a review and the procedure to be followed.

Communication and Confidentiality

We will always maintain confidential communications, and we undertake to communicate with a nominated support person or other third party at your request.

We will advise ratepayers of this policy and its application, when communicating in any format (i.e., verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communications and will communicate in alternative formats where appropriate. We will ensure all communications with applicants is clear and respectful.

Review of Decision

A ratepayer who is dissatisfied with a decision made under this policy may request an internal review.

The review will be undertaken by an officer who was not the original decision-maker, where practicable, and the outcome will be communicated to the ratepayer.

	DEBT COLLECTION		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	**RESPONSIBLE OFFICER:**	Executive Manager Corporate Strategy & Performance
CREATION DATE:		**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC 7/8/2022
28/11/2023	Council	Nil	OCM 11/11/2023
24/09/2024	Council	Nil	OCM 03/09/2024

Debt Collection

OBJECTIVES
The objective of this policy is to ensure:

- an efficient, effective, and economical approach to debt collection; and
- timely control of overdue accounts and close monitoring aged accounts; and
- reduction in the likely occurrence of unrecoverable debts; and
- consistency and transparency for all debt collection activities.

Council will exercise its debt recovery powers, as outlined in Part 6 of the *Local Government Act 1995,* to reduce the overall debt burden on ratepayers. It will be guided by the principles of:

- Fairness and equity in debt recovery processes;
- Clarity and simplicity;
- Cost effectiveness to ensure the cost of collecting the debt, including staff time, does not outweigh the benefit;
- Transparency by making clear the obligations of its sundry debtors to the processes used by Council in ensuring that they meet their financial obligations;
- Flexibility by responding where necessary to changes in the local economy;
- Compliance with all regulatory obligations; and
- Effective governance and definition of roles and responsibilities.

SCOPE

This policy applies to all debts owed to the Shire, including rates, service charges, sundry debtors, and any other recoverable amounts.

POLICY STATEMENT/S

The following guidelines provide direction for the ethical and effective management of the Shire's range of debtors:

The Shire will apply a consistent, transparent, and proportionate approach to debt recovery, balancing the need to recover public funds with fairness to debtors, while ensuring recovery actions remain cost-effective and compliant with legislative requirements.

Debt Recovery Approach

The Shire will actively pursue the recovery of outstanding debts through a structured escalation process, which may include reminder notices, formal demands, payment arrangements, referral to external debt collection agencies, and legal action where required.

Recovery actions will be undertaken in a timely manner, no later than 90 days after incurred and will be proportionate to the value and age of the debt.

Payment Terms

Payment terms for debts will be specified on the relevant invoice or notice. Debts not paid within the specified timeframe will be subject to recovery action in accordance with this policy.

Interest and Costs

Interest may be applied to overdue debts in accordance with Section 6.13(1) of the Local Government Act 1995 (WA) and the Local Government (Financial Management) Regulations 1996 (WA).

Where applicable, costs incurred in the recovery of debts, including legal and collection agency fees, may be charged to the debtor.

Payment Arrangements, Hardship and Recovery Action

The Shire may approve payment arrangements where a debtor demonstrates an inability to pay the full amount. All arrangements must be documented and adhered to. Failure to comply with an approved arrangement will result in escalation of recovery action.

Financial hardship may be considered on a case-by-case basis. Assistance may include payment arrangements or temporary deferral of recovery action, subject to appropriate documentation and approval.

Where debts remain unpaid following reasonable recovery efforts, the Shire may refer the debt to a collection agency or initiate legal proceedings to recover the outstanding amount.

Low-value debts may be written off where the cost of recovery exceeds the value of the debt, in accordance with delegated authority.

Financial Hardship

The Shire may consider financial hardship on a case-by-case basis. Assistance may include payment arrangements or temporary deferral of recovery action, subject to appropriate documentation and approval from the relevant Manager.

1.3

Write-Off of Debts

Debts will only be written off where recovery is no longer considered cost-effective or reasonably achievable. Circumstances may include, but are not limited to:

- the debtor is bankrupt, insolvent, or deceased with no recoverable estate;
- the debtor cannot be located after reasonable attempts;
- the cost of recovery exceeds the value of the debt; or
- legal advice indicates recovery is unlikely to be successful.

All write-offs must be supported by appropriate documentation and approved in accordance with delegated authority.

Write-off of a debt does not extinguish the legal right to recover the debt at a future time.

Low-value debts may be written off where the cost of recovery exceeds the value of the debt, in accordance with delegated authority.

Compliance & Reporting

Appropriate internal controls, including segregation of duties, will be maintained in the raising, recovery, and write-off of debts to ensure accountability and transparency.

A report will be prepared for the Council listing the name of the debtor, the description of the debt, the amount outstanding, efforts undertaken to recover funds, the period overdue and a reason for write off. Bad debts will be recognized when the sundry debt is seen to be no longer commercially collectable.

This policy ensures that debt recovery activities are undertaken in a consistent, transparent, and defensible manner, supporting the responsible management of public funds while maintaining fairness to debtors.

~~CF011~~	RECOVERY OF RATES		
POLICY OWNER:			
DEPARTMENT:	CORPORATE	RESPONSIBLE OFFICER:	~~DCEO~~ Executive Manager Corporate Strategy & Performance
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:	Instalment Arrangement Form		
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 6.45 (and others) Regulations		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Nil	OCM 03/09/2024

~~CF011~~ Recovery of rates

OBJECTIVES

~~To ensure there is consistency in the advice given to ratepayers about the payment of rates and the recovery of outstanding rates, and any subsequent actions taken by the Shire.~~

To ensure the timely, consistent, and equitable recovery of outstanding rates and charges, while maintaining compliance with legislative requirements, minimising financial risk, and supporting appropriate consideration of financial hardship.

POLICY STATEMENT/S

Rates are a statutory debt, and the Shire is committed to their timely and consistent recovery. Recovery actions will be applied in a fair and proportionate manner, ensuring the responsible management of public funds while allowing for appropriate consideration of financial hardship.

Financial Hardship

The Shire may consider applications for financial hardship on a case-by-case basis.

Assistance may include:

- Payment Arrangements
- Temporary deferral of recovery action

Approval of hardship arrangements must be documented and is subject to periodic review.

~~Payment of Rates by Instalments~~ Payment Arrangements

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Execellence | Authenticity | Courage | Passion | Cohesion | Humility | Respect & Inclusion

Council accepts that there are ratepayers who cannot meet the instalment options as provided under s6.45 of the Local Government Act 1995.

The Shire may ~~accept~~ approve by application an alternative payment schedule (Henceforth called the "~~Direct Debit Agreement~~ Financial Hardship Agreement').

- For such an Agreement to be considered an 'Instalment Arrangement Form' is to be completed and returned to the Shire for approval~~.~~
- ~~The proponent is to specify the frequency of payments with the nominated amount sufficient to fulfil the rates and charges levied within a financial year.~~
- Payment arrangements must ensure the debt is cleared within a defined and reasonable timeframe, unless otherwise approved.
- Upon written acceptance of an Agreement by the Shire, written confirmation will be provided to the applicant. This formalises the agreement and will commit the ratepayer to the payment schedule.
- Verbal agreements shall not be accepted.

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~~Failure by the applicant to adhere to the payment schedule will result in the issue of a Final Notice for the total amount outstanding.~~

Failure to comply with an approved payment arrangement will result in escalation to recovery action without further negotiation.

Recovery actions will be undertaken in a timely manner, generally aligned to the following timeframes:

- Final Notice: within 30 days of due date
- Letter of Demand: within 30 days of Final Notice
- Legal action: following expiry of demand period

Final Notices

Final Notices will be issued during a period generally not exceeding 30 days after the due date of a notice for payment of rates.

Such notice will be issued when:
a. No payment has been made,
b. Insufficient payment to cover the first instalment has been made; or
c. Where there is no current valid instalment option (i.e., persons who have paid their first instalment option late).

Final Notices will indicate that:

a. Rates are now in arrears,
b. Penalty interest is being charged at the rate set by Council; and

c. Legal action may be taken without further notice, which will add extra costs to the account.

~~Final Notices will not be sent to registered pensioners.~~ Rates for eligible pensioners are automatically deferred in accordance with applicable legislation. Accordingly, Final Notices will not be issued for deferred amounts while eligibility remains valid.

Letter of Demand

~~Where a Final Notice has been issued:~~

- ~~Mining Tenements - A Letter of Demand will be issued no later than 30 days after the due date and payment notice to the current owners of any registered lease within the Shire. The notice will provide up to 14 days to respond at which time a summons may be issued without any further notice.~~
- ~~General and other Property - A Letter of Demand will be issued no later than 30 days after the final notice of current financial year to all owners of property (excluding pensioners) who have failed to make any payment within the financial year, and who have not contacted the Shire to make any special arrangement for payment or have defaulted on an approved payment option.~~

A Letter of Demand will be issued where rates remain unpaid following a Final Notice, providing a minimum of 14 days to respond prior to escalation.

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Issue of Summonses

Following issue of Letter of Demand:

a. Rates remaining unpaid after the expiry date shown on the Letter of Demand will be examined for the purpose of determining whether a summons will be issued.
b. The Shire may engage a Collection Agent or Solicitor(s) to issue General Procedure Claims to those ratepayers who failed to pay by the date indicated upon the Letter of Demand.
c. Costs incurred because of the issue of a General Procedure Claim will be applied to the ratepayers 'assessment immediately upon receipt by Council of such costs – refer s6.56 of the Act.
d. Following issue of a General Procedure Claim, a reasonable offer to discharge a rate account (inclusive of the costs incurred through the issue of the General Procedure Claim) will be accepted.
e. Where a General Procedure Claim has been issued and remains outstanding, action will be taken to pursue that summons by whatever means necessary to secure satisfaction of the debt.
f. Legal proceedings will continue until payment of rates and any other outstanding costs are secured. This includes the issue of a Warrant of Execution against goods and land if necessary.
g. In cases where the owner of a leased or rented property on which rates are outstanding cannot be located, or the owner refuses to settle amounts outstanding, notice will be served on the lessee. The lessee will then under the provisions of s6.60 of the Local Government Act 1995,

be required to pay Council any rent due until such time as the amount in arrears has been fully paid

Outstanding rates and recovery actions will be reported to Council on a regular basis. Significant debts and recovery actions will be subject to internal review to ensure compliance with this policy.

Sale of Property for non-payment of Rates

The Chief Executive Officer has delegated authority to initiate sale of property for non-payment of rates as per subdivision 6 of the Local Government Act 1995, action against land where rates or services charges are unpaid. This action will only be considered as a last resort where all reasonable recovery actions have been exhausted.

CF012	RATES CHARGES		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	RESPONSIBLE OFFICER:	Executive Manager Corporate Strategy & Performance
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Nil	OCM03/09/24

CF012 Rates Charges

OBJECTIVES

To provide equitable approaches for ratepayers in settling payment of their rates.

POLICY STATEMENT/S

In accordance with the Local Government Act 1995, charges relating to rates may be paid using instalments options within a prescribed timeframe. If payments are made outside the required timeframes, penalty interest rates will apply.

Furthermore, if a payment option and/or a payment arrangement are made with the Council then administration charges will apply. The administration charge on Pre-paid Direct Debit arrangements will be a one-off basis where the direct debit continues into the following year.

The following payments options, timeframes, discounts, charges, and interest rates shall apply to all rateable properties

Payment Options

Option 1 - One payment in full, consisting of rates and other Charges and due 35 Days following issue of rate notice.

Option 2 – Two Payments (50% each) and due by: 1st Instalment 35 Days following issue of rate notice, and 2nd Instalment 98 Days after due date of 1st Instalment.

The Shire must provide an option for four equal instalments and where a ratepayer elects to pay by instalments, an interval of at least 2 months must be given between the second and subsequent instalments.

1st Instalment due 35 Days following issue of rate notice

2nd Instalment due 63 Days after due date of 1st Instalment

3rd Instalment due 63 Days after due date of 2nd Instalment

4th Instalment due 63 Days after due date of 3rd Instalment

Late Payment Interest

A late payment interest charge is payable on outstanding rates and charges calculated at a rate set in the annual budget.

The late payment interest charge will apply to all current rates and charges remaining unpaid 35 days from the date of issue of the rate notice. Interest will be calculated and updated daily.

Unpaid rates and charges from previous years, i.e., rate arrears, will also attract late payment charges, calculated at the rate set in the annual budget .

Instalments and Arrangements Administration Fees and Interest Charges

The Council may impose administration fees and interest charges for payment of rates and charges by instalments.

Interest charges and administration fees will be at a rate set in the annual budget.

Direct Debit Option

An administration fee at a rate set in the annual budget will be charged on setting up of this option. Ongoing deductions will not incur any further administration charge in subsequent rating years.

No interest is charged on this option.

	RATES EXEMPTIONS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	**RESPONSIBLE OFFICER:**	Executive Manager Corporate Strategy & Performance
CREATION DATE:	23/05/2023	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:	Application for Rate Exemption		
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995, Charities Act 2013 (Commonwealth)		
	DOCUMENT CONTROL		
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/05/2023	Council	Nil	FC11/5/23
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Nil	OCM 03/09/2024

Rates Exemptions

OBJECTIVES

To provide a clear, consistent, and equitable framework for assessing applications for rates exemption, ensuring decisions are compliant with legislation, transparent, and defensible, while recognising the impact on the Shire's revenue base.

SCOPE

This policy applies to charitable and not-for-profit organisations that are liable for the payment of rates on land within the Shire, either as owner or as a lessee under a lease agreement.

POLICY STATEMENT/S

Rates exemptions will be applied in a consistent, transparent, and equitable manner, ensuring decisions are based on the use of land and legislative requirements.

Introduction

Section 6.26(2) of the Local Government Act 1995 (WA) identifies categories of land that are not rateable. While many of these categories are clearly defined, Section 6.26(2)(g), relating to land used exclusively for charitable purposes, requires interpretation.

The Shire is committed to applying the Act in a manner that is fair, equitable, and defensible, while recognising the contribution of organisations that provide a benefit to the community. Applicants are required to evidence their right to an exemption, and demonstrate the land is used exclusively for charitable purposes.

As the Act does not define "charitable purpose", reference is made to the Charities Act 2013, which

outlines recognised charitable purposes, including the advancement of health, education, social or public welfare, religion, culture, and other purposes beneficial to the community.

In assessing applications under Section 6.26(2)(g), the following key principles apply:

- The assessment is based on the use of the land, not the nature or status of the organisation.
- The land must be used exclusively for a charitable purpose.
- The use must provide a public benefit, either to the community generally or to a defined section of the community.

Consistent with Australian case law, land will not be considered to be used exclusively for charitable purposes where it is used for dual or mixed purposes. However, incidental activities that generate income will not necessarily disqualify the exemption where they are subordinate to, and in furtherance of, the charitable purpose.

Provisions:

1. Application for a Rates Exemption Under Section 6.26(2)(G) of the Act

1.1. All applications must be made in writing by completing an Application for Rates Exemption Form (Appendix A) and provide any supporting documentation As outlined in the application checklist.

1.2. The applicant bears the responsibility of providing sufficient information to demonstrate eligibility for exemption. Incomplete applications will not be assessed until all required information is provided.

Commented [RK1]: The onus is on the applicant to ensure sufficient information is provided.

1.3. If any information has not been provided or is unclear, the applicant may be required to provide additional information before the application will be assessed.

1.4. Where the property is subject to a lease, a copy of the lease agreement must be provided to confirm liability for payment of rates.

Rates and charges must continue to be paid in accordance with the annual rates notice until a determination is made. Approval of an exemption is not guaranteed, and any approved exemption may be applied retrospectively where applicable. Applicants must provide adequate evidence of land use, including details of activities conducted on the property, to demonstrate that the land is used exclusively for charitable purposes.

2. Making a Determination

2.1. Applications will be assessed by Shire Officers against the requirements of this policy. Where the application is considered to meet the relevant criteria, a report will be prepared for Council's consideration at an Ordinary Council Meeting. The Chief Executive Officer may seek legal advice where an application is complex or requires further interpretation.

2.2. To be eligible for consideration, the applicant must:

2.2.1. be a registered charity with Australian Charities and Not-for-profits Commission (ACNC) or an incorporated Not-for-Profit organisation.

2.2.2. own the property on which rates are levied or be a tenant liable for payment of

the rates under a lease.

2.2.3. demonstrate that the land is used exclusively for charitable purposes, as defined in the Charities Act 2013.

2.3. The use of the land must not include commercial activities, except where such activities are incidental to and directly support the charitable purpose.

2.4. In assessing eligibility, consideration will be given to any revenue-generating activities conducted on the land, including the sale of goods or services, to determine whether the use remains consistent with a charitable purpose.

2.5. Council may request additional information at any stage of the assessment process where necessary to determine eligibility. Information requested may include but, is not limited to:

2.5.1. copies of the Constitution of the organisation,

2.5.2. recent financial statements of the organisation

2.5.3. information demonstrating precisely how any land that is subject of the application is used.

3. Grant of Rates Exemptions

3.1. An exemption shall only be granted if the applicant has demonstrated they are eligible under the relevant legislation, by completing the appropriate application form and providing supporting documentation.

3.2. Any exemptions granted will be until the expiration of the next triennium when all such current exemptions will next be reviewed. An annual review may be conducted to confirm that eligibility criteria for the exemption continue to be met.

3.3. Applicants will be notified in writing of any determination, with correspondence to include details of:

- the date the exemption applies from.
- the relevant section of the Act.
- The timing of the next review, noting that exemptions are generally reviewed every three years, with provision for earlier annual review where required. and,
- the amount of the general rates exemption applied.

3.4. An exemption is only applicable to the rates component of the annual rates and charges. Where exemption from rates is approved, the property will still be subject to the Emergency Services Levy and any other charges.

3.5. If the property has been used for the stated purpose as at 1 July of the relevant financial year, the exemption can be applied from that date and a refund given if rates have been paid prior to the determination.

3.6. Where the land use has changed during a financial year, any exemption granted is only

applicable from the date of the change.

3.7. A partial exemption can be applied where only part of a defined lot is used for a charitable purpose.

3.8. The granting of an exemption in any year does not guarantee an ongoing exemption.

3.9. All exemptions are to be reviewed together every three years. In a few cases exemptions may cease prior to the three yearly review e.g. lease expiry. (Rating records will record such events)

In the instance where a local government may refuse a rates exemption application, the applicant can make an application to the Minister for Local Government for consideration that the property be rates exempt. If Ministerial approval is subsequently granted, the Council must apply a non-rateable status for that property, to the extent of the decision.

Under Section 6.47 of the Local Government Act 1995 a Council may apply a Concession because of the nature of the undertaking of the organisation where a property does not fall into any category of Section 6.26. Concessions will be considered on a a case-by-case decision and presented Council to determine.

4. Rejected Applications

4.1. Where an application is declined, the applicant has options to challenge the determination.

4.1.1. The applicant may object under Section 6.76 of the Act, on the basis that the land or part of the land was not rateable land.

4.1.2. The applicant has the right to appeal a decision made under Section 6.76 to the State Administrative Tribunal (SAT).

4.1.3. An applicant may apply for a concession under Section 6.47 of the Act. Such applications would be considered on a case-by-case basis and determined by Council.

4.2. Where all appeals are not successful, the final option available to the applicant is to apply to the Minister for Local Government, to make a final determination, under Section 6.26(4) of the Act.

This policy supports equitable and evidence-based decision-making in the application of rates exemptions, ensuring alignment with legislative requirements while maintaining the financial sustainability of the Shire.

~~ID005~~	~~MEMORIALS IN ROAD RESERVES, PARKS, FORESHORES ETC~~ Memorials in Public Spaces Policy		
POLICY OWNER:	Council		
DEPARTMENT:	Infrastructure Services		
CREATION DATE:		**REVIEW SCHEDULE:**	~~Annually – December~~ 3 yearly
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
August 2022	Council	Nil	FC 7/8/22
13/12/2022	Council	Nil	FC 4/12/22
28/05/2024	Council	Minor Changes: Refer to Council Minutes	OCM 12/05/2024

~~ID005 Memorials in road reserves, parks, foreshores etc~~ Memorials in Public Spaces

OBJECTIVES

The objective of this Policy is to:

- Provide guidance in relation to the use of public open space in the placement of memorials, monuments, plaques, and the planting of commemorative trees.
- Ensure that applications for memorials, monuments, plaques, and trees are managed on a consistent basis and in accordance with the Council's strategic direction and corporate policies

POLICY STATEMENT/S

This Policy applies to the placement of memorials, plaques, and monuments as well as the planting of commemorative trees in Shire of Carnarvon owned/managed parks, reserves, public open space and streetscapes.

This Policy does not apply to operations of cemeteries. All items instated in accordance with this policy become Shire assets and are therefore owned and under the care, control, and management of the Shire.

The policy applies to memorials, monuments, plaques, and commemorative trees, where the naming is intended to commemorate a (deceased) person, organisation, or significant event. It also includes the placement of such items for community driven projects, where the intent of the project is to raise awareness of a particular community issue.

Requests to recognise a living person/individual does not fall within the scope of this policy.

An artwork or other feature intended primarily to enhance open space and not designed as a commemorative piece, is not considered a memorial for the purpose of this policy.

The Shire of Carnarvon recognises that members of the community may wish to use public open space to commemorate a person, group of people or event through a memorial, which adds to the value of the wellbeing of the community.

For the Shire to ensure its public open spaces continue to serve their intended purpose and are not transformed into places of mourning, and that its asset management practices are not impacted negatively, ~~subjects~~ commemorations through~~for~~ plaques, monuments, memorials, and commemorative trees in public open space are limited to the criteria and requirements outlined in this policy.

Applications and Base Criteria

Each application will be assessed on its individual merit and must first meet one or more of the following base criteria:

- An individual or association that has contributed significantly to the cultural, political, or social aspects of the Shire of Carnarvon. Individual nominees are to be deceased, and demonstrate:

➢ They were a local community member,

➢ Left a tangible legacy to the community that has resonance with the broader public,

➢ Placement benefits the community in acknowledging the deceased.

- An event or occasion to be commemorated:

➢ Anniversary or event must be unique and highly significant to the history and development of the Shire of Carnarvon; and State of Western Australia and/or Australia

➢ Reference to historical, social, or culturally significant events must be highly significant to a particular site within the Shire of Carnarvon.

• Awareness campaign:

➢ Where the intent of a plaque or memorial item is to raise awareness of a particular community issue, the applicant must demonstrate the relevance of the issue to the local community. ~~Further to the base criteria, applications for items outlined in this policy must be received in writing to the Shire.~~

- All applications relevant to memorialising an individual are to be presented to Council for consideration and approval/refusal.
- Applications for monuments that meet conditions within this policy are to be presented to Council for consideration and approval/refusal.
- All other applications that meet conditions within this policy for memorials, plaques and trees are to be presented to the CEO for consideration and approval/refusal via an internal recommendation process.

- Community requests for infrastructure items such as park benches, picnic tables and plaques, where these are related to heightening the awareness and understanding of a particular community matter need to demonstrate the campaigns relevance to the local Shire of Carnarvon community. These applications are to be presented to the CEO for consideration and approval/refusal via an internal recommendation process.

The outcome of applications are to be confirmed with the applicant/s following the relevant process.

Applicant Requirements

All applications must meet the following requirements:

- Commitment to fund the requested memorial item (plaque, memorial, monument, or tree),
- Must bear a relationship with the open space setting proposed and be consistent with any approved masterplans for the site,
- Must not detract from the aesthetic value of the identified location.

Further to the base criteria, applications for items outlined in this policy must be received in writing to the Shire.

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Plaque

The Shire will specify the size and design of the plaque.

This will be determined in accordance with the type of furniture or structure (such as raised plinth or stone) on which it will be placed.

Further to the above Memorials Criteria, monuments must also meet the following criteria:

- An individual Nominee should have made a highly significant contribution to the shared community history in the Shire of Carnarvon that is also significant at a State, National or International level.
- An individual Nominee must have achieved at a high level and contributed over and above what might be reasonably expected through paid employment, or their voluntary contribution to the community and should stand out from others who may have also made a valuable contribution.

The Shire will commission any approved monument request.

Park furniture

All furniture that is to be installed and/or on which Memorial plaques are to be placed, is at the discretion of the Shire and subject to the conditions of this Policy.

Tree selection

The type of tree to be planted is at the discretion of the Shire.

The Shire will have final approval of the exact location of the tree and installation details.

Memorial trees may be identified by a commemorative plaque or other identification at the discretion of the Shire. The appropriate Shire park, reserve, public open space, or streetscape for the placement of the memorial is to be determined by the Shire in consultation with the applicant.

Cost

Applicants must meet the cost of the purchase and installation of furniture, monuments, plaques (inclusive of any required structure for mounting purposes) and trees.

Costs are to be determined on a case-by-case basis.

Applicants will be advised of the costs prior to the application being presented for approval/refusal purposes. Applicants can advise at this stage if they do not wish to proceed with the application.

Costs are to be paid in full before the Shire will undertake the purchase of the memorial.

Life of the furniture/plaque/ tree/monument Memorials and plaques have a finite life.

The Shire envisages that infrastructure such as seating/plaques will be located at the site for a period of not less than 10 years from the date of installation.

Should a piece of memorial park furniture be vandalised beyond repair, it will be deemed to be at the end of its useful life and the Shire will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

The Shire reserves the right to remove a memorial if it falls into a state of disrepair or to remove a memorial. The Shire will use reasonable endeavours to contact the applicant/next of kin to inform them of this.

~~The Shire will use reasonable endeavours to contact the applicant/next of kin.~~ In the case of a tree, the memorial will be for the life of the tree. The Shire will use reasonable endeavours to contact the applicant/next of kin. There will be no right to renewal. Should the tree die; the applicant/next of kin will need to lodge a new application for a new memorial tree.

~~There will be no right to renewal and should the tree die; the applicant/next of kin will need to lodge a new application for a new memorial tree.~~

Monuments approved and commissioned in line with this policy will be deemed an asset of the Shire of Carnarvon and managed in accordance with associated practices.

Removal of Memorial

Approved memorials may be subject to review where new information arises or community expectations change. Where the Shire determines that the associated individual, organisation, or cause no longer aligns with community standards or presents reputational risk, the Shire reserves the right to remove, relocate, or amend the memorial accordingly.

Memorial Register

The relevant registers are to be updated where a memorial, plaque, monument, or tree is approved.

This may include asset databases and the memorial register.

EME005	CEO LEAVE, APPOINTMENT OF ACTING OR TEMPORARY CEO		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:	Must be adopted by Absolute Majority		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	All powers exercised under this policy must be consistent with the current Delegations Register		
RELATED POLICIES:	Designate Senior Employees		
LEGISLATION:	s5.39C Local Government Act 1995 s 5.36 – Acting Chief Executive Officer R.9 Local Government Administration Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
28/11/2023	Council	Minor – Refer OCM Minutes	OCM 11/11/23
26/03/2024	Council	Nil	OCM 07/03/24
XX/08/2026	Council	Moderate – refer to OCM	

EME005 Chief Executive Officer (CEO) Leave and Appointment of Acting or Temporary

OBJECTIVES

To establish the processes for a CEO taking leave, the appointment of an Acting CEO or a Temporary CEO for periods of less than twelve months and to comply with the provisions of s5.39C of the Local Government Act 1995 regarding the appointment of an Acting CEO or Temporary CEO.

The intent of this policy is to ensure that an Executive Manager can be appointed to act in the role of the CEO for periods of leave, or vacation of the position for up to eight weeks only. This fosters the professional development of the Executives who desire to gain experience in the Acting CEO role.

Commented [NH1]: The modifications to his policy maintain the intention that Executive Managers will be provided with the opportunity to act as CEO, but maintains the right of the Council to select an alternative if it believes that is preferable.

POLICY STATEMENT/S

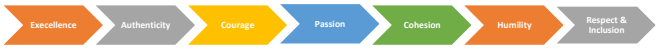
<u>CEO Taking of Leave</u>

The employment contract of the CEO outlines any leave entitlements.

Applications for planned leave are to be submitted in writing to the Shire President prior to the proposed leave.

The Shire President is authorised to approve planned leave in accordance with the CEO's employment contract and any applicable Council resolution.

Where the Shire President is unavailable, the Deputy Shire President may exercise this function.



Temporary CEO - Appointment

Council may appoint a Temporary CEO where required.

Any appointment must comply with the applicable requirements of the Local Government Act 1995 and Local Government (Administration) Regulations 1996, including requirements relating to the person's knowledge, experience, qualifications and skills.

The period, remuneration, conditions and scope of any Temporary CEO appointment will be determined by Council in accordance with applicable legislative requirements.

Commented [RK2]: Addresses remuneration for temp CEO, Have formatted to address each item of importance separately.

Acting CEO - Planned Absence

For periods of planned absence, the CEO may appoint any Executive Manager as Acting CEO where the CEO considers that person has the appropriate knowledge, experience, qualifications and skills to perform the functions of the CEO and satisfies any applicable legislative requirements.

In determining the appropriate Executive Manager, the CEO may have regard to:

- the nature and expected duration of the absence;
- the Executive Manager's knowledge, skills and experience;
- operational requirements and current organisational priorities;
- availability and capacity; and
- any actual, potential or perceived conflicts of interest.

The CEO may choose to not appoint an Acting CEO during periods when the CEO is away from the office on local government business, or for short periods of leave (up to 5 days) provided the CEO is reasonably available and able to perform the functions of the office.

Commented [RK3]: Addresses capacity of CEO - dependant on reasonable availability and ability to perform duties

Acting CEO – Unplanned Absence or Incapacity

To provide continuity in circumstances where the CEO becomes unexpectedly unavailable or incapacitated and is unable to appoint an Acting CEO, the CEO may establish a written order of succession identifying suitably qualified Executive Managers who may assume the role of Acting CEO.

The order of succession should provide sufficient flexibility to ensure an available and suitably qualified Executive Manager can assume the role.

Where the first nominated Executive Manager is unavailable or unable to act, the next available Executive Manager identified in the order of succession may assume the role.

An appointment under the succession arrangement will remain in effect only for the period permitted by this policy and applicable legislation, or until Council determines otherwise.

Where no person identified through the succession arrangement is available or eligible to act, the matter is to be referred to Council as soon as practicable to determine an appropriate appointment.

Vacancy in the Office of CEO

Where the office of CEO becomes vacant, or circumstances arise that cannot appropriately be managed through the Acting CEO arrangements contained in this policy, Council will determine the appointment of an Acting or Temporary CEO in accordance with the Local Government Act 1995 and applicable regulations.

Commented [RK4]: Provides guidance in case of Vacancy in office

Authority of Acting CEO

During the period of appointment, an Acting CEO is authorised to perform the functions, duties and responsibilities of the CEO, subject to:

- the Local Government Act 1995 and other applicable legislation;
- Council delegations;
- Council policies and resolutions;
- any limitations applying to the substantive CEO; and
- any specific limitations lawfully imposed on the Acting CEO appointment.

The appointment of an Acting CEO does not provide authority beyond that which may lawfully be exercised by the CEO.

Commented [RK5]: Addresses Delegations and limitations for Acting CEO

Remuneration and Conditions of Acting or Temporary CEO

Acting CEO: Unless Council otherwise resolves, an Executive Manager appointed as Acting CEO shall be remunerated a cash component at 100% of the cash component.

Temporary CEO: The remuneration and benefits to be offered to a Temporary CEO when entering a contract in accordance with the requirements of s5.39(1) and (2)(a) of the Act shall be determined by an absolute majority of Council.

Subject to relevant advice, the Council retains the right to terminate or change by absolute majority resolution any Temporary CEO appointment.

DEFINITIONS

Acting CEO: An Executive Manager who has been appointed by the CEO to perform the role and responsibilities of the CEO for a period of up to 8 weeks.

Temporary CEO: A person who has been appointed by Council resolution to perform the role and responsibilities of the CEO for any period, but not exceeding 1 year.

Executive Manager: An employee occupying an Executive Manager position within the Shire's organisational structure who has the appropriate knowledge, experience, qualifications and skills to perform the functions of CEO.

Commented [RK6]: Included Exec Manager Definition

Incapacitated: No longer able to perform their usual duties due to unplanned emergency, illness or medical episode.

Planned Leave: Annual Leave, Executive Leave, Leave Without Pay, Long Service Leave.

CF014	INVESTMENTS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	RESPONSIBLE OFFICER:	Executive Manager Corporate Strategy & Performance
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	s6.14 Local Government Act 1995 Trustees Amendment Act 1997 Reg 19 Local Government (Financial Management) Regulations 1996		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Nil	OCM03/09/24

CF014 Investments

OBJECTIVES

To invest the Shire's available funds, with consideration of risk and the most favourable rate of interest available to it at the time, for that investment type, whilst ensuring that the Shire's liquidity requirements are being met.

POLICY STATEMENT/S

Authorised Institution - means an Australian registered bank in accordance with the Banking Act.
While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.

The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of investment.

The investment is expected to achieve a predetermined market average rate of return that considers the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Approved Investments

With approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds with a term of maturity not exceeding three years,
- Fixed term deposits placed with an authorised institution for a term not exceeding 12 months,
- Interest bearing deposits placed with an authorised institution

Prohibited Investments

This Policy prohibits any investment carried out for speculative purposes including the following:

- Derivative based instruments,
- Principle only investments or securities that provide potentially nil or negative cash flow, and
- Stand-alone securities issued that have underlying futures, options, forward contracts, and swaps of any kind,
- The use of leverage (borrowing to invest) of any investment.
- Deposits with any institution other than an authorised institution.
- Deposits for a fixed term of more than 12 months.
- Investment in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory Government.
- Investment in bonds with a term of maturity of more than three years.
- Investment in a foreign currency

Risk Management

Investments obtained are to comply with the following three criteria:

Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any credit rating category:

S&P LONG TERM RATING	S&P SHORT TERM RATING	DIRECT INVESTMENT MAXIMUM
AAA	A-1+	100%
AA	A-1	100%
A	A-2	100%

Counterparty Credit Framework The Shire of Carnarvon may invest funds with authorised financial institutions that provide a service to the local community by establishing branches or agencies in the Shire of Carnarvon, conditional on the institution maintaining a minimum Standard and Poors rating of A for short term investments.

Term to Maturity Framework

OVERALL PORTFOLIO TERM TO MATURITY LIMITS	
Portfolio % < 1 Year	100% maximum, 40% minimum

Portfolio % 1-3 Years	60%

Performance Measurement

Performance benchmarks will be as follows:

INVESTMENT	PERFORMANCE BENCHMARK
Cash	Cash rate
Enhanced/Direct investments	UBSWA Bank Bill Rate
Diversified Funds	CPI + appropriate margin over rolling 3-year periods (depending on composition of fund)

Report and Review Compliance Requirements

A monthly report will be provided to Council in support of the monthly Statement of Financial Activity. The report will detail the investment portfolio in terms of performance, percentage exposure of total portfolio and maturity date.

Documentary evidence must be held for each investment and details thereof maintained in the Investment Register.

Certificates must be obtained from the financial institutions confirming the amounts of investments held on the Council's behalf as of 30 June each year and reconciled to the Investment Register.

	CORPORATE CREDIT CARDS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	**RESPONSIBLE OFFICER:**	
CREATION DATE:		**REVIEW SCHEDULE:**	Annually
RELATED PROCEDURES:			
RELATED FORMS:	Cardholder Agreement		
RELATED DELEGATIONS:			
RELATED POLICIES:	Procurement Policy		
LEGISLATION:	Corruption, Crime and Misconduct Act 2003 Public Sector Management Act 1994 Local Government Act 1995 Local Government (Financial Management) Regulations 1996 Goods and Services Tax Act 1999		

DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**ENDORSED BY COUNCIL:**
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Minor: Refer minutes of Meeting	OCM 03/09/2024

Corporate credit cards

OBJECTIVES

To provide a clear framework to enable the use of corporate transaction cards by Shire employees and provide all cardholders with guidance for correct usage of corporate transaction cards.

POLICY STATEMENT/S

Due to the limited real-time oversight at the point of purchase, corporate credit card expenditure is subject to enhanced review and monitoring controls to ensure appropriate use of public funds.

NOTE – For clarity, elected members are prohibited from using Shire transaction cards as the Local Government Act 1995 does not provide authority for an elected member to incur liabilities on behalf of the local government.
Definitions

Cardholder means an employee who has been authorised by the Chief Executive Officer to incur expenditure by means of a transaction card.

Transaction Card means a card facility (which may include credit, debit, store, parking, cab-charge, and fuel cards) approved for use in lieu of cash transactions, to incur expenditure for goods and services for the purposes of the Shire of Carnarvon business activities only in accordance with relevant Shire policies.

The CEO shall ensure the following practises are observed:

- The corporate transaction cards are kept secure.
- The corporate transaction cards are not to be used for personal expenses under any circumstances.
- All corporate transaction cards payments (included disputed transactions) are to be listed in the Schedule of Accounts and Transaction Card Purchases section of the monthly financial report to Council.
- Where applicable, purchases are to be made in accordance with the Shire of Carnarvon's Purchasing Policy, and associated Procedures.
- Inappropriate purchases, even based on them being operationally related, may be recoverable from the cardholder. The cardholder is required to conclude that purchases are fair and reasonable business expenses.
- Where practical, purchases should be processed through the Purchase Order / Creditor's system
- Corporate transaction cards must not to be used for cash withdrawals at any facility

Cardholders responsibilities, as outlined by the card provider (i.e., the Bank), are met at all times.

- corporate transaction cards limits are not to be exceeded.
- The Cardholder is responsible to pursue and resolve incorrect charges (as due to privacy legislation, only the cardholder can initiate any request for information from the bank).
- All relevant documentation regarding each transaction is retained by the cardholder and transactions are to be acquitted and reconciled monthly as per of the reconciliation procedure. A copy of all the corporate transaction cards statements and a summary thereof (including sufficient information to adequately articulate the purchase details) are to be incorporated as attachments to the signed financial statements submitted each month to Council).
- The use of the corporate transaction cards shall not be tied to any type of reward systems that provides cardholders with any personal benefit or reward.

Cardholder Agreement

- the Cardholder Agreement is as determined by the CEO.
- failure to comply with any of these requirements could result in the card being withdrawn from the employee.
- in the event of loss or theft through negligence or failure to comply with this Policy any liability arising may be passed on to the cardholder.

Principles for usage – Allowable transactions

a) Transaction card facilities may only be used where –

- the expenditure is directly arising from a Shire operational business activity for which there is an Annual Budget provision,
- the expenditure is in accordance with legislation, the Shire Purchasing Policy, Code of Conduct for Employees and any conditions or limitations applicable to the individual Cardholder,

- the procurement of the required goods or services is impractical or inefficient if undertaken via a purchase order or is not able to be obtained other than by a transaction card,
- supplier surcharges (fees) on transactions are minimised and only allowable where the alternative method of obtaining the supply (i.e., by purchase order) is more onerous, not cost effective or there is no alternative mode of supply,
- All hospitality purchases must be clearly justified, documented, and subject to enhanced review. All hospitality expenditure may only occur with the express permission of the Chief Executive Officer,
- official travel, accommodation and related expenses may only occur in accordance with Shire policies and procedures,
- a sufficient record of each transaction is obtained and retained in the Shire's records system.

b) Allowable transaction modes include –

- in-person and over the counter retail purchases,
- telephone or facsimile purchasing,
- mail order purchasing and subscriptions,
- internet purchasing.

Principles for usage – Prohibited transactions

a) The Shire prohibits the use of transaction card facilities for –

- cash advances,
- incurring expenses which are personal or private (i.e., any expenditure which is not an approved local government activity),
- making deposits onto the card, whether to offset misuse or otherwise,
- incurring capital expenditure,
- incurring expenditure for goods or services which are subject to a current supplier contract,
- incurring expenses which are not in accordance with legislation, the Shire's Purchasing Policy, the Annual Budget and / or the conditions or limitations relevant to the individual cardholder,
- apart from approved transaction cards, expenses cannot be incurred for which another transaction card is the approved facility,
- splitting expenditure to avoid compliance with the Purchasing Policy or to negate limits or conditions applicable to the Cardholder; and
- incurring expenses for the primary purpose of obtaining personal advantage through the transaction
- Alcohol purchases are prohibited unless explicitly approved by the Chief Executive Officer and supported by a clear business purpose.

Misuse, Misconduct and Fraudulent Use

Any misuse of a corporate credit card must be promptly reported and the full amount reimbursed by the cardholder. Recovery of funds is required within 14 days of the misuse being identified

Any alleged misuse of transaction cards will be investigated and this may result in disciplinary procedures being intitiated.

Where there is reasonable suspicion of misconduct or fraudulent activity arising from transaction card facilities the matter will be reported to the appropriate regulatory agency, subject to the requirements of the Public Sector Management Act 1994 and the Corruption, Crime and Misconduct Act 2003.

Cardholder duty of care and responsible use obligations

A cardholder is required to –

- keep the transaction card and access information in a safe manner; protected from improper use or loss.
- only use the transaction card for allowable purposes and not for prohibited purposes.
- obtain, create, and retain local government records that evidence transactions.
- acquit the reconciliation of transaction card usage in the required format and within required timeframes. The onus is on the cardholder to provide sufficient detail for each transaction to avoid any potential perception that a transaction may be of a personal nature.
- return the transaction card to the Shire before termination of employment, inclusive of reconciliation records.
- reimburse the Shire the full value of any unauthorised, prohibited or insufficiently reconciled expenditure.
- comply with all cardholder responsibilities as outlined by the card provider
- Rewards programs (e.g. points, cashback, airline benefits) must not be utilised on corporate credit cards
- Corporate credit card details must not be stored on personal devices or personal browser profiles

Transaction evidence

a) A sufficient transaction record must include the following minimum information:

- invoice and / or receipt that includes the date, company name, address, ABN, amount, and any GST amount included,
- where an invoice and / or receipt cannot be obtained, the cardholder must provide a signed statement, detailing the nature of the expense and sufficient information to satisfy the requirements above.
- approval of the expense in catergorised as outside of allowable transactions, as described above, is to be referred to the Chief Executive Officer for a decision.

b) Where a transaction card is used to incur an expense for hospitality, the transaction record must include for the purposes of Fringe Benefits Tax calculations and probity:

- the number of persons entertained,

- the names of any employees in that number; and
- the purpose of providing the entertainment or hospitality.

Card Reconciliation Procedures

- card statement accounts will be issued to the relevant cardholder who will, within 7 days, acquit the transactions on the account.
- transactions will be supported by a GST invoice stating the type of goods purchased, amount of goods purchased, and the price paid for the goods. The receipt shall meet the requirements of the Goods and Services Tax Act 1999 to enable a GST rebate to be applied.
- transactions shall be accompanied by a job number for costing purposes.
- should approval of expenses be refused by the CEO recovery of the expense shall be met by the cardholder.
- the cardholder shall sign and date the card statement with supporting documentation attached stating all expenditure is of a business nature.

Disputed Transactions

the Shire is responsible for paying all accounts on the monthly card statement and the bank processes a direct debit from the Shire's operating bank account for such. As such:

- when a Cardholder believes that charges are incorrect, they should first contact the supplier to determine the causes of the discrepancy and if necessary, the Corporate Services Department will notify the bank in writing.
- any amounts in dispute must be highlighted on the copy of the Cardholders statement and a copy of the written notification to the bank attached.

Cancelled Cards

Cancellation of a Card may be necessary where the –

- cardholder changes job function within the Shire,
- cardholder terminates employment with the Shire,
- the employment of the Cardholder is terminated,
- card is no longer required,
- cardholder has not adhered to set procedures,
- misuse of the Card occurs; or
- other sufficient reason in the opinion of the CEO.

Review of Card Use

All receipts and documentation will be reviewed and any expenses that do not appear to represent fair and reasonable business expenses shall be referred to the Chief Executive Officer for a decision within 7 days of receiving of cardholder providing receipts.

Procedures for Lost, Stolen and Damaged Cards

- the cardholder must formally advise the Executive Manager of Corporate Strategy and Performance, of the loss or theft without delay.
- the loss or theft of a transaction card must be reported to the card provider as a matter of priority
- advice of a damaged card is to be provided to the Executive Manager of Corporate Strategy and Performance who will arrange a replacement.

Additional Cardholders

The CEO is the primary cardholder for the Shire and may delegate additional cardholders within the Shire's approved total credit limit.

The total maximum credit limit for the Shire shall be no more than $30,000.

COMMUNICATIONS AGREEMENT

Interim agreement aligned with the principles anticipated by sections 5.92A–5.92C of the Local Government Act 1995

COMMUNICATIONS AGREEMENT			
ADOPTED DATE	XX/XX/XXXX	**REVIEW SCHEDULE**	Annually
DOCUMENT CONTROL			
DATE REVIEWED	**REVIEWED BY**	**CHANGES (IF ANY)**	**ENDORSED BY COUNCIL**
19/10/2026	Council		OCM XX/XX/XXX

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Schedule 1 — Communications Agreement

Division 1 — Preliminary provisions

1. Introduction

This is a communications agreement made by the Shire of Carnarvon to establish arrangements for communications between Council members, committee members, the President, the CEO and employees of the local government.

It is made in anticipation of the commencement of sections 5.92A to 5.92C of the Local Government Act 1995 and is aligned with the principles and requirements anticipated by those provisions. It is not an agreement made under section 5.92A of the Act, which has not commenced at the date this Agreement is made.

This Agreement is intended to have full force and effect as an agreement of the Shire in accordance with its terms until it is reviewed and replaced in accordance with clause 30.

2. Terms used

1. In this agreement —

Act means the Local Government Act 1995;

administrative matter in relation to a council member or committee member, means the following —

- **a.** the scheduling of council meetings or committee meetings;
- **b.** the council member's or committee member's compliance obligations under the Act, including in relation to disclosure of financial interests and gifts;
- **c.** information technology support for the council member or committee member;
- **d.** arrangements for the council member or committee member to attend training or a conference;
- **e.** event invitations received by the council member or committee member;
- **f.** the council member's or committee member's entitlement to a fee, allowance, reimbursement or superannuation contribution payment under the Act;
- **g.** any other matter of an administrative nature;

administrative request has the meaning given in clause 25;

administrative request for information means a request for information that relates only to an administrative matter;

adopted standards means —

- a. the standards adopted by the local government under section 5.39B of the Act; or
- b. if the local government has not adopted standards under section 5.39B of the Act — the standards taken under section 5.39B(5) of the Act to be the local government's adopted standards;

appropriate nominated employee means the following —

- a. in relation to a request for information — an employee nominated under clause 8(1) and (3) in relation to —
  - i. all requests for information; or

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ii. a type of request for information that includes the request for information;

b. in relation to a media enquiry to be discussed under clause 16(1) — an employee nominated under clause 8(1) and (4)(a) in relation to —
   i. all media enquiries; or
   ii. a type of media enquiry that includes the media enquiry;

c. in relation to a request for administrative assistance — an employee nominated under clause 8(1) and (4)(b) in relation to —
   i. all requests for administrative assistance; or
   ii. a type of request for administrative assistance that includes the request for administrative assistance;

CEO has the meaning given in the Local Government Act 1995;

committee means a committee of the council;

council has the meaning given in the Local Government Act 1995;

employee means an employee of the local government;

President means the President of the local government;

request for administrative assistance has the meaning given in clause 25;

request for information has the meaning given in clause 11;

requesting member in relation to a request for information or a request for administrative assistance, means the council member or committee member who made the request;

working day means a day other than —

a. a Saturday or a Sunday; or
b. a public holiday throughout the State; or
c. a public holiday in an area that is or includes the district or any part of the district.

2. If any other term used in this agreement is given a meaning in section 1.4 of the Act or the Interpretation Act 1984 section 5, it has the same meaning in this agreement.
3. A reference in this agreement to a council member or committee member performing a function under a written law other than the Act does not include a reference to the council member or committee member performing a function in a capacity other than that of council member or committee member under the Act.

3. Application

1. This agreement applies to a person who is a council member, committee member or employee when acting in their capacity as such.
2. Despite subclause (1), this agreement does not apply to anything that a council member, committee member or employee does as part of —
   a. the deliberations at a council or committee meeting; or
   b. recruiting, reviewing the performance of or terminating the employment of the CEO in accordance with the adopted standards.

Division 2 — General provisions

4. General principles

The council and the CEO agree to the following general principles —

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a. the CEO will support council members and committee members to perform their functions under the Act and any other written law;
b. without limiting paragraph (a), the CEO will ensure that —
   i. requests for information and requests for administrative assistance made by council members and committee members are responded to in accordance with this agreement; and
   ii. employees deal and communicate with council members and committee members in accordance with this agreement;
c. council members and committee members will ensure that —
   i. their dealings and communications with employees are in accordance with this agreement; and
   ii. their requests for information and requests for administrative assistance are made in accordance with this agreement; and
   iii. they only request information that is relevant to their functions under the Act or any other written law.

5. Correspondence sent by President on behalf of local government

1. Correspondence sent by the President on behalf of the local government must be provided to all council members by the CEO.
2. Subclause (1) does not apply to correspondence if the President is satisfied that, because of particular circumstances, it is appropriate not to provide the correspondence to all council members.

6. Requests must not be made during social or incidental dealing or communication

A council member or committee member must not make a request for information or a request for administrative assistance during a social or incidental dealing or communication with an employee.

7. Incidental or social interactions permitted

Subject to clause 6, nothing in this agreement prohibits social or incidental dealings or communications between —

a. a council member or committee member; and
b. an employee.

8. Nominated employees

1. The CEO may nominate employees for the purposes of this Agreement.
2. The CEO must nominate at least 3 employees under subclause (1).
3. An employee nominated under subclause (1) must be nominated in relation to —
   a. all requests for information; or
   b. a type of request for information.
4. An employee nominated under subclause (1) may be nominated in relation to either or both of the following —
   a. all media enquiries or a type of media enquiry; or
   b. all requests for administrative assistance or a type of request for administrative assistance.

9. CEO may direct who responds

Despite anything else in this agreement, the CEO may direct which employee is to respond to a particular request for information or request for administrative assistance.

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10. No response required out of hours

Nothing in this agreement requires the CEO or another employee to respond to a request for information or a request for administrative assistance outside of office hours.

Division 3 — Requests for information generally

11. Council member or committee member may make request for information

A council member or committee member may make a request (a request for information) for —

a) access to information held by the local government under section 5.92 of the Act or otherwise; or
b) other information.

12. Information that may be requested

1. A request for information may be for advice or other information regarding any of the following —
   a) a service, project or initiative being delivered by the local government;
   b) how the local government usually manages a particular matter, issue, service or query;
   c) budgeting or financial information, including details of the costs of any service, project or initiative delivered or proposed to be delivered by the local government;
   d) an issue or situation of broad public concern or interest within the district;
   e) preparing a motion to council or a committee;
   f) correspondence received by the council member or committee member;
   g) an administrative matter.
2. The President may make a request for information for advice or other information regarding any of the following —
   a) publicly representing the local government at a media appearance or other event (including advice or other information in the form of a briefing or speaking notes);
   b) correspondence to be sent by the President;
   c) arranging a formal meeting or an official event.
3. This clause does not limit what information may be the subject of a request for information.

13. Requirements applicable to requests for information

1. The information the subject of a request for information must be relevant to the functions of the requesting member under the Act or another written law.
2. A request for information must be —
   a) proportionate to the purpose for which the information is sought;
   b) limited in scope to the specific information that the council member or committee member requires; and
   c) accompanied by any supporting information that may assist the local government to respond to the request.
3. A request for information regarding correspondence received by the council member or committee member must include a copy of the correspondence.

14. Certain information not required to be provided

Nothing in this agreement requires information to be provided to a council member or committee member in response to a request for information if —

a) the request for information is not made in accordance with this agreement; or

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b) the information is information mentioned in section 5.92(4) of the Act; or
c) the information —

(i) is not held by the local government; and

(ii) is held by a person or body other than the local government; and

(iii) cannot reasonably be obtained by the local government; or

d) the CEO decides that preparing or providing the information would divert a substantial and unreasonable portion of the local government's resources away from its other functions.

In assessing the resource implications of a request under paragraph (d), the CEO may consider the employee time and cost involved, the extent of any new research or analysis required, the cumulative workload arising from other requests, and the impact on service delivery, statutory obligations and Council-approved priorities.

Before refusing a request under paragraph (d), the CEO must, wherever reasonably practicable, discuss the underlying information need with the requesting member and consider whether it can reasonably be met by —

a) narrowing the scope of the request;
b) providing existing reports, a summary or a briefing;
c) agreeing an extended response timeframe; or
d) referring the resource implications to Council for consideration of priorities and resource allocation.

If a request is substantially the same as a previous request for information for which information has already been provided, the CEO may satisfy the request by providing or referring the requesting member to the information previously provided, together with any material information concerning changes to that information.

15. Disputes regarding final response to request for information

1. If the final response to a request for information includes a refusal to provide some or all of the information the subject of the request, the requesting member may notify the CEO in writing that there is a dispute regarding the final response.
2. A dispute regarding the final response to a request for information must be discussed at a meeting between the President, the CEO and the requesting member. Where the requesting member is the President, the meeting must instead take place between the CEO, the Deputy President and the President in their capacity as the requesting member.
3. If the dispute is not resolved at the meeting —
   a) the requesting member may refer the dispute to the council; and
   b) the council may determine the dispute.
4. The council's determination of the dispute —
   a) may override a decision made by the CEO under clause 14(d); and
   b) is final.

16. President may discuss media enquiry without making request for information

1. The President may discuss a media enquiry with the CEO or an appropriate nominated employee, either verbally or in writing, without making a request for information.
2. Subclause (1) does not prevent the President from making a request for information in relation to a media enquiry.

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Division 4 — Requests for information other than administrative requests for information

17. Application

This Division does not apply to or in relation to an administrative request for information.

18. Making a request for information

1. A request for information must be made to the CEO or an CEO nominated employee as per subclause (8)
2. A request for information must be made in writing by —
   a) email; or
   b) other electronic means approved by the CEO.

19. Receipt of request must be acknowledged

The CEO must ensure that receipt of a request for information is acknowledged in writing within 2 working days after the day on which the request is made.

20. Request may be discussed and amended

1. For the purposes of responding to a request for information, the CEO or an appropriate nominated employee may do either or both of the following —
   a) discuss the request for information with the requesting member, including for the purpose of clarifying the scope of the information the subject of the request;
   b) if the requesting member requests an amendment to the scope of the information the subject of the request for information — deal with the request for information as if it were so amended

2. Where a request for information is unclear or unnecessarily broad, the CEO or an appropriate nominated employee as per subclause (8) must first seek clarification from the requesting member and provide a reasonable opportunity to clarify or narrow the request before refusing it on those grounds.

21. Responding to a request for information

1. The CEO must ensure that the requesting member is given a final response to their request for information as soon as practicable.
2. If a request for information relates to a matter included in the agenda for an upcoming council or committee meeting, the CEO must make best endeavours to ensure that the requesting member is given a final response to the request before the meeting.
3. Without limiting subclause (1) or (2), the CEO must ensure that, within 10 working days after the day on which a request for information is made, the requesting member is given —
   a) a final response to the request; or
   b) notice that a final response cannot be given within that period, the reasons for the delay, and an estimate as to when a final response will be given.
4. The final response to a request for information must —
   a) be in writing; and
   b) include any advice or other information provided in response to the request for information.
5. If the final response includes a refusal to provide some or all of the information the subject of the request for information, the response must set out the reasons for that refusal.

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22. When final response must be provided to other members

1. A copy of the final response to a request for information given to the requesting member must be provided to —
   a) all council members; and
   b) if the final response is relevant to the work of a committee — any members of the committee who are not council members.
2. Subclause (1) does not apply if —
   a) the request for information is a request for advice regarding correspondence and the final response is provided to all council members and committee members who received the correspondence; or
   b) the request for information is for advice or other information regarding any of the matters mentioned in clause 12(2); or
   c) the requesting member and the CEO agree that —

      (i) the final response is confidential; or

      (ii) because of particular circumstances, it is appropriate not to provide the final response to all council members and relevant committee members under subclause (1).

23. Requesting member may discuss final response

1. The requesting member may discuss the final response to their request for information with the CEO or an appropriate nominated employee, either verbally or in writing.
2. During a discussion under subclause (1), the requesting member may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

24. CEO may arrange for briefing, meeting or discussion in relation to final response

1. The CEO may arrange for some or all council members and committee members to attend a briefing, meeting or other discussion in relation to a final response to a request for information.
2. During a briefing, meeting or other discussion arranged under subclause (1), council members and committee members may be provided with additional information for the purpose of clarifying, or addressing queries in relation to, the final response.

Division 5 — Administrative requests for information and requests for administrative assistance

25. Term used: administrative request

In this Division —

administrative request means a request that is either or both of the following —

a) an administrative request for information;
b) a request for administrative assistance.

26. Council member or committee member may request assistance regarding administrative matter

A council member or committee member may make a request (a request for administrative assistance) for assistance regarding an administrative matter.

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27. Making an administrative request

1. An administrative request must be made to the CEO or CEO nominated employee as per subclause (8)
2. Subject to subclause (3), an administrative request may be made verbally or in writing.
3. If an administrative request is made verbally, the CEO or an appropriate nominated employee may refuse to deal with the request unless it is made in writing.
4. An administrative request that is in writing must be made by —
   a) email; or
   b) other electronic means approved by the CEO.

28. Responding to an administrative request

1. The CEO must ensure that the requesting member is given a final response to their administrative request as soon as practicable.
2. Without limiting subclause (1), the CEO must ensure that, within 10 working days after the day on which an administrative request is made, the requesting member is given —
   a) a final response to the request; or
   b) notice that a final response cannot be given within that period, the reasons for the delay and an estimate as to when the response will be given.
3. A final response to an administrative request may be given verbally or in writing.

Division 6 — Additional provisions

29. No direction or supervision of employees

1. A request made under this Agreement by a council or committee member for information or administrative assistance does not authorise the council or committee member to direct, supervise or otherwise manage an employee of the local government.
2. Without limiting subclause (1), a council member or committee member must not use a request under this Agreement to —
   a) allocate work to an employee or instruct how or when operational work is to be undertaken;
   b) direct an employee to change an operational decision or give preferential treatment to an individual matter;
   c) direct procurement, regulatory, recruitment or employee-management outcomes; or
   d) otherwise exercise management authority vested in the CEO.

30. Review of Agreement

The local government must review this Agreement —

a) as soon as practicable after sections 5.92A to 5.92C of the Act commence;
b) following the next occasion on which a caretaker period ends;
c) following the end of the employment of the CEO;
d) following any amendment to the Act or regulations that materially affects the operation of this Agreement; and
e) at any other time the Council or the CEO considers appropriate.

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The following table includes some of the policies required under legislation:

Policy Subject / Topic	Legislative Requirements
Temporary and Acting CEO Appointments Council must adopt, by absolute majority, a policy that sets out the process to be followed by the Local Government to appoint a Temporary CEO (external appointee) or Acting CEO (internal employee) for a term not exceeding 1 year. The policy must be published on the Local Government's website.	s.5.39C Policy for temporary employment or appointment of CEO *Local Government Act 1995*
Gratuity Payments Only mandatory if a Local Government provides employee benefits in addition to award or contract where an employee is finishing their employment with the Local Government. The policy must be published on the Local Government's website.	s.5.50. Payments to employees in addition to contract or award *Local Government Act 1995*
Council Member and CEO attendance at Events Council must adopt, by absolute majority, a policy which deals with matters related to Council Members and the CEO attending events including, provision of tickets to events, payments in respect of attendance, approval of attendance by the Council and criteria for approval. The policy must be published on the Local Government's website.	s.5.90A Policy for attendance at Events *Local Government Act 1995*
Code of Conduct Council must adopt, by absolute majority, a code of conduct for Council Members, committee members and candidates that incorporates the model code of conduct prescribed in Regulations. The Code of Conduct must be published on the Local Government's Website.	s.5.104 Adoption of model code of conduct *Local Government Act 1995*
Council Member Continuing Professional Development Council must adopt, by absolute majority, a policy that details how the Local Government will provide for the continuing professional development of Council Members. The policy must be reviewed following each Local Government ordinary election day and must be published on the Local Government's website.	s.5.128 Policy for continuing professional development *Local Government Act 1995*

Policy Subject / Topic	Legislative Requirements
Council Member Training and Professional Development Fee or Reimbursement Only mandatory if a Local Government wishes to pay a fee to, or reimburse the costs of, Council Members who undertake Council Member Essentials training or continuing professional development. Regulations may prescribe limitations on amounts to be paid, or courses to which the policy may apply. Must be adopted by an absolute majority and published on the Local Government's website.	s.5.129 Fees and expenses *Local Government Act 1995*
Purchasing Policy Council must adopt a purchasing policy in relation to contracts for the supply of goods or services where the consideration is $250,000 or less. The policy must deal with the form, number and recording of quotations, and the recording of purchases. The policy must be published on the Local Government's website.	Reg. 11A. Purchasing policies for Local Governments *Local Government (Functions and General) Regulations 1996*
Establishing Panels of Pre-qualified Suppliers Only mandatory where Local Government intends to establish Panels of Pre-qualified Suppliers. The policy must be published on the Local Government's website.	Reg. 24AC. Requirements before establishing panels of pre-qualified suppliers *Local Government (Functions and General) Regulations 1996*
Regional Price Preference Only relevant to Local Governments outside the metropolitan area and only mandatory if a Local Government proposes to apply a Regional Price Preference arrangement to tenders. The policy must be published on the Local Government's website.	Reg. 24E. Regional price preference policies for Local Governments *Local Government (Functions and General) Regulations 1996*
Local Planning Policies	*Planning and Development (Local Planning Schemes) Regulations 2015*

WALGA

Legislative Reform Update

The following mandatory policies will be introduced in forthcoming reforms to the *Local Government Act 1995.* The legislative requirements referenced in the table below have been passed by the Parliament but are not yet in effect.

Policy Subject / Topic	Legislative Requirements
Community Engagement Charter Will require Council to adopt, by absolute majority, a community engagement charter that sets out the principles to be applied and things to be done by the Local Government to receive feedback from, facilitate the participation of, and engage with, a diverse range of community members. The charter must be published on the Local Government's website.	NEW s.5.56A Community engagement charter *Local Government Act 1995* *Local Government Amendment Act 2023 provision expected to take effect 2025/26*
Communications Agreement Will require each Local Government to have a communications agreement, consulted and agreed between Council and the CEO specifying the processes for Council Member access to information, and communication between Council Members and the Local Government. The Minister will provide a default communications agreement that will apply to a Local Government unless or until the Council with the CEO's agreement, adopts, by absolute majority its own communications agreement. If Council has adopted its own communications agreement, it must be published on the Local Government's website.	NEW s.5.92A, 5.92B, 5.92C *Local Government Act 1995* *Local Government Amendment Act 2023 provision expected to take effect 2025*
Rates and Revenue Policy A rates and revenue policy will be required to be prepared and adopted by absolute majority by Local Governments every year before 1 March that sets out: • information about the Local Government's projected revenue from rates; and • other sources of projected revenue. The Local Government may amend the policy and regulations may prescribe further policy content. CEO must publish an up-to-date version of the policy on the Local Government's website.	NEW s.5.56AA *Local Government Act 1995* *Local Government Amendment Act 2024 provision expected to take effect 2025*

EME012	EQUAL EMPLOYMENT OPPORTUNITY		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	s5.40 Local Government Act 1995 Equal Opportunity Act (1984)		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

EME012 Equal Employment Opportunity

OBJECTIVES

Although the CEO is responsible for the employment of all employees (except the CEO, who is engaged by the Council), the Council has decided to adopt Policies to indicate commitment to such matters.

The Shire of Carnarvon recognises its ethical, legal obligations and its commitment to the principles and proper practices of Equal Employment Opportunity for all Shire employees.

The Shire is committed to equal opportunity and diversity and promotes a work environment that is free from discrimination and harassment, and where individuals are treated with fairness, respect, equality, and dignity.

This involves the improvement in the skills and competency levels of employees to provide equal access to further employment or career path progression. The Shire acknowledges and celebrates diversity and commits to continuing to seek actively and flexibly to appoint and accommodate the unique needs of many different employees.

POLICY STATEMENT/S

All offers of employment within the Shire will uphold the principle and practice of equal opportunity to prospective employees, provided their relevant experience, skills and ability meet the minimum requirements for engagement.

All employment training opportunities within the Shire will be directed towards providing equal opportunity to all employees based on merit and their relevant experience, skills and ability meet the minimum requirements for the position.

All promotional policies and opportunities within the Shire will be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability are adequate to meet the minimum requirements and they are assessed as the most appropriate candidate for the

advertised position. In this context, as a minimum, all vacancies shall be advertised internally within the organisation.

EME014	FREEDOM OF INFORMATION		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23/08/2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:	N/A		
RELATED FORMS:	N/A		
RELATED DELEGATIONS:	N/A		
RELATED POLICIES:	N/A		
LEGISLATION:	Public Interest Disclosure Act 2003 State Records Act 2000		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC 7/8/22
28/03/2023	Council	Nil	FC 5/3/23
26/03/2024	Council	Nil	OCM 07/03/24

EME014 Freedom of Information

OBJECTIVES

This policy outlines the Shire of Carnarvon's recognition of its ethical, legal obligations and its commitment to the principles and proper practices of Freedom of Information.

To provide a clear framework for the discharge of Shire of Carnarvon accountabilities under the Freedom of Information Act.

POLICY STATEMENT/S

The Freedom of Information Act 1992 gives individuals, corporations, and businesses the right to apply for access to documents held by Public Sector agencies which including Local Government Authorities.

The Act gives any person the right to:

a. Access copies of documents held by the Shire, except exempt documents

b. Ask for information the Shire holds about you to be changed or annotated if it is incomplete, out of date, incorrect or misleading

c. Seek a review of a Shire decision not to allow you access to a document or not to amend your personal record.

Resident, ratepayers, and stakeholders can ask to see any document that the Shire holds, although it should be noted that the Shire can refuse access to some documents, or parts of documents that are exempt.

Charges will apply in accordance with Legislation and Council's adopted Fees and Charges.

EME020	DISRUPTIVE BEHAVIOUR AT COUNCIL MEETINGS AND FORUMS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Shire of Carnarvon Meeting Procedures Local Law s5.41d Local Government Act 1995 s70A WA Criminal Code s49 Police Act 1892 s74 Criminal Procedure Act 2004 s70A Criminal Code 2013		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

EME020 Disruptive behaviour at Council meetings and forums

OBJECTIVES

To establish clear steps for management of disruptive behaviour by a member, or members of the public at Council Meetings and Forums.

POLICY STATEMENT/S

Disruptive Behaviour – means behaviour exhibited by a member of the public which in the view of the presiding member of the meeting or forum is preventing the discharge of intended business.

This can include, but is not limited to:

a. Constant interjection, particularly when the presiding member or Elected Members present at the meeting are speaking,

b. Members of the public calling for points of order,

c. Refusal to give up the floor to allow other members of the public to ask questions,

d. Demanding to ask questions before others in contradiction of an order by the presiding person,

e. Refusal to accede to a presiding member's instructions, particularly when asked to desist from disruptive behaviour,

f. Use of abusive and/or inflammatory language when addressing council with a question or making a statement,

g. Unnecessarily repetitive questioning,

h. Aggressive/threatening behaviour towards either Elected Members, Shire employees or members of the public.

The Council is committed to providing residents and ratepayers with as many opportunities as possible to attend meetings held by the Shire and to participate in specified processes.

The Public Question Time Policy sets out the parameters for attendance and participation at these meetings.

It recognises that at times people will feel strongly about issues that have been raised or questions that they wish to ask of the Shire.

The general conduct of a council meeting depends upon mutual respect and good faith between Elected Members and the public.

There can be instances at a council meeting where a member of the public fails to show respect or consideration for the presiding member, Elected Members, Shire employees and other members of the public. Such disruptive behaviour makes the conduct of council business more difficult and stressful, reducing the efficiency and effectiveness of council meetings.

Disruptive behaviour also denies other members of the public the opportunity to participate in and observe council proceedings.

The Council is committed to conducting its business in an effective way. Disruptive behaviour and behaviour which shows disrespect for those involved in the conduct of council business or other members of the public in attendance at meetings of the council is not acceptable.

This Policy sets out how the Council will deal with disruptive behaviour should it occur at meetings and forums.

Principles

Protection of democracy, democratic processes, and the ability of members of the community to participate, at the local level is a pre-eminent concern of Council.

Council will take a range of actions designed to reduce the impacts of disruptive behaviour as a first principle but may invoke statutory sanctions if all other avenues have failed.

Wherever possible, anyone who in the view of the presiding member at a meeting is exhibiting disruptive behaviour, that person will be asked to treat the meeting with respect and will be given the opportunity to continue, if respect is shown, and the behaviour does not occur again.

When a decision is being made about whether disruptive behaviour is being exhibited, consideration will be given to whether a person is under known stress or has experienced a recent bereavement.

Provisions

Decisions about whether disruptive behaviour is being exhibited and whether action should be taken will be made by the presiding member of the Council meeting or forum.

If, in the view of the presiding member, behaviour is disruptive the person will be asked to cease. If the person is speaking in Public Question Time, the person may then be given the opportunity to continue to speak provided that the disruptive behaviour does not re-occur, or the presiding member may choose to move on to another speaker.

Should the behaviour continue and in the view of the presiding member is disrupting Council business, then the meeting may be adjourned for a stated period. During that time the CEO will discuss the situation with the offending party or parties and ask them to behave appropriately in a place of government. The President or Elected Members will not engage with the person or people involved during this time.

If, after resuming the meeting the disruptive behaviour continues, the presiding member may again adjourn the meeting. This may occur several times, but the presiding member has the authority at any time to instruct the CEO to ask the offending person or persons to leave the premises.

This duty will be undertaken by the CEO who, under s5.41(d) of the Local Government Act, has control or management of the local government's buildings, including the council chamber and meeting rooms and is the 'person in authority' in relation to s70A of the Criminal Code.

Once the meeting has been adjourned and if the presiding member has instructed that a person be asked to leave the premises, the CEO will advise the person or persons that they are requested to leave and that if they remain, they will be committing the offence of trespass under s70A of the Criminal Code and could be prosecuted.

Depending on the nature and intensity of the disruptive behaviour the presiding member may decide that more warnings will be issued or the Police being called. s70A of the WA Criminal Code authorise the CEO to request a person to leave not only the building where the meeting is taking place, but also the local government property.

Should the person or persons refuse to leave and at the instruction of the presiding member, the CEO will advise them that the Police will be called to apprehend them, and the Council will instigate legal proceedings.

If the Police are not immediately available, the meeting will remain adjourned until they can attend.

The CEO may commence a prosecution for a breach of s70A of the Criminal Code. A prosecution is initiated by a prosecution notice under s24 of the Criminal Procedure Act 2004. Such an action must only be taken after consultation with the Shire President and Elected Members.

Notes

This policy applies to all formal Council Meetings and Council Forums which are open to members of the public.

In the case of Council meetings and forums the direct assistance of the Police is the preferred action.

EME028	FLYING OF FLAGS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

EME028 Flying of flags

OBJECTIVES

To ensure correct protocol is observed in the flying of flags at the Shire of Carnarvon offices and facilities.

POLICY STATEMENT/S

The Shire recognises the significance of certain flags connected to its governance responsibilities and will utilise Council flagpoles to fly such flags.

The flags that are to be flown each working day are the:

a. Australian National flag,

State Flag Australian Aboriginal Flag

Any other flag/s approved by Council or CEO may be flown on appropriate occasions, with the correct protocol being observed as per the Australian Government flag protocol. Further information can be found:

Flying the Australian National Flag with state and other flags | Australian Flags booklet | PM&C (pmc.gov.au)

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EME033	GRIEVANCE INVESTIGATION AND RESOLUTION		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
FILE NUMBER			
CREATION DATE:		REVIEW SCHEDULE:	Every 4 years
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:	Local Government Act 1995 (WA) State Records Act 2000 (WA) Privacy Act 1988 (cth) Freedom of Information Act 1992 (WA) Equal Opportunity Act 1984 (WA) Public Interest Disclosure Act (2003) Occupational Safety & Health Act 1984 (WA) Fair Work Act 2009 (cth) Work Health and Safety Act 2020 and Regulations		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24

EME033 Grievance Investigation and Resolution

OBJECTIVES

To provide guidance on processes in relation to receiving and actioning internal employee grievances.

POLICY STATEMENT/S

Applies to all workers performing work (paid and unpaid) for the Shire, including but not limited to direct hire, contractors, labour hire, project workers, volunteers and those performing work through a third party.

All employees have a right to express any genuine grievances or complaints through an impartial internal process.

All employees involved in a grievance process are expected to participate in good faith. For the purposes of this directive, the term "employee/s" will extend to cover contractors, volunteers and any person performing work for or with the Shire of Carnarvon in any capacity.

Definitions

Complainant: An employee who raises a complaint about a matter regarding the workplace.

Respondent: An employee who is alleged to have acted in a manner which caused the complaint

Support Person: A Complainant and/or a Respondent may choose to bring a Support Person with them to a meeting, where practicable. The role of a Support Person is not to advocate on behalf of anyone, but to simply provide emotional support.
Witness: A person (including an employee) who is requested by the Shire of Carnarvon to assist the process by providing relevant information regarding the complaint.

Investigator: Appropriate Shire of Carnarvon employee or a suitable person external to the Shire appointed by the CEO (or by a Director, on the recommendation of the Shire President, where the matter relates to the CEO) to conduct investigations.

Making a Complaint

If a Complainant believes they are the victim of behaviour of a Respondent which is inconsistent with the Shire of Carnarvon's policies, procedures or guidelines, the Complainant should, where reasonable or practicable, first approach the Respondent for an informal discussion.

If the nature of the complaint is sufficiently serious, the Complainant should contact his/her Manager or Human Resources directly, instead of approaching the Respondent. If the alleged inappropriate behaviour continues, the Complainant should make a formal complaint to his/her direct manager.

If the direct manager is the Respondent in the matter or if the Complainant feels uncomfortable approaching his/her manager, the Complainant should approach Human Resources.

Where a complaint is received it must be forwarded in a timely manner to Human Resources for a decision upon the most appropriate way to take the matter forward, whether it is an informal discussion with the Complainant and/or the Respondent, or the commencement of a formal investigation of the complaint.

Any grievances lodged against the Chief Executive Officer are to be dealt with by the Shire President and Council under this policy.

Grievances should be lodged with the Manager People, Culture and Systems or CEO.

Investigations

Shire Instigated Investigations

Where the Shire becomes aware of allegations of employee/s breaching Shire of Carnarvon's policies, procedures or guidelines, an investigation may commence in accordance with this Policy. This is without the need of a formal complaint being lodged.

External Government Agencies

There may be times where the investigation of a complaint may be undertaken by an external government agency before or instead of being investigated by the Shire.

Circumstances include investigations being conducted by the Corruption and Crime Commission (CCC), Public Sector Commission (PSC) or the Police.

Stand Down

Where allegations of misconduct are considered by the Chief Executive Officer (or President) to be sufficiently serious or pose a threat to health and safety the Respondent may be stood down while the matter is being investigated.

Key principles in the complaint process

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

Confidentiality

Only the employees directly investigating or addressing the complaint will have access to the information about the complaint.

The Chief Executive Officer (or the President, where the matter relates to the CEO) may inform or appoint a third party to investigate and advise on the investigation.

All parties involved in dealing with a complaint are required to keep the matter confidential. Only the outcome to the investigation will be placed on the employee's personal file. and all documentation will otherwise be kept in a confidential file.

Impartiality

Both parties will have an opportunity to put their cases forward. No assumptions are made, and no action will be taken until available and relevant information has been collected and considered.

No employee who is a Witness or Respondent may be involved in any decision-making capacity as to the outcome of the grievance.

Sensitivity

The employees who assist in responding to complaints should be specifically trained or equipped to treat all complaints sensitively and ensure the process is free of coercion or intimidation.

Timeliness

The Shire will with all complaints promptly and in accordance with any legislative requirements.

Documented

All complaints and investigations must be documented and, records must be kept of all documents collected and/or drafted as part of that process.

For more informal processes, a file note or note in a diary may be sufficient;

Follow the Principles of Natural Justice

The principles of natural justice provide that:

- A Respondent against whom allegations are made as part of a grievance process has the right to respond to the allegations before any determination is made,
- A Respondent against whom an allegation is made has the right to be told (where possible and appropriate) who made the allegation,
- Anyone involved in the investigation must be unbiased and will declare any conflict of interest,
- Decisions must be based on the balance of probability arising from the objective considerations and substantiated facts; and
- The Complainant and the Respondent have the right to have a support person present at any meetings where practicable.

Procedurally Fair

The principles of procedural fairness provide that:

- The Respondent is advised of the details (as precisely and specifically as possible) of any allegations when reasonably practicable,
- A Respondent is entitled to receive verbal or written communication from the Shire of Carnarvon of the potential consequences of given forms of conduct, as applicable to the situation,
- The Respondent is given an opportunity to respond to any allegations made against him/her by a Complainant,
- Any mitigating circumstances presented to the CEO (or to the Shire President when the matter relates to the CEO) through the grievance process are investigated and considered,
- Any witnesses who can reasonably be expected to help with any inquiry or investigation process should be interviewed; and
- All interviews of witnesses are conducted separately and confidentially.

Outcomes of making a complaint

Where a complaint is substantiated, there are several possible outcomes:

- If the complaint involves a performance issue, the manager of the Respondent may commence a formal or informal performance management process with the Respondent or elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives; or
- If the complaint involves a breach of a Policy or any other behaviour that is inconsistent with the employment relationship, the manager of the Respondent, in consultation with Human Resources, may elect to discipline the Respondent in accordance with the applicable industrial instruments, policies, and management directives.

Vexatious or Malicious Complaints

Where a Complainant has deliberately made a vexatious or malicious complaint that Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Victimisation of Complainant

A Complainant must not be victimised by the Respondent or any other employee of the Shire.

Anyone responsible for victimising a Complainant may be subject to disciplinary action, including but not limited to, termination of employment.

Patterns of unsubstantiated Complaints

Where an abnormally strong pattern of separate unsubstantiated complaints about a given Respondent becomes apparent, the matter may be considered further from a performance management or disciplinary perspective.

EME034	COMMUNICATION		
POLICY OWNER:	Shire of Carnarvon		
DEPARTMENT:	Executive		
CREATION DATE:		REVIEW SCHEDULE:	
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:	Code of Conduct for Council Members, Committee Members and Candidates for Election		
LEGISLATION:	*Local Government Act 1995 (the Act)* Section 2.7 of the Act sets out the role of the Council Section 2.10 of the Act sets out the role of Councillors Section 2.8 of the Act sets out the role of the President Section 5.41 of the Act sets out the functions of the CEO. Code of Conduct for Council Members, Committee Members and Candidates for Election.		
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
27/09/2022	Council	Endorsed	FC4/9/22
25/06/2024	Council	Nil	OCM 04/06/24

EME034 Communication

OBJECTIVE
The purpose of this policy is to provide a clear protocol for two-way communication between the Council and the administration.

SCOPE
The Shire President, Council Members and the CEO are leaders in the community and their conduct can impact positively and negatively on the reputation of the Shire.

The administration has respect for the Office of Council Member and values the contribution that they make.

The administration and Council Members acknowledge:

- the separation of powers enshrined in legislation (and the Code of Conduct); and
- the importance of achieving the right balance between provision of timely communication and the critical need for provision of accurate information which, on occasion, takes time to compile; and
- the importance of upholding our organisational values of courage, authenticity, respect, inclusion, humility, passion, excellence, and cohesion in all our communication.

Communication that goes to one Council Member will be sent to all Council Members, except for communication relating to integrity matters, development of Alternative Motions, development of Notices of Motions, personally sensitive information, and individual training.

It is also noted that the role of the President includes liaising with the CEO on the local government's affairs and the performance of its functions which requires heightened communication to achieve.

DEFINITIONS
N/A

POLICY STATEMENTS
Effective communication between Council Members and the administration is critical to the success of the entire organisation. Council Members and the administration have a responsibility to communicate effectively. Under section 5.92 of the Act, Council Members may request any information held by the local government that is relevant to the performance by the person of any of his or her functions under the Act or under any other written law.
The communication points for Councillors are:

- The Shire President
- CEO and Executive Managers
- Senior Executive Officer

Distribution of Council and Committee meeting agendas and minutes occurs at the direction of the Chief Executive Officer, by the Senior Executive Officer (Council and Committees) . Queries regarding the contents of agenda and minutes should be directed to the Shire President, CEO or the relevant employee responsible for such matters.

All correspondence generated and received by Council Members that relate to the business of Council is subject to the State Records Act 2000, the Freedom of Information Act 1992, and the Shire's Record Keeping Plan, and as such must be retained within the Shire's corporate recordkeeping system.

Customer Requests
Customer Service forms part of the day-to-day operations of the local government under section 5.41 of the Act. The Shire's Customer Request Management system provides a means for customers to request and report issues associated with the extensive services provided by the Shire to the community.

The Customer Request Management system is linked to the Shire's Records Management system to ensure efficient, effective, and timely responses.

As community leaders and the public face of the local government, Council Members are often a point of contact for members of the public. Members of the public will often reach out to Council Members with issues and requests for services relating to advancing planning or building matters, maintenance

of parks and gardens, road works or waste collection. While Council Members have a role representing the collective interests of electors, ratepayers, and residents of the district, acting on behalf of individual customers can put Council Members in a difficult position.

Council Members have responsibilities to abide by the rules of conduct provided for in the Local Government (Model Code of Conduct) Regulations 2021 and which are included in the Shire of Carnarvon Code of Conduct for Council Members, Committee Members and Candidates for Election. There are three clauses of relevance.

- Regulation 18 states that a Council Member must not make improper use of their office to gain directly or indirectly an advantage for the council member or any other person.
- Regulation 19 states a Council Member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- Regulation 20 states that a Councillor must not direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee or attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee.

Making some types of Customer Requests on behalf of customers could result in a perception by the administration as a direction that must be acted on as a priority and accordingly result in an advantage to the customer.

To avoid legislative breaches, perceived or actual, when approached by members of the community, Councillors should direct the customer to the Customer Request Management system via email – shire@carnarvon.wa.gov.au or through the Shire's website at https://www.carnarvon.wa.gov.au/Our-Shire/Customer-Feedback-Complaints

A model response that Council Members may wish to use when contacted by members of the public directly is below:

"Thank you for email regarding XXXX, the best way to action your issue is to contact the Shire through the Customer Request Management (CRM) system at shire@carnarvon.wa.gov.au or through Council's website at https://www.carnarvon.wa.gov.au/Our-Shire/Customer-Feedback-Complaints. This will enable you to track progress on your request. A response will be provided by the Shire in accordance with the Shire's Customer Service Charter. If you do not receive a response to your satisfaction, please follow up with me."

If a customer is not satisfied with the Shire's services, a Council Member may wish to:

- consult with the Shire President or the CEO and/or
- advise the customer to contact the Ombudsman.

To protect Council Members, Customer Requests received from Council Members on behalf of third parties will be treated like any other request received in the Customer Request Management system.

Council Members will not receive any preferential treatment in this regard because such an action would conflict with the Shire's conflict of interest procedures and Code of Conduct.

Council Members are community members and customers too, and Customer Requests received from them will be managed in accordance with the standard customer service request procedure.

Weekly Updates
The CEO issues an informal Weekly Update to Council Members at the end of each week. The purpose of the update is to provide Council Members with administration information that is not necessarily publicly available and provides a mechanism for the administration to communicate information to Council Members informally and regularly.

Weekly Updates communicate to Council Members any hot topics, general staffing information and information about the local government sector that may be of interest. The principle aim is to ensure a "no surprises" environment for Council Members. The updates are kept short and sharp without going into too much detail. Council Members are welcome to request further detail on any topic that is of particular interest or concern.

Calendar
All Council Members have access to an electronic calendar through Outlook. This is the official calendar in performance of their duties and all invitations will be sent via Outlook.

Shire President – all Shire related calendar activities will be updated and managed by the Senior Executive Officer on behalf of the Shire President.

Council Members - all Shire originated calendar requests will be managed by the Senior Executive Officer who will issue invites and update calendars by sending invitations to the relevant Council Members. Council Members are required to accept or decline the meeting invitation to ensure accurate records of attendance can be maintained. Should the Council Member decline, it will indicate that they will be an apology for the meeting or event.

External agencies may send invitations directly to a Council Member for events/meetings that require attendance in an official capacity, but consideration of same should be consistent with the Shire Tickets to/Attendance at Events Policy, and guidance may be obtained via the CEO.

Shire calendars should include only Shire related activities at which Council Members are attending in an official capacity including:

- Committees of Council
- Council Advisory Groups
- External groups of which a Council Member is a Shire representative
- Shire Events.

Maintaining Confidentiality/Embargoed information
Council Members must not promote Shire information to the community that has not already been released or published, or until such time as the Shire President, as spokesperson for the Shire, has had an opportunity to speak.

The CEO, or representative, will advise verbally, or in writing if appropriate, where information is deemed to be confidential in nature or embargoed. Such documents will be clearly marked 'confidential' or embargoed.
Information does not need to be marked confidential for its release to constitute a gain for another person

Meetings
In accordance with Regulation 14 of the Local Government (Administration) Regulations 1996, Council Members will receive the notice paper and agenda relating to any council or committee meeting from the time that these documents are available for inspection by members of the public. The following conventions shall apply:

- All Council Members will receive electronic versions of Council and Committee agendas and all attachments.
- All Council Members will receive a printed copy of all Council agendas and Committees that they are a member of, including confidential Items.

Council Members are encouraged to opt out of receiving paper copies of agendas.

Where practicable, the agenda for Ordinary Council Meetings will be provided 5 days prior to the Council meeting.

Council, and the administration recognise the importance of accurate and timely advice contained in the agenda and that on occasion, additional information on agenda items may need to be published following publication of the agenda. This shall occur using a header box in the agenda with the associated report published on the Shire's website with the agenda when available.

Late items will be permitted only with the approval of the CEO and the Shire President and in accordance with the Shire of Carnarvon Meeting Procedures Local Law.

In accordance with Regulation 6 of the Local Government (Model Code of Conduct) Regulations 2021 Council Members should ensure they read all papers prior to the meeting.

Alternative Motions / Amendments
Council Members wishing to propose an Alternative Motion or Amendment to the Officer's recommendation are encouraged to first consult with the CEO. This is to ensure the consequences of the Alternative Motion / Amendment are assessed for compliance.

Council Members are encouraged to distribute Alternative Motions / Amendments prior to the meeting to all other Council Members, Executive and the Senior Executive Officer. Alternative Motions / Amendments that are circulated prior to 1:00pm on the day of the meeting will be printed and tabled for Council Members in Chambers.

Information regarding agenda reports
Under section 5.41 of the Act, the functions of the CEO include ensuring that advice and information is available to the Council so that informed decisions can be made. The Agenda Briefing session provides an opportunity for Council Members to identify additional information requirements related to agenda reports. Responses to questions that are not answered at the Agenda Briefing will be provided to all Council Members.

Council Members seeking information on agenda reports can also request to meet with the CEO.

EXPLANATORY NOTES

N/A

CF005	DISPOSAL OF SURPLUS IT AND MINOR ASSETS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	RESPONSIBLE OFFICER	Manager People, Culture and Systems
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Major: Refer minutes of meeting.	OCM03/09/24

CF005 Disposal or Surplus IT and Minor assets

OBJECTIVES

This policy provides a framework for the disposal of minor IT equipment and other low-value assets owned by the Shire of Carnarvon (Shire). The aim is to ensure that the disposal process is efficient, transparent, and compliant with relevant regulations, while maximising value recovery and minimising environmental impact.

SCOPE

This policy applies to all employees involved in the management and disposal of minor IT equipment and other low-value assets (with a value under $5,000) including, but not limited to:

- Computers, laptops, tablets, and peripherals
- Mobile phones and accessories
- Printers, copiers, and scanners
- Small office equipment
- Other minor office assets

POLICY STATEMENT/S

The Shire is committed to responsible asset management and will ensure that minor IT equipment and assets are disposed of in a manner that:

- Complies with all applicable legislation and regulations.
- Maximises financial return where appropriate.
- Considers environmental sustainability.
- Minimises potential security risks, especially in relation to data protection.

1. Procedures for Disposal

1.1 **Assessment of Assets**

- An asset must be deemed surplus, obsolete, irreparable, or no longer required by the Shire.
- A review will be conducted by the IT department or relevant asset manager to assess the condition and estimated value of the asset.
- Any assets containing data (e.g., computers, mobile phones) must have all sensitive information and data securely erased or destroyed prior to disposal.

1.2 **Methods of Disposal**

The following methods are considered appropriate for the disposal of minor IT equipment and other assets:

- **Internal Reallocation**: If the asset is still in working condition, it may be reassigned to another department or function within the Shire.
- **Donation**: Surplus assets may be donated to eligible community groups, non-profit organisations, or schools.
- **Sale**: Surplus assets may be sold via public auction, online marketplace, or competitive bidding, ensuring transparency and fairness.
- **Recycling or E-Waste Disposal**: Non-working IT equipment or assets that have no resale value will be recycled or disposed of through an approved e-waste recycling facility, following environmental regulations.
- **Destruction**: Assets that pose a risk to security, privacy, or safety may be destroyed through an authorised process, especially if they contain sensitive information that cannot be fully erased.

1.3 **Approval Process**

- The method of disposal of minor assets with a value under $5,000 must be approved by the CEO.

2. Environmental Considerations

The Shire of Carnarvon is committed to minimising its environmental impact through:

- Prioritising the recycling and ethical disposal of electronic waste (e-waste).
- Seeking sustainable disposal methods that reduce landfill contributions.
- Engaging with vendors who offer environmentally friendly recycling or disposal programs.

3. Record Keeping

All disposals must be documented in accordance with Shire's asset management and financial policies, including:

- A description of the asset.
- The reason for disposal.
- The disposal method.
- Any financial proceeds or costs.
- Approval documentation.

4. Security and Data Protection

To safeguard sensitive information, all IT equipment must undergo secure data wiping or destruction prior to disposal. IT staff must verify that all data has been irreversibly removed in compliance with data protection and privacy legislation.

5. Compliance and Accountability

All employees involved in the disposal of minor IT and assets must comply with this policy. Non-compliance may result in disciplinary action. Periodic audits will be conducted to ensure adherence to the policy and to improve disposal practices where necessary.

6. Compliance and Accountability

All employees involved in the disposal of minor IT and assets must comply with this policy. Non-compliance may result in disciplinary action. Periodic audits will be conducted to ensure adherence to the policy and to improve disposal practices where necessary.

EME032	ELECTION SIGNS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	23 August 2022	REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:	1.3.1 Infrastructure Control – Activities in Thoroughfares and Public Places and Trading Local Law 1.3.8 Public Places and Local Government Property Local Law 9.1.2 Unauthorised or Non-Complying Development – Directions and Offences 12.1.1 Person in control of Local Government Property		
RELATED POLICIES:	EME001 Code of Conduct for Council Members, Committee Members and Candidates		
LEGISLATION:	Planning and Development (Local Planning Schemes) Regulations 2015, Sch. 2 (deemed provisions) cl. 61 Shire of Carnarvon Local Planning Scheme Local Government Act 1995 Commonwealth Electoral Act 1918 (Cth); Electoral Act 1907 Main Roads (Control of Advertising) Regulations 1996		

DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
25/06/2024	Council	Nil	OCM 04/06/24
19/10/2026	Council	Addition: legislation; private property; full prohibition of signs on Shire land; State roads, enforcement and complaints provisions.	OCM XX/XX/XX

EME032 Election signs

OBJECTIVES

The objective of this policy is to establish a framework for the controls and standards for electoral material and signs displayed during Federal, State, and local government elections.

POLICY STATEMENT/S

~~The Shire recognises that decisions of the High Court of Australia and the Supreme Court of Western Australia protect the display of electoral material or signs on private property that are an implied constitutional freedom of political communication.~~ The Shire recognises that the implied constitutional freedom of political communication, as applied by the High Court of Australia and the Supreme Court of Western Australia, limits the extent to which the Shire may regulate the display of electoral material and signs on private property.

~~The Shire will implement appropriate controls and standards to exercise the extent of the Shire's legitimate ability to control material and signs on private property.~~ Electoral signs displayed on private property, with the consent of the owner or occupier, do not require development approval where the

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sign meets the conditions of clause 61 of the deemed provisions in Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015, being that the sign:

(a) is erected or installed in connection with an election, referendum or other poll conducted under the Commonwealth Electoral Act 1918 (Cth), the Referendum (Machinery Provisions) Act 1984 (Cth), the Electoral Act 1907, the Local Government Act 1995 or the Referendums Act 1983;

(b) has as its primary purpose political communication in relation to the election, referendum or poll;

(c)is not erected or installed until the writ or writs have been issued or, for an election, referendum or poll under the Local Government Act 1995, until the 36th day before the day on which it is to be held;

(d) is removed no later than 48 hours after the election, referendum or poll is conducted; and

(e) is not erected or installed within 1.5 metres of any part of a crossover or street truncation.

The Shire will not permit ~~without the necessary prior approvals/licences being in place,~~ any signage (including election signs) on any facilities or land owned, managed, or controlled by the Shire. ~~which detract from the amenity and/or pose a risk to public safety~~.

The prohibition on facilities or land owned, managed or controlled by the Shire does not apply to:

(a) signs placed by, or on behalf of, the Western Australian Electoral Commission or the Australian Electoral Commission to promote or conduct an election, with the consent of the Shire; and

(b) signs displayed at a polling place located on Shire land, on the day of an election, in accordance with the relevant electoral legislation and any directions of the Returning Officer or other person in charge of the polling place. Signs must be removed on the same day after polling closes, if not removed at the time of polling closure the Shire will remove and dispose of the signs.

Signs on State roads and State road reserves are controlled by Main Roads Western Australia under the Main Roads (Control of Advertising) Regulations 1996. The Shire cannot approve signs on those roads or its reserves.

A sign that does not meet the conditions in clause 61 of the Planning and Development (Local Planning Schemes) Regulations 2015 requires development approval under the Shire of Carnarvon Local Planning Scheme. Any sign placed on facilities or land owned, managed or controlled by the Shire in breach of this policy will be removed by the Shire.

Complaints about the content of an electoral sign are to be referred to the Returning Officer for the relevant election. If no Returning Officer has yet to be appointed by the WAEC and a declaration for an Election has occurred, all complaints are to be referred to the Shire CEO. Where a sign is displayed on private property without the consent of the owner or occupier, the Shire will refer the matter to the owner or occupier.

Shire of CARNARVON
CATCH A taste OF THE GREAT LIFE

REGISTER OF COUNCIL DELEGATIONS AND AUTHORISATIONS

2026/2027

Delegations

~~1.1.1~~1.1.0 Council to Committees of Council

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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
Function	Council delegates its authority and power to the ~~Audit~~Audit, Risk and ~~Risk~~improvement 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.
Delegates	~~Audit~~Audit, Risk and ~~Risk~~improvement Committee
Conditions	N/A
Express power to subdelegate	N/A
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.1 Determine if an Emergency for Emergency Powers of Entry

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: s.3.34(2) Entry in emergency
Function	1. Authority to determine on behalf of the CEO that an emergency exists for the purposes of performing local government functions [s.3.34(2)].
Delegates	~~Community Emergency Services Manager~~ Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services Urban Operations Manager (Works)
Express power to subdelegate	Nil
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.2 Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.6(4)(d) Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a)
Function	When determining to grant permission to obstruct a public footpath or thoroughfare under Delegated Authority 1.2.9: 1. Authority to determine the sum sufficient to cover the cost of repairing damage to the public thoroughfare resulting from the placement of a thing or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [ULP r.6(4)(d)]]. 2. Authority to determine the requirements for protective structures, during such time as it is considered necessary for public safety and convenience [ULP r.6(5)(b). 3. Authority to determine and require in writing, that the person granted permission to obstruct a public thoroughfare repair damage caused by things placed on the thoroughfare and authority to determine if such repairs are to the satisfaction of the local government [ULP r.6(5)(d)].
Delegates	Executive Manager Infrastructure Services Urban Operations Manager (Works)
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.9 Obstruction of Footpaths and Thoroughfares. b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996.
Express power to subdelegate	Nil
Statutory framework	This delegated authority is effective only in alignment with Delegated Authority 1.2.9 Obstructions of Footpaths and Thoroughfares. Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. 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 Local Government Act 1995
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.3 Determine and Manage Conditions on Permission for Dangerous Excavations on or on land adjoining Public Thoroughfares

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.11(6)(c) and (7)(c) Dangerous excavation in or near public thoroughfare – Sch. 9.1 cl.6
Function	When determining to grant permission to for a dangerous excavation under Delegated Authority 1.2.12: 1. Authority to determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. 2. Authority to determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. 3. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. 4. 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)]. 5. 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)]. 6. Authority to • impose conditions on granting permission [ULP r.11(6)]. • renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)]. • determine, as a condition of granting permission, the sum sufficient to deposit to cover the cost of repairing damage to the public thoroughfare or adjoining land resulting from the excavation or a protective structure, on the basis that the local government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.11(6)(c)]. • determine, as a condition of granting permission, requirements for protective structures and for the protective structures to be maintained and kept in satisfactory condition necessary for public safety and convenience [r.11(7)(c)]. • determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily.
Delegates	Executive Manager Infrastructure Services Urban Operations Manager (Works)
Conditions	a. Decisions under this Delegation must be exercised in alignment with Council's Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. b. Actions under this Delegation must comply with the procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. c. Only the CEO may commence legal proceedings.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.12 Public Thoroughfares – Dangerous Excavations. 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 Local Government Act 1995
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.4 Determine and Manage Conditions on Permission for Private Works on, over, or under Public Places

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Uniform Local Provisions) Regulations 1996: r.17(5)(b) and r.17(6)(c) Private works on, over, or under public places — Sch. 9.1 cl. 8
Function	1. Authority to determine, as a condition of granting permission for Private Works in Public Places, the sum sufficient to deposit with the Local Government to cover the cost of repairing damage to the public thoroughfare or public place resulting from the crossing construction, on the basis that the Local Government may retain from that sum the amount required for the cost of repairs by the local government if the damage is not made good by the applicant [r.17(5)(b)]. 2. Authority to determine if repairs to damage resulting from excavation or protective structures have been repaired satisfactorily. [r.17(6)(c)].
Delegates	Executive Manager Infrastructure Services Urban Operations Manager (Works)
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. This delegated authority is effective only in alignment with Delegated Authority 1.2.14 Private Works on, over or under Public Places
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.5 Appoint Persons (other than employees) to Open Tenders

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Functions and General) Regulations 1996: r.16(3) Receiving and opening tenders, procedure for
Function	1. Authority to appoint one person (other than employees) to be present with an employee of the Local Government to open tenders, when two employees are unable to attend then tender opening [F&G r.16(3)].
Delegates	Executive Manager Infrastructure Services
Express power to subdelegate	Nil
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.6 Electoral Enrolment Eligibility Claims and Electoral Roll

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: s.4.32(4), (5A) & (5) Eligibility to enrol under s.4.30, how to claim s.4.34 Accuracy of enrolment details to be maintained s.4.35 Decision that eligibility to enrol under s.4.30 has ended s.4.37 New roll for each election Local Government (Elections) Regulations 1995: r.11(1a) Nomination of co-owners or co-occupiers — s.4.31 r.13(2) & (4) Register - s.4.32(6)
Function	1. Authority to require the written notice for co-owners or co-occupiers to be incorporated into Form 2 [r.11(1a)]. 2. Authority to decide whether or not the claimant is eligible under s.4.30(1)(a) and (b) and accept or reject the claim accordingly [s.4.32(4)]. 3. Authority to decide to accept or reject a claim made before the close of enrolments, but less than 14-days before the close of nominations [s.3.42(5A)]. 4. Authority to make any enquiries necessary in order to make a decision on an eligibility claim [s.4.32(5)]. 5. Authority to approve the omission of an elector's address from the Owners and Occupiers Register on the basis of a declaration from the elector that the publication of this information would place the elector's or their families safety at risk [Elections r.13 (2)]. 6. Authority to amend the Owners and Occupiers Register from time to time to make sure that the information recorded in it is accurate [Elections r.13(4)]. 7. Authority to ensure that the information about electors that is recorded from enrolment eligibility claims is maintained in an up to date and accurate form [s.4.34]. 8. Authority to decide that a person is no longer eligible under s.4.30 to be enrolled on the Owners and Occupiers Electoral Roll [s.4.35(1)] and to give notice [s.4.35(2)] and consider submissions [s.4.35(6)], before making such determination. 9. Authority to determine to take any action necessary to give effect to advice received from the Electoral Commissioner [s.4.35(5)]. 10. Decide, with the approval of the Electoral Commissioner, that a new electoral roll is not required for an election day which is less than 100 days since the last election day [s.4.37(3)].
Delegates	Coordinator Governance & Information Executive Manager Corporate Strategy & Performance ~~Governance & Information Management Coordinator~~
Conditions	a. Decisions on enrolment eligibility are to be recorded in the Enrolment Eligibility Register in accordance with s.4.32(6) and s.4.35(7).
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.7 Destruction of Electoral Papers

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Elections) Regulations 1996: r.82(4) Keeping election papers – s4.84(a)
Function	1. Authority to, after a period of 4-years, destroy the parcels of election papers in the presence of at least 2 other employees [Elect. r.82(4)].
Delegates	Coordinator Governance & Information Executive Manager Corporate Strategy & Performance ~~Governance & Information Management Coordinator~~
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Department of Local Government, Sport and Cultural Industries: Returning Officer Manual
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.8 Information to be Available to the Public

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Administration) Regulations 1996: r.29(2) &(3) Information to be available for public inspection (Acts s.5.94) r.29B Copies of certain information not to be provided (Act s.5.96) Local Government Act 1995: s.9.95(1)(b) & (3)(b) Limits on right to inspect local government information
Function	1. Authority to determine the public right to inspect information, by determining if the information requested relates to a part of a meeting that could have been closed to members of the public but was not [Admin. r.29(2)]. 2. Authority to determine the public right to inspect information in an agenda or minutes, by determining if the information requested would be part of the meeting which is likely to be closed to members of the public [Admin. r.29(3)]. 3. Authority to determine the manner and form by which a person may request copies of rates record information [s.5.94(m)] or owners and occupiers register and electoral rolls [s5.94(s)] and to make the information available, if satisfied, by statutory declaration or otherwise, that the information will not be used for commercial purposes [Admin r.29B]. 4. Authority to determine not to provide a right to inspect information, where it is considered that in doing so would divert a substantial and unreasonable portion of the local government's resources away from its other functions [s5.95(1)(b)]. 5. Authority to determine not to provide a right to inspect information contained in notice papers, agenda, minutes, or information tabled at a meeting, where it is considered that that part of the meeting could have been closed to members of the public but was not closed [s.5.94(3)(b)].
Delegates	Coordinator Governance & Information Executive Services Officer (Corporate Strategy & Performance) ~~Governance & Information Management Coordinator Senior Executive Officer~~
Express power to subdelegate	Nil
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.9 Financial Management Systems and Procedures

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Financial Management) Regulations 1996: r.5 CEO's Duties as to financial management
Function	1. Authority to establish systems and procedures [FM r.5] that give effect to internal controls and risk mitigation for the: i. Collection of money owed to the Shire of Carnarvon: ii. Safe custody and security of money collected or held by the Shire of Carnarvon; iii. Maintenance and security of all financial records, including payroll, stock control and costing records; iv. Proper accounting of the Municipal and Trust Funds, including revenue, expenses and assets and liabilities; v. Proper authorisation of employees for incurring liabilities, including authority for initiating Requisition Orders, Purchase Orders and use of Credit and Transaction Cards; vi. Making of payments in accordance with Delegated Authority; vii. Preparation of budgets, budget reviews, accounts, and reports as required by legislation or operational requirements.
Delegates	Executive Manager Corporate Strategy & Performance Executive Manager Infrastructure Services Governance, Risk & Compliance Manager
Conditions	a. 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. b. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for ~~purpose~~'purpose', and subsequently considered by the ~~Audit~~Audit, Risk and ~~Risk~~Improvement Committee ~~at least once~~ within ~~each~~the ~~3~~period ~~financial~~prescribed ~~years~~ by [~~Audit~~regulation ~~r.17~~]17 of the Local Government (Audit) Regulations 1996.
Express power to subdelegate	Nil
Statutory framework	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 Local Government (Audit) Regulations 1996 Department of Local Government, Sport and Cultural Industries Operational Guideline No.11 – Use of Corporate Credit Cards
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.10 Audit – CEO Review of Systems and Procedures

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government (Audit) Regulations 1996: r.17 CEO to review certain systems and procedures
Function	1. Authority to conduct the review of the appropriateness and effectiveness of the Shire of Carnarvon's systems and procedures in relation to i. risk management; and ii. internal controls; and iii. legislative compliance [r.17(1)].
Delegates	Coordinator Governance & Information Executive Manager Corporate Strategy & Performance ~~Governance & Information Management Coordinator~~ Governance, Risk & Compliance Manager
Conditions	a. Each matter is to be reviewed ~~at least once~~ within ~~every~~the ~~3~~period ~~financial~~prescribed ~~years,~~by regulation 17 of the Local Government (Audit) Regulations 1996, with a report on each matter to be provided to the ~~Audit~~Audit, Risk and ~~Risk~~Improvement Committee ~~that details~~detailing the findings, including any identified deficiencies, and actions required.
Express power to subdelegate	Nil
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government (Audit) Regulations 1996
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.1.11 Infringement Notices

Category	01.1 CEO to Employees
Head of power	01 Local Government Act 1995 Delegations
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Local Government Act 1995: s.9.13(6)(b) Onus of proof in vehicle offences may be shifted s.9.19 Extension of Time s.9.20 Withdrawal of Notice Building Regulations 2012: Regulation 70(1A), (1), (2) Approved officers and authorised officers
Function	1. Authority to consider an owner of a vehicle's submission that the vehicle that is subject of an infringement notice, had been stolen or unlawfully taken at the time of the alleged offence [s.9.13(6)(b)]. 2. Authority to extend the 28-day period within which payment of a modified penalty may be paid, whether or not the period of 28-days has elapsed [s.9.19]. 3. Authority to withdraw an infringement notice within one year after the notice was given, whether or not the modified penalty has been paid by sending a withdrawal notice (in the prescribed form) to the alleged offender and if the modified penalty has been paid, providing a refund [s.9.20].
Delegates	Executive Manager Community Planning & Sustainability Community Safety Officer – Team Lead Community Safety Officers Building Services Officer
Conditions	a. A delegate who participated in a decision to issue an infringement notice, must NOT determine any matter related to that infringement notice under this Delegation. b. Delegation for Dog Act, Cat Act, Parking Local Law, Infringement Notices is limited to delegated positions for the following ~~listed~~officers ~~positions ONLY:~~only: i. Chief Executive Officer ii. ~~Rangers~~Executive Manager Community Planning & Sustainability iii. ~~Manager~~Community ~~Regulatory~~Safety ~~Services~~Officer – Team Lead iv. ~~Deputy~~Community ~~CEO~~Safety Officers c. The following ~~listed~~ positions are approved delegated ~~the~~ functions under s.9.19 and s.9.20 only as a precondition for appointment as an "Approved Officer" in accordance with Building Regulation 70(1) for the purposes of the Criminal Procedure Act 2004 section 6(a) and Building Act 2011 Infringement Notices: i. Chief Executive Officer ii. ~~Senior~~Executive ~~Environmental~~Manager ~~Health~~Community ~~Officer~~Planning & Sustainability iii. ~~Manager~~Community ~~Regulatory~~Safety ~~Services~~Officer – Team Lead iv. Community Safety Officers v. Building ~~Surveyor~~Services ~~(Contract)~~Officer NOTE: Delegates must also be appointed as an "Approved Officer" – appointment to be determined by Council resolution or by a person with delegated authority under delegation 2.1.10.
Express power to subdelegate	Nil
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.1 Performing Functions Outside the District

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s3.20. Performing functions outside district
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Deputy CEO~~Nil
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.2 Compensation - Damage Incurred when Performing Executive Functions

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.22(1) Compensation s.3.23 Arbitration
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.3 Powers of Entry

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: 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
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Community Emergency Services Manager~~Executive Manager Community Planning & Sustainability ~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services ~~Facilities~~Facility and Services Operations Manager ~~Rangers~~ Senior Environmental Health Officer Strategic Projects Manager Urban Operations Manager (Works)
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns. Local Government Act 1995: 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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.4 Declare Vehicle is Abandoned Vehicle Wreck

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.40A(4) Abandoned vehicle wreck may be taken
Function	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services Urban Operations Manager (Works)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.5 Confiscated or Uncollected Goods

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: 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
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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 goo
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.6 Disposal of Sick or Injured Animals

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~ Senior Environmental Health Officer
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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1.2.7 Close Thoroughfares to Vehicles

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: 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
Function	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 Cl 4, 5 and 6 of the Local Government (Functions and General) Regulations 1996.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services ~~Facilities~~Facility and Services Operations Manager Urban Operations Manager (Works)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.8 Control Reserves and Certain Unvested Facilities

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Function	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 Parks and Reserves Act 1895. [s.3.54(1)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services Urban Operations Manager (Works)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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1.2.9 Obstruction of Footpaths and Thoroughfares

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government (Uniform Local Provisions) Regulations 1996: 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)
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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, 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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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 Local Government Act 1995
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.10 Gates Across Public Thoroughfares

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government (Uniform Local Provisions) Regulations 1996: r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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1.2.11 Public Thoroughfare – Dangerous Excavations

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government (Uniform Local Provisions) Regulations 1996: r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.12 Crossing – Construction, Repair and Removal

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government (Uniform Local Provisions) Regulations 1996: 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)
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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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Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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1.2.13 Private Works on, over or under Public Places

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: r.17 Private works on, over, or under public places – Sch.9.1 cl.
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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 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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1.2.14 Give Notice to Prevent Damage to Local Government Property from Wind Erosion and Sand Drift

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government (Uniform Local Provisions) 1996: r.21(1) Wind erosion and sand drifts – Sch.9.1 cl.12
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.15 Expressions of Interest for Goods and Services

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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
Policy	Council Policy C002 Purchasing Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.16 Tenders for Goods and Services – Call Tenders

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: 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
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: 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
Function	1. 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)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. which tender would be the most advantageous to the Shire to accept [F&G r.18(4)]. 4. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations before entering into a contract [F&G r.20(1) and (3)]. 5. Authority to vary a tendered contract, after it has been entered into, provided the ~~variation/s~~variation or variations 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%~~20% or ~~to a maximum of $250,000~~$250,000, whichever is the lesser value [F&G r.21A(a)]. 6. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. 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. b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where: 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 before 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 after 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~~can ~~subject~~only ~~to:~~be made if: • prior budget provision ~~having~~has 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 –~~being: ~~•~~o a ~~reduction~~reduction; ~~•~~o ~~the~~a cumulative value that remains below the tender ~~threshold~~threshold; ~~•~~o a likely increase in cost to a cumulative total of ~~$250,000 ex GST~~20% or ~~10%~~$250,000 (excluding GST), whichever is the ~~greater,~~lesser, where the adjusted total contract payment remains within ~~Budget~~budget ~~provision:~~provision; ~~• is~~o a reasonable and unforeseen increase in the duration of the contract. g. Contract extensions under r20 and 21A of Local Government (Functions and General) Regulations 1996 are subject to: ~~•~~o prior budget provision having been made, or ~~•~~o being to give effect to a Council decision to extend a contract entered into, or ~~•~~o the intentions and purposes of the contract are not substantially altered, and ~~•~~o the original contract including provisions which permit an extension ~~•~~o 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 ~~•~~o any extension taking effect prior to the expiration of the original contract ~~•~~o written evidence that the terms of the contract extension have been mutually agreed by the Shire and the contractor.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025
Amendment history	Date Type Amendment References 23 May 2023 Amended The current delegation allows for tendered contracts The delegation was reviewed delegation to be varied, where necessary, up to a maximum of at OCM 23/05/2023 10% or $250,000, whichever is the lesser. The proposed change is that the maximum is increased to 20% or $250,000 maximum, whichever is the lesser.

1.2.18 Tenders for Goods and Services - Exempt Procurement

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: r.11(2) When tenders have to be publicly invited (exemptions)
Function	1. 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)]. 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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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: 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* OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) AND where satisfied that the contract represents value for money. [F&G.r.11(2)(h)] *as specified in F&G.r.11(2)(h)(ii) 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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Policy	Council Policy C002 Purchasing Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.19 Disposing of Property

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.58(2) & (3) Disposing of Property
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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~~The ~~accordance~~maximum ~~with~~property ~~s.5.43,~~transaction value for a property ~~acquisition or~~ 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.~~$20,000. c. When determining the method of disposal: • Where a public auction is determined as the method of disposal: o The Reserve price ~~has~~is ~~been~~to be set by independent valuation. o 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: o Negotiate the sale of the property up to a -10% variance on the independent valuation; and o Consider any public submissions following a 7-day (s.1.7) local public notice period, 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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.20 Payments from the Municipal or Trust Funds

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government (Financial Management) Regulations 1996: r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Function	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Authority to make payments is subject to annual budget limitations.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Strategy & Performance Executive Manager Lifestyle & Community Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services Subdelegate 1. Delegates must comply with the Procedures approved by the CEO in accordance with conditions Financial Management Regulation 5. 2. Payments by and EFT transactions must be approved jointly by two Delegates, one of whom must be the CEO or ~~Finance~~approved ~~Manager~~ subdelegate 3. Monthly and EFT payment listing recorded in Council Minutes
Statutory framework	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
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.21 Defer, Grant Discounts, Waive or Write Off Debts

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.12 Power to defer, grant discounts, waive or write off debts
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Corporate Strategy & Performance Executive Manager Lifestyle & Communities Subdelegate 1.Write-off a rates or service charge debt up to $200.00 in accordance with the Financial conditions Hardship Policy CF0062 2. 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.
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025
Amendment history	Date Type Amendment References 23 May 2023 Amended The current delegation for the writing off of debt is The Delegation was amended delegation limited to individual debts of $100 maximum value, at OCM 23/05/2023 and cumulative debts of a single debtor of up to $500. The proposed change is that the individual debt write off limit be increased to $200 to align with the fines issued for a number of different infringements such as illegal camping and parking, dog wandering at large and unregistered dogs. The proposed change will also assist in managing historic unenforceable fines that are currently causing delays in the processing of current fines through the Fines Enforcement Registry (FER). It is proposed that the current delegation for cumulative debt write off remains at $500.

1.2.22 Power to Invest and Manage Investments

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.14 Power to invest Local Government (Financial Management) Regulations 1996: r.19 Investments, control procedures for
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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'~~purpose', and subsequently considered by the ~~Audit~~Audit, Risk and ~~Risk~~Improvement Committee ~~at least once~~ within ~~every~~the ~~2~~period ~~financial~~prescribed ~~years.~~by ~~[Audit~~regulation ~~r.17]~~17 of the Local Government (Audit) Regulations 1996
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services Executive Manager Corporate Strategy & Performance Executive Manager Lifestyle & Community Executive Manager Community Planning & Sustainability Governance, Risk & Compliance Manager Subdelegate 1. A decision to invest must be jointly confirmed by two Delegates. conditions 2. Investment decisions are limited to a maximum of $500,000 per transaction on the short -term money market 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.~~CEO for confirmation.
Statutory framework	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))
Policy	Council Policy C011- Investments
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.23 Rate Record Amendment

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.39(2)(b) Rate record
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Governance, Risk & Compliance Manager Rates Officer
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.24 Agreement as to Payment of Rates and Service Charges

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.49 Agreement as to payment of rates and service charges
Function	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Governance, Risk & Compliance Manager Rates Officer
Statutory framework	Delegates are designated employees under s.5.74 and are required to provide Primary and Annual Returns.
Policy	Policy C009 – Rate Recovery
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.25 Determine Due Date for Rates or Service Charges

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.50 Rates or service charges due and payable
Function	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Carnarvon. [s.6.50].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.26 Recovery of Rates or Service Charges

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.56 Rates or service charges recoverable in court s.6.64(3) Actions to be taken
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Governance, Risk & Compliance Manager
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.60 Local Government may require lessee to pay rent
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Governance, Risk & Compliance Manager
Statutory framework	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	Policy C009 – Rate Recovery
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: 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
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 without having, within the previous 3-years attempted to recover the outstanding rates / changes 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 Local Government Act 1995. 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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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.
Policy	Council Policy C009 – Rate Recovery
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.29 Rate Record – Objections

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.6.76 Grounds of objection
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Governance, Risk & Compliance Manager Rates Officer
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.30 Renewal or Extension of Contracts during a State of Emergency

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (ja)
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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.
Statutory framework	Local Government (Functions and General) Regulations 1996
Policy	Council Policy C002 -Purchasing Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: s.3.57 Tenders for providing goods or services Local Government (Functions and General) Regulations 1996: Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2) (aa) Associated definition under subregulation 11(3)
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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.
Subdelegates	~~Community Emergency Services Manager~~Executive Manager Community Planning & Sustainability Executive Manager Corporate Strategy & Performance Executive Manager Infrastructure Services
Statutory framework	Local Government (Functions and General) Regulations 1996 WALGA Subscription Service – Procurement Toolkit
Policy	Council Policy C002 -Purchasing Policy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.32 Appointment of Acting CEO

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Local Government Act 1995: 5.36 Local Government Employees 5.39 Contracts for CEO and senior employees
Function	Appointment of an Acting Chief Executive Officer.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Appointments must be in accordance with Council Policy for appointment of an Acting Chief Executive Officer.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.2.33 ~~Application~~Authority to Sign Documents on Behalf of ~~Common~~the ~~Seal~~Shire

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	Local Government Act 1995: Section 9.49A(4) authorisation to sign documents on behalf of the Town (Shire)
Express power or duty delegated	Local Government Act 1995: Section 9.49A(4) Execution of documents
Function	Authority to sign documents on behalf of the Shire.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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~~Documents executed on behalf of the ~~Common~~Shire ~~Seal~~under ~~has~~section ~~no~~9.49A(3) ~~effect~~are ~~unless~~to be signed by the Chief Executive Officer and countersigned by the President.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Activities in Thoroughfares and Public Places and Trading Local Law: 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
Function	1. General Activity Control 1A. Authority, limit to permits subject of this delegation, 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)]. 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: ~~a.Temporary~~a. Temporary vehicle crossing [cl.2.4(1)] ~~b.Any~~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 Consideration~~ a permit 75 of 195 issued under cl.5.13; 1. 1. issued under cl.5.13; 2. fell any tree onto a thoroughfare; 3. lay pipes under or provide taps on any verge or place or install anything on any part of a thoroughfare; 4. 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; 5. use or do anything so as to create a nuisance; 6. place or cause to be placed in on a thoroughfare a bulk rubbish container; 7. interfere with the soil of or anything in a thoroughfare or take anything from a thoroughfare; 2. Drive or take a vehicle on a closed thoroughfare[cl.2.19]; 3. Erect or place an advertising or directional sign [cl.3.2] 4. Use of portable signs [cl.3.4]; 5. Erection or placement of an Election Sign on a thoroughfare [cl.3.5]; 6. Leave an animal or vehicle in a public place or local government property [cl.4.1(1)]; 7. Clear and maintain in a cleared state, the surface of a thoroughfare within 1m of the person's land [cl.5.11]. 8. Burn, subject to the Bush Fires Act 1954, 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] 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 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]; 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]
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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 Activities in Thoroughfares and Public Places and Trading Local Law. 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 Local Government (Uniform Local Provisions) Regulations 1996 – refer CEO Delegations 1.3.3 and 1.3.4. Crossing permits are approved under Regulations 12 and 13 of the Local Government (Uniform Local Provisions) Regulations 1996 – refer Delegation 1.2.13 Crossings – Construction, Repair and Removal.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	Activities in Thoroughfares and Public Places and Trading Local Law: 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
Function	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 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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings. 1. All applications for Coral Bay are to be presented to Council for consideration of Coral conditions Bay Settlement Structure Plan 2014-2028 2. Only Council can refuse a valid application or cancel an existing permit.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability ~~1. All applications for Coral Bay are to be presented to Council for consideration of Coral conditions Bay Settlement Structure Plan 2014-2028~~ ~~2. Any~~Only ~~refusal~~Council ~~of~~can ~~cancellation~~refuse ~~to~~a ~~be~~valid ~~bought~~application ~~before~~or ~~council~~ ~~cancel an existing permit.~~
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.3.3. Bush Fire Brigades Local Law

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Function	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Community Emergency Services Manager~~ Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services
Statutory framework	Shire of Carnarvon Bush Fire Brigades Local Law
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.3.4 Cats Local Law

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Function	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	Shire of Carnarvon Cats Local Law
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.3.5 Cemeteries Local Law

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Function	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Statutory framework	Shire of Carnarvon Cemeteries Local Law
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.3.6 Dogs Local Law

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Function	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	Shire of Carnarvon Dogs Local Law
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.3.7 Parking Local Law

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Function	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	Shire of Carnarvon Parking Local Law
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.3.8 Public Places and Local Government Property Local Law

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Function	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services ~~Rangers~~ Senior Environmental Health Officer Senior Environmental Health Officer (Contractor) Urban Operations Manager (Works)
Statutory framework	Shire of Carnarvon Public Places and Local Government Property Local Law
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

1.3.9 Waste Local Law

Head of power	01 Local Government Act 1995
Delegator	Local Government
Express power to delegate	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	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Function	All the powers, duties, and responsibilities of the local government pursuant to the Local Law.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services Urban Operations Manager (Works)
Statutory framework	Shire of Carnarvon Waste Local Law
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.1 Grant a Building Permit

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: 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 Building Regulations 2012: 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))
Function	1. Authority to require an applicant to provide anydocumentation 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 ofdefects 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].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	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 Review of decision to refuse to extend time during which permit has effect (s.32(3)) – reviewable by SAT Building Services (Registration Act) 2011 – Section 7 Home Building Contracts Act 1991 – Part 3A, Division 2 – Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.2 Demolition Permits

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: 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 Building Regulations 2012 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))
Function	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)~~[s.21(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 ii. 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)] iii. 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].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Community Planning & Sustainability Subdelegate ~~Refusal~~Only ~~to~~Council ~~approve~~can refuse a valid application ~~to~~for ~~be~~a ~~bought before Council~~permit. conditions
Statutory framework	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 Building Services (Complaint Resolution and Administration) Act 2011 -– Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.3 Occupancy Permits or Building Approval Certificates

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: 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)
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Building Act 2011 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 Building Services (Complaint Resolution and Administration) Act 2011 – Part 7, Division 2 Building and Construction Industry Training Levy Act 1990 Heritage Act 2018
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.4 Designate Employees as Authorised Persons

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Function	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 authorised person for the purposes of sections 96(3) and 99(3) is not an approved officer or authorised officer for the purposes of Building Reg. 70.
Delegates	~~CEO~~Chief Executive Officer
Conditions	~~a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.~~N/A
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	Building Act 2011 s.97 each designated authorised person must have an identity card. ~~r.5A~~r.4A Authorised persons (s.3) – definition
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.5 Inspection and Copies of Building Records

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: s.131(2) Inspection, copies of building records
Function	1. Authority to determine an application from a n interested person to inspect and copy a building record [s.131(2)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building ~~Service~~Services Officer Executive Manager Community Planning & Sustainability
Statutory framework	Building Act 2011 - s.146 Confidentiality
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.6 Referrals and Issuing Certificates

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Act 2011: s.145A Local Government functions
Function	1. Authority to refer uncertified applications under s.17(1) to a suitably qualified and appropriately registered 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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Community Planning & Sustainability
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.7 Private Pool Barrier – Alternative and Performance Solutions

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Regulations 2012: r.51 Approvals by permit authority
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Building ~~Service~~Services Officer ~~Deputy~~Executive ~~CEO~~Manager ~~Manager,~~Community ~~Regulatory~~Planning ~~Services~~& Sustainability
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.8 Smoke Alarms – Alternative Solutions

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Regulations 2012: r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Subdelegates	Executive Manager Community Planning & Sustainability
Record keeping	In accordance with s130 Building Act 2011 and r 12 Building Regulations 2012
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.9 Appointment of Approved Officers and Authorised Officers

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.127(1) & (3) Delegation: special permit authorities and local government
Express power or duty delegated	Building Regulations 2012: r.70 Approved officers and authorised officers
Function	1. Authority to appoint an approved officer for the purposes of s.6(a) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(1) and (1A). NOTE: Only employees delegated under s 5.44(1) of the Local Government Act 1995 with power under s9.19 or 9.20 may be appointed as "approved officers". 2. Authority to appoint an authorised officer for the purposes of s.6(b) of the Criminal Procedure Act 2004, in accordance with Building Regulation 70(2). NOTE: Only employees appointed under s 9.10 of the Local Government Act 1995 and 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).
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	Building Regulations 2012: 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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

2.1.10 Issue and Revocation of Building Orders

Head of power	02 Building Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Building Act 2011: s.110, s.117 & s.127(1) and (3) – Building orders, revocation, and delegation by local governments
Express power or duty delegated	Building Act 2011: s.110 Building orders s.117 Revocation of building orders s.127 Delegation of powers of permit authority Building Regulations 2012
Function	Council delegates its authority and power to the ~~ChiefExecutive~~Chief Executive Officer to- 1.0 Make a building order in respect of one or more of ~~thefollowing;~~the following; (a) Particular building work; (b) Particular demolition work; or (c) A particular building or incidental structure. 2.0 Revoke a building order subject to- (a) Compliance with Section 117(1) of the Building Act 2011 ~~byserving~~by serving written notice to each person to whom the order is directed.
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Building Act 2011: s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)
Statutory framework	Building Act 2011 s.110 Building orders Provides the power for a permit authority to make a building order in respect of building work, demolition work, or a building or incidental structure. s.117 Revocation of building orders Provides the power and requirements for revoking a building order, including service of written notice to affected persons. s.127 Delegation of powers of permit authority Enables a local government to delegate its powers and duties under the Act to the Chief Executive Officer or other authorised employees. Building Regulations 2012 General supporting provisions Prescribe administrative, procedural and technical requirements that support the exercise of powers under the Building Act 2011. Local Government Act 1995 s.5.42 Delegation of powers and duties by local government Enables a local government (Council) to delegate its statutory powers and duties to the Chief Executive Officer. s.5.44 Delegation of powers and duties by Chief Executive Officer Enables the CEO to sub-delegate powers and duties to other local government employees.
Record keeping	Building Act 2011 s.118 Register of building orders Requires a permit authority to keep and maintain a register of building orders made under the Act, including prescribed details of each order.
Date adopted	28 April 2026
Adoption references	COUNCIL RESOLUTION - OCM 06/04/26
Last reviewed	~~22~~28 ~~July~~April ~~2025~~2026

3.1.1 Make Request to FES Commissioner – Control of Fire

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: s.13(4) Duties and powers of bush fire liaison officers
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	Council is advised as soon as possible
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.2 Prohibited Burning Times - Vary

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: 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	Bush Fires Act 1954: s.17(7) Prohibited burning times may be declared by Minister Bush Fire Regulations 1954: 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
Function	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)].
Delegates	Chief Bush Fire Control Officer Shire President
Conditions	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 subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.3 Prohibited Burning Times – Control Activities

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: 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 Bush Fire Regulations 1954: 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
Function	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 selfpropelled 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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Only the CEO may commence legal proceedings.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.4 Restricted Burning Times – Vary and Control Activities

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: 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 Bush Fire Regulations 1954: 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
Function	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] 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 selfpropelled 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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only the CEO may commence legal proceedings.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.5 Control of Operations Likely to Create Bush Fire Danger

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: s.27D Requirements for carriage and deposit of incendiary material Bush Fires Regulations 1954: 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
Function	1. 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. a person operating a bee smoker device during a prescribed period [r.39CA(5)]. b. a person operating welding apparatus, a poweroperated abrasive cutting disc [r.39C(3)]. c. a person using explosives [r.39D(2)]. d. a person using fireworks [r.39E(3) 2. 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]. Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.6 Burning Garden Refuse / Open Air Fires

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: 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 Bush Fires Regulations 1954: r.27(3) Permit, issue of
Function	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 plan 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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.7 Firebreaks

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: s.33 Local government may require occupier of land to plough or clear fire-breaks
Function	1. 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: a. clearing of firebreaks as determined necessary and specified in the notice; and b. 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 c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. 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)]. a. 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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: s.38 Local Government may appoint bush fire control officer
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3) See Appointment Instrument
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.9 Control and Extinguishment of Bush Fires

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: s.46 Bush fire control officer or forest officer may postpone lighting fire
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: s.58 General penalty and recovery of expenses incurred
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Only the CEO may commence legal proceedings
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

3.1.11 Prosecution of Offences

Head of power	03 Bush Fires Act 1954 Delegations
Delegator	Local Government
Express power to delegate	Bush Fires Act 1954: s.48 Delegation by local government
Express power or duty delegated	Bush Fires Act 1954: s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Only the CEO may commence legal proceedings.
Express power to subdelegate	NIL – Sub-delegation is prohibited by s.48(3)
Statutory framework	Bush Fires Act 1954: s.65 Proof of certain matters s.66 Proof of ownership or occupancy
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

4.1.1 Cat Registrations

Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Cat Act 2011: s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011: s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags Cat Regulations 2012 Schedule 3, cl.1(4) Fees Payable
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Customer Service Officer Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	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 Cat Act 2011.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

4.1.2 Cat Control Notices

Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Cat Act 2011: s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011: s.26 Cat control notice may be given to cat owner
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	Cat Regulations 2012 – r.20 Cat control notice [s.23(3)], prescribes the Form of the notice.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

4.1.3 Approval to Breed Cats

Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Cat Act 2011: s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011: s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the Cat Act 2011.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

4.1.4 Recovery of Costs – Destruction of Cats

Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Cat Act 2011: s.44 Delegation by local government
Express power or duty delegated	Cat Act 2011: s.49(3) Authorised person may cause cat to be destroyed
Function	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Only the CEO may commence legal proceedings.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

4.1.5 Applications to Keep Additional Cats

Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Cat Act 2011: s.44 Delegation by local government
Express power or duty delegated	Cat (Uniform Local Provisions) Regulations 2013: r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Function	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)]. 3. 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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the Cat (Uniform Local Provisions) Regulations 2013.
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

4.1.6 Reduce or Waiver Registration Fee

Head of power	04 Cat Act 2011 Delegations
Delegator	Local Government
Express power to delegate	Cat Act 2011: s.44 Delegation by local government
Express power or duty delegated	Cat Regulations 2012: Schedule 3 Fees clause 1(4)
Function	a. This delegation does NOT provide authority to determine to reduce or waiver the fees payable in regard to any class of cat within the District. This matter requires a Council decision in accordance with s.6.16, 6.17 and 6.18 of the Local Government Act 1995.
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Cat Act 2011: s.45 Delegation by CEO of local government
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

5.1.1 Refuse or Cancel Registration

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: 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
Function	1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 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: i. 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 Cat Act 2011 or the Animal Welfare Act 2002; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. 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)]. i. 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 section 31, 32 or 33A and had not been claimed [s.17(6)]
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Customer Service Officer Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	Dog Act 1976 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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

5.1.2 Kennel Establishments

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: s.27 Licensing of approved kennel establishments
Function	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: s.26 Keeping more than 2 dogs
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Subdelegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

5.1.4 Recovery of Moneys Due Under this Act

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: s.29(5) Power to seize dogs
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

5.1.5 Dispose of or Sell Dogs Liable to be Destroyed

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: s.29(11) Power to seize dogs
Function	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

5.1.6 Declare Dangerous Dog

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: 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
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	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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Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: s.33H(5) Local government may revoke declaration or proposal to destroy
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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5.1.9 Determine Recoverable Expenses for Dangerous Dog Declaration

Head of power	05 Dog Act 1976 Delegations
Delegator	Local Government
Express power to delegate	Dog Act 1976: s.10AA Delegation of local government powers and duties
Express power or duty delegated	Dog Act 1976: s.33M(1)(a) Local Government expenses to be recoverable
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Dog Act 1976: s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

6.1.1 Determine Compensation

Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	Food Act 2008: 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	Food Act 2008: s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Function	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)].
Delegates	~~CEO~~Chief Executive Officer Executive Manager Community Planning & Sustainability Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	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 subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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6.1.2 Prohibition Orders

Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	Food Act 2008: 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	Food Act 2008: s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Function	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)].
Delegates	~~CEO~~Chief Executive Officer Executive Manager Community Planning & Sustainability Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	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 subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	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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6.1.3 Food Business Registrations

Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	Food Act 2008: 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	Food Act 2008: s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Function	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].
Delegates	~~CEO~~Chief Executive Officer Executive Manager Community Planning & Sustainability Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	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 subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

6.1.4 Appoint Authorised Officers and Designated Officers

Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	Food Act 2008: 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 • Appointment NIL – Food Regulations of Authorised Officers – Appointment of persons to assist with 2009 do not provide for sub-delegation. the discharge of duties of an Authorised Officer
Express power or duty delegated	Food Act 2008: s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	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 Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [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).~~[s.126(7)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Section 126 of the Food Act 2008 prohibits an officer who issued an infringement notice from also determining its withdrawal or extending the time for payment of a modified penalty. Those decisions must be made by a different Designated Officer. b. 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 subdelegate**~~	~~NIL – Food Regulations 2009 do not provide for sub-delegation.~~
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

6.1.5 Debt Recovery and Prosecutions

Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	Food Act 2008: 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	Food Act 2008: s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

6.1.6 Food Businesses List – Public Access

Head of power	06 Food Act 2008 Delegations
Delegator	Local Government
Express power to delegate	Food Act 2008: 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	Food Act 2008: r.51 Enforcement agency may make list of food
Function	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Delegates	~~CEO~~Chief Executive Officer Executive Manager Community Planning & Sustainability Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	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 subdelegate	NIL – Food Regulations 2009 do not provide for sub-delegation.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

7.1.1 Give Notice Requiring Obliteration of Graffiti

Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Only the CEO may commence legal proceedings.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure Services ~~Facilities~~Facility and Services Operations Manager Urban Operations Manager (Works)
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

7.1.2 Notices – Deal with Objections and Give Effect to Notices

Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure Services
Statutory framework	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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

7.1.3 Obliterate Graffiti on Private Property

Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: s.25(1) Local government graffiti powers on land not local government property
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	a. Subject to exercising Powers of Entry.
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure Services
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

7.1.4 Powers of Entry

Head of power	07 Graffiti Vandalism Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Graffiti Vandalism Act 2016: s.16 Delegation by local government
Express power or duty delegated	Graffiti Vandalism Act 2016: s.28 Notice of entry s.29 Entry under warrant
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	Graffiti Vandalism Act 2016: s.17 Delegation by CEO of local government
Subdelegates	Executive Manager Infrastructure Services
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Health (Asbestos) Regulations 1992: r.15D(7) Infringement Notices
Express power or duty delegated	Health (Asbestos) Regulations 1992: r.15D(5) Infringement Notices
Function	~~1.~~ Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the Criminal Procedure Act 2004 Part 2 ~~[r.15D(5)].~~[r.15D(5)] to issue infringement notices.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Nil – the Health (Asbestos) Regulations 1992 do not provide a power to subdelegate.
Statutory framework	Criminal Procedure Act 2004 – Part 2
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

8.1.2 Enforcement Agency Reports to the Chief Health Officer

Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.22 Reports by and about enforcement agencies
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	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)].
Statutory framework	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

8.1.3 Designate Authorised Officers

Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.24(1) and (3) Designation of authorised officers
Function	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)].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	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)].
Statutory framework	Public Health Act 2016 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 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 Criminal Investigation Act 2006, Parts 6 and 13 – refer s.245 of the Public Health Act 2016 The Criminal Code, Chapter XXVI – refer s.252 of the Public Health Act 2016
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

8.1.4 Determine Compensation for Seized Items

Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.264 Compensation
Function	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].
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	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)].
Statutory framework	Public Health Act 2016 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
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

8.1.5 Commence Proceedings

Head of power	08 Public Health Act 2016 Delegations
Delegator	Local Government
Express power to delegate	Public Health Act 2016: s.21 Enforcement agency may delegate
Express power or duty delegated	Public Health Act 2016 s.280 Commence proceedings
Function	1. The Chief Executive Officer is delegated authority to commence proceedings for an offence under the Public Health Act 2016 [s.280]
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	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)].
Statutory framework	Public Health Act 2016 s.20 Conditions on performance of functions by enforcement agencies.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

9.1.1 Illegal Development

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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	Planning and Development Act 2005: Section 214(2), (3) and (5)
Function	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 thedevelopment; 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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

9.1.2 Unauthorised or Non – Complying Development – Directions and Offences

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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	Planning and Development Act 2005: Section 214, 218
Function	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)
Delegates	~~CEO~~Chief Executive Officer
Conditions	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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	Planning and Development Act 2005: Section 214(2), (3) and (5) Planning and Development (Local Planning Schemes) Regulations 2015 Shire of Carnarvon District Zoning Scheme No. 13. Land Administration Act 1997, Section 15(6)
Function	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', 'IP' and 'AA' in Table 1 and Section 3.5 of the Shire of Carnarvon District Zoning Scheme No. 11 ('Scheme No.11') for Planning Approval in accordance with Schedule 2 of the Planning and Development (Local Planning Schemes) Regulations 2015and/or Western Australian Planning Commission State Planning Policy No. 3.1 – 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. 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 District Zoning Scheme No. 11.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 Gascoyne Joint Development Assessment Panel (GJDAP) application at the next available Council meeting. Applications to be bought to Council to determine: • where A Use and/or D use is advertised, and objections received. • where an application is recommended for refusal • where an application exceeds an anticipated value of $1,000,000 All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

9.2.2 Modification of restrictive covenant conditions

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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
Function	Authority to remove conditions Restrictive Covenant pursuant to Clause 35 of the Shire of Carnarvon Town Planning Scheme No 13.
Delegates	~~CEO~~Chief Executive Officer
Conditions	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

9.2.3 Issue of development approval for events

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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	Shire of Carnarvon Town Planning Scheme No 13
Function	Authority to determine applications for events and issue development approval, subject to the application complying with the relevant provisions of Local Planning Policy Statement No19.
Delegates	~~CEO~~Chief Executive Officer
Conditions	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

9.2.4 Bonds for uncompleted works

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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	Shire of Carnarvon Town Planning Scheme No 13
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
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9.2.5 Planning applications on land adjoining Shire property

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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	Shire of Carnarvon Town Planning Scheme No 10 All Planning Policies Shire of Carnarvon Town Planning Scheme No. 11
Function	Authority to determine acceptability of Planning Applications adjacent to Shire of Carnarvon property (freehold or reserved).
Delegates	~~CEO~~Chief Executive Officer
Conditions	All matters determined under Delegated Authority are to be listed at the first available Ordinary Meeting of Council.
Express power to subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	09 Planning and Development Act 2005 Delegations
Delegator	Local Government
Express power to delegate	Local Government Act 1995: 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
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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 subdelegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Subdelegates	Executive Manager Community Planning & Sustainability
Statutory framework	Part 13 of the Planning and Development Act 2005
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

10.1 Australian Citizenship Act ~~2017~~2007

Head of power	11 Authorisations and Appointments – As of Right
Delegator	(Authorisation) Australian Citizenship Act ~~2017~~2007
Express power to delegate	Australian Citizenship Act ~~2017~~2007 s27(5)
Function	Pursuant to s27(5) of the Australian Citizenship Act ~~2017~~2007 the Shire President, Deputy President, CEO are authorised persons, as of right, to receive a Pledge of Commitment under the Act.
Delegates	~~CEO~~Chief Executive Officer Deputy President Shire President
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

11.2 Litter Act 1979

Head of power	11 Authorisations and Appointments – As of Right
Delegator	~~CEO~~Chief Executive Officer
Express power to delegate	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
Express power or duty delegated	Litter Act ~~1978~~1979 – ~~S26(1)(c)(i),~~s.26(1)(c)(i), ~~(ii)),~~(ii), ~~S30(4a)~~s.30(4a)
Function	S26(1)(c)(i), (ii) prescribes that all elected members and employees are Authorised Persons by virtue of their office.
Delegates	~~Rangers~~Community Safety Officer - Team Lead Community Safety Officers
Date adopted	26 July 2022
Adoption references	All Delegations reviewed at FCM 26.07.2022
Last reviewed	22 July 2025

12.1.1 Person in control of Local Government Property

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power to delegate	Criminal Code ~~2013~~Act Compilation Act 1913 – ~~S70A~~s.70A (Trespass)
Function	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
Delegates	~~CEO~~Chief Executive Officer
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

12.2.1 Referral of Proposals – Environmental Protection Act 1986

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Environmental Protection Act 1986 – s87, 114(3)
Function	The Chief Executive Officer is authorised to refer Proposals to the Environmental Protection Authority.
Delegates	~~CEO~~Chief Executive Officer
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

12.2.2 Authorisation

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Environmental Protection Act 1986 – s87, 114(3)
Function	IF, 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, acting with the consent of the CEO of the relevant State Government Department is authorised to initiate prosecutions.
Delegates	~~CEO~~Chief Executive Officer
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

12.3.1 Equal Employment Opportunity Management Plans

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Equal Employment Opportunity Act 1984 – S145
Function	Chief Executive Officer is to prepare and implement equal employment opportunity management plans pursuant to s145 Equal Employment Opportunity Act 1984
Delegates	~~CEO~~Chief Executive Officer
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

12.4.1 Authorised Persons

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Food Act 2008: s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Function	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).~~[s.126(7)].
Delegates	~~CEO~~Chief Executive Officer Executive Manager Community Planning & Sustainability Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	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
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

12.5.1 Authorised Persons

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Gaming and Wagering Commission Act 1987 s21(2), 55(3)
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Only activated if the Commission requests
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

12.7.1 Authorised Officers, Withdrawal of Infringement Notices

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Litter Act ~~1978~~1979 – ~~S26(1)(c)(i),~~s.26(1)(c)(i), ~~(ii)),~~(ii), ~~S30(4a)~~s.30(4a)
Function	Pursuant to ~~S30(4a)~~s.30(4a) Litter Act 1979 the ~~CEO,~~Chief Executive Officer, Executive Manager ~~Development~~Community Planning & Sustainability, Community Safety Officer – Team Lead and Community ~~Services,~~Safety ~~Environmental Services Coordinator, and Rangers~~Officers are authorised to withdraw infringement notices.
Delegates	~~CEO~~Chief ~~Coordinator~~Executive Officer Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Conditions	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, only the Shire President is authorised to withdraw such a notice.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Local Government Act 1995 s.2.8(1)(d), 5.41(f)
Function	The Chief Executive Officer is authorised to speak in public, on behalf of the Shire, on all matters of an operational nature 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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	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.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	12 Authorisations and Appointments by Council
Delegator	Local Government
Express power or duty delegated	Rates and Charges (Rebates and Deferments) ~~Regulation~~ Act 1992~~ – S12; S13; S32~~
Function	The Chief Executive Officer is the Pensioner Rates Review Officer, as defined by the Act. The Finance Manager is the Pensioner Rates Determination Officer as defined by the Act.
Delegates	~~CEO~~Chief Executive Officer
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.1.1 Authorised Persons

Category	13.01 Building Act 2011
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Building Act 2011: s.93(2)(d) authorised persons
Function	Authority as Authorised Persons
Delegates	~~Aerodrome Reporting Officer~~ Building ~~Service Officer Business Support~~Services Officer Executive Manager Community Planning & Sustainability Senior Aerodrome Reporting Officer Aerodrome Reporting Officer
Conditions	A permit authority must give an identity card to each person designated by it as an authorised person and which must: a. identify the person as an authorised person; and b. contain a recent photograph of the person Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.3.1 Authorised Persons

Category	13.3 Caravan Parks and Camping Grounds Act 1995
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Local Government Act 1995 s9.10 Caravan Parks and Camping Grounds Act 1995 – s17(1)
Function	~~Chief Executive Officer, Executive Manager Infrastructure Services, Manager, Regulatory Services, Senior Environmental Health Officer and Rangers are~~Delegates appointed Authorised Persons, ~~with~~under delegation 13.3.1 will have powers of entry and inspection pursuant to s17(1) Caravan Parks and Camping Grounds Act.
Delegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services ~~Rangers~~ Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	Conditions on this Authorisation or Appointment: The CEO must give to each person appointed an identity card that — a. on the front of the card, sets out — i. the name and official insignia of the local government; and ii. the name of the person; and iii. a recent photograph of the person; and b. on the back of the card, specifies each law to which the person's appointment relates. (5) A person appointed under subsection (2) (the authorised person) must — a. Always carry their identity card when performing functions under a specified law; and b. produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.3.2 Authorised Persons - Infringement Notice

Category	13.3 Caravan Parks and Camping Grounds Act 1995
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Local Government Act 1995 s9.10 Caravan Parks and Camping Grounds Act 1995 – s23(2)
Function	Authority as Authorised Persons are appointed an Authorised Person pursuant to s23(2) Caravan Parks and Camping Grounds Act 1995.
Delegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~ Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	Conditions on this Authorisation or Appointment: The CEO must give to each person appointed an identity card that — a. on the front of the card, sets out — i. the name and official insignia of the local government; and ii. the name of the person; and iii. a recent photograph of the person; and b. on the back of the card, specifies each law to which the person's appointment relates. (5) A person appointed under subsection (2) (the authorised person) must — a. Always carry their identity card when performing functions under a specified law; and b. produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.4.1 Authorised Persons

Category	13.04 Cat Act 2011
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Local Government Act 1995 s9.10 Cat Act 2011: s. 48 Authorised persons
Function	~~Chief Executive Officer, Manager, Regulatory Services, Deputy CEO and Ranger~~Delegates are designated Authorised Persons for the purposes of ~~s62~~s.62 Cat ~~Act.~~Act ~~Chief~~2011. ~~Executive Officer, Manager, Regulatory Services, Deputy CEO and Ranger, Customer Services Officer~~Delegates are designated ~~as~~ Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. ~~Chief Executive Officer, a Manager, Regulatory Services, Deputy CEO and Ranger~~Delegates are designated Authorised Persons for all purposes of the Cat ~~Act,~~Act 2011, except as otherwise provided.
Delegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Customer Service Officer Executive Manager Community Planning & Sustainability ~~Rangers~~
Conditions	Conditions on this Authorisation or Appointment: The CEO must give to each person appointed an identity card that — a. on the front of the card, sets out — i. the name and official insignia of the local government; and ii. the name of the person; and iii. a recent photograph of the person; and b. on the back of the card, specifies each law to which the person's appointment relates. (5) A person appointed under subsection (2) (the authorised person) must — a. Always carry their identity card when performing functions under a specified law; and b. produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.6.1 Authorised Persons

Category	13.06 Control of Vehicles (Off Road Areas) Act 1978
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Local Government Act 1995 s9.10 Control of Vehicles (Off Road Areas) Act 1978 – s38(3)
Function	~~Chief Executive Officer, Manager, Regulatory Services, Deputy CEO and Ranger~~Delegates are designated Authorised Persons for the purposes of the Act.
Delegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Conditions	Conditions on this Authorisation or Appointment: The CEO must give to each person appointed an identity card that — a. on the front of the card, sets out — i. the name and official insignia of the local government; and ii. the name of the person; and iii. a recent photograph of the person; and b. on the back of the card, specifies each law to which the person's appointment relates. (5) A person appointed under subsection (2) (the authorised person) must — a. Always carry their identity card when performing functions under a specified law; and b. produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.7.1 Authorised Persons

Category	13.07 Dog Act 1976
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Local Government Act 1995 s9.10 Dog Act 1976: s.11(1) Staff and Services s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Function	~~Chief Executive Officer, Manager, Regulatory Services, Deputy CEO and Ranger~~Delegates are designated Authorised Persons for the purposes of the Act. ~~Chief Executive Officer, Manager, Regulatory Services, Deputy CEO and Ranger, Customer Services Officer~~Delegates are designated as Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. ~~The Chief Executive Officer, Manager, Regulatory Services , Deputy CEO and Rangers~~Delegates are designated as Authorised Persons to exercise the powers conferred on an authorised person by this Act [s.11(1)] and specifically to make declarations pursuant to s.33E(1) Individual dog may be declared to be dangerous dog.
Delegates	~~Coordinator~~Community Safety Officer - Team Lead Community Safety Officers Executive Manager Community Planning & Sustainability ~~Rangers~~
Conditions	Conditions on this Authorisation or Appointment: The CEO must give to each person appointed an identity card that — a. on the front of the card, sets out — i. the name and official insignia of the local government; and ii. the name of the person; and iii. a recent photograph of the person; and b. on the back of the card, specifies each law to which the person's appointment relates. (5) A person appointed under subsection (2) (the authorised person) must — a. Always carry their identity card when performing functions under a specified law; and b. produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.8.1 Information Coordinator and Principal Decision Maker

Category	13.08 Freedom of Information Act 1992
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Freedom of Information Act 1992 – S11, 12, 41, 100
Function	FOI Coordinator as the Freedom of Information Coordinator to undertake the duties and functions associated with the lodgement and collation of an application for information in accordance with S11, 12, of the Freedom of Information Act 1992 FOI Coordinator as the Principal Decision Maker CEO is the Principal Review Officer
Delegates	~~Senior Executive Officer~~ Special Projects Officer FOI Coordinator
Conditions	Principal Decision Maker is the FOI Coordinator, or an employee directed by the Chief Executive Officer to undertake the duties and functions s100 Principal Review Officer cannot be subordinate to Principal Decision Maker (s41)
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.9.1 Authorised Persons

Category	13.09 Graffiti Vandalism Act 2016
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Part 9 of the Local Government Act 1995 as the enabling power [s.15 of the Graffiti Vandalism Act 2016].
Delegates	Executive Manager Infrastructure Services
Conditions	Conditions on this Authorisation or Appointment: Cannot determine Objections or Suspension of effect in relation to Notice issued by the employee - s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.10.1 Authorised Persons - Legal Proceedings, Infringements and Enforcements

Category	13.10 Local Government Act 1995
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Local Government Act 1995) s9.10(1), 9.11, 9.13, 9.16 and 9.24 s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]
Function	~~CEO,~~Delegates ~~Manager Regulatory Services, Executive Manager Infrastructure Services as~~are Authorised Persons for the purposes of s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] and s9.10(1), 9.11, 9.13, 9.16 and 9.24
Delegates	Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services
Conditions	Conditions on this Authorisation or Appointment: Only the CEO may commence legal proceedings. The CEO must give to each person appointed an identity card that — a. on the front of the card, sets out — i. the name and official insignia of the local government; and ii. the name of the person; and iii. a recent photograph of the person; and b. on the back of the card, specifies each law to which the person's appointment relates. (5) A person appointed under subsection (2) (the authorised person) must — a. Always carry their identity card when performing functions under a specified law; and b. produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.11.1 Authority to Incur Liabilities

Category	13.11 Local Government (Financial Management) Regulations 1996
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Regs 5, 11 Local Government (Financial Management) Regulations 1996
Function	Requisitions and Purchase Orders Authority is provided to the following employees to raise requisitions (where appropriate) and to incur liabilities through the issue of Purchase Orders, within the following limits, inclusive of GST: Chief Executive Officer - Unlimited Executive Manager, Infrastructure Services - $275,000 Executive Manager, Community Planning & Sustainability - $275,000 Executive Manager, Corporate Strategy & Performance - $275,000 Executive Manager, Lifestyle & Community - $275,000 Urban Operations Manager (Works) - $55,000 Facility & Services Operations Manager - $55,000 Tourism Coordinator - $5,500 Library Services & Programs Coordinator - $5,500 ~~Special Projects Officer - $5,500~~ Principal Mechanic - $11,000 Senior Mechanic - $5,500 Place & Cultural Development Coordinator - $27,500 Manager, People Culture & Wellbeing - $27,500 Coordinator, Governance & Information - $3,300 Lead Strategic Projects Manager - $275,000 Senior Strategic Projects Manager - $165,000 Strategic Projects Manager - $165,000 Special Projects Officer - $5,500 Strategic Communications & Economic Development Manager - $27,500 ~~Strategic Projects Manager - $275,000~~ Executive Assistant - Lifestyle & Community - $3,300 Executive Services Officer - Corporate Strategy & Performance - $3,300 Executive Assistant - Community Planning & Sustainability - $3,300 Executive Services Coordinator - $5,500 Senior People & Culture Officer - $27,500 Executive Business Manager - $27,500 Operations Planner - $5,500 Infrastructure Officer - $5,500 Credit and Debit Cards Authority is provided to the following employees to incur liabilities through the Shire of Carnarvon ~~credit or debit cards, within the following limits:~~CF010 Corporate Credit Cards Policy: Chief Executive Officer~~ - $3,000~~ Executive Manager, Infrastructure Services ~~- $3,000~~ Executive Manager, Community Planning & Sustainability ~~- $3,000~~ Executive Manager, Corporate Strategy & Performance~~ - $3,000~~ Executive Manager, Lifestyle & Community ~~- $3,000~~ Special Projects Officer ~~- $2,000~~ ~~Urban Operations Manager (Works) - $1,000~~
Delegates	~~Coordinator Governance & Information Executive Assistant Community(Community Planning & SustainabilitySustainability) Executive Assistant Lifestyle(Lifestyle and CommunityCommunity) Executive Business Manager Executive Manager Community Planning & Sustainability Executive Manager Corporate Strategy & Performance Executive Manager Infrastructure Services Executive Manager Lifestyle & Communities Executive Services Coordinator Executive Services Officer (Corporate Strategy & Performance) FacilitiesFacility and Services Operations Manager Governance & Information Management Coordinator Infrastructure Officer Infrastructure Planner Lead Strategic Projects Manager Library Services & Programs Coordinator Manager, People, Culture and Wellbeing Operations Planner Place and& Cultural Development Coordinator Principal Mechanic Senior Mechanic Senior People & Culture Officer Senior Strategic Projects Manager Special Projects Officer Strategic Communications & Economic Development Manager Strategic Projects Manager Tourism Coordinator Urban Operations Manager (Works)~~

	Authorised delegates are to be as determined by the CEO and listed under "Functions" of delegation 13.11.1 "Authority to Incur Liabilities"
Conditions	Use of corporate credit or debit cards must be consistent with Council Policies, and instructions and procedures determined by the CEO.
Statutory framework	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.12.1 Authorised, Designated Persons - Infringement Notices

Category	13.12 Planning and Development Act 2005
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Planning and Development Act 2005 s228,229,230, 231, 234 Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015
Function	~~The Chief Executive Officer designates the Chief Executive Officer as a Designated Person for the purposes of s230, 231.~~ The Chief Executive Officer designates the Executive Manager Infrastructure ~~Services,~~Services ~~Regulatory,~~and ~~Services~~Executive Manager Community Planning & Sustainability as Designated Persons for the purposes of ~~s.228,~~s.228 ~~229~~and s.229. The Chief Executive Officer designates the Chief Executive Officer, Executive Manager Infrastructure ~~Services,~~Services and Executive Manager ~~Regulatory~~Community ~~Services~~Planning & Sustainability as Authorised Persons.
Delegates	Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services
Conditions	A Designated Person pursuant to s228 cannot be appointed for the purposes of any other Sections as a Designated person
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.14.1 Authorised Officers

Category	13.14 Public Health Act 2016
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Public Health Act 2016 s.24(1) and (3) Designation of authorised officers
Function	~~CEO,~~The Chief Executive Officer, Executive Manager Community Planning & Sustainability and Senior Environmental Health Officer ~~Manager, Regulatory Services~~ are designated as ~~an~~ authorised ~~officer~~officers under ~~s24~~section 24 of the Public Health Act 2016.
Delegates	Executive Manager Community Planning & Sustainability Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	Must operate in accordance with the conditions within the Shire of Carnarvon Health Local Law. A list of all officers designated as authorised officers must be kept and maintained in accordance with s27 of the Public Health Act 2016. Each person who is designed as an authorised officer must be issued with certificate of authority as an authorised officer in accordance with s30 of the Public Health Act 2016.
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.14.2 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Category	13.14 Public Health Act 2016
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Health (Asbestos) Regulations 1992 Pt 2 Criminal Procedure Act 2004
Function	~~CEO,~~The Chief Executive Officer, Executive Manager Infrastructure Services, Executive Manager Community Planning & Sustainability and Senior Environmental Health Officer ~~Manager, Regulatory Services~~ are appointed Authorised Persons and authorised pursuant to the Health (Asbestos) Regulations 1992 for the issuing of infringement notices. ~~The Chief Executive Officer is appointed as an Approved Officer pursuant to the Health (Asbestos) Regulations 1992 and the Criminal Procedure Act 2004 for the withdrawal or extension to a period to pay an infringement notice.~~
Delegates	Executive Manager Community Planning & Sustainability Executive Manager Infrastructure Services Senior Environmental Health Officer Senior Environmental Health Officer (Contractor)
Conditions	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)].
Statutory framework	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

13.15.1 Public Interest Disclosures

Category	13.15 Public Interest Disclosure Act 2003
Head of power	03 Authorisations and Appointments by CEO
Delegator	~~CEO~~Chief Executive Officer
Express power or duty delegated	Public Interest Disclosure Act 2003 – s23(1)(a)
Function	Pursuant to s23(1)(a) Public Interest Disclosure Act 2003 the Principal Executive Officer (Chief Executive Officer) designates the occupant of a specified position within the authority as the person responsible for receiving disclosures of public interest information.
Delegates	~~Deputy CEO~~Executive Manager, Corporate Strategy & Performance
Record keeping	In accordance with r19 Local Government (Administration) Regulations 1996
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

14.1.1 Noise Control – Environmental Protection Notices [Reg.65(1)]

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Local Government
Express power to delegate	Section 20 of the Environmental Protection Act 1986
Express power or duty delegated	Instrument of Delegation — Government Gazette No. 47. pg. 919 - 19 March 2004 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.
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 Environmental Protection Act 1986
Express power or duty delegated	Instrument of Delegation - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 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.
Function	Instrument of Delegation - Government Gazette 232, Delegation No. 112 Pg. 6282 - 20 Dec 2013 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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	Subregulation 18(13)(b) is not delegated.
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

14.1.3 Noise Management Plans – Construction Sites

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Environmental Protection Authority
Express power to delegate	Section 20 Environmental Protection Act 1986
Express power or duty delegated	Instrument of Delegation - Government Gazette No71, 16 May 2014, Pg. 1548 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.
Function	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.
Delegates	~~CEO~~Chief Executive Officer
Conditions	All 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.
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

14.2.1 Local Government CEOs - Sign Development Applications for Crown Land as Owner

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Minister for Lands
Express power to delegate	Section 267A Planning and Development Act 2005
Express power or duty delegated	Instrument of Delegation - www.dplh.wa.gov.au I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the Land Administration Act 1997 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
Function	I, Donald Terrence Redman MLA, Minister for Lands, a body corporate continued by section 7(1) of the Land Administration Act 1997 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
Delegates	~~CEO~~Chief Executive Officer
Conditions	See Column 3 of the Schedule
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

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

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Western Australian Planning Commission
Express power to delegate	Section 16(4) of the Planning and Development Act 2005
Express power or duty delegated	Instrument of Delegation - Government Gazette No20 29 January 2021 Pg. 449 On 20 January 2021, pursuant to section 16 of the Act, the WAPC RESOLVED— 1. 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; 2. 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; 3. TO AMEND "Del 2020/01—Powers of Local Governments" to give effect to its resolution and to publish an updated, consolidated instrument.
Function	Schedule 1 1. Applications made under section 15 of theStrata 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.
Delegates	~~CEO~~Chief Executive Officer
Express power to subdelegate	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.
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

14.3.1 Traffic Management - Events on Roads

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the Road Traffic Code 2000
Express power or duty delegated	Instrument of Delegation - Traffic Management for Events - CODE OF PRACTICE (Pg. 41) 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
Function	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
Delegates	~~CEO~~Chief Executive Officer
Conditions	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.
Policy	Traffic Management for Events CODE OF PRACTICE
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

14.3.2 Traffic Management – Road Works

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Commissioner of Main Roads
Express power to delegate	Regulation 297(2) of the Road Traffic Code 2000
Express power or duty delegated	Instrument of Delegation -Traffic Management for Works on Roads - CODE OF PRACTICE (Pg. 77) 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 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
Function	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 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
Delegates	~~CEO~~Chief Executive Officer
Conditions	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.
Policy	Traffic Management for Works on Roads CODE OF PRACTICE
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

14.4.1 Approval for Certain Local Government Vehicles as Special Use Vehicles

Head of power	14 Statutory Authorisations and Delegations to Local Government from State Government Entities
Delegator	Department of Transport
Express power to delegate	Pursuant to the Road Traffic (Vehicles) Regulations 2014
Express power or duty delegated	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 1 976); 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,
Function	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 1 976); 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,
Delegates	~~CEO~~Chief Executive Officer
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: a. have words clearly set out on the sides of the vehicle which state the nameof 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.
Date adopted	26 July 2022
Adoption references	Council Resolution FC 4/7/22 – Ordinary Council Meeting 26 July 2022
Last reviewed	22 July 2025

PO Box 5255, GERALDTON WA 6531
Tel: 0420 862 426 or 0499 555 501

SUBTERRANEAN SERVICE LOCATIONS WA

ABN 51 656 051 929

Job No: J26302

Page: 1 of 1

Date: 1/10/26
Time Onsite: 1:00 pm
Time Offsite: 4:00 pm
Location: Babbage Island Rd
CARNARVON

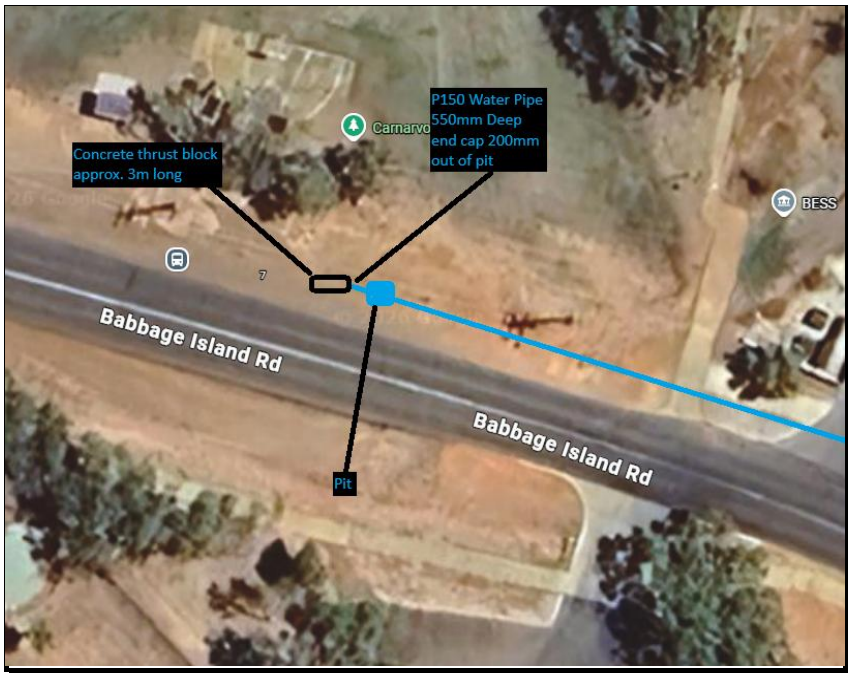
Locator: Jayden Berecz

HP Gas:
TAPL No.:
NAC No.: 000 889 0831
Other: DBYD - 1146

Detailed Sketch of Findings;

Indicate North
N

Telstra ☐
Comms ☐
Power ☐
Gas ☐
Water ☒
Sewer ☐
Drainage ☐
Other _____



Comments; _____

Client: Shire of Carnarvon
Contact: Sharmayne Halliday
Phone: 0427 410 046

Received By: _____
Date: _____

Signature: _____

SSLWA-Doc-007 01/09/2015 Rev A

Westralian Marine Group

ABN 40 060 430 346
90 Marine Terrace, Fremantle WA 6160
PO Box 655, Fremantle WA 6959
Phone: 61 8 9335 1311
Email: reception@westmarinegroup.com.au

23rd September 2026

Ms Amanda Dexter
Chief Executive Officer
Shire of Carnarvon

Re: Request for Access to Non-Potable Artesian Water Supply from the Carnarvon Airport Bore for the Proposed Babbage Island Resort and One Mile Jetty Heritage Precinct

Dear ~~Ms Dexter~~, Amanda,

Westmarine Group respectfully seeks the support of the Shire of Carnarvon for access to a supply of non-potable artesian water from the Shire-owned Airport Bore to facilitate the greening of the proposed Babbage Island Resort and the adjoining One Mile Jetty Heritage Precinct through landscape irrigation and public realm improvements.

As you are aware, Westmarine Group has secured the necessary approvals to redevelop the former seafood processing facility on Babbage Island into a major tourism destination for the Gascoyne Region. The project represents a substantial private investment in the Carnarvon economy and will provide a diverse range of accommodation, recreation and tourism facilities designed to attract visitors to the region and encourage longer visitor stays.

The successful establishment of landscaped areas, shade trees, lawns, gardens and public open spaces will be critical to the long-term success of the development and to establishing Babbage Island as a destination-quality tourism precinct. Access to a reliable source of non-potable irrigation water will be fundamental to achieving these outcomes.

The request does not relate to domestic, commercial or potable water consumption. The requested allocation is intended solely for irrigation, landscaping and greening initiatives associated with the resort development and the adjoining One Mile Jetty Heritage Precinct.

Accordingly, Westmarine Group requests access to an allocation of approximately 150,000 kilolitres per annum of non-potable artesian water for irrigation and landscaping purposes.

Incorporating: Bounty Nominees Pty Ltd, Coral Sea Fisheries Pty Ltd, Kelton Pty Ltd, Orange Sun Development Corporation Pty Ltd, Broome South Sea Pearls Pty Ltd, Westralian Marine Group Pty Ltd, Shearwater Fisheries (Aust) Pty Ltd, Tennereef Pty Ltd, Whitecaps Fishing Company Pty Ltd, Arkona Holdings Pty Ltd

KEY PROJECT INFORMATION

• Proposed resort accommodation capacity: approximately 834 guests.
• Requested non-potable water allocation: approximately 150,000 kilolitres per annum.
• Proposed sewer and water infrastructure corridor: approximately 3.8 kilometres.
• Proposed use: landscape irrigation and greening of Babbage Island and the One Mile Jetty Heritage Precinct.

Westmarine Group has fully developed plans for the construction of a private rising sewer main extending approximately 3.8 kilometres from the proposed Babbage Island Resort to the regional wastewater network. This infrastructure will be entirely funded and constructed by Westmarine Group.

It is proposed that the non-potable water main be co-located within the same trench corridor required for the sewer infrastructure. By undertaking construction of both pipelines simultaneously, significant savings can be achieved in excavation, reinstatement and construction costs, while minimising environmental disturbance and reducing the need for future excavation works.

Appropriate engineering safeguards will be incorporated into the design and construction of the infrastructure, including appropriate horizontal and vertical separation distances between pipelines, suitable bedding and protective measures, marker tapes and identification systems, isolation valves and inspection facilities, dedicated maintenance access points, and construction in accordance with relevant engineering standards and regulatory requirements.

Westmarine Group proposes to design, supply and install, at its own expense, the pipeline infrastructure necessary to connect Babbage Island to the Shire's existing non-potable artesian water system. Provision will also be made for a future spur connection adjacent to the One Mile Jetty Heritage Precinct.

MEMORANDUM OF UNDERSTANDING AND DEED

Westmarine Group proposes that the parties enter into a Memorandum of Understanding (MOU), followed by a formal Deed of Agreement.

It is envisaged that the MOU and subsequent Deed would address:

• Annual water allocation volumes.
• Security and continuity of supply.
• Non-potable water quality provisions.
• Metering, monitoring and reporting arrangements.
• Ownership of infrastructure.
• Construction standards and engineering approvals.
• Maintenance responsibilities.

- Access rights for inspection and maintenance.
- Heritage Precinct spur connection provisions.
- Future expansion and augmentation provisions.
- Annual tariffs, fees and charges.
- Recognition of Westmarine Group's capital contribution.
- Tariff rebate or offset mechanisms.
- Insurance and indemnity arrangements.
- Emergency response procedures.
- Agreement term and renewal provisions.
- Dispute resolution procedures.
- Recognition of the strategic community benefits arising from the greening of Babbage Island and the One Mile Jetty Heritage Precinct.

Westmarine Group respectfully submits that any tariff structure should appropriately recognise the substantial capital investment being undertaken by the company through the design and construction of the pipeline infrastructure.

The proposal presents a unique opportunity to transform the visual character of Babbage Island and the One Mile Jetty precinct. The greening of these areas will enhance visitor amenity, strengthen Carnarvon's tourism offering and assist the town to compete more effectively with destinations such as Coral Bay, Monkey Mia and Broome.

Beyond the direct benefits to the resort, the proposal will contribute to increased visitor expenditure, support local employment, encourage private investment and deliver long-term environmental and social benefits to the Carnarvon community.

We would welcome the opportunity to meet with you and relevant Shire officers to discuss this proposal and progress the preparation of an MOU and subsequent Deed of Agreement.

Thank you for your consideration of this request.

Yours faithfully,

Kel Brown
Managing Director
Westmarine Group

MOORE

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13 October 2026

Ms Amanda Leighton
Acting Chief Executive Officer
Shire of Carnarvon
3 Francis Street
CARNARVON WA 6701

Dear Amanda

COMPILATION REPORT TO SHIRE OF CARNARVON

We have compiled the accompanying special purpose financial report of Shire of Carnarvon which comprise the statement of financial position as at 31 August 2026, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Carnarvon as at 31 August 2026 and for the period then ended based on the records of the Shire of Carnarvon.

THE RESPONSIBILITY OF CARNARVON

The CEO of Shire of Carnarvon is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

OUR RESPONSIBILITY

On the basis of information provided by Shire of Carnarvon we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants.*

Supplementary information attached to the financial report has been extracted from the records of Shire of Carnarvon and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Carnarvon who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

NOTE REGARDING BASIS OF PREPARATION

We draw attention to Note 1 to the financial report where matters of non-compliance with the basis of preparation have been detailed. Supplementary information is provided for management information purposes and does not comply with the disclosure requirements of the Australian Accounting Standards.

Russell Barnes
Associate Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.
Liability limited by a scheme approved under Professional Standards Legislation.

SHIRE OF CARNARVON

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 August 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CARNARVON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		7,355,303	0	**0**	0		
Rates excluding general rates		1,114,120	0	**8,789**	8,789		▲
Grants, subsidies and contributions		4,212,573	1,061,286	**999,468**	(61,818)	(5.82%)	▼
Fees and charges		4,321,500	410,220	**389,280**	(20,940)	(5.10%)	▼
Interest revenue		527,000	83,332	**58,674**	(24,658)	(29.59%)	▼
Other revenue		1,586,251	66,028	**111,248**	45,220	68.49%	▲
		19,116,747	**1,620,866**	**1,567,459**	**(53,407)**	(3.29%)	
Expenditure from operating activities							
Employee costs		(12,911,681)	(2,000,006)	**(1,774,194)**	225,812	11.29%	▲
Materials and contracts		(8,356,030)	(1,320,762)	**(1,396,273)**	(75,511)	(5.72%)	▼
Utility charges		(973,659)	(162,222)	**(108,754)**	53,468	32.96%	▲
Depreciation		(8,722,886)	(1,453,748)	**(1,462,262)**	(8,514)	(0.59%)	
Finance costs		(143,817)	(15,558)	**(4,121)**	11,437	73.51%	▲
Insurance		(724,079)	(362,022)	**(14,017)**	348,005	96.13%	▲
Other expenditure		(413,780)	(41,724)	**(45,091)**	(3,367)	(8.07%)	
		(32,245,932)	**(5,356,042)**	**(4,804,712)**	**551,330**	10.29%	
Depreciation excluded from operating activities		8,722,886	1,453,748	**1,462,262**	8,514	0.59%	
Amount attributable to operating activities		**(4,406,299)**	**(2,281,428)**	**(1,774,991)**	**506,437**	22.20%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		18,867,660	2,931,936	**1,593,283**	(1,338,653)	(45.66%)	▼
Proceeds from disposal of financial assets at amortised cost - term deposits		0	0	**1,000,000**	1,000,000		▲
		18,867,660	**2,931,936**	**2,593,283**	**(338,653)**	(11.55%)	
Outflows from investing activities							
Right-of-use assets received - non-cash		0	0	**(20,746)**	(20,746)	(100.00%)	▼
Acquisition of property, plant and equipment		(2,684,618)	(238,061)	**(90,929)**	147,132	61.80%	▲
Acquisition of infrastructure		(18,694,651)	(4,041,334)	**(1,155,797)**	2,885,537	71.40%	▲
		(21,379,269)	**(4,279,395)**	**(1,267,472)**	**3,011,923**	70.38%	
Amounts excluded from investing activities	2(c)	0	0	**(979,254)**	(979,254)		▼
Amount attributable to investing activities		**(2,511,609)**	**(1,347,459)**	**346,557**	**1,694,016**	125.72%	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings		6,250,000	0	**0**	0		
Proceeds from new leases - non-cash		0	0	**20,746**	20,746	100.00%	▲
Transfer from reserve accounts		865,000	0	**0**	0		
		7,115,000	**0**	**20,746**	**20,746**		
Outflows from financing activities							
Repayment of borrowings		(5,570,902)	(24,162)	**(24,162)**	0	0.00%	
Payments for principal portion of lease liabilities		(68,342)	(35,219)	**(35,219)**	0	0.00%	
Transfer to reserve accounts		0	0	**(6,086)**	(6,086)		
		(5,639,244)	**(59,381)**	**(65,467)**	**(6,086)**	(10.25%)	
Amounts excluded from financing activities	2(d)	0	0	**(20,746)**	(20,746)		▼
Amount attributable to financing activities		**1,475,756**	**(59,381)**	**(65,467)**	**(6,086)**	(10.25%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	5,442,152	5,442,152	**5,313,756**	(128,396)	(2.36%)	▼
Amount attributable to operating activities		(4,406,299)	(2,281,428)	**(1,774,991)**	506,437	22.20%	▲
Amount attributable to investing activities		(2,511,609)	(1,347,459)	**346,557**	1,694,016	125.72%	▲
Amount attributable to financing activities		1,475,756	(59,381)	**(65,467)**	(6,086)	(10.25%)	▼
Surplus or deficit after imposition of general rates		**0**	**1,753,884**	**3,819,855**	**2,065,971**	117.79%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CARNARVON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2026

	Actual 30 June 2026	Actual as at 31 August 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	11,978,291	12,683,999
Trade and other receivables	3,084,581	2,400,766
Other financial assets	1,000,000	0
Inventories	90,022	101,386
TOTAL CURRENT ASSETS	16,152,894	15,186,151
NON-CURRENT ASSETS		
Trade and other receivables	177,623	177,623
Other financial assets	271,561	271,561
Property, plant and equipment	45,626,454	45,522,638
Infrastructure	271,368,110	271,269,361
Right-of-use assets	181,114	188,889
TOTAL NON-CURRENT ASSETS	317,624,862	317,430,072
TOTAL ASSETS	333,777,756	332,616,223
CURRENT LIABILITIES		
Trade and other payables	2,760,142	489,798
Other liabilities	5,214,224	8,005,640
Lease liabilities	114,665	83,117
Borrowings	523,308	499,146
Employee related provisions	1,149,484	1,149,484
TOTAL CURRENT LIABILITIES	9,761,823	10,227,185
NON-CURRENT LIABILITIES		
Lease liabilities	64,733	81,808
Borrowings	2,028,722	2,028,722
Employee related provisions	98,706	98,706
TOTAL NON-CURRENT LIABILITIES	2,192,161	2,209,236
TOTAL LIABILITIES	11,953,984	12,436,421
NET ASSETS	**321,823,772**	**320,179,802**
EQUITY		
Retained surplus	53,619,020	51,968,964
Reserve accounts	2,864,772	2,870,858
Revaluation surplus	265,339,980	265,339,980
TOTAL EQUITY	**321,823,772**	**320,179,802**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied with exception to the following:

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulations 34 and 35 prescribes content of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 12 October 2026

Matters of non-compliance with Basis of Preparation
The following matters represent non-compliance with the basis of preparation:
1. Balances as at 30 June 2026 have not been audited and may be subject to change.

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Material accounting policies
Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 31 August 2026
Current assets		$	$	$
Cash and cash equivalents		13,063,019	11,978,291	12,683,999
Trade and other receivables		3,153,285	3,084,581	2,400,766
Other financial assets		0	1,000,000	0
Inventories		90,022	90,022	101,386
		16,306,326	16,152,894	15,186,151
Less: current liabilities				
Trade and other payables		(2,785,178)	(2,760,142)	(489,798)
Other liabilities		(5,214,224)	(5,214,224)	(8,005,640)
Lease liabilities		(68,342)	(114,665)	(83,117)
Borrowings		(570,902)	(523,308)	(499,146)
Employee related provisions		(1,123,052)	(1,149,484)	(1,149,484)
		(9,761,698)	(9,761,823)	(10,227,185)
Net current assets		6,544,628	6,391,071	4,958,966
Less: Total adjustments to net current assets	2(b)	(1,102,476)	(1,077,315)	(1,139,111)
Closing funding surplus / (deficit)		**5,442,152**	**5,313,756**	**3,819,855**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(2,864,772)	(2,864,772)	(2,870,858)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		68,342	114,665	83,117
- Current portion of borrowings		570,902	523,308	499,146
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		1,123,052	1,149,484	1,149,484
Total adjustments to net current assets	2(a)	**(1,102,476)**	**(1,077,315)**	**(1,139,111)**

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 31 August 2026	YTD Actual 31 August 2026
	$	$	$
(c) Amounts excluded from investing activities			
Add: Right of use assets received - non-cash	0	0	20,746
Reconciling item - movement between current assets			
- Financial assets at amortised cost - term deposits	0	0	(1,000,000)
Total amounts excluded from investing activities	**0**	**0**	**(979,254)**
(d) Amounts excluded from financing activities			
Non-cash proceeds from new leases	0	0	(20,746)
Total non-cash amounts excluded from financing activities	**0**	**0**	**(20,746)**

CURRENT AND NON-CURRENT CLASSIFICATION
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local government's operational cycle.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2026-27 year is $10,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
Rates excluding general rates Unbudgeted ex gratia rate revenue recognised during the period.	8,789	Permanent	▲
Grants, subsidies and contributions Variance primarily due to the timing of grant revenue against the year-to-date budget. Various grant budgets have been profiled throughout the year and actual revenue recognition does not align with the monthly budget profile.	(61,818)	(5.82%) Timing	▼
Fees and charges Building fees and airport passenger fees being lower than the year-to-date budget, partially offset by higher revenue from tip fees, Blowholes income, airport lease repayments, airside parking fees and function room hire.	(20,940)	(5.10%) Timing	▼
Interest revenue Interest earned on investments being lower than the year-to-date budget, reflecting the timing and level of funds invested during the period.	(24,658)	(29.59%) Timing	▼
Other revenue Variance due to higher than budgeted revenue from the sale of scrap, art gallery income and LGIS reimbursement. Merchandise sales are also above the year-to-date budget, partially offset by the timing of lease revenue. The variance comprises both timing and permanent components.	45,220	68.49% Permanent	▲
Expenditure from operating activities			
Employee costs Employee costs being below the year-to-date budget as a result of vacant positions, together with delayed processing of the first instalment of workers' compensation insurance premiums.	225,812	11.29%	▲
Materials and contracts Higher than year-to-date budget expenditure for computer operations, AGRN1280, parks and gardens and mesquite eradication. This is partially offset by audit fee accruals and lower expenditure for festivals and events, staff housing and road maintenance.	(75,511)	(5.72%) Timing	▼
Utility charges Civic centre operations, Carnarvon parks & gardens, Blowholes campgrounds, airport buildings and staff housing utility costs are lower than year to date budget. Partially offset by street lighting expenditure which is higher than year-to-date budget.	53,468	32.96% Timing	▲
Finance costs Variance is due to timing of interest accruals on borrowings.	11,437	73.51% Timing	▲
Insurance Delayed processing of first instalment of insurance premiums.	348,005	96.13% Timing	▲
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Primarily due to the timing of capital grant funding and acquittals against the year-to-date budget. Capital grant and contribution revenue has also not yet been fully adjusted for applicable revenue recognition requirements.	(1,338,653)	(45.66%) Timing	▼
Proceeds from disposal of financial assets at amortised cost - term deposits Term deposit matured which was not reinvested.	1,000,000	Permanent	▲
Outflows from investing activities			
Right-of-use assets received - non-cash Recognition of new right-of-use assets for the administration and depot copiers that were not included in the year-to-date budget.	(20,746)	(100.00%) Permanent	▼
Acquisition of property, plant and equipment Several building projects, IT and plant replacement have not commencing or progressing inline with the year-to-date budget. Expenditure to date relates primarily to Housing Development Northwater.	147,132	61.80% Timing	▲
Acquisition of infrastructure Regional Precincts and Partnerships Program and various roads, drainage, footpath and airport projects being below the year-to-date budget. This is partially offset by expenditure on the activation project being above the year-to-date budget.	2,885,537	71.40% Timing	▲
Amounts excluded from investing activities Term deposit matured which was not reinvested.	(979,254)	Permanent	▼
Inflows from financing activities			
Proceeds from new leases - non-cash Recognition of new right-of-use assets for the administration and depot copiers that were not included in the year-to-date budget.	20,746	100.00% Permanent	▲
Amounts excluded from financing activities Recognition of new right-of-use assets for the administration and depot copiers that were not included in the year-to-date budget.	(20,746)		▼
Surplus or deficit at the start of the financial year Year-end adjustments made to the opening position following preparation of the 2025/26 financial accounts. The opening position remains subject to finalisation and audit of the Annual Financial Report.	(128,396)	(2.36%)	▼
Surplus or deficit after imposition of general rates The variance in the closing funding surplus reflects the combined effect of the operating, investing and financing variances detailed above, particularly the timing of capital expenditure and other year-to-date expenditure against budget.	2,065,971	117.79%	▲

SHIRE OF CARNARVON

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$5.44 M	$5.44 M	$5.31 M	($0.13 M)
Closing	$0.00 M	$1.75 M	$3.82 M	$2.07 M

Refer to Statement of Financial Activity

Cash and Cash Equivalents

	$12.68 M	% of total
Unrestricted Cash	$9.81 M	77.4%
Restricted Cash	$2.87 M	22.6%

Refer to 3 - Cash and Cash Equivalents

Payables

	$0.49 M	% Outstanding
Trade Payables	$0.04 M	
0 to 30 Days		31.9%
Over 30 Days		68.1%
Over 90 Days		3.4%

Refer to 8 - Payables

Receivables

	$0.26 M	% Outstanding
Trade Receivable		
Over 30 Days		95.8%
Over 90 Days		93.7%
		% Collected
Rates Receivable	$2.14 M	5.6%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($4.41 M)	($2.28 M)	($1.77 M)	$0.51 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	$0.00 M	% Variance
YTD Budget	$0.00 M	0.0%

Grants and Contributions

YTD Actual	$1.00 M	% Variance
YTD Budget	$1.06 M	(5.8%)

Refer to 12 - Grants,Subsidies and Contributions

Fees and Charges

YTD Actual	$0.39 M	% Variance
YTD Budget	$0.41 M	(5.1%)

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.51 M)	($1.35 M)	$0.35 M	$1.69 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	$0.00 M	%
Adopted Budget	$0.00 M	

Asset Acquisition

YTD Actual	$1.27 M	% Spent
Adopted Budget	$21.38 M	5.9%

Refer to 5 - Capital Acquisitions

Capital Grants

YTD Actual	$1.59 M	% Received
Adopted Budget	$18.87 M	8.4%

Refer to 13 - Capital Grants, Subsidies and Contributions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$1.48 M	($0.06 M)	($0.07 M)	($0.01 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.02 M)
Interest expense	($0.00 M)
Principal due	$2.53 M

Refer to 9 - Borrowings

Reserves

Reserves balance	$2.87 M
Net Movement	$0.01 M

Refer to 4 - Reserve Accounts

Lease Liability

Principal repayments	($0.04 M)
Interest expense	($0.00 M)
Principal due	$0.16 M

Refer to Note 10 - Lease Liabilites

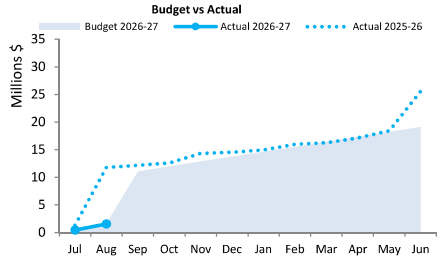
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

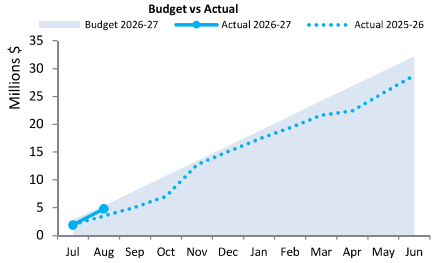
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

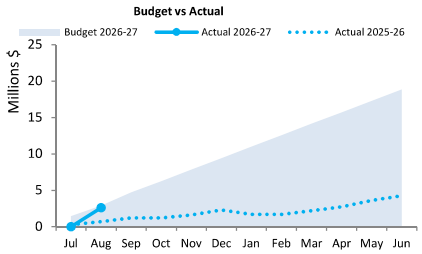


OPERATING EXPENSES

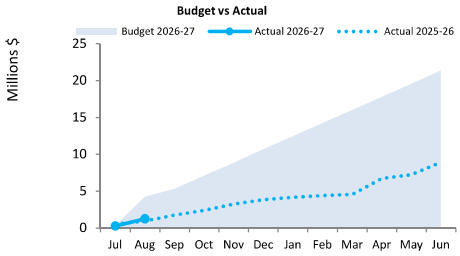


INVESTING ACTIVITIES

CAPITAL REVENUE

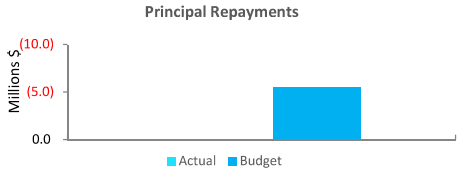


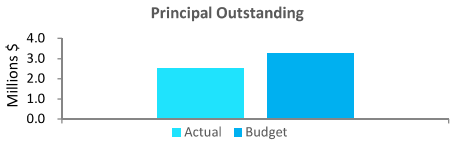
CAPITAL EXPENSES



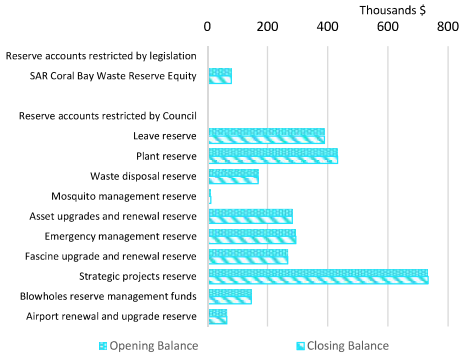
FINANCING ACTIVITIES

BORROWINGS

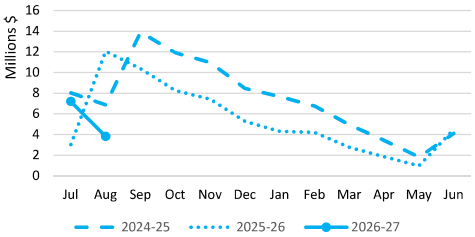




RESERVE ACCOUNTS



Closing funding surplus / (deficit)



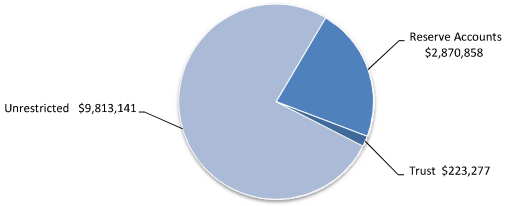
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

3 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand	Cash and cash equivalents	2,800	0	2,800	0	NA	NA	NA
Municipal Account	Cash and cash equivalents	5,063,011	0	5,063,011	0	ANZ	Variable	NA
Municipal Online Account	Cash and cash equivalents	4,747,330	0	4,747,330	0	ANZ	Variable	NA
Reserve Bank Account	Cash and cash equivalents	0	2,870,858	2,870,858	0	ANZ	Variable	NA
Trust Bank Account	Cash and cash equivalents	0	0	0	223,277	ANZ	NA	NA
Total		**9,813,141**	**2,870,858**	**12,683,999**	**223,277**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	**Opening Balance**	**Transfers In (+)**	**Transfers Out (-)**	**Closing Balance**	**Opening Balance**	**Transfers In (+)**	**Transfers Out (-)**	**Closing Balance**
	$	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Reserve accounts restricted by legislation								
SAR Coral Bay Waste Reserve Equity	79,640	0	0	79,640	79,641	169	0	79,810
Reserve accounts restricted by Council								
Leave reserve	388,319	0	0	388,319	388,318	826	0	389,144
Plant reserve	431,876	0	(365,000)	66,876	431,876	918	0	432,794
Waste disposal reserve	168,713	0	0	168,713	168,713	359	0	169,072
Mosquito management reserve	11,253	0	0	11,253	11,253	24	0	11,277
Asset upgrades and renewal reserve	281,903	0	(200,000)	81,903	281,903	599	0	282,502
Emergency management reserve	293,307	0	0	293,307	293,307	623	0	293,930
Fascine upgrade and renewal reserve	266,684	0	0	266,684	266,684	565	0	267,249
Strategic projects reserve	731,922	0	(300,000)	431,922	731,922	1,555	0	733,477
Blowholes reserve management funds	145,958	0	0	145,958	145,958	310	0	146,268
Airport renewal and upgrade reserve	65,197	0	0	65,197	65,197	138	0	65,335
	2,864,772	**0**	**(865,000)**	**1,999,772**	**2,864,772**	**6,086**	**0**	**2,870,858**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings	786,009	126,730	89,192	(37,538)
Furniture And Equipment	268,000	21,331	1,737	(19,594)
Plant And Equipment	1,630,609	90,000	0	(90,000)
Acquisition of property, plant and equipment	**2,684,618**	**238,061**	**90,929**	**(147,132)**
Infrastructure - Roads	4,034,420	602,398	74,385	(528,013)
Other Infrastructure - Drainage	175,000	29,231	0	(29,231)
Other Infrastructure - Footpaths	200,000	33,333	0	(33,333)
Other Infrastructure - Airport	522,000	82,500	0	(82,500)
Other Infrastructure - Parks And Ovals	11,501,024	2,916,837	650,541	(2,266,296)
Other Infrastructure	2,262,207	377,035	428,168	51,133
Other Infrastructure - Landfill	0	0	2,703	2,703
Acquisition of infrastructure	**18,694,651**	**4,041,334**	**1,155,797**	**(2,885,537)**
Total of PPE and Infrastructure.	**21,379,269**	**4,279,395**	**1,246,726**	**(3,032,669)**
Right-of-use asset - Right Of Use - Plant And Equipment	0	0	20,746	20,746
Acquisition of right-of-use assets	**0**	**0**	**20,746**	**20,746**
Total capital acquisitions	**21,379,269**	**4,279,395**	**1,267,472**	**(3,011,923)**
Capital Acquisitions Funded By:				
Capital grants and contributions	14,264,269	4,279,395	1,246,726	(3,032,669)
Lease liabilities	0	0	20,746	20,746
Borrowings	6,250,000	0	0	0
Reserve accounts				
Plant reserve	365,000	0	0	0
Asset upgrades and renewal reserve	200,000	0	0	0
Strategic projects reserve	300,000	0	0	0
Capital funding total	**21,379,269**	**4,279,395**	**1,267,472**	**(3,011,923)**

KEY INFORMATION

Initial recognition

An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition

Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value

In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value for the purpose of *Local Government (Financial Management) Regulation 17A(4),* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

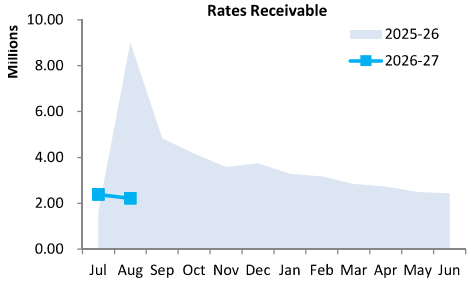
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Adopted Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
2974	STAFF HOUSING - (L.&B.)	50,000	8,333	0	(8,333)
2990	Housing Development Northwater	0	8,333	88,711	80,378
3154	LAND & BUILDINGS - C/C	647,000	108,898	481	(108,417)
3434	LAND & BUILDINGS LIB/ART	7,000	1,166	0	(1,166)
3064	LAND & BUILDINGS - SP-31	50,000	0	0	0
3555	Regional Art Gallery Improvement (Building)	32,009	0	0	0
Buildings Total		**786,009**	**126,730**	**89,192**	**(37,538)**
Furniture And Equipment					
0598	EQUIPMENT (NEW AND RENEWAL) FOR I.T.	128,000	21,331	1,737	(19,594)
NEWF1	Chambers Upgrade/Refresh - Presidents Office and IT	65,000	0	0	0
NEWF2	Replacement of playground equipment	75,000	0	0	0
Furniture And Equipment Total		**268,000**	**21,331**	**1,737**	**(19,594)**
Plant And Equipment					
4144	Purchase Plant & Equipment (Works)	1,400,052	90,000	0	(90,000)
NEWP1	Plant and Equipment (Depot)	230,557	0	0	0
Plant And Equipment Total		**1,630,609**	**90,000**	**0**	**(90,000)**
Infrastructure - Roads					
3740	ROADS TO RECOVERY - SP-37	1,624,363	200,724	60,248	(140,476)
3747	REGIONAL ROADS GROUP (RRG)	1,315,333	219,220	0	(219,220)
3760	ROAD CONSTRUCTION (Shire Funded)	150,000	25,000	0	(25,000)
3864	BLACKSPOT ROAD PROJECTS	944,724	157,454	14,137	(143,317)
Infrastructure - Roads Total		**4,034,420**	**602,398**	**74,385**	**(528,013)**
Other Infrastructure - Drainage					
3770	DRAINAGE - CONSTRUCTION	175,000	29,231	0	(29,231)
Other Infrastructure - Drainage Total		**175,000**	**29,231**	**0**	**(29,231)**
Other Infrastructure - Footpaths					
3850	FOOTPATH/CYCLEWAY ASSET RENEWALS .	200,000	33,333	0	(33,333)
Other Infrastructure - Footpaths Total		**200,000**	**33,333**	**0**	**(33,333)**
Other Infrastructure - Airport					
4124	INFRASTRUCTURE - AIRPORT	522,000	82,500	0	(82,500)
Other Infrastructure - Airport Total		**522,000**	**82,500**	**0**	**(82,500)**
Other Infrastructure - Parks And Ovals					
5495	REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM	11,501,024	2,916,837	650,541	(2,266,296)
Other Infrastructure - Parks And Ovals Total		**11,501,024**	**2,916,837**	**650,541**	**(2,266,296)**
Other Infrastructure					
3974	OTHER INFRASTRUCTURE - SP-36	2,262,207	377,035	428,168	51,133
Other Infrastructure Total		**2,262,207**	**377,035**	**428,168**	**51,133**
Other Infrastructure - Landfill					
2414	OTHER INFRASTRUCTURE - CB	0	0	2,703	2,703
Other Infrastructure - Landfill Total		**0**	**0**	**2,703**	**2,703**
Grand Total		**21,379,269**	**4,279,395**	**1,246,726**	**(3,032,669)**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

6 RECEIVABLES

Rates receivable	30 Jun 2026	31 Aug 2026
	$	$
Opening arrears previous year	2,004,628	2,361,222
Levied this year	7,814,396	8,789
Less - collections to date	(7,415,367)	(133,051)
Gross rates collectable	**2,403,657**	**2,236,960**
Allowance for impairment of rates receivable	(42,435)	(100,000)
Net rates collectable	**2,361,222**	**2,136,960**
% Collected	75.5%	5.6%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(5,961)	27,642	3,296	7,689	486,284	518,950
Percentage	(1.1%)	5.3%	0.6%	1.5%	93.7%	
Balance per trial balance						
Trade receivables						518,950
Other receivables						11,803
GST receivable						79,908
Allowance for impairment of receivables from contracts with customers						(420,461)
ESL receivables						67,955
Accrued income						5,651
Total receivables general outstanding						**263,806**

Amounts shown above include GST (where applicable)

KEY INFORMATION

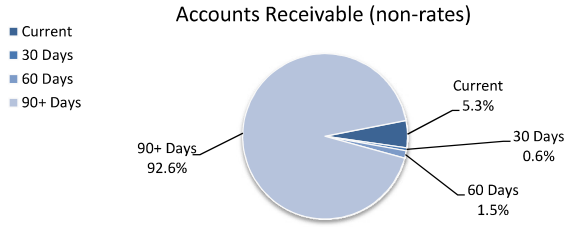
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cash flows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 31 August 2026
	$	$	$	$
Inventory				
Fuel and materials	34,432	65,768	(54,404)	45,796
Visitor Centre stock	55,590	0	0	55,590
Total other current assets	**90,022**	**65,768**	**(54,404)**	**101,386**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

SHIRE OF CARNARVON
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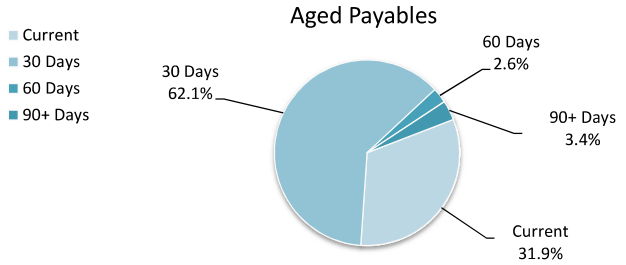
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	11,289	21,971	926	1,221	35,407
Percentage	0.0%	31.9%	62.1%	2.6%	3.4%	
Balance per trial balance						
Sundry creditors						35,407
Accrued salaries and wages						3,358
Other payables						346,266
Bonds and deposits held						98,037
Visitor Centre liabilities						6,730
Total payables general outstanding						**489,798**

Amounts shown above include GST (where applicable)

KEY INFORMATION
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

9 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Airport Corrective Works	216	25,880	0	0	0	(25,880)	25,880	0	0	(395)
Plant and Equipment	217	970,316	0	0	0	(264,337)	970,316	705,979	0	(34,323)
Heavy Plant	219	565,609	0	0	0	(103,631)	565,609	461,978	0	(23,412)
Light Fleet	220	147,516	0	0	0	(47,117)	147,516	100,399	0	(5,782)
Housing (RED House)	221	477,709	0	0	(7,822)	(15,847)	469,887	461,862	(2,066)	(24,726)
Plant and Equipment	222	365,000	0	0	(16,340)	(66,496)	348,660	298,504	(644)	(15,614)
Heavy Plant	TBA	0	0	1,250,000	0	(47,594)	0	1,202,406	0	(34,688)
Short term capital funding	TBA	0	0	5,000,000	0	(5,000,000)	0	0	0	0
Total		**2,552,030**	**0**	**6,250,000**	**(24,162)**	**(5,570,902)**	**2,527,868**	**3,231,128**	**(2,710)**	**(138,940)**
Current borrowings		523,308					499,146			
Non-current borrowings		2,028,722					2,028,722			
		2,552,030					**2,527,868**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2026-27

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Purchase heavy plant and equipment	0	1,250,000	WATC	Debenture	10	0	5.55%	0	(1,250,000)	1,250,000
Short term capital funding	0	5,000,000	WATC	Short term	1	0	5.55%	0	(5,000,000)	5,000,000
	0	**6,250,000**				**0**		**0**	**(6,250,000)**	**6,250,000**

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Lease No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Admin Copier	**53-002	0	15,250	0	(453)	(2,778)	14,797	0	(116)	(643)
IT Equipment	NA	20,157	0	0	(10,040)	(20,157)	10,117	0	(97)	(116)
Copier Plan Copier	**09AUS1	6,613	0	0	(449)	(2,748)	6,164	3,865	(50)	(247)
IT Laptops	**83AUS2	6,493	0	0	(383)	(2,342)	6,110	4,151	(49)	(250)
Fleet	35180	146,135	0	0	(23,815)	(40,317)	122,320	105,818	(1,073)	(3,621)
Depot Copier	**33155	0	5,496		(79)	0	5,417	0	(26)	0
Total		**179,398**	**20,746**	**0**	**(35,219)**	**(68,342)**	**164,925**	**113,834**	**(1,411)**	**(4,877)**
Current lease liabilities		114,665					83,117			
Non-current lease liabilities		64,733					81,808			
		179,398					**164,925**			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION
At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right-of-use asset is recognised at cost and lease liability measured at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

11 OTHER CURRENT LIABILITIES

Other current liabilities	Opening Balance 1 July 2026	Liability transferred from/(to) non-current	Liability Increase	Liability Reduction	Closing Balance 31 August 2026
	$	$	$	$	$
Other liabilities					
Contract liabilities	1,390,895	0	0	0	1,390,895
Capital grant/contributions liabilities	3,823,329	0	2,791,416	0	6,614,745
Total other liabilities	5,214,224	0	2,791,416	0	8,005,640
Employee Related Provisions					
Provision for annual leave	716,089	0	0	0	716,089
Provision for long service leave	433,395	0	0	0	433,395
Total Provisions	1,149,484	0	0	0	1,149,484
Total other current liabilities	**6,363,708**	**0**	**2,791,416**	**0**	**9,155,124**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Notes 12 and 13

KEY INFORMATION
Provisions
Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions
Short-term employee benefits
Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits
The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities
An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities
Grants to acquire or construct recognisable non-financial assets to identified specifications to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
F.A.G.- General Purpose	0	0	0	0	0	1,112,391	278,068	278,098
F.A.G. - Roads	0	0	0	0	0	286,872	71,718	71,718
F.A.G. - Special Purpose	0	0	0	0	0	72,721	18,180	18,180
RJED Grant Income	770,997	0	0	770,997	770,997	308,173	0	0
Bushfire Grant	0	0	0	0	0	31,200	5,200	7,800
Other Grants - SP-06	10,275	0	0	10,275	10,275	10,275	1,712	0
Grants Animal Control	25,000	0	0	25,000	25,000	50,000	8,332	0
Emergency Services Grant	0	0	0	0	0	35,610	5,934	8,903
Grant - National Road Safety Week	0	0	0	0	0	25,490	4,248	0
Department of Communities Grant- Mayu Mia	0	0	0	0	0	242,082	40,346	58,125
Other Grant Income - Youth Services	114,087	0	0	114,087	114,087	124,000	0	0
Grants (Mosquito Funding)	0	0	0	0	0	3,500	582	0
Grants - Protection Of The Environment	149,656	0	0	149,656	149,656	323,656	0	0
Art Gallery Grants	21,685	0	0	21,685	21,685	58,000	9,666	0
Grants Library	0	0	0	0	0	6,000	1,000	2,009
Community Development Grants Income	25,490	0	0	25,490	25,490	70,000	11,666	5,494
Community Art Hub Income	0	0	0	0	0	50,000	8,332	877
Seniors Grant (Income)	0	0	0	0	0	3,000	500	0
Town Planning Grants	25,231	0	0	25,231	25,231	25,231	4,204	0
Grant For Charmap Development	0	0	0	0	0	15,000	2,500	0
Grant - Coral Bay Settlement Structure Plan	198,474	0	0	198,474	198,474	198,474	33,078	0
Grant - Recovery Delivery	0	0	0	0	0	150,000	0	0
MRWA Direct Grant	0	0	0	0	0	545,048	545,048	545,901
Grant - Improving Flood Preparedness Project	50,000	0	0	50,000	50,000	0	0	0
R2R Funding - Operating	0	0	0	0	0	400,000	0	0
Other Grants & Contributions	0	0	0	0	0	0	0	2,363
	1,390,895	**0**	**0**	**1,390,895**	**1,390,895**	**4,146,723**	**1,050,314**	**999,468**
Contributions								
State Library Subsidy	0	0	0	0	0	350	58	0
MRWA Streetlighting Contribution	0	0	0	0	0	26,682	4,446	0
MRWA Robinson Street Sweeping Contribution	0	0	0	0	0	10,000	1,666	0
MRWA Verge Mtnce Contribution	0	0	0	0	0	18,818	3,136	0
Area Promotion Advertising Campaign	0	0	0	0	0	10,000	1,666	0
	0	**0**	**0**	**0**	**0**	**65,850**	**10,972**	**0**
TOTALS	**1,390,895**	**0**	**0**	**1,390,895**	**1,390,895**	**4,212,573**	**1,061,286**	**999,468**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Aug 2026	Current Liability 31 Aug 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Grant - Lotterywest - Civic Centre -Theatre	497,000	0	0	497,000	497,000	497,000	82,832	0
Art Gallery Grants	32,009	0	0	32,009	32,009	32,009	5,334	0
Carnarvon Activation Plan Income	1,011,186	0	0	1,011,186	1,011,186	2,245,207	374,200	0
Historical Grants	9,091	0	0	9,091	9,091	0	0	0
Regional Road Group Funding	0	0	0	0	0	1,883,333	124,554	0
State Blackspot Funding	217,652	0	0	217,652	217,652	944,724	157,454	90,337
Roads To Recovery Funding	0	0	0	0	0	1,624,363	270,726	392,946
R.A.D.S Grant	0	0	0	0	0	90,000	0	0
R.A.U.P Grant	0	0	0	0	0	50,000	0	0
Partnership Programs	2,056,391	0	0	2,056,391	2,056,391	11,501,024	1,916,836	1,110,000
Sea Water Inundation Project - Income	0	2,791,416	0	2,791,416	2,791,416	0	0	0
	3,823,329	**2,791,416**	**0**	**6,614,745**	**6,614,745**	**18,867,660**	**2,931,936**	**1,593,283**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 AUGUST 2026

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2026	Amount Received	Amount Paid	Closing Balance 31 August 2026
	$	$	$	$
Private Works	82,903	0	0	**82,903**
Public Open Space	140,374	0	0	**140,374**
	223,277	**0**	**0**	**223,277**

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13 October 2026

Ms Amanda Leighton
Acting Chief Executive Officer
Shire of Carnarvon
3 Francis Street
CARNARVON WA 6701

Dear Amanda

MATTERS IDENTIFIED DURING COMPILATION OF STATUTORY MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 AUGUST 2026

We advise we have completed the compilation of your statutory monthly financial report for the period ended 31 August 2026 and identified certain matters additional to those identified in the compilation report we wish to bring to your attention.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report and we draw your attention to the note regarding basis of preparation. Other matters which arise during our compilation we wish to bring to your attention are raised in the following pages of this letter along with suggestions to resolve these issues.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial report and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and council, which may exist. However, we aim to use our knowledge of the shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely

Russell Barnes
Associate Director
Moore Australia (WA) Pty Ltd

MOORE

Shire of Carnarvon

Period ended 31 August 2026

Topic	Item	First Identified	Explanation	Action Required	Priority
Funding Statements	Opening surplus	August 2026	The net current assets carried forward from 2025/26 included exclusions for employee provisions $1,149,484. Legislation allows for the exclusion of leave provision held in reserve $388,318, resulting in a $761,166 decrease to the surplus.	Consideration should be given to funding the $761,166 decrease in the surplus. This is likely to need to be addressed over multiple years and may occur by increasing the leave reserve account. Provisions should be reviewed to ensure they are accurate and all amounts receivable from other local governments have been recognised.	High
Uploaded budget	Reconciliation	July 2026	The budget uploaded does not agree to the adopted statutory budget. We have amended this on the face of the statements.	We recommend balancing the uploaded budget to the adopted budget to ensure the correct reporting requirements of the financial statements and monitoring of budgeted variances.	Medium
Liabilities	Contract liabilities	August 2026	Contract liabilities have not been adjusted in general ledger. We have allocated $2,791,416 to capital grant/contributions liability on the face of the statements for Sea water inundation project	We recommend revising the contract liabilities on a monthly basis to recognise the increase or decrease of liabilities.	Medium
Capital Expenditure	Allocations	August 2026	Transactions have been allocated to capital expenditure accounts without budget allocations or appear to be operating in nature.	We recommend allocations are reviewed and adjusted (where appropriate) to ensure correct allocations for capital acquisitions. Controls should be developed and implemented to ensure unbudgeted expenditure is authorised by an absolute majority of Council prior to occurring.	Medium
Operating Expenditure	Allocations	August 2026	PWOH have been under allocated by $278,444. Plant Operating Costs have been under allocated by $36,854.	We recommend the allocations be reviewed and adjusted (where appropriate) and ensure recoveries of public works overheads and plant operating costs.	Medium

MOORE

Shire of Carnarvon

Period ended 31 August 2026

Topic	Item	First Identified	Explanation	Action Required	Priority
Year end Balances	Opening surplus	July 2026	At the time of preparing the Monthly Financial Report, the Annual Financial Report has not been finalised, therefore the opening surplus may change from the current $5,313,756 due to year end and audit adjustments.	None.	Low

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14 October 2026

Ms Amanda Leighton
Acting Chief Executive Officer
Shire of Carnarvon
3 Francis Street
CARNARVON WA 6701

Dear Amanda

COMPILATION REPORT TO SHIRE OF CARNARVON

We have compiled the accompanying special purpose financial report of Shire of Carnarvon which comprise the statement of financial position as at 30 September 2026, the statement of financial activity, notes providing statement of financial activity supporting information, explanation of material variances for the year then ended and a summary of material accounting policy information. These have been prepared in accordance with *Local Government Act 1995* and associated regulations as described in Note 1 to the financial report. The specific purpose for which the special purpose financial statements have been prepared is also set out in Note 1 of the financial report. We have provided the supplementary information of Shire of Carnarvon as at 30 September 2026 and for the period then ended based on the records of the Shire of Carnarvon.

THE RESPONSIBILITY OF CARNARVON

The CEO of Shire of Carnarvon is solely responsible for information contained in the special purpose financial report and supplementary information, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet their needs and for the purpose that the financial report was prepared.

OUR RESPONSIBILITY

On the basis of information provided by Shire of Carnarvon we have compiled the accompanying special purpose financial report in accordance with the requirements of *APES 315 Compilation of Financial Information* and the *Local Government Act 1995*, associated regulations and to the extent that they are not inconsistent with the *Local Government Act 1995*, the Australian Accounting Standards.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial report except for the matters of non-compliance with the basis of preparation identified with Note 1 of the financial report. We have complied with the relevant ethical requirements of *APES 110 Code of Ethics for Professional Accountants*.

Supplementary information attached to the financial report has been extracted from the records of Shire of Carnarvon and information presented in the special purpose financial report.

ASSURANCE DISCLAIMER

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial report was compiled exclusively for the benefit of Shire of Carnarvon who are responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, the special purpose financial report may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial report.

NOTE REGARDING BASIS OF PREPARATION

We draw attention to Note 1 to the financial report where matters of non-compliance with the basis of preparation have been detailed. Supplementary information is provided for management information purposes and does not comply with the disclosure requirements of the Australian Accounting Standards.

Russell Barnes
Associate Director
Moore Australia (WA) Pty Ltd

Moore Australia (WA) Pty Ltd trading as agent – ABN 99 433 544 961.
An independent member of Moore Global Network Limited - members in principal cities throughout the world.
Liability limited by a scheme approved under Professional Standards Legislation.

SHIRE OF CARNARVON

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 30 September 2026

LOCAL GOVERNMENT ACT 1995
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF CARNARVON
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Note	Adopted Budget Estimates (a)	YTD Budget Estimates (b)	YTD Actual (c)	Variance* $ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
		$	$	$	$	%	
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates		7,355,303	7,315,303	**7,230,791**	(84,512)	(1.16%)	▼
Rates excluding general rates		1,114,120	1,114,120	**1,107,891**	(6,229)	(0.56%)	
Grants, subsidies and contributions		4,212,573	1,402,027	**1,822,009**	419,982	29.96%	▲
Fees and charges		4,321,500	2,452,830	**2,457,454**	4,624	0.19%	
Interest revenue		527,000	131,748	**82,995**	(48,753)	(37.00%)	▼
Other revenue		1,586,251	99,042	**148,671**	49,629	50.11%	▲
		19,116,747	**12,515,070**	**12,849,811**	**334,741**	2.67%	
Expenditure from operating activities							
Employee costs		(12,911,681)	(3,455,120)	**(2,860,041)**	595,079	17.22%	▲
Materials and contracts		(8,356,030)	(1,344,939)	**(2,371,501)**	(1,026,562)	(76.33%)	▼
Utility charges		(973,659)	(243,333)	**(185,347)**	57,986	23.83%	▲
Depreciation		(8,722,886)	(2,180,622)	**(2,187,253)**	(6,631)	(0.30%)	
Finance costs		(143,817)	(23,337)	**(4,738)**	18,599	79.70%	▲
Insurance		(724,079)	(362,022)	**(381,398)**	(19,376)	(5.35%)	▼
Other expenditure		(413,780)	(62,586)	**(70,995)**	(8,409)	(13.44%)	▼
		(32,245,932)	**(7,671,959)**	**(8,061,273)**	**(389,314)**	(5.07%)	
Depreciation excluded from operating activities		8,722,886	2,180,622	**2,187,253**	6,631	0.30%	
Amount attributable to operating activities		**(4,406,299)**	**7,023,733**	**6,975,791**	**(47,942)**	(0.68%)	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions		18,867,660	4,397,904	**1,593,283**	(2,804,621)	(63.77%)	▼
Proceeds from disposal of financial assets at amortised cost - term deposits		0	0	**1,000,000**	1,000,000		▲
		18,867,660	**4,397,904**	**2,593,283**	**(1,804,621)**	(41.03%)	
Outflows from investing activities							
Right-of-use assets received - non-cash		0	0	**(20,746)**	(20,746)	(100.00%)	▼
Acquisition of property, plant and equipment		(2,684,618)	(267,393)	**(96,284)**	171,109	63.99%	▲
Acquisition of infrastructure		(18,694,651)	(5,022,162)	**(2,413,065)**	2,609,097	51.95%	▲
		(21,379,269)	**(5,289,555)**	**(2,530,095)**	**2,759,460**	52.17%	
Amounts excluded from investing activities	2(c)	0	0	**(979,254)**	(979,254)		▼
Amount attributable to investing activities		**(2,511,609)**	**(891,651)**	**(916,066)**	**(24,415)**	(2.74%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new borrowings		6,250,000	0	**0**	0		
Proceeds from new leases - non-cash		0	0	**20,746**	20,746	100.00%	▲
Transfer from reserve accounts		865,000	0	**0**	0		
		7,115,000	**0**	**20,746**	**20,746**		
Outflows from financing activities							
Repayment of borrowings		(5,570,902)	(24,162)	**(24,162)**	0	0.00%	
Payments for principal portion of lease liabilities		(68,342)	(52,971)	**(52,971)**	0	0.00%	
Transfer to reserve accounts		0	0	**(9,036)**	(9,036)		
		(5,639,244)	**(77,133)**	**(86,169)**	**(9,036)**	(11.71%)	
Amounts excluded from financing activities	2(d)	0	0	**(20,746)**	(20,746)		▼
Amount attributable to financing activities		**1,475,756**	**(77,133)**	**(86,169)**	**(9,036)**	(11.71%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year	2(a)	5,442,152	5,442,152	**5,313,756**	(128,396)	(2.36%)	▼
Amount attributable to operating activities		(4,406,299)	7,023,733	**6,975,791**	(47,942)	(0.68%)	▼
Amount attributable to investing activities		(2,511,609)	(891,651)	**(916,066)**	(24,415)	(2.74%)	▼
Amount attributable to financing activities		1,475,756	(77,133)	**(86,169)**	(9,036)	(11.71%)	▼
Surplus or deficit after imposition of general rates		**0**	**11,497,101**	**11,287,312**	**(209,789)**	(1.82%)	▼

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data outside the adopted materiality threshold.
▲ Indicates a variance with a positive impact on the financial position.
▼ Indicates a variance with a negative impact on the financial position.
Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying notes.

Please refer to compilation report | 2

SHIRE OF CARNARVON
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

	Actual 30 June 2026	Actual as at 30 September 2026
	$	$
CURRENT ASSETS		
Cash and cash equivalents	11,978,291	13,608,517
Trade and other receivables	3,084,581	10,196,419
Other financial assets	1,000,000	0
Inventories	90,022	97,373
TOTAL CURRENT ASSETS	16,152,894	23,902,309
NON-CURRENT ASSETS		
Trade and other receivables	177,623	177,623
Other financial assets	271,561	271,561
Property, plant and equipment	45,626,454	45,427,829
Infrastructure	271,368,110	271,908,336
Right-of-use assets	181,114	182,355
TOTAL NON-CURRENT ASSETS	317,624,862	317,967,704
TOTAL ASSETS	333,777,756	341,870,013
CURRENT LIABILITIES		
Trade and other payables	2,760,142	378,126
Other liabilities	5,214,224	9,363,063
Lease liabilities	114,665	65,365
Borrowings	523,308	499,146
Employee related provisions	1,149,484	1,149,484
TOTAL CURRENT LIABILITIES	9,761,823	11,455,184
NON-CURRENT LIABILITIES		
Lease liabilities	64,733	81,808
Borrowings	2,028,722	2,028,722
Employee related provisions	98,706	98,706
TOTAL NON-CURRENT LIABILITIES	2,192,161	2,209,236
TOTAL LIABILITIES	11,953,984	13,664,420
NET ASSETS	**321,823,772**	**328,205,593**
EQUITY		
Retained surplus	53,619,020	59,991,805
Reserve accounts	2,864,772	2,873,808
Revaluation surplus	265,339,980	265,339,980
TOTAL EQUITY	**321,823,772**	**328,205,593**

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

1 BASIS OF PREPARATION AND MATERIAL ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements
Section 6.4(2) of the Local Government Act 1995 read with the *Local Government (Financial Management) Regulations 1996,* prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied with exception to the following:

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulations 34 and 35 prescribe the content of the financial report. Supplementary information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 13 October 2026

Matters of non-compliance with Basis of Preparation
The following matters represent non-compliance with the basis of preparation:
1. Balances as at 30 June 2026 have not been audited and may be subject to change.

The local government reporting entity
All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Material accounting policies
Material accounting policies utilised in the preparation of these statements are as described within the 2026-27 Annual Budget. Please refer to the adopted budget document for details of these policies.

Critical accounting estimates and judgements
The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

As with all estimates, the use of different assumptions could lead to material changes in the amounts reported in the financial report.

The following are estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year and further information on their nature and impact can be found in the relevant note:
- Fair value measurement of assets carried at reportable value including:
  - Property, plant and equipment
  - Infrastructure
- Impairment losses of non-financial assets
- Expected credit losses on financial assets
- Measurement of employee benefits
- Estimation uncertainties and judgements made in relation to lease accounting

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

2 NET CURRENT ASSETS INFORMATION

(a) Net current assets used in the Statement of Financial Activity

	Note	Adopted Budget Opening 1 July 2026	Actual as at 30 June 2026	Actual as at 30 September 2026
Current assets		$	$	$
Cash and cash equivalents		13,063,019	11,978,291	13,608,517
Trade and other receivables		3,153,285	3,084,581	10,196,419
Other financial assets		0	1,000,000	0
Inventories		90,022	90,022	97,373
		16,306,326	16,152,894	23,902,309
Less: current liabilities				
Trade and other payables		(2,785,178)	(2,760,142)	(378,126)
Other liabilities		(5,214,224)	(5,214,224)	(9,363,063)
Lease liabilities		(68,342)	(114,665)	(65,365)
Borrowings		(570,902)	(523,308)	(499,146)
Employee related provisions		(1,123,052)	(1,149,484)	(1,149,484)
		(9,761,698)	(9,761,823)	(11,455,184)
Net current assets		6,544,628	6,391,071	12,447,125
Less: Total adjustments to net current assets	2(b)	(1,102,476)	(1,077,315)	(1,159,813)
Closing funding surplus / (deficit)		**5,442,152**	**5,313,756**	**11,287,312**

(b) Current assets and liabilities excluded from budgeted deficiency

Adjustments to net current assets				
Less: Reserve accounts		(2,864,772)	(2,864,772)	(2,873,808)
Add: Current liabilities not expected to be cleared at the end of the year				
- Current portion of lease liabilities		68,342	114,665	65,365
- Current portion of borrowings		570,902	523,308	499,146
Add: Current liabilities covered by funds held in reserve account				
- Current portion of employee benefit provisions		1,123,052	1,149,484	1,149,484
Total adjustments to net current assets	2(a)	**(1,102,476)**	**(1,077,315)**	**(1,159,813)**

	Adopted Budget Estimates 30 June 2027	YTD Budget Estimates 30 September 2026	YTD Actual 30 September 2026
	$	$	$
(c) Amounts excluded from investing activities			
Add: Right of use assets received - non-cash	0	0	20,746
Reconciling item - movement between current assets			
- Financial assets at amortised cost - term deposits	0	0	(1,000,000)
Total amounts excluded from investing activities	**0**	**0**	**(979,254)**
(d) Amounts excluded from financing activities			
Non-cash proceeds from new leases	0	0	(20,746)
Total non-cash amounts excluded from financing activities	**0**	**0**	**(20,746)**

CURRENT AND NON-CURRENT CLASSIFICATION
In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the local government's operational cycle.

SHIRE OF CARNARVON
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2026-27 year is $10,000 or 10.00% whichever is the greater.

Description	Var. $	Var. %	
	$	%	
Revenue from operating activities			
General rates Rate revenue lower than year-to-date budget due to rates exemption approved prior to rates being raised.	(84,512)	(1.16%) Permanent	▼
Grants, subsidies and contributions RJED grant income and grant - recovery delivery are higher than annual budget. Actual revenue recognition does not align with the monthly budget profile of various grants.	419,982	29.96% Permanent Timing	▲
Interest revenue Interest earned on investments being lower than the year-to-date budget, reflecting the timing and level of funds invested during the period. Interest revenue on rates is lower than year-to-date budget.	(48,753)	(37.00%) Timing	▼
Other revenue Variance due to higher than budgeted revenue from the sale of scrap, art gallery income and LGIS reimbursement. Merchandise sales are also above the year-to-date budget, partially offset by the timing of lease revenue. The variance comprises both timing and permanent components.	49,629	50.11% Permanent	▲
Expenditure from operating activities			
Employee costs Employee costs being below the year-to-date budget as a result of vacant positions.	595,079	17.22%	▲
Materials and contracts Actual expenditure does not align with the monthly budget profile of various expenses. Higher than year-to-date budget expenditure for computer operations, AGRN1280, tip maintenance, parks and gardens, area promotion and mesquite eradication. This is partially offset by audit fee accruals and lower expenditure for road maintenance.	(1,026,562)	(76.33%) Timing Timing	▼
Utility charges Civic centre operations, Carnarvon parks & gardens, Blowholes campgrounds, admin buildings, airport buildings and staff housing utility costs are lower than year to date budget. Partially offset by street lighting expenditure which is higher than year-to-date budget.	57,986	23.83% Timing	▲
Finance costs Variance is due to timing of interest accruals on borrowings and budgets have been profiled throughout the year and actual expenditure does not align with budget profile.	18,599	79.70% Timing	▲
Insurance Expenditure higher than year-to-date budget due to expenditure other than insurance premiums being allocated and not included in budget.	(19,376)	(5.35%) Timing	▼
Other expenditure Year-to-date budget for elected member expenses lower than actual expenditure partially offset by community growth fund actuals lower than budget.	(8,409)	(13.44%)	▼
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions Primarily due to the timing of capital grant funding and acquittals against the year-to-date budget. Capital grant and contribution revenue has also not yet been fully adjusted for applicable revenue recognition requirements.	(2,804,621)	(63.77%) Timing	▼
Proceeds from disposal of financial assets at amortised cost - term deposits Term deposit matured which was not reinvested.	1,000,000	Permanent	▲
Outflows from investing activities			
Right-of-use assets received - non-cash Recognition of new right-of-use assets for the administration and depot copiers that were not included in the year-to-date budget.	(20,746)	(100.00%) Permanent	▼
Acquisition of property, plant and equipment Several building projects, IT and plant replacement are not commencing or progressing inline with the year-to-date budget. Expenditure to date relates primarily to Housing Development Northwater.	171,109	63.99% Timing	▲
Acquisition of infrastructure Regional Precincts and Partnerships Program and various roads, drainage, footpath and airport projects being below the year-to-date budget. This is partially offset by expenditure on the activation project and other minor expenditure being above the year-to-date budget.	2,609,097	51.95% Timing	▲
Amounts excluded from investing activities Term deposit matured which was not reinvested. Right-of-use assets non-cash not included in annual budget.	(979,254)	Permanent	▼
Inflows from financing activities			
Proceeds from new leases - non-cash Recognition of new right-of-use assets for the administration and depot copiers that were not included in the year-to-date budget.	20,746	100.00% Permanent	▲
Amounts excluded from financing activities Recognition of new right-of-use assets for the administration and depot copiers that were not included in the year-to-date budget.	(20,746)	Permanent	▼
Surplus or deficit at the start of the financial year Year-end adjustments made to the opening position following preparation of the 2025-26 financial accounts. The opening position remains subject to finalisation and audit of the Annual Financial Report.	(128,396)	(2.36%)	▼
Surplus or deficit after imposition of general rates The variance in the closing funding surplus reflects the combined effect of the operating, investing and financing variances detailed above, particularly the timing of capital expenditure and other year-to-date expenditure against budget.	(209,789)	(1.82%)	▼

SHIRE OF CARNARVON

SUPPLEMENTARY INFORMATION

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BASIS OF PREPARATION - SUPPLEMENTARY INFORMATION

Supplementary information is presented for information purposes. The information does not comply with the disclosure requirements of the Australian Accounting Standards.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
Opening	$5.44 M	$5.44 M	$5.31 M	($0.13 M)
Closing	$0.00 M	$11.50 M	$11.29 M	($0.21 M)

Refer to Statement of Financial Activity

Cash and Cash Equivalents

	$13.61 M	% of total
Unrestricted Cash	$10.73 M	78.9%
Restricted Cash	$2.87 M	21.1%

Refer to 3 - Cash and Cash Equivalents

Payables

	$0.38 M	% Outstanding
Trade Payables	$0.13 M	
0 to 30 Days		67.2%
Over 30 Days		32.9%
Over 90 Days		1.9%

Refer to 8 - Payables

Receivables

Trade Receivable	$0.79 M	% Outstanding
Over 30 Days		54.6%
Over 90 Days		54.1%
		% Collected
Rates Receivable	$9.40 M	10.7%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($4.41 M)	$7.02 M	$6.98 M	($0.05 M)

Refer to Statement of Financial Activity

Rates Revenue

		% Variance
YTD Actual	$7.23 M	
YTD Budget	$7.32 M	(1.2%)

Grants and Contributions

		% Variance
YTD Actual	$1.82 M	
YTD Budget	$1.40 M	30.0%

Refer to 12 - Grants, Subsidies and Contributions

Fees and Charges

		% Variance
YTD Actual	$2.46 M	
YTD Budget	$2.45 M	0.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
($2.51 M)	($0.89 M)	($0.92 M)	($0.02 M)

Refer to Statement of Financial Activity

Proceeds on sale

		%
YTD Actual	$0.00 M	
Adopted Budget	$0.00 M	

Asset Acquisition

		% Spent
YTD Actual	$2.53 M	
Adopted Budget	$21.38 M	11.8%

Refer to 5 - Capital Acquisitions

Capital Grants

		% Received
YTD Actual	$1.59 M	
Adopted Budget	$18.87 M	8.4%

Refer to 13 - Capital Grants, Subsidies and Contributions

Key Financing Activities

Amount attributable to financing activities

Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)
$1.48 M	($0.08 M)	($0.09 M)	($0.01 M)

Refer to Statement of Financial Activity

Borrowings

Principal repayments	($0.02 M)
Interest expense	($0.00 M)
Principal due	$2.53 M

Refer to 9 - Borrowings

Reserves

Reserves balance	$2.87 M
Net Movement	$0.01 M

Refer to 4 - Reserve Accounts

Lease Liabilities

Principal repayments	($0.05 M)
Interest expense	($0.00 M)
Principal due	$0.15 M

Refer to Note 10 - Lease Liabilites

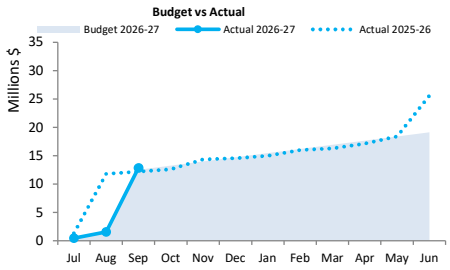
This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

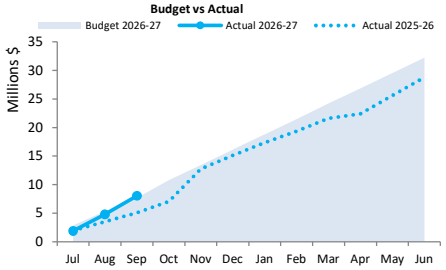
2 KEY INFORMATION - GRAPHICAL

OPERATING ACTIVITIES

OPERATING REVENUE

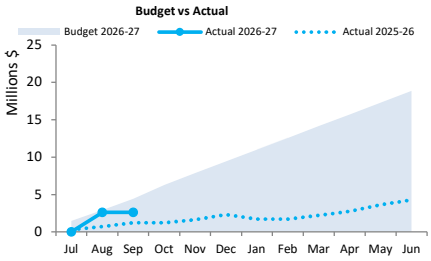


OPERATING EXPENSES

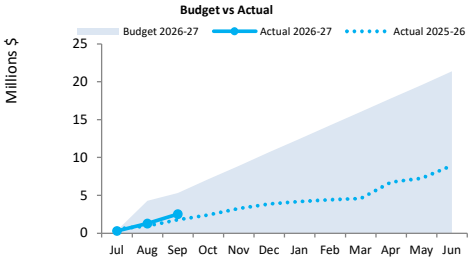


INVESTING ACTIVITIES

CAPITAL REVENUE

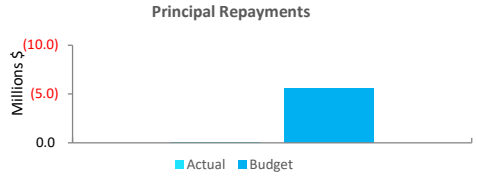


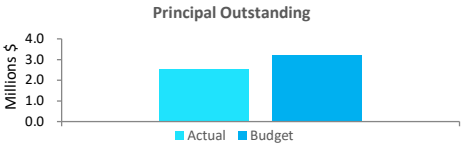
CAPITAL EXPENSES



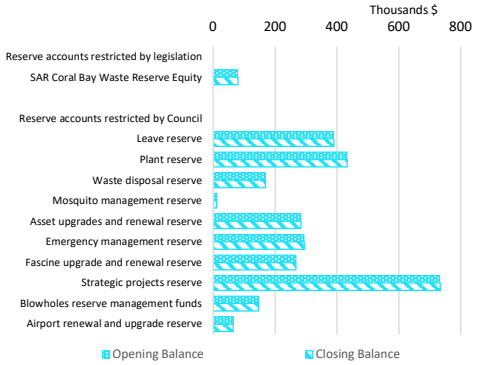
FINANCING ACTIVITIES

BORROWINGS

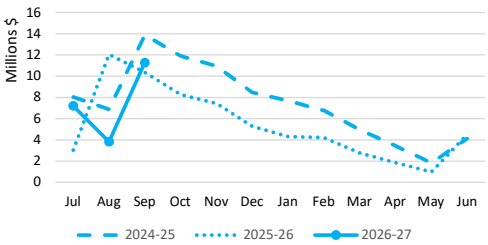




RESERVE ACCOUNTS



Closing funding surplus / (deficit)



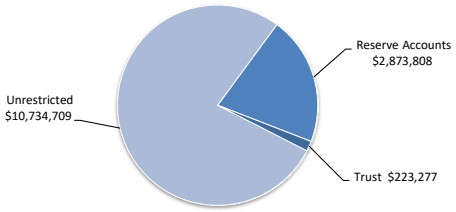
This information is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

3 CASH AND CASH EQUIVALENTS

Description	Classification	Unrestricted	Reserve Accounts	Total	Trust	Institution	Interest Rate	Maturity Date
		$	$	$	$			
Cash on hand	Cash and cash equivalents	2,800	0	2,800	0	NA	NA	NA
Municipal Account	Cash and cash equivalents	5,968,139	0	5,968,139	0	ANZ	Variable	NA
Municipal Online Account	Cash and cash equivalents	4,763,770	0	4,763,770	0	ANZ	Variable	NA
Reserve Bank Account	Cash and cash equivalents	0	2,873,808	2,873,808	0	ANZ	Variable	NA
Trust Bank Account	Cash and cash equivalents	0	0	0	223,277	ANZ	NA	NA
Total		**10,734,709**	**2,873,808**	**13,608,517**	**223,277**			

KEY INFORMATION
Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value.
Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.



Please refer to compilation report | 4

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

4 RESERVE ACCOUNTS

	Budget				Actual			
Reserve account name	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance	Opening Balance	Transfers In (+)	Transfers Out (-)	Closing Balance
	$	$	$	$	$	$	$	$
Reserve accounts restricted by legislation								
SAR Coral Bay Waste Reserve Equity	79,640	0	0	79,640	79,641	251	0	79,892
Reserve accounts restricted by Council								
Leave reserve	388,319	0	0	388,319	388,318	1,226	0	389,544
Plant reserve	431,876	0	(365,000)	66,876	431,876	1,363	0	433,239
Waste disposal reserve	168,713	0	0	168,713	168,713	533	0	169,246
Mosquito management reserve	11,253	0	0	11,253	11,253	35	0	11,288
Asset upgrades and renewal reserve	281,903	0	(200,000)	81,903	281,903	889	0	282,792
Emergency management reserve	293,307	0	0	293,307	293,307	925	0	294,232
Fascine upgrade and renewal reserve	266,684	0	0	266,684	266,684	841	0	267,525
Strategic projects reserve	731,922	0	(300,000)	431,922	731,922	2,308	0	734,230
Blowholes reserve management funds	145,958	0	0	145,958	145,958	460	0	146,418
Airport renewal and upgrade reserve	65,197	0	0	65,197	65,197	205	0	65,402
	2,864,772	**0**	**(865,000)**	**1,999,772**	**2,864,772**	**9,036**	**0**	**2,873,808**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

5 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted Budget	YTD Budget	YTD Actual	YTD Variance
	$	$	$	$
Buildings	786,009	152,063	90,339	(61,724)
Furniture And Equipment	268,000	25,330	5,816	(19,514)
Plant And Equipment	1,630,609	90,000	129	(89,871)
Acquisition of property, plant and equipment	**2,684,618**	**267,393**	**96,284**	**(171,109)**
Infrastructure - Roads	4,034,420	854,875	138,571	(716,304)
Other Infrastructure - Drainage	175,000	29,231	0	(29,231)
Other Infrastructure - Footpaths	200,000	33,333	0	(33,333)
Other Infrastructure - Airport	522,000	123,750	3,085	(120,665)
Other Infrastructure - Parks And Ovals	11,501,024	3,416,837	1,515,611	(1,901,226)
Other Infrastructure	2,262,207	564,136	753,095	188,959
Other Infrastructure - Landfill	0	0	2,703	2,703
Acquisition of infrastructure	**18,694,651**	**5,022,162**	**2,413,065**	**(2,609,097)**
Total of PPE and Infrastructure.	**21,379,269**	**5,289,555**	**2,509,349**	**(2,780,206)**
Right-of-use asset - Right Of Use - Plant And Equipment	0	0	20,746	20,746
Acquisition of right-of-use assets	**0**	**0**	**20,746**	**20,746**
Total capital acquisitions	**21,379,269**	**5,289,555**	**2,530,095**	**(2,759,460)**
Capital Acquisitions Funded By:				
Capital grants and contributions	14,264,269	5,289,555	1,246,726	(4,042,829)
Lease liabilities	0	0	20,746	20,746
Borrowings	6,250,000	0	0	0
Reserve accounts				
Plant reserve	365,000	0	0	0
Asset upgrades and renewal reserve	200,000	0	0	0
Strategic projects reserve	300,000	0	0	0
Contribution - operations	0	0	1,262,623	1,262,623
Capital funding total	**21,379,269**	**5,289,555**	**2,530,095**	**(2,759,460)**

KEY INFORMATION
Initial recognition
An item of property, plant and equipment or infrastructure that qualifies for recognition as an asset is measured at its cost.

Upon initial recognition, cost is determined as the amount paid (or other consideration given) to acquire the assets, plus costs incidental to the acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition.

Assets for which the fair value as at the date of acquisition is under $5,000 are not recognised as an asset in accordance with *Local Government (Financial Management) Regulation 17A(5).* These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Individual assets that are land, buildings and infrastructure acquired between scheduled revaluation dates of the asset class in accordance with the Shire's revaluation policy, are recognised at cost and disclosed as being at reportable value.

Measurement after recognition
Plant and equipment including furniture and equipment and right-of-use assets (other than vested improvements) are measured using the cost model as required under *Local Government (Financial Management) Regulation 17A(2).* Assets held under the cost model are carried at cost less accumulated depreciation and any impairment losses being their reportable value.

Reportable Value
In accordance with *Local Government (Financial Management) Regulation 17A(2),* the carrying amount of non-financial assets that are land and buildings classified as property, plant and equipment, investment properties, infrastructure or vested improvements that the local government controls.

Reportable value for the purpose of *Local Government (Financial Management) Regulation 17A(4),* is the fair value of the asset at its last valuation date minus (to the extent applicable) the accumulated depreciation and any accumulated impairment losses in respect of the non-financial asset subsequent to its last valuation date.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

5 CAPITAL ACQUISITIONS (CONTINUED) - DETAILED

Capital expenditure total
Level of completion indicators

0%
20%
40%
60%
80%
100%
Over 100%

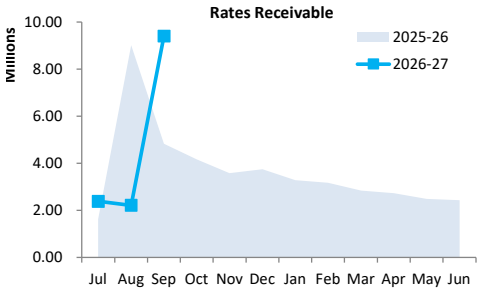
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

	Account Description	Adopted Current Budget	Year to Date Budget	Year to Date Actual	Variance (Under)/Over
Capital Expenditure					
Buildings					
2974	STAFF HOUSING - (L.&B.)	50,000	0	0	0
2990	Housing Development Northwater	0	0	88,711	88,711
3154	LAND & BUILDINGS - C/C	647,000	150,314	481	(149,833)
4154	LAND & BUILDINGS - AIRPORT	0	0	725	725
3434	LAND & BUILDINGS LIB/ART	7,000	1,749	0	(1,749)
3064	LAND & BUILDINGS - SP-31	50,000	0	0	0
3555	Regional Art Gallery Improvement (Building)	32,009	0	0	0
3074	BUILDINGS (OTH COMM)	0	0	422	422
Buildings Total		**786,009**	**152,063**	**90,339**	**(61,724)**
Furniture And Equipment					
0598	EQUIPMENT (NEW AND RENEWAL) FOR I.T.	128,000	25,330	5,816	(19,514)
NEWF1	Chambers Upgrade/Refresh - Presidents Office and IT	65,000	0	0	0
NEWF2	Replacement of playground equipment	75,000	0	0	0
Furniture And Equipment Total		**268,000**	**25,330**	**5,816**	**(19,514)**
Plant And Equipment					
4144	Purchase Plant & Equipment (Works)	1,400,052	90,000	0	(90,000)
3274	PLANT & EQUP SWIM POOL	0	0	129	129
NEWP1	Plant and Equipment (Depot)	230,557	0	0	0
Plant And Equipment Total		**1,630,609**	**90,000**	**129**	**(89,871)**
Infrastructure - Roads					
3740	ROADS TO RECOVERY - SP-37	1,624,363	264,864	92,341	(172,523)
3747	REGIONAL ROADS GROUP (RRG)	1,315,333	328,830	32,093	(296,737)
3760	ROAD CONSTRUCTION (Shire Funded)	150,000	25,000	0	(25,000)
3864	BLACKSPOT ROAD PROJECTS	944,724	236,181	14,137	(222,044)
Infrastructure - Roads Total		**4,034,420**	**854,875**	**138,571**	**(716,304)**
Other Infrastructure - Drainage					
3770	DRAINAGE - CONSTRUCTION	175,000	29,231	0	(29,231)
Other Infrastructure - Drainage Total		**175,000**	**29,231**	**0**	**(29,231)**
Other Infrastructure - Footpaths					
3850	FOOTPATH/CYCLEWAY ASSET RENEWALS .	200,000	33,333	0	(33,333)
Other Infrastructure - Footpaths Total		**200,000**	**33,333**	**0**	**(33,333)**
Other Infrastructure - Airport					
4124	INFRASTRUCTURE - AIRPORT	522,000	123,750	3,085	(120,665)
Other Infrastructure - Airport Total		**522,000**	**123,750**	**3,085**	**(120,665)**
Other Infrastructure - Parks And Ovals					
5495	REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM	11,501,024	3,416,837	1,515,611	(1,901,226)
Other Infrastructure - Parks And Ovals Total		**11,501,024**	**3,416,837**	**1,515,611**	**(1,901,226)**
Other Infrastructure					
3974	OTHER INFRASTRUCTURE - SP-36	2,262,207	564,136	752,804	188,668
4214	OTHER INFR.(TOURISM)	0	0	189	189
3800	OTHER INFRASTRUCTURE - SP-37	0	0	65	65
4314	TOWN BEACH INFR.	0	0	37	37
Other Infrastructure Total		**2,262,207**	**564,136**	**753,095**	**188,959**
Other Infrastructure - Landfill					
2414	OTHER INFRASTRUCTURE - CB	0	0	2,703	2,703
Other Infrastructure - Landfill Total		**0**	**0**	**2,703**	**2,703**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

6 RECEIVABLES

Rates receivable	30 Jun 2026	30 Sep 2026
	$	$
Opening arrears previous year	2,004,628	2,303,657
Levied this year	7,814,396	8,338,682
Less - collections to date	(7,415,367)	(1,138,649)
Gross rates collectable	**2,403,657**	**9,503,690**
Allowance for impairment of rates receivable	(100,000)	(100,000)
Net rates collectable	**2,303,657**	**9,403,690**
% Collected	75.5%	10.7%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Receivables - general	(15,959)	430,283	784	3,296	493,723	912,127
Percentage	(1.7%)	47.2%	0.1%	0.4%	54.1%	
Balance per trial balance						
Trade receivables						912,127
Other receivables						13,946
GST receivable						215,669
Allowance for impairment of receivables from contracts with customers						(420,461)
ESL receivables						65,797
Accrued income						5,651
Total receivables general outstanding						**792,729**

Amounts shown above include GST (where applicable)

KEY INFORMATION

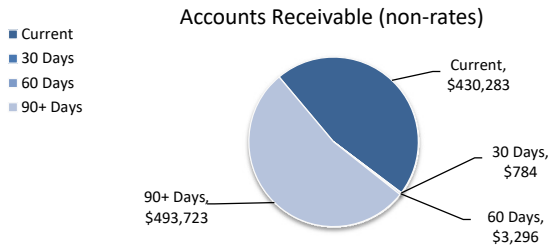
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cash flows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

7 OTHER CURRENT ASSETS

Other current assets	Opening Balance 1 July 2026	Asset Increase	Asset Reduction	Closing Balance 30 September 2026
	$	$	$	$
Inventory				
Fuel and materials	34,432	95,285	(88,648)	41,069
Visitor Centre stock	55,590	714	0	56,304
Total other current assets	**90,022**	**95,999**	**(88,648)**	**97,373**

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory
Inventories are measured at the lower of cost and net realisable value.
Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

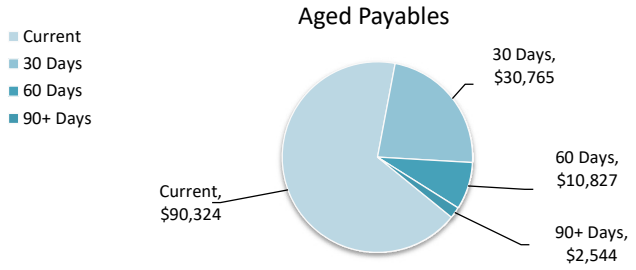
SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$	$
Payables - general	0	90,324	30,765	10,827	2,544	134,460
Percentage	0.0%	67.2%	22.9%	8.1%	1.9%	
Balance per trial balance						
Sundry creditors						134,460
Other payables						142,014
Bonds and deposits held						96,286
Visitor Centre liabilities						5,366
Total payables general outstanding						**378,126**

Amounts shown above include GST (where applicable)

KEY INFORMATION
Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.
The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



Please refer to compilation report | 10

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

9 BORROWINGS

Repayments - borrowings

Information on borrowings			New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Loan No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	$	$	$	$	$	$	$	$
Airport Corrective Works	216	25,880	0	0	0	(25,880)	25,880	0	0	(395)
Plant and Equipment	217	970,316	0	0	0	(264,337)	970,316	705,979	0	(34,323)
Heavy Plant	219	565,609	0	0	0	(103,631)	565,609	461,978	0	(23,412)
Light Fleet	220	147,516	0	0	0	(47,117)	147,516	100,399	0	(5,782)
Housing (RED House)	221	477,709	0	0	(7,822)	(15,847)	469,887	461,862	(2,066)	(24,726)
Plant and Equipment	222	365,000	0	0	(16,340)	(66,496)	348,660	298,504	(644)	(15,614)
Heavy Plant	TBA	0	0	1,250,000	0	(47,594)	0	1,202,406	0	(34,688)
Short term capital funding	TBA	0	0	5,000,000	0	(5,000,000)	0	0	0	0
Total		**2,552,030**	**0**	**6,250,000**	**(24,162)**	**(5,570,902)**	**2,527,868**	**3,231,128**	**(2,710)**	**(138,940)**
Current borrowings		523,308					499,146			
Non-current borrowings		2,028,722					2,028,722			
		2,552,030					**2,527,868**			

All debenture repayments were financed by general purpose revenue.

New borrowings 2026-27

Particulars	Amount Borrowed Actual	Amount Borrowed Budget	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used) Actual	Amount (Used) Budget	Balance Unspent
	$	$				$	%	$	$	$
Purchase heavy plant and equipment	0	1,250,000	WATC	Debenture	10	0	5.55%	0	(1,250,000)	1,250,000
Short term capital funding	0	5,000,000	WATC	Short term	1	0	5.55%	0	(5,000,000)	5,000,000
	0	**6,250,000**				**0**		**0**	**(6,250,000)**	**6,250,000**

KEY INFORMATION
The Shire has elected to recognise borrowing costs as an expense when incurred regardless of how the borrowings are applied.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

10 LEASE LIABILITIES

Movement in carrying amounts

Information on leases			New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
Particulars	**Lease No.**	**1 July 2026**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**
		$	**$**	**$**	**$**	**$**	**$**	**$**	**$**	**$**
Admin Copier	**53-002	0	15,250	0	(681)	(2,778)	14,569	0	(173)	(643)
IT Equipment	NA	20,157	0	0	(15,089)	(20,157)	5,068	0	(116)	(116)
Copier Plan Copier	**09AUS1	6,613	0	0	(675)	(2,748)	5,938	3,865	(74)	(247)
IT Laptops	**83AUS2	6,493	0	0	(576)	(2,342)	5,917	4,151	(72)	(250)
Fleet	35180	146,135	0	0	(35,791)	(40,317)	110,344	105,818	(1,541)	(3,621)
Depot Copier	**33155	0	5,496	0	(159)	0	5,337	0	(52)	0
Total		**179,398**	**20,746**	**0**	**(52,971)**	**(68,342)**	**147,173**	**113,834**	**(2,028)**	**(4,877)**
Current lease liabilities		114,665					65,365			
Non-current lease liabilities		64,733					81,808			
		179,398					**147,173**			

All lease repayments were financed by general purpose revenue.

KEY INFORMATION
At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is or contains a lease, if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right-of-use asset is recognised at cost and lease liability measured at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

11 OTHER CURRENT LIABILITIES

Other current liabilities	Opening Balance 1 July 2026	Liability transferred from/(to) non-current	Liability Increase	Liability Reduction	Closing Balance 30 September 2026
	$	$	$	$	$
Other liabilities					
Contract liabilities	1,390,895	0	0	0	1,390,895
Capital grant/contributions liabilities	3,823,329	0	4,148,839	0	7,972,168
Total other liabilities	5,214,224	0	4,148,839	0	9,363,063
Employee Related Provisions					
Provision for annual leave	716,089	0	0	0	716,089
Provision for long service leave	433,395	0	0	0	433,395
Total Provisions	1,149,484	0	0	0	1,149,484
Total other current liabilities	**6,363,708**	**0**	**4,148,839**	**0**	**10,512,547**

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Notes 12 and 13

KEY INFORMATION
Provisions
Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.
Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions
Short-term employee benefits
Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.
The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits
The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities
An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities
Grants to acquire or construct recognisable non-financial assets to identified specifications to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Current Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Grants and subsidies								
F.A.G.- General Purpose	0	0	0	0	0	1,112,391	370,767	278,098
F.A.G. - Roads	0	0	0	0	0	286,872	95,624	71,718
F.A.G. - Special Purpose	0	0	0	0	0	72,721	18,180	18,180
RJED Grant Income	770,997	0	0	770,997	770,997	308,173	0	542,041
Bushfire Grant	0	0	0	0	0	31,200	7,800	7,800
Other Grants - SP-06	10,275	0	0	10,275	10,275	10,275	2,568	0
Grants Animal Control	25,000	0	0	25,000	25,000	50,000	12,498	0
Emergency Services Grant	0	0	0	0	0	35,610	8,901	8,903
Grant - National Road Safety Week	0	0	0	0	0	25,490	6,372	0
Department of Communities Grant- Mayu Mia	0	0	0	0	0	242,082	60,519	58,125
Other Grant Income - Youth Services	114,087	0	0	114,087	114,087	124,000	0	0
Grants (Mosquito Funding)	0	0	0	0	0	3,500	873	0
Grants - Protection Of The Environment	149,656	0	0	149,656	149,656	323,656	0	0
Art Gallery Grants	21,685	0	0	21,685	21,685	58,000	14,499	0
Grants Library	0	0	0	0	0	6,000	1,500	2,009
Community Development Grants Income	25,490	0	0	25,490	25,490	70,000	17,499	5,994
Community Art Hub Income	0	0	0	0	0	50,000	12,498	877
Seniors Grant (Income)	0	0	0	0	0	3,000	750	0
Town Planning Grants	25,231	0	0	25,231	25,231	25,231	6,306	0
Grant For Charmap Development	0	0	0	0	0	15,000	3,750	0
Grant - Coral Bay Settlement Structure Plan	198,474	0	0	198,474	198,474	198,474	49,617	0
Grant - Recovery Delivery	0	0	0	0	0	150,000	150,000	280,000
MRWA Direct Grant	0	0	0	0	0	545,048	545,048	545,901
Grant - Improving Flood Preparedness Project	50,000	0	0	50,000	50,000	0	0	0
R2R Funding - Operating	0	0	0	0	0	400,000	0	0
Other Grants & Contributions	0	0	0	0	0	0	0	2,363
	1,390,895	**0**	**0**	**1,390,895**	**1,390,895**	**4,146,723**	**1,385,569**	**1,822,009**
Contributions								
State Library Subsidy	0	0	0	0	0	350	87	0
MRWA Streetlighting Contribution	0	0	0	0	0	26,682	6,669	0
MRWA Robinson Street Sweeping Contribution	0	0	0	0	0	10,000	2,499	0
MRWA Verge Mtnce Contribution	0	0	0	0	0	18,818	4,704	0
Area Promotion Advertising Campaign	0	0	0	0	0	10,000	2,499	0
	0	**0**	**0**	**0**	**0**	**65,850**	**16,458**	**0**
TOTALS	**1,390,895**	**0**	**0**	**1,390,895**	**1,390,895**	**4,212,573**	**1,402,027**	**1,822,009**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
Provider	Liability 1 July 2026	Increase in Liability	Decrease in Liability (As revenue)	Liability 30 Sep 2026	Current Liability 30 Sep 2026	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	$	$	$	$	$	$	$	$
Capital grants and subsidies								
Grant - Lotterywest - Civic Centre -Theatre	497,000	0	0	497,000	497,000	497,000	124,248	0
Art Gallery Grants	32,009	0	0	32,009	32,009	32,009	8,001	0
Carnarvon Activation Plan Income	1,011,186	1,357,423	0	2,368,609	2,368,609	2,245,207	561,300	0
Historical Grants	9,091	0	0	9,091	9,091	0	0	0
Regional Road Group Funding	0	0	0	0	0	1,883,333	186,831	0
State Blackspot Funding	217,652	0	0	217,652	217,652	944,724	236,181	90,337
Roads To Recovery Funding	0	0	0	0	0	1,624,363	406,089	392,946
R.A.D.S Grant	0	0	0	0	0	90,000	0	0
R.A.U.P Grant	0	0	0	0	0	50,000	0	0
Partnership Programs	2,056,391	0	0	2,056,391	2,056,391	11,501,024	2,875,254	1,110,000
Sea Water Inundation Project - Income	0	2,791,416	0	2,791,416	2,791,416	0	0	0
	3,823,329	**4,148,839**	**0**	**7,972,168**	**7,972,168**	**18,867,660**	**4,397,904**	**1,593,283**

SHIRE OF CARNARVON
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 30 SEPTEMBER 2026

14 TRUST FUND

Funds held at balance date which are required by legislation to be credited to the trust fund and which are not included in the financial statements are as follows:

Description	Opening Balance 1 July 2026	Amount Received	Amount Paid	Closing Balance 30 September 2026
	$	$	$	$
Private Works	82,903	0	0	**82,903**
Public Open Space	140,374	0	0	**140,374**
	223,277	**0**	**0**	**223,277**

MOORE

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14 October 2026

Ms Amanda Leighton
Acting Chief Executive Officer
Shire of Carnarvon
3 Francis Street
CARNARVON WA 6701

Dear Amanda

MATTERS IDENTIFIED DURING COMPILATION OF STATUTORY MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 30 SEPTEMBER 2026

We advise we have completed the compilation of your statutory monthly financial report for the period ended 30 September 2026 and identified certain matters additional to those identified in the compilation report we wish to bring to your attention.

We are required under APES 315 *Compilation of Financial Information* to report certain matters in our compilation report and we draw your attention to the note regarding basis of preparation. Other matters which arise during our compilation we wish to bring to your attention are raised in the following pages of this letter along with suggestions to resolve these issues.

It should be appreciated, our procedures are designed primarily to enable us to compile the monthly financial report and therefore may not bring to light all weaknesses in systems and procedures, or all financial matters of interest to management and council, which may exist. However, we aim to use our knowledge of the shire's financial operations gained during our work to make comments and suggestions, which, we hope, will be useful to you.

Should you wish to discuss any matter relating to our service or any other matter, please do not hesitate to contact us.

Yours sincerely

Russell Barnes
Associate Director
Moore Australia (WA) Pty Ltd

MOORE

Shire of Carnarvon Period ended 30 September 2026

Topic	Item	First Identified	Explanation	Action Required	Priority
Funding Statements	Opening surplus	August 2026	The net current assets carried forward from 2025/26 included exclusions for employee provisions $1,149,484. Legislation allows for the exclusion of leave provision held in reserve $388,318, resulting in a $761,166 decrease to the surplus.	Consideration should be given to funding the $734,321 decrease in the surplus. This is likely to need to be addressed over multiple years and may occur by increasing the leave reserve account. Provisions should be reviewed to ensure they are accurate and all amounts receivable from other local governments have been recognised.	High
Uploaded budget	Reconciliation	July 2026	The budget uploaded does not agree to the adopted statutory budget. We have amended this on the face of the statements.	We recommend balancing the uploaded budget to the adopted budget to ensure the correct reporting requirements of the financial statements and monitoring of budgeted variances.	Medium
Liabilities	Contract liabilities	August 2026	Contract liabilities have not been adjusted in-line with year-to-date expenditure, understating revenue recognition. We have allocated $2,791,416 to capital grant/contributions liability on the face of the statements for Sea water inundation project.	We recommend revising the contract liabilities on a monthly basis to recognise the increase or decrease of liabilities.	Medium
Capital Expenditure	Allocations	August 2026	Transactions have been allocated to capital expenditure accounts without budget allocations or appear to be operating in nature.	We recommend allocations are reviewed and adjusted (where appropriate) to ensure correct allocations for capital acquisitions. Controls should be developed and implemented to ensure unbudgeted expenditure is authorised by an absolute majority of Council prior to occurring.	Medium
Subsidiary ledgers	Outstanding accounts receivable	August 2026	Although we acknowledge a provision for impairment exists, the debtors aged trial balance includes invoices totalling $493,723 outstanding for over 90 days, and debtors with credit balances totalling $15,959.	We recommend reviewing overdue debtors collection procedures to ensure debtors outstanding for over 30 days are subject to regular review and reminder notices are issued to improve the collection rate. We recommend debtors with credit balances be investigated and remedied.	Medium

MOORE

Shire of Carnarvon

Period ended 30 September 2026

Topic	Item	First Identified	Explanation	Action Required	Priority
Operating Expenditure	Allocations	August 2026	PWOH have been under allocated by $346,790. Plant Operating Costs have been under allocated by $62,900.	We recommend the allocations be reviewed and adjusted (where appropriate) and ensure recoveries of public works overheads and plant operating costs.	Medium
Year end Balances	Opening surplus	July 2026	At the time of preparing the Monthly Financial Report, the Annual Financial Report has not been finalised, therefore the opening surplus may change from the current $5,313,756 due to year end and audit adjustments.	None.	Low

SCHEDULE 1 - CREDIT CARDS

DATE PAID	PAYEE	DESCRIPTION	ACCOUNT NAME	AMOUNT
30/07/2026	Vista Print	HR Banners For Performance Appraisal Month	Chief Executive Officer	$ 258.05
30/07/2026	Vista Print	HR Banners For Performance Appraisal Month	Chief Executive Officer	$ 301.32
5/08/2026	Holiday Inn	Refreshments For Staff Meeting	Chief Executive Officer	$ 86.62
6/08/2026	Holiday Inn	Accommodation For Commissioner For WALGA Meeting	Chief Executive Officer	$ 307.29
17/08/2026	BP Geraldton	Fuel For CEO Vehicle P403	Chief Executive Officer	$ 172.97
10/08/2026	Bolts Us Geraldton	Purchase Of Bolts And Nuts For Cat Loader	Executive Manager - Infrastructure	$ 428.79
10/08/2026	Transport WA Carnarvon	Replace Lost Registration Plates On Skid Steer	Executive Manager - Infrastructure	$ 32.00
12/08/2026	Transport WA Carnarvon	Replace Lost Registration Plates On Loader	Executive Manager - Infrastructure	$ 32.00
12/08/2026	Transport WA Carnarvon	Replace Lost Registration Plates On Loader Print	Executive Manager - Infrastructure	$ 6.90
19/07/2026	Mate Communicate	Monthly Internet Charges For The Period July 2026	Special Projects Officer	$ 77.47
1/08/2026	Starlink	Monthly Internet Charges For Bushfire Brigade For The Period August 2026	Special Projects Officer	$ 110.00
1/08/2026	Starlink	Monthly Internet Charges For Bushfire Brigade Car For The Period August 2026	Special Projects Officer	$ 85.00
1/08/2026	Starlink	Monthly Internet Charges For Blowholes Camphost For The Period August 2026	Special Projects Officer	$ 75.00
1/08/2026	Starlink	Monthly Internet Charges For Yardi Residence For The Period August 2026	Special Projects Officer	$ 85.00
1/08/2026	Starlink	Monthly Internet Charges For Depot Terminal Access For The Period August 2026	Special Projects Officer	$ 46.00
1/08/2026	Starlink	Monthly Internet Charges For Depot Local Priority For The Period August 2026	Special Projects Officer	$ 190.00
1/08/2026	Starlink	Monthly Internet Charges For Media Phone For The Period August 2026	Special Projects Officer	$ 75.00
1/08/2026	Starlink	Monthly Internet Charges For Visitor Centre Phone For The Period August 2026	Special Projects Officer	$ 15.00
1/08/2026	Starlink	Monthly Internet Charges For Waste Facility For The Period August 2026	Special Projects Officer	$ 150.00
7/08/2026	Rebrandly	Monthly Rebrandly Subscription Fees For The Period August 2026	Special Projects Officer	$ 20.54
14/08/2026	Bills On Ningaloo	Venue Hire For Coastal Hazard Risk Management Plan	Special Projects Officer	$ 404.00
19/08/2026	Facebook	Advertisement For Fresh, Local Flavours With History, Big Things In Carnarvon And Gascoyne Festival	Special Projects Officer	$ 327.44
8/08/2026	Mate Communicate	Monthly Internet Charges For The Period August 2026	Special Projects Officer	$ 76.76
7/09/2026	ANZ Bank	Credit Card Payment: 23/07/2026 - 23/08/2026	Executive Manager Corporate Strategy & Performance	$ 2,856.45
21/07/2026	Rezdy	Monthly Subscription For Booking Platform For July	Executive Manager Lifestyle & Community	$ 108.90
27/07/2026	Starlink	Monthly Internet Charges For CESM Vehicle	Executive Manager Lifestyle & Community	$ 84.01
28/07/2026	Officeworks	Furniture For Office & Shire President Office	Executive Manager Lifestyle & Community	$ 4,487.20
28/07/2026	Local Govt	Age Friendly Conversations Planning For Aging WA	Executive Manager Lifestyle & Community	$ 50.00
28/07/2026	Facebook	Advertisement For Gascoyne Food, Explore Carnarvon	Executive Manager Lifestyle & Community	$ 193.18
28/07/2026	Facebook	Advertisement For Live Shows Promotions	Executive Manager Lifestyle & Community	$ 91.53
31/07/2026	Starlink	Standby Charges For CESM Vehicle	Executive Manager Lifestyle & Community	$ 1.38
1/08/2026	PLIXI	Monthly Social Media Development For Visitor Centre Instagram	Executive Manager Lifestyle & Community	$ 145.90
2/08/2026	Starlink	Monthly Starlink For Admin Office For August 2026	Executive Manager Lifestyle & Community	$ 235.00
5/08/2026	Dept Of Racing & Gaming	Liquor Licence For Gyotaku & Feast	Executive Manager Lifestyle & Community	$ 62.00
4/08/2026	Kmart	Miscellaneous Items For Monday Art Club	Executive Manager Lifestyle & Community	$ 66.00
6/08/2026	Gascoyne Traders	Science Week Items For Workshop	Executive Manager Lifestyle & Community	$ 16.14
6/08/2026	Woolworths	Science Week Items For Workshop	Executive Manager Lifestyle & Community	$ 24.00
6/08/2026	Temu	Items For Gyotaku & Feast - Fish Printing Workshop	Executive Manager Lifestyle & Community	$ 276.81
10/08/2026	Woolworths	Items For Business After Hours Events	Executive Manager Lifestyle & Community	$ 97.46
11/08/2026	Woolworths	Items For Business After Hours Events	Executive Manager Lifestyle & Community	$ 18.40
11/08/2026	Big W	Bar Tables For Corporate & Public Events	Executive Manager Lifestyle & Community	$ 532.60
13/08/2026	Temu	Decorations And Props For Youth & Family Disco	Executive Manager Lifestyle & Community	$ 275.27
14/08/2026	Temu	Items For Creative Sparks	Executive Manager Lifestyle & Community	$ 146.01
18/08/2026	Amazon	Mini Jack To XLR Adaptor For Wireless Headset	Executive Manager Lifestyle & Community	$ 44.99
19/08/2026	Facebook	Advertisement For Carnarvon And Coral Bay Town Promotion	Executive Manager Lifestyle & Community	$ 20.59
28/07/2026	Starlink	Monthly Internet Charges For CESM Vehicle Standby For Mini	Executive Manager Lifestyle & Community	$ 9.27
31/07/2026	Post Carnarvon	Registered Post - McLeods Lawyers (Removal Of Caveat)	Executive Manager Community Planning & Sustainability	$ 7.55
3/08/2026	Landgate	Purchase Of MOU For Carnarvon Heritage Precinct - Annear Place	Executive Manager Community Planning & Sustainability	$ 33.90
4/08/2026	Pestrol	VectoBac G Biological Mosquito Larvicide Granules 2 X18kg Mosquito Control Management	Executive Manager Community Planning & Sustainability	$ 580.00
				$ 13,827.69

Completed By:	**Riley Amai**
Signature:	
Position:	**Finance Officer**
Date:	**14/10/2026**

Checked By:	**Bek Skender**
Signature:	R Skender
Position	**Finance Coordinator**
Date:	**14/10/2026**

SCHEDULE 2 - LIST OF ACCOUNTS PAID UNDER DELEGATION

VOUCHER NUMBER	DATE PAID	PAYEE	DESCRIPTION	EFT PAYMENT AMOUNT
EFT48606	07/09/2026	ALICE LINFORD FORTE	WINNER PRIZE FOR THE GASCOYNE LANDSCAPE CATEGORY - GASCOYNE ART AWARDS 2026	-$ 800.00
EFT48607	07/09/2026	AMANDA JANE KING (LEIGHTON)	STAFF ATTRACTION AND RETENTION REIMBURSEMENT UNDER THE EMPLOYEE BENEFITS POLICY, AS SUPPORTED BY THE APPROVED CLAIM FORM	-$ 300.00
EFT48608	07/09/2026	ANNE-MARIE D'ARCY	PAYMENT FOR ARTWORK TITLED GOLDENBUSH LULLABIES	-$ 2,000.00
EFT48609	07/09/2026	ANTOINETT MARILYN ROE	COMMUNITY ART HUB SALES - JULY 2026	-$ 12.00
EFT48610	07/09/2026	ANTHONY WILLIS	STAFF ATTRACTION & RETENTION CLAIM - GYM MEMBERSHIP	-$ 280.00
EFT48612	07/09/2026	CAROLINE BALLARD	REIMBURSEMENT OF THE HIGH RISK WORK LICENCE RENEWAL FEE PAID FOR A SHIRE EMPLOYEE	-$ 44.00
EFT48613	07/09/2026	BLACKTOP ENGINEERING PTY LTD T/A BLACKTOP MATERIALS ENGINEERING	GEOTECHNICAL LABORATORY TESTING OF CORAL BAY AIRSTRIP PAVEMENT SAMPLES TO INFORM THE PAVEMENT RESHAPE AND STABILISATION PROJECT TENDER SPECIFICATION, INCLUDING TESTING OF 0-200MM AND 200-500MM MATERIAL FOR PARTICLE SIZE DISTRIBUTION, ATTERBERG LIMITS, SOIL CLASSIFICATION, MOISTURE CONTENT, MAXIMUM MODIFIED DRY DENSITY, MDCS AND CBR.	-$ 3,393.50
EFT48614	07/09/2026	BTX CONTRACTING	MANAGEMENT OF CARNARVON AQUATIC CENTRE SEPTEMBER 2026	-$ 33,000.00
EFT48615	07/09/2026	CAITLIN FITZGERALD	PAYMENT OF $800.00 FOR WINNING THE SEASCAPE CATEGORY - GASCOYNE ART AWARDS 2026	-$ 1,000.00
EFT48616	07/09/2026	CARNARVON MOTOR GROUP PTY LTD	SUPPLY OF TWO FRONT WINDSCREEN WASHER NOZZLES FOR TOYOTA HILUX P330, INCLUDING FREIGHT	-$ 87.27
EFT48617	07/09/2026	CARNARVON CLEANERS PTY LTD	DAILY AND MONTHLY CLEANING OF CARNARVON AIRPORT AND AIRPORT TOILETS, PLUS FIVE AD HOC THEATRE CLEANS DURING AUGUST 2026, UNDER RFT 03/2022	-$ 4,841.44
EFT48618	07/09/2026	CARMELA FITZGERALD	PAYMENT FOR ARTWORK TITLED BEFORE THE TIDE TAKES THEM	-$ 1,840.00
EFT48619	07/09/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	SUPPLY AND FIT REAR GLASS DOOR ON RJED VEHICLE, REGO C29426 (P405) AS PER QUOTE 2894.	-$ 988.57
EFT48620	07/09/2026	RYDER CARLEEN TERRI T/AS SALTWATER CREATIONS	PAYMENT FOR ARTWORK TITLED BLOOM	-$ 336.00
EFT48621	07/09/2026	S & N CONTRACTORS PTY LTD T/A CARNARVON WORKWEAR	1 X KING GEE HYPERFREEZE LONG SLEEVE POLO (SIZE L) 3 X HYPERFREEZE L/S POLOS WOMENS (SIZE S, M & L) 4 X SHIRE LOGO 1 X PAIR SAFETY BOOTS - SIZE 9 AS PER QUOTE QU-2482 DANIELLE	-$ 1,148.74
EFT48622	07/09/2026	CATERBOX	SUPPLY OF EIGHT 200MM AND THREE 135MM HIGH, 24-COMPARTMENT GLASSWARE STORAGE BOXES, ELEVEN LIDS AND DELIVERY	-$ 559.45
EFT48623	07/09/2026	CATOURS PTY LTD T/AS COASTAL ADVENTURE TOURS	THESE PAYMENTS / BOOKINGS WERE A PART OF THE NINGALOO ADVENTURE VOUCHER PROMOTION FROM MAY. WE ONLY PAID THE NET PAYMENT NOT THE TOTAL. THEREFORE WE NEED TO PAY THE OTHER HALF OF THE PAYMENT. MINUS THE 12.5% COMMISSION WE HAVE ALREADY TAKEN FROM EACH BOOKING. CHRISTINA DECKER: 125+ 375= 500 = $ 500 NET PAYABLE REBECCA NASER: 31.25+93.75=125 =125 NET PAYABLE $500+$125=$625 TOTAL: NET PAYABLE = $625	-$ 625.00
EFT48624	07/09/2026	THE TRUSTEE FOR DN KEARNEY FAMILY TRUST T/A CARNARVON ELECTRICS	INSPECT AND RECTIFY NO POWER AT THE PUBLIC TOILET BLOCK AT CARNARVON AIRPORT	-$ 2,560.88
EFT48625	07/09/2026	CORAL COAST WATER PTY LTD	COMMERCIAL CONSUMPTION FOR THE FESTIVAL GROUNDS FOR THE PERIOD 01/06/2026 - 30/06/2026	-$ 974.27
EFT48626	07/09/2026	FRESLEVER PTY LTD T/A CORAL BAY ECO TOURS	THESE PAYMENTS / BOOKINGS WERE A PART OF THE NINGALOO ADVENTURE VOUCHER PROMOTION FROM MAY. WE ONLY PAID THE NET PAYMENT NOT THE TOTAL. THEREFORE WE NEED TO PAY THE OTHER HALF OF THE PAYMENT. BENJAMIN: 30/06/26 COMMISSION + NET PAY = $510 1010-510= 500 NET PAY : 500 18/06/26 SHANNON MCGHEE : 74.38= 223.12 = $297.50 ALISHA SPRATT : 74.38= 223.12 = $297.50 OLIVIA REIHNANA: 74.38= 223.12 = $297.50 =892.50 1785.00 - 892.50 = 892.50 NET PAY: $892.50 TOTAL NET PAY: 500 + 892.50 = $1392.50	-$ 1,392.50
EFT48627	07/09/2026	CUPPA & CRUMB CAFE	SUPPLY OF A GRAZING PLATTER FOR THE GASCOYNE ART AWARDS 2026 CLOSING EVENT	-$ 360.00
EFT48628	07/09/2026	CARNARVON GROWERS ASSOCIATION INC	10X THREADED TEE 25MM X 1/2 FEM BRANCH 10X THREADED TEE 13MM X3/4' MALE BRANCH & 10X REDUCING SOCKET 20MM-15MM	-$ 100.69
EFT48629	07/09/2026	CARNARVON HERITAGE GROUP INC	OPERATOR PAYMENT FOR THE PERIOD 30/06/2026 TO 30/06/2026	-$ 27.50
EFT48630	07/09/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	COMMUNITY DEVELOPMENT STANDING PO FOR PROGRAMS AND EVENTS 26/27 BUDGET - VARIOUS ITEMS	-$ 26.60
EFT48631	07/09/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	1 X DOOR - BLOCKCORE 820 X 2040MM, 1 X ROLLER COVER & 2 X 4PACK 9V BATTERIES, AS PER QUOTE 12010486.	-$ 873.16
EFT48632	07/09/2026	DAVID JAMES STEWART	PAYMENT FOR ARTWORK TITLED BELLE OF THE BALL	-$ 200.00
EFT48633	07/09/2026	DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT - REGIONAL DEVELOPMENT	BUY WEST EAT BEST ANNUAL LICENCE 28/08/2026-28/08/2027	-$ 348.48
EFT48634	07/09/2026	EBONY GLYNN	PAYMENT FOR ARTWORK TITLED OUT THE BACK	-$ 400.00
EFT48635	07/09/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	FLIGHTS BETWEEN CARNARVON, PERTH AND BROOME FOR COMMISSIONER AND STAFF TRAVEL DURING AUGUST-OCTOBER 2026; ASSOCIATED BOOKING AND NAME-CHANGE FEES; AND CAR HIRE IN CARNARVON	-$ 8,187.81
EFT48636	07/09/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	CORAL BAY WASTE SERVICES FOR JULY 2026, INCLUDING LANDFILL SITE MAINTENANCE, ROADSIDE BIN COLLECTIONS, FISH OFFAL BIN COLLECTIONS AND BIN WASHING	-$ 33,844.37
EFT48637	07/09/2026	GABRIELLE BARNEY	PAYMENT FOR ARTWORK TITLED THE SPIRIT OF THE GASCOYNE: SUNSET DREAMING	-$ 960.00
EFT48638	07/09/2026	BREAKAWAY HOLDINGS WA PTY LTD TAS GASCOYNE TRADERS	SUPPLY AND INSTALL 2MM VINYL PLANKS TO THE NEW OFFICE AREA INSIDE THE CARNARVON COUNCIL CHAMBERS	-$ 1,179.00
EFT48639	07/09/2026	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	SUPPLY OF A REPLACEMENT FLYWHEEL FOR A TOYOTA HILUX	-$ 450.00
EFT48640	07/09/2026	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY SUPPLY FOR STREET LIGHTS FOR THE PERIOD 01.08.2026 - 31.08.2026	-$ 32,613.73
EFT48641	07/09/2026	HOSPITALITY PTY LTD T/AS HOSPITALITY INN CARNARVON	ACCOMMODATION BOOKINGS - GASCOYNE FOOD FESTIVAL ESCAPE PACKAGE - REIMBURSE TO HOSPITALITY INN	-$ 939.75
EFT48642	07/09/2026	HOWARD & HEAVER PTY LTD TRADNG AS H + H ARCHITECTS	ARCHITECTURAL TECHNICAL SUPPORT DURING CONSTRUCTION OF VAN DONGEN PARK AND THE TRAMWAY AND HEALING SHELTERS, PLUS DESIGN AND GRAPHIC DESIGN FOR VAN DONGEN PARK ENTRY SIGNAGE	-$ 3,212.00
EFT48643	07/09/2026	THE TRUSTEE FOR NIGHT OWL TRUST T/AS KESTREL CAFE	GYOTAKU AND FEAST. HIRE OF VENUE AND STAFF. VENUE HIRE 3PM TO 9PM $620. STAFF 6PM TO 9PM $300	-$ 920.00

EFT48644	07/09/2026	LEANNE GILLHAM	PAYMENT FOR ARTWORK TITLED CRAYFISH	-$	1,290.00
EFT48645	07/09/2026	THE TRUSTEE FOR THE LITTLE RED HEN TRUST T/AS THE CARNARVON HOTEL	BOOKEASY ACCOMMODATION BOOKING PROCEEDS PAYABLE TO THE CARNARVON HOTEL, LESS SHIRE COMMISSION, UNDER THE OPERATOR RETURN DATED 31 AUGUST 2026	-$	393.75
EFT48646	07/09/2026	DEVINIA WAINWRIGHT T/AS MARA LAMAR	COMMUNITY ART HUB SALES - AUGUST 2026	-$	431.04
EFT48647	07/09/2026	MARKHAM THEO BOSTON	PAYMENT OF $8,000.00 FOR BEST OVERALL WINNER - GASCOYNE ART AWARDS 2026	-$	8,000.00
EFT48648	07/09/2026	MARIE LOCK	COMMUNITY ART HUB SALES - JULY & AUGUST 2026 JULY: 08/07 $90.00 AUGUST: 25/08 $30.00 LESS COMMISSION: $120.00 LESS 20% $24.00 = $96.00	-$	96.00
EFT48649	07/09/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	STANDING ORDER FOR 50 WEEKLY COLLECTIONS (1ST JULY 26 TO 30TH JUNE 27) OF 2 X 4.5M3 FRONT LIFT BINS AT THE BLOWHOLES CAMPING AREA @ $836 (+GST) PER WEEK. QUOTE 7733	-$	1,266.10
EFT48650	07/09/2026	HEATHER & PHILIP MORPHETT	CAMP HOSTING ALLOWANCE FROM 17/08/2026 - 31/08/2026	-$	750.00
EFT48651	07/09/2026	RENEE SIMONE TURNER T/AS WOORAMULLA ECO CULTURAL TOURS	OPERATOR REPORT 18/06/2026 TO 18/06/2026 THESE PAYMENTS / BOOKINGS WERE A PART OF THE NINGALOO ADVENTURE VOUCHER PROMOTION FROM MAY. WE ONLY PAID THE NET PAYMENT NOT THE TOTAL. THEREFORE WE NEED TO PAY THE OTHER HALF OF THE PAYMENT.	-$	150.00
EFT48652	07/09/2026	NADENE DIANNE ATAHUA HINGSTON	SUSTENANCE ALLOWANCE FOR ATTENDANCE AT BUSH FIREFIGHTING SKILLS TRAINING, AS SUPPORTED BY THE APPROVED CONFERENCE EXPENSE CLAIM	-$	262.00
EFT48653	07/09/2026	THE TRUSTEE FOR D & T ROSE FAMILY TRUST T/AS NEW HEIGHTS TREE SERVICE	141 OLIVIA TERRACE CLEAN ALL TREES AND SHRUBS AROUND PROPERTY AND REMOVE DEBRIS AS PER QUOTE 1268	-$	4,684.35
EFT48654	07/09/2026	NINGALOO AVIATION	THESE PAYMENTS / BOOKINGS WERE A PART OF THE NINGALOO ADVENTURE VOUCHER PROMOTION FROM MAY. WE ONLY PAID THE NET PAYMENT NOT THE TOTAL. THEREFORE WE NEED TO PAY THE OTHER HALF OF THE PAYMENT. MINUS THE 12.5 % COMMISSION COMMISSION + NET = 290 580-290 = 290 TOTAL NET: $290	-$	290.00
EFT48655	07/09/2026	J.L ANDREOLI & D.P DICKS T/AS NO BOUNDARIES CONTRACTING	SUPPORT FOR COMMUNITY EVENTS - GASCOYNE FOOD - GYOTAKU & FEAST - HIRE OF 20 CHAIRS FROM NO BOUNDARIES EVENT HIRE REQUIRE FULL PAYMENT 7 DAYS PRIOR TO HIRE DATE WHITE CHAIRS – PADDED DELIVERY FEE (INCLUDES DROP OFF & PICKUP)	-$	202.40
EFT48656	07/09/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	3 DAYS (11 HR DAYS) TO CONDUCT OPENING GRADE ON THE MIA MIA ROAD FROM NWCH TO SLK 11.6 AS A DIRECT RESULT OF TC NARELLE. CONTRACTED (RFT 04/2023) RATE OF $185 PER HOUR (+GST) EXCLUDING FUEL	-$	6,715.50
EFT48657	07/09/2026	PAULA L BRAY	PAYMENT FOR ARTWORK TITLED CHORUS OF CARNARVON 1	-$	560.00
EFT48658	07/09/2026	PETA RENAE GREENING	REIMBURSEMENT OF PERTH AIRPORT PARKING FOR 17-19 AUGUST 2026 AND MEAL EXPENSES FOR TWO EMPLOYEES TRAVELLING ON SHIRE BUSINESS	-$	180.64
EFT48659	07/09/2026	PETA RILEY	PAYMENT FOR ARTWORK TITLED RAINFALL REVEAL	-$	280.00
EFT48660	07/09/2026	R.C.THORNHILL T/A R AND L TRANSPORT	DATE: 01/09/2026 CRANE HIRE TO ASSIST TAKE DOWN OF ARCHWAY LIGHTING AT THE FASCINE CRANE HIRE TO ASSIST TAKE DOWN OF ARCHWAY LIGHTING AT THE FASCINE	-$	275.00
EFT48661	07/09/2026	REPCO PTY LTD	SUPPLY OF 20 LITRES OF HEAVY DUTY 15W-40 ENGINE OIL AND SIX HEAVY DUTY RATCHET ASSEMBLIES FOR SHIRE OPERATIONS	-$	404.40
EFT48662	07/09/2026	RICHER888 PTY LTD	CATERING FOR 50 PEOPLE AT THE WA TOURISM CONFERENCE ON 27 MAY 2026, INCLUDING MIXED SANDWICHES, WRAPS AND HOT FINGER FOOD, DELIVERED TO THE WOOLSHED	-$	1,017.50
EFT48663	07/09/2026	SADIE JAMES	PAYMENT FOR ARTWORK TITLED THE BEE LADY	-$	4,000.00
EFT48664	07/09/2026	SAMANTHA DELORRAINE DRUMMOND	COMMUNITY ART HUB SALES - JULY 2026	-$	68.00
EFT48665	07/09/2026	DANIEL EDWIN CASSIDY DAVIES-NORRISH T/AS SANDY TURTLE SUPPORTS AND THERAPIES	COMMUNITY ART HUB SALES - JULY 2026	-$	16.80
EFT48666	07/09/2026	SANDHURST SECURITY SERVICES PTY LTD	SHIRE ADMINISTRATION CENTRE & LIBRARY PATROLS FOR PERIOD: 01/08/2026 TO 31/08/2026 INCLUSIVE CARNARVON AIRPORT PATROLS FOR PERIOD: 01/08/2026 TO 31/08/2026 INCLUSIVE VISITORS CENTRE & CIVIC CENTRE PATROLS FOR PERIOD: 01/08/2026 TO 31/08/2026 INCLUSIVE AQUATIC CENTRE PATROLS FOR PERIOD: 01/08/2026 TO 31/08/2026 INCLUSIVE SHIRE OPERATIONS DEPOT PATROLS FOR PERIOD: 01/08/2026 TO 31/08/2026 INCLUSIVE BROWNS RANGE WASTE FACILITY PATROLS FOR PERIOD: 01/08/2026 TO 31/08/2026 INCLUSIVE ACTIVE ALARM RESPONSE FOR THE PERIOD:	-$	3,737.21
EFT48667	07/09/2026	SHARON ELIZABETH WILLIAMS	COMMUNITY ART HUB SALES - JULY & AUGUST 2026	-$	40.00
EFT48668	07/09/2026	SHENTON ENTERPRISES PTY LTD	ANNUAL SERVICE FOR POOL CLEANER AMENDED TO INCLUDE ITEMISED BREAKDOWN OF REPAIRS	-$	3,834.58
EFT48669	07/09/2026	SHIRE OF EAST PILBARA	ARTIST REPRESENTED BY SHIRE OF EAST PILBARA GALLERY - PAYMENT OF $800.00 FOR WINNING THE ABSTRACT CATEGORY - GASCOYNE ART AWARDS 2026	-$	800.00
EFT48670	07/09/2026	SIUMOY NARCISA SOTOMAYOR WONG	DELIVERY OF A YOGA CLASS ON 22 SEPTEMBER 2026 AS PART OF THE HEALTH AND WELLNESS MONTH PROGRAM	-$	250.00
EFT48671	07/09/2026	SOFIE ALICE HAYES	PAYMENT OF $1,500.00 FOR WINNING BEST OVERALL RUNNER-UP - GASCOYNE ART AWARDS 2026	-$	2,460.00
EFT48672	07/09/2026	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	COMMISSION REPORT 30/06/2026 TO 30/06/2026 (THESE PAYMENTS / BOOKING WERE A PART OF THE NINGALOO ADVENTURE VOUCHER PROMOTION FROM MAY. WE ONLY PAID THE NET PAYMENT NOT THE TOTAL. THERE WE NEED TO PAY OTHER HALF OF THE PAYMENT.)	-$	52.50
EFT48673	07/09/2026	STUART MCMILLAN (SOLE TRADER)	PAYMENT FOR ARTWORK TITLED UNKNOWN ROAD	-$	1,000.00
EFT48674	07/09/2026	TALLULAH NUNEZ	PAYMENT FOR ARTWORK TITLED BURRINGURRAH	-$	2,544.00
EFT48675	07/09/2026	TANK STREAM DESIGN PTY LTD	REORDER OF T-SHIRTS AND SOUVENIRS FOR RETAIL AT THE CARNARVON VISITOR CENTRE	-$	7,556.49
EFT48676	07/09/2026	TAYLAH RHIANNON HOWELL	PAYMENT FOR ARTWORK TITLED THE SUN SETS	-$	240.00
EFT48677	07/09/2026	KARLA MONIQUE TITTUMS T/AS THANARDI ARTS & WEAVING	PAYMENT FOR ARTWORK TITLED GAJALBU DANCING (MATING)	-$	3,527.04
EFT48678	07/09/2026	TONI EDNEY	COMMUNITY ART HUB SALES - JULY 2026 JULY: 21/07 $100.00 AUGUST: 17/08 $80.00 LESS COMMISSION: $180.00 LESS 20% COMM ($36) = $144.00	-$	144.00
EFT48679	07/09/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	1 X 250LT CABINET CODE S250 FLAMMABLE EQUIPMENT STORAGE AS PER QUOTE 101000420.	-$	4,638.45
EFT48680	07/09/2026	THE TRUSTEE FOR SARJUDAS UNIT TRUST T/AS TROPHY SHOP AUSTRALIA	CARNARVON AND CORAL BAY NATIONAL VOLUNTEER AWARDS 2026 - PURCHASE OF TROPHIES. 4 X SAIL CLEAR GLASS AWARD 200MM = $270 INC GST. 3 X SAIL CLEAR GLASS AWARD 160MM = $168.91 INC GST. DELIVERY $29.95	-$	468.85
EFT48681	07/09/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	UNIFORMS FOR THE FOLLOWING EMPLOYEES: RJED BUSINESS CONCIERGE OFFICER $257.95	-$	993.30
EFT48682	07/09/2026	VEE JAYS (WA) PTY LTD	ROAD MAINTENANCE GRADING SERVICES DURING AUGUST 2026, INCLUDING RURAL ROAD, SPEEDWAY AND RACECOURSE WORKS AS ITEMISED ON THE INVOICE	-$	25,894.00

EFT48683	07/09/2026	VENTIA AUSTRALIA PTY LIMITED	TRAMWAY BRIDGE DETAILED DESIGN AND REFURBISHMENT OF STAGE 1. PROJECT FORMS PART OF THE REGIONAL PRECINCTS & PARTNERSHIPS PROGRAM FUNDING AND WILL SEE A PARTIAL REFURBISHMENT OF THE BRIDGE TO THE FASCINE SIDE, AS WELL AS FULL DETAILED DESIGN OF THE ENTIRE BRIDGE	-$	213,081.89
EFT48684	07/09/2026	VISION INTELLIGNCE PTY LTD	HIRE OF VISION MATE NIGHT - SINGLE CAMERA SOLAR POWERED - 3 MONTHS HIRE - AUGUST TO OCTOBER 2026	-$	461.38
EFT48685	07/09/2026	THE WESTERN AUSTRALIAN MUSEUM	OPERATOR PAYMENT FOR THE PERIOD THESE PAYMENTS / BOOKINGS WERE A PART OF THE NINGALOO ADVENTURE VOUCHER PROMOTION FROM MAY. WE ONLY PAID THE NET PAYMENT NOT THE TOTAL. THEREFORE WE NEED TO PAY THE OTHER HALF OF THE PAYMENT.	-$	8.00
EFT48686	07/09/2026	THE WARROORA TRUST T/AS OUTDOOR INVESTMENTS PTY LTD (WARROORA PASTORAL STATION)	OPERATOR PAYMENT FOR THE PERIOD AS PER ATTACHED AND BELOW COMMISSION REPORT 31/08/2026 TO 31/08/2026	-$	288.75
EFT48687	07/09/2026	WILLIAM BUCK AUDIT (WA) PTY LTD	AUDITING OF THE REGIONAL ECONOMIC DEVELOPMENT (RED) GRANTS PROGRAM - CARNARVON ESSENTIAL WORKER ACCOMMODATION.	-$	8,800.00
EFT48688	07/09/2026	WILL UPCHURCH	PAYMENT FOR ARTWORK TITLED DANCING BUNGARRA'S	-$	360.00
EFT48689	07/09/2026	WOORAMEL RIVER RETREAT	OVERNIGHT ACCOMMODATION IN A SELF-CONTAINED UNIT AT WOORAMEL RIVER RETREAT FOR 17-18 OCTOBER 2026	-$	135.00
EFT48690	07/09/2026	XAVIER COX	PAYMENT OF $800.00 FOR WINNING THE 3D CATEGORY - GASCOYNE ART AWARDS 2026	-$	800.00
EFT48691	07/09/2026	D & J BLACK	SUPPLY OF LOCALLY PRODUCED MANGO PRESERVES	-$	172.00
EFT48692	07/09/2026	FIRST CLASS CONSTRUCTIONS (WA) PTY LTD	VAN DONGEN PARK STAGE ONE - LANDSCAPING AND CONSTRUCTION - CLAIM 4	-$	589,321.05
EFT48693	07/09/2026	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	TRAMWAY WALK TRAIL HEALING SHELTER AND TRAMWAY SHELTER - CONSTRUCTION AND INSTALLATION - 2ND PROGRESS PAYMENT (25%)	-$	78,540.00
EFT48694	07/09/2026	ASHFUELS (WA) PTY LTD	SUPPLY AND DELIVERY OF BULK DIESEL FOR SHIRE OPERATIONS, INCLUDING DELIVERIES TO THE SHIRE DEPOT AND WASTE FACILITY DURING JULY AND AUGUST 2026	-$	16,459.06
EFT48695	11/09/2026	ALCOLIZER PTY LTD	HLTPAT010 - COLLECT SPECIMENS FOR DRUGS OF ABUSE TESTING TRAINING FOR PEOPLE & SAFETY TRAINEE (KRISTI JARRETT)	-$	674.20
EFT48696	11/09/2026	ASHFUELS (WA) PTY LTD	2026/27 STANDING ORDER FOR SUPPLY OF BULK FUEL 2500 LITERS OF DIESEL @$2.2615/L DD02776 PLUS DELIVERY FEE	-$	8,960.54
EFT48697	11/09/2026	AUSTRALIA POST	AUSTRALIA POST POSTAGE AND MAIL SERVICES FOR THE BILLING PERIODS ENDING 31 JULY AND 31 AUGUST 2026	-$	1,096.21
EFT48698	11/09/2026	AVELING	10 SEATS FOR SHIRE OF CARNARVON TRAINING BUNDLE RQH6KK AS PART OF THE ONBOARDING AND INDUCTION PROCESS	-$	2,970.00
EFT48699	11/09/2026	BLACKBOX CONTROL PTY LTD	STANDING ORDER FOR MONTHLY SUBSCRIPTION FEE ($35.00 EXCL GST) FOR GPS TRACKING ON FLEET VEHICLES FROM 1 JULY 2026 TO 30 JUNE 2027 - P293	-$	1,193.50
EFT48700	11/09/2026	BOC LIMITED (AUST)	GAS CYLINDER CONTAINER SERVICE CHARGES FOR INDUSTRIAL OXYGEN, ACETYLENE AND ARGOSHIELD CYLINDERS HELD DURING 29 JULY-28 AUGUST 2026	-$	76.02
EFT48701	11/09/2026	CARNARVON CLEANERS PTY LTD	AS PER CONTRACT RFT 03/2022 PO# 53903 - CLEANING TASKS FOR AUGUST 2026 DAILY & WEEKLY CLEANING TASKS OF THE VISITOR CENTRE. ANNUAL CLEANING TASKS FOR THE VISITOR CENTRE, WOOLSHED & THEATRE.	-$	3,397.37
EFT48702	11/09/2026	CORAL COAST TOURIST PARK	BOOKEASY ACCOMMODATION BOOKING PROCEEDS PAYABLE TO CORAL COAST TOURIST PARK, LESS SHIRE COMMISSION, UNDER THE OPERATOR RETURN DATED 31 AUGUST 2026	-$	90.12
EFT48703	11/09/2026	CENTRAL REGIONAL TAFE	ENROLMENT FOR COMMUNITY ENGAGEMENT TRAINEE CERT II IN TOURISM FOR UNITS SITTIND003, SITXCCS009, SITXCCS010, SITXCOM006.	-$	243.75
EFT48704	11/09/2026	CORAL COAST WATER PTY LTD	COMMERCIAL CONSUMPTION 01/08/2026 - 31/08/2026 227 SPEEDWAY ROAD	-$	9.35
EFT48705	11/09/2026	PRETZOS HOLDING PTY LTD T/AS COASTLINE MOWERS	SEALS, CLIPS AND WASHERS FOR KUBOTA ZERO TURN MOWER (P371) AS PER QUOTE 15253 #5	-$	210.75
EFT48706	11/09/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	SUPPLY OF A REPLACEMENT BATTERY FOR FORKLIFT P332 AND AN LED STROBE BEACON FOR PLANT P367	-$	416.00
EFT48707	11/09/2026	CARNARVON MEDICAL CENTRE	EMPLOYMENT-RELATED AUDIOGRAM ASSESSMENT FOR A SHIRE RECRUITMENT CANDIDATE	-$	132.00
EFT48708	11/09/2026	CARNARVON PEST CONTROL	FIREARMS TRAINING COURSE FOR SHIRE RANGERS AND EMPLOYEES HELD ON 19 AUGUST 2026	-$	726.00
EFT48709	11/09/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	TAP POLY BLACK 20MM TAP POLY BLACK 20MM CEMENT RAPIDSET/KWIKSET 20KG (72) (D/GREEN)	-$	229.20
EFT48710	11/09/2026	DEPARTMENT OF LOCAL GOVERNMENT, INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY FOR THE PERIOD 01/08/2026 - 31/08/2026	-$	523.55
EFT48711	11/09/2026	DISCOVERY PARKS CARNARVON (DISCOVERY HOLIDAY PARKS PTY LIMITED)	BOOKEASY ACCOMMODATION BOOKING PROCEEDS PAYABLE TO DISCOVERY PARKS CARNARVON, LESS SHIRE COMMISSION, UNDER THE OPERATOR RETURN DATED 31 AUGUST 2026	-$	131.25
EFT48712	11/09/2026	MESSAGE4U PTY LTD T/A DIRECTSMS BY SINCH MESSAGEMEDIA	STANDING PO FOR ONLINE SMS COMMUNICATION SERVICE USED TO MARKET AND PROMOTE EVENTS AND FOLLOW-UP ON BOOKINGS WITH BOOKEASY. PROFESSIONAL 49 PLAN (INCLUDES 650 STANDARDPLUS SMS PER MTH) FOR THE PERIOD JULY 2026 - JUNE 2027 12 MTHS @ $55 EACH	-$	291.83
EFT48713	11/09/2026	ELDERS RURAL SERVICES AUSTRALIA LIMITED	1 X SAFETY BOOTS - BRAND BLUNDSTONE - SIZE 11 - RJED BUSINESS CONCIERGE OFFICER - THOMAS FITZHUGH-PAUILINO	-$	259.95
EFT48714	11/09/2026	GAVIN GRIFFITHS INVESMENTS PTY LTD	DRAFT BUDGET 26/27 STANDING ORDER FOR PRE-EMPLOYMENT MEDICAL ASSESSMENTS AS PART OF THE RECRUITMENT & SELECTION PROCESS FOR RJED APPLICANTS	-$	330.00
EFT48715	11/09/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	LABOUR R HIRE OF EXCAVATOR PER HOUR LABOUR B ARDENT HD CU 50 X 122 X 5.8M - PLN (B) (MTR) B-PRESS WATER REPAIR COUP 50MM (NEW) (EA) B-PRESS WATER ELBOW 90DEG 50MM (NEW) (EA) CAPILLARY W3 CONNECTOR 50MM X 50MM MALE LEAD FREE MATERIALS CGA	-$	6,294.41
EFT48716	11/09/2026	THE TRUSTEE FOR THE JOSE FAMILY TRUST T/AS GERALDTON AIR COMPRESSORS	ANNUAL SERVICING OF 1 X AIR COMPRESSOR AT SHIRE DEPOT - P290. 1 X AIR COMPRESSOR AT THE WASTE FACILITY - P380 & 1 X AIR COMPRESSOR AT THE BUSH FIRE BRIGADE SHED - P500	-$	1,650.00
EFT48717	11/09/2026	L.M DALY & P.J DALY T/AS HEDDI'S HAIR SALON	2 X $30 VOUCHERS FOR ALL STAFF MEETING 03/09/2026	-$	60.00
EFT48718	11/09/2026	HIMAC GROUP PTY LTD T/A HIMAC ATTACHMENTS	SUPPLY AND DELIVER REPLACEMENT GEAR BOX FOR SLASHER (P358) AS PER EMAIL QUOTE DATED 20 AUGUST 2026	-$	788.54
EFT48719	11/09/2026	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	2 X BF7925 FILTER FOR PTC2 AS PER QUOTE 111327 (INCLUDING FREIGHT)	-$	263.88
EFT48720	11/09/2026	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY SUPPLY FOR THE CIVIC CENTRE FOR THE PERIOD 04.08.2026 - 01.09.2026	-$	5,110.78
EFT48721	11/09/2026	HOSPITALITY PTY LTD T/AS HOSPITALITY INN CARNARVON	BOOKEASY ACCOMMODATION BOOKING PROCEEDS PAYABLE TO HOSPITALITY INN CARNARVON, LESS SHIRE COMMISSION, UNDER THE OPERATOR RETURN DATED 31 AUGUST 2026	-$	348.24
EFT48722	11/09/2026	HOWARD & HEAVER PTY LTD TRADNG AS H + H ARCHITECTS	CONSTRUCTION PHASE ENGINEERING CONTRACT ADMIN SERVICES - VAN DONGEN PARK AND TRAMWAY & HEALING SHELTERS	-$	4,991.91
EFT48723	11/09/2026	JODI LEE PRIEST	REIMBURSEMENT OF POSTAGE TO RETURN FAULTY JEWELLERY FROM THE VISITOR CENTRE TO THE SUPPLIER	-$	20.20
EFT48724	11/09/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	RIGHT REAR INNER TO BE REPLACED ROVELO 11R22.5 ROVELO RDR4 16PR 146/143M TYRE DISPOSAL OF TRUCK TYRE/BUS /LARGE MOTOR HOMES	-$	584.00
EFT48725	11/09/2026	KLEENIT PTY LTD	RFT 07/2023 - PUBLIC SPACE & FOOTPATH CLEANING FORTNIGHT ENDING 23RD AUGUST 2026	-$	22,886.88
EFT48726	11/09/2026	LAND INSIGHTS	PREPARATION OF A COASTAL HAZARD RISK MANAGEMENT & ADAPTION PLAN (CHRMAP) FOR CARNARVON AND CORAL BAY - FINAL STAGE OF CHRMAP, INCLUDING PUBLIC INFORMATION SESSIONS	-$	6,600.00
EFT48727	11/09/2026	THE TRUSTEE FOR MAKELA FAMILY TRUST T/AS LARK INDUSTRIES PTY LTD	FABRICATION AND INSTALLATION OF THE CUSTOM BIG BANANA PLAY TOWER - AS PER QUOTE ID01411W (35% DEPOSIT)	-$	53,900.00
EFT48728	11/09/2026	STATE LIBRARY OF WA	ANNUAL DELIVERY OF BETTER BEGINNINGS PACKS 2026-27 - LOCAL GOVERNMENT CONTRIBUTION	-$	380.07
EFT48729	11/09/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	DRAFT BUDGET 26/27 REMUNERATION COSTS FOR CONTRACTOR WORK, HEALTH & SAFETY COORDINATOR FOR JULY 2026. 4 WEEKS X 38 HOURS @ $112.14 PER HOUR	-$	44,357.49

EFT48730	11/09/2026	LOHMAN NOMINEES PTY LTD	ELECTRICITY USAGE FOR U8 OF THE BUSINESS CENTRE FOR THE PERIOD 04/08/2026-01/09/2026 AS IN ATTACHED INVOICE FROM HORIZON POWER	-$	163.44
EFT48731	11/09/2026	MARTIN ALDRIDGE	COMMISSIONER ALDRIDGE - TRAVEL CLAIMS FOR AUGUST 2026	-$	3,401.95
EFT48732	11/09/2026	MICROCOM PTY LTD T/A METROCOUNT	ANNUAL SUBSCRIPTION FOR ATLYST TRAFFIC MONITORING SOFTWARE - 2026/2027 AS PER QUOTE RECEIVED 29.7.26	-$	2,244.00
EFT48733	11/09/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	WEEKLY COLLECTIONS (1ST JULY 26 TO 30TH JUNE 27) OF 2 X 4.5M3 FRONT LIFT BINS AT THE BLOWHOLES CAMPING AREA (03.09.2026)	-$	1,266.10
EFT48734	11/09/2026	HEATHER & PHILIP MORPHETT	CAMP HOSTING ALLOWANCE FROM 7/09/2026 - 14/09/2026	-$	250.00
EFT48735	11/09/2026	PILBARA MESQUITE MANAGEMENT COMMITTEE INC	SHIRE OF CARNARVON 2026 MESQUITE CONTROL COORDINATION AND ADMINISTRATION START UP MEETING SITE MOB AND DEMOB ON GROUND CHEMICAL CONTROL OF MESQUITE ON SITE SUPERVISOR FUEL ACCOMMODATION AND MESSING VEHICLE AND EQUIPMENT CHEMICAL MAPPING OF TREATED AREAS BEFORE AND AFTER PHOTOS	-$	65,912.00
EFT48736	11/09/2026	RK & LJ SMITH CORPORATION PTY LTD T/AS THE PRINTSMITH CO	SUPPLY THE BELOW. 1 X 1200X600 ROADWORK MAN DIGGING SIGN 2 X SHEETS OF 16 NUMBER CUT OUTS 20 X 200X200MM "DAILY PRE-START PRIOR TO USE" STICKERS 20 X 100X100MM "DAILY PRE-START PRIOR TO USE" STICKERS CLASS 1 DIAMOND ORANGE BLACK GLOSS VINYL - 615MM MACTAC VINYL MAC TAC LAMINATE TACK TAPE MEDIUM SOLVENT INK CC ALUMINIUM SHEET LABOUR	-$	582.32
EFT48737	11/09/2026	QUANTUM SURVEYS	UAV SURVEY OF BROWN RANGE WASTE FACILITY, CARNARVON 2026 VOLUME SURVEY BY UAV	-$	4,631.00
EFT48738	11/09/2026	REPCO PTY LTD	ECLIPSE-PROTECTANT 473ML ECLIPSE-GLASS CLEANER 473ML ECLIPSE-MULTI PURPOSE CLEAN 473ML L/TREE A/FRESH H/STRIP ASS 24PK	-$	2,037.19
EFT48739	11/09/2026	E & MJ ROSHER	SUPPLY AND DELIVERY - 1 X PULLEY TENSION, 1 X V BELT, 1 X V BELT, AS PER QUOTE 1174400 FOR P3676	-$	269.01
EFT48740	11/09/2026	SADIE JAMES	PAYMENT OF $500.00 FOR WINNING PEOPLE'S CHOICE AWARD	-$	500.00
EFT48741	11/09/2026	SARAH FAYE ABREU (PRETTY CAKES & PRINTABLES)	SUPPLY OF FOUR FULL-PAGE PRINTED TOPPERS FOR THE SYMPHONY OF STORIES / BOOK WEEK ACTIVITY	-$	80.00
EFT48742	11/09/2026	SOUTHERN CROSS AUSTEREO	STANDING ORDER RADIO ADS FOR 2026 COURTYARD CRAFT MARKETS FROM 1ST JULY 2026 UNTIL 3RD OCTOBER 2026. ADVERTISING ON WEDNESDAY, THURSDAY AND FRIDAYS ALL DAY WITH SATURDAY MORNINGS RUNNING UNTIL 10AM.	-$	561.00
EFT48743	11/09/2026	SHIRE OF CARNARVON MUNICIPAL FUND	COMMISSION ON BUILDING SERVICES LEVY FOR THE PERIOD 01/08/2026 - 31/08/2026	-$	45.00
EFT48744	11/09/2026	SHARMAYNE HALLIDAY	REIMBURSEMENT OF MEAL EXPENSES FOR TWO EMPLOYEES TRAVELLING ON REGIONAL PRECINCTS AND PARTNERSHIPS PROGRAM BUSINESS DURING 17-19 AUGUST 2026	-$	258.03
EFT48745	11/09/2026	CITY OF KALAMUNDA	BUILDING APPLICATION ADMINISTRATION, ASSESSMENT AND BUILDING SURVEYOR SERVICES FOR JULY 2026 UNDER THE INTER-COUNCIL SERVICE ARRANGEMENT	-$	623.09
EFT48746	11/09/2026	STEPHANIE KELLY	RECEIPTS FOR VARIOUS EVENTS - CATERING / CRAFT MARKETS HUB BOOKWEEK RHYMETIME	-$	113.98
EFT48747	11/09/2026	STUART MCMILLAN (STAFF ACCOUNT)	REIMBURSEMENT FOR FLIGHTS AND ACCOMMODATION TO ATTEND RADICAL FUTURES SUMMIT	-$	1,494.97
EFT48748	11/09/2026	TELOMAC TACKLE AND CAMPING	2 X $30 VOUCHERS FOR ALL STAFF MEETING 03/09/2026	-$	60.00
EFT48749	11/09/2026	READYTECH USER GROUP WA INC	USER GROUP MEMBERSHIP FEES FOR 2026/2027	-$	962.50
EFT48750	11/09/2026	TRAFFIC FORCE GROUP PTY LTD	PREPARATION OF G55-2026 GENERIC TMP (SHIRE OF CARNARVON) AS PER PROPOSAL NUMBER 3535	-$	1,084.60
EFT48751	11/09/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLY OF A LOCKWOOD ENTRANCE SET AND CLEAR SAFETY GLASSES, PLUS TEMPORARY FENCING HIRE FOR RESTORATION OF THE HMAS SYDNEY MEMORIAL PLAQUE	-$	347.80
EFT48752	11/09/2026	VANGUARD UNIT TRUST & VIKING TRUST T/A VANGUARD PRINT	STANDING PO JULY 2026 TO JUNE 2027 DISTRIBUTION, STORAGE, RACKING, BROCHURE ORDERS, HANDLING FEE AND TRANSPORTATION FEES -TRANSPORT FEE, AS PER INVOICE	-$	2,020.17
EFT48753	11/09/2026	WATER CORPORATION	21 ROBINSON ST CARNARVON - WATER USAGE/SERVICE FEE	-$	21,522.67
EFT48754	11/09/2026	WESTBOOKS	MISCELLANEOUS ADULT FICTION, NON-FICTION AND CHILDREN'S BOOKS, INCLUDING CATALOGING/PROCESSING COSTS AND FREIGHT	-$	59.01
EFT48755	14/09/2026	KF & PD BURKETT	MITIGATION WORKS, MECHANICAL MULCHING ON SOUTH RIVER ROAD FOR JOB #38825	-$	9,900.00
EFT48756	17/09/2026	GASCOYNE FUNERAL SERVICES	GRAVE DIGGING & PREPARATION FOR BURIAL FOR K. KING, F. OLIVER, J.BARON AND A.WALTERS (THIS IS FOR PO# 53768, BUT PO WAS CREATED FOR INCORRECT/OLD SUPPLIER)	-$	3,960.00
EFT48757	17/09/2026	CHRISTOPHER PATRICK MILLSON	REFUND OF DEVELOPMENT APPLICATION FEE P54/26 - APPLICATION EXEMPT	-$	147.00
EFT48758	17/09/2026	ALCOLIZER PTY LTD	250 CARTRIDGE AMP/BZO/COC/MET/OPI/THC(15NG) & GENERAL FREIGHT CHARGE	-$	12,307.25
EFT48759	17/09/2026	ALHASNAWI BOXING ACADEMY	HEALTH AND WELLNESS MONTH PROGRAM BOXING SESSION	-$	290.00
EFT48760	17/09/2026	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY SERVICES AND ASSOCIATED RECOVERY COSTS FOR THE PERIOD ENDING 31 AUGUST 2026	-$	434.50
EFT48761	17/09/2026	ANTOINETT MARILYN ROE	GRANT FUNDED ADF - CIRCUIT MACHINE WORKSHOP - 26 MAY 2026	-$	750.00
EFT48762	17/09/2026	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	FREIGHT FOR FIVE SHIRE CONSIGNMENTS, INCLUDING DELIVERIES FROM WA LIFTING EQUIPMENT AND VISION INTELLIGENCE TO CARNARVON, WITH ASSOCIATED HANDLING AND FUEL LEVIES	-$	345.78
EFT48763	17/09/2026	BOC LIMITED (AUST)	GAS CYLINDER CONTAINER SERVICE CHARGES FOR 28 JUNE-28 JULY 2026 AND SUPPLY OF A MEDICAL OXYGEN CYLINDER	-$	89.25
EFT48764	17/09/2026	BOOKEASY AUSTRALIA PTY LTD	BOOKEASY TOURISM SOLUTIONS BOOKING PLATFORM 12 MONTHS. MONTHLY FEE OF $300 (EX GST) AND BOOKING COMMISSION OF 3% (EX GST) OF BOOKING VALUE. AS PER AGREEMENT.- AUGUST 2026	-$	536.38
EFT48765	17/09/2026	OFFICEASY PTY LTD T/AS BUSINESS BASE	OFFICE FURNITURE - 2X NITRO BACK TO BACK TOPS W/ WHITE BASE 2X NITRO ELECTRIC DESK WHITE FRAME W/ OAK TOP 20X HOLLYWOOD SLED CHAIR FRENCH NAVY PU 1X ARIES SIDE BY SIDE 3 PERSON POD	-$	15,745.00
EFT48766	17/09/2026	CARNARVON NETBALL ASSOCIATION	REFUND OF DUPLICATE NETBALL COURT BOOKING CHARGES FOR JULY AND AUGUST 2026, WHERE THE ASSOCIATION HAD ALREADY PAID ITS SEASON COURT HIRE FEE	-$	675.00
EFT48767	17/09/2026	CARNARVON CLEANERS PTY LTD	INITIAL CLEANING FOR THE BUSH FIRE BRIGADE UNDER PO 54232, REQUIRED TO BE COMPLETED BY 1 SEPTEMBER 2026	-$	1,419.00
EFT48768	17/09/2026	CARNARVON JUNIOR CRICKET ASSOCIATION	CRICKET SESSIONS FOR THE JULY 2026 SCHOOL HOLIDAY PROGRAM, FUNDED THROUGH THE COMMUNITY PLACE BASED SCHOOL HOLIDAY GRANT	-$	200.00
EFT48769	17/09/2026	KEMPTON FAMILY TRUST T/A KEMPGLAZE	REPLACEMENT WINDSCREEN AND DRIVER ASSISTANCE SYSTEM RECALIBRATION FOR ISUZU D-MAX P391. PLUS REPLACEMENT FRONT DOOR GLASS AND TINTING FOR MITSUBISHI CANTER P395	-$	1,781.78

EFT48770	17/09/2026	CENTURION TRANSPORT	TRANSPORT OF A SOLAR POLE LIGHTING TOWER FROM PR POWER IN WANGARA TO THE CARNARVON SHIRE DEPOT, INCLUDING FREIGHT AND FUEL LEVY	-$	839.93
EFT48771	17/09/2026	CUPPA & CRUMB CAFE	GRANT FUNDED - CREATIVITY AND WELLBEING FOR YOUNG PEOPLE PROGRAM 2025-26 CREATIVE SPARKS. ENGAGEMENT OF CUPPA AND CRUMB TO DELIVER WORKSHOP FOR CREATIVE SPARKS PROGRAMMING - 21 WISHES ACTIVITY	-$	520.00
EFT48772	17/09/2026	CARNARVON GROWERS ASSOCIATION INC	SUPPLY OF STEEL BLUE SOUTHERN CROSS SAFETY BOOTS FOR A SHIRE EMPLOYEE	-$	209.15
EFT48773	17/09/2026	CARNARVON HERITAGE GROUP INC	PAYMENT FOR REDEEMED ATTRACTION VOUCHERS AT THE CARNARVON HERITAGE GROUP UNDER THE STAY FOR 3, EXPLORE FOR FREE TOURISM CAMPAIGN	-$	13,016.00
EFT48774	17/09/2026	CARNARVON MEDICAL CENTRE	PRE-EMPLOYMENT MEDICAL ASSESSMENTS AND DRUG AND ALCOHOL SCREENING FOR SHIRE RECRUITMENT	-$	990.00
EFT48775	17/09/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	FOOD AND OTHER SUPPLIES FOR JULY 2026 SCHOOL HOLIDAY PROGRAM (NON-GST PORTION)	-$	1,871.43
EFT48776	17/09/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	SUPPLY OF SEALED 18-LITRE AND 32-LITRE CONTAINERS FOR CINEMA KIOSK POPCORN SUPPLIES, PLUS TWELVE WHITE SURVEY MARKING PAINT CANS FOR SHIRE OPERATIONS	-$	128.55
EFT48777	17/09/2026	DAIMLER TRUCKS PERTH	SUPPLY OF REPLACEMENT VEHICLE TRIM MOULDING, INCLUDING OUTBOUND FREIGHT	-$	201.30
EFT48778	17/09/2026	DAVID AND TAMMY BUMBAK	QUARTERLY (3 MONTHS OF RENT) IN ADVANCE 18/09/2026 - 17/12/2026	-$	9,750.00
EFT48779	17/09/2026	THE WALT DISNEY COMPANY (AUSTRALIA) PTY LIMITED	FILM HIRE AND ASSOCIATED DISTRIBUTOR CHARGES FOR THE SCREENING OF MOANA AT THE CARNARVON CIVIC CENTRE ON 8 AUGUST 2026	-$	755.20
EFT48780	17/09/2026	DUN DIRECT PTY LTD	UNLEADED AND PREMIUM UNLEADED FUEL PURCHASES FOR SHIRE VEHICLES DURING AUGUST 2026	-$	233.34
EFT48781	17/09/2026	GOODFORM HOLDINGS PTY LTD T/A EVERYWHERE TRAVEL	FLIGHTS BETWEEN PERTH AND CARNARVON AND ASSOCIATED SERVICE FEES FOR SHIRE BUSINESS, PLUS PERTH ACCOMMODATION FOR 8-11 SEPTEMBER 2026	-$	4,191.00
EFT48782	17/09/2026	DEPARTMENT OF FIRE & EMERGENCY SERVICES	FIRST QUARTER 2026/27 EMERGENCY SERVICES LEVY CONTRIBUTION TO THE DEPARTMENT OF FIRE AND EMERGENCY SERVICES UNDER THE OPTION B AGREEMENT	-$	91,710.60
EFT48783	17/09/2026	FIVE ELEMENTS INTERNATIONAL PTY LTD T/AS JOHANN KLOECKER SPECIALISED MATERIALS & CO	SUPPLY AND DELIVERY OF POLYCHLOR OMEGA IN 25KG BAGS FOR MINILYA-LYNDON ROAD WORKS	-$	35,301.75
EFT48784	17/09/2026	GAVIN GRIFFITHS INVESMENTS PTY LTD	DRAFT BUDGET 26/27 STANDING ORDER FOR PRE-EMPLOYMENT MEDICAL ASSESSMENTS AS PART OF THE RECRUITMENT & SELECTION PROCESS -PRE EMPLOYMENT ASSESSMENT - KRISTI JARRETT	-$	990.00
EFT48785	17/09/2026	THE TRUSTEE FOR THE PLUMBING TRUST T/AS GASCOYNE PLUMBING SOLUTIONS	INSPECTION AND CLEARANCE OF A SAND BLOCKAGE IN THE TOWN BEACH TOILET SINK, INCLUDING CLEANING AND REASSEMBLY OF THE DRAIN TRAPS ON 3 SEPTEMBER 2026	-$	132.00
EFT48786	17/09/2026	GASCOYNE GYMNASTICS CLUB INC	COMMUNITY GROWTH FUND - ROUND 2, 2024 AS AGREED BY COUNCIL ON 24 SEPTEMBER 2024	-$	5,000.00
EFT48787	17/09/2026	BREAKAWAY HOLDINGS WA PTY LTD TAS GASCOYNE TRADERS	ATTEND ART HUB TO INSPECT ROLLER SHUTTERS. RE-SYNC AND PROGRAM SHUTTER 2 REPLACE 5 STRAPS ON SHUTTER 3 REPLACE 6 STRAPS ON SHUTTER 4 RE-SYNC AND PROGRAM SHUTTER 5 REPLACE 5 STRAPS ON SHUTTER 6 REPLACE 6 STRAPS ON SHUTTER 7 AND REPLACE MOTOR WITH A NEW HEAVY DUTY MOTOR. TWO TRADESMAN OVER THREE HOURS PLUS CONSUMABLES.	-$	2,044.60
EFT48788	17/09/2026	GERALDTON AUTO SALES PTY LTD	SUPPLY OF TWO REPLACEMENT SPARE TYRE CARRIER HANDLES FOR SHIRE VEHICLE P391	-$	51.35
EFT48789	17/09/2026	ANDREOLI HOLDINGS PTY LTD T/A AUTOPRO CARNARVON	SUPPLY OF VEHICLE AND TRAILER MAINTENANCE PARTS, INCLUDING ELECTRICAL CONNECTOR HOUSINGS, A SEAL AND DUST COVER, A JOCKEY STAND, ISUZU SPARE TYRE HANDLES AND 24V HEADLIGHT GLOBES; RELATED FREIGHT AND CREDIT ADJUSTMENT	-$	205.81
EFT48790	17/09/2026	HOMESTEAD HAMPERS	REIMBURSEMENT OF CLEANING ABC FOOD VAN AND MARKETS VAN AFTER TOURISM CONFERENCE	-$	550.00
EFT48791	17/09/2026	TRUSTEE OF THE FOLAN FAMILY TRUST TRAIDING AS INSPIRED DEVELOPMENT SOLUTIONS	PROFESSIONAL COACHING SESSION FOR A SHIRE EXECUTIVE MANAGER HELD ON 18 JUNE 2026	-$	990.00
EFT48792	17/09/2026	INK STATION	1 X BROTHER PT-P910BT P-TOUCH CUBE AND PC LABEL MAKER 1 X 3 X GENUINE BROTHER TZE-S621 9MM BLACK TEXT ON YELLOW STRONG ADHESIVE LAMINATED TAPE - 8 METRES 1 X 5 X GENUINE BROTHER TZE-441 18MM BLACK TEXT ON RED LAMINATED TAPE - 8 METERS 1 X 5 X GENUINE BROTHER TZE-541 18MM BLACK TEXT ON BLUE LAMINATED TAPE - 8 METERS 3 X GENUINE BROTHER TZE-S261 36MM BLACK TEXT ON WHITE STRONG ADHESIVE LAMINATED TAPE - 8 METRES 1 X 3 X COMPATIBLE BROTHER TN-2450 HIGH YIELD TONER CARTRIDGE - 3,000 PAGES	-$	998.30
EFT48793	17/09/2026	INTEGRATED ICT	MANAGED SERVICE AGREEMENT PER USER 91 X $110.00 = $10,010.00 X 12 MONTHS = $120,120.00 CONNECTWISE AUTOMATE NODE 50+ 126 X $5.00 = $630.00 X 12 MONTHS = $7,560 MONTHLY SUBTOTAL (EX GST): $10,640.00 X 12 MONTHS = $127,680.00EXC GST GST $1064.00 X 12 MONTHS = $12,768.00 MONTHLY TOTAL GST INC $11704.00 X 12 MONTHS = $140,448.00GST INC SERVICE DESK / REMOTE MANAGEMENT AND MONITORING (50+ PCS)	-$	33,460.61
EFT48794	17/09/2026	THE TRUSTEE FOR I T VISION UNIT TRUST (READYTECH)	3 X ALTUS PROCUREMENT TRAINING FOR CORPORATE STRATEGIES AND PERFORMANCE TEAM	-$	825.00
EFT48795	17/09/2026	JOLLY'S AUTO CENTRE (JOLLY'S TYRE SERVICE)	SUPPLY AND FITTING OF A 185R14C TYRE FOR TRAILER P67, INCLUDING BALANCING, VALVE AND OLD TYRE DISPOSAL; PLUS PUNCTURE REPAIR AND REPLACEMENT O-RING FOR KOMATSU P304	-$	274.85
EFT48796	17/09/2026	JUSTIN LO	REIMBURSEMENT FOR WORKING WITH CHILDRENS CHECK	-$	87.00
EFT48797	17/09/2026	J W & S L SLATTER	SUPPLY OF 20 HAND TOWELS, FIVE TEA TOWELS AND SIX MICROWAVE BOWL HOLDERS FOR RETAIL SALE AT THE VISITOR CENTRE	-$	390.00
EFT48798	17/09/2026	KLEENIT PTY LTD	CLEANING OF SHIRE PUBLIC SPACES AND FOOTPATHS, COMMUNITY FACILITIES AND PLAYGROUP PREMISES, PLUS CLEANING OF THE DISABLED TOILET AT JIM RICHARDS PAVILION ON 8 SEPTEMBER 2026	-$	12,875.50
EFT48799	17/09/2026	LANDGATE - ACCOUNTS	INTERIM VALUATION OF TWO MINING TENEMENTS FOR RATING PURPOSES, FOR THE CHARGEABLE SCHEDULE COVERING 19 JUNE-15 AUGUST 2026	-$	19.10
EFT48800	17/09/2026	LEANNE GILLHAM	FACILITATION OF A PAINTING WORKSHOP AS PART OF THE SEPTEMBER 2026 HEALTH AND WELLNESS MONTH PROGRAM	-$	600.00
EFT48801	17/09/2026	LG BEST PRACTICES PTY LTD	AUGUST 2026 PAYROLL YEAR-END SUPPORT, INCLUDING WAGE ACCRUAL JOURNALS AND EMPLOYEE LEAVE PROVISIONS, PLUS RATES ADMINISTRATION, PROPERTY TRANSFERS, PENSIONER PROCESSING AND ENQUIRY SUPPORT	-$	5,307.50
EFT48802	17/09/2026	LGISWA	WORKERS' COMPENSATION INSURANCE FOR THE PERIOD 30.06.2025 - 30.06.2026 - ACTUALS ADJUSTMENT FOR THE 2025/26 FINANCIAL YEAR	-$	18,430.86
EFT48803	17/09/2026	LINDZEY HENSHALL	GNULLI FESTIVAL: PERFORMANCE AT GNULLI SOUNDS ON SATURDAY 23 MAY 2026	-$	250.00
EFT48804	17/09/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	CONTRACTING SERVICES - SUZANNE BRYAN WEEK ENDING 5 SEP 2026 - ORDINARY RATE -FINANCE OFFICER	-$	8,026.47
EFT48805	17/09/2026	LOCAL GOVERNMENT PROFESSIONALS AUSTRALIA WA	SHIRE PARTNER CONTRIBUTION TO PHASE 3 OF THE LOCAL GOVERNMENT CAREER CAMPAIGN FOR 2026/27	-$	9,350.00
EFT48806	17/09/2026	MARINE EASY-CLEAN PTY LTD T/AS PURE ENVIRONMENTAL AQUATIC RESOURCES	SUPPLY OF 40 LARGE INDUSTRIAL UNITS AND TWO 5KG TUBS OF ORGANIC OIL DIGESTERS, WITH INCLUDED INSTALLATION AND FREIGHT	-$	12,760.00
EFT48807	17/09/2026	MARIE LOCK	REFUND OF COMMISSION PREVIOUSLY DEDUCTED FROM JULY AND AUGUST 2026 COMMUNITY ART HUB SALES	-$	24.00
EFT48808	17/09/2026	MCLEODS LAWYERS PTY LTD	LEASE FOR AIRCRAFT HANGAR AT CARNARVON AIRPORT : CORAL COAST HELICOPTER SERVICES PTY	-$	727.68
EFT48809	17/09/2026	MISS FANG PTY LTD	GASCOYNE FOOD FESTIVAL - GYOTAKU & FEAST FISH PRINTING MEETS JAPANESE CUISINE. CATERING FOR 20 PEOPLE AT THE CARNARVON LIBRARY AND ART GALLERY GYOTAKU & FEAST EVENT AS PART OF THE GASCOYNE FOOD FESTIVAL. CANCELLATION OR AMENDMENTS DUE 3 DAYS PRIOR TO EVENT	-$	960.40
EFT48810	17/09/2026	MOORE AUSTRALIA (WA) PTY LTD	PREPARATION AND FINALISATION OF THE SHIRE'S 2026/27 ANNUAL BUDGET, INCLUDING ASSOCIATED CONSULTANT TRAVEL AND INCIDENTAL EXPENSES	-$	38,500.00
EFT48811	17/09/2026	RENEE SIMONE TURNER T/AS WOORAMULLA ECO CULTURAL TOURS	WELCOME TO COUNTRY FOR THE YIRRA YAAKIN CAST AND CREW, PLUS LOCAL BALMS, EMU OIL PRODUCTS AND NATIVE BUSH TEA FOR RETAIL SALE AT THE VISITOR CENTRE	-$	1,214.00

EFT48812	17/09/2026	JLT RISK SOLUTIONS PTY LTD T/A LGIS INSURANCE BROKING	CANCELLATION AND ABANDONMENT INSURANCE - NEW POLICY FOR THE 03.07.2026 - 23.04.2027	-$	5,185.62
EFT48813	17/09/2026	NADENE DIANNE ATAHUA HINGSTON	REIMBURSEMENT FOR PCYC GYM MEMBERSHIP 1 MONTH FOR NADENE HINGSTON	-$	120.00
EFT48814	17/09/2026	NO DIG EQUIPMENT PTY LTD	SUPPLY AND DELIVER AS PER QUOTE 00014915 FOR P362. DOOR HANDLE ASSEMBLY, NYLON THRUST WASHER - REAR DOOR HANDLE, VM INNER DOOR BUSH, RUBBER DOOR SEAL (ORIGINAL PAYMENT BOUNCED BACK, DUE TO SUPPLIER'S ACCOUNT BEING ON HOLD, RECEIPTED AGAINST RECEIPT NO. 257264)	-$	1,123.10
EFT48815	17/09/2026	OFFICEWORKS LTD	SUPPLY OF OFFICE FURNITURE AND STATIONERY, INCLUDING TEN VISITOR CHAIRS, ERGONOMIC OFFICE CHAIRS, TWO DRAWER PEDESTALS, PRINTER INK, PENS, STAPLERS, LAMINATING POUCHES, A3 COPY PAPER AND DELIVERY	-$	5,123.91
EFT48816	17/09/2026	PATHWEST LABORATORY MEDICINE WA	STANDING ORDER FOR PRE-EMPLOYMENT ALCOHOL AND OTHER DRUG SCREENS AS PART OF THE RECRUITMENT PROCESS -PATHOLOGY SERVICES FOR THE MONTH OF AUGUST 2026	-$	49.50
EFT48817	17/09/2026	P & M AUTOMOTIVE EQUIPMENT	SERVICE AND SAFETY INSPECTION OF THE MOLNAR TWO-POST VEHICLE HOIST P135	-$	407.00
EFT48818	17/09/2026	PINNACLE HEIGHT SAFETY PTY LTD	TAE40122 TRAINING AND ASSESSMENT COURSE FEES FOR SHIRE EMPLOYEES, INCLUDING THE STUDENT SUBSTITUTION AND RELATED CREDIT ADJUSTMENT	-$	9,600.00
EFT48819	17/09/2026	RK & LJ SMITH CORPORATION PTY LTD T/AS THE PRINTSMITH CO	PRINTING AND SUPPLY OF HAZARDOUS CHEMICAL AND CCTV SIGNS FOR THE CARNARVON AQUATIC CENTRE	-$	491.06
EFT48820	17/09/2026	PROJEX PARTNERS PTY LTD	FASCINE TO HARBOUR WALK – DUE DILIGENCE, DESIGN AND DOCUMENTATION AS PER CONTRACT RFQ 11/2025	-$	2,708.20
EFT48821	17/09/2026	PR POWER PTY LTD	PURCHASE OF A SOLAR POLE LIGHTING TOWER WITH TWO 30-WATT LIGHTS	-$	6,545.00
EFT48822	17/09/2026	R.C.THORNHILL T/A R AND L TRANSPORT	TRANSPORT AND DELIVERY OF A 2.4-TONNE CONCRETE PICNIC TABLE FROM GREENOUGH TO THE FASCINE AT BROWN STREET, CARNARVON, INCLUDING CRANE HIRE	-$	1,870.00
EFT48823	17/09/2026	REECE WELDING AND FABRICATION	TAILGATE HINGE REPAIRS FOR PLANT PTRU5, INCLUDING REPLACEMENT OF THE HINGE POST, FABRICATION OF BUSHES, FITTING OF NEW LATCHES AND MATERIALS	-$	1,485.00
EFT48824	17/09/2026	REPCO PTY LTD	VEHICLE AND PLANT SERVICING PARTS AND WORKSHOP CONSUMABLES, INCLUDING AIR, FUEL AND CABIN FILTERS, SERVICE KITS, ENGINE OIL, HYDRAULIC FLUID, DRIVE BELTS, AN OIL SEAL, THREAD SEALANTS, LUBRICANTS, ELECTRICAL CABLES AND CONNECTORS, AN ANTENNA AND A COPPER HAMMER	-$	2,175.91
EFT48825	17/09/2026	G & KL WRIGHT PTY LTD T/AS RIP-IT SECURITY SHREDDING	COLLECTION, EXCHANGE AND SECURE SHREDDING OF THREE 240-LITRE DOCUMENT BINS AT THE SHIRE OFFICE AND ONE AT THE DEPOT, PLUS DESTRUCTION OF 20 ARCHIVE BOXES ON 9 SEPTEMBER 2026	-$	612.00
EFT48826	17/09/2026	RSM AUSTRALIA PTY LTD	STANDING ORDER FOR PROFESSIONAL SERVICES ASSISTING WITH ATO BAS LODGEMENT REPORTING IN THE 2025-2026 FY -PROFESSIONAL SERVICES IN RELATION TO PREPARATION AND LODGEMENT OF FRINGE BENEFITS TAX RETURN FOR THE YEAR ENDED 31 MARCH 2026.	-$	1,950.85
EFT48827	17/09/2026	SEA CONTRACTING PTY LTD	CABLE LAN CAT 6 YELLOW 305 BOX MODULAR PLUG CAT6 8P8C UNSHIELDED 2PC LABOUR - TRADESMAN	-$	88.75
EFT48828	17/09/2026	SAFETY CHAMPION SOFTWARE PTY LTD	AS PER ONLINE SIGN-UP REQUEST FORM AND SAFETY CHAMPION SOFTWARE QUOTATION DATED 4 OCTOBER 2023 (VERSION 2). FEE ADJUSTMENT: "SAFETY CHAMPION" WEB-BASED HEALTH AND SAFETY MANAGEMENT SYSTEM. NEW LICENCE VARIATION: (90) HR PROFILES & (90) USERS NEW MONTHLY LICENCE FEE: $928.90 - LICENCE INCREASE $255.00 LICENCE PERIOD: PRO-RATA – 25 AUGUST 2026 TO 16 OCTOBER 2026	-$	488.61
EFT48829	17/09/2026	SHAYNE SILCOX T/AS STRATEGIC LEADERSHIP CONSULTING	ANNUAL CEO PERFORMANCE REVIEW, INCLUDING ASSESSMENT OPTIONS, INTERVIEWS, SURVEYS AND REPORTING OF FINDINGS	-$	6,380.00
EFT48830	17/09/2026	SOUTHERN CROSS AUSTEREO PTY LTD	RADIO ADVERTISING AND PRODUCTION FOR A TRIBUTE TO NEIL DIAMOND, WITH ADVERTISEMENTS BROADCAST DURING JUNE AND AUGUST 2026	-$	214.50
EFT48831	17/09/2026	SOMERSET HEALTH	ALLIED HEALTH EDUCATION WORKSHOP	-$	396.00
EFT48832	17/09/2026	SONY PICTURES RELEASING PTY LTD	FEES TO SCREEN SPIDER-MAN: BRAND NEW DAY ON THURSDAY 20 AUGUST. TERMS 55% WITH $250 MG	-$	959.75
EFT48833	17/09/2026	CARNARVON SPACE & TECHNOLOGY MUSEUM INC	SCIENCE WEEK 2026 ENTRY FEES FOR STUDENTS ATTENDING THE SPACE AND TECHNOLOGY MUSEUM, PLUS REDEEMED VOUCHERS UNDER THE STAY FOR 3, EXPLORE FOR FREE TOURISM CAMPAIGN	-$	29,060.00
EFT48834	17/09/2026	ST JOHN AMBULANCE WESTERN AUSTRALIA LTD	SUPPLY OF FIVE WORKPLACE SOFTCASE FIRST AID KITS	-$	350.00
EFT48835	17/09/2026	SUPAGAS PTY LIMITED	ANNUAL RENTAL OF 45KG LPG CYLINDERS AT FIVE SHIRE LOCATIONS, INCLUDING THE KINDERGARTEN FLAT, OLIVIA TERRACE, AERODROME, AIRPORT CRESCENT AND ROBINSON STREET, PLUS ACCOUNT CHARGES ON THE JULY 2026 STATEMENT	-$	682.50
EFT48836	17/09/2026	TEGWEN EVANIA HIGHAM	REIMBURSEMENT FOR WORKING WITH CHILDRENS CHECK	-$	87.00
EFT48837	17/09/2026	KARLA MONIQUE TITTUMS T/AS THANARDI ARTS & WEAVING	PAYMENT OF ARTIST SALE PROCEEDS FOR THE ARTWORK OTC AT THE GASCOYNE ART AWARDS 2026, LESS 20% COMMISSION	-$	1,522.75
EFT48838	17/09/2026	TEAM GLOBAL EXPRESS PTY LTD	PARCEL FREIGHT FOR T-QUIP EQUIPMENT PARTS TO CARNARVON AND WATER SAMPLES TO PATHWEST IN NEDLANDS DURING 31 JULY-6 AUGUST 2026, INCLUDING FUEL AND ASSOCIATED CHARGES	-$	269.93
EFT48839	17/09/2026	THIS IS A CONVERSTION STARTER PTY LTD T/AS TRADEMUTT	SUPPLY OF MEN'S AND WOMEN'S DAY/NIGHT HIGH-VISIBILITY WORK SHIRTS FOR SHIRE STAFF	-$	5,150.00
EFT48840	17/09/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLY OF A PADLOCK AND KEY TAG FOR SHIRE OPERATIONS	-$	45.70
EFT48841	17/09/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	SUPPLY OF EMPLOYEE UNIFORMS, INCLUDING POLO SHIRTS, BLOUSES, TROUSERS, CARDIGANS, JACKETS AND EMBROIDERED OUTDOOR SHIRTS, PLUS POSTAGE FOR UNIFORM ORDERS	-$	1,671.85
EFT48842	17/09/2026	VANESSA ANNE FROST	DELIVERY OF FOUR MONDAY GENTLE MOVES SESSIONS ON 5, 12, 19 AND 26 OCTOBER 2026	-$	800.00
EFT48843	17/09/2026	VANGUARD UNIT TRUST & VIKING TRUST T/A VANGUARD PRINT	WAREHOUSING OF SHIRE PRINTED MATERIALS UNDER THE VISITOR CENTRE'S STANDING PRINT STORAGE ARRANGEMENT	-$	7.26
EFT48844	17/09/2026	VIBES BMX	50% PART PAYMENT FOR PROFESSIONAL BMX DEMONSTRATIONS AND COACHING CLINICS AT CARNARVON FACILITIES, INCLUDING A JUNIOR BMX COMPONENT PACKAGE	-$	3,250.00
EFT48845	17/09/2026	VISION INTELLIGNCE PTY LTD	HIRE OF A V3000 CAMERA UNIT FOR 10 SEPTEMBER-8 OCTOBER 2026, INCLUDING COMPREHENSIVE RENTAL COVERAGE	-$	461.38
EFT48846	17/09/2026	WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	WALGA ASSOCIATION, EMPLOYEE RELATIONS, PROCUREMENT AND GOVERNANCE SUBSCRIPTIONS FOR 2026/27, PLUS LGA50120 DIPLOMA OF LOCAL GOVERNMENT COURSE FEES FOR THE SEPTEMBER 2026 INTAKE	-$	45,168.79
EFT48847	17/09/2026	WATER CORPORATION	WATER USE CHARGES - 21 ROBINSON ST CARNARVON LOT 182-3 RES 21853, 184	-$	15,547.67
EFT48848	17/09/2026	WESTON, CHERYL	REIMBURSEMENT OF PERTH HOTEL ACCOMMODATION FOR 18-21 OCTOBER 2026 TO ATTEND THE EARLY YEARS FORUM AND LIBRARY VISITS, PLUS PURCHASES FOR LIBRARY PROGRAMS	-$	1,126.45
EFT48849	17/09/2026	YIRRA YAAKIN ABORIGINAL CORPORATION	PRESENTER AND ROYALTY FEES FOR THE SEVEN STAGES OF GRIEVING PERFORMANCE HELD ON 3 SEPTEMBER 2026	-$	195.68
EFT48850	21/09/2026	LGISWA	LGIS PUBLIC LIABILITY - COVER REF: 000015 - PERIOD: 30.06.2026 - 30.07.2027	-$	513,315.64
EFT48851	24/09/2026	GASCOYNE FUNERAL SERVICES	GRAVE DIGGING AND BURIAL PREPARATION SERVICES FOR SEVEN BURIALS AT CARNARVON CEMETERY	-$	3,080.00
EFT48852	24/09/2026	AMPOL AUSTRALIA PETROLEUM PTY LTD	AUGUST 2026 AMPOLCARD FUEL PURCHASES FOR SHIRE VEHICLES AND OPERATIONS	-$	1,339.80
EFT48853	24/09/2026	ANNABEL TRENDS PTY. LTD	SUPPLY OF VISITOR CENTRE RETAIL SOUVENIRS AND GIFTWARE, INCLUDING HEADWRAPS, CROSSBODY AND WATER BOTTLE BAGS, SAFE KEEPERS AND HAND FANS	-$	738.71
EFT48854	24/09/2026	ASHFUELS (WA) PTY LTD	SUPPLY AND DELIVERY OF 7,190 LITRES OF BULK DIESEL FOR SHIRE OPERATIONS ACROSS FOUR DELIVERIES DURING SEPTEMBER 2026, INCLUDING WASTE FACILITY DELIVERY FEES	-$	18,158.39
EFT48855	24/09/2026	BILLIE O'SULLIVAN	REIMBURSEMENT OF KEY CUT FOR SHIRE RENTAL	-$	6.00
EFT48856	24/09/2026	G BISHOPS TRANSPORT SERVICES PTY LTD AFT GBT SERVICES TRUST	2026/2027 STANDING ORDER FOR EMERGENCY OR UNPLANNED FREIGHT -FREIGHT	-$	338.60

EFT48857	24/09/2026	BTX CONTRACTING	PROVISION OF MANAGEMENT SERVICES FOR THE CARNARVON AQUATIC CENTRE 01 JULY 2026 - 30 JUNE 2027 AS PER CONTRACT EXTENSION AND VARIATION RFT 02/2022 $300,000 EX GST WITH CPI INCREASE 4% $12,000 EX GST -MANAGEMENT OF CARNARVON AQUATIC CENTRE AS PER SCHEDULE OCTOBER 2026	-$	33,000.00
EFT48858	24/09/2026	CALL ASSOCIATES PTY LTD	CONNECT CALL CENTRE SERVICES - SHIRE OF CARNARVON (1 YEAR CONTRACT) 1 AUGUST 2025 - 31 JULY 2026	-$	1,024.05
EFT48859	24/09/2026	CARNARVON CLEANERS PTY LTD	CARPET CLEANING 10 FOSS CRESCENT	-$	462.00
EFT48860	24/09/2026	CENTRAL REGIONAL TAFE	BALLARD,DAIN - 50008117 KAD32 - WHITE CARD SKS CPCWHS1001 - PREPARE TO WORK SAFELY IN THE - TERM 3 2026	-$	20.16
EFT48861	24/09/2026	CONTROLLED IRRIGATION SUPPLIES	SUPPLY AND DELIVERY OF 24 HUNTER I40 SIX-INCH IRRIGATION SPRINKLERS, INCLUDING FREIGHT	-$	5,973.00
EFT48862	24/09/2026	CMC PARTNERS PTY LTD T/AS SWEET AS CONCRETE	SUPPLY AND DELIVERY OF 2.5CM, 25MPA WITH FIBRE CONCRETE, INCLUDING PART LOAD COST FOR JOHNSON ST FOOTPATH REPAIRS - QUOTE AS PER MESSAGES 10.6.26	-$	1,393.95
EFT48863	24/09/2026	CORSIGN WA PTY LTD	SUPPLY OF 100 GALVANISED RHS POSTS, 75 X 50 X 2.5MM AND 3.8M LONG, PLUS A BUTCHER SHOP ROAD SIGN	-$	8,877.00
EFT48864	24/09/2026	RK & LJ SMITH CORPORATION PTY LTD T/A CARNARVON AUTO ELECTRICS	SUPPLY AND INSTALL ANDERSON PLUG AND BRAKE CONTROLLER TO TOYOTA HILUX C29279 - P398 AS PER QUOTE 6598	-$	1,446.74
EFT48865	24/09/2026	CARNARVON GROWERS ASSOCIATION INC	2026/2027 STANDING ORDER FOR EMERGENCY / UNPLANNED MINOR RETICULATION ITEMS THAT REQUIRE IMMEDIATE DELIVERY -SCREWED BUSH 32-25MM	-$	85.03
EFT48866	24/09/2026	CARNARVON MEDICAL CENTRE	DRAFT BUDGET 26/27 STANDING ORDER FOR PRE-EMPLOYMENT MEDICAL AUDIO METRIC TESTS AS PART OF THE RECRUITMENT & SELECTION PROCESS FOR RJED APPLICANTS -MIGUEL ROBINSON	-$	132.00
EFT48867	24/09/2026	A.C.P. INDUSTRIES PTY LTD T/AS CARNARVON FRESH IGA	SUPPLY OF GROCERIES, MILK, TEA, COFFEE, SUGAR, DRINKING WATER, FRESH FRUIT, CLEANING PRODUCTS, TOILET PAPER AND KITCHEN CONSUMABLES FOR SHIRE FACILITIES AND LIBRARY ACTIVITIES	-$	492.36
EFT48868	24/09/2026	THE TRUSTEE FOR CHAPMAN TRUST T/A CARNARVON MITRE 10	SUPPLY OF RAPID-SET CEMENT, DOOR HINGES AND PASSAGE HARDWARE, TWO INTERNAL DOORS AND PAINTERS' RAGS FOR SHIRE MAINTENANCE	-$	265.23
EFT48869	24/09/2026	DUN DIRECT PTY LTD	5 X $100 GIFT CARDS FOR OUR STAY FOR 3 EXPLORE FOR FREE CAMPAIGN WINNER FROM THE SURVEY THEY PARTICIPATED IN.	-$	500.00
EFT48870	24/09/2026	EMPLOYMENT TRAINING SOLUTIONS	DELIVERY OF TRACTOR TRAINING AND ASSESSING INCLUDING STATEMENT OF ATTAINMENTS FOR 10 STAFF AS PER QUOTE 20260820	-$	8,025.00
EFT48871	24/09/2026	JM AND VL FARNE T/A CORAL BAY CONTRACTING	PROVISION OF CORAL BAY WASTE FACILITY SERVICES AS PER CONTRACT RFT 12/2021 - LANDFILL MANAGEMENT SERVICES - 2026/27 - $167,427.99 (INCL GST) - 1ST - 31ST AUGUST	-$	27,471.86
EFT48872	24/09/2026	FIVE ELEMENTS INTERNATIONAL PTY LTD T/AS JOHANN KLOECKER SPECIALISED MATERIALS & CO	SUPPLY AND DELIVERY OF POLYCHLOR OMEGA IN 25KG BAGS FOR ROAD WORKS UNDER PO 54186	-$	35,301.75
EFT48873	24/09/2026	GAVIN GRIFFITHS INVESMENTS PTY LTD	DRAFT BUDGET 26/27 STANDING ORDER FOR PRE-EMPLOYMENT MEDICAL ASSESSMENTS AS PART OF THE RECRUITMENT & SELECTION PROCESS FOR RJED APPLICANTS	-$	330.00
EFT48874	24/09/2026	GASCOYNE OFFICE EQUIPMENT	RICOH COPIER SERVICE AGREEMENT CHARGES FOR MARCH, APRIL, MAY AND JULY 2026, INCLUDING BLACK-AND-WHITE AND COLOUR PRINTING AND TECHNICAL SUPPORT FOR A PRINTER DRIVER ISSUE	-$	12,879.43
EFT48875	24/09/2026	GASCOYNE SAFETY ASSETS PTY LTD	BI-ANNUAL SERVICE OF FIRE EXTINGUISHERS AND SUPPRESSION SYSTEMS INCLUDING REPLACEMENT OF OUT OF DATE EXTINGUISHERS AS PER QUOTE 1130	-$	5,123.26
EFT48876	24/09/2026	GNC BUILDING & CONSTRUCTION GROUP WA PTY LTD T/AS GNC QUALITY PRECAST	SUPPLY AND LOADING OF A COMPLETE PRECAST CONCRETE PICNIC TABLE TO MAIN ROADS WA SPECIFICATIONS FOR SHIRE PUBLIC AMENITIES	-$	2,805.00
EFT48877	24/09/2026	THE TRUSTEE FOR ROADSTONE WEST UNIT TRUST T/A GREENFIELD TECHNICAL SERVICES	AGRN1280 FLOOD DAMAGE EMERGENCY WORKS SUPPORT, INCLUDING ROAD DAMAGE ASSESSMENT, EPAR FUNDING SUBMISSION PREPARATION, ENGINEERING REVIEW, PROJECT ADMINISTRATION, CLAIM DOCUMENTATION AND SITE INSPECTIONS	-$	9,629.16
EFT48878	24/09/2026	HORIZON POWER (BENTLEY OFFICE)	ELECTRICITY SUPPLY FOR THE SHIRE ADMINISTRATION OFFICE, OLIVIA TERRACE CCTV AND SHIRE PROPERTIES AT 10 CRAGGS COURT, UNIT 2/6 JAMES STREET, UNIT A/6 JOHNSTON STREET, 9 AND 33 BUTCHER STREET AND 9 RICHARDS STREET	-$	5,354.52
EFT48879	24/09/2026	IN THE LIGHT CREATIONS	SUPPLY OF LOCALLY PRODUCED SOY CANDLES, REED DIFFUSERS AND GOAT'S MILK SOAPS FOR RETAIL SALE AT THE VISITOR CENTRE	-$	261.98
EFT48880	24/09/2026	JACQUELINE BIRCH	STAFF ATTRACTION & RETENTION CLAIM -CARNARVON RACE CLUB MEMBERSHIP	-$	80.00
EFT48881	24/09/2026	LG BEST PRACTICES PTY LTD	RATES YEAR-END MODELLING, VALUATION ROLL RECONCILIATION, BILLING PREPARATION, PENSIONER CLAIMS, PROPERTY TRANSFERS AND DEBT COLLECTION SUPPORT; PLUS PAYROLL YEAR-END RECONCILIATION AND SUPERANNUATION CONFIGURATION REVIEW DURING JUNE AND JULY 2026	-$	20,647.00
EFT48882	24/09/2026	HELENE PTY LTD T/A LO-GO APPOINTMENTS	CONTRACTING SERVICES - SUZANNE BRYAN WEEK ENDING 12 SEP 2026 - ORDINARY RATE - FINANCE OFFICER	-$	12,271.66
EFT48883	24/09/2026	SEBEL MANDURAH	MICHAEL COOKE - ACCOMMODATION FOR 7 NIGHTS CHECK IN: 06/09/2026, CHECKOUT: 13/09/2026 ROOM TYPE: SUPERIOR KING ROOM GROUP: MOSQUITO MANAGEMENT COURSE 7 X $239.00 = $1673.00	-$	1,673.00
EFT48884	24/09/2026	MAX TANGI	REIMBURSEMENT OF GOODS PURCHASED FOR SALARY INCREASE LETTERS FOR STAFF 26/27	-$	74.25
EFT48885	24/09/2026	MISS FANG PTY LTD	CATERING SERVICES PROVIDED ON 1 SEPTEMBER 2026	-$	330.00
EFT48886	24/09/2026	THE TRUSTEE FOR KIMAL TRUST T/A MKB WASTE & RECYCLING (MKB SKIP BINS)	WEEKLY COLLECTION OF THREE 4.5-CUBIC-METRE FRONT-LIFT WASTE BINS AT THE BLOWHOLES CAMPING AREA ON 10 SEPTEMBER 2026	-$	1,266.10
EFT48887	24/09/2026	HEATHER & PHILIP MORPHETT	CAMP HOST ALLOWANCE FOR THE PERIOD 14/09/2026 - 20/09/2026	-$	250.00
EFT48888	24/09/2026	NORTHERN GOLDFIELDS EARTHMOVING PTY LTD	OPEN GRADING OF WARROORA EAST ROAD ON 19, 20 AND 21 AUGUST 2026 USING A CAT 140H GRADER, UNDER AGRN1280 FLOOD DAMAGE EMERGENCY WORKS	-$	6,715.50
EFT48889	24/09/2026	OUTBACK COAST PROPERTY PTY LTD	6A JOHNSTON STREET RENT 01.09.2026 - 30.09.2026	-$	1,868.45
EFT48890	24/09/2026	PERTRAIN PTY LTD	SUPPLY OF 20 JOB SAFETY ANALYSIS BOOKS AND VARIOUS EQUIPMENT PRE-START INSPECTION BOOKS FOR SHIRE OPERATIONS	-$	1,281.47
EFT48891	24/09/2026	RK & LJ SMITH CORPORATION PTY LTD T/AS THE PRINTSMITH CO	ADDITION OF DIRECTIONAL ARROWS TO THE BUTCHER SHOP ROAD SIGN, INCLUDING LABOUR AND MATERIALS	-$	49.50
EFT48892	24/09/2026	REPCO PTY LTD	SUPPLY OF VEHICLE LUBRICATION AND AIR FILTERS, PLUS THE ANNUAL NAVIGATOR PRO / SMARTQUOTE WORKSHOP SUBSCRIPTION	-$	951.50
EFT48893	24/09/2026	RICHER888 PTY LTD	CATERING FOR THE STAFF MEETING LAUNCHING SAFETY EXCELLENCE MONTH, INCLUDING TOASTED SANDWICHES, CROISSANTS, MINI QUICHES AND VEGETARIAN FINGER FOOD	-$	660.00
EFT48894	24/09/2026	R & L COURIERS	APRIL 2026 COURIER FREIGHT AND FUEL LEVY FOR SHIRE DEPARTMENTAL DELIVERIES, INCLUDING CONSIGNMENT 192801, WITH RELATED CREDIT ADJUSTMENT	-$	2,433.20
EFT48895	24/09/2026	THE TRUSTEE FOR SCORPION TECHNOLOGY UNIT TRUST T/A SCORPTEC COMPUTERS	POE INJECTOR FOR DESKPHONE UBIQUITY ACCESS POINT IN DEVELOPMENT ROOM – EXISTING ONE BECAME FAULTY UBIQUITY ACCESS POINT IN WOOLSHED • UPC: 817882027236 UBIQUITI GIGABIT POE+ INJECTOR @ 39.00 X 3 = $117 • UBIQUITI UNIFI U7 PRO INDOOR WIRELESS ACCESS POINT, WI-FI 7, WIRELESS BE10000, 1X 2.5GBE POE+ PORT, REQUIRES POE+ SWITCH, WITHOUT POE+ INJECTOR (WTY - 1 YEAR) MODEL: U7-PRO (WTY - 1 YEAR) $299 X2 =$598.00 • POSTAGE & INSURANCE $ 57.20 TOTAL $772.20 GST EXC	-$	772.20
EFT48896	24/09/2026	SEA CONTRACTING PTY LTD	TESTING OF THE WOOLSHED DATA POINT AND TV POWER OUTLETS, PLUS AFTER-HOURS CCTV REPAIRS AND RECORDER FIRMWARE UPDATES AT 11 PARNAA VIEW	-$	440.00
EFT48897	24/09/2026	CITY OF KALAMUNDA	BUILDING APPLICATION ADMINISTRATION AND BUILDING SURVEYOR SERVICES UNDER THE INTER-COUNCIL ARRANGEMENT, AS ITEMISED ON INVOICES ISSUED IN JUNE AND JULY 2026	-$	4,524.06
EFT48898	24/09/2026	THE WARD FAMILY TRUST T/A SUNCITY PRINT	PRINTING OF TEN 50-SHEET CAUGHT WORKING SAFELY TEAR-OUT BOOKLETS FOR THE SHIRE'S WORKPLACE SAFETY PROGRAM	-$	281.60
EFT48899	24/09/2026	TECHNOLOGY ONE	PRODUCTS TECHNOLOGYONE SPATIAL TECHNOLOGYONE SAAS PLATFORM - COMMERCIAL	-$	10,576.62

EFT48900	24/09/2026	TENDERLINK (TRADING AS TENDERLINK.COM)	PUBLIC TENDER ADVERTISING FOR RFT 08/2026 - RECONSTRUCTION OF FRENCH STREET, CORAL BAY	-$	184.80
EFT48901	24/09/2026	TEAM GLOBAL EXPRESS PTY LTD	PARCEL FREIGHT FOR SHIRE OPERATIONS, INCLUDING EQUIPMENT DELIVERIES FROM INTERFIRE AND T-QUIP TO CARNARVON AND WATER SAMPLE TRANSPORT TO PATHWEST IN NEDLANDS, WITH FUEL AND ASSOCIATED CHARGES	-$	360.49
EFT48902	24/09/2026	T-QUIP	SUPPLY OF BEARINGS AND VERTICUT BLADES FOR PLANT P335, PLUS T-BAR RODS, RETAINING PINS, LOCKDOWN PARTS, NUTS AND SCREWS FOR PLANT P333	-$	1,294.10
EFT48903	24/09/2026	NEW IMAGE HOLDINGS PTY LTD T/A TRAC BUILDING SERVICES	TRAMWAY WALK TRAIL HEALING SHELTER AND TRAMWAY SHELTER - CONSTRUCTION AND INSTALLATION	-$	80,740.00
EFT48904	24/09/2026	TREMOR MINING & CIVIL PTY LTD	TRANSPORT OF 300 TONNES OF GRAVEL FROM SLK 7 ON MINILYA-LYNDON ROAD TO SLK 18.35 ON WARROORA EAST ROAD FOR AGRN1280 FLOOD DAMAGE EMERGENCY WORKS	-$	20,046.40
EFT48905	24/09/2026	A & M H ZAKNICH TRUST T/AS CARNARVON TRADE CENTRE TROPICS HARDWARE	SUPPLY OF A BATTERY CHARGER, STICK VACUUM, BUG ZAPPERS, SAFETY GLASSES AND GOGGLES, PACKERS, RATCHET TIE-DOWNS, SAW BLADES, A TAPE MEASURE, SCREWS, WALL PLUGS, DOOR HINGES AND PRIMER FOR SHIRE OPERATIONS	-$	1,240.05
EFT48906	24/09/2026	KDMJ (WA) PTY LTD T/AS KJ SANDS & EARTHMOVING (U2 BOBCAT HIRE)	SUPPLY AND DELIVER 100T OF PINDAN SAND TO CARNARVON AIRPORT (FOR VAN DONGEN PARK)	-$	2,710.40
EFT48907	24/09/2026	UNIFORMS AT WORK AUSTRALIA PTY LTD	UNIFORM FOR THE FOLLOWING EMPLOYEES: -EXECUTIVE ASSISTANT PLANNING & SUSTAINABILITY $478.10	-$	717.81
EFT48908	24/09/2026	VENTIA AUSTRALIA PTY LIMITED	STAGE 1 REFURBISHMENT WORKS FOR THE CARNARVON TRAMWAY BRIDGE UNDER WORK ORDER 261604757	-$	266,048.59
EFT48909	24/09/2026	THE WESTERN AUSTRALIAN MUSEUM	PAYMENT FOR REDEEMED ATTRACTION VOUCHERS AT THE WESTERN AUSTRALIAN MUSEUM UNDER THE STAY FOR 3, EXPLORE FOR FREE TOURISM CAMPAIGN	-$	1,429.00
EFT48910	24/09/2026	WATER CORPORATION	WATER USAGE AND SERVICE CHARGES FOR SHIRE OFFICES, THE LIBRARY, HALL, CORAL BAY STANDPIPE AND STAFF HOUSING, INCLUDING 3 FRANCIS STREET, 3 STUART STREET, 9 CAMEL LANE, 5 SHALLCROSS STREET, 141 OLIVIA TERRACE, 7 AND 11 PARNAA VIEW, 10 FOSS CRESCENT AND 10 CRAGGS COURT	-$	4,474.08
EFT48911	24/09/2026	WESTRAC PTY LTD	SUPPLY OF CATERPILLAR PLANT SERVICING PARTS, INCLUDING FILTERS, ELEMENTS, COOLANT, OILS, SKID STEER FITTINGS AND AN AIR-CONDITIONING COVER FOR SHIRE LOADERS, SKID STEER AND LANDFILL COMPACTOR	-$	4,036.76
EFT48912	24/09/2026	WURTH AUSTRALIA PTY LTD	SUPPLY OF HEXAGON-HEAD SCREWS, NUTS, WASHERS AND ASSOCIATED FASTENERS FOR SHIRE WORKSHOP MAINTENANCE	-$	1,393.28
EFT48913	24/09/2026	HIGHWAYONE INVESTMENTS PTY LTD	RENT FOR 9 RICHARDS STREET PERIOD: 26.07.2026 - 30.07.2026	-$	203.57
EFT48914	24/09/2026	RAYMOND JAMES WILLIAM OLIVER	RENT FOR 9 RICHARDS STREET PERIOD: 30.07.2026 - 16.10.2026	-$	5,360.71
EFT48915	29/09/2026	ANDREW ELLIS	CHIEF BUSH FIRE BRIGADE PAYMENT	-$	5,500.00
					-3096888.27
				-$	1,002,258.19
					-4099146.46

Completed	**Riley Amai**
Signature:	
Position:	**Finance Officer**
Date:	**14/10/2026**

Checked By:	**Bek Skender**
Signature:	
Position	**Finance Coordinator**
Date:	**14/10/2026**

SCHEDULE 3 - DIRECT DEBITS

VOUCHER NUMBER	DATE PAID	PAYEE	DIRECT DEBITS MUNI	DESCRIPTION
DD42935.1	1/09/2026	ANZ BANK LIMITED	-$ 542.30	ANZ BANK - MONTHLY MERCHANT FEES FOR THE PERIOD SEPTEMBER 2026
DD42935.2	1/09/2026	RICOH AUSTRALIA PTY LTD	-$ 313.50	RICOH FINANCE - MONTHLY LEASE PAYMENT FOR ADMIN COPIER FOR THE PERIOD SEPTEMBER 2026
DD42935.3	1/09/2026	HPE FINANCIAL SERVICES (AUSTRALIA) PTY LIMITED	-$ 512.11	MONTHLY LEASE PAYMENT FOR IT LAPTOPS FOR THE PERIOD SEPTEMBER 2026
DD42937.1	2/09/2026	TOYOTA FLEET MANAGEMENT	-$ 395.25	TOYOTA FLEET - MONTHLY LEASE PAYMENT FOR P339 FOR THE PERIOD SEPTEMBER 2026
DD42939.1	4/09/2026	ANZ BANK LIMITED	-$ 435.05	ANZ BANK - MONTHLY BPAY TRANSACTIONS FEES FOR THE PERIOD SEPTEMBER 2026
DD42941.1	7/09/2026	FLEET CARE PTY LTD	-$ 4,027.52	FLEET CARE - MONTHLY LEASE PAYMENT FOR P404 FOR THE PERIOD SEPTEMBER 2026
DD42944.1	10/09/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 108,657.00	PR407 - ATO TAXATION FOR THE EMPLOYEES PAY PERIOD 24/08/2026 - 06/09/2026
DD42944.2	10/09/2026	ATO - CHILD SUPPORT AGENCY	-$ 1,914.56	PR407 - CHILD SUPPORT DEDUCTION FOR THE EMPLOYEES PAY PERIOD 24/08/2026 - 06/09/2026
DD42944.3	10/09/2026	AUSTRALIAN SERVICES UNION	-$ 27.50	PR407 - UNION FEES DEDUCTION FOR THE EMPLOYEES PAY PERIOD 24/08/2026 - 06/09/2026
DD42944.4	10/09/2026	MAXXIA PTY LTD	-$ 2,156.97	PR407 - SALARY SACRIFICE DEDUCTION FOR THE EMPLOYEES PAY PERIOD 24/08/2026 - 06/09/2026
DD42944.5	10/09/2026	BEAM CLEARING HOUSE	-$ 60,716.62	PR407 - SUPERANNUATION PAYMENT FOR THE EMPLOYEES PAY PERIOD 24/08/2026 - 06/09/2026
DD42944.6	10/09/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-$ 306,165.05	PR407 - EMPLOYEE SALARY PAYMENT FOR THE EMPLOYEES PAY PERIOD 24/08/2026 - 06/09/2026
DD42947.1	14/09/2026	ANZ BANK LIMITED	-$ 22.50	ANZ BANK - MONTHLY ACCOUNT SERVICE FEES FOR THE PERIOD SEPTEMBER 2026
DD42950.1	15/09/2026	SG FLEET AUSTRALIA PTY LTD	-$ 9,660.91	SG FLEET - MONTHLY LEASE PAYMENT FOR VARIOUS PLANT FOR THE PERIOD SEPTEMBER 2026
DD42952.1	17/09/2026	IINET LIMITED	-$ 30.00	IINET - MONTHLY INTERNET CHARGES FOR VISITOR CENTRE PHONE FOR THE PERIOD 24/09/2026 - 23/10/2026
DD42956.1	24/09/2026	AUSTRALIAN TAXATION OFFICE (PAYG)	-$ 100,960.00	PR408 - ATO TAXATION FOR THE EMPLOYEE PAY PERIOD 07/09/2026 - 20/09/2026
DD42956.2	24/09/2026	ATO - CHILD SUPPORT AGENCY	-$ 1,869.35	PR408 - CHILD SUPPORT DEDUCTION FOR THE EMPLOYEES PAY PERIOD 07/09/2026 - 20/09/2026
DD42956.3	24/09/2026	AUSTRALIAN SERVICES UNION	-$ 27.50	PR408 - UNION FEES DEDUCTION FOR THE EMPLOYEES PAY PERIOD 07/09/2026 - 20/09/2026
DD42956.4	24/09/2026	MAXXIA PTY LTD	-$ 3,553.47	PR408 - SALARY SACRIFICE DEDUCTION FOR THE EMPLOYEES PAY PERIOD 07/09/2026 - 20/09/2026
DD42956.5	24/09/2026	BEAM CLEARING HOUSE	-$ 58,519.92	PR408 - SUPERANNUATION FOR THE EMPLOYEES PAY PERIOD 07/09/2026 - 20/09/2026
DD42956.6	24/09/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-$ 298,840.43	PR408 - EMPLOYEE SALARY FOR THE EMPLOYEES PAY PERIOD 07/09/2026 - 20/09/2026
DD42958.1	29/09/2026	BEAM CLEARING HOUSE	-$ 2,924.16	PR409 - SUPERANNUATION FOR THE TERMINATION, BACK PAY AND RETENTION BONUS
DD42958.2	29/09/2026	SHIRE OF CARNARVON MUNICIPAL FUND	-$ 20,427.87	PR409 - EMPLOYEE SALARY PAY FOR THE TERMINATION, BACK PAY AND RETENTION BONUS
DD42960.1	30/09/2026	DE LAGE LANDEN PTY LIMITED	-$ 5,575.11	MONTHLY LEASE FOR IT EQUIPMENT FOR THE PERIOD SEPTEMBER 2026
DD42960.2	30/09/2026	RICOH AUSTRALIA PTY LTD	-$ 116.04	MONTHLY LEASE FOR DEPOT COPIER FOR THE PERIOD SEPTEMBER 2026
DD42960.3	30/09/2026	ANZ BANK LIMITED	-$ 39.81	ANZ BANK - MONTHLY WORLDLINE 000464660020217 FEES FOR THE PERIOD SEPTEMBER 2026
DD42964.1	7/09/2026	ANZ BANK LIMITED	-$ 13,827.69	ANZ BANK - MONTHLY CREDIT CARD PAYMENT FOR THE PERIOD 23/07/2026 - 23/08/2026
			-$ 1,002,258.19	

Completed By:	**Riley Amai**
Signature:	
Position:	**Finance Officer**
Date:	**14/10/2026**

Checked By:	**Bek Skender**
Signature:	R Skender
Position	**Finance Coordinator**
Date:	**14/10/2026**

SPONSORSHIP AGREEMENT

CHEVRON AUSTRALIA PTY LTD
(ABN 29 086 197 757)

AND

SHIRE OF CARNARVON
(ABN 89 534 312 469)

SPONSORSHIP AGREEMENT

This **SPONSORSHIP AGREEMENT** 25 February 2026

is made by and between **CHEVRON AUSTRALIA PTY LTD** (ABN 29 086 197 757), a company incorporated in Australia, of Level 2, 1 The Esplanade, Perth, Western Australia **(Chevron Australia)** and Shire of Carnarvon (ABN 89 534 312 469) of 3 Francis Street, Carnarvon, WA 6701 (**Recipient**).

RECITALS

C. Chevron Australia wishes to support the delivery of the Gnulli Festival, a major Aboriginal cultural event to be held in Carnarvon, Western Australia, in May 2026.

D. The Shire of Carnarvon will act as the sole delivery partner and Recipient under this agreement, responsible for all aspects of planning, management, compliance and delivery of the Gnulli Festival as per the requirements in this agreement (including the Program described in Schedule 2).

E. Baiyungu Aboriginal Corporation (BAC) and Yinggarda Aboriginal Corporation (YAC) will participate as cultural advisors, providing guidance on cultural authority, protocols and community engagement, but will not be responsible for event delivery, logistics or financial management.

In consideration of the mutual covenants and undertakings of the parties set out in this agreement the parties agree as follows:

1. THE SPONSORSHIP

Chevron Australia will provide a sponsorship to Recipient of A$350,000 (plus GST, if any) (**Sponsorship Funds**) on the terms and conditions of this agreement for the program (**Program**) described in Schedule 2 (**Sponsorship**).

2. TERM

This agreement shall become effective from the date of execution of this agreement and shall continue in force until 31 December 2026 unless terminated earlier in accordance with Section 10 (**Term**).

3. SPONSORSHIP FUNDS

3.1 Chevron Australia shall pay to Recipient the Sponsorship Funds in accordance with Section 7.

3.2 The Sponsorship Funds may only be used by Recipient for the purpose of funding the Program.

3.3 Any part of the Sponsorship Funds not expended, allocated, or committed by Recipient for the purpose of the Program prior to the termination or expiry of this agreement shall be returned to Chevron Australia within 3 months of the termination or expiry of this agreement.

3.4 Any additional funds or goods or services to be provided by Chevron Australia must be approved by Chevron Australia in advance and in writing.

4. SPONSORSHIP BENEFITS

4.1 Recipient shall provide to Chevron Australia the Sponsorship benefits described in Schedule 2.

4.2 Without limiting Section 4.1, Recipient shall acknowledge and ensure all of the following during the Term:

(A) Chevron Australia is acknowledged and recognised as a sponsor of the Program on all supporting and publicity materials in relation to the Program produced by or on behalf of Recipient.

(B) Chevron Australia employees are invited to be involved in Program activities as appropriate.

(C) At the request of Chevron Australia, Recipient will assist Chevron Australia in applying or nominating for any awards or other recognition relevant to the Sponsorship.

(D) Chevron Australia may use Recipient's or the Program's name, any photographs or videos provided by Recipient and details of the Sponsorship and the Program in Chevron Australia's and its Affiliates' publicity materials, advertising and websites.

(E) Recipient shall use reasonable endeavors to uphold the reputation of Chevron Australia at all times and shall not make any statements or engage in any conduct which is likely to damage Chevron Australia's reputation.

(F) Recipient must consult with Baiyungu Aboriginal Corporation (BAC) and Yinggarda Aboriginal Corporation (YAC) as cultural advisors for the Program and provide them with reasonable opportunities to participate in the Program (inclusive of any related requirements in Schedule 2).

5. RESPONSIBILITY FOR PROGRAM AND INDEMNITY

5.1 Recipient is solely responsible for all aspects of the organisation and management of the Program and shall comply with all laws and regulations applicable to undertaking the Program.

5.2 Recipient agrees to fully release, defend, protect, indemnify and hold harmless Chevron Australia and its Affiliates and their respective employees from and against any claims, proceedings, expenses, costs, damages, losses and other liabilities of any kind, irrespective of their cause, arising out of or related to the Program or performance of this agreement. For the avoidance of doubt this includes indemnification against any claims by the Recipient, Recipient's Affiliates or third parties including, but not limited to, any claims for personal injury, illness or death, property damage, infringement of intellectual property rights, nuisance, trespass, defamation, breach of contract or breach of applicable statutes. defamation, breach of contract or breach of applicable statutes.

5.3 Recipient waives and releases, to the fullest extent permitted by law, claims against Chevron Australia or its Affiliates for indirect or consequential damages, loss of profits, punitive damages and exemplary damages.

5.4 The waiver, release, indemnity, defense and hold harmless obligations in this agreement apply regardless of contributory or concurrent negligence, breach of any duty, fault or strict liability of Chevron Australia or its Affiliates and applies regardless of any claim against Chevron Australia or its Affiliates in tort or otherwise at law.

5.5 When Recipient indemnifies Chevron Australia or its Affiliates against claims, Recipient shall hold them harmless against those claims and against all reasonable costs, expenses and fees of any kind (including attorneys' fees) incurred by them in defending those claims and any tax imposed as a consequence of receiving any payment under this clause 5.

5.6 The Recipient and Chevron Australia exclude any application of Part 1F of the *Civil Liability Act 2002* (WA) from all claims arising under this agreement.

6. REPORTING AND CONSULTATION

6.1 Recipient shall provide information relating to the conduct of the Sponsorship, the Program and the expenditure of the Sponsorship Funds as may reasonably be requested by Chevron Australia from time to time.

6.2 Without limiting Section 6.1 and Schedule 2, Recipient will work with Chevron Australia to identify key performance indicators that fit with Chevron Australia's needs to be reported on for the Program.

6.3 In consultation with Chevron Australia, Recipient will develop a communications and stakeholder engagement plan for the Term relating to the conduct of the Sponsorship, the Program and the expenditure of the Sponsorship Funds. Chevron Australia may provide advice to Recipient in relation to the plan.

7. INVOICING AND PAYMENT PROCEDURES

7.1 Recipient shall provide Chevron Australia with a tax compliant invoice, in accordance with Section 8, for the Sponsorship Funds and Chevron Australia shall pay the Sponsorship Funds in accordance with the following table:

	SPONSORSHIP FUNDS	INVOICE DATE	PAYMENT DATE
1.	A $350,000 (plus GST, if any)	Within 30 days after the date of this agreement	Within 30 days after the receipt of the invoice

7.2 If any component of this Sponsorship can be classed as a donation and not associated with Chevron Australia promotion, it is to be listed separately on any invoices for payment.

8. GOODS AND SERVICES TAX

8.1 In this Section:

(A) "GST" means goods or services tax or similar tax levied or imposed in Australia pursuant to the GST Act;

(B) "GST Act" means A New Tax System (Goods and Services Tax) Act 1999 (Cth) enacted under Australian law; and

(C) All terms used in this Section that are defined in the GST Act have the same meaning in this Section;

8.2 All amounts in this agreement are exclusive of GST unless otherwise stated.

8.3 If a supply under this agreement (including the supply of services and/or products) is subject to GST, the party which made the taxable supply:

(A) may charge the recipient party an amount of GST in addition to the GST exclusive value payable for the taxable supply; and

(B) is required to provide a tax invoice to the recipient party before the GST amount will be paid.

8.4 If an adjustment event occurs which gives rise to a GST adjustment, both of the following apply:

(A) the party aware of the adjustment event must notify the other party immediately; and

(B) the party which made the taxable supply shall issue an adjustment note to the recipient party to enable the additional GST payment or GST refund.

8.5 If any amount under this agreement is determined by reference to any liability or cost incurred by any party, that amount will be the actual amount incurred by such party less the amount of any GST input tax credit to which such party, an agent, a related party, representative group member or joint venture operator is entitled in respect of that liability or cost.

9. CHEVRON LICENSED MARKS

9.1 Chevron Australia hereby grants to Recipient a limited non-exclusive license to use the Chevron trademarks and the corresponding logos as instructed in writing by Chevron Australia **(Chevron Licensed Marks)** during the Term in connection with the Program, subject to all of the following conditions:

(A) Recipient recognizes the exclusive rights of Chevron Australia and/or its Affiliates in the Chevron Licensed Marks and will not contest, directly or indirectly, or in any way impair such exclusive ownership of the Chevron Licensed Marks or aid or encourage others to do so, both during the Term and afterwards.

(B) Recipient further recognizes that all use of the Chevron Licensed Marks by Recipient will at all times inure to the benefit of Chevron Australia and/or its Affiliates, and that Recipient acquires no right, title or interest in or to the Chevron Licensed Marks except as expressly and temporarily provided herein

(C) Recipient shall obtain Chevron Australia's prior written approval before using the Chevron Licensed Marks. Recipient's uses of the Chevron Licensed Marks shall conform to Chevron Australia's style and usage guides. Chevron

Australia may reasonably withhold approval or request immediate non-use as to any uses by Recipient that do not conform to such guidelines.

(D) Recipient shall make no use of the Chevron Licensed Marks except as specifically approved in writing by Chevron Australia. Recipient shall immediately withdraw any uses that Chevron Australia deems improper. Recipient shall not sublicense or otherwise transfer the use of the Chevron Licensed Marks to any person or entity.

(E) Upon termination of this agreement, Recipient shall promptly deliver to Chevron Australia or destroy all material bearing the Chevron Licensed Marks. Notwithstanding the foregoing, in no event shall Recipient be required to deliver or destroy any materials bearing Chevron Licensed Marks in any of the following events:

(1) Chevron Australia is listed as a sponsor along with other sponsors provided that the materials are not displayed, shown or in any other way used in a public venue or distributed to anyone other than an employee or volunteer of Recipient.

(2) Chevron Australia agrees in writing to allow Recipient to retain such materials for use in subsequent years.

9.2 Notwithstanding the foregoing, Chevron Australia and its Affiliates are permitted and retain a right during and after the Term to refer to Recipient and to identify Recipient as the beneficiary and recipient of the Sponsorship Funds.

10. TERMINATION

10.1 Either party may terminate this agreement at any time if this agreement is breached by the other party and the party in breach does not remedy that breach within 14 days of receiving written notice from the other party requiring it to do so.

10.2 Chevron Australia may terminate this agreement immediately upon giving notice in writing to Recipient if any of the following applies:

(A) Recipient has not made substantial progress in completion of the Program.

(B) Recipient has an agent in possession, mortgagee in possession, administrator or receiver and/or manager appointed to the whole or any substantial part of its assets, or if any order is made or a resolution passed for the winding up of Recipient.

(C) Recipient becomes insolvent or makes an assignment for the benefit of creditors.

(D) An event occurs in relation to Recipient that, in Chevron Australia's opinion, has or may have an adverse impact on either Chevron Australia or the Sponsorship, or brings or may bring either Chevron Australia or the Sponsorship into disrepute.

10.3 If this agreement is terminated for any reason prior to expiry of the Term, then all of the following apply:

(A) Chevron Australia is not required to pay any Sponsorship Funds unless the Sponsorship Funds were due and payable to Recipient before the date of termination.

(B) Immediately after receipt of a termination notice, the parties will cease using or otherwise referring to each other's name, trademark, symbols and logos.

11. ASSIGNMENT

Recipient may not assign or transfer any of its rights or obligations under this agreement without the prior written consent of Chevron Australia.

12. CONFIDENTIALITY

12.1 Subject to Section 13, during the Term and thereafter, Recipient shall hold in confidence and not use or disclose to any third party (other than employees of Recipient similarly bound by the terms hereof) any technical marketing, financial, business or other proprietary information of Chevron Australia and/or its Affiliates, whether obtained in connection with this agreement or otherwise **(Confidential Information)**.

12.2 Confidential Information shall not include: (a) information which at the time of disclosure is published or otherwise generally available to the public through no fault of the Recipient; (b) information which was in the possession of Recipient at the time of disclosure to Recipient and which was not acquired directly or indirectly from Chevron Australia and/or its Affiliates or a third party having an obligation of confidentiality with regard to that information; or (c) information rightfully received by Recipient from a third party not having an obligation of confidentiality with regard to that information.

12.3 Notwithstanding anything to the contrary contained in this agreement, Recipient may disclose the Confidential Information in connection with an order of a court or other government body or as otherwise required by applicable laws or regulations. In any such case, the Recipient shall provide Chevron Australia with prompt notice of the required disclosure prior to the disclosure so that Chevron Australia may seek a protective order against disclosure and Recipient notifies such officer of the court or government body of the confidential nature of the Confidential Information.

12.4 The obligations of the Recipient under this Section 12 shall remain in effect for five years after this agreement is terminated or expires.

13. PUBLIC ANNOUNCEMENTS

Recipient shall not issue any public announcement or statement concerning this agreement without obtaining Chevron Australia's prior written consent.

14. GOVERNING LAW AND RESOLUTION OF DISPUTES

14.1 This agreement is governed by and interpreted under the laws of Western Australia, without regard to its choice of law rules.

14.2 If any Dispute arises out of or in relation to this agreement and the Dispute cannot be settled by direct negotiations, either party must initiate mediation by giving notice to the other party. If the Dispute is not resolved by mediation within sixty days from the date of the notice requiring mediation, either party must initiate binding arbitration by giving notice to the other party.

14.3 The following provisions shall apply to arbitration proceedings pursuant to Section 14.2:

(A) The place of arbitration will be Perth, Western Australia.

(B) One arbitrator (or three arbitrators if the monetary value of the Dispute is more than US$5,000,000 or its currency equivalent) will conduct the arbitral proceedings, in English, in accordance with United Nations Commission on International Trade Law Arbitration **(UNCITRAL)** Arbitration Rules except to the extent of conflicts between the UNCITRAL Arbitration Rules and the provisions of this agreement, in which case the provisions of this agreement prevail. The Institute of Arbitrators and Mediators Australia, Western Australia Chapter, is the appointing authority.

(C) The parties shall submit true copies of all documents considered relevant with their respective statement of claim or defence and any counterclaim or reply. Neither party may compel the other to produce additional documents. The maximum number of witnesses each party may call to give evidence is three witnesses of fact and one expert witness.

(D) The arbitrator does not have the power to award, nor shall the arbitrator award, any punitive, indirect or consequential damages (however denominated). All arbitration fees and costs shall be at the discretion of the arbitrator. Each party shall bear its own costs of legal representation and witness expenses.

(E) The arbitrator must render a reasoned award in writing. The award is final and binding.

(F) The Dispute will be resolved as quickly as possible. The arbitration award must be issued within three months from completion of the hearing, or as soon as possible thereafter.

(G) The terms of this arbitration agreement are enforceable under the Commercial Arbitration Act 1985 (WA). Any Disputes relating to or in connection with the enforceability of this arbitration agreement shall be brought only in the Supreme Court of Western Australia and each party consents to the exclusive jurisdiction of the Supreme Court of Western Australia for that purpose.

14.4 In this Section 14, **Dispute** means any dispute or controversy arising out of this agreement, including a claim under this agreement and any dispute or controversy regarding the existence, construction, validity, interpretation, enforceability or breach of this agreement.

15. NOTICES

15.1 In addition to any means authorized by law, any communication required or permitted under this agreement may be given by any of the following methods:

(A) Being personally served on a party.

(B) Being left at the party's current address for service.

(C) Being sent to the party's current address for service by pre-paid ordinary mail or if the address is outside Australia, by pre-paid airmail.

(D) By facsimile to the party's current number for service.

15.2 The parties' addresses and numbers for service are initially those set out on the signature page to this agreement.

15.3 A party may change its address or numbers for service by notice to the other party.

16. GENERAL PROVISIONS

16.1 **Schedule 1 - Additional Obligations**. Schedule 1 to this agreement entitled Additional Obligations is incorporated in and forms part of this agreement and the parties shall comply with their respective obligations set out in Schedule 1.

16.2 **Data Privacy.** Recipient will process all Personal Data it processes on behalf of Chevron Australia in accordance with all applicable laws and Chevron Australia's reasonable requests with respect to protecting Personal Data, including but not limited to: restricting employee and agent/subcontractor access to Personal Data, following Chevron Australia's instructions in connection with processing Personal Data, not disclosing Personal Data to any third party without Chevron Australia's written permission, applying appropriate security measures to protect Personal Data, and deleting any Personal Data in its possession or control at the expiry or termination of this agreement unless otherwise agreed between the parties. In the event of any unauthorized, unlawful, and/or unintended processing, access, disclosure, exposure, alteration, loss, or destruction of Personal Data, Recipient will immediately notify Chevron Australia and cooperate with Chevron Australia's reasonable requests to investigate and remediate such incident and provide appropriate response and redress. "Personal Data" means any information that can be used directly or indirectly, alone or in combination with other information, to identify an individual.

16.3 **Testimonials and Stories.** If any testimonials or stories related to the Program are provided to Chevron Australia, the Recipient is responsible for complying with applicable law and its own policies with respect to giving notice and obtaining consent from individuals who provide testimonials or stories before providing them to Chevron Australia. The notice to the individuals must include that the testimonials provided will be transferred to other countries, including the United States, and may be used by Chevron Australia or any of its Affiliates for commercial or any other purposes without any royalty or other compensation of any kind to the Recipient or the individuals who provided the testimonials or stories.

16.4 **Relationship of the parties.** Nothing in this agreement creates a relationship of employment, agency or partnership between the parties.

16.5 **Third parties.** No person who is not a party to this agreement has any rights under this agreement or may enforce any provision in this agreement

16.6 **Prior agreements.** This agreement comprises the complete and exclusive agreement between the parties regarding the subject matter of this agreement, and supersedes all oral and written communications, negotiations, representations or agreements in relation to that subject matter made or entered into before the date of this agreement.

16.7 **Amendments.** No amendment to this agreement is effective unless made in writing and signed by authorised representatives of each of the parties.

16.8 **Waiver.** Any failure of either party to comply with any obligation, covenant, agreement or condition herein may be waived by the party entitled to the benefits thereof only by a written instrument signed by the party granting such waiver. No forbearance or indulgence by a party in enforcing any term or condition of this agreement shall prejudice or restrict such party's rights or powers under this agreement and no waiver of any breach shall operate as a waiver of any subsequent or continuing breach.

16.9 **Severability.** Each provision of this agreement is severable and if any provision is determined to be invalid, unenforceable or illegal under any existing or future law by a court, arbitrator of competent jurisdiction or by operation of any applicable law, this invalidity, unenforceability or illegality does not impair the operation of or affect those portions of this agreement that are valid, enforceable and legal.

16.10 **Survival.** Despite termination of this agreement for any reason, all provisions in this agreement containing representations, warranties, releases, defence obligations and indemnities, and all provisions relating to audit, inspection, confidentiality, insurance, retention and inspection of records, dispute resolution and governing law, and all causes of action which arose prior to completion or termination, survive indefinitely until, by their respective terms, they are no longer operative or are otherwise limited by an applicable statute of limitations.

16.11 **Conflicts.** In the event of any conflict between the Schedules and the balance of the terms and conditions of this agreement, the terms and conditions of this agreement shall apply to the extent of any inconsistency.

16.12 **Counterparts.** This agreement may be executed in multiple counterparts, all of which together will be considered one and the same agreement.

SCHEDULE 1 -ADDITIONAL OBLIGATIONS

1. REPRESENTATION, WARRANTY AND INDEMNITY

1.1 **Representation and Warranty.** Sponsorship Recipient represents and warrants to Company that no event has occurred prior to the date of this agreement which, had it occurred after this date, would constitute a violation of Section 2.1 or 2.2.

1.2 **Indemnity.** Sponsorship Recipient indemnifies Indemnitees against Claims that arise out of or in connection with any inaccuracy of the representations or breach of warranty set out in Section 1.1 or any violation of Section 2.1 or 2.2.

2. CONFLICT OF INTEREST, IMPROPER INFLUENCE, REPORTING AND COMPLIANCE WITH APPLICABLE LAWS

2.1 **Conflict of Interest**. No member of Sponsorship Recipient Group may (A) give to or receive from any director, employee or agent of Company or its Affiliate in connection with this agreement or the sponsorship, any gift, entertainment or other benefit of significant cost or value, or any commission, fee or rebate or (B) enter into any business arrangement with any director, employee or agent of Company or its Affiliate (other than as a representative of Company or its Affiliate) without giving prior written notice to Company.

2.2 **Improper Influence.** No member of Sponsorship Recipient Group may offer or make any payment, or offer or give anything of value to any Government Official, any immediate family member of a Government Official or any political party to influence the Government Official's or organisation's decision, or to gain any other advantage for Company Group, Sponsorship Recipient Group or any of them arising out of this agreement. In addition, no member of Sponsorship Recipient Group shall offer or make any payment or offer or give anything of value to any Person if the member knows or has reason to believe that any portion of the payment or gift will be given directly, indirectly or through a third party to any Government Official, any immediate family member of any Government Official or any political party.

2.3 **Reporting Violations, Reimbursement and Termination.** Sponsorship Recipient shall immediately notify Company of any violation of Section 2.1 or 2.2 or breach of the warranty set out in Section 1.1. In addition to any other remedies to which Company may be legally entitled and notwithstanding termination of this agreement, Sponsorship Recipient shall reimburse or issue a credit to Company equal to any benefit that was realised or paid in violation of these Sections. Notwithstanding any other provision of this agreement, Company has the right to terminate this agreement at any time for any violation of Section 2.1 or 2.2, or breach of the warranty set out in Section 1.1 and Company is not obligated to pay Sponsorship Recipient for any part of the sponsorship after the date of the violation or event in question.

2.4 **Compliance with Applicable Laws.** Without limiting any other provision in this agreement, Sponsorship Recipient shall comply, and shall ensure that all members of Sponsorship Recipient Group comply, with all Applicable Laws, authorisations, concessions and clearances. If any permit, license or other authorisation obtained by Sponsorship Recipient or any member of Sponsorship Recipient Group contains restrictions on the use, distribution, transfer, export or re-export of any information or

technology provided to Company under this agreement, Sponsorship Recipient shall notify Company of such restrictions at the time the information or technology is provided to Company.

3. CONTROLS, RECORDS AND INSPECTION

3.1 **Controls.** Sponsorship Recipient shall establish and maintain, and ensure that other members of Sponsorship Recipient Group establish and maintain, all controls which are necessary and appropriate in accordance with good management practice and consistent with its obligations under this agreement.

3.2 **Retention and Inspection of Records.** Sponsorship Recipient shall establish and maintain, and ensure that other members of Sponsorship Recipient Group establish and maintain, true and correct records in connection with all matters related to this agreement, including (A) the performance by Sponsorship Recipient of its obligations; (B) the calculation of all amounts payable by Company to Sponsorship Recipient; (C) all amounts payable by Sponsorship Recipient to members of Sponsorship Recipient Group and (D) that the controls adopted by members of Sponsorship Recipient Group are in accordance with Section 3.1 and (E) compliance with Sections 2.1 and 2.2. These records shall be maintained and retained until at least twenty-four months from the end of the calendar year in which the sponsorship is completed or terminated. Company (or its representative) may at any time and at its own cost inspect these records within the stated retention period to determine any of the following: (A) whether Sponsorship Recipient has complied with this agreement, (B) the veracity of invoices and supporting documentation and (C) whether Sponsorship Recipient and subcontractors have satisfied their payment obligations arising out of this agreement.

4. OTHER REGULATIONS

4.1 Company is an Affiliate of the United States Company with a policy requiring it to comply with all applicable laws, including economic sanctions and trade restrictions imposed by the United States (**U.S.**) government. Company has undertaken to provide its parent organization with any information relevant to its potential involvement with any party that may be the target of such sanctions and restrictions. Accordingly, Sponsorship Recipient shall provide Company with ninety days' advance notice of the name and address of any member of Sponsorship Recipient Group which may be any of the following:

(A) The target of, or owned or subject to control by any country, institution, organization, entity or person that is the target of, economic sanctions and trade restrictions imposed by the U.S. government.

(B) Debarred or otherwise excluded or declared ineligible to participate in U.S. government contracts or contracts, grants or other programs financed in whole or in part by the U.S. government.

(C) Listed by the U.S. Department of Commerce or State as an entity with which U.S. Persons may not engage in export or re-export related transactions.

5. DEFINITIONS

As used in this agreement including this Schedule, these words and expressions have the following meanings:

5.1 "Affiliate" means any legal entity which controls, is controlled by or is under common control with, another legal entity. An entity is deemed to "control" another if it owns directly or indirectly at least fifty percent of either of the conditions set out below. Affiliates of Company expressly include Chevron Corporation.

(A) The shares entitled to vote at a general election of directors of such other entity.

(B) The voting interest in such other entity if such entity does not have either shares or directors.

5.2 "Applicable Laws" mean laws, regulations, statutes, codes, rules, orders, permits, policies, licenses, certifications, decrees, standards or interpretations imposed by any governmental authority that apply to this agreement.

5.3 "Company" means Chevron Australia Pty Ltd.

5.4 "Company Group" means Company, Company's Affiliates, Joint Interest Owners and their Affiliates, and the directors, officers and employees of all of them (but excludes Company's contractors and their subcontractors, and the employees of those contractors and subcontractors).

5.5 "Government Official" means any officer or employee of any government (including federal, state, local municipal and national governments, and any governmental department, agency, company or other instrumentality) or Public International Organisation, or any political party official or any candidate for political office.

5.6 "Indemnitees" means each Person who is a member of the Company Group.

5.7 "Joint Interest Owner" means a Person (including a co-interest owner, joint venturer, partner or co-lessee of Company) who shares an economic interest in common with Company or an Affiliate of Company in the sponsorship provided under this agreement.

5.8 "Person" means an individual, corporation, company, association, partnership, state, statutory corporation, government entity or any other legal entity.

5.9 "Public International Organisation" means an international organisation formed by states, governments, or other public international organisations, whatever the form of organisation and scope of competence.

5.10 "Sponsorship Recipient" means the Person receiving the sponsorship under this agreement.

5.11 "Sponsorship Recipient Group" means Sponsorship Recipient, Sponsorship Recipient's shareholders, Sponsorship Recipient's Affiliates, subcontractors, and directors, officers, employees and other personnel of all of them, and any Person acting on behalf of any of them in connection with any subject matter of this agreement.

SCHEDULE 2 –PROGRAM AND SPONSORSHIP BENEFITS

Program

The Gnulli Festival is a cultural event held in Carnarvon immediately preceding the WA Tourism Conference in May 2026. The festival is designed to showcase the rich Aboriginal culture, stories, and heritage of the Gascoyne region, offering an immersive program for conference delegates, visitors, and the local community. Key program elements include:

- Guided cultural interpretation and storytelling
- Performance and ceremony (music, dance, and cultural moments)
- Cultural workshops and demonstrations (art, weaving, bush foods, artefact-making)
- Bush food and local produce activations
- Community-access cultural engagement sessions
- Youth-led cultural activity and performance elements
- Aboriginal marketplace featuring local artists and makers
- Fire-side storytelling and evening cultural activation

The festival will activate existing cultural infrastructure, notably Gwoonwardu Mia – Aboriginal Heritage & Cultural Centre, and will engage respected Elders, Aboriginal artists, musicians, facilitators, and cultural educators. The program is modelled on the proven success of the Jamba Nyinayi Festival, ensuring cultural integrity and positive community outcomes.

Sponsorship Benefits

As a key corporate partner, Chevron will receive prominent recognition and a suite of sponsorship benefits, alongside other major partners such as Yinggarda Aboriginal Corporation, Baiyungu Aboriginal Corporation, Tourism WA, WAITOC, and Australia's Coral Coast. Sponsorship benefits include:

1. Brand Visibility and Recognition

- Chevron's logo and branding featured across all festival marketing, communications, and promotional materials (digital, print, signage, ticketing platforms, and on-site infrastructure).
- Acknowledgement in media releases, PR campaigns, and social media content.
- Recognition in conference-related materials where cultural elements transition into the WA Tourism Conference program.
- On-site partner recognition at the festival venue and during key program moments.

2. Community and Cultural Impact

- Delivery of a professionally produced, culturally guided festival that strengthens cultural identity, pride, and cohesion for the Carnarvon and Gascoyne community.
- Paid opportunities and leadership pathways for local Aboriginal people, including Elders, artists, and youth.
- Enablement of intergenerational knowledge sharing and cultural workforce development.

3. Formal Recognition

- The Shire of Carnarvon will formally recognise Chevron as the partner of the Gnulli Festival, with sponsorship recognition as determined in the formal agreement.

Other Program Objectives

The Recipient will deliver the Program with an aim to achieve the following objectives:

1. Economic and Tourism Outcomes

- Increased visitation to Carnarvon during the Festival and Conference period, driving direct spend in the local economy (accommodation, food, retail, transport, fuel, and services).
- Paid contracts for local suppliers, including catering, staging, transport, creatives, and technicians.
- Enhanced regional profile through state-wide tourism and conference promotion.

2. Industry and Stakeholder Engagement

- Strengthened partnerships across the tourism and events industry, creating future opportunities for product development and collaboration.
- Opportunity to engage with tourism leaders, government officials, and major marketing agencies attending the WA Tourism Conference.

3. Legacy and Ongoing Value

- Contribution to lasting community, cultural, and economic benefits, supporting stronger connection, resilience, and opportunity across the region well beyond 2026.
- Creation of high-quality cultural marketing assets for future regional tourism promotion.
- Support for the continued growth and future return of the Jamba Nyinayi Festival.

Program requirements, Cultural Advisory, Engagement and Reporting

The Recipient shall deliver the Program in accordance with the objectives, scope, and outcomes set out in Schedule 2. As part of its delivery obligations, the Recipient must engage Baiyungu Aboriginal Corporation (BAC) and Yinggarda Aboriginal Corporation (YAC) as cultural advisors to the Program. BAC and YAC will provide guidance on cultural authority, protocols, and community engagement, ensuring that all aspects of the Program are culturally appropriate and respectful of local Aboriginal traditions.

The Recipient shall consult with BAC and YAC throughout the planning, implementation, and evaluation phases of the Program, including but not limited to:

- Confirming Elder participation and cultural permissions for key activities;
- Embedding appropriate representation of stories, language groups, and cultural practices;
- Supporting the engagement of Aboriginal artists, storytellers, performers, and facilitators.

The Recipient is responsible for documenting the engagement process with BAC and YAC and for ensuring that their advice is reflected in the Program's design and delivery. BAC and YAC shall not be responsible for, nor have any obligations in relation to, the delivery, management, compliance, financial administration, or execution of the Program or this Agreement.

6. Program KPIs and Reporting

The Recipient must monitor and report on the Program's performance against key metrics, including but not limited to:

- Total festival attendance (daily and aggregate);
- Number of WA Tourism Conference delegates participating in festival experiences;
- Community participation levels (local vs. visitor);
- Number of Aboriginal Elders, artists, performers, and facilitators engaged;
- Youth participation numbers across performance, workshops, and volunteering;
- Number of cultural workshops, performances, and on-Country experiences delivered;
- Media coverage and social media reach;
- Audience, stakeholder, and partner satisfaction.

The Recipient shall provide Chevron Australia with interim and post-event acquittal reports, including evidence of BAC and YAC's engagement, records of consultation and cultural approvals, and a summary of how cultural advice contributed to program outcomes. The acquittal report must also include financial breakdowns, program delivery summaries, attendance and participation data, media coverage, and feedback from stakeholders and the community.

Chevron Australia may request additional information or clarification as reasonably required to assess the Program's performance and compliance with the objectives of this Agreement.

The parties have executed this agreement as evidenced by the following signatures of authorized representatives of the parties:

CHEVRON AUSTRALIA PTY LTD **(ABN 29 086 197 757)**	**SHIRE OF CARNARVON** **(ABN 89 534 312 469)**
Signature: Signed by: Pete McNally 554BAB67F92B40B...	**Signature:**
Name: Pete McNally	**Name:** Amanda Dexter
Title: Director	**Title:** CHIEF EXECUTIVE OFFICER
ADDRESS FOR NOTICES:	**ADDRESS FOR NOTICES:**
Level 2 1 The Esplanade Perth WA 6000	3 Francis Street Carnarvon WA 6701
Attention: Sally Edwardes, Social Investment Advisor	**Attention:** Stephanie Leca, Executive Manager Lifestyle & Community
Email: sally.edwardes@chevron.com	**Email:** leca.s@carnarvon.wa.gov.au

Outlook

FW: Shire of Carnarvon - Council Agenda

From Edwardes, Sally [Brunel Energy Pty Ltd] <Sally.Edwardes@chevron.com>
Date Fri 16/10/2026 3:43 PM
To Stephanie Leca <leca.s@carnarvon.wa.gov.au>

Hi Steph,

Thanks for the update.

I can confirm that Chevron is proposing a sponsorship contribution of up to **$250,000 (excluding GST)** towards the 2027 Gnulli Festival.

It is intended that the 2027 sponsorship agreement will remain substantially consistent with the 2026 agreement, with the relevant schedules updated to reflect the 2027 arrangements, including the sponsorship contribution and agreed KPIs.

The sponsorship remains subject to the Shire submitting a formal event proposal, following its engagement with Yinggarda Aboriginal Corporation and Baiyungu Aboriginal Corporation, the parties executing mutually agreed contract terms and Chevron completing its relevant internal requirements (including internal compliance approvals).

I hope this provides the confirmation required to support the Council agenda item. Please let me know if you need anything further from us.

Kind regards,
Sally

Brendon Dawson
Legal Counsel
brendon.dawson@chevron.com

Negotiations & Legal
Chevron Australia Pty Ltd
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From: Edwardes, Sally [Brunel Energy Pty Ltd] <Sally.Edwardes@chevron.com>
Sent: Friday, 16 October 2026 3:00 PM

Shire of
CARNARVON
CATCH A taste OF THE GREAT LIFE

BUSINESS CASE

PRODUCT DEVELOPMENT & INCUBATOR PROJECT

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Executive Summary

The Carnarvon Tourism Product Development & Incubator is a strategic initiative led by the Shire of Carnarvon to stimulate tourism growth, increase visitor stay and spend, and create sustainable local jobs with a strong focus on Aboriginal employment and enterprise development. The project is centred on the purchase and operation of a 4WD Tour Bus, which will be used to support the development, testing and delivery of new tourism products and guided experiences from Carnarvon and across the region.

Carnarvon has strong destination appeal, however there is currently a limited supply of guided and bookable touring experiences, particularly Aboriginal cultural and nature-based tours which restricts visitor engagement and economic opportunities for residents. Many emerging operators face significant barriers to market entry, including vehicle purchase costs, accreditation requirements, risk exposure and limited access to booking and marketing systems.

This project responds to these challenges by establishing the 4WD Tour Bus as both a touring asset and a tourism product incubator. The vehicle will enable new tours to be designed, piloted and refined under a structured development model, including cultural storytelling tours, on-Country experiences, coastal and natural environment tours, heritage and town orientation tours, and seasonal or event-based products. The incubator model will allow start-up operators, particularly Aboriginal entrepreneurs to enter the industry without the need for major upfront capital investment.

A core outcome of the program is to create local employment pathways for Aboriginal people, with the Shire seeking to employ and support Aboriginal tour guides and cultural hosts in the development and delivery of experiences. Working alongside partners such as WAITOC, Gwoonwardu Mia, Real Futures and Traditional Owners, the program will incorporate training, mentoring and skills development to support both employment and future enterprise creation.

The Shire of Carnarvon is well-positioned to lead this initiative as a neutral, place-based and community-focused organisation with established governance frameworks, industry partnerships, and proven capacity to develop and promote tourism offerings. Through the Carnarvon Visitor Centre, the Shire already manages visitor information services, online booking systems, product distribution channels and targeted marketing activities providing a strong platform to launch, trial and transition new touring products to market.

The project will be delivered through a flexible operating framework that includes:

- Shire-led delivery of pilot tour programs to establish demand and build capability
- Partnership delivery models, supporting co-designed Aboriginal cultural tourism experiences
- Incubator access for emerging operators, enabling participation without full capital risk

This approach ensures strong governance and risk management while encouraging innovation, collaboration and gradual progression toward independent, market-ready enterprises.

Over the initial delivery phase, the program is expected to:

- increase the range and availability of guided tourism experiences in Carnarvon
- encourage visitors to stay longer and spend more locally

- create new local employment and training opportunities
- support Aboriginal participation in the regional visitor economy
- stimulate long-term private tourism investment and product development

The Carnarvon Tourism Product Development & Incubator will play a catalytic role in strengthening Carnarvon's tourism offering and positioning the region as a destination with authentic, high-quality and culturally rich visitor experiences, delivered by local people.

Setting the Scene for Tourism in Carnarvon

Project Aim

The aim of the Carnarvon Tourism Product Development & Incubator is to stimulate tourism growth, increase visitor stay and spend in Carnarvon, and create sustainable local employment with a strong focus on Aboriginal participation in the visitor economy through the purchase and operation of a 4WD Tour Bus to support the delivery, development and incubation of new tourism products and guided experiences.

Project Objectives

The key objectives of the project are to:

- Increase the range and availability of guided tourism experiences in Carnarvon by enabling the development and delivery of cultural, nature-based, heritage and seasonal tour products.
- Create local employment pathways for Aboriginal people through the employment of Aboriginal tour guides and cultural hosts, and participation in training, mentoring and on-the-job skills development.
- Establish a tourism product incubator model that supports start-up and emerging operators to trial and develop new products without significant capital investment or operational risk.
- Reduce barriers to market entry for new tourism businesses by providing access to shared touring infrastructure, booking platforms, governance support and marketing distribution channels.
- Encourage visitors to stay longer and spend more in Carnarvon through the availability of high-quality, bookable touring experiences that enhance the regional visitor offering.
- Strengthen Aboriginal cultural tourism in the region in partnership with Traditional Owners and Aboriginal organisations.
- Support workforce development and capability building by providing structured mentoring, skills development and pathways to employment or future enterprise creation.
- Leverage the Shire's neutral role and existing tourism infrastructure including the Carnarvon Visitor Centre's booking systems, marketing capability and governance frameworks to ensure high-quality program delivery.
- Build a pipeline of market-ready tourism experiences with the intention that suitable products transition from Shire-supported incubation to sustainable, industry-led models over time.

- Generate long-term regional economic and social benefits through job creation, increased tourism activity, industry collaboration and strengthened community participation in the visitor economy.

About Carnarvon

Carnarvon is a coastal regional centre in the Gascoyne region of Western Australia, located on the Indian Ocean at the mouth of the Gascoyne River. It is approximately 900 kilometres north of Perth by road, or around a 10-hour drive via the North West Coastal Highway and serviced by regular flights from Perth to Carnarvon Airport.

The town lies within a unique environmental setting characterised by arid landscapes intersecting fertile river plains, creating a "tropical oasis" in an otherwise dry region. Carnarvon's location also positions it as a gateway to major natural and cultural attractions, including the World Heritage-listed Ningaloo Reef to the north and the Shark Bay region to the south.

Economic Profile

Carnarvon serves as the administrative and commercial centre of the Shire of Carnarvon and the broader Gascoyne region and plays a fundamental role in the state's northern regional economy. The area supports a population of under 5,000 people with a broader catchment that fluctuates seasonally due to workforce movements and tourism activity.

The local economy is diversified across multiple industries, with its strengths grounded in primary production, regional services and the visitor economy. Key economic drivers include:

- **Agriculture, Horticulture and Fishing:** Agriculture, particularly horticulture, is a cornerstone of the Carnarvon economy. The region's fertile Gascoyne River plains support year-round production of bananas, tomatoes, mangoes, citrus and table grapes, supplying markets across Western Australia. Fishing, including prawn, crab and wet-line fisheries, also contributes to local economic activity. Agriculture, Forestry & Fishing is the largest employment sector in the local area, accounting for around 19% of jobs.
- **Tourism and Hospitality:** Tourism is an important and growing contributor to both employment and economic diversity. In the Carnarvon, tourism supports an estimated 370 jobs, representing approximately 14.8% of total employment. The largest sub-sector within this category is Accommodation & Food Services, reflecting the prevalence of visitor accommodation, dining and related services. The broader Gascoyne region is a recognised destination attracting significant visitor flows, with tourism supporting over 1,000 jobs region-wide and making up an estimated 21% of total employment across the Gascoyne.
- **Retail, Services and Regional Functions:** As the regional service hub, Carnarvon sustains a range of retail, health, education and community service industries that support both residents and neighbouring communities. These sectors contribute stability and employment diversity within the local workforce.

Despite the strength of these sectors, there remains untapped potential to expand tourism product diversity and visitation yield, particularly through bookable guided experiences that increase visitor engagement, length of stay and regional expenditure. Growth in these areas is

anticipated to deliver stronger economic outcomes including higher local employment, greater Aboriginal participation in the workforce, and increased utilisation of existing service infrastructure.

Market Awareness

Carnarvon's tourism market is strongly oriented toward drive tourism and self-guided travel, reflecting its strategic location along the North West Coastal Highway and centrally located between two World Heritage-listed destinations. Carnarvon attracts a diverse visitor base that includes:

- Self-drive travellers and families
- Caravan and camping
- Coastal and nature-based experience seekers
- Fishing and recreation activities such as Kite Surfing
- Seasonal events
- History and heritage

Annual visitation is supported by traffic flows between the Coral Coast, Ningaloo Reef and Shark Bay World Heritage Area, positioning Carnarvon as both a destination and a gateway stop for extended itineraries.

Market Trends and Behaviour

The broader Western Australian tourism market has demonstrated several relevant trends that are shaping demand in Carnarvon:

1. Growth in regional travel – Post COVID-19 domestic tourism remains strong, with travellers continuing to prioritise drive-to destinations, regional experiences and outdoor activities. Carnarvon's coastal access, scenic landscapes and rural authenticity align well with these market preferences.
2. Experience-driven visitors - There is increasing interest in guided, curated and narrative-based tourism experiences, particularly those that offer cultural insight, local interpretation and behind-the-scenes access. This trend spans both domestic markets and international visitors (when travel resumes at scale).
3. Aboriginal and cultural tourism growth - Market research identifies Aboriginal cultural tourism as one of the fastest-growing segments of the visitor economy, driven by demand for authentic, community-led, place-based experiences. Carnarvon's significant Aboriginal population and rich cultural heritage create a competitive advantage for culturally grounded products.
4. Desire for multi-day itineraries - Visitors are increasingly seeking longer stays that deliver deeper engagement. At present, Carnarvon's tour product mix is dominated by short, self-directed activities, which limits opportunities to extend length of stay and increase visitor expenditure.

Current Tourism Offering

The existing tourism product set in Carnarvon includes:

- Self-drive attractions – such as the Space Museum, Heritage Precinct. Gwoonwardu Mia and natural attractions like the Blowholes, and experiencing the horticultural region such as Fruit Loop Drive Trail
- Outdoor recreational activities – kite surfing fishing, bushwalking, scenic driving, camping
- Local festivals and community events
- Accommodation, dining and hospitality services

However, bookable guided tours and structured experience products are limited, with most tourism services provided by individual operators or through self-directed itineraries. There are few products that effectively:

- Translate local culture and stories into guided experiences
- Package multi-site visitation into marketable tour offerings
- Provide high-quality guided land and nature experiences
- Support visitors in deepening their understanding of place and people

This gap represents a market opportunity for curated, guided experiences that extend stays and increase overall visitor spend.

Competitive and Comparative Context

Carnarvon competes for tourism interest within the broader Coral Coast region, an area that includes world-class attractions such as Ningaloo Reef and Shark Bay. While these destinations benefit from strong global recognition, Carnarvon's competitive strengths include:

- Proximity to natural and cultural assets
- Authentic rural and coastal character
- Fresh produce branding and agritourism potential
- Local Aboriginal cultural assets and custodial stories

Despite these strengths, Carnarvon has not fully capitalised on productised experiences that can be marketed nationally or internationally through distribution channels such as Tourism WA, industry wholesalers, and online booking platforms.

SWAT

Strengths	Weaknesses
• Strategic location between Ningaloo & Shark Bay • Strong drive-tourism flows and gateway position • Authentic coastal, cultural & horticultural identity • Shire leadership as neutral and trusted coordinator • Access to Visitor Centre booking & marketing systems • 4WD Tour Bus reduces barriers to entry for new products	• Limited existing guided tour product base • Lower visitor nights compared with Exmouth • Seasonal fluctuations in visitation • Emerging operator capability & capacity gaps • Revenue model and pricing structures still developing • Additional governance, insurance & compliance obligations
Opportunities	**Threats**
• Increase visitor length of stay & local spend • Create Aboriginal employment & enterprise pathways • Diversify tourism products (cultural, coastal, agri-tour, heritage) • Incubator model supports start-ups without capital burden • Strengthen Carnarvon as a destination - not just a stop-over • Strong alignment with the state tourism priorities	• Competition from nearby established destinations (Exmouth / Coral Bay) • Workforce attraction and retention challenges • Cultural governance & IP protection risks • Economic or tourism demand volatility • Operational & remote-area touring risks • Perception risk if Shire role not clearly positioned as enabler

Market Analysis

Current and future potential markets for Carnarvon

Tourism WA's Shire of Carnarvon Overnight Visitor Factsheet 2024 shows that Carnarvon received an estimated 111,000 overnight visitors in 2024, generating around 457,000 visitor nights and approximately $87 million in visitor spend, with an average length of stay of 4.1 nights and average daily spend of $190.

Key characteristics of Carnarvon's current visitor market include:

- Dominantly domestic market - Around 87,000–97,000 domestic visitors (2-year average 2023–24) versus 14,000 international visitors in 2024.
- Holiday-led visitation - Domestic: 41% holiday, 34% visiting friends and relatives (VFR), 17% business.

- Strong drive and caravanning segment - Top domestic accommodation: caravan parks/commercial camping (39% of nights), hotels/motels (23%) and rented houses/units (14%).
- Travel party profile - Domestic visitors are mainly couples and family/friends' groups, with a spread across age groups but a noticeable share in the 35–64 years bracket.

This indicates a solid, mainly domestic, drive-based market with strong caravanning/camping and VFR components, ideal for developing bookable touring experiences that convert pass-through traffic into longer stays.

Visitor Trends

Tourism WA's domestic trip segmentation identifies key trip types such as Premium Nature, Simple Nature, Family Time and Relax & Recharge, all of which align strongly with Carnarvon's offer (coastal scenery, nature, fresh produce, relaxed pace).

Based on this, future high-potential markets for Carnarvon include:

- Premium / Simple Nature travellers - Seeking unspoilt nature, coastal landscapes, wildlife and low-key immersion in regional environments.
- Family and multi-generational travellers - The "Family Time" segment looking for accessible coastal holidays, road trips and repeat regional stays.
- Cultural and Aboriginal experiences seekers - WA's positioning and campaigns around Aboriginal tourism, including Connect with Culture and the Jina: Western Australian Aboriginal Tourism Action Plan, are actively building demand for authentic Aboriginal experiences across the state.
- Interstate leisure visitors - Interstate fact sheets show key motivations to visit WA as: new place/bucket list, beaches/coastal scenery, pristine natural environments, unique natural sights, and good food/local produce - all attributes that Carnarvon can credibly deliver.

Carnarvon is therefore well positioned to grow share in nature-based, road trip and Aboriginal cultural segments, particularly along the Coral Coast route.

Emerging Trends for WA

Tourism WA's domestic and interstate market research and brand tracking highlight several state-wide trends relevant to Carnarvon:

- Growth in domestic overnight trips, particularly regional and nature-based travel.
- High demand for unspoilt nature and wildlife, coastal scenery and road trips as core decision drivers for WA.
- Experience-led travel, with visitors increasingly seeking guided, story-rich, small-group experiences rather than purely self-guided sightseeing.
- Strong positioning of WA as a "dream nature and culture" state, under the Walking on a Dream and Connect with Culture campaigns.

Aboriginal Tourism (Key Emerging Area)

Aboriginal tourism is explicitly recognised as a growth priority:

- There are approximately 150 Aboriginal tourism businesses in WA, contributing $55.1 million to the state economy and employing 510+ Aboriginal people in 2023–24.

- The Jina: Western Australian Aboriginal Tourism Action Plan 2021–2025 and a $20 million Aboriginal Tourism Fund aim to position WA as Australia's premier Aboriginal tourism destination and increase both the number and visibility of Aboriginal-led experiences.

This policy and investment environment strongly supports new Aboriginal-led touring products in regional hubs like Carnarvon, especially where they create pathways to jobs and enterprise.

What motivates the market

Tourism WA's Interstate Market Profile 2024 and domestic research identify the main things Australian travellers look for in a holiday destination and specifically what inspires them to visit WA:

What travellers look for in a holiday generally (Interstate):

- Unspoilt nature and local wildlife
- A place to relax and unwind
- Friendly, welcoming people and service
- Destinations that are not crowded with other tourists
- Truly unique places and experiences
- Great food and local produce
- Beaches and coastal experiences

Top motivations to visit WA (Interstate):

- A new place or bucket list destination
- Beaches/coastal scenery
- Pristine natural environments and unique natural sights
- Good food, wine and local cuisine
- Visiting friends and relatives

These motivations align strongly with Carnarvon's coastal environment, horticultural and fresh produce story, relaxed pace, and potential for Aboriginal cultural storytelling, especially when translated into curated guided tours and experiences.

Emerging market opportunities

Combining Carnarvon's local data with Tourism WA's broader trends points to several clear opportunity areas:

1. Guided and bookable experiences to extend stay - Carnarvon's shorter average length of stay (4.1 nights) and lower visitor nights compared with neighbouring destinations such as Shark Bay and Exmouth indicate opportunities for structured, bookable touring products (half-day, full-day and multi-day).
2. Aboriginal-led cultural and on-country tours - Strong national and state demand for Aboriginal experiences, combined with local Aboriginal knowledge and the Jina Plan's policy support, position Carnarvon to develop authentic Aboriginal-guided tours that differentiate the destination and create Aboriginal employment.
3. Nature & coastal "premium/simple nature" segments - Carnarvon's coastline, river mouth, station country and horticultural landscapes are highly aligned with the "nature escape" and "road trip" segments identified in Tourism WA's domestic trip segmentation, particularly Premium Nature, Simple Nature and Family Time.

4. Agri-tourism and local produce experiences - With strong recognition as a food bowl, there is scope to package farm/plantation, produce and tasting experiences into guided touring that appeals to motivations around “great food and local produce” and “unique local experiences.”
5. Incubator model to build local operator capacity - An asset such as a 4WD tour bus, centrally managed by the Shire, can underpin an incubator model that:
    - lowers capital barriers for emerging Aboriginal and local operators
    - supports market-ready product development aligned with Tourism WA expectations
    - integrates with the Visitor Centre booking platform for distribution and promotion.

The Way Forward

The Product Development opportunities for the Shire of Carnarvon

The Carnarvon Tourism Product Development & Incubator Program is a strategic initiative of the Shire of Carnarvon designed to:

- increase the availability of bookable, guided tourism experiences in Carnarvon
- create local employment pathways, with priority for Aboriginal guides and cultural hosts
- stimulate visitor length of stay, expenditure and regional economic yield
- support emerging tourism businesses through a structured incubator model

The initiative centres on the acquisition and operation of a 4WD tour bus as a shared enabling asset for:

- Shire-delivered foundation tours (employment model)
- Incubator-supported enterprise development (industry pathway model)
- Both models operate within a single governance, safety and cultural approvals framework.

Model A: Shire-Delivered Touring (Employment-led Model)

Purpose

- establish reliable, high-quality foundation tours
- create direct local employment, prioritising Aboriginal guides
- build workforce capability in a supported environment

Key Features

- Shire employs guides and trainees
- cultural hosts engaged where appropriate
- operations governed under Shire safety & compliance
- tours distributed via Visitor Centre booking platform
- high-quality experience standards maintained

Benefits

- ensures dependable tour supply

- supports structured training & mentoring
- provides demand evidence for future private operators

Proposed Touring Program

The Shire of Carnarvon in consultation with industry partners and has reviewed Carnarvon's assets against the visitor demands and have outlined the three key products to develop. The purpose of the product development is that the content can be different and unique dependant on the

Blowholes, Quobba & Gnaraloo — Coastal Explorer

Category	Detail
Delivery Role	**Anchor / signature foundation tour**
Operating Model	Shire-led (future incubator option possible)
Frequency	4 days per week (seasonally adjusted)
Duration	Full day
Capacity	Up to 10 passengers
Staffing	Lead Guide + Cultural Guide (where relevant)
Visitor Value	Converts through-traffic into full-day, high-value touring participation

Cultural On-Country Experience

Category	Detail
Delivery Role	Workforce development & trainee placement tour
Operating Model	Shire-led + guide training environment
Frequency	2 days per week
Duration	Half-day (full-day seasonal variant)
Capacity	Up to 10 passengers
Staffing	Lead Guide + Guide Trainee
Themes	Inland rangelands, river ecosystems, geology, station life, cultural landscape connection
Strengths	Flexible itinerary suitable for shoulder-season operation

Big Night Sky Experience

Category	Detail
Delivery Role	**Preferred incubator / Aboriginal-led enterprise pathway**
Frequency	2 nights per week (seasonal)
Duration	3–4 hours
Capacity	Up to 10 passengers
Staffing	Cultural Host + Astronomy / Interpretation Guide
Themes	Indigenous celestial knowledge, astronomy interpretation, story-based evening immersion
Market Position	Premium small-group, high-value signature experience

Model B: Tourism Incubator & Enterprise Development Model

Purpose

To reduce market entry barriers for emerging operators particularly Aboriginal entrepreneurs through a supported product development pathway.

Incubator Pathway

Concept & Co-Design

- product development mentoring
- cultural permissions & protocols

Supported Pilot Delivery

- use of Shire tour bus (cost-recovery basis)
- booking & marketing via Visitor Centre
- operational oversight retained by Shire

Shared Delivery / Transition Phase

- operator takes increasing delivery responsibility
- gradual commercial readiness support

Independent Business Graduation

- exit from incubator
- procurement & licensing support
- referral to tourism distribution partners

Benefits

- lowers upfront capital risk
- creates Aboriginal enterprise pathways
- grows future private tourism industry capacity

Core Operating Assumptions for all operations:

Parameter	Business Case Setting
Touring Asset	4WD off-road capable tour bus (12 seat configuration)
Program Structure	Shire-led delivery + incubator enterprise pathway
Primary Booking Channel	Carnarvon Visitor Centre
Workforce Priority	Local Aboriginal guides, trainees & cultural hosts
Training & Mentoring Partners	WAITOC, Real Futures, cultural leaders & industry partners
Cultural Governance	Co-designed approvals framework with Traditional Owners
Safety & Compliance	Managed within Shire risk, safety and governance systems

Seasonality & Operational Programming

Season	Delivery Focus	Rationale
Peak (Apr–Oct)	Full tour schedule across all core products	Maximises demand & visitation yield
Shoulder	Selective program and incubator pilot development	Best period for testing & training
Off-Peak (Summer)	Limited touring; training & workforce development	Climate & safety-aligned approach

Governance, Cultural Safety & Risk Management

Tier	Responsibility
Shire Executive	Program oversight & alignment to strategic outcomes
Program Coordinator (Tourism Coordinator)	Operational management, reporting & workforce coordination
Cultural Advisory Reference Group	Cultural approvals, storytelling protocols & knowledge protection with Yinggarda and Baiyungu Aboriginal Corporation.
Work, Health and Safety	Remote-area touring, hazard assessment & incident response
Training & Employment Partners	Mentoring, traineeships & Aboriginal employment pathway support
Tourism Industry Partners	Product development collaboration & market alignment – such as Tourism WA, Tourism Council of WA and Australia's Coral Coast

Program Outcomes & Measurement

Workforce & Aboriginal Participation Outcomes

- Aboriginal guides employed (FTE equivalent)
- trainees supported and mentored
- structured training hours delivered
- participants progressing toward enterprise creation

Tourism & Economic Outcomes

- number of guided tours delivered annually
- average load factor & seasonality performance
- estimated visitor nights influenced
- associated expenditure uplift
- visitor experience quality ratings

Incubator & Industry Development Outcomes

- incubator participants onboarded
- pilot products trialled
- operators transitioned to independent business operation

GRANTS EMPIRE

PROJECT PLAN

Gascoyne Off Road Vehicle Recreation Area Upgrade - Stage 1

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1. EXECUTIVE SUMMARY

This Project Plan defines the Gascoyne Off Road Racing Club's ('the GORRC') project to upgrade facilities at Black Flats as Stage 1 of a larger program of works to deliver a high-quality, multipurpose off-road vehicle area ('ORVA') that provides year-round motorsport, environmental, community and tourism outcomes ('this Project'). This Project Plan illustrates this Project's deliverables, options considered, financial information and social and economic benefits.

The GORRC holds a long-term lease with the Shire of Carnarvon ('the Shire') for 175 hectares of land known as Black Flats, 20 minutes south of the Carnarvon townsite. The GORRC has an established history of lawful off-road vehicle use, including hosting sanctioned off-road racing events and activities such as the Gascoyne Dash, as part of the WA State Off-Road Championships. In 2026, there were 93 competitors, 198 crew, 78 volunteers, 14 Motorsport Australia and Motorcycling WA officials and 800 spectators, equating to nearly 1,200 in attendance for this event, evidencing the popularity of this event and the interest in off-road motorsport in the Gascoyne region.

There is no other designated ORVA in the Shire which presents an opportunity for the GORRC, in collaboration with the Shire, Department of Biodiversity, Conservation & Attractions ('DBCA'), Department of Water & Environmental Regulation ('DWER') and Yinggarda Aboriginal Corporation ('YAC') to create such a venue. This Project involves the upgrade of existing facilities at Black Flats including the Club house, ablutions, entrance, toll/ticket booth, 4WD track and SXS Course, with the introduction of a dirt kart track. Safety features will be a high-priority upgrade for the benefit of participants and spectators.

This Project has an estimated cost of $845,600 ex gst which includes cash and in-kind contributions. The GORRC is seeking $521,000 ex gst under the State Government's ORVA grant program, being 62% of total project costs. The GORRC and local businesses are contributing $324,600 ex gst in-kind primarily through labour and machinery use. This Project will deliver a community asset that provides social and economic benefits including inclusive motorsport opportunities, youth crime prevention, driver skill development, cultural and environmental appreciation, club capacity building, job creation and tourism.

---

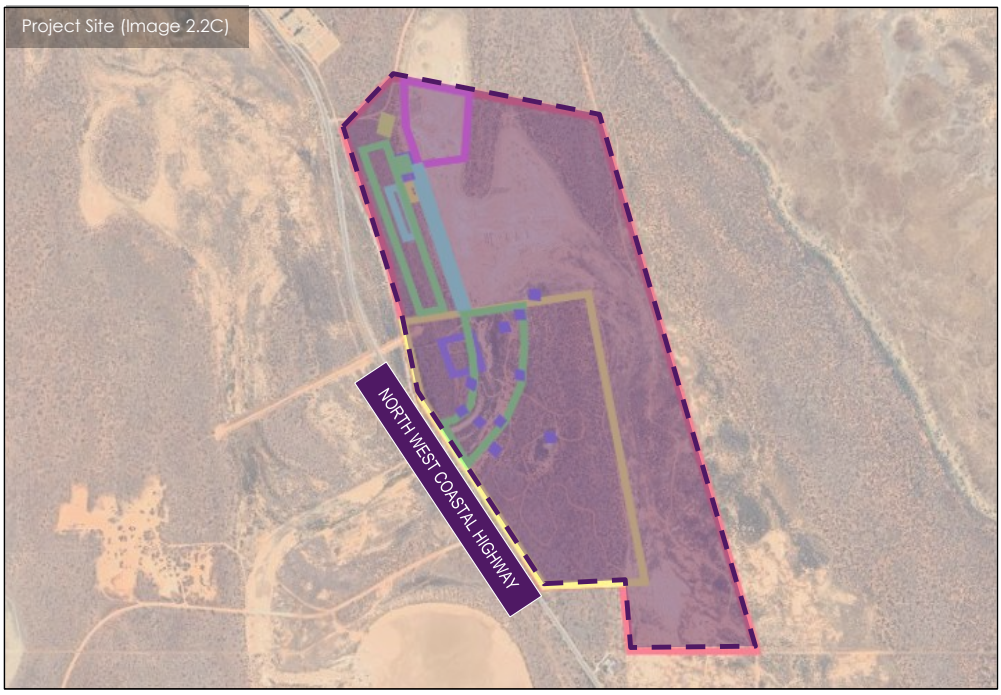
2. PROJECT SCOPE & EVALUATION

2.1. Project Vision

To transform Black Flats into a safe, sustainable and accessible regional Off-Road Vehicle Area ('ORVA') that supports motorsport, recreation, tourism, skills development and community participation, while providing a secure long-term home for off-road activities in the Gascoyne.

2.2. Project Description

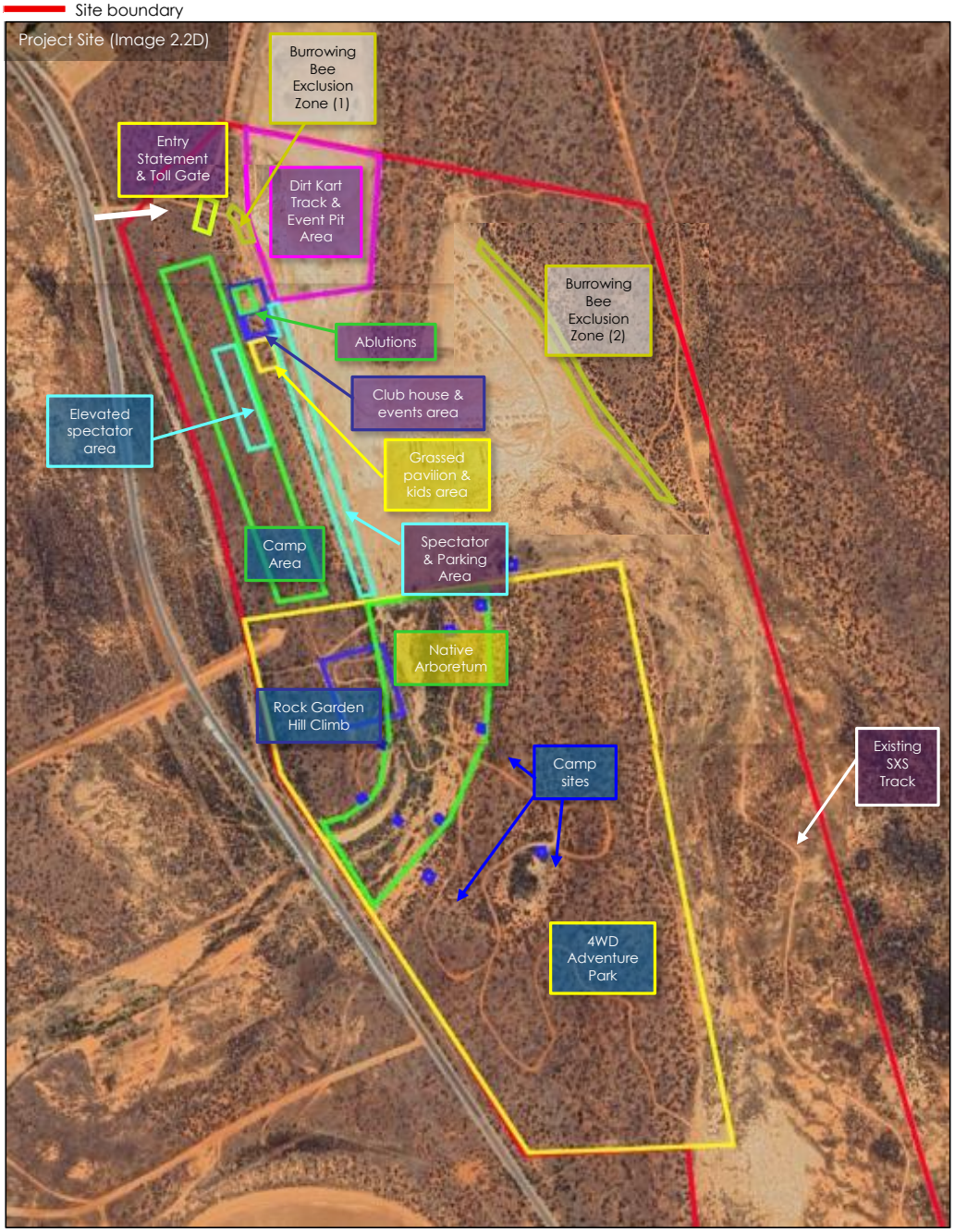
This Project is Stage 1 of a larger program of works to create a multi-use ORVA in the Gascoyne region at Black Flats in the Shire of Carnarvon as part of Reserve 37127, Lot 356, North West Coastal Highway on Deposited Plan 183744 (-24.925733, 113.729923) (see **2.2A - 2.2C**).



A shown in **Image 2.2D and 2.2E**, majority of Black Flats is already cleared with little to no vegetation. Stage 1 ('this Project') includes an upgrade to existing site facilities (club house, ablutions, entrance, off-road tracks and SXS track), spectator and parking area (including safety barriers and access) and the creation of a new dirt kart track.

Legend

- Stage 1
- Stage 2
- Stage 3
- Site boundary



Project Site (Image 2.2E)

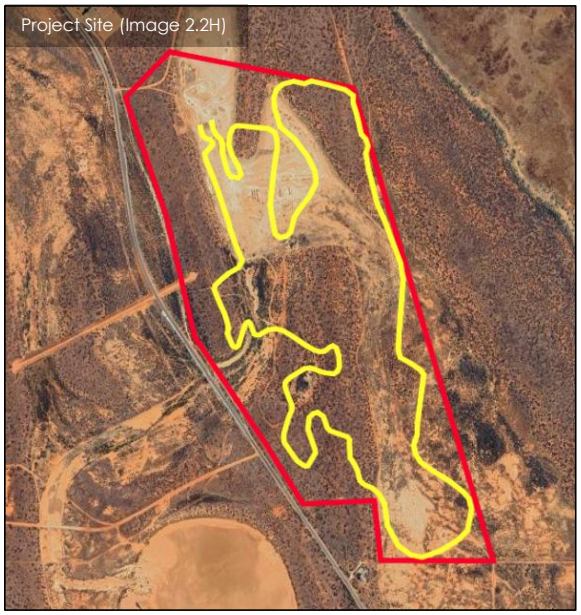
The upgrade to the **Clubhouse** includes the installation of two 40-foot sea containers with modifications to create a main event/spectator area at the start/finish line. This will be located in the same place that the existing one, 40-foot sea container. Works will include installation of the two elevated and air-conditioned sea containers with a kitchen area, coolroom, storage, first aid room, race control area and a large timber/composite viewing deck. There will be shade sails between the two sea containers and above the viewing deck which will have handrails down the stairs. It is intended to provide water drinking stations and have a solar power system with battery storage capacity, plus CCTV security, communications/network infrastructure and starlink/internet infrastructure (see **Image 2.2F** and **Image 2.2G**).

Clubhouse / Main Event Area (Image 2.2F)

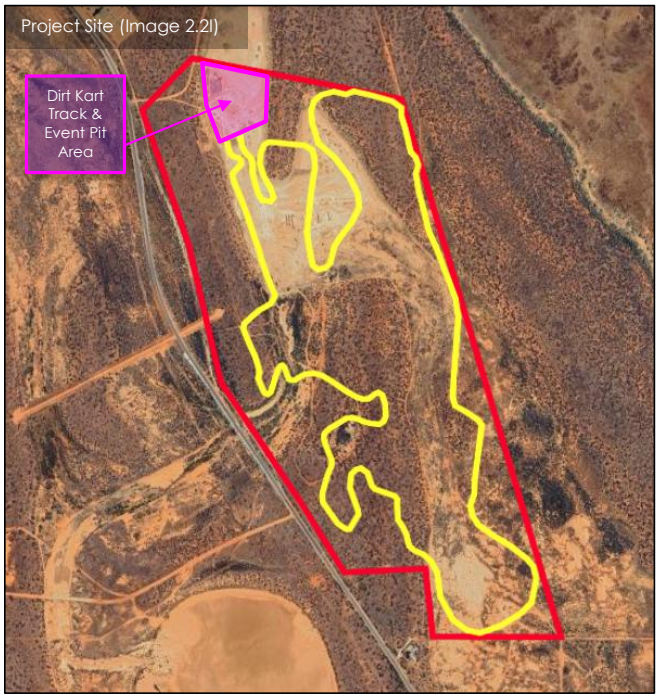
Clubhouse / Main Event Area (Image 2.2G)

The upgrade to **amenities** includes the installation of an amenities building with eight toilets, one universally accessible toilet and eight showers, located in the same position the existing temporary ablutions are located. As per Image 2.2D, the amenities building will be located next to the Clubhouse in the main event area.

The 7.9km **SXS track** already exists and this Project will upgrade this section by improving the condition of the track, installing used tyres for track barriers and upgrading safety fencing and marshalling points (see **Image 2.2H** for SXS track in yellow, site boundary in red):


Project Site (Image 2.2H)

The proposed location of the **dirt kart track** is currently cleared of bushland and therefore there is negligible impact to surrounding native bushland (see **Image 2.2l)**. Works will include earthworks and shaping, compaction, drainage, tyre barriers, safety fencing and water/dust suppression.



The upgrade to the **entrance** includes feature entrance signage, entry gates, ticket/check-in booth, road signage and directional signage. Upgrades to **spectator and parking areas** to include car parking, accessible parking, trailer parking, bus parking, security fencing and security lighting.

The upgrade to **existing tracks** includes track markers, difficulty rating signage, directional signate, drainage, safety barriers, recovery points and timing equipment.

More specifically, Stage 1 areas include:

Space	Size	Notes
Entrance & Toll Gates	8m	• Double gate entry with toll booth
Club House & Events Area	2,000sqm	• 2 x 40-foot shipping containers • Large front viewing deck • Kitchen / bar fit-out • Airconditioned • Shade sails • First aid room
Ablutions & Water Storage	1,800sqm	• 8 unisex toilets • 1 UAT • 8 unisex showers • 3 x 20,000L Water Tanks
Spectator Area & Parking	14,000sqm	• Up to 2,000 people standing, 1,000 people sitting • Capacity for 250 vehicles, 50 towing vehicles, 3x ACROD bays with easy access to grassed pavilion and clubhouse.
Elevated Spectator Area & Parking	5,000sqm	• Up to 500 people standing, 250 people sitting • Capacity for limited vehicles, gravel access 3x ACROD bays. • Park style shade area with seating.

Space	Size	Notes
Dirt Kart Track	25,000sqm	• 800m circuit • Tyre barriers
Pit Area	35,000sqm	• Clear and defined competitor pit bays with adequate separation between teams. • Wide lanes for race vehicles, support vehicles and emergency services. • Designated refuelling and vehicle service areas with appropriate fire and spill control. • Dust controlled and well drained traffic areas suitable for heavy vehicles and trailers • Controlled entry to separate competitors and officials from general public. • Capacity to expand or reconfigure the pit layout for different types and sizes of events.
SXS Course	7.9km	• Large banked berms – sweeping and tighter-radius versions; great for keeping speed flowing while controlling the racing line. • Tabletop jumps – much safer than doubles for general users. Can have small beginner tables and larger competition tables. • Step-up / step-down jumps – excellent competition features once into the more advanced section. • Whoops / rhythm section – perhaps 6–12 rolling bumps with varying spacing. • Rollers • Sand section • Off-camber corners • Chicanes • Tight switchbacks • Fast sweeping section • Tyre obstacles • Start straight and grid • Spectator feature/jump – one impressive but predictable feature positioned where spectators can safely see it.

Cost and Timeframe

Majority of this Project's costs are labour intensive and have been provided in-kind through time and machinery use. A cost estimate has been developed by a reputable Gascoyne construction company equating to $845,600 ex gst (see Section 2.11 of this Project Plan). This Project will commence immediately post securing funding in January 2027, followed by site works and construction to be completed by 31 May 2028 (see Section 2.12 for Milestone Schedule).

Licences and Approvals

The site for this Project is zoned 'Recreation' under the Shire of Carnarvon's Local Planning Scheme. The Shire of Carnarvon has provided in principle support for this Project and will continue to work with the GORRC as appropriate, to facilitate consideration of the proposal through the relevant statutory and approval processes. Any applicable planning, building, environmental, land tenure and other legislative and regulatory requirements and approvals will be considered in due course. There are no heritage approvals required.

2.3. Background

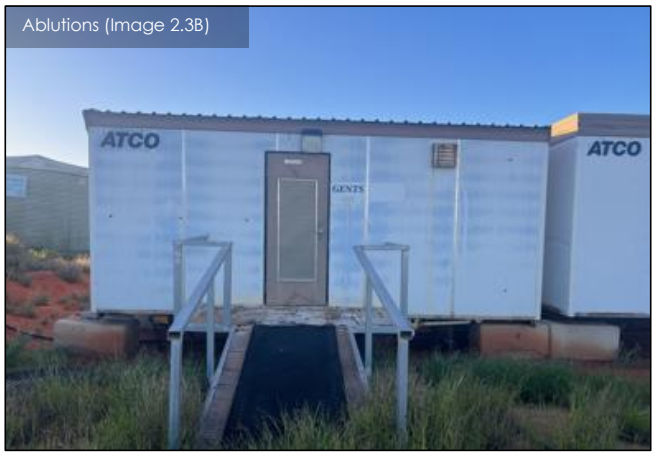
The GORRC holds a 20-year lease of the project site from 2019 to 2039 as executed on 6 November 2019 between the Shire and the GORRC. After the disruption of COVID-19 in 2020-21, the GORRC continued strengthening governance, volunteer development, training and motorsport officials' accreditation while building the long-term sustainability of the event and Club. Works and upgrades to Black Flats have primarily consisted of track management, ensuring that the tracks are safe for use including appropriate compaction and drainage.

The signature event held at Black Flats is the Gassy Dash which is an annual, long course motorsport event for bikes and cars across 230km. In 2024-25, the GORRC investigated alternative routes and venues and considered how its long-term Black Flats lease could deliver broader benefits beyond a single annual race event, with the key outcome being a strategic shift toward a secure, sustainable multi-use facility.

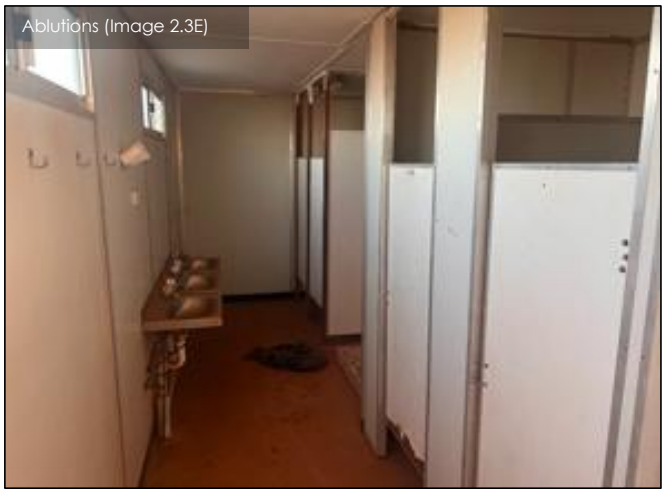
In 2026, almost 1,200 people were in attendance at the Gassy Dash event alone, including:

- 93 competitors (bikes, autos + navigators)
- 198 competitor crew
- 78 volunteers & event crew
- 14 Motorsport Australia & Motorcycling WA officials
- Approximately 800 spectators across the weekend

Currently, the club house is a 40-foot sea container, the ablutions are an aged and worn transportable toilet block, there are water tanks, a small toll/ticket booth and only temporary shade areas set up during the Gassy Dash event for spectators (see **Images 2.3A-2.3K**).



Toilets (Image 2.3D)


Ablutions (Image 2.3E)

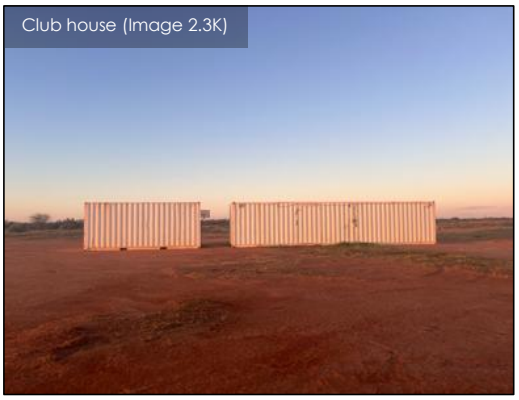
Ablutions (Image 2.3F)

Ablutions (Image 2.3G)

Water Tanks (Image 2.3H)

Ticket Booth (Image 2.3I)

Start/Finish Line (Image 2.3J)


Club house (Image 2.3K)

The long-term vision is to create a purpose-built, family-friendly, high-quality ORVA in the Gascoyne region with recreation, educative and tourism outcomes with features to include designated pit areas, limestone climbing hill, varying 4WD tracks with articulation and cross axle obstacles, native arboretum with walk trail and camping areas (see **Images 2.3L-2.3N**). Future concepts:

Native Arboretum & Walk Trail (Image 2.3M)

Limestone Rock Climb (Image 2.3N)

2.4. Policy and Strategic Framework

This Project aligns with the objectives of the following local, state and federal plans and strategies:

Local

Shire of Carnarvon – Strategic Community Plan 2022 – 2032

Source: Strategic Community Plan 2022-32

Objective
2. Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons.
3. Our sustainable livelihoods create a community that can flourish into the future.
6. Our infrastructure, housing and amenities are high quality and accessible
8. Our community is engaged, inclusive and supportive.

Shire of Carnarvon – Economic Strategy 2023

Source: Economic Strategy

Growth Pillar	Objectives	Actions
Visitor Economy	Capitalise on our location and promote Carnarvon as a destination as more than an overnight stay.	Activation of public spaces and hospitality venues.
		Leverage off Carnarvon's rich heritage and culture, creating connections between story lines and points of interest.
		Develop a visionary masterplan of the region's infrastructure opportunities and goals, including the linking of nodes of visitor hotspots through walking, cycling or drive trails.
Community & Business Service Centre	Build an inclusive, flourishing community.	Improve amenity and attractiveness by investing in local history and heritage

Regional

Gascoyne Development Commission Strategic Plan 2022-2026

Source: GDC_Strategic_Plan_22-26.pdf

Strategic Initiative	Deliverable
3.2 Improve liveability in regional WA	Advocate and promote the region's liveability and lifestyle

State

WA Government Priorities 2025-2029

Source: WA Government Priorities 2025-2029

Priority	Objective
Delivering quality infrastructure and services across our state	To support a high quality of life for all Western Australians, no matter where we live by improving infrastructure and services in our regional centres and remote communities.

WA Strategic Trails Blueprint 2022-2027

Source: WA Trails

Strategy	Action
Strategy A1. Grow participation and reduce barriers to maximise the positive benefits of getting communities outdoors.	Increase gateway opportunities to engage new participants of all ages, cultures, and other demographic backgrounds.
	Expand the pathway opportunities for participants to develop independence, including outdoor education, clubs, and community groups.
	Support growth of the outdoor industry including pathways for development of guides, instructors and leaders.
	Advocate for equitable access to trails and trail experiences.
Strategy A2. Support safe and responsible trail use through provision of adequate facilities, resources and education.	Identify opportunities to deliver education programs focused on safety and responsible trail use.
Strategy A3. Build the capacity of trail-focused events to increase participation and trail led economic stimulus.	Identify existing trail-based events and activities across regions and trail types and identify opportunities for targeted assistance to grow events and improve economic impacts.
	Identify significant potential trail-based events across regions and trail activities and identify potential user markets, support organisations and potential economic, participation and other measures.
	Identify and support the creation of participative club, group or community trail-based events with a targeted health and wellbeing outcome (for example, group walks).
Strategy A5. Increase coverage of Western Australian trails in all forms of media, including social media.	Work with trails-focused event and tour operators to leverage media collateral (such as images, videography and editorial) from events and tours.
	Work with regional tourism organisations to identify significant trail experiences and identify appropriate marketing/media channels for them according to significance classifications.
Strategy D1. Encourage community stewardship for trails by supporting and facilitating improvements in volunteer trail development, maintenance and management.	Invite community input and consult with community stakeholders for local knowledge, insights and concerns early in trail planning and design process.
Strategy D4. Identify and engage with Aboriginal people to collaborate in the trail development process and ensure cultural values are integrated across all stages of trail development.	Establish an engagement framework which outlines how and which Traditional Owner groups to engage with at each stage of the trail development process.

Strategy	Action
Strategy G1. Provide guidance and support to organisations, localities and regions to evaluate and seek investment in existing and future trails.	Assist trail organisations and managers to identify appropriate partnerships for trail development, experiences, maintenance and management.
Strategy G3. Establish a dedicated state-wide funding program for trail planning, construction, maintenance, participation and training.	In lieu of the reinstatement of the Western Australian Trails Grant Program, advocate for the establishment of a new state-wide trails funding program to ensure future community trail development is sustainable and responsive to demand and market needs.
Strategy H1: Identify iconic trails to be developed and promoted as the best in Western Australia and implement a staged program of trail development and promotion for iconic trails.	For each trail under development, work closely with Government, trail managers and organisations, the tourism industry and the community to encourage development of linked products, services and accommodation suited to target markets.
Strategy H5. Identify locally and regionally significant trails with the potential to stimulate tourism economies through increased intrastate visitation.	Encourage development of trail-based events as an avenue to promote trail experiences and regional attractions.

Department of Creative Industries, Tourism & Sport Strategic Plan 2024-2029

Source: CITS Strategic Plan

Strategic Priority	Goal
Connected communities	Support local governments to work in partnership with community organisations to create liveable neighbourhoods that foster a sense of community and support healthy living.
Healthy living	Increase opportunities for lifelong participation in arts and culture, and sport and recreation, including equitable participation of people from diverse cultural backgrounds and abilities.
	Maximise the use of arts and culture, and sport and recreation infrastructure, and provide an evidence-based investment program for new infrastructure.

WA State Trailbike Strategy 2008

Source: Full Report Final State Trail Bike StrategyX

Recommendations of the Strategy include:

- Provide more opportunities for legal recreational riding with a focus on the following:
  - Existing ORV areas to be redeveloped with planned facility design.
  - Additional regional ORV areas.
  - 8-10 small local areas suitable for young riders under parental supervision.
  - Trails and circuits within ORV areas for quads only and consider areas or routes suitable for a destination trail for quads.
- Encourage / incentivise development of a purpose-built off-road rider training centre.

WA Regional Development Framework

Source: WA Regional Development Framework

Focus	Details
Regional Liveability	Making our regions good places to live is critical for the wellbeing of regional residents, and underpins labour market and community resilience.

Regional Development Strategy 2016-2025

Source: Regional Development Strategy

Focus	Priority
An ongoing commitment to communities	The challenges of distance, remoteness and sparse population mean regional communities face barriers not experienced in larger urban centres. Supporting communities and building their capacity to respond to unforeseen challenges will mitigate the impact of these challenges.

National

Department of Infrastructure, Transport, Regional Development & Communications & the Arts Regional Investment Framework

Source: Regional Investment Framework

Priority Focus Area	Key Activities
Investing in People	Listening to local voices and partnering with communities
Investing in Places	Supporting adaptive, accessible, sustainable and liveable regions.
	Delivering infrastructure where and when it is needed

Department of Infrastructure, Transport, Regional Development, Communications, Sport & the Arts Corporate Plan 2025-26

Source: DITRDCSA Corporate Plan

Outcome	Key Activities
Strengthening the sustainability, capacity and diversity of Australia's cities and regions including northern Australia, including through facilitating local partnerships between all levels of government and local communities; through investment in infrastructure and measures that stimulate economic growth; and providing grants and financial assistance	Advise on and deliver programs to support regional development and local governments.

Regional Development Australia Midwest Gascoyne Business Plan 2025/26

Source: Business Plan 2025-26

Regional Priority	Key Activities
Regional Collaboration	Facilitating initiatives that bring together regional stakeholders, fostering confidence to advance regional priorities with shared interests and mutual value.

Regional Australia Institute - Regionalisation Ambition 2032

Source: Rebalance-the-Nation-Report-2022.pdf (regionalaustralia.org.au)

Pillar	Objective	Action
Liveability	Continue to increase the life satisfaction and wellbeing score of Australians living in regional communities to a score of 75, in the Regional Wellbeing Survey	Support and incentivise innovative place-based actions and solutions to improve regional liveability.
		Invest in key services, amenity and lifestyle enablers nationally to ready regional Australia for greater regionalisation.
Population	Over 11 million Australians are living prosperously in the regions by 2032	Focused attraction, settlement and retention strategies for regional areas.
		Invest in critical enablers for population growth across the Framework, particularly liveability.

Infrastructure Australia – Australian Infrastructure Plan 2021

Source: Australian Infrastructure Plan Recommendations

Objective	Recommendations
Lifting access in Small Towns, Rural Communities and Remote Areas	Support a better quality of life by aligning funding and minimum standards with principles for sustainable infrastructure delivery in Small Towns, Rural Communities and Remote Areas.
Enhancing project outcomes	Improve value for money and reduce risk by consistently adopting appropriate best-practice front-end due diligence for projects.

National Agreement On Closing The Gap

Source: National Agreement on Closing the Gap

Priority	Outcome
14 People enjoy high levels of social and emotional wellbeing	Aboriginal and Torres Strait Islander people enjoy high levels of social and emotional wellbeing.
17 People have access to information and services enabling participation in informed decision-making regarding their own lives	Aboriginal and Torres Strait Islander people have access to information and services enabling participation in informed decision-making regarding their own lives.

2.5. Key Deliverables

The key output expected from this Project has been summarised below along with its relevant performance measure.

Output	Performance Indicator	Performance Measure
An upgraded, high-quality off-road recreation facility in the Gascoyne region of WA	Completed in accordance with timeframes, budget and regulations	Practical completion

Key measurable outcomes have been explored and identified for this Project which are proposed to enable assessment of the success of the identified core objectives of this Project:

Outcome	Performance Indicator	Performance Measure
Increase in job opportunities	Supports 4FTE direct jobs during construction.	Statistics maintained by contractors and the GORRC.
Economic growth	At least $100,000 of additional in-club and $500,000 local expenditure from visitors within 12 months of project completion.	Comparison of visitor expenditure statistics before and after this Project.
Increase in short term volunteering	10 local businesses (30 people) providing in-kind works during construction.	Statistics maintained by the GORRC. Progressive photographs of works being completed.
Increase in long term volunteering	100 new members of the Club within 12 months of project completion.	Statistics maintained by the GORRC.
Increased community connection	Spectators at 80% capacity for all events and activities held in the first 12 months of project completion.	Entry statistics maintained by the GORRC.
Increase in off-road vehicle skill development and learning opportunities	Five driver training (recovery/retrieval) activities held within the first 12 months of completion.	Practical completion of works.
Boost to regional tourism	Two new events hosted by GORRC and at least two interclub events at the facility within the first 12 months of completion.	Statistics maintained by the GORRC.
Inclusive off-road vehicle facilities	Construction of one UAT, six ACROD bays and compliant entrance.	Practical completion of works.
Increased participation in off-road motorsport	At least four other off-road recreation groups using the facility within 12 months of completion.	Booking statistics maintained by the GORRC.
	At least 20 young people participating in dirt karting within 12 months of completion.	Statistics maintained by the GORRC.

2.6. Stakeholder Engagement

The following stakeholders may be affected by or may influence this Project:

Stakeholders	Interest/Impact	Comments
Shire of Carnarvon	Owners of the land. Supportive of local off-road vehicle recreation space for liveability and economic growth.	This Project aligns with the endorsed Strategic Community Plan and Economic Strategy. Initial discussions regarding the upgrades and future vision have been had with the Shire. A letter has been provided with no objection to the proposal.
Shire of Carnarvon residents and business owners	Local access to new off-road vehicle recreation area and community club opportunities.	Business owners and community groups consulted during the planning phase of this Project as evidenced in letters of support.
Gascoyne Development Commission	Enhanced regional liveability and high-quality infrastructure in the Gascoyne region.	This project has been discussed with the Gascoyne Development Commission who have provided a letter in support.
Department of Local Government, Industry, Regulation and Safety	High-quality off-road vehicle recreation space in the State.	The State Government is offering funding towards the creation of new or upgraded off-road vehicle recreation areas.
Department of Biodiversity, Conservation & Attractions ('DBCA')	Promotes biodiversity and conservation through sustainable management of species, ecosystems, lands, and attractions. Provides sustainable recreation and tourism opportunities.	Initial discussions have been had with the Gascoyne office of DBCA about this Project. GORRC will continue to work collaboratively with DBCA in relation to progressing this project.
Department of Water & Environmental Regulation ('DWER')	Support the WA community, economy and environment by managing and regulating the State's environment and water resources.	Initial discussions have been had with the Midwest Gascoyne office of DWER about this Project. GORRC will continue to work collaboratively with DWER in relation to progressing this project.
Yinggarda Aboriginal Corporation ('YAC')	Traditional Owners of the land.	Discussions have been had with YAC who are supportive of this Project and want to be involved in any cultural biodiversity initiatives such as the Native Arboretum.
WA 4WD Association	Peak body for four-wheel driving in Western Australia.	Discussions have been had with WA4WDA who are extremely supportive of this Project and have provided a letter in support.
WA Off Road Racing Association	The oldest established off-road racing club in WA. Hosts round three of the five WA Off-Road Championships with GORRC.	Discussions have been had with WAORRA who are supportive of this Project and have provided a letter in support.

2.7. Critical Assumptions

Key assumptions underpinning this Project include:

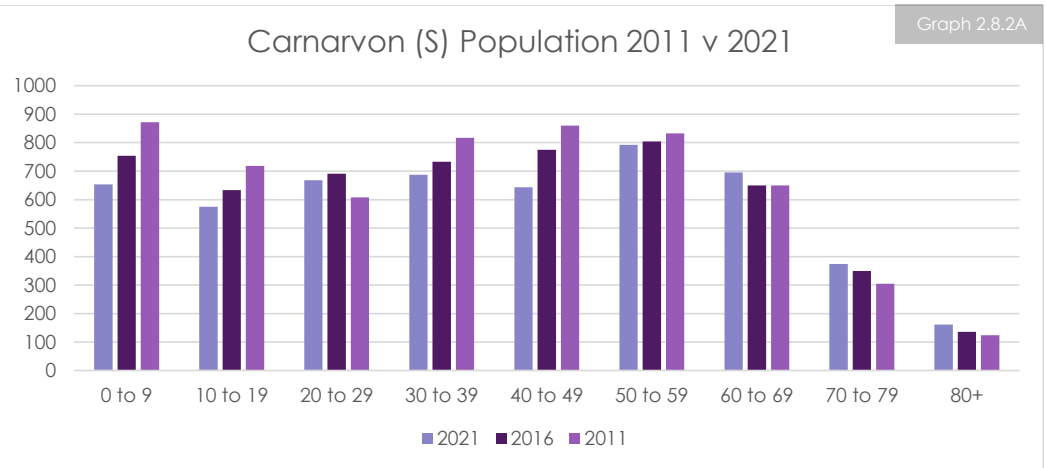
Assumptions	Comments/Implications if not addressed
The grant application will be successful.	This Project will not proceed as per the timeframe in this Project Plan.
Any external funding sought is sufficient to complete this Project.	Quotes and cost estimates have been obtained and a contingency percentage has been applied to the budget.
This Project proceeds according to plan and without unforeseen delays	Planning has been undertaken to ensure the timely delivery of this Project as per the grant guidelines.
Ongoing repairs and maintenance will be the responsibility of GORRC.	As per the Lease Agreement, GORRC will be responsible for keeping the land the improvements in good substantial and functional repair, order and condition, and maintain drains, pipes and other conduits originating in or connected to the Land in a clean and free flowing condition.

2.8. Socio Economic Benefits

The Shire of Carnarvon is ranked 104/564 in Australia and 23/139 in WA (SEIFA 2021) in relation to socio-economic disadvantage. This Project will assist with improving this ranking by delivering high-quality infrastructure that contributes to enhanced liveability in regional WA.

2.8.1. Multi-Generational & Inclusive Motorsports

The increase in children aged 0-9 years and adults aged between 30 and 49 years infers that families are choosing to reside in the Shire (see **Graph 2.8.1A**). The availability of infrastructure and services that supports sports and clubs is a deciding factor when people choose where they want to live.



The GORRC currently has 67 members aged between 16 and 75+ years, which is 53% more than the preceding year, evidencing an increase in motorsports interest. The GORRC hosts the annual Gassy Dash which is one of the four courses that make up the State Championships, open to bikes and cars in varying classes.

Carnarvon Speedway is also a prominent motorsport club in Carnarvon who have experienced a 15% increase in members in the past two years, with the age of members ranging from 12 to 70+ years. Across their six-month season, they have drivers from Juniors to Seniors and host the Gascoyne series, State titles as well as the North West Championships which sees participants travel to Carnarvon from as far north as Derby to Esperance in the south. Carnarvon Speedway recently introduced a new junior dirt karting program for competitors aged 5-10 years in the affiliated Speedway Karts Australia division, Midget Karts, further increasing the inclusivity of motorsports in Carnarvon.

This growth in motorsport interest justifies the necessity to upgrade the facilities at Black Flats to be a more family-friendly and inclusive environment, including a bushwalk trail and grassed family area with playground for those still wanting to spend a family day out however prefer a more passive environment. The introduction of a second dirt kart track in Carnarvon will support the development of dirt karting for children aged 5-10 years by providing a second venue for an estimated 10-15 grassroots races to compete at, in different conditions and landscapes compared to the Speedway club, adding to driver training the juniors. The array of opportunities being proposed for Black Flats will also facilitate intergenerational mentoring whereby adults pass down driving methods, safety training, and trail etiquette to younger generations in a controlled space. This Project also includes adding a universally accessible amenity and ACROD parking bays to encourage more of the community to the venue to enjoy ORV activities. Additional sporting events will also support Motorsport Australia & Motorcycling WA by upskilling volunteers and developing officials which further boosts the inclusivity of motorsports in WA.

2.8.2. Club Capacity Building

Clubs cannot operate without the valuable input of volunteers and events certainly are not able to occur without volunteers to fill roles ranging from race control and trackside safety to club administration. For local motorsport clubs, anywhere from 10 to 100+ volunteers are required per event. The GORRC is a 100% volunteer-run organisation with a dedicated Committee providing their time and resources into the Club. This Project has accumulated significant interest within the Carnarvon community and across the Gascoyne region. At least 10 businesses (30 people) have already committed to providing in-kind towards this Project in the form of labour and time. These contributions assist with building the capacity of the GORRC and this involvement then generates new volunteers and therefore skills and expertise that can be retained within the GORRC. Long term volunteering at the GORRC is expected to increase by 150% (from 67 to 167) as a result of this Project and the infrastructure that is being delivered.

There is no official 4WD club in the Gascoyne and there is minimal in regional WA. This Project has the support of WA 4WD Association as it aligns with their strategic vision to establish and affiliate more 4WD clubs in regional WA for the betterment of legal, off-road four-wheel driving in the State. This Project will provide a designated venue for clubs in the Gascoyne and surrounding region which will consequently generate greater social outcomes that come with being involved in a community club.

2.8.3. Youth Crime Prevention

Involvement in community clubs deters youth crime in regional areas by strengthening local social ties, reducing social risk factors, and offering structural alternatives to antisocial behaviour. High levels of community-oriented activity correlate directly with lower crime rates (AIC). Research concludes that clubs offer the following for young people:

- Constructive Time Management: Clubs provide supervised recreation and after-school programs. This reduces unsupervised "empty time" when opportunistic property crime or vandalism is most likely to occur.

- Psychological Development: Group participation builds essential life skills like self-discipline, punctuality, and sportsmanship. This instils a sense of purpose and boosts self-esteem, which mitigates the social risk factors of juvenile delinquency.
- Mentorship and Support: Regional youth often struggle with isolation and a lack of local resources. Clubs connect at-risk youth with local adult mentors, detached youth workers, and case managers who can address unmet needs early.
- Bolstering Community Cohesion: Programs run by local residents create a safer street environment. Strengthening these community networks functions as an informal social control that naturally drives down local drug and property offenses.

Carnarvon is currently experiencing an ongoing issue with youth crime, involving juvenile offenders engaging in vehicle thefts, burglaries, and ram raids on local businesses and tourist accommodations. WA Police are running targeted operations with extra resources to arrest repeat offenders and curb the violence. In August 2026, Carnarvon police charged nine boys with 61 offences in relation to a recent criminal activities. Correspondence from Carnarvon Police confirms that common contributing factors frequently identified include boredom, limited recreational opportunities and negative peer influences.

This Project will enable the GORRC to develop a targeted youth program to engage young people in motorsport at a grass roots level through the construction of an 800m dirt kart circuit in a safe and controlled environment. This opportunity for young people to engage in a community orientated club will provide them with a sense of belonging, positive influences and support youth crime prevention. Carnarvon Police has confirmed support for future collaborations with GORRC to support the diversion of young people from crime by undertaking this Project.

2.8.4. Cultural & Environmental Appreciation

Designated off-road vehicle areas provide important benefits by protecting sensitive outdoor landscapes while fostering a strong community subculture. Environmental benefits include keeping vehicles out of undesignated areas with sensitive ecosystems, protecting natural habitats and wildlife, and containing motor vehicles to a clear and managed zone that reduces the risk of accidental fires caused by hot exhaust systems on dry bush. As this facility is already zoned a recreation area, this Project will minimise any additional negative environmental impact and will also include 'leave no trace' signage and minimum-impact principles that furthers environmental awareness. There are two Burrowing Bee Exclusion Zones located at Black Flats that the GORRC has been successfully protecting and will continue to protect throughout this Project. The GORRC will work alongside local indigenous leaders to ensure the long-term protection of native flora and fauna at the project site.

The cultural and community benefits of designated ORVAs include the protection of indigenous lands and sites, collaboration with Traditional Owners, cultural tourism opportunities and social connectivity. This Project will act as an outdoor hub where enthusiasts share technical skills, vehicle modifications, and a shared sense of identity. The native arboretum (as proposed in the larger program of works) has been planned in liaison with Traditional Owners which will offer a new activity at the ORVA. The arboretum will have plant identification signage and interpretive signage throughout its 1.5km walk trail and there is the opportunity for Traditional Owners to undertake cultural biodiversity tours through the arboretum. This area also has the potential to engage young people as part of the State Government's Bushranger Program. Correspondence from Carnarvon Community College confirms that this Project will complement the College's partnership with DBCA in delivering the Bushranger Program where cadets in Years 7-10 participate in activities supporting environmental management, bushcraft and survival, conservation, interpretation of the natural environment and practical nature conservation projects.

2.8.5. Driver Skill Development

Off-road vehicle areas offer the opportunity for drivers to engage in skill development for recreation and/or employment purposes. It allows drivers to navigate legal, challenging trails in a controlled environment that creates safer and more confident drivers in regional WA. The larger program of works will include tracks of varying difficulties and with multiple obstacles to better navigate tough terrain that is prevalent in regional WA. This will also support recovery practice so that drivers and passengers can learn how to safely deflate tyres, use recovery gear, and operate winches without risking damage on public roads and allow for drivers to test traction control systems, four-wheel-drive low-range gearing, and specific vehicle clearances. WA's peak body for four-wheel driving, WA 4WD Association, has provided support for this Project and its potential use by 18 4WD clubs in WA and its 600 members. The Association has also confirmed the benefits that this Project will have for new 4WD clubs and drivers being established in the region.

2.9. Economic Benefits

The Gascoyne region delivers $2.236billion in economic output, with the Shire contributing $1.101billion (49.2%). Mining is the Gascoyne region's largest output generating sector, supporting an estimated annual output of $494.43million. The Mining industry is also the Shire's largest output sector, equating to $298.678million (or 27.1% of total output), followed by Agriculture, Forestry & Fishing with $173million (or 15.7% of total output) (REMPLAN).

2.9.1. Job Creation

Upgrading and maintaining physical infrastructure creates jobs. This Project will create an estimated four direct job opportunities for the Gascoyne region in the industries of 'Construction', 'Electricity, Gas, Water & Waste Services' and 'Other Services'.

2.9.2. Tourism

Western Australia is a major hub for off-road vehicle tourism which combines driving 4WDs, quad bikes, or dirt bikes with exploring nature. The GORRC is one of four clubs in Western Australia that run a long course, off-road event in the WA Off Road Racing Championship, the Gascoyne Dash. Since 2021, the Gassy Dash has attracted an average of approximately 1,200 intrastate and interstate visitors each year, contributing an estimated average of $882,000 annually to the local economy. Visitors travelling to Carnarvon spend on accommodation, fuel and supermarket items which benefits the entire community. In 2026, the following attended the Gassy Dash event:

- 93 competitors (bikes, autos + navigators)
- 198 competitor crew
- 78 volunteers & event crew
- 14 Motorsport Australia & Motorcycling WA officials
- Approximately 800 spectators across the weekend

The 2026 Gassy Dash also drew high levels of digital engagement which further indicates the interest and enthusiasm by the wider community for more ORVA and motorsport events. For the month of August 2026, the following engagement statistics were received:

- 584,545 total views - up 97%
- 54,907 engagements - up 332.5%
- 83,521 3-second video views - up 4,393%
- 2,838 1-minute video views - up 875%
- 25 days, 14 hours total watch time - up 3,673%
- 5,929 reactions
- 382 comments
- 325 shares
- 8493 total Facebook followers - up 3.8%

WA Off-Road Racing Association has provided support for this Project and confirmed the benefits it will bring to the region, future Gassy Dash events and elevating the WA Off Road Championship series. This Project will facilitate additional tourism expenditure through hosting new events year-round, rather than just the Gassy Dash. It is estimated that at least two new events will be held by the GORRC and a further two inter-club events will occur within 12 months of completing this Project, generating additional expenditure in the region by visitors. This does not include events to be hosted by other groups throughout the year which will further boost the local economy.

2.10. Assessment of Options

Options were considered when developing this Project and it was ultimately decided that **Option 2** will provide the most value for money. Below is the assessment of benefits and implications:

Option	Benefits & Positives	Implications & Risks
1. Do Nothing	• No immediate, large financial impact. • No interruption to Gassy Dash events during construction.	• Missed opportunity to construct a high-quality, purpose-built ORVA in the Gascoyne. • Does not broaden ORV recreation opportunities for the community or visitors. • Missed opportunity to collaborate with Traditional Owners to create a community asset delivering cultural outcomes. • Missed opportunity to improve accessibility and inclusivity of the facility.
2. A staged approach to the larger program of works	• Delivers an upgraded, high-quality ORVA in the Gascoyne region. • Supports club capacity building and social cohesion. • Provides value for money. • Facilitates the broadening of ORV activities. • Facilitates new opportunities for young people to be involved in motorsports. • Creates safer regional drivers. • Broadens opportunities for local economic growth. • Collaboration with Traditional Owners.	• Short term financial impact. • Minor impact to facility useability during construction.
3. Construct 4WD trail network and ablutions only	• Delivers a new 4WD area and supporting infrastructure. • Supports club capacity building and social cohesion. • Creates safer regional drivers. • Supports inclusivity and a family-friendly environment.	• Short term financial impact. • Minor impact to facility useability during construction. • Does not meet the expectations of the Club or users. • Does not broaden ORV recreation opportunities for the community or visitors.

2.11. Funding Strategy

As a not-for-profit, volunteer-run community group, the GORRC has capacity to contribute in-kind towards this Project. Significant commitments have already been made by local businesses to the value of $324,600 ex gst.

The GORRC is submitting an application for funding under the State Government's Off-Road Vehicle Area grant program, closing 31 August 2026, seeking $521,000 ex gst. According to the grant guidelines, a maximum of $1million can be sought.

2.11.1. Summary Budget

Costs have been estimated by a local construction company experienced with the external influences of the region and construction requirements. Quotes have also been received for various elements from local businesses to provide an accurate cost summary equating to $845,600 ex gst. A summary is provided below, with a detailed listing of costings provided at **Appendix A**.

Expenditure Item	Cost (ex gst) Cash + In-Kind
Clubhouse / Main Event Area	$505,380
Ablution Facilities	$63,270
Track Upgrades	$31,750
Dirt Kart Track	$33,950
SXS Short-Course	$67,300
Spectator & Event Infrastructure	$89,700
Entry, Parking & Security	$31,050
Safety & Emergency Infrastructure	$23,200
TOTAL	**$845,600**

	Cash / Grant Request	In-Kind Labour	In-Kind Machinery	Community Sponsorship
	$521,000	**$70,800**	**$85,800**	**$168,000**
Percentage of total costs	62%	8%	10%	20%
		38%		

2.12.Milestone Schedule

		2026/27						2027/28											
Milestone Activity	**Sub Activity**	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	Apr-28	May-28	Jun-28
Professional, Regulatory & Approvals																			
	Structural engineering																		
	Civil engineering																		
	Electrical design																		
	Hydraulic/plumbing design																		
	LGA Approvals																		
Spectator & Event Infrastructure																			
	Spectator fencing																		
	Viewing mounds																		
	Shade structures																		
	Grandstand/bleacher seating																		
	Event communications																		
	Sponsor signage structures																		
	Portable barrier system																		
Entry, Parking & Security																			
	Main entrance construction																		
	Feature entrance signage																		
	Entry gates + ticket booth																		
	Signage																		
	Car parking including ACROD																		
	Trailer parking																		
	Bus parking																		
	Security fencing and lighting																		

		2026/27						2027/28											
Milestone Activity	**Sub Activity**	Jan-27	Feb-27	Mar-27	Apr-27	May-27	Jun-27	Jul-27	Aug-27	Sep-27	Oct-27	Nov-27	Dec-27	Jan-28	Feb-28	Mar-28	Apr-28	May-28	Jun-28
Safety & Emergency Infrastructure																			
	Emergency water supply & access roads																		
	Safety and warning signage																		
Clubhouse / Main Event Venue																			
	Construction																		
	Fitout																		
	Landscaping																		
Ablution Facilities																			
	Construction																		
	Fitout																		
	Landscaping																		
SXS Short-Course Track																			
	Track shaping and compaction																		
	Tabletop jumps																		
	Technical obstacles																		
	Drainage																		
	Tyre & Safety Barriers																		
	Spectator Fencing																		
	Marshalling points																		
Dirt Kart Track																			
	Design																		
	Earthworks and shaping																		
	Jumps/features																		
	Drainage																		
	Tyre & Safety barriers																		
	Spectator & Pit area																		

2.13. Risk Analysis

In accordance with the Lease Agreement, the GORRC has a Risk Management Plan in place which includes an emergency response plan, emergency procedure and evacuation plans, parking and traffic management plan, crowd control plan and environmental impact management plan (addressing noise suppression, dust suppression and management of litter).

The GORRC is committed to managing risk and will implement the AS/NZS ISO 31000:2018 Standard as the minimum standard for this Project. The following risk matrix was used as the basis for the assessment of risks:

MEASURES OF LIKELIHOOD			
Level	**Rating**	**Description**	**Frequency**
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in three years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Consequence / **Likelihood**		**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
		1	**2**	**3**	**4**	**5**
Almost Certain	**5**	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	**4**	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	**3**	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	**2**	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	**1**	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk Acceptance Criteria			
Risk Rank	**Description**	**Criteria**	**Responsibility**
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to monitoring	Project Manager
Moderate	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to monitoring	Project Manager
High	Urgent Attention Required	Risk acceptable with excellent controls, managed by Project Manager and subject to monitoring	President
Extreme	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by the highest level of authority and subject to continuous monitoring	President

2.13.1. Risk Assessment

	Risk	Likelihood	Consequence	Risk Score	Strategies on Risk
1.	External funding unavailable	Possible	Major	High	Project delayed until external funding becomes available. Seek a variety of funding options.
2.	External funding delay	Possible	Major	High	Project commences once sufficient funding becomes available. Allow additional time for potential delays.
3.	Budget exceeded	Unlikely	Moderate	Moderate	Up-to-date quotes received. Monitor expenditure at project meetings ensuring it is on budget.
4.	Lack of financial reporting/ monitoring	Unlikely	Minor	Low	Prepare finance reports to ensure progress is monitored on financials and comparing progress cost against forecast.
5.	Negative impact on the environment	Unlikely	Minor	Low	Compliance with environmental legislation and collaborate with the Shire of Carnarvon, DBCA and Traditional Owners.
6.	Project does not achieve intended outcomes	Unlikely	Minor	Low	Research and investigations confirm that this project will deliver the intended outcomes.
7.	Grant acquittal documentation not appropriately recorded.	Unlikely	Minor	Low	Ensure appropriate financial records are kept throughout project. Ensure the expenditure is appropriate to be claimed within the funding guidelines.
8.	OHS incidents impacting the worksite (subcontractors, public)	Possible	Moderate	Moderate	• Site boundary security fence to be installed to works area. • Ensure contractors are aware of risks. • Ensure contractors have current and appropriate liability coverage to cover any and all events.
9.	Negative impact via media/public comment	Unlikely	Minor	Low	Support confirmed from the community and stakeholders regularly.
10.	Covid-19 restrictions are in place	Possible	Moderate	Moderate	Implement appropriate Covid-19 safe guidelines. Monitor the pandemic advice.
11.	Project scope requiring an	Unlikely	Minor	Low	Monitor scope of works at project team meetings.

	Risk	Likelihood	Consequence	Risk Score	Strategies on Risk
	amendment to the original proposal.				
12.	Extreme weather conditions.	Unlikely	Minor	Low	Include contingencies for inclement weather and/dangerous work conditions.
13.	Minimal uptake of ORVA use by other groups and clubs.	Unlikely	Minor	Low	Support already received from other clubs. Increase promotion of upgraded ORVA and liaise with the local community and 4WD associations to encourage participation.

3. IMPLEMENTATION STRATEGY

Gassy Dash 2025

3.1. Communication Plan

The following promotion and advertising mechanisms are likely to be implemented in relation to this Project:

No.	Target Market	Method	Comment
1.	Shire of Carnarvon Executive	Written, verbal, electronic	The President will provide timely access to project updates to be shared with the Executive Team.
2.	Shire of Carnarvon community and local businesses	Media, web, verbal, Sign info board onsite	Regular project updates will be posted on social media platforms and in community sites
3.	Interest Groups	Verbal, electronic, media	Regular project updates and invitations to official milestone events.
4.	Gascoyne Development Commission	Verbal, written, electronic	Notification will occur through regular meetings with GDC and through interim reports.
5.	Local Member & State Ministers, regulatory departments	Verbal, electronic	Secondary stakeholders will be engaged through regular project updates and be consulted directly as required.

Any media releases will be prepared and forwarded in draft form to the relevant funding providers for approval. It is acknowledged that any joint media statements are a consultative process and all departments/agencies must be satisfied with the final drafts prior to submission to respective media advisors. Any promotional materials/media will make reference to external funding. Any advertising or printed material (web, leaflets) will display logos in accordance with funding provider requirements. A suite of communications strategies will be required to communicate with all stakeholders to the level of engagement identified above. The following strategies will be implemented to promote this Project:

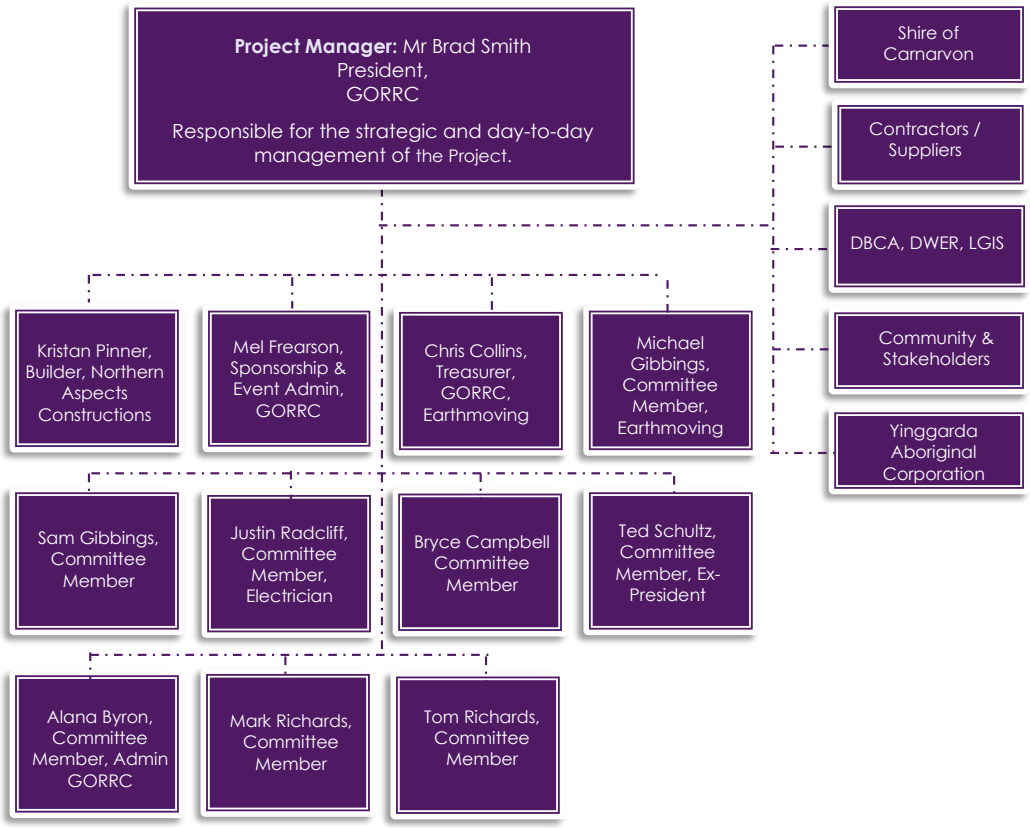
Strategy	Details
Project fact sheets	Key project information and timelines presented in a simple fact sheet available on the GORRC's website and from other distribution points.
Internal updates	Have a standing item on Committee meeting agendas to provide updates to members.
E-newsletters	Provide regular monthly project updates via electronic newsletter with photos of construction, project milestones and other project information.
Media releases and management	Media statements released regularly, accompanied by a photo or photo opportunity, as project milestones are achieved. Monitoring media, providing responses to queries and arranging interviews as required.
Photography	Undertake photograph changes, to build a stock library of photos to use in marketing material and to document the development for historical purposes.
Social Media	Regularly include clips via social media.
Site tours	Arrange project site tours for Ministers and identified VIPs when visiting.

3.2. Project Management

The GORRC will be responsible for this Project's administration, financial obligations, implementation and the dissemination of reports to funding agencies and other relevant organisations. The Project Manager will be responsible for the day-to-day management of this Project including:

- Identifying project goals and scope.
- Planning and documenting project tasks.
- Proactively managing the project day to day;
- Establishing clear and achievable deliverables that are delivered on-time;
- Balance the competing demands for quality, scope, time and cost;
- Effectively communicating with stakeholders;
- Adapt the project specifications to mitigate risks and issues; and
- Deliver the project successfully in accordance with the specification.

The details and capabilities of contractors to assist with delivering this Project are not yet finalised, however the GORRC has access to experienced builders and earthmoving personnel to assist with this Project's planning. The Project Team is anticipated to have weekly meetings to discuss this Project's progress against milestones and the proposed budget during the implementation phase. The Project Team includes the following personnel:



3.2.1. Resourcing

The Project Team has experience in managing projects as a result of their employment capacities and in their positions at the GORRC. This includes comprehensive experience with managing infrastructure projects and managing grant funding. The President of the GORRC has been in this role for the past year with duties that include track management, managing the Gassy Dash event and strategic oversight over the GORRC's activities. Outside of the Club, the President has owned and operated multiple businesses and therefore has the relevant project management experience required for this Project.

Majority of the works for this Project will involve earthmoving and machinery use. Local contractors have been approached to provide estimates for this Project. Northern Aspect Constructions is a locally based construction company that has provided a cost estimate for this Project.

Northern Aspect Constructions

In 2008, the company's head of construction, Kristan Pinner (Company Director / Registered Builder) relocated from Perth to Carnarvon, Western Australia, to source materials and negotiate with suppliers locally. Northern Aspect Construction provides a full service to its customers from initial design, planning and construction to final key hand over enabling full control of building lead times. As well as private residential construction, Northern Aspect also carries out works for the local Shire of Carnarvon, Department of Parks and Wildlife and Department of Transport to name a few. They have also designed, constructed and on sold to the Department of Housing an award-winning home in Kununurra.

With a proven track record of building for both private and government sectors, Northern Aspect Construction is able to offer building and construction services to regional areas quickly and cost effectively. Northern Aspect Construction is a current member of the Housing Industry Association (HIA) and has won over 30 HIA Housing Industry awards, including 2017. Western Australian Housing Awards for "Affordable Housing Project of the Year" and "Excellence in Service – small Builder". The HIA awards are the most prestigious awards for builders nationally. In mid-2016, Northern Aspect Construction has received accreditation under the "WA Heavy Vehicle Accreditation".

3.3. Procurement Strategy

The details and capabilities of the contractors are not yet finalised as this Project is dependent on being awarded external funding. The GORRC has access to a number of contractors to assist with this Project's planning as detailed above.

The GORRC will apply Value for Money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous. The Value for Money consideration will be applied to all threshold levels of purchase. The GORRC's purchasing policy will be adhered to throughout this Project.

4. REFERENCES

Abbreviation	Source
ABS 2021	Quickstats.censusdata.abs.gov.au. 2021. *2021 Census QuickStats: Carnarvon (S)*. [Online] Available at: 2021 Carnarvon, Census All persons QuickStats | Australian Bureau of Statistics
ABS Catalogue	1. ABS Catalogue 4430.0 [online] at https://www.abs.gov.au/ausstats/abs@.nsf/Latestproducts/4430.0Main%20Features52018?opendocument&tabname=Summary&prodno=4430.0&issue=2018#=&view=
AIC	Australian Institute of Criminology [Article] "*Community participation and regional crime*", published 2002. Available [online] https://www.aic.gov.au/publications/tandi/tandi222
REMPLAN	Regional Economic Modelling, Gascoyne Region Economic Profile. Available [online] at: Gascoyne Region Economy, Jobs, and Business Insights | Output, Industries | REMPLAN

5. APPENDICES

Appendix A

Gascoyne OVRA – Preliminary Costing
Stage 1 - Upgrade Existing

Work Required	Total (ex gst)	Grant Assistance	Volunteer		Community Sponsorship	Volunteer/ Company Name
		$	Labour	Machine	$	$
Clubhouse / Main Event Venue						
2 × 40-foot shipping containers	$12,110.00	$12,110.00	$0.00	$0.00	$0.00	
Transport and positioning of containers	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	R & L TRANSPORT
Concrete footings/piers	$32,110.00	$12,110.00	$0.00	$0.00	$20,000.00	SWEET AS CONCRETE/ NAC
Structural steelwork to elevate containers approximately 1.5 m	$24,220.00	$24,220.00	$0.00	$0.00	$0.00	
Structural engineering/design	$5,000.00	$5,000.00	$0.00	$0.00	$0.00	
Pitched roof/shade structure over containers	$36,220.00	$24,220.00	$2,000.00	$0.00	$10,000.00	NAC
Timber/composite deck between containers	$24,220.00	$24,220.00	$0.00	$0.00	$0.00	
Large front viewing deck	$24,220.00	$24,220.00	$0.00	$0.00	$0.00	
Full-width stairs	$30,000.00	$15,000.00	$0.00	$0.00	$15,000.00	REECEE
Handrails/balustrades	$17,110.00	$12,110.00	$0.00	$0.00	$5,000.00	NOVNS
Shade sails over viewing area	$17,110.00	$12,110.00	$0.00	$0.00	$5,000.00	NAC/ DG BUILDERS/ NORTHWEST PROJECT SOLUTIONS
Container doors/windows/modifications	$30,000.00	$15,000.00	$0.00	$0.00	$15,000.00	NAC/ DG BUILDERS/ NORTHWEST PROJECT SOLUTIONS
Internal wall and ceiling lining	$14,600.00	$8,000.00	$1,600.00	$0.00	$5,000.00	MITRE 10
Insulation	$6,800.00	$5,000.00	$800.00	$0.00	$1,000.00	
Flooring	$13,200.00	$10,000.00	$1,200.00	$0.00	$2,000.00	GASCOYNE
Air conditioning	$6,000.00	$6,000.00	$0.00	$0.00	$0.00	
Kitchen/bar fit-out	$12,110.00	$12,110.00	$0.00	$0.00	$0.00	
Benches, cabinetry and sinks	$12,110.00	$12,110.00	$0.00	$0.00	$0.00	
Cold-room/refrigeration provision	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	
Race control/timing area	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	
Clubhouse plumbing	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	GPS

Work Required	Total (ex gst)	Grant Assistance	Volunteer		Community Sponsorship	Volunteer/ Company Name
		$	Labour	Machine	$	$
Clubhouse / Main Event Venue						
Kitchen/bar plumbing	$7,000.00	$5,000.00	$0.00	$0.00	$2,000.00	GPS
Drinking-water stations	$6,000.00	$800.00	$0.00	$0.00	$0.00	
Storage areas	$37,000.00	$5,000.00	$2,000.00	$0.00	$30,000.00	GORRC
Painting and signage	$24,110.00	$12,110.00	$2,000.00	$0.00	$10,000.00	TPC
Generator connection/changeover	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	
Backup generator	$12,110.00	$12,110.00	$0.00	$0.00	$0.00	
Solar power system	$24,220.00	$24,220.00	$0.00	$0.00	$0.00	
Battery storage system	$15,000.00	$15,000.00	$0.00	$0.00	$0.00	
Security/CCTV system	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	
Communications/network infrastructure	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	
Starlink/internet infrastructure	$6,000.00	$6,000.00	$0.00	$0.00	$0.00	
Sub Total	**$505,380.00**	**$360,780.00**	**$9,600.00**	**$0.00**	**$135,000.00**	
Ablution Facilities						
Toilet block	$32,220.00	$24,220.00	$8,000.00	$0.00	$0.00	
Accessible toilet/shower	$5,800.00	$5,000.00	$800.00	$0.00	$0.00	
Hand basins	$2,800.00	$2,000.00	$800.00	$0.00	$0.00	
Plumbing and sewer/septic connection	$7,250.00	$0.00	$0.00	$2,250.00	$5,000.00	GPS
Hot-water system	$6,000.00	$6,000.00	$0.00	$0.00	$0.00	
Lighting and electrical	$1,000.00	$0.00	$0.00	$0.00	$1,000.00	RADO
External wash-down area	$8,200.00	$5,000.00	$1,200.00	$0.00	$2,000.00	SWEET AS CONCRETE
Sub Total	**$63,270.00**	**$42,220.00**	**$10,800.00**	**$2,250.00**	**$8,000.00**	
Track Upgrades						
Track markers	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	
Difficulty-rating signage	$7,000.00	$5,000.00	$0.00	$0.00	$2,000.00	TPC
Directional signage	$3,000.00	$1,000.00	$2,000.00	$0.00	$0.00	
Drainage	$2,250.00	$0.00		$2,250.00		

Work Required	Total (ex gst)	Grant Assistance	Volunteer		Community Sponsorship	Volunteer/ Company Name
		$	Labour	Machine	$	$
Track Upgrades						
Safety barriers	$8,000.00	$0.00	$8,000.00	$0.00		
Recovery points	$1,500.00	$0.00		$1,500.00		
Timing Equipment	$6,000.00	$6,000.00	$0.00	$0.00	$0.00	
Sub Total	**$31,750.00**	**$12,000.00**	**$14,000.00**	**$3,750.00**	**$2,000.00**	
Dirt Kart Track						
Track design	$1,200.00	$0.00	$1,200.00	$0.00	$0.00	
Clay/soil material	$3,750.00	$0.00	$0.00	$3,750.00	$0.00	
Earthworks and shaping	$7,500.00	$0.00	$0.00	$7,500.00	$0.00	
Compaction	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Berms	$3,750.00	$0.00	$0.00	$3,750.00	$0.00	
Jumps/features	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Drainage	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Tyre barriers	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	
Safety fencing	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	
Pit area	$3,750.00	$0.00	$0.00	$3,750.00	$0.00	
Water/dust suppression	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Sub total	**$33,950.00**	**$0.00**	**$9,200.00**	**$24,750.00**	**$0.00**	
SXS Short-Course Track						
Clay/track material	$7,500.00	$0.00	$0.00	$7,500.00	$0.00	
Clay cartage	$7,500.00	$0.00	$0.00	$7,500.00	$0.00	
Track shaping and compaction	$3,750.00	$0.00	$0.00	$3,750.00	$0.00	
Grader/excavator/loader hire	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Roller hire	$2,000.00	$0.00	$0.00	$0.00	$2,000.00	TREMOR
Berm construction	$2,250.00	$0.00	$0.00	$2,250.00	$0.00	
Tabletop jumps	$3,750.00	$0.00	$0.00	$3,750.00	$0.00	
Whoops	$3,750.00	$0.00	$0.00	$3,750.00	$0.00	

Work Required	Total (ex gst)	Grant Assistance	Volunteer		Community Sponsorship	Volunteer/ Company Name
		$	Labour	Machine	$	$
SXS Short-Course Track						
Technical obstacles	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Start/finish straight	$2,250.00	$0.00	$0.00	$2,250.00	$0.00	
Track drainage	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Watering/dust-suppression system	$2,250.00	$0.00	$0.00	$2,250.00	$0.00	
Used tyres for track barriers	$9,000.00	$0.00	$4,000.00	$0.00	$5,000.00	LEICHHARDT MINERALS
Tyre transport	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	LEICHHARDT MINERALS
Tyre fixing/anchoring materials	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	
Concrete barriers where required	$5,000.00	$0.00	$0.00	$0.00	$5,000.00	SWEET AS CONCRETE
Safety fencing	$4,000.00	$0.00	$4,000.00	$0.00	$0.00	
Marshalling points	$800.00	$0.00	$800.00	$0.00	$0.00	
Sub Total	**$67,300.00**	**$0.00**	**$12,800.00**	**$37,500.00**	**$17,000.00**	
Spectator & Event Infrastructure						
Spectator fencing	$25,700.00	$15,000.00	$9,200.00	$1,500.00	$0.00	
Viewing mounds	$7,500.00	$0.00	$0.00	$7,500.00	$0.00	
Shade structures	$18,000.00	$18,000.00	$0.00	$0.00	$0.00	
Picnic tables	$8,000.00	$8,000.00	$0.00	$0.00	$0.00	
Rubbish/recycling stations	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	
Event communications	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	
Race-control equipment	$5,000.00	$5,000.00	$0.00	$0.00	$0.00	
Timing infrastructure	$5,000.00	$5,000.00	$0.00	$0.00	$0.00	
Temporary/event power connections	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	
Flag poles	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Sponsor signage structures	$7,000.00	$5,000.00	$0.00	$0.00	$2,000.00	TPC
Portable barrier system	$7,000.00	$5,000.00	$2,000.00	$0.00	$0.00	
Sub Total	**$89,700.00**	**$66,000.00**	**$11,200.00**	**$10,500.00**	**$2,000.00**	

Work Required	Total (ex gst)	Grant Assistance	Volunteer		Community Sponsorship	Volunteer/ Company Name
		$	Labour	Machine	$	$
Entry, Parking & Security						
Main entrance construction	$1,500.00	$0.00	$0.00	$1,500.00	$0.00	
Feature entrance signage	$5,000.00	$5,000.00	$0.00	$0.00	$0.00	
Entry gates	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	
Ticket/check-in booth	$10,000.00	$10,000.00	$0.00	$0.00	$0.00	
Road signage	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	
Internal directional signage	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	
Car parking	$3,750.00	$0.00	$0.00	$3,750.00	$0.00	
Accessible parking	$400.00	$0.00	$0.00	$400.00	$0.00	
Trailer parking	$1,000.00	$0.00	$0.00	$1,000.00	$0.00	
Entry, Parking & Security						
Bus parking	$400.00	$0.00	$0.00	$400.00	$0.00	
Security fencing	$2,000.00	$0.00	$2,000.00	$0.00	$0.00	
Security lighting	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	
Sub Total	**$31,050.00**	**$22,000.00**	**$2,000.00**	**$7,050.00**	**$0.00**	
Safety & Emergency Infrastructure						
First-aid equipment	$7,000.00	$5,000.00	$0.00	$0.00	$2,000.00	ST JOHNS
AED/defibrillator	$3,000.00	$3,000.00	$0.00	$0.00	$0.00	
Firefighting water points	$1,000.00	$0.00		$0.00	$1,000.00	GPS
Water-cart filling point	$4,800.00	$4,000.00	$800.00	$0.00		
Fire extinguishers	$2,000.00	$1,000.00	$0.00	$0.00	$1,000.00	LHI
Recovery vehicle equipment	$1,500.00	$1,500.00	$0.00	$0.00	$0.00	
Track recovery equipment	$2,000.00	$2,000.00	$0.00	$0.00	$0.00	
Emergency/SOS signage	$1,000.00	$1,000.00	$0.00	$0.00	$0.00	
Muster points	$400.00	$0.00	$400.00	$0.00	$0.00	
Safety and warning signage	$500.00	$500.00	$0.00	$0.00	$0.00	
Sub Total	**$23,200.00**	**$18,000.00**	**$1,200.00**	**$0.00**	**$4,000.00**	

Work Required	Total (ex gst)	Grant Assistance	Volunteer		Community Sponsorship	Volunteer/ Company Name
		$	Labour	Machine	$	$
TOTAL	$845,600.00	$521,000.00	$70,800.00	$85,800.00	$168,000.00	

GRANTS EMPIRE

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PO Box 2841, OCEAN KEYS WA 6030

Shire of CARNARVON
CATCH A taste OF THE GREAT LIFE

Reference: ADM1927
Enquiries: louw.c@carnarvon.wa.gov.au

9 September 2026

Brad Smith
President
Gascoyne Off Road Racing Club Inc
PO Box 1464
CARNARVON WA 6701

Dear Brad,

RE: LETTER IN SUPPORT – GASCOYNE OFF-ROAD RECREATION AREA UPGRADE

The Shire of Carnarvon is pleased to provide this letter in support for the Gascoyne Off-Road Racing Club's proposal to upgrade off-road vehicle facilities at its leased site at Black Flats, south of the Carnarvon townsite.

I confirm that the land subject to the proposal is owned by State Government but vested to the Shire of Carnarvon through a management order and is currently leased to the Gascoyne Off-Road Racing Club Inc. The Shire, in its capacity as 'landowner' and lessor, supports the Club progressing the proposal, subject to the terms of the existing Lease Agreement and all necessary statutory and regulatory approvals.

Based on the concept information provided by the Club, I understand that the Club's proposal is to upgrading the existing site into a purpose-built facility that can support motorsport, recreational off-road vehicle use, community activities and tourism, while also creating an opportunity to showcase the natural and cultural values of the Gascoyne region.

The proposal is to progressively improve and expand the current facilities to include additional tracks (Dirt Kart Track, broadened 4WD Track Network, Rock Crawling Area, Short Courses etc), clubrooms/event venue and UAT amenities, spectator viewing areas, spectator parking including ACROD bays, accessible entrance gates, pit area, walking trails and native arboretum area in consultation with Traditional Owners, dedicated family space and event camping space.

As provided for under the existing Lease Agreement, and for the duration of the lease:

- The Gascoyne Off-Road Racing Club must keep the land and improvements in good substantial and functional repair, order and condition (Section 9.1(1));
- The Gascoyne Off-Road Racing Club is wholly and solely responsible for the maintenance and repair of all buildings and improvements constructed on the Premises, regardless of the cause of the need to repair or maintain and regardless of the type of repair or maintenance required (Section 9.2(1);
- Any development proposed on the Land during the Term shall be the responsibility of and carried out by (and at the cost of) the Gascoyne Off-Road Racing Club, subject to having obtained all necessary statutory approvals (Section 9.2(2)); and

3 Francis Street
PO Box 459
Carnarvon WA 6701

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- For the avoidance of doubt, the parties acknowledge and agree that any improvements constructed on the Land, are the property of the Gascoyne Off-Road Racing Club during the Term, such that the Gascoyne Off-Road Racing Club owns and is completely responsible for such improvements (Section 9.3).

As outlined in the Shire's previous letter of in-principle support, the Shire supports the Club progressing the proposal and will, in its capacity as landowner and lessor, facilitate consideration of the proposal through the relevant statutory and approval processes.

Any future development or use of the site will be required to comply with all applicable planning, building, environmental, land tenure and other legislative and regulatory requirements, including any approvals required for the proposed works and activities. This letter does not constitute or imply the granting of any statutory, regulatory or development approval.

Should the Club be successful in obtaining funding, the Shire will continue to liaise with the Gascoyne Off-Road Racing Club regarding progression of the proposal.

For the avoidance of doubt, this support does not constitute a commitment by the Shire to provide project funding, undertake or deliver works, meet project cost overruns, manage the project, or assume responsibility for the ongoing operation, maintenance or replacement of the proposed facilities, except to the extent expressly provided for under the existing Lease Agreement or otherwise separately agreed by the Shire through an appropriate formal process.

Nothing in this letter varies, overrides or replaces the terms and obligations of the existing Lease Agreement between the Shire of Carnarvon and the Gascoyne Off-Road Racing Club Inc.

The Shire looks forward to continuing to work constructively with the Club as the proposal progresses.

Yours sincerely,

Amanda Dexter
CHIEF EXECUTIVE OFFICER

Shire of CARNARVON
CATCH A taste OF THE GREAT LIFE

Reference: ADM0303
Enquires: louw.c@carnarvon.wa.gov.au

27 August 2026

Mr Brad Smith
Gascoyne Off Road Racing Club Inc.
PO Box 1464
CARNARVON WA 6701

Dear Brad,

RE: LETTER IN SUPPORT – GASCOYNE OFF-ROAD RECREATION AREA UPGRADE

The Shire of Carnarvon is pleased to provide this letter in support of the Gascoyne Off-Road Racing Club's proposal to upgrade and expand off-road vehicle and recreation facilities at its leased site at Black Flats, south of the Carnarvon townsite.

Based on the concept presented to the Shire, the project proposes to progressively improve and expand the existing facilities to establish a purpose-built venue capable of supporting motorsport, recreational off-road vehicle activities, community events and tourism opportunities.

The proposed improvements include additional tracks and facilities such as a Dirt Kart Track, expanded 4WD track network, rock crawling area and short courses, together with clubrooms/event facilities, universal access and toilet amenities, spectator viewing areas, spectator parking including ACROD bays, accessible entrance gates, pit areas, walking trails, a native arboretum area to be developed in consultation with Traditional Owners, dedicated family areas and event camping facilities.

The Shire considers that the project has the potential to provide a valuable recreational, community and tourism asset for the Gascoyne region and is consistent with a number of objectives identified in the Shire of Carnarvon's Strategic Community Plan 2022–2032, including:

- Our economy fosters investment and productivity in industries befitting Carnarvon's physical and natural environment and that grow our horizons;
- Our sustainable livelihoods create a community that can flourish into the future;
- Our infrastructure, housing and amenities are high quality and accessible; and
- Our community is engaged, inclusive and supportive.

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The project also aligns with the Visitor Economy and Community & Business Service Centre growth pillars identified in the Shire's Economic Strategy. In particular, the project has the potential to contribute to the diversification of the local visitor economy by providing an additional attraction that encourages visitors to stay longer in Carnarvon, while also providing enhanced recreational and community facilities for local residents.

The Shire has engaged with the Club regarding the proposed project and understands that the Club intends to progressively develop the site in accordance with the final project design and applicable statutory requirements.

The Shire supports the project **in principle** and will work with the Club, as appropriate, to facilitate consideration of the proposal through the relevant statutory and approval processes. Any future development or use of the site will be required to comply with the applicable planning, building, environmental, land tenure and other legislative and regulatory requirements, including any approvals that may be required for the proposed works and activities.

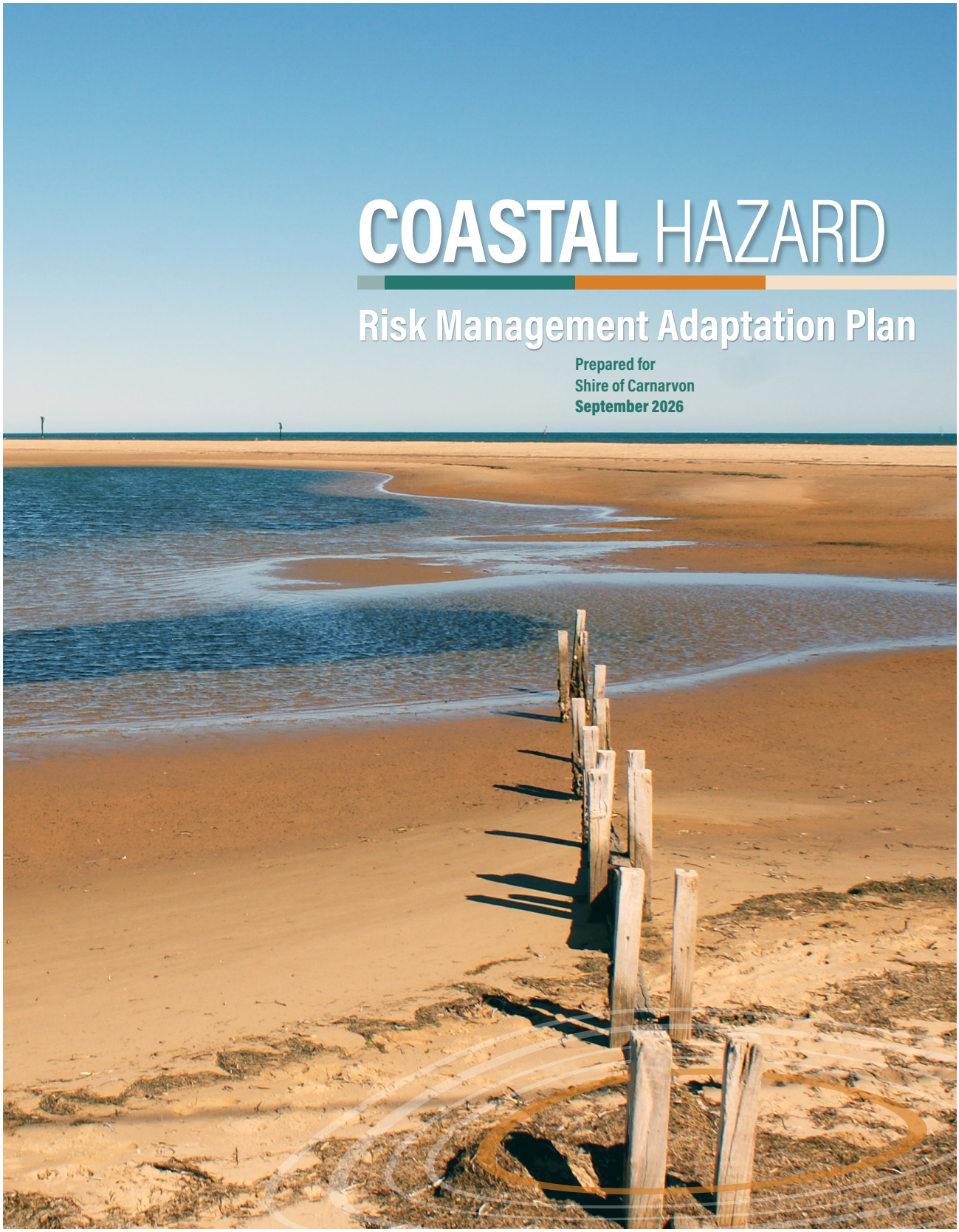
This letter is provided in support of the Club's application for funding under the State Government's Off-Road Vehicle Area grant program and should not be taken as development approval, planning consent or an indication that any future application will be approved. Any application will be considered on its merits in accordance with the applicable legislation, planning instruments and other relevant requirements.

On behalf of the Shire of Carnarvon, I wish the Gascoyne Off-Road Racing Club every success in securing funding for this project. The Shire looks forward to continuing to work constructively with the Club as the project is further developed.

If you require any additional information, please do not hesitate to contact me.

Yours sincerely,

Mandy Dexter
CHIEF EXECUTIVE OFFICER



COASTAL HAZARD

Risk Management Adaptation Plan

Prepared for
Shire of Carnarvon
September 2026

landinsights

Prepared by:

Land Insights
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Mt Lawley WA 6929

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Document Name: Shire of Carnarvon CHRMAP Summary_Rev2 Sep26.indd

Document History:

DATE	DOCUMENT REVISION	DOCUMENT MANAGER	SUMMARY OF DOCUMENT REVISION	CLIENT DELIVERED
Jan 25	Rev0	RH	Draft	Jan 25
Jun 25	Rev 0.1	MT	Draft for Client Review	Jul 25
Sep 25	Rev 0.2	MT	Incorporate Steering Group comments	Sep 25
Nov-25	Rev 1	MT	Final Draft incorporating Steering Group comments	Nov-25
Sep-26	Rev 2	MT	Final post advertising	Sep-26

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1. Establishing the context

1.1 Introduction

Purpose

Local communities within the Western Australian coastal zone, including Carnarvon and Coral Bay, are drawn to the ocean interface for their livelihoods, with the coast central to their social and economic activities. Coastal settlement in these communities serves as a hub for recreation, tourism, and industry. The Coral Bay settlement and coastline, in particular, provides a major boost to regional tourism, while Carnarvon's coastal location supports its fishing industry and agricultural economy.

These social and economic activities often require significant investment in infrastructure and community improvements. The coastal landscape's natural beauty also provides important ecological services that are reflected in elevated real estate and commercial land values throughout the region.

Coastal management involves multiple authorities, each with distinct responsibilities based on land tenure, zoning, and management orders. In the context of climate variability, it is essential to bring all decision-makers together into an informed and collaborative planning process. The vulnerability of coastal assets to hazards such as erosion and inundation is expected to increase in the future, requiring coordinated adaptation strategies.

In response to these challenges, the Western Australian Planning Commission (WAPC) developed the Coastal Hazard Risk Management and Adaptation Planning (CHRMAP) framework and adopted State Planning Policy 2.6 – State Coastal Planning (SPP2.6), whose stated purpose is:

> **....to provide guidance for decision-making within the coastal zone including managing development and land use change; establishment of foreshore reserves; and to protect, conserve and enhance coastal values. This policy recognises and responds to regional diversity in coastal types; requires that coastal hazard risk management and adaptation is appropriately planned for; and encourages innovative approaches to managing coastal hazard risk and provides public ownership of coastal foreshore reserves.**

State Planning Policy 2.6 requires local governments to undertake coastal hazard risk management and adaptation planning for areas at risk from changing coastal hazards. Completion of a CHRMAP is a prerequisite for local governments to access funding for coastal adaptation works. To meet this requirement, the Shire of Carnarvon has prepared this Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for the Carnarvon and Coral Bay coastline.

This CHRMAP will identify where existing or proposed development and landholders are most exposed to changing coastal processes, assess the implications of these risks, and establish a framework for managing coastal hazards over the agreed planning timeframe. By analysing the vulnerability of specific assets, the CHRMAP will provide strategic guidance for the Shire to adopt a coordinated, integrated, and sustainable approach to land use planning and management decisions on behalf of the community.

The CHRMAP will also guide necessary updates to the Shire's Local Planning Strategy, Local Planning Scheme, and other relevant strategies and local planning policies. Through a structured process based on scientific evidence and probability assessment, this plan will help the community identify priority coastal assets and determine how these will be protected and managed to address both immediate and future risks.

The CHRMAP adopts a risk management approach that directs how the Shire will address coastal hazard risks over time and assign priorities. This approach is designed to:

- Consider the risks arising from coastal hazards
- Identify risk management responses, and
- Prioritise and implement the risk management responses.

It considers **'who'** is responsible for managing the risk:

- **Private parties** are responsible for managing risks to their private assets and incomes. To manage these risks private parties, need to:
  - be aware of the risks and their responsibility for managing them
  - take steps to understand the magnitude and nature of the specific risks to their assets and activities
  - develop and implement strategies and actions to manage the risks.
- **Governments**, on behalf of the community, are primarily responsible for the oversight of planning and managing risk to public goods and public assets which they own and manage. Governments also seek to:
  - develop local policies and regulations consistent with State risk management approaches
  - facilitate by building resilience and adaptive capacity within the local community, including providing timely information about relevant known coastal hazards including erosion and inundation, and
  - building a workable partnership with the community to identify and manage risks.

The risk management process, adapted to the CHRMAP process, is in Figure 1.1.

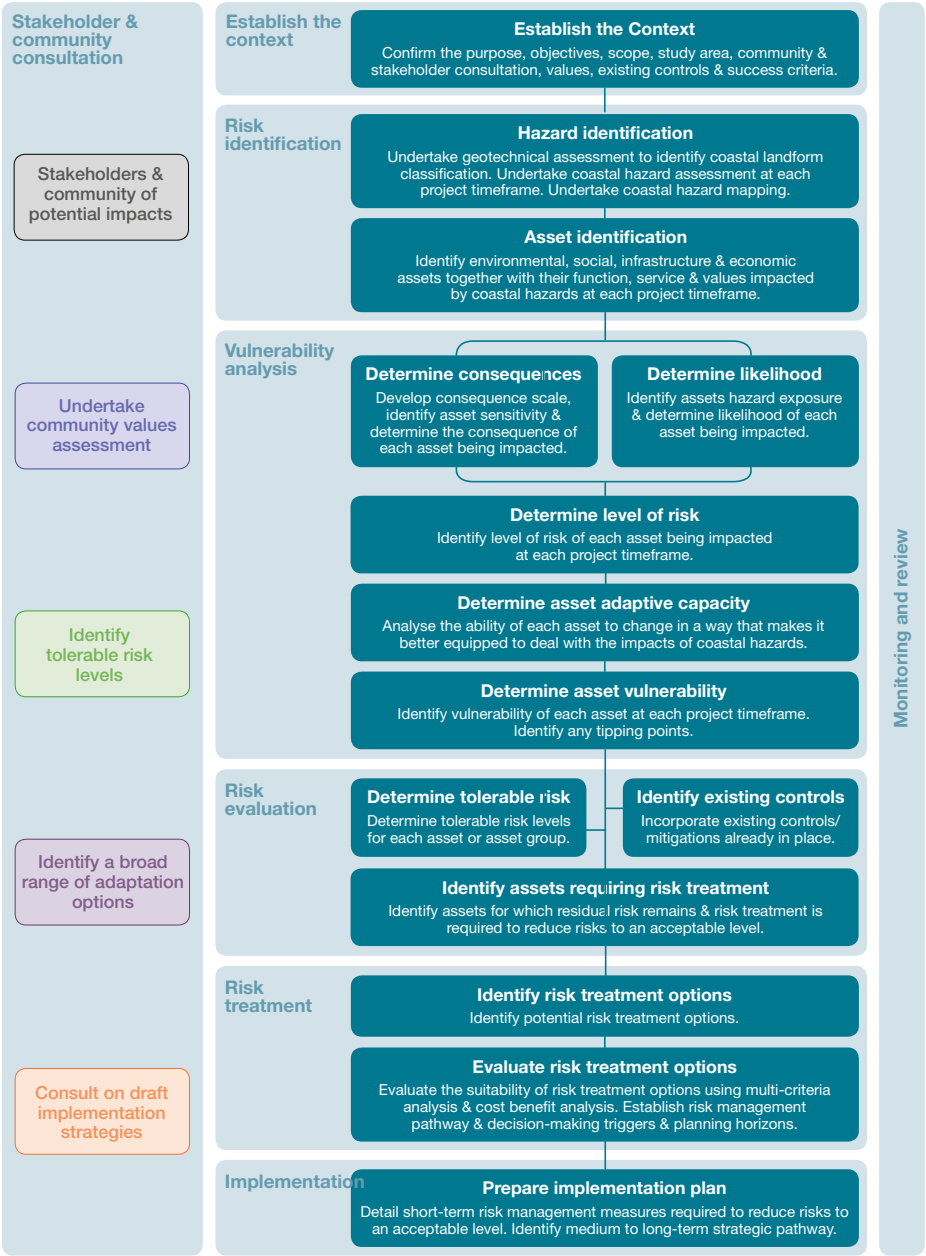


Figure 1.1– Risk management process flowchart adapted to coastal planning

[1] Source: Coastal Hazard Risk Management and Adaptation Planning Guidelines

Preparing this CHRMAP

The CHRMAP has been prepared over a period of 18 months, following the seven stages outlined in Figure 1.2. For each stage of the project, a separate detailed technical report was prepared and provided to the Shire and Steering Group for review.

This document presents the consolidated outcomes of the CHRMAP process, drawing from the detailed technical assessments prepared at each stage:

- Establish the Context (September 2023)
- Hazard Assessment (October 2023)
- Vulnerability Analysis and Risk Evaluation (May 2024)
- Risk Treatment (December 2024)
- Implementation and Monitoring (May 2025)

These technical reports provide the evidence base for this plan and are available from the Shire of Carnarvon.

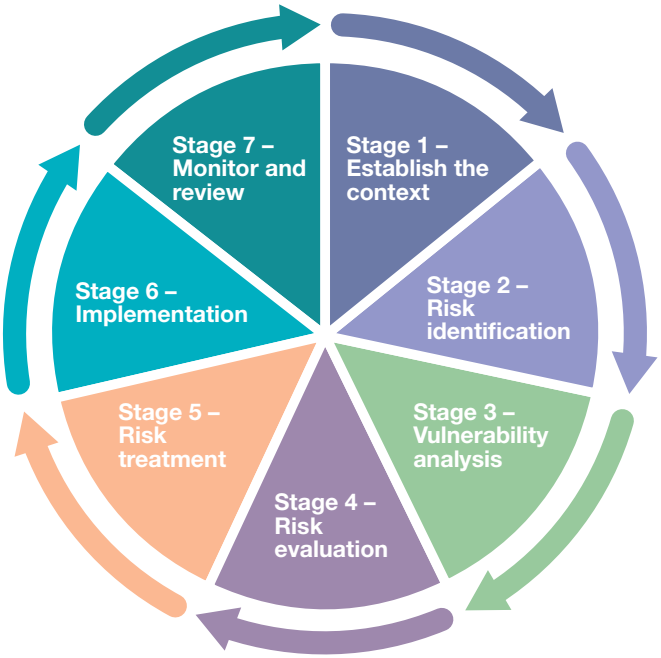


Figure 1.2 – CHRMAP preparation stage[2]

[2] Source: Coastal Hazard Risk Management and Adaptation Planning Guidelines

CHRMAP Objectives

The objectives of the CHRMAP are set out within the guidelines provided by the Western Australian Planning Commission (WAPC) and are as follows:

- improve the understanding of coastal features, processes and hazards in the study area
- identify significant vulnerability trigger points and respective timeframes for the relevant coastal compartments to mark the need for immediate or medium-term risk management measures
- identify assets (natural and man-made) within the coastal zone and review the services
  and functions they provide
- review the identified assets vulnerability
- review the value of the vulnerable assets to adverse impacts from coastal hazards
- determine the consequence and likelihood of coastal hazards on the assets, and assign a level of risk
- identify possible (effective) risk management measures (or 'actions') and how these can be incorporated into short and longer-term decision-making
- engage stakeholders and the community in the planning and decision-making.

Preliminary Risk Identification

This CHRMAP focuses on assets within the study area that are likely to be exposed to coastal hazard processes. Each asset has been assessed against defined criteria to determine the level of risk over both short- and long-term timeframes. Based on these assessments, the plan identifies appropriate management responses, including physical protection works and strategic measures implemented through the Shire's planning scheme and related policy frameworks.

1.2 Study Areas

This CHRMAP focuses on the coastline between Massey Bay and the Gascoyne River mouth, and the settlement of Coral Bay. The importance of this coastline is heightened by the designation of the Ningaloo Coast as a UNESCO World Heritage area. The extent of the CHRMAP in each location is shown on Map 1.1 (Carnarvon) and Map 1.2 (Coral Bay).

Management and regulation of these coastal areas involves multiple authorities with distinct roles and responsibilities for different sections of the shoreline. This CHRMAP has been prepared in consultation with relevant authorities to ensure coordinated management approaches. The plan details the Shire's role in administering land use within these localities through its local planning framework, and provides general guidance on coastal hazard adaptation and risk management for the remainder of the Shire's coastal areas where appropriate.

Carnarvon

Carnarvon is situated at the delta of the Gascoyne River, resulting in a diverse land use pattern shaped by its coastal setting. The Gascoyne floodplain immediately upstream of the Indian Ocean is a food production area of State economic significance. Despite the town's long history of flooding, the Gascoyne River remains dry for much of the year.

The Shire's Local Planning Strategy identifies opportunities for expanding tourism and economic development to facilitate steady population growth within the townsite and its surrounds, while recognising the ongoing importance of pastoral activities in inland areas of the Shire.

Residential development is concentrated in close proximity to the town centre, with housing taking advantage of scenic coastal outlooks and beach access. Several areas within the Carnarvon townsite are covered by structure plans including the Babbage Whitlock Structure Plan, Carnarvon Airport Structure Plan, Kingsford Structure Plan, and East Carnarvon Structure Plan. Within areas adjoining the coast and the Fascine, the strategy identifies opportunities for further intensification of tourism, residential, and community uses where appropriate.

The proximity of development to the coast means Carnarvon faces challenges from coastal hazards including erosion, sea-level rise, and storm surges. This CHRMAP will inform future planning decisions and guide updates to the Shire's planning scheme, strategy, and structure plans. It emphasises the implementation of adaptive management strategies such as prudent setback requirements, coastal buffers, and land-use zoning that anticipate future sea-level rise projections and more frequent extreme weather events.

Map 1.1 – CHRMAP Extent - Carnarvon

Coral Bay

Coral Bay is located 220 kilometres north of the Carnarvon townsite and is recognised as one of Australia's premier holiday destinations. It is situated adjacent to the UNESCO World Heritage-listed Ningaloo Reef, which is of international renown.

The settlement does not contain any residentially zoned land. The beach and coastal foreshore are designated as Foreshore Reserve under the Local Planning Scheme, while most development is located within the Tourist zone, with smaller areas allocated for workforce accommodation, holiday homes, and commercial uses. Development is positioned on the coast to take advantage of the scenic outlook; however, this proximity exposes existing infrastructure to potential coastal hazards.

The reliance on coastal tourism means that Coral Bay faces particular challenges from coastal hazards and requires proactive risk management. This CHRMAP identifies erosion and inundation through sea-level rise and storm and tidal surges as the primary coastal hazards affecting Coral Bay. Past impacts from marine infrastructure development have altered beach sand dynamics, demonstrating how modifications to the coastal system can increase exposure to climate-related impacts.

To mitigate these risks, the CHRMAP emphasises the implementation of adaptive management strategies including setback requirements, coastal buffers, and land-use zoning that anticipate future sea-level rise projections. Planning instruments such as an updated Coral Bay Settlement Structure Plan can guide development towards areas not subject to coastal hazards.

Map 1.2 – CHRMAP Extent – Coral Bay

1.3 Existing Planning Controls

Planning in Western Australia is guided and regulated by the State Planning Framework, which ranges from overarching strategic planning strategies, to specific planning policies and supportive guidelines. Figure 1.3 explains the framework, which includes planning at the state, regional, and local levels and demonstrates how strategic planning is implemented through statutory planning controls (e.g., local planning schemes) and local planning policies. This Framework sits within the Planning and Development Act 2005. The relationships of the various policies are presented in Figure 1.4.

The planning documents within this Framework were reviewed to determine which are relevant to coastal hazard planning in the project area. This review helped to: assess the adequacy of the existing planning documents for addressing coastal hazards; identify gaps that needed to be addressed through the CHRMAP process (such as planning controls that are required, or need amending to enable implementation of CHRMAP recommendations); identify any potential planning issues that may constrain the CHRMAP process; and ensured that the adaptation plan aligns with state, regional and local planning frameworks.

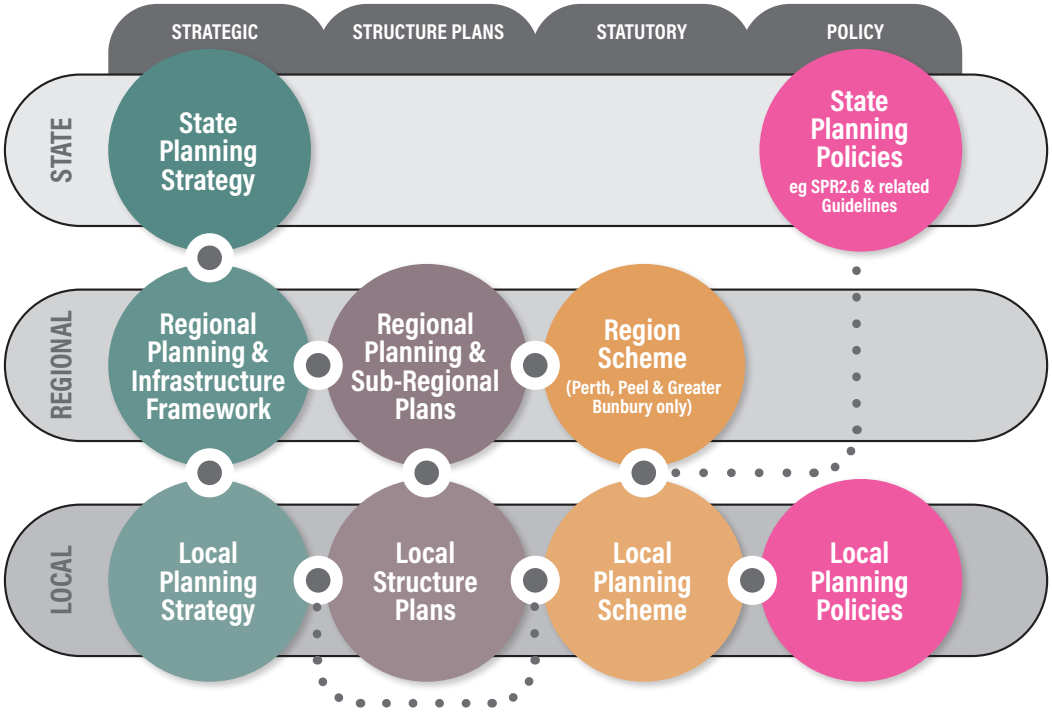
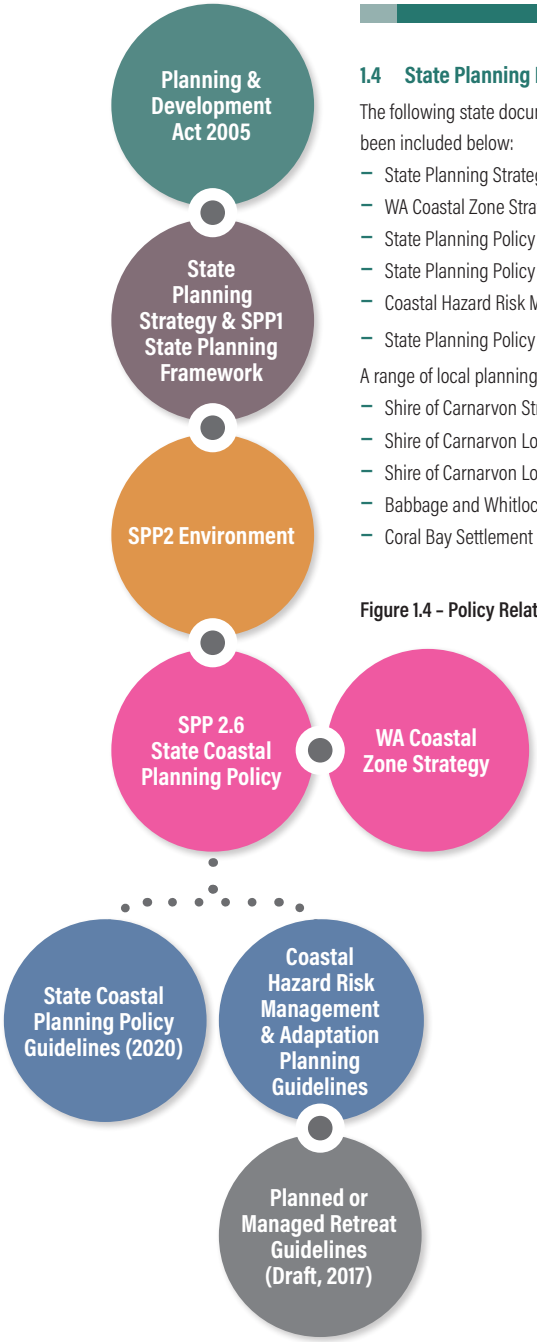


Figure 1.3 – Planning framework overview.



1.4 State Planning Policies and Strategies

The following state documents have been reviewed. Information relevant to the CHRMAP has been included below:

- State Planning Strategy 2050
- WA Coastal Zone Strategy 2017
- State Planning Policy 2.6 – State Coastal Planning Policy (and Guidelines)
- State Planning Policy 2.9 – Water resources
- Coastal Hazard Risk Management and Adaptation Planning Guidelines 2019
- State Planning Policy 3.4 – Natural Hazards and Disasters

A range of local planning documents were also reviewed, including:

- Shire of Carnarvon Strategic Community Plan 2022 – 2032
- Shire of Carnarvon Local Planning Strategy 2017 (LPS)
- Shire of Carnarvon Local Planning Scheme No.13 (LPS13)
- Babbage and Whitlock Islands Structure Plan (2014)
- Coral Bay Settlement Structure Plan (2014)

Figure 1.4 – Policy Relationships.

1.5 Community Engagement

Engagement Objectives

Engagement is undertaken to share information and to assist the community and stakeholders to contribute effectively to the preparation of the CHRMAP. As per the scope of work, the Stakeholder and Community Engagement Plan (SCEP) objectives include:

- the collection and collation of community and stakeholders' social, environment, infrastructure and economic values and aspirations for the coastal area; this information informed the remainder of the process, in particular the vulnerability analysis and multi-criteria assessment of adaptation options;
- an understanding of the level of tolerance and acceptability of specific risks within the community for specific assets, or groups of assets;
- involving the community in identifying suitable adaptation options;
- advising the community and stakeholders about the inclusion of a Benefit Distribution Analysis to assist with apportioning the costs (capital and recurrent) of chosen risk management measures, based on the beneficiary pays principle; and
- wide distribution of the draft CHRMAP to seek feedback on the proposed adaptation options, pathways and implementation plan.

Survey

A questionnaire was prepared to capture community opinion, test community values, knowledge and preconceptions about coastal change. This information is then used to gauge the level of support for different management options. Although only a limited number of responses were received; the survey responses have informed the outcome of the CHRMAP.

Stakeholder Meetings August 2023

Two days of interview were held with stakeholders who lived and worked in Carnarvon and Coral Bay, the conclusions of these interviews are outlined below.

Whilst Carnarvon and Coral Bay are situated on the same coast, they hold very different community dynamics, and the results indicate a variety of the values and expectations for the future roles and options in relation to coastal areas. Coral Bay is dominated by business interest whereas Carnarvon has this balanced by residents and other interest groups.

The Town of Carnarvon has since its founding borne the brunt of flooding and cyclones and therefore there is an acceptance that physical climate event risks are inevitable, likely and unable to be fully prevented or abated. Aboriginal knowledge about the place might shed a valuable insight into the history of Carnarvon as a delta and therefore a dynamic part of a high energy coastline in combination with a confluence with Gascoyne River.

Coral Bay is a more recent settlement and development – founded as a tourist hub in the 1980s. Unlike Carnarvon there is a focussed economic base of tourism, seasonal in nature, and the values are skewed towards ecoservice to tourist activities, access to the reef and beaches and the potential long-term impact of diminished 'Coral Bay nature experience' as witnessed when consulting the businesses which invested in tourism in the settlement.

This contrast is useful and further community benchmarking may explore the differences in the two communities, and identify the motivations of each to better control, manage or adapt to change.

1.6 Success Criteria

A preliminary consideration of success criteria was undertaken and is presented below. As the project progressed the criterion was modified and updated – particularly as community and stakeholder discussions were undertaken.

Risk Assessment and Mapping

- Completion of a comprehensive coastal risk assessment for Carnarvon (focus on inundation, delta processes, critical infrastructure) and Coral Bay (focus on dune erosion, tourism assets, beach access).
- Development of hazard maps for Carnarvon and Coral Bay, showing projected erosion/inundation extents for key planning horizons (e.g., 2035, 2050, 2125), with overlays of vulnerable assets and land use zones.

Community Engagement and Stakeholder Participation

- Conduct targeted engagement with Carnarvon residents, business owners, and Aboriginal groups to capture local knowledge of flooding, shoreline change, and asset priorities.
- Engage Coral Bay tourism operators, seasonal workers, and visitors to understand the economic and environmental values at risk, and preferences for managed retreat versus protection.
- Document and benchmark differences in community values and adaptation preferences between Carnarvon and Coral Bay.

Infrastructure Resilience

- For Carnarvon: Prioritise resilience upgrades for areas subject to inundation (e.g., Pelican Point Road), surge walls, and civic assets identified as high vulnerability in the CHRMAP.
- For Coral Bay: Focus on maintaining dune buffers, rationalising beach access, and planning for managed retreat of tourist infrastructure when triggers are reached.
- Develop asset-specific adaptation pathways and triggers for intervention, as detailed in the implementation plans.

Natural Buffer Restoration and Conservation

- In Carnarvon: Restore and maintain mangrove and dune systems, especially in areas identified as erosion/inundation hotspots (e.g., Babbage Island, South Carnarvon).
- In Coral Bay: Implement dune management plans, consolidate 4WD tracks, and prioritize revegetation in areas with high recreational use and erosion risk.
- Monitor buffer width and condition using aerial imagery and site surveys every 5 years.

Land Use Planning and Regulation

- Amend the Local Planning Scheme to introduce Special Control Areas (SCAs) for all land at risk by 2125 in Carnarvon and Coral Bay, with site-specific development controls and triggers for managed retreat.
- Require notifications on title for properties within SCAs and enforce minimum floor levels and setback requirements for new development.
- Review residential densities and lease arrangements in vulnerable areas, as recommended in the CHRMAP.

Funding and Resource Management

- Establish a coastal adaptation fund for the Shire, with contributions from rates, grants, and targeted levies for benefitting landowners.
- Prioritize funding for immediate actions in Carnarvon (e.g., surge wall upgrades, emergency management) and for technical studies and dune management in Coral Bay.
- Pursue external funding for significant mitigation works, as outlined in the implementation plan.

Education and Awareness

- Develop tailored education programs for Carnarvon (inundation risk, asset protection, emergency response) and Coral Bay (dune conservation, managed retreat, tourism impacts).
- Use local case studies and monitoring data to illustrate changing risks and adaptation successes.
- Survey community knowledge and perceptions every 5 years to inform future engagement.

Monitoring and Evaluation

- Implement long-term monitoring of shoreline position (HSD), dune condition, and asset vulnerability in both Carnarvon and Coral Bay, using aerial imagery and site surveys.
- Set clear triggers for review and update of the CHRMAP (e.g., after major storm events, every 5–10 years, or when new hazard data becomes available).
- Evaluate adaptation outcomes for each Management Unit and adjust pathways as needed.

2. Risk Identification

2.1 Introduction

The Carnarvon Townsite is subject to complex coastal and geomorphic processes influenced by tropical cyclones and river flooding, with natural and anthropogenic influences[3] in the area creating regions of erosion and inundation potential. As outlined in this chapter, Babbage and Whitlock islands are likely to be subject to future inundation risk, particularly during times of cyclonic activity.

One concern identified is that the risk of erosion south of Coral Bay may be intensified by the current lack of adequate foreshore reserve width in this area. This potential vulnerability is a key reason for including Coral Bay in the CHRMAP process, to assess whether broader reserves are necessary to better accommodate the possible landward movement of the shoreline in the future.

Historic variability in beach width and dune mobility, demonstrated through scarped dunes along the coast, indicates the potential for risk to the townsite and foreshore reserve from further erosion, and the lower lying parts of the Coral Bay Townsite and surrounds are at risk of inundation during the passage of tropical cyclones, a phenomenon which occurred several years ago.

Each of these potential risks will be exacerbated in terms of extent and frequency by the influence of climate change over the identified planning periods, most strongly felt via the impacts of sea level rise. Consideration has been made of this factor throughout this study.

Previous studies

The present study has reviewed historic reports to assist with the development of the CHRMAP, with a literature review of relevant previous studies presented in Section 2. The historical studies by Gems (2005) and Gems (2009) have been used to previously define coastal hazard in Carnarvon and Coral Bay.

2.2 Site Visit

Site visits for the Coral Bay and Carnarvon study locations were undertaken on the 13th and 14th June 2023. A brief summary of the observations captured in the field were presented in this section outlining the various areas throughout Carnarvon and Coral Bay.

2.3 Calculation of Coastal Processes Allowance – Carnarvon

A study was undertaken in relation to coastal process allowances for the study areas of Carnarvon and Coral Bay, in line with the procedures outlined in Schedule 1 of the State Coastal Planning Policy SPP2.6. The associated mapping providing an interpretation of areas potentially exposed to coastal processes over the applicable planning timeframe.

Coastal Classification

SPP2.6, requires the classification for coastal processes should be determined with regard to the physical and biological features of the coast. The coastal classification system in SPP2.6 denotes four general categories adopted in this assessment:

Sandy Coastlines

- Sandy coasts comprise unlithified/ unconsolidated sediments, rock is either not present or not dominant. They typically feature gently to moderately sloping shores and are often backed by dunes or beach ridges, which may contain dune blowouts. The shoreline can quickly alternate between accretion and erosion but is likely to retreat as a result of sea level rise.
- Guidance in accordance with SPP2.6 specifies that the planning allowance for coastal erosion should be measured from the horizontal shoreline datum (HSD) and determined by calculating the cumulative impact of the following factors: short-term erosion (S1), historic shoreline movement (S2), and sea level rise allowance (S3), in addition to a contingency factor of 0.2 metres per year to account for uncertainty (U). This has been adopted in the CHRMAP and is outlined schematically in Figure 2.1.

[3] Examples might include:

- Coastal development: Construction of buildings, roads, and infrastructure close to the shoreline can alter natural sediment movement and contribute to erosion or reduced dune mobility.
- Seawalls and rock groynes: Installation of hard coastal defences may protect specific areas but often redirects wave and sediment energy, sometimes worsening erosion elsewhere.
- Sand mining and dredging: Removal of sand or sediments from beaches or river mouths for construction or navigation can deplete natural sediment supplies and impact beach stability.
- Recreational activities: Off-road vehicles, excessive foot traffic, and unmanaged tourist access can damage dune vegetation, reducing natural stability and increasing erosion risk.
- Altered river flows: Upstream water extraction, damming, or diversions can change the volume of freshwater and sediment reaching the coast, impacting delta and estuarine environments.
- Vegetation clearing: Removal of coastal vegetation for agriculture, development, or landscaping weakens natural dune and shoreline protection mechanisms.
- Stormwater and wastewater discharge: Increased runoff from urban areas can accelerate beach and foreshore erosion or alter local hydrological patterns.

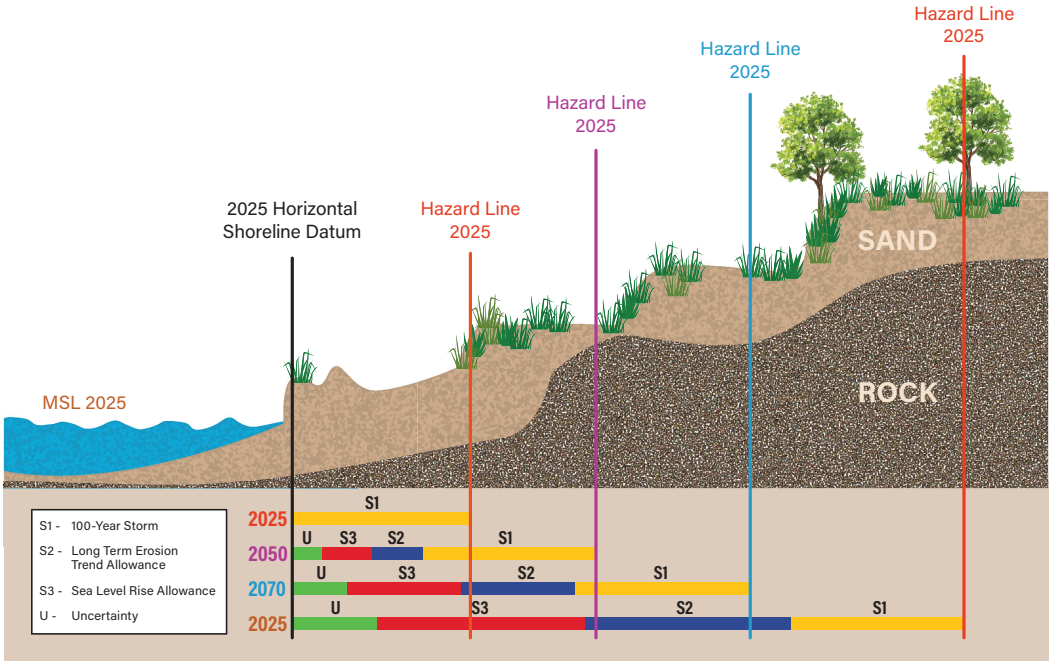


Figure 2.1 – Determining allowance for coastal erosion over time

Rocky Coasts

- Rocky coasts comprise a continuous rocky substrate which extends to an elevation above the active limit of the shoreline. In most instances this elevation should be defined at least one metre above the HSD.

Mixed Sandy and Rock Coasts

- These are classed as one of the three groups dependent on the location and continuity of the rock – fringing reef, rocky platforms or discontinuous rocky shorelines. These coasts may be sensitive to small variations in climatic conditions and often contain unstable/dynamic landforms.
- The allowance for erosion is generally determined using the methods specified for sandy coasts

Tidal Reaches of Inland Waters

- Tidal reaches of inland waters are inland water bodies which are predominantly controlled by coastal related processes, particularly tides and fluctuations in sea level. They include river mouths and estuaries and generally comprise flat to gently sloping shores often containing high percentages of finer sediments. These shorelines are strongly influenced by inundation and tidal processes.

Coastal Lowlands

- Coastal lowlands typically feature flat to gently sloping shores often containing high percentages of finer sediments. The near shore environment often comprises tidal flats, salt marshes or mangroves, with shorelines strongly influenced by inundation and tidal processes.

Islands

- For this assessment there are two Islands in the study area. For Babbage Island, the individual shorelines are treated in their respective category of sandy coast for the western facing open coast shoreline and as tidal reaches of inland waters for the inner Fascine shorelines. At Whitlock Island the shorelines are protected from open ocean within the Fascine. There is a large area of reclaim on the Island which is treated as protected from coastal erosion in future planning periods.

The application of each of these coastal classifications is summarised for the study areas.

Sandy Coastlines

The areas assessed as sandy coastlines under SPP2.6 guidance are:

- the west facing shoreline of Babbage Island in Carnarvon
- the shorelines of Coral Bay other than those designated with rock in the foreshore (see below). Much of the shoreline is typically perched beaches, which align closest to the general category 'sandy and rocky coast.' In SPP2.6.

Tidal Reaches of Inland Waters

The areas assessed under this category are:

- Inner shorelines of Whitlock Island and Babbage Island within the Carnarvon Fascine.

These are predominantly mangrove fronted estuarine environments. The assessment technique recommended in SPP2.6 is for coastal erosion hazard distance based on sandy coasts, with SPP2.6 acknowledging the application is not well suited to these types of sheltered inland waters.

To overcome this limitation the treatment in this report is to adopt the HSD level at the 100-year level (1.92m AHD) and to adopt a S1 value of 10m coupled with allowance for sea level rise (S3) based on sandy coasts (105m over the 100-yr planning period). No historical shoreline erosion allowance (S2|) is included. Uncertainty of 0.2m a year over the planning period is adopted. This approach is considered suitably conservative for the purpose of the CHA and the CHRMAP.

Coastal Lowlands

The areas assessed in this category are:

- tidal flats and mangrove fronted shoreline areas of Massey Bay in the southern shoreline of Carnarvon

These are mangrove fronted shoreline with fine sediments in the shoreline. Coastal erosion assessment is recommended to be based on 'sandy coasts' under SPP2.6, noting this approach is not ideally suited to assessment of these shorelines. In the assessment in this report the HSD is taken as the shoreline upper limit influenced by the regular tidal influence (HAT level of 1.1m AHD). The SBEACH model is not applicable for analysis of erosion for these shoreline areas due to the small sediment size. In the absence of modelling a minimum value of 40m has been adopted for cross-shore erosion (S1) with allowance for sea level rise (S3) based on sandy coasts (105m over the 100-yr planning period). No historical shoreline erosion allowance (S2|) is included. Uncertainty of 0.2m a year over the planning period is adopted. This approach is considered suitably conservative for the purpose of the CHA and the CHRMAP.

Rocky Shorelines

The coastal classification 'Rocky Coasts' is adopted for three shoreline areas in Coral Bay. These are:

- Monck Head
- the section of shore around the boat ramp and immediately north
- the section north of Paradise Beach connecting to Coral Bay beach

For these sections, the assessment for coastal processes in future planning periods assumes no erosion will occur.

A summary of the coastal processes' allowances by location and respective shoreline section are present in the Table 2.1 & Table 2.2 for both Carnarvon and Coral Bay below. All are sand beaches unless otherwise stipulated.

Table 2.1 – Carnarvon Coastal Processes Allowances. Landward distance (m) from HSD by planning timeframe.

COASTAL PROCESSES ALLOWANCE (S1 + S2 + S3 + UNCERTAINTY[4])					
Section	PLANNING YEAR				
	2025	2035	2050	2075	2125
Babbage Island CN1	18	30	43	78	143
Babbage Island CN2	18	30	43	78	143
Babbage Island CN3	7	19	32	67	132
Babbage Island CN4	11	29	51	101	196
Babbage Island CN5	18	38	63	118	223
Inner Fascine	10	22	35	70	135
Massey Bay	40	52	65	100	165

Table 2.2 – Coral Bay Coastal Processes Allowances. Landward distance (m) from HSD by planning timeframe.

COASTAL PROCESSES ALLOWANCE (S1 + S2 = S3 = UNCERTAINTY)					
Section	PLANNING YEAR				
	2025	2035	2050	2075	2125
CB1	7	12	21	50	147
CB2	12	15	23	48	139
CB3 Rock Headland	0	0	0	0	0
CB4	9	15	27	60	166
CB5	6	9	16	41	131
CB6 (Rock, Boat Ramp)	0	0	0	0	0
CB7	6	9	17	43	136
CB8 (Rock, Monk Head)	0	0	0	0	0

2.4 Mapping – Coastal Processes Allowance

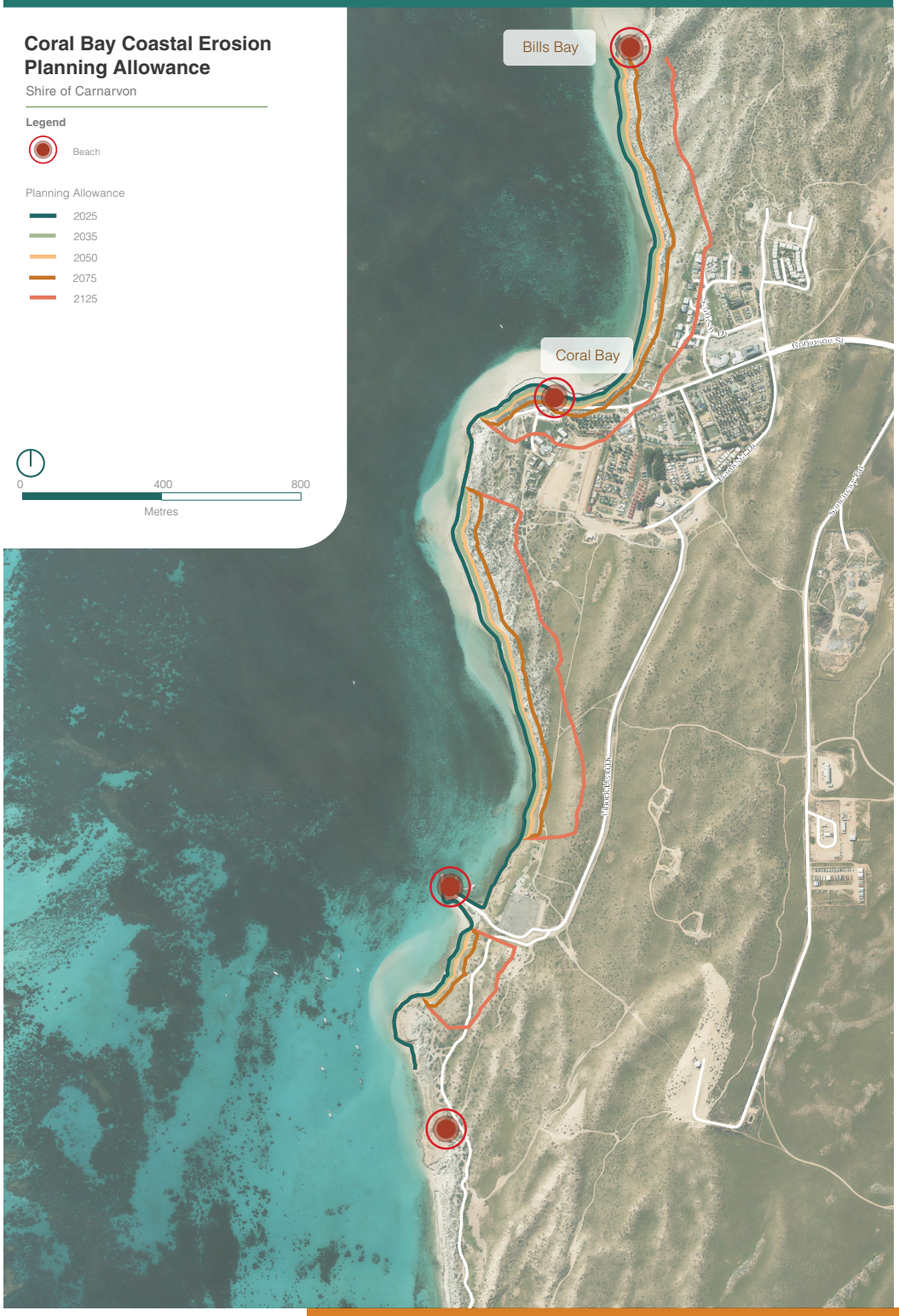
There are the following sets of mapping included within the Chapter and include

1. Carnarvon Coastal Allowances with Structures in Place
2. Coral Bay Coastal Processes Allowances

For the mapping at point 1 it is assumed that the hard structures and flood walls in place currently in Carnarvon are maintained over the 100-year planning period and continue to protect the areas landward from erosion.

[4] See Figure 2.1 for descriptions. Refer to Hazard Assessment Report for Section extents.

Map 2.1 – Coastal process allowance - Coral Bay.



Map 2.2 – Coastal process allowance - Carnarvon

2.5 Mapping – Inundation risk

Inundation risk mapping has been developed using the ground level defined in the LiDAR applying the design water level to determine depth. The mapping represents the peak water depth over the land surface in the design event and is a simple 'bathtub flooding' approach. It is noted that finished floor levels of properties in the coastal areas are not considered in the inundation mapping.

The LiDAR dataset used to inform the mapping was captured in July 2023 over the town areas of Carnarvon including Whitlock Island and Babbage Island. Land level in the tidal flats and region eastward of Massey Bay drive incorporating the Golf Club and Oyster Creek is described by survey data captured in 2014.

To improve the spatial mapping from a simple 'bathtub' flooding approach, all inundated areas have been incorporated a 'hydro-connectivity' algorithm. Hydro-connectivity ensures that the flooded inland areas connect to the offshore ocean region. This mechanism overcomes the limitation of the bathtub method where isolated inland pockets of inundation will occur, and this provided a more robust product when presenting results to the community and later developing adaptation approaches for the inland areas which would incorrectly show as flooded under the bathtub approach.

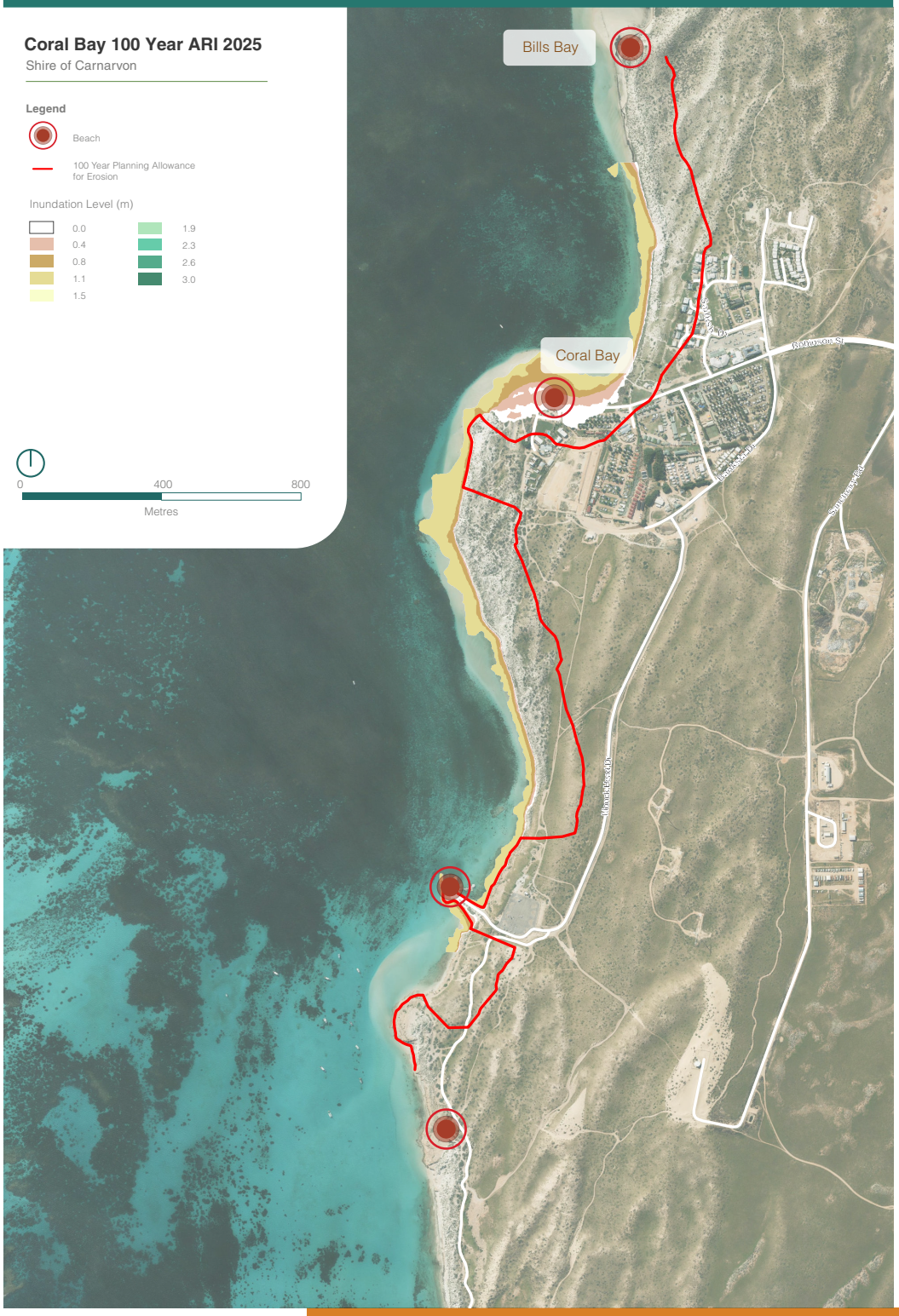
The flood mapping on Figures 2.3 to 2.10 show inundation levels for the 100 and 500-yr ARI event in the years 2025 and 2125 (100-yr planning period case). These scenarios have been included here to provide an indication of potential assets at risk. A range of other scenarios is provided in the detailed Hazard Assessment Report.

Limitations

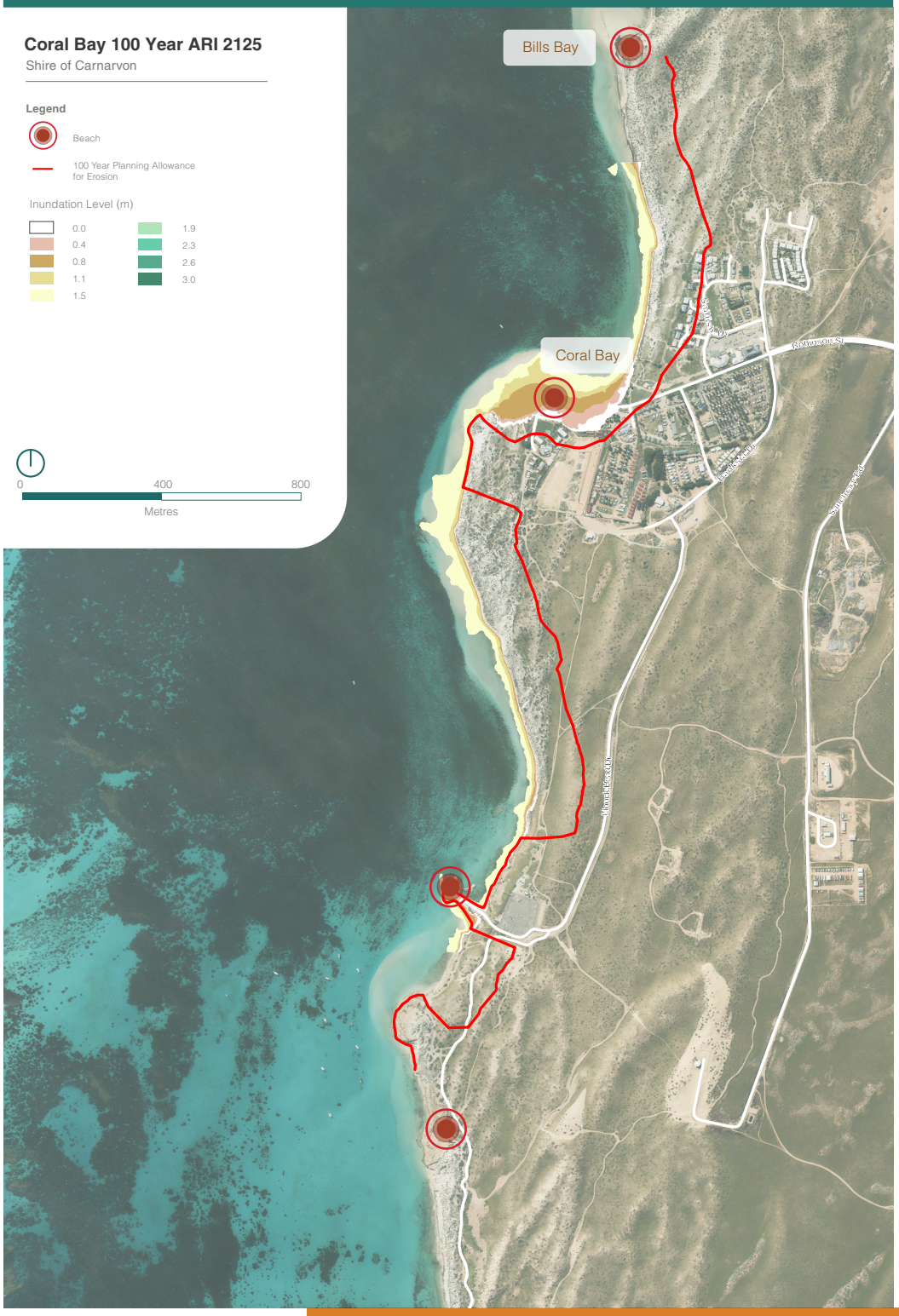
The accuracy of the LiDAR data on which the flood mapping is based is noted as follows:

- For Carnarvon the vertical accuracy of the July 2023 LiDAR data is stated as +/-0.07m (Woolpert 2023).
- For Coral Bay the accuracy of the landside survey data is assumed to be in the range +/-0.10m.

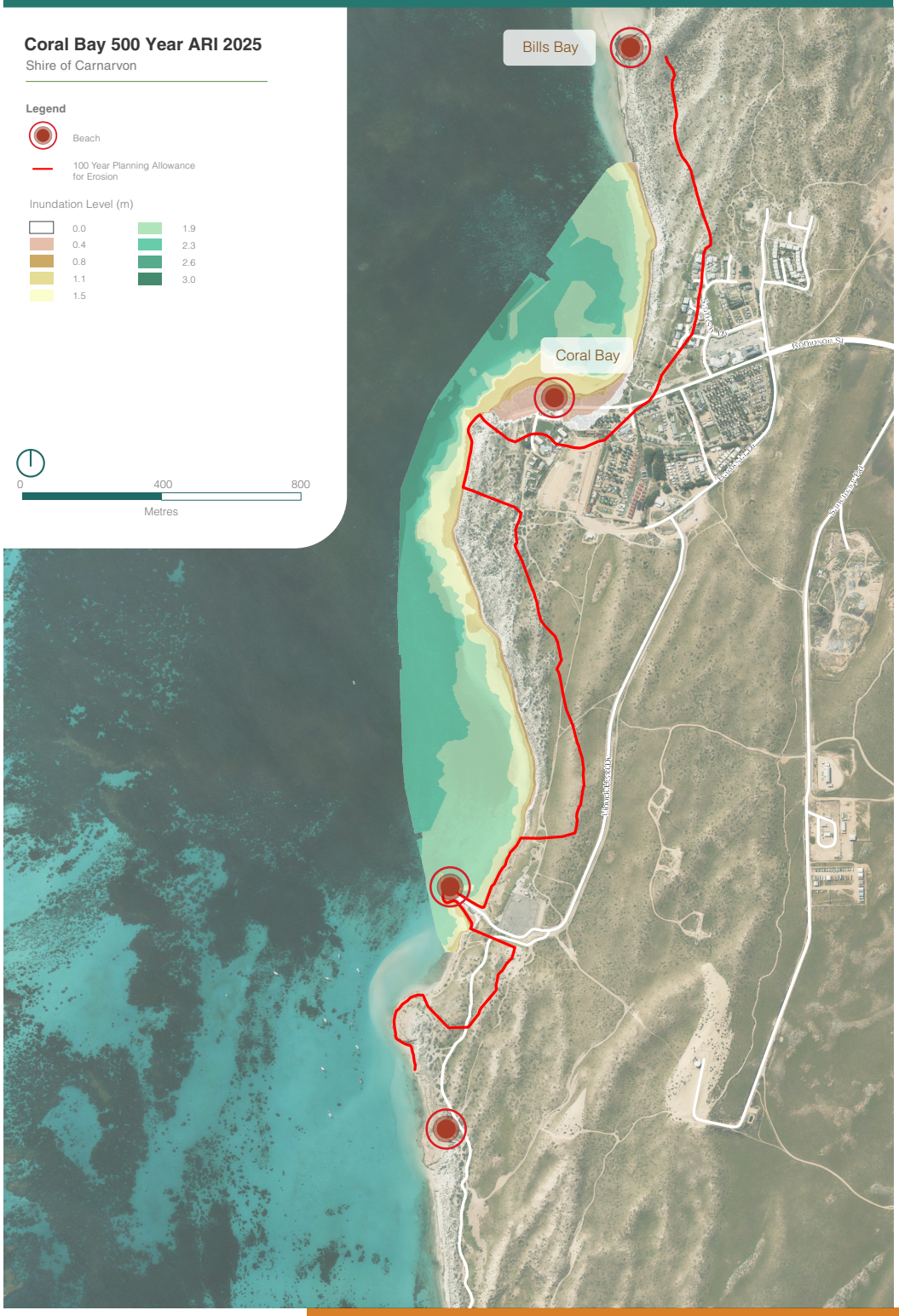
Map 2.3 - Coral Bay 100year ARI 2025



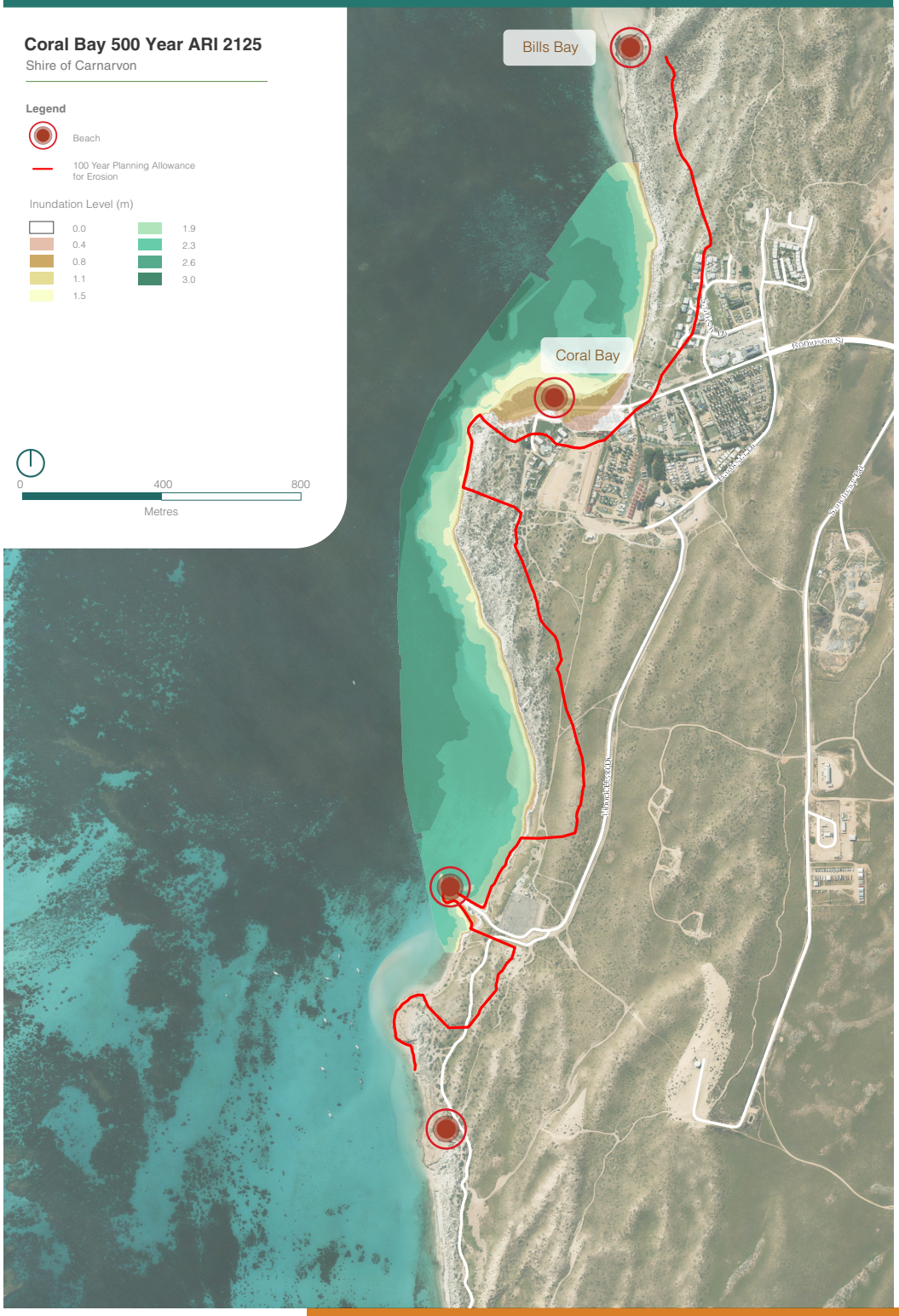
Map 2.4 - Coral Bay 100year ARI 2125



Map 2.5 - Coral Bay 500year ARI 2025



Map 2.6 - Coral Bay 500year ARI 2125



Map 2.7 - Carnarvon 100year ARI 2025

Map 2.8 – Carnarvon 100year ARI 2125

Map 2.9 - Carnarvon 500year ARI 2025

Map 2.10 – Carnarvon 500year ARI 2125

3. Vulnerability Assessment & Risk Evaluation

A Vulnerability and Risk Evaluation Chapter Report was prepared which constitutes the second stage of the risk identification process. All identified risk assets within the identified study areas were assigned vulnerability ratings, according to the various scales. The vulnerability results are presented in full in the Vulnerability Analysis chapter report. A summary is presented below.

3.1 Asset Identification

Coastal Assets

For the purposes of this study, coastal assets were identified in the following ways:

- Asset information from the Shire
- Review of Local Planning Scheme and other planning documents (as outlined earlier in this document)
- Relevant data available via data.wa.gov.au
- The coastal values survey(s) and other engagement activities to identify additional assets of importance and value to the community
- Site visits to investigate locations and discussion with community members with local knowledge
- Identification of further assets from aerial photography (e.g., developed areas of foreshore reserve).

3.2 Asset Class

A range of coastal assets through the Shire that may be impacted by coastal processes in future planning periods broadly span the following categories:

- Roads
- Residential
- Commercial
- Public & Community
- Developed Foreshore Reserve
- Undeveloped Foreshore Reserve
- Environmental/ecosystem services
- Heritage.

Coastal Asset Functions, Services and Value

Coastal asset types through the Shire study area and specific management units and their functions, services and values are presented in Table 3.1 below adapted from (WAPC 2019) and is informed through community engagement and stakeholder views.

Table 3.1 - Overview of Coastal Asset functions, services, value based on (WAPC, 2019)

ASSET CLASS	FUNCTION, SERVICE, VALUE
ENVIRONMENT	
Undeveloped foreshore reserve	Coastal access, recreation, and conservation; tourist drawcard; buffer to other 'higher value' assets. Local Planning Scheme zones/reserves: **Foreshore**
Environmental/ ecosystem services	Habitat for flora and fauna (conservation value for rare and threatened species); recognised importance with RAMSAR; supports biodiversity and ecosystem integrity; ecosystem benefit. Local Planning Scheme zones/reserves: **Environmental Conservation**
SOCIAL	
Public and community	Provides recreation facilities Local Planning Scheme zones/reserves: **Public Purpose; Strategic Infrastructure**
Developed foreshore reserve	Ongoing access, community services, recreation and health benefits; lifestyle, social/family recreation. Local Planning Scheme zones/reserves: **Public Open Space**
Heritage	Significant site and place of historical importance; historical value, tourist attraction, culture. Local Planning Scheme zones/reserves: **Heritage**
Residential development	Provides housing for resident population and future population. Local Planning Scheme zones/reserves: **Residential; Urban Development; Special Use**
ECONOMIC	
Roads	Access (regular and emergency) Local Planning Scheme zones/reserves: **Local Road; District Distributor Road**
Commercial & Tourism	Provides employment and contributes to economy; provides jobs, serves community and visitors. Local Planning Scheme zones/reserves: **Regional Centre; Tourism**
Infrastructure	Industry and infrastructure base for the Shire; provides employment; major infrastructure. Local Planning Scheme zones/reserves: **Strategic Infrastructure; Infrastructure Services; General Industry; Light Industry**

3.3 Identified Coastal Assets

A coastal asset register has been established from existing data; the first site visit and via analysis of aerial photography. Reports from the Australian Exposure Information Platform (AEIP) provide an early indication of existing institution, infrastructure, and business assets, along with built form quantities and values.

Key assets under consideration are outlined in the tables below. Asset class is identified (as per Section 3.2), along with further relevant details. The location/extent of assets is shown in maps in this chapter.

Table 3.2 – Key assets at risk (erosion)

LOCALITY	ASSET CLASS	ASSET TYPE	FACILITY TYPE	DESCRIPTION
Carnarvon	Commercial	Tourism	Accommodation	Carnarvon Beach Holiday Resort
Carnarvon	Developed Foreshore	Infrastructure	Toilet Block	Babbage Island Beach Toilets
Carnarvon	Undeveloped Foreshore	Recreation	Sandy Beach	Babbage Island Beach (extent)
Carnarvon	Road	Transport	Minor Road	Pelican Point Road
Carnarvon	Commercial	Industry	Processing Plant	NorWest Seafoods site
Carnarvon	Environment	Undisturbed Foreshore	Dunes	Babbage Island coastal dunes
Carnarvon	Environment	Undisturbed Foreshore	Dunes and intertidal area	Babbage/Whitlock Islands dunes and intertidal area
Carnarvon	Public Community	Recreation	Trail	Historic Tramway Reserve Trail
Carnarvon	Residential	Future Residential	Housing	Future Residential land (zoned)
Carnarvon	Residential	Future Residential	Housing	Future Residential land (development zone)
Carnarvon	Road	Transport	Important Road	Harbour Road
Carnarvon	Undeveloped Foreshore	Amenity	Dunes	Remnant dunes/Vegetation
Carnarvon	Commercial	Industry	Marine Services	Marine services adjacent to marina
Carnarvon	Commercial	Transport	Wharf Access	Wharf Access Road
Carnarvon	Commercial	Transport	Car Parks	Carparks adjacent Harbour Road
Carnarvon	Undeveloped Foreshore	Amenity	Sandy Foreshore	Sandy Foreshore adjacent Harbour Road
Carnarvon	Environment	Undisturbed Foreshore	Mangroves	Intertidal Mangroves
Carnarvon	Environment	Undisturbed Foreshore	Mangroves	Intertidal Mangroves
Carnarvon	Developed Foreshore	Recreation	Access	Massey Bay constructed access
Carnarvon	Public Community	Recreation	Race Course	Race course and associated infrastructure (partial)
Carnarvon	Environment	Undisturbed Foreshore	Intertidal area	Intertidal area (extent)
Carnarvon	Infrastructure	Transport	Land-backed wharf	Wharf
Carnarvon	Infrastructure	Foreshore	Engineered walling	Fascine Wall
Carnarvon	Undeveloped Foreshore	Disturbed Foreshore	Constructed dunes	Sand Spit
Carnarvon	Infrastructure	Transport	Maritime	Babbage Island Boat Ramp
Carnarvon	Infrastructure	Transport	Maritime	Navigation Channel
Coral Bay	Environment	Undisturbed Foreshore	Dunes	Sandy coastal dunes
Coral Bay	Undeveloped Foreshore	Amenity	Dunes	Sandy dunes with informal beach access
Coral Bay	Commercial	Tourism	Accommodation	Chalets
Coral Bay	Road	Transport	Important Road	Robinson Street
Coral Bay	Developed Foreshore	Amenity	Toilet	Toilet Block

LOCALITY	ASSET CLASS	ASSET TYPE	FACILITY TYPE	DESCRIPTION
Coral Bay	Developed Foreshore	Amenity	Grass	Grassed Parkland
Coral Bay	Undeveloped Foreshore	Amenity	Sandy Beach	Coral Bay Beach
Coral Bay	Undeveloped Foreshore	Amenity	Heath	Coastal heath with constructed pedestrian access to beach
Coral Bay	Road	Transport	Car Park	Coral Bay public car park
Coral Bay	Commercial	Tourism	Accommodation	Caravan park; chalets, tourist accommodation along Robinson Street
Coral Bay	Environment	Undisturbed Dune	Dunes	Sandy dunes with limited beach access points
Coral Bay	Undeveloped Foreshore	Amenity	Dunes	Dunes with 4wd access
Coral Bay	Developed Foreshore	Transport	Maritime	DOT-managed boat harbour

Map 3.1 – Carnarvon Erosion Planning Allowances with identified assets

Map 3.2 – Coral Bay Erosion Planning Allowances with identified assets

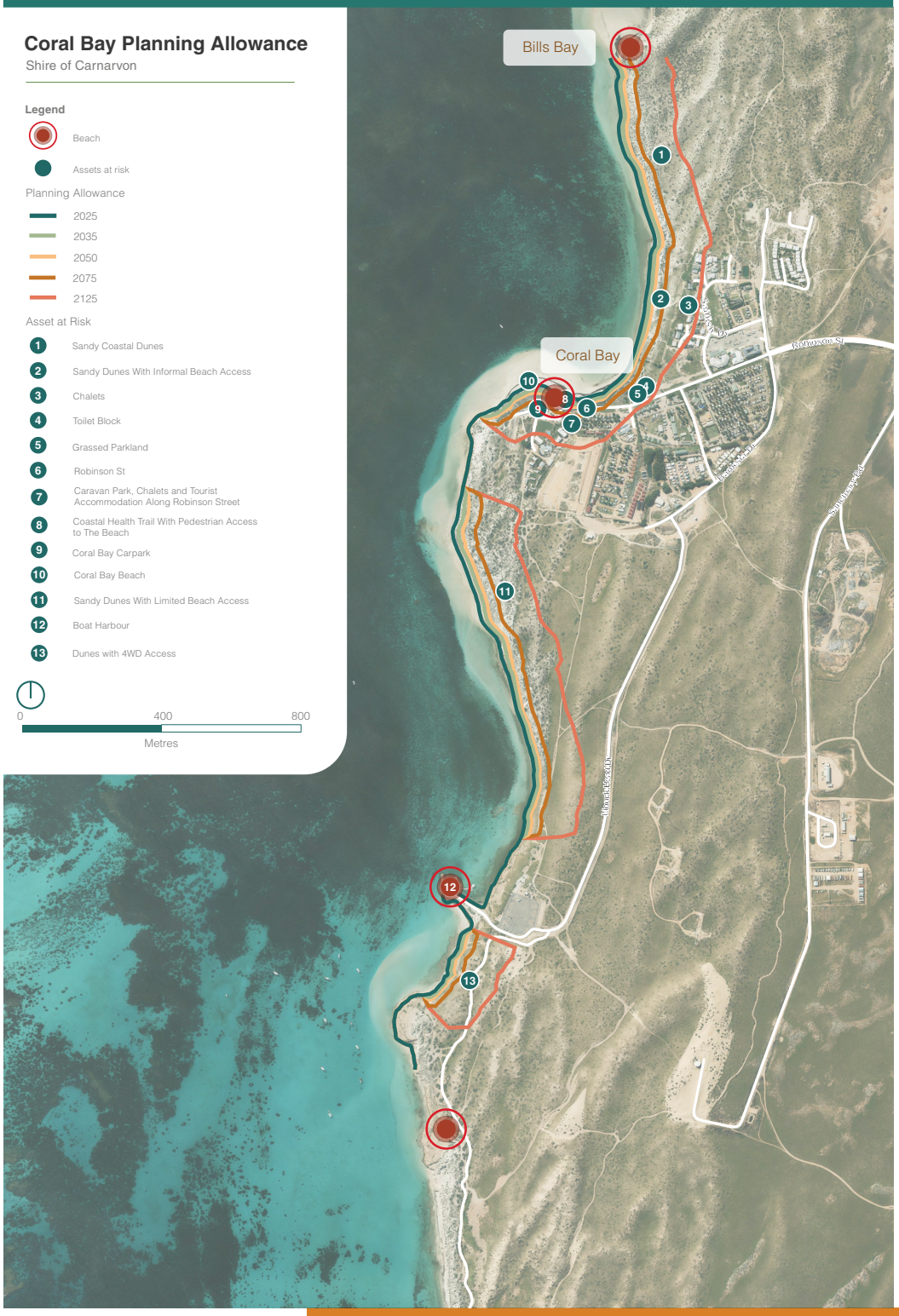


Table 3.3 – Local Planning Scheme zones and reserves impacted by inundation (500yr ARI) – Carnarvon

ZONE/RESERVE	AREA (HA) 2025	AREA (HA) 2125
Car Park	0	0.69
Cemetery	0	3.06
Civic and community	0	0.4
Commercial	0	0.66
Cultural Facilities	0	1.29
District distributor road	3.85	17.4
Drainage/waterway	817.84	817.84
Education	0	0.33
Environmental conservation reserve	1667.5	1813.36
Foreshore	151.63	191.47
General industry	0.56	16.16
Heritage	8.9	13.39
Infrastructure Services	9.99	12.04
Light industry	0	0.76
Local distributor road	4.05	15.6
Local road	21.47	69.31
Primary distributor road	0	7.91
Priority agriculture	0.31	0.42
Public open space	14.97	49.01
Public purposes	13.53	15.17
Recreational	179.64	215.13
Regional centre	0	8
Residential	3.46	63.41
Service commercial	0	0.39
Special use	0	2.09
Strategic infrastructure	159.71	358.08
Tourism	4.68	17.25
Urban Development	0	0.39

Table 3.4 – Local Planning Scheme zones and reserves impacted by inundation (500yr ARI) – Coral Bay

ZONE/RESERVE	AREA (HA) 2025	AREA (HA) 2125
Commercial	0	0.02
Foreshore	3.8	4.49
Local road	0.51	0.57
Tourism	0.44	0.95
Urban Development	0	0

The following plans indicate the possible extent of inundation for both 100- and 500-year events, for the present and projected 100 years into the future. The purpose of these plans is to show which assets, including physical infrastructure and zoning areas, may be affected during these periods. This information supports an assessment of asset vulnerability and informs the consideration of adaptation options.

An additional analysis of assets in the Shire of Carnarvon and Coral Bay was conducted using the Australian Exposure Information Platform (AEIP). The table below shows assets potentially at risk from a 500-year ARI inundation event, both now and in 100 years. This data details asset exposure within each land use zone or category for these extreme events.

Map 3.3 - Carnarvon Inundation Risk

Carnarvon Coastal Inundation

Shire of Carnarvon

0 1,000 2,000
Metres

Legend

- Beach
- 500 year ARI Inundation - 2025
- 500 year ARI Inundation - 2125

Asset at Risk

1. Intertidal Area [Extent]
2. Racecourse & Associated Infrastructure
3. Intertidal Mangroves
4. Massey Bay Constructed Access
5. Navigation Channel
6. Intertidal Mangroves
7. Marina Service Area
8. Remnant Dunes / Vegetation
9. Harbour Rd Sandy Foreshore
10. Harbour Rd
11. Harbour Rd Carpark
12. Boat Ramp
13. Wharf Access Road
14. Fascine
15. Future Residential [Zoned]
16. Future Residential [Development Zone]
17. Historic Tramway Reserve
18. Babbage-Whitlock Dunes & Intertidal area
19. NorWest Seafoods Site
20. Babbage Island Coastal Dunes
21. Babbage Island Beach
22. Pelican Point Road
23. Babbage Island Beach Toilet
24. Carnarvon Beach Holiday Resort
25. Sand Spit

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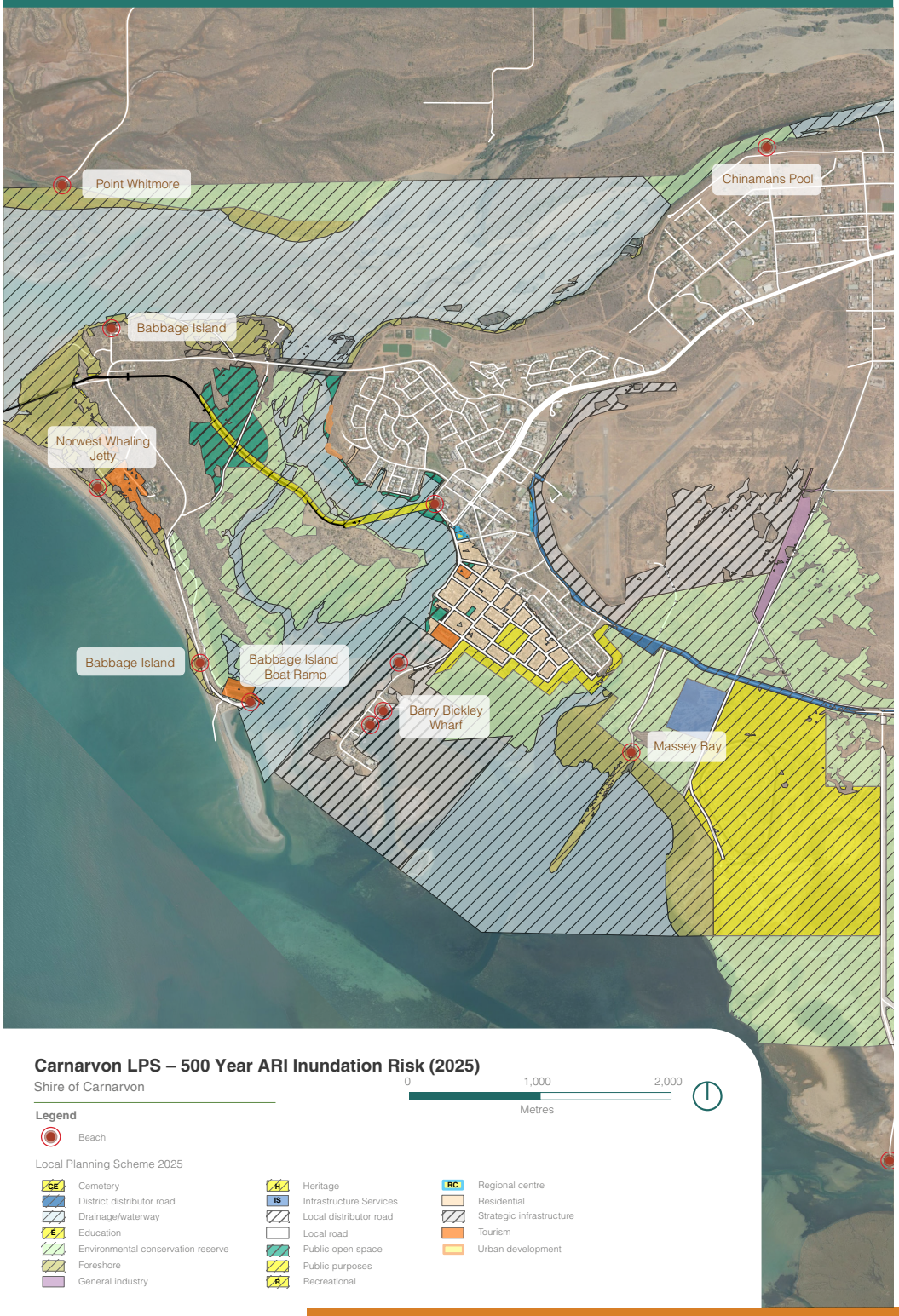
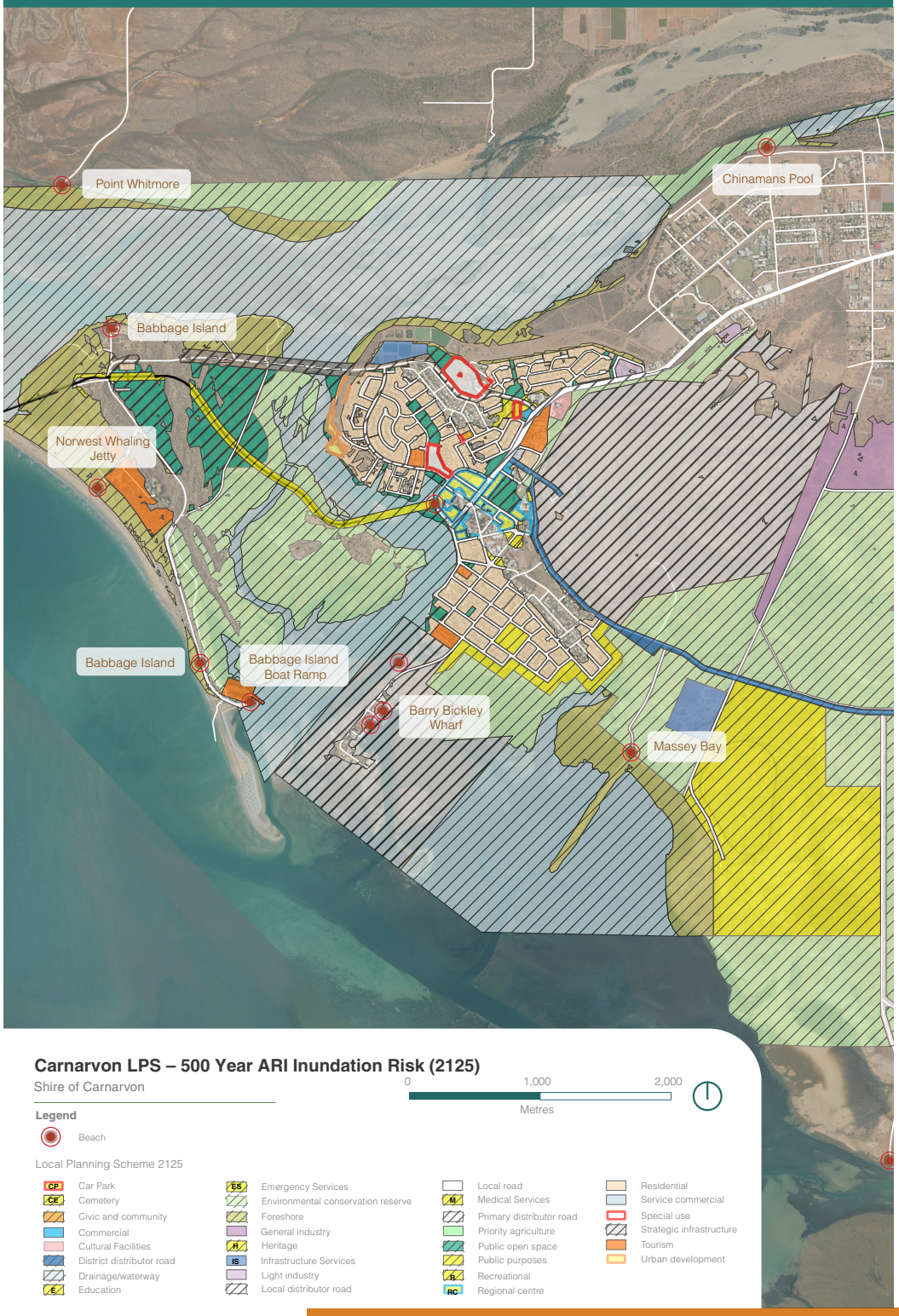
Map 3.4 - Carnarvon Inundation Risk 500yr ARI 2025 (Local Planning Scheme)



Map 3.5 - Carnarvon Inundation Risk 500yr ARI 2125 (Local Planning Scheme)



Map 3.6 - Coral Bay Inundation Risk

Map 3.7 - Coral Bay Inundation Risk 500yr ARI 2025 (Local Planning Scheme)

Map 3.8 - Coral Bay Inundation Risk 500yr ARI 2125 (Local Planning Scheme)

Table 3.5 – Quantification of residential and commercial building assets affected by inundation

CATEGORY	FEATURE	500YR ARI 2025	500YR ARI 2125
CARNARVON			
Residential	Estimated Population affected	804	2762
	Dwelling Count	420	1406
	Building Count	359	1176
	Pre 1980 construction count	293	694
	Pre 1990 probable asbestos containing products	321	1035
	Reconstruction value	$247,750,000	$853,470,000
	Contents value	$22,720,000	$73,870,000
Commercial	Commercial building count	4	52
	Commercial Reconstruction Value	$25,380,000	$316,220,000
Institution – Education	School – Pre/Primary	0	1
	School - Secondary	0	1
	School – Other (Combined, Special)	1	1
Institution – Health & Welfare	Hospital – Public	0	
Institution – Emergency Services	Police Station	0	1
	SES Facility	0	
Institution – Government Facilities	Centrelink office	0	1
	Local Government Office	0	
Infrastructure – Transport	Airport – Major Areas	1	1
	Road – Major (km)	0	4
	Road – Arterial and Sub-Arterial (km)	4	7
Agriculture - Avocados, Bananas, Broccoli, Capsicums, Grapes non wine production, Hay, Mandarins, Mangoes, Meat cattle, Melons, Nectarines, Oranges, Peaches, Pumpkins, Sheep and lambs, Tomatoes	Area	5ha	44ha
	Value	$22 464	$4,197,999
CORAL BAY			
Residential	Population estimate	0	0
	Dwelling count	0	0
	Building count	0	0
	Pre 1980 construction count	0	0
	Pre 1990 probable asbestos containing products **	0	0
	Reconstruction Value	0	0
	Contents Value	0	0
Commercial	Commercial building count	0	1
	Commercial Reconstruction value	0	$17,170,000

Source: AEIP

3.4 Risk Assessment Framework

Approach to the risk assessment

A vulnerability assessment determines how coastal assets may be affected by change and events over the planning period. The factors influencing asset vulnerability include exposure, sensitivity, and adaptability. Exposure refers to the likelihood of an asset being affected by coastal change or hazards. Sensitivity relates to the potential damage or loss an asset might suffer, while adaptability reflects the assets capacity to adjust, withstand, or cope with such hazards. This is displayed diagrammatically in Figure 3.1, with the input components displayed in blue.

In considering vulnerability in this report, inundation and erosion hazards are considered separately. Assets are grouped according to class for ease of interpretation and to facilitate potential economic impacts of asset vulnerability.

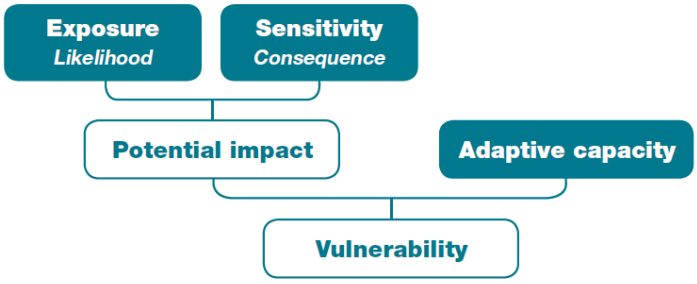


Figure 3.1 – Vulnerability assessment components (reproduced from (WAPC, 2019) – adapted from Allen Consulting, 2005)

Identifying the likelihood of an asset being affected

The exposure or likelihood of coastal assets to hazards directly corresponds to the probability of those hazards impacting an asset. In other words, it reflects the chance of erosion and/or storm surge inundation affecting both existing and future assets, along with their associated values (WAPC, 2019). The likelihood scale adopted for this study is presented in Table 3.6.

Table 3.6 – Exposure / Likelihood

LIKELIHOOD RATING	DESCRIPTION	ANNUAL EXCEEDANCE PROBABILITY
Almost Certain	Expected to occur in most circumstances	>90%
Likely	Impact to asset shoreline for a given planning timeframe is likely	50 – 90%
Possible	Impact to asset shoreline for a given planning timeframe is possible	10 – 50%
Unlikely	Impact to asset shoreline for a given planning timeframe is unlikely	1 – 10%
Rare	May occur in exceptional or unforeseen circumstances	<1%

What is the consequence of an asset being affected?

Within the context of this CHRMAP, consequence relates to the ability of an asset to respond to a coastal hazard. The response to the hazard could be a gradual response, or a stepped change in response to discrete events (WAPC 2019).

The consequence ranking presented in 3.11 outlines the physical impact that an event can have on an asset.

For each hazard, the consequence was assessed against the criteria and was based on the hazards and impacts of both coastal erosion and inundation. This assessment and the assignment of vulnerability identify areas that will require Adaptation and to prioritise areas that are vulnerable.

Table 3.7 – Consequence Rating

LIKELIHOOD RATING	PHYSICAL, FINANCIAL	ENVIRONMENT	COMMUNITY / SOCIAL & CULTURAL
Insignificant	No or minimal damage, perhaps requiring increased maintenance. Financial loss less than $20,000	Negligible to no impact to the environment	Minimal short-term inconvenience to asset, services and function, <5% of community affected. Many alternatives exist.
Minor	Minor damage to assets resulting in restrictions in capability, financial loss of $20,000 to $200,000	Short term damage to environment. Recovery will be strong. Local or regional alternate habitat exists.	Isolated but noticeable (short term) decline or disruption to asset, services and function, <10% of community affected. No convenient alternative exists.
Moderate	Damage to assets resulting in isolated loss of capability, financial loss of $200,000 to $2 million	Medium term loss of environmental assets. Recovery is likely. Local or regional alternate habitats exist.	Moderate (short to medium term) decline or disruption to assets, services and function ,25% of community affected. No convenient alternative exists.
Major	Significant damage to many assets resulting in very limited capability, financial loss of $2 million to $5 million	Long term damage to assets. Limited chance of recovery. No alternate habitats exist.	Severe (medium-term) decline or disruption to asset, services and function, <50% of community affected. No convenient alternative exists.
Catastrophic	Significant damage to most assets resulting in loss of capability, financial loss of over $5 million.	Permanent damage to environmental assets. No chance of recovery. No alternate habitat(s) exist	Long term or permanent loss of asset, services and function >75% of community affected. No alternative exists.

Potential Impact – how to define risk?

The indicative level of risk or the potential impact in relation to coastal hazards is calculated by the product of exposure and sensitivity. It provides a classification of the potential impacts of coastal hazards on the identified assets within the Shire. These are to be determined and considered for each of the planning timeframes identified within the CHRMAP.

The evaluated level of risk in relation to hazards is influenced by the asset's tolerability (ie consequence). Definitions are provided in Table 3.8 & 3.9 below

Table 3.8 – Risk Level (Potential Impact) Matrix as Product of Sensitivity (Consequence) and Exposure (Likelihood)

Sensitivity/ Consequence	EXPOSURE / LIKELIHOOD				
	Rare	Unlikely	Possible	Likely	Almost Certain
Catastrophic	Medium	High	Extreme	Extreme	Extreme
Major	Medium	Medium	High	Extreme	Extreme
Moderate	Low	Medium	Medium	High	High
Minor	Low	Low	Low	Medium	Medium
Insignificant	Low	Low	Low	Low	Low

Table 3.9 – Risk Profile Definition

RISK PROFILE	DEFINITION[5]
Low	Tolerable risk. A level of risk that is low and manageable without intervention outside routine asset maintenance.
Medium	A level of risk that may require intervention to mitigate, such as changes to design standards of asset maintenance. Short to medium term action required.
High	A level of risk requiring significant intervention to mitigate in the immediate to short term.
Extreme	Immediate action required to reduce the risk to acceptable levels.

3.5 Adaptive Capacity

The adaptive capacity of a coastal asset refers to its ability to adjust and respond effectively to the identified hazards of erosion and inundation. An asset with high adaptive capacity can readily adjust or it possesses inherent flexibility to respond to dynamic conditions. For instance, while built coastal structures and properties near the coast are constrained by their fixed nature, the mobile nature beach and dune systems may exhibit greater adaptability, often coping with change and minimising additional impacts.

[5] Note: Timeframes are aligned with the Coastal Hazard Assessment (CHA) planning periods. "Immediate to short term" corresponds to 2025–2035, "medium term" to 2050–2075, and "long term" to 2125. Hazards are assessed using 100-year ARI for erosion (S1) and inundation (S4) in the short and medium term, and 500-year ARI for extreme inundation in the long term.

The scale of adaptive capacity is provided in Table 3.10 below

Table 3.10 – Adaptive capacity scale

ADAPTIVE CAPACITY	DESCRIPTION
No Adaptation required	Potential impact has insignificant effect on asset. Controls are re-established naturally or with ease before more damage would likely occur.
Very High	Good adaptive capacity. Functionally restored easily. Adaptive systems restored at a relatively low cost or naturally over time.
High	Decent adaptive capacity. Functionality can be restored, although additional adaptive measures should still be considered. Natural adaptive capacity restored slowly over time under average conditions.
Moderate	Small amount of adaptive capacity. Difficult but possible to restore functionality through repair and redesign.
Low	Little or no adaptive capacity. Potential impact would destroy all functionality. Redesign required.

Table 3.11 below outlines the assigned adaptive capacity for each asset category are presented in relation to both erosion and inundation combined. Ratings in relation to adaptive capacity is determined by the asset itself, groups of assets and then the opinions of the community and stakeholders.

Table 3.11 – Assigned adaptive capacity – erosion assets

ASSET CATEGORY	ADAPTIVE CAPACITY: EROSION
Roads	Moderate
Residential	Low
Commercial & Tourism	Low
Developed Foreshore Reserve	High
Undeveloped Foreshore Reserve	Moderate
Environment / Ecosystem Services	Moderate
Heritage	Low
Public / Community	Moderate
Infrastructure	Low

Table 3.12 – Assigned adaptive capacity – inundation assets (Local Planning Scheme)

ASSET CATEGORY	ADAPTIVE CAPACITY: INUNDATION
Car Park	Very High
Cemetery	Moderate
Civic and community	High
Commercial	High
Cultural Facilities	High
District distributor road	High
Drainage/waterway	High
Education	High
Environmental conservation reserve	High
Foreshore	High
General industry	Moderate
Heritage	Moderate
Infrastructure Services	Moderate
Light industry	Moderate
Local distributor road	High
Local road	High
Primary distributor road	High
Priority agriculture	High
Public open space	High
Public purposes	High
Recreational	High
Regional centre	Moderate
Residential	Moderate
Service commercial	Moderate
Special use	High
Strategic infrastructure	Moderate
Tourism	Moderate
Urban Development	High

3.6 Vulnerability scale

The vulnerability of an asset is determined by evaluating both the potential impact of coastal hazards (risk level) and the adaptive capacity of the identified asset. According to the CHRMAP Guidelines issued by the WAPC (2019), the study considers four vulnerability levels, which should be assessed for each of the specified timeframes within the CHRMAP. The diagram below illustrates the process of assessing vulnerability as part of the CHRMAP.

Figure 3.2 – Assessing vulnerability

Table 3.13 below is an example of the vulnerability matrix contained within the guidelines and will be used in the assessment against assets as part of the production of the CHRMAP.

Table 3.13 – Vulnerability Matrix

	ADAPTIVE CAPACITY			
Potential Impact	**Low**	**Moderate**	**High**	**Very High**
Extreme	Very High	Very High	High	Medium
High	Very High	High	Medium	Medium
Medium	High	Medium	Medium	Low
Low	Medium	Medium	Low	Low

3.7 Vulnerability analysis

As illustrated in Table 3.13 above, vulnerability is a product of potential impact (risk) and adaptive capacity. To calculate vulnerability, each component of the formula has been considered, the results are presented in this section, along with brief analysis of key assets that are at risk. The CHRMAP adopts four levels of vulnerability, as outlined below:

- **Very high:** Asset has minimal to no ability to adapt to impacts of coastal hazards without additional support. Significant further adaptation is required to ensure the asset is not lost. Reconsideration of design may be required if vulnerability cannot be reduced. Risk management measures will need to be a priority.
- **High:** Asset has limited ability to adapt to impacts of coastal hazards. Immediate to short term risk management measures are required.
- **Medium:** Asset has some ability to adapt to impacts of coastal hazards. Short term to medium term risk management measures are required.
- **Low:** Asset has high resilience and can adapt to impacts of coastal hazards without additional support. No immediate risk management measures are required other than monitoring.

Vulnerability to erosion

The outcomes of the vulnerability analysis for erosion across key assets, for coastal erosion, is provided in Table 3.14 below.

Table 3.14 – Erosion Vulnerability Ratings

		VULNERABILITY				
ASSET TYPE	DESCRIPTION	2025	2035	2050	2075	2125
Carnarvon						
Commercial & Tourism	Carnarvon Beach Holiday Resort	Medium	Medium	Medium	Medium	Very High
Developed Foreshore	Babbage Island Beach Toilets	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Babbage Island Beach (extent)	Medium	Medium	Medium	High	High
Road	Pelican Point Road	Medium	High	High	High	High
Commercial & Tourism	NorWest Seafoods site	Medium	Medium	Medium	Medium	Very High
Environment/ Ecosystem Services	Babbage Island coastal dunes	Medium	Medium	Medium	Medium	Medium
Environment/ Ecosystem Services	Babbage/Whitlock Islands dunes and intertidal area	Medium	Medium	Medium	Medium	Medium
Public community	Historic Tramway Reserve Trail	Medium	Medium	Medium	Medium	Medium
Residential Development	Future Residential land (zoned)	Medium	Medium	Very High	Very High	Very High
Residential Development	Future Residential land (development zone)	Medium	Medium	Very High	Very High	Very High
Road	Harbour Road	Medium	Medium	Medium	High	High
Undeveloped Foreshore	Remnant dunes/Vegetation	Medium	Medium	Medium	High	High
Commercial & Tourism	Marine services adjacent to marina	Medium	Medium	Very High	Very High	Very High
Commercial & Tourism	Wharf Access Road	Medium	Medium	Very High	Very High	Very High
Commercial & Tourism	Carparks adjacent Harbour Road	Medium	Medium	Medium	Very High	Very High
Undeveloped Foreshore	Sandy Foreshore adjacent Harbour Road	Medium	Medium	High	High	High
Environment/ Ecosystem Services	Intertidal Mangroves	Medium	Medium	Medium	Medium	Medium
Environment/Ecosystem Services	Intertidal Mangroves	Medium	Medium	Medium	Medium	Medium
Developed Foreshore	Massey Bay constructed access	Medium	Medium	Medium	Medium	Medium
Public Community	Race course and associated infrastructure (partial)	Medium	Medium	Medium	Medium	Medium
Public Community	Race course and associated infrastructure (partial)	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Intertidal area (extent)	Medium	Medium	Medium	Medium	Very High
Infrastructure	Wharf	Medium	Medium	Medium	Medium	Medium
Infrastructure	Fascine Wall	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Sand Spit	Medium	Medium	Medium	High	High
Infrastructure	Babbage Island Boat Ramp	Medium	Medium	Medium	Medium	Medium
Infrastructure	Navigation Channel	Medium	Medium	Medium	Medium	Medium

		VULNERABILITY				
ASSET TYPE	DESCRIPTION	2025	2035	2050	2075	2125
Coral Bay						
Environment/ Ecosystem Services	Sandy coastal dunes	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Sandy dunes with informal beach access	Medium	Medium	Medium	Medium	High
Commercial & Tourism	Chalets	Medium	Medium	Medium	Medium	Very High
Road	Robinson Street	Medium	Medium	High	High	High
Developed Foreshore	Toilet Block	Low	Low	Low	Low	Medium
Developed Foreshore	Grassed Parkland	Low	Low	Low	Low	Medium
Undeveloped Foreshore	Coral Bay Beach	Medium	Medium	Medium	High	High
Undeveloped Foreshore	Coastal heath with constructed pedestrian access to beach	Medium	Medium	Medium	High	High
Road	Coral Bay public car park	Medium	Medium	Medium	Medium	Very High
Commercial & Tourism	Caravan park; chalets, tourist accommodation along Robinson Street	Medium	Medium	Medium	Medium	Very High
Environment/ Ecosystem Services	Sandy dunes with limited beach access points	Medium	Medium	Medium	Medium	Medium
Undeveloped Foreshore	Dunes with 4wd access	Medium	Medium	Medium	Medium	High
Infrastructure	Boat Launching Area (DOT)	Medium	Medium	Medium	Medium	Medium

The erosion vulnerability assessment demonstrates that both Carnarvon and Coral Bay face increasing risks to key coastal assets over the planning horizon. In Carnarvon, assets such as the Carnarvon Beach Holiday Resort, NorWest Seafoods site, and future residential development zones are projected to transition from "medium" vulnerability in the near term to "very high" vulnerability by 2125. Roads including Pelican Point Road and Harbour Road, as well as undeveloped foreshore and remnant dunes, also show a marked increase in vulnerability, reflecting the cumulative impacts of ongoing shoreline retreat, sea level rise, and limited adaptive capacity of fixed infrastructure and low-lying land. Notably, some assets, such as Babbage Island Beach Toilets and the Historic Tramway Reserve Trail, remain at "medium" vulnerability throughout, likely due to their location or construction.

In Coral Bay, the vulnerability profile is similarly concerning for assets located on sandy dunes and low-lying foreshore areas. Sandy dunes with informal beach access, Coral Bay Beach, and the public car park are rated as "medium" vulnerability in the near term but increase to "high" or "very high" by 2125. Commercial and tourism assets, including chalets and caravan parks along Robinson Street, also shift from "medium" to "very high" vulnerability over time. Developed foreshore assets such as the toilet block and grassed parkland generally remain at "low" or "medium" vulnerability, reflecting their location or construction. These results highlight the importance of proactive dune management, planning controls, and managed retreat strategies to address the escalating erosion risk, particularly for assets with limited natural buffer or those situated close to the active shoreline.

Vulnerability to inundation

The outcome of the vulnerability for coastal inundation is provided in Table 3.15 below.

Table 3.15 – Inundation Vulnerability Ratings

	VULNERABILITY	
ASSET TYPE (LOCAL PLANNING SCHEME)	2025 500YR ARI	2125 500YR ARI
Carnarvon		
Car Park	Low	Low
Cemetery	Medium	Medium
Civic and community	Low	Medium
Commercial	Low	Medium
Cultural Facilities	Low	Medium
District distributor road	Medium	Medium
Drainage/waterway	Low	Low
Education	Low	Medium
Environmental conservation reserve	Medium	Medium
Foreshore	Medium	Medium
General industry	Medium	Medium
Heritage	Medium	High
Infrastructure Services	Medium	High
Light industry	Medium	Medium
Local distributor road	Medium	Medium
Local road	Low	Medium
Primary distributor road	Medium	Medium
Priority agriculture	Low	Low
Public open space	Medium	Medium
Public purposes	Medium	Medium
Recreational	Low	Medium
Regional centre	Medium	High
Residential	High	High
Service commercial	Medium	High
Special use	Low	Medium
Strategic infrastructure	High	Very High
Tourism	Medium	High
Urban Development	Low	Medium

	VULNERABILITY	
ASSET TYPE (LOCAL PLANNING SCHEME)	2025 500YR ARI	2125 500YR ARI
Coral Bay		
Commercial	Low	Medium
Foreshore	Medium	Medium
Local road	Low	Medium
Tourism	Medium	High
Environmental conservation reserve	Low	Medium

The inundation vulnerability assessment in Table 3.15 shows that both Carnarvon and Coral Bay have a range of assets that are increasingly exposed to flood risk over the planning horizon, particularly under extreme events such as the 500-year ARI scenario. In Carnarvon, residential areas, strategic infrastructure, and service commercial zones are already rated as "high" vulnerability in the present day, with some assets (such as heritage and infrastructure services) escalating to "very high" vulnerability by 2125. Public open space, regional centres, and commercial areas also see their vulnerability increase from "medium" to "high" or "very high" over time, reflecting the cumulative impact of sea level rise and the limited adaptive capacity of low-lying land and critical infrastructure.

In Coral Bay, the vulnerability profile is similarly concerning for tourism assets and foreshore areas. Tourism zones, public car parks, and foreshore reserves are rated as "medium" or "high" vulnerability under current and future scenarios, with the risk intensifying by 2125. Environmental conservation reserves and local roads, while starting at "low" vulnerability, also increase to "medium" over time. These results highlight the importance of proactive adaptation measures, such as flood-proofing, planning controls, and emergency management, to address the growing risk of coastal inundation, especially for assets with limited elevation or those located close to the shoreline.

3.8 Existing Controls

Planning Controls

A summary of the current relevant planning controls applicable to the subject area are provided in Chapter 1 – Establish the Context of this report. A significant array of planning documentation applies to the subject area, some of which already makes mention of coastal hazards, or values within the Shire that have provided input in the CHRMAP process.

Physical Controls

There are several existing physical controls that have been identified around Carnarvon. These structures have been considered in the assessment of shoreline erosion (Baird, 2023) and have been taken into account when considering the likelihood of an event occurring and thus flowing through to the likely risk and vulnerability of nearby assets.

The extent of physical structures in shown on Map 3.9 (overall) and 3.10 (detail).

Map 3.9 – Existing physical structures - Carnarvon

Map 3.10 – Existing physical structures – Carnarvon (detail)

3.9 Priorities for Risk Treatment

Identifying priorities for risk treatment is an important and somewhat subjective consideration of the vulnerability of key assets, coupled with the coastal values of the community that were gathered during the early stages of the project – as summarised in Table 3.16 below

Table 3.16 – Community consultation outcomes summary

CONSIDERATION	CARNARVON	CORAL BAY
Environmental	Recognising the town is surrounded by natural places which can be impacted and changed by climate change. Biodiversity and ecology are likely to be impacted by climate. For example, rising sea levels and increased storm surges may lead to the loss of mangrove habitats and coastal dunes, while changes in rainfall and temperature could affect the health and distribution of native plant and animal species in the Gascoyne delta and surrounding wetlands.	Operators of tourism are aware of need to protect reefs and access to them for commercial business operations. Recognise visitors are recreational users (boats and beach focus) and are the settlement's key economic driver. Coral bleaching was seen as a crisis but overall, the reef is believed to be resilient. A defend approach to potential climate impacts is more evident than Carnarvon and there is resistance to the use of restrictive beach access as a management tool.
Culture	People have long witnessed changes and events due to natural forces and therefore more understanding of flooding high winds surges and erosion accretion. Carnarvon has a dynamic shoreline. There is a need to accept this fluidity and plan to be accommodating changes. Some focus on bridges, jetties and boating facilities – these were seen as very important for recreation and fishing tourism. Aboriginal knowledge of land and climate history is important, including their knowledge of past shorelines deltas and seasonal risks.	The sample is a small number of business proprietors, there are very few long-term residents who aren't operating businesses. Reliant entirely on inflow resources and businesses are not relocatable thus their willingness to defend and keep investing in maintaining the status of place and shoreline versus surrender or adaptive approaches.
Economy	Carnarvon needs to protect civic and business assets from impacts and design better. More attention to lifespan investment is required - for example boat ramps which are unusable after only a number of years. The CCI is interested in further dialogue - no set position of members yet but aware of sensitivities.	The Capped Population of Coral Bay and coastal nodes provide a false measure of security given the boom in pandemic demand which exceeded 3500 people. This placed a lot of pressure on utilities and natural areas and facilities beyond what was planned. It raised the impact of disconnected governance – with DBCA and Shire as well as different business interests working from own values. In the case of previous 'economic' decisions they cited the boat ramp and marina as not successful due to scouring of Paradise Beach, EPA inattention to compliance, and resulting interruption of sand transport and impact on beach. Better governance of the place is needed. Shire has an extremely limited role and authority - which diminishes is ability to deliver the oversight needed to manage Coral Bay as a place. The present fragmentation of authority lacks consistency and security to deliver for continued business investment.

The risk management approach applied in this CHRMAP (likelihood, consequence, risk priorities) is combined with consultation outcomes and discussion with the Shire to agreed priorities which align with their organisational risk management framework.

In the process, the degree of tolerance and acceptability of coastal risk for key assets by the community has been determined using identified community values listed above, along with a review of existing planning controls.

This approach now forms a framework for future adaptation options to be considered in subsequent chapters. By incorporating existing controls and community values, the relative vulnerability is used to assess mitigation and adaptation priorities across different planning time frames. Prioritisation becomes critical to define trade-offs, including the physical transfer of erosion pressure or financial costs. This holistic approach better informs planning decisions about coastal and risk management.

Both Carnarvon and Coral Bay have assets at risk to an unacceptable level of vulnerability, at all planning timeframes, and as such all sites will require risk mitigation as part of their management regime. In summary, Carnarvon has a greater level of vulnerability to inundation compared to erosion. Coral Bay has comparatively smaller (but still significant in the longer-term), vulnerability to coastal change.

Table 3.17 – Priorities for risk treatment – Erosion

ASSET TYPE	DESCRIPTION	VULNERABILITY	PLANNING PERIOD
Carnarvon			
Commercial & Tourism	Carnarvon Beach Holiday Resort	Very High	100-yr
Undeveloped Foreshore	Babbage Island Beach (extent)	High	50-yr
Road	Pelican Point Road	High	10-yr
Residential Development	Future Residential land (zoned)	Very High	25-yr
Residential Development	Future Residential land (development zone)	Very High	25-yr
Road	Harbour Road	High	50-yr
Undeveloped Foreshore	Remnant dunes/Vegetation	High	50-yr
Commercial & Tourism	Marine services adjacent to marina	Very High	25-yr
Commercial & Tourism	Wharf Access Road	Very High	25-yr
Commercial & Tourism	Carparks adjacent Harbour Road	High	50-yr
Undeveloped Foreshore	Sandy Foreshore adjacent Harbour Road	High	25-yr
Undeveloped Foreshore	Intertidal area (extent)	Very High	100-yr
Coral Bay			
Undeveloped Foreshore	Sandy dunes with informal beach access	High	100-yr
Commercial & Tourism	Chalets	Very High	100-yr
Road	Robinson Street	High	25-yr
Undeveloped Foreshore	Coral Bay Beach	High	50-yr
Undeveloped Foreshore	Coastal heath with constructed pedestrian access to beach	High	50-yr
Road	Coral Bay public car park	Very High	100-yr
Undeveloped Foreshore	Dunes with 4wd access	High	100-yr

Table 3.18 – Priorities for risk treatment – Inundation

LOCAL PLANNING SCHEME ZONE/RESERVE	VULNERABILITY	PLANNING PERIOD
Carnarvon		
Heritage	High	100-yr
Infrastructure Services	High	100-yr
Residential	High	Current
Service Commercial	High	100-yr
Strategic Infrastructure	High	Current
Coral Bay		
Tourism	High	100-yr

4. Risk Treatment

4.1 Risk treatment approach

Overview

The risk treatment and adaptation stage within the CHRMAP framework focuses on addressing residual risks to coastal assets. Its primary objective is to identify appropriate risk treatment responses that can effectively mitigate coastal hazard risks for the shoreline areas and coastal assets within the study area over the planning horizon. Additionally, these responses should allow for flexibility in future decision-making.

Key considerations include:

- **Current Vulnerability:** Presently, the level of coastal hazard vulnerability for coastal assets in the Shire is generally low/medium (refer tables 3.14 and 3.15). However, this risk is anticipated to escalate due to projected sea level rise in the coming years.
- **Sea Level Rise Scenarios:** The CHRMAP has examined various sea level rise scenarios consistent with SPP2.6. These scenarios assess how coastal assets may be affected by hazards in the future, considering events ranging from annual occurrences to extreme events (within the limits outlined in Section 1.3).
- **Uncertainty Acknowledgment:** Recognising the uncertainty associated with long-term predictions related to sea level rise and climate change, the risk treatment process incorporates this uncertainty into its considerations.
- **Risk Treatment Pathways:** The CHRMAP outlines risk treatment pathways that enable the management of coastal assets in the present while adjusting to changing risk profiles in the future. These pathways are designed to adapt over time, aligning with increasing risk levels due to sea level rise and climate change. Trigger points, rather than fixed time frames, guide adjustments.
- **Examples of Triggers:** Instances where a shift to a new level of risk management may be necessary include measured or actual changes in sea level or shoreline erosion near structures (e.g., houses).
- **Community Responsibility:** The ability of shorelines and riverine areas in the Shire to adapt and respond to changing conditions rests with the Shire and the community.

Decision-making context

Although the Shire is a manager of coastal areas and associated public assets, it is not the role nor remit of the Shire to protect or compensate for the loss of freehold property from damage caused by coastal processes. The CHRMAP process delivers a plan to assist the community to identify those most important assets along the coast, and to then consider how these will be protected and managed for immediate and future risk.

As such, the CHRMAP adopts a **'risk management'** approach to:

- Consider the risks arising from coastal hazards
- Identify risk management responses, and
- Prioritise and implement the risk management responses.

It considers **'who'** is responsible for managing the risk:

- **Private parties** are responsible for managing risks to their private assets and incomes. To manage these risks private parties, need to:
  - be aware of the risks and their responsibility for managing them
  - take steps to understand the magnitude and nature of the specific risks to their assets and activities
  - develop and implement strategies and actions to manage the risks.

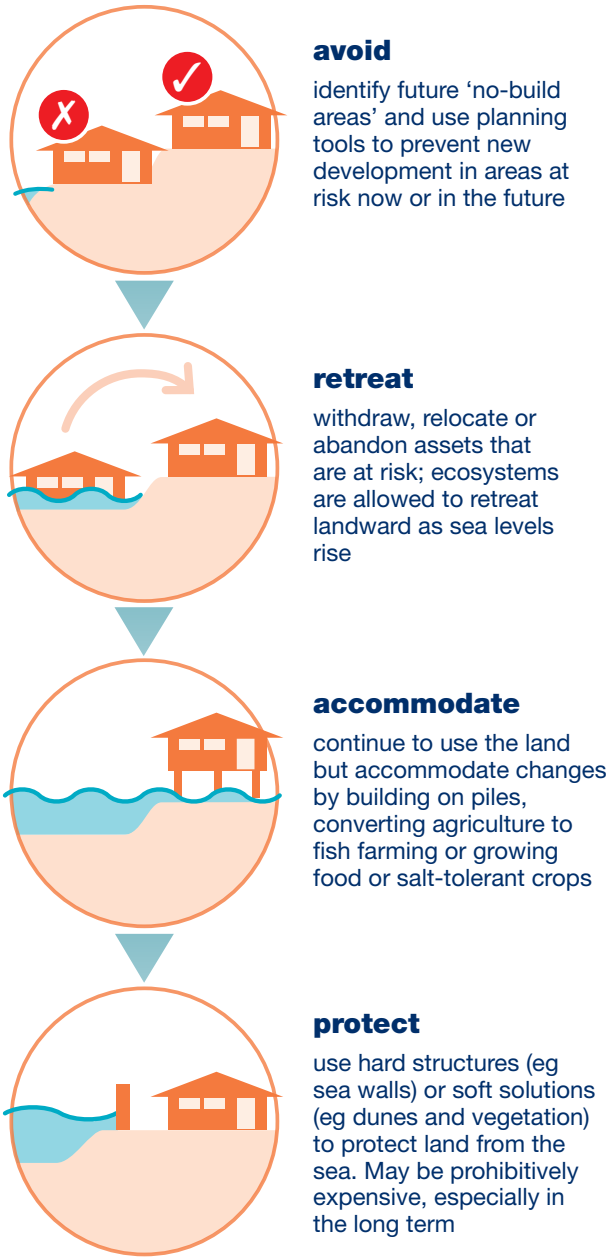
Governments, on behalf of the community, are primarily responsible for the oversight of planning and managing risk to public goods and public assets which they own and manage. Governments also seek to:

- develop local policies and regulations consistent with State risk management approaches;
- facilitate by building resilience and adaptive capacity within the local community, including providing timely information about relevant known coastal hazards including erosion and inundation; and
- building a workable partnership with the community to identify and manage risks.

Adaptation hierarchy

SPP 2.6 (Western Australian Planning Commission 2013) establishes a structured hierarchy of adaptation pathways designed to inform decision-making in coastal areas. These pathways serve as the framework for the Shire to evaluate adaptation strategies aimed at minimising risks associated with coastal hazards. The hierarchy of treatment options includes **'Avoid,' 'Planned / Managed Retreat,' 'Accommodate,'** and **'Protect.'** It is important to note that neither State nor Local Government are legally bound to safeguard private assets from coastal hazards. It is also noted that the CHRMAP process strongly discourages the long-term adoption of the 'Protect' pathway for adaptation.

Figure 4.1 – Risk management and adaptation hierarchy (source: WAPC 2019)



The following table outlines the objectives of each of the treatment options.

Table 4.1 - Risk treatment options

RISK TREATMENT OPTION	OBJECTIVES
Avoid	The aim of this risk treatment option is to avoid the construction of new public and private assets within areas identified to be impacted by coastal hazards. Avoidance risk treatment options are the best form of risk management (mitigation) and where possible should be the risk treatment option of choice. Avoidance risk treatment options ensure that risk management measures that eliminate hazards, activities and exposures that can negatively affect an asset can be formulated and implemented. Avoidance is particularly applicable to all land use and development in greenfield locations.
Retreat	The planned or managed retreat risk treatment option aims to preserve beach and coastal foreshore assets, public access, recreation, conservation and coastal foreshore management. This risk treatment option allows coastal physical processes to occur with as little impediment from development as possible in the future, allowing natural dynamic movement and retreat in response to coastal physical processes, particularly sea level rise. Planned or managed retreat for existing development involves relocating or sacrificing infrastructure, both public assets and private property, when erosion and recession impacts reach action trigger points (discussed further in Section 5.4.1 Triggers). No new coastal structures would be constructed, and new development would be avoided or minimised within high-risk areas. Where possible and practical, dunes would be restored or enhanced to maintain or create a buffer against storm erosion. As existing assets reach the end of their functional life (or if they are substantially damaged by a storm event), or if a trigger for removal is reached, they would be removed, including any associated coastal protection structures (e.g. temporary protection works that extended the life of the asset). If planned or managed retreat is the approach selected for implementation, it will need to be implemented through the planning framework and instruments within Western Australia.
Accommodate	The accommodate risk treatment option aims to utilise design and management strategies which render the risks as tolerable/acceptable, allowing land to continue to be utilised until risks become intolerable. Design and management strategies may include a mix of structural or non-structural approaches. Structural approaches include minimum finished floor levels and elevated electrical circuitry, and relocatable structures which can be moved to a different location on- or off-site to manage risk arising from inundation coastal hazards. Non-structural approaches such as modifications to local planning frameworks can also enable accommodate risk treatment options. These modified local planning frameworks should provide clear direction for decision-makers when assessing applications for new development, and to affected landholders. Planning frameworks might include a selection of the following instruments: clear development assessment criteria indicating what would be appropriate development; notifications on title, to inform current and future landholders of hazard; and planning approval conditions which allow the continued use of land until risks become intolerable. Accommodate risk treatment options can help to facilitate a switch to planned or managed retreat or protection risk treatment options later.
Protect	Protect risk treatment options aim to protect assets from damage resulting from erosion and recession and storm surge inundation. Protect risk treatment options should be primarily proposed in the public interest and enhance or preserve beach and foreshore reserve amenity. Common hard protection structures include seawalls; groynes; offshore breakwaters and artificial headlands; and soft protection measures such as beach nourishment. Protection should be congruent with the coastal physical process and assets, amenity and value of any given location they are being imposed upon. When considering protection structures, it is important to understand they have off-site impacts, for example loss of beach in front and accelerated erosion at the edge of a seawall. Therefore, a protect decision must consider off-site impacts. In the event protection is selected for implementation, comprehensive analysis as part of the CHRMAP process should include the policy requirements of SPP 2.6 Cl. 5.7 Coastal protection works. Of importance to such analysis will be governance matters of ownership and funding arrangements for the construction and ongoing care, control and maintenance, in particular where protection of private property is considered. Risk management measures will need to ensure these requirements are implemented. Where public and private assets are proposed to be constructed inland of existing protection structures, such protection structures should only be considered as an interim risk management measure within the planning timeframes being considered in the CHRMAP. The design life of the protection structure should be a key factor in determining the appropriateness of the proposed asset or development. Decision-makers and landholders may need to consider the appropriateness of using interim protection structures to delay shoreline recession over the short to medium term. This might be achieved through soft protection measures such as regular sand renourishment and revegetating coastal dunes.

Source: (Western Australian Planning Commission, 2019)

In addition to the four main categories above, additional management approaches considered in the CHRMAP are:

No-regrets

The no-regrets category is used for approaches that can improve resilience and preparedness against the impact of coastal hazards. These can be implemented where further understanding of the risk to assets is being collected or while the assessments to determine a preferred risk treatment option is incomplete.

Do-nothing

The do-nothing risk treatment option assumes that all levels of risk is accepted and that no further action will be taken. This risk treatment option provides a basis for comparison of all other risk treatment options.

4.2 Adaptation toolkit

Table 4.2 outlines a comprehensive list of adaptation options suitable for most coastal sites. These options address both short-term and long-term coastal hazard adaptation, extending beyond considerations solely related to climate change impacts. The right-hand columns provide insights into the suitability of each option for Coral Bay and Carnarvon.

While risks and corresponding adaptation strategies are evaluated independently, it's important to recognise that triggers for implementing these options can be adjusted to align with specific circumstances. For instance, if erosion or inundation risks escalate sooner than anticipated, a trigger may prompt an earlier adaptation response.

Table 4.2 - Adaptation toolkit

CATEGORY	CODE	NAME	DESCRIPTION	POSSIBLE ACTIONS	COMMENT / SUITABILITY
AVOID	AV1	**Avoid development**	Avoiding new development within areas potentially impacted by coastal hazards (low, medium and high) and locating assets in areas that will not be vulnerable to coastal hazards.	1. Amend local planning scheme to include Special Control Area (SCA) which encompasses all areas affected by planning 10-, 20- and 100-year planning allowances (refer hazard assessment. 2. Establish planning-based controls that only allow development in the SCA that can address coastal hazard. 3. Reserve land in the Local Planning Scheme as required. 4. The Shire's Asset Management program to consider location for future public assets. 5. Amending the local planning framework to remove development potential on affected areas.	Financial resources will not be required to be spent on risk management. There are limited options to 'avoid' development within the CHRMAP study area where existing infrastructure is located, however can be implemented in undeveloped areas.
PLANNED OR MANAGED RETREAT	MR1	**Leave assets unprotected**	Accept functional loss of an asset following a coastal hazard event. Assets are not repaired to usable condition (only to ensure public safety is maintained).	6. Determine assets that are deemed sacrificial. 7. Monitoring (NR1) to identify when trigger is reached. 8. The Shire's Asset Management program to consider location for future public assets and update Council's Asset register to reflect likely timeframe for impact to assist in prioritising asset relocation.	Saves financial resources for alternative uses and allows for retreat that enables natural recession of the shoreline over the long-term.
	MR2	**Remove / Relocate**	Assets located in the hazard zone are permanently removed or relocated.	9. Determine assets that are deemed sacrificial or relocatable, and update Council's Asset register to reflect likely timeframe for impact to assist in prioritising asset relocation. 10. Monitoring (see NR1) to identify when trigger is reached for removal or relocation.	For residential and commercial property, this option may require voluntary or compulsory acquisition of land, transferrable development rights and land swaps. Enables the social and economic values of assets to be utilised until such time that the asset needs to be relocated. Can often coincide with asset replacement, and allows the cost of relocation to be shared with the cost of asset replacement.

CATEGORY	CODE	NAME	DESCRIPTION	POSSIBLE ACTIONS	COMMENT / SUITABILITY
PLANNED OR MANAGED RETREAT	MR3	**Planning controls for managed retreat /Prohibit expanding existing use rights**	Use planning controls to allow continued use of the current infrastructure until such time that impacts arise, but restrict further or new development	11. Amend local planning scheme to include Special Control Area. 12. Notifications on title regarding the limits on expanding and/ or modification of existing use rights.	This enables existing development and use rights to continue without increasing them, until such time that risk arising from coastal hazards is intolerable. Includes mechanisms for ensuring that the Shire, landowners and prospective buyers are made aware of the risk. Generally applicable where protection of assets is not viable. Works generally on zoned land (not local scheme reserves).
	MR4	**Voluntary acquisition**	Acquisition of affected properties on a voluntary basis.	13. Investigate/put in place funding for acquisition of priority properties. 14. Offer voluntary acquisitions reflecting asset value in light of hazard. 15. Reservation of land in a Local Planning Scheme.	This enables removal of private property(s) located within a land use that would otherwise be permitted, to ensure land in the coastal zone is continuously provided for coastal foreshore management, public access, recreation and conservation, and where alternative risk treatment options are not viable for the property and adjacent land. Early acquisition and leaseback could be used as an alternative to help reduce overall costs. Reservation of land in a local planning scheme signals the intent of the local government to acquire the land, and also activates provisions in the Planning and Development Act 2005 regarding acquisition, resumption and compensation.
ACCOMMODATE	AC1	**Design assets to withstand impacts**	Design of assets to withstand the impact of inundation, for example, building houses on stilts or raising building pads above the expected inundation levels	16. Planning response to stipulate building requirements. 17. Appropriate design requirements to be incorporated into the Shire's Asset Management Plan for public assets.	This is aimed at retaining existing assets in their current locations but reducing the consequences of the inundation hazard. It is often cheaper to mitigate the impacts with initial design outcomes as opposed to retrofitting (adapting) existing assets in the future.

CATEGORY	CODE	NAME	DESCRIPTION	POSSIBLE ACTIONS	COMMENT / SUITABILITY
ACCOMMODATE	AC2	**Planning controls for accommodation**	Amend local planning frameworks to require assets to be designed to be able to accommodate hazards.	18. Amend local planning scheme to include a Special Control Area that identifies affected areas, requires any development to be approved by the Local Government, and outlines what requirements for accommodating the potential inundation risk need to be addressed. 19. Prepare local planning policy outlining relevant planning controls. This will generally be read in conjunction with the SCA. 20. Notifications on title when a development application is lodged/approved to advise of the potential risk.	Indicates to current and future landholders that an asset is at risk from coastal hazards over the planning timeframe. and that risk management and adaptation is likely to be required at some stage. Helps owners to make informed decisions about the level of risk they are willing to accept. This is a low-cost option that does not prohibit the use of other management options in the future. Limited application – would only apply where a Development Application is lodged with Council.
PROTECT	PR1	**Dune care/ management**	Development of a long-term program for revegetation and rehabilitation of dune system.	21. Update existing Foreshore Management Plans to ensure that actions associated with dune management, within the context of coastal hazards, is adequately addressed.	Program needs to be considered in context of cost of replenishment and resources to undertake actions. Would require continued funding sources. This is a largely suitable option for the Shire's foreshore and is currently being implemented via existing Foreshore Management Plans.
	PR2	**Groyne**	Construct rock groynes along the beach approximately perpendicular to the shoreline to restrict longshore sediment movement and stabilise sections of shoreline. This option is often accompanied by beach nourishment.	22. Undertake a feasibility and design study to guide construction.	Hard protection can divert erosion issues elsewhere, such as to the down drift side of a groyne, and can have significant impact on coastal ecosystems when accompanied by beach nourishment. Groynes are not effective as a means of managing short-term storm erosion. Can be expensive and rock sources may not be readily available or affordable. Groynes change the nature and appearance of the coast and can impact walking and beach use. Assessment of this option needs to consider long term maintenance, as this will extend the life of the groyne.

CATEGORY	CODE	NAME	DESCRIPTION	POSSIBLE ACTIONS	COMMENT / SUITABILITY
PROTECT	PR3	**Seawall**	Construct seawall in front of assets or along length of coastline to protect them from coastal hazards.	23. Undertake a feasibility and design study to guide construction.	Hard protection can divert erosion issues elsewhere, such as to beaches either side of, and directly in front of, a seawall. They can also have significant impact on coastal ecosystems Seawalls are expensive and change the nature and appearance of the coast, typically resulting in long term loss of the beach in front. Rock sources may not be readily available or affordable. They need to be accompanied by beach nourishment/ replenishment, which adds to the cost of option. Assessment of this option needs to consider long term maintenance, as this will extend the life of the wall.
	PR4	**Nearshore reef/ Breakwater/ Artificial Reef**	Construct offshore reef(s)/ breakwater(s) or raise existing natural nearshore reef structures to maintain level of protection as sea level rises.	24. Undertake a feasibility and design study to guide construction.	The impacts of these structures are relatively unknown, and untested in the local context. May have significant impact on coastal ecosystems in adjacent areas. Reefs are unlikely to be effective over time as sea levels rise, or the crest would need to be raised in height in response. Are very expensive to design, build and maintain and rock sources may not be readily available or affordable. Assessment of this option needs to consider long term maintenance, as this will extend the life of the structure.
	PR5	**Beach (sand) nourishment**	Addition of sand to the beach, dune and/or nearshore area to replace lost material and/or create additional buffer.	25. Undertake a feasibility and design study to guide construction.	This option is a temporary measure and can be more effective in association with other options. The sand may be from an external source or from a nearby part of that coastal area, as such availability of suitable sand sources may be an issue. Where suitable sources are not readily available or a considerable distance away, costs are increased. If the nourishment sand is significantly finer than the existing beach sand the nourishment sand will be lost quickly.

CATEGORY	CODE	NAME	DESCRIPTION	POSSIBLE ACTIONS	COMMENT / SUITABILITY
NO REGRETS	NR1	**Monitoring**	Long term baseline monitoring and event-based monitoring following storm erosion events	26. Set up a baseline monitoring programme for long term trend and condition following major events. 27. Review results for particular asset triggers regularly. 28. Re-run risk assessment based on monitoring results and revise risk management measures if risk level changes (i.e. increase or decrease in level of risk).	Monitoring enables assessment of the frequency and severity of coastal hazard events (along with their impacts). This information is useful as part of an ongoing review process for the CHRMAP, and can is also useful in the identification of triggers that lead to particular management actions.
	NR2	**Protection structure audit**	Involves undertaking an audit of existing protection structures, to determine their current condition, effectiveness and future protection potential/adaptability.	29. Conduct audit of existing protection structures. 30. Update planning allowances lines where relevant to account for existing protection structures. 31. Update CHRMAP proposed actions to account for condition (life) of existing protection structures.	Depending upon the expected life and future protection from existing protection structures, there may be updates to the hazard estimates. This will flow on to affect other risk treatment options, including implementation of risk management measures. Limited applicability to Shire given limited existing structures.
	NR3	**Notification on title**	Using the Planning and Development Act 2005 and the Land Administration Act 1997 to place a notification on the titles of potentially affected properties.	32. Implement in accordance with the planning framework, and as conditions of approval for subdivision and development.	Indicates to current and future landowners that an asset is likely to be affected by coastal erosion and/or inundation over the planning timeframe. Helps current and future owners make informed decision about level of risk they are/may be willing to accept, and that risk management is likely to be required at some stage within the planning timeframe. Allows vulnerability of asset to hazards to be conveyed to existing and future owners. One means of implementation that is low cost, is through subdivision and development decision making
	NR4	**Emergency evacuation plans**	Establishing emergency evacuation management plans where existing assets may be affected by erosion and/ or inundation to manage the safety of community and stakeholders	33. Develop evacuation plans for each site considered by the CHRMAP. 34. Update evacuation plans with latest inundation mapping available or include coastal inundation area into existing evacuation plans.	This option is a low-cost option in addressing the consequences of erosion / inundation regarding safety to lives as the impact occurs.

CATEGORY	CODE	NAME	DESCRIPTION	POSSIBLE ACTIONS	COMMENT / SUITABILITY
DO NOTHING	DN	**Do nothing**	This is managed retreat at its most basic form. The asset will be lost after a hazard event. Repairs are carried out for public safety purposes only. Take no action. No limitations on development or implementation of adaptation planning. Accept risk	35. Take no action and accept risk.	Does not involve any new actions. Where existing levels of risk are low, accepting the risk may be appropriate. However, it may not be appropriate for high-risk locations/ assets. The cost of Do Nothing may be substantially greater in the future than the current cost of implementing planning controls. This is because the value of land at risk continues to increase, as does the cost of mitigating recession impacts over time (such as retrofit, or even abandoning lost lands). Further, as the value of land at risk continues to increase over time, implementation of retreat risk treatment options in the future, to ensure land in the coastal zone is continuously provided for coastal foreshore management, public access, recreation and conservation, become increasingly desirable while more difficult to implement.

4.3 Multi-criterial assessment

MCA categories

A multi-criteria analysis (MCA) provides a qualitative framework to rank risk treatment options and has been completed to consider adaptation options for identified assets at Carnarvon and Coral Bay. The MCA is based on 6 broad categories as outlined in Table 4.2 below.

Table 4.3 - MCA criteria

CRITERIA	MCA CONSIDERATIONS
Effectiveness	Ability for the option to mitigate the coastal hazard risk
Environmental Impact	Impact on existing native vegetation / dunes / coastal processes (including both construction and ongoing maintenance)
Social Impact	Impacts on amenity Potential impacts on Aboriginal and European heritage sites and values are considered in this criterion Public acceptability.
Landscape	Impacts on landscape Consideration of aesthetics associated within nearby areas
Cost	Upfront capital costs Ongoing maintenance costs Economic impacts – such as loss of businesses, income, value
Future adaptability	Whether the option is easily adaptable in future, such as for updated sea level rise levels If the option limits the feasibility of selecting other options in future

Assessment framework

To perform the MCA, each identified option was assessed against each of the criteria for each of the Management Units. The assessment criteria run across the top row whilst the ratings are shown below; each have a possible score from **-2 to +2.**

The ratings will provide a priority for adaptation options to be subject to CBA. At the completion of this process a clear direction for adaptation will be identified and incorporated into an Implementation Plan. It is acknowledged that more than one adaptation option may be required across varying timeframes.

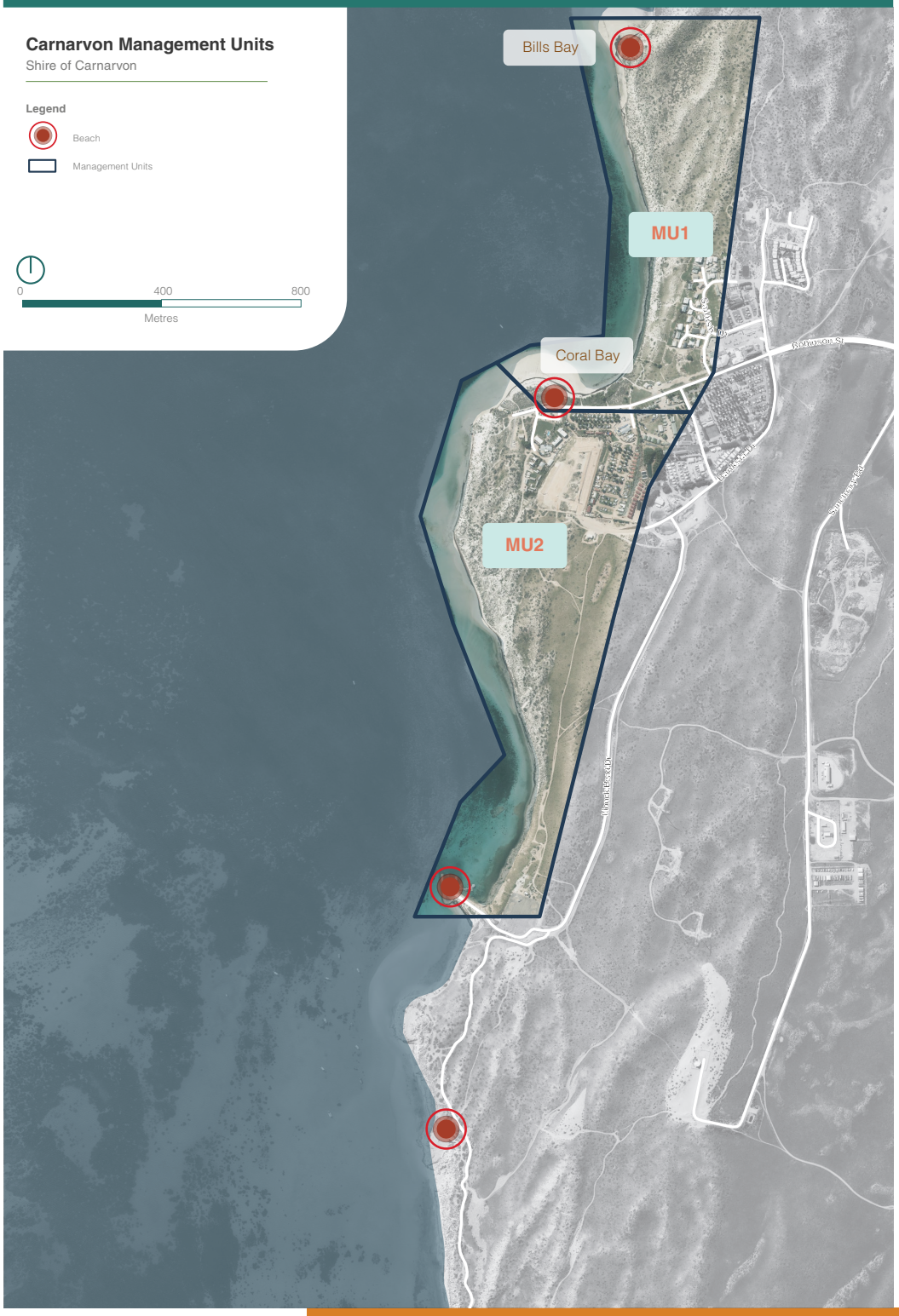
It is also important to note that the rating/score is subjective, based on knowledge of local condition by the project team, stakeholder knowledge and feedback, and Shire input. The weightings applied reflect the outcomes of previous consultation in both locations, resulting in an increased importance placed on the effectiveness and cost of adaptation options with Carnarvon, compared to the greater focus on environmental, aesthetic and social considerations in Coral Bay.

4.4 Management units

To assist with refining the MCA, both Carnarvon and Coral Bay have been divided into separate sectors. Sectors have been identified based on land use, coastal characteristics and topography. The extent of sectors across both settlements is provided in Figures 4.1 and 4.2 below.

Map 4.1 – Management Units (Carnarvon)

Map 4.2 – Management Units (Coral Bay)



4.5 MCA Outcomes – Carnarvon

MU1: Babbage Island Coastal

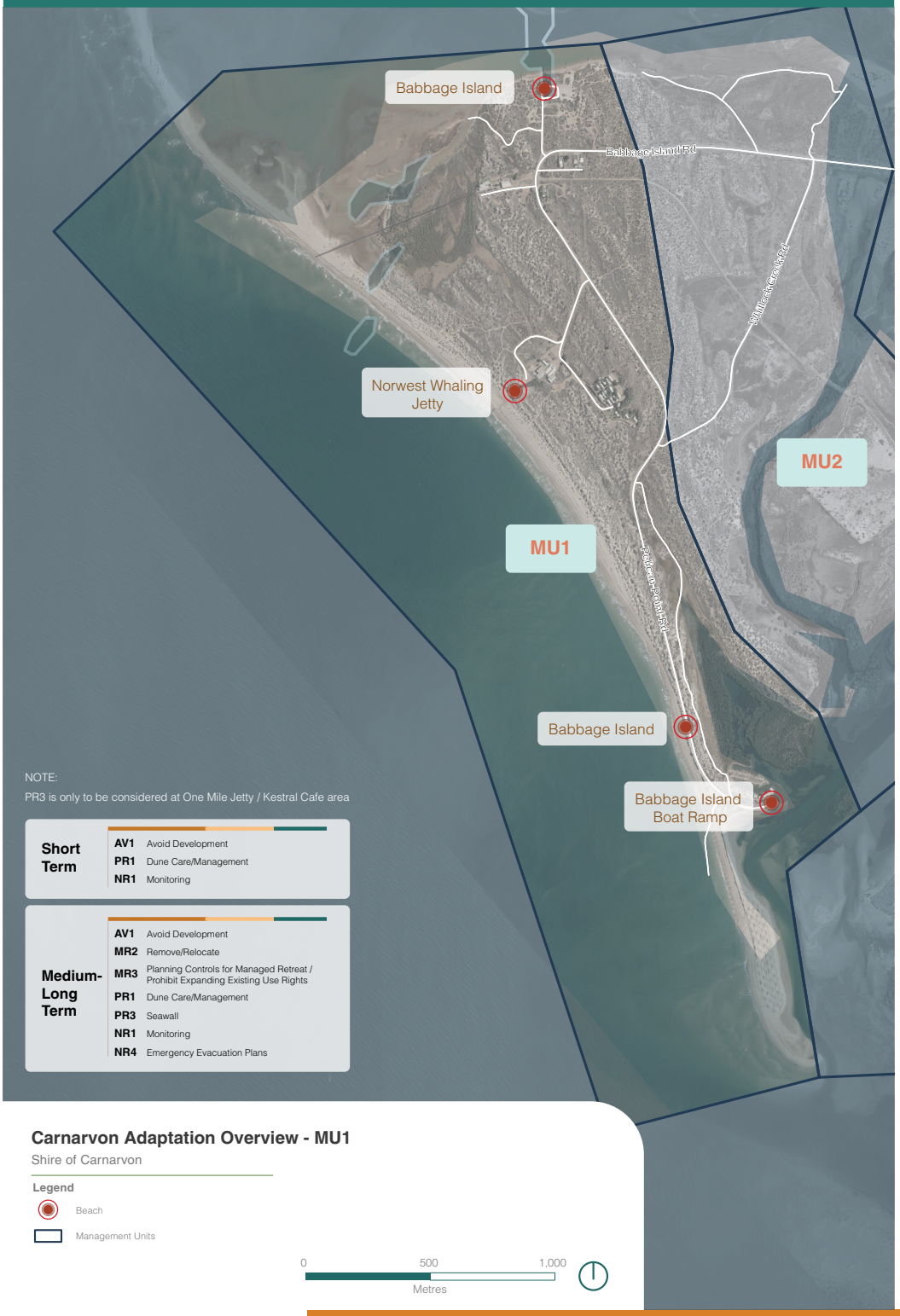
Boundary Definition

The Babbage Island Coastal Management Unit (MU1) is characterised by its open ocean exposure, which includes wave run-up. The landward boundary of this unit is defined by a high dune ridge that is positioned well landward to account for coastal erosion allowances. This area is susceptible to both inundation and erosion.

Preliminary Adaptation Considerations

- The Carnarvon Beach Holiday Resort and the Babbage Island boat ramp area are situated at extremely low land levels, with some areas reaching as low as 1.6 metres. Any future breaches in the spit could create new channels near Pelican Point, which may necessitate relocation in the long term.
- Erosion buffers are available throughout much of the area, facilitating a sequence of strategies: initially adopting an Avoid approach, followed by Accommodate through dune management, and eventually Retreat, which involves either relocating landward or opting for protective measures.
- The land surrounding the NorWest Seafood Site is at 1 to 2 metres AHD. Mitigation measures are required, including raising or removing the access pathway through the frontal dune. In the longer term, relocation to higher land may become necessary.
- For the One-Mile Jetty/heritage precinct, accommodating development can be considered – this will be achieved by maintaining the mangroves for erosion protection. In the longer term, retreat/relocation, or protection, can be considered.

Map 4.3 – Adaptation Overview MU1 (Carnarvon)



MU2: Babbage Island Fascine

Boundary Definition

Management Unit MU2 encompasses the area defined by the landward side of a high dune ridge. There are pathways for inundation through both the Gascoyne River and the Fascine.

Preliminary Adaptation Considerations

There are three primary adaptation considerations for Management Unit MU2, Babbage Island Fascine: Avoid, Accommodate, and Protect. Detailed considerations for each strategy are provided below.

Avoid:

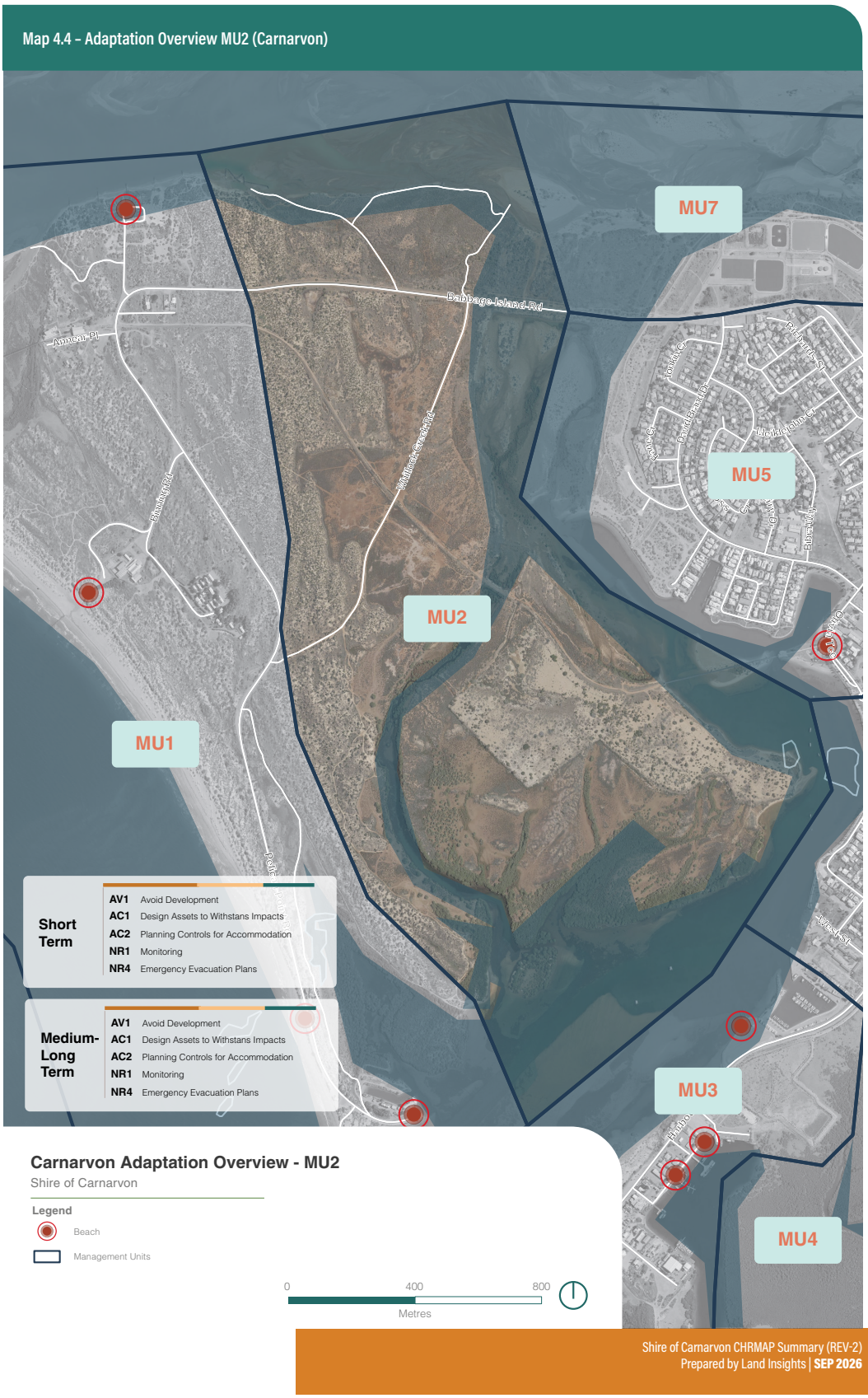
- There are limited assets in this Management Unit, but potential inundation is extensive.
- Avoidance of development in low-lying areas is recommended to minimise risk.

Accommodate:

- Historic Tramway Reserve Trail: Impacts are expected around +2.4m AHD.
- The future golf course grassed areas should be set above 2.5m AHD, which corresponds to the 10-year Annual Recurrence Interval (ARI) flood level of +1.05m.
- The golf course clubhouse should be constructed above 3.5m AHD to ensure resilience against flooding.

Protect:

- Conduct a structure audit and upgrade: Small rock structures at the Tramway bridge abutment should be enhanced, with the height raised to +2.7 AHD.


Map 4.4 – Adaptation Overview MU2 (Carnarvon)
MU1
MU2
MU3
MU4
MU5
MU7
Cabbage Island Rd
Wallace Creek Rd
Short Term
AV1 Avoid Development
AC1 Design Assets to Withstans Impacts
AC2 Planning Controls for Accommodation
NR1 Monitoring
NR4 Emergency Evacuation Plans
Medium-Long Term
AV1 Avoid Development
AC1 Design Assets to Withstans Impacts
AC2 Planning Controls for Accommodation
NR1 Monitoring
NR4 Emergency Evacuation Plans
Carnarvon Adaptation Overview - MU2
Shire of Carnarvon
Legend
Beach
Management Units
0
400
800
Metres

MU3: Fascine Maritime Facilities

Boundary Definition

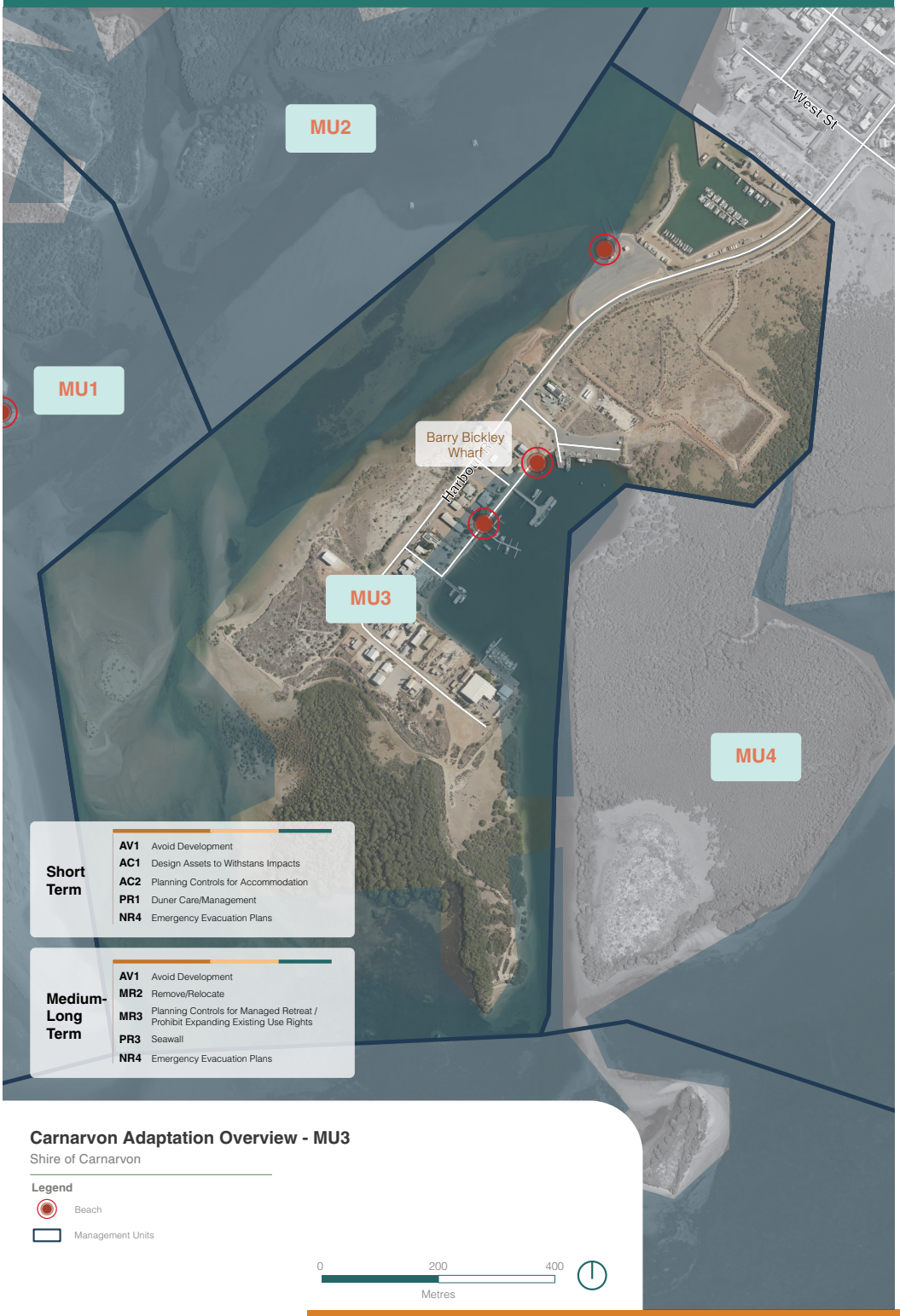
MU3 encompasses the Fascine Maritime Facilities, including the Pickles Point marine and industrial area, which is situated approximately 3 meters above the Australian Height Datum (AHD). Harbour Road, which features erosion protection around the boat harbour, also falls within this unit, with the remaining area positioned at around 3.5 meters AHD. The dune and adjacent sandy areas along Harbour Road are low-lying and require consideration for potential wave run-up, especially with the risk of spit breaching. The wharf access road, which declines from 3.5 meters to 1.55 meters at the wharf, is another critical component. Additionally, the intertidal mangrove area in this region plays a significant protective role for the landward assets.

Preliminary Adaptation Considerations

The following preliminary adaptation considerations have been identified for the Fascine Maritime Facilities management unit. These points aim to address the potential risks and enhance the resilience of the area in response to environmental changes and hazards.

- Harbour Road requires an emergency management plan, along with dune management and protection measures.
- Future development should be avoided on the undeveloped foreshore to minimise environmental impact.
- Marine services adjacent to the marina must have an Emergency Management Plan and be flood-proofed and protected.
- The Wharf Access Road should be elevated and safeguarded in conjunction with any wharf upgrades.
- Harbour Road carpark can tolerate infrequent inundation, thus may not require significant alterations.
- It is essential to retain, and possible extend, mangroves and plan for potential spit breaches and increased wave impacts. Any wave exposure could result in sediment redistribution and erosion, affecting nearby assets.

Map 4.5 – Adaptation Overview MU3 (Carnarvon)



MU4: South Carnarvon

Boundary Definition

MU4, encompasses a basin of extremely low-lying residential areas. The region is particularly vulnerable as road levels range between +1.4 to +1.6 meters AHD, which will be below the Highest Astronomical Tide with a 0.5-meter sea level rise.

Preliminary Adaptation Considerations

The following preliminary adaptation considerations have been identified for the Fascine Maritime Facilities management unit.

- Inundation Protection: The existing South Carnarvon Surge Wall offers protection along the southern perimeter of the residential area, with a current capacity of approximately +2.1 to +2.2 meters AHD (100-year ARI).
- Ingress Points: Inundation ingress can initially occur through the Carnarvon Yacht Club, reaching West Street at +1.4 meters AHD (~6-year ARI) and causing widespread inundation at +1.6 meters AHD (~20-year ARI).
- Foreshore Levees: There is an opportunity to mitigate inundation by using foreshore levees along the Carnarvon Fascine, particularly adjacent to the Yacht Club and Olivia Terrace. This is practical up to +2.1 meters AHD, corresponding to a 500-year ARI.
- Relocation Considerations: Given the low road network for evacuation and the impracticality of property fill levels above +2.5 meters AHD, relocation may be a necessary consideration for long-term adaptation.

Map 4.6 – Adaptation Overview MU4 (Carnarvon)

MU5: Carnarvon/Brockman

Boundary Definition

This section covers a basin of relatively low-lying residential area within Brockman. Two key pathways for inundation are identified: one through the Fascine and another around the back near James St/Marr Place.

Preliminary Adaptation Considerations

Preliminary adaptation considerations for the Carnarvon/Brockman precinct are outlined below. These measures aim to address key pathways for inundation and provide effective protection for the residential areas within this basin.

Both Brockman/Carnarvon Areas

- **Protect:** A raised barrier could be used at the back, approximately 0-1.5 meters above existing levels, running parallel with Dempster Road and Marr Place. This pathway reaches as low as +2.0 meters AHD but is likely to experience estuarine dampening.
- Sub-arterial roads are generally as low as +2.3 meters AHD, potentially requiring modified levels for high sea level rise scenarios, especially for excavation purposes.
- Property levels are generally slightly higher than +2.6 meters AHD, which should provide for adequate property level protection.

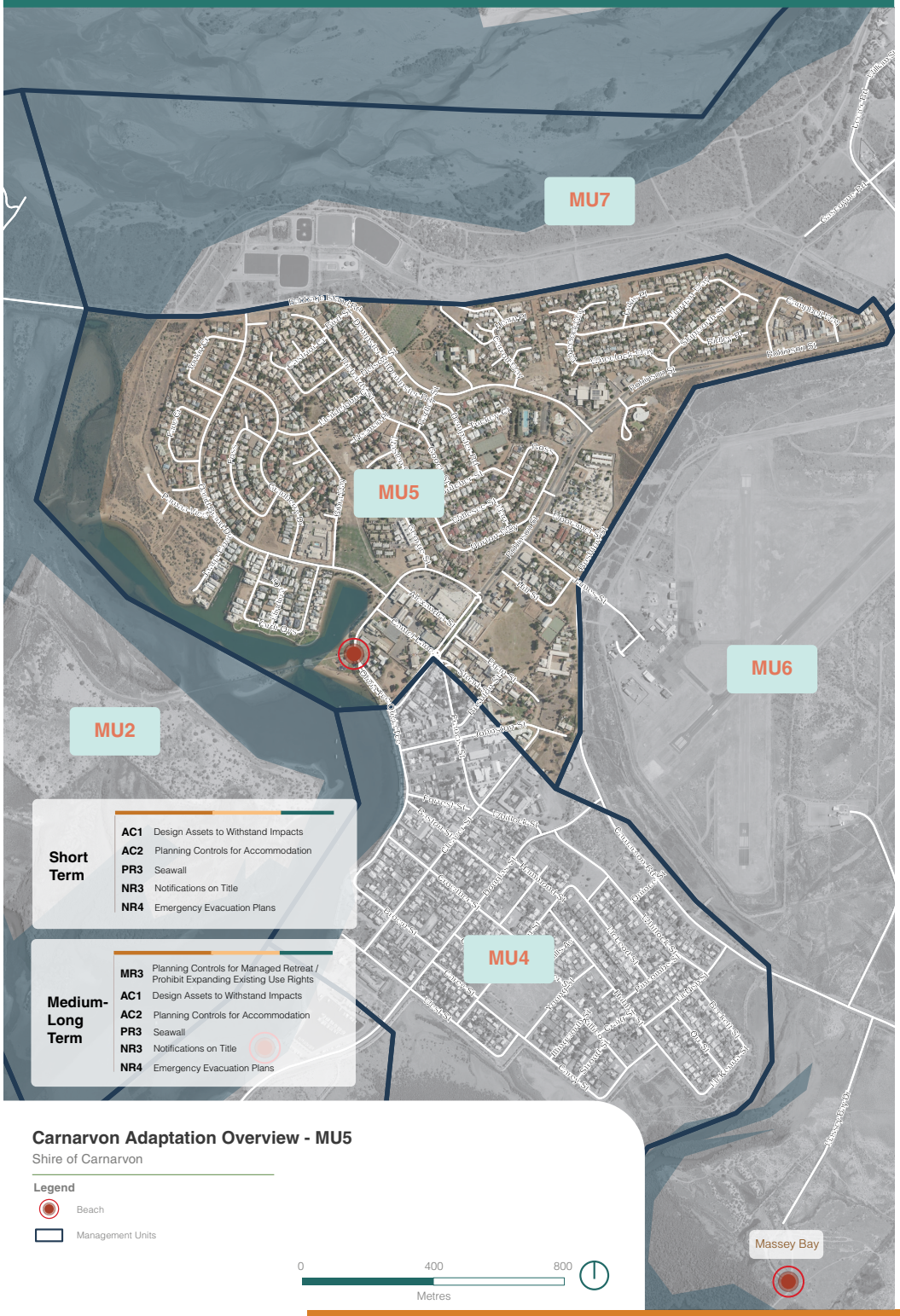
Brockman Only:

- Property levels in Carnarvon are generally slightly higher than 2.6 meters AHD, providing adequate **protection** at the property level.
- It is recommended to raise the low section of Babbage Island Road near the David Brand Drive intersection.
- On the Fascine:
  - Levees are generally sufficient north of the Marina Precinct.
  - In the Marina Precinct, roads should be modified to be at least 2.6 meters AHD, with property fill adjustments for high sea level scenarios.
  - A localised levee structure adjacent to David Brand Drive should connect to higher land on Camel Lane and integrate with decision-making for the Marina Precinct.

Carnarvon Only:

- Property levels are generally slighter higher >2.6m AHD, which allow for property level **protection**.

Map 4.7 – Adaptation Overview MU5 (Carnarvon)



MU6: Rural – Southside of Carnarvon

Boundary Definition

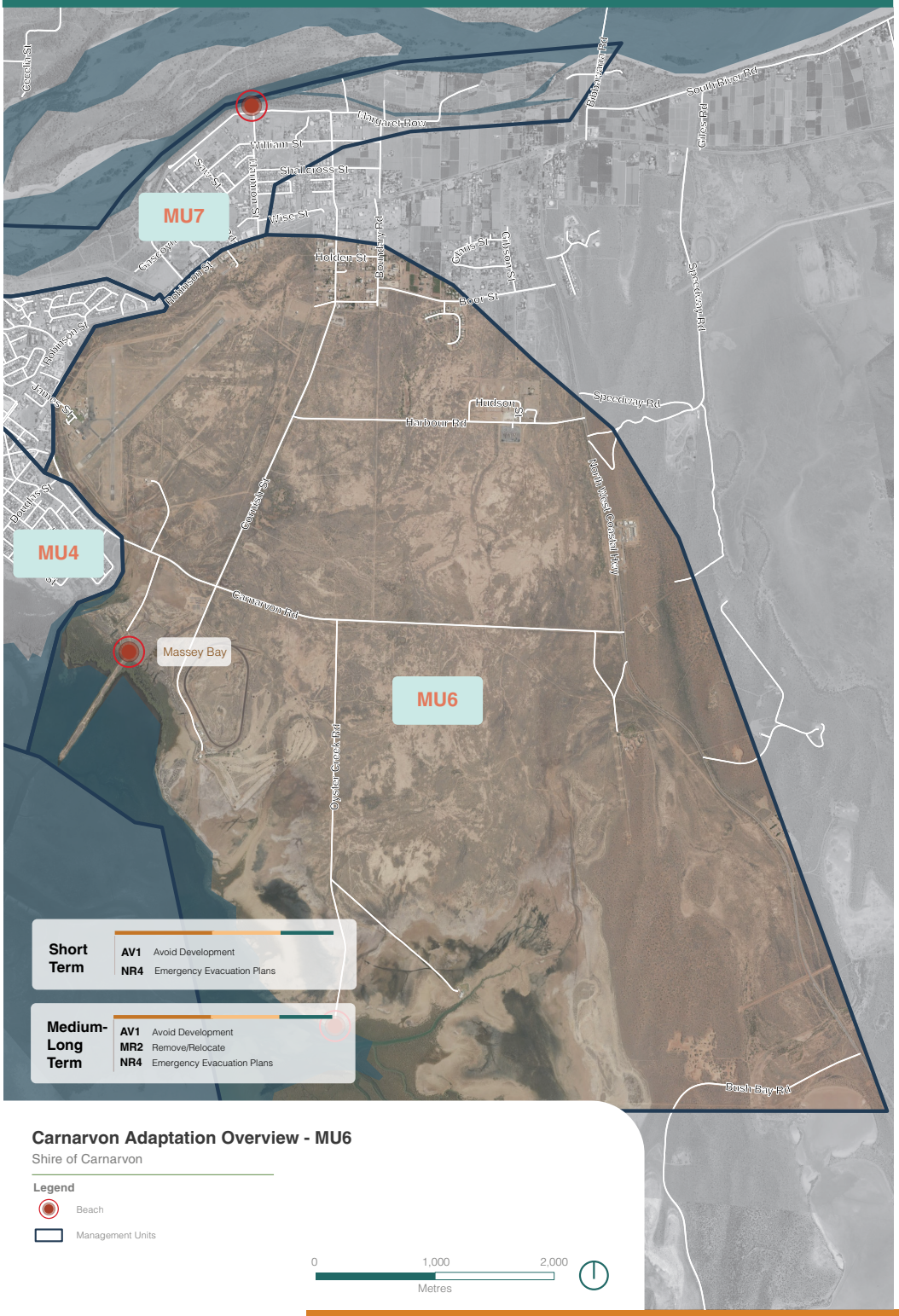
The MU6 management unit, encompassing the rural southside of Carnarvon, is defined by its regional area, with inundation ingress through Massey Bay and the creek system.

Preliminary Adaptation Considerations

The following are the preliminary adaptation considerations for the MU6 management unit, encompassing the rural southside of Carnarvon:

- Development should be **avoided** in low-lying areas.
- Adaptation at the asset level is recommended for airport facilities, as there is ample space to raise the runway and facilities. Additionally, possible long-term relocation is planned.

Map 4.8 – Adaptation Overview MU6 (Carnarvon)



MU7: Gascoyne River

Boundary Definition

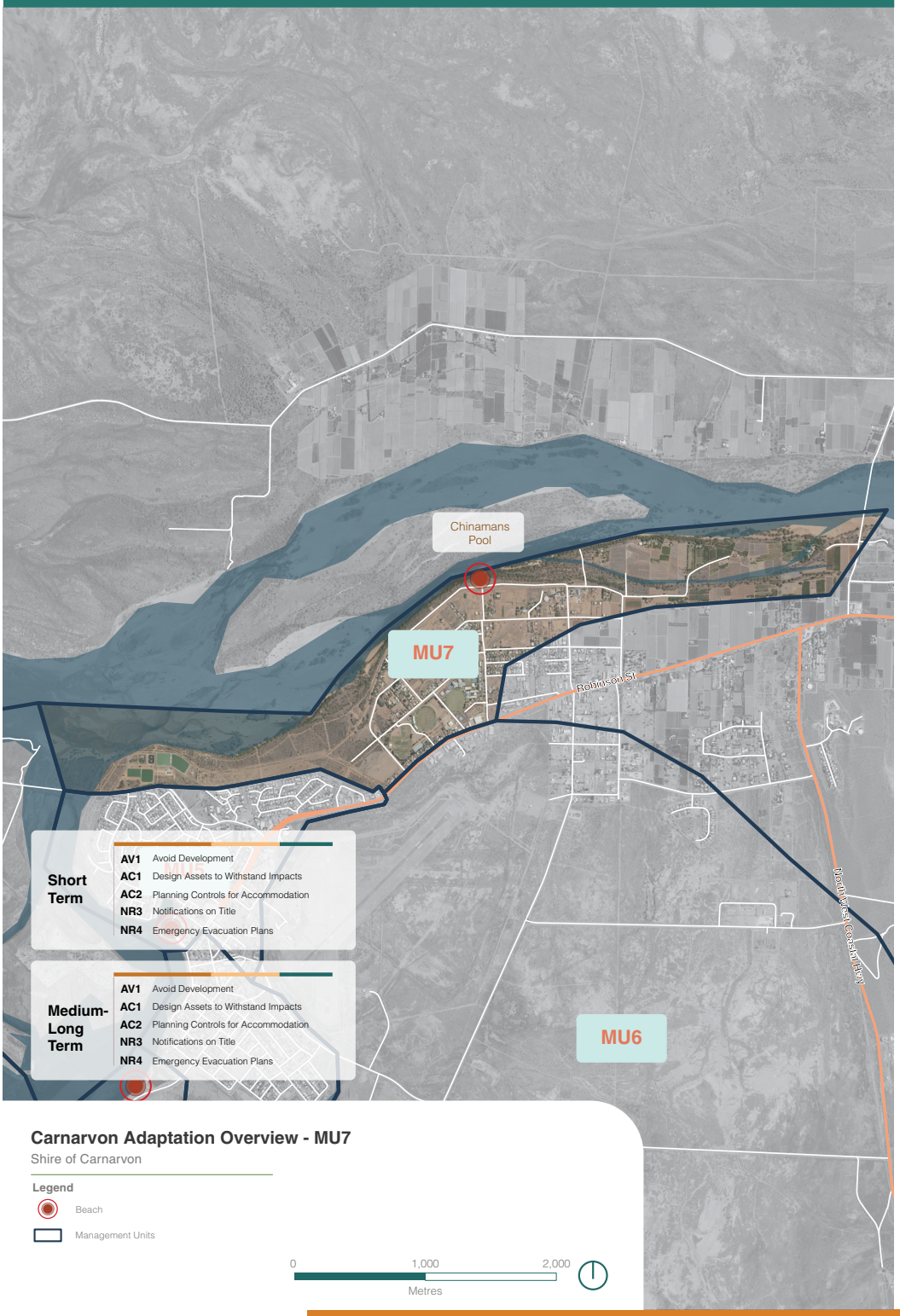
MU7 encompasses the Gascoyne River area, which is subject to potential river flooding.

Preliminary Adaptation Considerations

Preliminary adaptation considerations for MU7 include:

- **Avoid:** Any new development should be avoided. Existing development is set above the hazard zone and is therefore unlikely to be impacted in the future.
- Raise low section of Babbage Island Road, near David Brand Drive intersection for inundation protection to Waste Water Treatment and MU5. This is at +2.9m AHD, so only applicable for high sea level rise scenarios.

Map 4.9 – Adaptation Overview MU7 (Carnarvon)



4.6 MCA Outcomes – Coral Bay

Low intervention, non-structural solutions are most appropriate options for further investigation, given strong preference for preservation of environmental values in Coral Bay, in particular, access and amenity to the beach and nearshore area and conservation of marine habitat.

Overall, where avoiding hazard is not possible, managed retreat is the preferred option to treat identified erosion and inundation hazards due to the presence of relatively wide coastal buffer and availability of potentially suitable relocation sites to the landward.

Likely impacts at Coral Bay will be inundation of the low-lying areas around Robinson Road in the settlement with associated impacts on the adjacent beach and dunes. Existing infrastructure is largely camping and tourist accommodation with a small commercial zone impacted by inundation.

A brief discussion of hazards and preferred treatment options per Management Unit is provided below.

MU1: Bills Bay to Coral Bay

Boundary Definition

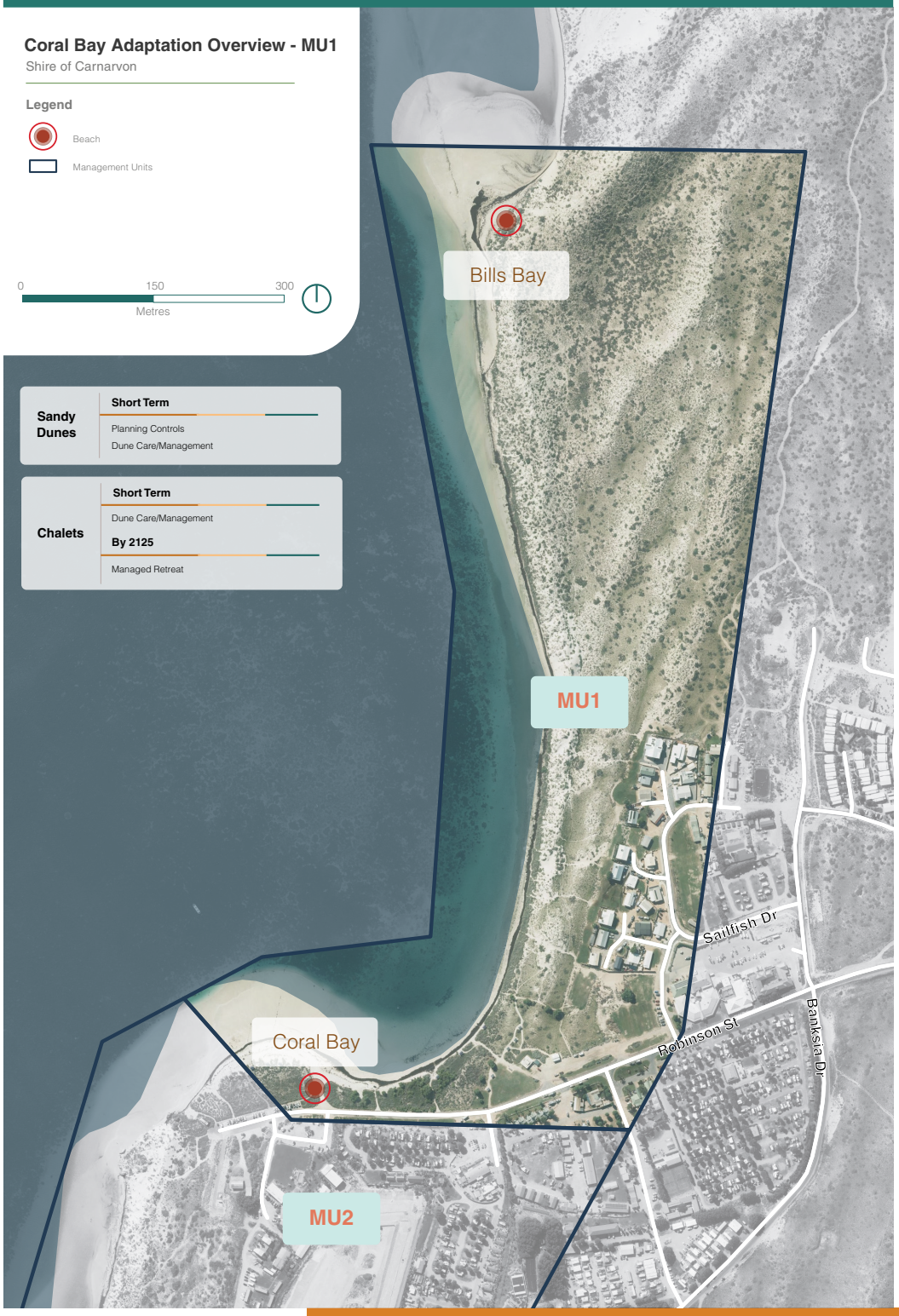
Management Unit 1 (MU1) encompasses the stretch from Bills Bay to Coral Bay Beach. This area features sandy dunes with informal beach access to the north and chalets set back approximately 75 meters from the High-Storm-Dune (HSD) line, situated landward of the erosion hazard line, which is projected to be about 25 metres by 2125. The southern portion of this unit includes significant beach infrastructure such as shelters, access points, toilets, foreshore amenities, and an information centre. Towards the northeast of Robinson Street, the low dunes provide a critical natural barrier, essential for maintaining the integrity and accessibility of Coral Bay Beach.

Preliminary Adaptation Considerations

Preliminary adaptation options for Management Unit 1 (MU1) have been developed to balance environmental preservation with community and infrastructure needs.

- **Avoid** future hazard by preventing new developments in vulnerable areas.
- Manage the existing dune area to maintain its protective function against erosion and inundation.
- Instigate a program of **managed retreat** for the chalets when specific decision triggers are reached, which will be detailed in the implementation plan.

Map 4.10 – Adaptation Overview MU1 (Coral Bay)



MU2: Settlement to Boat Harbour

Boundary Definition

Settlement (MU2 North)

The low-lying area adjacent to Robinson Street, with its narrow coastal buffer, is susceptible to erosion and inundation. This vulnerability impacts beach access, the foreshore, the low dunes, and nearby infrastructure. Specifically, erosion is projected to affect Robinson Street by 2035, the Robinson Street carpark and campsite by 2075, and the Ningaloo Reef Resort by 2125.

South (MU2 South)

Largely undeveloped foreshore, valued highly for its environmental and pedestrian access, and the dune area immediately south of the harbour, which is used for 4WD activities, face significant challenges. By 2125, the shoreline is expected to retreat by over 150 meters, resulting in the loss of beach and dune habitats and narrowing the coastal buffer seaward of Monck Head Drive by approximately 50 meters. This retreat will intersect Banksia Drive to the south by 2075. Additionally, current impacts on the boat ramp facilities to the south require sediment bypassing to address the buildup on the southern side of the causeway.

Preliminary Adaptation Considerations

MU2 North

To mitigate the high erosion and inundation hazards in the low-lying area with narrow coastal buffers, the preferred strategy includes:

- Dune management to reinforce natural barriers.
- Managed retreat by relocating the carpark, rerouting Robinson Road, and moving campgrounds to higher ground.

In the short term, an emergency management plan should be developed for the campground area.

An alternative approach involves:

- Beach renourishment to preserve beach value and protect infrastructure, with initial allowances up to 1,000 m^3 in the first decade, exponentially increasing to 70,000 m^3 per decade to align with sea level rise projections.

While constructing a seawall could potentially mitigate sea level rise impacts, it was excluded from the Cost-Benefit Analysis (CBA) based on the Multi-Criteria Analysis (MCA) results. This exclusion was due to:

- The misalignment of hard protection structures with the site-specific adaptation objectives.
- The substantial size required for effective protection (over 400 meters), which would also necessitate beach renourishment to maintain beach value.

MU 2 South

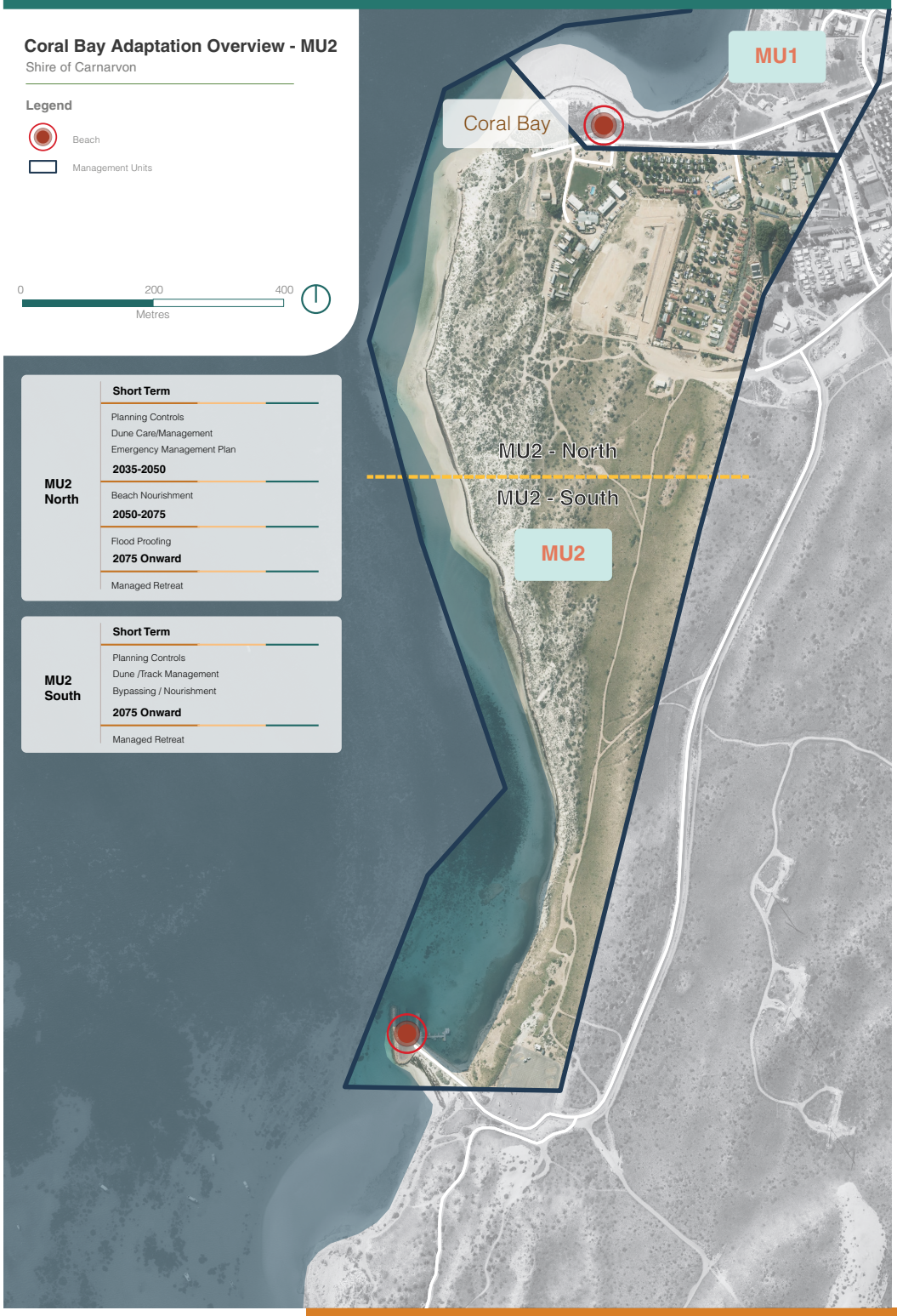
The following preliminary adaptation options for this management unit include:

- Avoid establishing beach access tracks in areas with rocks, cliffs, narrow beaches, and those directly oriented toward prevailing winds. These conditions contribute to dune mobility and may cause access restrictions due to soft, boggy sand at the dune-beach interface.
- Tracks in dunes immediately to the south of the townsite should be avoided or rationalised due to potential dune mobility.
- Reestablishing littoral drift by bypassing at the causeway and marine facility could be considered, with potential placement at Paradise Beach.

Coral bay beach looking landward to Robinson Road area adjacent to caravan park. Coastal buffer is narrow here and area to landward is relatively low-lying. Assets along this stretch of the coastline are exposed to erosion hazard and inundation hazard at the present time with erosion hazard lines extending landward as far as Ningaloo resort by 2125 and inundation.

Low Lying area at Coral Bay Beach adjacent to Robinson Road.

Map 4.11 – Adaptation Overview MU2 (Coral Bay)



4.7 Potential Responses

Table 4.4 – Potential planning responses

PLANNING RESPONSE	DESCRIPTION	COMMENT / SUITABILITY
Structure Plan / Precinct Structure Plan	These plans can address location-specific issues, such as the identification of coastal physical setbacks and areas affected by storm surge. However, they do not have the force and effect of the Scheme, meaning decision-makers only need to have due regard for them. Structure plans cannot specify or enforce built form requirements. They are location-specific and therefore cannot address coastal hazard issues on a broad scale. Generally, the land needs to be appropriately zoned to require the preparation of a structure plan.	A structure plan can be used to coordinate the response to inundation risk, such as identifying floor levels for new development over a relatively large area. However, it has limited effect on existing development.
Local Development Plan	These plans can specify built form requirements to address location-specific coastal hazard issues, such as increased setbacks and minimum habitable floor levels. They hold the statutory weight of the local planning scheme and can vary 'deemed-to-comply' development requirements. However, they are also location-specific and cannot address coastal hazard issues on a broad scale.	LDPs have a refined scope of matters when compared to a structure plan. They are normally made over relatively small areas comprising one or more lots that have a common level of development capability. As they tend to be used for smaller areas, and LDPs will not be as effective as other planning responses, particularly where a neighbourhood or locality response is needed.
Local Planning Policy	Local planning policies can address coastal hazard and risk issues at both a district (broad) level and a location-specific level. They can include mapping of coastal hazard issues with the flexibility to update mapping as amendments are required. However, they are only 'due regard' documents and do not have the full force and effect of provisions contained in a local planning scheme. These policies can vary 'deemed-to-comply' development requirements and can be amended relatively quickly compared to a local planning scheme amendment, as new coastal studies are completed.	Local planning policies are likely to be effective in the short term, or until the risk increases to a point that requires a more coordinated response between land use and infrastructure planning. Any policies will need to consider whether support is required to ensure development that is normally exempt from development approval is captured by the policy. This support can be provided through the application of a special control area that triggers development approval, with the policy providing the development settings.
Special Control Area	Special Control Areas (SCAs) may establish specific provisions to address issues such as storm surge and coastal processes. They can broadly address unique issues that extend across multiple zones and reserves. SCAs can be used to require development approval for developments that are otherwise normally 'exempted'. This makes SCAs the preferred mechanism to identify where and what type of development requires approval to allow for appropriate consideration of the risk of coastal processes. A scheme amendment would potentially need to be progressed every time mapping of the coastal issue is amended or updated. This may be avoided if the SCA refers to a separate Local Planning Policy that contains references to mapping coastal hazards.	The special control area will work most effectively with a supporting local planning policy that sets out the development requirements and also to ensure the mapping of coastal hazards is updated in the planning framework as required.
General Development Provisions (Part 4; Clause 32 of the model scheme provisions)	These provisions can broadly address coastal hazards and introduce provisions related to a local planning policy addressing coastal hazards, which may contain coastal hazard mapping. Given the specific nature of coastal issues and the varied locational extent to which they may affect land within a district, specific development requirements would more appropriately be established within a Special Control Area as opposed to general provisions within the scheme.	Clause 32 could be employed should it be considered necessary to incorporate development provisions into the Scheme. This will provide the greatest statutory weight when compared to a local planning policy or supplemental provisions. However, it will be static and difficult to change over time as coastal hazard mapping matures.

PLANNING RESPONSE	DESCRIPTION	COMMENT / SUITABILITY
Supplemental Provisions to Schedule 1 and 2 of the Regulations	These provisions may be used to supplement the standard scheme provisions set out in Schedule 1 and 2 of the Regulations to address specific coastal process issues. Given the specific nature of coastal issues and the varied locational extent to which they may affect land within a district, specific development requirements would more appropriately be established within a Special Control Area as opposed to the supplemental provisions of a scheme.	Supplemental provisions are unlikely to provide any greater effect when compared to clause 32 development provisions or special control area.
Improvement Plan and Scheme	An Improvement Scheme is a strategic planning tool used to facilitate the development and use of land in areas identified as requiring special planning. It replaces the local planning scheme for the area it covers, allowing for more targeted and comprehensive planning efforts. Improvement schemes are based on improvement plans, which outline the specific objectives and guidelines for the development of the land. The Western Australian Planning Commission (WAPC) administers these schemes and is guided in decision-making by the improvement plan. An improvement plan and scheme will be more effective than a structure plan only where there is agreement between state and local governments that a coordinated planning and infrastructure response is required. In most cases, other planning responses will be likely to be more appropriate, particularly in the short-medium term.	An improvement plan and scheme would be most effective in this CHRMAP where there is a need to coordinate with infrastructure works and the future development or redevelopment of an area prone to inundation.

Planned or managed retreat policy

One probable adaptation method for the Shire is managed retreat, and planning for this should begin soon for vulnerable assets. The WAPC CHRMAP guidelines offer advice on the Planned and Managed Retreat approach for assets facing erosion and inundation, serving as a basis for policy development.

Foreshore management plan

Foreshore management plans can implement the CHRMAP's recommendations for specific foreshore reserves, especially when dune management is advised. These plans address dune management, infrastructure, sand renourishment, and other protection adaptations. They also serve as a vital tool for community communication and planning for public spaces and facilities.

Emergency response plan

In accordance with the Emergency Management Act 2005, the Shire is responsible for helping the community prepare for, prevent, respond to, and recover from various emergencies. Accordingly, the Shire has established a *Local Emergency Management Plan* that considers a range of potential emergencies within the Shire, including flooding. The plan is managed by the Community Emergency Services Manager employed by the Shire.

It is advised that the LEMP be reviewed together with this CHRMAP to ensure that areas identified as at risk have appropriate measures for emergency response and recovery.

Economic framework

The economic evaluation of adaptation options used to support the CHRMAP process involves:

- Determining economic value of assets at risk to coastal hazards;
- Determining the current and future annual cost of hazards to susceptible assets in the Shire's Coastal Zone;
- Determining the cost of options to mitigate coastal hazards; and
- Economic evaluation of reduction in costs of hazards to susceptible assets as a result of mitigation options.

The evaluation of adaptation options in this task focuses on conducting a Cost Benefit Analysis (CBA) as part of the risk treatment process.

At this stage of the project, a Cost-Benefit Analysis (CBA) is useful in the context of coastal hazard risk management and adaptation planning for several reasons:

- **Determining Economic Value:** It helps to determine the economic value of assets at risk due to coastal hazards.
- **Cost of Hazards:** It assesses the current and future annual costs that hazards pose to susceptible assets.
- **Mitigation Costs:** It evaluates the costs associated with different options to mitigate coasta3l hazards.
- **Economic Evaluation:** It provides an economic evaluation of the reduction in costs of hazards to susceptible assets as a result of mitigation options.
- **Decision-Making:** It supports decision-making by comparing the benefits of an adaptation action against its costs, ensuring that resources are used efficiently and effectively.
- **Prioritisation:** It aids in prioritising adaptation options based on their cost-effectiveness.

4.8 Cost benefit analysis

Context for Multi-Criteria Assessment (MCA) and Coastal Adaptation Options

The Cost Benefit Analyses (CBA) for the Carnarvon and Coral Bay Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) has been prepared to provide an evaluation of the economic implications of various coastal adaptation options. This analysis is based on the Multi-Criteria Assessment (MCA) ratings and priority list of adaptation options subsequently considered. The adaptation options considered include:

- Avoid
- Managed Retreat
- Accommodate
- Protect
- No Regrets.

The MCA framework evaluates these options based on six criteria:

- Effectiveness
- Environmental Impact
- Social Impact
- Landscape
- Cost
- Future Adaptability.

Each criterion is rated on a scale from Positive 2 (very effective) to Negative 2 (very ineffective), with Zero as the midpoint. The analysis covers nine Management Units (MUs) across Coral Bay and Carnarvon, assessing the risk treatment options for each asset through community engagement and subsequent financial and economic cost assignments.

The CBA involves assigning financial and economic costs and benefits to the adaptation options over four planning periods: 2035, 2050, 2075, and 2125. The preferred adaptation options are presented in tables, including the 'do-nothing' base case and, where applicable, a 'Protect' option based on indicative coastal engineering costs and estimated benefits.

Social and Environmental Costs and Benefits

The analysis includes additional coastal amenity benefits arising from both use (access, recreation, environmental health, heritage) and non-use (existence, bequest, option) values of the coastal zone. These values are based on previous studies of beach and foreshore reserves, adjusted for inflation. The estimates consider the extent of coastal development, with higher values assigned to highly developed urban coastlines compared to less developed areas.

It is important to note that there are limitations to these estimates, as they largely depend on the beach type and frequency of use. The extent of coastal development in the form of residential and commercial land also significantly affects beach values. For instance, highly developed urban coastlines, such as the Sunshine Coast in Queensland and the Surf Coast in Victoria, have substantially higher values compared to less developed areas like the Clarence Valley or Augusta-Margaret River.

Financial and Economic Costs and Benefits

The financial and economic costs are based on the replacement cost of Shire assets and the Gross Rental Values (GRVs) of private properties within the Management Units. The analysis also considers the potential damage costs from coastal inundation, particularly in areas like South Carnarvon, where a breach in the surge wall could lead to significant annual damage costs. According to the WA Coastal Inundation Assessment – Phase 2 Report, South Carnarvon has the largest average annual damage cost from inundation up to extreme levels, estimated at $1.2 million per year. This cost assumes no foreshore levees are installed. However, the use of foreshore levees to finished floor level to +2.5m AHD can reduce the present-day average annual damage cost for the entire Carnarvon Fascine segment from $1.15 million per year down to $510,000 per year (source: WA Coastal Inundation Assessment – Phase 2 Report).

Assumptions

Several assumptions underpin the analysis, including the perspective of public costs and benefits from the Shire of Carnarvon, the impact of private costs on private property, and the use of replacement costs for calculating public economic costs. The recreational value of beaches and foreshore reserves is also considered, along with the Shire's rates revenue as the primary economic benefit for cost-benefit ratio estimation. The replacement cost of roads is assumed to be $116 per square metre, based on Australis (2023). Future CPI would impact equally on the value of benefits (rate revenue) as well as costs (replacement cost and property values).

Cost Benefit Analysis

The initial coastal engineering costs for the potentially impacted MUs are detailed, with costs included in the CBA if the MCA recommends coastal protection as the preferred response option. The analysis presents benefit-cost ratios for each MU and planning period, comparing the 'do-nothing' option with specific risk treatment options. The ratios indicate the economic viability of each option, guiding future decision-making and funding allocation for coastal adaptation projects.

The Benefit Distribution Analysis will form part of the upcoming implementation plan.

Important Considerations

1. **Beach Valuation Estimates:** The estimates of use and non-use benefits are based on the benefits transfer method, which relies on studies of comparable sites across Australia. This approach, while sufficient for informing and prioritising coastal management and adaptation options, has limitations. The valuation of beaches and foreshore reserves can vary significantly based on the type of beach and frequency of use. Further primary data collection from users in Coral Bay and Carnarvon could provide more accurate valuations.
2. **Impact of Coastal Development:** The extent of coastal development in the form of residential and commercial land significantly affects beach values. Highly developed urban coastlines have substantially higher values compared to less developed areas. This factor should be considered in future analyses to ensure accurate valuations and effective adaptation strategies.
3. **Damage Costs from Coastal Inundation:** The potential damage costs from coastal inundation, particularly in areas like South Carnarvon, are significant. The analysis assumes no foreshore levees are installed. However, the use of foreshore levees can substantially reduce these costs. Further investigation into the feasibility and cost-effectiveness of installing foreshore levees in vulnerable areas is recommended.
4. **Assumptions and Future CPI Impact:** The analysis is based on several assumptions, including the perspective of public costs and benefits from the Shire of Carnarvon and the impact of private costs on private property. The replacement cost of roads and future CPI impacts are also considered. These assumptions should be periodically reviewed and updated to ensure the accuracy and relevance of the analysis.

4.9 Pathways

Risk management approach

Effective risk management pathways assist in prioritising adaptation responses. These pathways provide a structured approach to decision-making, incorporating a sequence of decision points over time. This ensures that responses are adaptive and appropriate as circumstances evolve, avoiding premature commitments to specific risk treatment options that may not be suitable in the long term.

By establishing these clear risk management pathways, the Shire can plan, prioritise, and prepare for future actions even if all decisions cannot be made today. This approach emphasises responsiveness to changing conditions while maintaining flexibility in selecting the most suitable risk treatment options from the risk management hierarchy outlined in the CHRMAP.

The pathways approach also highlights the importance of trigger points, which are specific conditions or thresholds that signal the need for action. These trigger points are integral to the dynamic nature of the risk management process, allowing for timely and efficient implementation of risk management measures as coastal hazards and associated risks manifest over time.

This section outlines the pathways and triggers for action for each of the key locations.

Triggers

There are four trigger points considered by this CHRMAP:

1. **Proximity trigger:** when the most landward portion of an erosion scar threatens ground stability, or when long-term erosion trends, as evidenced by monitoring, indicate an insufficient erosion buffer for the upcoming winter season.
2. **Replacement trigger:** When an asset being accommodated reaches the end of its useful life and needs replacement.
3. **Damage trigger:** when any property within a designated hazard zone or Special Control Area sustains irreparable damage.
4. **Access trigger:** When a public road or accessway can no longer provide legal access to a property or townsite.

5. Implementation Plan – Coral Bay

A strong community preference for preservation of environmental value requires that risk mitigation in Coral Bay should involve low intervention, nonstructural solutions as far as possible. The community has identified particular interest in providing access and amenity to the beach and nearshore area, with conservation of marine habitat. Overall, where avoiding hazard is not possible, **MANAGED RETREAT** is the preferred option to treat identified erosion and inundation hazards due to the presence of a relatively wide coastal buffer and availability of potentially suitable relocation sites to landward.

Likely impacts at Coral Bay will be inundation of low-lying areas around Robinson Road in the settlement with associated impacts on the adjacent beach and dunes. Existing infrastructure is largely camping and tourist accommodation with a small area zoned as commercial potentially impacted by inundation.

A brief discussion of preferred treatment options per Management Unit is provided with a tabulated summary of positively rated MCA results. The cost-benefit of potential options was considered to inform a preferred adaptation pathway per MU. The set of actions associated with preferred pathways are provided as a short-term implementation plan for Coral Bay MU 1; MU2 (North) and MU2 (South) in the Sections that follow.

5.1 Coral Bay MU 1: Bills Bay to Coral Bay Beach

There is limited inundation and erosion hazard at present due to a wide coastal buffer and high backing dunes. The large dune ridge increases in size to the north and is generally above 10m. Tourist chalets are presently set back approximately 75m from the Horizontal Shoreline Datum (HSD). Future erosion will impact beach infrastructure to the South (shelters, access, toilets, foreshore amenities, information center) with tourist chalets landward of the 2125 mapped erosion hazard allowance by ~25m. The preferred pathway for this Management Unit is **MANAGED RETREAT** over the 100-year planning horizon with dune and track management recommended for the short term in conjunction with planning controls to avoid further exposure of assets.

Bills Bay to Coral Bay Beach: high dunes & wide buffer with fragmented access

Table 5.1: Coral Bay MU1: Preferred Adaptation Pathways

MU1: Sandy Dunes with informal beach access - Provide buffer to tourist accommodation to landward (~75m) - Large dune ridge increasing in size to north, but generally 10m and reaching >13m - Wave exposure low in Coral Bay (e.g. run-up), but higher to north and south.			
Accommodate (now) **Avoid (future)**	**Planning Controls**	Avoid/ Accommodate; allow expansion of facilities, but subject to planning controls (e.g. low value/temporary managed retreat)	**Now**
	Dune Management	Revegetation to encourage dune building. Rationalise beach access.	**Now**
PATHWAY: Avoid Development in Erosion Hazard Area; amend local planning scheme to include Special Control Area which encompasses all areas affected by erosion hazard over the 100-year planning period Establish planning-based controls that only allow SCA development where hazards are otherwise mitigated. **TRIGGER**: beach and foreshore reserve become highly or very highly vulnerable to impacts in next planning timeframe (next ~10 years). **MONITORING**: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events. Monitor movement of the HSD line every 5 to 10-years as part of CHRMAP update. Determine HSD from examination of vegetation lines in latest available aerial image.			
MU1: Chalets - North **High elevation on dunes (>10m AHD) with reasonable setback allowance.** **No inundation risk**			
Accommodate (short term) **Retreat (long term)**	**Dune Management**	Revegetation of dune buffer to encourage dune building and delay managed retreat. Rationalise beach access	**Now**
	Managed Retreat	Plan for managed retreat of chalets by 2125	**By 2125**
PATHWAY: Leave unprotected and review the site under a managed retreat approach. Carry out dune management/track management and plan for managed retreat when triggers are reached (likely by ~2075) Remove and relocate the assets a distance appropriate for the asset design life / lifecycle (by ~2125). **TRIGGER**: The Horizontal Shoreline Datum (HSD) is within the S1 (12m) distance of asset's seaward extent. **MONITORING**: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events.			

Table 5.2: Coral Bay MU1: Action List

OPTION	TYPE	ACTIONS	TIMEFRAME	COST	RESPONSIBILITY
Planning	CMP	Avoid expansion of high value fixed infrastructure facilities into dune area	**Now**	**Neg.**	**Shire**
	CMP	Allow expansion of low value/temporary infrastructure subject to planning controls (managed retreat)	**Now**	**Neg.**	**Shire**
	SP	Define Special Control Area Prepare guidance regarding flood proofing	**By 2050**	**$5k**	**Shire**
	BDG		**By 2050**	**$10k**	**State Govt / Shire**
	BDG	Flood proof chalets during renewal	**by 2075**	***	**Property owners**
Technical Studies	CMAP	Dune Management Plan (including access/track management)	**Now**	**$15k**	**Shire**
Monitoring	CMAP	Beach Width Dune Condition Assessment (%veg cover; blow outs)	**Annual**	**$5k**	**Shire**
	CMAP		**~5 yearly**	**$5-10k**	**Shire**
Relocate	SP	Relocate chalets When distance from to HSD is within S1 and/or assets are damaged	**By 2125**	**TBD**	**External**

5.2 Coral Bay MU 2 (North): Coral Bay Townsite

MU2 (North) is adjacent to the Coral Bay town settlement and encompasses the western edge of its commercial area, Robinson Street and its adjacent carpark, a campsite landward of Robinson Street and Ningaloo Reef Resort, which is landward of the long-term erosion hazard line (~2125 planning timeframe). The low-lying area adjacent to Robinson Street has a narrow coastal buffer and is exposed to erosion and inundation. Coastal hazards can impact on beach access, environmental condition of the foreshore and low dunes, and infrastructure to landward.

Coral Bay beach, landward to Robinson Road area adjacent to caravan park.

Low Lying area at Coral Bay Beach adjacent to Robinson Road.

The coastal buffer adjacent to Robinson Road is narrow and the area to landward is relatively low-lying. Assets along this stretch of coast are exposed to erosion hazard and inundation hazard at the present time with 2125 erosion hazard lines extending landward as far as Ningaloo Resort. The preferred pathway to mitigate impacts is (a) **dune management**; (b) **managed retreat** involving relocating the carpark, rerouting Robinson Street and moving campgrounds to higher ground. In the short term, an emergency management plan should be prepared for the campground area.

An alternate pathway would involve renourishment for beach value and protection of the carpark and road (nominal allowances of up to 10,000 m3 in first 10 years and increasing exponentially up to 70,000 m3 per decade towards long-term scenarios for beach area to keep pace with sea level rise). Results of the Cost Benefit Analysis (CBA) undertaken indicated that renourishment only rates positively up until 2050. However, any renourishment undertaken at this location should be carefully considered (due to potential flow on effects for the highly valued marine environment) and include an Environmental Impact Assessment as well as identification of a suitable sand source.

While a seawall would potentially reduce sea level rise impacts in this area, it was not an alternative not included in recommendations for a CBA due to the outcomes of the MCA analysis, largely due to:

a) Hard protection of the beach does not align to site specific adaptation objectives
b) Effective protection at this site would require a 400m+ long structure and would also require associated nourishment to retain beach value.

Table 5.3: Coral Bay MU2 (North): Preferred Adaptation Pathways

Coral Bay MU2 (North): Narrow coastal dunes with informal beach access; Robinson Street Carpark and Adjacent Campground; western edge of commercial precinct

- Dunes provide buffer to Robinson Road (<30m in places)
- Multiple shore perpendicular access paths
- Low lying foreshore backed by road/carpark with limited opportunity for natural realignment
- Very High Inundation Risk
- Low lying road impacted by erosion by ~2035; carpark and campsite by ~2075

Avoid	**Planning Controls**	Avoid placing facilities in fragile dune area (now) and plan for managed retreat (2035; or when triggers are reached)	**Now**
Accommodate	**Dune Management**	Sand back passing, beach scraping and dune placement to enhance resilience. Requires revegetation; Rationalise beach access.	**Now**
	Emergency Management Plan	With evacuation planning for campground area	**Now**
Protect	**Beach Nourishment**	Potentially viable up to 2050 but with EIA and ID of appropriate sediment source	**2035-2050**
Accommodate	**Flood Proofing**	Commercial/tourist infrastructure with renewal	**2050-2075**
Retreat	**Managed Retreat**	Plan for managed retreat/realignment of road and carpark and potential relocation of camping facilities	**2075 onwards**

PATHWAY: Avoid Development in Erosion and Inundation Hazard Area; amend local planning scheme to include Special Control Area which encompasses all areas affected by hazard over the 100-year planning period. Commence a dune management program (access consolidation and revegetation) to improve protective function to landward road, carpark and tourist infrastructure. Investigate the feasibility of localised beach nourishment (up to ~2050 only) and plan for flood proofing of landward infrastructure (by ~2075 or when triggers are reached) and eventual rerouting of road and relocation of campground.

TRIGGER: General dune management to commence now with targeted interventions required if the Horizontal Shoreline Datum (HSD) is within the S1 (7m) of Robinson Road. Inundation hazard to the campground is considered tolerable for the campground, with an evacuation plan in place, if there is <20m of dune (alongshore) below 2.9m AHD, but would require mitigation when SLR +0.4m (~2075) if the dune is not providing effective protection.

MONITORING: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events. Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image.

Table 5.4: Coral Bay MU2 (North): Action List

OPTION	TYPE	ACTIONS	TIME FRAME	RESOURCES	RESPONSIBILITY
Planning	EMP	Emergency Management Plan (including consideration of alternative access with impacts to road)	**Now**	**$15k**	**Shire**
	CMAP	Dune and Access Management Plan Define special control area	**Now**	**$15k**	**Shire**
	SP		**Now**	**$5k**	**Shire**
	SP	Avoid expansion (only removable infrastructure on beach)	**Now**	**Neg**	**Shire**
Technical Studies	CM	Beach Nourishment: EIA and Sediment Source ID	**0-5 years**	**$30-50k**	**Shire**
	CM	Sand Drift Management Plan Robinson Road	**0-5 years**	**$15k**	**Shire**
Monitoring	CMAP	Dune Condition (including veg. and track/access assessment) Monitor Buffer (HSD)	**Annual**	**$5k**	**Shire**
	CMAP		**~5 yearly**	**$5-10k**	**Shire**
Protect	CM	Potential short-term nourishment to defer relocation	**2035**	**$2M**	**Shire/State Govt.**
Relocate	SP	Raise/re-route Road and relocate carpark landward (pending outcome of technical study)	**50-75yrs**	**TBD**	**Shire**
	SP	Relocate low campground	**75-100yrs**	**TBD**	**Property Owner**

5.3 Coral Bay MU 2 (South): Settlement to Boat Ramp

The area south of the settlement extending towards the boat ramp is a largely undeveloped foreshore with environmental value and pedestrian access highly rated by the community. An area of dunes immediately south of the ramp is used for recreational 4WD activities. Shoreline retreat of 150m+ has been projected by 2125 with loss of beach and dune habitat and constriction of the coastal buffer seaward of Monck Head Drive (~50m by 2125); intersecting Banksia Drive to the South by ~2075.

Monck Head Boat Ramp
Accretion observed to the south, with erosion to the North at Paradise Beach

Table 5.5: Coral Bay MU2 (South): Preferred Adaptation Pathways

MU2 South: Undeveloped foreshore; rocky shoreline/perched beach backed by dunes Relatively wide buffer between shoreline and Monck Head Drive Sand drift issues to south of Boat Ramp; erosion to the north at Paradise Beach 4WD and pedestrian access paths Erosion hazard potential near boat ramp is high by ~2075			
Avoid	**Planning Controls**	Avoid placing any further tracks/access between Monck Head Drive and the coast	**Now**
Accommodate	**Dune/Track Management**	Revegetation of dunes; Rationalise beach access; consolidate 4WD track access	**Now**
Accommodate/ Project	**Bypassing/ Nourishment**	South of Causeway/Paradise Beach	**Now**
Retreat	**Managed Retreat**	Plan for managed retreat/realignment of road and carpark	**2125**
PATHWAY: The recommended pathway for this MU is managed retreat by 2125 with short term actions that avoid any further beach access tracks due to presence of rock (including cliffs), narrow beaches, and orientation directly toward prevailing winds (i.e. for dune mobility, and access restriction (soft boggy sand at dune beach interface). It is recommended that existing tracks in the dunes are rationalised immediately south of the townsite due to potential dune mobility. Buildup of sediment on the southern side of the boat ramp causeway has been observed and likely requires a bypassing regime to address sand drift issues around the boat ramp facilities with potential placement to the north at Paradise Beach to address erosion (cited in the community consultation; Risk Evaluation Report). **TRIGGER:** Banksia Drive (unsealed) should be relocated if the upper limit of coastal erosion (i.e. scarp crest) is within 6m of the unsealed road (S1 allowance). **MONITORING:** Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events. Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image.			

Table 5.6: Coral Bay MU2 (South): Action List

OPTION	TYPE	ACTIONS	TIME FRAME	RESOURCES	RESPONSIBILITY
Planning	CMP	Dune and Access Management Plan	**Now**	**$15k**	**Shire**
	SC	Avoid expansion (only removable infrastructure on beach)	**Now**	**Neg.**	**Shire**
Technical Studies	CM	Bypassing feasibility study	**Now**	**$30-50k**	**State Govt.**
	RBFS	Drift Management Plan (Boat Ramp)	**Now**	**$30k**	**State Govt.**
Monitoring	CMAP	Dune Condition (including veg. and track/access assessment)	**Annual**	**$5k**	**Shire**
	CMAP	Monitor Buffer (HSD)	**~5 yearly**	**$5-10k**	**Shire**
Protect	CM	Potential short-term by-passing/ nourishment- Boat ramp and marine/Paradise Beach	**1-5yrs**	**TBD**	**State Govt.**
Relocate	SP	Banksia Drive	**50yrs**	**TBD**	**Shire**
	SP	Raise/re-route Monck Head Drive (pending outcome of technical study)	**75-100yrs**	**TBD**	**State Govt.**

6. Implementation Plan – Carnarvon

The focus of the Carnarvon CHRMAP is the coastline between Massey Bay and Gascoyne River mouth. Most sites considered in Carnarvon CHRMAP have a relatively narrow coastal buffer, high development density and high proportion of built assets vulnerable to inundation impacts with erosion impacts to a lesser degree. Stakeholder consultation for Carnarvon confirmed the high value placed on coastal infrastructure, for example, bridges, jetties and boating facilities, which are viewed as very important for recreation and fishing tourism. Key adaptation objectives for Carnarvon are increasing the resilience of civic and business assets through 'protection and better design'. Potential adaptation strategies to treat identified 'high' and 'very high' risk to assets per MU are summarised here with a summary of options selected through the MCU and subject to subsequent Cost Benefit Analysis. Adaptation actions associated with preferred pathways are provided with timeframes and indicatives costs for implementation.

6.1 Carnarvon MU 1: Babbage Island

This MU is located to the North of the settlement, with ocean exposure, including wave run-up. Land surrounding Nor West Seafoods site is extremely low at 1-2m AHD and will require mitigation, with a pathway through the frontal dune access point. Initial management should focus on raising/removing the access pathway with possible flood proofing requirements and relocation to higher land when triggers are reached. Erosion and inundation hazard was rated 'very high' for the Pelican Point Waterfront Resort and Babbage Island boat ramp area both with extremely low land levels (~1.6m AHD). The stability of the MU is directly related to the continuity of Babbage Island spit (if spit breaching occurs, erosion and inundation hazard will increase).

Pelican Point Road has high erosion risk within the short-term (~10 year) planning timeframe. Adaptation of this asset also requires consideration of preferred adaptation approaches to emerging high risks identified beyond 25 years to Babbage Island beach (~50 years) and Carnarvon Beach Holiday Resort (~100 years). Location of these assets on a dynamic spit feature provides reduced confidence in projection timeframes, as erosion and spit rotation can accelerate rapidly, potentially shortening effective planning timeframes.

Since completion of Carnarvon and Coral Bay Coastal Hazard Report (Baird 2023), further erosion has occurred adjacent to the Pelican Point Access Road, resulting in the complete loss of the dune in front of the ablution block and further reduction in remaining dune buffer along the road's extent immediately to the north. The erosion is subsequently deemed to present an immediate risk to the Shire, requiring mitigation in the short-term. The road provides the sole access to key assets, including the Carnarvon Beach Resort and Babbage Island Beach, with the value of each asset requiring consideration in both short- and long-term adaptation measures. The preferred adaptation pathway for Pelican Point Road (Pelican Point Waterfront Resort) is **MANAGED RETREAT**. The managed retreat pathway includes the downgrade and then relocation of the road with eventual removal of the road and Caravan Park likely to be required (indicatively after 2075). A protect pathway involving use of a seawall as protection, with size and extent progressively extended with increasing erosion risk. However, the cost/benefit ratio of this option for the Shire was low and therefore it was not further considered as a recommended option.

It is noted that other forms of protection, such as groynes, were not deemed appropriate solutions, with greater interruption of sediment transport likely to contribute to destabilisation of the spit which is providing a role in navigation to Carnarvon Fascine.

Interpretation of the Cost-Benefit Analysis suggests that as well as the managed retreat[6] pathway for the area around Pelican Point Road/Pelican Point Waterfront resort, **AVOID/ ACCOMMODATE** options should be employed for the beach area extending northwest from Pelican Point, including the Nor West Seafoods site[7]

Pelican Point Waterfront Resort

Low lying infrastructure exposed to overtopping and increased erosion hazard if spit breaching occurs.

[6] Protection of assets for this area was cost prohibitive. For example, rerouting the full length of Pelican Point Road would cost approximately $2.3M, gaining ~30m of additional buffer. Given the highly dynamic nature of this area, relocation would be viable for a 25-year timeframe at best and would provide negligible benefit for the Shire (ramp use and vehicle access to the Spit). Similarly, while dune management along the 500m strip adjacent to the road may provide interim protection for the short to medium term, the required investment required for an 'effective' outcome is in the order of $25,000/annum. Use of hard coastal engineering measures would cost $2.5M for short to medium term protection, but will act to transfer erosion pressure, potentially acting to destabilise the Spit, which would significantly affect MU3 and MU4.

[7] Nor West Seafoods site was not rated as 'high risk' but is likely to be vulnerable to inundation given a) it's low-lying nature and b) a flood pathway through the dunes. It is recommended that owners of the facility do a structure audit, flood proof with renewal and consider managed retreat to a landward site when triggers are reached (HSD being <18m from assets and/or >20m of dune, measured alongshore, below 3.0m AHD). Without the dune providing effective protection from inundation, inundation risk to this site is intolerable.

Table 6.1: Carnarvon MU1: Preferred Adaptation Pathways

Carnarvon MU 1: Carnarvon beach holiday resort and Pelican Point Road; Babbage Island Beach

- Part of a dynamic river delta system, and influenced by spit evolution (e.g. rotation/breaching)
- Most existing facilities set around +2.0 to +2.1m AHD
- Erosion lines impact holiday park by 2075, but subject to spit dynamics
- Road is an erosion hazard at the present time with limited space to the landward for rerouting

AVOID/ Accommodate	**Planning Controls**	Pelican Point: Avoid expansion of fixed infrastructure facilities, especially in low lying areas due to inundation impact and uncertainty of spit evolution; Plan for managed retreat when triggers are reached. Beach: Limit fixed infrastructure on coast (carparks, toilets), and select appropriate setbacks based on expected design life; low value infrastructure only within erosion hazard area (e.g. picnic tables, bbqs)	**Now-2035**
ACCOMODATE	**Dune Management**	Pelican Point: Revegetation to maintain dune buffer for wave run-up and access road. Very limited capacity for dune management for mitigation, with sustained erosion trend established as the spit has rotated. Beach: Manage existing dunes (revegetation, pathway consolidation) up to 30m from HSD. When trigger is reached, consider cost benefit of dune building in line with CHRMAP review.	**Now**
	Structure Audit	Canals/Boat Ramp Pelican Point Road	**Now**
	Emergency Management	Holiday Resort including evacuation plan Pelican Point Road	**Now**
	Damage response plan	Holiday Resort, Boat ramp, canals; Pelican Point Road	**Now**
RETREAT	**Relocate/ Remove**	Pelican Point Road: relocation not feasible due to limited landward buffer; downgrade and ultimately remove	**2035-2050**
	Managed Retreat	Holiday Resort: plan for and remove facility when triggers are reached (S1 allowance = 4m); spit breaching; road downgrade/loss)	**By 2075**

PATHWAY: The recommended pathway for this MU is managed retreat by 2075 with short term actions that avoid any further exposure and include an emergency management plan. The Pelican Point Road requires immediate attention, with plans for downgrade (next 10 years) and relocation.

TRIGGER: Plan for road downgrading[8] and rerouting when Pelican Point Road is within the S1 allowance of the HSD (18m) and/or overtopping causes damage to more than 20% of the road. Plan for managed retreat of the Holiday Resort when infrastructure is (a) subject to overtopping that causes damage to more than 20% of assets, (b) HSD is within 4m of infrastructure[9], (c) spit is breached, or (d) damage to the access road preventing two-way traffic; dune management until the HSD is within 30m of dune buffer, at the S1 allowance (18m) plan for relocation of any beach infrastructure.

MONITORING: Long term baseline monitoring (beach width; HSD; dune condition) and event-based monitoring following storm erosion events (distance from road to HSD). Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image.

[8] Subject to findings of technical studies recommended in Action List (Table 6.2)

[9] This trigger has now been reached (as of early 2025) and while retreat is the preferred pathway according to the strategic planning process embedded within the CHRMAP, it is acknowledged that this decision requires further targeted discussion at a council level and in consultation with impacted stakeholders.

Table 6.2: Carnarvon MU1: Action List

OPTION	TYPE	ACTIONS	TIME FRAME	RESOURCES	FUNDING
Planning	**EMP**	Emergency Management Plan (including consideration of alternative access)	**Now**	**$15k**	**Shire**
	EMP	Emergency Recovery Management Plan	**Now**	**$10k**	**Shire**
	BDG	Flood Proofing with renewal (Nor West Seafoods only)	**With Renewal**	***	**Private**
	SP	Avoid expansion (only removable infrastructure on beach)	**Now**	**$5k**	**Shire**
Accommodate	**CMAP**	Dune Management – restoration over 500m @ ~$15k/year until <30m dune remaining[10]	**Annually**	**$15k**	**Shire**
Technical Studies	**SP**	Road downgrade and relocation feasibility study	**2035-2050**	**$30-50k**	**Shire**
	CMAP	Sand Drift Management Plan (Pelican Point Road)	**Now**	**$15k**	**Shire**
Monitoring	**CMAP**	Dune Condition (including veg. and track/access assessment)	**Annual**	**$5k**	**Shire**
	CMAP	Monitor Buffer (5yr HSD; 10yr HSD)	**~5 yearly**	**$5-10k**	**Shire**
Relocate	**SP**	Downgrade and relocate road to landward (pending outcome of technical study)	**20-50yr**	**$200-500k**	**Shire/State Govt.**
	SP	Relocate and remove Holiday Park	**50-75yr**	**TBD**	**Shire/State Govt./ Private**

6.2 Carnarvon MU 3: Maritime Facility

Carnarvon MU3 includes Pickles Point marine and industrial area with land set ~3m AHD. The Harbour Road has erosion protection around the boat harbour, but the remainder is unprotected and lying at ~3.5m AHD. The Wharf access road falls from +3.5m to +1.55m at the wharf itself. A low-lying area of remnant vegetation is located adjacent to the sandy area along harbour road which will require consideration of potential wave runup with spit breaching. An intertidal mangrove area provides important protective function for assets to the landward.

Overall, a **PROTECT** pathway is recommended for this site over the planning period with a focus on a seawall to protect low-lying harbour road. An emergency management plan/evacuation plan should be put in place at the present time as well as management of remnant vegetation and intertidal mangrove areas to retain their protective function for assets to the landward and planning controls to limit development on the currently vacant sandy lot.

[10] The buffer across most of the road is presently <30m; Therefore, site specific assessment/consideration is required – to include scoping of potential dune condition assessment, sand drift management plan and any related dune management/restoration - as part of an integrated adapative pathway across the MU. This should flow on from the aforementioned targeted discussions at Council level, including key stakeholders, to decide on a preferred pathway for the MU.

Table 6.3: Carnarvon MU3: Preferred Adaptation Pathways

Carnarvon MU3: Remnant Vegetation & Undeveloped Sandy Foreshore Dune areas – Already low +2.5m AHD – Sandy area – Too Low 0.9-1.0m AHD rising to above 3m – Highly susceptible to change in spit character and loss of weak mangrove controls			
AVOID	**Planning Controls**	Uncertain exposure due to location in lee of dynamic spit, and requirement for space to mitigate wave run-up for Marine Services. Avoid any new development in the sandy lot at the southwest corner of the Maritime Facility.	**Now**
Marine Services Adjacent to Marina – Access road generally above +3.5m AHD; Land set as low as 3m AHD – Erosion depends on spit dynamics			
AVOID	**Emergency Management Plan**	Land set as low as 3m AHD, requiring implementation with high SLR Scenario. Access road generally above +3.5m AHD except near south Carnarvon (see Harbour Road)	**Now**
	Foreshore Management	Retain western foreshore buffer for mitigation of wave run-up with loss of spit length	**Now**
	Flood Proofing	Raise floor levels for new development	**With renewal**
Wharf Access Road - Falls from +3.5m to +1.55m at Wharf			
PROTECT	**Raise**	Raise low section to at least +3.5m AHD, with Wharf level based on land-marine connection. For +1.55m, this is <10yr ARI with 0.2m SLR and <1yr ARI with 0.4m SLR.	**2035**
	Protect	Upgrade Wharf	**2075**
Harbour Road – Low Section around +1.4 to +1.5m extending 400m from South Carnarvon. Existing erosion protection due to boat harbour. – Remainder is +3.5m AHD but no erosion protection			
ACCOMODATE	**Emergency Management Plan**	Currently at less than a 10yr ARI (1.2m) and requires an emergency management plan/ evacuation plan	**Now**
	Vegetation Management	Retain western foreshore buffer for mitigation of wave run-up with loss of spit length	**Now**
PROTECT	**Raise**	Raise low area at South Carnarvon section to at least +3.5m AHD (400m)	**2035**
	Seawall	Commence along Perimeter extending ~1000m (recognising this would be earlier if spit was lost)	**2050**
PATHWAY: The recommended pathway for this MU is raising the road (~2035) and providing protection via a seawall (~2050 onward) with short term actions that limit any further development on undeveloped lots, instigate emergency management/evacuation planning and manage areas of mangrove and remnant vegetation to retain their protective function. Flood proofing should be considered with renewal of infrastructure. **TRIGGER:** Overtopping that causes damage to the road triggers road raising; When HSD is within 10m of the road for more than 20% of its length, planning for the seawall should commence. **MONITORING:** Long term baseline monitoring (distance from road to HSD; mangrove condition) and event-based monitoring following storm erosion events. Monitor the movement of the HSD line every 5-years as part of the CHRMAP review. Determine HSD from examination of vegetation lines in latest available aerial image. Structural conditions assessment/damage assessment.			

Table 6.4: Carnarvon MU3: Action List

OPTION	TYPE	ACTIONS	TIMEFRAME	RESOURCES	FUNDING
Planning	EMP	Emergency Management Plan	**Now**	**$15k**	**Shire**
	CM	Mangrove Management Plan	**Now**	**$10k**	**Shire**
	SP	Limit Development on Sandy Lot	**Now**	**Neg.**	**Shire**
	SP	Define Special Control Area	**Now**	**$10k**	**Shire**
	SP	Notifications on Title	**Now**	**0**	**Shire**
	BDG	Flood Proofing marine services	**25yr**	**TBC**	**State Govt.**
Monitoring	CMAP	Vegetation Condition	**Annual**	**$5k**	**Shire**
	CMAP	Monitor Buffer (HSD)	**~5 yearly**	**$5-10k**	**Shire**
Protection	SP	Raise Road	**20-50yr**	**$200-500k**	**Shire**
	CP	Build Seawall	**50-75yr**	**TBD**	**Shire/State Govt.**

6.3 Carnarvon MU 4: South Carnarvon

The South Carnarvon area is largely occupied by a residential area located in an extremely low-lying basin. Road levels are between +1.4-1.6m AHD and will be below Highest Astronomical Tide with 0.5m Sea level Rise (SLR). South Carnarvon Surge Wall was construction in 2004 and presently provides inundation protection along the southern perimeter of South Carnarvon residential area. The Surge Wall was built with incomplete encirclement around the entire perimeter of South Carnarvon, with a gap in inundation protection structure presently existing near Carnarvon Yacht Club (GEMS 2008).

Inundation through the protection gap near the Yacht Club begins to impact West Street at a still water level of 1.3 to 1.4m AHD (~6-year ARI), with widespread flooding of residential areas likely to occur at +1.6 to 1.7m AHD (~20-65 year ARI). In comparison, the existing Surge Wall and Fascine Walling provide protection up to +2.3m AHD, which corresponds to a 300-400 year ARI still water level, due to inclusion of freeboard to account for wave action.

Despite this exposure, the area has fortunately been exposed to little inundation, with a series of three events in the 1970s reaching just below the level causing widespread inundation. TC Glynis (Feb 1970 reached 1.64m AHD, with TC Hazel (Mar-1979) and TC Vanessa (Jan-1976) both reaching 1.60m AHD. It is further acknowledged that a large proportion of property has floor levels already set above ground levels, which provides mitigation to modest inundation events.

However, overall, the existing situation poses a significant risk to human safety and damage to property, which will increase substantially with sea level rise.

Managed retreat is not a feasible option here due to associated loss of land value and the implication of displacement of people. The preferred adaptation pathway for South Carnarvon is therefore **PROTECT**. The recommended pathway would include an infill levee and a staged approach to raising the surge wall. A starting point for design options is given by the original South Carnarvon Surge Wall assessment, which identified three alternatives, noting that these are no longer directly valid following foreshore works completed since 2003. Therefore, an immediate step will be investigation of appropriate specifications for surge wall improvements in South Carnarvon as a key outcome of the CHRMAP implementation plan for this MU.

An important consideration for design shall be the capacity to ultimately raise all protection structures to above the Surge Wall of +2.3m AHD, in the context of longer-term planning for a protection strategy that accommodates projected sea level rise. This option would require: A site/condition assessment; and Review of existing drainage capacity and evaluation of an adaptation pathway to manage sea level rise impacts, as existing low-lying land within South Carnarvon is below 1 year ARI/HAT for sea level rise scenarios above 0.6m.

Table 6.5 - Carnarvon MU4: Preferred Adaptation Pathways

Carnarvon MU4: South Carnarvon Residential Area – Lowest levels of road +1.4-1.6m AHD			
AVOID	**Planning Controls**	Policy amendment for flood proofing and limit new development	**Now**
AVOID	**Emergency Management Plan**	Emergency response and damage management planning required for roads and residences	**Now**
	Drainage Review	Review of drainage functionality and capacity including efficiency/condition of flood gates; investigate opportunities for and potential effectiveness of one-way valve system to deal with overtopping when levee installed	**Now**
	Flood Proofing	Raise floor levels for new development	**With renewal**
PROTECT	**Infill Levee**	Local raising to 2.3m AHD along 400m	**Now**
	Raise Surge Wall 1	Phase 1 – raise surge wall	**2035**
	Raise Surge Wall 2	Phase 2 – secondary raise of surge wall	**2075-2125**
PATHWAY: Begin protection works in the short term (infill levee) in conjunction with emergency response and damage management planning; structure condition assessment and drainage capacity/efficiency review as well as policy controls to limit new development and allow for flood proofing (property raising) as appropriate with renewal. In the medium term, the surge wall should be raised (with an associated study to determine most appropriate options) in conjunction with ongoing drainage management. In the medium to long term, further raising of the surge wall will be required (or increased property levels/ raising of roads and reserve for human safety and access in the absence of this). **TRIGGER:** Initial trigger for levee construction and emergency response planning/damage planning already reached (Road levels are between +1.4-1.6m AHD and will be below Highest Astronomical Tide with a 0.5m Sea level Rise (SLR). Inundation near the Yacht Club to West Street with widespread flooding of residential areas; subsequent triggers: inundation events damage road and/or cause road closures more twice or more in one year; drainage system damaged/ becomes ineffective; road no longer functional **MONITORING:** Inundation extent and levels associated with high water level events; condition/damage assessment of infrastructure – existing walling; drainage.			

Table 6.6: Carnarvon MU4: Action List

OPTION	TYPE	ACTIONS	TIMEFRAME	RESOURCES	FUNDING
Planning	EMP	Emergency Management Plan	**Now**	**$15k**	**Shire**
	CM	Mangrove Management Plan	**Now**	**$10k**	**Shire**
	TS	Drainage Efficiency Review (including Flood Gate condition assessment)	**Now**	**$30k**	**Shire**
	SP	Define Special Control Area	**Now**	**$10k**	**Shire**
	SP	Policy Amendments for Flood Management	**Now**	**$40k**	**Shire**
	SP	Raised Property Levels During Renewal	**Now**	***	**Property Owners**
Technical Studies	CP	Surge protection brought to standard protection level	**Now**	**$50k**	**Shire/State Govt.**
Monitoring	CMAP	Vegetation Condition	**Annual**	**$5k**	**Shire**
	CMAP	Monitor Buffer (HSD)	**~5 yearly**	**$5-10k**	**Shire**
Protection	CP	Infill Levee (400m)	**Now**	**$2M**	**Shire/State Govt.**
	CP	Levee Maintenance	**Annual**	**$20k**	**Shire**
	CP	Raise surge wall (potential; to be determined pending outcome of technical study)	**10-25yr**	**TBD**	**Shire/State Govt.**

6.4 Carnarvon MU 5: Brockman

Brockman MU is a largely residential area situated in a relatively low-lying basin with two key inundation pathways through the Fascine and around the back near James St/Marr place. Along Dempster Rd and Marr place, the inundation pathway is as low as +2.0m AHD, but likely to experience estuarine dampening. Sub-arterial roads are generally as low as +2.3m AHD, potentially requiring modified levels for high SLR scenario for excavation. The preferred adaptation pathway for Brockman is **PROTECT** with emergency management planning in the short term. Property levels in the Brockman area are generally slighter higher >2.6m AHD, which should allow for property level protection in the medium to long term planning horizon.

Table 6.7: Carnarvon MU5: Preferred Adaptation Pathways

Carnarvon MU5: Brockman Residential Area			
	Planning Control	Floor levels/Floodproofing for any land <3.5	**Now**
	Emergency Management	i.e. inundation <500yr event. Road networks mostly support effective evacuation for up to 1.05m SLR	**Now**
	Damage response plan	i.e. inundation <500yr event	**Now**
	Protect – Levee 1	Raised local barrier to treat pathway near back of suburb, near Dempster Rd and Marr place. This pathway activates at +2.6m AHD; small intervention to lower impacts of extreme events	**Within 0.1m SLR 2035**
	Protect – Levee 2	Foreshore Levee system along Fascine foreshore or roads. Requires drainage consideration.	**TBA subject to risk**

Table 6.8: Carnarvon MU5: Action List

OPTION	TYPE	ACTIONS	TIMEFRAME	RESOURCES	FUNDING
Planning	EMP	Emergency Management Plan	**2075 onwards**	**$15k**	**Shire / State Govt.**
	EMP	Emergency Recovery Plan	**2075 onwards**	**$15k**	**Shire / State Govt.**
	SP	Define Special Control Area	**By 2050**	**$10k**	**Shire**
	BDG	Building requirements for flood proofing (any land <3m)	**2050-2075**	**$10k**	**Shire / State Govt.**
Technical Studies	TS	Drainage Efficiency Review & feasibility study for foreshore levee system	**2050-2075**	**$50k**	**Shire**
Monitoring	CMAP	Monitor Buffer (HSD)	**~$5 yearly**	**$5-10k**	**Shire**
Protection	CP	Levee system across foreshore or roads with drain considerations	**2075 onwards**	**TBD**	**Shire / State Govt.**

7. Land use planning response

7.1 Local Planning Strategy

The Shire of Carnarvon is currently preparing an updated Local Planning Strategy. CHRMAP outcomes should be addressed whilst the Strategy is prepared, or as a minor amendment to it once endorsed. It is recommended that residential densities in vulnerable areas be reviewed in the light of coastal hazard risk. Reference should be made to the requirements of SPP2.6 as they pertain to proposed development subject to coastal hazard risk, including the requirements for adequate coastal foreshore reserves.

7.2 Local Planning Scheme

The Local Planning Scheme should be amended to reflect changes in the Local Planning Strategy. The provisions of a Special Control Area should be implemented over residential and regional centre zones.

Special Control Area

The introduction of a Special Control Area (SCA) for all zoned land affected by erosion or inundation over the 100-year planning period will provide the most effective response to coastal and riverine hazards. The SCA will stipulate provisions to respond to the risks identified in this CHRMAP, including the trigger for normally exempt development to require development approval.

To implement the SCA, the Shire should initiate an amendment to Local Planning Scheme No. 13 to insert a new SCA12 in Schedule 7 – Special Control Areas as follows:

Table 7.1 – Special Control Area 12: Coastal Hazard

PURPOSE	OBJECTIVES	ADDITIONAL PROVISIONS
The Shire of Carnarvon has prepared and adopted a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) that identifies land potentially at risk of coastal erosion or inundation. This Special Control Area provides guidance for land use and development within these areas.	1. To identify land within Carnarvon and Coral Bay at risk of erosion and inundation by coastal processes by 2125. 2. To ensure public health and safety and reduce risk associated with coastal erosion and inundation. 3. To protect new development from the impacts of coastal erosion and inundation. 4. To avoid inappropriate land use and development of land at risk of coastal erosion and inundation. 5. To ensure land in the coastal zone is continuously available for coastal foreshore management, public access, recreation and conservation purposes. 6. To ensure land use and development does not accelerate coastal erosion or inundation risk; or have a detrimental impact on the functions of public reserves. 7. To ensure coastal process considerations are taken into account in preparing strategic planning proposals and in assessing subdivision and development applications.	1. Notwithstanding any other provision of the Scheme, all proposed development within SCA12 requires the development approval of the local government, unless the development is specified in the local government's Coastal Hazard Local Planning Policy as a type that does not require development approval. 2. In considering any application for development approval, or its advice in relation to a proposed structure plan, or application for subdivision of land within SCA12, the local government is to have particular regard to: a. The Shire of Carnarvon Coastal Hazard Risk Management and Adaptation Plan (CHRMAP); b. State Planning Policy 2.6 – State Coastal Planning Policy; c. The Shire of Carnarvon Coastal Hazard Local Planning Policy; d. The likely effect on public safety and the risk associated with coastal inundation and erosion; e. The existing and likely future effect of coastal erosion or inundation on the land; f. The vulnerability of any roads providing access to the land and any public utility infrastructure servicing the land; g. The continued suitability of servicing the land with an onsite effluent disposal system, where reticulated sewer is not available; h. The impact that any proposed earthworks, retaining walls or other protective measures will have on the amenity of the locality and water flows; and i. The adequacy of the coastal foreshore reserve to provide for continued coastal foreshore management, public access, recreation, conservation and landscape amenity. 3. An application for development approval for development proposed within SCA12 may be referred to any statutory, public or planning authority for advice and recommendations before being considered by the local government. 4. Where the local government decides to approve an application for development approval it may impose conditions so as to: 5. constrain the location of development; 6. control the form of construction, including foundations and associated works; 7. determine the form, location and construction of access; 8. require a minimum floor level for development; 9. limit the term of the approval; 10. require the approved development to be removed and the land restored to a condition as near as practicable to its condition immediately before development started to the satisfaction of the local government upon a trigger event occurring; and 11. require the registration of a notification under section 70A of the Transfer of Land Act 1893 on the Certificate of Title of the subject land at the cost of the landowner advising: 12. that the lot is located in an area likely to be subject to coastal erosion and/or inundation over the next 100 years; 13. of any limited term of a development approval; and 14. of any requirement to remove approved development and restore the land as near as practicable to its condition immediately before the development started to the satisfaction of the local government upon a trigger event occurring. 15. Where an application for subdivision of land within SCA12 is referred to the local government, it may recommend that the Commission applies conditions requiring: 16. the finished surface level of the land, or the level of public roads providing access to the land are raised sufficiently to reduce the risk of coastal inundation; 17. building envelope/s, where applicable, provide a specified area of land that is located above the coastal inundation level; 18. a notification under section 165 of the Act to be placed on the Certificate(s) of Title of the subject land, at the cost of the landowner advising that the lot(s) is located in an area likely to be subject to erosion and/or inundation over the next 100 years.

As part of the introduction of SCA12 into the Scheme, the extents of the special control area will need to be shown on the Scheme Maps for Carnarvon (MU3 Maritime Facilities and MU4 South Carnarvon) and for Coral Bay (MU2 North). The extents of the SCA are to contain all areas that are subject to erosion or inundation by 2125.

7.3 Local Planning Policy

To provide context for, and guidance on the operation of Special Control Area 12 (SCA12), it is recommended that the Shire of Carnarvon prepare a Local Planning Policy for Coastal Hazard. The Local Planning Policy should address matters such as:

- Requirements for Development Applications in areas affected by SCA12;
- Guidelines for exempted development; and
- Guidance for the shire when considering strategic planning proposals, subdivision referrals and development applications.

Requirements for Development Applications

The standard requirements for the information to accompany a development application is outlined at clause 63 of the deemed provisions for local planning schemes contained in the Planning and Development (Local Planning Schemes) Regulations 2015 (deemed provisions). Sub-clause (d) allows for a local government to require reasonable additional information. It is recommended that a future local planning policy outlines the nature of the additional information required to accompany development applications on land subject to coastal hazard.

Exempted Development

It is recommended that the following development be exempted from the SCA12 requirement for development approval:

- temporary or non-permanent structures not used for human habitation;
- extensions to an existing single, grouped or multiple dwelling where the net floor area of the proposed extensions is no more than 50m^2; and
- a change of use where no new structures are proposed.

Guidance to Local Government

The Policy will provide a series of guidance statements to the Shire to assist in the decision-making process for strategic proposals, subdivision referrals and development applications.

In relation to strategic proposals, the policy will trigger coastal hazard to be a "matter to be considered" when assessing or providing comment on strategic proposals, such as structure plans, scheme amendments, or similar. The Policy will similarly outline the considerations required for the Shire when providing a referral response to the WAPC on subdivision applications. In relation to development applications, the Policy will provide additional guidance to the Shire when considering a development application against SCA12 and the matters outlined in clause 67(2) of the deemed provisions.

7.4 Foreshore Management Plan

It is recommended that the Department of Biodiversity, Conservation and Attractions (DBCA) prepare a framework for coastal management for Coral Bay. In relation to Carnarvon, it is recommended that the Shire prepare a coastal management plan. The framework / plan will address immediate management issues including access, environmental management, dune management, community use and provision of facilities.

8. Funding considerations

Estimates to undertake actions appropriate for coastal hazard management have been provided for each of the Management Units. It is noted that these costs represent consideration of tight scoping, and efficiency developed through combining actions (e.g. HSD mapping should be done for each townsite, rather than as a separate task for each MU). It should be recognised that realised costs for each action may vary substantially, particularly if loose scoping or a higher standard of performance is required (e.g. a drone survey gives much greater information than measuring beach width).

Implementation of the actions listed for each MU would result in Shire expenses of $300-400 k within the next 0-5 years, ongoing expense of around $60-75 k per annum, and around $10-12 M worth of significant hazard mitigations (

Table 8.1), which would contribute an average of ~$200 k per annum, if distributed over the next 50 years.

Table 8.1 - Summary of Costs for Action Lists per Townsite

LOCATION	FIRST 0-5 YEARS	ONGOING	DEFERRED	SIGNIFICANT ITEMS
Coral Bay	$110-130 k	$20-25 k/yr	$15 k	MU2 (N) Beach Nourishment
Carnarvon	$210 k	$40-50 k/yr	$530-1150 k	MU1 Resort Relocation MU3 Pickles Point Seawall MU4 Infill Levee MU4 Raise Surge Wall MU5 Brockman Levee

External funding is considered valuable for establishing the set of management plans and studies which are the main immediate activities (years 0-5). However, external funding is essential if the Shire of Carnarvon is to achieve significant coastal hazard mitigation works.

A range of funding options will need to be considered for both short-term and longer-term actions, and in some instances, broader or 'all of Government' approaches may be required. For example, funding for economically important assets could be sourced through regional economic development grants, and environmentally important assets funded though conservation grant programs. To support the consideration of external funding sources, types of action have been identified, which can be related to potential funding (Table 8.2), typically based on shared LG & Agency funding.

Table 8.2 - Potential Funding sources, by Action Type

ACTION TYPE	POTENTIAL EXTERNAL FUNDING SOURCES
BDG – Building Design Guidelines	
CM – Coastal Management	Coastwest (DPLH)
CMAP – Coastal Monitoring & Action Plan	Coastal Adaptation & Protection Grants (DOT)
CMP – Coastal Management Plan	CMPAP Funding (DPLH)
CP – Coastal Protection	Coastal Adaptation & Protection Grants (DOT) Disaster Ready Fund (NEMA)
EMP – Emergency Management Plan	Disaster Resilience & Recovery Funding (DFES)
RBFS – Recreational Boating Facility	RBFS Funding (DOT)
SP – Structure Plan	CMPAP Funding (DPLH)
TS – Technical Study	

The WAPC (2003) Coastal Planning & Management Manual provides a valuable resource to support initial development of Coastal Management Plans and Dune Management Plans.

A preliminary priority ranking for the significant items has been developed based on immediacy, economics (from B-C ratios) and equity, with the latter based on the proportion of public to private benefit (Table 8.3). However, it is acknowledged that priority is more likely to be determined by the order with which urgent pressure is experienced.

Table 8.3 - Preliminary Prioritisation of Significant Items

LOCATION	SIGNIFICANT ITEMS	IMMEDIACY	ECONOMICS	EQUITY	TOTAL
Coral Bay	MU2 (N) Beach Nourishment	5	4	1	**3**
Carnarvon	MU1 Resort Relocation	2	6	6	**5**
	MU3 Pickles Point Seawall	4	2	3	**2**
	MU4 Infill Levee	1	1	3	**1**
	MU4 Raise Surge Wall	3	3	5	**4**
	MU5 Brockman Levee	6	5	4	**6**

Note: 1 indicates highest priority and 6 indicates lowest priority

The relative capacity to use different financial mechanisms to raise internal funding differs between the six significant items:

- Beach nourishment provides general amenity, and therefore is suited to general rates levy, or visitor contribution.
- Pickles Point seawall would service a discrete set of government and private agencies, whose commercial operations would be affected by erosion hazard if it is left unmitigated. This situation supports use of a contributory fund.
- The proposed structures for South Carnarvon and Brockman provide mitigation for defined areas, largely occupied by private residences. This suggests use of differential rates, although use of a general rates levy may be appropriate given the landowners, particularly in South Carnarvon, are likely to experience falling land values with sea level rise, even if mitigation is put in place.
- It is challenging to use typical funding mechanisms for relocation of the resort from Pelican Point, as there is a single private beneficiary.

9. Monitoring and review

Monitoring and review activities related to preferred adaptation pathways were identified for each MU and summarised in the foregoing Sections. These activities were largely related to monitoring required to trigger the next level of management action. They are supplementary to sustained long-term coastal monitoring activities, specifically including:

- Measurement of sea levels at Department of Transport's Carnarvon tide gauge.
- Measurement of atmospheric conditions at the Bureau of Meteorology' Automatic Weather Station 006011 at Carnarvon Airport
- Capture of high-resolution aerial imagery, coordinated by Landgate, typically in 5-10 year intervals. Some imagery may be available via organisations such as Google Earth.
- Low-resolution evaluation of 'detected shorelines' from satellite imagery. Geoscience Australia provide a free product suitable for characterisation of long-term trends.

Monitoring activities common through the MUs include HSD measurement and dune (vegetation) condition assessment. These can be undertaken with different levels of cost and complexity, acknowledging the need to transition towards more detailed methods if refined decision-making is required (Table 9.1). In general, low-cost monitoring is considered viable for Coral Bay and Carnarvon, potentially using moderate or high-cost monitoring at baseline and every 5-10 years, to provide a framework for lower resolution assessment.

Table 9.1 - Alternative Monitoring Levels

	HSD MEASUREMENT	DUNE CONDITION
Low Cost	Beach Width	Site Photos & Review of Landgate imagery
Moderate Cost	RTK Beach Scarp	Transects with Species ID
High Cost	Topographic survey	Drone Survey & Multispectral

The CHRMAP process is designed to be ongoing, with regular updates associated with the emergence and collection of new information, such as new legislation, identification of climatic changes, or any new information that becomes available and significantly modifies the understanding of coastal hazards. This is typically anticipated to require CHRMAP update every 5-10 years. As such, actions recommended here should be subject to review and revision as appropriate, incorporating results from recommended further studies. This includes scoping potential protection enhancement for South Carnarvon and ongoing evolution of Babbage Island Spit.

10. APPENDIX A - Strategic Adaptation Approaches (adapted from WAPC, 2021)

APPROACH	DESCRIPTION	TRIGGERS	ACTIONS & CONSIDERATIONS
Avoid	No new residential or commercial development in areas identified for managed retreat	Undeveloped land lies within the hazard extent	Implement planning controls to avoid inappropriate development of the land Continue to update hazard extent mapping as required relative to new information
Accommodate	Emergency Response Plan Drift Management Plan	The shoreline (HSD) is within the S1 distance of most seaward asset	Prepare response plans for infrastructure that could be impacted
Managed retreat **All landward assets eventually retreated through land acquisition to ensure a foreshore reserve is retained**	Planning controls for managed retreat Increased development density is not permitted in areas where potential long term managed retreat ID New development might be considered where time limited approvals or other planning controls are in place.	Residential or commercial property lies seaward of the 100-year coastal hazard erosion line.	- Include all affected land in a Special Control Area and ensure the hazard information is incorporated in structure planning - Provide notification of potential hazards on certificates of title where possible or by direct contact with landowners - Appropriate where cost of protection prohibitive (environmental, social, economic) - Not implemented until triggers are reached likely beyond 2070. - The Shire would not acquire private property for transfer to the public realm unless there was sufficient funding for compensation, with contributions from the state and federal government. - Revised relative to new information when the CHRMAP is reviewed
	Minor Infrastructure (short-medium term) Manage impacts to minor public or drainage infrastructure	Damage to asset that results in it being damaged, destroyed or becoming unsafe	Repair and maintain infrastructure in the short term to extend short term life and function but leave unprotected; and/or remove and relocated to a less vulnerable area.
	Major Infrastructure (long term) Instigate managed retreat in areas where triggers are reached	The shoreline (HSD) is within the S1 An asset is damaged, destroyed or becomes unsafe due to coastal erosion or inundation impacts; Water, sewerage or electricity to a lot is no longer available. A public road is no longer available or able to provide legal access to a property.	- Ensure mechanisms for compensation of landowners - Realign public roads

APPROACH	DESCRIPTION	TRIGGERS	ACTIONS & CONSIDERATIONS
Protect	Interim soft protection (up to 2035)	Beach and coastal foreshore reserve is significantly diminished with respect to its original state and function (ecosystems, amenity, economic value impacted along more than 50% of area) Shoreline (HSD) is within the S1 distance (see CHRMAP Hazard Assessment) of most seaward asset.	– Dune rehabilitation undertaken to increase natural protective function. Dune management should only be instigated in areas with >30m area between the shoreline and the HSD; investment of approximately $30/m Sand renourishment pending identification of a suitable source and EIA (identify potential impacts on marine habitat)
	Long term hard protection in key areas when triggers are reached (post 2050) Increased development density may be permitted where long term protection is identified and there is an overwhelming planning justification New development in these areas may be required to contribute to the ongoing maintenance of the protection	Shoreline (HSD) is within the S1 distance of most seaward asset; A specific coastal management technique (i.e. soft protection) is forecast to no longer be economically or physically feasible within 10 years; Beach and coastal foreshore reserve is significantly diminished with respect to its original state and function	Construct hard protection structures based on detailed analysis of feasible options (i.e. groynes, seawalls, breakwaters) where: – Erosion and/or inundation impacts a large proportion of residents (cost/benefit of costly protection) – Areas of key community attraction and commercial activity. – Significant infrastructure without clear alternative locations to perform the required function – If hard structures are installed to protect landward assets, this will significantly impact beach amenity (where applicable) in the long term. – The type and suitability of structures to be installed will require further modelling and detailed analysis. – The need for protection in will be revised relative to new information when the CHRMAP is reviewed in 10 years

11. Appendix B – Implementation Plan overview

ELEMENT	ATTRIBUTE	ACTION	CONSIDERATIONS
Funding	Costs	Conduct a detailed economic assessment to establish the economic value/contribution of natural assets in key vulnerable areas	– Direct and indirect economic benefits provided by beaches and the coastal foreshore reserve (including parks) are not well understood at present and should be further elucidated given the primary focus on 'beach value' for the Coral Bay site. – The assessment should focus on Coral Bay Beach and Babbage Island Beach areas, where the highest vulnerability is present in the short term. – This information would also be useful in informing a more comprehensive benefit distribution to guide detailed options assessment and inform the next CHRMAP review and could also have implications for a specified area rate to apportion funding contributions, aligning them with the level of benefit that certain rate payers will receive as a result of management
	Sources	Establish a cash reserve for coastal adaptation through existing budgeting Pursue Part funding through Federal & State Government Investigate new funding mechanisms through a Coastal Hazard Management and Adaptation fund	– Annual inputs allocated into a cash reserve for coastal adaptation through existing budgeting processes, relative to other priorities. – Future costs will be considerably greater than current expenditure on coastal management and will require part funding from the Federal and State Governments (e.g. through Disaster Resilience Funding) – The Shire could establish a fund for management of coastal hazards directed towards a combination of interim protection and compensation for affected landholders to implement managed retreat – This would involve targeted revenue raising mechanisms and preparation of a Coastal Adaptation Costing Plan to inform potential rate increases (e.g through % increase to all rates; differential area rate based on land use and zoning; developer contributions; 'user pays' revenue from boat ramps, parking etc)
Land Use Planning	Structure Plans	Update Structure Planning	– All structure planning should account for the hazards identified in this CHRMAP and the requirements of SPP2.6. The primary mechanism for achieving this through structure planning will be the allocation of a suitable portion of land as coastal foreshore reserve. This foreshore reserve should be of adequate width to account for the 2125 coastal erosion hazard line, and ensure a functional foreshore area will remain should this hazard extent be realised in the future
	SCAs	Amendment of TPS to create SCAs The Shire will notify owners of land situated within the mapped 100-year erosion and inundation extents directly, via mail or email. There are also mechanisms to apply notification of the potential hazards to Certificates of Title and these should be implemented where possible.	– The SCA should be based on the 2125 hazard extent, plus an additional allowance for future foreshore amenity. – The SCA should establish the intent to eventually retreat from the identified area, where this is identified as the priority long term pathway. – SCA's should require that all development in the area requires approval, allowing control of development and ensure it aligns with the long-term pathways for the area. – SCA's should not extend over areas zoned such that development is already prohibited, such as Parks and Recreation Reserve. It is important that the Shire notify the community and potentially affected landholders and stakeholders of the results of the CHRMAP and the extents of potential coastal hazards.
	Leases	Review Leases Where the Shire leases facilities on land vulnerable to coastal hazards	Short term measures could include: – Notifying all affected leases of potential coastal hazards – Reviewing the suitability of lease arrangements relative to the CHRMAP at such time that new leases are applied for or existing leases are due for renewal – If leases are in an area identified for protection or with hazards not likely to be realised until 2070, then renewing for a term up to 20 years may be appropriate If leases are in an area likely to be vulnerable in the short term, consider not leasing, or leasing with a reduced term or event-limited arrangement. The suitably of leases in the future would need to be investigated relative to the findings of future CHRMAPs and long term adapt

ELEMENT	ATTRIBUTE	ACTION	CONSIDERATIONS
Hot Spot Management	Sediment Management	Initiate/continue targeted beach/ foreshore/dune management in vulnerable areas.	In the short term, beach nourishment could be employed to manage coastal hazards at **Coral Bay MU2 (North)** due to vulnerability of landward assets, the potential for event-based erosion and the opportunity to improve beach amenity (in the short term) and potential by-passing could be appropriate at the Coral Bay boat ramp **Coral Bay MU2 (South)** but would require a site-specific assessment to establish sediment source and ecosystems services trade-offs taking account of: – Appropriate location for placement. – Most effective placement volume, footprint and profile. – Appropriate sand in terms of grain size and colour. – Timing nourishment for greatest effect. Dune management is potentially appropriate at a number of MUs including Coral Bay and at Babbage Island in **Carnarvon MU1** but should only be carried out where: Appropriate management plan is first in place to ensure targeted planting in conjunction with watering, signage, track management and other measures to potentially build site-specific dune resilience The existing area of dune between the shoreline and HSD is >30m Management occurs in conjunction with appropriate monitoring (post storm and annually) A management budget of ~$30/linear metre of dune is available to ensure efforts are robust and 'fit for purpose'
	Detailed options assessment	Undertake a detailed assessment for management of coastal vulnerability related to: Inundation of residential area in **Carnarvon MU4 South Carnarvon**	With a particular focus on inundation through pathways that occur at 'gaps' to existing surge wall Potential options for different protection measures (e.g levee; staged approach to surge wall works)
		Undertake a detailed assessment for management of coastal vulnerability related to: Erosion of Pelican Point Road **Carnarvon MU 1 Babbage Island**	Options for relocation of Pelican Point Road and Waterfront Resort facilities – cost benefit of rerouting road (short term) versus downgrade and relocation
		Undertake a detailed assessment for management of coastal vulnerability related to breaching of Babbage Island Spit **(Carnarvon MU1; MU3; MU4)**	Loss of protective function and enhanced erosion at maritime facility Implications for navigation channel Infrastructure impacts – Pelican Point
	Emergency Response	Update the existing asset inventory to identify vulnerable assets and prepare an emergency/ damage response plan to respond to potential coastal impacts.	– Use the hazard extents derived through the CHRMAP, for the present day and 2035 planning timeframes, to create an inventory of assets that could be impacted, further to the existing asset database. Assess potential risks to public safety (flooding, unsafe/unstable infrastructure etc.). – Develop a plan to respond to hazardous events, and the asset damage and scenarios that could be associated with them. – This plan might involve the rapid installation of signage and access prevention, the timely removal of damaged assets and response plans for emergency situations. Focus Areas: – Robinson Road, carpark and campsite **(Coral Bay MU2 North)** – Pelican Point Road and Pelican Point Water Front Resort (Carnarvon MU1) – Nor West Seafoods Site **(Carnarvon MU1)** – Maritime Facilities/Harbour Road **(Carnarvon MU3)** – South Carnarvon **(Carnarvon MU4)**

ELEMENT	ATTRIBUTE	ACTION	CONSIDERATIONS
Monitoring	Long Term Monitoring	Initiate a long-term coastal monitoring program, incorporating ad hoc storm and metocean monitoring, and coastal asset condition assessments	Long term estimates of recession using historic high resolution aerial imagery (ongoing shoreline change analysis) and current position of the HSD established through regular monitoring, in addition to analysis of collected aerial imagery. At areas where most pronounced change is likely a monitoring program should include: – Regular analysis (annually) of aerial images, to identify planform change as well as shoreline change (and erosion rates) for other vulnerable areas and creation of GIS layers to describe them. – Baseline profile monitoring to establish beach width/dune buffer measurement points. – 6 monthly buffer width monitoring at set transect locations (to be determined on a site-specific basis relative to length and width (height) of available buffer. – The surveying should prioritise areas with the highest vulnerability at present (Babbage Island: Pelican Point Area; Babbage Island Spit; Robinson Road; Remnant vegetation at Maritime facility in MU3 should have surveying commence as soon as possible, to ensure the longest dataset possible is available to inform future management). – Ongoing surveys should occur in conjunction with the buffer width measurements for 'hotspot' sites timed at intervals between the seasonal summer and winter (approximately April and October/November, respectively).
	Storm Response Monitoring	The collection of data to inform storm-based erosion and inundation understanding.	Data can be used to validate modelled erosion and inundation extents and inform the design of coastal structures. These extents are used as a trigger distance to initiate a change in the management pathway, such as a shift to managed retreat. As such, the Shire should seek to incorporate ad hoc storm monitoring in key vulnerable areas into the recommended long-term coastal monitoring program including: – Post storm beach width (at a minimum) and profiles (if possible), targeting vulnerable sections of coastline at Robinson Road; Pelican Point, Babbage Island Spit; remnant vegetation at maritime facility. Sampling should target the most severe storm events, or those with the greatest potential to lead to shoreline impact. – Inundation extents associated with high water level events should be chosen where the peak of the storm is predicted to occur at high tide, ideally during spring tides. Extent of inundation should be recorded (depth where possible); recovery time and associated damage to assets if applicable. Frequency of inundation and damage are used as triggers for key assets at Robinson Road (Coral Bay MU 2 Coral Bay) and Harbour Road (Carnarvon MU 3) as well as South Carnarvon (Carnarvon MU4). – Photo monitoring pre/post storm at fixed located locations (see photo monitoring guidance appendix)

ELEMENT	ATTRIBUTE	ACTION	CONSIDERATIONS
	Existing Coastal Infrastructure - Condition Assessment	These assets include boat ramps, jetties, groynes, seawalls, breakwaters and associated access infrastructure, like carparks and access ways which are generally designed to be sufficiently strong to withstand coastal hazards (often accompanied by protection)	More regular condition assessment of coastal infrastructure should be undertaken by the Shire and where relevant, State Government: – Assets like boat ramps, protection structures and access-ways subject to altered functionality as conditions change. – Existing coastal asset may have been under-designed for present and/or future coastal conditions – For significant infrastructure, assessments should be carried out by an experienced coastal or maritime structural engineer. – Formal inspection frequency should be approximately every 5 to 10 years, but this should be flexible based on the outcomes of previous assessments and observations from informal assessments. – There should also be the capacity to inspect infrastructure after major storm events, to identify any critical damage. **Carnarvon MU 1 Babbage Island; MU 3 Maritime Facility; MU 4 South Carnarvon.**
Further Investigations	Geophysical Assessment	Geophysical investigations to ID depth of erodible material below the ground surface.	– Noting that managed retreat is a potential adaptation option in the future, geophysical investigations may be beneficial prior to major built infrastructure being removed. The geophysical investigation would inform the managed retreat decision, ensuring assets are not removed unnecessarily – e.g Coral Bay MU 1 chalets. – ID if there is a continuous, alongshore rock barrier located below the ground surface (e.g. within a sand dune), that has sufficient strength and height to prevent coastal hazards impacting assets on its landward side. – Such investigations are carried out by geologists using specialised equipment.
	Drainage Management and Maintenance	Asset Management Plan and Drainage Maintenance Program	– Conduct an asset condition assessment to inform update of the Shire's Asset Management Plan and Drainage Maintenance Program – Develop a priority matrix to ensure drainage assets are performing as expected. – Consider critical failure mode analysis and timeframes for upgrade or renewal in context of preferred adaptation pathways (protection v managed retreat) to determine maintenance program and associated financing to be included in the Infrastructure Asset Management Plan and the Shires 10 Year Business Plan. – Stormwater and drainage system be reviewed for functional capacity should issues be reported.
Review	Review	Future document review	Undertake a full revision of the Shire's hazard extents and CHRMAP identifying and incorporating relevant new information. The key changes to any future revisions of the CHRMAP should include an update of hazard estimates using more recent information, the findings of specialist investigations undertaken, changes to projected sea level rise, climate change effects and any changes to the use of the foreshore. The CHRMAP will be reviewed in 10 years or when SPP 2.6 is reviewed, whichever comes first.

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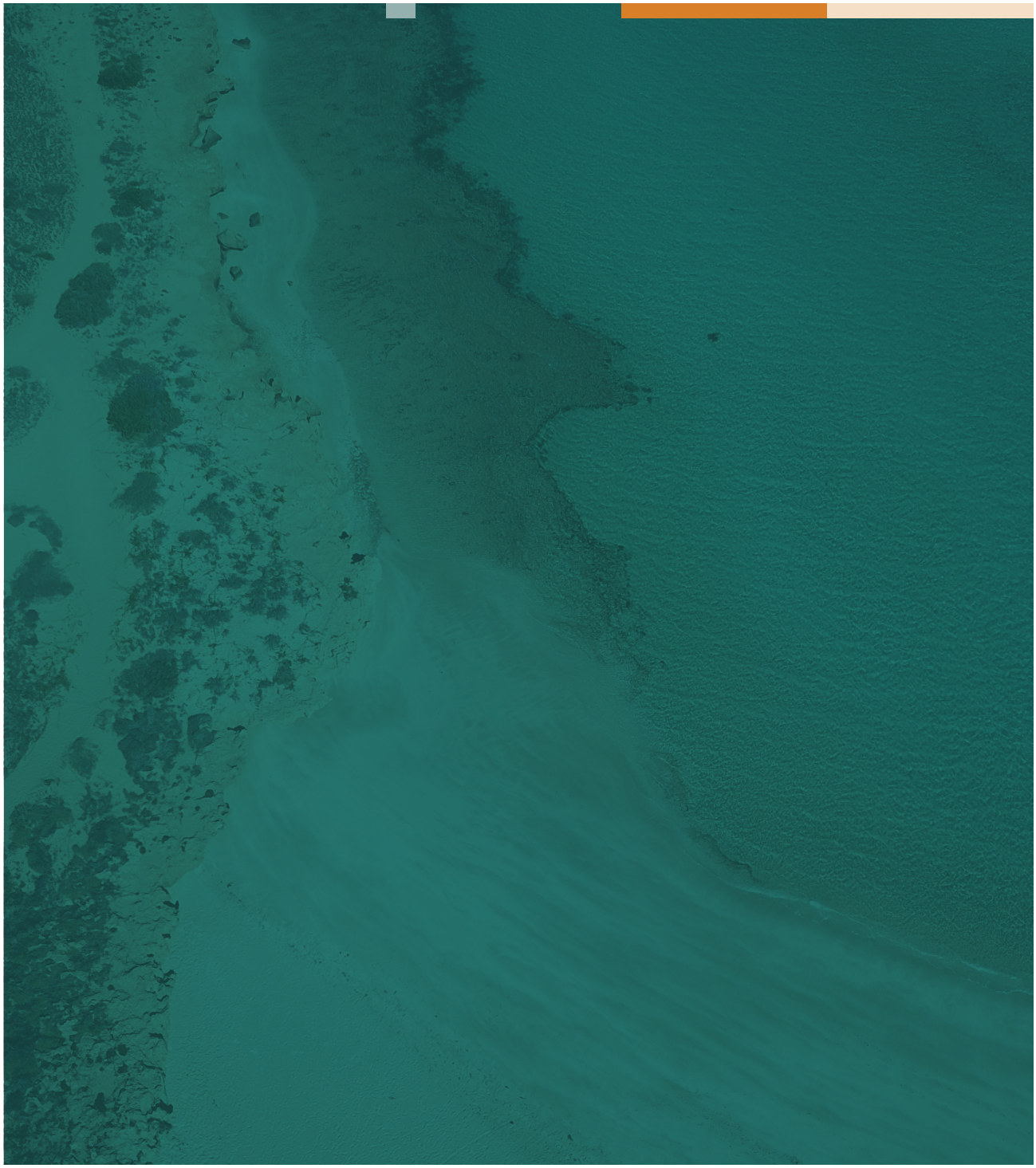


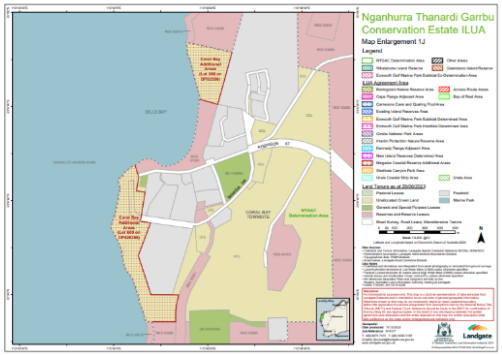
e: Lot 600 on DP426266 - proposed addition to Nyinggulu Coastal Reserve

From: Sara Burke
Sent: Wednesday, 5 March 2025 1:24 PM
To: dexter.a@carnarvon.wa.gov.au
Subject: Lot 600 on DP426266 - proposed addition to Nyinggulu Coastal Reserve

Good afternoon Amanda

Establishing contact with you with a view to understanding where the Shire of Carnarvon is at with the RAC resort redevelopment in Coral Bay. As you will be aware, the Department of Biodiversity, Conservation and Attractions and our joint management partners, the Nganhurra Thanardi Garrbu Aboriginal Corporation (NTGAC) have indicated interest in acquiring Lot 600 on DP426266 for inclusion in the conservation estate, specifically as an addition to the Nyinggulu Coastal Reserves. Lot 306 on DP 52556 has recently also been reserved for this purpose.

Native title consents for the inclusion of Lot 600 (unallocated Crown land) was secured via an Indigenous Land Use Agreement (ILUA) with NTGAC, registered in September 2024, but reservation of the area is still pending confirmation of the area subject to the RAC resort redevelopment and any limitations arising from that redevelopment – please see relevant ILUA map:



DBCA has been asked to report back to the Nyinggulu Coast Joint Management Body regarding the status of the proposed reservation. I would appreciate the opportunity to discuss areas, timelines and any issues with you at your convenience (I work Wed-Friday) and can be contacted via the mobile listed below. I look forward to hearing from you shortly.

Thanks and regards, Sara

Sara Burke
Senior Project Officer (Native Title)
Parks and Visitor Services Division
Parks and Wildlife Service
Department of Biodiversity, Conservation and Attractions

CORPORATE POLICY MANUAL

Excellence | Authenticity | Courage | Passion | Cohesion | Humility | Respect & Inclusion

Shire of CARNARVON catch a taste of the great life

POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO		
CREATION DATE:	May 2015	**REVIEW SCHEDULE:**	Annually - December
RELATED PROCEDURES:	Nil		
RELATED FORMS:			
DOCUMENT CONTROL			
DATE REVIEWED:	**REVIEWED BY:**	**CHANGES (IF ANY):**	**APPROVED BY CEO:**
April 2026	Council	Nil	
		DATE EFFECTIVE:	

1. INTRODUCTION AND PURPOSE

The purpose of this policy is to regulate mobile trading on land under the care, control and management of the Shire of Carnarvon (Shire) in a manner that:

- Protects public safety and amenity;
- Minimises conflict with established businesses;
- Supports tourism and economic development;
- Encourages appropriate activation of key destinations; and
- Provides certainty and transparency for mobile traders.

This is a local planning policy prepared under the Local Government Act 1995 s2.7(2)(b) and the Public Places and Local Government Property Local Law 2021.

2. LEGISLATIVE FRAMEWORK

This policy is made pursuant to:

- Local Government Act 1995;
- Shire of Carnarvon Public Places and Local Government Property Local Law 2021; and
- Any other applicable legislation, including food safety and public health requirements.

3. SCOPE

This policy applies to mobile trading activities conducted on public land within the Shire of Carnarvon, excluding Coral Bay.

This policy does not apply to:

- Approved markets, fairs or community events;
- One-off promotional activities;

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- Buskers/street entertainers;
- Produce stalls located wholly on private property; and
- Government or community service vehicles (including mobile clinics).

4. OBJECTIVES:

The objectives of the policy are:

- To avoid the creation of adverse traffic, pedestrian and general public safety conditions, particularly on routes where the dominant function is the safe movement of vehicular traffic;
- To regulate the level and intensity of vendor activities on road reserves and private land accessible to the public to ensure that the site is retained primarily for its purpose (community/traffic use, parking and commercial activities);
- To accommodate appropriate vendor activities in order to provide services that enhance the visitor /resident experience; and
- To ensure that the parking of vehicles (or erection of other equipment) will not adversely affect the public amenity and the characteristics streetscape of the area and the street carparks, and private commercial areas.

5. DEFINITIONS

Mobile Trader:

A person or business that sells goods or services from a vehicle or temporary structure operating from a stationary location for a limited period.

Itinerant Trader:

A trader who travels along roads and stops only to serve customers who approach the vehicle.

Public Place:

Any place to which the public has access, whether on public or private land.

6. APPLICATION PROCESS:

- Applications are to be lodged with the Shire a minimum of 14 days prior to the proposed trading commencement date.
- Applications must be submitted on the form provided for this purpose and provide all information necessary for officers to determine whether to issue a permit and apply appropriate conditions to the permit.
- Shire may request additional information in support of the application.
- Application can be made to renew an existing license by completing a renewal application form and must be submitted for consideration before the expiry of the license.

Commented [SL1]: Addition as a result of submission

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7. PREFERRED TRADING LOCATION

Carnarvon Airport

The above site is designated as the preferred and primary location for mobile trading within the Shire.

Mobile trading at Carnarvon Airport:

- Will be actively encouraged;
- Will be prioritised in the assessment of applications;
- Must align with airport operations, safety and security requirements; and
- May be limited to specified areas and times.

8. SECONDARY AND DISCRETIONARY LOCATIONS

8.1 Secondary Trading Locations

The following locations are identified as **secondary trading locations**, where mobile trading may be supported subject to compliance with restrictions, site-specific assessment and conditions:

- **Corner of Olivia Terrace and Brown Street**, in the public car park on the fascine to service recreational users, fishers and visitors;
- **Carnarvon Space and Technology Museum,** supporting tourism;
- **Blowholes Reserve,** at the Blowholes car park and Aquarium car park.

Approval at secondary locations may be:

- Limited to specified days and times;
- Subject to seasonal or peak-demand use;
- Capped in number to protect amenity and safety.

Commented [SL2]: To be deleted, is within the 300m buffer zone

8.2 DISCRETIONARY LOCATIONS

In addition to the above, any application outside of the preferred and/or secondary trading locations shall be subject to a public consultation process. The Shire may also restrict or prohibit mobile trading in sensitive locations such as near residential areas and Carnarvon town centre.

Mobile trading at locations other than the Preferred and Secondary locations may be approved on a discretionary basis where:

- A clear community or visitor benefit is demonstrated;
- There is minimal impact on existing businesses (300m buffer zone);
- Traffic, pedestrian safety and amenity impacts are acceptable;
- The activity aligns with Shire/Council-endorsed events, recreation or tourism initiatives.

Commented [SL3]: Included as a request from Submissions

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9. ASSESSMENT CRITERIA

All applications for mobile trading licences will be assessed against the following criteria. The Shire may impose conditions or refuse applications where these criteria are not satisfactorily addressed.

9.1 Location Suitability

- Whether the proposed location is the preferred location or an identified secondary trading location;
- Suitability of the site having regard to its primary function (e.g. transport, recreation, community use);
- Availability of sufficient space for safe vehicle positioning, customer queuing and service; and
- Proximity to sensitive land uses, including residential areas, schools or health facilities.

9.2 Traffic, Parking and Access

- Impact on vehicle movements, including sightlines, intersections and access points;
- Availability of adequate parking without displacing existing users;
- Ability for customers to access the site safely on foot; and
- Impacts on emergency access and service vehicles.

9.3 Pedestrian Safety and Amenity

- Potential for obstruction of pedestrian paths and shared paths;
- Noise, odour, lighting and visual impacts;
- Appropriateness of hours of operation for the surrounding area;
- Cumulative impacts where more than one trader is proposed.

9.4 Impact on Existing Businesses

- Proximity to permanent food, retail or service businesses (300m buffer zone apply);
- Likely competitive impact, particularly in town-centre or activity-node locations;
- Whether the proposal complements, rather than undermines, existing businesses; and
- The degree to which the proposal addresses an unmet demand or peak-period need.

9.5 Operational Management

- Suitability, appearance and condition of the trading vehicle or structure;
- Proposed waste management arrangements, including litter control and grease disposal;

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- Access to power, water and wastewater, where relevant;
- Compliance with health, food safety and other regulatory requirements.

9.6 Signage and Presentation

- Compliance with signage requirements under this policy;
- Scale, design and placement of signage;
- Overall presentation of the trading setup and contribution to place character.

9.7 Community, Tourism and Economic Benefit

- The Shire may approve applications on a trial or seasonal basis to assess impacts prior to issuing longer-term approvals.
- Demonstrated benefit to visitors, residents or users of the location;
- Alignment with tourism initiatives, events or peak activity periods; and
- Support for local entrepreneurship and small business development.

10. LICENSING AND APPROVAL

- A mobile trading licence is required prior to operating;
- Licences are issued to a specific applicant and are non-transferable;
- Licences may be issued for up to 12 months;
- Public liability insurance of not less than $20 million is required;
- Mobile food businesses are permitted to operate at approved locations subject to this policy and application process. All other locations are subject to the same requirements as required for approved locations and subject to public consultation. See Schedule 1 – Approved locations;
- Additional approvals under health or other legislation may be required.

11. APPROVAL TO OPERATE ON PRIVATE PROPERTY

Mobile food business operating on properties in the Priority/General Agriculture zones Town Centre Zones or caravan parks will be exempt from the need for development approval where:

- They operate incidentally to an approved small bar, brewery, tavern, winery, cellar door café, restaurant, lunch bar, fast food outlet, service station or caravan park limited to one trader per property, subject to the following:
  - Written consent from the landowner
  - Mobile trading licence is obtained
- All mobile food businesses operating in the Shire must hold a current Food Act 2008 Certificate of Registration from a Western Australia Local Government.

Commented [SL4]: Included as suggested in a submission.

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- A mobile traders permit is required and compliance with this policy.

12. OPERATING CONDITIONS

Mobile traders must:

- Comply with all licence conditions;
- Operate only within approved locations and times;
- Maintain the site in a clean and tidy condition;
- Not obstruct traffic, pedestrians or access to businesses;
  - Not use amplified music or mechanical chimes which could cause noise nuisance;
  - Manage generator noise so they do not constitute a nuisance under the Environmental Protection (Noise) Regulations 1997 - Cease trading if directed by an authorised officer; and
  - Ensure all signage is safe, legible and compliant with this policy.

13. SIGNAGE REQUIREMENTS

Mobile trading signage:

Must be limited to signage attached to, or immediately adjacent to, the trading vehicle or structure;

- Must not be fixed to the ground, buildings, light poles, fencing or street furniture;
- Must not obstruct pedestrian or vehicle sightlines;
- Must not include flashing, moving or illuminated elements unless expressly approved;
- Must be of a size and scale appropriate to a temporary trading activity;
- Must clearly identify the business name and nature of goods or services being offered; and
- Additional freestanding signage, flags or promotional devices are not permitted unless specifically approved as part of the licence conditions.

14. COMPLIANCE AND ENFORCEMENT

The Shire may:

- Impose conditions on licences;
- Limit the number of mobile traders at any location;
- Suspend or revoke licences for non-compliance; and
- Recover costs associated with site remediation or damage.

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CORPORATE POLICY MANUAL

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15. REVIEW

This policy will be reviewed every year.

SCHEDULE OF DECLARED TRADING LOCATIONS

Generic locations	Restrictions	Declared benefits
Lawfully established public markets or fairs	Trading is subject to permission of market or event coordinator	Attracting tourists and visitors. Promoting quality local produce and goods. Enriching the vibrancy of public areas.
Lawfully organised community events	Trading is subject to permission of event coordinator.	Promoting community and cultural events. Attracting tourists and visitors. Enriching social life in the town.
Privately managed sports clubs or grounds (not public ovals)	Trading is subject to permission of club or venue manager	Supporting the recreational and sporting culture of the town, primarily via food and drink refreshments.
Sports events at public recreation grounds (e.g. ovals)	Trading is subject to permission of relevant club or association	Supporting the recreational and sporting culture of the town, primarily via food and drink refreshments.
Late night food service for revellers	Exact location to be negotiated by applicant.	Providing for the needs of late night revellers when no other food service is available.
Remote camp grounds not having their own shops	Exact locations to be negotiated by applicant.	Supporting caravanning and camping in the district. Providing for needs of campers, primarily via food, drink and camping supplies.

Preferred location	Restrictions	Declared benefits
Carnarvon Airport grounds (refer to Figure 1)	Parking to be negotiated in approval process.	Providing for the needs of people awaiting plane arrivals and departures, primarily via food and drink refreshments.

Secondary locations	Restrictions	Declared benefits
Cnr Brown St and Olivia Tce, South Carnarvon (near 'Tee Jetty' – refer to Figure 2)	Individual licence may be restricted to certain specified times. As per available off-street parking	Enriching the vibrancy of public areas. Providing for needs of people enjoying the public area, primarily via food and drink refreshments.
Carnarvon Space and Technology Museum (refer to Figure 3)	In conjunction with special events or celebrations with approval from the museum operator.	Supporting tourism in Carnarvon. Enriching the vibrancy of public areas.
Blowholes reserve (refer to Figure 4)	Trading is limited to the Blowholes carpark, Picnic area carpark.	Enriching the vibrancy of public areas. Providing for needs of campers and people enjoying the public area, primarily via food, drink and camping supplies.

Commented [SL5]: To be deleted due to submissions.

Commented [SL6]: Kept in for specific approved events only.

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Figure 1: Schedule of declared trading location map – Carnarvon Airport (refer to restrictions).

Trading area

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Commented [SL7]: To be deleted - within 300m buffer zone.

Figure 2: Schedule of declared trading location map - Corner of Olivia Terrace and Brown Street, South Carnarvon (refer to restrictions).

Trading area

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Figure 3: Schedule of declared trading location map – Carnarvon Sace and Technology Museum (refer to restrictions).

Trading area

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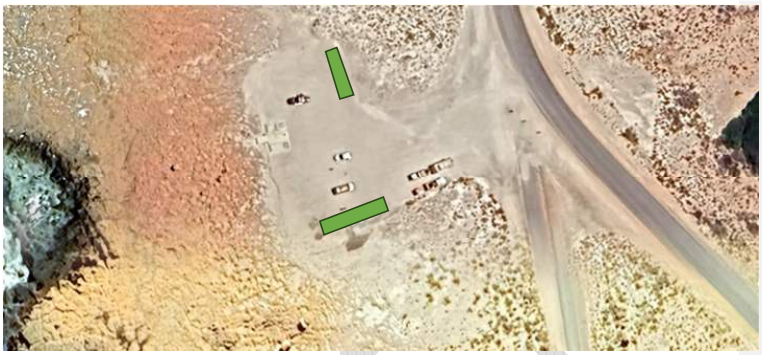

Figure 4: Schedule of declared trading location map – Blowholes Reserve – Blowholes carpark (refer to restrictions).

Trading area

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Figure 4: Schedule of declared trading location map – Blowholes Reserve – Picnic area carpark (refer to restrictions).

Trading area

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Schedule of Submissions – Draft Mobile Trading Policy

No.	Submitter	Summary of Submission	Suggested Officer Comment
1	**Michael Cooke – Senior Environmental Health Officer, Shire of Carnarvon**	Supports adding further mobile trading locations. Suggests: (1) behind the Civic Centre near Camel Lane, noting adequate space for larger vans subject to lighting and traffic management; (2) near the Cactus Garden, while acknowledging possible impacts on nearby residents and Aquatic Centre parking; and (3) the far end of the Olivia Terrace car park near Camel Lane, which would provide greater separation from the Gascoyne Hotel, although the site is smaller and may already be used for parking.	Not supported. The suggested locations are within 300 metres of existing food businesses and would therefore be inconsistent with the separation requirement in the draft Policy. The Airport and the other suitable declared trading locations provide highly visible alternatives where mobile traders can operate without creating direct conflict with established food businesses. Effective advertising through social media can also assist traders to inform customers of their approved trading location.
2	**Chris Voice – Tasty Treats**	Strongly objects to removing the Main Street long-bay parking location and the location opposite the Gascoyne Hotel. Considers the Airport and Museum locations commercially unsuitable because of poor visibility, limited customer demand and, in the Museum's case, operating/power costs. States that Main Street trading during the tourist season is important to the viability of the business and considers the location safe. Also objects to the existing four-hour trading limitation and requirement to move locations, stating these restrictions have substantially constrained the business. Requests the Shire explain the reasons for the proposed changes and recognise that Tasty Treats is a locally based operator rather than a travelling vendor.	Noted. The concerns regarding visibility and business viability are acknowledged. However, retaining the Main Street location or the location opposite the Gascoyne Hotel is not supported because these sites are within 300 metres of existing food businesses and would be inconsistent with the draft Policy. The preferred and suitable secondary locations identified in the Policy are considered highly visible and appropriate for mobile trading. Traders can use social media to advertise where they are operating and direct customers to their approved location. The revised draft Policy does not impose a general four-hour trading cap. Operating times may, however, be addressed through site-specific licence conditions where required for safety, amenity or operational reasons.

No.	Submitter	Summary of Submission	Suggested Officer Comment
3	**Benjamin and Leona Smith – Fish Tails Fish & Chips** *(Late Submission)*	Request continued access to the Visitor Centre/Main Street parking bay, where the business has traded since 2022. State that they have established a loyal local and visitor customer base and regularly trade at this location on Mondays, Thursdays and Fridays, with more intensive use during parts of the year. Consider the Airport and Museum alternatives unsuitable because of lower visibility and pedestrian traffic. Believe Main Street helps attract travellers into Carnarvon and provides a valued community service. Estimate that changing their established trading location could result in approximately a 50% reduction in gross trade.	Noted. The submitters' established customer base and stated potential financial impact are acknowledged; however, the estimated reduction in trade has not been independently verified. Continued trading from the Visitor Centre/Main Street parking bay is not supported because the location is within 300 metres of existing food businesses and would be inconsistent with the draft Policy. The preferred and suitable secondary locations are considered highly visible and appropriate. Effective social-media advertising can assist customers and visitors to locate the business at an approved site. The revised draft Policy does not impose a general cap on daily trading hours, although site-specific operating conditions may be applied where necessary.
4	**Carnarvon Space and Technology Museum Inc. – David O'Brien, Vice-Chairman** *(Late Submission)*	Does not support the Museum being identified as a standing Secondary Trading Location. While supportive of tourism and improved visitor experiences generally, the Committee raises concerns about inadequate lighting for evening trading, waste-bin provision and servicing, security of Museum assets and infrastructure, and additional demand on volunteer-maintained public toilets. It also questions the commercial viability of the location because of its distance from the town centre and raises concern about mobile vendors competing with established hospitality businesses. The Committee appears supportive of mobile trading associated with **specific Museum events rather than establishing an**	Supported in part and addressed in the revised draft Policy. The Museum is not proposed as an unrestricted standing trading location. Mobile trading at the Museum would be limited to special events or celebrations, require approval from the Museum operator and remain subject to appropriate site-specific conditions. This approach responds to the concerns about lighting, waste management, security, toilet facilities and day-to-day operational impacts while retaining the opportunity to support tourism

No.	Submitter	Summary of Submission	Suggested Officer Comment
		ongoing commercial trading location.	and enhance visitor experiences during suitable events.
5	**Name not stated – "Submission on the Draft Mobile Trading Policy"**	Recommends retaining the Robinson Street trading locations, stating that they contribute to CBD activation, evening activity, passive surveillance, food diversity and opportunities for small businesses. Also recommends adding the Civic Centre Public Car Park and considering the Aquatic Centre car park, subject to lighting, parking, traffic, competing uses and proximity to existing food businesses. The submission further recommends that mobile traders be fully self-sufficient for power, water and waste; that the Policy clarify requirements for trading from private property; and that it include criteria for adding future sites, annual licence renewal requirements, the ability to nominate multiple approved sites under one permit and defined separation distances where appropriate.	Supported in part. The recommended administrative matters are substantially addressed through the draft Policy's application, assessment, licensing, private-property and operational-management provisions. These include consideration of power, water, wastewater and waste arrangements, annual licensing, site suitability and public consultation for discretionary locations. Applications involving more than one trading location may be considered through the approval process and conditioned as appropriate. Retaining the Robinson Street/Main Street trading locations, or adding the Civic Centre, Aquatic Centre or Olivia Terrace locations where they are within 300 metres of an existing food business, is not supported. The preferred and other suitable secondary locations are considered highly visible. Mobile traders can support customer awareness by regularly advertising their approved locations through social media.
6	**Management – Gascoyne Hotel**	Supports local trading generally but highlights the year-round employment, taxes, fees and overheads incurred by fixed hospitality businesses. Requests a specific Policy requirement that mobile food vans/traders not be permitted to operate within 100 metres of existing rate-paying food and accommodation premises,	Supported, with modification. The concern regarding mobile traders operating close to established food businesses is accepted. The revised draft Policy applies a 300-metre buffer from existing food businesses rather than the requested 100-metre separation distance. This provides clearer and

No.	Submitter	Summary of Submission	Suggested Officer Comment
		including the Gascoyne Hotel, to provide what it considers a fairer trading environment.	stronger separation while directing mobile trading to the preferred and suitable secondary locations identified in the Policy.
7	**Ken Dodge – Carnarvon Hotel**	Raises concerns regarding what is perceived as an unequal operating environment between established businesses and mobile food vendors. Notes that the Carnarvon Hotel employs local staff, pays rates and contributes to local clubs and events, while stating that mobile vendors may not carry equivalent costs or make equivalent local contributions. The submission states that the Hotel supports competition and additional choices for residents and tourists but objects to mobile vendors operating nearby without comparable fixed-business costs.	Noted and addressed. The contribution, employment and ongoing operating costs of established local businesses are acknowledged. The revised draft Policy seeks to minimise direct conflict by applying a 300-metre buffer from existing food businesses and directing mobile traders to the identified preferred and suitable secondary locations. These locations are considered visible and appropriate for mobile trading while continuing to support customer choice, tourism and small-business activity.

Benjamin and Leona Smith
T/as Fish Tails Fish & Chips
18 McLeod St South Carnarvon
WA 6701

Stefan Louw
Exectutive Manager Community Planning & Sustainability
Carnarvon Shire Offices

Dear Planner,

Thank you for the opportunity to provide feedback on the Draft Mobile Trading Policy.
We have been operating our mobile food van (Fish Tails Fish & Chips) on Robinson Street since 9 September 2022, and have proudly served the Carnarvon community for almost four years.

When we first started, many people in the community told us that it was difficult to find food on Mondays, as many businesses were closed. To help meet this need and demand , we made the decision to trade every Monday. As a mobile food business, we have been able to provide a convenient food option on Robinson Street for both local residents and visitors.

If we are able to continue operating at the Visitor Centre Main Street parking bay, we can continue serving the loyal customer base that we have built over the past four years, including both local residents and the many caravan and motorhome travellers who visit Carnarvon each year.

From April to mid-October, we also travel to other local campgrounds and events. However, we return to trade on Mondays, Thursdays, and Fridays at the Main Street location. From mid-October until mid-January, we operate exclusively from the Main Street location.

For our business, this location has become our regular trading base. It allows us to provide a service that the community values while also attracting travellers and encouraging them to stop, visit, and spend time in Carnarvon.

We understand that alternative locations have been suggested, including the airport parking area and the area near the museum. However, we do not believe these locations are suitable for our business. They have significantly lower visibility and pedestrian traffic, particularly during our operating hours. Our customers have become familiar with the Main Street location over the past four years, and relocating to these areas would make it much more difficult for both local residents and visitors to find us. We are concerned that this would have a significant impact on our business and our ability to continue providing this service to the community

The Visitor Centre Main Street parking bay is a central and convenient location for both residents and tourists, making it the most appropriate place for a mobile food business like ours

I hope the new Mobile Trading Policy will recognise the contribution of long-term local mobile traders and support businesses that have demonstrated an ongoing commitment to serving the Carnarvon community.
Should there be any change or alteration to our designated parking/trading locations, we foresee an estimated 50% gross trading loss .

Thank you for considering my feedback.

Kind regards,

Benjamin & Leona Smith
T/as Fish Tails Fish &Chips

Shire of Carnarvon

Shire of Carnarvon
3 Francis Street, Carnarvon, WA 6701
P: (08) 9941 0000 |Customer Service M: 0427 410 046
www.carnarvon.wa.gov.au

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From: Ken Dodge <kendodge75@gmail.com>
Sent: Friday, 31 July 2026 9:18 AM
To: Shire of Carnarvon <shire@carnarvon.wa.gov.au>
Subject: Mobile food vendor policy

You don't often get email from kendodge75@gmail.com. Learn why this is important

Good morning

Not sure if this is the correct email,its not very clear to submit feedback regarding this,or any point to it.

We own and operate the carnarvon hotel.
We employ staff who spend their income in carnarvon-most food trucks dont.
We pay rates of $1900 a month for what?they dont.
We pay tax on our cash,we all know they dont.
We sponsor local clubs and events,NONE of them do.

And you think it creates a vibrancy with no actually facts,look at broome.
We enjoy competition,its good for all of us and different options for locals and tourists,food trucks that pay no rates,no staff in carnarvon and limited tax and just down the street from us.

Ken

Carnarvon hotel

0401262818

Carnarvon Space and Technology Museum Inc.
Mahony Ave, Carnarvon, WA 6701
ABN: 87 882 586 320

21 July 2026

Amanda Dexter
Chief Executive Office
Shire of Carnarvon
3 Francis Street
Carnarvon WA 6701

Dear Mrs Dexter,

DRAFT MOBILE TRADING POLICY – RESPONSE TO CONSULTATION – CARNARVON SPACE AND TECHNOLOGY MUSEUM

On behalf of the Committee of the Carnarvon Space and Technology Museum, we would like to thank the Shire for providing the opportunity to comment on the Draft Mobile Trading Policy, particularly the inclusion of the Museum as a proposed Secondary Trading Location under Section 8.1.

Following discussions with the Executive Manager Community Planning and Sustainability, we understand that the Museum had previously been identified as a potential trading location in earlier discussions and has therefore been carried through into the current draft policy. The Committee has since met to review the proposal and wishes to provide the following feedback.

Whilst the Committee is strongly supportive of initiatives that encourage tourism growth and enhance the visitor experience in Carnarvon, we do not believe the Museum is an appropriate location to be identified as a standing secondary mobile trading site.

The Museum currently holds the lease over the site and, as the lessee, has a responsibility to manage and maintain the facility, largely through the efforts of dedicated volunteers. We have several practical concerns regarding the proposal, including:

- the availability of adequate lighting for evening trading;
- provision and servicing of waste bins;
- security of Museum assets, exhibits and surrounding infrastructure;
- increased demand on the Museum's public toilets, which are maintained entirely by volunteers and not designed to service commercial trading activities.

In addition, the Museum's location is somewhat removed from the town centre, and the Committee questions whether it would be a preferred or commercially viable location for many mobile traders.

Our broader concern relates to the perception of the Museum within the community and tourism industry. At present, many mobile food vendors are viewed as businesses travelling into Carnarvon rather than locally established operators. While we acknowledge they provide an additional service, there is also concern within the local business community about the economic impact on existing hospitality businesses.

The Committee is mindful that, should these operators be invited to trade from the Museum precinct, it may be perceived that the Museum is actively facilitating competition with local

businesses. This could unintentionally affect the Museum's reputation and relationships with local tourism operators and business partners.

Rather than becoming a regular mobile trading location, the Committee sees greater value in partnerships that genuinely strengthen the visitor experience and align with the Museum's purpose. Examples include collaborative tourism experiences such as guided tours with Wooramulla Eco Cultural Journeys, special event activations, astronomy evenings, or other curated visitor experiences that complement the Museum's operations.

Should the Shire wish to retain the Museum within the policy, the Committee requests that it instead reflect the approach contained within the Schedule of Declared Trading Locations, where trading at the Museum is limited to special events or celebrations and only with the approval of the Carnarvon Space and Technology Museum. This approach recognises the Museum's role as the lessee and enables mobile trading where it enhances specific events without creating an ongoing commercial trading location.

Thank you again for the opportunity to provide feedback. The Committee looks forward to continuing to work collaboratively with the Shire to support tourism and create meaningful visitor experiences that benefit the broader Carnarvon community.

Yours sincerely,

David O'Brien
Vice-Chairman
Carnarvon Space and Technology Museum Inc.

Outlook

Re: Request for Comment - Draft Mobile Trading Policy

From Chris Voice <voicechris@gmail.com>
Date Thu 30/07/2026 15:39
To Planner <planner@carnarvon.wa.gov.au>

4 attachments (100 KB)
image322109.png; image593992.png; image818390.png; image177403.png;

Hi, regarding mobile trading locations.

I do not see how this is fair to remove our ability to trade in the mainstreet long bay parking.

We see you have also planned to remove the only other viable location opposite the Gassy hotel.

The other locations have been proven to be a total waste of time.

No one is going to see us if we are isolated at the Airport.

Trading at the Space museum would require the ability to trade their full opening hours and a power supply to make it work, our gas bill would be massive.
There is no Breakfast or lunch rush, and dinner option is non-existant. Its mearly relying on speratic chance sales through the whole day.
So it is far from ideal.

We only traded a couple of days a week during the busy season in the mainstreet, and it was essential that we were able to do this in order to make any money.
Mainstreet was also safer for us having cameras at the roundabout.
We have never experienced any safety concerns regarding traffic or foot traffic buying our food. There simply is no danger created. People generally park on the same side and dont need to cross the road to visit us.

During the season there is enough tourists for all the food vendors to survive. Most of these businesses are making a killing. I barely make a living.
We even close for the off-season, so there is no reason for shop owners to complain, other than selfish greed.

The existing trading hours are a complete joke. 4 hrs then having to move location makes it highly complicated.

I litterally built my business on the concept of being able to trade breakfast and lunch. No-one from the shire bothered to inform us about such restrictions when i was initially setting up, even after i explained what i wanted to do.

You killed that idea after i spent thousands on my food van. You have no idea just how devistated we were.
So we restructured the business to serve dinners, so therfore, less opportunity for us to make money as its only really 2 hours of dinner time trading we get a day.

I am now $120k in debt with setup costs and it seems the shire is intent on Destroying our business and our lives.

I would like to know whos idea it is to make these changes on top of an already highly difficult and restricted system.

I would also like to know what is the actual reasons driving such a rediculous change, that will ultimately be utterly detrimental to my business, and a loss to the community.

We are not a travelling food van, we live here, in Carnarvon. I suggest looking after us, not destroying us.

I look forward to your reply.

Regards,

Chris Voice - Tasty Treats

On Wed, 8 July 2026, 4:32 pm Planner, <planner@carnarvon.wa.gov.au> wrote:

> Good afternoon,
>
> We're inviting feedback on our Draft Mobile Trading Policy.
>
> The policy has been developed to provide a clear and consistent framework for mobile traders operating within our district (excluding Coral Bay), while supporting local businesses, creating vibrant public spaces, and ensuring public safety and amenity.
>
> Please review the attached policy and provide any feedback you have in writing by the 31st July 2026.
>
> Kind Regards
>
> **Planner**
>
> Shire of Carnarvon
> 3 Francis Street, Carnarvon, WA 6701
> P: (08) 9941 0000 | Customer Service M: 0427 410 046
> **www.carnarvon.wa.gov.au**

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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 eme
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From: Gascoyne Hotel <gascoynehotel@gmail.com>
Sent: Friday, 28 August 2026 1:26 AM
To: Shire of Carnarvon <shire@carnarvon.wa.gov.au>
Subject: Feedback on Draft Mobile Trading Policy – Gascoyne Hotel

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Dear Shire of Carnarvon Team,

Thank you for providing us with the opportunity to review and provide feedback on the Draft Mobile Trading Policy.

As a local business operating the Gascoyne Hotel in Carnarvon, we are fully committed to supporting our local community by providing jobs, investing in local employment, and contributing taxes and operational fees necessary to maintain a brick-and-mortar hotel and restaurant establishment.

While we appreciate local trading and commercial activity, fixed hospitality businesses incur significant year-round overhead costs. To ensure a fair trading environment, we kindly request that the updated policy include a requirement specifying that mobile food vans/traders are not permitted to operate within 100 meters of existing rate-paying food and accommodation premises, such as the Gascoyne Hotel.

Thank you for considering our feedback as part of this policy review process. We appreciate your continued support of local businesses.

Kind regards,

Management

The Gascoyne Hotel

Office: 08 9941 1412
57 Olivia Terrace | Carnarvon | Western Australia 6701 | PO BOX 1319
www.gascoynehotel.com | gascoynehotel@gmail.com |

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Good morning Tracy,

Can I please request that the Shire adds some additional trading locations for mobile food vans.

One that might be suitable is behind the Civic Centre near Camel Lane as this has adequate space for larger rigs to set up, provided they have adequate lighting and traffic control plans in place.

Another that could take advantage of a new feature in town would be to trade near the Cactus Garden. I understand this would require the approval of nearby residents and might potentially clash with the aquatic centre's parking … but if it did work, it would be very photogenic: a photo of exotic food with a cactus garden in the background.

I would also like to propose the far end of the Olivia Tce carpark, nearest to the Camel Lane intersection, as this site less directly in proximity with the Gascoyne Hotel's kitchen. The only downside is that it's a smaller site, so might have cars already parked in it.

Kind regards,

Michael Cooke
Senior Environmental Health Officer

Shire of Carnarvon
3 Francis Street, Carnarvon, WA 6701
P: (08) 9941 0000 |Customer Service M: 0427 410 046
www.carnarvon.wa.gov.au

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Submission on the Draft Mobile Trading Policy

The following comments and recommendations are provided for consideration.

Robinson Street Trading Locations

It is recommended that the proposed removal of the Robinson Street trading locations be reconsidered.

The existing Robinson Street locations have proven to be valuable activation points within the Carnarvon town centre. They contribute to the vibrancy and character of the CBD by providing food and beverage options that encourage people to remain in the town centre beyond normal business hours.

Mobile traders operating in these locations create activity and passive surveillance during evenings, supporting a safer and more welcoming public environment. They also provide variety within the town centre without the need for permanent infrastructure and complement, rather than compete with, many existing businesses by extending the range of services available after hours.

Retaining these locations would continue to support:

- Activation of the town centre during evenings and weekends.
- Increased pedestrian activity and passive surveillance.
- Greater diversity of food and beverage offerings.
- A more vibrant and attractive public realm for residents and visitors.
- Opportunities for small business operators and local entrepreneurs.

Given these benefits, the Robinson Street trading locations should remain as approved mobile trading sites within the policy.

Additional Trading Locations

It is recommended that the Civic Centre Public Car Park be included as an approved mobile trading location.

This location presents an excellent opportunity to further activate the Carnarvon town centre by providing convenient food and beverage services to visitors, workers and the broader community. It would encourage greater use of surrounding public spaces while complementing existing commercial activity.

The Civic Centre Public Car Park offers several planning advantages, including:

- Existing public parking infrastructure capable of accommodating mobile trading vehicles.
- Sufficient space for larger food vans without adversely affecting traffic flow.
- An opportunity to increase activity and passive surveillance within the CBD, particularly outside normal business hours.

Should this location be adopted, consideration should be given to operational requirements including:

- Adequate lighting.
- Managing potential conflicts with existing uses, including the Saturday Markets, Movies Times and Shire staff parking.
- Identifying designated trading bays to ensure safe vehicle manoeuvring, pedestrian access and efficient operation.

Carnarvon Aquatic Centre Carpark

The Carnarvon Aquatic Centre should be considered as suitable location for mobile trading due to its existing infrastructure, central location and proximity to a range of recreational facilities. The site has the potential to support the activation of the surrounding Youth Precinct however; there are several commercial and operational constraints that should be considered when determining its suitability.

Opportunities

Existing infrastructure

The site benefits from established parking, sealed access, and waste disposal facilities. These features reduce the need for additional Shire investment and provide a safe and convenient location for mobile trading.

Supports activation of the Youth Precinct

The Aquatic Centre is adjacent to the skate park, pump track and the Cactus Garden creating a recreational destination for families, children and visitors. A mobile trader could contribute to the activation of these public spaces by:

- encouraging longer visit times;
- improving the vibrancy of the precinct;
- increasing passive surveillance through greater activity; and
- supporting Shire's investment in youth and recreational infrastructure.

Constraints

Proximity to existing food businesses

A key limitation of this location is the close proximity to several established food and beverage businesses, including:

- the Aquatic Centre kiosk;
- the adjacent service station and
- the bakery.

Operational conflicts

Peak periods during swimming carnivals, school programs and major community events may result in increased parking demand and traffic movements. Any designated trading area should therefore avoid impacting:

- customer parking;
- pedestrian circulation;
- emergency vehicle access; and
- programmed Aquatic Centre activities.

Management Options

If Shire wishes to permit mobile trading at this location while protecting existing businesses, several management measures could be considered:

- restricting product lines where they directly duplicate of existing businesses;
- allowing seasonal or time-limited permits rather than unrestricted year-round trading.

Self-Sufficiency Requirements

The policy should clearly state that all mobile traders are required to be fully self-sufficient.

Mobile traders should be responsible for providing their own:

- Electrical power.
- Potable water.
- Wastewater storage.
- Waste disposal facilities.
- Any equipment necessary to safely conduct their business.

This requirement will minimise reliance on public infrastructure, reduce operational demands on the Shire and ensure mobile trading can occur efficiently across approved locations.

Trading from Private Property

The policy should provide clearer guidance regarding mobile trading occurring on private land.

While the draft policy primarily addresses trading from public land, it would benefit from outlining the planning and regulatory requirements applicable where a mobile trader proposes to operate from private property. This should include consideration of:

- Written consent from the landowner.
- Whether a Mobile Trading Licence is required.

- Whether the proposal constitutes a land use requiring development approval under the Shire's Local Planning Scheme.
- Temporary approval processes where trading is proposed for limited periods or special events.
- Compliance with environmental health and food safety requirements where applicable.

Providing this guidance within the policy will improve certainty for operators and assist applicants in understanding all relevant approvals before commencing operations.

Policy Implementation

To assist both applicants and the Shire, consideration should also be given to including:

- Assessment criteria for considering additional trading sites in the future – outside the annual review.
- Requirements for renewal of annual licences – Required to complete a renewal application form.
- Confirmation traders able to nominate several approved sites under one permit, providing operational flexibility.
- Defined separation distances where protection of existing businesses is necessary.

Conclusion

The Draft Mobile Trading Policy presents an important opportunity to facilitate mobile businesses while ensuring trading activities are appropriately managed.

Retaining the Robinson Street trading locations is strongly supported as they make a valuable contribution to the activation, diversity and vitality of the Carnarvon town centre, particularly during evenings and outside normal business hours. Similarly, inclusion of the Civic Centre Public Car Park and Carnarvon Aquatic Centre Car Park as approved trading locations would provide further opportunities for economic activity and community activation.

Together with clearer guidance regarding trader self-sufficiency, mobile trading on private property and operational standards, these recommendations would strengthen the policy, provide greater certainty for operators and support a flexible planning framework that encourages investment while protecting public safety and amenity.

These recommendations are respectfully submitted for consideration to assist in delivering a balanced and effective Mobile Trading Policy that supports economic development, enhances activation of the Carnarvon and provides positive outcomes for businesses, residents and visitors alike.